
**HAMBURG TOWNSHIP
PARKS AND RECREATION COMMITTEE
REGULAR MEETING AGENDA
Location: Hamburg Township Board Room
Tuesday, April 24, 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 – March 27, 2018 Regular Meeting Minutes
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. Universal Playground Grant – McKenna to supply bid
 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 – Interim schedule approved
 - C. Scheduling Software RFP – To be developed
 - C. Administrative Services**
 1. Park Coordinator's Report – April 2018
 2. Senior Center Report – None
 3. Park Use Requests:
 - A. Dexter Rugby – Regular Seasonal Use – Spring 2018
 4. Scholarship Program – No requests for funding
 - D. Special Projects**
 1. Playground Upgrades – No updates
 2. Hamburg Historical Museum lobby display – Mother's Day
 4. Earth Day – Park Clean-up – Weekend of April 21-22, 2018 - Recap

E. Sponsorships/Volunteerism

1. Eagle Scout Project – No updates
2. Amenities and Beautification Committee – Beautification Event – May 2018

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

G. Risk Management (Insurance/ADA)

1. ADA Compliance in Parklands – Transition Plan Distributed
 2. ADA Upgrade Reporting Form & Procedure – To be developed
8. New Business
 - A.
 9. Call to the Public
 10. Committee Comments
 11. Adjournment

Next Meeting Date: May 22, 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

Hamburg Township
Parks & Recreation Committee
Regular Meeting
Hamburg Township Hall Board Room
Tuesday, March 27, 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, Bennett, Auxier

Board Members Absent: None

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

VOICE VOTE: Ayes: 5

MOTION CARRIED

6. Approval of the Minutes

Motion by Koeble, supported by Auxier, to approve minutes from January 23, 2018 as presented.

VOICE VOTE: 5

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 through Stockbridge way, west of Chelsea, and for a smaller trail to be developed along McGregor. Plans to follow. He stated Green Oak is supposed to be moving forward with their trail this summer.

2. Master Plan

Was filed and approved by State.

3. Universal Playground Grant Opportunity – McKenna

Park Coordinator met with representative from McKenna Associates, regarding Grant opportunities for Universal Playgrounds. A bid was requested for assistance with a comprehensive grant application that includes internal trails, playgrounds, shade structures and restrooms. Grant year targeting is 2019.

4. Recycling Initiative Grant – Parks Coordinator will apply for Clean-Up Event.

B. Township Park Use Policy/Fee/Procedures

1. Policies & Procedure Manual – No updates.

2. Park Fee Schedule –

Motion by Muck, supported by Auxier, to recommend approval of the transitional Park Facility Use Fee Schedule with the understanding that the Parks and Recreation Department will be presenting a full fee schedule proposal once a scheduling program for the fields and Community Center can be implemented.

VOICE VOTE: Ayes: 5

MOTION CARRIED

C. Administrative Services

1. Park Coordinator's Report

Henneman reviewed the March 2018 Parks Coordinator Report.

2. Senior/Community Center Report

Henneman presented the Senior/Community Center March 2018 report as provided in the packet.

3. Park Use Requests:

A. Legacy Center Adult Softball Leagues – Spring/Summer 2018

Motion by Muck, supported by Auxier, to recommend approval of the Park Use Application for Legacy Center for Adult Softball League on Sundays from 3:00 p.m. to 11:00 p.m. starting April 29, 2018 through July 8, 2018, with the understanding that the updated fee schedule will apply, that use may require assistance with weekend diamond maintenance, that concession stand use will not be allowed, and that the Parks and Clerk Department be provided all requested information to their satisfaction.

VOICE VOTE: Ayes: 5

MOTION CARRIED

B. PHS Wrestling Boosters Metal Drive

Motion by Dolan, supported by Auxier, to recommend approval of the Park Use Application for Pinckney High School Wrestling Boosters for Metal Drive on June 2 & 3, 2018 at the Pettysville Trailhead, that the Parks and Clerk Department be provided all requested information to their satisfaction and that park use fees be waived due to the nature of the event.

VOICE VOTE: Ayes: 5

MOTION CARRIED

4. **Scholarship Program** – No Requests for funding

D. Special Projects

1. Playground Upgrades – No updates, pending Grant bid
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

E. Sponsorships/Volunteerism/Scholarships

1. No projects at this time

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 Bennett, supported by Auxier, to adjourn the meeting.

VOICE VOTE: Ayes: 5

MOTION CARRIED

Meeting adjourned at 4:34 p.m.

Respectfully submitted,



Debra Henneman
Parks Coordinator



Mike Dolan
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**

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

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)





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April 23, 2018

To: Parks & Recreation Committee

From: Deby Henneman, Parks Coordinator

Re: Park Coordinator's Report

The first Hamburg Township Clean-up Event was a success, and we will be recapping the event at the April meeting. A report on the specific items take in and the final cost will be developed and presented at the May meeting.

A beautification event will be planned in May for flower planting and mulch installation in Winkelhaus and Manly Bennett Parks. More information will be shared as the committee develops the timeline. Our target date for completion of the flower planting is no later than Memorial Day.

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.



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Memorandum

Date: April 23, 2018

To: Parks & Recreation Committee

From: Deby Henneman, Parks Coordinator

Re: Dexter Rugby Club – Use of Manly Bennett East
Football Field #2 – Games & Practices
April 23, 2018 to June 15, 2018

The captioned organization has submitted a Park Use Application for Field use for a spring Rugby league to be held on Football field #2 in Manly Bennett East. This group is affiliated with USA Rugby Federation, and all participants and coaches are members of this organization which provides insurance coverage as well as completing background checks on any adult 18 years or older who holds a position as coach or board member.

The club has been made aware of the blackout dates for both the Pinckney Hamburg Baseball Softball Association as well as the Family Fun Fest, which will impact when fields are available for Rugby's use.

Should approval of the application be recommended as submitted, it should be done so with the contingency 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, and that use of the fields will not be allowed during East Park blackout dates.



**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:	Dexter Rugby		
Type of Event:	Rugby Games and Practice.		
Applicant Name:	Paul BURKE	Park Use Category:	Sports
Date(s) of Event:	May Mon - Wed	Time(s) of Event:	5am - 3pm
Applicant Address:	11442 ALCONQUAN DR	Suite or Apt. #:	
Applicant City:	PINCKNEY	Applicant State:	MI
		Applicant Zip:	48109
Contact Person:	Paul BURKE	Contact Title:	President
Contact Phone:	734 822 4395	Contact Cell:	
Contact Email:	Paul.BURKE@Chancellor.com	All Co-applicants must also sign all applications and waivers	
Event Co-applicant, if any:			
Co-applicant relationship to Applicant:			

Insurance Information:

Insurance Carrier:	USA RUGBY	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:

Rugby Games and Practice.

Estimated Number of Participants:	35	Estimated Number of Spectators/Guests:	30
Estimated percentage of Hamburg Resident participation:	30	Estimated percentage of non-resident:	70

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

Practice Football Field East side,

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:

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:

~~Star~~ N/A

Will all sports participants complete the Hamburg Township Sports Group Medical Waiver and Authorization and provide these forms to the Township?

☒ Yes

☐ No

Will all Tournament participants, including those from other Organizations, 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 blank copy of any forms used reflecting Hold Harmless language prior to event.**

☒ Yes

☐ No

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:

~~10~~ 5+

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

10+

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

\$145 /year for Deter Rayley Fees.

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:

Paul BURKE

Event Contact Phone:

732 832 4345

Event Contact Cell Phone:

—

Please indicate person in charge of concessions, if any:

None

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:

USA Rugby and Rugby Michigan
conduct 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:

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:	23rd April 2018
Co-Applicant's Signature:		Date:	
Parks Coordinator:		Date:	4-23-18

For office use only

Comments:

Application has been (Check One)

☐ Approved

☐ Denied

Hamburg Township Clerk:

From: [Pat Hohl](#)
To: [Annette Koeble](#); [Chuck](#); [Dolan](#); [Bill Hahn Trustee](#); [Jason Negri](#); [Jason Negri](#); [Jim Neilson](#); [Mike Dolan](#)
Cc: [Deby Henneman](#); [Amy Steffens](#); [Mark Hogrebe](#); [Richard Duffany](#); [Susan Murray](#); [Thelma Kubitskey](#); [Tony Randazzo](#)
Subject: Clean-up day
Date: Monday, April 23, 2018 3:40:00 PM
Attachments: [Clean up.jpeg](#)

All,

The following is a tally of our April 20 and 21 Township Cleanup Day:

- five 30 yard roll offs
- two 40 yard roll offs
- one 60 yard scrap steel roll off 80% full

Detail of major junk:

Wash machines, dishwashers	4
Refrigerators	3
Mattresses	31
Bicycles	9
Hot H2O/well tanks	3
Lawnmowers	6
Couches	9
Tires	6
Ladders	2
Pontoon boat seat sets	3
Gas grills	7

Many thanks and much appreciation for Deby Henneman for organizing this event, and to all the volunteers that helped.

If anyone is interested, I still have the wonderful yard ornament I rescued from the trash for Bob. He must have forgotten to take it home to Annette????

Pat Hohl

Hamburg Township Supervisor
Direct, 810-222-1116
Cell, 586-663-2842