



Hamburg Township Parks & Recreation

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Hamburg Township
Parks & Recreation Committee
Regular Meeting
Hamburg Township Hall
Tuesday, June 22, 2021
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: Auxier, Michniewicz, Muck, Dolan

Board Members Absent: Mougrabi

Also Present: Deby Henneman, Parks & ADA Coordinator, Duane Hoepfner, Building & Grounds Team Lead

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 as presented.

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

MOTION CARRIED

6. Approval of the Minutes

Motion by Auxier, supported by Michniewicz, to approve the minutes from the May 25, 2021, Regular Meeting with minor change to section 9.A.2. – Change “Clerk” to “Henneman” as Clerk was not present for the May 25, 2021 meeting.

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

MOTION CARRIED

7. Correspondence

Hamburg Historical Museum newsletter was received and filed.

American Rescue Plan for Michigan Parks email was received and filed.

8. Current Business

A. PayPal/QR Code Proposal

Henneman reviewed proposal to accept donations via a passive account such as PayPal or Venmo using a QR code. Muck stated it is a good idea.

Dolan suggested that sign language can include the availability of a tax deductible receipt for those who request one.

Michniewicz recommended we consider using Venmo as well as PayPal for the younger users. She also suggested that FB be used as a mechanism to link to donation site.

Dolan directed Coordinator to finalize proposal and present at next meeting for final recommendation.

9. Old Business

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

1. Iron Belle Trail/Lakelands Trail – No Supervisor update.

Hoepfner reported that cutting has been completed on the trail, and they have had issues with bikers passing equipment and operators in an unsafe manner. Parks Coordinator had made a post on FB at his request.

Muck suggested that Building & Grounds could speak to Public Safety about having a bike patrol present during big work days. He suggested a police presence may show folks down.

B. Township Park Use Policy/Fee/Procedures

1. Park Facility Use Policy – No updates.

2. Covid Protocol – If vaccinated don't need to wear a mask, however, if anyone requests you wear one in their area, staff must honor the request.

C. Administrative Services

1. Park Coordinator's Report – May 2021 – Report received and filed

2. Senior Center Report – May 2021 – Report received and filed

3. Scholarship Request – None

4. Park Use Requests

a. Blackout List – Updated list received and filed.

b. Southern Michigan Orienteering Club – Orienteering Meet - TBD

Motion by Dolan, supported by Michniewicz, to recommend to the Township Board, approval of the Park Use Application for Southern Michigan Orienteering Club, dated May 20, 2021, as presented, with Low Hazard ranking as set by Public Safety review and subject to current Park Use Fees for Special Use.

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

MOTION CARRIED

c. Livingston Christian Schools – Summer/Fall Park Use for Soccer – West Park

Motion by Dolan, supported by Auxier, to recommend to the Township Board, approval of the Park Use Application for Livingston Christian Schools, dated June 17, 2021, as presented, for regular park use subject to the current Park Use Fees of \$25.00 each 2-hour use.

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

MOTION CARRIED

D. Special Projects

1. Equipment Upgrade in Playgrounds – Awaiting bids. Replacement of aged structure is recommended, and will be proposed.
2. Hay Creek Bridge Project – Dolan stated the Engineer has created the RFP and it will be going out to bid.
3. ADA Truncated Domes Project on Lakelands Trail – Complete
4. Hamburg RC Flyers – RC Car/Truck Track – Conceptual Play – No update
5. Outdoor Seating Project – Complete
6. Pickleball Court Project – Curing now, painting to be scheduled. Dolan stated hoping in next week.

E. Sponsorships/Volunteerism/Scholarships

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

F. Signage and Community Awareness

1. Event Signage Policy – Dolan presented the proposal for Parklands Use Permit Sign Policy, which is proposed to be added to the Park Use Policy and the application process for park use.

Henneman stated it was added to the packet for review and comment. She stated it seems that the number of signs being proposed as “allowed” would not be adequate for Public Safety/Directional.

Michniewicz suggested adding a section that allows signage for Public Safety and directional reasons, which would allow for additional signage to be up while the approved use is occurring.

Muck stated the directional signage in the interior of the park shouldn't be a concern, and perhaps concentrating on entryways to Park and the Merrill Rd. corner is the way to go.

Dolan suggested that the policy be reviewed further and brought back to Parks for final recommendation.

Motion by Dolan, supported by Auxier, to table discussion on the Parklands Use Permit Sign Policy until next Parks meeting, and to request a member of Planning and Zoning to attend to provide information and make final changes.

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

MOTION CARRIED

G. Risk Management (Insurance/ADA)

There were no updates.

10. Call to the Public

A call was made with no response.

11. Committee Comments

No comments were made.

12. Adjourn Meeting

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

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

Meeting adjourned at 3:44 p.m.

Respectfully submitted,



Debra Henneman
Parks & ADA Coordinator