

P.O. Box 157  
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(810) 231-1000 Office  
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**Supervisor:** Pat Hohl  
**Clerk:** Mike Dolan  
**Treasurer:** Jason Negri  
**Trustees:** Bill Hahn  
Cindy Michniewicz  
Chuck Menzies  
Pat Hughes

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## **Memo**

Date: September 14, 2021

To: Parks & Recreation Committee & Township Board of Trustees

From: Deby Henneman, Parks & ADA Coordinator

Re: Opening for Student Liaison for Parks & Recreation Committee

We are in need of a replacement Committee member for our student liaison position on the Parks & Recreation Committee. In reaching out to the Athletic Director, he requested that we forward him a Job Description for the position in order for him to send it out to all of the juniors at Pinckney High School.

I have proposed language for the per diem position which has been included in the packet, as well as updates to the Bylaws. Once the board approves these changes, we will provide the Job Description to the school so they can get it distributed.

We will be looking for someone to replace the current student liaison, who graduated in May of 2021. The term for this position expires January 1, 2023 and is renewable at 2-year increments.

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## **Job Description for Committee Member**

**JOB TITLE: PARKS & RECREATION COMMITTEE – STUDENT LIAISON**  
(Committee per Diem) – As of 10-5-21

**REPORTS TO:** Township Clerk/Parks Coordinator

### **JOB SUMMARY:**

Voting member of the Parks & Recreation Committee, assigned up to a 2-year term. The Parks & Recreation Committee is an advisory body to the Hamburg Township Board of Trustees for management of the Parklands and Recreational Facilities, Township Senior/Community Center and the Mike Levine Lakelands Trail. Regular meetings are held the 4<sup>th</sup> Tuesday of each month, with the addition of special meetings on a limited, as needed, basis. This is a paid position based on the per diem amount as outlined in the Parks and Recreation Committee Bylaws & Rules of Procedures, which is \$65.00 per attended meeting, both regular and special, as of the date of this posting.

A student liaison will be recommended by the Athletic Director of Pinckney Community Schools, and will be replaced upon the student's graduation from High School, or effective immediately if they are unable to continue their duties to the Committee for any reason.

### **PRIMARY DUTIES & RESPONSIBILITIES:**

1. Attend all Parks & Recreation Committee meetings, both regular and special, in-person or via zoom (should it be necessary to hold it that way).
2. Review the packet provided to the Committee members on the Friday before each meeting, and be prepared to make comment, recommendations, or a motion for each topic presented. The Committee makes recommendations to the Township Board regarding park use, maintenance, planning of future facilities, and policies and procedures for the Parkland Facilities.
3. Make recommendations for the improvement of procedures, facilities and/or services provided to the public by way of the Parks & Recreation function.
4. Relay information back to the Pinckney Community Schools Athletic Department relating to topics that will impact their use of the sports fields at Manly Bennett Park.
5. All student liaisons must have a valid picture I.D., be a U.S. Citizen, and provide identifying information to our Human Resource Department. Work permits may be required.

# HAMBURG TOWNSHIP PARKS AND RECREATION COMMITTEE

## BYLAWS & RULES OF PROCEDURE

### Article I - Name

Hamburg Township Parks & Recreation Committee

### Article II - Purpose

The Parks and Recreation Committee shall be an advisory body to the Hamburg Township Board of Trustees for the following:

- 2.1 Management of Parklands and Recreational Facilities, Township Senior/Community Center, and the Lakelands Trail, including the approval and scheduling of their use.
- 2.2 Review of an Annual Business Plan and Supporting Budget as presented by the Clerk.
- 2.3 Development of recommendations to the Hamburg Township Board regarding expenditures and program enhancements.
- 2.4 Development and oversight of all grant proposals related to the Township's Parkland facilities and/or operations.
- 2.5 Development and maintenance of a five year Parks and Recreation Master Plan.
- 2.6 Development of agreements with schools and community groups, e.g. scouts, charitable and not-for-profit organizations, etc., to undertake cooperative programs, projects and events.
- 2.7 Marketing of various recreational programs to the community-at-large.
- 2.8 Oversight for programmatic development and use of the Lakelands Trail.
- 2.9 In cooperation with the Township's DPW and Clerk's departments, responsible for providing management oversight of all physical modifications and enhancements to the Parks and Recreation property and facilities to ensure that all work is done with the appropriate permits, licenses, inspections, and liability protection, e.g. bonding.
- 2.10 Working closely with the Township's Public Safety Departments (Police and Fire) to ensure that residents receive the proper level of protection during the time they are using the Townships Parks and Recreation facilities.
- 2.11 Working with Volunteer based organizations, individuals and groups who use Parks and Recreation facilities to obtain important feedback about their experiences and suggestions for improvement and usage.

### Article III – Membership

The Committee shall consist of five (5) voting members. All members shall be appointed by the Township Board according to the terms of these Bylaws.

3.1 Five (5) voting members shall consist of the following:

- Hamburg Township Clerk.
- One (1) additional member of the Hamburg Township Board of Trustees to be nominated and appointed by the Township Board.
- Two (2) members at-large nominated by the Hamburg Township Clerk to be appointed by the Hamburg Township Board to serve for two year terms. All such members must be citizens of Hamburg Township. Such members shall not hold a position as an officer or a Board member of any category of user of the Township Park Facilities as set forth in the Hamburg Township Park Facility Use Policy, ~~Sections 3.2, 3.3 and 3.4.~~
- One (1) Pinckney Community High School student ~~athlete~~ as recommended by the Athletic Director.

3.2 Attendance of non-voting staff members on as needed basis:

- Parks & Recreation Coordinator
- Public Safety representative
- DPW/Building & Grounds representative
- Senior Center Director

3.3 Removal. Any member may be removed by a majority vote of the Township Board for whatever reason.

3.4 Trustee, citizen and hourly staff members that are not serving during business hours will be paid at the rate of \$65.00 per diem for regularly scheduled meetings. Citizen and hourly staff members that are not serving during business hours will be paid at the rate of \$65.00 per diem for special meetings.

3.5 Members may be reimbursed for expenses authorized by the Committee incurred while performing duties related to the work of the Committee. Mileage authorized by the Committee for Committee activities will be reimbursed at the current rate approved by the Township Board. Travel to and from meetings will not be reimbursed.

- 3.6 Expenses incurred by members relating to attendance at recreational related seminars, conventions, or other meetings must be pre-approved by the Township Board.

#### Article IV - Officers

- 4.1 Selection. At the January regular meeting, or the first scheduled meeting of a new year, the Committee shall elect from its voting members, a Chairperson, who shall serve for a 24-month period beginning at the January regular meeting and running through the end of their stated term or until such time as a successor has been appointed. The Chairperson shall be responsible for establishing the agenda for all meetings and will preside over all meetings.

#### Article V - Meetings

- 5.1 Meeting Notices. All regularly scheduled and special meetings shall be posted at the Hamburg Township Hall by the Hamburg Township Clerk, and shall otherwise comply with the requirements of 15.261 et seq., commonly referred to as the Open Meetings Act.
- 5.2 Meetings. Regular meetings shall be held monthly according to the schedule adopted by the Committee prior to their first regularly scheduled monthly meeting of each year to be held on the fourth Tuesday of January at 3:00 p.m.
- 5.3 Special Meetings. Special meetings may be called by the Township Clerk, the Chairperson of the Committee or by a majority of the voting members of the Committee.
- 5.4 Quorum. In order for the Committee to conduct business or take any official action, a quorum consisting of the majority of all the voting members serving on the Committee must be present. When a quorum is not present, no official action may take place. The members of the Committee may discuss matters of interest, but can take no action until the next regular or special meeting.
- 5.5 Voting. An affirmative vote of the majority of the quorum shall be required for the approval of any requested action or motion placed before the Committee. Voting shall ordinarily be by voice vote; provided, however, that a roll call vote shall be required if requested by any Committee member or directed by the Chairperson. If a roll call vote is taken, the individual vote, yea or nay, of each Committee member must be recorded in the minutes of the meeting.
- 5.6 Order of Business. A written agenda for all meetings shall be prepared as follows. The order of business shall be:
- i. Call to Order
  - ii. Approval of the Agenda
  - iii. Approval of the Minutes

- iv. Call to the Public
- v. Old Business
- vi. New Business
- vii. Call to the Public
- viii. Committee Comments
- ix. Adjournment

5.8 Rules of Order. All meetings of the Committee shall be conducted in an orderly manner similar to Roberts Rule of Order.

#### Article VI - Minutes

6.1 Committee minutes shall be prepared by the Township Clerk. The Township Clerk may appoint a staff member as the minute's recorder who will be compensated according to current Township policy. The minutes shall contain a brief synopsis of the meeting, including a complete restatement of all motions and record of votes; and record of attendance. All communications, actions and resolutions shall be attached to the minutes. The official records shall be deposited with the Township Clerk.

#### Article VII - Open Meetings and Freedom of Information Provisions

- 7.1 All Committee meetings shall comply with the terms and provisions of MCL 15.261 et seq., commonly referred to as the Open Meetings Act.
- 7.2 All business conducted by the Committee or any and all of its documents are subject to the provisions of MCL 15.231 et seq., commonly referred to as Freedom Of Information Act (FOIA).
- 7.3 A person shall not be excluded from a meeting of the Committee except for a breach of peace committed at the meetings.

#### Article VIII - Amendments

8.1 These Bylaws may be amended from time to time by the Hamburg Township Board. The Committee, by a majority vote, may submit any recommended amendments to the Township Board for its approval.

THESE BYLAWS AND RULES OF PROCEDURE ARE ADOPTED THIS DATE: December 17, 2019

Original: January 4, 2011 Amended: April 19, 2011, November 15, 2011, November 27, 2012, February 17, 2015, December 6, 2016, December 19, 2017, December 17, 2019, October 5, 2021