



**Hamburg Township  
Parks & Recreation Committee  
Regular Meeting  
Hamburg Township Hall  
Tuesday, February 20, 2024  
3:00 p.m.**

1. Call to Order

Dolan called the meeting to order at 3:08 p.m.

2. Pledge to the Flag

3. Roll Call of the Parks & Recreation Committee

Board Members Present: Michniewicz, Dolan, Muck

Board Members Absent: Auxier, McCabe

Also present: Duane Hoepfner – Building & Grounds Superintendent

Absent: Deby Henneman - Township Coordinator

4. Call to the Public

A call was made with no response.

5. Approval of the Agenda

**Motion by Dolan, supported by Michniewicz, to approve the agenda as presented.**

**VOICE VOTE: Ayes: 3 (Auxier & McCabe Absent)**

**MOTION CARRIED**

6. Approval of the Minutes

**Motion by Michniewicz, supported by Dolan, to approve the minutes from the January 23, 2024 Regular Meeting, as presented.**

**VOICE VOTE: Ayes: 3 (Auxier & McCabe Absent)**

**MOTION CARRIED**

7. Correspondence

Hamburg Historical Museum newsletter was received and filed.

8. Current Business

A. Deby Henneman has completed her ADA Coordinator Training and is now certified. Congratulations!

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 – Pending.
2. Park Master Design Plan Concept –Pending.
  3. Bennett Park & Senior Center
    - TF22-0107 Bennett Park & Water Trail Access Improvements – No update.
    - HERO Grant – Intergenerational Play Area Concept – No update.

**B. Township Park Use Policy/Fee/Procedures**

1. Park Use Policy updates – No updates
2. Park Use Fees – No updates

**C. Administrative Services**

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

A. PHBSA Baseball Season 2024 – East Park – 4/1/24 to 7/31/24

**Motion by Dolan, supported by Muck, to recommend approval of the PHBSA 2024 Baseball Season application, with the contingency that proof of insurance naming Hamburg Township as Additional Insured be provided, that the Clerk Department be provided all requested documents to their satisfaction, that use will not be allowed during Blackout dates, and that the season schedule be supplied to the Parks Coordinator by 4/1/24.**

**VOICE VOTE: Ayes: 3 (Auxier & McCabe Absent)**

**MOTION CARRIED**

B. PHBSA Opening Day 2024 – May 11, 2024

**Motion by Michniewicz, supported by Muck, to recommend approval of the PHBSA 2024 Opening Day Event, contingent on a hazard level determination and review being done by Public Safety, that proof of insurance naming Hamburg Township as Additional Insured be provided, that the Clerk Department be provided all requested documents to their satisfaction, that a Tent Permit application be submitted for all food vendors, and that portable toilet and garbage service, if any, be paid for by the applicant.**

**VOICE VOTE: Ayes: 3 (Auxier & McCabe Absent)**

**MOTION CARRIED**

C. Jogging for Jakey 5K – West Park/Trail – August 24, 2024

**Motion by Dolan, supported by Michniewicz, to recommend approval of the Jogging For Jakey 5K Park Use for Event on August 24, 2024, contingent on a Certificate of Insurance being provided naming Hamburg Township as Additional Insured, that public safety be made aware of the event that all requested information be provided to the Clerk’s Department to their satisfaction, and that the Board consider waiver of park fees due to the nature of the event.**

**VOICE VOTE: Ayes: 3 (Auxier & McCabe Absent)**

**MOTION CARRIED**

D. Pinckney HS CC Brighton Meet – August 23, 2024

Motion by Muck, supported by Michniewicz, to recommend approval of the PHS Cross Country meet against BHS on August 23, 2024, contingent on a Certificate of Insurance naming Hamburg Township as Additional Insured being provided, that the Clerk Department be provided all requested documents to their satisfaction, and that the Board consider waiver of park fees due to the nature of the event.

VOICE VOTE: Ayes: 3 (Auxier & McCabe Absent)

MOTION CARRIED

E. Pinckney HS CC Legends Invitational – September 27 & 28, 2024

Motion by Dolan, supported by Michniewicz, to recommend approval of the PHS Cross Country Legends Invitational on September 27 & 28, 2024, contingent on a hazard level determination and review being done by Public Safety, that a Certificate of Insurance naming Hamburg Township as Additional Insured be provided, that the Clerk Department be provided all requested documents to their satisfaction, that a Tent Permit application be submitted for all food vendors, that portable toilet and garbage service, if any, be paid for by the applicant. and that park fees, if they are to be waived, be done so by motion of the Township Board.

VOICE VOTE: Ayes: 3 (Auxier & McCabe Absent)

MOTION CARRIED

F. Flyer's RC – 2024 Season

Motion by Muck, supported by Dolan, to recommend approval of the Hamburg Flyer's RC Club 2024 Season Park Use, contingent on a Certificate of Insurance naming Hamburg Township as Additional Insured be provided, that the Clerk Department be provided all requested documents to their satisfaction and that use will be subject to blackout dates. It is noted that all RC activity is monitored by this group on behalf of the Township and Liability for this activity is covered by their provided Insurance.

VOICE VOTE: Ayes: 3 (Auxier & McCabe Absent)

MOTION CARRIED

G. Flyers RC – Outdoor Swap Meet – May 18, 2024

Motion by Muck, supported by Dolan, to recommend approval of the Hamburg Flyer's RC Club 2024 Outdoor Swap Meet on May 18, 2024, with suggested waiver of Park Fees due to the nature of the event, and contingent on a Certificate of Insurance naming Hamburg Township as Additional Insured being provided, that the Clerk Department be provided all requested documents to their satisfaction, and that use will be subject to blackout dates.

VOICE VOTE: Ayes: 3 (Auxier & McCabe Absent)

MOTION CARRIED

H. Flyer's RC – Airshow – August 10, 2024

Motion by Dolan, supported by Michniewicz, to recommend approval of the Hamburg Flyer's RC Club 2024 Airshow on August 10, 2024, with suggested waiver of Park Fees due to the nature of the event, and contingent on a Certificate of Insurance naming Hamburg Township as Additional Insured being provided, that the Clerk Department be provided all requested documents to their satisfaction, and that use will be subject to blackout dates.

VOICE VOTE: Ayes: 3 (Auxier & McCabe Absent)

MOTION CARRIED

I. Huron 100 Endurance Run – June 8 & 9, 2024

Motion by Muck, supported by Dolan, to recommend approval of the Huron 100 Endurance Run on June 8 & 9, 2024 on the Lakelands Trail and in Areas of Hamburg Township, contingent on the applicant working with the Community Service Sgt and Public Safety, that a Certificate of Insurance naming Hamburg Township as Additional Insured be provided, that the Clerk Department be

provided all requested documents to their satisfaction. No fees are charged for events of this nature on the Lakelands Trail.

VOICE VOTE: Ayes: 3 (Auxier & McCabe Absent)

MOTION CARRIED

J. Livingston Christian Schools – 2024 Season

Motion by Michniewicz, supported by Dolan, to recommend approval of the Livingston Christian Schools 2024 Soccer Season, contingent on receiving a Certificate of Insurance naming Hamburg Township as Additional Insured, that the use be subject to blackout dates, and the Clerk Department being provided all requested documents to their satisfaction.

VOICE VOTE: Ayes: 3 (Auxier & McCabe Absent)

MOTION CARRIED

**D. Special Projects**

1. Baseball Dugout Renovation Project – No update
2. Bennett Park & Water Trail Access Improvements – No update
3. Scheduling Software RFP – No update

**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 will be updated and sent out to Dept. Heads

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: 3 (Auxier & McCabe Absent)

MOTION CARRIED

Meeting adjourned at 3:42 p.m.

Respectfully submitted,

Mike Dolan  
Hamburg Township Clerk