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**HAMBURG TOWNSHIP  
PARKS AND RECREATION COMMITTEE  
REGULAR MEETING AGENDA  
Location: Hamburg Township Board Room  
Tuesday, May 26, 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. February 18, 2020 – Park & Recreation Regular Meeting Minutes
  - B. March 31, 2020 – Special Meeting – Public Hearing for MNRTF Grants
7. Correspondence – None
8. New Business
  - A. Covid-19 Update - Clerk
9. Current Business
  - A. Parks & Recreation Master Plan/Pending Grants/Supervisor Report**
    1. Iron Belle Trail/Lakelands Trail – Update
    2. Grant Update – Ralph C. Wilson, Jr. Legacy Funds Grant
      - Youth Sports Grant – Outdoor Basketball & Seasonal Ice Rink – Denied
      - Trail Maintenance Grant – Hay Creek Bridge Project – Pending
    3. Grant Update – AARP Community Challenge – Pickleball Courts - Pending
  - B. Township Park Use Policy/Fee/Procedures**
    1. Park Facility Use Policy – Updates pending
    2. Park Fee Schedule – Updates pending
  - C. Administrative Services**
    1. Park Coordinator’s Report – March & April 2020

2. Senior Center Report – March & April 2020

4. Park Use Requests:

A. GO Sports LLC – Use of one Diamond – When fields open to November

B. PHS Cross Country Invitational – October 17, 2020

**D. Special Projects**

1. Adult Workout Area – Phase 2 – No Update

2. Equipment Upgrade in Playgrounds – Pending

3. Community Clean-Up Event – Postponed

4. Project List - Pending

**E. Sponsorships/Volunteerism**

1. Eagle Scout Project – None

2. Amenities and Beautification Committee

A. Adopt a Garden – On website

B. Memorial Bench/Tree Project – On website

C. Next ABC Meeting - TBD

**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: June 23, 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 Small Conference Room  
Tuesday, February 18, 2020  
3:00 p.m.

1. Call to Order

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

2. Pledge to the Flag

3. Roll Call of the Parks & Recreation Committee

Board Members Present: Dolan, Koeble, Auxier, Muck, Mougrabi

Board Members Absent: None

Also Present: Deby Henneman, Parks & ADA Coordinator

4. Call to the Public

A call was made with no response.

5. Approval of the Agenda

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

**VOICE VOTE: Ayes: 5**

**MOTION CARRIED**

6. Approval of the Minutes

**Motion by Dolan, supported by Auxier, to approve the minutes from the January 21, 2020 Regular Meeting as presented.**

**VOICE VOTE: Ayes: 5**

**MOTION CARRIED**

**Motion by Dolan, supported by Koeble, to receive and file minutes from the January 21, 2020 ABC Committee Meeting as presented.**

**VOICE VOTE: Ayes: 5**

**MOTION CARRIED**

7. Correspondence

There was no correspondence.

8. New Business

There was no new business.

9. Unfinished Business

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

1. Iron Belle & Lakelands Trail Update

Hohl stated that the topic will be discussed at the Strategic Planning session in March. Should the board decide to proceed, public information meetings will be scheduled. He also reported that the portion of the Lakelands Trail that connects with the Hamburg Township border will be completed this spring, and will extend to US 23.

2. Grant Update – MNRTF & Passport Grant Submissions

There were no updates.

3. Ralph C. Wilson, Jr. Legacy Funds Grant Submission

Henneman reported that our grant is pending, and awardees are notified in mid-May and public announcements are made in June 2020.

**B. Township Park Use Policy/Fee/Procedures**

1. Policies & Procedure Manual – Updates pending

2. Park Fee Schedule – Approved and posted

3. Senior/Community Center Fee Schedule - Pending

**C. Administrative Services**

**1. Park Coordinator's Report**

Parks Coordinator's Report for February 2020 was received and filed.

**2. Senior/Community Center Report**

Senior Center Report for February 2020 was received and filed.

**3. Scholarship Program**

Brochure reminding User groups of program was sent.

**4. Park Use Requests:**

A. PHBSA Spring Season – April 1 to July 31, 2020

Motion by Dolan, supported by Koeble, to recommend approval of the application from the PHBSA as submitted, contingent on proof of insurance naming Hamburg Township as Additional Insured be provided, that the Clerk Department be provided all requested documents to their satisfaction, that use will not be allowed during Blackout dates and that Concession sales be limited to pre-packaged foods and beverages unless Concession stand is licensed by PHBSA with the Health Department and proper documents are submitted.

VOICE VOTE: Ayes: 5

MOTION CARRIED

B. Warrior's Rugby Spring Season – March 1 to May 31, 2020

Motion by Dolan, supported by Auxier, to recommend approval of the application as submitted, with the contingency that a Certificate of Insurance naming Hamburg Township as Additional Insured be provided, that the Clerk Department be provided all requested documents to their satisfaction, and that use of the fields will not be allowed during East Park blackout dates.

VOICE VOTE: Ayes: 5

MOTION CARRIED

C. HCSC Spring Season – March 20 to July 28, 2020

Motion by Dolan, supported by Mougrabi, to recommend approval of the application as submitted, with the contingency that a Certificate of Insurance naming Hamburg Township as Additional Insured be provided, that the Clerk Department be provided all requested documents to their satisfaction, that the field assignments be communicated Administratively through the Clerk and Parks Coordinator, that the Concession sales be limited to pre-packaged foods and beverages and that use of the fields will not be allowed during West Park blackout dates. Additional contingency requires that the applicant be made aware that their Personal Property is not covered by the Township, that user is required to remove or repair all goals/nets in West Park and clean the Concession stand to the satisfaction of the Parks Coordinator and Clerk's Department. All clean-up shall take place by the date of the Township Community Clean-Up, April 25, 2020, at which time dumpsters will be available for community use.

VOICE VOTE: Ayes: 5

MOTION CARRIED

D. HPYFA Fall Season – August 10 to October 31, 2020

Motion by Mougrabi, supported by Auxier, to recommend approval of the application as submitted, with the contingency that a Certificate of Insurance naming Hamburg Township as Additional Insured be provided, that the Clerk Department be provided all requested documents to their satisfaction, that use of the concession stand (if requested) be limited to pre-packaged foods and beverages only, and that use of the fields will not be allowed during East Park blackout dates.

VOICE VOTE: Ayes: 5

MOTION CARRIED

E. Kensington Woods Home Games – April 20, 22 & 29, 2020

Motion by Muck, supported by Auxier, to recommend approval of the application as submitted, with the contingency that a Certificate of Insurance naming Hamburg Township as Additional Insured be provided, that the Clerk Department be provided all requested documents to their satisfaction, that use of the concession stand (if requested) be limited to pre-packaged foods and beverages only, and that use of the fields will not be allowed during East Park blackout dates.

VOICE VOTE: Ayes: 5

MOTION CARRIED

F. PHS Cross Country Meet – October 17 & 18, 2020

No action taken, application was not submitted.

Dolan left and requested that Muck complete Chairing the remainder of the meeting – 3:55 p.m.

5. Scholarship Program – No changes

D. Special Projects

1. Adult Work Area – Phase 2– No updates.

2. Equipment upgrade in Playgrounds – Henneman stated upgrades are anticipated, and will be scheduled once the Playground Inspections have been received. She stated that she will be working with Building & Grounds on a maintenance program for the future which will include weekly safety inspections.

Muck stated that there will be Playground Maintenance Technician Training sessions in Novi on August 13 & 14, 2020, and recommends that a couple staff members attend. Training will focus on a maintenance perspective and isn't as intense as the Certified Inspector program.

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

There were no committee comments.

12. Adjourn Meeting

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

**VOICE VOTE: Ayes: 5**

**MOTION CARRIED**

Meeting adjourned at 4:10 p.m.

Respectfully submitted,



Debra Henneman  
Parks & ADA Coordinator



# 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  
Special Meeting for Public Hearing  
Virtual GoTo Meeting held for  
Michigan Natural Resources Trust Fund Grants  
Property Acquisition for 492 Acres of Real Property #TF20-0093  
Development fo Hay Creek Bridge Improvements #TF20-0145  
Tuesday, March 31, 2020  
3:00 p.m.

1. Call to Order

Dolan called the meeting to order at 3:00 p.m.

2. Pledge to the Flag

3. Roll Call of the Parks & Recreation Committee

Board Members Present: Dolan, Koeble, Auxier, Muck, Mougrabi

Board Members Absent: None

Also Present: Deby Henneman, Parks & ADA Coordinator, Jennifer Stewart of Spicer Group,  
Pat Hohl, Township Supervisor, Patricia Hughes, Trustee, Chuck Menzies, Trustee

4. Call to the Public

Lori Yares, new Property owner at 3444 Green Acre Ln which is adjacent to proposed Land Acquisition, addressed the Committee. She inquired if discussions regarding specific development concerns such as the installation of fencing would come at a later time.

Dolan stated topic would be addressed at the Public Hearing portion of the meeting.

A call was made with no response.

5. Approval of the Agenda

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

**VOICE VOTE: Ayes: 5**

**MOTION CARRIED**

6. Approval of the Minutes

**Motion by Muck, supported by Koeble, to approve the minutes from the Februray 18, 2020 Regular Meeting as presented.**

**VOICE VOTE: Ayes: 5**

**MOTION CARRIED**

7. Correspondence

There was no correspondence.



A. MNRTF Acquisition Grant Submission – Purchase of approximately 492 acres of real property

Dolan presented details of the project to date, which has been discussed off and on over several years. Parcel is currently owned by Henry Ford Hospital System.

Jennifer Stewart, Spicer Group stated that the grant timeline is 4/1/20 to apply, 12/2020 for award, and the project agreement in spring 2021, so it will be next year before anything can be done on any development.

Dolan stated that the existing golf course would be run by a Management firm and has been profitable in the past. It is a low cost course.

Jennifer Stewart stated the concept plan shows pathways and piers to give a general idea of what could be done with the property should the funds be obtained, but the plan can be changed. There will be several public hearings over time. The grant application is based on the broker cost, however if the grant is awarded we will be required to get estimates for market value.

Dolan stated the Board has discussed this project and agrees that the 25% match would need to come from Henry Ford in order for this project to proceed.

Muck stated he has been through several of these and agrees with Jennifer from Spicer that the Board can walk away at any time. He thinks it is a great opportunity.

Mougarabi concurs that we can always walk away, and timing is important.

Koeble stated she supports project, and is comfortable with the proposal.

Auxier stated he supports and doesn't see a downside.

**Open Public Hearing – 3:22 p.m.**

Lori Yares – 3444 Green Acres Lane, addressed the Committee. She stated she appreciates the job that the Consultants, and Board and Committee members have done in pulling together this project and will continue to follow the progress. It looks like a nice project.

**Close Public Hearing – 3:34 p.m.**

There was no written correspondence or public comment via Email or Facebook.

B.. MNRTF Development Grant Submission – Improvements to Hay Creek Bridge on Lakelands Trail

Dolan presented details of the project to date, which has an expected cost of \$100,000. The repairs are necessary. He stated there are 2 grants being applied for, one is the MDNR Trust Fund grant being discussed today, the other is a Ralph C. Wilson, Jr. Grant to be used as matching funds in the amount of \$50,000.

Jennifer Stewart, Spicer Group, stated that this grant process timeline is the same as mentioned for the Acquisition grant.

**Open Public Hearing – 3:27 p.m.**

There was no public comment

**Close Public Hearing – 3:27 p.m.**

There was no Committee comment.

10. Call to the Public

A call was made with no response.

11. Committee Comments

There were no committee comments.

Dolan stated that the Township is following State protocols and the following facilities have been closed from use:

- Playgrounds in Manly Bennett Park
- Workout Area in Manly Bennett West Park
- Disc Golf Course in Manly Bennett West Park (The Gulch)

The Lakelands Trail and its Trailheads do remain open at this time and users should continue to practice social distancing along the trail and in the parking lots.

12. Adjourn Meeting

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

**VOICE VOTE: Ayes: 5**

**MOTION CARRIED**

Meeting adjourned at 3:30 p.m.

Respectfully submitted,



Debra Henneman  
Parks & ADA Coordinator

No  
Information

March 30, 2020

Hamburg Township Parks & Recreation  
10405 Merrill Rd.  
Hamburg, Mich 48139

Dear Sirs,

I would like to take a moment to express my thanks and appreciation to all of the staff that do an exceptional job of caring for the Merrill Park soccer fields and surrounding areas. I am but one of many who enjoy walking my dogs on the path around the fields. I am always impressed by how well tended they are. It is such a pleasant experience to look out across the well-groomed soccer fields. Also, it is very much appreciated that poach/poop bags are provided for us as well as several conveniently located trash containers and porta-potties.

It's a lot of property to keep maintained but your staff does an excellent job. Please extend my sincerest thanks to the dedicated people who care for that park.

Thank you!

Sincerely,  
Colleen Benzien



# Site Development Plan

Manly W. Bennett Memorial Park Design  
Hamburg Township, Livingston County, Michigan





## 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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March 27, 2020

To: Parks & Recreation Committee

From: Deby Henneman, Parks & ADA Coordinator

Re: Park Coordinator's Report

Our next Community Clean-Up is scheduled for Saturday, April 25, 2020, however, the event may be rescheduled or canceled due to the current COVID19 Pandemic. Updates will be made available on our website and Parks & Recreation Facebook Page.

Amenities and Beautification Committee meetings and activities have been suspended until further notice.

The playgrounds and Adult Workout areas have been closed in Manly Bennett Park until further notice along with all organized sports activities, events and large gatherings. All decisions for the safety and welfare of the Hamburg residents are being based on Governor Gretchen Witmer's Executive Orders as they are issued.

We are proceeding with the planning and execution of three (3) grant applications for which a public hearing is being held on March 31, 2020 at 3 p.m. The proposed projects are as follows:

- Michigan Department of Natural Resources Trust Fund Grant – Acquisition of Real Property – Herndon Lake area including the Rush Lake Golf Course #TF20-0093
- Michigan Department of Natural Resources Trust Fund Grant – Development Grant – Improvements to Hay Creek Bridge on the Lakelands Trail #TF20-0145
- Ralph C. Wilson, Jr. Trail Maintenance Grant – Improvements to Hay Creek Bridge on Lakelands Trail #GR20208728

Details for these projects can be found at:

[http://www.hamburg.mi.us/government/departments/parks\\_and\\_recreation/index.php](http://www.hamburg.mi.us/government/departments/parks_and_recreation/index.php)

Public Notice for the Hearing can be found at:

[http://cms5.revize.com/revize/hamburgtownship/Boardroom/Parks&Recreation\\_Committee/2020/Parks%20March%2031,%202020%20Meeting%20Notice.pdf](http://cms5.revize.com/revize/hamburgtownship/Boardroom/Parks&Recreation_Committee/2020/Parks%20March%2031,%202020%20Meeting%20Notice.pdf)

Comments will be received via email at: [clerk@hamburg.mi.us](mailto:clerk@hamburg.mi.us) or

Facebook at: <https://www.facebook.com/Hamburg-Parks-And-Recreation-169768859851410/>



## Hamburg Township Parks & Recreation

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10405 Merrill Rd., P.O. Box 157  
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April 23, 2020

To: Parks & Recreation Committee

From: Deby Henneman, Parks & ADA Coordinator

Re: Park Coordinator's Report

Our Community Clean-Up originally scheduled for Saturday, April 25, 2020, has been postponed due to the current COVID19 Pandemic. We will be discussing the possibility of alternate dates in the future. In the meantime, updates have been available on our website:

[http://www.hamburg.mi.us/government/departments/parks\\_and\\_recreation/index.php](http://www.hamburg.mi.us/government/departments/parks_and_recreation/index.php).

Updates and social distancing posts are also being shared on the following:

Parks & Recreation Facebook Page: <https://www.facebook.com/Hamburg-Parks-And-Recreation-169768859851410/>. Friends of the Lakelands Trail at: <https://www.facebook.com/LakelandsTrail/> and the Township Lakelands Trail page: [https://www.facebook.com/Lakelands-Trail-State-Park-Hamburg-300925603907273/?modal=admin\\_todo\\_tour](https://www.facebook.com/Lakelands-Trail-State-Park-Hamburg-300925603907273/?modal=admin_todo_tour).

An updated Event Blackout list has been generated and is attached for reference. In addition to the Hamburg Community Clean-Up Event. The following events have been canceled:

- Smartwater Soccer Tournament, originally scheduled for May 2 & 3, 2020
- MI Jaguar Soccer Tournament, originally scheduled for May 8 & 9, 2020
- The Hamburg Fun Fest, originally scheduled for June 17-20, 2020, has been canceled by the Organization.
- Amenities and Committee meetings and activities have been suspended until further notice.

Our Newsletter subscribers and Volunteers will be notified of these changes and any future updates via the MailChimp Newsletter. For anyone interested in subscribing to our mailing list, go to: <https://mailchi.mp/9fd31af35c94/subscribehamburgmiparksandrecreation>.

The playgrounds, Disc Golf Course and Adult Workout areas remain closed in Manly Bennett Park along with all organized sports activities, events and large gatherings. All decisions for the safety and welfare of the Hamburg residents are being based on Governor Gretchen Whitmer's Executive Orders as they are issued and updates are made on the website as I receive them.

All three (3) grant applications for the following projects were submitted successfully on or before the 4/1/20 deadline:

- Michigan Department of Natural Resources Trust Fund Grant – Acquisition of Real Property – Herndon Lake area including the Rush Lake Golf Course #TF20-0093
- Michigan Department of Natural Resources Trust Fund Grant – Development Grant – Improvements to Hay Creek Bridge on the Lakelands Trail #TF20-0145
- Ralph C. Wilson, Jr. Trail Maintenance Grant – Improvements to Hay Creek Bridge on Lakelands Trail #GR20208728

I continue to work remotely, but can still be reached via email, which is the best way to get a hold of me. Any questions or comments can also be sent to [clerk@hamburg.mi.us](mailto:clerk@hamburg.mi.us).



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

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



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

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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



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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March 17, 2020

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

The Senior Center received the quarterly rewards statement from Kroger. Twenty-seven households contributed for a total of \$69.14. We also received a memorial thank you from Tai Chi instructor Lil Schuster.

The Senior Center will be closed on March 10, 2020 for the elections.

The Hamburg Township/LETS continues to grow. Seniors have started using the service for medical appointments. In February, the bus had an outing Outback Steakhouse. The MJR movie trip and Frankenmuth trip were cancelled due to inclement weather.

Programming in February included a class from U of M Occupational Therapists, a Cameo Card class, and a free pampering session from Mary Kay as well as regularly scheduled daily activities.

In February, colored pencil artist Carol McLeod displayed her artwork at the Senior Center. They will be on display throughout March and April.

Attendance at the Senior Center continues to increase. The Senior Center had fifteen new members join in February. February monthly total was 1102 with a daily average of 65.

The Senior Center closed March 12<sup>th</sup> at 4:00 pm through Sunday, April 5<sup>th</sup>. The closing date may be extended to stay within the guidelines of COVID-19.



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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April 16, 2020

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

The Senior Center closed March 12<sup>th</sup> at 4:00 pm and will remain closed until further notice. All programs and trips have been cancelled. During the closure, Senior Center staff has been checking and answering voicemails and emails. We have also been sending out weekly emails and Facebook posts as well as calling the members. The Senior Center staff will continue this protocol until the Senior Center reopens.

The Senior Center will be hosting a drive through Pantry Pack pick up sponsored by Livingston County Meals on Wheels on Wednesday, April 23, 2020 from 12:00 – 2:00 pm. One hundred pantry packs and sack lunches will be passed out. Members will drive up, stay in their vehicle, and staff will load packs into the trunks of the member's cars.



## 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: March 2, 2020

To: Parks & Recreation Committee

From: Deby Henneman, Parks Coordinator

Re: Go Sports LLC – Park Use Application for Baseball  
2020 Summer/Fall Season – Tues & Thurs Evenings – May to Mid-November

We are in receipt of a Park Use Application from Go Sports LLC for use of a single Baseball Diamond in Manly Bennett Park East for the captioned timeframe. This is a new organization with an estimated 50 participants. It is a “for profit” organization. The applicant has mentioned that they can be flexible on dates and times of use.

As use will be in the evenings, it is anticipated that Diamond #1 will be the best area for this group’s activities. However, the age of the participants may allow for use of one of the small fields once we have daylight for longer periods of time. I have contacted PHBSA and they indicated that they require full use of all fields for the term of their application which is April 1 through July 31, 2020 on all Monday – Thursday dates. They did indicate that Fridays might be available, and their Recreation program is typically finished early July which would open up some field usage. PHBSA will be making their schedule available to me, so if use is approved for Go Sports, field assignments could be made administratively pending PHBSA’s use.

Park Use will also be subject to Blackout Dates, including the 2020 Family Fun Fest. Should any organization desire to use the Concession Stand use for sales of anything other than pre-packaged foods, it will require a separate application along with current copy of a Health Department License, to be funded by the user.

Should the Parks committee recommend approval of the application from Go Sports LLC as submitted, the contingencies should be as follows: That use is subject to 2-hour block flat-rate charges as outlined in the Park Facility Use Fee Schedule, that proof of insurance naming Hamburg Township as Additional Insured be provided, that user be prepared to provide minor field maintenance ie: chalk, raking, that the Clerk Department be provided all requested documents to their satisfaction, that use will not be allowed during Blackout dates and that Concession sales be limited to pre-packaged foods and beverages unless Concession stand is licensed by user and proper documents are submitted.





**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:

Type of Event:

Applicant Name:  Park Use Category:

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

Applicant Address:  Suite or Apt. #:

Applicant City:  Applicant State:  Applicant Zip:

Contact Person:  Contact Title:

Contact Phone:  Contact Cell:

Contact Email:  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:  Policy Number:

General Liability Limit:  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:

Estimated Number of Participants:  Estimated Number of Spectators/Guests:

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:



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

NO

Number of Volunteers:

N/A

Are Volunteers trained?:

N/A

Please attach copy of Volunteer Handbook if applicable

Will tents be used?:

NO

All tent locations must be pre-approved

If so, indicate locations:

N/A

Will admission be charged?:

NO

If so, how much?:

Parking fee charged?:

NO

If so, how much?:

Valet service available?:

NO

If so, how much?:

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

N/A

If so, how much?:

N/A

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:

NO

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

NO

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

NO

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:

NO

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:

NO

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:

NO

Specific services required from the Township, if any:

NONE

**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:

softball/baseball regular season practices & games

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

Initials

cf

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

cf

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

**Participant Information:**

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

as of today - 1, but hopefully more on the future

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

14

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

\$1150 per player per season for 2019-2020 season

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

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

Cindy Janssen

Event Contact Phone:

248-935-7678

Event Contact Cell Phone:

248-935-7678

Please indicate person in charge of concessions, if any:

N/A

Concessions Contact Phone:

N/A

Concessions Contact Cell Phone:

N/A

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

None

Please indicate the process by which you complete Background Checks:

all coaches have an annual background check performed by a 3rd party auditor and all coaches are concussion certified.

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:

We are a small independent softball/baseball organization that just formed this year. We are in need of base/softball fields to practice and play games at this spring & summer. We will maintain the fields as well, so that the city/township won't have to. Please let our team(s) use the fields for practices and games.



*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*

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

**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**

OK

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cf

Date: 3-3-20

Page 4 of 4 Park Use Application  
PA120313dh



**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: March 2, 2020

To: Parks & Recreation Committee  
Hamburg Township Board of Trustees

From: Deby Henneman, Parks & Recreation Coordinator

Re: Pinckney Cross Country Invitational – Use of Manly Bennett Park – East  
With use of West side for parking – October 17, 2020 – 8 a.m. to 1:30 p.m.

Use: Cross Country Invitational Meet

We are in receipt of a Park Use Application from Pinckney Community Schools dated February 13, 2020 for use of the east park grounds Manly Bennett Park for a Cross Country Invitational on October 17, 2020. They anticipate up to 500 total participants/guests for their event. This event will need to be presented to the Public Safety Committee prior to going to the Township Board for approval.

They anticipate the need to use the West side of Manly Bennett for parking, mainly due to buses. This event is on a Saturday and the parking near the baseball diamonds and Township Hall should be adequate for the number of planned attendees. An area in West Park could be roped off for buses, in order to keep the remainder of the parking lot available for the soccer organizations. A full blackout of both sides of the park shouldn't be necessary.

Should approval of the application be recommended as submitted, it should include the contingency that a recommendation from Public Safety be obtained, a Certificate of Insurance naming Hamburg Township as Additional Insured be provided, that the Clerk Department be provided all requested documents to their satisfaction, that the field assignments be communicated Administratively through the Parks Coordinator, and that fees for this new event be confirmed by the Township Board.





## 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): Pinckney Cross Country

Name of Event: Cross Country Invitational

Type of Event: High School Cross Country Invitational Park Use Category #: Select One A - Event Use

Applicant Name: James Wicker

Date(s) of Event: October 17th, 2020 Time(s) of Event: 8 am - 1:30pm

Applicant Address: Pinckney High School Dexter/Pinckney Rd. - 2130 E. M-36 Suite or Apt #: Pinckney MI

Applicant City: Pinckney State: Mi Zip: 48169

Contact Person (present during use): James Wicker Coach

Contact's Affiliation with Applicant: Same

Contact's Phone: 810 599 9543 Contact's E-Mail: wickerj@howellschools.com

Event Co-applicant, if any: Brian Wardlow

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

Co-applicant relationship to Applicant: Athletic Director Pinckney High School

Co-applicant's phone: 810 623 9851

#### Insurance Information:

Insurance Carrier: SET SEG

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

Policy #: SEE ATTACHED Expiration Date: 7/1/20\*

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

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

*\*Renewal will be required prior to event.  
Hamburg must be named Additional Insured.*



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

Please describe the event you propose to host: High School Cross Country Invitational with 6-8 teams

Total Number of participants/spectators/guests anticipated during event: 250-500

Average of participants/spectators/guests anticipated at any given time: 250-500

Site of Proposed Event; include all areas of the parklands that will be used: Cross Country course is on baseball field side of Bennett Park and will need use of Parking lots on both baseball and soccer side for Parking for spectators and busses. Participants to park on East side Busses only on West side.

*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: no

Number of Volunteers: 25

Are Volunteers trained?: yes

*Please attach copy of Volunteer Handbook if applicable*

Will tents be used?: EZ up team tents may be used If so, please indicate locations: East football field and around finish area

*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: \$5

Parking fee charged? If so, how much: None

Valet service available? no

Will Food/Beverages be served? If so, types of food and name of persons serving: Pinckney Cross Country

Will not be providing food.

*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: No

*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: MHSAA rules do not allow animals to be on site during

Competitions. - Not allowed anyway w/ Park policy.

*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: No

*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: Timer will need to drive his vehicle to finish to unload his equipment.

*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: Pinckney High School Athletic trainer will be present during races.

*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: Cross country course mowed.

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: JSW

**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 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: JSW

Applicant's Signature: [Signature] Date: 2/13/20  
Co- applicant's Signature: [Signature] Date: 2/20/20  
Parks Coordinator: [Signature] Date: 3/3/20

### For office use only

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

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

Application has been (Circle one)



Approved

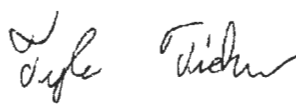


Denied

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



# CERTIFICATE OF INSURANCE

Producer <b>SET SEG</b> 415 W. Kalamazoo Street Lansing, MI 48933			THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
Insured <b>Pinckney Community Schools</b> 2130 E M-36 Pinckney, MI 48169			<b>COMPANIES AFFORDING COVERAGE</b>			
<b>A</b> MASB-SEG Property/Casualty Pool, Inc.						
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 TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.						
CO LTR	TYPE OF INSURANCE	POLICY NUMBER	EFFECTIVE DATE	EXPIRATION DATE	LIMITS	
<b>A</b>	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> Comprehensive Form <input checked="" type="checkbox"/> Premises/Operations <input checked="" type="checkbox"/> Products/Completed Operations <input checked="" type="checkbox"/> Broad Form Property Damage <input checked="" type="checkbox"/> Personal Injury	PC-0000359	7/1/19	7/1/20	BI & PD COMBINED OCCURRENCE  BI & PD COMBINED AGGREGATE  PERSONAL INJURY OCCURRENCE  PERSONAL INJURY AGGREGATE	\$1,000,000  N/A  \$1,000,000  N/A
CERTIFICATE HOLDER Hamburg Township Manly Bennett Park PO Box 157 Hamburg, MI 48139			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL <b>30</b> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.			
AUTHORIZED REPRESENTATIVE <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">             Tyler Tichvon            PROPERTY/CASUALTY DEPARTMENT         </div> <div style="text-align: right;">           Date October 24, 2019         </div> </div>						