



**HAMBURG TOWNSHIP
PARKS AND RECREATION COMMITTEE
REGULAR MEETING AGENDA
Location: Hamburg Township Board Room
Tuesday, September 24, 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. August 27, 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 going to Public Safety
 - C. Administrative Services**
 1. Park Coordinator’s Report – September 2019
 2. Senior Center Report – September 2019
 3. Scholarship Program – No updates

4. Park Use Requests:

A. None

D. Special Projects

1. Adult Workout Area – Phase 2 – Clerk Update
2. Engineered Wood Fiber in Playgrounds – Ordered and Awaiting Installation
3. Community Clean-Up Event – Scheduled for April 25, 2020

E. Sponsorships/Volunteerism

1. Eagle Scout Project – None
2. Amenities and Beautification Committee – Volunteers needed
 - A. Adopt a Garden – Pending completion
 - 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: October 22, 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, August 27, 2019
3:00 p.m.

1. Call to Order

Dolan called the meeting to order at 3:01 p.m.

2. Pledge to the Flag

3. Roll Call of the Parks & Recreation Committee

Board Members Present: Dolan, Koeble, Auxier
Board Members Absent: Muck
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 Dolan, supported by Koeble, to approve the agenda including: filling vacant Parks & Recreation Committee Member space and Soccer updates.

VOICE VOTE: Ayes: 3 Absent: 1 (Muck) Vacancy: 1 MOTION CARRIED

6. Approval of the Minutes

Motion by Koeble, supported by Auxier, to approve the minutes from July 30, 2019 as presented.

VOICE VOTE: Ayes: 3 Absent: 1 (Muck) Vacancy: 1 MOTION CARRIED

7. Correspondence

Dolan distributed resident letter listing concerns about the Helicopter Rides being offered during the H.E.R.O. Moving Wall Event. Dolan stated he will follow up with H.E.R.O. to address the concerns.

8. New Business

- A. Soccer Update – Dolan stated that PCS will have a few teams on Merrill Fields for the fall soccer season. Field assignments will be coordinated with the other user groups who have also been granted use.
- B. Park & Recreation Committee member vacancy – Dolan stated that he spoke to the Athletic Director, Brian Wardlow, about the vacancy, and it was suggested that a High School athlete could serve as a member on an annual basis. Dolan will work with the schools to finalize that process and we should have a member by the next meeting.

9. Unfinished Business

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

1. Iron Belle & Lakelands Trail Update

Hohl stated that he is waiting on a price from Livingston County Road Commission for McGregor Road project.

2. Grant Update – MNRTF & Passport Grant Submissions

There was no update.

B. Township Park Use Policy/Fee/Procedures

1. Policies & Procedure Manual – Updates pending

2. Park Fee Schedule – Proposed draft presented for discussion

Duffany and Henneman presented a draft fee schedule for both the Parklands and event fees for Public Safety. Discussion took place with committee and changes to the fees were proposed. Henneman will make changes and present a final fee schedule at the next Parks & Recreation meeting for their recommendation to Public Safety, who can then make recommendation to the Township Board. Changes included: Medium Hazard \$300 ½ Day, \$600 Full Day, and High Hazard \$600 ½ Day, \$1,200 Full Day.

Discussion took place regarding the PowerAde Tournament that took place over the past weekend. Once Duffany reviews the drone footage, he will be making a full report. It has been determined that numbers were close, if not over, the 10,000 range and that parking assistance and signage, provided by the applicant, was inadequate. Based on the parking space study, capacity for the park is about 3,500 based on legal parking spaces and an average of 5 passengers per vehicle. Limiting future events to the soccer fields proper may be a viable solution, as events on both sides happening simultaneously is an issue, especially if the applicant is ill-prepared to handle the vehicular and pedestrian traffic. It was mentioned that planning for this event should start include Public Safety discussion much sooner than in years past. Discussion should also include the number of teams anticipated on our fields.

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 completed and Dolan has called for the final inspection by the Livingston County Building Department. Dolan stated that Mr. Atwood has expressed interest in moving forward with Phase 2 of this project, which will include an “obstacle course.”
2. Park Entrance Sign Replacement - Caution/Entry Sign replacements have been installed on Merrill Road.
3. Engineered Wood Fiber in Playgrounds – Parks Coordinator will be looking into pricing and scheduling best time for delivery.
4. Community Clean-Up Event – Dates are being discussed for 2020 Event.

E. Sponsorships/Volunteerism/Scholarships

1. Eagle Scout Project – No update was made.
2. Beautification Committee – Adopt a Garden draft was distributed and discussed. Final version will be presented next month at the Parks meeting.

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 installed on Merrill Road.

G. Risk Management (Insurance/ADA)

1. ADA Compliance in Parklands – No update was made. Materials and procedures are being developed.

10. Call to the Public

A call was made with no response.

11. Committee Comments

Koeble stated she would like to look into installing a Welcome sign at the Hamburg Township line along Strawberry Lake Rd.

12. Adjourn Meeting

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

VOICE VOTE: Ayes: 3 Absent: 1 (Muck) Vacancy: 1

MOTION CARRIED

Meeting adjourned at 3:45 p.m.

Respectfully submitted,



Debra Henneman
Parks Coordinator

Public Safety Fee Chart

*As referenced: Appendix – C
Parklands, Community
Center and Public Safety
Fee Schedule*

Event Category	Event Size/Hazard Description	Public Safety Fee	Personnel Provided
Low Hazard	Less than 1000 <ul style="list-style-type: none"> Prohibited activities: Alcoholic beverages, fireworks, professional sporting events, pets 	No Public Safety Fee Required (unless use is determined to have need of personnel based on type of event).	
Medium Hazard	1001 – 2500 <ul style="list-style-type: none"> Prohibited activities: Alcoholic beverages, fireworks, professional sporting events, pets 	Full Day: \$600 per day Half Day: \$300 per day	2 public safety personnel
High Hazard	2501-5000 <ul style="list-style-type: none"> Prohibited activities: Alcoholic beverages, fireworks, professional sporting events, pets 	Full Day: \$1,200 per day Half Day: \$600 per day	4 public safety personnel
Special Use	Over 5,000 <ul style="list-style-type: none"> Must be proposed and permitted through special approval process through Township Board May require further permits and specialty insurance 	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

- **All new event applications/uses require review by Public Safety Personnel**
- 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

Public Safety Fee Chart

(Staff Use)

Event Category	Event Size/Hazard Description	Public Safety Fee	Personnel Provided
Low Hazard	Less than 1000 <ul style="list-style-type: none"> Minimal physical activity by participants Uses similar (but not limited to): meetings, small theatrical performances, auctions, company picnics and social gatherings Community sporting events/tournaments in this size category Prohibited activities: Alcoholic beverages, fireworks, professional sporting events, pets 	No Public Safety Fee Required (unless use is determined to have need of personnel based on type of event).	
Medium Hazard	1001 – 2500 <ul style="list-style-type: none"> Moderate physical activity by participants Uses similar (but not limited to): dances, animal shows, flea markets, family concerts Community sporting events/tournaments in this size category Prohibited activities: Alcoholic beverages, fireworks, professional sporting events, pets 	Full Day: \$600 per day Half Day: \$300 per day	2 public safety personnel
High Hazard	2501-5000 <ul style="list-style-type: none"> High physical activity and/or severe exposure to participants 	Full Day: \$1,200 per day Half Day: \$600 per day	4 public safety personnel

	<ul style="list-style-type: none"> • Uses similar (but not limited to): circuses, parades with floats, marathons • Sporting events/tournaments in this size category • Prohibited activities: Alcoholic beverages, fireworks, professional sporting events, pets 		
Special Use	<p>Over 5,000</p> <ul style="list-style-type: none"> • Severe/specialty exposure to participants • Uses similar (but not limited 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 • May require further permits and specialty insurance • Prohibited activities: Alcoholic beverages, fireworks, professional sporting events, pets – unless otherwise approved by 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

- **All new event applications/uses require review by Public Safety Personnel**
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Hamburg Township Offices
10405 Merrill Rd., P.O. Box 157
Hamburg, MI 48139
(810)231-1000
www.hamburg.mi.us

September 23, 2019

To: Parks & Recreation Committee

From: Deby Henneman, Parks Coordinator

Re: Park Coordinator's Report

We have received the preliminary scores on both the MDNR Trust Fund and Passport grants. The Supervisor and Clerk met with Laura Haw from McKenna to review the scores, and to discuss what we could submit that will provide us with extra points. In addition to providing some data, we have been requested to provide letters of support from our community with accessibility concerns. I have requested letters from our Senior Citizen Center, but will accept letters of support from anyone else in our community as well. The deadline for receipt of these letters is 2:00 p.m. Friday, September 27, 2019.

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.

Our next Community Clean-Up has been approved by the Township Board, and will be held on Saturday, April 25, 2020. Anyone interested in helping with the event, please complete the Volunteer form which can be found on our website at: http://cms5.revize.com/revize/hamburgtownship/government/departments/parks_and_recreation/earth_day_-_hamburg_twp_clean_up_day.php.

As we head into fall, our thoughts naturally go to next spring! I will be sending out notifications for some Beautification Committee meetings, and trying to drum up support, AKA worker bees, for our Adopt-A-Garden program. There are several gardens in and around the Township in need of some TLC, so all levels of help are appreciated!



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

September 17, 2019

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

The Hamburg Township/LETS bus collaboration is steadily growing. July 2019 had a total of 176 rides, averaging 13.5 per day. August had a total of 167 rides, averaging 12.8 per day.

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.

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: Bill Hahn
Annette Koeble
Chuck Menzies
Jim Neilson

Volunteer Registration Form

Applicant/Volunteer Information (Please print clearly)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Cell: _____

Email: _____

1. Are there any duties (such as lifting) you have been advised not to do? Yes No

if yes, what are your restrictions? _____

2. Please list emergency contact:

Name: _____ Phone: _____

3. Description of Project (please include dates, times and scope of work): _____

VOLUNTEER RELEASE & WAIVER OF LIABILITY

I want to participate in the volunteer activities of **Hamburg Township**. As a Volunteer, I freely, voluntarily, and without duress, execute this Release under the following terms:

1. Assumption of risk.

I understand that my work as a Volunteer may include activities that are hazardous and/or physically strenuous, and I may be exposed to personal injury or damage to my property as a result of my activities, the activities of other persons, or the conditions under which my services are performed while participating as a Volunteer. Although Hamburg Township will provide me with support, supervision, training, and supplies to accomplish assigned tasks, I agree to the following:

- I will follow all instructions provided by Hamburg Township, its employees, or Volunteers.
- I will only use equipment that I know how to operate and use safely.
- I will not undertake any activity for which I do not feel sufficiently prepared or able and until I have received instructions.
- I will take all reasonable precautions to avoid injury to myself and to others and damage to property.
- Finally, I agree to assume the risk of injury or harm and release Hamburg Township and its officers, directors, employees, and other volunteers from all liability for injury, illness, death, or property damage arising from my work as a Volunteer.

2. Waiver and Release.

As a participant in the Volunteer program, I recognize and acknowledge that there are certain risks of physical injury and I agree to assume the full risk of any injuries, including death, damages, loss which I sustain as a result of participating in any and all activities connected with or associated with the Volunteer program. I do hereby fully release and discharge, and covenant not to sue Hamburg Township, and its officers, agents, volunteers, sponsors and employees from any and all claims from injuries, including death, damages or loss which I may have or which may occur to me on account of my participation in the Volunteer program. I further agree to indemnify and hold harmless and defend Hamburg Township, and its officers, agents, volunteers, sponsors and employees from any and all claims resulting from injuries, including death and losses sustained by and arising out of, connected with, or in any way associated with the program.

3. Medical treatment.

I release and discharge Hamburg Township from any claim that arises or may arise due to any first aid, medical treatment, or service rendered to me.

4. Insurance.

Hamburg Township shall have no responsibility for providing any health, medical or disability insurance coverage for me. It is my responsibility as a volunteer to ensure that I have medical/health insurance.

5. Photographic release.

I grant to Hamburg Township the right to use photographic images and video or audio recordings of me that are made by Hamburg Township or others during my work as a Volunteer for Hamburg Township.

6. Duration of Release.

My agreement to the terms in this Release & Waiver applies as long as I participate in the Volunteer Program for Hamburg Township.

7. Other.

I agree that this Release is intended to be as broad and inclusive as permitted by the laws of Michigan, and that this Release is governed by and will be interpreted according to the laws of Michigan. I understand that should any part of this Release be ruled invalid by a court, the other parts will remain valid and continue to be in effect. I certify that I am at least eighteen (18) years of age or have had this document signed by my parent or guardian.

Signature of participant (Parent's signature if minor)

Date

Print Name (include name of minor, if any)