



Hamburg Township Parks & Recreation

Hamburg Township Offices
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Hamburg Township
Parks & Recreation Committee
Regular Meeting
Hamburg Township Hall
Tuesday, October 24, 2023
3:00 p.m.

1. Call to Order

Dolan called the meeting to order at 3:05 p.m.

2. Pledge to the Flag

3. Roll Call of the Parks & Recreation Committee

Board Members Present: Michniewicz, Dolan, McCabe, Auxier, Muck

Board Members Absent: None

Also Present: Deby Henneman - Township Coordinator

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: 5

MOTION CARRIED

6. Approval of the Minutes

Motion by Michniewicz, supported by Auxier, to approve the minutes from the August 22, 2023 Regular Meeting, as presented.

VOICE VOTE: Ayes: 5

MOTION CARRIED

7. Correspondence

Hamburg Historical Museum newsletter was received and filed.

8. Current Business

A. None

9. Old Business

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

1. Iron Belle Trail/Lakelands Trail – Supervisor Update

- Huron River free-span Bridge Project – No update.
- MDNR Spark Grant – ARPA-0863 – Denied.

- Ralph C. Wilson Jr. – Trail Maintenance Grant – Zukey Lake Footbridge – Pending.
2. Master Design Plan –Pending.
 3. Bennett Park & Senior Center
 - TF22-0107 Bennett Park & Water Trail Access Improvements – Will be meeting with Spicer Group to discuss ideas to develop plans/layout for West Park improvements.
 - LCCOA Grant – ADA Accessible Patio Doors and new flooring have been installed. Chairs and room dividers have been in ordered, which will close out the grant.
 - HERO Grant – Intergenerational Play Area Concept – Proposed. May suggest multiple sites.

B. Township Park Use Policy/Fee/Procedures

1. Park Use Policy updates – No updates.
2. Park Use Fees – Park fee recommendation is being worked on now, and will include suggested updates to the Administrative Fee Schedule for the Township. Changes will be presented to the Township Board for their strategic planning session during the budgeting process.

C. Administrative Services

1. Township Coordinator’s Report – October 2023 – Report received and filed
2. Senior Center Report – October 2023 – Report received and filed
3. Scholarship Request – East Michigan Panthers

Motion by Dolan, supported by Auxier, to approve the scholarship request from East MI Panthers for their fall 2023 season at the maximum allowable amount per the submitted request.

VOICE VOTE: Ayes: 5

MOTION CARRIED

4. Park Use Requests

A. HERO – Moving Wall – September 7-18, 2024 – Information Only

Dolan stated the application for Moving Wall Event was approved by the Township Board, as presented for all events as outlined except the Huey rides, until a written opinion from the Township Counsel is received. All fees for the event associated with Park Use have been waived, and Public Safety has determined this event a low hazard level.

D. Special Projects

1. Baseball Dugout Renovation Project – Township is having all roofs inspected to determine if damage is associated with storms in the spring. Repairs pending.
2. Pickleball Court #3 – Complete. Remove from future agenda.
3. RC Car/Truck Track proposal – No updates. Remove from future agenda.
4. Bennett Park & Water Trail Access Improvements – Pending Master Design

5. Scheduling Software RFP – Shortlist will be contacted from gathered bids and demos will be scheduled with staff to move forward in the selection process. Anticipate a recommendation by strategic planning/budgeting session in spring 2024.

Discussion took place regarding having staff trained to perform on site inspections and regular maintenance on the playgrounds and adult workout equipment.

Motion by Muck, supported by Michniewicz, to strongly recommend a Township staff member attend the CPSI program through MParks in order to become a Certified Playground Safety Inspector to comply with National standards.

VOICE VOTE: Ayes: 5

MOTION CARRIED

E. Sponsorships/Volunteerism

1. Amenities and Beautification Committee – No report

F. Signage and Community Awareness

1. Wayfinding & Safety Signage – No update.

G. Risk Management (Insurance/ADA)

1. ADA Compliance in Parklands – Continuing training, anticipate obtaining certification in 2024.

10. Call to the Public

A call was made with no response.

11. Committee Comments

No comments were made.

12. Adjourn Meeting

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

VOICE VOTE: Ayes: 5

MOTION CARRIED

Meeting adjourned at 3:40 p.m.

Respectfully submitted,



Debra Henneman
Township Coordinator
Parks, ADA, Grants, Ordinances