



# Hamburg Township Parks & Recreation

Hamburg Township Offices  
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Hamburg Township  
Parks & Recreation Committee  
Regular Meeting  
Hamburg Township Hall  
Tuesday, February 25, 2025  
3:30 p.m.

1. Call to Order

Muck called the meeting to order at 3:37 p.m.

2. Pledge to the Flag

3. Roll Call of the Parks & Recreation Committee

Board Members Present: Muck, Miller, Dolan

Board Members Absent: Auxier, McCabe

Also present: Township Coordinator Deby Henneman, Sgt. Megan Paul

4. Call to the Public

A call was made with no response.

5. Approval of the Agenda

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

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

**MOTION CARRIED**

6. Approval of the Minutes

**Motion by Miller, supported by Muck, to approve the minutes from the January 28, 2025 Regular Meeting, as presented.**

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

**MOTION CARRIED**

7. Correspondence

There was no correspondence.

8. Current Business

A. Blackout Dates – Received and Filed

9. Old Business

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

1. Pending Grants

- Zukey Footbridge – Pending
  - No update

- Village Trailhead Improvements – Pending
  - No update
- MDNR Lakelands Trail Maintenance Grant – Crack Filling
  - Vendor has been lined up and will be doing assessment early April
- MDNR Wind Turbine Art Amenity Project – Bench
  - No update
- MDNR Manly Bennett Park & Water Trail Access Improvements #TF22-0107
  - RFP has been distributed and is linked to on our website, see homepage

2. Park Master Design Plan Concept – No update

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

1. Park Use Policy updates – Updates are being made to Adopt a Feature & Community Center Rental
2. Park Use Fees – Administrative Fee Schedule is now under budgetary process through Director of Accounting and all Departments will propose fee changes directly. There are no changes to Park Fees anticipated at this time, however, should the Committee wish to pursue an increase, it will need to be proposed during Strategic Planning.

Discussion took place regarding possible fee review, and possibility of rolling in costs associated with vendor services required for larger events.

## **C. Administrative Services**

1. Township Coordinator's Report – February 2025 – Received and filed
2. Senior Center Report – February 2025 – Received and filed
3. Community Resource Officer Report – None
4. Scholarship Request – None
5. Park Use Requests

a. SEC Cross Country Jamboree PHS – September 23, 2025 - EP

**Motion by Dolan, supported by Muck, to recommend approval of the Park Use request for the SEC Cross Country Jamboree, contingent on Public Safety recommending a Hazard and staffing level with meeting 2 weeks prior if required, the clerk office receiving required paperwork, that event signage in the parklands be administratively approved, that park fees be established, if any, and that charges for additional sanitary services be paid for by the applicant.**

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

**MOTION CARRIED**

b. Pinckney Cross Country Coaches Legends – September 26 & 27, 2025 - EP

**Motion by Dolan, supported by Muck, to recommend approval of the Park Use request for the PHS Cross Country Coaches Legends, contingent on Public Safety recommending a Hazard and staffing level with meeting 2 weeks prior if required, the clerk office receiving required paperwork, that event signage in the parklands be administratively approved, that park fees be established, if any, and that charges for additional sanitary services be paid for by the applicant.**

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

**MOTION CARRIED**

c. PHS XC Meet – August 22, 2025 - EP

Motion by Dolan, supported by Muck, to recommend approval of the Park Use request for the PHS Cross Country Meet, contingent on Public Safety recommending a Hazard and staffing level with meeting 2 weeks prior if required, the clerk office receiving required paperwork, that event signage in the parklands be administratively approved, that park fees be established, if any, and that charges for additional sanitary services be paid for by the applicant.

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

MOTION CARRIED

d. Smartwater Tournament – May 3-4, 2025 - WP

Motion by Dolan, supported by Muck, to recommend approval of the Park Use request for the Smartwater Tournament, contingent on Public Safety recommending a Hazard and staffing level with meeting 2 weeks prior if required, the clerk office receiving required paperwork, that event signage in the parklands be administratively approved, that park fees be established, if any, and that charges for additional sanitary services be paid for by the applicant.

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

MOTION CARRIED

e. Legacy Silver Slam – May 16-18, 2025 - EP

Motion by Dolan, supported by Muck, to recommend approval of the Park Use request for the Legacy Silver Slam, contingent on Public Safety recommending a Hazard and staffing level with meeting 2 weeks prior if required, the clerk office receiving required paperwork, that event signage in the parklands be administratively approved, that park fees be established, if any, and that charges for additional sanitary services be paid for by the applicant.

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

MOTION CARRIED

f. PHBSA Regular Seasonal Use - EP

Motion by Dolan, supported by Muck, to recommend approval of the Park Use request for the PHBSA Regular Season 2025, contingent on the clerk office receiving required paperwork, that event signage in the parklands be administratively approved, and that park fees be established, if any. Use is subject to Blackout dates.

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

MOTION CARRIED

g. PHBSA Events - EP

Motion by Dolan, supported by Muck, to recommend approval of the Park Use request for the PHBSA Events, contingent on Public Safety recommending a Hazard and staffing level with meeting 2 weeks prior if required, the clerk office receiving required paperwork, that event signage in the parklands be administratively approved, that park fees be established, if any, and that charges for additional sanitary services be paid for by the applicant.

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

MOTION CARRIED

h. TN Mojo LaConte – Practice Field Use – Aug-Oct

Motion by Dolan, supported by Muck, to recommend approval of the Park Use request for the TN Mojo LaConte, contingent on Public Safety recommending a Hazard and staffing level with meeting 2 weeks prior if required, the clerk office receiving required paperwork, that event signage in the parklands be administratively approved, that park fees be charged as established in Administrative Fee Schedule.

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

MOTION CARRIED

i. Livingston Christian Schools – Regular Season 2025

**Motion by Dolan, supported by Muck, to recommend approval of the Park Use request for the Livingston Christian Schools Regular Season 2025, contingent on the clerk office receiving required paperwork, that event signage in the parklands be administratively approved, and that park fees be charged as established in the Administrative Fee Schedule. Use is subject to Blackout dates.**

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

**MOTION CARRIED**

j. East MI Panthers – Regular Season 2025

**Motion by Dolan, supported by Muck, to recommend approval of the Park Use request for the Livingston Christian Schools Regular Season 2025, contingent on the clerk office receiving required paperwork, that event signage in the parklands be administratively approved, and that park fees be charged as established in the Administrative Fee Schedule. Use is subject to Blackout dates.**

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

**MOTION CARRIED**

**k. Hamburg Library Summer Music Festival – Parking Discussion** – Advised that a meeting would be taking place later that evening to discuss the library’s concerns with lack of patron parking during large events and baseball season. Henneman to report back.

**D. Special Projects**

1. Iron Belle Trail/Lakelands Trail Projects

- Zukey Footbridge – Trust Fund with MDNR
- Wind Turbine Amenity – Village Trailhead Improvements
  - Mural Project – Need to provide concept to MDNR
  - Planter & Rain Barrel – Possible Eagle Scout Project
  - Picnic Tables (2) – To be placed on site near amenity
- Enclosure for Portable Toilets (all Trailheads) - Pending

2. Manly Bennett Park

- Bennett Park & Water Trail Improvements – Spring 2025
- Great Start Livingston Story Walk in West Park – TBD
- Intergenerational Play Area - TBD

3. Other

- 2025 Community Clean Up Event – Save the Date – May 3, 2025 proposed date, need to confirm
- Adopt a Feature Program – Launch and Advertise

**E. Sponsorships/Volunteerism**

1. Amenities and Beautification Committee – Looking for Volunteers!

**F. Signage and Community Awareness**

1. Wayfinding & Safety Signage – Signage will be ordered and installed as time allows.

**G. Risk Management/Public Safety (Insurance/ADA)**

1. ADA Compliance in Parklands – Transition Plan updates will be presented at Strategic Planning
2. Public Safety Concerns with Large Events

10. Call to the Public

A call was made with no response.

11. Committee Comments

Discussion took place regarding large events and Public Safety staffing concerns. Fees need to be re-evaluated.

Park Coordinator was directed to bring list of maintenance concerns to next meeting, along with Goals and Objectives, to discuss priorities for recommendation from the Parks & Recreation Committee for Strategic Planning/Budgetary process.

12. Adjourn Meeting

**Motion by Miller, supported by Dolan, to adjourn the meeting.**

**VOICE VOTE: Ayes: 4 (Absent: Auxier)**

**MOTION CARRIED**

Meeting adjourned at 4:01 p.m.

Respectfully submitted,

Deby Henneman, ADAC  
Township Coordinator  
Parks, ADA, Grants, Ordinances