



**HAMBURG TOWNSHIP
PARKS AND RECREATION COMMITTEE
REGULAR MEETING AGENDA
Location: Hamburg Township Board Room
Tuesday, November 26, 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. October 29, 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 – Award announced December 2019
3. Ralph C. Wilson, Jr. Legacy Funds Grant – Possible submission

B. Township Park Use Policy/Fee/Procedures

1. Park Facility Use Policy – Updates pending
2. Park Fee Schedule – Discussion and recommendation

C. Administrative Services

1. Park Coordinator's Report – November 2019
2. Senior Center Report – November 2019

3. Scholarship Program – No updates
4. Park Use Requests:
 - A. None

D. Special Projects

1. Adult Workout Area – Phase 2 – Clerk Update
2. Equipment Upgrade in Playgrounds – Pending
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 – On website
 - 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: January 28, 2020 – 3:00 p.m.

(Unless a special meeting is required in December)

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, October 29, 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, Auxier, Muck

Board Members Absent: None

Board Member Vacancy: 1

Also Present: Thelma Kubitskey, Accounting Director and Deby Henneman, Parks Coordinator

Dolan stated the Pinckney Community Schools Athletic Department is still looking for an appropriate candidate for the Committee and they will notify him when one has been selected.

4. Call to the Public

Gene Doncea, Hamburg RC Flyer's Club, addressed the Committee. He requested open discussion regarding the Park fees.

5. Approval of the Agenda

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

VOICE VOTE: Ayes: 4 Vacancy: 1

MOTION CARRIED

6. Approval of the Minutes

Motion by Koeble, supported by Auxier, to approve the minutes from September 24, 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

There was no trail update.

2. Grant Update – MNRTF & Passport Grant Submissions

Henneman reported the supplemental information has been sent for both the Trust Fund and Passport Grants, and grant announcements will be in December 2019.

B. Township Park Use Policy/Fee/Procedures

1. Policies & Procedure Manual – Updates pending

2. Park Fee Schedule – Open discussion took place regarding the Park Facility Use Fee Schedule and the proposal that was presented by the Parks Coordinator.

Gene Doncea, Hamburg RC Flyer's, voiced his concerns with the amount per day being proposed for their use. He states that the club maintains the Liability Insurance for the specialized use, as well as the airfield which is open to the public. He stated that visitors who wish to use the facility can come as a guest a few times before formally becoming a member to be covered under their Liability Insurance. He stated that members are not charged to participate, and an increase in fees will put them out of business.

Discussion took place regarding the existing user groups and their role in the maintenance of the sports fields. Generally the fields are only maintained by the groups during their seasonal use, after which they are not lined, chalked or leveled. The Township cuts the grass, empties garbage and provides portable toilets, anything beyond that will need to be supplied by the group using the fields. The Township does not have its own supplies, so the groups would need to bring their own, or contact the "recognized group" for its assistance. Discussion touched on what would be needed to support no fees being charged to our "partnering/recognized groups" in way of a contract, based on the fact that they provide in-kind services. The in-kind services will also need to be tracked more regularly in the future, as any investment in the park becomes the property of the Township and requires to be included in the audit. Clubs will have to be better about submitting receipts in the future, especially if their fees are waived due to their investment.

Muck stated that the City of Novi signs annual contract with their regular users, which offer a flat annual rate, however, they provide the maintenance.

Committee suggested the Park Coordinator rework the Fee Schedule to show either a \$0 or reasonable flat rate per year charge based on a 5-10 year average, with the idea that the groups would be signing an annual or multi-year contract based on the use. For all other users, the flat rate per field at \$25.00 for 2-hour block was deemed reasonable based on the cost comparison the Parks Coordinator presented. The proposed fees for events were also more in line with what would be reasonable with the inclusion of the Public Safety fees which will be charged separately.

Coordinator will have revised proposal for action for the November meeting, with the intent of getting the changes to the Township Board in December. Fees proposed to go into effect January 1, 2020.

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. Adult Work Area – Phase 2– Pending
2. Engineered Wood Fiber in Playgrounds – Installed
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.

Hardesty asked if garden adoptions required the residents to be part of the AB Committee.

Henneman stated taking part in the program didn't require participation with the Committee.

Motion by Koeble, supported by Auxier, to recommend to the Township Board approval of the Adopt-A-Garden program as presented.

VOICE VOTE: Ayes: 4 Vacancy: 1

MOTION CARRIED

F. Signage and Community Awareness

There were no updates.

G. Risk Management (Insurance/ADA)

There were no updates.

10. Call to the Public

Gene Doncea, Hamburg RC Flyer's, addressed the Committee. He stated the Flyer's field coated fencing has a lot of damage from the lawnmower catching it and their club doesn't have enough money to fix it. He is hoping the Township can help fund the materials, and their club could provide the labor on installation.

Muck suggested that something at the bottom be installed to keep the fencing taut to help prevent future damage.

Doncea stated that the club weed whips and maintains a 6" barrier on either side of the fencing so that Grounds doesn't need to get so close to the fence. He stated that their club cut the grass for years, and because it is a low priority for the Township, he suggested that if it helped they could do it again.

Dolan requested that the Flyer's Club submit some quotes from the Fence Spot for replacement material, along with their suggested solution for securing the bottom of the chain link. He will speak to the Building & Grounds staff about the mowing. The topic will be added to the November Parks and Recreation Committee meeting for action. The topic of hiring a designated person for Parks Maintenance will also be added to the agenda at the Clerk's request.

11. Committee Comments

There were no Committee comments.

12. Adjourn Meeting

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

VOICE VOTE: Ayes: 4 Vacancy: 1

MOTION CARRIED

Meeting adjourned at 4:30 p.m.

Respectfully submitted,



Debra Henneman
Parks & ADA Coordinator

No
Information

MEMORANDUM

November 22, 2019

To: Parks & Recreation Committee

From: Deby Henneman, Parks & Recreation Coordinator

Re: Ralph C. Wilson Jr. Legacy Funds – Grant Submission – Deadline 1/13/20

I have started preparation for a Grant submission through the captioned fund. Upon reviewing the fund options, and referencing our Master Design Plan, we have decided to target the following projects:

West Park Walking Trail – Proposing the Planning, Design and Completion of the looping trail around the Soccer Fields, which will provide an accessible and walkable trail around West Park, adjacent to the Adult Workout Area. This upgrade will correct accessibility for the existing path, and will complete the unpaved portion of the trail. These upgrades will provide individual users using the Workout Area to enjoy strength training as well as cardio in their workouts. Increasing the walkability and bikeability of local communities and/or increasing outdoor recreational activities within the Southeast Michigan region is a priority for the Design & Access Fund.

West Park Sports Goals – Proposing the purchase and installation of sports goals in West Park, including but not limited to: Soccer, Lacrosse, and Rugby. The proposal will also reflect ball bins that would promote free play, allowing residents who come to the park to use the equipment, free of charge, during their visit. Lastly, I would like to work with the User Groups to plan and execute a Summertime Sports Sampling event, where kids can learn about each of the sports offerings we have available at Manly Bennett Park. Reintroducing free play and revitalizing in-town leagues is a priority for the Youth Sports Fund.

A motion to the Township Board recommending support of this application is requested.



MEMORANDUM

November 21, 2019

To: Parks & Recreation Committee

From: Deby Henneman, Parks & Recreation Coordinator

Re: Park Use Fee Proposals

After the last Committee meeting, I drafted 2 other options to consider for the Park Use Fee schedule and am including all 3 versions in the packet. In their simplest definition, Option 1 reflects a per day rate, Option 2 a flat seasonal rate, and Option 3 allows use at no charge to the clubs who are currently investing their time and effort into maintenance of the fields. Each of these options would be subject to the proposed Public Safety fees which I have also included as reference.

Any of these options would eliminate the need for securing a roster, and in the final case, would eliminate the need to send invoices to the groups that use Manly Bennett as their home fields. Since the roster is required prior to the club being invoiced, it is common for the entire process to be delayed due to clubs not turning their paperwork in a timely manner. There have been instances when payments were received for the seasons long after the final game. It has also been a cumbersome process for Accounting when clubs request changes to what they were originally invoiced.

If the qualified or partnering groups could take the money they would pay in fees and put it back into their program, it would benefit the children that participate with the clubs. They would be in a better position to “match” funds when scholarships are requested as well. No matter what we decide on the fees, we will need to implement a better scheduling program, and I will be working with Jeff Muck and his staff to see if I can implement something here through Google Docs.

I would like to finalize a Fee Schedule, and provide a recommendation to the Township Board to be presented at their December 17, 2019 meeting at 7:00 p.m. I would like to make every effort to accommodate the users schedules, and do plan on attending to present our final recommendation and answer questions.

Option #1

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

Medium Hazard:

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

Large Hazard:

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

Special Use:

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

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).

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

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.

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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

Option #2

P.O. Box 157
10405 Merrill Road
Hamburg, Michigan 48139-0157

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Supervisor: Pat Hohl
Clerk: Mike Dolan
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Appendix - C Parklands and Community Center Use Fee Schedule

Parklands:

Sports Groups: Regular Seasonal Use

Contributing User Group:

Fields specified in contract, Seasonal rate (based on 5-year average):

- **Hamburg RC Flyers – Annual Contract & Supplies GL Coverage - \$300**
- **HYPFA (Football & Cheer, anticipates 2 fields) – Aug-Oct Contract - \$1,200**
- **Warriors (Rugby) – Mar-May Contract - \$200**
- **HCSC (Soccer, anticipates 3 fields) – Mar-June Contract - \$1,500**
- **HCSC (Soccer, anticipates 3 fields) – Aug-Nov Contract - \$1,200**
- **PHBSA (Baseball & T'Ball, anticipates all diamonds) – Mar-July Contract – \$2,500**

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

The Township Board may supersede this fee schedule by stipulating alternate fees, or waiving them in their entirety.

Non-Contributing 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).

Field use will be handled on a first-come-first-serve basis. The Contributing Users will be granted an early-bird scheduling window, of no less than 6 weeks before the season start. All other users will be granted access 2 weeks prior to season start.

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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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

Medium Hazard:

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

Large Hazard:

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

Special Use:

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

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).

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

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.

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Special Use (Requires Public Safety Fees):

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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).~~

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Option #3

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Annette Koeble

Appendix - C Parklands and Community Center Use Fee Schedule

Parklands:

Sports Groups: Regular Seasonal Use

Qualified User Group:

Field assignments and scope of expected maintenance by group to be outlined in annual contract for the following:

- Hamburg RC Flyers
- HYPFA
- Warriors (Rugby)
- HCSC (Spring & Fall Soccer, anticipates 3 fields seasonally)
- PHBSA (Baseball & T'Ball, anticipates all diamonds)
- Pinckney Community Schools (Spring & Fall Soccer)

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Non-Qualified 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)

Field use will be handled on a first-come-first-serve basis. The Qualified Users will be granted an early-bird scheduling window, of no less than 6 weeks before the season start. All other users will be granted access 2 weeks prior to season start.

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

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.

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:
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The Township Board reserves the right to waive or reduce ~~this fees or~~ deposit or reimburse any unused portion of the ~~fees or~~ 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.

Volleyball Area:

Informal/Individual use is handled on a first-come-first-serve basis. There is no fee required.

Group/League/Organization use must be scheduled with the Parks Coordinator in order to be given priority use. There is no fee required.

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
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- All event applications, no matter the size, must start with a Park Use Application submittal with the Parks & Recreation Department



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

November 21, 2019

To: Parks & Recreation Committee

From: Deby Henneman, Parks Coordinator

Re: Park Coordinator's Report

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.

Due to the holiday schedule, we will need to either cancel or re-schedule the December meeting, which would normally land on the 24th. The next regularly scheduled meeting will be January 28, 2020.

Park Fee Schedule options have been provided in the packet in order to obtain a recommendation to pass on to the Township Board at their December 17, 2019 evening meeting. Having the new fee schedule effective January 1, 2020 would make it easiest for all future Park Use Applications, and allow me time to finalize the changes to the Parks and Recreation Policies and Procedures Manual at the January 2020 Parks meeting.

The 2019 Township Holiday Schedule is as follows:

Thursday, November 28th – Closed for Thanksgiving

Thursday, November 29th – Closed for Thanksgiving

Monday, December 23rd – Closed/Furlough

Tuesday, December 24th – Closed for Christmas Eve

Wednesday, December 25th – Closed for Christmas

Monday, December 30th – Closed/Furlough

Tuesday, December 31st – Closed for New Year's Eve

Wednesday, January 1st – Closed for New Year's Day



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

November 25, 2019

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

The Senior Center received two Thank You cards in the mail. One from MOST Ministries for our eyeglass donation. The second was from Andi Chapman thanking the senior center for allowing her to lead an education seminar on stress and burnout.

Closures for the Senior Center include; November 5 for Elections, November 11 for Veterans Day, November 15 for Bazaar Set Up and November 28-29 for Thanksgiving.

The Hamburg Township/LETS continues to grow. In October, the Senior Center Bus had scheduled bus trips to B-Line, Brookdale Senior Living, MJR Theatre, Briarwood, and the Jiffy Mix Factory. The bus had 245 rides in October, averaging 18.85 per day.

Programs at the Senior Center in October included a Stress and Burnout Educational Seminar, Kitchen Band Singalong, Fall Prevention Class, Cooking Club with Pat, and our Halloween Potluck. The Halloween Potluck hosted 75 of our members.

The Senior Center had 31 people attend the Rum Runners Trip and 27 attend a trip to MotorCity. The November trip will be FireKeepers

November programming will include a Flu Shot Clinic, Hearing Check Up with Belltone Hearing and our Holiday Bazaar.

Attendance at the Senior Center continues to increase. The Senior Center had eight new members join in October. October monthly total was 1583 with a daily average of 69.

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