



**HAMBURG TOWNSHIP
PARKS AND RECREATION COMMITTEE
REGULAR MEETING AGENDA
Location: Hamburg Township Board Room
Tuesday, July 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. June 23, 2020 – Regular Meeting Minutes
7. Correspondence – Hamburg Township Historical Museum Newsletter
8. Current Business
 - A. Covid-19 Update - Clerk
9. Old Business
 - A. Parks & Recreation Master Plan/Pending Grants/Supervisor Report**
 1. Iron Belle Trail/Lakelands Trail – Supervisor Update
 2. Ralph C. Wilson, Jr. Legacy Funds Grant – Hay Creek Bride - Update
 3. AARP Community Challenge – Pickle ball Courts - Denied
 - B. Township Park Use Policy/Fee/Procedures**
 1. Park Facility Use Policy – Updates pending
 2. Park Fee Schedule – Senior Center Fee – Updates approved
 4. Senior/Community Center Rental Application & Rules & Regulations – Updates approved
 5. Covid Protocol – No updates

C. Administrative Services

1. Park Coordinator's Report – July 2020
2. Senior Center Report – July 2020
4. Park Use Requests:
 - A. Individual Park Uses – Park Coordinator Report

D. Special Projects

1. Adult Workout Area – Phase 2 – No updates
2. Equipment Upgrade in Playgrounds – Pending
3. Community Clean-Up Event – Canceled until April 2021
4. Project List - Pending

E. Sponsorships/Volunteerism

1. Eagle Scout Project – None
2. Amenities and Beautification Committee
 - A. Adopt a Garden – Plaques ordered
 - B. Memorial Bench/Tree Project – Clerk Update
 - 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: August 18, 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

Hamburg Township
Parks & Recreation Committee
Regular Meeting
Hamburg Township Hall Small Conference Room
Tuesday, June 23, 2020
3:00 p.m.

1. Call to Order

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

2. Pledge to the Flag

3. Roll Call of the Parks & Recreation Committee

Board Members Present: Dolan, Koeble, Auxier, 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 Dolan, supported by Koeble, to approve the agenda as presented, moving Park Use Application for HAACH up on the agenda.

VOICE VOTE: Ayes: 5

MOTION CARRIED

6. Approval of the Minutes

Motion by Auxier, supported by Muck, to approve the minutes from the May 26, 2020, Regular Meeting as presented.

VOICE VOTE: Ayes: 5

MOTION CARRIED

7. Correspondence

There was no correspondence.

8. New Business

Covid-19 Update – Dolan stated staff has returned, and the Township is conducting in person meetings with required social distancing and the request that all visitors and committee/board members wear masks in common/public areas of the building.

Henneman reviewed memo dated June 5, 2020 regarding invoices that require action due to Covid-19 shutdowns.

Motion by Dolan, supported by Muck, to approve the Park Coordinator recommendation to cancel all invoices for users who were unable to access the fields for their approved events due to Covid-19 related shutdowns based on Executive Orders from the State, and as outlined in her memo dated June 5, 2020. There is to be no waiver for any future events, unless said events are unable to take place due to Covid-19 related shutdowns. Also, the Parks Committee directs the Park Coordinator to include language to allow for Administrative processing of refunds in the future event cancellations due to acts of God at the discretion of the Clerk staff, and return draft language to the Parks Committee for approval and inclusion in the Park & Recreation Policies and Procedure Manual.

VOICE VOTE: Ayes: 5

MOTION CARRIED

9. Unfinished Business

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

1. Iron Belle & Lakelands Trail Update

There were no updates on the Trail.

2. Grant Update – MNRTF & Passport Grant Submissions

There were no updates on the Trust Fund & Passport grants.

3. Ralph C. Wilson, Jr. Trail Maintenance Grant Submission

Dolan reported that the grant for the Hay Creek Bridge Project has been awarded and the formal announcement will be made in July 2020.

4. AARP Community Challenge Grant Submission

Award is pending and will be announced July 2020.

B. Township Park Use Policy/Fee/Procedures

1. Policies & Procedure Manual – Updates pending

2. Park Fee Schedule & Changes to the Senior/Community Center Application and Rules & Regs

Motion by Auxier, supported by Muck, to recommend to the Township Board adoption of the updated Senior/Community Center Use Application and Rules & Regulations for Use as well as the updates to Appendix C – Parklands and Community Center Use Fee Schedule as presented in the packet

VOICE VOTE: Ayes: 5

MOTION CARRIED

C. Administrative Services

1. Park Coordinator's Report

Parks Coordinator's Report for June 2020 were received and filed.

2. Senior/Community Center Report

Senior Center Report for June 2020 were received and filed.

3. Scholarship Program

No updates.

4. Park Use Requests:

- A. Individual Park Uses – Verbal Report
- B. Livingston Christian High School – Soccer Field Use Request

Motion by Dolan, supported by Auxier, to recommend approval by the Township Board of the Park Use Application for Livingston Christian School Varsity Soccer, dated 6/17/20, with contingencies to require Certificate of Insurance be submitted naming Hamburg Township as Additional Insured, that use is pending the availability based on prior approved uses and at the discretion of the Parks Coordinator and that the Clerk Department be provided all requested documents to their satisfaction, with the possibility that the user will be required to help maintain striping of their own fields. Based on the current Park Use Fee Schedule, their rates would be \$25.00 per 2-hour block.

VOICE VOTE: Ayes: 5

MOTION CARRIED

- C. HAACH (Homeschool Sports) – Soccer Field Use Request

Motion by Auxier, supported by Koeble, to recommend approval by the Township Board of the Park Use Application for HAACH Varsity, JV and JH Soccer, dated 6/17/20, with contingencies to require Certificate of Insurance be updated to name Hamburg Township as Additional Insured, that use is pending the availability based on prior approved uses and at the discretion of the Parks Coordinator and that the Clerk Department be provided all requested documents to their satisfaction, with the possibility that the user will be required to help maintain striping of their own fields. Based on the current Park Use Fee Schedule, their rates would be \$25.00 per 2-hour block.

VOICE VOTE: Ayes: 5

MOTION CARRIED

- D. Jaguar United Invitational – Soccer Tournament – September 25 – 27, 2020

Motion by Muck, supported by Auxier, to recommend approval by the Township Board of the Park Use Application for Jaguar United Invitational dated 6/15/20, with contingencies to require Certificate of Insurance be submitted naming Hamburg Township as Additional Insured, that use is pending the availability based on prior approved uses and at the discretion of the Parks Coordinator and that the Clerk Department be provided all requested documents to their satisfaction, with the possibility that the user will be required to help maintain striping of their own fields, and subject to availability due to during Covid-19 and Social Distancing requirements based on Executive Orders from the State.

VOICE VOTE: Ayes: 5

MOTION CARRIED

- E. Hamburg Flyer's Airshow – August 8th, 2020

Motion by Dolan, supported by Koeble, to recommend approval by the Township Board of the Park Use Application for Hamburg Flyers RC Club dated 4/13/20, with contingencies to require Certificate of Insurance be submitted naming Hamburg Township as Additional Insured, that the Clerk Department be provided all requested documents to their satisfaction, and subject to availability due to during Covid-19 and Social Distancing requirements based on Executive Orders from the State.

VOICE VOTE: Ayes: 5

MOTION CARRIED

F. Hamburg Flyer's Annual Use

Motion by Dolan, supported by Mougrabi, to recommend approval by the Township Board of the Park Use Application for Hamburg Flyers RC Club dated 4/13/20 for their Annual park use, with contingencies to require Certificate of Insurance be submitted naming Hamburg Township as Additional Insured, and that the Clerk Department be provided all requested documents to their satisfaction, subject to blackout dates and subject to availability due to during Covid-19 and Social Distancing requirements based on Executive Orders from the State.

VOICE VOTE: Ayes: 5

MOTION CARRIED

5. Scholarship Program – No changes

D. Special Projects

1. Adult Work Area – Phase 2– No updates.
2. Equipment upgrade in Playgrounds – No updates.
3. Community Clean-Up Event – Postponed.
4. Project List – No updates.

E. Sponsorships/Volunteerism/Scholarships

1. Eagle Scout Project – No updates.
2. Beautification Committee – No updates.

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

Henneman suggested that Community Clean-Up not be rescheduled for 2020 and to wait until April 2021.

Committee agreed that Community Clean-Up should be canceled all together.

12. Adjourn Meeting

Motion by Auxier, supported by Koeble, to adjourn the meeting.
VOICE VOTE: Ayes: 5

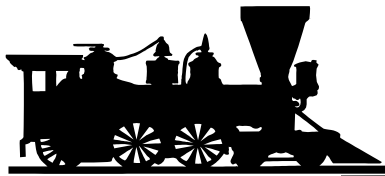
MOTION CARRIED

Meeting adjourned at 4:17 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Debra Henneman', with a long horizontal line extending to the right.

Debra Henneman
Parks & ADA Coordinator



HAMBURG HISTORICAL MUSEUM

To Preserve and Present the History of the Hamburg, Michigan Area

A New Administrator Comes on Board

We on the Hamburg Township Historical Society Board hope this newsletter finds you well! Despite the challenging year we've all had, there've been some bright spots along the way. The biggest is that, with the generous support of the Hamburg Township Board of Trustees, we've been able to hire our first paid administrator.

Patricia "Pat" Majher is an experienced professional with a degree in historic preservation/museum administration from Eastern Michigan University. She came on the job in mid-April and has been busy ever since, immersing herself in our history and planning for new exhibits.

You can help her in her work by offering your opinion of the museum on a survey found at www.hamburg.mi.us. Or take the survey online at www.surveymonkey.com/r/69R2V5J

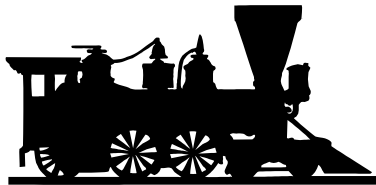
OPENING DAY FOR THE MUSEUM WILL BE SATURDAY, AUGUST 8!

THE RUMMAGE SALE IS ON

**Saturday, July 25, 2020
9 a.m.-3 p.m. at the Museum**

For your safety, we'll be holding the sale **outdoors** and practicing social distancing. Masks are encouraged. **Our rain date is Saturday, August 1.**

We're still gathering donated items for this important fundraiser. Please leave what you can spare (no clothes, please!) at the main entrance on the side of the building.



Hamburg Historical Museum

Street Address:

7225 Stone Street
Hamburg, MI 48139

Mailing Address:

P.O. Box 272
Hamburg, MI 48139

810-986-0190

www.hamburg.mi.us/culture-recreation/hamburg_historical_museum

GOVERNOR WINANS EXHIBIT OPENS AT THE TOWNSHIP OFFICES

He was a miner, a banker, a gentleman farmer, and a member of the Michigan and U.S. Houses of Representatives — all before he became the 22nd governor of our state. And Edwin Winans was a favorite son of Hamburg Township.

Take time to see the Historical Society's new exhibit on this extraordinary leader, on display at the township offices at 10405 Merrill Road from 8 a.m.-5 p.m. Mon.-Fri.



TEA ROOM UPDATE

We're planning on hosting two teas yet this year: one in August to celebrate women winning the right to vote and one in October with a Halloween theme. More details in the August newsletter!

Hamburg Township Historical Society Board

Wayne Burkhardt, President
George Weinhagen, Vice President
Suzanne Hines, Secretary/Treasurer
Pat Corr, Membership
Mary Culp
Joyce Terry
Ron Thybault
Annette Koeble, liaison from the township board

Next Meeting: Sat., July 18, 10 a.m. at the Museum

HELP US PRESERVE AND PRESENT THE HISTORY OF HAMBURG. JOIN THE HISTORICAL SOCIETY!

Name _____ Date _____

Address _____

City _____ State _____ Zip _____ Phone _____

Email address _____

Annual Dues (circle your choice)

Individual	\$15.00	Business	\$40.00
Family	\$20.00	Life Membership	\$200.00
Student	\$2.00		

Please make your check payable to the Hamburg Township Historical Society. Mail it with this form to P.O. Box 272, Hamburg, MI 48139 or drop it off at the Museum at 7225 Stone Street. Thank you!



Notice for all Users!

This facility is open for use, however, it is **highly recommended** the following precautions are followed:

- * Users exhibiting any symptoms of COVID-19 should not use any Township facility.
- * Use of facility requires Social Distancing standards of 6-feet and masks when in close proximity to those not in your household.
- * Users should bring their own disinfectant and wipe all points of contact, prior to any use.
- * **Adult Workout and Playground areas will be closed for disinfecting from 7:00-7:30 A.M. and 3:15—3:45 P.M. on all Weekdays (M-F).**
- * Portable toilets are being provided for use, however, the vendor cleaning schedules vary. Precautions when using these facilities is recommended.

Thank you for doing your part!



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: Mike Dolan
Treasurer: Jason Negri
Trustees: Jim Neilson
Bill Hahn
Chuck Menzies
Annette Koeble

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 (use allowed after 4 p.m. weekdays, and on weekends):

Individual or member of applying organization must be a Hamburg Township resident.

All uses require an application and must comply with the Rules & Regulations.

Key assignments are made by the Parks & Recreation Department.

Damage/Cleaning fees will be charged to user groups who don't leave building as they found it.

Non-Profit Annual Rates (Proof of Non-Profit status required):

3-hour blocks/up to 2 times per month:

Non-Refundable flat rate, paid in advance: \$120.00

Non-Profit additional days of use:

3-hour block/per use

Non-Refundable daily charge, paid in advance: \$10.00 each use

For-Profit Rates:

3-hour block/per use

Non-Refundable daily charge, paid in advance: \$25.00

Additional hours for same day use shall be charged at \$10.00 per hour

Unsecured or Damaged Building Charges:

First incident: Up to \$75.00

Second incident: Up to \$150.00

Third incident: Use of facility will be revoked

Key Replacement Charges:

\$100.00 for key fob

\$300.00 for re-key of facility

Public Safety Fee Chart

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

Event Category	Event Size/Hazard Description	Public Safety Fee	Personnel Provided
Low Hazard	Less than 1000 <ul style="list-style-type: none"> Prohibited activities: Alcoholic beverages, fireworks, professional sporting events, pets 	No Public Safety Fee Required (unless use is determined to have need of personnel based on type of event).	
Medium Hazard	1001 – 2500 <ul style="list-style-type: none"> Prohibited activities: Alcoholic beverages, fireworks, professional sporting events, pets 	Full Day: \$600 per day Half Day: \$300 per day	2 public safety personnel
High Hazard	2501-5000 <ul style="list-style-type: none"> Prohibited activities: Alcoholic beverages, fireworks, professional sporting events, pets 	Full Day: \$1,200 per day Half Day: \$600 per day	4 public safety personnel
Special Use	Over 5,000 <ul style="list-style-type: none"> Must be proposed and permitted through special approval process through Township Board May require further permits and specialty insurance 	Actual salary costs for all public safety personnel (Police & Fire) not working a regularly-scheduled shift	Public Safety Administration (in consultation with the event organizers and Parks & Rec Director) determine the public safety needs for the event

- **All new event applications/uses require review by Public Safety Personnel**
- Half Day is 6 hours or less, Full Day is more than 6 hours
- The Township Board may waive or reduce required public safety fees by special request of the event organizers
- All event applications, no matter the size, must start with a Park Use Application submittal with the Parks & Recreation Department

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

(810) 231-1000 Office
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Supervisor: Pat Hohl
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Annette Koeble
Chuck Menzies
Jim Neilson

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: _____

For office use only

Frequency: _____ x Rate: _____ = Amount due: _____

Payment Received Date: _____ Key Assigned: _____

Code Assigned (regular users): _____ Copy to IT: _____

Key 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 local non-profit or civic organizations. All applications for use must be submitted to the Township Clerk's Department for review and all fees must be paid in full upon approval. **All rental fees are non-refundable, unless otherwise determined by the Township Board.**
2. All applications for use of the facility shall be submitted no less than two weeks prior to the requested date of use. All such uses shall terminate at the end of the Township's fiscal year (ending June 30th 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. Annual payment for use 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) a charge of \$100 will be invoiced to the applicant. **Unscheduled use of the facility will result in an automatic loss of rental privileges.**
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. Payment 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) a charge of \$100 will be invoiced to the applicant. **Unscheduled use of the facility will result in an automatic loss of rental privileges.**
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 be charged a fee as outlined on the Parklands and Community Center Use Fee Schedule. Future use may not be guaranteed for habitual offenders.
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 applicant may be charged \$100 for key replacement.
9. All approved users will be responsible for any damage done to the Community Center resulting from their use of the premises and fees are outlined in the Parklands and Community Center Use Fee Schedule. 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 applicant 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 Initials:_____ Date:_____



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

July 17, 2020

To: Parks & Recreation Committee

From: Deby Henneman, Parks & ADA Coordinator

Re: Park Coordinator's Report

The Senior/Community Center remains closed, and there has been some discussion that the meeting rooms may remain closed until the fall. The Township Board approved the proposed changes to the fee structure for rentals, and they went into effect July 7, 2020. I have enclosed the Application as well as the Updated Facility Use Fee schedule for reference in the packet.

I will be finalizing the new procedure for the park and senior center rentals and am in the process of developing an inquiry form for folks to fill out when looking for fields or room use. This form will be automated and would give me the information I need to see if use can be accommodated. I hope to have those changes in place by early August. In the meantime, I have requested all users return their keys for the center.

The invoicing of the park use will now be done by the Parks Coordinator and I have already invoiced a few of the users who have been granted use for their activities under the new fee schedule. The updates to the procedure will be included in the changes to the Park Policies and Procedures.

I am currently using Google Calendar for scheduling which is the best way users can see who will be on what fields on what days. This will make it easier for the user groups who are maintaining the fields to be able to work around outside use. I have also indicated when Building & Grounds anticipate their mowing, with the understanding that some larger events may require a little more attention. Schedules can also vary based on weather. To see this calendar, you can follow this link: [http://www.hamburg.mi.us/government/departments/parks_and_recreation/parks_and_rec_park_use_calendar_\(google\).php](http://www.hamburg.mi.us/government/departments/parks_and_recreation/parks_and_rec_park_use_calendar_(google).php). I have found that the best view is Agenda.

An updated Blackout list has been generated, however, groups will have to comply with any Executive Orders from the State which could limit their ability to move forward with their event. I am maintaining contact with the users with any updates from the Governor or Township Board. All users are required to turn in a copy of their Covid protocol which we will keep on file.

Just a reminder that our next meeting is the 3rd Tuesday in August: 8/18/20 at 3 p.m.



Hamburg Senior Center
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July 16, 2020

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

The Senior Center is now open with limited hours, Monday through Friday from 9:30 to 3:00 pm, and with limited activities.

Correspondence: Thank you cards for the Mobile Food Pantry in March from Ruth Hague and Linda Kittel.

Important Dates: Senior Center will be closed on August 4, 2020 for Elections and September 7, 2020 for Labor Day.

Transportation Update: Bus resumed on July 6, 2020. Transportation is now offered five days per week by appointment.

Program Updates: Current offerings include Bingo, Meals on Wheels, Social Picnics, and Movies. Exercise programs will begin on July 20 with a limit of 10 per class.

Upcoming Programs: In August, we will be adding a birthday drive thru celebration to our programming. We are looking into expanding programming in to the afternoon and offering the Kitchen Band and Tai Chi.

Attendance: March 2020: Monthly Total – 523 Daily Average of 66
April 2020: Closed Due to COVID
May 2020: Closed Due to COVID
June 2020: Month Total 211 – Daily Average of 18

HAMBURG TOWNSHIP SENIOR ADVISORY BOARD

REGULAR SCHEDULED MEETING MINUTES

SENIOR/COMMUNITY CENTER

March 11, 2020

(1) Call to Order:

Meeting called to order at 10:01 am

(2) Pledge to the Flag

(3) Roll Call of the Board:

Present – Bob Andrews, Janet Bater, Barb Mitchell, Sue Pack

Absent – Gary Kaiser, Pat Kolasinski, Gerry Przeslawski

(4) Approval of Agenda:

Bob Andrews moved to approve the agenda. Sue Pack seconded.

(5) Approval of minutes from January 8, 2020:

Sue Kaiser moved to approve the minutes as presented. Janet Bater seconded.

(6) Call to the Public:

Patricia Hughes thanked the Senior Center for the use of the building during the March Primary Elections.

(7) Senior Program Director Report:

- a) Correspondence: Memorial thank you from Tai Chi Instructor Lill Schisler, Kroger Rewards quarterly report statement showing 27 household contributed for a total of \$69.14.
- b) Important Dates: Senior Center will be closed on April 10, 2020 for Good Friday.
- c) Transportation Update: January rides totaled 168 with an average of 15.3 rides per day. Bus will increase to five days a week starting in April.
- d) Program Updates: Senior Center held a CPR training for staff and members with more classes to be added quarterly. University of Michigan Occupational Therapist presented how OT can help seniors.
- e) Upcoming Programs: March: March Potluck, Quick & Tasty with Pat, Belton Hearing, and Meet the Hamburg Kitchen Band. April: Low Vision Specialist, Gleaners Cooking Class, Movies and Mocktails, and Friends in Harmony.

- f) Attendance: January 2020: Monthly Total – 1248 Daily Average of 62
February 2020: Monthly Total – 1102 Daily Average of 65
15 New Members joined in the month of February

(8) Old Business:

- a) Wall of Honor: Will start in May 2020 in honor of Memorial Day. The wall between the bathrooms will become the “Wall of Honor”. Chris Hoskins will take pictures.
- b) Sound System for Main Room: Julie will continue to look into getting a new sound and PA system for the Senior Center. After speaking with a hearing aid specialist, the LOOP system may not be the most practical system for the center. Julie will work with IT Department and Building and Grounds for purchasing and installation.
- c) Floor Waxing: Last floor waxing was not a great job. Julie spoke with Reese and was assured that the next waxing would be better.

(9) New Business:

- a) Coronavirus: Staff will disinfect surfaces daily. Julie will monitor the situation with the guidance of the township.
- b) Casino Bus Trips: LETS cannot go to Detroit Casinos still looking into other Detroit venues. Mike to further look in LETS and Detroit Casinos.
- c) New Member Card: New member card was presented to Advisory Board. Suggested changes will made and Julie will forward the new card to Mike for Township Board approval.
- d) Ladies Luncheon: A date of May 8, 2020 has been set. Gus’s lunch will be catered in. Vendors from Norwex, Color Street Nails, Mary Kay, Paparazzi Jewelry and others will participate. A date for a men’s lunch will be established in June.

(10) Call to the Public:

None

(11) Board Comments:

Mike Dolan will continue to look into repair of sidewalks.

(12) Adjournment:

Bob Andrews made the motion to adjourn, seconded by Barb Mitchell. Meeting adjourned 10:43 am.

Next meeting will be May 13, 2020.

Julie Eddings

Recording Secretary

Date