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**TO:** Hamburg Township Board of Trustees

**FROM:** Deby Henneman, Township Coordinator

**DATE:** January 29, 2026

**AGENDA ITEM TOPIC:** Parks & Recreation Policies & Procedures – 1<sup>st</sup> Draft

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

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#### **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 2<sup>nd</sup> 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