



**HAMBURG TOWNSHIP
PARKS AND RECREATION COMMITTEE
REGULAR MEETING AGENDA
Location: Hamburg Township Board Room
Tuesday, October 29, 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. September 24, 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 – Pending
 2. Park Fee Schedule – Discussion
 - C. Administrative Services**
 1. Park Coordinator’s Report – October 2020
 2. Senior Center Report – October 2020
 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 – Installed
3. Community Clean-Up Event – Scheduled for April 25, 2020 – 9 a.m. to 3 p.m.

E. Sponsorships/Volunteerism

1. Eagle Scout Project – None
2. Amenities and Beautification Committee – Volunteers needed
 - A. Adopt a Garden – Included 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: November 26, 2019 – 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, September 22, 2019
3:00 p.m.

1. Call to Order

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: Dolan, Koeble, Auxier, Muck

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 Vacancy: 1

MOTION CARRIED

6. Approval of the Minutes

Motion by Muck, supported by Koeble, to approve the minutes from August 27, 2019 as presented.

VOICE VOTE: Ayes: 4 Vacancy: 1

MOTION CARRIED

7. Correspondence

There was no Correspondence.

8. New Business

There was no New Business.

9. Unfinished Business

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

1. Iron Belle & Lakelands Trail Update

Hohl stated that there are issues with AASHTO Standards regarding the proposed project along McGregor Road. The grant pursuit for the project is at a standstill.

Muck stated that trail etiquette has been a topic on Facebook “Neighborhood.” He suggested that some posts could be made on the Park & Lakeland Trail Facebook Pages. Issues have been primarily with people not cleaning up after their pets, and dogs being walked without leashes.

Dolan stated that Green Oak is working on their tie in to the portion of the Lakelands Trail that ties in with Hamburg’s.

2. Grant Update – MNRTF & Passport Grant Submissions

Henneman reported preliminary scores have been received for both the Trust Fund and Passport Grants, and staff is working on documents to support a request for an increase in points. Deadline is October 1, 2019 for the supplemental information. Grant announcements will be in December 2019.

B. Township Park Use Policy/Fee/Procedures

1. Policies & Procedure Manual – Updates pending
2. Park Fee Schedule – Draft being sent to Public Safety for recommendation. Will come back to Parks prior to final draft going to Township Board.

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.

Dolan stated the Smart Bus program, being run out of the Senior Center, is working great.

3. Park Use Requests:

None

4. Scholarship Program – No changes

D. Special Projects

1. Adult Work Area – Phase 2– Preliminary drawings have been received and presented to Donor who has requested a few changes. Once the final layout is approved, the design will be presented to the Committee.
2. Engineered Wood Fiber in Playgrounds – Awaiting scheduling and appropriate weather for installation.
3. Community Clean-Up Event – Scheduled for April 25, 2020.

E. Sponsorships/Volunteerism/Scholarships

1. Eagle Scout Project – No update was made.

2. Beautification Committee – Newsletter with meeting date will be sent out for AB Committee, and anyone interested in being on the mailing should contact clerk@hamburg.mi.us.

Dolan gave an update on the bench program.

F. Signage and Community Awareness

There were no updates.

G. Risk Management (Insurance/ADA)

There were no updates.

10. Call to the Public

A call was made with no response.

11. Committee Comments

Muck stated that more preparation and oversight needs to occur with the larger events, particularly with the Sports Tournaments. He stated that the PowerAde Tournament was poorly run again this year.

Henneman suggested that during the larger events it may benefit the Township to have staff on site.

12. Adjourn Meeting

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

VOICE VOTE: Ayes: 4 Vacancy: 1

MOTION CARRIED

Meeting adjourned at 3:30 p.m.

Respectfully submitted,



Debra Henneman
Parks Coordinator

No
Information



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

October 24, 2019

To: Parks & Recreation Committee

From: Deby Henneman, Parks Coordinator

Re: Park Facility Use Fee Schedule

I have attached a proposed draft of the captioned document for discussion. These fees were developed using the percentage of square footage each field is, out of the total area in Manly Bennett. I used estimated costs for maintenance, including things that are currently being done by the user groups, and have included that report for reference.

Some of the clubs are maintaining the fields only when they are in use by their groups each season. In my observation, it is getting harder for the user groups to find volunteers to help with the maintenance. In some cases such as soccer, only fields being used are being prepared, leaving others unlined. Without community access to supplies, or a contractor regularly maintaining the fields, it is hard for me to know as a Coordinator what is available as a "useable" field for outside users. We should consider a budget in the future for hiring someone to perform those duties, or providing supplies available for the users we rent to. This is something we have yet to iron out.

If we charge based on the anticipated expense, then provide the users credits if they provide in-kind services, their fees could be greatly reduced or eliminated based on how often they require use of the fields. For outside users and non-residents, the daily flat rate of \$25.00 per field for a 2-hour time slot could be charged, but we will need to have a plan in place for what will be included for that rate (lining, use of nets/goals, gravel, etc.) I am also enclosing the cost comparison that I did last year that shows what other communities are charging.

Another option could be to “waive” the regular seasonal fees for qualified Hamburg groups who are considered “partners” in maintaining the fields, similar to what was done with Pinckney Community Schools. Any outside groups could be charged the proposed flat rate per field of \$25.00 per 2-hour time slot, however, we will need to be prepared to provide them playable/lined fields for each use.

Either one of these options will require scheduling to some extent, but will eliminate the need to collect rosters, and would allow for the Township to set up a system where the fees were being paid in a timelier basis. If the system was accessible online for the user groups, it could also eliminate the need for the Parks Coordinator to track and request invoices from Accounting.

The event rates have been adjusted to use the same tiered ranking as the Public Safety fees, and Special Uses such as Festivals, Fireworks and Concerts, will be charged at the Township Board’s discretion. The higher the exposure, the higher the rate, and each type of event will still require the same application process. I recommend handling the RC Flyer’s with an annual contract, since the rates based on area would make their fees cost prohibitive. They also maintain the insurance for that use, so a special use, so I feel an annual contract would make sense in their case.

I am looking forward to our discussion and welcome any ideas for the best way to handle our fees moving forward. I have taken it as far as I can without input.

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 Koeble

Appendix - C Parklands and Community Center Use Fee Schedule

Parklands:

Sports Groups: Regular Seasonal Use

Partnering User Group:

Per Field, charged per day (flat rate):

- Flyer's Field – Annual Contract (TBD - \$15.00 per day based on Square footage)
- T'Ball Diamond - \$2.00 per day, per diamond
- Med Diamond (#2 or #3) - \$4.00 per day, per diamond
- Large Diamond (#1 or #4) - \$5.00 per day, per diamond
- Football Field #1 - \$10.00 per day
- Football Field #2 - \$14.00 per day
- Football Field #3 - \$8.00 per day
- Soccer (By "area") - \$22.00 per day

Qualified In-Kind Donations by the Partnering User Groups will be used to offset fees for their use. Receipts must be submitted and approved each season. Credits cannot exceed fees due.

The per day charge will be calculated based on the dates shown on the Park Use Application and 7 days per week will be used unless a schedule of use is provided. Field closures due to Inclement Weather or Maintenance will be credited.

The Township Board may supersede this fee schedule by entering into a single-user contract for use of fields. Fees, if any, and use by other organizations will be stipulated within that contract.

Non-Partnering User Group/For-Profit/Business: Regular Seasonal Use

Flat rate per field: \$25.00 per 2 hour use (use must not conflict with Regular Seasonal Use or Blackout Dates).

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.

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Commented [DH1]: This fee scheduled has been developed based on annual charges the Township would incur if all maintenance were our responsibility, with the intent that the clubs could apply for "credits" for the in-kind donations for maintenance that they are currently providing.

The costs are based on \$100,000 per year in expenses, divided by the percentage of square footage each field is of the whole.

Flyers – 6%
T'Ball – 3% total
Small Diamonds – 3% each
Large Diamonds – 4% each
Football #1 – 4%
Football #2 – 5%
Football #3 – 3%
Soccer – 65% divided by 8 = 8% per segment

Total Square Footage – 1,969,922 estimated

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Commented [DH2]: This fee schedule seems to be consistent with other area field charges, and is based on us providing the maintenance either on our own (if "off" season) or through the regular User Groups who provide in-kind.

This will require some sort of scheduling program, so we know who is on what field when.

Sports Groups: Special/Non-seasonal uses (Requires Public Safety Fees, see attached):

Charge for Sports Field per day/per area, half days will be charged 50% of rates shown:
(See Appendix – D for field locations)

Low Hazard:

- Partnering User Group: \$250.00
- Non-Partnering User Group: \$750.00

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Medium Hazard:

- Partnering User Group: \$500.00
- Non-Partnering User Group: \$1,500.00

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Large Hazard:

- Partnering User Group: \$1,000.00
- Non-Partnering User Group: \$2,500.00

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Special Use:

—Township Board will determine the rates after consultation with the event organizers.

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All events must go through a Public Safety review, and charges over and above the fees may be required once risk is evaluated as outlined in the Public Safety Fee Chart (attached).

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Tournaments require proof of Event Liability and Medical Payments for all Participants and must name Hamburg Township as Additional Insured.

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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.

Special Use (Requires Public Safety Fees):

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, ~~including those for Public Safety,~~ 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 Bonds:

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.

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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
Draft Copy

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**
- 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

Park Expense Annual Breakdown

Park Area/Field #	Primary User Group	% of total Sq Ft	General Liability	Mowing	Trash Pickup	Gravel/Materials/Sand	Chalk/Paint Striping	Misc Labor	Pest Control	Fertilizer	Electric	Sewer	Portable Toilets - Annual	Portable Toilets - Seasonal		Total Costs by Area
Baseball Diamonds	PHBSA	20%	\$ 287.00	\$ 7,933.00	\$ 1,204.20	\$ 2,000.00	\$ 500.00	\$ 2,500.00		\$ 2,336.00			\$ -	\$ 4,500.00		\$ 21,260.20
East Park Concession	PHBSA								\$ 95.00							\$ 95.00
																\$ -
Flyer's Field	Flyer's	7%	\$ 100.45	\$ 2,644.00	\$ 421.47					\$ 817.60			\$ -	\$ 1,665.00		\$ 5,648.52
																\$ -
Soccer	HCSC	60%	\$ 861.00	\$ 24,062.00	\$ 3,612.60	\$ 500.00	\$ 2,000.00	\$ 2,500.00		\$ 7,008.00	\$ 3,500.00	\$ 622.00	\$ -	\$ 5,220.00		\$ 49,885.60
West Park Concession	HCSC								\$ 95.00							\$ 95.00
																\$ -
Football/Rugby	HYPFA/Dexter Rugby	13%	\$ 186.55	\$ 5,288.00	\$ 782.73		\$ 3,500.00	\$ 2,500.00		\$ 1,518.40			\$ -	\$ 2,205.00		\$ 15,980.68
																\$ -
Adult Workout/Disc Golf													\$ 1,260.00			\$ 1,260.00
Total Costs Overall																\$ 94,225.00

2017 Annual Fees Charged:

% of Fee by User

% of Expense by User

Baseball - Mar - July	\$ 3,175.00	47%	\$ 18,845.00
Flyers - Annual	\$ 305.00	5%	\$ 6,595.75
Soccer - Mar - Nov	\$ 2,145.00	32%	\$ 56,535.00
Football - Aug -Nov	\$ 930.00	14%	\$ 12,249.25
Rugby - Mar - May	\$ 190.00	2%	Incl
Disc Golf - Annual	\$ -		Incl
Total Fees Collected	\$ 6,745.00		\$ 94,225.00

2017 Tournament Fees Charged:

Novi Jaguar - Soccer	\$ 2,250.00	
Pirate Classic- Baseball	\$ 2,100.00	Was offset by In-Kind donations on file
Rugby State Playoffs	\$ 250.00	Was per field/per day charge
PowerAde - Soccer	\$ 2,700.00	
Total Tournament Fees Charged:	\$ 7,300.00	

2017 Event Fees Charged:

HERO Police	\$ 4,402.42
HERO Fire	\$ 877.58
HERO Land Balancing	\$ 2,500.00
Total Event Reimbursement:	\$ 7,780.00

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	http://auburnhills.org/departments/parks_and_recreation/index.php	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	http://www.berkleymich.org/departments/parks_and_recreation/index.php	248-658-3470	First come/first serve - Does provide party pricing for themed events with entertainment for a fee	\$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	http://www.bhamgov.org/government/departments/dps/city_parks.php#Permits	205-254-2556	Starting at 95.00 for 2 hours to \$155.00 for 5 hours, varying rates between weekday and weekend	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	http://www.bloomfieldhillsmi.net/155/Departments	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	http://www.bloomfieldtp.org/Services/OverviewServices.asp	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	http://brandontownship.us/recreation/brandon-twp-community-park	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	https://www.brightontwp.com/27/Government	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	http://www.brightoncity.org/Services-Departments/City-Clerk.aspx	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	-	http://www.michigandnr.com/parksandtrails/Details.aspx	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	https://www.canton-mi.org/130/Leisure-Services	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: https://www.canton-mi.org/1120/Summit-Room-Rentals	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	http://www.cityofclawson.com/your_government/parks_and_recreation/index.php	248-589-0334	Weekday - 65.00 R / 130.00 N, Weekend - 75.00 R / \$150.00 N (2 sided facility with electrical)	\$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	http://www.commercetwp.com/parks	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	http://www.dextermi.gov/parks-and-recreation	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
Farmington Hills	City	81,500	http://www.ci.farmington-hills.mi.us/Activities/Parks-Facilities.aspx	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	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 membershio and training.
Ferndale	City	20,300	http://www.ferndalemi.gov	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	Recreation teams given priority use, then open first come first serve to residents with proof of ID. Contact Recreation Department for more information
Green Oak	Charter Township	15,618	http://cms2.revize.com/revize/greenoak/	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	http://www.grovelandtownship.net/index.php	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	http://www.hazelpark.org/i_want_to/parks_and_recreation_department.p hp	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	www.highlandtwp.net	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	http://hollyparks.org/index.html	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 Leagure	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	http://www.howellrecreation.org/	(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	http://www.hwmi.org/government/recreation.php	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	https://itpr.org/	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	https://www.madison-heights.org/302/Recreation	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	http://www.milfordtownship.com/activities/test/index.php	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	http://northvilleparksandrec.com	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	http://www.cityofnovi.org/Government/City-Services/Parks,-Recreation-and-Cultural-Services.aspx	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 Soccer fields available/open to public when not being used for city run programming	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	Link to: Field Rental Procedure & Guidelines for City of Novi
Oak Park	City	29,319	http://www.oakparkmi.gov/departments/recreation/recreation_facilities.p hp	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	List of Parks and facilities
Orion	Township	35,394	http://www.orientownship.org/ParksPrograms.aspx	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	http://www.oxparkrec.org/	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	http://www.cityofpleasantridge.org/index.php/departments/recreation	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	http://www.pontiac.mi.us/departments/public_works/parks_and_recreation.php	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	-	https://www.selcra.com/	810-299-4140		Active Community Center with Rooms for Rent - Managed by SELCRA			Meier Skate Park owned by SELCRA					
South Lyon	City	11,713	http://southlyonmi.org/departments/parks_and_recreation/index.php	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	https://www.cityofsouthfield.com/CityDepartments/LZ/ParksRecreation/tabid/196/Default.aspx	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	http://rec.troymi.gov/	248-524-3484	\$20-30 per hour R/\$30-40 per hour NR plus \$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	http://www.whitelaketwp.com/community/township-parks	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	http://www.twp.northfield.mi.us/government/parks_and_recreation_board/index.php	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	http://www.wixomgov.org/government/community-services-parks-recreation/rental-facilities	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

October 25, 2019

To: Parks & Recreation Committee

From: Deby Henneman, Parks Coordinator

Re: Park Coordinator's Report

We have submitted additional material on both the MDNR Trust Fund and Passport grants in the attempt to increase our final score. We are now awaiting their determination. I would like to thank everyone for their support during the process, and look forward to hearing the State's determination in December.

We are actively seeking parties interested in providing bids for sports maintenance such as weekly striping of soccer, football and rugby fields and chalking of baseball diamonds. 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.

I have drafted office procedures for the Bench and Tree program and have requested input from Accounting and Treasury. A copy has been included for reference, and the application and purchase policy can be found online at: http://www.hamburg.mi.us/government/departments/parks_and_recreation/forms_applications.php.

I have also updated the Adopt-A-Garden Application which reflects a few of the gardens that have already been adopted. I will be scheduling a few Beautification Committee meetings in the coming months to start actively promoting this program. It is my hope that we will have folks lined up by spring to help maintain the beds. This program will require a small budget for signs, which the Township will supply, as well as incidental plants, mulch, etc.

The clock tower is something that will require a bit of work and the damaged/dead bushes have been removed. We have hired a contractor to cut back the overgrowth, and the plan is to see what we are left with in the spring to determine if the plants can be salvaged. I will make my recommendation after the snow melts.

The Public Safety Committee reviewed the fees developed by the Police Chief and Parks Coordinator, and have recommended them back to the Parks Committee for their recommendation to the Township Board. I have included some ideas for the park fees which I think we should discuss, tweak, and have approved by the Accounting Director prior to forwarding to the Board for approval. My hope is to take any input I receive from Committee Members and develop a final version for our November meeting, with the plan to have the new fee schedule in place by January 1, 2020.

The Parks & Recreation Policies and Procedures Manual will be updated once we finalize the last few procedures that will need to be included. I anticipate having an annotated version for the Board to make comment on by our meeting in January 2020. It will be dependent on all other projects being finalized by their projected timelines.

Township Holiday Schedule

Veterans Day, November 11, 2019 – Closed

Thanksgiving, November 28 & 29, 2019 – Closed

Christmas, December 23, 24 & 25, 2019 – Closed

New Year, December 30, 31, 2019 & January 1, 2020 - Closed



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

October 25, 2019

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

The Hamburg Township/LETS bus collaboration is steadily growing. Mondays and Fridays are scheduled with a van to accommodate seniors at their doorstep. Seven members are consistently riding the bus on Mondays and Fridays with this door to door service. On Wednesdays, the bus is scheduled for Senior Center Activities. This month's activities included lunch at the China House, a Twelve Oaks Shopping Trip, and MJR Theaters.

In October, the Senior Center Bus will head to B-Line, Brookdale Senior Living, MJR, Briarwood Mall, and the Jiffy Mix Factory.

The Hamburg Senior Center hosted its annual New & Used Sale on Saturday, September 21. Total sale were results were \$1855.

Programs at the Senior Center in September included an Online Safety Program with the Attorney General's Office. Joannee DeBruhl returned to the Senior Center with a Food Storage Class, and Pat Kolasinski hosted a food class.

October programming will include a Fall Prevention Class, A Kitchen Band Sing-a-Long, A Chili cooking class and a Halloween Potluck.

The Senior Center had 52 people attend the Mystery Trip and 27 attend a trip to Soaring Eagle. Trips in October include Rum Runners and MotorCity Casino.

The Senior Center was closed on Monday, September 2 for Labor Day.

Attendance at the Senior Center continues to increase. The Senior Center had nine new members join in September. September monthly total was 1597 with a daily average of 76.

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

Hamburg Township Clean-up Event

Hamburg Township invites residents to RECYCLE, REDUCE and REUSE!

Saturday, April 25, 2020

9 a.m. to 3 p.m.

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

10405 Merrill Road, Whitmore Lake, MI



PADNOS Recycling: Accepting scrap metal/appliances – No plastic/glass



Monroe's Rubbish: No construction materials, hazardous or household waste allowed



Compost bin will be available



Iron Mountain: 11 a.m. to 3 p.m. Only—Secure Document Shredding On-Site

Park/Sports Fields/Trail Clean-up also!

Volunteers Needed! Sign up today!

No hazardous waste, no paint cans or large items that cannot be hand-loaded into dumpsters.

Brochures 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: clerk@hamburg.mi.us or (810)222-1124

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
Adopted by: Bolan Family



13 – Library, Bike Rack
Adopted by: Bolan Family



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
Adopted by: Senior Center



21 – Comm Ctr, Entry
Adopted by: Senior Center



22 – Comm Ctr, Sidewalk
Adopted by: Senior Center



23 – Comm Ctr, Side
Adopted by: Senior Center



24 – Fire Station #12
Partial Adoption by: St. Paul's Lutheran (2 beds)



25 – Fire Station #11



26 – Winkelhaus Park
Gazebo & Sign
**Adopted by: Hamburg
Historical Museum**



27 – Hamburg & Hall Road
Historical Sign Bed
**Adopted by: Hamburg
Historical Museum**



28 – Hamburg Cemetery
Gardens & Sign



29 – South Cemetery
Gardens and Sign



30 – To be determined

Residents are welcome to make suggestions for gardens that they would like to maintain that are not shown on this list.

All plants added to the gardens must be approved by the Parks & Recreation Committee, and will become the permanent property of the Township.

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 _____

Plaque Order Date: _____ Plaque Placement Date: _____

Log Entry: _____ Additional Comments: _____

Hamburg Township Commemorative Bench and Tree Program

Internal Policies and Procedures

1. The donor will visit the Hamburg Township Clerk's office for an application, or link to our website at: www.hamburg.mi.us. There are two separate applications dependent on if they wish to purchase a bench or tree.
 - For Bench, applicant will use this link:
<http://cms5.revize.com/revize/hamburgtownship/Parks%20&%20Rec/Commemorative%20Bench.Tree.Garden%20Program/HamburgTwpCommemorativeBenchOrderForm.pdf>.
 - For Tree, applicant will use this link:
<http://cms5.revize.com/revize/hamburgtownship/Parks%20&%20Rec/Commemorative%20Bench.Tree.Garden%20Program/HamburgTwpCommemorativeTreeOrderForm.pdf>
2. Completed forms may be emailed or mailed to: Hamburg Township, P.O. Box 157, Hamburg, MI 48139, clerk@hamburg.mi.us, or dropped off at the Clerk's Department.
3. Orders cannot be processed without full payment as outlined on the applications and based on the choices the applicant makes. **Payments can only be Cash, Check or Money Order and should be made payable to Hamburg Township.**
4. Some sites may require ADA compliance which may increase the cost of the installation. In this case, the additional cost will be estimated and provided to the purchaser prior to final approval of the site plan. Purchaser will be responsible for additional costs.
5. Application will be checked for accuracy, and totals will be checked against the payment received. Staff will complete the area marked "Office Use Only" and show the amount paid and who approves the order. **GL Code for Bench and Tree Program is #208-000-000-276-100.**
6. Once application and payment is checked for accuracy and signed, **make 5 copies of the paperwork.** Take the original and the copies to Treasury for validation. **A total of 6 copies will be validated by the Treasury.**
 - a. Original and 3 copies go to Parks Coordinator
 - b. 2 Copies are retained in Treasury

7. Original paperwork is filed in the Clerk's Office with all other donor applications in the Agreements after it is scanned into the record management program (AKA Docuware). **Give the original to Clerk Staff to scan and file.**
 - 1 copy is mailed to the applicant as receipt of their transaction.
 - 1 copy is given to Director of Accounting as reference.
 - 1 copy is given to Parks Coordinator or Clerk to process order.
 - 2 copies are retained in Treasury for their procedure.
8. The Parks Coordinator or Clerk, along with Buildings & Grounds staff and with input from applicant, will determine the best location for the project. A list of suggested sites will be provided at time of purchase. *See Appendix A.*
9. The Parks Coordinator or Clerk will process order through the Hamburg Township Purchasing program. Once approved Purchase Order is received back from Purchasing, the order will be placed with the appropriate vendor(s).
10. When the order is received, Parks Coordinator or Clerk will notify vendor or Township Staff to schedule installation of the item, including the location site, specific requirements, etc. There is an internal form for this purpose, see *Appendix B.*
11. Once the project timeline is determined, Parks Coordinator or Clerk will notify the applicant of the estimated installation date.
12. Once installation is completed, the purchaser will be notified in writing and a photo of the project will be sent to them. Should the applicant desire a ceremony, all efforts will be made to accommodate their timeline.
13. All final paperwork will be attached to the original application on file with the Clerk's office. A record will be kept in a database in the Clerk's office of each bench and tree sponsored. Each record shall include the following:
 - a. Name, Address and phone number of the donor.
 - b. Date installed.
 - c. Location and relocation, if applicable.
 - d. Wording on the plaque.
 - e. Total amount paid.
14. **Once installed, the commemorative benches and trees will be considered a public amenity, and will be added as a Capital Improvement.** A list of these assets will be maintained by the Director of Technical Services/Building & Grounds and will be copied to the Accounting Director.

Appendix A

List of Sites for Commemorative Bench & Tree Program

Lakelands Trail:

- To be determined

Manly Bennett Park:

West:

- To be determined

East:

- To be determined

Senior Center:

- To be determined

Municipal Complex:

- To be determined

Appendix B

Project Installation Form

Date: _____

Project (Donor) Name: _____

Proposed Location: _____

Installation Type: Bench _____ Tree _____

Installation Deadline (if any): _____

ADA Compliance Required: _____

Site Preparation Required: _____

Installation to be performed by: Township Staff _____ Vendor _____

To be completed by installation staff:

Site Preparation Completed: _____

Project Completed: _____

Inspected by: _____ Date: _____

ADA Inspection (if applicable): _____ Date: _____