



Hamburg Township Parks & Recreation

Hamburg Township Offices
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Hamburg Township
Parks & Recreation Committee
Regular Meeting
Hamburg Township Hall
Tuesday, February 22, 2022
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: Michniewicz, Muck, Dolan

Board Members Absent: Auxier, Member At Large - Vacant

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

4. Call to the Public

A call was made with no response.

5. Approval of the Agenda

Motion by Michniewicz, supported by Muck, to approve the agenda as presented.

VOICE VOTE: Ayes: 3 Absent: 2 (Member at Large, Auxier)

MOTION CARRIED

6. Approval of the Minutes

Motion by Muck, supported by Michniewicz, to approve the minutes from the January 25, 2022 Regular Meeting as presented.

VOICE VOTE: Ayes: 3 Absent: 2 (Member at Large, Auxier)

MOTION CARRIED

7. Correspondence

Hamburg Historical Museum newsletters were received and filed.

8. Current Business

A. Community Center Policy and Fee Change

Discussion took place with the Senior Director regarding the set-up in the Community Center and the reasons behind the change in policy.

Muck suggested setting hours that the Center is open for parties so it is easier to staff it in the future if it is needed.

Hohl stated an Additional Insured rider naming the Township should be required for uses of this nature.

Dolan stated rules should be leave it as you found it, and cleaning supplies should be made available to users with instruction sheet on how furniture should be placed and where the dumpster is.

Discussion took place on allowing alcohol and it was determined for now we would prohibit and monitor use/requests.

Motion by Dolan, supported by Michniewicz, to recommend the Township Board allow rental of the Community Center to extend to select special events, and that a proposed fee structure be developed by the Senior Director and Parks Coordinator.

VOICE VOTE: Ayes: 3 Absent: 2 (Member at Large, Auxier) MOTION CARRIED

B. Vendor Approval Procedure – Discussion

Discussion took place regarding for-profit vendor requests to use Township Parklands on a reoccurring basis without being tied to an event application.

Motion by Dolan, supported by Michniewicz, to direct the Park Coordinator to draft a change to the Park Facility Use Policy to clarify that no vendor is allowed to operate on Township owned property unless tied to, and incorporated in, an approved Park Use Application relating to an event held in the Parklands. Special use for non-profits may be considered and approved by the Township Board through the Park Application process. Draft to go back to Parks Committee prior to recommendation to Township Board.

VOICE VOTE: Ayes: 3 Absent: 2 (Member at Large, Auxier) MOTION CARRIED

C. Park Facility Use Policy – Revisions and Recommendations

No discussion on this topic, pending incorporation of changes for Senior/Community Center and Vendor Policy.

9. Old Business

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

1. Iron Belle Trail/Lakelands Trail – Supervisor Hohl stated there is an upcoming construction meeting for the Hay Creek Bridge project. There is also a meeting with EGLE for the free-span bridge proposed for the Huron River crossing. He stated that he and Building & Grounds were in the process of marking the trail for bidders on the Trail Maintenance Grant project. Bids are due 3/25/22 with an anticipated summer 2022 construction. So far, he has been contacted by 5 interested bidders.

2. 5-year Master Plan – Henneman reported that she will be working on an RFP for the Park Master Plan to go out early March so the board can start the process once the grant for Manly Bennett is submitted.

3. West Park Trust Fund Grant update – Henneman reported she is gathering information to give to Spicer Group, who has been hired to draft the grant for Manly Bennett Park. The deadline for the application is 4/1/22.

B. Township Park Use Policy/Fee/Procedures

No discussion took place on topic as it is pending changes for Senior/Community Center Use Fees and Vendor Policy.

C. Administrative Services

1. Park Coordinator's Report – February 2022 – Report received and filed with Blackout list.

2. Senior Center Report – February 2022 – Report received and filed

3. Scholarship Request – None

4. Park Use Requests

A. PHBSA 2022 Baseball Season

Motion by Muck, supported by Michniewicz, to recommend approval of the Park Facility Use Application for Pinckney Hamburg Baseball Softball Association dated 2/7/22 as presented, contingent on all requested documents being received to the Clerk Department’s satisfaction, that field assignments be communicated administratively, that use not be allowed during blackout dates, and that charges be invoiced based on current fee schedule allowing for in-kind donation credits.

VOICE VOTE: Ayes: 3 Absent: 2 (Member at Large, Auxier) MOTION CARRIED

B. Livingston Christian School 2022 Soccer Season

Motion by Muck, supported by Michniewicz, to recommend approval of the Park Facility Use Application for Livingston Christian Schools, dated 2/7/22 as presented, contingent on all requested documents being received to the Clerk Department’s satisfaction, that field assignments be communicated administratively, that use not be allowed during blackout dates, and that charges be invoiced based on current fee schedule allowing for in-kind donation credits.

VOICE VOTE: Ayes: 3 Absent: 2 (Member at Large, Auxier) MOTION CARRIED

C. “Just Foolin’ Around” A3 Disc Golf Event

Motion by Muck, supported by Michniewicz, to recommend approval of the Park Facility Use Application for A3 Disc LLC, dated 2/15/22 as presented, contingent on all requested documents being received to the Clerk Department’s satisfaction.

VOICE VOTE: Ayes: 3 Absent: 2 (Member at Large, Auxier) MOTION CARRIED

D. Special Projects

1. Community Clean-Up Event – Saturday, April 23, 2022 – 9AM to 3PM

E. Sponsorships/Volunteerism

1. Amenities and Beautification Committee – Henneman provided updates on Commemorative Bench project that has been paid for. Construction anticipated at Village Trailhead.

F. Signage and Community Awareness

1. Wayfinding Signage – No update

G. Risk Management (Insurance/ADA)

1. ADA Compliance in Parklands - No update

10. Call to the Public

A call was made with no response.

11. Committee Comments

No comments.

12. Adjourn Meeting

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

VOICE VOTE: Ayes: 3 Absent: 2 (Member at Large, Auxier)

MOTION CARRIED

Meeting adjourned at 4:04 p.m.

Respectfully submitted,



Debra Henneman
Parks & ADA Coordinator

Next meeting: Tuesday, March 22, 2022 – 3:00 p.m.