



# Hamburg Township Parks & Recreation

Hamburg Township Offices  
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Hamburg Township  
Parks & Recreation Committee  
Regular Meeting  
Hamburg Township Hall  
Tuesday, July 22, 2025  
3:30 p.m.

1. Call to Order

Dolan called the meeting to order at 3:32 p.m.

2. Pledge to the Flag

3. Roll Call of the Parks & Recreation Committee

Board Members Present: Dolan, Miller, McCabe, Michniewicz

Board Members Absent: Muck

Also present: Township Coordinator Deby Henneman, Building & Grounds Duane Hoeppner

4. Call to the Public

A call was made with no response.

5. Approval of the Agenda

**Motion by Michniewicz, supported by Dolan, to approve the agenda with changes updating Current Business to "New Business," and adding topic D. Possible Advent Market – Discussion under New Business.**

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

**MOTION CARRIED**

6. Approval of the Minutes

**Motion by Michniewicz, supported by Dolan, to approve the minutes from the June 24, 2025 Regular Meeting, updating under Committee Comments: Michniewicz comment should be amended to reflect PRT Brighton Nursery in lieu of MSU.**

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

**MOTION CARRIED**

7. Correspondence

A. Hamburg Museum Newsletter – July 2025 – Received and filed.

8. New Business

**A. Impact Melanoma – Proposal**

Quote was presented to install sunscreen dispensers in the parklands and/or trailheads prompted from a discussion originating with prior Supervisor and a resident. Discussion took place regarding maintenance, potential vandalism or misuse, and monitoring. Coordinator was asked to provide the Committee with list of ingredients and to start with 2 dispensers to monitor use and resident comments. It was also discussed that future dispensers could be added to the adopt a feature program.

**Motion by Dolan, supported by Miller, to approve the purchase and installation of 2 sunscreen dispenser units through IMPACT Melanoma with the intent that one would be installed near the Pickleball courts, and the other at the Merrill Rd. Trailhead or East Park with the purchase to be adjusted to not include the posts.**

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

**MOTION CARRIED**

**B. Parks & Recreation Bylaws – Proposed Amendments**

Discussion took place and the committee offered suggestions for updates to the proposed language.

**Motion by Dolan, supported by Michniewicz, to direct the Parks Coordinator to make the updates to the bylaws as discussed, and send revisions via email, then onto the Township Board for approval.**

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

**MOTION CARRIED**

**C. Playground Sidewalk Game Idea – East Park Concession**

Henneman proposed idea from Sgt. Paul for a painting project near the East Park playground to mimic a “chalk” hopscotch board, in addition to the selfie “wings” she has proposed for the concession stand wall.

**Motion by Dolan, supported by McCabe, to direct the Parks Coordinator to work with Sgt. Paul on the Playground Sidewalk idea and Concession Stand Wall Art, and to prep the concession stand for those updates with a fresh coat of paint and minor repairs to roof.**

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

**MOTION CARRIED**

**D. Possible Advent Market – Discussion**

Henneman stated that Supervisor Negri is gauging interest for an Advent Market starting this holiday season. A sub-committee formed with the Township, Village businesses, the Chamber, and St. Stephen’s Church, has been meeting to discuss ideas and what might be included. She stated that she is involved on behalf of Parks & Recreation, and will provide updates as they are available. Notes are being taken, distributed, and retained by Henneman.

**9. Old Business**

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

**1. Pending Grants**

- MDNR Lakelands Trail Maintenance Grant – Payment received/Grant Closed
- MDNR Wind Turbine Art Amenity Project – Project Complete/Grant Closed
- MDNR Manly Bennett Park & Water Trail Access Improvements #TF22-0107
  - Construction schedule to be amended
- Zukey Footbridge – Pending Scores
- Village Trailhead Improvements – Pending Scores

**2. Park Master Design Plan Concept – No update**

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

**1. Park Use Policy updates – Pending**

**2. Park Use Fees – Pending**

**C. Administrative Services**

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

A. Hamburg RC Flyers – Annual Season

**Motion by Miller, supported by Michniewicz, to recommend approval of the Park Use Application dated July 9, 2025 for Hamburg Flyer's RC Club's Use for 2025, effective August 5, 2025 to August 5, 2026, contingent that the Clerk Department be provided all requested documents to their satisfaction, that use will not be allowed during Blackout Dates, and that fees be established by the Township Board.**

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

**MOTION CARRIED**

B. Hamburg RC Flyers – Airshow – August 9, 2025

**Motion by Miller, supported by Dolan, to approve the Park Use Application dated July 9, 2025 for Hamburg Flyer's RC Club's 2025 Airshow to be held on August 9, 2025, with a rain date of August 23, 2025, contingent that the Clerk Department be provided all requested documents to their satisfaction, that a Tent Permit be submitted for food vendors, and that Park fee waiver be considered due to the nature of the event, with any other related fees for inspections or Public Safety to be set or waived as well.**

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

**MOTION CARRIED**

**D. Special Projects**

1. Iron Belle Trail/Lakelands Trail Projects
  - Enclosure for Portable Toilets (all Trailheads) – Clerk getting bids
  - Eagle Scout Project – Lakelands Trail Interpretive Signage Project – Kashian – In Progress
  - Eagle Scout Project – Lakelands Trail Scout Respite – Cox – Approved. Seeking funding support

**Motion by Michniewicz, supported by McCabe, to approve the Eagle Scout Project proposed by L. Cox and to provide funds not to exceed \$600 toward the project by way of reimbursing paid receipts, and by providing a bike rack through Hamburg Township's Adopt a Feature program.**

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

**MOTION CARRIED**

2. Manly Bennett Park

- Boardwalk Repairs – Boardwalk has been shut down due to damage by a fallen tree. Quotes will be required as work is too extensive for staff.
- West Park Field Repairs – H3 – Field remains unusable/swampy. Low priority until use is solidified.
- Great Start Livingston Story Walk in West Park – Pending Grant
- Intergenerational Play Area – TBD
- Disc Golf – Requires maintenance of all Tee Posts, Decorative Tee Fencing, and Entrance Sign.

3. Other

- Wind Turbine Amenity Ribbon Cutting – TBD (July 2025)
- Sensory & Interpretive Garden Projects – Part of TF22-0107 (Adopted by Hamburg Garden Club)

- StoryWalk Gardens Village Trailhead – TBD (Adopted by Powers Flowers)

**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/inspections as time allows
2. Public Safety Concerns with Large Events – Updates to policy pending

10. Call to the Public

A call was made with no response.

11. Committee Comments

None

12. Adjourn Meeting

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

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

**MOTION CARRIED**

Meeting adjourned at 4:24 p.m.

Respectfully submitted,

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