



**Hamburg Township
Parks & Recreation Committee
Regular Meeting
Hamburg Township Hall
Tuesday, January 23, 2024
3:00 p.m.**

1. Call to Order

Dolan called the meeting to order at 3:07 p.m.

2. Pledge to the Flag

3. Roll Call of the Parks & Recreation Committee

Board Members Present: Michniewicz, Dolan, McCabe, Muck

Board Members Absent: Auxier

Also Present: Deby Henneman - Township Coordinator

4. Call to the Public

Suzanne Czurylo – Hamburg Garden Club, in attendance

A call was made with no response.

5. Approval of the Agenda

Motion by Michniewicz, supported by Muck, to approve the agenda as presented, with a minor adjustment to the order, moving the Grant discussion for West Park to the top to accommodate Suzanne Czurylo.

VOICE VOTE: Ayes: 4 (Auxier Absent)

MOTION CARRIED

6. Approval of the Minutes

Motion by Michniewicz, supported by Dolan, to approve the minutes from the November 28, 2023 Regular Meeting, as presented.

VOICE VOTE: Ayes: 4 (Auxier Absent)

MOTION CARRIED

7. Correspondence

Hamburg Historical Museum newsletters were received and filed.

8. Current Business

- A. Certified Playground Safety Inspector Update – Duane Hoepfner has completed his CPSI and has been awarded his completion certificate through the National Recreation and Park Association. Congratulations!

Muck thanked the Hamburg Township Board for supporting this important training which allows them to have a staff member properly trained to do Playground Inspections.

9. Old Business

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

1. Bennett Park & Senior Center (Moved up from 4.)

- TF22-0107 Bennett Park & Water Trail Access Improvements – Dolan reviewed the meeting with Spicer Group in November, and the discussion during the Parks & Recreation meeting. He stated the Merrill Trailhead improvements were discussed at length, and the invasive bittersweet was brought up. There was a suggestion that additional grants could be drafted to go after funding to expand the parking area and allow for a switchback at appropriate grade to the launch for accessibility. There was also discussion about possibly coordinating efforts with Freedom River project for launch inlet and outlet for their patrons. Creek isn't navigatable as it stands and needs some work to clear. Interpretive garden down by the water will be designed and installed by Hamburg Garden Club, who will partner with the Township on the project. Pathway around soccer fields in WP will be 8 feet wide with crushed limestone as base with dust stone compacted to meet ADA requirements.

Suzanne Czurylo addressed the committee. She stated they would like to do plantings this spring if possible to give the plantings the best chance of establishing.

Muck explained the scope of work, and stated this spring wouldn't be reasonable, but perhaps fall or spring of 2025.

Henneman stated the next step will be to arrange a joint meeting with Spicer Group where a plan can be discussed and finalized. Once that happens, it will need to be approved by Township Board and the MDNR before going out to bid.

Suzanne Czurylo stated her group will be happy to attend, and is planning on native plantings. She is also open to discussing gardens in other areas of the parkland, such as the newly established playground or park entrance, and looks forward to hearing when the meeting will be.

2. Iron Belle Trail/Lakelands Trail – Supervisor Update

- Huron River free-span Bridge Project – No update.
- Ralph C. Wilson Jr. – Trail Maintenance Grant – Zukey Lake Footbridge – Pending.

3. Master Design Plan –Pending.

4. Bennett Park & Senior Center

- TF22-0107 Bennett Park & Water Trail Access Improvements – Discussed above.
- HERO Grant – Intergenerational Play Area Concept – Proposed. May suggest multiple sites.

B. Township Park Use Policy/Fee/Procedures

1. Park Use Policy updates – Committee discussed changes as presented by Coordinator Henneman.

Motion by Muck, supported by Michniewicz, to direct the Clerk and Coordinator Henneman finalize the draft Park Facility Use Policy and Administrative Fee Schedule Appendix and to recommend that it be sent to the Township Board for further input and adoption into the Code of Ordinances and the Park Policy and Procedure Manual.

VOICE VOTE: Ayes: 4 (Auxier Absent)

MOTION CARRIED

2. Park Use Fees – See above.

C. Administrative Services

1. Township Coordinator’s Report – January 2024 – Report received and filed
2. Senior Center Report – 2023 Year End Report – Report received and filed
3. Scholarship Request – None
4. Park Use Requests

A. Michigan Jaguar Tournament – May 10-12, 2024 BLACKOUT

Motion by Muck, supported by Michniewicz, to recommend the Park Use Application for Michigan Jaguars FC, for the 2024 Michigan Jaguars FC Spring Tournament for May 10-12, 2024 for approval, as outlined in their application dated 1/15/24, contingent on Public Safety review and setting a hazard level, and that the Clerk’s Office be given all required paperwork and documentation to their satisfaction.

VOICE VOTE: Ayes: 4 (Auxier Absent)

MOTION CARRIED

B. East MI Panthers – 2024 Soccer Season

Motion by Muck, supported by Michniewicz, to recommend the Park Use Application for East MI Panthers, for the 2024 soccer season for approval, as outlined in their application dated 1/16/24, contingent on the Clerk’s Office be given all required paperwork and documentation to their satisfaction.

VOICE VOTE: Ayes: 4 (Auxier Absent)

MOTION CARRIED

C. Smartwater Invitational – May 3-5, 2024 BLACKOUT

Motion by Dolan, supported by Muck, to recommend the Park Use Application for Legacy Center Sports Complex, for the 2024 Smartwater Invitational for May 3-5, 2024 for approval, as outlined in their application dated 11/22/23, contingent on Public Safety review and setting of a hazard level based on past events and previous history, and that they be required to finalize details of the event with Public Safety at a date no later than what the Committee requires, and that the Clerk’s Office be given all required paperwork and documentation to their satisfaction.

VOICE VOTE: Ayes: 4 (Auxier Absent)

MOTION CARRIED

D. PowerAde Tournament – August 16-18, 2024 BLACKOUT

Motion by Dolan, supported by Muck, to recommend the Park Use Application for Legacy Center Sports Complex for the 2024 PowerAde Invitational for August 16-18, 2024 for approval, as outlined in their application dated 11/29/23, contingent on Public Safety review and setting of a hazard level, with the request that the Public Safety Committee consider the Parks Committee recommendation of a High Hazard level based on past events and previous history, and that they be required to finalize details of the event with Public Safety at a date no later than what the Committee requires including a clarification of their on-site medical response plan for the expected number of participants and spectators, and that the Clerk’s Office be given all required paperwork and documentation to their satisfaction.

VOICE VOTE: Ayes: 4 (Auxier Absent)

MOTION CARRIED

E. Heritage Vintage Market – September 29, 2024 BLACKOUT (Partial)

Motion by Dolan, supported by Michniewicz, to recommend approval of the Park Use Application for Heritage Vintage Market, for the 2024 Heritage Vintage Market, to be held on Sunday, September 29, 2024, with set-up allowed after 3:00 p.m. on Saturday, September 28, 2024, based on the application dated 11/20/23, contingent on Public Safety setting the hazard level with a notation that last year's event was reduced to a Low Hazard and there were no issues, that the Fire Marshal arrange the food truck inspections, and that the Clerk's Office be given all required paperwork and documentation to their satisfaction.

VOICE VOTE: Ayes: 4 (Auxier Absent)

MOTION CARRIED

D. Special Projects

1. Baseball Dugout Renovation Project – Repairs pending.
2. Bennett Park & Water Trail Access Improvements – Pending Master Design
3. Scheduling Software RFP – Shortlist will be contacted.

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 – Henneman announced that her ACTCP status has been achieved.

10. Call to the Public

A call was made with no response.

11. Committee Comments

No comments were made.

12. Adjourn Meeting

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

VOICE VOTE: Ayes: 4 (Auxier Absent)

MOTION CARRIED

Meeting adjourned at 4:47 p.m.

Respectfully submitted,



Debra Henneman
Township Coordinator
Parks, ADA, Grants, Ordinances