



**HAMBURG TOWNSHIP
PARKS AND RECREATION COMMITTEE
REGULAR MEETING AGENDA
Location: Hamburg Township Board Room
Tuesday, August 27, 2019 – 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. July 30, 2019 – Park & Recreation Regular Meeting Minutes
7. Correspondence – None
8. New Business
 - None
9. Current Business
 - A. Parks & Recreation Master Plan/Pending Grants/Supervisor Report**
 1. Iron Belle Trail/Lakelands Trail – Supervisor update
 2. Grant Update –MNRTF & Passport Grants
 - B. Township Park Use Policy/Fee/Procedures**
 1. Park Facility Use Policy – No Updates
 2. Park Fee Schedule – Public Safety Fees draft for comment
 - C. Administrative Services**
 1. Park Coordinator’s Report & Blackout List – August 2019
 2. Senior Center Report – August 2019
 3. Scholarship Program – No updates

4. Park Use Requests:

A. None

D. Special Projects

1. Sun Shade for Adult Workout Area – Installation complete – Clerk Update
2. Park Entrance Sign Replacement – Installation complete
3. Engineered Wood Fiber in Playgrounds
4. Community Clean-Up Event – Recap and 2020 Event Date discussion

E. Sponsorships/Volunteerism

1. Eagle Scout Project – None
2. Amenities and Beautification Committee – Volunteers needed
 - A. Adopt a Garden – Policies & Procedures draft for discussion
 - B. Memorial Bench/Tree Project – On website

F. Signage and Community Awareness – No updates

G. Risk Management (Insurance/ADA)

1. ADA Compliance in Parklands – Transition Plan – No updates
2. ADA Policies and Procedures – No updates

10. Call to the Public

11. Committee Comments

12. Adjournment

Next Meeting Date: September 24, 2019 – 3:00 p.m.

Pledge to the Flag



No
Information



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, July 30, 2019
3:00 p.m.

1. Call to Order

Dolan called the meeting to order at 3:02 p.m.

2. Pledge to the Flag

3. Roll Call of the Parks & Recreation Committee

Board Members Present: Dolan, Koeble, Muck, Auxier

Board Members Absent: None

Board Member Vacancy: 1

Also Present: Deby Henneman, Parks Coordinator

4. Call to the Public

A call was made with no response.

5. Approval of the Agenda

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

VOICE VOTE: Ayes: 4 Absent: 0 Vacancy: 1

MOTION CARRIED

6. Approval of the Minutes

Motion by Koeble, supported by Auxier, to approve the minutes from June 25, 2019 as presented.

VOICE VOTE: Ayes: 4 Absent: 0 Vacancy: 1

MOTION CARRIED

7. Correspondence

There was no correspondence presented.

8. New Business

None

9. Unfinished Business

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

1. Iron Belle & Lakelands Trail Update

There was no update.

2. Grant Planning Summit – Master Design Draft

There was no update.

B. Township Park Use Policy/Fee/Procedures

1. Policies & Procedure Manual – Updates pending

2. Park Fee Schedule – Updates pending

Henneman stated that the Chief has been directed by Public Safety to work with the Parks Coordinator to come up with a final draft of a fee schedule that incorporates adequate public safety costs.

C. Administrative Services

1. **Park Coordinator's Report**

Parks Coordinator's Report was received and filed.

2. **Senior/Community Center Report**

Senior Center Report was received and filed.

3. **Park Use Requests:**

None

4. **Scholarship Program** – No changes

D. Special Projects

1. Sun Shade for Adult Workout Area – Installation has been scheduled.

E. Sponsorships/Volunteerism/Scholarships

1. Eagle Scout Project – No update was made.

2. Beautification Committee – Discussion

Dolan stated that the Fire Department is interested in including their gardens in the Adopt-A-Garden program.

Dolan gave an update on the bench program.

F. Signage and Community Awareness

1. Entrance Signs/Park Rules/Way-finding Signs – Caution/Entry Sign replacements have been ordered for Merrill Road.

G. Risk Management (Insurance/ADA)

1. ADA Compliance in Parklands – No update was made.

10. Call to the Public

A call was made with no response.

11. Committee Comments

Dolan stated the shade installation for the Adult Workout area has been ordered, and should be installed shortly. He stated that the PHS Cross Country path is 90% complete. He has met with the Flyer's RC Club and has addressed their concerns with the Cross Country route.

Henneman stated that volunteers are still needed for the Community Clean-Up Event.

Auxier asked if any progress had been made on adding a new member for the Committee.

Dolan stated he will follow-up and will make a decision and give a name to the Township Board before the next meeting.

Dolan requested that Baseball be invited to the next Parks and Recreation meeting for a season de-briefing regarding the T'Ball fields.

12. Adjourn Meeting

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

VOICE VOTE: Ayes: 4 Absent: 0 Vacancy: 1

MOTION CARRIED

Meeting adjourned at 3:28 p.m.

Respectfully submitted,



Debra Henneman
Parks Coordinator

Public Safety Fee Chart

Event Category	Event Size/ Hazard Description	Public Safety Fee	Personnel Provided
Low Hazard	Less than 2500 <ul style="list-style-type: none"> No physical activity by participants Similar to: meetings, small theatrical performances, auctions and social gatherings Community sporting events/tournaments in this size category Prohibited activities: Alcoholic beverages, Fireworks 	No Public Safety Fee Required	
Medium Hazard	2501 – 5000 <ul style="list-style-type: none"> Limited physical activity by participants Similar to: Dances, animal shows, flea markets, family concerts Community sporting events/tournaments in this size category Prohibited activities: Alcoholic beverages, Fireworks 	Full Day: \$300 per day Half Day: \$200 per day	2 public safety personnel
High Hazard	5001 – 10,000 <ul style="list-style-type: none"> Moderate or severe exposure to participants 	Full Day: \$600 per day Half Day: \$400 per day	4 public safety personnel

High Hazard (cont)	<ul style="list-style-type: none"> • Similar to: Circuses, parades with floats, marathons • Sporting events/tournaments in this size category • Prohibited activities: Alcoholic beverages, fireworks, professional sporting events 		
Special Use	<p>Over 10,000</p> <ul style="list-style-type: none"> • Severe/specialty exposure • Similar to: Rock concerts, rodeos, vehicle races, fireworks, any function/any size where alcoholic beverages are approved and served • Sporting events/tournaments in this size category, and/or professional/collegiate • Must be proposed and permitted through special approval process through Township Board 	Actual salary costs for all public safety personnel (Police & Fire) not working a regularly-scheduled shift	Public Safety Administration (in consultation with the event organizers and Parks & Rec Director) determine the public safety needs for the event

- Half Day is 6 hours or less, Full Day is more than 6 hours.
- The Township Board may waive or reduce required public safety fees by special request of the event organizers.
- All event applications, no matter the size, must start with a Park Use Application submittal with the Parks & Recreation Department

Appendix B



Insurance Requirement Guideline for Hamburg Township Parklands and Lakeland Trail*

Applicant Type	Hazard Level	Min GL Limit Occ	Min GL Limit Agg	Med Pay	Other coverage	Rating	Add Ins?	HHarmless?	Comments
Individual	Low	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Ins may be req for event/ HO
Small Group	Low	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Ins may be req for event/GL
Small Business	Medium	1,000,000	1,000,000	5,000	WC/Auto	A	Yes	Yes	Umb/E&O may be required
Organized Sport	High	1,000,000	3,000,000	25,000	WC/Auto/Umb/E&O	A	Yes	Yes	Med Waiv/Sanctioning Body**
Tournament	High	1,000,000	3,000,000	25,000	WC/Auto/Umb/E&O	A	Yes	Yes	Med Waiv/Vendor HH & Ins Cert
Party/Limited	Medium	1,000,000	1,000,000	5,000	WC/Auto/Umb/E&O	A	Yes	Yes	Med Waiv/Vendor HH & Ins Cert
Party/Unlimited	High	1,000,000	3,000,000	25,000	WC/Auto/Umb/E&O	A	Yes	Yes	Med Waiv/Vendor HH & Ins Cert
Carnival/Fair	High	Must be reviewed	Limits vary	25,000	WC/Auto/Umb/E&O	A	Yes	Yes	Med Waiv/Vendor HH & Ins Cert
Fireworks (onsite)	Special	Must be reviewed	Limits vary	25,000	WC/Auto/Umb/E&O	A	Yes	Yes	Must comply with NFPA
Fireworks (offsite)	Special	Must be reviewed	Limits vary	Limits Vary	To be determined	A	Yes	Yes	Must comply with NFPA
Music/Movies	Medium	1,000,000	1,000,000		WC/Auto/Umb/E&O	A	Yes	Yes	Med Waiv/Vendor HH & Ins Cert

*These limits and coverage requirements are guidelines only and actual requirements may vary depending on the exact activity being requested.

** For Organized Sports that are covered under a sanctioning body, the scope of the Insurance coverage must be provided in detail, and must specify the coverage afforded to the user group for General (Regular Season) uses as well as Event (or Off Season) related uses. A sanctioning body is described as an Association or Organization that governs the sports group and extends coverage through its membership.

Revised: 8/23/19



Hamburg Township Parks & Recreation

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

Parking availability in Manly Bennett Park East & West **See Attached McKenna Analysis**

Merrill Trailhead/Paved – 19 (Open Public)
Police Station/Paved – 14 (Public use for Police business only)
Library/Paved – 35 (Restricted Public)
Township/Senior Center/Paved – 88 (Restricted Public)
East Park Baseball/Paved – 113 (Open Public)
East Park Football/Gravel – 72 Estimated (Open Public)
East Park Flyers/Gravel – 21 Estimated (Open Public)
West Park Soccer/Gravel – 344 Estimated (Open Public)
West Park/Merrill Trailhead Aux – 50 Estimated (McKenna to confirm)

Total Parking spaces available to after hour/weekend events: 742 (excl. Police)

Registered Sporting participants, based on 2019 Rosters

Baseball – 310
Rugby – 25
Football – 160
Flyers – 50
Soccer – 150
Disc Golf – 150 estimated

Total weekly participant use: 845 (figure excludes spectators)

Average participant/spectator numbers for Events

Mid-April – Smartwater Tournament (Soccer)	1,000-2,000
Mothers Day Weekend – Jaguar Tournament (Soccer)	3,000-5,000
Mothers Day Weekend – Baseball Opening Day	1,000
Weekend before Memorial – Baseball Tournament	1,500-2,000
Weekend after Memorial – Baseball Tournament	1,500-2,000
Father's Day Weekend – Family Fun Fest (4 days)	10,000 +
Mid-August – PowerAde Tournament (Soccer)	3,000-5,000

Participant Details:

- Regular weekly use by Sports Groups is not allowed during Event Blackout dates for the areas where events are being held, however, regular use can take place in areas where Blackouts are not in effect

- Assuming each vehicle carries an average of 4 people, we can estimate that 742 parking spaces can accommodate 2,968 participants/spectators without a need for overflow parking (for events that take place after business hours or on weekends). Considering 5 people per vehicle, the number is \$3,710.
- Based on the 2019 Participant numbers gathered from the sports rosters, the current parking is adequate for weekly sports group use (that takes place after hours or on weekends).
- It is estimated that there is well over 1,000 vehicles parked in Manly Bennett Park during Large Event Weekends. Non-parking spaces are used such as grassy areas and service drives.
- Based on past experience, all available parking spots are filled and overflow parking takes place on the gravel service drives and grassy areas during Large Event Weekends.
- Based on past experience, the Police can have a difficult time entering or exiting the Police Station safely when large numbers of vehicles are parked during Large Event Weekends. They are currently prohibited from using the auxiliary driveway due to the current speed limit on Merrill Rd.
- Based on past experience, parking takes place on both sides of the park during Large Event Weekends, creating a situation where pedestrians cross Merrill Road to reach their final destination.
- There are 3 main intersections along Merrill Road where pedestrians habitually cross Merrill Road: Lakelands Trail, Merrill Trailhead and Manly Bennett Park Entrance. There is currently a crosswalk on the Lakelands Trail.
- Plans for future parking as well as formalized crossing areas have been included in the Parks and Recreation Master Plan.
- Lakelands Trail is part of the Great Lake to Lake Trail System, and is paved to the East of Hamburg in Putnam Township. Green Oak is planning on paving the portion of the trail within their Township border west of Hamburg Township.
- With the continued improvements to the Lakelands Trail, we can anticipate that the use of the Lakelands Trail will increase.

Analysis:

- Current speed limit on the paved portion of Merrill Road is excessive at 55 mph and permanent reduction should be considered at a speed no higher than 45 mph based on the following:
 1. M-36 is 45 mph throughout Hamburg Township.
 2. The paved portion of Merrill Road is 1 mile in length, and has the following:
 - Pedestrian Crossing (Lakelands Trail)
 - Railroad Crossing (without crossing bars)
 - Municipal Building Entrance
 - Trailhead Parking Entrance
 - Manly Bennett Park West entrance
 - Manly Bennett Park East entrance
 - Over 300 acres of sports fields split by Merrill Rd.
 - Very Active Sports Fields and Disc Golf Course
 3. A traffic light was deemed necessary for the safe passage of traffic levels at the intersection M-36 and Merrill Rd. in 2011 by MDOT.
 4. There are no less than 6 weekends every summer that Manly Bennett Park is used for a Large Event, 4 of which have an excess of 2,000 participants/spectators in attendance.
 5. Manly Bennett Park is host to the Hamburg Fun Fest which attracts thousands of visitors over a 4-day period.
 6. The speed limit on Merrill Road is reduced to 35 mph every year for the Hamburg Fun Fest, through an application process.
 7. There is a large need for the Police to have a way to enter and exit their facility safely when there are large numbers of vehicles and visitors present.
 8. The Township has been asking for this reduction for no less than 25 years.
 9. The desirable speed limit during large events, in excess of 2,000 participants/spectators is 35 mph.
 10. The Lakelands Trail is part of the Great Lake to Lake Trail System, and continued development of this trail will only see an increase in pedestrian, bicycle and equestrian traffic.



MCKENNA

Memorandum

TO: Ms. Deby Henneman, Hamburg Township

FROM: Natalie Bond, Assistant Planner
Laura Haw, AICP, NCI, Senior Principal Planner

SUBJECT: **Manley W. Bennett Park: Parking Lot Calculations and ADA Requirements**

DATE: July 12, 2019

BACKGROUND

As requested, McKenna has performed a review of the parking lots at Manley W. Bennett Park. Based on existing conditions, we have calculated the maximum permitted parking spaces (per Ordinance standards, including proper maneuvering lanes) and the associated required ADA parking spaces for each of the following lots:

I. Lot A:



Maximum Parking Spaces: **160 spaces**

ADA Parking Spaces Required: **6 spaces**

HEADQUARTERS
235 East Main Street
Suite 105
Northville, Michigan 48167

O 248.596.0920
F 248.596.0930
MCKA.COM

Communities for real life.



II. **Lot B:**



Maximum Parking Spaces: **184 spaces**

ADA Parking Spaces Required: **6 spaces**

III. **Lot C:**



Maximum Parking Spaces: **72 spaces**

ADA Parking Spaces Required: **3 spaces**



IV. Lot D:



Maximum Parking Spaces: **21 spaces**

ADA Parking Spaces Required: **1 space**



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August 23, 2019

To: Parks & Recreation Committee

From: Deby Henneman, Parks Coordinator

Re: Park Coordinator's Report

The Community Clean-up event was a success and the report of large items is included in the packet. The on-site document shredding by Iron Mountain was a big hit, and there were many happy residents who brought us our shredding. A date will need to be selected for 2020, and it has been suggested that spring might be a better time of year to have it. Suggested dates will be presented at the meeting for discussion.

We are actively seeking parties interested in doing the initial striping for our football and soccer fields at the beginning of each season. The weekly striping will then be maintained by the sports groups, however, we would be interested in obtaining pricing on the weekly maintenance as well. Anyone who is interested in providing a quote, please contact clerk@hamburg.mi.us.

The Moving Wall Event will be this week, and anyone who is looking for information, or a schedule of events, can visit their website at: www.themovingwallhamburg.org.



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Blackout dates for 2019 Playing Season

(Includes Tentative and Pending – Hi-lite has event both sides)

No other uses allowed on Blackout Dates unless approved by Township

East Park

May 11, 2019	PHBSA Opening Day event - Approved
May 18 & 19, 2019	PHBSA Baseball Tournament – Approved
June 1 & 2, 2019	PHBSA Baseball Tournament - Approved
June 8 – 18, 2019	HERO – Family Fun Fest w/set-up – Approved
July 13, 2019 - 2pm-6pm	Manly Family Picnic (50 people) - Approved
August 10, 2019	Flyer's Airshow – Pending (Rain date 8/17/19)
August 24 & 25, 2019	MI Alliance – Powerade Tournament – Approved
August 24-Sept 3, 2019	Vietnam Moving Wall Event – Approved

West Park

May 4 & 5, 2019	Smartwater Invitational - Approved
May 10, 11, 12, 2019	MI Jaguars Invitational Tournament - Approved
June 14-18, 2019	HERO – Family Fun Fest- Fireworks– Approved
June 22, 2019	Loomis Family Picnic (50 people) - Approved
August 24 & 25, 2019	MI Alliance – Powerade Tournament – Approved
August 24-Sept 3, 2019	Vietnam Moving Wall Event – Approved

Lakelands Trail

April 30, 2019 (M. Trailhead)	A Walk in the Woods Trail Walk – Library Event
June 29, 2019 (M. Trailhead)	Jogging for Jakey 5K - Fundraiser

Merrill Field Disc Golf Course

April 30, 2019 (M. Trailhead)	A Walk in the Woods Trail Walk – Library Event
June 29, 2019 (M. Trailhead)	Jogging for Jakey 5K – Fundraiser
August 4, 2019 (Disc Course)	PDGA Disc Golf Tournament - Pending

Volleyball Court Rentals

Monday Evenings until 10/15 Kevin McClafferty (4-12 participants)



Hamburg Senior Center
10407 Merrill Road ♦ P.O. Box 157
Hamburg, MI 48139
810.222.1140 ♦ Fax: 810.231.3877
www.hamburg.mi.us

August 21, 2019

To: Parks & Recreation Committee
From: Julie Eddings, Senior Program Director
Re: Senior Center Report

The Hamburg Township/LETS bus collaboration began on July 1, 2019. July had 119 rides and averaged 13 rides a day based on 3 days per week. Starting in September, the Senior Center will focus Mondays and Fridays on using a smaller vehicle that will pick individuals up at their home and take them to the center or other local destinations. On Wednesdays, a large bus will be used for outings to restaurants, shopping malls, movies theaters, and other venues.

The Hamburg Senior Center was a vendor at Senior Celebration Day on August 2. Seniors from across Livingston County attended the program at Brighton High School. The Senior Center Bus was available for our seniors for transportation to and from Brighton.

Programs at the Senior Center in August included a presentation from the Attorney General's Office on Investment Scams and Estate Information Services provided information on how to protect your estate from Michigan Probate.

The Senior Center hosted a Hawaiian Luau on August 9. We had 50 members attend the celebration.

The Senior Center took a trip to the Boston Edison District on August 8 with 36 members in attendance.

Next month the Attorney General's Office will be returning with information regarding online safety, our very own Kitchen Band will be hosting a sing-a-long, and Pat Kolasinski will be holding another recipe demonstration.

The Senior Center will also be holding our third annual New & Used Sale on September 21, 2019. We will be closed on Friday, September 20 for set up. We have already started collecting items for our sale.

The Senior Center was closed on Friday, August 2 for Senior Celebration Day and Tuesday, August 6 for elections.

Attendance at the Senior Center continues to increase. The Senior Center had six new members join in July. July monthly total was 1315 with a daily average of 63.

Clean Up Day Item Tally

2018	2019	Item	Tally
	5	Beds	
9	7	Bicycles	
	6	Coffee Tables	
9	7	Couches	
	8	Doors	
	7	Dressers	
	8	File Cabinets	
7	10	Gas grills	
3	3	Hot H2O/well tanks	
	4	Humidifier	
2		Ladders	
6	5	Lawnmowers	
31	19	Mattresses	
	10	Office Chairs	
3	1	Pontoon boat seat sets	
	3	Propane Tank	
3	3	Refrigerators	
	4	Stoves	
6	5	Tires	
	5	Treadmill	
	5	Vacuums	
4	3	Wash machines, dishwashers	
	1	Well Pump	
	2	Wheelbarrows	

Hamburg Township

Application for Adopt-A-Garden Program

1. Applicant Information

Name: _____

Address: _____ Email: _____

City: _____ Zip: _____ Telephone: _____

2. Placement Information

List garden of choice from list: _____



1 – Township Hall, Front



2 – Township Hall, Pots



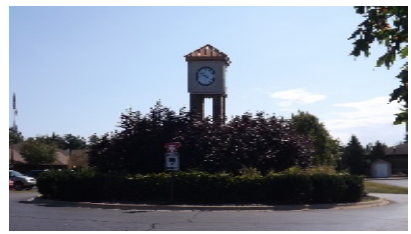
3 – Township Hall, Sidewalk



4 – Township Sign, Hall



5 – Township Sign, North



6 – Township Sign, Clock



7 – Township Sign, Manly



8 – Pettysville Trailhead



9 – West Park, Gazebo



10 – West Park, Flagpole



11 – Library, Mailbox



12 – Library, Lightpole



13 – Library, Bike Rack



14 – Library, Front Sign



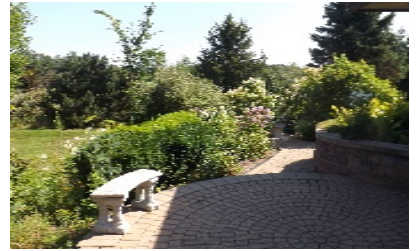
15 – Library, Ft Garden



16 – Library, Sidewalk



17 – Library, DM Entry



18 – Library, DM Path



19 – Library, DM Bed



20 – Comm Ctr, Window



21 – Comm Ctr, Entry



22 – Comm Ctr, Sidewalk



23 – Comm Ctr, Side



24 – Fire Stations, Pics to follow

Township will work with each resident/group that adopts a garden to determine the plants and or supplies that are needed. Donated materials/supplies are desired, however, the Township will provide anything that is needed.

In most cases, donated plants that are purchased or “split” from other gardens could be approved for use.

Gardens that are adopted are done so on an annual basis, and if the resident/group is unable to continue to maintain the gardens, they must advise the Township in writing with the date the maintenance will be discontinued.

3. Plaque Information (Engraved plastic, metal stake) – *Provided upon adoption*

Please indicate what you wish the plaque to read. A standard example would be: “In memory (celebration) of...” Guidelines: 50 characters per line; six lines.

Plaque Language: _____

4. Please note the following

Township reserves the right to amend/correct/change language such as spelling errors, or to remove language that is found to be disturbing or offensive. Any changes will be discussed with the applicant prior to ordering the plaque, who will have final say on the order proceeding with the changes.

For questions regarding this program, please contact the Hamburg Township Clerk at (810) 222-1121, or email at clerk@hamburg.mi.us.

Signed: _____ Date: _____

Office Use Only

Authorized _____ Date _____

Additional Comments _____