



**HAMBURG TOWNSHIP
PARKS AND RECREATION COMMITTEE
REGULAR MEETING AGENDA
Hamburg Township Board Room
Tuesday, December 20, 2022 – 3:00 p.m.**

1. Call to Order
2. Pledge to the Flag
3. Roll Call of the Board
4. Call to the Public
5. Approval of the Agenda
6. Approval of the Minutes
 - A. November 22, 2022 – Regular Meeting
7. Correspondence
 - A. Hamburg Township Museum – December Newsletter
8. Current Business
 - A. 2023 Master Plan Renewal
 1. Master Plan Draft – Recommendation to Township Board
 2. Public Hearing & Adoption (TB Meeting) – January 3, 2023 at 2:30 p.m.
9. Old Business
 - A. Parks & Recreation Master Plan/Pending Grants/Supervisor Report**
 1. Iron Belle Trail/Lakelands Trail Projects – Supervisor Update
 - Hay Creek Bridge – Final 10% Funding being processed
 - Huron River free-span Bridge Grant – No Update
 2. 5-year Parks Master Plan – See above
 3. Bennett Park & Water Trail Access Improvements – Clerk Update
 - B. Township Park Use Policy/Fee/Procedures**
 1. Park Facility Use Policy – In Progress

C. Administrative Services

1. Park Coordinator's Report – December 2022
2. Senior Center Report – December 2022
3. Scholarship Request
 - a. None
4. Park Use Requests
 - a. Pinckney Cross Country Meet - August 18, 2023

D. Special Projects

1. East Park Playground Renovation Project – Update
2. Baseball Dugout Renovation Project – Shingle Replacement – Update
3. Pickleball – Update
4. RC Truck Track Proposal – Update
5. Sledding Hill – Update

E. Sponsorships/Volunteerism

1. Amenities and Beautification Committee
 - A. Adopt a Garden/Memorial Bench/Tree Project – Update
2. Community Clean-up Event Date – Saturday, April 22, 2023 – 9AM-3PM

F. Signage and Community Awareness

1. Wayfinding Signage – Update
2. Hamburg Historical Sign in Hamburg Cemetery – Sign Ordered, Dedication Date TBD

G. Risk Management (Insurance/ADA)

1. ADA Compliance in Parklands – Updates in process
10. Call to the Public
11. Committee Comments
12. Adjournment

Next Meeting Date:

Public Hearing for Master Plan: January 3, 2023 – 2:30 p.m. (At regular TB meeting)

Parks Committee: January 24, 2022 – 3:00 p.m.

Pledge to the Flag



No
Information



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
Tuesday, November 22, 2022
3:00 p.m.

1. Call to Order

Dolan called the meeting to order at 3:03 p.m.

2. Pledge to the Flag

3. Roll Call of the Parks & Recreation Committee

Board Members Present: Michniewicz, Dolan, Auxier, Muck, McCabe

Board Members Absent: None

Also Present: Deby Henneman, Township Coordinator, Duane Hoepfner, Building & Grounds

4. Call to the Public

A call was made with no response.

5. Approval of the Agenda

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

VOICE VOTE: Ayes: 5

MOTION CARRIED

6. Approval of the Minutes

Motion by Auxier, supported by Michniewicz, to approve the minutes from the October 25, 2022 Regular Meeting as presented.

VOICE VOTE: Ayes: 5

MOTION CARRIED

7. Correspondence

Hamburg Historical Museum newsletter was received and filed.

Emails regarding East Park Playground Construction were received and filed.

MNRTF Development Application – Final Scores for 2022 Trust Fund Application were received and filed.

8. Current Business

A. Master Plan Renewal

1. Master Plan Draft – Final Draft Recommendation to Board

Motion by Dolan, supported by Auxier, to schedule a Parks & Recreation meeting on Tuesday, December 20, 2022 at 3:00 p.m. in order to review final draft of the 2023 Parks and Recreation Master Plan and make a recommendation to the Township Board for its adoption.

VOICE VOTE: Ayes: 5

MOTION CARRIED

2. Timeline Review & Next Steps

Public Review Period – 11/16/22 – 12/16/22

Recommendation of Adoption – Parks Meeting (Special) - 12/20/22

Public Hearing and Adoption – Township Board – 1/3/23

Master Plan Renewal Deadline: 2/1/23

9. Old Business

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

1. Iron Belle Trail/Lakelands Trail

- a. Hay Creek Bridge Project – Waiting for Engineer for final forms for remaining \$5,000
- b. Huron River free-span Bridge Project – No update

2. 5-year Master Plan Renewal – see above

3. West Park Trust Fund Grant – Final scores received and distributed to Parks Committee in hard copy

B. Township Park Use Policy/Fee/Procedures

1. Park Use Policy updates – Updates pending.

2. Community Center Policy & Fee change – Updates pending.

3. Administrative Fee Schedule – Updates pending.

C. Administrative Services

1. Park Coordinator's Report – November 2022 – Report received and filed

2. Senior Center Report – November 2022 – Report received and filed

3. Scholarship Request – None

4. Park Use Requests

- a. Hamburg Fun Festival – 2024, 2025, 2026 Festival Years

Joanna Hardesty, President of H.E.R.O., addressed the board. She stated that 2023 is the last year on the current contract, and they are in negotiations now for the future years contract. She stated that H.E.R.O. is applying for the years 2024, 2025, & 2026, and they are requesting the same terms as the expiring contract.

Dolan stated there were concerns raised during the 2022 event with regards to the Banana Derby. He asked how those concerns would be addressed.

Hardesty stated due to concerns, H.E.R.O. has no intent of bringing the Banana Derby activities back for the years of the new application. She did state that the Petting Zoo will still be something they will have as it is an attraction the community really likes and there has never been an issue with it.

Motion by Auxier, supported by Michniewicz, to recommend approval of the Park Use Application submitted by H.E.R.O. for the Hamburg Family Fun Fest event for years 2024, 2025, & 2026, as presented in their application dated November 8, 2022, based on the same terms as the expiring contract, and with no intent to bring back the Banana Derby for the term of the new contract, out of consideration of the area residents, the Township Board, and in response to the concerns raised during the 2022 event.

VOICE VOTE: Ayes 5

MOTION CARRIED

D. Special Projects

1. East Park Playground Renovation Project – Henneman to invoice H.E.R.O. for their donation.
2. Baseball Dugout Renovation Project – Henneman getting quotes.
3. Pickleball – Fence and painting will be in spring 2023. Dip in concrete is being addressed.
4. RC Car/Truck Track proposal – MOU needs to be signed, then final proposal will come to Parks Committee for recommendation and budget to the Township Board.
5. Sledding Hill (RC Field) – Dolan will be ordering signs and installing flex post fencing.

Muck suggested applying for Spark Grant for the inclusive design playground in West Park.

E. Sponsorships/Volunteerism

1. Amenities and Beautification Committee – No updates
2. Commemorative Bench & Tree Program – Benches installed at Village Trailhead. Plaque proofs ordered.

F. Signage and Community Awareness

1. Wayfinding Signage – Proofs and pricing has been requested.
2. Winans/Hamburg Historical Marker – Hamburg Cemetery – New Marker Coming Soon

G. Risk Management (Insurance/ADA)

1. ADA Compliance in Parklands - No update
2. Pedestrian Crossings along Lakelands Trail – No update

10. Call to the Public

A call was made with no response.

11. Committee Comments

Dolan stated he will be attending the MDNR Trust Fund Grant Award Meeting on 12/14/22 starting at 9 a.m.

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
Township Coordinator
Parks, ADA, Grants, Ordinances

Next meeting: Tuesday, December 20, 2022 – 3:00 p.m.



**HAMBURG
TOWNSHIP
MUSEUM**

P.O. Box 272
7225 Stone Street
Hamburg, MI 48139
810-986-0190

info@hamburgmuseum.org
<https://hamburgmuseum.org>



Karl Bangert
President

Carrie Schulz
Vice President

Linda Harrison
Secretary

Suzanne Hines
Treasurer

Pat Corr

Joyce Terry

Alice Winkelman

VISITING HOURS

11 am-3 pm
Weds. & Sats.

ADMISSION

\$2 adults, \$1 children
18 and younger,
members free

The Wave

Newsletter of the Hamburg Township Historical Society • December 2022

Annual Meeting Reveals Auction Results and a Familiar Face on the Board

The agenda of the Historical Society's annual meeting on November 19 was full of important news. The first was a brief report on new activities that occurred in 2022, including the museum's first day camp, a lecture series on famous families, and two exhibits: one on important women in township history and the other on how our roads and waterways got their names.

Next up was a discussion of the results of the annual auction, which ended November 18. Organizers were pleased to note that the auction netted \$5,100 this year and featured 18 new biddable items. New sponsors included Flexible Metal Inc. and Bennett's Beavers.

Last but not least was the formal re-induction (the result of an October member vote) of Suzanne Hines to the board. For those of you not familiar with Suzanne, she was the founder of the museum in the early 2000s.

Suzanne returns after a year's hiatus and will resume her earlier role of treasurer.



Best wishes for a happy and healthy holiday season from your friends at the Hamburg Township Historical Society!

DIVE INTO YOUR HISTORY

GIVE THE PAST AS A PRESENT!

Looking for holiday gifts for hard-to-buy-for family members and friends? Gift memberships in the Historical Society are a great idea! All members receive:

- Free museum admission
- Invitations to members-only activities
- Member-only pricing for select events
- And a gift shop discount.

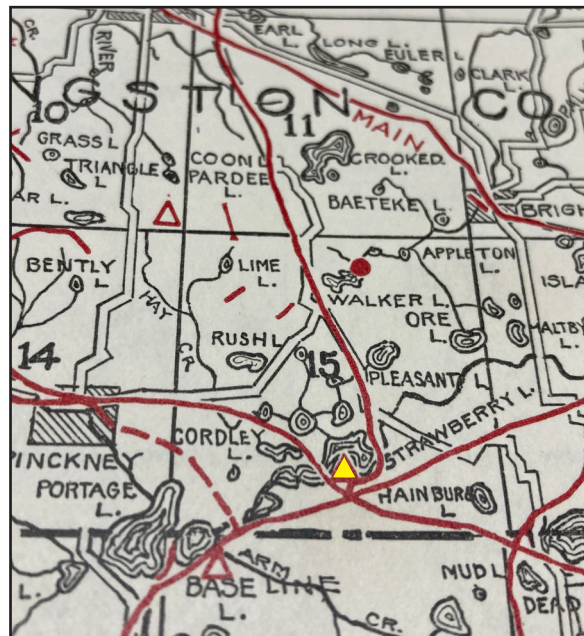
Business members also get an 1/8-page ad in each newsletter, and Life members are entered into the Time Traveler program that grants free admission at more than 400 history museums nationwide.

One-year memberships are \$20 (Individual); \$25 (Dual); \$30 (Family); and \$50 (Business). Life memberships are available for \$300.

To purchase by credit card, visit hamburgmuseum.org/membership or complete and mail in the form below with a check.

WHAT'S NEW?

- In November, Judith and Michael Clark and David Darnell generously donated a copy of "The Archaeological Atlas of Michigan" by Wilbert B. Hinsdale to our archives. The book, printed in 1931, is one of Michigan's earliest professional publications on this subject; we expect it to be a valuable reference for updating the museum's display on the area's earliest inhabitants. A close-up photo of the page that shows early Native American activity in Hamburg Township – including a symbol for a village on Strawberry Lake – is highlighted below.



WHAT'S NEW? *can't*

- There are still two openings on the historical society board of directors, and we're looking for people with skills in fundraising, facilities, events planning, education, or marketing. If you have a desire to lead, please fill out the board application at hamburgmuseum.org/support and return it to the museum. If you'd prefer to contribute your time to a committee, you can find a volunteer application on the same webpage.

WHAT'S COMING?

DECEMBER 3

Cookies & Crafts with Santa
11 AM-3 PM

Tickets at Eventbrite.com
(The museum will be closed to the public on this day for this special event)

DECEMBER 24, 28, & 31
Holiday Closure

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

Name _____ Date _____

Address _____

City _____ State _____ Zip _____ Phone _____

Email address* _____

ANNUAL DUES

☐ Individual \$20.00 ☐ Dual \$25.00 ☐ Family \$30.00

☐ Business \$50.00 ☐ Life \$300.00 (one lifetime payment)

*ADD \$12 to receive paper newsletters via USPS; email copies are free.

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 during visiting hours.



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

December 12, 2022

To: Parks & Recreation Committee

From: Deby Henneman, Township Coordinator

Re: Parks & Recreation Report

A recommendation to approve the final draft of the 2023 Parks and Recreation Master Plan will be requested at the December meeting and, if approved by the Parks Committee, will be presented to the Township Board at a Public Hearing January 3, 2023 for its adoption. The deadline to file the document with the MDNR is 2/1/23.

There was a change in the proposed scope items for our Trust Fund Grant, which removed the Concession Stand restroom renovations, and increased the funding for the playground surfacing. The announcement on recipients for the funding should be made by our December meeting. No matter which way the determination goes, we will have to have a conversation regarding the necessary playground upgrades and the feasibility of including surfacing that meets the Universal Design standards. The consideration of relocation will also be a possibility in order to bring the playground closer to the parking lot.

The concrete walkways and borders have been installed in the East Park playground, along with the trees. The playground equipment and picnic tables have been ordered, and the final two benches for the Stahl family have been installed. Once the equipment is received, the plan is to have that installed as well, weather permitting.

The HERO Park Use application went to Public Safety, and they have requested that staff works on an updated agreement to bring back to the committee before they give their recommendation to the Township Board. I anticipate the application going to the Board at the first meeting in February.

Projects I'm working on next:

- Work with Public Safety to update Park Use Agreement for Fun Fest and present draft
- Update ADA Transition Plan for the Parks Master Plan & Strategic Planning
- Complete all inspections of completed ADA Transition Plan items
- Create Counter "Cheat Sheets" for all Township Coordinator functions ie:
 - Parks
 - ADA

- Grants
 - Ordinance
- Streamline process/procedure for Park & Senior Use invoices & donations with Treasury
- Merge/streamline all approved procedures into the Parks Policy and Procedure Manual
- Create Internal Policy & Procedure for Zoning & General Ordinance updates
- Organize and Scan all Park & Recreation archive files into Docuware System

Holiday Schedule:

Closed December 23 & 26, 2022 for Christmas

Closed December 30, 2022 & January 2, 2023 for New Year

Facebook Links:

Parks & Recreation: <https://www.facebook.com/HamburgParksAndRecreation>

Lakelands Trail: <https://www.facebook.com/LakelandsTrailHamburgMI>

Winkelhaus Park: <https://www.facebook.com/WinkelhausPark>

Senior Center: <https://www.facebook.com/hamburgseniorcenter>

December 13, 2022

To: Parks and Recreation Committee
From: Julie Eddings, Senior Program Director
Re: Senior Center Director's Report

November Statistics:

- Monthly Attendance: 1687
- Daily Average: 99
- Transportation Monthly Rides: 369
- Number of New Members: 41

Upcoming Closures:

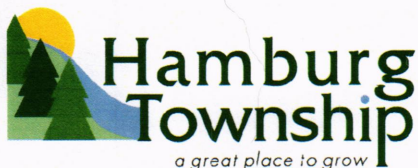
- Friday & Monday, December 23 & 26 for Christmas
- Friday & Monday, December 30 & January 2 for New Year's

Upcoming Programming:

- January Birthday Luncheon Sponsored by Brookdale on January 4
- Senior Center Bus Trip to Lansing for Planetarium and Lunch on January 11
- Acrylic Painting Class on January 13
- Brookdale Craft on January 19
- Senior Center Bus Lunch Bunch on January 25
- Law Presentation on New Laws Effecting Seniors on January 25
- Mardi Gras Luncheon on January 27

Other Information:

- The Senior Center purchased a new room divider that will be delivered on December 16.
- The monthly birthday lunches are now being sponsored by area businesses



Hamburg Township Manly Bennett Park

P.O. Box 157
10405 Merrill Road
Hamburg, Michigan 48139-015
(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: Pinckne vs Brighton cross country race

Type of Event: XC meet Park Use Category #: Select One

Applicant Name: James Wicker

Date(s) of Event: Friday August 18th, 2023 Time(s) of Event: 8 - 12 am

Applicant Address: Pinckney High School Suite or Apt #: _____

Applicant City: ~~Pinckney~~ Pinckney State: MI Zip: ~~48189~~ 48169

Contact Person (present during use): James Wicker

Contact's Affiliation with Applicant: XC Coach

Contact's Phone: 810 599 9543 Contact's E-Mail: jwicker@pinckneypirates.org

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: You have insurance rider on file MAFB-SEG

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

Policy #: PC-0000359 Expiration Date: 7-1-23

Limit of General Liability: 1,000,000 Occurrence _____ Aggregate _____

Umbrella Coverage Limit (if any): _____ Occurrence _____ Aggregate _____

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

Please describe the event you propose to host: XC dual meet with Brighton High School and Pinckney High School

Total Number of participants/spectators/guests anticipated during event: 100

Average of participants/spectators/guests anticipated at any given time: 100

Site of Proposed Event; include all areas of the parklands that will be used: East Bennett Park

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

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

Number of Volunteers: No Are Volunteers trained?: Yes
Please attach copy of Volunteer Handbook if applicable

Will tents be used?: Just pop up team tents If so, please indicate locations: _____

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

Will admission be charged? If so, how much: no admission charged

Parking fee charged? If so, how much: none Valet service available? _____

Will Food/Beverages be served? If so, types of food and name of persons serving: _____
No

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: No MHSAA prohibits pets at all athletic events

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: No

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: no, we will have Pinckney high Athletic trainer on site

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: None

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 compliance³ 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: James Wicker Date: 12/5/22

Co- applicant's Signature: Brian Wardlow Date: 12/5/22

Parks Coordinator: [Signature] Date: 12-5-22

For office use only

Comments: _____

Meeting Approval Dates: _____ Parks & Recreation NA Public Safety _____ Township Board

Application has been (Circle one) ☒ Approved ☐ Denied

Hamburg Township Representative: _____

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

Hamburg Township Clean-up Event

Hamburg Township invites residents to RECYCLE, REDUCE and REUSE!

Saturday, April 22, 2023

9 a.m. to 3 p.m.

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

10405 Merrill Road, Whitmore Lake, MI



PADNOS Recycling: Accepting scrap metal/appliances without freon – No plastic/glass, No sealed tanks (propane, gas, sealed barrels), No lead acid batteries, TVs or Monitors.



Monroe's Rubbish: No construction materials, hazardous or household waste allowed. No liquids or paints. We will be taking tires, but must be limited to 4 per household.



Compost bin will be available for small branches, yard waste and leaves bagged in paper.



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

Park/Sports Fields/Trail Clean-up also!

Volunteers Needed! Sign up today!

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

*Brochures for Livingston County Hazardous Waste will be available
outlining their collection dates for hazardous waste and electronics.*



**Hamburg Township
Parks & Recreation**



Follow us on Facebook, look for Hamburg Parks and Recreation!

Twitter @hamburg_parks for Schedule updates!

Organized by: Hamburg Township Parks & Recreation

For more information: clerk@hamburg.mi.us or (810)222-1124