



**HAMBURG TOWNSHIP
PARKS AND RECREATION COMMITTEE
REGULAR MEETING AGENDA
Hamburg Township Board Room
Tuesday, September 27, 2022 – 4:00 p.m.**

1. Call to Order
2. Pledge to the Flag
3. Roll Call of the Board
4. Call to the Public
5. Approval of the Agenda
6. Approval of the Minutes
 - A. August 29, 2022 – Regular Meeting
7. Correspondence
 - A. Hamburg Township Historical Museum Newsletter
8. Current Business
 - A. Master Plan Renewal
 1. Master Plan Draft Update - Spicer Group
 2. Timeline Review and Next Steps
9. Old Business
 - A. Parks & Recreation Master Plan/Pending Grants/Supervisor Report**
 1. Iron Belle Trail/Lakelands Trail Projects – Supervisor Update
 - Hay Creek Bridge – Funding request being processed
 - Trail Maintenance Project – Funding request being processed
 - Huron River free-span Bridge Grant – No Update
 2. 5-year Parks Master Plan – See above
 3. Bennett Park & Water Trail Access Improvements – Grant #TF22-0107 - Prelim Scores
 - B. Township Park Use Policy/Fee/Procedures**
 1. Park Facility Use Policy – In Progress
 - Park Use Policy updates – Pending
 - Community Center Policy & Fee change – Pending

C. Administrative Services

1. Park Coordinator's Report – September 2022
2. Senior Center Report – September 2022
3. Scholarship Request – None
4. Park Use Requests - None

D. Special Projects

1. East Park Playground Renovation Project – Update
2. Baseball Dugout Renovation Project – Work underway
3. Pickleball – Update
4. RC Truck Track Proposal - Update

E. Sponsorships/Volunteerism

1. Amenities and Beautification Committee
 - A. Adopt a Garden/Memorial Bench/Tree Project – Update

F. Signage and Community Awareness

1. Wayfinding Signage – Update
2. Hamburg Historical Sign in Hamburg Cemetery – Sign Ordered, Dedication Date TBD

G. Risk Management (Insurance/ADA)

1. ADA Compliance in Parklands – Update
10. Call to the Public
11. Committee Comments
12. Adjournment

Next Meeting Date:

Parks Committee: October 25, 2022 – 3:00 p.m.

Pledge to the Flag



No
Information



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
Monday, August 29, 2022
7:00 p.m.

1. Call to Order

Dolan called the meeting to order at 7:05 p.m.

Dolan announced that Barb McCabe, a long-time resident and former staff member, has been added to the Parks Committee by the Township Board, and will be at our next meeting.

2. Pledge to the Flag

3. Roll Call of the Parks & Recreation Committee

Board Members Present: Michniewicz, Dolan, Auxier, Muck

Board Members Absent: McCabe

Also Present: Deby Henneman, Township Coordinator, Duane Hoeppner, Building & Grounds, Members of Spicer Group – Jenniufer Stewart, Courtney Sturgis, and Cynthia Todd

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 (McCabe)

MOTION CARRIED

6. Approval of the Minutes

Motion by Auxier, supported by Muck, to approve the minutes from the July 26, 2022 Regular Meeting as presented.

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

MOTION CARRIED

7. Correspondence

Hamburg Historical Museum newsletter was received and filed.

An email from Matt Kettmann in support of the RC Race Track was read aloud for the record.

An email from Josh Pope in support of the RC Race Track was read aloud for the record.

A 5 star Google Review noting a well-run PowerAde Soccer Tournament was read aloud for the record.

Copies of the 7/26/22 Regular Meeting Minutes, which had been emailed earlier in the day, were distributed in hard copy format to the Parks Committee members. Hard copies of the 2022 Recreation Plan Survey Results were distributed to the Parks Committee members by the Spicer Group.

8. Current Business

A. Master Plan Renewal

1. Project Presentation – Jennifer Stewart, Spicer Group

Stewart stated the Township is required to have a plan filed with the State every 5 years if they want to qualify for grant funding. The current Parks and Recreation Master Plan is expiring, and a new filing is due at the beginning of 2023. She stated that Spicer has been working on information gathering with Henneman, and they recently completed the survey.

2. Survey Results – Jennifer Stewart, Spicer Group

Stewart went over the survey results and fielded questions from the audience in attendance.

3. Public Input Session

Resident asked if plans include replacement of the Boardwalk that leads to Chilson Commons.

Dolan explained that is not owned or maintained by the Township as it is on private property, but the owners are generally very responsive and he will pass the comments along.

Kathy Reddies stated she appreciates the Pickleball courts, however, the wait time in the AM is long so more courts would be helpful.

Jim Kanakowski stated the busiest time for Pickleball is between 7 AM and 1 PM generally 7 days a week. He stated there are quite a few people in the current group who are going elsewhere to play.

Gary Whitlark stated he is representing the RC Car/Truck track, which he would like to see built. The routes and final location have yet to be determined.

Muck stated the comments in support on the Survey for a Farmers Market and Ampitheatre will require a dedicated staff and cost to the Township, so residents must be made aware of that.

Henneman stated that is especially important as there is no current milage in place for Parks/Senior Center/Trails as there was when the expiring plan was put into place. It is most likely that when the goals and objectives are worked on, that some things will need to be eliminated or pushed to Long Range planning.

4. Timeline Review and Next Steps – Jennifer Stewart, Spicer Group

Discussion took place regarding next steps, and public was encourage to continue providing feedback to Henneman at dhenneman@hamburg.mi.us or clerk@hamburg.mi.us, or to provide comment on FB posts which are monitored. Stewart stated the next portion of the draft plan to be worked on is the Goals and Objectives. Once those are complete, a draft plan will be provided to the committee for comment.

9. Old Business

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

1. Iron Belle Trail/Lakelands Trail

- a. Hay Creek Bridge Project –Ribbon Cutting rescheduled to 9/9/22 – 2:30 p.m.

- b. Trail Maintenance Project – Complete – Grant being finalized
- c. Huron River free-span Bridge Project – No update
- 2. 5-year Master Plan Renewal – Update – Goals and Objectives are next task.
- 3. West Park Trust Fund Grant – No update

B. Township Park Use Policy/Fee/Procedures

- 1. Park Use Policy updates – Updates pending.
- 2. Community Center Policy & Fee change – Updates pending.
- 3. Administrative Fee Schedule – Updates pending.

C. Administrative Services

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

D. Special Projects

- 1. East Park Playground Renovation Project – Funding was approved by Township Board and project is moving forward. Vendor has been advised and updated pricing has been requested.
- 2. Baseball Dugout Renovation Project – Construction in progress.
- 3. Pickleball – Dolan stated a private citizen has donated funding to add a 3rd court to the Hamburg Senior Center. He stated the costs for the 3rd court were quoted at \$68,500 by the same contractors that completed the existing courts. The private citizen has suggested that future courts could be constructed with crowd-funding matches to his donations in future years.

Motion by Auxier, supported by Michniewicz, to accept Mr. Atwood's general donation to construct a 3rd pickleball court, in addition to and near the 2 that are already in place, at the Hamburg Senior/Community Center Building.

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

MOTION CARRIED

- 4. RC Car/Truck Track proposal – no updates.

E. Sponsorships/Volunteerism

- 1. Amenities and Beautification Committee – No updates
- 2. Commemorative Bench & Tree Program – Benches on order, locations being cleared.

F. Signage and Community Awareness

- 1. Wayfinding Signage – No update

2. Winans/Hamburg Historical Marker – Hamburg Cemetery – New Marker Coming Soon

G. Risk Management (Insurance/ADA)

1. ADA Compliance in Parklands - No update
2. Pedestrian Crossings along Lakelands Trail – No update

10. Call to the Public

A call was made with no response.

11. Committee Comments

No comments.

12. Adjourn Meeting

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

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

MOTION CARRIED

Meeting adjourned at 8:15 p.m.

Respectfully submitted,



Debra Henneman
Township Coordinator
Parks, ADA, Grants, Ordinances

Next meeting: Tuesday, September 27, 2022 – 3:00 p.m.



**HAMBURG
TOWNSHIP
MUSEUM**

P.O. Box 272
7225 Stone Street
Hamburg, MI 48139
810-986-0190

info@hamburgmuseum.org
<https://hamburgmuseum.org>



Karl Bangert
President

Carrie Schulz
Vice President

Linda Harrison
Secretary

Vacant
Treasurer

Pat Corr

Joyce Terry

Alice Winkelman

Patricia Majher
Administrator

VISITING HOURS
11 am-3 pm
Weds. & Sats.

The Wave

Newsletter of the Hamburg Township Historical Society • September 2022

All Our Need-to-Know Information Is Now Available on a Website!

For the first time in the history of the Hamburg Township Historical Society, you can access basic information about the organization and the museum online. In August, we debuted a new website at <https://hamburgmuseum.org>, and we couldn't be prouder.

Most everything you'll want to know is organized under four categories: About, Visit, Learn, and Support. If you're wondering who's on the board, click on About. Looking for the museum's open hours? You'll find them under Plan. Interested in the newest changing exhibit or children's program? Those would be on the Learn page. And Support will direct you to everything from how to join the society to how you can make a financial contribution.

If, after looking at these pages, you still have unanswered questions, just contact us through the form at the bottom of the homepage. And don't hesitate to send us feedback; we are committed to continuing to improve and add to the website over time.



Historical society board members worked with Wagner Design to make the new website engaging, educational, and easy to navigate.

DIVE INTO YOUR HISTORY

WHO'S NEW?

Please welcome these new members who've signed on since June 1.

- The Bishopp Family
- Harry & Ruth Brewer
- Mike & Nancy Corrigan
- Charles & Deanna DeWolf
- Nancy Johnson
- Annette Kubeck
- The Kuppusamy Family
- Rosemary LaFave
- Mary Martiny
- Judy Smyth

VOLUNTEER OPPORTUNITIES MEETING SEPT. 21

Have you thought about volunteering for the historical society, but aren't sure what that might entail? Then come to a get-together at the museum on Wednesday, September 21 at 7 pm. We'll explain the responsibilities of board members vs. committee members and introduce you to the many fun and fulfilling ways you can make a difference.

WHAT'S NEW?

- Among the many things donated for the 2022 rummage sales were a variety of antiques that don't fit within our collecting goals and are causing a storage problem. **If you have experience selling on eBay** and could help find new homes for these objects, please call 810-986-0190.
- Planning a small gathering to celebrate a special day, or just looking for space to hold a meeting? **The museum tearoom is now available for rent.**



Rates are \$25/hour during regular museum hours – Wednesdays and Saturdays, 11 am-3 pm – or \$35/hour outside of open hours. The latter requires a 3-hour minimum. Access to the museum's exhibit space and/or group tours may also be arranged for an additional fee. Seating is available for 30 at round tables with chairs.

WHAT'S NEW CONTINUED

A rental application may be viewed and printed out from the historical society website at <https://hamburgmuseum.org>.

WHAT'S COMING?

SEPTEMBER 14
(rescheduled from AUGUST 31)
FREE TALK on "The Hall Family"
by Teresa Tegels
7 pm at the museum

SEPTEMBER 21
Volunteer Information Meeting
7 pm at the museum

A SPECIAL NOTE

Our apologies for the technical difficulties related to Leon Ruterbories' August talk about the Grisson family. We'll try one more time to make this Zoom presentation work; watch for news of the date, time, and link.

**HELP US
PRESERVE AND
PRESENT
THE HISTORY
OF HAMBURG.
JOIN THE
HISTORICAL
SOCIETY!**

Name _____ Date _____

Address _____

City _____ State _____ Zip _____ Phone _____

Email address* _____

ANNUAL DUES

☐ Individual \$20.00 ☐ Dual \$25.00 ☐ Family \$30.00

☐ Business \$50.00 ☐ Life \$300.00 (one lifetime payment)

*ADD \$12 to receive paper newsletters via USPS; email copies are free.

Please make your check payable to the Hamburg Township Historical Society. Mail it with this form to P.O. Box 272, Hamburg, MI 48139 or drop it off at the museum at 7225 Stone Street during visiting hours.

Goals and Objectives

GOAL #1: SAFETY AND SECURITY

IMPROVE SECURITY & ALLEVIATE ANY CURRENT SAFETY CONCERNS AT PARK FACILITIES

Objectives:

- Update faulty or inadequate equipment on an ongoing basis in cooperation with the parkland user groups.
- Install security/safety lighting at RC Field and investigate the use of surveillance equipment in areas of parkland and Lakelands Trail where appropriate.
- Implement a public announcement system to improve the safety of facilities.
- Install new lighting for sports fields at Manly W. Bennett Memorial Park including an additional baseball field.
- Build a cyclone fence around West Bennett Park's soccer field #4 and between #6 & #7 to catch errant balls due to major topographical changes.
- Install safety and field barrier around the north end of the RC Field facility consisting of plantings and signage.

GOAL #2: IMPROVE EXISTING FACILITIES

IMPROVE AND MAINTAIN EXISTING FACILITIES ON A REGULAR AND CONTINUING BASIS

Objectives:

- Install benches and respite areas along Lakelands Trail and upgrade existing benches to include companion seating to conform to ADA standards.
- Screen existing portable restrooms or replace with composting toilets and develop a plan to upgrade restroom facilities in both Manly W Bennett Memorial Park east and west.
- Upgrade the electrical capacity at the concession stands.
- Install picnic facilities to support passive recreational activities.
- Upgrade nature trails in West Bennett Park to asphalt or crushed limestone to conform to Universal Access standards.
- Install wayfinding signage at the entrance to West Bennett Park, East Bennett Park, Trailheads and municipal complex.
- Adhere to high standards of maintenance for all parks and recreation facilities.
- Develop and improve the trailheads with restrooms, paved parking, and picnic areas, etc.
- Upgrade existing sprinkler system in the park.
- Investigate future park facility options at the existing pump track.

GOAL #3: MAXIMIZE THE DESIGN AND USE OF FACILITIES

FULLY DEVELOP AND UTILIZE PARKS AND RECREATION FACILITIES BASED ON THE MULTIPLE-USE CONCEPT, WHEREBY A VARIETY OF ACTIVE AND PASSIVE OPPORTUNITIES ARE PROVIDED IN EACH PARK

Objectives:

- Develop centrally located calendar of events/information signage, and website.
- Include a broad range of facilities within each park where feasible.
- Develop park sites to their optimal use in consideration of changing community needs and resource limitations.
- Maintain a logical balance between active and passive recreational pursuits in the parks.
- Develop a marketing strategy for facilities as well as programming for Parks and Recreation and Township recreation functions.
- Acquire scheduling software for parks facilities and community center, and provide training for personnel scheduling park use.
- Convert underutilized areas of the park to support a greater variety of uses and review not less than an annual basis to maximize the efficiency of the turf facilities.

GOAL #4: EXPAND RECREATION OPPORTUNITIES

CONTINUE TO PROVIDE THE NECESSARY RECREATION SERVICES TO ACCOMMODATE THE EXPANDING POPULATION OF HAMBURG TOWNSHIP

Objectives:

- Build a green wall for soccer drill practice in West Bennett Park.
- Convert soccer field #1 to an official field equipped with universally accessible bleachers and paved walkways.
- Develop one additional sand volleyball court at East Bennett Park to better cater to leagues and events.
- Construct storage facilities to accommodate Football, Soccer, Baseball, and RC Field.
- Reconfigure the T-ball fields in East Bennett Park to maximize the efficiency of the facilities and to allow for parking to be developed. Consider a cloverleaf shape.
- Consider the addition of a splash pad.
- Explore the potential to physically connect the existing library and community center buildings with an addition.
- Pursue the development of a natural amphitheater on Township parklands to support concerts, movies, and plays.
- Relocate baseball field to practice field #3 to open up space south of library.
- Foster a multi-generational Community Center.
- Create a multi-use recreational sports facility that can accommodate adults and youth.

- Work with library to provide an outdoor space for patrons.

GOAL #5: PRESERVATION OF NATURAL AND CULTURAL RESOURCES

PROTECT NATURAL AND CULTURAL FEATURES, SUCH AS WOODED AREAS, WETLANDS, WILDLIFE HABITAT, NATURAL DRAINAGE WAYS, AND HISTORIC STRUCTURES AND FACILITIES

Objectives:

- Create a native prairie planting area with a nature trail in appropriate areas of the park.
- Include native planting “vignettes” within the parklands and along the trails to help prevent soil erosion and increase stormwater infiltration, and to educate users on the plant and animal species present in the local area.
- Preserve natural features on proposed park sites to the maximum extent feasible, in consideration of the proposed multiple-use character of the Township's parks.
- Develop programs and utilize sites in a manner that results in a greater appreciation of the Township's natural resources.
- Support the efforts of the Amenities and Beautification Committee (ABC) to assist with planning, maintenance and development of gardens, nature trails, vignettes and wildlife habitats.
- Incorporate natural and historic resource protection, including protection of groundwater recharge areas, into the parks and recreation program whenever the opportunity presents itself.
- Include informational signage in areas of significance as it relates to natural and historical resources.

GOAL #6: FUNDING AND FISCAL OVERSIGHT

DEVELOP STABLE SOURCES OF FUNDING AND PRACTICE SOUND FISCAL MANAGEMENT OF THE PARKS AND RECREATION SYSTEM

Objectives:

- Pursue all available funding sources for capital improvements and operations and maintenance, including local sources, state and federal grant programs, local businesses, and other sources.
- Explore opportunities for greater private sector participation in the provision of recreation and leisure services in the Township.
- Continue to cooperate and interact with all other community recreation organizations in providing recreation resources in order to avoid duplication of services and make efficient use of public funds and lands.
- Develop a fee structure for the use of Township parks by recreation providers and organizations based on actual gross costs for user groups.

GOAL #7: QUALITY OF DESIGN

PROVIDE HIGH QUALITY PARKS & RECREATION FACILITIES

Objectives:

- Complete the ADA transition plan recommendations to adhere to high quality accessibility standards.
- Design well-built parks and recreation facilities and equipment with quality materials that will reduce routine maintenance costs.
- Consider the cost of maintenance and operation in designing new recreation facilities.
- When planning and developing a park site, consider its overall appearance and its potential impact on adjoining uses and the surrounding neighborhood.
- Design future parks in Hamburg Township to be symbiotic with the environment on and surrounding the park sites.
- Design the parks so they enhance the aesthetic quality and cultural values of the Township.

GOAL #8: CONTINUE TO BE A REGIONAL RECREATION DESTINATION

PROVIDE RECREATIONAL OPPORTUNITIES THAT ARE EITHER UNAVAILABLE OR INACCESSIBLE TO ITS RESIDENTS IN THE REGION

Objectives:

- Create equestrian amenities at Hamburg Village Trailhead and other areas to support equestrian activities.
- Develop and operate a community garden at the Senior Community Center.
- Develop linking paths, greenways, and complete streets to provide better access to amenities and to allow for equestrian use as well as cross-country running.
- Review regional recreation opportunities and determine a deficiency in level of service and consider adding those identified amenities to the Township parks.

GOAL #9: TRANSPORTATION AND ACCESS

IMPROVE ACCESS AND MULTI-MODAL TRANSPORTATION OPTIONS TO PARKS AND RECREATION FACILITIES

Objectives:

- Develop a safe connection across Merrill Road to connect the east and west sides of Manly W. Bennett Memorial Park.
- Pave Manly W. Bennett Memorial Park and Lakelands Trail gravel parking lots and bring accessible parking into compliance with the current ADA standards in all areas.
- Connect the Lakelands Trail with parking areas wherever appropriate.

- Develop biking/hiking path systems to meet the alternate transportation, scenic, and athletic needs of the Township.
- Provide pedestrian and bicycle paths separate from the vehicular routes to create safe circulation to and within all parks.
- Utilize natural features areas as connections between parks and recreation facilities.
- Work with Planning Commission and Planning Department to consider pedestrian connections to recreation properties and trails when approving site plans for new subdivisions, PUDs, or other appropriate land uses.
- Work with school system to obtain Safe Routes to School status.
- Promote new recreation opportunities and access points associated with the Huron River Water Trail and enhance the existing access point at Halls Creek.
- Develop secondary connections to Lakelands Trail, both with the existing Township and State park facilities and from the community at large.

GOAL #10: RECREATION PROGRAMMING

WORK WITH PINCKNEY COMMUNITY EDUCATION, THE HAMBURG LIBRARY, THE HAMBURG SENIOR COMMUNITY CENTER, AND OUR OTHER COMMUNITY PARTNERS TO DEVELOP, IMPROVE, AND OFFER A COMPREHENSIVE RANGE OF RECREATION PROGRAMS.

Objectives:

- Promote and implement recreation programming at parks, in cooperation with all community recreation organizations who offer their services.
- Encourage programs to serve the changing demographics of the Township, including passive and active recreation programs, instructional programs, sports leagues, adaptive recreation programs, and other programs to address the varied interests of residents.
- Encourage programs which address the needs of special segments of the population, such as senior citizens, persons with disabilities, and youth.

GOAL #11: PLANNING

MAINTAIN AN ONGOING PARKS AND RECREATION PLANNING PROCESS

Objectives:

- Review and update the parks and recreation plan, particularly the five-year capital improvement plan, during the budget cycle.
- Provide for citizen input in recreation planning and decision-making.
- Adopt a current Parks and Recreation plan no less than every five years.

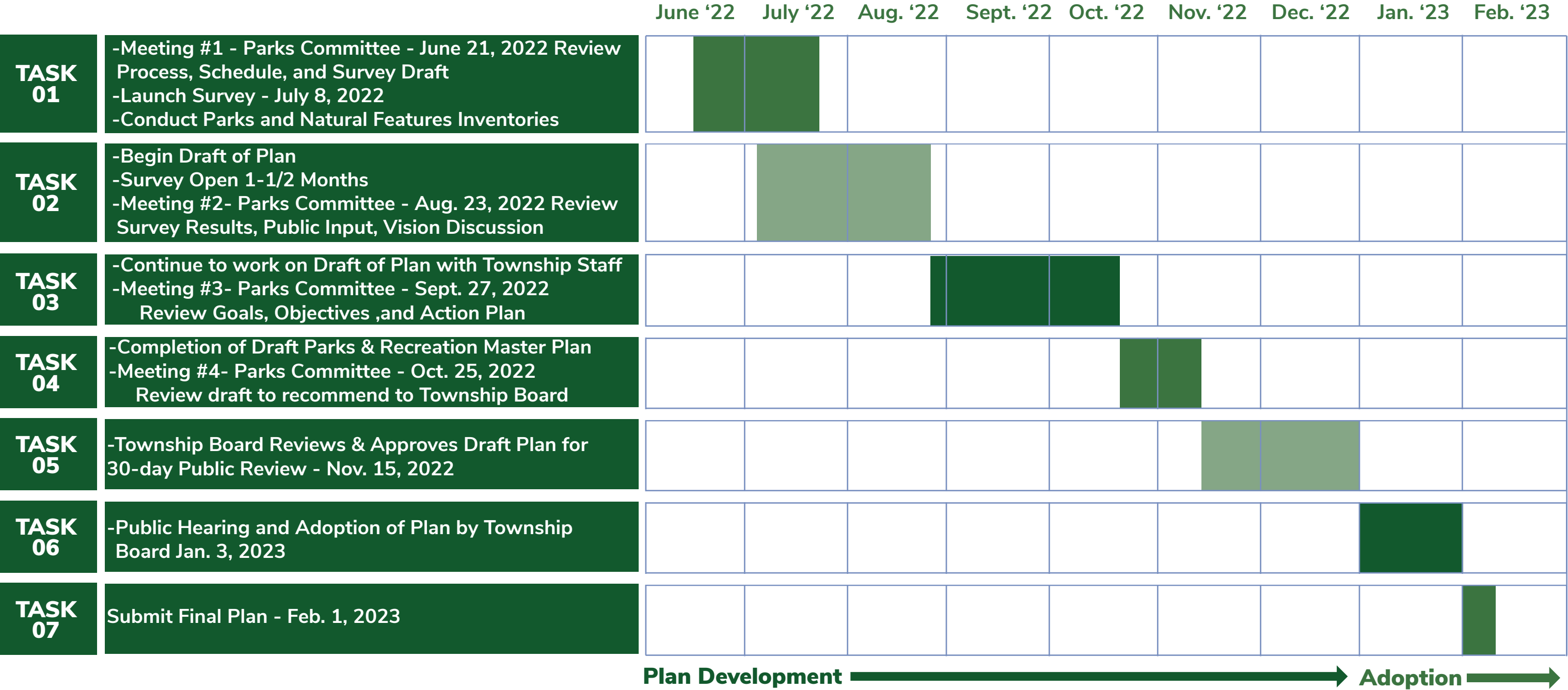
GOAL #12: LAND ACQUISITION

WHEN APPROPRIATE, IDENTIFY OPPORTUNITIES TO PRESERVE LAND FOR RECREATIONAL, EDUCATIONAL, AND ENVIRONMENTAL PRESERVATION PURPOSES.

Objectives:

- Remain open to opportunities to expand parks and recreation options in the Township in a manner that is not in detriment to the existing facilities and responsibilities.
- Prioritize access to high quality natural features such as water bodies, wetlands, and wooded areas.
- Prioritize non-motorized transportation connections to existing recreation facilities.
- Acquire more park land to support nature trails and access to water.
- As the Township develops, acquire additional land for future park development to provide a more uniform geographic distribution of facilities.

HAMBURG TOWNSHIP RECREATION PLAN UPDATE SCHEDULE



MNRTF Development Application Evaluation Worksheet- Pre

Grant Amount Requested	\$300000
Match Percent	40%
Match Amount	\$202500
Total Project Cost	\$502500
Preliminary Score	330
Development Core Criteria	

1. PUBLIC SUPPORT

	Maximum Possible Points	Preliminary Score	Final Score
A) The proposed project received multiple support documents by diverse stakeholders in the community. The applicant is addressing any public opposition or concerns. Opposition based primarily on the desire to keep the public from the state's natural resources will not be considered.	10	10	
B) The proposed project received minimal support documents. The applicant is addressing any public opposition or concerns. Opposition based primarily on the desire to keep the public from the state's natural resources will not be considered.	5		
B) The proposed project received no support documents.	0		
Maximum Possible Points	15	10	

Comments to Applicant:

2. PROPOSED MAINTENANCE

	Maximum Possible Points	Preliminary Score	Final Score
A) Within the provided maintenance plan and associated materials, the applicant has demonstrated that a <u>combination of</u> long-term dedicated funding (millage, operation & maintenance budget, etc.), existing and permanent fulltime operational staff, multi-year contracts, or a formal endowment exists which relates to continual and on-going care of the proposed improvements.	20	20	

B) Within the provided maintenance plan and associated materials, the applicant has demonstrated at a minimum that one of the following is in place: long-term dedicated funding (millage, operation & maintenance budget, etc.), existing and permanent full-time operational staff, multi-year contracts, or a formal endowment exists which relates to the continual and on-going care of the proposed improvements.	10		
C) Only a maintenance plan was provided with no or limited additional details ensuring that the continual and on-going care of the proposed improvements are in place.	0		
Maximum Possible Points (A or B or C)	20	20	

Comments to Applicant:**3. SITE QUALITY**

	Maximum Possible Points	Preliminary Score	Final Score
A) PARK VISIBILITY			
I) The site is easily recognizable as a public park and is easy to locate or will have adequate directional or identification signage in place.	10		
II) The site is moderately recognizable as a public park, or the location needs signage improvements to be more easily recognized.	5	5	
III) Site is difficult to locate and is difficult to recognize as a public park	0		

B) EASE OF ACCESS

I) Ability to get to the site in multiple ways besides an automobile, such as: sidewalks, trail, or public transportation	10	10	
II) Ability to get to the site in an additional way besides an automobile	5		
III) Site can only be accessed by automobile	0		

C) SUSTAINABLE DESIGN

I) Entire proposed project is designed with sustainable systems or features, where applicable.	25		
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II) A majority of the proposed project is designed with sustainable systems or features, where applicable.	20		
III) The proposed project includes at least three sustainable systems or features, where applicable.	15	15	
IV) Fewer than three proposed sustainable design features.	0		
D) Renovation: Renovation or removal and replacement of an existing outdoor facility that is at least 20 years old with the same type of facility OR renovation of a building or structure that is at least 40 years old. The cost of the renovation must represent a majority of the total project cost.	25	0	
Maximum Possible Points (A + B + C)	70	30	

Comments to Applicant:

A) *Visibility: No signage at main entrance drive for west side. Sign on east side of road does not provide identification on west side. No sign for trailhead parking at north end.*

B) *Access: Vehicular, trail, and water trail.*

C) *Sustainable Design Commitments: ; Recycled plastic benches; Native Landscaping; Interpretive sign panel 100% Post-Consumer Recycled Core.*

For additional consideration, vegetated swale with native plantings must be added to Project Details as Raingarden with Native Plantings scope item and bottle filling station at drinking fountain must be added to Project Details as Drinking Fountain scope item.

Note: Historic message referenced in narrative would not be fundable under a TF grant unless it was primarily focused on natural resources.

D) What year was the original restroom constructed? What year was the play area installed? Are there any other scope items which are either remove and replace with same feature or renovate existing feature. Must provide year of installation, not blanket age.

Dirt trails are not likely to have ever been constructed via paid work, so are not considered as renovation unless documentation provided of constructed trail with year.

4. QUALITY OF OVERALL PARK DESIGN

	Maximum Possible Points	Preliminary Score	Final Score
A) Site Plan: Site plan shows existing features to remain and all proposed scope items, is compatible with its intended purpose and is clear and understandable.	10	10	
B) Application clearly describes the proposed and existing facilities at the site. Development is feasible and fully compatible with the size, natural and physical characteristics of the site. Expected traffic flow pattern is safe and convenient, access routes are provided to all facilities, facilities are placed to have the least environmental impact, layout maximizes groundwater infiltration, and the recreation and support facilities do not negatively impact each other.	20		

C) Application clearly describes the proposed, existing, and future facilities at the site, including clear site plans. However, there are concerns about expected traffic flow, access to facilities, environmental impacts or the impact facilities will have on each other.	10	10	
D) The application does not clearly describe the proposed, existing, and future facilities at the site or there are strong concerns about the expected traffic flow, access to facilities, environmental impacts or the impact facilities will have on each other.	0		
Maximum Possible Points A + (B or C or D)	30	20	

Comments to Applicant:

Clarify access route grades at kayak launch from accessible parking to launch. Access routes from accessible parking must be provided to all facilities of the project which meet required maximum grades for access routes (slope maximum of 1:12 or 8.33%). All grant supported scope must be accessible on an accessible route from accessible parking.

Provide parking count and layouts at trailhead parking and main parking lots, including accessible spaces. Approximate numbers OK for gravel lots but required to determine the counts for accessible parking.

5. APPLICANT HISTORY

	Maximum Possible Points	Preliminary Score	Final Score
A) Applicant has not received a development grant from the recreation grant program in the past 10 years (MNRTF, LWCF, Recreation Passport).	20		
B) Per capita development grant assistance (MNRTF, LWCF, Recreation Passport) received by the applicant in the past 10 years is less than the median value awarded to all communities over the past 10 years.	10	10	
C) Per capita development grant assistance (MNRTF, LWCF, Recreation Passport) received by the applicant in the past 10 years exceeds the median value awarded to all communities over the past 10 years.	0		
Applicant's per capita development grant assistance in past 10 years:	\$8.25		

<p>D) COMPLIANCE WITH PROGRAM PROCEDURES: The applicant is in compliance with all requirements at park sites that have been acquired or developed with recreation grant assistance in the past—including signage requirements. Also, the applicant has complied with Department procedures while completing grant-assisted projects (acquisition and development) awarded in the past 6 years. Points will be awarded if the applicant has never received a grant. Issues that are considered:</p> <ul style="list-style-type: none"> • PA execution (60 days) • PSB and Contractors (180 days) • Progress reports (every 180 days) • Final reimbursement (90 days after the end of the project period) • Recognition plaques are in place at previously grant-assisted sites • Conversions or other significant changes in use at grant-assisted sites • Post-completion reports 	25	25	
E) Applicant has a formal recreation department/DNR division or parks committee.	10	10	
F) Conversion History: Applicant has a known unresolved conversion of a grant-assisted site to a use that does not qualify as public outdoor recreation (applies to all grant programs).	-50	0	
Maximum Possible Points (A or B or C) + D + E + F	55	45	

Comments to Applicant:**6. NATURAL RESOURCE BASED RECREATION OPPORTUNITIES**

	Maximum Possible Points	Preliminary Score	Final Score
A) Project provides direct access to the highest quality natural resource-based recreation opportunities such as Critical Dune Areas, frontage on Great Lakes or their connecting water bodies (Detroit River, St. Mary's River, St. Clair River, or Lake St. Clair), frontage on Designated Natural Rivers, land that is or will become part of a dedicated wilderness, natural area, or Pigeon River Country State Forest.	60	60	
B) Project provides direct access to good quality natural resource-based recreation opportunities such as inland lakes, rivers, natural communities or resources.	40		
C) Project provides direct access to fair quality natural resource-based recreation opportunities.	20		
D) Project will provide minimal natural resource-based recreation opportunities OR no natural resource values were noted in the application materials.	0		
E) Project will provide supporting amenities and features of the Natural Resources at the site. Support includes trailheads, parking lots, restroom buildings, or interpretation. If supporting A - 30 points, B - 20 points, C - 10 points.	30		
Maximum Possible Points (A or B or C or D or E)	60	60	

Comments to Applicant:

Trail provides access to natural resources in the woods area. Online generic area-wide information does not replace site specific expert documentation from degree'd professionals such as wildlife biologists, fisheries biologists, botanists, etc.

Additional consideration in this category for the Huron River Natural River designation is dependent on documenting that the kayak launch can be accessed on an accessible route, including acceptable grades, from the accessible parking at the trailhead or is part of the project scope. Although acceptable for a cross country regional trail, the existing trail route between parking and the launch seems too steep for an accessible route. Provide grades for that route to confirm.

7. FINANCIAL NEEDS OF THE APPLICANT

	Maximum Possible Points	Preliminary Score	Final Score
A) Lowest one-third median household income	40		
B) Middle one-third median household income	20		
C) Upper one-third median household income	0	0	
Maximum Possible Points (A or B or C)	40	0	

Comments to Applicant:

MHI \$92,670.

8. URBAN AREA RECREATION OPPORTUNITIES (PARKS WITHIN URBAN BOUNDARIES AS DEFINED BY THE U.S. CENSUS BUREAU)

	Maximum Possible Points	Preliminary Score	Final Score
A) Park is within the political boundaries of a core or inner ring city for a Metropolitan Statistical Area.	60		
B) Park is within the Urbanized Area for a Metropolitan Statistical Area	45	45	
C) Park is within the urbanized area for a Micropolitan Statistical Area	30		
D) Park is within an urbanized area which doesn't meet the criteria for a Metropolitan or Micropolitan Statistical Area, or park is within 15 miles from an urbanized area.	15		

E) Park is not within 15 miles of an urbanized area.	0		
Urban Area in which the project is located:	<i>South Lyon - Howell</i>		
Maximum Possible Points (A or B or C or D or E)	60	45	

Comments to Applicant:**9. APPLICANT MATCH***

Local Match Percentage**	Top ~2% Median Household Income***	Top 1/3rd MHI	Middle 1/3rd MHI	Bottom 1/3rd MHI
0-25%	0	0	0	0
26-29%	0	0	15	10
30-39%	0	15	10	25
40-49%	10	15	25	35
50%+	15	25	35	45

* Only match that is documented and secure is used to score this criterion.

	Maximum Possible Points	Preliminary Score	Final Score
Maximum Possible Points	45	15	

Comments to Applicant:

40% in upper income.

10. ENTRANCE FEES

Maximum Possible Points	Preliminary Score	Final Score
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A) No entrance fees; OR Site is readily accessible by methods other than the automobile (applicant must demonstrate this through site records or other means) and there is no entrance fee when using these alternative methods to get to the park (e.g., public transportation, bicycle, walk-in); OR Entrance fees in place with partial or complete waiver available and applicant can demonstrate that the waiver policy is effective in bringing people with low incomes into the park.	25	25	
B) Entrance fees in place with partial or full waiver but effectiveness in bringing people with low incomes into the park is questionable; OR Park entrance fees are waived, reduced, or by-donation-only on a regular basis for all users.	15		
C) Entrance fees in place with no waiver.	0		
Maximum Possible Points (A or B or C)	25	25	

Comments to Applicant:**11. UNIVERSAL ACCESS DESIGN**

	Maximum Possible Points	Preliminary Score	Final Score
A) The applicant obtained a design review from a person with a disability in their community, an organization representing people with disabilities or an advocate for persons with disabilities. Documentation of this review was provided.	10	0	
B) The entire project is designed using the Principals of Universal Design with the intent to provide accessible recreation for all users. These criteria apply to scope items where ADA standards and guidelines apply.	25		
C) A majority of the project is designed using the Principals of Universal Design. These criteria apply for scope items where ADA standards and guidelines apply.	15		
D) Some of the project is designed using the Principles of Universal Design. These criteria apply for scope items where ADA standards and guidelines apply.	10	10	
E) ADA standards and guidelines do not apply to the scope items OR scope items do not exceed ADA standards.	0		
Maximum Possible Points (A + (B or C or D or E))	35	10	

Comments to Applicant:

Access Design Review: Not provided by person or organization representative of the disability community outside of city staff and consultants. ACT review is an inventory of the existing site conditions as opposed to a review of the proposed project by an outside representative of the disability community. Other letters are support only, with no comment on the proposed improvements. They are credited as support letters where they were submitted in the application.

Universal Access Design Commitments: . Two Unisex Restrooms; Benches: Backed with arm rest on one end with companion seating space.

The access pathways 6' wide or more. While the access path from the existing trail connector to the launch site may be 5% or less, what are the slopes and cross slopes for the entire route from trailhead parking to the launch? Clarify access route grades at kayak launch from accessible parking to launch. Access routes from accessible parking must be provided to all facilities of the project which meet required maximum grades for access routes (slope maximum of 1:12 or 8.33%).

8' trail around soccer field with no more than 5%/2% slope/cross slope. What are the grades when the trail enters the woods to the existing boardwalk? What is the condition of the existing boardwalk and does it meet ADA all the way to river?

Benches: arm rest on one end to accommodate transferring from a wheelchair to the bench. There will be a clear space adjacent to the bench for companion seating. All benches must be backed for UA credit. Confirm or not.

Provide parking counts in all lots of standard and accessible parking. Provide a parking layout even if the lot is gravel to determine approximate parking counts and determine if proposed accessible spaces meet or exceed ADA requirements.

Please provide more information on the kayak launch -drawings, photographs of similar installations.

Interpretive signs have non-glare finish and high contrast text with a QR code linking to an audio file however you must confirm topics are limited to natural resources since history was referenced in narrative. A history sign is not fundable through TF unless its primary focus is on natural resources.

Combination poured in place and engineered wood fiber not UA. Play equipment is ADA w/transfer stations)

	Maximum Possible Points	Preliminary Score	Final Score
TOTAL POSSIBLE POINTS UNDER CORE DEVELOPMENT CRITERIA 1-11	450	280	

PRIORITY PROJECT TYPES OF THE MNRTF BOARD

1. Trails

	Maximum Possible Points	Preliminary Score	Final Score
A) Regional land trail/trailhead or documented or designated (state or federal) water trail: Development of a trail or trailhead which is documented, promoted, and easily identified (signs).	50	50	
B) Local land trail/trailhead or documented water trail: Development of a trail or trailhead which is documented but not as promoted or easily identified as A.	30		
C) Trail amenities: The emphasis and intent of the overall project is focused on supporting amenities for a local or regional trail such as signs, kiosk, pavilions or other trail or trailhead items	10		

D) Trail project does not meet the criteria for A, B, or C	0		
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2. REGIONALLY SIGNIFICANT

	Maximum Possible Points	Preliminary Score	Final Score
A) The Department has determined that the project is regionally significant to their prosperity region, the state of Michigan, the Midwest or the country through a combination of their planning processes, diversified partners, and uniqueness and significance of natural resources or recreational opportunities. In addition, the project would provide public natural resource based recreational opportunities that are not otherwise available within a reasonable distance. When viewed in its entirety, the project is likely to significantly affect the quality of life for the regional community and visitors.	50		
B) Project is not regionally significant to the prosperity region, the State of Michigan, the Midwest, or the country.	0	0	
Maximum Points for Priority Project Criteria = 50 Total Points (highest score from 1 or 2)	50	50	

Board Priority Comments to Applicant:

Trails: Site on Huron River Trail. What documentation can you provide that the tributary maintains adequate water flow, width, and depth to serve as a launch location for the Huron River. Is the width wide enough for two craft to pass in opposite directions? Outside opinion would be appreciated such as from HRWC.

Access routes must be provided from accessible parking to all scope. Confirm grades from trailhead parking to kayak launch for trail credit for direct access to this water trail..

Westerly trail to Huron River links to existing boardwalk. What are the grades of that 8' trail to connect to the board walk? What is the current condition of the board walk?

Mike Levine Lakelands Trail_ Existing trailhead parking and connector walk is present at this site, however, none of proposed improvements relate to trailhead or connection trail. They are already present.

Maximum Points Possible = 500	Total Application Points	330	
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General Comments to Applicant:

Shade Structure, by playlot with benches, must be added as scope as Shelter.

Restroom scope item should be changed to Pavilion with Restrooms as the restrooms are not a separate building from the pavilion.



Hamburg Township Offices
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September 20, 2022

To: Parks & Recreation Committee

From: Deby Henneman, Township Coordinator

Re: Parks & Recreation Report

The ribbon cutting ceremony for the Hay Creek Bridge Renovation Project was a success, and we were visited by our Grant Coordinator from the MDNR who said a few words about the Trust Fund Grant process. Pictures have been posted to our Facebook page at:
<https://www.facebook.com/LakelandsTrailHamburgMI>.

Anyone that has taken nice pictures of any of the Parks or Trails in Hamburg, who doesn't mind them being used for Facebook and/or printed material, please be sure to send them along to me at: dhenneman@hamburg.mi.us. We will be looking for quality photos to add to our 5-year Parks Master Plan as well.

A draft of the Master Plan narrative, for the sections which have been completed so far, will be presented for review at the meeting. Comments on formatting and language are welcome, and should be submitted to me in writing either in hard copy or via email. A final draft version of the Master Plan will be presented to the Parks Committee at the October meeting, in order for it to be recommended to the Township Board for their November 15, 2022 for approval to distribute for public review. The public review period is 30 days.

A concrete pad and 3 trees have been installed at the end of the Village Trailhead property where the trail narrows back down heading east. There will be 2 benches installed along with a trash can in this area at a later date, and funds were provided by a resident through the Commemorative Bench Program. Some of the wooden benches in poor repair will be removed and replaced with benches from this program along the Lakelands Trail as well, along with 2 benches in memory of Jim Neilson and Annette Koebel to be installed at the Merrill Trailhead. A dedication ceremony for their benches will be announced at a later date.

Facebook Links:

Parks & Recreation: <https://www.facebook.com/HamburgParksAndRecreation>

Lakelands Trail: <https://www.facebook.com/LakelandsTrailHamburgMI>

Winkelhaus Park: <https://www.facebook.com/WinkelhausPark>

Senior Center: <https://www.facebook.com/hamburgseniorcenter>



September 20, 2022

To: Parks and Recreation Committee
From: Julie Eddings, Senior Program Director
Re: Senior Center Director's Report

August Statistics:

- Monthly Attendance: 2323
- Daily Average: 111
- Transportation Daily Average: 18
- Number of New Members: 39

Upcoming Closures:

- Tuesday, November 8, 2022-Elections Day
- Friday, November 18, 2022-Holiday Bazaar Set Up
- Thursday and Friday, November 24-25, 2022-Thanksgiving Holiday

Upcoming Programming:

- Line Dancing-The first Wednesday of the month
- Athletico Balance Exercise Class-Wednesdays
- Senior Picnic at Metropark-September 8
- Patio BBQ-Friday, September 9
- Flying Solo-September 9
- Acrylic Paint Class-September 9
- Secluded Gardens Bus Trip-September 13
- Progressive Painting with Brookdale-September 15
- Karaoke-September 16
- Cider Mill and Hayride Bus trip-September 21
- Book Club-September 22
- Senior Celebration-September 23
- Lunch Bunch-September 28

Other Information:

- Commercial Filmed at Senior Center for Molina Health Care. Members used as extras and paid \$50. Center paid \$800.
- Upcoming Vaccine Clinics: Friday, September 30 COVID and Friday, October 14 FLU