



Hamburg Township  
Parks & Recreation Committee  
Regular Meeting  
Hamburg Township Hall  
Tuesday, September 28, 2021  
3:00 p.m.

1. Call to Order

Dolan called the meeting to order at 3:04 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 Auxier, supported by Muck, to approve the agenda with the addition of Scholarship request.**

**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 July 27, 2021 Regular Meeting as presented.**

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

**MOTION CARRIED**

7. Correspondence

Hamburg Historical Museum newsletters were received and filed.

8. Current Business

A. Student Committee Member Job Description

**Motion by Dolan, supported by Muck, to direct the Parks Coordinator to update the Student Liaison Job Description to include “no excessive absences” in language, and to allow for any student in Pinckney High School that qualifies, be able to apply for the committee position. Also, the selection process should be completed Administratively by the Clerk, who will make the final recommendation to the Township Board, and Bylaws should be updated accordingly.**

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

**MOTION CARRIED**

B. Park Bylaw Amendment

Bylaw updates discussed during Student Committee Member Job Description discussion. Committee supported changes going to the Township Board.

C. PayPal.QR Code Proposal

Committee discussed the proposal and is in support of using a QR Code for donations in lieu of set rates. Park Coordinator will meet with Accounting Director and Treasury to work on putting this system in place.

D. PowerAde Tournament 2021 – Public Safety Concerns

**Motion by Dolan, supported by Michniewicz, to table discussion until the next Parks Committee meeting.**

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

9. Old Business

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

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

B. Township Park Use Policy/Fee/Procedures

1. Park Facility Use Policy – No updates.
2. Covid Protocol – No updates.

C. Administrative Services

1. Park Coordinator's Report – September 2021 – Report received and filed
2. Senior Center Report – August & September 2021 – Report received and filed
3. Scholarship Request – East Michigan Panthers (Added at table)

**Motion by Auxier, supported by Dolan, to approve the scholarship request as presented by the East Michigan Panthers in the amount of \$300.00 which represents a scholarship for 2 Hamburg Township residents, and to direct the Parks Coordinator to process the reimbursement through Accounting.**

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

4. Park Use Requests

- a. Kensington Woods Park Use

**Motion by Muck, supported by Auxier, to recommend approval of the Park Facility Use Application for Kensington Woods Schools dated 8/27/21 as presented, contingent on all requested documents being received to the Clerk Department's satisfaction, that field assignments be communicated administratively, and that charges be invoiced based on current fee schedule.**

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

- b. Blackout List – No updates

**D. Special Projects**

1. Equipment Upgrade in Playgrounds – Discussed what was found on 2:00 p.m. site walk.

Muck stated the best pricing for playground equipment is in the fall. He stated once he knows what the Township’s budget, he will reach out to Penchura to start working on designs and bids.

Dolan will work on getting budget numbers from Accounting.

Committee agreed that the focus should be on replacing the old playground equipment and upgrading the safety features.

2. Hay Creek Bridge Project – Bids have been received and will be awarded soon.
3. Hamburg RC Flyers – RC Car/Truck Track – Conceptual Play – No update
4. Upcoming Park Projects Memo- Discussion took place during D.1.

**E. Sponsorships/Volunteerism**

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

**F. Signage and Community Awareness**

1. Event Signage Policy

**Motion by Michniewicz, supported by Auxier, to recommend that the Township Board approve the Parklands Use Permit Sign Policy as presented.**

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

**MOTION CARRIED**

2. Wayfinding Signage Proposal – Discussion took place regarding the information presented, and plan is a good start. It was suggested that ideas are presented to Public Safety to get input from them on a wayfinding signage plan, including temporary event signage.

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

There were no updates.

10. Call to the Public

A call was made with no response.

11. Committee Comments

Michniewicz introduced members of the Hamburg Historical Society who had attended the Parks meeting. She stated their fund-raising event will be held on 11/5/21, the same day as the Hamburg Senior Center Bazaar.

12. Adjourn Meeting

**Motion by Auxier, supported by Michniewicz, to adjourn the meeting.**

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

Meeting adjourned at 4:04 p.m.

Respectfully submitted,



Debra Henneman  
Parks & ADA Coordinator