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**HAMBURG TOWNSHIP  
PARKS AND RECREATION COMMITTEE  
REGULAR MEETING AGENDA  
Location: Hamburg Township Board Room  
Tuesday, March 27, 2018 – 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 – January 23, 2018 Regular Meeting Minutes  
(February Meeting cancelled – lack of quorum)
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 – Approved – Expires 12/31/2022
    3. Universal Playground Grant Opportunity - McKenna
    4. Recycling Initiative Grant – Clean-up Day
  - B. Township Park Use Policy/Fee/Procedures**
    1. Policies & Procedure Manual – No current changes
    2. Park Fee Schedule
      - A. Rate/Facility Comparison - Complete
      - B. Development of Fee Schedule – Proposed
      - C. Scheduling Software RFP - Pending
  - C. Administrative Services**
    1. Park Coordinator's Report – March 2018
    2. Senior Center Report – March 2018
    3. Park Use Requests:
      - A. Legacy Center Adult Softball Leagues – Sundays, April to July
    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 - Update
2. Amenities and Beautification Committee – Hamburg Township Clean-up Day

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

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

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

**Next Meeting Date: April 24, 2018 – 3:00 p.m.**

# Pledge to the Flag





# Hamburg Township Parks & Recreation

Hamburg Township Offices  
10405 Merrill Rd., P.O. Box 157  
Hamburg, MI 48139  
(810)222-1124  
[www.hamburg.mi.us](http://www.hamburg.mi.us)

Hamburg Township  
Parks & Recreation Committee  
Regular Meeting  
Hamburg Township Hall Board Room  
Tuesday, January 23, 2018  
3:00 p.m.

1. Call to Order

Clerk Dolan called the meeting to order at 3:00 p.m.

2. Pledge to the Flag

3. Roll Call of the Parks & Recreation Committee

Board Members Present: Koeble, Dolan, Muck

Board Members Absent: Bennett, Auxier

Advisors Present: Deby Henneman, Parks Coordinator

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

4. Call to the Public

A call was made with no response.

5. Approval of the Agenda

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

**VOICE VOTE: Ayes: 3, Absent: 2 (Bennett, Auxier)**

**MOTION CARRIED**

6. Approval of the Minutes

**Motion by Koeble, supported by Dolan, to approve minutes from November 28, 2017 as presented.**

**VOICE VOTE: Ayes: 3, Absent: 2 (Bennett, Auxier)**

**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

Dolan announced the new plan for the Iron Belle to go up McGregor and having 5' bike paths on both sides. Plans to follow.

2. Master Plan

No updates.

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

1. Policies & Procedure Manual – Henneman stated the motion that was made regarding Metal Detecting was included in the Park Use Policy and reposted to the website. Further changes will be forthcoming.
2. Park Fee Schedule – Comparison study is complete and Coordinator is currently gathering labor charges as well as user group contributions in order to determine true costs of maintaining the sports fields. Muck suggested including costs of Tournament and Special Events in the study.

**C. Administrative Services**

**1. Park Coordinator's Report**

Henneman stated there is no Coordinator's Report this month, however did announce that there will be a special joint meeting with the Planning Commission on February 28, 2018 at 7 p.m. A copy of the revised Parks and Recreation Bylaws that were approved by the Township Board in December were also included in the packet.

**2. Senior/Community Center Report**

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

**3. Park Use Requests:**

A. Hamburg Community Soccer – Spring Season 2018

Motion by Muck, supported by Koeble, to recommend approval of the 2018 HCSC Spring Season contingent on the following: that a Certificate of Insurance naming Hamburg Township as Additional Insured be provided, that the Clerk Department be provided all requested documents to their satisfaction, that the field assignments be communicated Administratively through the Clerk and Parks Coordinator, that the Concession sales be limited to pre-packaged foods and beverages and that use of the fields will not be allowed during West Park blackout dates.

VOICE VOTE: Ayes: 3 Absent: 2 (Bennett, Auxier)

MOTION CARRIED

B. PHBSA – Spring Baseball Season 2018

Motion by Dolan, supported by Koeble, to recommend approval of the 2018 PHBSA Spring Season contingent on the following: charges as outlined in the Park Facility Use Fee Schedule based on participant roster to be submitted, that proof of insurance naming Hamburg Township as Additional Insured be provided, that the Clerk Department be provided all requested documents to their satisfaction, that use will not be allowed during Blackout dates and that Concession sales be limited to pre-packaged foods and beverages unless Concession stand is licensed with Health Department.

VOICE VOTE: Ayes: 3 Absent: 2 (Bennett, Auxier)

MOTION CARRIED

C. PHBSA – Pirate Classic Baseball Tournaments 2018

Motion by Muck, supported by Koeble, to recommend approval of the 2018 Pirate Classic Baseball Tournaments hosted by PHBSA 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: 3, Absent: 2 (Bennett, Auxier)

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
4. Earth Day – Park Clean-up – Weekend of April 21-22, 2018

Henneman stated that there was a meeting to form a Beautification Committee, and a clean-up day was discussed. Plans will be to coordinate the effort with Earth Day, and flyers will be developed by Park Coordinator and distributed by each of the Organizations participating in the Committee. Dolan discussed need for Memorial Bench Project. Henneman to bring samples of styles to February meeting.

**E. Sponsorships/Volunteerism/Scholarships**

1. Eagle Scout Project – Griffin Roisen - Picnic Tables – Delivered

**F. Signage and Community Awareness**

1. Entrance Signs/Park Rules/Way-finding Signs – Request for Proposal to be developed
2. Trail Town – Wayfinding signage is being worked on and John Calvert will send samples to Deby.

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

1. No updates.

9. **New Business**

There was no New Business.

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 Dolan, supported by Koeble, to adjourn the meeting.

**VOICE VOTE:** Ayes: 3 Absent: 2 (Bennett, Auxier)

**MOTION CARRIED**

Meeting adjourned at 3:50 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Debra Henneman', with a long horizontal flourish extending to the right.

Debra Henneman  
Parks Coordinator

A handwritten signature in blue ink, appearing to read 'Mike Dolan', with a long horizontal flourish extending to the right.

Mike Dolan  
Township Clerk



10405 Merrill Road ♦ P.O. Box 157  
Hamburg, MI 48139  
Phone: 810.231.1000 ♦ Fax: 810.231.4295  
www.hamburg.mi.us

## NOTICE OF MEETING CHANGE

Hamburg Township  
10405 Merrill Road, Hamburg, MI  
(810) 231-1000 Ext. 206

Please be advised of the following change of meeting date for:

Public Body Hamburg Township Parks and Recreation Committee

Time of Regular Meeting: February 27, 2018 Time: 3:00 p.m.  
Has been cancelled due to lack of a quorum.

Place of Meeting Hamburg Twp. Hall Board Meeting Room - 10405 Merrill Rd.

Purpose of Meeting: Regular meeting of the Parks and Recreation Committee.

Signature of Hamburg Township Clerk

February 23, 2018 – 10:00 a.m.  
Date and Time of Posting

The Hamburg Township Clerk will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting or public hearing upon 72 hour(s) notice to the Hamburg Township Board. Individuals with disabilities requiring auxiliary aids or services should contact the Hamburg Township Board by writing or calling the following:

**Mike Dolan**  
Hamburg Township Clerk  
10405 Merrill Road, P.O. Box 157  
Hamburg, MI 48139  
(810) 231-1000 Ext. 206

**A COPY OF THIS NOTICE IS ON FILE IN THE OFFICE OF THE TOWNSHIP CLERK**



No  
Information



**Hamburg Township  
Parks & Recreation**

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

The Parks & Recreation Master Plan was adopted by the Township Board on Tuesday, June 27, 2017. A copy of this plan can be viewed at the following link:

[http://www.hamburg.mi.us/Lawroom/Parks%20&%20Recreation%20Master%20Plan/Hamburg%20TWP%202018\\_Recreation%20Master%20Plan\\_11.2017\\_small%20v\\_.pdf](http://www.hamburg.mi.us/Lawroom/Parks%20&%20Recreation%20Master%20Plan/Hamburg%20TWP%202018_Recreation%20Master%20Plan_11.2017_small%20v_.pdf)

A copy of the Hamburg Township Master Plan can be viewed at the following link:

[http://www.hamburg.mi.us/government/lawroom\\_\(ordinances\)\\_general\\_ordinances/master\\_plan.php](http://www.hamburg.mi.us/government/lawroom_(ordinances)_general_ordinances/master_plan.php)



P.O. Box 157  
10405 Merrill Road  
Hamburg, Michigan 48139-0157  
  
(810) 231-1000 Office  
(810) 231-4295 Fax



Supervisor: Pat Hohl  
Clerk: Mike Dolan  
Treasurer: Jason Negri  
Trustees: Jim Neilson  
              Bill Hahn  
              Chuck Menzies  
              Annette Koebler

Deleted: Jim Neilson

Deleted: Allen Carlson

Deleted: Mike Dolan

Deleted: Jason Negri

## Appendix - C

### Parklands and Community Center Use Fee Schedule

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#### Parklands:

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#### Sports Groups: Regular Seasonal Use

Qualified Non-Profit: Per Participant charged per season:

\$5.00 resident

\$10.00 non-resident

#### Non-qualified/For-Profit/Business: Regular Seasonal Use

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#### Flat rate per field: \$25.00 per 2 hour use

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Seasonal uses include charges for Group sponsored games, practices and tryouts as reflected in the Group's application and permit. The Township reserves the right to charge a daily rate as outlined under Approved Sports Tournaments/Fundraisers as outlined below.

Deleted: The participant roster is due when numbers are finalized, or no later than 2 weeks after the start of the season. Roster must include Participant name, Address, Township of Residence, Date of Birth and indication of receipt of waiver. Failure to provide requested information by the aforementioned deadlines may result in the revocation of the applicant's Park Use permit and forfeiture of related fees.

#### Sports Groups: Special/Non-seasonal uses

Charge for Sports Field per day:

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(See Appendix - D for field locations)

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\$25.00 for recognized Twp. Group ½ Day

\$50.00 for recognized Twp. Group Full Day

\$50.00 for non-recognized Group or For-Profit-Business ½ Day

\$100.00 for non-recognized Group or For-Profit-Business

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Charge for all fields, by sport/area, per day (Blackouts):

\$350.00 for recognized Twp. Group

\$700.00 for non-recognized Group (non-profit)

\$1,400 for business (for profit)

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A \$500.00 non-refundable "hold the date" deposit is required for all such uses and not permitted as a regular seasonal sports use. The deposit is due upon approval of the Park Use Application for the event and shall be applied towards the applicant's total calculated fee for park use. This deposit will be applied towards the applicant's invoice or retained in the case of a cancellation of the event. The Applicant shall be invoiced a flat rate as outlined above less the "hold the date" deposit. Additional charges may be imposed for services provided such as Public Safety, Trash Removal, Portable Toilets, etc. The Township Board reserves the right to waive or reduce this deposit or reimburse any unused portion of the deposit to the applicant.

#### **Merrill Field Disc Golf Course:**

Informal/Individual use: A fee of \$2.00 per person, per game, is required and shall be remitted in the cash receptacle provided at the entrance of the course.

Group/League/Organization use: Groups will apply for regular league play on an annual Park Use application, with a list of dates that the games will be occurring. Group will collect and remit \$2.00 per person, per game to the Township. Waivers of fees may be made by the Township Board. Contributions of in-kind services, maintenance and repairs may be considered by the Board.

#### **Category #6 – All Other Special Events:**

For all other special events or uses, fees may be set at the daily field rates as outlined above, or a fee as otherwise determined by the Township Board. In addition, Public Safety expenses may be charged at the discretion of the Township Board and the Public Safety Committee. Waivers of fees may be made by the Township Board. Contributions of in-kind services, maintenance and repairs may be considered by the Board and can be used to offset regular seasonal use fees for qualified non-profit user groups.

#### **Restoration, Clean-up & Damage Bond:**

For use of the Gazebo at Winkelhaus Park - \$100 per use.

For use of any playing field, for use other than what it is intended for - \$1,000 per field.

Based on the type of event proposed by the applicant, the Township Board may require the applicant to pay a bond in an amount other than what is described here. The Township Board reserves the right to waive bonds at their discretion.

All restoration, clean-up and damage bonds must be in the form of cash or certified check shall be returned only after it is determined that the Applicant has fully performed the restoration and clean-up of the premises to the pre-event or better condition as outlined in Parks and Recreation Administrative Policies and Procedures Manual Section 6.0(e).

Applicant will be advised in writing should the bond be retained in part or in its entirety or if the damages exceed the bond and there is a balance due.

#### **Community Center:**

Individual or member of applying organization must be a Hamburg Township resident.

Refundable key deposit for all uses: \$100

Refund processed through Treasury as outlined in Section 5.7 (e) in the Parks & Recreation Policies and Procedures.

#### **Hourly Rates (Whole hours only):**

\$0.00 per hour for approved resident or non-profit meetings

\$10.00 per 2-hour for approved resident or non-profit activities other than meetings

\$25.00 per 2-hour for approved classes or for-profit activities

Approved 4/3/18  
Effective 4/3/18

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Field Rate Comparison 2017-2018

Parks & Recreation Coordinator: Deby Henneman

For each area type: Hours of Use/Cost per Use and Res vs Non-res=R/N or Profit vs Non-profit=P/NP

Municipal Name	Municipal Type	Population	Website	Contact	Pavillion/Picnic Shelters	Community Room/Senior Center Rental	Basketball or Tennis	Cricket or Soccer	R/C Field or Skate Park	Volleyball or Disc Golf	Outdoor Workout	Baseball	Football/Rugby/Lacrosse	Other Comments
Auburn Hills	City	22,000	<a href="http://auburnhills.org/departments/parks_and_recreation/index.php">http://auburnhills.org/departments/parks_and_recreation/index.php</a>	248-370-9353	Daily - 25.00 R / 75.00 N with \$50 deposit for N	\$25R/\$50 NR Per hour - meeting room \$199 R.\$150 NR Per hour - Banquet Room	No	Listed as Multi-sport 2 hrs / \$80.00 R/ \$120.00 N - separate rates for lights and concession stand	No	No	None	2 hrs / 25.00 R / 50.00 N Prep/Chalk: Add'l charge	Listed as Multi-sport facility 2 hrs / 80.00 R / 120.00 NR / \$40.00 non-Profit	Listed as having a Parks and Recreation Department
Berkley	City	15,000	<a href="http://www.berkleymich.org/departments/parks_and_recreation/index.php">http://www.berkleymich.org/departments/parks_and_recreation/index.php</a>	248-658-3470	First come/first serve - Does provide party pricing for themed events with entertainment for a fee Starting at 95.00 for 2 hours to \$155.00 for 5 hours, varying rates between weekday and weekend	\$50 -75 R/\$75-100 NR per hour	Basketball and Tennis	Yes	No	Volleyball	None	Yes - No charge, first come first serve	Open field areas, but no nets or formal striping	Listed as having a Parks and Recreation Department
Birmingham	City	21,000	<a href="http://www.bhamgov.org/government/departments/dps/city_parks.php#Permits">http://www.bhamgov.org/government/departments/dps/city_parks.php#Permits</a>	205-254-2556		Unable to find reference	Basketball and Tennis	Yes	Skate Park	Volleyball	None	Yes - No charges listed	No	Listed as having a Parks and Recreation Department
Bloomfield Hills	City	3,800	<a href="http://www.bloomfieldhillsmi.net/155/Departments">http://www.bloomfieldhillsmi.net/155/Departments</a>	248-644-1520	None	Doesn't seem to have a Parks Department	None	None	None	None	None	None	None	Most area facilities are private
Bloomfield	Township	41,000	<a href="http://www.bloomfieldtwp.org/Services/OverviewServices.asp">http://www.bloomfieldtwp.org/Services/OverviewServices.asp</a>	248-433-7700	None	Doesn't seem to have a Parks Department	None	None	None	None	None	None	None	Most area facilities are private
Brandon	Township	15,200	<a href="http://brandontownship.us/recreation/brandon-twp-community-park">http://brandontownship.us/recreation/brandon-twp-community-park</a>	248-627-4640	Daily - 90.00 R / 67.50 501c3 or 60.00 R / 45.00 501c3, with security deposit of 50.00 for either	Unable to find reference	No	2 hrs / \$40.00 Not striped - Rec users have priority	No	No	None	None	2 hrs/ \$40.00 Not striped - Rec users have priority	Established Parks & Recreation Department in 2000
Brighton	Charter Township	17,673	<a href="https://www.brightontwp.com/27/Government">https://www.brightontwp.com/27/Government</a>	Multi-Jurisdictional Recreation Association through SELCRA	SELCRA	SELCRA	SELCRA	SELCRA	SELCRA	SELCRA	SELCRA	SELCRA	SELCRA	SELCRA runs the recreation Programming for the area, using the School facilities and the municipally owned parks/facilities
Brighton	City	7,600	<a href="http://www.brightoncity.org/Services-Departments/City-Clerk.aspx">http://www.brightoncity.org/Services-Departments/City-Clerk.aspx</a>	Multi-Jurisdictional Recreation Association through SELCRA	Millpond Park in Downtown Brighton with Playground	SELCRA	SELCRA	SELCRA	SELCRA	SELCRA	SELCRA	SELCRA	SELCRA	SELCRA runs the Recreation Programming for the Area, using the School facilities - There is a permit process through the Clerk's Department for Special Events
Brighton Recreation	MDNR	-	<a href="http://www.michigandnr.com/parksandtrails/Details.aspx">http://www.michigandnr.com/parksandtrails/Details.aspx</a>	810-229-6566	Yes - Rentals handed through MDNR	None	None	Yes	None	Yes Both	None	Yes	None	Fields and recreation facilities are available for use with Park Pass through MDNR
Canton	Township	90,173	<a href="https://www.canton-mi.org/130/Leisure-Services">https://www.canton-mi.org/130/Leisure-Services</a>	734-394-5100	Rates from 50.00 per day to 151.00 per day depending on R/N and weekday rates less than weekends.	Rooms available for rent starting at \$55.00 per hour for residents, check site for rates: <a href="https://www.canton-mi.org/1120/Summit-Room-Rentals">https://www.canton-mi.org/1120/Summit-Room-Rentals</a>	Basketball and Tennis for programming	Cricket and Soccer	Inline/Ice Rink	Volleyball and Disc Golf	None listed, but they do have a splash pad	Yes - No charges listed	Football & Lacrosse listed	No rental rates listed on site, but they do their own programming and open use to public after those games are booked. Use to residents is free.
Clawson	City	12,000	<a href="http://www.cityofclawson.com/your_government/parks_and_recreation/index.php">http://www.cityofclawson.com/your_government/parks_and_recreation/index.php</a>	248-589-0334	Weekday - 65.00 R / 130.00 N, Weekend - 75.00 R / \$150.00 N (2 sided facility with electrial)	\$20-30 per hour weekday\$50-60 per hour weekends (employee & retire rates reduced)	Tennis	Yes	Skate Park	Volleyball	None	Yes	No	Don't seem to rent fields, programming is offered through their site, with user groups
Commerce Twp	Township	40,200	<a href="http://www.commercetwp.com/parks">http://www.commercetwp.com/parks</a>	248-926-0063	Picnic Shelters listed, but no pricing is shown	Free for residents only	Basketball and Tennis	Yes	No	No	None	Yes	No	Doesn't seem to be an established rate for field rental
Dexter	City	4,400	<a href="http://www.dextermi.gov/parks-and-recreation">http://www.dextermi.gov/parks-and-recreation</a>	734-426-8303	25.00 4 hours R / \$150.00 4 hours N - Use requires damage deposit and special event permit	Parks typically handled first come first serve. Use and rental facilitated through the Senior Center Group (separate entity)	None	None - Soccer fields available through school system	None	None	None	None - Baseball Diamonds available through school system	None	Listed as having a Parks and Recreation Department, however oversight is only for parklands open for public use They don't list themselves as having a Parks and Recreation Department, however they do list facilities. Parklands are open for public use. They also have a Dog Park that requires a membership and training.
Farmington Hills	City	81,500	<a href="http://www.ci.farmington-hills.mi.us/Activities/Parks-Facilities.aspx">http://www.ci.farmington-hills.mi.us/Activities/Parks-Facilities.aspx</a>	248-871-2400	Picnic Shelters first come first serve, but can be reserved for nominal fee	\$35-110 per hour plus \$250 deposit	Basketball and Tennis	Yes	Skate Park	Volleyball	None	yes	yes	Recreation teams given priority use, then open first come first serve to residents with proof of ID. Contact Recreation Department for more information
Ferndale	City	20,300	<a href="http://www.ferndalemi.gov">http://www.ferndalemi.gov</a>	248-544-6767	4 hrs - 60.00 R / 90.00 N 8 hrs - 85.00 R / 115.00 N over 8 hours - 135.00 R / 185.00 N	\$35-75 Fee/\$150 deposit	Basketball and Tennis	Yes	Skate Park	Volleyball	None	Yes	Yes	
Green Oak	Charter Township	15,618	<a href="http://cms2.revize.com/revize/greenoak/">http://cms2.revize.com/revize/greenoak/</a>	Multi-Jurisdictional Recreation Association through SELCRA	SELCRA manages community park including Pavilion and Restrooms	Not listed	Yes SELCRA	Yes SELCRA	None listed	None listed	None - but sledding hill is listed in inventory	Yes SELCRA	None listed	SELCRA runs the recreation Programming for the area, using the School facilities and the municipally owned parks/facilities



Groveland	Township	5,500	<a href="http://www.grovelandtownship.net/index.php">http://www.grovelandtownship.net/index.php</a>	248-634-4152	None	None listed	None	None	None	None	None	None	None	They do show a plan for Acquisition of land which includes a BMX and Mountain Bike Track and open space areas/nature trails
Hazel Park	City	16,600	<a href="http://www.hazelpark.org/i_want_to/parks_and_recreation_department.php">http://www.hazelpark.org/i_want_to/parks_and_recreation_department.php</a>	248-547-5535	Rates from 50.00 per day to 300.00 per day depending on the size of the event, also permits for alcohol	\$100-200 for first 4 hours \$10-22.50 per hour after. Cancellations made within 7 days are not refunded, all others 75% back.	None listed	None listed	BMX Course	None listed	None listed	None listed	None listed	Parks appear to be open to the public, except for event use which is permitted. They do provide programming through their Community Center.
Highland	Charter Township	19,202	<a href="http://www.highlandtwp.net">www.highlandtwp.net</a>	248-887-3791 ext. 6.	\$50 Rental Fee/\$100 Deposit	There is a "Friends" group for Parks and Recreation, programming may go through	None listed	Huron Valley Soccer Club	None listed	None listed	None listed	Huron Valley Youth Baseball & Softball	None listed	Owns and operates 2 sports parks and 2 open space parks with bike paths. Pavillions are available for rent. Sports fields are open to residents after league use.
Holly	Village	6,086	<a href="http://hollyparks.org/index.html">http://hollyparks.org/index.html</a>	248-459-0380	Rate \$125/no clean-up deposit	None listed, but they do have a Community network in place to provide recreation services.	None listed	AYSO Soccer	None listed	None listed	None listed	Little League	HOLLY JR BRONCHO FOOTBALL LEAGUE	Listed as having a Parks and Recreation Department, and coordinator arranges programming with support from local groups, schools & libraries.
Howell	City	9,527	<a href="http://www.howellrecreation.org/">http://www.howellrecreation.org/</a>	(517)-546-0693	Unable to find pavillioin, but they have a recreation center available	\$50 per hour/Res, \$65 per hour/NonRes - Holds 125	None listed, but do have active Community Center	Soccer listed \$40 per hour with extra charge of \$25 for lighting	None listed	None listed	None	None listed, but do provide opportunities through Community Center and School system	Football and Multi use field listed as \$40 per hour with extra charge of \$25 for lighting	Have a Dog Park as well as an Aquatic and Fitness Center that also provides room rental. Also has a seasonal ice rink.
Huntington Woods	City	6,238	<a href="http://www.hwmi.org/government/recreation.php">http://www.hwmi.org/government/recreation.php</a>	248.541.3030	Residents and Community Groups only \$25-\$150 Donation	None listed	Basketball uses School District	SOCS Soccer	None listed	None listed	None listed	Berkley Dad's Club	None listed	They have a Community Center/Parks & Recreation Department that provides programming and coordinates with with other users to provide services
Independence Twp	Township	34,681	<a href="https://itpr.org/">https://itpr.org/</a>	248-625-8223	\$35-40 R/\$50-65 NR- Weekday \$85-125 R/\$110-150 - Weekend	\$40-55 R/\$60-75 NR	Basketball and Tennis	Soccer	Skate Park	Volleyball and Disc Golf \$2 per game	Fitness Rail listed	Yes	None listed	They have a Parks and Recreation Department with a well rounded amount of facilities open to residents for free, except for spraypark, beach and Disc Golf
Madison Hgts	City	29,694	<a href="https://www.madison-heights.org/302/Recreation">https://www.madison-heights.org/302/Recreation</a>	248-589-2294	\$50 fee/\$50 deposit (Pavillion) - First Come First Serve/Residents only	Active Senior Center - Not sure rooms available for rent	Basektball and Tennis	Soccer	Inline/Ice Rink	Volleyball	None listed	Yes	None listed	They have a Parks and Recreation Department with a well rounded amount of facilities open to residents for free, and provide programming.
Milford	Charter Township	6,175	<a href="http://www.milfordtownship.com/activities/test/index.php">http://www.milfordtownship.com/activities/test/index.php</a>	248 685-8731	No formal process	None listed	None listed	Through Huron Valley	None Listed	None listed	None listed	Through Huron Valley	None Listed	They do not have a formal Parks and Recreation Department, but do have a Commission and host regular events. They also link to area facilities on their website. They have a recreational trail permit process.
Northville	City	5,970	<a href="http://northvilleparksandrec.com">http://northvilleparksandrec.com</a>	248-349-0203	\$75.00 per day R/ \$150.00 per day NR	Rates for R/NR by the hour starting at \$25.00, they even rent the entire building. Have Gym, Meeting rooms, Banquet Rooms. Rates vary depending on residency.	Tennis	Soccer rated at \$69.00-\$79.00 per game/practice with lights additional	None listed	None listed	None listed	Baseball rated at \$53.00 per game, \$17.00 per practice, lights \$26.00 per game	None listed	They have a Parks and Recreation Department with Community Center, Senior Center and Outdoor facilities.
Novi	City	55,224	<a href="http://www.cityofnovi.org/Government/City-Services/Parks,-Recreation-and-Cultural-Services.aspx">http://www.cityofnovi.org/Government/City-Services/Parks,-Recreation-and-Cultural-Services.aspx</a>	248-347-0400	\$100-125 R/\$150-175 NR	\$25-50 R \$35-60 NR Weekday/\$45-95 T \$55-105 NR Weekend (Atrium/Council Chambers additional fees	Tennis courts open for use	Soccer rated by "prep" and res/nonres - weekday/weekend Range: \$84 to \$122	Ice Arena listed	Sand Volleyball open for use	None listed	Baseball rated by "prep" and res/nonres - weekday/weekend Range: \$105 to \$152	Football & Lacrosse rated by "prep" and res/nonres - weekday/weekend Range: \$84 to \$166	<a href="#">Link to: Field Rental Procedure &amp; Guidelines for City of Novi</a>
Oak Park	City	29,319	<a href="http://www.oakparkmi.gov/departments/recreation/recreation_facilities.php">http://www.oakparkmi.gov/departments/recreation/recreation_facilities.php</a>	248-691-7555	\$220 R/\$250 NR Fee plus \$150 damage deposit	\$220 R/\$250 NR Fee plus \$150 damage deposit	Both open for use in multiple parks	Soccer fields available/open to public when not being used for city run programming	None listed, however they do have an indoor pool	None listed	None listed	Facilities available in various park locations and open to public when not being used for City run programming.	Not listed	<a href="#">List of Parks and facilities</a>
Orion	Township	35,394	<a href="http://www.oriontownship.org/ParksPrograms.aspx">http://www.oriontownship.org/ParksPrograms.aspx</a>	248-391-0304 ext. 3502	\$40-75 R for 3 hours +\$10-15 each add hour/\$80-120 NR for 3 hours +\$20-39 each add hour plus \$15 app fee and \$100 deposit	\$50-125 per hour R/\$75-200 NR	None listed	Soccer fields available/open to public when not rented - Fees are per game and dependent on services provided - Range \$45 to \$75	None listed	None listed	None listed	Baseball diamonds available/open to public when not rented - Fees are per game and dependent on services provided - Range \$45 to \$75	Not specifically listed, but do have a Multi-purpose field available for rent	Field use requires COI, Application, Application Fee of \$15. and Security Deposit of \$100.
Oxford	Township	20,526	<a href="http://www.oxparkrec.org/">http://www.oxparkrec.org/</a>	248-628-1720	Various sizes and parks Range: \$60 to \$125	Rental available Sat & Sun only \$100 res/\$200 NonRes	Both open for use	Programming is offered at Seymour Park	None listed, however they do have a splash pad	Volleyball in Seymour Park	None listed	They do provide programming for Baseball/Softball and Fastpitch	None listed	Has an active Parks and Recreation Department
Pleasant Ridge	City	2,564	<a href="http://www.cityofpleasantridge.org/index.php/departments/recreation">http://www.cityofpleasantridge.org/index.php/departments/recreation</a>	248-541-2902	No formal process	\$100-135 4 hours +25-40 each add hour plus \$100 Deposit (Residents only) Alcohol use additional	None listed	None listed	None listed	None listed	None listed	None listed	None listed	Very small Recreation Department

Pontiac	City	59,808	<a href="http://www.pontiac.mi.us/departments/public_works/parks_and_recreation.php">http://www.pontiac.mi.us/departments/public_works/parks_and_recreation.php</a>	248-758-3600	\$35 permit fee plus \$100 Deposit Events over 250 people require additional fees and deposits	\$100 first 4 hours +\$50 per up to 6 hours \$25-100 per hour Saturday with min 4 hours plus \$100 Deposit	Both open for use	Soccer fields listed open for use - Cricket also accomodated	Skate Park listed in Oakland Park	None listed	None listed	Softball fields listed in various parks	None listed	Does have multiple locations with casual recreation such as horseshoes, picnic areas, fishing, etc. Also has a sledding hill in Murphy Park.
SELCRA	Multi-Jurisdictional Recreation Association	-	<a href="https://www.selcra.com/">https://www.selcra.com/</a>	810-299-4140		Active Community Center with Rooms for Rent - Managed by SELCRA			Meier Skate Park owned by SELCRA					
South Lyon	City	11,713	<a href="http://southlyonmi.org/departments/parks_and_recreation/index.php">http://southlyonmi.org/departments/parks_and_recreation/index.php</a>	248-437-1735	\$25-\$100 Deposit	No room rental	Yes	Soccer listed	None listed	Volleyball	None listed	Baseball/Softball fields available	None listed	Does have a limited fee schedule for events and Sledding hill is advertised.
Southfield	City	73,002	<a href="https://www.cityofsouthfield.com/CityDepartments/LZ/ParksRecreation/tabid/196/Default.aspx">https://www.cityofsouthfield.com/CityDepartments/LZ/ParksRecreation/tabid/196/Default.aspx</a>	248-796-4620	\$100-200 per day	\$15-135 per hour plus \$50-250 deposit	Available in Community Center	\$45 per game, requests % of residents	None listed	Volleyball court rental \$15 for 2 hour block	None listed	Baseball fields \$30 for 2 hour block	None listed	Does have a Sports area with hockey and an outdoor pool.
Troy	City	83,107	<a href="http://rec.troymi.gov/">http://rec.troymi.gov/</a>	248-524-3484	\$20-30 per hour R/\$30-40 per hour NR plis \$20-90 deposit	\$30-60 non-refundable deposit plus \$150-250 damage deposit m Fee ?	Both are provided within any one of the several parks they maintain	Soccer is listed, and they provide programming through parks and recreation	A Skate park is listed	Volleyball is listed and permits for courts are first come first serve, Disc Golf is also listed	None listed	Baseball diamonds are available/open to public on first come first serve basis	None listed	5 major community parks offer a wide variety of recreational opportunities/facilities
White Lake	CharterTownship	30,019	<a href="http://www.whitelaketwp.com/community/township-parks">http://www.whitelaketwp.com/community/township-parks</a>	248-698-3300	\$60 fee/\$100 Deposit	\$200 fee/\$200 deposit	Basektball listed	Soccer listed	Neither listed, but they do mention horseshoes,, trails and nature ponds	Yes	None listed	Baseball fields listed	None listed	Seems that the recreation is available to public and provides residents of all ages recreational opportunities. Unable to located field pricing.
Northfield	Township	8,245	<a href="http://www.twp.northfield.mi.us/government/parks_and_recreation_board/index.php">http://www.twp.northfield.mi.us/government/parks_and_recreation_board/index.php</a>	734-449-2880	None	None	None	None	None	None	None	None	None listed	No formal Parks and Recreation Department, however they do have a Committee/Counsel
Wixom	City	13,744	<a href="http://www.wixomgov.org/government/community-services-parks-recreation/rental-facilities">http://www.wixomgov.org/government/community-services-parks-recreation/rental-facilities</a>	248-624-2850	\$60-125 per day plus \$100 security deposit	\$150 for first 3 hours \$50-60 per additional hour ballroom also available	Available in Community Center	Soccer fields provided at Gunnar Mettala Park	Inline skating at Gilbert Willis Park	Volleyball available at Gunnar Mettala Park	None	Ball fields listed for \$25 fee per use	None listed	7 parks offer a wide variety of recreational offerings, including pavillion rentals and passive recreational



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

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March 26, 2018

To: Parks & Recreation Committee

From: Deby Henneman, Parks Coordinator

Re: Park Coordinator's Report

The final Parks and Recreation Master Plan document has been approved by the MDNR, and will expire December 31, 2022. I would like to thank the Committee for their input on this project, which was very helpful in determining the best course of action for our residents moving forward.

A proposed outline of the first Hamburg Township Clean-up Event has been included in the packet. I will be scheduling regular meetings until the event in order to prepare the volunteers. The event will take place Friday, April 20 and Saturday, April 21, 2018, from 9 a.m. to 4 p.m. Final approval and recommendation of the plan to the Township Board should be made. I would also like to arrange for shirts to be made, for purchase, in order for the volunteers to be easily distinguished during the event. I would like to thank Brenda Richardson for her support on the shirt end of things. Those interested in volunteering can sign up here, or on the link on our Facebook: [http://www.hamburg.mi.us/government/departments/parks\\_and\\_recreation/volunteer\\_opportunities.php](http://www.hamburg.mi.us/government/departments/parks_and_recreation/volunteer_opportunities.php).

Both concession stands have been inspected by the Fire Inspector, a report is included in the packet. These corrections will be added to the project list for this year's budget cycle.

Portable toilets have been delivered for the season, and I am working with the contractor to have some of them re-located or adjusted in order to comply with ADA Standards. Based on the meetings we had with the user groups last fall, we have added extra units to the count/budget and will only require the clubs purchase their own for special events/tournaments.

Clubs have been reminded that credits will be maintained for any upgrades/maintenance that they provide, but that receipts must be submitted in order



for the in-kind donations to be tracked. All projects, other than regular maintenance, must be approved by the Parks Department. If permits are required for their projects, the Land Use fees for Hamburg Township can be waived.

Community Investment Awards were made at the Township Board meetings for Eagle Scout Griffin Roisen on March 6, 2018 and Eagle Scout Dakota Szalony on March 20, 2018. It was a pleasure working with both of these fine young men and copies of their awards are in the packet.

I have included proposed Park Fee changes in the packet for discussion. The idea is that these recommendations can us through the interim until the scheduling software can be purchased and a new system can be put into place. I anticipate the changes will include more administrative approval for field rental and use of the Community Center after hours.



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](http://www.hamburg.mi.us)

February 27, 2018

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

Senior Advisory Board Meeting: will be held March 14<sup>th</sup>

Newsletter: the menu has been removed from the newsletter as we have not been able to receive a current menu from Senior Nutrition on time for publication in over a year. I have decided not to waste any more of our space on an outdated menu; once I do receive a current menu they will be available in the office

Reupholster chairs: original fabric is not available, we need to go in and find a material that is acceptable

March Pot Lucks: on March 16<sup>th</sup> 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 have been approved by Kroger which allows us to receive a percentage of what the donor purchases at Krogers; one needs to be registered on-line with your Kroger card in order for the Senior Center to receive these funds

Holiday Closure: center will be closed on Friday, March 30 in observance of Good Friday

Trips: on March 10<sup>th</sup> we head to the Meadowbrook Theatre to the production "Tenderly" and Motor City Casino on March 21<sup>st</sup>. 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 show<sup>2</sup> in the world and oldest indoor flower show in the nation; in April we head to Greektown on April 18 and on April 10 to Genitti's for a dinner and a show as well as a tour of Northville



**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:	Legacy Center Adult Softball Leagues		
Type of Event:	Slow-pitch softball league		
Applicant Name:	Legacy Center	Park Use Category:	4 - Non-Qualified Group
Date(s) of Event:	Sundays 4/29-7/17, except 5/27, 7/1 or 7/8	Time(s) of Event:	3:00p-11:00p
Applicant Address:	9299 Goble Drive	Suite or Apt. #:	
Applicant City:	Brighton	Applicant State:	MI
		Applicant Zip:	48116
Contact Person:	Jessica Nienhuis	Contact Title:	Director of Recreation
Contact Phone:	8102319288	Contact Cell:	8109237333
Contact Email:	jkilpatrick@legacycentermichigan.com		
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:

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:

TBD - approx \$55/person

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

n/a

Please indicate the process  
by which you complete  
Background Checks:

n/a

*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:

We would like to use your two largest baseball fields (including the one with lights). Rental time will be dictated by the number of teams that register. We are hoping to have games at 3:00p, 4:30p, 6:00p, 7:30p and 9:00p(lit field).



## 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:

jn

**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:

jn

**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:

jn

Applicant's Signature: 

Date: 2/28/2018

Co-Applicant's Signature:

Date:

Parks Coordinator:

Date:

### For office use only

Comments:

Application has been (Check One)

☐

Approved

☐

Denied

Hamburg Township Clerk:



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

March 23, 2018

To: Parks & Recreation Committee & Township Board

From: Deby Henneman, Parks & ADA Coordinator

Re: Hamburg Township Clean-up Event

Date: Friday April 21 & Saturday April 22, 2018

Time: 9:00 a.m. to 4 p.m. both days

Preliminary planning has taken place on the captioned event, and a budget of \$5,000 was passed by the Township Board on March 20, 2018. The following is an outline of the expected events:

**Recycling of Useable Household Goods/Clothing/Furniture**

- Salvation Army – Friday, April 20, 2018 from 1 p.m. to 4 p.m. only
  - Accepting Donations of Household Goods/Clothing/Furniture
- Purple Heart – Saturday, April 21, 2018 pickup at 2 p.m.
  - Accepting Donations of Household Goods & Clothing only
  - Donations will be gathered until 2 p.m. when pickup will take place

**Scrap Metal Fund Raiser**

- Regal Recycling – Dumpster available both days
  - Scrap Metal, Appliances
  - No plastic/glass

**Rubbish Dumpster**

- Monroe's Rubbish – Dumpsters available both days
  - No construction materials or household waste

**Compost Dumpster**

- Monroe's Rubbish – Dumpster available both days
  - Leaves and clippings bagged
  - Twigs bundled

**Document Shredding**

- LESA Recycle Room – Waiting for Confirmation

Uncollectible items, such as Hazardous Waste items, can be accommodated in May by the Livingston County Solid Waste. Dates for their collections for both hazardous waste and electronics will be made available in printed brochures/flyers and will be posted on the website.

## **Park Cleanup**

- Winkelhaus Park – Saturday, April 22, 2018 from 9 a.m. to 1 p.m.
  - Pick up limbs and sticks and put in pack pile or compost
  - Remove sucker branches and plant material on hill overlooking trail
  - Dig out flower bed area along fence to plant Canna bulbs
  - Trim bushes around gazebo
  - Spread mulch in gazebo planting area and along circular trail
  - Cut down low tree branches
- Hamburg Cemetery – Saturday, April 22, 2018 from 9 a.m. to 11 a.m.
  - Possible projects to follow based on desires of Committee
- Manly Bennett Park – Both Days
  - Concession Stands East & West Park – Spring Cleaning
  - East & West Park – Playgrounds – Rake mulch into low spots
  - Sand Volleyball & East Playground – Add and spread sand
  - East Park – Dugouts – spread gravel & complete painting
  - East Park Pavillion – spread mulch around and under picnic area
- Lakelands Trail – Both Days
  - Garbage pickup along trail
  - Replenish postings/brochures in Information Kiosks/Disc Golf
  - Paint tunnel and over graffiti (possible task)

## **Advertising**

- Flyers will be printed and distributed via:
  - Township Hall
  - Code Enforcement
  - Library
  - Senior Center
  - Hamburg Historical Museum
  - Park/Trail Information Kiosks
- Posters will be printed and distributed to Local Businesses
- Digital postings will be distributed via:
  - Township website
  - Facebook
  - Twitter
  - Pinckney Community Schools

## **Volunteers – Shirts to be provided at cost, Water/Snacks to be provided**

- Township Staff
- Beautification Committee Members
  - Parks & Recreation
  - Hamburg Library
  - Hamburg Senior Center
  - Hamburg Historical Museum
  - Cemetery Committee
- Students
- Local Churches



Future events can be advertised in:

- Hamburg Township Newsletter
- Hamburg Library Newsletter
- Senior Center Newsletter
- Marketeer
- Local Newspaper and Radio
- Sponsorship on back of shirt and on flyers

A sample flyer has been attached, the suggested logo is below:



Got stuff to get rid of? Want to Volunteer? - Join us!

# Hamburg Township Clean-up



**Friday, April 20, 2018 and Saturday, April 21, 2018**

**9:00 a.m. to 4 p.m.**

**Event location: Manly Bennett Park West (Disc Golf Entrance)**

**10405 Merrill Road, Whitmore Lake, MI**

**Earth Day is Sunday, April 22, 2018 so let's do our part to clean up our part of the world before then! Hamburg Township invites residents to RECYCLE, REDUCE and REUSE by bringing their unwanted items to the Township.**



**Salvation Army: Accepting useable household goods, clothing & furniture**

**Friday 20th—1 pm to 4pm only**



**Purple Heart: Accepting useable household goods & clothing, NO FURNITURE**

**Saturday 21st—Only accepting donations until Pick up at 2 pm**



**Regal Recycling: Accepting scrap metal/appliances, as fund raiser for event**

**Available both days- Recycling of metal only, no plastic/glass**



**Monroe's Rubbish: Dumpsters—no construction materials or household waste**

**Available both days—Compost bin will be made available**



**LESA Recycle Room: Accepting documents for Secure Document Shredding**



**Park/Sports Fields/Trail Clean-up: Both days**

*No hazardous waste, no paint cans or large items that cannot be hand-loaded into dumpsters will be allowed. Literature for Livingston County Hazardous Waste will be available outlining their collection dates for hazardous waste and electronics.*



**Hamburg Township  
Parks & Recreation**

**Follow us on Facebook , look for Hamburg Parks and Recreation!**

**Twitter @hamburg\_parks for Schedule updates!**

**Organized by: Hamburg Township Parks & Recreation**

**For more information: dhenneman@hamburg.mi.us or (810)222-1124**

# Community Investment Award

Eagle Scout Project 2017-2018  
Picnic Tables for  
Manly Bennett Park  
East Concession Pavilion

This certificate is awarded to

**Griffin Roisen**



In recognition of his valuable contribution to the Hamburg Township Community and parklands with his building and installation of three wooden picnic tables at the East Park Concession pavilion.

A handwritten signature in blue ink, appearing to read "Mike Dolan".

Mike Dolan, Clerk

A handwritten signature in blue ink, appearing to read "Debra A. Henneman".

Debra A. Henneman, Parks Coordinator

1/2/18

Date

1/2/18

Date



# Community Investment Award

Eagle Scout Project 2017  
Community Garden Project  
Hamburg Senior Center  
Raised Bed Garden Boxes



This certificate is awarded to

**Dakota Austin Szalony**



In recognition of his valuable contribution to the Hamburg Township Community and parklands with his building and installation of raised bed gardens at the Hamburg Senior Center.

Mike Dolan, Clerk

Debra A. Henneman, Parks Coordinator

1/2/18

Date

1/2/18

Date



# Certificate of Appreciation

This certificate is awarded to

**Dakota Austin Szalony**

in recognition of valuable contributions to

**Hamburg Senior Center**



*Christine Haskins*

Signature

*3-5-18*

Date

*Julia Eddy*

Signature

*3-5-18*

Date



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## MEMO

Date: February 22, 2018

To: Township Board of Trustees

From: Deby Henneman, Parks & Recreation/ADA Coordinator

Re: ADA Transition Plan

In 2016, Hamburg Township conducted an ADA Audit and developed a transition plan. This plan will be the blueprint moving forward for all suggested upgrades and should be used when considering departmental budgets. Completion of this list is required and I recommend these changes be completed within a 5-year period if possible.

I have separated the lists by Department and they should be distributed to the various Department Heads for their review. I have attached the entire matrix in order for a motion to be made for me to proceed. Level one priorities should be the first to be completed and the levels for barrier removal indicated on the lists are as follows:

- Priority Level One: Parking Spaces/Sidewalks/Paths: Provide accessible route from the parking space connecting to an accessible route, up to and through entrance to public space. Includes outdoor facilities.
- Priority Level Two: Programming/Services: Provide access to all programs and services including arranging for accommodations for website/meetings.
- Priority Level Three: Restrooms: Provide access into and through the restroom and its elements, including access to portable toilets in parklands/trailheads.
- Priority Level Four: Remaining Elements: Provide access to remaining elements not previously covered such as drinking fountains, telephones, etc.

Department heads should keep in mind that all new construction must meet the [2010 Americans with Disabilities Act Standards for Accessible Design](#) and that the ADA Coordinator serves as the point of contact for the Township. As such, the Coordinator is responsible for signing off on all Township projects as relates to ADA compliance. A form will be developed to track all items which are completed on the list, or to notify the coordinator of new projects are planned for. Outdoor Developed Areas developed in 2004 were amended to include trails in 2014.