

TO: Hamburg Township Board of Trustees

FROM: Deby Henneman, Township Coordinator

DATE: January 29, 2026

AGENDA ITEM TOPIC: Parks & Recreation Policies & Procedures – 1st Draft

Number of Supporting Documents: **2 – Draft Policy & Park Layout**

Requested Action

To complete a first reading of the draft copy of the Hamburg Township Park Facility Use Policy and provide input by 2/11/26 in order for the Township Coordinator to provide a finalized version at the 2nd meeting in February for adoption. This policy will then be blended into the updates being made to the Parks & Recreation Policies & Procedures Manual, which will be given to the board in its draft version in early April for a first reading.

Background

There have been discussions over the last several years regarding large events, and our staff's ability to manage them safely with the resources on hand. Language has been included in the policy which allows us to approve events, but limits the number of fields they would be able to use, which effectively cuts down on the number of participants/spectators who would be here at any given time. I believe this is a good compromise in that we would truly just be used for "overflow."

The attached layout reflects the current field usage, sizes, & parking spaces we have in each area of Manly Bennett.

Fiscal Considerations

Does the agenda item require the expenditure of funds? Yes ☐ No ☒

Are funds budgeted? Yes ☐ No ☒

Fiscal year affected: Choose an item.

Is a budget amendment required? Yes ☐ No ☒

General Ledger numbers affected: N/A