



# Hamburg Township Parks & Recreation

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

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

Board Members Absent: Member At Large - Vacant

Also Present: Deby Henneman, Township 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 Auxier, supported by Michniewicz, to approve the agenda as presented.**

**VOICE VOTE: Ayes: 4      Absent: 1 (Member at Large)**

**MOTION CARRIED**

6. Approval of the Minutes

**Motion by Michniewicz, supported by Muck, to approve the minutes from the February 22, 2022 Regular Meeting as presented.**

**VOICE VOTE: Ayes: 4      Absent: 1 (Member at Large)**

**MOTION CARRIED**

7. Correspondence

Hamburg Historical Museum newsletters were received and filed.

8. Current Business

A. East Park Playground - Discussion

Dolan discussed 21.22 FY Budget amounts available for new playground equipment in East Park near the Baseball Diamonds. The footprint will be shifted over to be better located away from the foul ball area.

Muck stated it will be too hard to compare “apples to apples” with playgrounds, suggested giving them budget and letting them propose a design. Further suggested that a few features be given to all of the bidders to work into their design. He suggested the following:

- No enclosed structures, or items that block a parent’s view of their children
- Rope structures are a good option
- Swings take up a large area due to the fall zone, look into buddy swing
- Music elements are nice additions
- Ages should be 2-5 and 5-12 using the same footprint

**Motion by Dolan, supported by Auxier, to recommend the Township Board that the Clerk and Buildings & Ground staff work on marking and measuring the updated footprint, and that they work with the Parks Coordinator to finalize bids in order to seek approval of the new playground under the Special Projects budget.**

**VOICE VOTE: Ayes: 4 Absent: 1 (Member at Large)**

**MOTION CARRIED**

9. Old Business

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

1. Iron Belle Trail/Lakelands Trail
  - a. Hay Creek Bridge Project – Starting end of the week. Completion Date: 5/8/22
  - b. Trail Maintenance Project – Bids are due this Friday. Bid Tab will go to Board 4/5/22
  - c. Huron River free-span Bridge Project – Moving forward with Grants for project and getting estimate of costs. Stantec is Engineer.
2. 5-year Master Plan Update – Pending
3. West Park Trust Fund Grant – Application due 4/1/22

**B. Township Park Use Policy/Fee/Procedures**

1. Park Use Policy updates – Pending (to include proposed Vendor Procedure)
2. Community Center Policy & Fee change – Going to Board at 4/5/22 meeting
3. Administrative Fee Schedule updates will be made once all policy changes are approved.

**C. Administrative Services**

1. Park Coordinator’s Report – March 2022 – Report received and filed
2. Senior Center Report – March 2022 – Report received and filed
3. Scholarship Request – None
4. Park Use Requests

A. HCSC 2022 Park Use

**Motion by Auxier, supported by Dolan, to recommend approval of the Park Facility Use Application for Hamburg Community Soccer Club (HCSC) 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 allowing for in-kind donation credits. No use is allowed during BLACKOUT dates.**

**VOICE VOTE: Ayes: 4 Absent: 1 (Member at Large)**

**MOTION CARRIED**

B. Hamburg Flyer’s 2022 Park Use

**Motion by Michniewicz, supported by Muck, to recommend approval of the Park Facility Use Application for Hamburg Flyers RC Club as presented in their application dated 3/17/22 for use of the Airfield in Manly Bennett Park, contingent on all requested documents being received to the**

Clerk Department's satisfaction, that charges be charged based on the current Park Use Fee Schedule, and that no use be allowed during BLACKOUT dates.

VOICE VOTE: Ayes: 4 Absent: 1 (Member at Large)

MOTION CARRIED

C. Hamburg Flyer's 2022 Air Show

Motion by Auxier, supported by Michniewicz, to recommend approval of the Park Facility Use Application for Hamburg Flyers RC Club as presented for their Free Annual Airshow in Manly Bennett Park, contingent on all requested documents being received to the Clerk Department's satisfaction, that charges be waived due to the nature of the event, and that the rain date be listed as August 27, 2022.

VOICE VOTE: Ayes: 4 Absent: 1 (Member at Large)

MOTION CARRIED

D. Hamburg Flyer's 2022 Swap Meet

Motion by Auxier, supported by Muck, to recommend approval of the Park Facility Use Application for Hamburg Flyers RC Club as presented for their Free Swap Meet in Manly Bennett Park as outlined in their application dated March 17, 2022, contingent on all requested documents being received to the Clerk Department's satisfaction, that charges be waived due to the nature of the event, and that the rain date be listed as May 15, 2022.

VOICE VOTE: Ayes: 4 Absent: 1 (Member at Large)

MOTION CARRIED

E. Livingston County Concert Band – July 26, 2022

Motion by Auxier, supported by Michniewicz, to recommend approval of the Park Facility Use Application for Livingston County Concert Band as presented for their Free Outdoor Concert in Manly Bennett Park, contingent on all requested documents being received to the Clerk Department's satisfaction, that charges be waived due to the nature of the event, and that the Township Coordinator work with Public Safety and the applicant to create an event plan.

VOICE VOTE: Ayes: 4 Absent: 1 (Member at Large)

MOTION CARRIED

F. East Michigan Panthers

Motion by Auxier, supported by Dolan, to recommend approval of the Park Facility Use Application for East Michigan Panthers Soccer Club as presented in their application dated 3/13/22, 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 allowing for in-kind donation credits. No use is allowed during BLACKOUT dates.

VOICE VOTE: Ayes: 4 Absent: 1 (Member at Large)

MOTION CARRIED

G. Smartwater Tournament

H. PowerAde Tournament

Muck stated, based on past history, any use by this applicant should require a concrete plan.

Motion by Muck, supported by Dolan, to recommend denial of both applications from Michigan Alliance FC both dated March 10, 2022 for the Smartwater Tournament April 30-May 1, 2022 and PowerAde Invitational August 20-21, 2022, and to not recommend approval of these events until the Director of Public Safety is satisfied with the crowd control, directional signage, and the comprehensive traffic plan which should be submitted in writing by the applicant. This decision has been made due to historical lack of communication from this group, and past events that have raised public safety concerns.

VOICE VOTE: Ayes: 4 Absent: 1 (Member at Large)

MOTION CARRIED

**D. Special Projects**

1. Community Clean-Up Event – Saturday, April 23, 2022 – 9AM to 3PM – Volunteers needed.
2. East Park Playground Renovation Project – See above.
3. Baseball Dugout Renovation Project – Supplies ordered, construction to be done by 6/1/22.

**E. Sponsorships/Volunteerism**

1. Amenities and Beautification Committee – Updates will be made to program. Benches will be going up.

**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

Muck expressed his appreciation to the Township for allowing the Parks Coordinator to participate with the MParks Conference every year.

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  
Township Coordinator  
Parks, ADA, Grants, Ordinances

**Next meeting: Tuesday, April 26, 2022 – 3:00 p.m.**