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**HAMBURG TOWNSHIP  
PARKS AND RECREATION COMMITTEE  
SPECIAL MEETING AGENDA of  
Rescheduled Regular Meeting  
Location: Hamburg Township Board Room  
Tuesday, January 21, 2020 – 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. November 26, 2019 – Park & Recreation Regular Meeting Minutes
7. Correspondence – None
8. New Business
  - A. 2020 Meeting Date Calendar Approval
  - B. Parks & Recreation Bylaw Changes – Information
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 – Not granted
    3. Ralph C. Wilson, Jr. Legacy Funds Grant – Submitted – Announced in June
  - B. Township Park Use Policy/Fee/Procedures**
    1. Park Facility Use Policy – Updates pending
    2. Park Fee Schedule – Approved and posted
    3. Senior/Community Center Application - Updated

### **C. Administrative Services**

1. Park Coordinator's Report – January 2020
  - a. Park Use Form Revision – Information
  - b. User Group Report – January 2020
  - c. Get to Know your Township Services Series – @ Library – March 12, 2020
2. Senior Center Report – January 2020
  - a. Senior/Community Use Form Revision - Information
3. Scholarship Program – Brochure - Reminder sent to User Groups
4. Park Use Requests:
  - A. Michigan Jaguar Soccer Tournament – May 8-10, 2020

### **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.
4. Project List Development

### **E. Sponsorships/Volunteerism**

1. Eagle Scout Project – None
2. Amenities and Beautification Committee – Meeting April 21, 2020 at 4:30 p.m.!
  - 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: February 25, 2020 – 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](http://www.hamburg.mi.us)

Hamburg Township  
Parks & Recreation Committee  
Regular Meeting  
Hamburg Township Hall Board Room  
Tuesday, November 26, 2019  
3:00 p.m.

1. Call to Order

Dolan called the meeting to order at 3:05 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

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

A call was made with no response.

5. Approval of the Agenda

**Motion by Muck, supported by Koeble, 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 October 29, 2019 as presented.**

**VOICE VOTE: Ayes: 4      Vacancy: 1**

**MOTION CARRIED**

7. Correspondence

Henneman distributed an update from Supervisor Hohl regarding the St. Mary's Wildbots group and their presentation for the 2019 First Lego League Challenge. They won the research award for their ideas on how to cross pedestrians safely over Merrill Road, from one side of Manly Bennett Park to the other.

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 reported that he will be attending a meeting in January with the MDNR to get a definitive answer regarding Ashto standards, and whether they would be willing to waive them due to the hardships that would cause for the interconnect up McGregor Road.

2. Grant Update – MNRTF & Passport Grant Submissions

Henneman reported the grant announcements will be in December 2019. She reported that she will be moving forward with the Wilson Grant proposal as outlined in the packet.

**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 proposals that were presented by the Parks Coordinator.

Discussion took place regarding the existing user groups and their role in the maintenance of the sports fields. Committee also discussed the income generated by current park fees and what the Township will be doing as far as maintenance moving forward.

Dolan reported that the Township will continue to cut grass and empty garbage, and that any other items required to maintain the fields as sports fields, will be the user groups' responsibility.

**Motion by Muck, supported by Auxier, to recommend to the Township Board that the Park Facility Use fees for the 2020 Calendar Year remain at a \$5.00 per resident, \$10.00 per non-resident seasonal charge, self-reported by the User Groups, with same requirements for documentation such as General Liability & Property Insurance, Concession and Background Check confirmation, and that event fees be increased as outlined in Option #2, with additional charges for Public Safety as included, unless otherwise negotiated by Parks & Recreation Administration and the Township Board.**

**VOICE VOTE: Ayes: 4 Vacancy: 1**

**MOTION CARRIED**

**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. 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/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](mailto:clerk@hamburg.mi.us).

**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

**Motion by Dolan, supported by Koeble, that there be no meeting in December, due to the holidays, unless a topic is brought forward that necessitates a special meeting. Due to the MParks Conference being held the last week in January, the next regular meeting will be January 21, 2020 at 3:00 p.m.**

**VOICE VOTE: Ayes: 4 Vacancy: 1**

**MOTION CARRIED**

12. Adjourn Meeting

**Motion by Auxier, supported by Muck, to adjourn the meeting.**

**VOICE VOTE: Ayes: 4 Vacancy: 1**

**MOTION CARRIED**

Meeting adjourned at 3:56 p.m.

Respectfully submitted,



Debra Henneman  
Parks & ADA Coordinator

No  
Information

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

(810) 231-1000 Office  
(810) 231-4295 Fax



**Supervisor:** Pat Hohl  
**Clerk:** Jim Neilson  
**Treasurer:** Allen Carlson  
**Trustees:** Mike Dolan  
Bill Hahn  
Chuck Menzies  
Jason Negri

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## **HAMBURG TOWNSHIP PARKS AND RECREATION COMMITTEE**

### **Regular Meeting Dates - Year 2020**

January 21 @ 3:00 P.M.  
February 25 @ 3:00 P.M.  
March 24 @ 3:00 P.M.  
April 28 @ 3:00 P.M.  
May 26 @ 3:00 P.M.  
June 23 @ 3:00 P.M.  
July 21 @ 3:00 P.M.  
August 18 @ 3:00 P.M.  
September 22 @ 3:00 P.M.  
October 27 @ 3:00 P.M.  
November 24 @ 3:00 P.M.  
December - TBD

All meetings are held at the Hamburg Township Hall Board Room located at 10405 Merrill Road, Hamburg, Michigan 48139

Changes and/or additions to these dates, times and/or location will be posted at the Hamburg Township Office, located at 10405 Merrill Road, Hamburg, Michigan 48139, and on the website. Every effort will be made to accommodate requests from the public for alternate meeting dates and times, should the posted meetings not be conducive for participation.

The township will provide necessary, reasonable auxiliary aids and services to individuals with disabilities upon advance written notice or by calling the Township Hall at 810-231-1000

Mike Dolan  
Hamburg Township Clerk  
10405 Merrill Road, PO Box 157  
Hamburg, Michigan 48139-0157  
(810) 231-1000 Ext. 206



# **HAMBURG TOWNSHIP PARKS AND RECREATION COMMITTEE**

## **BYLAWS & RULES OF PROCEDURE**

### **Article I - Name**

Hamburg Township Parks & Recreation Committee

### **Article II - Purpose**

The Parks and Recreation Committee shall be an advisory body to the Hamburg Township Board of Trustees for the following:

- 2.1 Management of Parklands and Recreational Facilities, Township Senior/Community Center, and the Lakelands Trail, including the approval and scheduling of their use.
- 2.2 Review of an Annual Business Plan and Supporting Budget as presented by the Clerk.
- 2.3 Development of recommendations to the Hamburg Township Board regarding expenditures and program enhancements.
- 2.4 Development and oversight of all grant proposals related to the Township's Parkland facilities and/or operations.
- 2.5 Development and maintenance of a five year Parks and Recreation Master Plan.
- 2.6 Development of agreements with schools and community groups, e.g. scouts, charitable and not-for-profit organizations, etc., to undertake cooperative programs, projects and events.
- 2.7 Marketing of various recreational programs to the community-at-large.
- 2.8 Oversight for programmatic development and use of the Lakelands Trail.
- 2.9 In cooperation with the Township's DPW and Clerk's departments, responsible for providing management oversight of all physical modifications and enhancements to the Parks and Recreation property and facilities to ensure that all work is done with the appropriate permits, licenses, inspections, and liability protection, e.g. bonding.
- 2.10 Working closely with the Township's Public Safety Departments (Police and Fire) to ensure that residents receive the proper level of protection during the time they are using the Townships Parks and Recreation facilities.
- 2.11 Working with Volunteer based organizations, individuals and groups who use Parks and Recreation facilities to obtain important feedback about their experiences and suggestions for improvement and usage.

### **Article III – Membership**

The Committee shall consist of five (5) voting members. All members shall be appointed by the Township Board according to the terms of these Bylaws.

3.1 Five (5) voting members shall consist of the following:

- Hamburg Township Clerk.
- One (1) additional member of the Hamburg Township Board of Trustees to be nominated and appointed by the Township Board.
- Two (2) members at-large nominated by the Hamburg Township Clerk to be appointed by the Hamburg Township Board to serve for two year terms. All such members must be citizens of Hamburg Township. Such members shall not hold a position as an officer or a Board member of any category of user of the Township Park Facilities as set forth in the Hamburg Township Park Facility Use Policy, Sections 3.2, 3.3 and 3.4.
- One (1) Pinckney Community High School student athlete as recommended by the Athletic Director.

3.2 Attendance of non-voting staff members on as needed basis:

- Parks & Recreation Coordinator
- Public Safety representative
- DPW/Building & Grounds representative
- Senior Center Director

3.3 Removal. Any member may be removed by a majority vote of the Township Board for whatever reason.

3.4 Trustee, citizen and hourly staff members that are not serving during business hours will be paid at the rate of \$65.00 per diem for regularly scheduled meetings. Citizen and hourly staff members that are not serving during business hours will be paid at the rate of \$65.00 per diem for special meetings.

3.5 Members may be reimbursed for expenses authorized by the Committee incurred while performing duties related to the work of the Committee. Mileage authorized by the Committee for Committee activities will be reimbursed at the current rate approved by the Township Board. Travel to and from meetings will not be reimbursed.

- 3.6 Expenses incurred by members relating to attendance at recreational related seminars, conventions, or other meetings must be pre-approved by the Township Board.

#### **Article IV - Officers**

- 4.1 **Selection.** At the January regular meeting, or the first scheduled meeting of a new year, the Committee shall elect from its voting members, a Chairperson, who shall serve for a 24-month period beginning at the January regular meeting and running through the end of their stated term or until such time as a successor has been appointed. The Chairperson shall be responsible for establishing the agenda for all meetings and will preside over all meetings.

#### **Article V - Meetings**

- 5.1 **Meeting Notices.** All regularly scheduled and special meetings shall be posted at the Hamburg Township Hall by the Hamburg Township Clerk, and shall otherwise comply with the requirements of 15.261 et seq., commonly referred to as the Open Meetings Act.
- 5.2 **Meetings.** Regular meetings shall be held monthly according to the schedule adopted by the Committee prior to their first regularly scheduled monthly meeting of each year to be held on the fourth Tuesday of January at 3:00 p.m.
- 5.3 **Special Meetings.** Special meetings may be called by the Township Clerk, the Chairperson of the Committee or by a majority of the voting members of the Committee.
- 5.4 **Quorum.** In order for the Committee to conduct business or take any official action, a quorum consisting of the majority of all the voting members serving on the Committee must be present. When a quorum is not present, no official action may take place. The members of the Committee may discuss matters of interest, but can take no action until the next regular or special meeting.
- 5.5 **Voting.** An affirmative vote of the majority of the quorum shall be required for the approval of any requested action or motion placed before the Committee. Voting shall ordinarily be by voice vote; provided, however, that a roll call vote shall be required if requested by any Committee member or directed by the Chairperson. If a roll call vote is taken, the individual vote, yea or nay, of each Committee member must be recorded in the minutes of the meeting.
- 5.6 **Order of Business.** A written agenda for all meetings shall be prepared as follows. The order of business shall be:
- i. Call to Order
  - ii. Approval of the Agenda
  - iii. Approval of the Minutes

- iv. Call to the Public
- v. Old Business
- vi. New Business
- vii. Call to the Public
- viii. Committee Comments
- ix. Adjournment

**5.8 Rules of Order.** All meetings of the Committee shall be conducted in an orderly manner similar to Roberts Rule of Order.

#### **Article VI - Minutes**

- 6.1** Committee minutes shall be prepared by the Township Clerk. The Township Clerk may appoint a staff member as the minute's recorder who will be compensated according to current Township policy. The minutes shall contain a brief synopsis of the meeting, including a complete restatement of all motions and record of votes; and record of attendance. All communications, actions and resolutions shall be attached to the minutes. The official records shall be deposited with the Township Clerk.

#### **Article VII - Open Meetings and Freedom of Information Provisions**

- 7.1** All Committee meetings shall comply with the terms and provisions of MCL 15.261 et seq., commonly referred to as the Open Meetings Act.
- 7.2** All business conducted by the Committee or any and all of its documents are subject to the provisions of MCL 15.231 et seq., commonly referred to as Freedom Of Information Act (FOIA).
- 7.3** A person shall not be excluded from a meeting of the Committee except for a breach of peace committed at the meetings.

#### **Article VIII - Amendments**

- 8.1** These Bylaws may be amended from time to time by the Hamburg Township Board. The Committee, by a majority vote, may submit any recommended amendments to the Township Board for its approval.

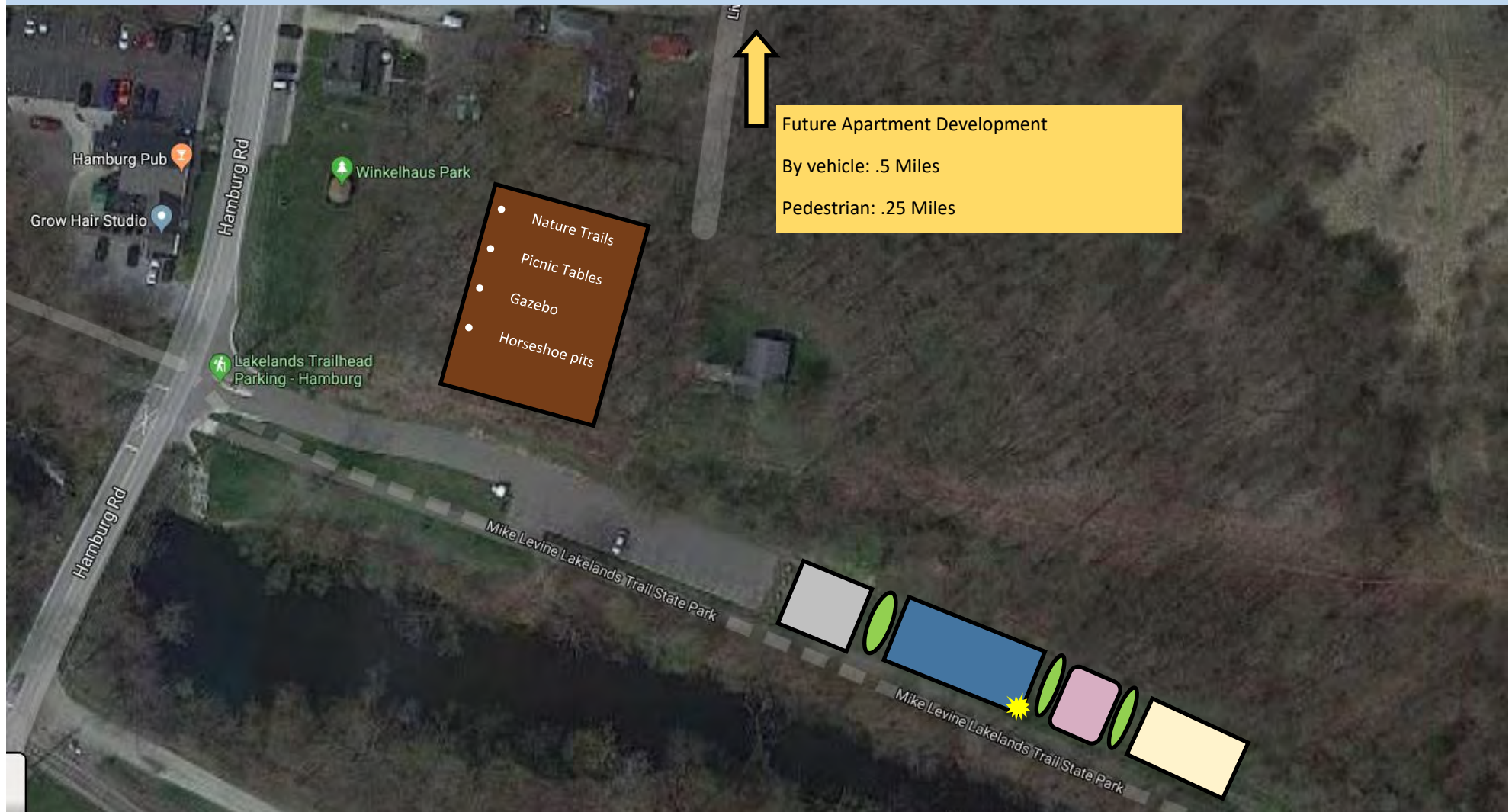
THESE BYLAWS AND RULES OF PROCEDURE ARE ADOPTED THIS DATE: December 17, 2019

**Original:** January 4, 2011 **Amended:** April 19, 2011, November 15, 2011, November 27, 2012, February 17, 2015, December 6, 2016, December 19, 2017, December 17, 2019

# Hamburg Township Outdoor Basketball & Seasonal Ice Rink Project 2020

Site: Village Trailhead Site

Adjacent to Mike Levine Lakelands Trail and Winkelhaus Park—Village of Hamburg



## Legend:



Future  
Parking



Landscape  
Barrier



Ball Bin



Basketball/  
Ice Rink



Benches  
and Path



Open  
Space



# Hamburg Township Outdoor Basketball & Seasonal Ice Rink Project 2020

## Site: Village Trailhead Site Photos



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  
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Bill Hahn  
Chuck Menzies  
Annette Koeble

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## **Appendix - C**

### **Parklands and Community Center Use Fee Schedule**

#### **Parklands:**

##### **Recognized Sports Groups: Regular Seasonal Use**

Per Participant fee, charged per season:

\$5.00 resident  
\$10.00 non-resident

Regular Seasonal uses includes User Group sponsored games, practices and tryouts. All other uses fall shall be considered Special Use.

In-Kind Donations which are considered Capital Improvements, and are and approved prior to expenditure, may be used to offset fees for use by Recognized User Groups. 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-Recognized 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 Recognized 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 to calendar 2 weeks prior to season start.

##### **Special Use (Requires Public Safety Fees):**

For all special events or uses, fees may be set at the daily field rates as outlined below, or a fee as otherwise determined by the Township Board. 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 recognized user groups.

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:**

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

**Medium Hazard:**

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

**Large Hazard:**

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

Township Board will determine the hazard category/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 Special Use applications, in addition to applicable Restoration, Clean-up and Damage Bond amounts (see below). The hold the date 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. Additional charges may be imposed for services provided such as Trash Removal, Portable Toilets, etc.

The Township Board reserves the right to waive or reduce deposit or reimburse any unused portion of the deposit to the applicant. In-Kind Donations which are considered Capital Improvements, and are approved prior to expenditure, may be used to offset fees for use by Recognized User Groups. Receipts must be submitted and approved each season. Credits cannot exceed fees due.

**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.



### **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.

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.***

Refundable key deposit for all uses: \$100

Refund processed through Treasury as outlined 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:  
TB 12/17/19  
Effective 1/1/20

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

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

(810) 231-1000 Office  
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**Supervisor:** Pat Hohl  
**Clerk:** Mike Dolan  
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**Trustees:** Bill Hahn  
Annette Koebler  
Chuck Menzies  
Jim Neilson

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## Senior/Community Center Use Application

### Applicant/Volunteer Information (Please print clearly)

Name of Organization: \_\_\_\_\_

Applicant and Position: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Frequency of Use:      One Time              Monthly              Quarterly              Other: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Time(s) Requested: Enter: \_\_\_\_\_ Exit: \_\_\_\_\_

Number of Participants Expected: \_\_\_\_\_ **KITCHEN USE IS PROHIBITED**

Supervisor of Event (if other than applicant): \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Scheduler: \_\_\_\_\_ Date: \_\_\_\_\_

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### For office use only

Deposit Received Date: \_\_\_\_\_ Key Assigned: \_\_\_\_\_

Code Assigned (regular users): \_\_\_\_\_ Copy to IT: \_\_\_\_\_

Key Returned: \_\_\_\_\_ Deposit Returned: \_\_\_\_\_

Application has been (Circle one)

Approved

Denied

Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

## **Rules & Regulations for Use**

1. Use of the Hamburg Township Senior/Community Center is limited to Hamburg Township residents and or non-profit or civic organizations. All applications for use must be submitted to the Township Clerk's Department for review and approval.
2. All applications for use of the facility shall be submitted no less than one week prior to the requested date of use. All such uses shall terminate at the end of the Township's fiscal year (ending June 30<sup>th</sup> of every year). Thereafter, a new application must be made for each succeeding Township fiscal year or portion thereof. **Maximum capacity of building is 150.**
3. Applications shall be made on forms provided by the Clerk's Department. All applications must be signed by an authorized party representing the group or organization or individual. The Township Board reserves the right to revoke any approved use with due notice.
4. The applicant may be asked to furnish proof of liability insurance with an endorsement showing Hamburg Township as an additional insured for an event, if the Clerk or the Hamburg Township Board so requests, in amounts to be established by the Township.
5. A front door entrance key and alarm code will be assigned to any applicant who applies for a reoccurring meeting. There will only be one key assigned per group. A \$100 key deposit is required at the time of issuance. The applicant agrees that said key will not be copied or loaned to others. If said key is lost (and/or loaned) the \$100 deposit is forfeited and use of the facility may be suspended or canceled entirely. **Unscheduled use of the facility will result in an automatic loss of deposit.**
6. A front door entrance key and key fob will be assigned to any applicant who applies for infrequent meeting such as annual or quarterly. A \$100 key/code deposit is required at the time of issuance. The applicant must contact the Clerk's Department to see if the facility is available on the date desired, complete an application, and receive approval which can take up to 5 business days. The applicant agrees that said key will not be copied or loaned to others. If said key is lost (and/or loaned) the \$100 deposit is forfeited and use of the facility may be suspended. **Unscheduled use of the facility will result in an automatic loss of deposit.**
7. The facility is accessible through the front double doors of the building. It is the responsibility of the applicant to secure, lock and alarm the building prior to exiting. Should the facility be left unlocked and unalarmed, the organization will forfeit their deposit and must re-apply for use (including an additional \$100 deposit). Future use may not be guaranteed.
8. For infrequent use, Applicants have seven (7) days after the scheduled date of the use of the facility to return the key (and fob if applicable) to Hamburg Township or the \$100 deposit is forfeited. When the key is returned within 7 days to the Township Clerk's Department, Hamburg Township will reimburse the applicant their \$100 deposit within the following thirty (30) days. Users who have reoccurring use of the Center are issued codes and retain their keys until use of the Center is no longer needed. Refunds will be processed at that time.
9. All approved users will be responsible for any damage done to the Community Center resulting from their use of the premises. Hamburg Township is not responsible for damages to any property that belongs to the applicant or users of the premises. Any property that is brought on premises must be removed when the function ends, before the building and premises are vacated.
10. Hanging of any documents, signs, posters, pictures or similar items, is not permitted on any surface in the Senior/Community Center. If for any reason, it is determined that it is necessary to re-key the Senior/Community Center due to the negligence of the party who has utilized the facility, the Township has the right to charge the party for any costs incurred.

11. All approved users shall have the facility cleaned up, locked up and shall vacate the Township premises by **11:00 p.m.** No applicant shall be on the premises after this time without express permission from the Township Board.
12. If applicants serve food or refreshments, all means of serving same shall be furnished by the applicant. None of the facility's cooking or refrigeration equipment or supplies may be used. **NO ALCOHOLIC BEVERAGES ARE ALLOWED ON THE PREMISES. NO PARTIES, SHOWERS, OR MEETINGS OF A PARTISIAN POLITICAL NATURE ARE ALLOWED. NO RELIGIOUS RELATED ACTIVITIES OR SERVICES ARE ALLOWED. FUNDRAISING EVENTS ARE ALLOWED HOWEVER, ONLY WITH PRIOR TOWNSHIP BOARD APPROVAL. NO SMOKING IS ALLOWED IN THE BUILDING. IT IS THE RESPONSIBILITY OF THE ORGANIZATION TO REMOVE THEIR TRASH AND RETURN ALL ROOMS TO THEIR ORIGINAL CONDITION. KITCHEN USE IS PROHIBITED.**
13. All items dealing with the application requirements, not specifically mentioned or defined above shall be subject to the interpretation and discretion of the Township Board and Township Clerk.

#### **Release of Liability Waiver**

In further consideration of entering into this agreement, to the fullest extent permitted by law, the Applicant agrees to defend, pay on behalf of, indemnify, and hold harmless Hamburg Township, its elected and appointed officials, employees and volunteers, and others working on behalf of Hamburg Township against any and all claims, demands, suits or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from Hamburg Township, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated with this contract.

The Applicant covenants and agrees that it will have a representative on the premises at all times to monitor the set-up, use and tear-down of the use and all activities related to thereto and under no circumstances shall the use of the Senior/Community Center be granted or sublet to any other group or organization without the express written permission of the Hamburg Township Board of Trustees.

Any Applicant or group or entity co-hosting the use must comply with all rules, regulations and policies of the Township pertaining to the said use and will be ultimately responsible for any and all damages to any Hamburg Township property resulting from the use, and shall otherwise restore the Township property to its previous condition.

No private property shall be kept, stored or maintained in and on the Hamburg Township Senior/Community Center property without the express written permission of the Hamburg Township Board of Trustees. All private property kept, stored or maintained in and on the Hamburg Township Senior/Community Center property shall be so kept, stored or maintained at the risk of the Applicant.

The Applicant acknowledges that he/she/they are an authorized officer of the group/event applying for use of the Senior/Community Center.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Hamburg Township Parks & Recreation

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

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January 17, 2020

To: Parks & Recreation Committee

From: Deby Henneman, Parks Coordinator

Re: Park Coordinator's Report

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](http://cms5.revize.com/revize/hamburgtownship/government/departments/parks_and_recreation/earth_day_-_hamburg_twp_clean_up_day.php).

The Park Fee Schedule and Public Safety Charges have been approved by the board, and are posted to the Township website. Changes have also been made and approved to the Parks and Recreation Bylaws. An updated version of the Senior/Community Use application has also been approved. All updated documents have been included in the packet.

We were not successful in obtaining funds through the MNRTF or Passport Grant and will be reviewing our proposal to determine how we would like to proceed with these projects. In the meantime, we have applied for the Ralph C. Wilson, Jr. Community Fund Grant for a project at the Village Trailhead. After speaking with the grant coordinator at the Foundation, it was determined that a project with more emphasis on free play and a regional focus would be more suited to their mission. The revised proposal includes an outdoor basketball facility which can be converted in the winter to an ice rink, a seating area, and an open space for free play with a ball bin. This project has been proposed for the Village Trailhead site.

As part of the Beautification Committee process, I will be developing a list of "Honey Do" projects that are needed in the Parklands, Trail system and Trailheads. If you have any suggestions for things that need to be done, please let me know. This list will be used to offer user groups the ability to offset fees with "in kind" donations, as well as provide ideas for Eagle Scout projects.

I will be out of the office from Tuesday, January 28 through Friday, January 31 to attend the MParks Conference. All emails and calls will be responded to upon my return.



## Hamburg Township Manly Bennett Park

P.O. Box 157  
10405 Merrill Road  
Hamburg, Michigan 48139-0157  
(810) 231-1000 Office X-218  
(810) 231-4295 Fax

### Park Use Application

### And Release of Liability & Indemnification Agreement

(Application must be submitted 60 days before requested use)

### Applicant Information:

Event Sponsor (or name if family or individual use): \_\_\_\_\_

Name of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Park Use Category #: <sup>Select One</sup>

Applicant Name: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Time(s) of Event: \_\_\_\_\_

Applicant Address: \_\_\_\_\_ Suite or Apt #: \_\_\_\_\_

Applicant City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person (present during use): \_\_\_\_\_

Contact's Affiliation with Applicant: \_\_\_\_\_

Contact's Phone: \_\_\_\_\_ Contact's E-Mail: \_\_\_\_\_

Event Co-applicant, if any: \_\_\_\_\_

All Co-applicants must also sign all applications and waivers.

Co-applicant relationship to Applicant: \_\_\_\_\_

Co-applicant's phone: \_\_\_\_\_

### Insurance Information:

Insurance Carrier: \_\_\_\_\_

Certificate of Insurance must be provided by all applicants as outlined in Appendix B in the Park Facility Use Policy.

Policy #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Limit of General Liability: \_\_\_\_\_ Occurrence \_\_\_\_\_ Aggregate \_\_\_\_\_

Umbrella Coverage Limit (if any): \_\_\_\_\_ Occurrence \_\_\_\_\_ Aggregate \_\_\_\_\_

## Event Description: *(any information that doesn't pertain to your event please indicate not applicable)*

Please describe the event you propose to host: \_\_\_\_\_

\_\_\_\_\_

Total Number of participants/spectators/guests anticipated during event: \_\_\_\_\_

Average of participants/spectators/guests anticipated at any given time: \_\_\_\_\_

Site of Proposed Event; include all areas of the parklands that will be used: \_\_\_\_\_

\_\_\_\_\_

*Include site plan drawing reflecting all areas of the Township Park and recreational facilities the event will effect*

Will there be camping and trailer facilities? If so, are overnight stays anticipated: \_\_\_\_\_

Number of Volunteers: \_\_\_\_\_ Are Volunteers trained?: \_\_\_\_\_

*Please attach copy of Volunteer Handbook if applicable*

Will tents be used?: \_\_\_\_\_ If so, please indicate locations: \_\_\_\_\_

\_\_\_\_\_

*Under no circumstances are tent stakes to be driven into asphalt surfaces. Tent locations must be pre-approved.*

Will admission be charged? If so, how much: \_\_\_\_\_

Parking fee charged? If so, how much: \_\_\_\_\_ Valet service available? \_\_\_\_\_

Will Food/Beverages be served? If so, types of food and name of persons serving: \_\_\_\_\_

\_\_\_\_\_

*For anything other than pre-packaged foods, Concession Application, Health Department License and Products Liability coverage is required.*

Will there be Fireworks or any other pyrotechnic display? If so, describe: \_\_\_\_\_

\_\_\_\_\_

*Insurance requirements to be established during the event review process as stated in Appendix B of the Park Facility Use Policy.*

Will there be any animals present? If so, describe: \_\_\_\_\_

\_\_\_\_\_

*Pets are not allowed in Parkland during events. Service Dogs are allowed with proper certification.*

Will there be Amusement rides or games? If so, describe: \_\_\_\_\_

\_\_\_\_\_

*Insurance requirements to be established during the event review process as stated in Appendix B of the Park Facility Use Policy.*



Will there be a need for vehicles to be used on Township grounds? If so, describe: \_\_\_\_\_

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*Personal vehicles require proof of Auto Liability based on the description of use and areas needing to be accessed during event.*

Will there be a need for Emergency Responders over and above what is included in the Public Safety Fee? If so, describe: \_\_\_\_\_

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*Hamburg Township reserves the right to require private security and/or emergency responders be present during any event.*

Specific services required from the Township, if any: \_\_\_\_\_

Other information regarding your event that you feel may be helpful: \_\_\_\_\_

## Organized Sports and/or Sporting Events:

Please indicate type of sports event: ☐ Regular Season (Games/Practices) ☐ Sports Tournament ☐ Other

If Tournament or other event, complete Event Description on Page 2 and provide additional details, if any:

## ***Release of Liability & Indemnification Agreement***

*The approval of this park use request is contingent upon receipt of all requested information, review process of the Hamburg Township Parks & Recreation Committee, and approval of the Hamburg Township Board. The applicant may be required to provide additional information as is deemed necessary by the Parks & Recreation Committee and/or Township Board, and may be required to meet with the Parks Administrator and/or Parks Coordinator to supply additional information or to answer questions. If the Park Use Application is received less than 60 days prior to the requested event date, the Parks & recreation Committee and Township Board may process the application, however, the application fee may be increased in an amount to be determined by the Parks & Recreation Committee and/or the Township Board.*

The undersigned acknowledges that he/she/they are authorized to sign this application on behalf of the applicant and that he/she/they have received a copy of all documents relating to the use of the park and recreational facilities including the Hamburg Township Park Facility Use Policy Rules and Regulations.

In further consideration of entering into this agreement, to the fullest extent permitted by law, the Applicant agrees to defend, pay on behalf of, indemnify, and hold harmless Hamburg Township, its elected and appointed officials, employees and volunteers, and others working on behalf of Hamburg Township against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from Hamburg Township, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated with this contract.

The Applicant covenants and agrees that it will have a representative on the premises at all times to monitor the set-up, use and tear-down of the use and all activities related to thereto and under no circumstances shall the use of the park be granted or sublet to any other group or organization without the express written permission of the Hamburg Township Board of Trustees.

Any Applicant or group or entity co-hosting an event must provide a Certificate of Insurance naming Hamburg Township as an additional insured and proof of that coverage must be provided prior to the issuance of the permit for the event. The Applicant and/or co-host of any event must comply with all rules, regulations and policies of the Township pertaining to the said use and will be ultimately responsible for any and all damages to any Hamburg Township property resulting from the use, and shall otherwise restore the Township property to its previous condition.

**Personal Property Damage Claims:** The applicant hereby releases Hamburg Township, Its elected and appointed officials, employees and volunteers, and others working behalf of Hamburg Township, from any and all liability or responsibility to the applicant or anyone claiming through or under the applicant by way of subrogation or otherwise, for any loss or damage to applicant's property resulting from any incident, except damages resulting from the gross negligence of the Township, as it relates to the activities and uses contemplated by the application. It is understood by the applicant that all private property kept, stored or maintained in and on the Hamburg Township Park and recreational facilities shall be so kept, stored or maintained at the risk of the Applicant.

Initials: \_\_\_\_\_

**Public Health & Safety:** The applicant hereby swears and attests that they have complied with all aspects and intent, of Background Checks and that they are in compliance<sup>3</sup> with the Michigan Sports Concession Law, Acts 342 & 343, Public Acts of 2012, as referenced in the Park Facility Use Policy and outlined in Appendix A. The applicant understands that falsification of the above statement and/or failure to comply with these requirements may result in the suspension and/or revocation of the use of the Hamburg Township parkland facilities.

Initials: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co- applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parks Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

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### For office use only

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Meeting Approval Dates: \_\_\_\_\_ Parks & Recreation \_\_\_\_\_ Public Safety \_\_\_\_\_ Township Board

Application has been (Circle one)



Approved



Denied

Hamburg Township Representative: \_\_\_\_\_

## Participant Fee Payments

### Dexter Rugby



Season	Number of Participants	Total Invoiced/Due	Credit Due	Date Paid	Check #
Spring 2012	0 Res/25 Non Res	\$ 250.00		6/8/2012	1375
Spring 2013	1 Res/17 Surr/11 Cty/2 Oth	\$ 440.00		7/31/2013	1429
Spring 2014	41 Non Res	\$ 410.00		5/22/2014	
Spring 2015	23 Non Res	\$ 230.00		7/28/2015	3364
Spring 2016	21 Non Res	\$ 210.00		6/21/2016	
Spring 2017	19 Non Res	\$ 190.00		10/16/2017	
Spring 2018	15 Non Res	\$ 150.00		9/14/2018	
Spring 2019	18 Non Res	\$ 180.00		6/10/2019	
<b>Total Fees Collected to Date:</b>		<b>\$ 2,060.00</b>	<b>\$ -</b>		

# Participant Fee Payments

## Hamburg Community Soccer Club (HCSC)



Season	Number of Participants	Total Invoiced/Due	Credit Due	Date Paid	Check #
Fall 2006	725	\$ 3,625.00		10/17/2006	2107
Fall 2008		\$ 3,585.00		11/12/2008	
Spring 2011	406 Res/170 Non Res	\$ 3,730.00		5/16/2011	
Fall 2011	304 Res/144 Non Res	\$ 2,960.00		10/12/2011	
Spring 2012	378 Res/274 Non Res	\$ 4,860.00	\$ (230.00)	5/9/2012	
Fall 2012	268 Res/176 Non Res	\$ 3,100.00		9/25/2012	
Spring 2013	305 Res/184 Surr/25 Cty/2 Oth	\$ 3,840.00		6/5/2013	
Fall 2013	211 Res/119 Surr/10 Cty/1 Oth	\$ 2,445.00		11/19/2013	
Spring 2014	248 Res/159 Non Res	\$ 2,730.00	\$ (100.00)	6/25/2014	
Fall 2014	167 Res/129 Non Res	\$ 2,125.00		12/9/2014	
Spring 2015	184 Res/153 Non Res	\$ 2,450.00		7/15/2015	
Fall 2015	105 Res/68 Non Res	\$ 1,205.00		2/23/2016	
Spring 2016	137 Res/105 Non Res	\$ 1,735.00		6/10/2016	
Fall 2016	74 Res/67 Non Res	\$ 1,040.00		1/19/2017	
Spring 2017	82 Res/96 Non Res	\$ 1,370.00		6/29/2017	4973
Fall 2017	29 Res/63 NonRes	\$ 775.00		12/14/2017	
Spring 2018	51 Res/76 NonRes	\$ 1,015.00		7/27/2018	
Fall 2018	30 Res/62 Non Res	\$ 770.00		12/7/2018	
Spring 2019	38 Res/88 Non Res	\$ 1,070.00		7/11/2019	
Fall 2019	5 Res/44 Non Res	\$ 465.00			
Sub Totals:		\$ 37,685.00	\$ (330.00)		
Total Fees Collected to date:				\$ 37,355.00	

## Participant Fee Payments

### Hamburg Enhanced Recreation Organization (HERO)



Season	Number of Participants	Donation/Grant Description	Total Invoiced/Due	Donations/Grants/ADJ	Date Paid	Check #
2006	Unknown Fun Fest		\$ -			
2006		(Flyers/Stages/Electric/Trans)		\$ (19,672.00)		
2007	Unknown Fun Fest		\$ -			
2007		(No Park Donations)		\$ -		
2008	Unknown Fun Fest		\$ -			
2008		(Stages)		\$ (5,000.00)		
2009	Unknown Fun Fest		\$ -			
2009		(Flyers)		\$ (3,000.00)		
2010	Unknown Fun Fest		\$ -			
2010		(Electric)		\$ (1,500.00)		
2011	Unknown Fun Fest		\$ -			
2011		(No Park Donations)		\$ -		
2012	Unknown Fun Fest		\$ -			
2012		(Stage Repair)		\$ (1,500.00)		
2012		(Grant App - Playground Maint)		\$ (2,500.00)		
2013	Unknown Fun Fest		\$ -			
2013		(Park Defib Unit)		\$ (1,181.00)		
2014	Unknown Fun Fest		\$ -			
	Unknown Moving Wall		\$ -			
2014		(No Park Donations)		\$ -		
2015	Unknown Fun Fest		\$ -			
2015	Unknown Fun Fest	(No Park Donations)		\$ -		
2016	Unknown Fun Fest	(No Park Donations)				
2017	Unknown Fun Fest	Land Balancing Payment	\$ 2,500.00		9/18/2017	
2017	Unknown Fun Fest	Public Safety Invoice - Police	\$ 4,402.42		9/26/2017	2110
2017	Unknown Fun Fest	Public Safety Invoice - Fire	\$ 877.58		9/26/2017	2110
2018	Unknown Fun Fest	Land Balancing Payment	\$ 2,500.00		7/2/2018	
2018	Unknown Fun Fest	Public Safety Invoice - Police	\$ 4,646.40		10/30/2018	w/766.40 cr
2018	Unknown Fun Fest	Public Safety Invoice - Fire	\$ 694.83		10/30/2018	
2019	Unknown Fun Fest	Land Balancing Payment	\$ 2,500.00			
2019	Unknown Fun Fest	Public Safety Invoice - Police	\$ 4,661.26			
2019	Unknown Fun Fest	Public Safety Invoice - Fire	\$ 798.74			
2019	Unknown Moving Wall	(No Park Donations)				
2020						
2020						
2020						
<b>Total Fees Collected to Date:</b>			\$ 23,581.23			
<b>Total Park Donations Collected to Date:</b>				\$ (34,353.00)		

**Event Investment Breakdown  
Hamburg Fun Fest**

Fees Paid/Donations/Grants	2006	2007	2008	2009	2010	2011	2012	2013	20132	2014	2015	2016	2017	2018	2019
Park Use Fees (Waived by Township - \$9,100 per year)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Donation - Enabling Garden - Library	\$ 11,372.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Donation - Flyer's Field	\$ 11,372.00	\$ -	\$ -	\$ 3,000.00	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Donation - Stages - East Bennett Park	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Donation - Electric to Stages - East Bennett Park	\$ 3,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Donation - Safety Fence - Transformer	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Donation - Electric hook-up	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Donation - Defibrillator Units - Police/Fire	\$ -	\$ 16,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grant - Playground Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500.00	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Donation - Stage Upgrade - East Bennett Park	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grant - Defibrillator Unit - Parks	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,181.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grant - Explorer Program - Police	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Donation - Land Balancing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ 2,500.00	\$ 2,500.00	
Public Safety Fees - Fire (Cost)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ 877.58	\$ 694.83	
Public Safety Fees - Police (Cost)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ 4,402.42	\$ 3,880.00	

<b>Total by Year:</b>	<b>\$31,044</b>	<b>\$16,000</b>	<b>\$5,000</b>	<b>\$3,000</b>	<b>\$1,500</b>	<b>\$ -</b>	<b>\$ 4,000.00</b>	<b>\$ 1,681.00</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,780.00</b>	<b>\$ 7,074.83</b>	<b>\$ -</b>
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**Incremental expense directly specifically related to Fun Fest**

Department	Expenses 2012	Expenses 2013	Expenses 2014	Expenses 2015	Expenses 2016	Expenses 2017	Expenses 2018	Expenses 2019	Expenses 2020
Building & Grounds - Estimated	\$675.00	\$675.00	\$675.00	\$675.00	\$675.00	\$675.00	\$675.00	\$675.00	\$675.00
Police Department	\$3,515.84	\$3,978.65	\$4,118.81	\$5,535.58		\$ 4,402.42	\$ 3,880.00	\$4,661.26	
Fire Department	\$5,040.00	\$3,189.00	\$1,619.72	\$2,424.59	\$ 2,450.00	\$ 877.58	\$ 694.83	\$798.74	
Field Restoration Costs			\$1,250.00	\$4,615.00					
Land Balancing new location - Twp Cost						\$ 31,400.00		\$ 800.00	
Seeding new location - Twp Cost						\$ 3,310.00			
Land Balancing Reimburse by H.E.R.O.						\$ (2,500.00)	\$ (2,500.00)	(\$2,500.00)	
Field Restoration Reimburse by H.E.R.O.			\$ (1,250.00)	\$ (3,000.00)					
Public Safety Reimburse by H.E.R.O.						\$ (5,280.00)	\$ (4,574.83)		

**Total Expense**

<b>Total by Year:</b>	<b>\$9,230.84</b>	<b>\$7,842.65</b>	<b>\$6,413.53</b>	<b>\$10,250.17</b>	<b>\$3,125.00</b>	<b>\$32,885.00</b>	<b>(\$1,825.00)</b>	<b>\$4,435.00</b>		<b>\$72,357.19</b>
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**Normal Event Revenue Per Year (based on current fee schedule)**

Section	Rate per Day	#/Days	Total Charge
Baseball Diamonds	\$350	10.00	\$3,500
Football Fields	\$350	10.00	\$3,500
Soccer Fields	\$350	6.00	\$2,100

<b>Total Estimated:</b>	<b>\$9,100</b>
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## Participant Fee Payments

### Hamburg RC Flyers Club



Season	Number of Participants	Total Invoiced/Due	Credit Due	Date Paid	Check #
2000	25	\$ 125.00		9/15/2000	
2001	31	\$ 140.00		5/2/2001	
2011	25 Res/18 Non Res	\$ 350.00		6/23/2011	
2012	21 Res/21 Non Res	\$ 315.00		4/12/2012	
2013	24 Res/21 Surr/0 Cty/0 Oth	\$ 330.00		7/2/2013	
2014	25 Res/19 Non Res	\$ 315.00		12/1/2014	
2015	20 Res/14 Non Res	\$ 240.00		5/5/2015	
2016	20 Res/21 Non Res	\$ 310.00		9/16/2016	2123
2017	21 Res/20 Non Res	\$ 305.00		11/20/2017	
2018	19 Res/21 Non Res	\$ 305.00		12/4/2018	
2019	14 Res/23 Non Res	\$ 300.00			
2020					
Total Fees Collected to Date:		\$ 2,770.00	\$ -		

## Participant Fee Payments

### Hamburg Pirate Youth Football Association (HYPFA)



Season	Number of Participants	Total Invoiced/Due	Credit Due	Date Paid	Check #	
Fall 2011	169 Res/129 Non Res	\$ 2,135.00		9/13/2011		
Fall 2012	146 Res/139 Non Res	\$ 2,120.00		10/2/2012	2124	
Fall 2013	150 Res/107 Surr/10 Cty/1 Oth	\$ 2,020.00		11/12/2013	2321	
Fall 2014	136 Res/117 Non Res	\$ 1,850.00		1/12/2015	2461	
Fall 2015	111 Res/93 Non Res	\$ 1,485.00		10/26/2015	2563	
Fall 2016	100 Res/101 Non Res	\$ 1,510.00		1/6/2017	2663	
Fall 2017	78 Res/54 Non Res	\$ 930.00		11/6/2017	2695	
Fall 2018	99 Res/57 Non Res	\$ 1,065.00		2/14/2019		
Fall 2019	83 Res/77 Non Res	\$ 1,185.00				
Total Fees Collected to Date:		\$ 14,300.00	\$ -			
Offset Fee/Donation	Description	Total Credit	Total Charge	Balance	Paid Date	Expires
In Kind Donation	Light Poles on Practice Field	(\$9,800.00)		(\$9,800.00)	10/12/2012	10/12/2014
Adjustment of Balance	Expiration of 2 year rolling credit		\$9,800.00	\$0.00	10/12/2014	



## Participant Fee Payments

### Pinckney Hamburg Baseball Softball Association (PHBSA)



Season	Number of Participants	Total Invoiced/Due	Credit Due	Date Paid	Check #
Fall 2005	131 Adult Co-Ed Participants	655		12/5/2005	3370
Spring 2011	182 Res/89 Non Res	\$ 1,800.00		10/7/2011	
Opening Day	291 Participants	\$ 291.00		10/7/2011	
Spring 2012	163 Res/98 Non Res	\$ 1,795.00		6/26/2012	
Opening Day	241 Participants	\$ 241.00		6/26/2012	
Spring 2013	142 Res/82 Surr/8 Cty/0 Oth	\$ 1,650.00		8/19/2013	
Spring 2013	Travel-42 Res/26 Surr/2 Cty/0 Oth	\$ 500.00		8/19/2013	
Spring 2014	132 Res/77 Non Res	\$ 1,430.00		11/17/2014	
Spring 2014	Travel-37 Res/22 Non Res	\$ 405.00		11/17/2014	
Spring 2015	107 Res/71 Non Res	\$ 1,245.00		10/26/2015	
Spring 2015	Travel-38 Res/20 Non Res	\$ 390.00		10/26/2015	
Spring 2016	110 Res/231 Non Res	\$ 2,860.00		5/1/2017	
Spring 2016	Travel 20-Res/20 Non Res	\$ 300.00		5/1/2017	
Spring 2017	108 Res/164 Non Res	\$ 2,180.00		12/13/2018	
Spring 2017	Travel - 23 Res/88 Non Res	\$ 995.00		12/13/2018	
Spring 2018	83 Res/85 Non Res	\$ 1,265.00		1/14/2019	
Spring 2018	Travel 193 Res/62 Non Res	\$ 1,585.00		1/14/2019	
Spring 2019	140 Res/120 Non Res	\$ 1,900.00		6/13/2019	
Spring 2019	Travel 25 Res/25 Non Res	\$ 375.00		6/13/2019	

**Total Fees Collected to Date:** \$ 15,087.00 \$ -

Offset Fee/Donation	Description	Total Credit	Total Charge	Balance	Paid Date	Expires
In Kind Donation	Gravel/Material for Diamonds	(\$3,545.34)		(\$3,545.34)	2/22/2013	2/22/2015
2013 Pirate Classic	6 day Tournament - 1500 est		\$2,100.00	(\$1,445.34)	6/25/2013	2/22/2015
2014 Pirate Classic	6 day Tournament - 1500 est		\$2,100.00	\$654.66	7/28/2014	
2014 Pirate Classic	Payment of Invoice by PHBSA	(\$654.66)		(\$0.00)	7/28/2014	
In Kind Donation	Gravel/Material for Diamonds	(\$1,592.28)		(\$1,592.28)	11/12/2014	11/12/2016
In Kind Donation	Construction of Bleachers 24@100	(\$2,400.00)		(\$3,992.28)	11/12/2014	11/12/2016
2015 Pirate Classic	6 day Tournament - 1500 est		\$2,100.00	(\$1,892.28)	6/11/2015	11/12/2016
2015 Pirate Classic	D&J Septic Additional cleanout Wk1		\$180.00	(\$1,712.28)	6/16/2015	11/12/2016
2015 Pirate Classic	D&J Septic Additional cleanout Wk2		\$124.00	(\$1,588.28)	8/10/2015	11/12/2016
In Kind Donation	Batting Cage Hardware	(\$165.61)		(\$1,753.89)	8/29/2015	8/29/2017

In Kind Donation	Gravel/Material for Diamonds	(\$2,574.76)		(\$4,328.65)	10/26/2015	10/26/2017
2016 Pirate Classic	6 day Tournament - 1500 est		\$2,100.00	(\$2,228.65)	5/19/2017	10/26/2017
2017 Pirate Classic	6 day Tournament - 1500 est		\$2,100.00	(\$128.65)	6/2/2017	10/26/2017
Adjustment of Balance	2-year rollover expired 10/26/17	\$128.65		\$0.00	10/26/2017	
2018 Pirate Classic	6 day Tournament - 1500 est	-\$1,400.00	\$1,400.00	\$0.00	6/25/2018	
2019 Pirate Classic	4 day Tournament - 1500 est		\$1,400.00	\$1,400.00	6/13/2019	



Hamburg Senior Center  
10407 Merrill Road ♦ P.O. Box 157  
Hamburg, MI 48139  
810.222.1140 ♦ Fax: 810.231.3877  
[www.hamburg.mi.us](http://www.hamburg.mi.us)

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January 14, 2019

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

## ***2019 Year in Review***

### **Attendance:**

The Senior Center has shown continued growth. We added 89 new members in 2019 and the Daily Average was 63.

### **Activities:**

We continue to offer exercise programs, games, art, congregate meals and potlucks, and music activities. In 2019, we offered many new programs in the Senior Center.

### **Health and Wellness Programs:**

- Diabetes Discussion
- Vertigo Class
- A focus group for the Livingston County Health Department
- Fall Prevention
- Stroke Awareness
- Healthy Hearing Seminar
- Stress Seminar
- Flu Shots
- 

### **Education Programs:**

- Online Safety Program
- Investment Scams Seminar
- Elder Justice Program
- Container Garden Class
- Food Preservation Class
- Acrylic Painting Class

**Social Programs:**

- Paparazzi Jewelry Party
- Color Street Nails
- Crocheted Heart Class
- Euchre Class
- Plant Exchange
- Concert from Friends in Harmony
- Christmas Caroling
- Cooking with Pat
- Card Making for Soldiers
- 

**Maintenance Projects:**

Building maintenance projects we tackled in 2019 include:

- Continued Floor Waxing
- Continued Routine Cleaning
- LED Lighting
- Carpet Cleaning
- Curb Painting
- Parking Lot Lines
- New toilet paper dispensers
- Tree removal from front landscaping
- Routine maintenance of gardens
- Extra signs for senior parking
- Updated office
- Exterior doors repaired
- Library book shelves were reconfigured and duplicate books were donated

**Newsletter Enhancements:**

We stopped mailing the newsletter to everyone in 2019. Ninety-six members paid extra postage to have the newsletter mailed or members over 90 who opted to have it mailed to them. We also started printing the newsletter in color to help with vision acuity.

**Advisory Board:**

The Advisory Board by-laws were changed to reflect the current meetings. All (seven) board member's terms were renewed. The Advisory Board also prioritized projects on the ADA guidelines and filed with the township.

**Fundraising:**

The Senior Center continues to hold a New and Used Sale as well as the Holiday Bazaar. The New and Used Sale generated a total of \$1855. The Holiday Bazaar total was \$2290.

**LETS Bus:**

In July of 2019, the Senior Center and LETS collaboration began with rides to and from the senior center on Mondays, Wednesdays, and Friday as well as local trips to Brighton and Howell. The program averages 16 riders per day. Along with the bus, we also established new monthly activities of the Lunch Bunch, Movie Crew, and special outings that include area shopping malls and the Jiffy Factory Tour.

**Member Suggestion Enhancements:**

- Addition of a snack box
- Addition of liquid coffee creamer
- New coffee cups with lids

**Other Enhancements:**

Bianco trip parking was moved to the Baseball fields at Manly Bennett Park East to free up parking spaces for members attending the senior center. We updated the memorial and contribution plaques. We also added a shredding bin for members to dispose of sensitive papers. Lastly, no more Styrofoam cups. 😊

HAMBURG TOWNSHIP SENIOR ADVISORY BOARD

REGULAR SCHEDULED MEETING MINUTES

SENIOR/COMMUNITY CENTER

November 13, 2019

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(1) Call to Order:

Meeting called to order at 10:01 am

(2) Pledge to the Flag

(3) Roll Call of the Board:

Present - Chuck Menzies, Sue Pack, Bob Andrews, Gary Kaiser, and Barb Mitchell. Absent - Pat Kolasinski, Gerry Przeslawski, and Janet Bater.

(4) Approval of Agenda:

Gary Kaiser moved to approve the agenda. Bob Andrews seconded.

(5) Approval of minutes from September 11, 2019:

Bob Andrews moved to approve the minutes as presented. Gary Kaiser seconded.

(6) Call to the Public:

None

(7) Senior Program Director Report:

- a) Correspondence: Thank you cards from MOST Ministries and Andy Chapman.
- b) Important Dates: Closure for Veterans Day on November 11, Holiday Bazaar Set up on November 15, Kiwanis Lunch Set up on December 2 at noon, and Christmas closure from December 23 through January 2, 2020.
- c) Transportation Update: Director of LETs approved bus usage to Great Lakes Crossing Mall. September rides total was 170 with a daily average of 15.45. October rides total was 245 with a daily average of 18.85.
- c) Program Updates: September programs included: An Online Safety Program with the Attorney General's Office, a food storage class with Joannee DeBruhl, and a cooking class with Pat Kolasinski. October programs included: A Fall Prevention Class, Kitchen Band Singalong, Chili Cooking Class, and a Halloween Potluck.
- d) Upcoming Programs: Holiday Bazaar – November 16, 2019  
Belltone Hearing – November 22, 2019  
Kiwanis Christmas Lunch – December 3, 2019

Paparazzi Jewelry – December 13, 2019

Christmas Singalong with Pipes Choir – December 17, 2019

- e) Attendance: September 2019: Monthly total 1597 – Daily Average 76  
October 2019: Monthly total 1583 – Daily Average 69

(8) Old Business:

- a) New & Used Sale: Sales total was \$1855.
- b) Holiday Bazaar: 31 tables are sold and raffle prizes are acquired. Building will be closed on November 15 for set up.
- c) Parking Lot & Sidewalk Repair: Parking lot lines are painted and look good. Mike Dolan is looking into get a contractor to repair sidewalks.
- d) Kiwanis Lunch: 100 tickets are being sold. Limiting number of attendees has been a positive improvement. This year there seems to be limited involvement from the Kiwanians. Senior Center will purchase pizza for high school volunteers. Gary Kaiser would like the emcee of the event to acknowledge groups that are helping with the event.
- e) Carpet Cleaning: The carpet cleaning is done. \$300 was the total cost. Board would like the carpets to be cleaned annually. Gary Kaiser mentioned that members are noticing the improvements in the cleanliness of the building. Having the building cleaned twice monthly is helping.

(9) New Business:

- a) Christmas Closure: The Senior Center will be closed Monday, December 23 through January 1, 2020.
- b) Rugs for Dining Room: Lisa, our yoga instructor, has requested to have floor mats at the door entrances to the dining room to help contain the salt and snow from winter boots.
- c) Wall of Honor: Senior Center would like to have a “wall of honor” on the wall between bathrooms. Senior Center will take pictures of veterans or families can bring a photo in. Discussion regarding the size of photo used with the majority of the board feeling that 8x10 would be the best size.

(10) Call to the Public:

Mike Dolan requested that seniors may be needed to speak on behalf of support for Meals on Wheels at the Livingston County Board of Commissioners meeting on November 19, 2019.

(11) Board Comments:

None.

(12) Adjournment:

Bob Andrews made the motion to adjourn, seconded by Gary Kaiser. Meeting adjourned at 10:48 am.

Next meeting will be January 8, 2020.

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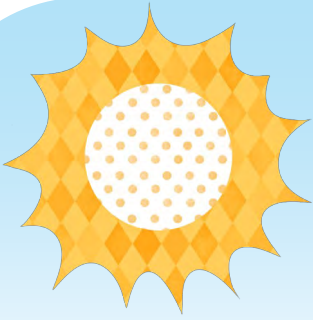
Julie Eddings

Recording Secretary

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Date





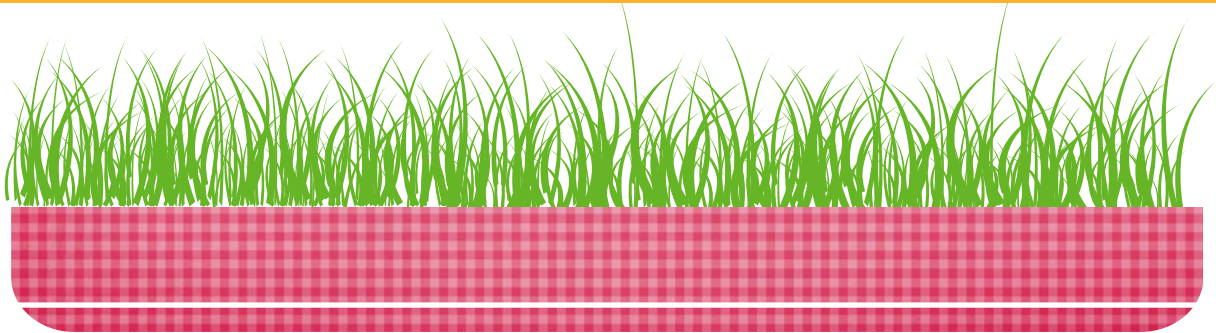
## Hamburg Township Every Child Shall Play Scholarship Fund

### **DID YOU KNOW?**

There is a fund available to Hamburg Township Residents who wish to participate with organized sports groups that run their programs at Manly Bennett Park!



For those in need of financial assistance, be sure to ask about this opportunity at time of registration with your organization. Most clubs have their own process that allows for families in need of assistance to participate in programming for little or no out-of-pocket cost.



For general information on the Every Child Shall Play Scholarship contact:  
Parks Coordinator Deby Henneman at (810)222-1124 or [clerk@hamburg.mi.us](mailto:clerk@hamburg.mi.us)



## Hamburg Township Parks & Recreation

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

### Memorandum

Date: January 16, 2020

To: Parks & Recreation Committee

From: Deby Henneman, Parks & Recreation Coordinator

Re: Michigan Jaguars 2020 Invitational Tournament

Request for 100% Use of Manly Bennett Park – West

**Blackout dates: May 8-10, 2020 - Sunup to Sundown**

We are in receipt of a Park Use Application from the Michigan Jaguars FC for use of 100% of the Soccer Fields located in Manly Bennett Park West.

The applicant has hosted this event at Manly Bennett for several years, and during this event no other user groups or individuals will be unable to utilize the fields until the following Monday. There have not been any other requests for use of these fields for this particular weekend; however it will affect the regular user groups who may need to reschedule games or practices to allow for this event. This event also falls on the same weekend that the PHBSA typically holds their Opening Day for baseball in East Park, so both sides of the park will have a large volume of activity.

In addition to the park fees and public safety costs, the applicant will be in charge of requesting and paying for additional portable toilets as well as dumpsters for this event. They will also be expected to have all items removed by the Monday of the following week and will be charged for any damages incurred to the premises due to their event.

I recommend approval of the application as submitted contingent on the following: that a Certificate of Insurance naming Hamburg Township as Additional Insured be provided for this event, that the applicant be invoiced with fees as determined by the Township Board as outlined in the current Park Use Fee Schedule, that the Clerk Department be provided all requested documents to their satisfaction, that the Concession sales be limited to pre-packaged foods and beverages and that any other vendors supply a Certificate of Insurance and proof of Food Service license, if applicable. This event will also require Vendor Inspections by the HTFD and approval through Public Safety prior to approval by the Township Board.



**Hamburg Township Manly Bennett Park**  
**Park Use Application and**  
**Release of Liability & Indemnification Agreement**  
*(Application must be submitted 60 days before required use)*

Submit by Email

Print Form

10405 Merrill Road  
Hamburg, MI 48139  
(810) 231-1000 X-218 Office  
(810) 231-4295 Fax

**Applicant Information:**

Name of Event:	2020 Jaguar Invitational		
Type of Event:	soccer tournament		
Applicant Name:	Annalisa Van Houten	Park Use Category:	
Date(s) of Event:	May 8-10, 2020	Time(s) of Event:	7am til 9pm
Applicant Address:	24404 Catherine Industrial	Suite or Apt. #:	suite 310
Applicant City:	Novi	Applicant State:	MI
		Applicant Zip:	48375
Contact Person:	Annalisa Van Houten	Contact Title:	Tournament Director
Contact Phone:	248-613-0729	Contact Cell:	248-613-0729
Contact Email:	avanhouten20@gmail.com		
All Co-applicants must also sign all applications and waivers			
Event Co-applicant, if any:		Co-applicant Phone:	
Co-applicant relationship to Applicant:			

**Insurance Information:**

Insurance Carrier:	Pullen Insurance	Policy Number:	
General Liability Limit:	Have not received them yet	Expiration Date:	

*Certificate of Insurance must be provided by all applicants as outlined in Appendix B in the Park Facility Use Policy*

**Event Description:** (any information that doesn't pertain to the event please indicate "not applicable" or "N/A")

Details of Event including number of days needed for the event, setup and teardown:	Youth Soccer tournament. Tents, porto johns usually start arriving the Thursday prior to event. Everything will be torn down by 9pm on Sunday may 10		
Estimated Number of Participants:	400 teams at 8 locations	Estimated Number of Spectators/Guests:	plus 2,000 5000-10000?
Estimated percentage of Hamburg Resident participation:	?	Estimated percentage of non-resident:	?
Details of the Township site required for Proposed Event, please include site plan drawing of layout for any Special Events:	12 soccer fields with goals and fields lined as well as grass cut low prior to event		

Will there be camping and trailer facilities? If so, are overnight stays anticipated?:

Number of Volunteers:  Are Volunteers trained?:  Please attach copy of Volunteer Handbook if applicable

Will tents be used?:  All tent locations must be pre-approved

If so, indicate locations:

Will admission be charged?:  If so, how much?:

Parking fee charged?:  If so, how much?:

Valet service available?:  If so, how much?:

If music is played or performed, will there be a separate fee?:  If so, how much?:

Have all participants, vendors and volunteers, including those from other Organizations, signed hold harmless agreements to protect Hamburg Township, its Residents, Staff and Officials from any and all Liability that may arise due to this proposed event? *Please provide blank copy of any forms used reflecting Hold Harmless language prior to event.* ☒ Yes ☐ No

Will there be Fireworks or any other pyrotechnic display? If so, describe:

Insurance requirements to be established during the event review process as stated in Appendix B of the Park Facility Use Policy

Will there be any animals present? If so, describe:   
**(Pets are not allowed in parkland during events)**  
Domestic Animal Control Ordinance #87 and the Park Facility Use Policy

Will there be Amusement rides or games? If so, describe:

Insurance requirements to be established during the event review process as stated in Appendix B of the Park Facility Use Policy

Will there be a need for vehicles to be used on Township grounds? If so, describe:

Personal vehicles used on Township grounds require proof of Auto Liability based on the description of use and areas needing to be accessed by the vehicle during the event

Will Food/Beverages be served? If so, list types of food and name of person(s) serving:

For anything other than pre-packaged foods, Health Department Permits and verification of Products Liability coverage must be provided

Will there be a need for Private Security or Emergency Responders? If so, describe:

Specific services required from the Township, if any:



**Organized Sports and/or Sporting Events:** *This section not applicable to non-sports related events.*

Please indicate type of sports event: ☐ Regular Season (Games/Practices) ☒ Sports Tournament ☐ Other Sports Event

If Tournament  
or other event,  
please describe:

soccer tournament

All Regular Season sports participants **MUST** complete the Hamburg Township Sports Group Medical Waiver and Authorization and provide these forms to the Township.

Initials ADV

All Tournament participants, including those from other Organizations, shall sign Hold Harmless clauses to protect Hamburg Township, its Residents, Staff and Officials from any and all Liability that may arise due to this proposed event. ***Please provide executed tournament log reflecting Hold Harmless language after the event.***

Initials ADV

*All Sports Group Medical Waiver and Authorizations and Hold Harmless forms must supplied to the Township at time of registration.*

**Participant Information:**

Please indicate total number of HAMBURG TOWNSHIP participants in your organization: ?

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

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

FEES: 4v4 \$575, 7v7 \$650, 9v9 \$750, 11v11 and Showcase \$795,

***Upon Park Approval, the applicant will provide a roster of all participants including their names, ages and residency information***

**Contact Information:**

Please indicate on premise contact for before, during and after the event: Annalisa Van Houten

Event Contact Phone: 248-6130729

Event Contact Cell Phone: 248-613-0729

Please indicate person in charge of concessions, if any:

No access to concessions

Concessions Contact Phone:

Concessions Contact Cell Phone:

Types of Foods/Beverages  
that will be served (Pre-  
packaged only):

Vendor supplied concessions  
will provide COI & Health Lic  
if applicable

Please indicate the process  
by which you complete  
Background Checks:

All coaches have to go thru a background check in order to coach thru Michigan State Youth Soccer Association

*Background Checks may be required as outlined in Hamburg Township Park Facility Use Policy, as referenced in Section 4.4 and outlined in Appendix A.*

**Other Information:**

Please provide  
any other  
information  
regarding your  
event that you  
may find  
helpful:

## Release of Liability & Indemnification Agreement

The approval of this park use request is contingent upon receipt of all requested information, review process of the Hamburg Township Parks & Recreation Committee, and approval of the Hamburg Township Board. The applicant may be required to provide additional information as is deemed necessary by the Parks & Recreation Committee and/or Township Board, and may be required to meet with the Parks Administrator and/or Parks Coordinator to supply additional information or answer questions. If the Park Use application is received less than 60 days prior to the requested event date, the Parks & Recreation Committee and Township Board may process the application, however, the application fee may be increased in an amount to be determined by the Parks & Recreation Committee and/or the Township Board

The Undersigned acknowledges that he/she/they are authorized to sign this application on behalf of the applicant and that he/she/they have received a copy of all documents relating to the use of the park and recreational facilities including the Hamburg Township Park Facility Use Policy Rules and Regulations

In further consideration of entering into this agreement, to the fullest extent permitted by law, the Applicant agrees to defend, pay on behalf of, indemnify, and hold harmless Hamburg Township, its elected and appointed officials, employees and volunteers, and others working on behalf of Hamburg Township against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from Hamburg Township, by reason of personal injury, including bodily injury or death and /or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated with this contract

The Applicant covenants and agrees that it will have a representative on the premises at all times to monitor the set-up, use and tear-down of the use and all activities related to thereto and under no circumstances shall the use of the park be granted or sublet to any other group or organization without the express written permission of the Hamburg Township Board of Trustees

Any Applicant or group or entity co-hosting an event must provide a Certificate of Insurance naming Hamburg Township as an additional insured and proof of that coverage must be provided prior to the issuance of the permit for the event. The Applicant and/or co-host of any event must comply with all rules, regulations and policies of the Township pertaining to the said use and will be ultimately responsible for any and all damages to any Hamburg Township property resulting from the use, and shall otherwise restore the Township property to its previous condition

**Personal Property Damage Claims:** The applicant hereby releases Hamburg Township, its elected and appointed officials, employees and volunteers, and others working on behalf of Hamburg Township, from any and all liability or responsibility to the applicant or anyone claiming through or under the applicant by way of subrogation or otherwise, for any loss or damage to applicant's property resulting from any incident, except damages resulting from the gross negligence of the Township, as it relates to the activities and uses contemplated by the application. It is understood by the applicant, that all private property kept, stored or maintained in and on the Hamburg Township Park and recreational facilities shall be so kept, stored or maintained at the risk of the Applicant

Initials:

ADV

**Public Health & Safety:** The applicant hereby swears and attests that they have complied with all aspects and intent, of Background Checks and that they are in compliance with the Michigan Sports Concussion Law, Acts 342 & 343, Public Acts of 2012, as referenced in Section 4.4 of the Park Facility Use Policy and outlined in Appendix A. The applicant understands that falsification of the about statement and/or failure to comply with these requirements may result in the suspension and/or revocation of the use of the Hamburg Township Parkland facilities


Initials:

ADV

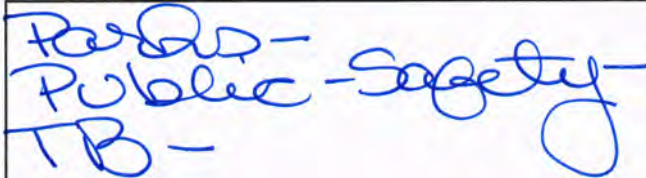
**Confirmation of Individual Participation: (Sports Groups):** The applicant hereby swears and attests that they have obtained original signatures and initials on the Hamburg Township Sports Group Medical Waiver and Authorization for all participants that will be utilizing the Hamburg Township Park Facilities for sport related activities. Furthermore, these forms waive, release and discharge from any and all liability for death, disability, personal injury, property damage, property theft, or actions of any kind which may hereafter accrue, including traveling to and from practice, game or any event, the following entities: Hamburg Township, its elected and appointed officials, employees and volunteers, representatives and agents, and others working or acting on behalf of Hamburg Township. Furthermore, the applicant will submit all original forms to the Hamburg Township Parks and Recreation Department and attest that they are in compliance with the Michigan Sports Concussion Law, Acts 342 & 343, Public Acts of 2012, as referenced in Section 4.4 of the Park Facility Use Policy and outlined in Appendix A

Initials:

ADV

Applicant's Signature:	Annalisa Van Houten	Digitally signed by Annalisa Van Houten Date: 2019.11.25 11:14:27 -05'00'	Date:	11-25-19
Co-Applicant's Signature:			Date:	
Parks Coordinator:			Date:	11-25-19

### For office use only

Comments: 

Application has been (Check One) ☐ Approved ☐ Denied

Hamburg Township Clerk:



# Hamburg Twp. Fire Dept.

10100 Veterans Memorial Dr. PO BOX 157 Hamburg, MI 48139  
Ph: 810.222.1100 Fax: 810.231.1974

Permit Fee: \$50.00

Payable to Hamburg Township Fire Dept.  
10 days prior to event

Permit No: \_\_\_\_\_

Date Issued: \_\_\_\_\_

## TENT PERMIT APPLICATION

Event Name/Type: 2020 Jaguar Invitational

Address of Tent Location: West Bennett Park 10446 Merrill Road Whitmore Lake

Date(s) of Event: May 8-10, 2020

Start Time: 7am

End Time: 9pm

## OWNER/OCCUPANT

Owner/Occupant Name: Michigan Jaguars FC

Address: 24404 Catherine Industrial Suite 310 Novi, MI 48375

Phone Number: 2486130729

## TENT INSTALLER

Tent Installer Name: Michigan Tent and Party Rentals

Address: 5849 Enterprise Drive Lansing, MI 48911

Phone Number: 5172859812

## EVENT COORDINATOR

Name of Event Coordinator: Annalisa Van Houten

Address: 24404 Catherine Industrial Suite 310 Novi, MI 48375

Phone Number: 2486130729

## TENT INFORMATION

Size of Tent: 20x40

Number of Attendees: 5000-10000

Entertainment Type: soccer tournament

Dance Floor: No

Stage/Platform: no

Special Effects: no

Describe Use in Tent: computers for staff and referee resting area

Cooking in Tent? ☐ YES ☒ NO

Source of Heat: \_\_\_\_\_ Source of Power: \_\_\_\_\_

Heater Provided with Tent? ☐ YES ☒ NO

Source of Heat: \_\_\_\_\_ Source of Power: \_\_\_\_\_

Desired Date &  
Time for  
Inspection?

may 8

2pm

Date:

Time:

Inspector Approval:

Date:



**VENDOR LIST (For Large Events)****Name of Vendor:** Motor City Soccer**Address:** 48975 Grand River Ave, Novi, MI 48375**Phone Number:** 2485134334**Product Sold:** Soccer Clothing**Number Of Employee:** 3**Name of Vendor:** Maui Wowi**Address:****Phone Number:** 2488947994**Product Sold:** smoothies and coffee**Number Of Employee:** 1**Name of Vendor:** Poutine Food Truck**Address:****Phone Number:** 2487057638**Product Sold:** Poutine**Number Of Employee:** 3**Name of Vendor:** Different Twist Pretzel truck**Address:** PO Box 1514 Southgate, MI**Phone Number:** 3135757863**Product Sold:** pretzels**Number Of Employee:** 3



**VENDOR LIST (For Large Events)****Name of Vendor:** Star Systems**Address:** 1515 Holly Hill, Germantown, TN 38138**Phone Number:** stargoal@bellsouth.net**Product Sold:** soccer clothing**Number Of Employee:** 2**Name of Vendor:** Terry's Treats**Address:** 11835 Lake Ridge Wayland, MI 49348**Phone Number:** tp.19@hotmail.com**Product Sold:** donuts**Number Of Employee:** 2**Name of Vendor:** Blue Sky Soccer**Address:** 45 Brighton Court Springboro, OH 45066**Phone Number:** 9372399901**Product Sold:** clothing**Number Of Employee:** 2**Name of Vendor:** Fine Designs**Address:** 6 Corporate Ctr Broadview Heights, OH 44147**Phone Number:** 4408865323**Product Sold:** tournament logo clothing**Number Of Employee:** 2



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

Due to the size of your event, it will be necessary for you to supply extra portable toilets, an extra cleanout for the Township supplied portable toilets and an event dumpster. You are welcome to provide services/facilities through the vendor(s) of your choice, in which case a Certificate of Insurance, naming Hamburg Township as additional insured is required as follows:

**Description of Operations Clause:**

The Township of Hamburg, including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees, and volunteers are added as Additional Insured as pertains to \_\_\_\_\_ event taking place in Manly Bennett Park \_\_\_\_\_, on Merrill Rd., for the dates of \_\_\_\_\_. It is understood and agreed that thirty (30) days advance written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change in Coverage will be mailed to Hamburg Township.

**Certificate Holder:**

Hamburg Township  
Attn: Parks & Recreation  
P.O. Box 157  
Hamburg, MI 48139

Should you opt to have Hamburg Township assist you with services/facilities through our current vendors, the contact information is as follows:

**Trash Service:**

Vendor: Monroe's (810) 231-1055  
Vendor: Advanced Disposal (888) 443-1717  
Service: Event Dumpster  
*Must be removed no later than 1 day after completion of event.*

**Portable Toilet Service:**

Vendor: D&J Septic Services, Inc. (734) 320-5101  
Service: Portable Toilets  
*Additional charges may apply for extra clean-outs of Township units, if alternate vendor is hired.*



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/19/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Hummel Group, Inc. 148 Main Street Wadsworth OH 44281		<b>CONTACT</b> NAME: Julie Piazza, CISR PHONE (A/C, No, Ext): (330) 335-2521 E-MAIL: jpiazza@hummelgrp.com ADDRESS: (330) 335-2524	
<b>INSURED</b> B & K Food Concepts, LLC DBA: Different Twist Pretzel PO Box 1514 Southgate MI 48195		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Westfield Insurance Company 24112 INSURER B: Technology Insurance Company 42376 INSURER C: INSURER D: INSURER E: INSURER F:	

**COVERAGES**

CERTIFICATE NUMBER: Master Liab. 2020-2021

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CWP3436617	1/1/2020	1/1/2021	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 1,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 Employment Practices Liability \$ 100,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			CWP3436617	1/1/2020	1/1/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured motorist combined single \$ 1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 0			CWP3436617	1/1/2020	1/1/2021	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A	TWC3832374	12/12/2019	12/12/2020	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Certificate Holder is an additional insured as required by written contract.

Event: Jaguars Invitational Soccer Tournament

**CERTIFICATE HOLDER****CANCELLATION**

Hamburg Twp Parks & Rec-Soccer Facilities  
PO Box 157  
10405 Merrill Rd  
Hamburg, MI 48139

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

P Teague Jr. CIC, CRM

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SEAH&amp;GA-01

KJOZWIAK

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/20/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> License # 0019304-1 Hub International Midwest East 1591 Galbraith Ave SE Grand Rapids, MI 49546		<b>CONTACT NAME:</b> Torrie Meier <b>PHONE (A/C, No, Ext):</b> (269) 488-6178 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> torrie.meier@hubinternational.com	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A :</b> Selective of the Southeast	
		<b>INSURER B :</b> Accident Fund Insurance Company of America	
		<b>INSURER C :</b>	
		<b>INSURER D :</b>	
		<b>INSURER E :</b>	
		<b>INSURER F :</b>	

**INSURED**  
Seahorse & Gazelle Inc.  
dba Gazelle Sports  
214 S. Kalamazoo Mall  
Kalamazoo, MI 49007

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			S2015612	1/1/2020	1/1/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			S2015612	1/1/2020	1/1/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			S2015612	1/1/2020	1/1/2021	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WC9039264	1/1/2020	1/1/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
RE: Soccer Tournament - May 13-14, 2017

## CERTIFICATE HOLDER

## CANCELLATION

Hamburg Twp Parks and Rec  
1045 Merrill Road  
PO Box 157  
Hamburg, MI 48139

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Sign*

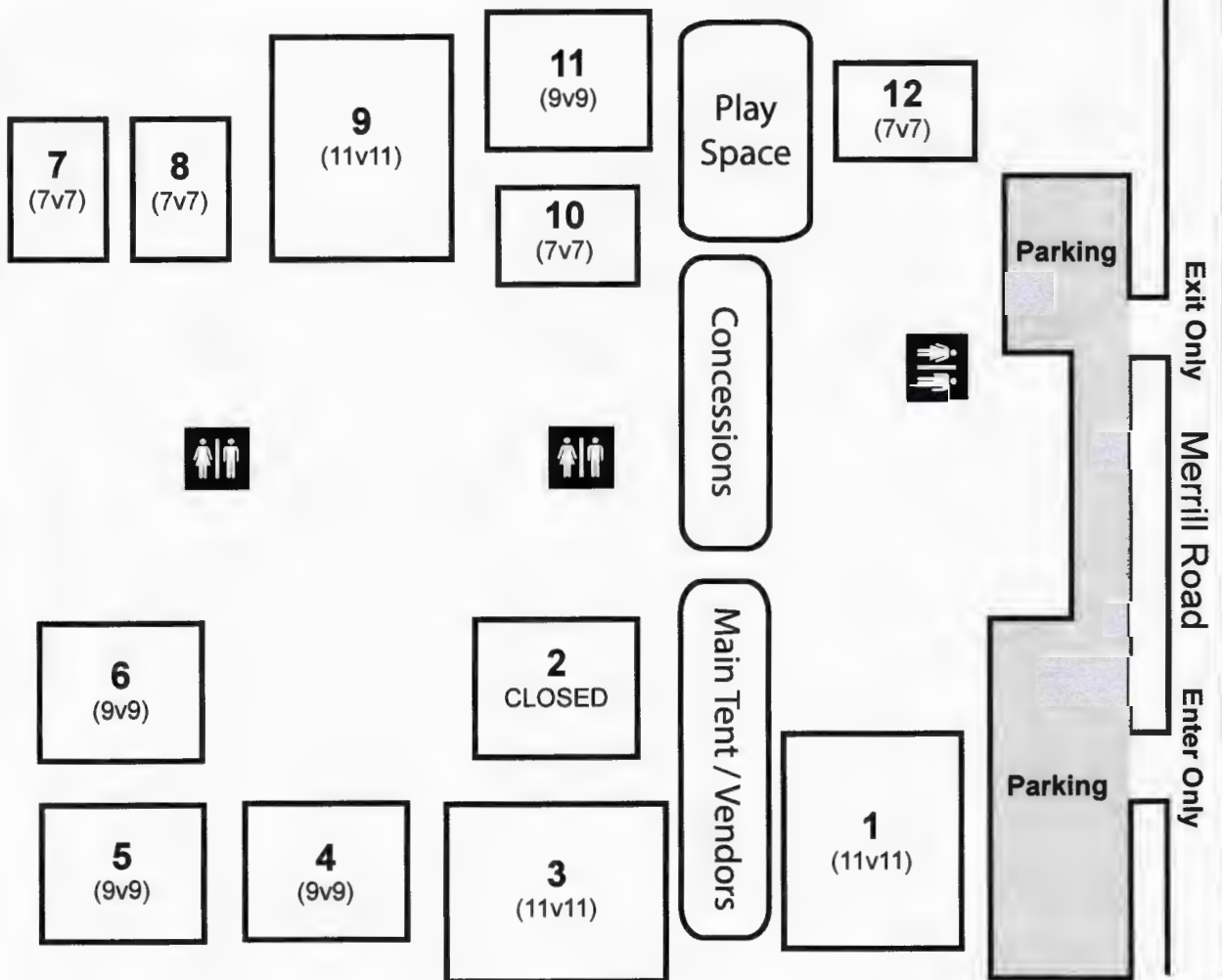


# Hamburg West Bennett Park (WBP)

10446 Merrill Road, Whitmore Lake, MI 48189



M-36



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



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**HAMBURG TOWNSHIP  
AMENITIES AND BEAUTIFICATION COMMITTEE  
REGULAR MEETING AGENDA  
Location: Hamburg Township Board Room  
Tuesday, January 21, 2020 – 4:30 p.m.**

1. Call to Order – Parks Coordinator
2. Pledge to the Flag
3. Purpose of Meeting
  - a. Consideration of a Sub-Committee to Parks & Recreation
    - i. Interested parties can provide contact information to Coordinator
    - ii. Quarterly meetings anticipated
  - b. Gathering of Volunteers for Projects
    - i. Community Clean-Up – April 25, 2020 – 9 am to 3 pm
    - ii. Adopt-A-Garden Project
    - iii. Parkland “Honey Do” Tasks
  - c. Set future meeting date
4. New Business
  - a. TBD
5. Current Business

*Information will be available during meeting for current projects, future planning, and ideas will be welcome at this time.*
6. Call to the Public
7. Coordinator Comments
8. Adjournment

**Next Meeting Date: TBD**