
HAMBURG TOWNSHIP
PARKS AND RECREATION COMMITTEE
REGULAR MEETING AGENDA
Location: Hamburg Township Board Room
Tuesday, January 23, 2017 – 3:00 p.m.

1. Call to Order
2. Pledge to the Flag
3. Roll Call of the Board
4. Call to the Public
5. Approval of the Agenda
6. Approval of the Minutes
 - A. Parks Regular Meeting – November 28, 2017 Regular Meeting Minutes
(December Meeting cancelled)
7. Correspondence
8. Unfinished Business
 - A. None
9. Current Business
 - A. Parks & Recreation Master Plan/Pending Grants/Supervisor Report**
 1. Iron Belle Trail/Lakelands Trail – Supervisor update
 2. Draft Master Plan – Filed with State, waiting for approval
 - B. Township Park Use Policy/Fee/Procedures**
 1. Policies & Procedure Manual
 2. Park Fee Schedule
 - A. Rate/Facility Comparison - Complete
 - B. Development of Fee Schedule – In progress
 - C. Scheduling Software RFP - Pending
 - C. Administrative Services**
 1. Park Coordinator’s Report – None
 2. Senior Center Report – January 2018
 3. Park Use Requests:
 - A. Hamburg Community Soccer – Spring Soccer Season
 - B. PHBSA – Spring Baseball Season
 - C. PHBSA – Baseball Tournaments (3 weekends)
 4. Scholarship Program – No requests for funding
 - D. Special Projects**
 1. Playground Upgrades – No updates
 2. Marketing Materials – Ordered and Received
 3. Hamburg Historical Museum lobby display – President’s Day
 4. Earth Day – Park Clean-up – Weekend of April 21-22, 2018

E. Sponsorships/Volunteerism

1. Eagle Scout Project – Griffin Roisen – Picnic Tables - Update
2. Amenities and Beautification Committee - Update

F. Signage and Community Awareness – Request for Proposal to be developed

G. Risk Management (Insurance/ADA)

1. ADA Compliance in Parklands – Transition Plan to be distributed for budget
8. New Business
 - A.
9. Call to the Public
10. Committee Comments
11. Adjournment

Next Meeting Date: To be determined

Pledge to the Flag





Hamburg Township
Parks & Recreation Committee
Regular Meeting
Hamburg Township Hall Board Room
Tuesday, November 28, 2017
3:00 p.m.

1. Call to Order

Clerk Dolan called the meeting to order at 3:05 p.m.

2. Pledge to the Flag

3. Roll Call of the Parks & Recreation Committee

Board Members Present: Koeble, Hoskins, Dolan, Bennett, Auxier

Board Members Absent: Haag, Muck

Advisors Present: Deby Henneman, Parks Coordinator

Advisors Absent: Pat Hohl, Supervisor; Mark Hogrebe, Fire Chief; Richard Duffany, Chief of Police; Russ Williamson, Building & Grounds

4. Call to the Public

A call was made with no response.

5. Approval of the Agenda

Motion by Koeble, supported by Hoskins, to approve the agenda as presented.

VOICE VOTE: Ayes: 5, Absent: 2 (Haag, Muck)

MOTION CARRIED

6. Approval of the Minutes

Motion by Dolan, supported by Auxier, to approve minutes from October 24, 2017 as presented.

VOICE VOTE: Ayes: 5, Absent: 2 (Haag, Muck)

MOTION CARRIED

7. Correspondence

There was no correspondence presented.

8. Unfinished Business

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

1. Iron Belle & Lakelands Trail Update

There was no Trail update.

2. Master Plan

Henneman stated the Master Plan is being updated to include omissions of the ADA Transition plan ratings from the 5 year Capital Improvement plan. Once McKenna has provided the updated file, it will be re-submitted to the State.

B. Township Park Use Policy/Fee/Procedures

1. Policies & Procedure Manual – No updates
2. Park Fee Schedule – No updates

C. Administrative Services

1. Park Coordinator's Report

Henneman presented the Park Coordinator's report as provided in the packet.

2. Senior/Community Center Report

Hoskins presented the Senior/Community Center report as provided in the packet.

3. Park Use Requests:

A. 2018 Jaguar Tournament

Motion by Auxier, supported by Hoskins, to recommend approval of the 2018 Michigan Jaguars FC Soccer Tournament contingent on the following: that a Certificate of Insurance naming Hamburg Township as Additional Insured be provided for this event, that the applicant be invoiced as outlined in the current Park Use Fee Schedule, that the Clerk Department be provided all requested documents to their satisfaction, that the Concession sales be limited to pre-packaged foods and beverages and that any other vendors supply a Certificate of Insurance and proof of Food Service license, if applicable. This event will also require a Vendor Inspection by the HTFD.

VOICE VOTE: Ayes: 5, Absent: 2 (Haag, Muck)

MOTION CARRIED

4. Scholarship Program – No Requests for funding

D. Special Projects

1. Playground Upgrades – No update
2. Marketing Materials – No update
3. Hamburg Historical Museum lobby display – No update

E. Sponsorships/Volunteerism/Scholarships

1. Eagle Scout Project – Griffin Roisen - Picnic Tables – In process

F. Signage and Community Awareness

1. Entrance Signs/Park Rules/Way-finding Signs – Request for Proposal to be developed
2. Trail Town – No update

G. Risk Management (Insurance/ADA)

1. No updates.

9. New Business

A. Cancellation of December meeting

Motion by Dolan, supported by Bennett, to cancel the December 26, 2017 Parks and Recreation meeting with the understanding that if anyone from the public needs to meet with the board, that a special meeting will be called.

VOICE VOTE: Ayes: 5, Absent: 2 (Haag, Muck)

MOTION CARRIED

B. Approval of 2018 Meeting Schedule

Motion by Dolan, supported by Bennett, to approve the 2018 Parks and Recreation meeting schedule, with the understanding that if anyone from the public or the board needs an evening meeting, that arrangements will be made to accommodate them.

VOICE VOTE: Ayes: 5, Absent: 2 (Haag, Muck)

MOTION CARRIED

C. By-law discussion

Dolan discussed possible changes to the by-laws. He will work on proposed changes to the Board structure in December.

10. Call to the Public

A call was made with no response.

11. Committee Comments

There were no committee comments.

12. Adjourn Meeting

Motion by Bennett, supported by Koeble, to adjourn the meeting.

VOICE VOTE: Ayes: 5, Absent: 2 (Haag, Muck)

MOTION CARRIED

Meeting adjourned at 3:47 p.m.

Respectfully submitted,



Debra Henneman
Parks Coordinator



Mike Dolan
Township Clerk

No
Information



Hamburg Township Offices
10405 Merrill Rd., P.O. Box 157
Hamburg, MI 48139
(810)231-1000
www.hamburg.mi.us

Memorandum

January 9, 2018

To: Parks & Recreation Committee

From: Deby Henneman, Parks Coordinator

Re: Special Joint Meeting with Planning Commission, Zoning Board of Appeals, Parks & Recreation and Township Board.

The Planning Commission has scheduled a special joint meeting on Wednesday, February 28, 2018 at 7:00 p.m. The meeting is not mandatory, but it is a really good opportunity for everyone to discuss and compare the projects each individual group is working on.

We will be presenting our finalized copy of the Parks and Recreation Master Plan, and will be available to respond to any questions regarding the projects we have included in our 5-year Capital Improvement Plan. I will also prepare a report outlining suggested projects from the Amenities and Beautification Committee meeting. Their first meeting is scheduled for January 18, 2018 at 7:00 p.m.

Packets will be sent out prior to the meeting via email. If you are unable to make the meeting, it will be televised live and available on our website afterwards for download.

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.
- Three (3) 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.

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 19, 2017

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



Hamburg Senior Center
10407 Merrill Road ♦ P.O. Box 157
Hamburg, MI 48139

Phone: 810.231.1000 ext. 225 ♦ 810.222.1140 ♦ Fax: 810.231.3877
www.hamburg.mi.us

January 23, 2018

To: Parks & Recreation Dept.
From: Christine Hoskins, Senior Center
Re: Senior Center Report

Senior Advisory Board Meeting: was held January 10th; the board meeting minutes follow

Floor Waxing: floors are going to be waxed over the MLK weekend as we are closed on the Monday giving the floors a longer time to cure

Reupholster chairs: will be reupholstering the 6 chairs that were donated to the center by Gerry Przeslawski 10 years ago and are getting worn. Plan on using Ideal Upholstery in Howell as they did the lobby chairs and couch and we would like to try and get the same fabric as it has held up very well since Sept. 2012 when they were done. A motion was made to get this done with a cap of \$1500.

Wall-stripping & Painting: all walls have been painted in the building and it all looks great; we have been getting lots of compliments on the color and how nice the center looks now

February & March Pot Lucks: we will be having a spaghetti Pot Luck on February 16th with some kind of entertainment and on March 16th we will have the corned beef lunch from C & C's Catering as we have before in the past.

Kroger's Community Rewards Program: we are trying to get the center put on Kroger's Community Rewards Program, we have mailed out the paperwork with Janet Bater's help and are simply waiting for it to be approved

Holiday Closures: center will be closed on January 15th for MLK Day and on Feb. 19th for Presidents Day.

Trips: January 24, 2018 we head to Firekeepers, on January 28th we head to Wyandotte's Theatre on the Avenue to see Honky Tonk Angels, on February 13 we head to Caesars Windsor Casino for their Mardi Gras celebration and on an overnigher to Four Winds Casino with stops at the Blue Chip & Firekeepers Casino's on February 27 – 28; on March 10th we head to the Meadowbrook Theatre to the production "Tenderly" and Motor City Casino on March 21st. We are also advertising a 4 day trip to the Philadelphia International Flower Show on March 7 -19 which features over 250,000 horticulturists and gardeners and is billed as the largest flower show2 in the world and oldest indoor flower show in the nation.



**Hamburg Township Manly Bennett Park
Park Use Application and
Release of Liability & Indemnification Agreement**
(Application must be submitted 60 days before required use)

Submit by Email

Print Form

10405 Merrill Road
Hamburg, MI 48139
(810) 231-1000 X-218 Office
(810) 231-4295 Fax

Applicant Information:

Name of Event:

Type of Event:

Applicant Name: Park Use Category:

Date(s) of Event: Time(s) of Event:

Applicant Address: Suite or Apt. #:

Applicant City: Applicant State: Applicant Zip:

Contact Person: Contact Title:

Contact Phone: Contact Cell:

Contact Email: *All Co-applicants must also sign all applications and waivers*

Event Co-applicant, if any: Co-applicant Phone:

Co-applicant relationship to Applicant:

Insurance Information:

Insurance Carrier: Policy Number:

General Liability Limit: Expiration Date:

Certificate of Insurance must be provided by all applicants as outlined in Appendix B in the Park Facility Use Policy

Event Description: *(any information that doesn't pertain to the event please indicate "not applicable" or "N/A")*

Details of Event including number of days needed for the event, setup and teardown:

Estimated Number of Participants: Estimated Number of Spectators/Guests:

Estimated percentage of Hamburg Resident participation: Estimated percentage of non-resident:

Details of the Township site required for Proposed Event, please include site plan drawing of layout for any Special Events:

Will there be camping and trailer facilities? If so, are overnight stays anticipated?:

Number of Volunteers: Are Volunteers trained?: *Please attach copy of Volunteer Handbook if applicable*

Will tents be used?: *All tent locations must be pre-approved*

If so, indicate locations:

Will admission be charged?: If so, how much?:

Parking fee charged?: If so, how much?:

Valet service available?: If so, how much?:

If music is played or performed, will there be a separate fee?: If so, how much?:

Have all participants, vendors and volunteers, including those from other Organizations, signed hold harmless agreements to protect Hamburg Township, its Residents, Staff and Officials from any and all Liability that may arise due to this proposed event? *Please provide blank copy of any forms used reflecting Hold Harmless language prior to event.* Yes No

Will there be Fireworks or any other pyrotechnic display? If so, describe:

Insurance requirements to be established during the event review process as stated in Appendix B of the Park Facility Use Policy

Will there be any animals present? If so, describe:
(Pets are not allowed in parkland during events)
Domestic Animal Control Ordinance #87 and the Park Facility Use Policy

Will there be Amusement rides or games? If so, describe:

Insurance requirements to be established during the event review process as stated in Appendix B of the Park Facility Use Policy

Will there be a need for vehicles to be used on Township grounds? If so, describe:

Personal vehicles used on Township grounds require proof of Auto Liability based on the description of use and areas needing to be accessed by the vehicle during the event

Will Food/Beverages be served? If so, list types of food and name of person(s) serving:

For anything other than pre-packaged foods, Health Department Permits and verification of Products Liability coverage must be provided

Will there be a need for Private Security or Emergency Responders? If so, describe:

Specific services required from the Township, if any:

Organized Sports and/or Sporting Events: *This section not applicable to non-sports related events.*

Please indicate type of sports event: Regular Season (Games/Practices) Sports Tournament Other Sports Event

If Tournament or other event, please describe:

All Regular Season sports participants MUST complete the Hamburg Township Sports Group Medical Waiver and Authorization and provide these forms to the Township.

Initials

All Tournament participants, including those from other Organizations, shall sign Hold Harmless clauses to protect Hamburg Township, its Residents, Staff and Officials from any and all Liability that may arise due to this proposed event. **Please provide executed tournament log reflecting Hold Harmless language after the event.**

Initials

All Sports Group Medical Waiver and Authorizations and Hold Harmless forms must supplied to the Township at time of registration.

Participant Information:

Please indicate total number of HAMBURG TOWNSHIP participants in your organization: ~~200~~ 29 Based

Please indicate total number of NON-RESIDENT participants in your organization: ~~100~~ 63 Fall Roster

Please indicate, or attach a copy of the fee structure for participation in this sports season/tournament/event:

Similar to last year; will be provided when available.

Upon Park Approval, the applicant will provide a roster of all participants including their names, ages and residency information

Contact Information:

Please indicate on premise contact for before, during and after the event: James Clark

Event Contact Phone: 1(810)923-5552 Event Contact Cell Phone:

Please indicate person in charge of concessions, if any: Mrs. Lebraun

Concessions Contact Phone: (517)819-3782 Concessions Contact Cell Phone:

Types of Foods/Beverages that will be served (Pre-packaged only): Pop, water, Gatorade-like products, candy bars, nutrient bars.

Please indicate the process by which you complete Background Checks: Michigan State Youth Soccer Association risk management program

Background Checks may be required as outlined in Hamburg Township Park Facility Use Policy, as referenced in Section 4.4 and outlined in Appendix A.

Other Information:

Please provide any other information regarding your event that you may find helpful:

Hamburg Community Soccer Club members ensure fields are lined regularly and that nets, goals, and other soccer equipment is maintained during the season.

Inventory of uninsured property has been requested. Damaged/unused nets to be removed Spring 2018

Release of Liability & Indemnification Agreement

The approval of this park use request is contingent upon receipt of all requested information, review process of the Hamburg Township Parks & Recreation Committee, and approval of the Hamburg Township Board. The applicant may be required to provide additional information as is deemed necessary by the Parks & Recreation Committee and/or Township Board, and may be required to meet with the Parks Administrator and/or Parks Coordinator to supply additional information or answer questions. If the Park Use application is received less than 60 days prior to the requested event date, the Parks & Recreation Committee and Township Board may process the application, however, the application fee may be increased in an amount to be determined by the Parks & Recreation Committee and/or the Township Board

The Undersigned acknowledges that he/she/they are authorized to sign this application on behalf of the applicant and that he/she/they have received a copy of all documents relating to the use of the park and recreational facilities including the Hamburg Township Park Facility Use Policy Rules and Regulations

In further consideration of entering into this agreement, to the fullest extent permitted by law, the Applicant agrees to defend, pay on behalf of, indemnify, and hold harmless Hamburg Township, its elected and appointed officials, employees and volunteers, and others working on behalf of Hamburg Township against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from Hamburg Township, by reason of personal injury, including bodily injury or death and /or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated with this contract

The Applicant covenants and agrees that it will have a representative on the premises at all times to monitor the set-up, use and tear-down of the use and all activities related to thereto and under no circumstances shall the use of the park be granted or sublet to any other group or organization without the express written permission of the Hamburg Township Board of Trustees

Any Applicant or group or entity co-hosting an event must provide a Certificate of Insurance naming Hamburg Township as an additional insured and proof of that coverage must be provided prior to the issuance of the permit for the event. The Applicant and/or co-host of any event must comply with all rules, regulations and policies of the Township pertaining to the said use and will be ultimately responsible for any and all damages to any Hamburg Township property resulting from the use, and shall otherwise restore the Township property to its previous condition

Personal Property Damage Claims: The applicant hereby releases Hamburg Township, its elected and appointed officials, employees and volunteers, and others working on behalf of Hamburg Township, from any and all liability or responsibility to the applicant or anyone claiming through or under the applicant by way of subrogation or otherwise, for any loss or damage to applicant's property resulting from any incident, except damages resulting from the gross negligence of the Township, as it relates to the activities and uses contemplated by the application. It is understood by the applicant, that all private property kept, stored or maintained in and on the Hamburg Township Park and recreational facilities shall be so kept, stored or maintained at the risk of the Applicant

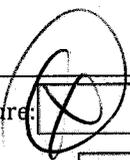
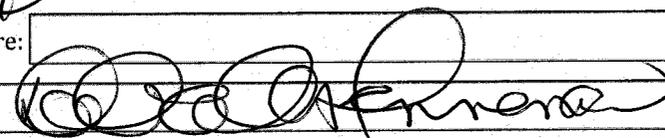
Initials:

Public Health & Safety: The applicant hereby swears and attests that they have complied with all aspects and intent, of Background Checks and that they are in compliance with the Michigan Sports Concussion Law, Acts 342 & 343, Public Acts of 2012, as referenced in Section 4.4 of the Park Facility Use Policy and outlined in Appendix A. The applicant understands that falsification of the about statement and/or failure to comply with these requirements may result in the suspension and/or revocation of the use of the Hamburg Township Parkland facilities

Initials:

Confirmation of Individual Participation: (Sports Groups): The applicant hereby swears and attests that they have obtained original signatures and initials on the Hamburg Township Sports Group Medical Waiver and Authorization for all participants that will be utilizing the Hamburg Township Park Facilities for sport related activities. Furthermore, these forms waive, release and discharge from any and all liability for death, disability, personal injury, property damage, property theft, or actions of any kind which may hereafter accrue, including traveling to and from practice, game or any event, the following entities: Hamburg Township, its elected and appointed officials, employees and volunteers, representatives and agents, and others working or acting on behalf of Hamburg Township. Furthermore, the applicant will submit all original forms to the Hamburg Township Parks and Recreation Department and attest that they are in compliance with the Michigan Sports Concussion Law, Acts 342 & 343, Public Acts of 2012, as referenced in Section 4.4 of the Park Facility Use Policy and outlined in Appendix A

Initials:

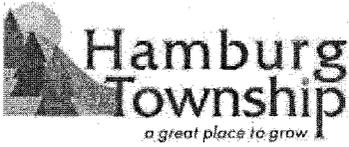
| | |
|--|----------------------------|
| Applicant's Signature:  | Date: <input type="text"/> |
| Co-Applicant's Signature: <input type="text"/> | Date: <input type="text"/> |
| Parks Coordinator:  | Date: 1-19-18 |

For office use only

Comments:

Application has been (Check One) Approved Denied

Hamburg Township Clerk:



**Hamburg Township Manly Bennett Park
Park Use Application and
Release of Liability & Indemnification Agreement**
(Application must be submitted 60 days before required use)

Submit by Email

Print Form

10405 Merrill Road
Hamburg, MI 48139
(810) 231-1000 X-218 Office
(810) 231-4295 Fax

Applicant Information:

Name of Event: PHBSA REGULAR SEASON

Type of Event: Baseball and Softball Season

Applicant Name: Pinckney Hamburg Baseball & Softball Association Park Use Category: 2 - Small Group/Business

Date(s) of Event: March 15-August 1 Time(s) of Event:

Applicant Address: PO Box 813 Suite or Apt. #:

Applicant City: Hamburg TWP Applicant State: MI Applicant Zip: 48139

Contact Person: Mike Goodfellow Contact Title: President

Contact Phone: 734-747-2916 Contact Cell: 734-747-2916

Contact Email: mgoodfellow@pinckneyball.org *All Co-applicants must also sign all applications and waivers*

Event Co-applicant, if any: Co-applicant Phone:

Co-applicant relationship to Applicant:

Insurance Information:

Insurance Carrier: Nationwide Mutual Insurance Company Policy Number: 6BRPG0000006055100

General Liability Limit: 1,000,000 Expiration Date: 05/04/2018

Certificate of Insurance must be provided by all applicants as outlined in Appendix B in the Park Facility Use Policy

Event Description: *(any information that doesn't pertain to the event please indicate "not applicable" or "N/A")*

Details of Event including number of days needed for the event, setup and teardown: Daily Regular season practice and games

Estimated Number of Participants: 300 Estimated Number of Spectators/Guests: 100

Estimated percentage of Hamburg Resident participation: 60 Estimated percentage of non-resident: 40

Details of the Township site required for Proposed Event, please include site plan drawing of layout for any Special Events: Utilize TBall Fields, Regular baseball fields and concession stand and parking lots

Will there be camping and trailer facilities? If so, are overnight stays anticipated?: no

Number of Volunteers: 20 Are Volunteers trained?: Please attach copy of Volunteer Handbook if applicable

Will tents be used?: no All tent locations must be pre-approved

If so, indicate locations:

Will admission be charged?: no If so, how much?:

Parking fee charged?: no If so, how much?:

Valet service available?: no If so, how much?:

If music is played or performed, will there be a separate fee?: no If so, how much?:

Have all participants, vendors and volunteers, including those from other Organizations, signed hold harmless agreements to protect Hamburg Township, its Residents, Staff and Officials from any and all Liability that may arise due to this proposed event? Please provide blank copy of any forms used reflecting Hold Harmless language prior to event. Yes No

Will there be Fireworks or any other pyrotechnic display? If so, describe: no

Insurance requirements to be established during the event review process as stated in Appendix B of the Park Facility Use Policy

Will there be any animals present? If so, describe: (Pets are not allowed in parkland during events) Domestic Animal Control Ordinance #B7 and the Park Facility Use Policy no

Will there be Amusement rides or games? If so, describe: no

Insurance requirements to be established during the event review process as stated in Appendix B of the Park Facility Use Policy

Will there be a need for vehicles to be used on Township grounds? If so, describe: PHBSA utilizes organizations two 4 wheelers to prepare fields. Utilize passenger vehicles only to deliver supplies and food to concession stand.

Personal vehicles used on Township grounds require proof of Auto Liability based on the description of use and areas needing to be accessed by the vehicle during the event

Will Food/Beverages be served? If so, list types of food and name of person(s) serving: Yes, Mike Goodfellow/Michelle Goodfellow & Jeff Plante (Serve Safe certificate holder)

For anything other than pre-packaged foods, Health Department Permits and verification of Products Liability coverage must be provided

Will there be a need for Private Security or Emergency Responders? If so, describe: No

Specific services required from the Township, if any: NO other than regular maintenance

Organized Sports and/or Sporting Events: *This section not applicable to non-sports related events.*

Please indicate type of sports event: Regular Season (Games/Practices) Sports Tournament Other Sports Event

If Tournament or other event, please describe:

All Regular Season sports participants MUST complete the Hamburg Township Sports Group Medical Waiver and Authorization and provide these forms to the Township.

Initials

All Tournament participants, including those from other Organizations, shall sign Hold Harmless clauses to protect Hamburg Township, its Residents, Staff and Officials from any and all Liability that may arise due to this proposed event. ***Please provide executed tournament log reflecting Hold Harmless language after the event.***

Initials

All Sports Group Medical Waiver and Authorizations and Hold Harmless forms must be supplied to the Township at time of registration.

Participant Information:

Please indicate total number of HAMBURG TOWNSHIP participants in your organization:

Please indicate total number of NON-RESIDENT participants in your organization:

Please indicate, or attach a copy of the fee structure for participation in this sports season/tournament/event:

Tball \$70, Coach Pitch \$90, All other recreation league players \$110 /season
Travel Baseball Players \$300/season

Upon Park Approval, the applicant will provide a roster of all participants including their names, ages and residency information

Contact Information:

Please indicate on premise contact for before, during and after the event:

Event Contact Phone: Event Contact Cell Phone:

Please indicate person in charge of concessions, if any:

Concessions Contact Phone: Concessions Contact Cell Phone:

Types of Foods/Beverages that will be served (Pre-packaged only):

Please indicate the process by which you complete Background Checks:

Background Checks may be required as outlined in Hamburg Township Park Facility Use Policy, as referenced in Section 4.4 and outlined in Appendix A.

Other Information:

Please provide any other information regarding your event that you may find helpful:

Release of Liability & Indemnification Agreement

The approval of this park use request is contingent upon receipt of all requested information, review process of the Hamburg Township Parks & Recreation Committee, and approval of the Hamburg Township Board. The applicant may be required to provide additional information as is deemed necessary by the Parks & Recreation Committee and/or Township Board, and may be required to meet with the Parks Administrator and/or Parks Coordinator to supply additional information or answer questions. If the Park Use application is received less than 60 days prior to the requested event date, the Parks & Recreation Committee and Township Board may process the application, however, the application fee may be increased in an amount to be determined by the Parks & Recreation Committee and/or the Township Board

The Undersigned acknowledges that he/she/they are authorized to sign this application on behalf of the applicant and that he/she/they have received a copy of all documents relating to the use of the park and recreational facilities including the Hamburg Township Park Facility Use Policy Rules and Regulations

In further consideration of entering into this agreement, to the fullest extent permitted by law, the Applicant agrees to defend, pay on behalf of, indemnify, and hold harmless Hamburg Township, its elected and appointed officials, employees and volunteers, and others working on behalf of Hamburg Township against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from Hamburg Township, by reason of personal injury, including bodily injury or death and /or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated with this contract

The Applicant covenants and agrees that it will have a representative on the premises at all times to monitor the set-up, use and tear-down of the use and all activities related to thereto and under no circumstances shall the use of the park be granted or sublet to any other group or organization without the express written permission of the Hamburg Township Board of Trustees

Any Applicant or group or entity co-hosting an event must provide a Certificate of Insurance naming Hamburg Township as an additional insured and proof of that coverage must be provided prior to the issuance of the permit for the event. The Applicant and/or co-host of any event must comply with all rules, regulations and policies of the Township pertaining to the said use and will be ultimately responsible for any and all damages to any Hamburg Township property resulting from the use, and shall otherwise restore the Township property to its previous condition

Personal Property Damage Claims: The applicant hereby releases Hamburg Township, its elected and appointed officials, employees and volunteers, and others working on behalf of Hamburg Township, from any and all liability or responsibility to the applicant or anyone claiming through or under the applicant by way of subrogation or otherwise, for any loss or damage to applicant's property resulting from any incident, except damages resulting from the gross negligence of the Township, as it relates to the activities and uses contemplated by the application. It is understood by the applicant, that all private property kept, stored or maintained in and on the Hamburg Township Park and recreational facilities shall be so kept, stored or maintained at the risk of the Applicant

Initials: MG

Public Health & Safety: The applicant hereby swears and attests that they have complied with all aspects and intent, of Background Checks and that they are in compliance with the Michigan Sports Concussion Law, Acts 342 & 343, Public Acts of 2012, as referenced in Section 4.4 of the Park Facility Use Policy and outlined in Appendix A. The applicant understands that falsification of the about statement and/or failure to comply with these requirements may result in the suspension and/or revocation of the use of the Hamburg Township Parkland facilities

Initials: MG

Confirmation of Individual Participation: (Sports Groups): The applicant hereby swears and attests that they have obtained original signatures and initials on the Hamburg Township Sports Group Medical Waiver and Authorization for all participants that will be utilizing the Hamburg Township Park Facilities for sport related activities. Furthermore, these forms waive, release and discharge from any and all liability for death, disability, personal injury, property damage, property theft, or actions of any kind which may hereafter accrue, including traveling to and from practice, game or any event, the following entities: Hamburg Township, its elected and appointed officials, employees and volunteers, representatives and agents, and others working or acting on behalf of Hamburg Township. Furthermore, the applicant will submit all original forms to the Hamburg Township Parks and Recreation Department and attest that they are in compliance with the Michigan Sports Concussion Law, Acts 342 & 343, Public Acts of 2012, as referenced in Section 4.4 of the Park Facility Use Policy and outlined in Appendix A

Initials: MG

| | |
|--|------------------|
| Applicant's Signature:  | Date: 12/31/2017 |
| Co-Applicant's Signature: _____ | Date: _____ |
| Parks Coordinator:  | Date: 1-19-18 |

For office use only

Comments:

Application has been (Check One) Approved Denied

Hamburg Township Clerk:



**Hamburg Township Manly Bennett Park
Park Use Application and
Release of Liability & Indemnification Agreement**
(Application must be submitted 60 days before required use)

Submit by Email

Print Form

10405 Merrill Road
Hamburg, MI 48139
(810) 231-1000 X-218 Office
(810) 231-4295 Fax

Applicant Information:

Name of Event: PHBSA Pirate Baseball & Softball Classics

Type of Event: Baseball & Softball Tournaments

Applicant Name: Pinckney Hamburg Baseball & Softball Association Park Use Category: 2 - Small Group/Business

Date(s) of Event: May 18-21 & June 1-3 & July 20-22 Time(s) of Event: All Day

Applicant Address: PO Box 813 Suite or Apt. #:

Applicant City: Hamburg TWP Applicant State: MI Applicant Zip: 48139

Contact Person: Mike Goodfellow Contact Title: President

Contact Phone: 734-747-2916 Contact Cell: 734-747-2916

Contact Email: mgoodfellow@pinckneyball.org *All Co-applicants must also sign all applications and waivers*

Event Co-applicant, if any: Co-applicant Phone:

Co-applicant relationship to Applicant:

Insurance Information:

Insurance Carrier: Nationwide Mutual Insurance Company Policy Number: 6BRPG000006055100

General Liability Limit: 1,000,000 Expiration Date: 05/04/2018

Certificate of Insurance must be provided by all applicants as outlined in Appendix B in the Park Facility Use Policy

Event Description: *(any information that doesn't pertain to the event please indicate "not applicable" or "N/A")*

Details of Event including number of days needed for the event, setup and teardown: Travel Baseball and Softball Tournaments. Set up day before and break down the last day of events

Estimated Number of Participants: 600 Estimated Number of Spectators/Guests: 1200

Estimated percentage of Hamburg Resident participation: 20 Estimated percentage of non-resident: 80

Details of the Township site required for Proposed Event, please include site plan drawing of layout for any Special Events: Utilize TBall Fields, Regular baseball fields and concession stand and parking lots

Will there be camping and trailer facilities? If so, are overnight stays anticipated?:

Number of Volunteers: Are Volunteers trained?: *Please attach copy of Volunteer Handbook if applicable*

Will tents be used?: *All tent locations must be pre-approved*

If so, indicate locations:

Will admission be charged?: If so, how much?:

Parking fee charged?: If so, how much?:

Valet service available?: If so, how much?:

If music is played or performed, will there be a separate fee?: If so, how much?:

Have all participants, vendors and volunteers, including those from other Organizations, signed hold harmless agreements to protect Hamburg Township, its Residents, Staff and Officials from any and all Liability that may arise due to this proposed event? *Please provide blank copy of any forms used reflecting Hold Harmless language prior to event.* Yes No

Will there be Fireworks or any other pyrotechnic display? If so, describe:

Insurance requirements to be established during the event review process as stated in Appendix B of the Park Facility Use Policy

Will there be any animals present? If so, describe:
(Pets are not allowed in parkland during events)
Domestic Animal Control Ordinance #87 and the Park Facility Use Policy

Will there be Amusement rides or games? If so, describe:

Insurance requirements to be established during the event review process as stated in Appendix B of the Park Facility Use Policy

Will there be a need for vehicles to be used on Township grounds? If so, describe:

Personal vehicles used on Township grounds require proof of Auto Liability based on the description of use and areas needing to be accessed by the vehicle during the event

Will Food/Beverages be served? If so, list types of food and name of person(s) serving:

For anything other than pre-packaged foods, Health Department Permits and verification of Products Liability coverage must be provided

Will there be a need for Private Security or Emergency Responders? If so, describe:

Specific services required from the Township, if any:

Organized Sports and/or Sporting Events: This section not applicable to non-sports related events.

Please indicate type of sports event: Regular Season (Games/Practices) Sports Tournament Other Sports Event

If Tournament or other event, please describe:

Competitive baseball and softball tournaments for children, with visitors from surrounding communities visiting as spectators.

All Regular Season sports participants MUST complete the Hamburg Township Sports Group Medical Waiver and Authorization and provide these forms to the Township.

Initials MG

All Tournament participants, including those from other Organizations, shall sign Hold Harmless clauses to protect Hamburg Township, its Residents, Staff and Officials from any and all Liability that may arise due to this proposed event. **Please provide executed tournament log reflecting Hold Harmless language after the event.**

Initials MG

All Sports Group Medical Waiver and Authorizations and Hold Harmless forms must be supplied to the Township at time of registration.

Participant Information:

Please indicate total number of HAMBURG TOWNSHIP participants in your organization: 120

Please indicate total number of NON-RESIDENT participants in your organization: 400

Please indicate, or attach a copy of the fee structure for participation in this sports season/tournament/event:

PHBSA charges \$400 entry fee per team.

Upon Park Approval, the applicant will provide a roster of all participants including their names, ages and residency information

Contact Information:

Please indicate on premise contact for before, during and after the event: Mike Goodfellow

Event Contact Phone: 734-747-2916

Event Contact Cell Phone: same

Please indicate person in charge of concessions, if any: Mike Goodfellow

Concessions Contact Phone: 734-747-2916

Concessions Contact Cell Phone:

Types of Foods/Beverages that will be served (Pre-packaged only):

Hot Foods and comply with Health Department regulations.

Please indicate the process by which you complete Background Checks:

All volunteers complete background check consent forms, Nationwide Insurance provides us with assistance to conduct.

Background Checks may be required as outlined in Hamburg Township Park Facility Use Policy, as referenced in Section 4.4 and outlined in Appendix A.

Other Information:

Please provide any other information regarding your event that you may find helpful:

Release of Liability & Indemnification Agreement

The approval of this park use request is contingent upon receipt of all requested information, review process of the Hamburg Township Parks & Recreation Committee, and approval of the Hamburg Township Board. The applicant may be required to provide additional information as is deemed necessary by the Parks & Recreation Committee and/or Township Board, and may be required to meet with the Parks Administrator and/or Parks Coordinator to supply additional information or answer questions. If the Park Use application is received less than 60 days prior to the requested event date, the Parks & Recreation Committee and Township Board may process the application, however, the application fee may be increased in an amount to be determined by the Parks & Recreation Committee and/or the Township Board

The Undersigned acknowledges that he/she/they are authorized to sign this application on behalf of the applicant and that he/she/they have received a copy of all documents relating to the use of the park and recreational facilities including the Hamburg Township Park Facility Use Policy Rules and Regulations

In further consideration of entering into this agreement, to the fullest extent permitted by law, the Applicant agrees to defend, pay on behalf of, indemnify, and hold harmless Hamburg Township, its elected and appointed officials, employees and volunteers, and others working on behalf of Hamburg Township against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from Hamburg Township, by reason of personal injury, including bodily injury or death and /or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated with this contract

The Applicant covenants and agrees that it will have a representative on the premises at all times to monitor the set-up, use and tear-down of the use and all activities related to thereto and under no circumstances shall the use of the park be granted or sublet to any other group or organization without the express written permission of the Hamburg Township Board of Trustees

Any Applicant or group or entity co-hosting an event must provide a Certificate of Insurance naming Hamburg Township as an additional insured and proof of that coverage must be provided prior to the issuance of the permit for the event. The Applicant and/or co-host of any event must comply with all rules, regulations and policies of the Township pertaining to the said use and will be ultimately responsible for any and all damages to any Hamburg Township property resulting from the use, and shall otherwise restore the Township property to its previous condition

Personal Property Damage Claims: The applicant hereby releases Hamburg Township, its elected and appointed officials, employees and volunteers, and others working on behalf of Hamburg Township, from any and all liability or responsibility to the applicant or anyone claiming through or under the applicant by way of subrogation or otherwise, for any loss or damage to applicant's property resulting from any incident, except damages resulting from the gross negligence of the Township, as it relates to the activities and uses contemplated by the application. It is understood by the applicant, that all private property kept, stored or maintained in and on the Hamburg Township Park and recreational facilities shall be so kept, stored or maintained at the risk of the Applicant

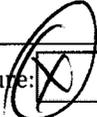
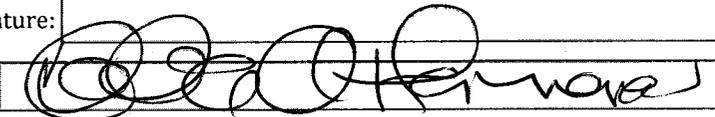
Initials: MG

Public Health & Safety: The applicant hereby swears and attests that they have complied with all aspects and intent, of Background Checks and that they are in compliance with the Michigan Sports Concussion Law, Acts 342 & 343, Public Acts of 2012, as referenced in Section 4.4 of the Park Facility Use Policy and outlined in Appendix A. The applicant understands that falsification of the about statement and/or failure to comply with these requirements may result in the suspension and/or revocation of the use of the Hamburg Township Parkland facilities

Initials: MG

Confirmation of Individual Participation: (Sports Groups): The applicant hereby swears and attests that they have obtained original signatures and initials on the Hamburg Township Sports Group Medical Waiver and Authorization for all participants that will be utilizing the Hamburg Township Park Facilities for sport related activities. Furthermore, these forms waive, release and discharge from any and all liability for death, disability, personal injury, property damage, property theft, or actions of any kind which may hereafter accrue, including traveling to and from practice, game or any event, the following entities: Hamburg Township, its elected and appointed officials, employees and volunteers, representatives and agents, and others working or acting on behalf of Hamburg Township. Furthermore, the applicant will submit all original forms to the Hamburg Township Parks and Recreation Department and attest that they are in compliance with the Michigan Sports Concussion Law, Acts 342 & 343, Public Acts of 2012, as referenced in Section 4.4 of the Park Facility Use Policy and outlined in Appendix A

Initials: MG

| | |
|--|------------------|
| Applicant's Signature:  | Date: 12/31/2017 |
| Co-Applicant's Signature: _____ | Date: _____ |
| Parks Coordinator:  | Date: 1-19-18 |

For office use only

Comments:

Application has been (Check One) Approved Denied

Hamburg Township Clerk: _____



Looking for Visionaries, Planners and Worker Bees!

Please join us on

January 18, 2018 at 7:00 p.m.

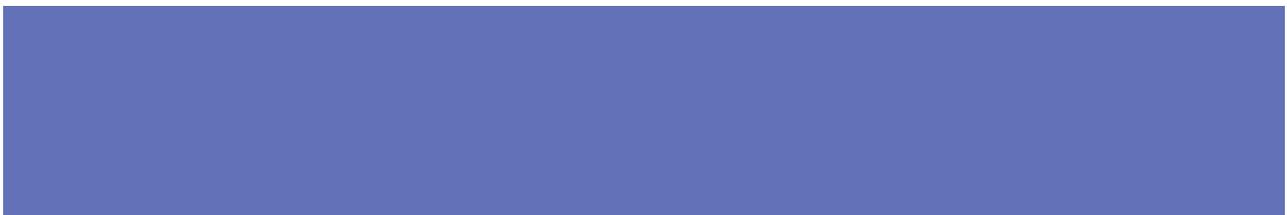


Hamburg Township Parks and Recreation is creating a sub-committee to assist in the planning and execution of projects, events, and to oversee the beautification of our facilities. The temporary name of this new committee is the Amenities & Beautification Committee...just remember ABC!

Our plan is to work closely with the Hamburg Historical Society, Hamburg Township Library, Hamburg Senior Center and the Cemetery Committee. The plan is to provide volunteer support for their existing programming, as well as suggesting future projects that align with the existing Parks & Recreation Master Plan. Considerations currently include:

- Gardens/grounds
- Historical events & guided tours
- Connectivity between local libraries/recreational services
- Pursuit of grants to support the Parks & Recreation Master Plan
- Wayfinding signage for parklands, trail system and points of interest

The first meeting will be held in the Hamburg Township Board Room on Thursday, January 18, 2018 at 7:00 p.m.. Everyone is welcome to attend, and anyone who has questions can refer them to dhenneman@hamburg.mi.us. Updates will be posted to the Parks and Recreation [Facebook](#).



**HAMBURG TOWNSHIP
AMENITIES & BEAUTIFICATION COMMITTEE
SPECIAL PARKS MEETING NOTES
Location: Hamburg Township Board Room
Thursday, January 18, 2018 – 7:00 p.m.**

1. Call to Order – 10 people present
2. Pledge to the Flag
3. Roll Call of the Board – No Board/Volunteer Committee
4. Current Business

A. Committee Structure

1. Purpose of Committee & Organizations Represented
2. Reporting & Purpose – Suggested Mission Statement - Mission Statement approved with use of word “volunteer”
3. Committee Name - Suggestions – Administrated by Parks Coordinator for now

B. Amenity and Beautification Projects - Suggested

1. Township/Library/Senior Center/Cemetery Gardens – Township needs assistance with Gardens both for planning and installation for all areas including Parks, Trails and Municipal areas. Library would like to pursue installation of Bicycle Fix-it Stations and Bicycle Rentals through Grant process. Cemetery Gardens are needed to soften the Mausoleum and areas for reflection are needed.
2. Connective Paths – Pursuit of connecting paths through Grants are planned.
3. Wayfinding Signage – Wayfinding signage is being pursued along the Lakelands Trail. Signage at Cemetery, Manly Bennett & Municipal areas is needed.
4. Winkelhaus Park/Trails/Traiheads – Winkelhaus Park is in need of clearing in order to appreciate view of river from the park. Garden planted each year is donated by St. Stephens and is installed by the Historical Museum. Regular watering will now be put on schedule for Parks and Recreation as there is no convenient water source in that area and maintenance is a hardship for Museum. Clean-up can include clearing of branches/shrubs and installation of mulch on the trails. ADA Coordinator to examine ways to bring park more into compliance.
5. Community Garden/Farmer’s Market – Farmer’s Market was discussed briefly, with the Village Trailhead being named as a possible location. Another location that was discussed was the Chilson Commons parking lot, however that is private property.
6. Historical Programming & Records Maintenance – Historical Museum and Hamburg Library are working on a joint project – Village Historical Walk on May 8, 2018. All grounds will need to be in good shape by that date. Cemetery record project will help the Museum with genealogy requests, and they are excited that the

records are being organized. Museum is getting internet at the Museum. The two holidays that are historically significant in Village of Hamburg are Memorial Day and Halloween. Also, Village does a special luminary vigil on Christmas Eve, have been doing it for over 30 years.

7. Playgrounds/Picnic Areas/Respites – More picnic areas, benches, respites are required in and around parklands/municipal areas.

8. Information Kiosks – Parks & Recreation can post event flyers, information and brochures at their information kiosks at Trailheads and in Parks.

C. Open Discussion

1. Next steps – Actionable items – Clean-up day will be scheduled for spring, possible dates: Earth Day 22 (Event could be on Sat 21st) and/or by end of April. Flower plantings could be scheduled for early/mid May so flowers are in place by Memorial Day Parade.

2. Other ideas/needs of individual organizations – Areas of interest should be listed for wayfinding signage opportunities along Great Lake to Lake Trail system (John Calvert to email details).

3. Finding volunteers – Each organization will rally volunteers for events/work days as needed. Park Coordinator will make contacts for donations of products and services as needed.

D. Next Meeting

1. Next meeting date – To be scheduled

2. Secretary duties – Park Coordinator for now

5. Call to the Public

6. Committee Comments

7. Adjournment – Approx 8:15 p.m.