



Hamburg Township Parks & Recreation

Hamburg Township Offices
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Hamburg Township
Parks & Recreation Committee
Regular Meeting
Hamburg Township Hall
Tuesday, February 24, 2026
3:30 p.m.

1. Call to Order

Dolan called the meeting to order at 3:38 p.m.

2. Pledge to the Flag

3. Roll Call of the Parks & Recreation Committee

Board Members Present: Miller, Muck, Michniewicz

Board Members Absent: Dolan, McCabe

4. Call to the Public

A call was made with no response.

5. Approval of the Agenda

Motion by Michniewicz, supported by Miller, to approve the agenda as amended, adding the topic of volunteer bike repair proposal under Administrative Services & Reports.

VOICE VOTE: Ayes: 3, Absent: (Dolan, McCabe)

MOTION CARRIED

6. Approval of the Minutes

Motion by Michniewicz, supported by Miller, to approve the minutes from the January 27, 2026 Regular Meeting as presented.

VOICE VOTE: Ayes: 3, Absent: (Dolan, McCabe)

MOTION CARRIED

7. Correspondence

A. Hamburg Museum Newsletter – Received and filed.

8. New Business

A. Park Use Application – Livingston Christian School 2026 Season

Motion by Miller, supported by Michniewicz, to approve application as outlined in the Township Coordinator's memo.

VOICE VOTE: Ayes: 3, Absent: (Dolan, McCabe)

MOTION CARRIED

B. Park Use Application – Lifewater Tournament – May 1-3, 2026

Motion by Miller, supported by Michniewicz, to recommend approval of the Park Use application for the Legacy Center’s Lifewater Invitational Tournament, submitted 1/6/26, contingent that the use be limited to 4 playable fields, the Clerk Department be provided with all requested documents to their satisfaction, that all other soccer fields be blacked out from use during this event, that applicant pay for any additional sanitary services along with cleaning of Township units, and that the applicant be charged the current Low Hazard-Non-Partner/Resident flat rate of \$750 per day.

VOICE VOTE: Ayes: 3, Absent: (Dolan, McCabe)

MOTION CARRIED

C. Park Use Application – GatorAde Tournament – August 21-23, 2026

Motion by Michniewicz, supported by Miller, to recommend approval of the Park Use application for the Legacy Center’s GatorAde Invitational Tournament, submitted 1/6/26, contingent that the use be limited to 4 playable fields, the Clerk Department be provided with all requested documents to their satisfaction, that all other soccer fields be blacked out from use during this event, that applicant pay for any additional sanitary services along with cleaning of Township units, that the applicant be charged the current Low Hazard-Non-Partner/Resident flat rate of \$750 per day and that this allowed use be contingent on a positive public safety report from the Lifewater event being held on May 1-3, 2026, with the understanding that a negative report from that event could cancel field use for this and future events.

VOICE VOTE: Ayes: 3, Absent: (Dolan, McCabe)

MOTION CARRIED

9. Old Business

A. Master Plan/Pending Grants/ Trails

Committee discussed timeline for Master Plan process and the time needed for the process to have the filing in place with the MDNR by 4/30/27. Current plan expires 12/31/27 and the 2028 deadline for Master Plan approval would be after the Grant deadline of 4/1/28.

Muck stated it would be prudent to get it done and filed early.

Henneman stated she would like to put it in the Goals and Objectives for Strategic Planning for the 26/27 FY.

Motion by Miller, supported by Muck, to recommend the Township board approve funds for the Parks & Recreation Master Plan and Master Design Plan process in an amount not to exceed \$30,000, for the 26/27 FY so the plan can be completed by December 2026, in order to be filed by the 2027 Master Plan deadline with the MDNR.

VOICE VOTE: Ayes: 3, Absent: (Dolan, McCabe)

MOTION CARRIED

B. Pending Grant Applications/Projects

- MDNR Manly Bennett Park & Water Trail Access Improvements #TF22-0107
 - No update
- MDNR Zukey Footbridge – TF25-0213
 - No update

C. Park & Trail Special Projects (Non-grant)

- West Park Field Repairs – H3 – Pending repair in spring 2026.
- Great Start Livingston Story Walk – West Park – No funding will be available.
- Intergenerational Play Area – TBD
- Play Area Interactive Art – East Park Pavilion – Pending.
- Wayfinding & Safety Signage – Awaiting installation.
- Boardwalk in WP/Disc Golf – Boardwalk is closed. Hoepner to follow up with Randazzo to find out status of quote/repair and get copy of the Engineer's Report.
- Huron River Bridge – No update.

D. Administrative Services & Reports

- **Township Coordinator's Report** – February 2026 – received and filed
 - Parks & Rec – Policy and Procedure Manual – Updates to Tournament field use were approved by Board. All changes in the Parks & Recreation Policy and Procedures are to be compiled and presented to the Township Board for review and approval.
 - The Committee discussed the impact of the recent changes as relates to Tournaments and agreed there should be no changes to the fees at this time.
- **Senior Center Report** – February 2026 – received and filed
- **Community Resource Officer Report** – None
 - Officer Kelly Kozowicz is our new Parks & Recreation liaison to Public Safety
- **Building & Grounds Report** – Verbal
 - An RFP will be developed for the Zukey Footbridge, in the meantime it will be avoided for vehicular use and plowing as it is spongy.
 - Tree trimming along the Lakelands Trail will be scheduled soon in order to cut back growth before summer.
 - Muck Complimented B&G for their work on the trail.
- **Bike Medic Proposal – Discussion**
 - Henneman presented packet at table from resident who would like to offer Bicycle Repair services on the Lakelands Trail.
 - Discussion took place regarding hesitations, and committee would like to know MDNR's stance. Henneman stated she had already reached out to them, and would come back next month with more information.

E. ADA Compliance in Parklands/Trail/Township

- Kress Road Bridge – Concrete work on approach will be done in the spring.
- Township-wide door inspection/maintenance – will be added to G&O
- Website Compliance Update – Pending
- Assistive Listening Device for Board Rooms – will be added to G&O

F. **Scholarship – Discussion** - No discussion.

G. **Sponsorships/Volunteerism** - No discussion.

H. **Township Events**

- **Confirmed:**

- Community Clean-Up Event – Saturday, April 11, 2026 – 9AM-3PM
 1. Shredding 9AM-Noon

- **Proposed:**

- 250th Birthday of the US Celebration – Park Use Application
 1. 6/20/26 is date being proposed, to happen in coordination with Hamburg Family Fun Fest – at their invitation
 2. Miller questioned the date.
 3. Muck and Michniewicz were unsure why Parks was reviewing application for event that wasn't in the park.
 4. Committee unanimously requested further information.
- 2026 Christmas In The Village – December 12, 2026 – 10AM-6PM
 1. Final Project Report received and filed.

10. Call to the Public

A call was made with no response.

11. Committee Comments

There were no committee comments.

12. Adjourn Meeting

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

VOICE VOTE: Ayes: 3, Absent: (Dolan, McCabe) MOTION CARRIED

Meeting adjourned at 5:00 p.m.

Respectfully submitted,

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