



Hamburg Township Parks & Recreation

Hamburg Township Offices
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Hamburg Township
Parks & Recreation Committee
Regular Meeting
Hamburg Township Hall
Monday, September 27, 2022
4:00 p.m.

1. Call to Order

Dolan called the meeting to order at 4:00 p.m.

2. Pledge to the Flag

3. Roll Call of the Parks & Recreation Committee

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

Board Members Absent: None

Also Present: Deby Henneman, Township Coordinator, Duane Hoepfner, Building & Grounds, Member of Spicer Group – Jennifer Stewart

4. Call to the Public

A call was made with no response.

5. Approval of the Agenda

Motion by Muck, supported by Dolan, to approve the agenda with the addition of PCS use of the Cross Country facilities.

VOICE VOTE: Ayes: 5 Absent: 0

MOTION CARRIED

6. Approval of the Minutes

Motion by Auxier, supported by Michniewicz, to approve the minutes from the August 29, 2022 Regular Meeting as presented.

VOICE VOTE: Ayes: 5 Absent: 0

MOTION CARRIED

7. Correspondence

Hamburg Historical Museum newsletter was received and filed.

Copies of draft Parks Master Plan, Goals and Objectives & Action Item List, were distributed for use during discussion.

8. Current Business

A. Master Plan Renewal

1. Master Plan Draft Update – Jennifer Stewart, Spicer Group

Stewart stated the draft of the Goals and Objectives need to be reviewed/edited which she would like to do at the meeting today. The draft Action Items can be reviewed by the Committee and priorities/changes can be given to her within the next couple of weeks in preparation for the final version. She stated that the goals didn't change much overall, the redundancies were removed and the goals reorganized. The final draft will have the Action Items broken into Short, Mid, and Long Term goals, with a list of Ongoing items such as Maintenance, or larger projects that are done in a phased approach.

Dolan suggested that the ADA items be removed and put on a separate list.

2. Timeline Review & Next Steps – Jennifer Stewart, Spicer Group

Review of Final Draft – Parks Meeting – 10/25/22

Motion for Public Review – Township Board – 11/15/22

Public Review Period – 11/15/22 – 12/15/22

Recommendation of Adoption – Parks Meeting (Special) - 12/20/22

Public Hearing and Adoption – Township Board – 1/3/23

Master Plan Renewal Deadline: 2/1/23

9. Old Business

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

1. Iron Belle Trail/Lakelands Trail

- a. Hay Creek Bridge Project – No update
- b. Trail Maintenance Project – Complete – Awaiting Funds
- c. Huron River free-span Bridge Project – No update

2. 5-year Master Plan Renewal – Update – Final Draft will be distributed for 10/25/22 meeting

3. West Park Trust Fund Grant – Preliminary Score Review

Stewart reviewed the preliminary score and stated going by the last few years, 330 is pretty good. She reviewed a few areas where her team feels some extra points could be awarded primarily: Park visibility (wayfinding signage), Sustainable Design Narrative edits, Renovation (year of construction confirmation), Quality of overall park design (reconfigure path to Halls Creek Access aka switchback), Universal Access Design Review (letters of support).

Staff to work with planner to finalize and upload Supplemental application by deadline of 9/30/22.

- a. Supervisor Hohl to obtain letter from Huron River Watershed Council
- b. Henneman to obtain letter for Accessibility Design Review (Senior Center assist)
- c. Spicer to obtain letter from ARC of Livingston for Accessibility Design Review

B. Township Park Use Policy/Fee/Procedures

1. Park Use Policy updates – Updates pending.

2. Community Center Policy & Fee change – Updates pending.

3. Administrative Fee Schedule – Updates pending.

C. Administrative Services

1. Park Coordinator's Report – September 2022 – Report received and filed

2. Senior Center Report – September 2022 – Report received and filed
3. Scholarship Request – None
4. Park Use Requests – Discussion of recent use of facilities by PCS Cross Country

Muck stated he had discussions with residents who were charged a \$10 parking fee for this event and wasn't happy. She wondered why the schools were charging fees for fields they were getting to use for free, in a public park.

Hardesty, President of H.E.R.O., addressed the committee. She stated there was a question raised, however, she was made aware that it is a common practice for them to charge for these types of events to cover the cost of the trackers. She was at the event, and did note that there were no extra portable toilets, that dogs were all over the place, and that there were about 12 schools participating in the event.

Dolan stated he received a complaint as well. The portable toilets the Township provides were unsuitable for public use after the event.

Doncea stated some of their signs are missing from the areas where Cross Country run through the Flyer's field.

Motion by Muck, supported by Michniewicz, to direct staff to draft a letter to Pinckney Schools regarding their recent event, and the concerns the Committee discussed at today's meeting including: Public Safety concerns with ground and traffic control (including crossing of Merrill Rd.), the collecting of fees without inclusion of the practice on the application for use, lack of adequate number of sanitary facilities, allowance of pets during a large event which is prohibited under the Park Use Policy, and allowance of food/vendor presence without proper approval and/or paperwork on file. Staff is further directed to report back to the Committee with any response.

VOICE VOTE: Ayes: 5 Absent: 0

MOTION CARRIED

D. Special Projects

1. East Park Playground Renovation Project – No updates. Staff will advise PCS Cross Country of the planned location.
2. Baseball Dugout Renovation Project – Painting is being completed, weather permitting.
3. Pickleball – Ground has been prepared for Court #3.
4. RC Car/Truck Track proposal – Discussion

Dolan stated some excavation has happened back by the RC field, and seeding is now needed.

Doncea stated if they are done with grading, something will definitely need to be done to prevent erosion.

Dolan stated whole area was being prepped for sledding.

Doncea stated poles were put out to prevent vandalism. He suggested meeting for a site walk and plotting out location for the future RC Auto/Truck track on a map.

Site Walk was scheduled for 10/5/22 at 5:00 p.m. at the Flyer's field.

E. Sponsorships/Volunteerism

1. Amenities and Beautification Committee – No updates

2. Commemorative Bench & Tree Program – Pads poured and trees installed at Village Trailhead

F. Signage and Community Awareness

1. Wayfinding Signage – No update
2. Winans/Hamburg Historical Marker – Hamburg Cemetery – New Marker Coming Soon

G. Risk Management (Insurance/ADA)

1. ADA Compliance in Parklands - No update
2. Pedestrian Crossings along Lakelands Trail – No update

10. Call to the Public

A call was made with no response.

11. Committee Comments

No comments.

12. Adjourn Meeting

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

VOICE VOTE: Ayes: 5 Absent: 0

MOTION CARRIED

Meeting adjourned at 5:45 p.m.

Respectfully submitted,



Debra Henneman
Township Coordinator
Parks, ADA, Grants, Ordinances

Next meeting: Tuesday, October 25, 2022 – 3:00 p.m.