



NEW HAVEN PARKS AND RECREATION COMMITTEE MEETING AGENDA

May 19, 2026 at 6:00 PM

Municipal Council Room – 57775 Main Street

In accordance with the Americans with Disabilities Act, reasonable accommodations can be made with advance notice by calling the Village Offices at (586) 749-5301

The New Haven Parks and Recreation Committee will hold its Regular Meeting at 6:00 pm, at the New Haven Municipal Offices at 57775 Main Street.

- 1. Call to Order/Pledge/Roll Call**
- 2. Approval of Agenda**
- 3. Public Comments on Agenda Items**
- 4. Approval of the Minutes**
 - A.** Regular Meeting Minutes from April 21, 2026
- 5. Treasurer's Report**
- 6. Unfinished Business**
 - A.** Red Hot & Blue discussion
- 7. New Business**
 - A.** Charge for Bus (\$5 or \$10)
 - B.** Clarification of Roles – Parks & Recreation Committee and Civic Event Operations
- 8. Call from the Floor**
- 9. Call from the Table**
- 10. Adjournment**



NEW HAVEN PARKS AND RECREATION COMMITTEE MEETING MINUTES

April 21, 2026 at 6:00 PM
Municipal Council Room – 57775 Main Street

1. Call to Order/Pledge/Roll Call

Meeting called to order at 6:04 PM

PRESENT

LaShawna Joshua

Corinna Guerrero

Veranda Rucker

Eric Dilbert

Nita Thompson

Barbara Williams

Beth Moses

2. Approval of Agenda

Motion made by C. Guerrero to approve the agenda, Seconded by B. Moses.

Voting Yea: L. Joshua, C. Guerrero, V. Rucker, E. Dilbert, N. Thompson, B. Williams, B. Moses

3. Public Comments on Agenda Items

NONE

4. Approval of the Minutes

A. Regular meeting March 17, 2026

Motion made by V. Rucker to approve the regular meeting minutes from March 17, 2026 as amended, Seconded by E. Dilbert.

Voting Yea: L. Joshua, C. Guerrero, V. Rucker, E. Dilbert, N. Thompson, B. Williams, B. Moses

Amend mini golf price from \$1,000 to \$1,500 video and 500 rolling cart totaling \$2,000

Item c street correction from Clark to Havenridge

Item correction from gokartts to golf carts

5. Treasurer's Report

Motion made by C. Guerrero to receive and file Treasurers report, Seconded by B. Moses.

Voting Yea: L. Joshua, C. Guerrero, V. Rucker, E. Dilbert, N. Thompson, B. Williams, B. Moses

6. Unfinished Business

A. Recap for Easter Egg Hunt

Discussion

B. River Days helpers

Saturday June 6th, 2026

Chair: Barbara Williams

Co-Chair Corinna Guerrero

7. New Business

A. Future Trips and Outing

* Detroit Zoo Trip in the Summer of June 27, 2026,

* Great Lakes Crossing Shopping Trip August 22, 2026

* Circus 3pm on Saturday November 14- (2 smart buses 25 people)

* Buses are for the trips to Frankenmuth, Circus, Zoo, 3 Tigers Games

*Frankenmuth /Bronner’s Trip, October 10, 2026 if this date not available , September 26 , bus to leave at 9am

* Halloween Trunk or Treat - October 24, 202

B. Plans for the Parks and Re

discussion and update

C. Summer Feeding Program

Motion made by B. Moses to participate in the summer feeding program, Seconded by B. Williams.

Voting Yea: L. Joshua, C. Guerrero, V. Rucker, E. Dilbert, N. Thompson, B. Williams, B. Moses

Discussion presented by USDA Mark Rapp

Food will consist of milk, fresh fruits vegetables, grain and meat . To begin in the summer :4 weeks in July and 2 weeks in August at Havenridge Community Park tentatively – on Weds 12-2p

D. Updates on RHB

Discussion

8. Call from the Floor

None

9. Call from the Table

None

10. Adjournment

Motion made by B. Williams to adjourn at 7:40 PM, Seconded by B. Moses.

Voting Yea: L. Joshua, C. Guerrero, V. Rucker, E. Dilbert, N. Thompson, B. Williams, B. Moses



AGENDA REPORT

New Haven, Michigan

Council Meeting April 14, 2026

MEETING DATE: APRIL 14, 2026

DEPARTMENT: Office

DATE SUBMITTED: March 17, 2026

PREPARED BY: Sandra Cazel

ITEM TITLE: Clarification of Roles – Parks & Recreation Committee and Civic Event Operations

EXECUTIVE SUMMARY:

As we continue preparing for upcoming civic events and recreation activities, I would like to request clarification regarding the roles of the Parks & Recreation Committee and Village Administration in event coordination and operational decision-making.

Over the past several events, there has been some uncertainty regarding authority related to vendor selection, event logistics, and administrative coordination. Because the events involve contracts, insurance considerations, budgeting, and coordination with multiple Village departments, it is important that operational responsibilities be clearly defined.

To help avoid confusion and ensure efficient event planning moving forward, I have drafted two documents for Council’s consideration:

- A Parks & Recreation Committee Authority Policy outlining the advisory role of the committee
- A Civic Event Operational Authority Statement clarifying administrative responsibilities for coordinating vendors, performers, and event logistics
- Village Event Operations Checklist outlining the logistics of the event timeline

These documents are intended to establish a clear structure where:

- The Parks & Recreation Committee provides valuable recommendations and community input
- Village Administration manages operational coordination and execution of events
- Council retains final policy and budget authority

RECOMMENDED ACTION:

It is recommended that the Village Council adopt the proposed Parks & Recreation Committee Authority Policy and Civic Event Operations Policy to establish clear roles for the Parks & Recreation Committee, Event Chairs, and Village Administration in the planning and coordination of Village civic events.

ADMINISTRATIVE REVIEW:

Parks & Recreation Committee Authority Policy

Village of New Haven
Parks & Recreation Committee Authority Policy

Purpose

The purpose of the Parks and Recreation Committee is to provide guidance and recommendations regarding the development, maintenance, and enhancement of the Village's parks, recreational facilities, and community recreation opportunities.

Advisory Role

The Parks and Recreation Committee serves in an **advisory capacity to the Village Council**. The Committee may review issues, develop recommendations, and assist in identifying community recreation needs; however, the Committee does not possess independent administrative or operational authority.

Responsibilities

The Committee's responsibilities include:

1. Reviewing and recommending updates to the Village **Parks and Recreation Master Plan**.
2. Identifying and recommending park improvement projects and recreation initiatives.
3. Providing input on park policies, rules, and procedures.
4. Assisting in identifying grant opportunities and recreation funding sources.
5. Serving as a liaison between the community and the Village Council regarding parks and recreation matters.

Limitations of Authority

The Parks and Recreation Committee shall **not**:

- Enter into contracts or agreements on behalf of the Village.
- Direct Village employees or staff.
- Commit Village funds.
- Independently authorize vendors, performers, or event services.
- Assume operational control of Village events or facilities.

All such authority rests with the **Village Council and Village Administration** as defined by Village policy and ordinance.

Coordination with Village Administration

Administrative staff assigned by the Village shall provide support to the Committee and are responsible for the **implementation and operational coordination** of approved programs, park maintenance, and civic events.

Civic Event Operational Authority Statement

Village of New Haven
Civic Event Operations and Administrative Authority

Purpose

Village civic events are intended to promote community engagement, recreation, and local participation. Due to the logistical, financial, and liability considerations associated with public events, clear operational authority is necessary to ensure proper coordination and accountability.

Administrative Responsibility

The **Village Administration**, through the Office Administrator or designated staff, shall be responsible for the operational management of Village civic events. This includes, but is not limited to:

- Vendor and performer coordination
- Contract review and execution (as authorized)
- Event scheduling
- Permit coordination
- Insurance and liability compliance
- Site logistics, setup, and safety planning
- Coordination with Village departments such as Public Works, Police, and Fire

Role of the Parks & Recreation Committee

The Parks and Recreation Committee may:

- Recommend civic events or recreational activities.
- Provide feedback on community programming.
- Assist in identifying opportunities for community engagement.

The Committee does **not** have operational authority over civic events unless specifically delegated by the Village Council.

Vendor and Performer Selection

All vendors, performers, and event service providers shall be coordinated through Village Administration to ensure:

- Contract compliance
- Budget adherence

- Insurance verification
- Consistent procurement practices
- Event safety planning

Final Authority

Final approval for major event expenditures or contracts remains with the **Village Council or Village President** as required by Village policy.

Village Event Operations Checklist

(Example: Music in the Park)

1. Pre-Event Planning (60–90 Days Before)

Administration

- Confirm event date with Village calendar
- Confirm park availability and any scheduling conflicts
- Establish event budget
- Identify potential performers or vendors
- Verify funding source or sponsorships
- Confirm insurance requirements if applicable
- Coordinate with DPW regarding park use and equipment needs
- Notify Police or Fire Department if required

Parks & Recreation Committee / Event Chair

- Recommend performers or entertainment options
- Assist with community outreach ideas
- Identify possible volunteers
- Provide input on event schedule or activities

2. Vendor and Entertainment Coordination (30–60 Days Before)

Administration

- Confirm performer selection
- Execute performer contract if required
- Confirm payment amount and budget line
- Verify vendor insurance (if required)
- Confirm stage, sound, or electrical needs
- Arrange portable restrooms if necessary
- Arrange trash containers or recycling
- Confirm equipment rentals (tables, tents, stage)

Event Chair / Volunteers

- Assist with event promotion
 - Distribute flyers or community announcements
 - Recruit volunteers for event day
 - Coordinate simple activities if part of event
-

3. Event Promotion (2–4 Weeks Before)

Administration

- Post event on Village website
- Post event on Village social media
- Issue public notices if needed
- Confirm signage for event location

Event Chair / Volunteers

- Share event information within community groups
 - Assist with local promotion
 - Encourage attendance
-

4. Final Event Preparation (1 Week Before)

Administration

- Confirm performer arrival time
- Confirm vendor setup times
- Confirm electrical access and equipment
- Confirm DPW setup schedule
- Confirm restroom access
- Confirm trash removal plan
- Confirm weather contingency plan

Event Chair / Volunteers

- Confirm volunteer schedule
 - Assign volunteers to tasks such as:
 - greeting attendees
 - assisting vendors
 - directing parking (if needed)
 - monitoring trash areas
-

5. Event Day Setup

Administration / DPW

- Stage setup if required
- Electrical access verified
- Tables and chairs placed
- Trash containers placed
- Restrooms open or delivered
- Signage posted
- Safety inspection of park area

Event Chair / Volunteers

- Volunteer check-in
 - Direct vendors or performers to setup areas
 - Help greet attendees
 - Assist with general event coordination
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6. During the Event

Administration

- Ensure event runs according to schedule
- Address vendor or performer issues
- Monitor safety concerns
- Coordinate with police or emergency services if needed

Event Chair / Volunteers

- Assist attendees with general questions
 - Monitor trash areas and park cleanliness
 - Help maintain event flow
 - Notify staff if issues arise
-

7. Event Close-Down

Administration / DPW

- Ensure vendors remove equipment
- Confirm park cleanup
- Remove signage
- Secure park facilities
- Verify equipment returned

Event Chair / Volunteers

- Assist with basic cleanup
 - Help remove event materials
 - Thank volunteers and participants
-

8. Post-Event Follow-Up

Administration

- Process performer or vendor payments
- Document event expenses
- Record attendance estimates
- Review any incidents or issues

Parks & Recreation Committee

- Discuss event feedback at next meeting
- Recommend improvements for future events

EVENT RESPONSIBILITIES

Event	Volunteer/Event Chair Responsibilities	Administration Responsibilities
Music in the Park	Recruit volunteers to help at info booth, greet attendees, help with community outreach	Book bands, verify contracts and insurance, coordinate stage/equipment, manage payments
Slow Roll (bike ride)	Help recruit volunteers to guide riders, hand out maps, assist with registration	Route planning and safety coordination with Police and Fire , insurance verification, event logistics, permits
Movies in the Park	Recruit volunteers for setup, distribute snacks, help with crowd control	Movie licensing, screen and sound setup, electrical needs, insurance, permits
Easter Egg Hunt	Coordinate volunteers to hide eggs, manage check-in, help crowd control	Purchase eggs, safety supervision, coordinate park setup with Administration, oversee sanitation, permits
Bus Trips	Assist with participant registration, check-in, distribute information, assist participants with boarding and exiting	Coordinate bus contracts, verify insurance, manage payments, communicate trip logistics and schedule, handle liability and permits