



**Hamburg Township
Parks & Recreation Committee
Regular Meeting
Hamburg Township Hall
Tuesday, May 30, 2023
3:00 p.m.**

1. Call to Order

Dolan called the meeting to order at 3:06 p.m.

2. Pledge to the Flag

3. Roll Call of the Parks & Recreation Committee

Board Members Present: Michniewicz (3:09 p.m.), Dolan, Muck, McCabe, Auxier

Board Members Absent: None

Also Present: Deby Henneman - Township Coordinator, Duane Hoepfner – Building & Grounds

4. Call to the Public

A call was made with no response.

5. Approval of the Agenda

Motion by Auxier, supported by McCabe, to approve the agenda with the removal of Howell Recreation Organization – Park Use Discussion, as they will be moving their presentation to June.

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

MOTION CARRIED

6. Approval of the Minutes

Motion by Michniewicz, supported by Muck, to approve the minutes from the April 25, 2023 Regular Meeting, with the addition of clarification of discussion on Howell Recreation.

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

MOTION CARRIED

7. Correspondence

Hamburg Historical Museum newsletter was received and filed.

8. Current Business

A. Howell Recreation Organization

Muck gave a recap of the proposal from Howell Recreation. He stated they are interested in expanding their programming offerings and are proposing a facility agreement to utilize our fields and help with field set-up. He stated they have a similar agreement with a group in Novi and staff does 2 field turnovers a week and garbage, and collect approximately \$11,000 per year for an April-June season.

B. Baseball Field Usage & Scheduling Concerns

Dolan suggested we do another de-briefing session with each of the clubs this fall to see how things are going.

Park Coordinator to reach out and arrange for PM joint meeting.

C. Portable Toilet Issues & other costs – Park Fee Discussion

Hohl suggested the Officials and Township Coordinator meet to discuss the budget as it relates to fees, and bring a proposal back to the committee.

Henneman is working on gathering bids for scheduling software and seeking out scheduling solutions. Working with Accounting to also find solutions for donations.

9. Old Business

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

1. Iron Belle Trail/Lakelands Trail – Supervisor Update

Hohl stated that bridge for the railroad is being built and we will get the research on mussels. He stated the Huron River bridge is about a 1.5 million dollar project.

He stated all of the ARPA funds given to the Township have been allocated.

Muck mentioned public improvements could qualify for a Keep MI beautiful award, and to let him know if there are any projects we would like to have considered.

- Huron River free-span Bridge Project – Update above
- MDNR Spark Grant – ARPA-0863 – Deadline 6/2023
 - i. Lakelands Trail Restroom & Amenities Project
 - ii. Proposed \$700,000 request/\$100,000 match
 - iii. Drafting in house by Coordinator/Spicer Group assist

Henneman reported the grant is moving forward, and she will be starting on the draft ASAP.

- Ralph C. Wilson Jr. – Trail Maintenance Grant – Zukey Lake Footbridge – Award by 8/1/23
 - i. \$100,000 request/\$40,00 match
 - ii. Drafted in house by Coordinator

2. Master Design Plan – Spicer Group to design concept plan for entire park including “Park within a Park” concept for West Park Improvements (See grant)

3. Bennett Park & Senior Center – Coordinator Update

- TF22-0107 Bennett Park & Water Trail Access Improvements – Master Design plan pending
- LCCOA Grant – ADA Accessible Patio Doors & Other improvements – Awarded

Dolan reported on project and the funding received. Project will include 2nd set of Accessible Patio Doors, New Flooring, New Chairs, and room dividers.

- HERO Grant – Intergenerational Play Area Concept – Discussion took place regarding concerns with parts to the games and how they would be distributed. Concession stand improvements were discussed to accommodate vending machines, and ADA restroom facilities.

B. Township Park Use Policy/Fee/Procedures

1. Park Use Policy updates – No updates
2. Park Use Fees – When reviewing fees, additional charges for the Township arranging for portable toilet and garbage service will be investigated. The other alternative will be requiring that the Township vendor be used, and that user comply with suggested units based on the chart provided by the portable toilet vendor.

C. Administrative Services

1. Park Coordinator's Report – May 2023 – Report received and filed
2. Senior Center Report – May 2023 – Report received and filed
3. Scholarship Request – None
4. Park Use Requests - None

D. Special Projects

1. Baseball Dugout Renovation Project – PHBSA repairs inadequate, B&G will make further repairs
2. Pickleball Court #3 – Is complete. Windbreakers and gates are ordered. Ribbon cutting TBD.
3. RC Car/Truck Track proposal – MOU needs to be signed, then final proposal will come to Parks Committee for recommendation and budget to the Township Board. No further update.
4. Sledding Hill (RC Field) – No update
6. Bennett Park & Water Trail Access Improvements – Pending Master Design
7. Scheduling Software/Invoicing and Donations – Digital Options – Bids being gathered.

E. Sponsorships/Volunteerism

1. Amenities and Beautification Committee – No report
2. Community Clean-Up – Recap Report

F. Signage and Community Awareness

1. Wayfinding & Safety Signage – Municipal Entrance sign installed
2. Winans/Hamburg Historical Marker – Hamburg Cemetery – New Marker Coming Soon. Ribbon Cutting will be arranged with State of MI and Historical Museum.

G. Risk Management (Insurance/ADA)

1. ADA Compliance in Parklands – No updates

10. Call to the Public

A call was made with no response.

11. Committee Comments

None

12. Adjourn Meeting

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

VOICE VOTE: Ayes: 5

MOTION CARRIED

Meeting adjourned at 4:05 p.m.

Respectfully submitted,



Debra Henneman
Township Coordinator
Parks, ADA, Grants, Ordinances

Next meeting: Tuesday, June 27, 2023 – 3:00 p.m