



**HAMBURG TOWNSHIP
PARKS AND RECREATION COMMITTEE
REGULAR MEETING AGENDA
Hamburg Township Board Room
Tuesday, November 28, 2023 – 3:00 p.m.**

1. Call to Order
2. Pledge to the Flag
3. Roll Call of the Board
4. Call to the Public
5. Approval of the Agenda
6. Approval of the Minutes
 - A. October 24, 2023 Regular Meeting Minutes
7. Correspondence
 - A. Hamburg Township Museum – November Newsletter
8. Current Business
 - A. 2024 Clean-Up Date – Budget Recommendation
 - B. Priority Projects for Strategic Planning Recommendation
 - C. Parks & Recreation – 2024 Meeting Dates
9. Old Business
 - A. Parks & Recreation Master Plan/Pending Grants/Supervisor Report**
 1. Iron Belle Trail/Lakelands Trail Projects
 - Huron River free-span Bridge Grant – No Update
 - Ralph C. Wilson Trail Maintenance Grant #IG202324346 Zukey Footbridge – No Update
 2. Park Master Design Plan Concept – Agreement pending
 3. Bennett Park & Senior Center
 - Bennett Park & Water Trail Access Improvements #TF22-0107 – See Projects Below
 - LEO & MCSC MI Community Center Grant – No update
 - HERO Grant - East Park Intergenerational Gathering Area – No update

B. Township Park Use Policy/Fee/Procedures

1. Park Facility Use Policy – Updates included for first read/discussion
2. Park Fee Update – Updates included for first read/discussion

C. Administrative Services

1. Township Coordinator's Report – November 2023
2. Senior Center Report – November 2023
3. Scholarship Request
 - a. None
4. Park Use Requests
 - a. None

D. Special Projects

1. Baseball Dugout Renovation Project – Update
2. Bennett Park & Water Trail Access Improvements – No Update
3. Scheduling Software Project – Update

E. Sponsorships/Volunteerism

1. Amenities and Beautification Committee – No Update

F. Signage and Community Awareness

1. Wayfinding & Safety Signage – No Update

G. Risk Management (Insurance/ADA)

1. ADA Compliance in Parklands – No Update
10. Call to the Public
11. Committee Comments
12. Adjournment

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, October 24, 2023
3:00 p.m.

1. Call to Order

Dolan called the meeting to order at 3:05 p.m.

2. Pledge to the Flag

3. Roll Call of the Parks & Recreation Committee

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

Board Members Absent: None

Also Present: Deby Henneman - Township Coordinator

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 Michniewicz, supported by Auxier, to approve the minutes from the August 22, 2023 Regular Meeting, as presented.

VOICE VOTE: Ayes: 5

MOTION CARRIED

7. Correspondence

Hamburg Historical Museum newsletter was received and filed.

8. Current Business

A. None

9. Old Business

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

1. Iron Belle Trail/Lakelands Trail – Supervisor Update

- Huron River free-span Bridge Project – No update.
- MDNR Spark Grant – ARPA-0863 – Denied.

- Ralph C. Wilson Jr. – Trail Maintenance Grant – Zukey Lake Footbridge – Pending.
2. Master Design Plan –Pending.
 3. Bennett Park & Senior Center
 - TF22-0107 Bennett Park & Water Trail Access Improvements – Will be meeting with Spicer Group to discuss ideas to develop plans/layout for West Park improvements.
 - LCCOA Grant – ADA Accessible Patio Doors and new flooring have been installed. Chairs and room dividers have been in ordered, which will close out the grant.
 - HERO Grant – Intergenerational Play Area Concept – Proposed. May suggest multiple sites.

B. Township Park Use Policy/Fee/Procedures

1. Park Use Policy updates – No updates.
2. Park Use Fees – Park fee recommendation is being worked on now, and will include suggested updates to the Administrative Fee Schedule for the Township. Changes will be presented to the Township Board for their strategic planning session during the budgeting process.

C. Administrative Services

1. Township Coordinator's Report – October 2023 – Report received and filed
2. Senior Center Report – October 2023 – Report received and filed
3. Scholarship Request – East Michigan Panthers

Motion by Dolan, supported by Auxier, to approve the scholarship request from East MI Panthers for their fall 2023 season at the maximum allowable amount per the submitted request.

VOICE VOTE: Ayes: 5

MOTION CARRIED

4. Park Use Requests

A. HERO – Moving Wall – September 7-18, 2024 – Information Only

Dolan stated the application for Moving Wall Event was approved by the Township Board, as presented for all events as outlined except the Huey rides, until a written opinion from the Township Counsel is received. All fees for the event associated with Park Use have been waived, and Public Safety has determined this event a low hazard level.

D. Special Projects

1. Baseball Dugout Renovation Project – Township is having all roofs inspected to determine if damage is associated with storms in the spring. Repairs pending.
2. Pickleball Court #3 – Complete. Remove from future agenda.
3. RC Car/Truck Track proposal – No updates. Remove from future agenda.
4. Bennett Park & Water Trail Access Improvements – Pending Master Design

5. Scheduling Software RFP – Shortlist will be contacted from gathered bids and demos will be scheduled with staff to move forward in the selection process. Anticipate a recommendation by strategic planning/budgeting session in spring 2024.

Discussion took place regarding having staff trained to perform on site inspections and regular maintenance on the playgrounds and adult workout equipment.

Motion by Muck, supported by Michniewicz, to strongly recommend a Township staff member attend the CPSI program through MParks in order to become a Certified Playground Safety Inspector to comply with National standards.

VOICE VOTE: Ayes: 5

MOTION CARRIED

E. Sponsorships/Volunteerism

1. Amenities and Beautification Committee – No report

F. Signage and Community Awareness

1. Wayfinding & Safety Signage – No update.

G. Risk Management (Insurance/ADA)

1. ADA Compliance in Parklands – Continuing training, anticipate obtaining certification in 2024.

10. Call to the Public

A call was made with no response.

11. Committee Comments

No comments were made.

12. Adjourn Meeting

Motion by Auxier, supported by Michniewicz, to adjourn the meeting.

VOICE VOTE: Ayes: 5

MOTION CARRIED

Meeting adjourned at 3:40 p.m.

Respectfully submitted,



Debra Henneman
Township Coordinator
Parks, ADA, Grants, Ordinances



P.O. Box 272
7225 Stone Street
Hamburg, MI 48139
810-986-0190
hamburgmuseummichi-
gan@outlook.com
<https://hamburgmuseum.org>



BOARD OF DIRECTORS

Carrie Schulz
President
Suzanne Hines
Sec/Treasurer
Pat Corr
Membership
Alice Winkelman
Della Copp

MUSEUM HOURS

11 am - 3 pm
Weds. & Sat.

ADMISSION

\$2 Adults, \$1 Children
18 and younger.
Members Free.

**Museum Closed for
Thanksgiving
Weds, Nov 22 and
Sat, Nov 25**

The Wave

Newsletter of the Hamburg Township Historical Society - November 2023

HONORING NATIVE AMERICAN HERITAGE MONTH

Native American Heritage Month is observed in November to call attention to the culture, traditions, and achievements of the nation's original inhabitants and of their descendants. The official designation of November as National Native American Heritage Month was signed into law in 1990.¹



The tribe most associated with this region is the Potawatomi, an Algonquian-speaking people. We invite you to our website <https://hamburgmuseum.org> to hear the history of the Potawatomi in this area hosted by Ian Harrington who researched and developed this presentation for the Hamburg Township Historical Society.

Two staples of Potawatomi farming were wild rice and maple products. The recipe below might be an interesting addition to your Thanksgiving menu.

Potawatomi Berry Rice²

A recipe from the Great Lakes area, this sweet dish can be served hot or cold.

Ingredients

- 1 cup wild rice uncooked
- 1/4 cup dried cranberries
- 1 cup fresh berries raspberries, huckleberries, saskatoon berries, blackberries are all good options
- 1/3 cup real maple syrup
- 1 tsp cinnamon

Instructions

Add 1 cup of wild rice, 2 1/2 cups of water, and 1/4 cup of dried cranberries to a pot and simmer on medium low heat until water is gone (about 45 minutes).
Mix in fresh berries, maple syrup, and cinnamon.

¹<https://www.uscourts.gov/about-federal-courts/educational-resources/annual-observances/native-american-heritage->

²<https://www.indigikitchen.com/potawatomi-berry-rice/>

DIVE INTO YOUR HISTORY

STATE OF THE HAMBURG TOWNSHIP HISTORICAL SOCIETY & MUSEUM
Annual Meeting WEDNESDAY, NOVEMBER 8 • 7pm



Members and friends are urged to come to the museum for the annual meeting of the Hamburg Township Historical Society and Museum. This is an opportunity to hear the accomplishments in 2023, get a preview of what's in store for 2024 and meet your Board of Directors.

Your interest and input are a welcomed and necessary part of our strategic planning.

SIT 'N KNIT

– MONDAY, NOVEMBER 13 • 6:30 – 8 PM

This very special event is for novice and experienced knitters but is not a learning session. It is an occasion set aside to enjoy your craft with others who have a passion for making the needles dance and rhythmically produce a beautiful piece of wearable art. Bring a project you're working on for donating or gifting. If a spot in the piece has you baffled, expert knitters Pat Corr and Denise Emery will coach you to the finish line.



Hamburg Township Museum 7225 Stone Street, Hamburg, MI.

Space is limited. Call or email to reserve. Free session.

Phone: 810-986-0190

Email: hamurgmuseummichigan@outlook.com.

Provide name and contact information.

THE MUSEUM SHOP



*Stocking stuffers you seek?
Come take a peek
At the treasures filling our shop*

*Need a little bit more?
We have it in store
You'll delight that you made the stop!*

The gift shop is no longer just a corner but is enlarged to provide a greater variety of affordably priced items and a fun shopping experience. The Museum Shop is open during museum hours, Wednesday and Saturday 11-3. **Please be prepared with cash or check while we are setting up for credit cards.**



KIDS ~ DON'T MISS THIS

'Twas the Night Before Christmas... SATURDAY, DECEMBER 9 • 11am – 1pm
Story and Crafts for Kids of All Ages

Move away from the roar of stores and traffic, put phones on the shelf and iPads away. Bundle the kids and come to the museum for a live and costumed reading of the famous holiday tale, 'Twas the Night Before Christmas'. Then join in a fun craft project to use for gifting and an opportunity to stroll through the museum including the newly refurbished train gallery. Moms and Dads you are invited and encouraged to make memory moments and craft with your kids. Space is limited. Call or email to reserve.

Phone: 810-986-0190

Email: hamburgmuseummichigan@outlook.com.

Provide name, contact information, and number of adults and children. Fee: \$5 per craft participant

Become a HTHS Museum member and enjoy one of the many benefits.



Time Travelers is a free reciprocal membership network for historical museums, sites, and societies throughout the United States. It includes 18 museums around Michigan and nearly 400 museums nationwide. Hours of operation and benefits vary by location. Many include free admission, gift shop discounts and more. To access the full list of participating Time Traveler organizations go to <http://timetravelers.mohistory.org/> and scroll to the bottom of the page.

**HELP US
PRESERVE AND
PRESENT
THE HISTORY
OF HAMBURG.**

**BECOME A
MEMBER
TODAY!**

Name _____ Date _____

Address _____

City _____ State _____ Zip _____ Phone _____

Email address* _____

ANNUAL HISTORICAL SOCIETY AND MUSEUM 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
Parks & Recreation**

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

November 3, 2023

To: Parks & Recreation Committee & Township Board of Trustees

From: Deby Henneman, Township Coordinator

Re: Hamburg Township Clean-up Event – Recommendation for Event and Request for Funding

Suggested motion: *To approve a budget not to exceed \$6,500 to be used for the Hamburg Township Clean Up Event as presented.*

I propose proceeding with a Community Clean-Up Event, similar to what we have done in the past. We continue to Field calls inquiring about future events. The on-site paper shredding seems to be the thing that folks ask about the most. This event could be advertised through the Parks & Recreation and Zoning Department and would help to support the cleaning up of any blight issues within the Township.

The Community-wide event would be planned for Earth Day weekend, April 20, 2024, from 9 a.m. to 3 p.m. and would be run by volunteers and staff. Earth Day is Monday, April 22, 2024. Proposed event would include:

- Scrap Metal Drive
- Rubbish Dumpsters for large household items/scrap
- Compost
- Secure Document Shredding – Electro-Cycle
- Hazardous Waste Drop-Off has been suggested by the Supervisor

In years past, the Township Board approved a budget not to exceed \$5,000 (last year's request was \$6,000; however, we came in just under \$5,000. The budget would include costs for printing, supplies, and any payroll approved for staff members who work the Saturday event, if any. This will also fund volunteer supplies and lunch. The additional amount considers the addition of the Hazardous Waste Collection exposure.

A proposed flyer has been attached for reference, and location would in West Park across from Township Hall. Traffic would all flow in one direction, and volunteers would help remove items from the resident's vehicles in order to keep the flow moving.

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 20, 2024

9 a.m. to 3 p.m.

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

Across from: 10405 Merrill Road, Whitmore Lake, MI 48189



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.



Electr Cycle: On-site Shredding from Noon to 3 p.m. ONLY

Location: Township Hall, 10405 Merrill Rd., Whitmore Lake, MI (Municipal Entrance) -
Drive thru service provided **See attached vendor flyer for shredding service details*

Park/Sports Fields/Trail Clean-up also!

Volunteers Needed! Sign up today!

UPDATES HERE FOR HAZARDOUS WASTE IF WE INCLUDE IT—SUPERVISOR

*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

Priority Projects for Parks & Recreation 2024/2025 FY

TF22-0107 – Bennett Park & Water Trail Access Improvements	Twp Match:	\$202,500
<ul style="list-style-type: none">• Grant funding from MDNR• Project Agreement signed, we are in design phase		\$300,000
Volleyball net and barrier replacement, and sand court refurbishment/upgrade		\$17,500
<ul style="list-style-type: none">• <i>Was presented in 06/22 but not added to packet at the time.</i>• Net kit needs to be replaced• Barriers need to be replaced and recovered• Weeds need to be removed and sand refilled• Add a few picnic tables• Accessible pathway		
Sledding Hill Project Completion		\$10,000
<ul style="list-style-type: none">• <i>Not completed so opening was not advertised</i>• Install Hazard Signage• Install rope paths/rails• Install year-round portable toilet and keep cleared for servicing• Maintain roads back to area• Complete ADA Parking and Accessible path• Provide seating/warming/restroom station		
Solution for Park/Community Center Rentals		\$5,000
<ul style="list-style-type: none">• First year set-up, training included• Annual fee typically has a % increase• Will require CC processing, not sure BSA will link• Donations may need to be done via PayPal or Venmo		
Repairs needed on all outbuildings in the Park		\$25,000
<ul style="list-style-type: none">• Roofs for following have been included in possible claim:<ul style="list-style-type: none">○ Flyers Pavilion○ East Park Pavilions (large and small)○ East Park Storage○ East Park Concession○ West Park Concession• Fencing/Path should be inspected for repairs/upgrades:<ul style="list-style-type: none">○ West Park Boardwalk○ Lakelands Trail Respite○ Lakelands Trail Fence (Merrill)• Covers for garbage cans need to be ordered		\$500

Solution for Bird nests in rafters of pavilions should be looked into

\$2,500



This is a real problem and highly recommend a solution is found to increase the enjoyment of these outdoor spaces. If a new pavilion is built in the future, it should be done so with this issue in mind.



Parks Maintenance (Honey Do) List

Includes anticipated Sports Field Maintenance 7/2023

Area	Location/Facility	In-house Dept or Vendor	Description	Frequency	Estimated Hours	Number of Fields/Areas	Total Hours	Comments/Additional Information	Date Completed
All Twp Buildings	All Areas	Parks Admin	Need more tree watering bags	As needed				Order from Vendor, B&G install	
All Twp Buildings	All Areas	Township Board	Need bicycle racks at each building	One Time				Should be ordered and installed, perhaps part of Adopt a Bench	
All Twp Buildings	All Areas	Township Board	ADA Transition Plan Items should be completed	Capital				See ADA Transition Plan for further details	
All Twp Buildings	All Public Spaces	ADA	ADA Access Compliance/Poundage Measure	Annually				Inspection Check forms to be supplied by ADA Coordinator	
All Twp Buildings	Employee Parking	Township Board	Picnic Tables for staff near parking lot suggested	One Time				Should be ordered and installed, perhaps part of Adopt a Bench	
All Twp Buildings	Garden Beds	Township Board	All Garden Beds should be replanted, current plants overgrown	One Time				Landscaping should be hired out, unsuccessful finding volunteers	
All Twp Buildings	Parking	Township Board	All parking lots should be compliant GL and ADA	One Time				Resurface, repaint, new signs	
All Twp Buildings	Sidewalks	Township Board	All sidewalks and curbs should be compliant	One Time				Inspect and redo as needed	
All Twp Buildings	Signage	B&G	Wayfinding signage at end of drives	Capital				All wayfinding should be ordered and installed - ie: soccer this way	
East Park	All Areas	Parks Admin	Portable Toilets require additional cleanings	As needed				Look into additional units and/or cleaning 2x weekly	
East Park	Baseball	ADA B&G	Accessible routes to dugouts are required w/companion	One Time				On Manly Bennett Park Transition Plan	
East Park	Baseball	ADA B&G	Accessible route to T'Ball fields is required	One Time				On Manly Bennett Park Transition Plan	
East Park	Baseball	B&G	Line & Chalk 8 Infields	Per Use				Order from Vendor, B&G Install - Need Equip	
East Park	Baseball	Parks Admin	Replace Diamond Screen	One Time				Order from Vendor, B&G Install	
East Park	Baseball	Parks Admin	Replace Fencing Topper	One Time				Order from Vendor, B&G Install	
East Park	Baseball	Parks Admin	Install Infield Gravel	Bi-Annual				Order from Vendor, B&G Install	
East Park	Baseball	Parks Admin	Backstop Screens need to be replaced	One Time				Get alternate color (not red)	
East Park	Baseball	Parks Admin	Dugouts need gravel inside	Bi-Annual				Order from Vendor, B&G install	
East Park	Baseball	Township Board	Water Spouts at Diamonds	Capital				Need for future Maintenance	
East Park	Batting Cage	B&G	Picnic Tables behind batting cage suggested	One Time				Should be ordered and installed, perhaps part of Adopt a Bench	
East Park	Batting Cage	Township Board	Batting cage is a disaster	Capital				New Turf, new nets, check with baseball to see what is theirs	
East Park	Concession	B&G	Clean and paint building	One Time				Both Floors need to be done	
East Park	Concession	B&G	Improve lighting for stairwell and basement	One Time				GL Hazard for those who need to access lights	
East Park	Concession	B&G	Exit sign - Lit as per Fire Marshal	One Time					
East Park	Concession	B&G	Remove and Replace Info Kiosk on Building	One Time				Parks Admin to order replacement	
East Park	Concession	Township Board	Roof should be replaced	One Time				Needs to be checked for Hail Damage?	
East Park	Concession Stand	B&G	AED should have reach range no higher than 48 inches	One Time				On Manly Bennett Park Transition Plan	
East Park	Concession Stand	Township Board	Counters are too high, one counter should meet 28" to 34"	One Time				On Manly Bennett Park Transition Plan	
East Park	Entrance Gate	B&G	Needs replacement - Bent	Capital					
East Park	Flyer's Field	ADA B&G	Accessible routes to features are required	One Time				On Manly Bennett Park Transition Plan	
East Park	Flyer's Field	ADA B&G	Accessible picnic tables are required	One Time				On Manly Bennett Park Transition Plan	
East Park	Flyer's Field	Parks Admin	ADA Parking & Signage					Order from Vendor, B&G Install	
East Park	Flyer's Field	Parks Admin	ADA Picnic Table (should be in Pavilion)	One Time				Order from Vendor, B&G Install	
East Park	Flyer's Field	Parks Admin	Fencing requires replacement, mower damage	Capital				Order from Vendor, B&G Install	
East Park	Flyer's Field Pavilion	Township Board	Roof should be replaced	Capital				Needs to be checked for Hail Damage?	
East Park	Football	Parks Admin	Striping for 2 Football Fields F1 & F2	As needed				Order from Vendor, B&G install - Need Equip	
East Park	Football	Township Board	Football would like more field lighting	Capital				They paid for the poles there now - \$10,000 donation	
East Park	Parking - Paved	Township Board	Paved Parking needs to be redone & ADA	Capital				Make sure that parking is reconfigured to include dugout access	
East Park	Pavilion Large	Parks Admin	Replace Picnic Tables	One Time				Needs update for GL and ADA Compliance	
East Park	Pavilion Large	Parks Admin	Install connecting pathways	Capital				Connect Picnic to Concession/Play Area - ADA	
East Park	Pavilion Large	Parks Admin	Install compliant surfacing under picnic tables	Bi-Annual				If chips, need to be maintained at least bi-annually	
East Park	Pavilion Large	Township Board	Roof should be replaced	One Time				Needs to be checked for Hail Damage?	
East Park	Pavilion Small	Parks Admin	Small tables should be purchased and installed	One Time				At least one needs to be ADA Compliant	
East Park	Pavilion Small	Township Board	Roof should be replaced	One Time				Needs to be checked for Hail Damage?	
East Park	Picnic Pavilion Lg	ADA B&G	Picnic Tables must be ADA Accessible under Pavilion	One Time				On Manly Bennett Park Transition Plan	
East Park	Picnic Pavilion Lg	B&G	Accessible route needed to grill, should have 48" useable side	One Time				On Manly Bennett Park Transition Plan	
East Park	Playground	B&G	Maintenance/Safety Check of all equipment	Weekly				Inspection Check forms to be supplied by Parks Admin	
East Park	Playground	B&G	Install recognition plaques	One Time				Purchase Boulders and install final plaques	
East Park	Volleyball	ADA B&G	Accessible route to court is required, suggest seating	One Time				On Manly Bennett Park Transition Plan	
East Park	Volleyball	Parks Admin	Volleyball area needs to be redone, new net	Capital				New border, sand, and net are needed - ADA access also	
Lakelands Trail	All Areas	ADA Admin	All trails and access should be mapped showing ADA	One Time				On Lakeland Trail Transition Plan	
Lakelands Trail	All Areas	ADA B&G	All trashcans must be moved within 24" of path	As needed				On Lakeland Trail Transition Plan	
Lakelands Trail	All Areas	ADA B&G	All dog waste bins must be moved within 24" of path	As needed				On Lakeland Trail Transition Plan	
Lakelands Trail	All Areas	ADA B&G	All cracks 1/2 inch and bigger must be repaired	One Time				On Lakeland Trail Transition Plan	
Lakelands Trail	All Trailheads	B&G	Build wooden screening for all portable toilets	Capital				Consider doing this if we don't get grant funding for toilets	
Lakelands Trail	All Trailheads	Parks Admin	Portable Toilets require additional cleanings	As needed				Look into additional units and/or cleaning 2x weekly	
Lakelands Trail	Disc Golf Entrance	ADA B&G	Running Slope and Cross Slope concerns	One Time				On Lakeland Trail Transition Plan	
Lakelands Trail	Hunchback Bridge	B&G	Sign has graffiti	One Time				Duane to clean	
Lakelands Trail	Lakelands Trail	B&G	Wooden bench near Sewer Plant s/b removed	One Time				Plaque should be placed elsewhere in area, see Parks Coordinator	
Lakelands Trail	Lg Zukey Bridge	Parks Admin	Transition at Lg Zukey Bridge is non-compliant	One Time				Vendor should be contacted to have corrected	
Lakelands Trail	M-36 Tunnel	B&G	Needs to be repainted (cover graffiti)	As needed				Could use a fresh coat of paint - consider mural project?	
Lakelands Trail	M-36 Tunnel	B&G	Lights should be replaced (need to work for GL)	One Time				Need to be maintained better, also cameras?	
Lakelands Trail	Merrill Rd link path	ADA B&G	Trail along Merrill too steep and collects debris	One Time				On Lakeland Trail Transition Plan	
Lakelands Trail	Merrill Thead link path	ADA B&G	Trail from parking to path too steep	One Time				On Lakeland Trail Transition Plan	
Lakelands Trail	Pettysville Trailhead	B&G	Roof on Kiosk needs replacement, wood repair	One Time				Will also need to be painted and needs new info holders	
Lakelands Trail	Pettysville Trailhead	B&G	Trail to kiosk needs to be installed for ADA access	One Time				Should be same grade as parking	
Lakelands Trail	Pettysville Trailhead	B&G	Bike Repair Station needs an access path	One Time				Must be paved or acceptable alternative	

Lakelands Trail	Pettysville Trailhead	Parks Admin	Replace bike repair station behind Station #11	One Time	It is in pretty poor condition, unable to find original vendor On Lakeland Trail Transition Plan
Lakelands Trail	Respite near Merrill	ADA Admin	When redoing respite, make sure there is companion seat	One Time	
Lakelands Trail	Respite near Merrill	B&G	Wooden benches and footbridge s/b replaced	One Time	Remove wooden benches now, plaque to be placed elsewhere
Lakelands Trail	Respite near Merrill	B&G	Running Slope and Cross Slope concerns	One Time	When respite redone, address Lakeland Trail Transition Plan issues
Lakelands Trail	Sm Zukey Bridge	B&G	Clear area east of Zukey Footbridge	One Time	Need space for bench and bike repair station
Lakelands Trail	Sm Zukey Bridge	Parks Admin	Replace Zukey Footbridge (Wilson Grant pending)	One Time	Grant includes bench and bike repair station
Senior Center	Community Garden	B&G	Garden boxes need to be relocated	One Time	See Julie and Deby
Township Hall	Clock Tower	Township Board	Complete tear out and refurbish, look terrible	One Time	Clock Tower is an eyesore, and interferes with site distance
Township Hall	Entrance to Building	Township Board	Tear out grass and put in benches & bike rack	One Time	Grasses look terrible, have for a long time
Township Hall	Entrance to Building	Township Board	ADA curb ramp is in poor repair	One Time	Reported several years ago, still not fixed
Township Hall	Entrance to Building	Township Board	Parking lot is in poor repair	Capital	Cracks should not be in excess of 1/2 inch in width
Township Hall	Entrance to Building	Township Board	Flow around clock tower and in parking lot is dangerous/Pickleball	Capital	When parking is restriped, perhaps flow can be helped with arrows
Township Hall	Entrance to Drive	B&G	Monument signs need uplighting	One Time	Duane to arrange for pricing
Township Hall	Entrance to Drive	Parks Admin	Wayfinding signage at end of drives	One Time	Signs need to be designed, ordered, and installed
Trailheads	All Trailheads	ADA B&G	All information kiosks require accessible paths	One Time	On Lakeland Trail Transition Plan
Trailheads	Village	B&G	Find a better way to secure plaquest	One Time	Glue isn't holding on boulders, find solution
West Park	Adult Workout	B&G	Rubber Mulch needs another layer	Bi-Annual	Should be checked as part of maintenance schedule
West Park	Adult Workout	B&G	Rubber Grips need to be replaced	As needed	Grips need to be replaced, Parks Admin needs size
West Park	All Areas	B&G	Remove all dead trees and debris	As needed	Dead trees near H3 need to be cut down and removed
West Park	All Areas	Parks Admin	Portable Toilets require additional cleanings	As needed	Look into additional units and/or cleaning 2x weekly
West Park	Boardwalk	B&G	Remove all dead trees and debris	Annually	Keep trees and brush away from Boardwalk to avoid damage
West Park	Boardwalk	B&G	Repair Boardwalk when storm damage occurs	As needed	This happens at least once a year, also if us buckling - Replace?
West Park	Boardwalk	B&G	Add seating at the end of boardwalk	Capital	Perhaps Bench Adoption Program?
West Park	Boardwalk	B&G	Widen turn radius at the end of boardwalk	Capital	May need to do if entire thing is replaced (within 5 years)
West Park	Concession	B&G	Remove and Replace Info Kiosk on Building	One Time	Parks Admin to order replacement
West Park	Concession Stand	B&G	AED should have reach range no higher than 48 inches	One Time	On Manly Bennett Park Transition Plan
West Park	Concession Stand	Township Board	Restrooms are in poor repair, and are not ADA Compliant	One Time	On Manly Bennett Park Transition Plan
West Park	Disc Golf	B&G	Remove all dead trees and debris	As needed	Keep pathway clear and maintained with gravel
West Park	Disc Golf	B&G	Maintenance/Safety Check of all tees/holes	As needed	Gravel and dirt to be added to low areas for GL
West Park	Disc Golf	B&G	Replace/Repaint all hole markers	One Time	They are in bad shape, need paint at least, or replace
West Park	Disc Golf	B&G	Replace all wooden benches (6?)	One Time	These are in bad shape, they need to be removed for safety
West Park	Disc Golf	B&G	Replace fence at Hole #14	One Time	In poor condition, needs to be replaced - Mural?
West Park	Disc Golf	Parks Admin	Solution for Donation Collection	Capital	Work with Accounting/Treasury to find solution
West Park	Entrance Gate	B&G	Needs replacement - Bent	Capital	Used by Public Safety/B&G - Consider replacement
West Park	Entrance Gate	B&G	Consider gate at north entrance to Disc Golf	Capital	
West Park	Gazebo	B&G	Needs restrain and repair work on wood	Annually	
West Park	Parking - Gravel	Township Board	Gravel Lot requires overhaul and maintenance	Bi-Annual	If in bad shape, consider replacing with something a little larger
West Park	Parking - Gravel	Township Board	ADA Parking improvements - installation	One Time	Parking lot upgrades in grant, but additional funding s/b spent
West Park	Parking - Gravel	Township Board	Gravel lot near Disc Golf needs bumpers	Capital	Parking lot upgrades are in grant, should be designed w/paving
West Park	Parking - Paved	Township Board	Paved lot/Merrill Trailhead needs to be redone	Capital	Lot should be configured and designed to optimize parking
West Park	Pathway	B&G	Remove all dead trees and debris	As needed	Lot should be expanded and restriped
West Park	Pathway	Parks Admin	Pathways should be resurfaced, and regraded	Capital	Keep pathway clear and maintained with gravel
West Park	Playground	ADA B&G	Playground needs to be redone and brought to compliance	One Time	For GL and ADA accessibility
West Park	Playground	ADA B&G	Benches are too high and require companion seating	One Time	On Manly Bennett Park Transition Plan
West Park	Playground	B&G	Remove playground equipment per Parks	One Time	On Manly Bennett Park Transition Plan
West Park	Playground	Parks Admin	Look into installation of "temp" play features	Capital	All items except spinners and benches to be removed
West Park	Playground	Parks Admin	Install Wood fiber for temporary play area	One Time	Features such as corn hole could then be moved to East Park
West Park	Soccer Fields	Parks Admin	Striping for 8-14 soccer fields for games/tourneys	As needed	Wood fiber needs to be installed, area will be rolled into new design
Winkelhaus Park	Hillside	ADA Township Boar	Stairway/Ramp should be installed to provide access to site	One Time	Order from Vendor, B&G Install - Need Equip
Winkelhaus Park	Nature Trail	ADA Township Boar	Nature Trail should be upgraded to limestone mix w/benches	One Time	On Manly Bennett Park Transition Plan - LEASED FACILITY
Winkelhaus Park	Pathways	ADA Township Boar	Accessible route to all features must be installed	One Time	On Manly Bennett Park Transition Plan - LEASED FACILITY
Winkelhaus Park	Picnic Table	ADA Township Boar	Picnic Tables must be ADA accessible	One Time	On Manly Bennett Park Transition Plan - LEASED FACILITY

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:
Pat Hughes
Bill Hahn
Chuck Menzies
Cindy Michniewicz

HAMBURG TOWNSHIP PARKS AND RECREATION COMMITTEE

Regular Meeting Dates - Year 2024

January 23 @ 3:00 P.M.
February 20 @ 3:00 P.M.
March 26 @ 3:00 P.M.
April 23 @ 3:00 P.M.
May 28 @ 3:00 P.M.
June 25 @ 3:00 P.M.
July 23 @ 3:00 P.M.
August 27 @ 3:00 P.M.
September 24 @ 3:00 P.M.
October 22 @ 3:00 P.M.
November 26 @ 3:00 P.M.
December - TBD

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

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

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

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

**HAMBURG TOWNSHIP
PARK FACILITY USE POLICY
(Rules & Regulations)
Effective ~~March 5, 2019~~ January 2, 2024**

1.0 INTENT

To provide for the use, protection, regulation and control of the Hamburg Township ~~p~~Park and recreational facilities, including, but not limited to: Manly Bennett Parks East & West, Merrill Field Disc Golf Course "The Gulch", Winkelhaus Park, the Senior/Community Center, the Lakelands Trail & trailheads and other areas municipally owned or operated which support ~~concerning~~ recreation & leisure activities, and to matters related to the use of, and conduct on, ~~Township property or that facilities which is~~ under the Township's jurisdiction. For the purposes of this document, the aforementioned facilities shall be referenced as "parklands."

2.0 GENERAL PARK USE POLICIES

There are a number of general ~~use~~ policies ~~to provide~~ providing guidelines for proper use, protection, regulation, and control of the Hamburg Township ~~Park and recreational facilities~~ parklands. They include:

- Public Use and Hours
- Protection and Preservation of Property and Natural Features
- Protection of Wildlife
- Traffic Control
- Rules Regarding Business, Vending and Concessions
- Rules ~~R~~egarding ~~A~~lcohol ~~U~~se
- Responsibilities of larger groups regarding Public Safety

2.1 Public Use and Hours:

Township ~~parks~~ parklands are open to the public ~~daily for use by the public~~, consistent with the "Hamburg Township Parks Ordinance/Hamburg Township Code of Ordinances, Chapter 24" and this policy, except during hours as ~~determined~~ authorized by the Township Board. Hours that a specific Township park or facility is closed shall be conspicuously posted at the park. The Park Administrator or staff may also authorize the temporary closing of a Township park, or portion of that park, to meet specific needs of the Township or for maintenance purposes. Persons sixteen (16) years or younger are not permitted in any Township park between the hours of 10:00 p.m. and 5:00 a.m. unless accompanied by a parent or guardian.

The Senior/Community Center is open to adults aged 55 and older for programming, Monday – Friday, 9AM – 4PM. Weekdays after 4PM and on weekends, the building may be rented for meetings through Parks and Recreation. There is limited use for events, however, there is NO access to the kitchen facilities. You can find more information on our website: https://www.hamburg.mi.us/resident/seniors_senior_community_center/building_use_policy_and_forms.php.

The Township may designate portions of the ~~park~~ parklands and recreational facilities for specific uses. Certain facilities ~~within the park~~, such as the ball fields, pavilions, ~~basketball-volleyball~~ courts, etc., may be reserved for use by individuals or organizations by permit or agreement with the Township. The organizations granted use through this process are given priority use of the fields, and will provide the Park Administrator a copy of their anticipated schedule prior to their season start. Such uses shall be subject to use fees or deposits as outlined in Park Facility Use Fee Schedule Appendix C, Hamburg Township Code of Ordinances, Part II – Township Appendices. Larger events may request special uses which may require closure or limited use of one or more areas of the park. Those event dates will be listed in the Park Use Calendar as "blackout dates."

Recreational activities by residents and non-organized groups are permitted on Hamburg Township property within their designated areas when not otherwise scheduled by permit or lease. It is recommended that all recreational activities be limited to daylight hours, and that calendar is checked for scheduling conflicts.

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2.2 Protection and Preservation of Property and Natural Features:

No person shall injure, deface, disturb, or remove any part of the park or any building, sign, equipment or other property found therein including but not limited to: trees, shrubs, plants, rocks or minerals. Prospecting, metal detecting, and activities similar in nature, are strictly prohibited in all owned and/or operated Hamburg Township Parklands and/or Trails.

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All garbage and waste must be deposited in receptacles provided for such purposes. Dumping of garbage, sewage, household refuse, waste or other noxious material on any Hamburg Township property is strictly prohibited. ~~No glass containers are permitted in the park area~~ parklands. Persons and organizations utilizing any Township ~~park and recreational facilities~~ parkland shall leave them in condition of good repair and cleanliness. Any damage or unclean conditions shall be immediately reported to the Park Administrator or staff. All events that will produce high volumes of garbage, such as Tournaments and Festivals, are required to provide a dumpster, as well as extra portable toilets, at their expense.

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No person shall build any fire ~~upon within any~~ Township parklands ~~property~~ except within receptacles provided and designated by the Township for such purposes. Special approval from the Township Board and Hamburg Township Fire Department is required for any fire outside of designated receptacles, or at any event.

No person shall deposit lighted matches, burning cigars, cigarettes, tobacco paper or other flammable materials within ~~or upon~~ any Township parklands ~~property~~. Burning material or hot ashes may not be dumped into any trash containers or elsewhere within the boundaries of the Township Park unless such container or locality is marked as a receptacle for such material.

No person shall install a tent ~~on~~ any parkland ~~facility either owned or maintained by Hamburg Township,~~ without express permission from the Township Board. To prevent damage to the sprinkler system, a site plan detailing the proposed location of the tent must be submitted to the Park Administrator or staff for review prior to the event.

2.3 Protection of Wildlife and Pet Care

No person within the confines of the Township parklands ~~and recreational facilities~~, unless authorized by written permit of the Township Board, shall hunt, pursue with dogs, trap or in any other way molest any wild bird, nest, egg, den or animal found within ~~the Township park~~ Township property.

No persons, except employees or officers of the Township, or those otherwise permitted by law to carry ~~a concealed weapon~~ weapons, shall carry firearms of any description, or air rifle, or slingshot, or bow within the park, or discharge any firearms, fireworks or explosive substances, or air rifle therein without specific permit from the Township.

No person shall bring, drive, lead or carry, any dog or other animal or pet which is unleashed, or upon a leash more than six feet in length, upon Township park property. This does not apply to service dogs that are individually trained to do work or perform tasks for people with disabilities and are housebroken, or to dogs under control of the Township. Persons bringing any animals or pets ~~onto Township Park property~~ into the parklands shall properly clean up after them.

Horses are not permitted on Township property except on areas along the Lakelands Trail so designated, or as otherwise approved by the Township Board. ~~Carriages, Carriages, sleds, and/or wagons pulled by one or more animals,~~ are not allowed in any ~~owned or operated~~ parklands Hamburg Township Parks and/or the Mike

Levine Lakelands Trail unless otherwise approved by the Township Board by way of the permit process described in section 2.4 of this document.

Any animals used in conjunction with any Park Use shall be approved by the Hamburg Township Board during the Park Use approval process, and shall be caged, fenced in, leashed, or similarly restrained and under the complete control of the aApplicant and/or workers at all times.

For safety reasons, pets are not allowed to attend any activity and/or event. Residents are welcome to have their leashed pets in areas of the park where the activity and/or event is not taking place or in areas intended for passive recreation such as trails or boardwalks. All owners or handlers of a dog or other domestic animal must comply with Chapter 24 of the Hamburg Township Code of Ordinances and violation of the provisions are subject to a municipal civil infraction as outlined in the Ordinance.

Service animals are allowed to attend activities and/or events. They are defined as dogs ~~that which~~ are individually trained to do work or perform tasks for people with disabilities. Any service animal required because of a disability must be certified and clearly marked as such ~~harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents these devices.~~ Staff may inquire as to what work or task the service animal has been trained to perform.

~~All owners or handlers of a dog or other domestic animal must comply with the Hamburg Township Domestic Animal Control Ordinance. Violation of the provisions are subject to a municipal civil infraction as outlined in the Ordinance.~~

2.4 Vehicle and Traffic Control:

Except for designated parking areas, or ~~other~~ areas otherwise approved or allowed by Hamburg Township under permit or lease, no motorized vehicles, except for Personal Assistive Mobility Devices (PAMD), will be allowed in the ~~park or parkland~~ facilities.

The Township Staff or employees may operate motorized vehicles, and/or animal-driven within the ~~Township Park and/or parkland facilities~~ parklands if granted the right to do so by the Township Board or Park Administrator by way of an approved Park Facility Use Application, or in the case for accessibility, a Application for Permitted Use of Off-Road Motorized Vehicles and/or Animal Driven Vehicles.

Motorized wheelchairs, electric scooters or other PAMDs are allowed for those with handicaps that prevent them from using the recreational facilities in any other manner. Township Board approval is required for all other types of Off-Road Motorized and/or Animal Driven Vehicles through a permit process. (Appendix 6).

Allowed vehicles will comply with the following:

- Will travel at walk speed only
- Will operate during daytime hours only
- Will display handicap symbol on vehicle, if applicable
- Will be operated by permitted driver only
- Will allow passengers only as necessary (unless otherwise approved by application)

2.5 Business, Vending and Concessions:

No person or organization shall, within the boundaries of ~~the Township Parks~~ any Township parkland, facility, or on any municipally owned property, ~~advertise, offer for hire, vend or sell any service, food, beverage, merchandise or other personal property,~~ of advertise, carry on or conduct any other business, commercial or fund-raising activity unless tied to, and incorporated in, an approved Parkland Facility Use Application relating to an event held in the parklands. Special use for non-profit organizations may be considered and

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~~approved by without the written authorization of~~ the Hamburg Township Board, ~~obtained~~ through the Park Use Application process, ~~for pre-determined areas within the parklands and trails.~~

All Board authorizations will require, at the minimum, evidence of conformity to State, County and Local ordinances, licenses and permits by the requesting person or organization as well as proof of General and Products Liability Coverage. Cash operations require evidence of proper accounting and internal financial controls which may be audited at the direction of the Township Board of Trustees at its sole discretion, and subject to revocation of Park Use authorization.

The Board of Trustees may contract for services included in this section with qualified licensed contractors through competitive bidding, as outlined in the Hamburg Township ~~Purchasing Policy & Procedures~~ Administrative Policies and Procedures.

~~SIGNAGE TO BE ADDED – MUST COMPLY WITH ZONING ORDINANCE. Signage for events held on Township owned or operated parklands is addressed in section 2.11.~~

2.6 Alcohol:

Alcohol use is strictly prohibited in Parks, Trails or Trailheads, ~~Senior/Community Center, or areas~~ owned or operated by Hamburg Township ~~unless Township unless~~ specifically authorized in writing by the Township Board ~~by way of board motion.~~

2.7 Parking:

No parking of motor vehicles shall be permitted during the hours of 12:00 a.m. and 5:00 a.m. or as otherwise posted and/or approved by the ~~Township Board~~ Park Administrator and/or Township Supervisor.

Parking shall be in designated parking areas only, or those areas otherwise approved by the Township Board through the permit or lease approval process. Vehicles parked in unauthorized parking areas or that have been left overnight ~~on any property owned or maintained by Hamburg Township in any parkland~~ may be ticketed and/or towed at the owner's expense.

2.8 Public Safety:

Applicants may be required to meet with the ~~Clerk~~ Park Administrator and a Public Safety representative to determine what, if any, special precautions need to be taken as relates to the proposed event. ~~Any event anticipating over 1,000 or more participants/spectators/guests, or based on the nature of the event, may be charged. Depending on the nature of the event,~~ Public Safety expenses ~~may be charged based on the Hamburg Township Code of Ordinances, Part II – Township Appendices or~~ at the discretion of the Township Board and the Public Safety Committee. Waivers of these fees may be made by the Township Board as part of the Park Use Application approval process.

Flying, launching or otherwise operating any type of radio-controlled device, self-propelled rocket, kite or any other device in any area of a Township park that is not specifically designated for its use is strictly prohibited. Flight and radio-controlled related activities are welcome in the Manly Bennett RC Park located in Manly Bennett East Park, southeast of the Baseball Diamonds. Activities of this nature must comply with posted rules and regulations and will be subject to fines and penalties for violation as outlined in ~~Hamburg Township Parks Ordinance-Chapter 24 of the Hamburg Township Code of Ordinances.~~

Golf practice is strictly prohibited in any area of a Township park that is not specifically designated for its use.

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2.9 Inspection Requirements:

No Capital Improvements or changes shall be made to any parkland, or trails-facilities, trails or trailheads owned or operated by Hamburg Township, without express permission from the Township Board. All proposed improvements shall be submitted in writing to the Parks Administrator who will forward the Recreation Board's recommendation to the Township Board. Improvements must comply with all Permit and Building Code requirements and, once approved, work must be completed by a licensed contractor or as otherwise approved by the Township Board/Park Administrator.

A certificate of insurance including General Liability and Worker's Compensation for the current policy year shall be provided to the Clerk's office for every contractor that is hired to perform any service on Hamburg Township premises and shall carry limits of liability as required by the Township Insurance carrier.

For any event, carnival or fair connecting to or modifying an existing electrical source or service, the Applicant covenants and agrees to utilize a licensed electrical contractor and secure an electrical permit, in compliance under Article 525 of the National Electric Code or successor code requirements for any activities conducted by the Applicant, its agents or employees.

All outside vendors are required to pass a safety inspection, facilitated by the Hamburg Township Fire Department (HTFD). All events who provide this type of service, must complete-submit a Tent Permit Application no less than 60 days/2 weeks prior to approved event. The applicant listed on the Park Use Application is responsible for the liability exposure from all vendors who participate in the approved event.

2.10 Restoration, Clean-up & Damage Bond:

Applicant may be required to deposit with the Hamburg Township Clerk a restoration, clean-up and damage bond in the form of cash or certified check payable to Hamburg Township in an amount as outlined in the Hamburg Township Code of Ordinances, Part II – Township Appendices/Park Facility Use Fee Schedule, Appendix – C, or as determined by the Township Board.

The bond shall be returned to the Applicant without interest, within sixty (60) days after the expiration of the requested park use if the Applicant has fully performed the restoration and cleanup of the premises to an "as-is" or better condition as prior to the event as determined by the Township. Should Applicant fail to restore and clean the premises in satisfactory condition, the Township may retain all or a part of the bond. In the case of rental of the Senior/Community Center for an event, the deposit serves as both a damage and key deposit.

Applicant shall reimburse Hamburg Township for its "out-of-pocket" expenses in excess of the bond amount for items including but not limited to: Labor costs, trash disposal expenses and repair costs to facilities and/or grounds. Township staff is readily accessible to discuss out-of-pocket cost estimates and ways to reduce these costs. All Hamburg Township invoices sent to organizations for reimbursement of out-of-pocket costs are due within thirty (30) days.

2.11 Parklands Use Permit Sign Policy: (effective 10/5/21, updated 1/2/24)

The Hamburg Township park and recreation system affords residents and visitors with a higher quality of life standard. The benefits of a quality parks and recreation system include: Greater opportunities for a healthy lifestyle; Increased property values throughout the Township; Encouragement of economic development, which in turn, can further attract investment; Natural beauty; Environmental gains and benefits; Socializing and fun; and Sense of place and identity for the community. Hamburg Township parks afford all residents and visitors of Hamburg Township with the opportunity to participate and enjoy in the Township's parks and recreation facilities and to act as gathering spaces for community building.

This policy is included in the Parks and Recreation Policies and Procedures and is intended to allow specific

signage associated with the approved use of Township owned/operated parklands. The allowed signage will help Hamburg Township to better meet the needs of the community and public use of the parkland systems. The signage will help to better inform people of upcoming events and direct people to the event.

All signage placed on Township owned/operated property, must first be approved through the Hamburg Township Parks and Recreation application process. Only signage relating to, and in support of, an approved event on Hamburg Township owned/operated park/trail property, qualifies for this addendum. Must be requested at time of application, or no later than 60 days prior to event. Any other requests must comply with Hamburg Township Ordinance – Chapter 36, Article VII, Section 36-222.

Signage Regulations for Park Use Applications:

In addition to directional signage allowed during an event in Hamburg Township Parks and/or Trails, signs announcing the approved event are only allowed with an approved Park Use Application:

- 1) Temporary freestanding signs:
 - a. On the Township owned property where the event is located:
 - i. One 32 square foot sign; and
 - ii. Four 6 square foot signs, with one side 4' max in length.
 - b. On the Township owned property at M-36 and Merrill Road (parcel 15-23-300-028):
 - i. One 32 square foot sign.
 - c. On other pre-approved events on Hamburg Township owned/operated park/trail property.
 - i. Provide site plan, size, and sign details in writing to the Park Coordinator during the Park Use Application approval process, no later than 60 days prior to event date.
- 2) Signage duration:
 - a. If the event is held on between 1-7 consecutive days the signs may be installed 7 days prior to the event and must be removed within 2 days after the last day of the event.
 - b. If the event is conducted over multiple weeks the signs allowed in section 1) a. ii. shall only be allowed the day of the event, all other signs allowed in section 1) may be installed 7 days prior to the event and must be removed within 2 days after the last day of the event.
 - c. If the signs are not removed as required by the code the Township may remove the signage and may issue violations as outlined in Hamburg Township Code of Ordinances.
- 3) Directional signs shall be approved administratively for approved Park Use Applications and must pertain to Township owned or operated Park/Trail property only.
- 4) All signs shall be outside of the road right-of-way and at least 10 feet from a paved roadway or driveway.
- 5) The Township shall be authorized to remove any unapproved signage or additional signage placed unrelated scheduled events. Violations or abuses of this rule may result in termination or denial of park use.
- 6) Any unapproved signage pertaining to an event that is not taking place on Township owned/operated Park/Trail property, will be removed and will be considered a Class E municipal civil infraction. Charges for violations or abuses of this rule can be found at: Hamburg Township Code of Ordinances, Chapter 1, Article II, Sec.1-45.

Sign Application Materials:

The following information shall be submitted with the parklands use permit application:

- 1) Description of the signs including a drawing showing the proposed signs and the sign dimensions; and
- 2) Map showing the location of the proposed signs.
- 3) Any signs planned for the Road-Right-Of-Way must be submitted to the jurisdiction that regulates and oversees those roads.

Livingston County Road Commission:

<https://livingstonroads.org/permit-office/>

State of Michigan (MDot):

<https://www.michigan.gov/mdot/business/permits/right-of-way-construction/governmental-signing>

Field Code Changed

This policy is intended to allow specific signage associated with the use of Township owned parks. The allowed signage will help the Hamburg Township to better meet the needs of the community and public use of the parks systems. The signage will help to better inform people of upcoming events and direct people to the event.

Signage Regulations:

In addition to directional signage the following signs announcing the approved event are **only allowed with the issuance of a parklands use permit:**

- 1) ~~Temporary freestanding signs:~~
 - a. ~~On the Township owned property where the event is located:~~
 - i. ~~One 32 square foot sign; and~~
 - ii. ~~Four 6 square foot signs, with one side 4' max in length.~~
 - b. ~~On the Township owned property at M-36 and Merrill Road (parcel 15-23-300-028):~~
 - i. ~~One 32 square foot sign.~~
- 2) ~~Signage duration:~~
 - a. ~~If the event is held on between 1-7 consecutive days the signs may be installed 7 days prior to the event and must be removed within 2 days after the last day of the event.~~
 - b. ~~If the event is conducted over multiple weeks the signs allowed in section 1) a. ii. shall only be allowed the day of the event, all other signs allowed in section 1) may be installed 7 days prior to the event and must be removed within 2 days after the last day of the event.~~
 - c. ~~If the signs are not removed as required by the code the Township may remove the signage.~~
- 3) ~~Directional signs shall be approved as a part of the Parks Use Permit and pertain only to Township owned or operated Park/Trail property.~~
- 4) ~~All signs shall be outside of the road right of way and at least 10 feet from a paved roadway or driveway.~~
- 5) ~~The Township shall be authorized to remove any unapproved signage or additional signage placed unrelated to the scheduled event. Violations or abuses of this rule may result in termination or denial of park use.~~

Sign Application Materials:

The following information shall be submitted with the parklands use permit application:

- 1) ~~Description of the signs including a drawing showing the proposed signs and the sign dimensions;~~
~~and~~
- 2) ~~Map showing the location of the proposed signs.~~

Any signs planned for the Road Right Of Way must be submitted to the jurisdiction that regulates and oversees those roads.

Livingston County Road Commission:

<http://www.livingstonroads.org/FAQ/FAQRow.aspx>

State of Michigan (MDot):

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2.12 Americans with Disabilities

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), Hamburg Township will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs or activities.

If you feel that you, or someone you know, has been discriminated against, or you have a recommendation for increasing accessibility of the Township services, programs and activities, please contact the ADA Coordinator at (810) 222-1124 to discuss these items further, or visit our website for more information: [https://www.hamburg.mi.us/government/township_clerk/americans_with_disabilities_act_\(ada\)_information_center.php](https://www.hamburg.mi.us/government/township_clerk/americans_with_disabilities_act_(ada)_information_center.php).

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3.0 CATEGORIES OF PARK USE:

Anyone wishing to reserve the use of any park facility including the parks, trails, trailheads, sports fields, picnic areas or the Gazebo at Winkelhaus Park, the parklands shall provide documentation as outlined below. No use is allowed to anyone, other than the permit holder, during what is known by the Township as Blackout Dates.

For the safety of our residents and visitors, areas that have been reserved by others for sport related activities or special events should be respected. If there is a question about availability, a complete list of all scheduled activities and events is maintained by the Parks Coordinator and is available on the Township website by way of a Park Use Event Calendar. Public Safety fees are charged in addition to any applicable park use fees, and are charged as outlined in Appendix B – Public Safety Fees, as determined by a Public Safety review.
here are four categories of Park user organizations as follows:

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3.1 Park Use Category #1:

Individual/Family Use/Small Group – Less than 250, no fees/charges:

Casual use by an individual, or family/families, and/or small groups is highly encouraged and generally requires no special action or permission. For the safety of our residents and visitors, areas that have been reserved by others for sport related activities or special events should be respected. If there is a question about availability, a complete list of all scheduled activities and events is maintained by the Parks Coordinator. If an individual or family wishes to reserve the use of any park facility, a short form Park Use Application must be submitted to the Parks Coordinator or Clerk for approval. Based on the nature of the event, a long form Park Use Application may be required, and fees and/or deposits, if any, shall be charged as outlined in the Park Facility Use Fee Schedule – Appendix C. This type of use is handled on a first-come-first-serve basis, only if no other use has been granted priority, and it is approved and scheduled administratively by the Parks Coordinator. A pre-application form must be submitted to the Parks Coordinator or Clerk for review prior to use, which can be found on the Township website.

Commented [DH4]: So we need to address fees and wondering if we want to start a resident and non-resident system. Have sent thoughts to Supervisor and Clerk under a separate document.

Think we may be limited by agreement with DNR to charge up to double for non-residents. But not sure what that means for Event use.

We need to have a discussion with DNR and figure out what is best moving forward for ease of scheduling and application.

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Outdoor facilities are available for public use during normal park hours. These facilities require no fees, however, donations for maintenance are accepted and appreciated. Donations receipts are available upon request. Outdoor facilities free for casual use include:

- Merrill Field Disc Golf Course AKA "The Gulch"
- Adult Workout Area
- Sand volleyball court
- Outdoor patio behind Senior/Community Center (open to public evenings and weekends)
- Pickleball court (open to public evenings and weekends)
- Hamburg Flyer's Field area, including rocket launch and/or sledding hill

- o Flying activities must be scheduled with Flyer's Club, Gene Doncea, E8d68@aol.com

For Municipal use, events hosted by Hamburg Township Hall, Library, Public Safety, Senior/Community Center, and/or their affiliates, a pre-application form must be submitted to the Parks Coordinator or Clerk for review. Should the use require additional information, a long form Park Use Application may be requested. Uses in this category will not be charged, unless the exposure warrants it, based on a determination by Public Safety.

Sports groups, in any size, are considered under Category #3.

3.2 *Park Use Category #2:*

Individual/Family Use/Small Group – Over 250, or with fees/charges

For uses in this category, a long form Park Use Application must be submitted to the Parks Coordinator. A complete list of all scheduled activities and events is available on the Township website.

All uses are required to submit proof of General Liability coverage naming Hamburg Township as additional insured as relates to the proposed activities. All deposits and/or fees for facility use shall be charged as outlined in the Hamburg Township Code of Ordinances, Part II – Township Appendices, or as determined by the Township Board. Any waivers or reductions in fees is at the discretion of the Township Board, and must be requested at time of application.

Approval of applications submitted less than 60 days prior to an event cannot be guaranteed. Should the event exceed 1,000 participants, the Public Safety Committee will set a Hazard Level for Public Safety Fees, and make their recommendation to the Township Board for final approval. For events under 1,000, the hazard level will be Low unless use is determined to have need of Public Safety personnel based on the type of event or past experience with the park user.

Non Profit group use. For any park facility or trail not otherwise reserved by permit or agreement, non profits may apply for use using the long form Park Use Application. Some groups may be granted priority consideration for their events by the Township, based on a mutually beneficial history they have with the Township. A field use request for the period in question must be submitted to the Clerk's Office and approved by the Board prior to the start of the activity period. At times competing organizations may wish to utilize the same facilities during the same time period. If it is determined that both competing events can be accommodated, both groups will comply with the reporting requirements as required by the Clerk's office.

Approval of applications submitted less than 60 days prior to an event cannot be guaranteed. This category includes uses for Organized Sports such as Games, Practices and Tryouts. Fees for this use are outlined in the Park Facility Use Fee Schedule – Appendix C. Anything other than a game, practice or tryout shall require separate Park Use Application and review process and shall be considered a Park Use Category #4.

3.32 *Park Use Category #3:*

Partnering Sports Group Use – Seasonal/Flat Rate

▲ If a group provides approved services and/or improvements that are beneficial to the Township parklands and the residents that use them, they may be designated as a Partnering group. In the case of the sports fields, these clubs/organizations assist in the maintenance of the fields i.e.: chalking, striping, maintenance repairs, etc. In exchange, some clubs, organizations, and/or groups may be granted priority consideration and/or waiver or reduction of fees for their use of the facilities applied for. Uses under this category require a long form Park Use Application and are intended for Games, Practices and/or Tryouts. A field use request for the period in question must be submitted to the Clerk's Office and approved by the Board prior to the start of the activity period also

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known as a season.

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All uses are required to submit proof of General Liability coverage naming Hamburg Township as additional insured as relates to the proposed activities. All deposits and/or fees for facility use shall be charged as outlined in the Hamburg Township Code of Ordinances, Part II – Township Appendices. Any waivers or reductions in fees is at the discretion of the Township Board, and must be requested at time of application.

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Approval of applications submitted less than 60 days prior to an event cannot be guaranteed. Anything other than a game, practice or tryout shall require separate Park Use Application, and review process, and shall be considered a Park Use Category #4.

Non-Partnering Sports Group Use – Hourly Rate.

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For any parkland not otherwise reserved by permit or agreement by a partnering sports group, users may request reservation with a long form Park Use Application. A complete list of all scheduled activities and events is maintained by the Park Coordinator and is available on the Township website.

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All uses are required to submit proof of General Liability coverage naming Hamburg Township as additional insured as relates to the proposed activities. All deposits and/or fees for facility use shall be charged as outlined in the Hamburg Township Code of Ordinances, Part II – Township Appendices.

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Approval of applications submitted less than 60 days prior to an event cannot be guaranteed. Upon review of the intended use, the Township may re-categorize a user group's application. Anything other than a game, practice or tryout shall require separate Park Use Application, and review process, and shall be considered under Park Use Category #4.

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Small Group/For-profit Business Use. For any park facility or trail not otherwise reserved by permit or agreement, a small group or for profit business may request reservation of a park facility, sports field, picnic area, or the gazebo at Winkelhaus Park, and a long form Park Use Application must be submitted to the Parks Administrator for approval. A complete list of all scheduled activities and events is maintained by the Park Administrator. Small groups and for profit businesses are required to submit proof of General Liability coverage naming Hamburg Township as additional insured as relates to the proposed activities. All deposits and/or fees for facility use shall be charged as outlined in the Park Facility Use Fee Schedule – Appendix C.

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Approval of applications submitted less than 60 days prior to an event cannot be guaranteed. This category includes minor uses that would not otherwise be considered under Category #4 – Event Use. Upon review of the intended use, the Township may re-categorize an application submitted as a Category #3 to a Category #4. Fees are outlined in the Park Facility Use Fee Schedule – Appendix C.

3.45 Park Use Category #4:

Event Use – All Categories of Users

For Municipal use, such as events hosted by Hamburg Township Hall, Library, Public Safety, Senior/Community Center, and for events where the anticipated participants are over 250, a long form Park Use Application must be submitted to the Parks Coordinator or Clerk for review. Requests for fee waivers and signage must be made in writing at time of application, and approved by the Township Board. The Township may also participate as a co-host for an event held by an approved user. A plan and supportive budget, including costs for extra staffing, will be prepared, reviewed and recommended by the Parks & Recreation Committee to the Hamburg Township Board.

For a Non-Township sponsored event, the organizing group shall complete and submit a long form Park Use Application and an event map or design layout showing the area of Parkland or Trail where the event will take place. This category of use requires a review by the Parks and Recreation Committee and assignment of hazard level by Public Safety Committee, after which the Park Administrator will forward event plan to the Township Board for approval. Examples of this category might include a one-day tournament, or a three-day art event. These sorts of requests must be scheduled and approved by the Township Board no less than 60 days in advance and are subject to availability. Based on the use, the Board reserves the right to charge additional fees based upon the need for services beyond the scope of those routinely performed by Township staff or its vendors. An example of this would be a rubbish dumpster, or additional portable toilets.

All users requesting temporary event signage, for events held in the parklands or on the trails, must provide a sign plan with their Park Use Application which must list number of signs, size of signs, and the specific area they are planned for. See Section 2.11 for more information.

Event use. The Parks and Recreation Committee may from time to time propose a recreational event or series of events that it believes will be of interest to and beneficial for residents of the community. The Township may also participate as a co-host for an event held by an approved user. A plan and supportive budget, including costs for extra staffing, will be prepared, reviewed and recommended by the Parks & Recreation Committee to the Hamburg Township Board. If the event is approved by the Township Board, a motion will be made detailing a specific budget for that event, referencing the plan as proposed and naming a Township event liaison who will be assigned to work with the Park Administrator to manage the planning and execution of the event. The event liaison will provide status reports, amendments to the plan or budget, as well as an evaluative follow up report and final cost analysis. All attempts will be made to ensure that the proposed event will not conflict or otherwise hinder an existing event held by Township facilities or neighboring organizations. All revenues and expenditures whether cash or in-kind will be reported to Accounting for tax receipting and timely inclusion in Township financial records. Only Township employees and officials may make purchases pursuant to the Township Purchase Policy & Procedures. The event liaison will work directly with the Purchasing agent to coordinate any necessary purchases to be picked up by staff and distributed to the appropriate parties, and will assist with the preparation of an inventory of the items purchased for recovery after the event.

For a Non-Township sponsored event, the organizing group shall complete and submit a long form Park Use Application and an event map or design layout showing the area of Parkland or Trail where the event will take place. This category of use requires review and recommendation by the Parks and Recreation Committee and Public Safety Committee, after which the Park Administrator will forward event plan to the Township Board for approval. Examples of this category might include a one-day tournament, or a three-day long art event. These sorts of requests must be scheduled and approved by the Township Board no less than 60 days in advance and are subject to availability. Additional requirements needed for Board approval of these types of request may be set individually by the Board. Upon approval of the Park Use application, deposits and/or fees for field use shall be charged as outlined in Park Facility Use Fee Schedule Appendix C. Based on the use, the Board reserves the right to charge additional fees based upon the need for the Township to provide Public Safety, grounds maintenance, trash removal, etc. beyond those services routinely performed by the Township in that area of the Park.

Commented [DH5]: Resident vs Non-resident here? Only open to residents? What do we want to do?

Senior Center use is only residents or resident businesses or non-profits.

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4.0 REPORTING REQUIREMENTS

The organization shall provide to the Park Administrator the following:

- Insurance and Risk Management Information
- Public Health and Safety Information, upon request
- ~~Proof of Non-Profit status, if applicable~~ Plans and receipts for all pre-approved improvements and in-kind donations

Each of these is more fully described below.

4.1 Insurance and Risk Management:

There are three levels of risk that will be managed by the Clerk's Office ~~as relates to organizational use of Township property~~, namely:

1. ~~Organizational indemnification/hold harmless~~
2. ~~General Liability and/or Property Insurance, with limits as outlined in the Insurance Requirements Guideline, Appendix B.~~
3. ~~Special Events coverage and additional indemnifications including, but not limited to, copies of any 3rd party contracts.~~

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It is expected that each organization will meet Township mandated requirements in each of the above areas of Insurance and Risk Management. All organizations, small businesses, and non-profits must provide proof of insurance in limits as outlined the Insurance Requirements (Appendix). Property coverage is required for users who store their private property on Township grounds, and keys/codes made available to the Park Administrator for any secured buildings. It is also understood that private property left on the premises is available for use by Township staff and/or other parkland users.

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Any approved permanent structures, or personal property that is left unattended/unclaimed on Township grounds, becomes the property of Hamburg Township and may be disposed of at any time. Flat rate rental fees for storage buildings on Township premises will be negotiated on a case by case basis. It is expected that each organization will meet Township mandated requirements in each of the above areas of Insurance and Risk Management

Also, ~~as regards potential liability claims~~ it is important that the Organization periodically inspect the premises that it has authorization to use, note areas of potential liability and submit a record of that notation to the Park Administrator.

4.2 Public Health and Safety:

Organizations utilizing Township properties ~~need to~~must have ~~in place~~ policies and procedures relating to the performance of background checks for persons working with program participants.

Sports related Organizations need to ~~have in place policies and procedures~~ complying with the Michigan Sports Concussion Law, Act 342 & 343, PA of 2012. The minimal requirements are outlined in Appendix A.

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4.3 Proof of Non-Profit Status:

Organizations requesting use at the non-profit rate, may be required to ~~must~~ provide proof of Non-Profit status. The Township Board may also request Proof of tax filings on an annual basis.

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5.0 PARK USE FEE STRUCTURE

All fees for use of the Township ~~Park and recreational facilities~~parklands ~~are~~will be established by the Township Board, and shall be outlined in the Hamburg Township Code of Ordinances, Part II – Township Appendices, or as determined by the Township Board~~Park Facility Use Fee Schedule, Appendix C.~~ Hamburg Township reserves the right to waive or reduce fees in consideration of contributions of in-kind services, maintenance, repairs and/or Capital Improvements. ~~(will eventually reference the Hamburg Township Administrative Fee Schedule)~~

~~Sports Group Organizations who are granted use of a sports field, must submit a participant roster to the Township Clerk reflecting participant residency which shall include. Roster shall include: Participant's Name, Address, and Township of residence.~~

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~~Invoices shall be generated from the participant roster using the rates as outlined in the Park Facility Use Fee Schedule – Appendix C. If rosters are not submitted in a timely manner, Hamburg Township may invoice the user group a flat rate charged based on prior invoices/rosters or estimated participant numbers. Payment is due within 30 days of receipt of the invoice. An organization with delinquent fees shall not be approved for field usage until all past due balances owed the Township are paid in full. (Do we need to add language here that if the fees are waived we track that internally? That is what I do now with Accounting.)~~

~~Approved Park Users will be responsible for cleaning up after their activities and providing dumpsters and/or portable toilets for uses over and above regular seasonal use. All papers and trash are to be placed in the proper receptacles. The park facility is to be returned to the same condition it was found following event completion.~~ Approved Park Users shall provide sufficient and competent adult supervision, and be responsible for any damage occurring during their use.

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No person or organization shall, within the boundaries of the Township park and/or parkland facilities, advertise,

offer for hire, vend or sell any service, food, beverage, merchandise or other personal property or advertise, carry on or conduct any other business, commercial, or fund-raising activity without the written permission of the Hamburg Township Board by way of a board motion. If food and/or beverages are approved to be served, the applicant will be responsible for any and all health department permits, approvals, and licenses and must provide copies of such to the ~~Township Clerk~~Park Administrator prior to the scheduled event.

Reservations/approvals for any event (sports or special) are not transferable and there is absolutely no sub-letting allowed. If the park facility use rules set forth in this policy are not followed, the use privilege and/or priority status may be revoked.

6.0 SCHEDULING OF ALL RECREATIONAL FACILITIES

The Park Administrator and/or staff ~~is to maintain~~s a master schedule of all facility use including fields, courts, Community Center rooms, etc. in order to reasonably manage their use and maintenance. This schedule is made available to the public via the Township website.

In addition to general scheduling information provided in the ~~pre-application or~~ Park Use ~~Request form~~Application, the applicant shall provide ~~specific dates and times for which the facility in question is being requested along with supporting required documents such as a current Certificate of Insurance with the Township listed as an additional insured documents. This information shall be provided to the Park Administrator~~ in a time frame determined by the Park Administrator. Failure to provide the required information in the required timeframe may result in a loss of privilege for use of the facility or priority status.

Blackout dates are assigned to areas where a large event is taking place, and it is necessary to limit access to those areas for public safety and welfare. When a blackout date has been assigned, other uses may be limited in those areas. The organizations ~~s~~ that has been granted use shall be responsible for the maintenance, repair and any and all liability associated with the use of the fields assigned to them during that period of time. The Parks Coordinator will advise all regular user groups/organizations of pending Blackout dates well in advance of the event, and it is requested that all Blackout dates are respected by both other user groups and residents.

7.0 SCHEDULING OF SENIOR/COMMUNITY CENTER BUILDING

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):

Up to 3-hour block/up to 2 times per month:

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

Non-Profit Daily Rates (includes annual users who require more than 2 days per month):

Up to 3-hour block/per use

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

For-Profit Rates:

Up to 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

Events (Showers/Parties) Rates:

4-hour block minimum/per use

Non-Refundable daily charge, paid in advance: \$35.00 per hour

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Refundable deposit/per use, paid in advance: \$250.00
Additional hours for same day use shall be charged at \$35.00 per hour
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Appendix A

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Background Checks

1. **PURPOSE**
To provide a safe environment for all persons, groups or entities utilizing property owned by Hamburg Township.
2. **SCOPE**
To identify who shall be required to have a background check and provide the minimum standards for background investigations.
 - A. Any adult who provides direction, coaching, counseling, managing or other positions of authority; involved in organized events using the Township park and recreational facilities.
 1. Includes volunteers, paid positions, temporary positions, sporting clinics providers and all Officers/Board Members of organized groups.
 - B. Each shall be required to complete a criminal record background check offered by the Michigan State Police; Internet Criminal History Access Tool (ICHAT). www.michigan.gov/ichat
 1. Other criminal background check services that meet or exceed the standards of ICHAT may be accepted by Hamburg Township Clerk after consultation with the Chief of Police.
 2. Each shall have a cursory review of the Michigan Public Sex Offender Registry at the following address: www.mipsor.state.mi.us
3. **GENERAL REQUIREMENTS**
Each group or organization shall identify a board member or officer responsible for the reporting requirements;
 - A. Required background checks shall be conducted annually, prior to the start of a new season/event, and prior to the addition of an adult at any time amid their season of activity.
 - B. Records shall be retained by the organization/group for a period of no less than three (3) years following the completion of their season/year.
 - C. Any records shall immediately be made available to the Hamburg Township Clerk upon request.

Michigan Sports Concussion Law, Act 342 & 343 of PA of 2012

1. **PURPOSE**
To comply with Act 342 & 343 PA of 2012, Michigan Sports Concussion Law.
2. **SCOPE**
A concussion is a brain injury, caused by a blow, bump or jolt to the head that can have serious consequences. It can occur in any sport or recreational activity. Michigan was the 39th U.S. state to enact a law that regulates sports concussions and return to athletic activity. The law went into full effect on June 30th, 2013.

3. **GENERAL REQUIREMENTS**
The sports concussion legislation requires all coaches, employees, volunteers, and other adults involved with a youth athletic activity to complete a concussion awareness on-line training program.
<http://www.cdc.gov/headsup/youthsports/training/index.html>
<http://www.cdc.gov/concussion/HeadsUp/Training/index.html>

The organizing entity must provide educational materials on the signs/symptoms and consequences of concussions to each youth athlete and their parents/guardians and obtain a signed statement https://www.michigan.gov/documents/mdch/Parentandathleteinfosheet_415328_7.pdf (http://michigan.gov/documents/mdch/Parentandathleteinfosheet_415328_7.pdf) acknowledging receipt of the information for the organizing entity to keep on record until the child's 18th birthday.

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The law also requires immediate removal of an athlete from physical participation in an athletic activity who is suspected of sustaining a concussion. The student athlete must then receive written clearance https://www.michigan.gov/documents/mdch/Medical_Clearance_to_Return_to_Play_Form_414367_7.pdf (http://michigan.gov/documents/mdch/Medical_Clearance_to_Return_to_Play_Form_414367_7.pdf) from an appropriate health professional before he or she can return to physical activity.

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Appendix B – Public Safety Fees

<u>Hazard Category</u>	<u>Public Safety Fee</u>	<u>Personnel Provided</u>
<u>Low Hazard</u>	<u>No Public Safety Fee Required.</u>	
<u>Medium Hazard</u>	<u>Full Day: \$800 per day</u> <u>Half Day: \$400 per day</u>	<u>2 Public Safety Personnel</u>
<u>High Hazard</u>	<u>Full Day: \$1,600 per day</u> <u>Half Day: \$800 per day</u>	<u>4 Public Safety Personnel</u>
<u>Special Use</u>	<u>Actual salary costs for all</u> <u>Public Safety personnel who</u> <u>are not working a regularly-</u> <u>scheduled shift</u>	<u>Determined by Director of</u> <u>Public Safety in consultation</u> <u>with Parks & Rec Director and</u> <u>event organizers.</u>

The Director of Public Safety, or designee, shall assign an event Hazard Category for each Park Use Application. As a general policy, a Hazard Category will be assigned based upon the total number of participants/spectators/guests anticipated during the event as follows:

<u>Low Hazard:</u>	<u>Less than 1000 people</u>
<u>Medium Hazard:</u>	<u>1000 – 2500 people</u>
<u>High Hazard:</u>	<u>2501 – 5000 people</u>
<u>Special Use:</u>	<u>Over 5000 people</u>

The Director of Public Safety, or designee, may increase or decrease the Hazard Category regardless of the size of the event based upon the following considerations:

1. Whether the applicant is requesting entire use of Manly Bennett Park (both East Park and West Park)
2. Whether both sides of the park will be used, even if not requested by the applicant, due to parking overflow
3. The nature of the event (i.e., sporting event, concert, community event, running/bike race)
4. Whether the applicant is asking the Township Board to authorized special requests (i.e., alcohol service, fireworks, amusement rides)
5. Whether the applicant will be charging an admission fee or parking fee which may impact foot and vehicular traffic flow
6. The number of volunteers, if any, that the applicant will be providing for the event and the level of training for these volunteers
7. Prior interactions with the applicant during previous events held at Manly Bennett Park indicating the level of organization of the applicant

Additional Information:

- Half Day is 6 hours or less. Full Day is more than 6 hours.
- The Township Board may waive or reduce public safety fees by special request of the event organizers.
- All event applications, no matter the size of the event, must start with a Park Use Application submittal to the Parks & Recreation Department.

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PART II TOWNSHIP APPENDICES

Appendix A

HAMBURG TOWNSHIP ADMINISTRATIVE FEE SCHEDULE ~~2021—2022~~¹

ARTICLE I. IN GENERAL

Wondering if we should say something here about FOIA and following the standards? Just reference the law? We could possibly do the same here for Dog licenses through the County?

Secs. 1-1—1-19. Reserved.

ARTICLE II. SPECIFIC FEES

Sec. 1-20. Department of parks and recreation.

Department	Fee	Frequency	Comments
Parkland Sports— Partnering Group/Non-Profit —Resident	\$5.00 <u>Seasonal Flat rate negotiated at time of application based on type of sport and fields required</u>	Per person/per season <u>Per Season</u>	Use must be scheduled <u>by 3/31 each year. After 4/1 calendar opens to public.</u>
Parkland Sports— Partnering Group/Non-profit —Non-Resident	\$10.00 <u>2 x the Seasonal Flat rate negotiated for the resident group/non-profit</u>	Per person/per season <u>Per Season</u>	Use must be scheduled <u>by 3/31 each year. After 4/1 calendar opens to public.</u>
Parkland Sports— All others <u>Hourly rate</u>	\$25.00	2-hour block	Use must be scheduled

¹Editor's note(s) — Printed herein is the Appendix of the Hamburg Township, Ordinance of 7-1-2021, as adopted by the Township of Hamburg on July 1, 2021. Amendments to the ordinance are indicated by parenthetical history notes following amended provisions. The absence of a history note indicates that the provision remains unchanged from the original ordinance. Obvious misspellings and punctuation errors have been corrected without notation. For stylistic purposes, headings and catchlines have been made uniform and the same system of capitalization, citation to state statutes, and expression of numbers in text as appears in the Code of Ordinances has been used. Additions made for clarity are indicated by brackets.

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Commented [DH1]: Still coming up with a recommendation for Park Fees and how to move forward with scheduling. A seasonal flat rate negotiated with each user may be the way to go, but each user requires a different amount of fields and dates.

Also, the requirements for MDNR as relates to fees has language we agree to when we sign for grant funding that limits fees for non-residents to 2x the amount charged to residents. It is unclear how this affects group use/events.

From page 4 of the most recent MDNR Agreement for the West Park Improvements:

e. provide to the DEPARTMENT for approval, a complete tariff schedule containing all charges to be assessed against the public utilizing the project area and/or any of the facilities constructed thereon, and to provide to the DEPARTMENT for approval, all amendments thereto before the effective date of such amendments. Preferential membership or annual permit systems are prohibited on grant-assisted sites, except to the extent that differences in admission and other fees may be instituted on the basis of residence. Nonresident fees shall not exceed twice that charged residents. If no resident fees are charged, nonresident fees may not exceed the rate charged residents at other comparable state and local public recreation facilities.

It might be prudent to obtain a written explanation from the MDNR on fees and the process we need to follow to establish them, or who we send our final park fees to for approval.

Average fees paid per season/per sport:

Soccer – \$2,000 per season
Baseball - \$2,000 per season
Football - \$1,000 per season
Flyers RC - \$315 per season

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Event Use— Partnering Group <u>Resident</u> —Low Hazard	\$250.00 <u>375.00</u>	Per day/per area	Use must be scheduled
Event Use— All others <u>Non-resident</u> —Low Hazard	\$750.00	Per day/per area	See police for public safety charges
Event Use— Partnering Group <u>Resident</u> —Medium Hazard	\$500.00 <u>\$750.00</u>	Per day/per area	See police for public safety charges
Event Use— All others <u>Non-resident</u> —Medium Hazard	\$1,500.00	Per day/per area	See police for public safety charges
Event Use— Partnering Group <u>Resident</u> —High Hazard	\$1,000.00 <u>\$1,250.00</u>	Per day/per area	See police for public safety charges
Event Use— All others <u>Non-resident</u> —High Hazard	\$2,500.00	Per day/per area	See police for public safety charges
Merrill Field Golf Course <u>Disc Golf, Adult Workout & Pickleball</u> —Suggested Donation	\$2.00	Per game	Suggested cash donation
Restoration/Clean-up/Damage Bond—Winkelhaus Gazebo	\$100.00	Per use	Refunded after damage inspection
Restoration/Clean-up/Damage Bond—Manly Bennett Park	\$1,000.00	Per field/area	Refunded after damage inspection

See parklands and community center use fee schedule for details—App. 1.

Sec. 1-21. Public safety (police and fire for events).

<i>Department</i>	<i>Fee</i>	<i>Frequency</i>	<i>Comments</i>
Public Safety—Low Hazard	—	Per application/event	Parks and recreation invoices for events held on Township grounds
Public Safety—Medium Hazard	\$600.00 <u>800.00</u>	Full day/2 safety personnel	Parks and recreation invoices for events held on Township grounds
Public Safety—Medium Hazard	\$300.00 <u>400.00</u>	Half day/2 safety personnel	Parks and recreation invoices for events held on Township grounds

Public Safety—High Hazard	\$1,200.00 <u>1,600.00</u>	Full day/4 safety personnel	Parks and recreation invoices for events held on Township grounds
Public Safety—High Hazard	\$600.00 <u>800.00</u>	Half day/4 safety personnel	Parks and recreation invoices for events held on Township grounds
Public Safety—Special Use Category	Actual salary costs <u>of staff who aren't working a regularly scheduled shift</u>		To be calculated by public safety director <u>in consultation with Parks & Recreation Director and event organizers</u>

See public safety fee chart as referenced by parklands and community center fee schedule—App. 1.

Sec. 1-22. Senior center.

Department	Fee	Frequency
Membership fee— 50-55 and up	\$5.00	Annual
Membership newsletter <u>(physical copy only)</u>	\$15.00	Annual
Other fees		
Coffee	\$0.50	Per cup
Bottled water	\$1.00	Per bottle
Euchre/pinochle games	\$1.00	Per table of 4
Bingo	\$0.10 <u>2.50</u>	Per bingo card <u>Flat Rate</u>

Sec. 1-23. Community center (parks and recreation — **Resident Use Only**).

Department	Fee	Frequency	Comments
Monthly Room Rental Meetings - Pre-book Annual —Non-profits/Homeowner Associations— Annual Flat Rate	\$120.00	Non-refundable	Use must be scheduled, <u>pre-book rates allows use up to 2x per month</u>
Meetings - Hourly Room Rental	\$10.00 flat first 3 hours, \$10.00 per hour thereafter (same day)	Invoiced through Parks, fees are non-refundable	Uses can be rescheduled with Parks
Business Use - Hourly Room Rental	\$25.00 flat first 3 hours, \$10.00 per hour thereafter (same day)	Invoiced through Parks, fees are non-refundable	Uses can be rescheduled with Parks

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Event Use - Hourly Room Rental— All others—3-hour block/per-use 4 hour minimum	\$25.00 <u>\$50.00 each hour for first 4 hours (\$200.00), \$35.00 per hour thereafter (same day)</u>	Invoiced through Parks — <u>requires a \$250.00 refundable damage deposit</u>	Use must be scheduled, <u>minimum of 4 hours</u>
Key Replacement—Key Fob	\$100.00	When misplaced	May warrant Re-key charge
Re-key of facility	\$300.00	When misplaced	May warrant Re-key charge
Unsecured or Damaged Building/Contents charge	\$75.00	First incident	—
Unsecured or Damaged Building/Contents charge	\$150.00	Second incident	—
Unsecured or Damaged Building/Contents charge	—	Use is revoked	—

See parklands and community center use fee schedule for details—App. 1.

Sec. 1-24. Fire department.

Fees for cost recovery are calculated and charged on a case-by-case basis as outlined in the International Fire Code Ordinance No. 76A and Public Safety Cost Recovery Ordinance No. 98.

<i>Department</i>	<i>Fee</i>	<i>Frequency</i>	<i>Comments</i>
Tent Permit—Event vendors	\$50.00	Per application/event	Parks and recreation invoices for events held on Township grounds
Permit Fees—Hazardous Materials	\$100.00	0-1,000 lbs; 0-100 cu. ft; 0-330 gal.	Fire department invoices for charges
Permit Fees—Hazardous Materials	\$250.00	1,001-20,000 lbs; 101-6,000 cu. ft; 331-990 gal.	Fire department invoices for charges
Permit Fees—Hazardous Materials	\$500.00	20,000+ lbs.; 6,001+ cu. ft; 991+ gal.	Fire department invoices for charges
Permit Fees—Sprinkler systems	\$80.00	1-20 heads	Fire department invoices for charges
Permit Fees—Sprinkler systems	\$90.00	21-50 heads	Fire department invoices for charges
Permit Fees—Sprinkler systems	\$100.00	51-100 heads	Fire department invoices for charges
Permit Fees—Sprinkler systems	\$120.00	101-200 heads	Fire department invoices for charges

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Permit Fees—Sprinkler systems	\$140.00	201-300 heads	Fire department invoices for charges
Permit Fees—Sprinkler systems	\$160.00	301-400 heads	Fire department invoices for charges
Permit Fees—Sprinkler systems	\$180.00	401-500 heads	Fire department invoices for charges
Permit Fees—Sprinkler systems	\$200.00	501-1,000 heads	Fire department invoices for charges
Permit Fees—Standpipes	\$45.00	Per standpipe	Fire department invoices for charges
Permit Fees—Fire Pump	\$50.00	Per pump	Fire department invoices for charges
Permit Fees—Dry or Wet Chemical Fire Suppression Systems	\$90.00	1st system, all subsequent in same location \$45.00	Fire department invoices for charges
Permit Fees—Dry or Wet Chemical Fire Suppression Systems—Alterations	\$35.00	—	Fire department invoices for charges
Permit Fees—Total Flooding agent extinguishing systems	\$90.00	Per system plus appropriate system fee	Fire department invoices for charges
Permit Fees—Devices—Control Panel	\$20.00	Per panel	Fire department invoices for charges
Permit Fees—Devices—First initiating control device	\$10.00	1st device, all subsequent in same loc \$0.50 ea.	Fire department invoices for charges
Permit Fees—Devices—First audio communications device	\$10.00	1st device, all subsequent in same loc \$0.50 ea.	Fire department invoices for charges
Permit Fees—Re-inspection - Normal Working Hours	\$30.00	Per inspection	Fire department invoices for charges
Permit Fees—Re-inspection - Nonworking Hours	\$75.00	Per inspection	Fire department invoices for charges
Cancellation fees for all issued permits	35% or \$10.00	Per cancellation, whichever is greater	Fire department invoices for charges
Prohibited Parking Fee—Civil Infraction	\$25.00	Per violation, if paid within 10 days	Fire department invoices for charges
Prohibited Parking Fee—Civil Infraction	\$50.00	Per violation, if paid after 10 days	Fire department invoices for charges

Sec. 1-25. Police department.

<i>Department</i>	<i>Fee</i>	<i>Frequency</i>	<i>Comments</i>
Salvage Vehicle Inspections	\$100.00		
Gun Permit Notary Fees—Resident	—	Free of charge	
Gun Permit Notary Fees—Non-Resident	\$10.00	Per permit	
Copies for Police Reports	\$5.00	Per report	
Fingerprinting	\$10.00	Per card	
Local Records Checks	\$5.00	Per record	i.e., adoption/employment/visa
Court Ordered Preliminary Breath Tests—Resident	\$5.00	Per test	
Court Ordered Preliminary Breath Tests—Non-Resident	\$10.00	Per test	
Solicitor Permits—Daily	\$ 10.00	Per day	
Solicitor Permits—Annual	\$ 50.00	Annual	
P.B.T.—Resident	\$ 5.00	Per test	
P.B.T.—Non-Resident	\$ 10.00	Per test	
Video Tapes/CDs/DVD's plus labor	\$ 0.50	Per DVD	with \$4.76 per 15 min. increment/labor
Audio CD Plus Labor	\$0.50	Per DVD	with \$4.76 per 15 min. increment/labor
Civil infraction penalties as listed in the Municipal Civil Infraction Ordinance No. 71A in Sec. 1-45 (b) – Sanctions for Violations			
Class A Municipal Civil Infraction	\$1,000.00	Per offense	
Class B Municipal Civil Infraction	\$500.00	Per offense	
Class C Municipal Civil Infraction	\$250.00	Per offense	
Class D Municipal Civil Infraction	\$125.00	Per offense	
Class E Municipal Civil Infraction	\$75.00	Per offense	

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Sec. 1-26. Utility department.

Charges for sewer taps and pumps are calculated and charged on a case-by-case basis as outlined in the Wastewater Treatment and Administration Ordinance No. 69H.

Sewer Application Fee—Residential	\$200.00 per application
Sewer Application Fee—Commercial	\$1,000.00 per application
Operations and Maintenance (O&M)	\$155.50 \$163.30 per REU/per quarter
REU Review Application	\$200.00 per application

Rates and charges for sewer districts in the system are listed in the table of unit factors, included as App. 5. Sewer connection tap fees & usage rates (O&M) are adopted annually by Township Board resolution.

Sec. 1-27. Township Clerk.

Notary Services	Free of charge	
Voter Information on Electronic Media	Free of charge	
Copy of Available Meeting Minutes Via Email	Free of charge	
Paper Copies	\$0.25 per page	See Township Treasurer

Sec. 1-28. Freedom of Information Act (FOIA).

Fees for FOIA requests are calculated and charged on a case-by-case basis as outlined in the Freedom of Information Act (FOIA) Procedures and Guidelines—App. 2.

Fee Deposit (for requests totaling over \$50.00)	½ the calculated fee per request	
Paper Copies—Black and White	\$0.02 per page	Cannot exceed \$0.10 per FOIA
Paper Copies—Color	\$0.07 per page	Cannot exceed \$0.10 per FOIA

Sec. 1-29. Township treasurer.

Credit/Debit Card Online Payment Fees—at Township Hall or Online	2.80%	Point-n-pay
E-checks	\$1.50 point-n-pay	Point-n-pay
Return Check Fees/NSF	\$12.00	—
Complete List of Tax Records	—	—
Copies:	—	—
Photocopies	\$0.25	Per page
Taxes Printscreen Per Page	—	—

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Duplicate Tax Bill	—	—
Printing Fee for Duplicate Tax Bill at Counter	—	—
Copy of Maps—Township, Precinct	\$7.00 <u>\$7.50</u>	Large
Copy of Maps—Township, Precinct	\$5.00	Small
Animal licenses (<u>Pricing is set by County, may be updated at any time per county</u>)		
<u>Spayed or Neutered</u>	\$25.00	One Three year per county
<u>Non-Spayed or Neutered</u>	\$60.00	Three years per county
<u>Puppies</u>	\$10.00	One year per county/ spayed or neutered
<u>With 3-year rabies vaccine also spayed or neutered</u>	\$25.00	Three years per county <u>consistent with rabies vaccine expiration</u> / spayed or neutered
Administrative Fees		
Late fee Taxes—Winter	1%—Added Feb. 15—28 (<u>may be waived at discretion of Twp</u>)	Delinquent taxes go to Livingston County March 1
Late fee Taxes—Summer	1%—Added each month after Sept 15 through Feb	Delinquent taxes go to Livingston County March 1
Delinquent Personal Property Fees	3%—Then 1% starting March 1	—

Sec. 1-30. Accounting department.

Copies of Adopted/Proposed Budgets	\$20.00
Copy of Township Audit Financial Statements	\$20.00

Sec. 1-31. Assessing department.

Fees for FOIA requests are calculated and charged on a case-by-case basis as outlined in the Freedom of Information Act (FOIA) Procedures and Guidelines (article II of this chapter).

Sec. 1-32. Planning and zoning department.

See fee schedule—approved by Township Board January 4, 2011—article III of this appendix.

Sec. 1-33. Cemetery and mausoleum.

See fee schedule included in Ordinance No. 32D—approved by Township Board March 20, 2018—article IV of this appendix.

Sec. 1-34. All other departments.

All other fees that are not listed here, or by reference in the appendix, shall be calculated for actual cost incurred by the Township.

~~Sec. 1-35. Appendix C parklands community center and safety fee schedule.~~

~~(a) Parklands.~~

~~(1) Recognized sports groups; regular seasonal use.~~

- ~~a. Per participant fee, charged per season:
 - 1. \$5.00 resident.
 - 2. \$10.00 nonresident.~~
- ~~b. Regular seasonal uses include user group sponsored games, practices and tryouts. All other uses fall shall be considered special use.~~
- ~~c. 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.~~
- ~~d. The Township Board may supersede this fee schedule by stipulating alternate fees or waiving them in their entirety.~~

~~(2) Non-recognized user group/for-profit business; regular seasonal use.~~

- ~~a. Flat rate per field: \$25.00 per two-hour use. (Use must not conflict with regular seasonal use or blackout dates).~~
- ~~b. 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 six weeks before the season start. All other users will be granted access to calendar two weeks prior to season start.~~

~~(3) 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 percent of rates shown: (See parklands and community center use fee schedule document section 1-35 for details.)~~

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

- ~~a. 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).~~
- ~~b. Tournaments require proof of event liability and medical payments for all participants and must name Hamburg Township as additional insured.~~
- ~~c. A \$500.00 nonrefundable 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.~~
- ~~d. 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.~~

~~(4) Merrill Field disc golf course.~~

- ~~a. 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.~~
- ~~b. 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.~~

~~(5) Restoration, clean up and damage bonds.~~

- ~~a. For use of the Gazebo at Winkelhaus Park: \$100.00 per use.~~
- ~~b. For use of any playing field, for use other than what it is intended for: \$1,000.00 per field.~~
- ~~c. 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.~~
- ~~d. 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 the Parks and Recreation Administrative Policies and Procedures Manual.~~
- ~~e. Applicant will be advised in writing should the bond be retained in part or in its entirety or if the damages exceed the bond and there is a balance due.~~

~~(6) Community center (use allowed after 4:00 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 and regulations. Key assignments are made by the Parks and Recreation Department. Damage/cleaning fees will be charged to user groups who don't leave building as they found it.~~

- ~~a. Non-profit annual rates (proof of non-profit status required):~~
 - ~~1. Three hour blocks/up to two times per month.~~

~~2. Non-refundable flat rate, paid in advance: \$120.00.~~

~~b. Non-profit additional days of use:~~

~~1. Three-hour block/per use.~~

~~2. Non-refundable daily charge, paid in advance: \$10.00 each use.~~

~~c. For-profit rates:~~

~~1. Three-hour block/per use.~~

~~2. Non-refundable daily charge, paid in advance: \$25.00.~~

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

~~d. Unsecured or damaged building charges:~~

~~1. First incident: Up to \$75.00.~~

~~2. Second incident: Up to \$150.00.~~

~~3. Third incident: Use of facility will be revoked.~~

~~e. Key replacement charges:~~

~~1. \$100.00 for key fob.~~

~~2. \$300.00 for re-key of facility.~~

~~(7) Public safety fee chart as referenced. Appendix C parklands, community center and public safety fee schedule.~~

<i>Event Category</i>	<i>Event Size/Hazard Description</i>	<i>Public Safety Fee</i>	<i>Personnel Provided</i>
Low-Hazard	Less than 1,000, 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, prohibited activities: alcoholic beverages, fireworks, professional sporting events, pets	Full day: \$600.00 per day; half day: \$300.00 per day	2 public safety personnel
High-Hazard	2501—5000, prohibited activities: alcoholic beverages, fireworks, professional sporting events, pets	Full day: \$1,200.00 per day; half day: \$600.00 per day	4 public safety personnel
Special Use	Over 5,000, must be proposed and permitted through special approval process through	Actual salary costs for all public safety personnel (police and fire) not working a	Public safety administration (in consultation with the event organizers and Parks and Recreation

	Township Board, may require further permits and specialty insurance	regularly scheduled shift	Director) determine the public safety needs for the event
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- a. ~~All new event applications/uses require review by public safety personnel.~~
- b. ~~Half day is six hours or less, full day is more than six hours.~~
- c. ~~The Township Board may waive or reduce required public safety fees by special request of the event organizers.~~
- d. ~~All event applications, no matter the size, must start with a park use application submittal with the Parks and Recreation Department.~~

Commented [DH2]: This is all duplicate information, fees outlined in 1-20

Secs. 1-36—1-58. Reserved.

ARTICLE III. HAMBURG TOWNSHIP FREEDOM OF INFORMATION ACT (FOIA) PROCEDURES AND GUIDELINES

Sec. 1-59. Preamble; statement of principles.

- (a) ~~It is the policy of Hamburg Township that all persons, except those incarcerated, consistent with the Michigan Freedom of Information Act (FOIA), are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees. The people shall be informed so that they fully participate in the democratic process.~~
- (b) ~~The Township's policy with respect to FOIA requests is to comply with state law in all respects and to respond to FOIA requests in a consistent, fair, and even handed manner regardless of who makes such a request.~~
- (c) ~~The Township acknowledges that it has a legal obligation to disclose all nonexempt public records in its possession pursuant to a FOIA request. The Township acknowledges that sometimes it is necessary to invoke the exemptions identified under FOIA in order to ensure the effective operation of government and to protect the privacy of individuals.~~
- (d) ~~Hamburg Township will protect the public's interest in disclosure, while balancing the requirement to withhold or redact portions of certain records. It is the policy of Hamburg Township to process all requests for public records in full compliance with Public Act No. 442 of 1976, as amended, (MCL 15.231 et seq.), also known as the Michigan Freedom of Information Act.~~
- (e) ~~The Township Board has established the following written procedures and guidelines to implement the FOIA and has created a written public summary of the specific procedures and guidelines relevant to the general public regarding how to submit written requests to the public body and explaining how to understand a public body's written responses, deposit requirements, fee calculations, and avenues for challenge and appeal.~~

Sec. 1-60. General policies.

- (a) ~~The Township Board, acting pursuant to the authority at MCL 15.236, designates a FOIA Coordinator for public safety (police and fire records) and a FOIA Coordinator for all other general Township records. An FOIA Coordinator is authorized to designate other Township staff to act on their behalf to accept and process written requests for the Township's public records and approve denials. The FOIA Coordinator for public~~

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Hamburg Township Parks & Recreation

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

To: Township Board of Trustees

From: Deby Henneman, Township Coordinator, Parks, ADA, Grants, Ordinances

Re: Township Coordinator's Report – November 2023

Parks:

The Bennett Park & Water Trail Access Improvements for grant TF22-0107 is slated to start 2024 and must be complete by August 31, 2025. Spicer Group will be meeting with staff to discuss details of the plan in order to complete a final design and project timeline. All work must comply with terms as outlined in the signed agreement, which requires that all scope items go through a competitive bid process and subsequent review by the MDNR.

The Scheduling Software Project has been put on hold in order to work on the Park Policy and Fee Schedule, a draft of which has been included in the packet for discussion. I hope to have the final changes completed by January in order to know exactly how we will be moving forward with charges and how it will impact scheduling/billing software, if any.

I have started the document archive project for all Park related documents, which I anticipate will take some time to complete. I hope to have all documents scanned into our record management system by the end of the next FY.

I will be attending the MParks Conference February 27, 2024 through March 1, 2024 in Kalamazoo, MI and will be out of the office during those dates. The Parks meeting has been changed to accommodate both this anticipated absence as well as the Presidential Primary.

Building & Grounds staff member has been signed up for Certified Playground Safety Inspector (CPSI) training in December through MParks. Fees for the course, lodging, and mileage are eligible for reimbursement through the CAP Grant funding through MMRMA, and will be applied for.

ADA

Inspections of completed ADA Transition Plan items have been delayed. I plan to complete them by the end of this FY.

Wayfinding signage and compliant entries/parking spaces are top priority for the upcoming fiscal year.

Grants:

The 2022 Trust Fund Grant #TF22-0107 Agreement was submitted and we have until August 31, 2025 to complete the project.

The 2023 Ralph C. Wilson, Jr. – Trail Maintenance Grant #IG-202324346 was filed 5/12/23, and we have not received word of funding to date.

The 2023 LEO/MI Community Center Grant was filed 8/31/23, and we have not received word of funding to date.

Ordinances

Internal Policy & Procedure for Zoning & General Ordinance updates have been submitted and are awaiting approval.

Ordinances can be found at:

[https://library.municode.com/mi/hamburg_township_\(livingston_co.\)/codes/code_of_ordinances](https://library.municode.com/mi/hamburg_township_(livingston_co.)/codes/code_of_ordinances)

Other projects:

- Create Counter “Cheat Sheets” for all Township Coordinator functions
- Organize and Scan all archive files into Docuware System based on Record retention
- Social Media Policy updates have been presented and are awaiting approval
- Administrative Fee Schedule changes have been presented and are awaiting approval
- Property title clarification and re-zoning of parkland property is pending (with Zoning)
- Pickleball Signage to be Ordered – Rules and Regulations
- Donation capability/QR codes

November 15, 2023

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

October Statistics:

- Monthly Attendance: 2810
- Daily Average: 128
- Average Daily Rides: 16.9
- Number of New Members: 24

Upcoming Closures:

- November 17 for Holiday Bazaar Set Up
- November 23 & 24 for Thanksgiving

New Programming:

- Edward Jones Financial Risk and Taxes individual appointments on December 1 and 7
- Kiwanis Christmas Luncheon on December 5
- Kroger presentation featuring Boost, the Kroger App, and Delivery on December 6
- Lavendar Farms Bus Trip on December 7
- Pampered Chef Cooking Demonstration on December 8 and January 5
- Snowman Craft on December 11
- Christmas Exchange, Ugly Sweater Contest, and Sing-along on December 15
- Abigail Hospice presents the 5 Wishes on January 10
- Murder Mystery Dinner Theater on January 12
- Pelvic Health Workshop with Plymouth Physical Therapy on January 16
- Hearing Health with Healing Depot on January 18
- Automotive Stars of the Silver Screen on January 19
- Edward Jones New Year Tax Strategies on January 24

Other Information:

- The Holiday Bazaar will be held on Saturday, November 18 from 9 am to 2 pm. All the tables have sold. We have 11 Raffle Baskets, and many craft donations.