



**Hamburg Township
Parks & Recreation Committee
Regular Meeting
Hamburg Township Hall
Tuesday, September 24, 2024
3:00 p.m.**

1. Call to Order

Dolan called the meeting to order at 3:11 p.m.

2. Pledge to the Flag

3. Roll Call of the Parks & Recreation Committee

Board Members Present: McCabe, Michniewicz, Dolan, Auxier

Board Members Absent: Muck

Also present: 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 Auxier, to approve the agenda as presented.

VOICE VOTE: Ayes: 4 (Muck absent)

MOTION CARRIED

6. Approval of the Minutes

Motion by Michniewicz, supported by Auxier, to approve the minutes from the August 27, 2024 Regular Meeting, as presented.

VOICE VOTE: Ayes: 4 (Muck absent)

MOTION CARRIED

7. Correspondence

Hamburg Historical Museum newsletter was received and filed.

8. Current Business

A. Invasive Species Grant Program – Deadline 11/1/24 – Discussion

Henneman stated she did a review of the grant guidelines and attended the webinar. She stated that the removal of invasive Oriental Bittersweet on Township property is not something that would be covered under the grant, and that funding is designed for issues on more of a regional basis and lean more toward education of the public and less on maintenance.

After discussion, the Committee received and filed Invasive Species Grant notes from webinar.

B. Public Safety Fees – Discussion

Sgt. Paul stated the fee schedule is confusing and should be streamlined. She also stated it is difficult with current staffing levels to fill the Overtime slots for the events, and it becomes extremely difficult to do so when applications are pushed through the approval process faster than the required 60 days. She stated a minimum of 120 days should be used for most applications, possibly longer for more complicated or newly proposed events.

Henneman stated for events that don't require Public Safety, or when the Township Board waives the fees and Public Safety won't be present, it might be prudent to get a waiver of some sort signed by the applicant stating they are aware they won't have Public Safety presence and if for some reason it ends up being necessary due to the crowds, they will be charged at cost for those services.

Motion by Dolan, supported by Michniewicz, to direct the Park Coordinator and Sgt. Pual to update the Administrative Policies & Procedures, as well as the Park Facility Use Application and Fee Schedule, to include a longer timeline for the approval process, and fees that better represent the actual costs of Public Safety.

VOICE VOTE: Ayes: 4 (Muck absent)

MOTION CARRIED

9. Old Business

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

1. Iron Belle Trail/Lakelands Trail – Updates

- Ralph C. Wilson Jr. – Trail Maintenance Grant – Zukey Lake Footbridge – No update.
- Great Start Livingston Story Walk at the Village Trailhead – Ribbon Cutting 10/28/24
 - i. Hoepfner stated the posts will be going in tomorrow and the pathway has been edged and seeded. Crew will be excavating to clean up the gardens as well.
 - ii. Henneman stated ribbon cutting is being finalized now. (Date ended up being 10/28/24).
 - iii. Dolan stated he has ordered the parking bumpers and arbors.

2. Park Master Design Plan Concept – No update.

3. Bennett Park & Senior Center

- TF22-0107 Bennett Park & Water Trail Access Improvements
 - i. Spicer has been added to the MDNR portal. We are awaiting the plan.
 - ii. Jogging for Jakey 5K - \$3,000 received for ADA Playground feature – Henneman will advise Spicer of the donation to work into design.
 - iii. First Progress Report for the grant has been filed with the MDNR

B. Township Park Use Policy/Fee/Procedures

1. Park Use Policy updates – Pending

Dolan asked if a Playground Inspection procedure had been drafted, and if they had been performed on our equipment yet.

Hoepfner to draft a policy/procedure and develop a form for that. It will be added to our Administrative Park Policy.

2. Park Use Fees – Updates to be worked on by Henneman and Sgt. Paul, then submitted for discussion.

C. Administrative Services

1. Township Coordinator’s Report – September 2024 – Report received and filed
2. Senior Center Report – September 2024 – Report received and filed
 - Senior Center Rentals – Meetings 11, Parties 0
3. Scholarship Request – None
4. Park Use Requests - None

D. Special Projects

Village Trailhead Parking & Story Walk – Sponsors include: Kensington Woods Schools, Powers Flowers, That Coffee Shop, Hamburg Library, Great Start Livingston Collaboration

E. Sponsorships/Volunteerism

1. Amenities and Beautification Committee – Volunteers will be needed for Garden Project at Village Story Walk in the Spring.

F. Signage and Community Awareness

1. Wayfinding & Safety Signage – Requesting bids for wayfinding signage and welcome signs for Story Walk.

G. Risk Management (Insurance/ADA)

1. ADA Compliance in Parklands – No update

10. Call to the Public

A call was made with no response.

11. Committee Comments

McCabe requested status for sledding hill.

Dolan stated it is available, although signage still needs to be installed. The winters have been mild, but B&G does keep the drive cleared.

12. Adjourn Meeting

Motion by Auxier, supported by McCabe, to adjourn the meeting.

VOICE VOTE: Ayes: 4 (Muck absent)

MOTION CARRIED

Meeting adjourned at 4:00 p.m.

Respectfully submitted,

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