



**HAMBURG TOWNSHIP
PARKS AND RECREATION COMMITTEE
REGULAR MEETING AGENDA
Hamburg Township Board Room
Tuesday, May 28, 2024 – 3:00 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. April 30, 2024 - Regular Meeting Minutes
7. Correspondence
 - A. Hamburg Township Museum – May Newsletter
8. Current Business
 - A. Public Safety Event Briefs & Crowd Concerns
 - B. Parks & Recreation Committee Bylaw Updates – Recommend for Adoption
9. Old Business
 - A. Parks & Recreation Master Plan/Pending Grants/Supervisor Report**
 1. Iron Belle Trail/Lakelands Trail Projects
 - Huron River free-span Bridge Grant – No Update
 - Ralph C. Wilson Trail Maintenance Grant #IG202324346 Zukey Footbridge – No Update
 - Great Start Livingston Story Walk at the Village Trailhead – Pending
 2. Park Master Design Plan Concept – No Update
 3. Bennett Park & Senior Center
 - Bennett Park & Water Trail Access Improvements #TF22-0107 – Concept Plan Update
 - HERO Grant - East Park Intergenerational Gathering Area – Update
 - B. Township Park Use Policy/Fee/Procedures**
 1. Park Facility Use Policy – preparing for Township Board
 2. Park Fee Update – 2nd reading/adoption slated for July 2, 2024

C. Administrative Services

1. Township Coordinator's Report – May 2024
2. Senior Center Report – May 2024
3. Scholarship Request – Requested funds to \$3,000 for 24/25 FY
4. Park Use Requests
 - a. None

D. Special Projects

1. Baseball Dugout Renovation Project – Update
2. Bennett Park & Water Trail Access Improvements – See Grant Report
3. Scheduling Software Project – Short list being developed

E. Sponsorships/Volunteerism

1. Amenities and Beautification Committee – No Update
2. Eagle Scout Project – Pettysville Kiosk will be getting improvements!

F. Signage and Community Awareness

1. Wayfinding & Safety Signage – No Update

G. Risk Management (Insurance/ADA)

1. ADA Compliance in Parklands – Transition Plan inspections pending
10. Call to the Public
11. Committee Comments
12. Adjournment

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
Tuesday, April 30, 2024
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, Muck, Auxier, McCabe

Board Members Absent: None

Also present: Deby Henneman, Township Coordinator and Duane Hoeppner, Building & Grounds Superintendent

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 Dolan, to approve the minutes from the March 26, 2024 Regular Meeting, with minor change to the motion to adjourn to replace McCabe with Dolan.

VOICE VOTE: Ayes: 5

MOTION CARRIED

7. Correspondence

Hamburg Historical Museum newsletter and Resident email were received and filed.

Hamburg Flyer's RC Club – Field Regulations Update – Gene Doncea, President addressed the Committee. He stated that the Regulations through the Federal Aviation Administration (FAA) were updated and, in turn, caused Hamburg Flyers RC Club to update theirs. The updated language was adopted by their club and filed with the FAA, a copy of which has been provided in the packet for reference.

Motion by Dolan, supported by Auxier, to recommend approval of the updated regulations as required to remain compliant with the FAA.

VOICE VOTE: Ayes: 5

MOTION CARRIED

8. Current Business

A. Story Walk Trail Project – United Way & Great Start Livingston – Discussion

Committee discussed project proposed for unstallation of up to Two(2) Story Walk Trails to be installed in Hamburg Township. Proposed sites discussed were: Lakelands Trail: Near Country Elementary & Village Trailhead. Concerns were raised with signage along the Lakelands Trail as the trail system is heavily used and young children stopping and reading could be hazardous. The Village Trailhead location is better, but it was recommended that a looping trail stem from the main trail in order for those reading to be out of the flow of traffic.

Holly Hentz, Hamburg Library, expressed support for a project like this, and would like to see Manly Bennett be considered as a location for a reading trail. She said the trails she has been to have been nicely done.

Motion by Muck, supported by Auxier, to support the concept/vision of a Story Walk at the Village Trailhead, and to request that the Park Coordinator speak to the donor to gauge the feasibility of installing the 2nd reading trail in Manly Bennett Park – West, to be incorporated in the “Park within a Park” project and to confirm the Memorandum of Understanding language prior to presenting final proposal to the board.

VOICE VOTE: Ayes: 5

MOTION CARRIED

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.
- Ralph C. Wilson Jr. – Trail Maintenance Grant – Zukey Lake Footbridge – No update.

2. Park Master Design Plan Concept – No update.

3. Bennett Park & Senior Center

- TF22-0107 Bennett Park & Water Trail Access Improvements – Spicer is finalizing the design. Henneman and Hoepfner attended the Freedom River Board meeting, and discussed the need for volunteers to assist with clean-up at the Kayak Launch site. They are in favor of collaborating with our organization.
- HERO Grant – Intergenerational Play Area Concept – Spoke to group about having smaller areas in multiple locations in lieu of one area. They are in favor of considering pieces in areas such as Manly Bennett West, Near Pickleball, Manly Bennett East, and the Village Trailhead.

B. Township Park Use Policy/Fee/Procedures

1. Park Use Policy updates – No updates

2. Park Use Fees – Updates were provided in the packet as a reference. They have been sent to the Township Board for a first reading. Major change includes the ability to negotiate a seasonal contract with our partnering groups.

C. Administrative Services

1. Township Coordinator’s Report – April 2024 – Report received and filed

2. Senior Center Report – April 2024 – Report received and filed

3. Scholarship Request – None

4. Park Use Requests

A. PYA – Football Season 2024

Motion by Muck, supported by Auxier, to recommend approval of the Park Use Request for PYA as presented, with the contingency that the Clerk Department be provided all requested documents to their satisfaction.

VOICE VOTE: Ayes: 5

MOTION CARRIED

D. Special Projects

1. Baseball Dugout Renovation Project – Duane will be getting pricing on the dugout repairs, and will be doing the upgrades to the interior floor of the dugouts with his crew. The roofs on all dugouts will be replaced through the Township-wide claim.

PHBSA is currently making upgrades to the T'Ball fields.

2. Bennett Park & Water Trail Access Improvements – Duane announced improvements to the West Park parking lot are coming.
3. Scheduling Software RFP – Shortlist on hold.

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 – Transition plan was distributed to staff/Township Board.

10. Call to the Public

A call was made with no response.

11. Committee Comments

No comments were made.

12. Adjourn Meeting

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

VOICE VOTE: Ayes: 5

MOTION CARRIED

Meeting adjourned at 4:08 p.m.

Respectfully submitted,

Deby Henneman, ADAC
Township Coordinator
Parks, ADA, Grants, Ordinances



P.O. Box 272
7225 Stone Street
Hamburg, MI 48139
810-986-0190
HTHSandMuseum@gmail.com
hamburgmuseum.org



Board of Directors

Carrie Schulz
President
Alice Winkelman
Vice President
Della Copp
Secretary
Denise Emery
Treasurer
Pat Corr
Member at Large

SUMMER HOURS

10:00 AM—2:00 PM

Saturdays

May 11

June 8, 15, 22, 29

July 6, 13, 20, 27

August 3, 10, 17, 24

Closed August 31

The Wave

Newsletter of the Hamburg Township Historical Society
May 2024

Museums Make History REAL



Hamburg Township Museum

The internet is an amazing tool. We can research every possible topic, see instructional and entertaining videos, and talk to friends and family miles away. However, it cannot replace the **experience** of standing in a kitchen with tools from 100 years ago, of letting your children or grandchildren sit in a pre-technology schoolroom or visiting the Hamburg Heritage Railroad Gallery and so much more. Walking among these artifacts allows you to immerse yourself in the journey through time, what drove progress, and lessons learned.

Museums serve as dynamic educational hubs, fostering curiosity, creativity, and critical thinking. From art and history to science and technology, museums are vital spaces where education and research converge to shape our understanding of the world.

Hamburg Township Museum is celebrating twenty years of providing our community with a place to learn and explore the history and heritage of Hamburg Township and the surrounding area. Your museum is **here**, close to home – no urban traffic. Plan your visit now. When you do, remember St. Stephens Episcopal Church, Winkelhaus Park, Hamburg Pub and the beautiful Lakelands Trall are just steps from our parking lot. (see page 4 for more info)

Museum Summer Hours 10:00 am – 2:00 pm

On the following Saturdays

May 11

June 8, 15, 22, 29

July 6, 13, 20, 27

August 3, 10, 17, 24, closed August 31

DIVE INTO YOUR HISTORY

AN ELEGANT EVENING

**Hamburg Township Historical Society and Museum
20th Anniversary Fundraising Gala & Silent Auction**

You Are Invited: Friday, Oct. 25, 2024 | 6:30 - 10:30 PM

Lakelands Country Club | 8760 Chilson Rd | Brighton, MI 48116
Cocktails, Dinner, Dancing & Silent Auction
Special Guest Speaker, **Valerie Winans**



Purchase tickets at link below, or contact Board member Della Copp at: 608-628-9991 or email, hthsandmuseum@gmail.com.

Hamburg Museum Gala / Individual: [\\$100/person](#)

Hamburg Museum Gala / Couple: [\\$150/couple](#)



Proceeds benefit the Historical Society's ongoing efforts to preserve and present the cultural history of the Hamburg Township region through programming, exhibits, and community outreach.

WHAT'S NEXT ??



May 11 – First Saturday of Summer Hours 10-2

Jun 15 – Add Your Dad – see page 3 for details

Jul – Annual OVER THE TOP RUMMAGE SALE- see page 3

Aug – Water Bath Canning Basics

Sep – An Old-fashioned School Room in Action

Oct 25 – 20th Anniversary Gala, Lakelands Golf Club

Nov – Veterans Recognition

Dec – Christmas at the Museum

See Page 4 for opportunities to help with these events

FIBER FRIENDS

Drop In

Thursday, May 9– 6:30-8:00 pm

Hamburg Township Historical Museum
7225 Stone Street, Hamburg, MI 48139

Grab your fiber project – knitting, crocheting, needlework, any fiber craft and join us to stitch, talk, share, and learn while making new acquaintances in the charming museum setting. Pat and Denice will be on hand if you need help through a rough spot with your knitting or maybe you are the pro of your fiber art specialty to help someone else. Perhaps you're still learning and just want to observe. All are welcome. No pre-registration is required.



NOW ACCEPTING ITEMS FOR THE JULY 20



PLEASE

NO FURNITURE, ELECTRONICS (INCLUDING
TELEVISIONS), OR BOOKS

CHILDREN'S BOOKS WILL BE ACCEPTED

Leave your items at the museum entryway.

A museum representative will check
donations daily

Fun Fact:

rummage sale (1803) originally was a sale at
docks of unclaimed goods.



ADD YOUR DAD!! –

Whether you are 8 or 80, your dad is a really special person – make him part of history.

On June 15 (the day before Father's Day) the museum will be open 10 am – 2 pm.

Join us to learn about some famous Hamburg dads and add yours to the list. You may add his name, and if you wish, a picture (no larger than 4x6). The names and pictures will be on display until September and then added to the museum archives so he will always be part of local history. (You can return with your friends to brag that he is now in a museum!)

Admission: Free to members, \$2.00 nonmembers

[This Photo](#) by Un-



To Our Valued Volunteers

Hamburg Township Historical Society and Museum acknowledges with thanks and gratitude the contributions of our volunteers. You have stepped up for program assistance, technical guidance, building maintenance, exhibit improvements and faithful support of our mission to Preserve and Present the History of Hamburg Township and the surrounding area.

Ellen Babas
Fabian Beltran
Emily Brown
Rich Copp
Kevin Corr
Linda Harrison
Suzanne Hines
Dan Kempf
Cindy Michniewicz
Brian Schulz

We look forward to continuing our partnership and hope you will ask others to join you.

HTHS Board of Directors

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

Continued from Page 1

After visiting the museum, you can easily walk to the following sites.

St. Stephens Episcopal Church - The oldest, operating church in the State of Michigan can be found in the Village of Hamburg. Built in 1844.

Winkelhaus Park is the sight of the original Hamburg House Hotel, built in 1835.

Mike Levine Lakelands Trail State Park.

Approximately 6 miles of the Lakelands Trail State Park traverses Hamburg Township and is a major recreation pathway in the Township.



All levels of museum membership include:

- ◆ Free admission
- ◆ Gift Shop Discounts
- ◆ Discounts on select events
- ◆ Time Traveler Card

Time Travelers is a free reciprocal membership network for historical museums, sites, and societies throughout the United States. It includes 18 museums around Michigan and nearly 400 museums nationwide.

Volunteers Needed



Many hands and minds are needed to execute the museum programs and exhibits as well as routine upkeep.

Whether your interest is in people, technology, marketing, research, or helping as needed, please email: **HTH-SandMuseum@gmail.com** or call **810-986-0190**. (Leave your name and phone number)

We will be in touch to chat about your interests and skills.



Free admission to the nation's active duty military personnel including National Guard and Reserve and their families . May 18—Labor Day

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)

The monthly newsletter will be emailed to members and is a benefit of membership.

Online Membership registration at: <https://hamburgmuseum.org/support/> or 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

2024 International Boarder Stars Tournament Public Safety Brief

After a thorough examination of the event hosted on April 13th-14th, 2024, these are my findings:

Event Size:

On Saturday, April 13th, 2024 at 1105 hrs, there were approximately 335 vehicles on the west park grounds. We have estimated each vehicle having approximately 3 people, giving us a total of approximately 1,005 participants and spectators at that particular time.

Personnel Needed:

It is my opinion this event, assuming it remains the same size, will need a minimum of 1 public safety personnel to insure the entirety event remains on the west side of the parks and no one is utilizing the east side causing pedestrian traffic across Merrill Road, an unmarked 55mph zone.

Public Safety Wages:

Two twelve-hour days with one police officer staffed totals \$933.12 in wages. These wages are the base wages for a police officer. The number would be higher if any command staff has to cover the event.

POLICE

38.88/hr

x 1.5 overtime

58.32/hr

x 1 officer

58.32/hr

x 12 hr shift

699.84

x 2 days

\$1,399.68 total wages for the two-day event

Disabled Parking:

This tournament should also increase the disabled parking spaces from 4 to a minimum of 8, preferably 12.

Event Staff Requirements:

This event seemed to flow well without the need for staff parking attendants.

Signage:

No additional signage above and beyond what public safety supplies is required for an event this size.

If you have any questions, feel free to reach out.

Respectfully,
Sergeant Megan Paul

















2024 Jaguar Soccer Tournament Public Safety Brief

After a thorough examination of the event hosted on May 11th-12th, 2024, these are my findings:

Event Size:

We were unable to put the drone up on Saturday due to weather conditions. On Sunday at 1645 hrs, there were approximately 720 vehicles on the grounds (670 counted with an additional estimate of 50 under the tree canopies). We have estimated each vehicle having approximately 3 people, giving us a total of 2,160 participants and spectators at that particular time. The drone was flown at 11:20 am.

Personnel Needed:

It is my opinion this event will need a minimum of 6 public safety personnel to properly and safely direct traffic and cross pedestrians across Merrill Road, which is an unsigned 55mph zone. Two personnel at the south entrance directing traffic into the parking lots and stopping traffic on Merrill Road to safely cross pedestrians, two personnel at the north entrance, stopping Merrill Road traffic and directing tournament traffic out of the parking lots, and two personnel for a relief factor.

Public Safety Wages:

Two twelve-hour days with four police officers and two firefighters totaling \$6,663.36. These wages are the base wages for a police officer and fully trained firefighter. The numbers would be higher if any command staff has to cover the event.

POLICE

38.88/hr
x 1.5 overtime
58.32/hr
x 4 officers
233.28/hr
x 12 hr shift
2,799.36
x 2 days
5,598.72

FIRE

22.18/hr
x 1
22.18/hr
x 2 firefighters
44.36/hr
x 12 hr shift
532.32
x 2 days
1,064.64

5,598.72 police wages
+1,064.64 fire wages
\$6,663.36 total wages for a two-day event

Disabled Parking:

This tournament should also increase the disabled parking spaces. If not able to appropriately block off a section for that, and are using the east side to park the disabled drivers, they will need **at least** 3 shuttles that are in constant rotation (two shuttling and one relief).

Event Staff Requirements:

This event will need a minimum of 4 adult parking lot attendees for the entirety of the day, each day. The teenagers do not do what they are supposed to do and are often on their cellphones. These attendees need to wear a traffic safety vest. They should have one posted at the southwest parking lot entrance, where the driveway opens up into the parking lot, directing people who are leaving to head north to exit. We had numerous people attempt to go around our “do not enter” “exit north” sign and come head-on with pedestrians and incoming traffic entering the park causing a safety concern. A second attendee should be placed north of the end of the main parking lot where it bottlenecks into the service drive directing motorists to park perpendicular, not parallel park, to increase the number of vehicles parked on the west side to help limit the amount of pedestrian crossing Merrill Road. Lastly, a third should be in the grassy area just north of the entrance of the south lot that is sandwiched between Merrill Road and the parking lot, directing rows of parking to avoid accidental block-ins and one for a relief factor.

Signage:

“Enter only” and “Exit only” signs at the park entrances, multiple “Overflow Parking” signs for the east service drive and parking lots. A few “exit north ←” signs to place throughout the parking lots to remind people to exit north would also be helpful.

If you have any questions, feel free to reach out. Photos are attached from the drone video (still frames) below.

Respectfully,

Sergeant Megan Paul

**Megan Paul****Sergeant**

Hamburg Township Public Safety
Police Department

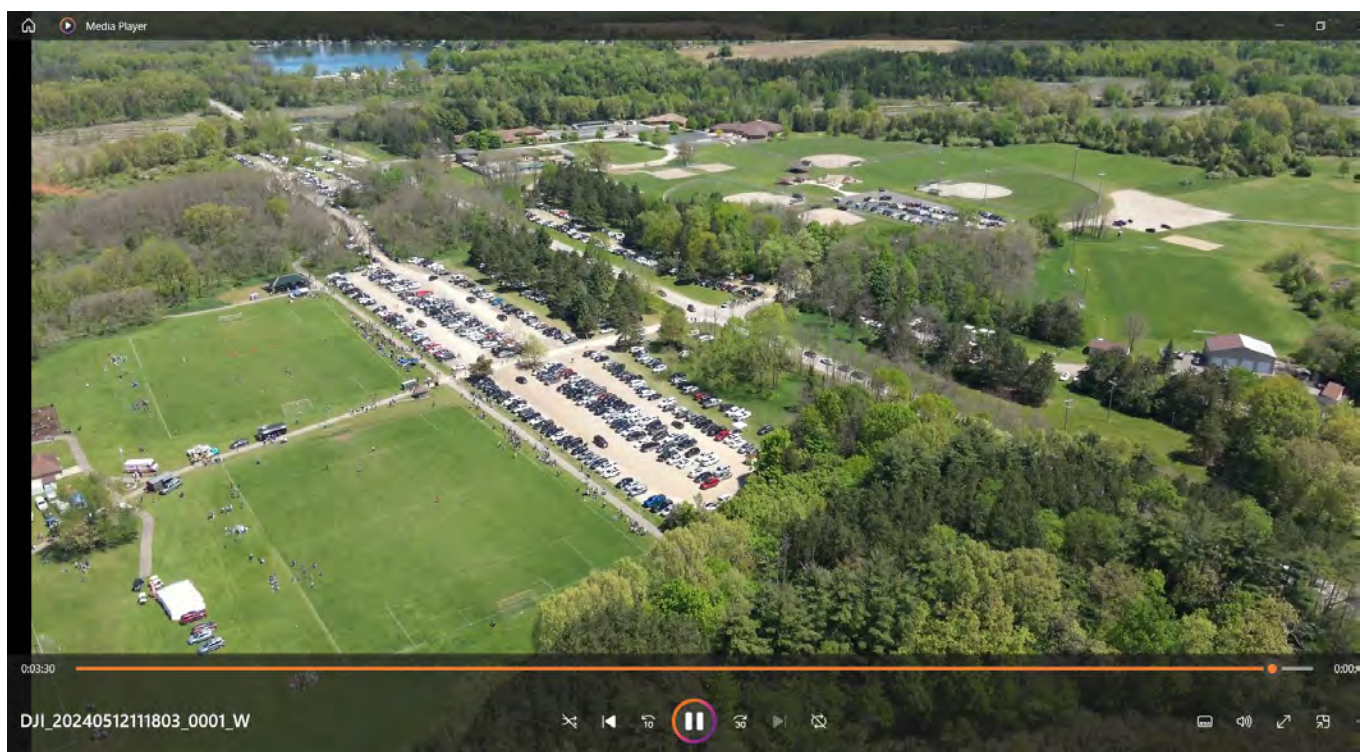
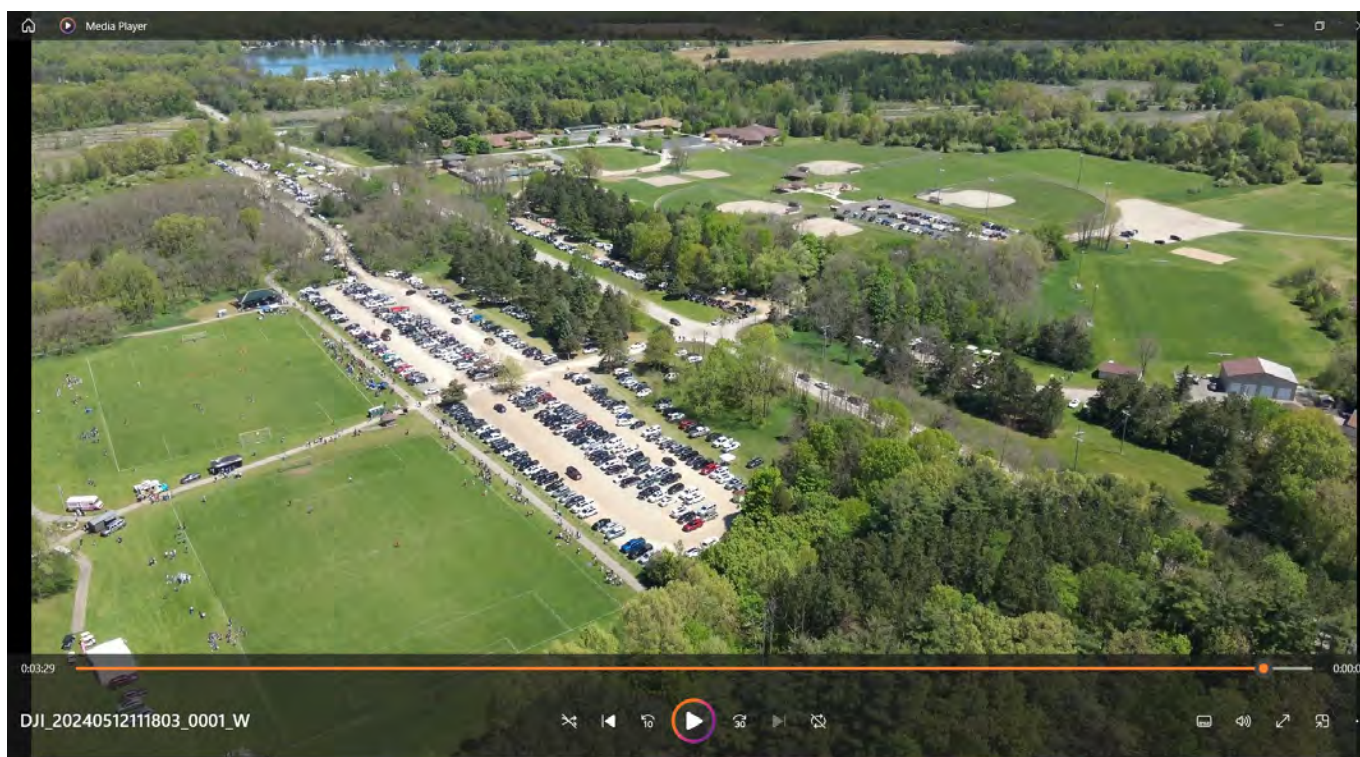
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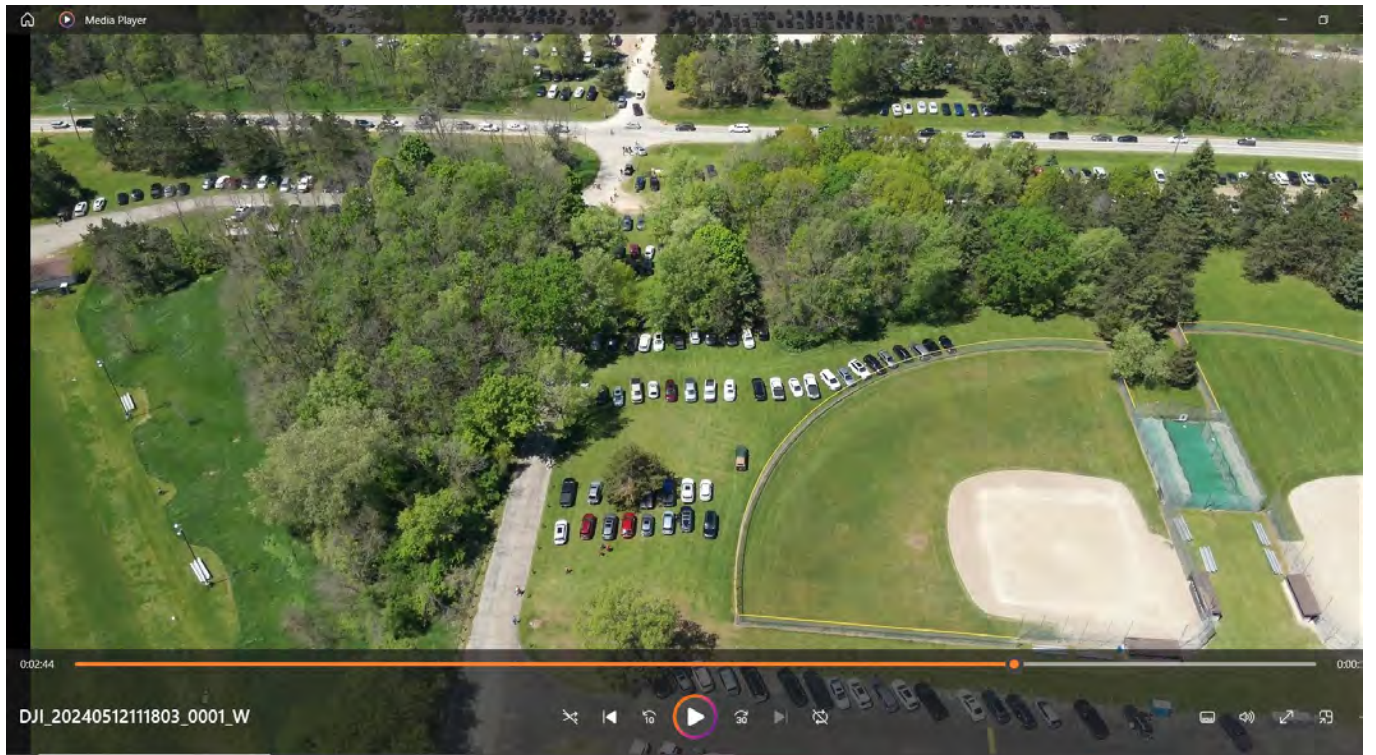
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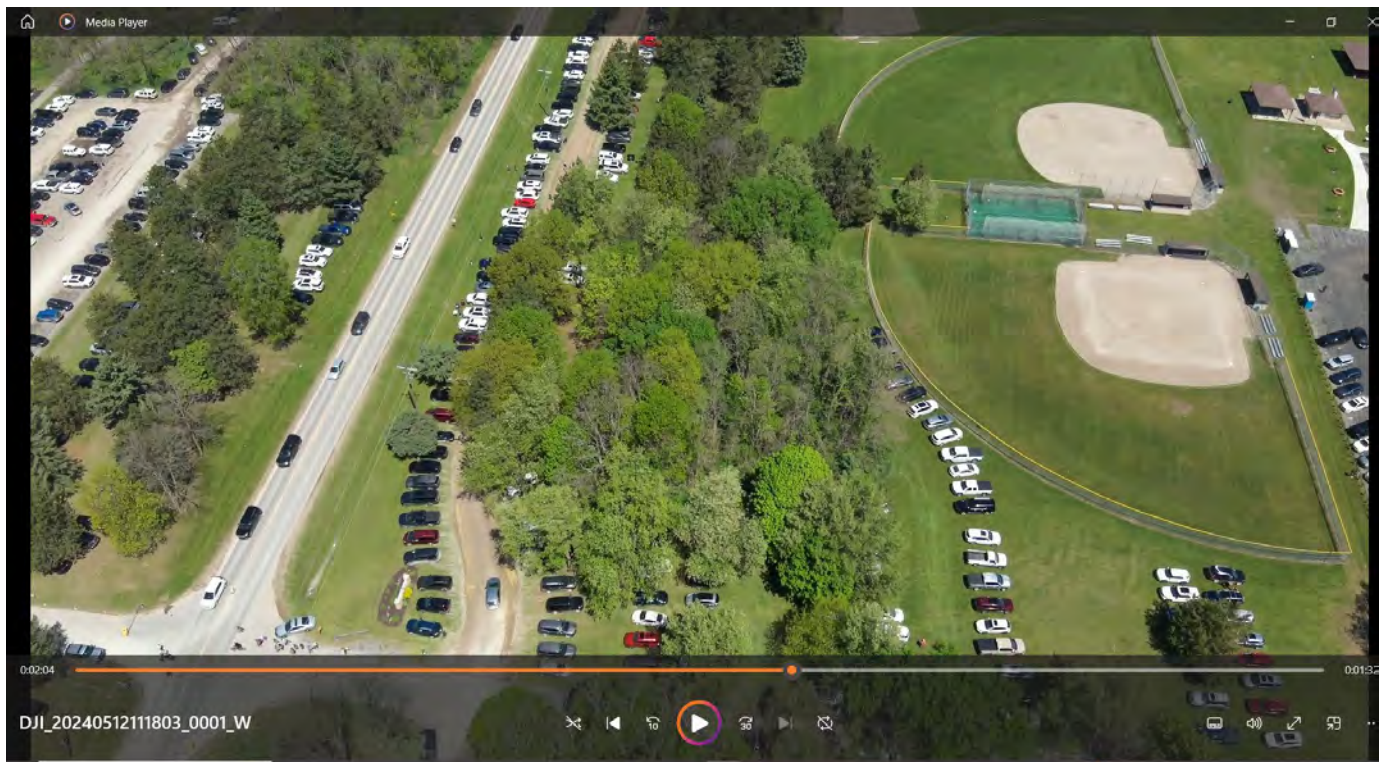
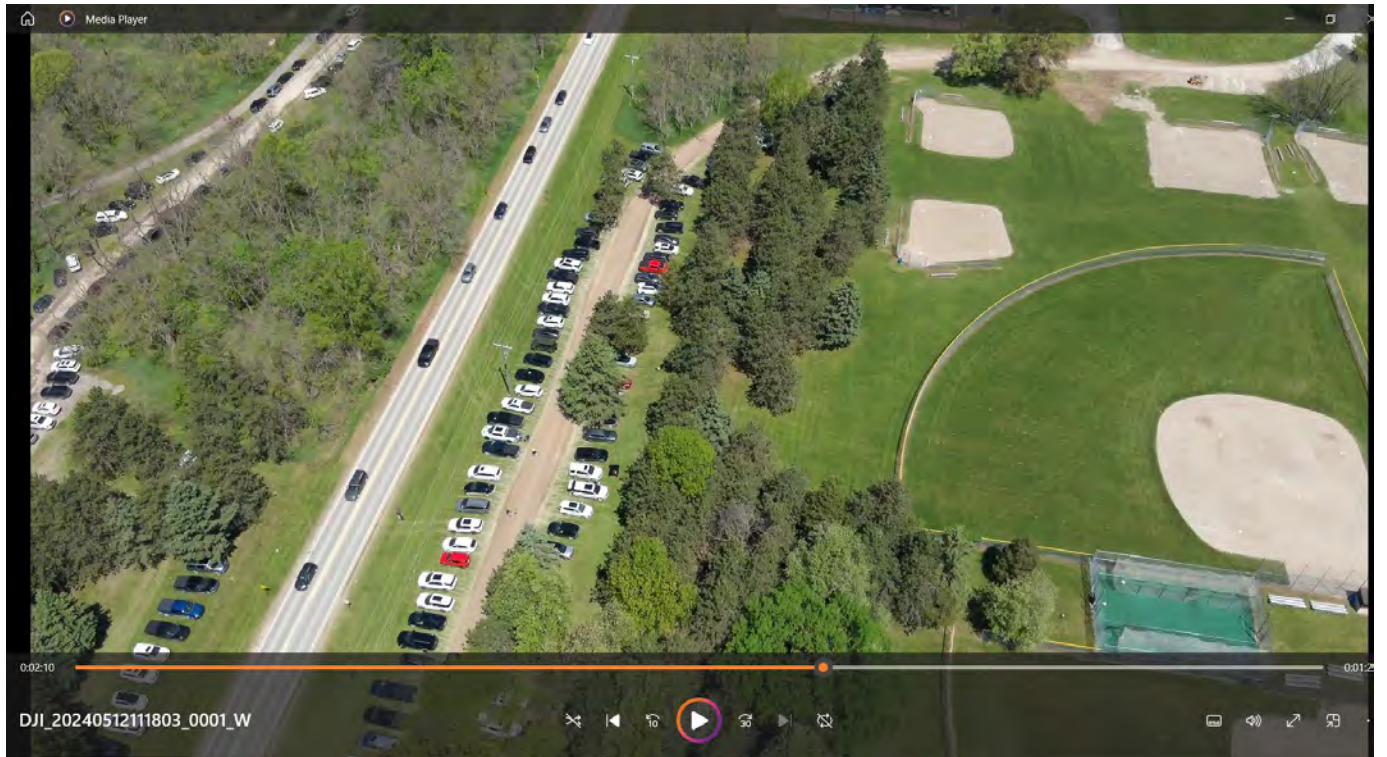
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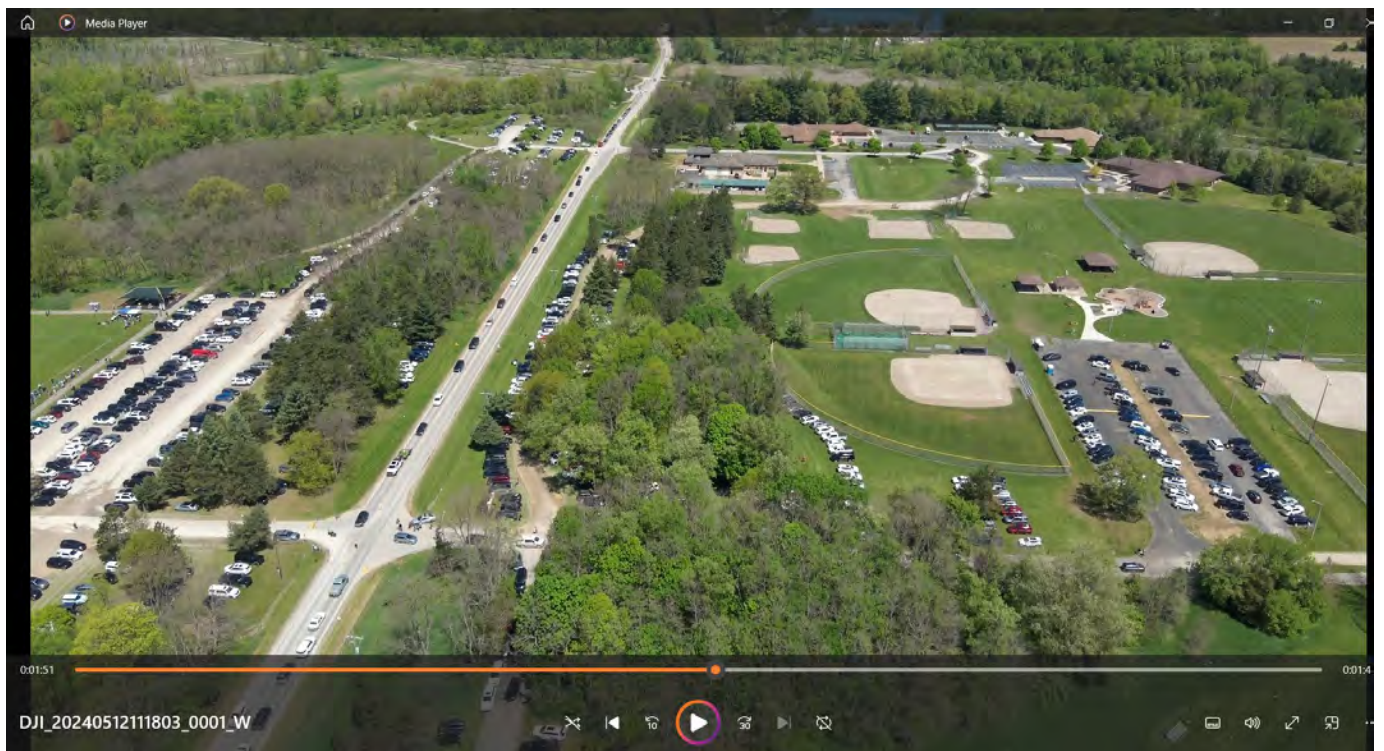
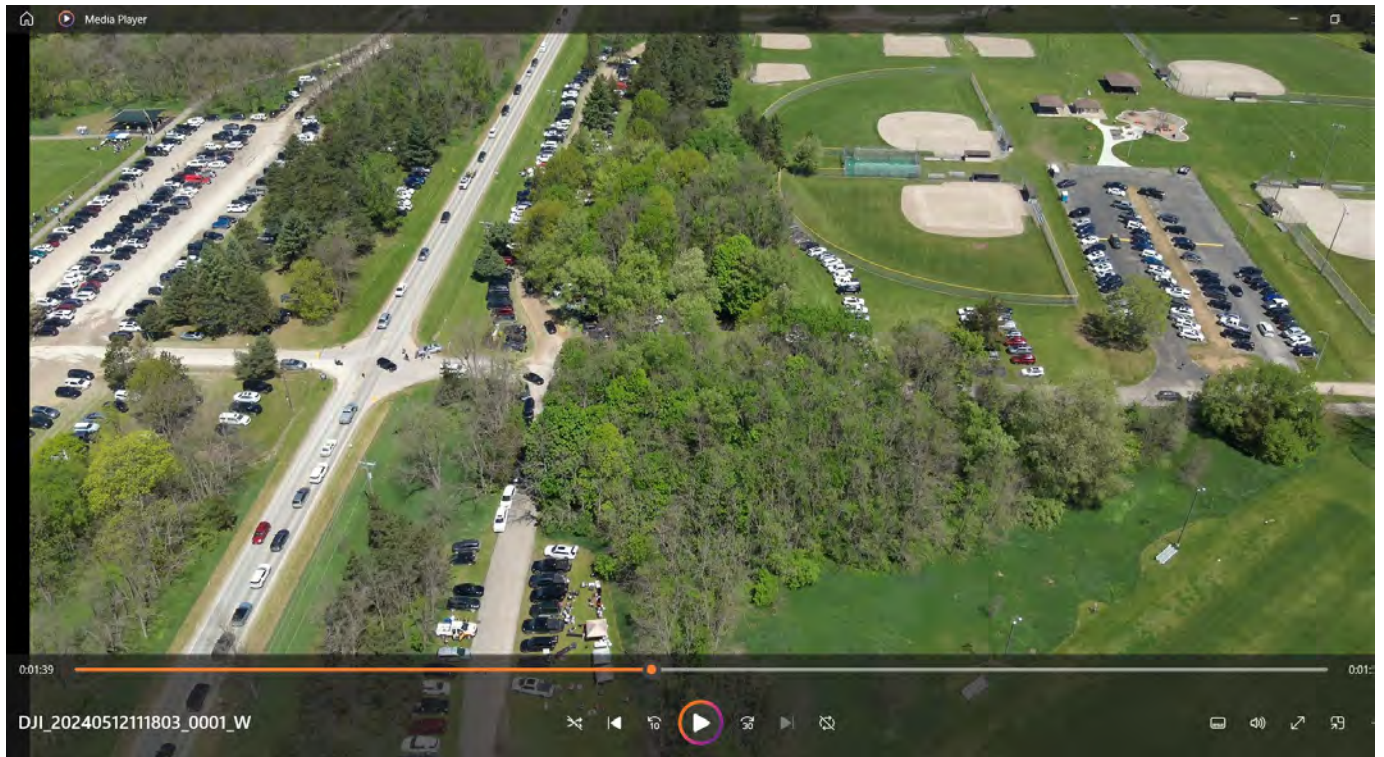
Email: mpaul@hamburg.mi.us

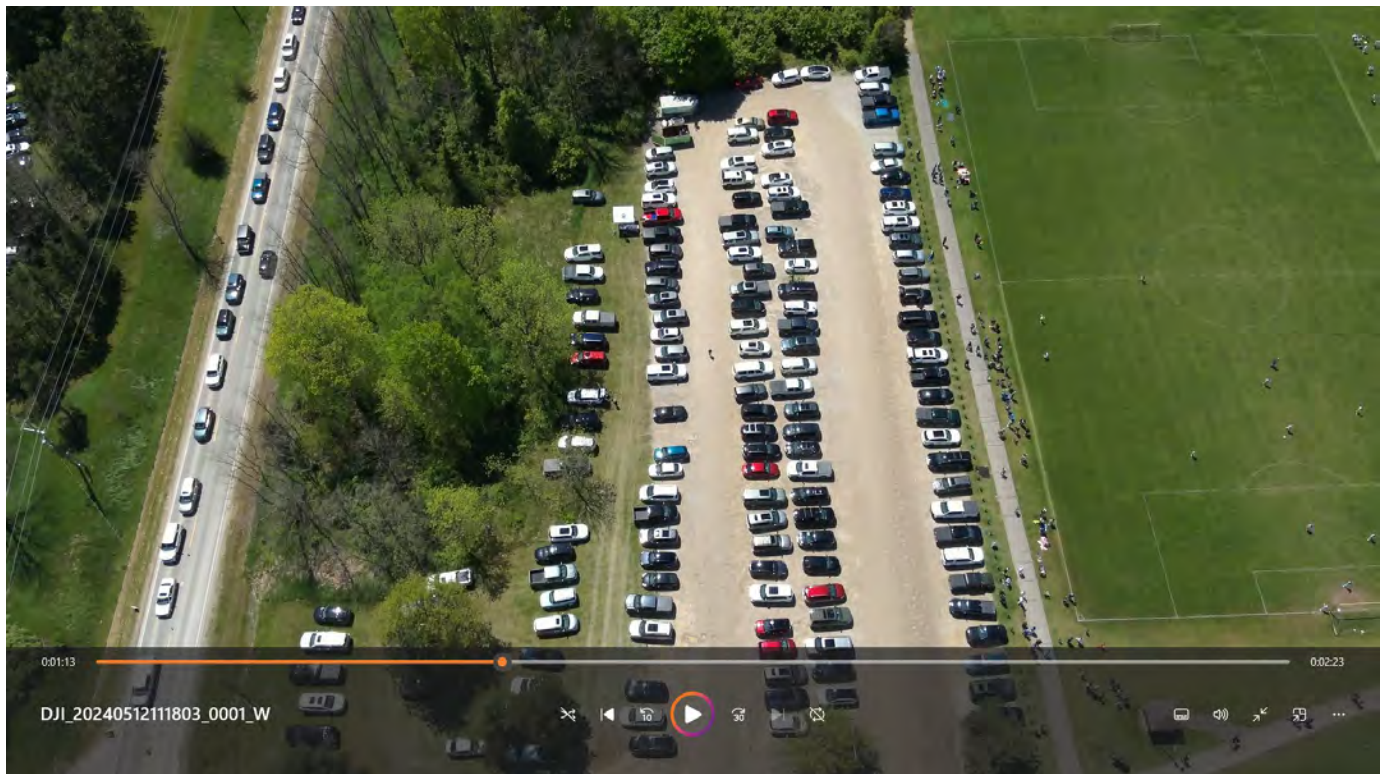
10409 Merrill Rd
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Hamburg, MI 48139

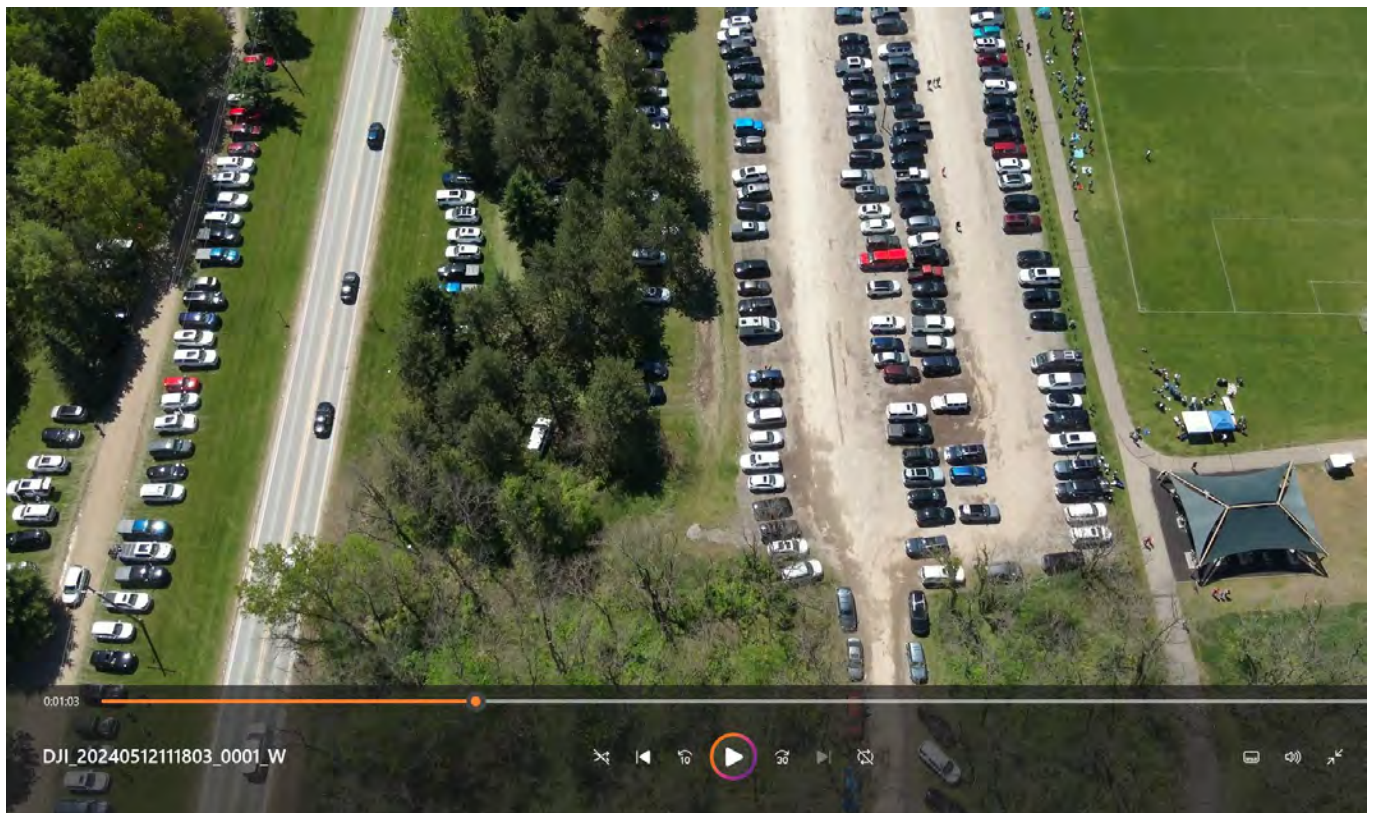
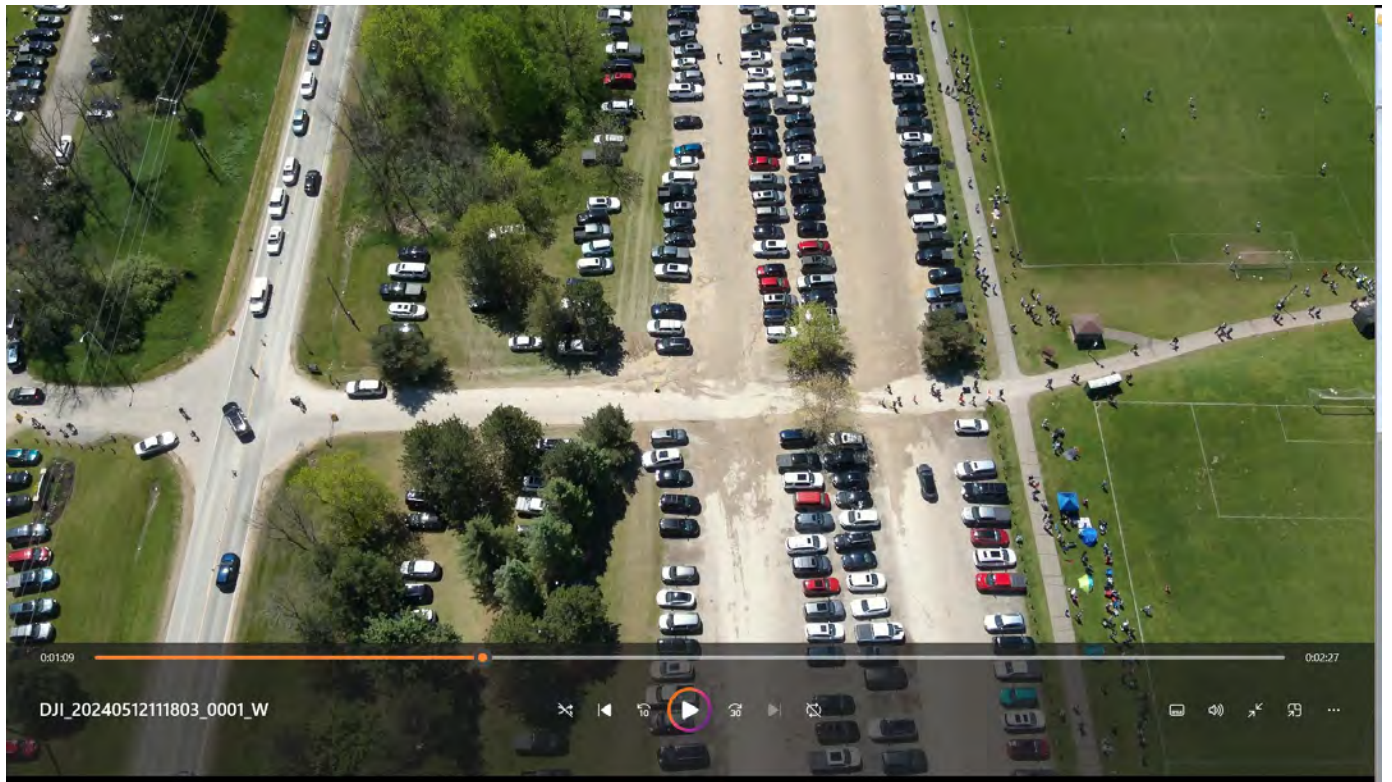


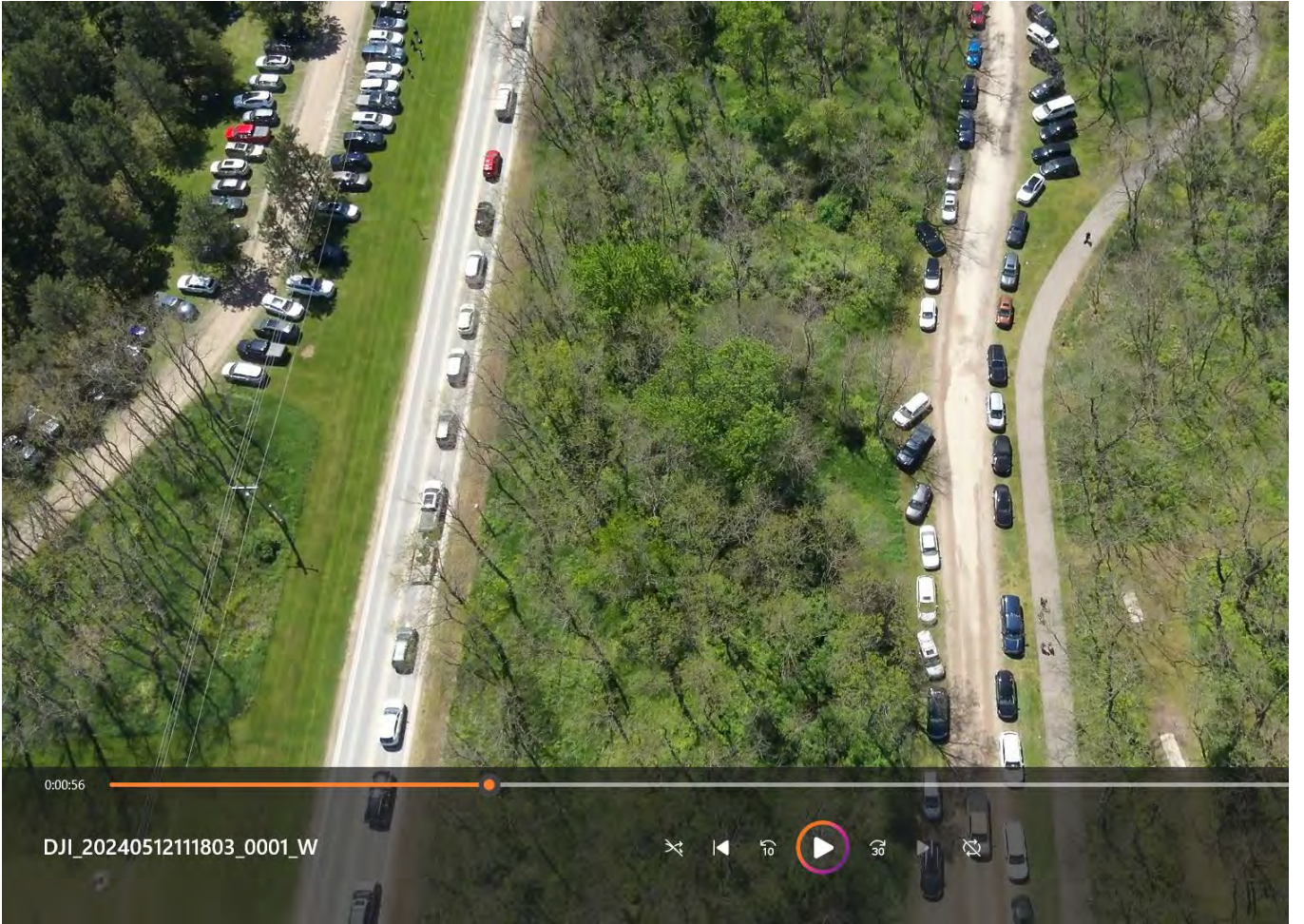


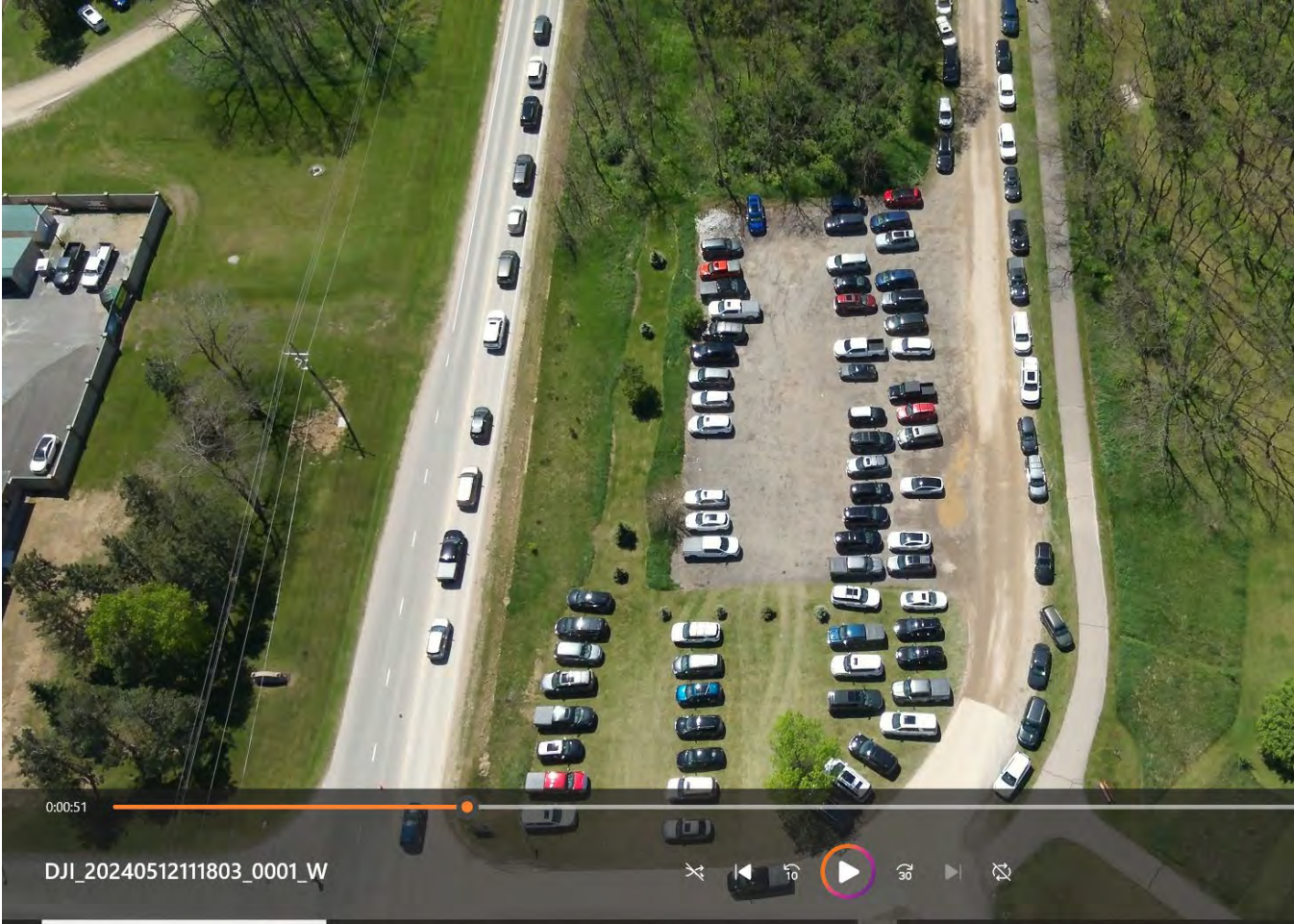


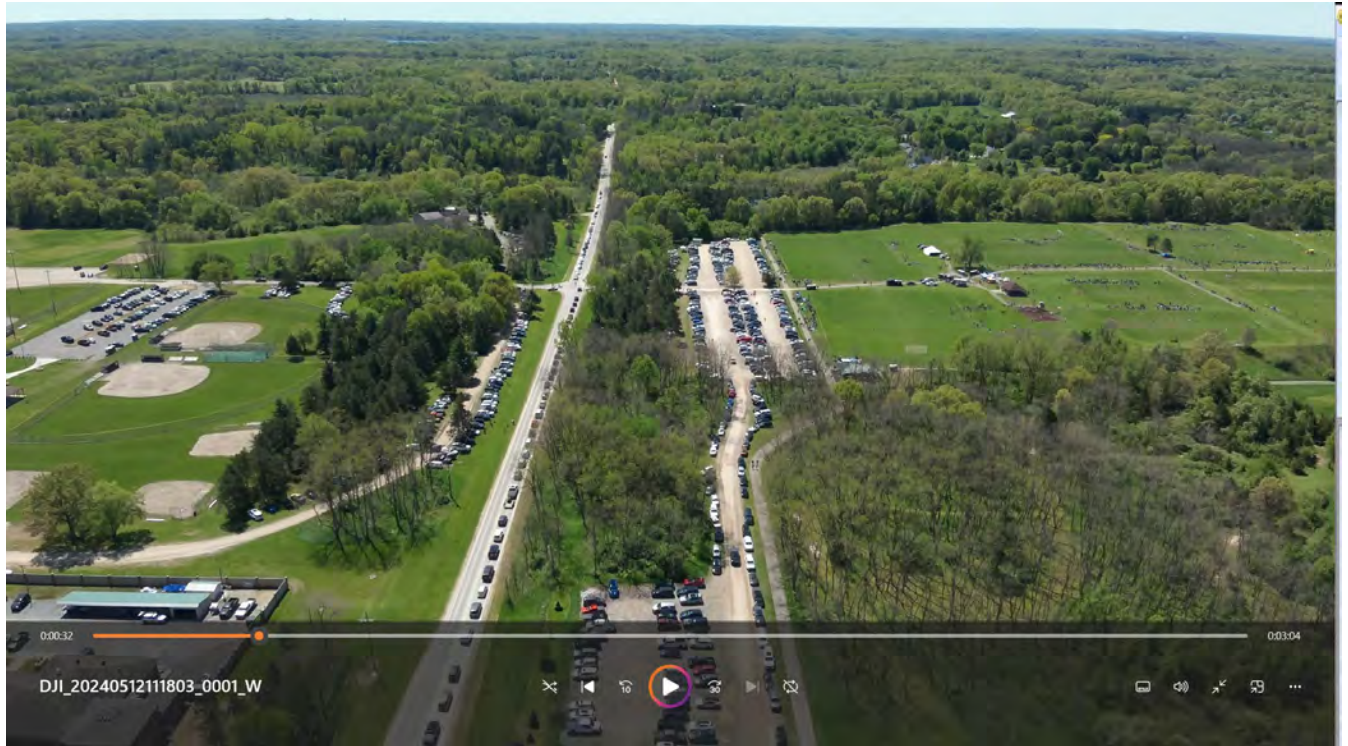


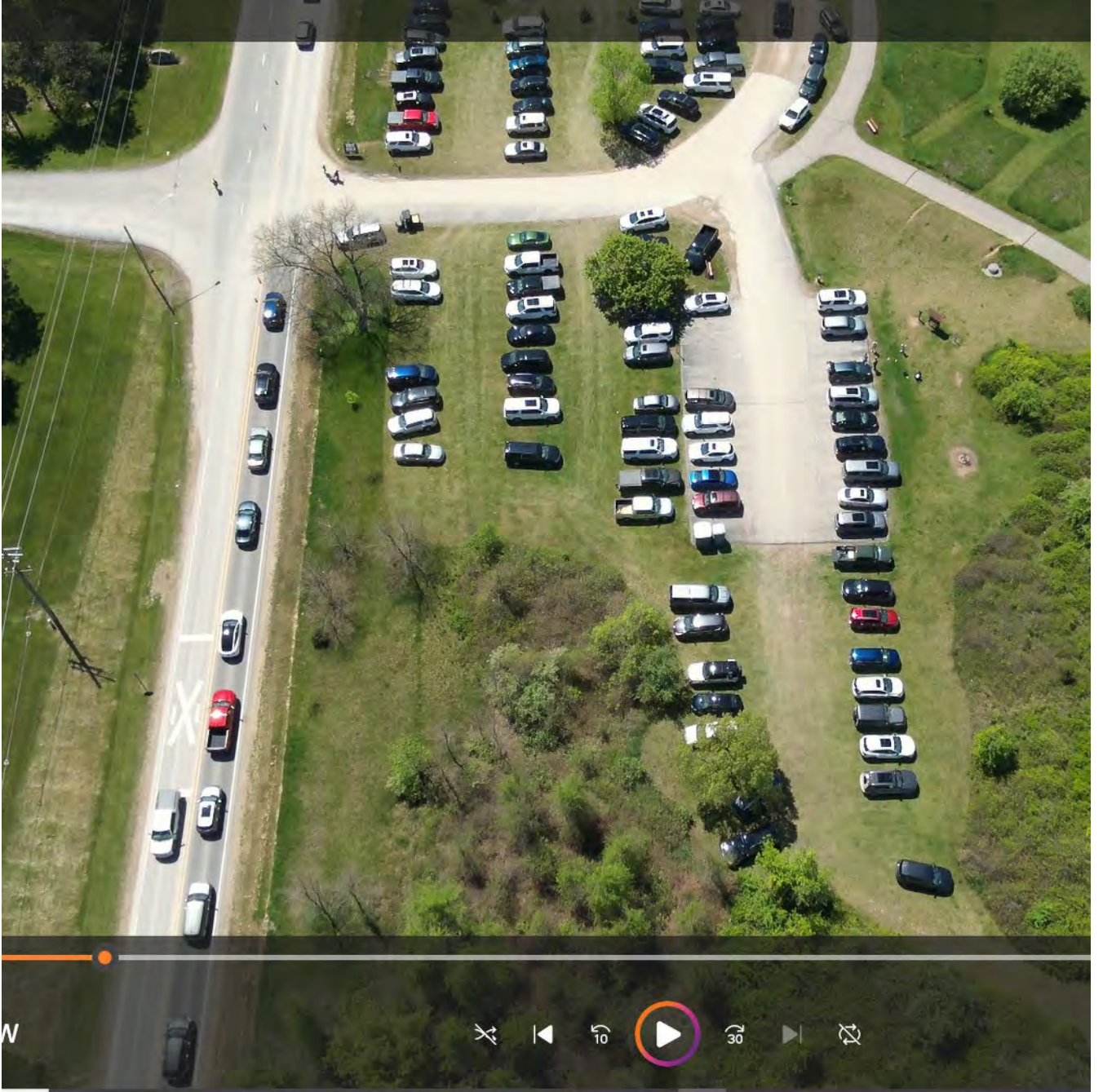












2024 Smartwater Soccer Tournament Public Safety Brief

After a thorough examination of the event hosted on May 4th, 2024, these are my findings:

Event Size:

At 1645 hrs, there were approximately 584 vehicles on the grounds. We have estimated each vehicle having approximately 3 people, giving us a total of 1,752 participants and spectators at that particular time. The drone was flown multiple times throughout the day; 9:30am, 1:10pm, 3:08pm and 4:45pm. You can see different lots filing and emptying at different times.

Personnel Needed:

It is my opinion this event will need a minimum of 6 public safety personnel to properly and safely direct traffic and cross pedestrians across Merrill Road, which is an unsigned 55mph zone. Two personnel at the south entrance directing traffic into the parking lots and stopping traffic on Merrill Road to safely cross pedestrians, two personnel at the north entrance, stopping Merrill Road traffic and directing tournament traffic out of the parking lots, and two personnel for a relief factor.

Public Safety Wages:

Two twelve-hour days with four police officers and two firefighters totaling \$6,663.36. These wages are the base wages for a police officer and fully trained firefighter. The numbers would be higher if any command staff has to cover the event.

POLICE

38.88/hr
x 1.5 overtime
58.32/hr
x 4 officers
233.28/hr
x 12 hr shift
2,799.36
x 2 days
5,598.72

FIRE

22.18/hr
x 1
22.18/hr
x 2 firefighters
44.36/hr
x 12 hr shift
532.32
x 2 days
1,064.64

5,598.72 police wages
+1,064.64 fire wages
\$6,663.36 total wages for a two-day event

Disabled Parking:

This tournament should also increase the disabled parking spaces. If not able to appropriately block off a section for that, and are using the east side to park the disabled drivers, they will need at least 3 shuttles that are in constant rotation (two shuttling and one relief).

Event Staff Requirements:

This event will need a minimum of 4 adult parking lot attendees. The teenagers do not do what they are supposed to do and are often on their cellphones. These attendees need to wear a traffic safety vest. They should have one posted at the southwest parking lot entrance, where the driveway opens up into the parking lot, directing people who are leaving to head north to exit. We had numerous people attempt to go around our “do not enter” “exit north” sign and come head-on with pedestrians and incoming traffic entering the park. A second attendee should be placed north of the end of the main parking lot where it bottlenecks into the service drive directing motorists to park perpendicular, not parallel park, to increase the number of vehicles parked on the west side to help limit the amount of pedestrian crossing Merrill Road. Lastly, a third should be in the grassy area just north of the entrance of the south lot that is sandwiched between Merrill Road and the parking lot, directing rows of parking to avoid accidental block-ins and one for a relief factor.

Signage:

The “enter only” and “exit only” signs that were supplied by the event staff were very helpful. A few “exit north ←” signs to placed throughout the parking lots to remind people to exit north would also be helpful.

If you have any questions, feel free to reach out.

Respectfully,

Sergeant Megan Paul



Megan Paul

Sergeant

Hamburg Township Public Safety
Police Department

Office: 810-231-9391 ext 454

Direct: 810-222-1175

Fax: 810-231-9401

Email: mpaul@hamburg.mi.us

10409 Merrill Rd
P.O.Box 157
Hamburg, MI 48139



1645 hrs



1645 hrs



1645 hrs



1645 hrs



0930 hrs



1310 hrs



1508 hrs



1645 hrs



1645 hrs



1645 hrs



1645 hrs



1645 hrs



1645 hrs



1645 hrs

HAMBURG TOWNSHIP PARKS AND RECREATION COMMITTEE

BYLAWS & RULES OF PROCEDURE

Article I - Name

Hamburg Township Parks & Recreation Committee

Article II - Purpose

The Parks and Recreation Committee shall be an advisory body to the Hamburg Township Board of Trustee's for the following:

- 2.1 Management of Parklands and Recreational Facilities, Township Senior/Community Center, and the Lakelands Trail, including the approval and scheduling of their use.
- 2.2 Review of an Annual Business Plan and Supporting Budget as presented by the Clerk.
- 2.3 Development of recommendations to the Hamburg Township Board regarding expenditures and program enhancements.
- 2.4 Development and oversight of all grant proposals related to the Township's Parkland facilities and/or operations.
- 2.5 Development and maintenance of a five year Parks and Recreation Master Plan.
- 2.6 Development of agreements with schools and community groups, e.g. scouts, charitable and not-for-profit organizations, etc., to undertake cooperative programs, projects and events.
- 2.7 Marketing of various recreational programs to the community-at-large.
- 2.8 Oversight for programmatic development and use of the Lakelands Trail.
- 2.9 In cooperation with the Township's Building & Grounds and Clerk's Departments, responsible for providing management oversight of all physical modifications and enhancements to the Parks and Recreation property and facilities to ensure that all work is done with the appropriate permits, licenses, inspections, and liability protection, e.g. bonding.
- 2.10 Working closely with the Township's Public Safety Departments (Police and Fire) to ensure that residents receive the proper level of protection during the time they are using the Townships Parks and Recreation facilities.
- 2.11 Working with Volunteer based organizations, individuals and groups who use Parks and Recreation facilities to obtain important feedback about their experiences and suggestions for improvement and usage.

Article III – Membership

The Committee shall consist of five (5) voting members. All members shall be appointed by the Township Board according to the terms of these Bylaws.

3.1 Five (5) voting members shall consist of the following:

- **Hamburg Township Clerk.**
- **One (1) additional member of the Hamburg Township Board of Trustees to be nominated by the Clerk and appointed by the Township Board.**
- **Three (3) members at-large nominated by the Hamburg Township Clerk to be appointed by the Hamburg Township Board to serve for two year terms. All such members must be citizens of Hamburg Township. Such members shall not hold a position as an officer or a Board member of any category of user of the Township Park Facilities as set forth in the Hamburg Township Park Facility Use Policy, Sections 3.2, 3.3 and 3.4. Member may also be a Pinckney Community High School student as recommended by the acting PHS Athletic Director or Superintendent of Schools.**

3.2 Attendance of non-voting staff members on as needed basis:

- **Parks & Recreation Coordinator**
- **Public Safety representative**
- **DPW/Building & Grounds representative**
- **Senior Center Director**

3.3 Removal. Any member may be removed by a majority vote of the Township Board for whatever reason.

3.4 Trustee, citizen and hourly staff members that are not serving during business hours will be paid at the rate of \$65.00 per diem for regularly scheduled meetings. Citizen and hourly staff members that are not serving during business hours will be paid at the rate of \$65.00 per diem for special meetings.

3.5 Members may be reimbursed for expenses authorized by the Committee incurred while performing duties related to the work of the Committee. Mileage authorized by the Committee for Committee activities will be reimbursed at the current rate approved by the Township Board. Travel to and from meetings will not be reimbursed.

- 3.6 Expenses incurred by members relating to attendance at recreational related seminars, conventions, or other meetings must be pre-approved by the Township Board.

Article IV - Officers

- 4.1 Selection. The Clerk, or other Hamburg Township official named as Park Administrator, shall be the primary Chair of the Parks and Recreation Committee. At the January regular meeting, or the first scheduled meeting of a new yearterm, the Committee shall elect from its voting members, a secondary Chairperson, who shall serve for a 24-month period beginning at the January regular meeting and running through the end of their stated term or until such time as a successor has been appointed, to run meetings in the primary Chairperson's absence. The Chairperson shall be responsible for establishing the agenda for all meetings and will preside over all meetings.

Article V - Meetings

- 5.1 **Meeting Notices.** All regularly scheduled and special meetings shall be posted at the Hamburg Township Hall by the Hamburg Township Clerk, and shall otherwise comply with the requirements of 15.261 et seq., commonly referred to as the Open Meetings Act.
- 5.2 **Meetings.** Regular meetings shall be held monthly according to the schedule adopted by the Committee prior to their first regularly scheduled monthly meeting of each year to be held on the fourth Tuesday of January at 3:00 p.m.
- 5.3 **Special Meetings.** Special meetings may be called by the Township Clerk, the Chairperson of the Committee or by a majority of the voting members of the Committee.
- 5.4 **Quorum.** In order for the Committee to conduct business or take any official action, a quorum consisting of the majority of all the voting members serving on the Committee must be present. When a quorum is not present, no official action may take place. The members of the Committee may discuss matters of interest, but can take no action until the next regular or special meeting.
- 5.5 **Voting.** An affirmative vote of the majority of the quorum shall be required for the approval of any requested action or motion placed before the Committee. Voting shall ordinarily be by voice vote; provided, however, that a roll call vote shall be required if requested by any Committee member or directed by the Chairperson. If a roll call vote is taken, the individual vote, yea or nay, of each Committee member must be recorded in the minutes of the meeting.
- 5.6 **Order of Business.** A written agenda for all meetings shall be prepared as follows. The order of business shall ~~be~~include:
- i. Call to Order

- ii. Approval of the Agenda
- iii. Approval of the Minutes
- iv. Call to the Public
- v. Old Business
- vi. New Business
- vii. Call to the Public
- viii. Committee Comments
- ix. Adjournment

5.8 Rules of Order. All meetings of the Committee shall be conducted in an orderly manner similar to Roberts Rule of Order.

Article VI - Minutes

- 6.1** Committee minutes shall be prepared by the Township Clerk. The Township Clerk may appoint a staff member as the minute's recorder who will be compensated according to current Township policy. The minutes shall contain a brief synopsis of the meeting, including a complete restatement of all motions and record of votes; and record of attendance. All communications, actions and resolutions shall be attached to the minutes. The official records shall be deposited with the Township Clerk.

Article VII - Open Meetings and Freedom of Information Provisions

- 7.1** All Committee meetings shall comply with the terms and provisions of MCL 15.261 et seq., commonly referred to as the Open Meetings Act.
- 7.2** All business conducted by the Committee or any and all of its documents are subject to the provisions of MCL 15.231 et seq., commonly referred to as Freedom Of Information Act (FOIA).
- 7.3** A person shall not be excluded from a meeting of the Committee except for a breach of peace committed at the meetings.

Article VIII - Amendments

- 8.1** These Bylaws may be amended from time to time by the Hamburg Township Board. The Committee, by a majority vote, may submit any recommended amendments to the Township Board for its approval.

THESE BYLAWS AND RULES OF PROCEDURE ARE ADOPTED THIS DATE: December 17, 2019

Original: January 4, 2011 **Amended:** April 19, 2011, November 15, 2011, November 27, 2012, February 17, 2015, December 6, 2016, December 19, 2017, December 17, 2019, October 5, 2021, August 12, 2022.
June 4, 2024

StoryWalk®

Great Start Livingston is offering the opportunity to gift a StoryWalk to parks and trails in Livingston County. This project aims to enhance literacy and physical activity among families in Livingston County. This initiative, funded by the State of Michigan, is a response to support literacy in our county.

Project Objective:

Increase access to books and literacy materials for children and families.

Proposed Solution:

Implement StoryWalks throughout Livingston County.

Plan of Action:

Create partnerships, establish process, set installation dates, and promote the project. Each StoryWalk will have 16 free standing permanent display posts.

- Families will be encouraged to explore the StoryWalks and local area while reading the story.
- Local park and Great Start Livingston will determine schedule for StoryWalk and can select books based on inventory available from Great Start Livingston.
 - Once installation happens, Great Start Livingston will include location on StoryWalk page of Great Start Livingston website.
- Volunteers will help with the placement and removal of the story panels.
- Great Start Livingston will help promote the StoryWalks to Livingston County families.

Expectations:

- Local park / trail - Accept the StoryWalk gift, Provide a path no more than 1/2 mile long, Determine layout of StoryWalk path of 16 posts, Install display equipment.
- Great Start Livingston - Fund project (StoryWalk panels and display equipment), Work with local park / trail and Volunteers to install and remove panels, Provide an inventory of StoryWalk books.

Funding Sources:

The project is funded by Great Start Livingston through a grant from the Michigan Department of Lifelong Education, Advancement, and Potential.

Questions: Contact RobinSchutz@LivingstonESA.org





Great Start Livingston would like to gift two StoryWalks to Hamburg Township.

A StoryWalk is a literacy-boosting project which places an illustrated children's book, taken apart and displayed spread-by-spread, along a walking route. The StoryWalk also encourages physical activity. Families will enjoy various parks throughout the community and will find various activities you can do as you move from page to page.

A StoryWalk includes 16 posts with display frames which are installed in the ground. The posts are permanent. The frame allows us to switch out books as needed and determined by the host location. Each panel will be a couple pages from a children's story book with an activity below. The 16 panels will be one complete children's book.

Great Start Livingston will purchase the equipment, maintain a StoryWalk book panel library, help with the changing of the book panels and provide replacement equipment if needed.

We need an accessible path approximately 1/2 mile or less in length to accommodate the 16 posts, spaced approximately 100 feet apart. This can be adjusted based on the space available.

Options:

Village Trailhead - either direction



Lakeland Trail behind Country Elementary



The StoryWalks will be found on the GreatStartLivingston.org/storywalk page. We will promote the StoryWalks in Livingston County and encourage families to take advantage of our local parks/trails and StoryWalks.





CONCEPTUAL PLAN FOR VILLAGE TRAILHEAD

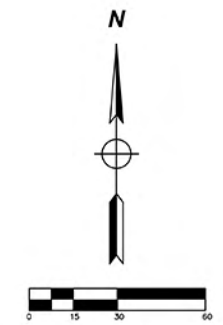
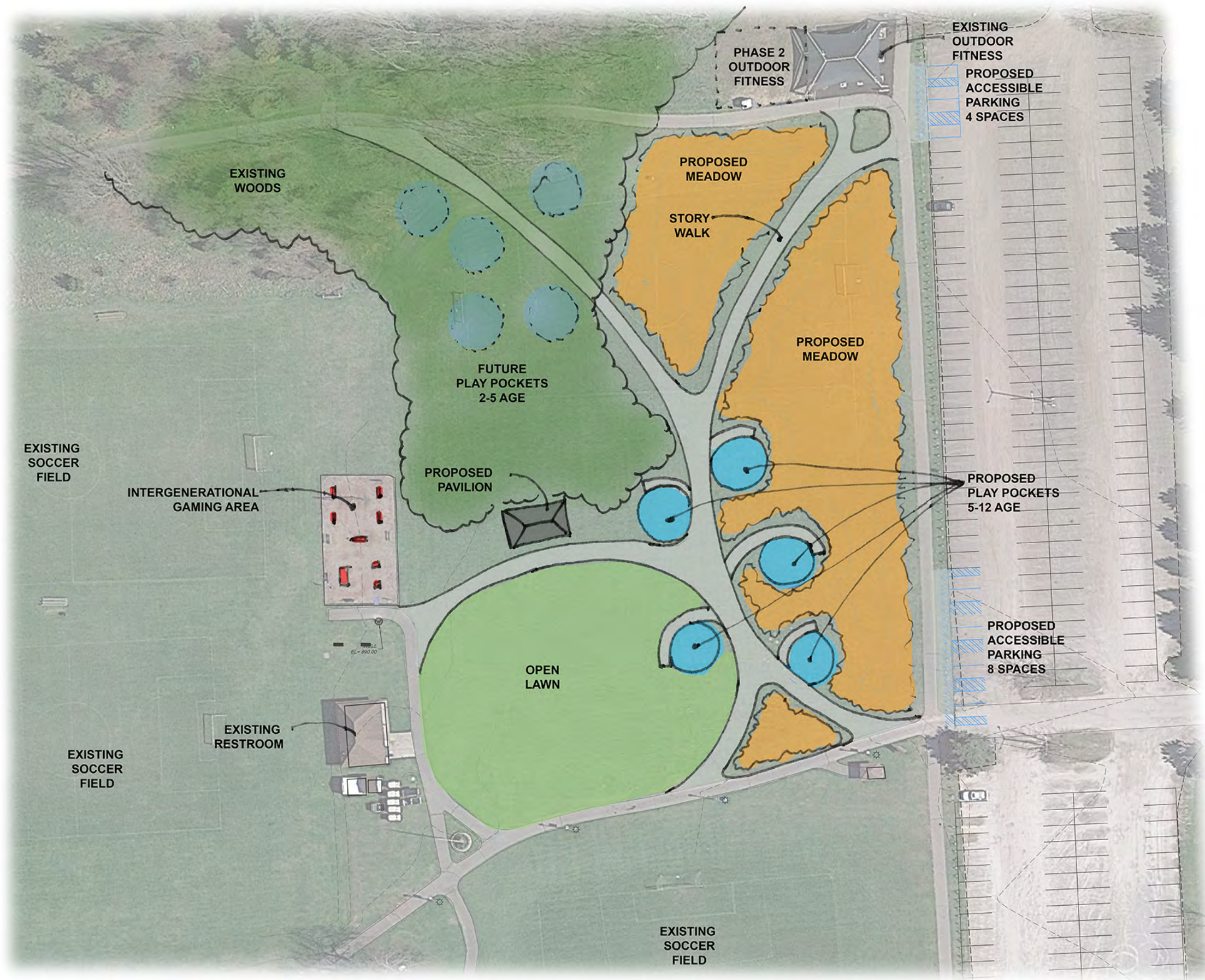
MIKE LEVINE LAKELANDS TRAIL STATE PARK TRAILHEAD IMPROVEMENTS

HAMBURG TOWNSHIP, MICHIGAN

100'



PROJECT: 133829SG2023
FILE: B-5406
DATE: JUNE 2023



JOB # 133809SG2023

MANLY W BENNETT MEMORIAL PARK

MAY 2024





MEMORANDUM OF UNDERSTANDING (MOU) between
Hamburg Township, MI
and
Great Start Livingston, Great Start Collaborative /
Livingston Educational Service Agency

This is an agreement between "Party A", Hamburg Township, and
"Party B", The Livingston GSC.

I. PURPOSE & SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to installation and on-going maintenance of a permanent children's StoryWalks within Hamburg Township.

In particular, this MOU is intended to:

- Establish each party's responsibility
- Establish purchase of materials
- Establish installation of Story Walk
- Establish upkeep of Story Walk

II. BACKGROUND

Hamburg Township has two locations for StoryWalks. One at Manly W Bennett Memorial Park and the other at the Village Tailhead on Mike Levine Lakelands Trail. See attached maps - [Manly W Bennet Park](#) and [Village Trailhead](#).

These locations, within Hamburg Township, provide a place for families to come for events and activities.

Livingston GSC was awarded a literacy grant to improve access to literacy materials for children birth to age 5. Great Start Livingston presented the StoryWalk opportunity to the Hamburg Township Board and discussed the opportunity of StoryWalks within Hamburg Township.

III. Hamburg Township RESPONSIBILITIES UNDER THIS MOU

Hamburg Township shall undertake the following activities:

- Take delivery of aluminum StoryWalk materials, posts, and frames and store until weather conditions allow installation.
- Approve installation of concrete bases and aluminum posts of StoryWalk along approved locations along the determined path.
- Conduct installation of StoryWalk.
- Provide on-going landscaping and grounds upkeep.
- Notify if StoryWalk has been damaged or wear and tear occurs
 - Initial 16 post/frames will be purchased by GSC. Additional post/frames will be purchased as needed by GSC for replacement parts.
 - Contact person at Hamburg Township will have a hex key to open frames.
- Review story panel books and approve prior to installation into StoryWalk frames.
- Promote the StoryWalk to the community.

IV. The Livingston GSC RESPONSIBILITIES UNDER THIS MOU

Livingston GSC shall undertake the following activities:

- Purchase 16 aluminum posts and frames, purchase additional aluminum post/frames as needed to be used for replacement in the event there is damage or vandalism.
- Purchase and store children's books for StoryWalk.
- Provide marketing of the Story Walk and path to community.
- Promote community awareness of StoryWalk trail.
- Host family events at the StoryWalk along the pathway.
- Partner with Hamburg Township Library and Hamburg Township for story selection.
- Find volunteers to replace/change story pages as needed (2 - 3 times per year). Provide notice to Parties.

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

- Modification - modification of the StoryWalk
- Termination - removal of the StoryWalk



VI. FUNDING

The Livingston GSC will purchase StoryWalk materials including posts, frames, and books. Hamburg Township will be responsible for the installation and costs associated with the installation.

VII. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signature of Parties A, B, and C authorized officials. It shall be in force from June 1, 2024 to June 30, 2025.

Parties A and B indicate agreement with this MOU by their signatures on this page.

Signatures:

Genoa Township

_____ date _____
Bill Rogers, Township Supervisor

Great Start Livingston, Great Start Collaborative

_____ date _____
Robin Schutz, Coordinator



Hamburg Township Parks & Recreation

Hamburg Township Offices
10405 Merrill Rd., P.O. Box 157
Hamburg, MI 48139
(810)231-1000
www.hamburg.mi.us

To: Township Board of Trustees & Parks Committee

From: Deby Henneman, Township Coordinator, Parks, ADA, Grants, Ordinances

Re: Township Coordinator's Report – May 2024

Parks:

Bennett Park & Water Trail Access Improvements grant TF22-0107: Preliminary Concept has been received and will be presented to the Township Board for approval at their June 4, 2024 meeting.

The Community Clean-Up event report is pending notification of credit from Padnos, after which the report will be provided to the Committee and Township Board.

Community Service Sergeant, Megan Paul, has provided post-event briefs for the spring tournaments which took place in Manly Bennett Park. We have met to discuss concerns as well as possible resolutions for crowd control. It has been recommended that the PowerAde event be increased to a High Hazard level.

A new volleyball net has been installed, and Duane will be added sand when time allows. He and his staff have mulched the nature paths at Winkelhaus Park and 2 new picnic tables have been installed.

The story walks have been proposed, approved, and are planned for the Village Trailhead in the Village of Hamburg, and in the West Park Improvements slated for early 2025 in the "Park within a Park." concept plan.

The Township had a great time hosting the 2nd Grade classes and learning more about what they would like to see in the park. Some ideas were: Movies in the Park, Camping, Splash Pad, and a Rock Wall. The coloring book the staff put together for them can be found here: https://www.hamburg.mi.us/resident/welcome_new_residents/index.php. Just look under the Parks & Recreation – Arts & Culture Section!

ADA

Work has started on the inspections, which will include the 2024 Election Cycle requirements.

Grants:

- The 2022 Trust Fund Grant #TF22-0107 must be completed by August 31, 2025.
- The 2023 Ralph C. Wilson, Jr. – Trail Maintenance Grant #IG-202324346 is still pending.

- MMRMA Cap Grant for the CPSI Certification for Duane Hoeppner has been awarded.

Ordinances

I will be taking the final version of the Administrative Fee Schedule, which includes updates to park and public safety fees, to the Board at the first meeting in July. Any suggested changes or increases should be discussed at our May meeting.

Ordinances can be found at:

[https://library.municode.com/mi/hamburg_township_\(livingston_co.\)/codes/code_of_ordinances](https://library.municode.com/mi/hamburg_township_(livingston_co.)/codes/code_of_ordinances)

Other projects:

- Update Counter “Cheat Sheets” for all Township Coordinator functions
- Organize and Scan all archive files into Docuware System based on Record retention
- Social Media Policy updates have been presented and are awaiting approval
- Ordinance Procedure has been presented and are awaiting input
- Property title clarification and re-zoning of parkland property is pending (with Zoning)
- Pickleball Signage to be Ordered – Rules and Regulations
- Flyer’s Field Signage to be Ordered – Rules and Regulations
- Flyer’s Field Safety Signage will need new Kiosk
- Flyer’s Field Safety Fencing is needed
- Donation capability/QR codes is pending with Treasury/Accounting
- Scheduling Software shortlist is being developed, and further demos will be scheduled
- Tear-down and possible replacement of Shed in West Park (for field supplies)
- Goal/Net Inventory project
- I will be working on brochure updates and a “Welcome” page for new residents



Hamburg Township Parks & Recreation

Hamburg Township Offices
10405 Merrill Rd., P.O. Box 157
Hamburg, MI 48139
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www.hamburg.mi.us

Blackout (Bold)/Event activity dates for 2024

Hi-lite has event two areas - No other uses allowed on Blackout Dates
unless approved by Township. List is over and above regular use.

East Park

May 5, 2024	Southern MI Orienteering Club Run – 50 Participants
May 11, 2024	PHBSA Opening Day Event – 1,000 Est Participants
May 18, 2024	Hamburg Flyer's RC Club – Outdoor Swap Meet – 200 Participants
June 8-18, 2024	Hamburg Family Fun Fest (HERO) – Setup/Teardown
June 12-16, 2024	Hamburg Family Fun Fest (HERO) – Carnival Dates – 5,000 avg
June 25, 2024	Livingston County Concert Band – Free Concert – 7PM-Dusk
August 10, 2024 (RD 8/11)	Hamburg Flyer's RC Club – Airshow Event – 200 Participants
August 23, 2024	CC Meet vs Brighton (PHS) – 100 Est Participants
September 7-18, 2024	Vietnam Memorial Wall (HERO) – Setup/Teardown
September 12-16, 2024	Vietnam Memorial Wall (HERO) – Event Dates – 1,000 avg
September 27-28	CC Legends Invitational (PHS) – 1,000 avg (WP may be used for parking)
September 28-29, 2024	Heritage Vintage Market – 10AM-4PM (on 29th) - 1,500 Est Participants

West Park

May 3-5, 2024	Smartwater Tournament – 750 Total Participants
May 10-12, 2024	MI Jaguar FC Soccer Tournament – 1,000 Total Participants
June 12-18, 2024	Hamburg Family Fun Fest (HERO) – Setup/Teardown
June 14-15, 2024	Hamburg Family Fun Fest (HERO) – Fireworks 5,000 avg
August 16-18, 2024	PowerAde Tournament – 2,500 Total Participants
August 24, 2024	Jogging for Jakey 5K – 7AM-1PM - 75 Total Participants (See trail)
September 7-18, 2024	Vietnam Memorial Wall (HERO) – Setup/Teardown
September 12-16, 2024	Vietnam Memorial Wall (HERO) – Event Dates – 1,000 avg

Lakelands Trail

May 4, 2024	No Minds Left Behind 5K
June 8-9, 2024	Huron 100 Endurance Run Ultramarathon – 100 Total Participants
August 24, 2024	Jogging for Jakey 5K – 7AM-1PM - 75 Total Participants (See WP)

Winkelhaus Park

Memorial Day Annually	Parade in Village of Hamburg
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Projects

- West Park Grant Improvements – Trails around WP, Playground Area and H8 will be under construction
- Huron River Water Access Improvements – Possible temp closure of parts of Merrill Trailhead
- Parking Lot Improvements – Possible temp closure of parts of Merrill Trailhead and WP parking lots

For Complete Park Use Schedule go to:

https://www.hamburg.mi.us/departments/parks_and_recreation/event_calendar_info/parks_events_calendar.php



May 6, 2024

To: Senior Advisory Board
From: Julie Eddings
Re: Senior Center Director's Report

April Statistics:

- Monthly Attendance: 2624
- Daily Average: 119
- Number of New Members: 46

Upcoming Closures:

- Monday, May 27 for Memorial Day

Building Report:

- Water heater in women's bathroom
- New ADA coat rack/shelf installed

New Programming:

- Summer Patio BBQ Kickoff on May 31
- Pampered Chef Cooking Demonstration on June 7
- Final Expenses Presentation on June 12
- Senior Spelling Bee at Hartland on June 13
- BBQ Elder Abuse Luncheon on June 14
- Walker and Assisted Devices Fittings with Plymouth Physical Therapy Specialists on June 18
- AARP Smart Tek Class on June 19
- Recycled Rockettes Dancing Divas at Hartland Senior Center on June 20
- Hudson Mills Metropark trip for Bird Identification on June 21
- Cooper & Riesterer Myths of Medicaid Lunch and Learn on June 26
- BBQ Luncheon on June 28