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**HAMBURG TOWNSHIP  
PARKS AND RECREATION COMMITTEE  
REGULAR MEETING AGENDA  
Hamburg Township Board Room  
Tuesday, March 26, 2024 – 3:00 p.m.**

1. Call to Order
2. Pledge to the Flag
3. Roll Call of the Board
4. Call to the Public
5. Approval of the Agenda
6. Approval of the Minutes
  - A. February 20, 2024 - Regular Meeting Minutes
7. Correspondence
  - A. Hamburg Township Museum – March Newsletter
8. Current Business
  - A. Eagle Scout Project – Pending Selection
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 – No Update
    3. Bennett Park & Senior Center
      - Bennett Park & Water Trail Access Improvements #TF22-0107 – Spicer Update
      - LEO & MCSC MI Community Center Grant – Was not funded
      - HERO Grant - East Park Intergenerational Gathering Area – No Update
  - B. Township Park Use Policy/Fee/Procedures**
    1. Park Facility Use Policy – preparing for Township Board
    2. Park Fee Update – preparing for Township Board

**C. Administrative Services**

1. Township Coordinator's Report – March 2024
  - a. 2024 Blackout List - Updated
2. Senior Center Report – March 2024
3. Scholarship Request
  - a. Balance Report
4. Park Use Requests
  - a. Livingston County Concert Band – Free Outdoor Concert – June 25, 2024 – 7PM

**D. Special Projects**

1. Baseball Dugout Renovation Project – No Update
2. Bennett Park & Water Trail Access Improvements – See above
3. Scheduling Software Project – No 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 – Transition Plan updates being made for Strategic
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](http://www.hamburg.mi.us)

Hamburg Township  
Parks & Recreation Committee  
Regular Meeting  
Hamburg Township Hall  
Tuesday, February 20, 2024  
3:00 p.m.

1. Call to Order

Dolan called the meeting to order at 3:08 p.m.

2. Pledge to the Flag

3. Roll Call of the Parks & Recreation Committee

Board Members Present: Michniewicz, Dolan, Muck

Board Members Absent: Auxier, McCabe

Also present: Duane Hoepfner – Building & Grounds Superintendent

Absent: Deby Henneman - Township Coordinator

4. Call to the Public

A call was made with no response.

5. Approval of the Agenda

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

**VOICE VOTE: Ayes: 3 (Auxier & McCabe Absent)**

**MOTION CARRIED**

6. Approval of the Minutes

**Motion by Michniewicz, supported by Dolan, to approve the minutes from the January 23, 2024 Regular Meeting, as presented.**

**VOICE VOTE: Ayes: 3 (Auxier & McCabe Absent)**

**MOTION CARRIED**

7. Correspondence

Hamburg Historical Museum newsletter was received and filed.

8. Current Business

A. Deby Henneman has completed her ADA Coordinator Training and is now certified. Congratulations!

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.

- Ralph C. Wilson Jr. – Trail Maintenance Grant – Zukey Lake Footbridge – Pending.
2. Park Master Design Plan Concept –Pending.
  3. Bennett Park & Senior Center
    - TF22-0107 Bennett Park & Water Trail Access Improvements – No update.
    - HERO Grant – Intergenerational Play Area Concept – No update.

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

1. Park Use Policy updates – No updates
2. Park Use Fees – No updates

**C. Administrative Services**

1. Township Coordinator's Report – February 2024 – Report received and filed
2. Senior Center Report – February – Report received and filed
3. Scholarship Request – None
4. Park Use Requests

A. PHBSA Baseball Season 2024 – East Park – 4/1/24 to 7/31/24

**Motion by Dolan, supported by Muck, to recommend approval of the PHBSA 2024 Baseball Season application, with the contingency that proof of insurance naming Hamburg Township as Additional Insured be provided, that the Clerk Department be provided all requested documents to their satisfaction, that use will not be allowed during Blackout dates, and that the season schedule be supplied to the Parks Coordinator by 4/1/24.**

**VOICE VOTE: Ayes: 3 (Auxier & McCabe Absent)**

**MOTION CARRIED**

B. PHBSA Opening Day 2024 – May 11, 2024

**Motion by Michniewicz, supported by Muck, to recommend approval of the PHBSA 2024 Opening Day Event, contingent on a hazard level determination and review being done by Public Safety, that proof of insurance naming Hamburg Township as Additional Insured be provided, that the Clerk Department be provided all requested documents to their satisfaction, that a Tent Permit application be submitted for all food vendors, and that portable toilet and garbage service, if any, be paid for by the applicant.**

**VOICE VOTE: Ayes: 3 (Auxier & McCabe Absent)**

**MOTION CARRIED**

C. Jogging for Jakey 5K – West Park/Trail – August 24, 2024

**Motion by Dolan, supported by Michniewicz, to recommend approval of the Jogging For Jakey 5K Park Use for Event on August 24, 2024, contingent on a Certificate of Insurance being provided naming Hamburg Township as Additional Insured, that public safety be made aware of the event that all requested information be provided to the Clerk's Department to their satisfaction, and that the Board consider waiver of park fees due to the nature of the event.**

**VOICE VOTE: Ayes: 3 (Auxier & McCabe Absent)**

**MOTION CARRIED**

D. Pinckney HS CC Brighton Meet – August 23, 2024

Motion by Muck, supported by Michniewicz, to recommend approval of the PHS Cross Country meet against BHS on August 23, 2024, contingent on a Certificate of Insurance naming Hamburg Township as Additional Insured being provided, that the Clerk Department be provided all requested documents to their satisfaction, and that the Board consider waiver of park fees due to the nature of the event.

VOICE VOTE: Ayes: 3 (Auxier & McCabe Absent)

MOTION CARRIED

E. Pinckney HS CC Legends Invitational – September 27 & 28, 2024

Motion by Dolan, supported by Michniewicz, to recommend approval of the PHS Cross Country Legends Invitational on September 27 & 28, 2024, contingent on a hazard level determination and review being done by Public Safety, that a Certificate of Insurance naming Hamburg Township as Additional Insured be provided, that the Clerk Department be provided all requested documents to their satisfaction, that a Tent Permit application be submitted for all food vendors, that portable toilet and garbage service, if any, be paid for by the applicant. and that park fees, if they are to be waived, be done so by motion of the Township Board.

VOICE VOTE: Ayes: 3 (Auxier & McCabe Absent)

MOTION CARRIED

F. Flyer's RC – 2024 Season

Motion by Muck, supported by Dolan, to recommend approval of the Hamburg Flyer's RC Club 2024 Season Park Use, contingent on a Certificate of Insurance naming Hamburg Township as Additional Insured be provided, that the Clerk Department be provided all requested documents to their satisfaction and that use will be subject to blackout dates. It is noted that all RC activity is monitored by this group on behalf of the Township and Liability for this activity is covered by their provided Insurance.

VOICE VOTE: Ayes: 3 (Auxier & McCabe Absent)

MOTION CARRIED

G. Flyers RC – Outdoor Swap Meet – May 18, 2024

Motion by Muck, supported by Dolan, to recommend approval of the Hamburg Flyer's RC Club 2024 Outdoor Swap Meet on May 18, 2024, with suggested waiver of Park Fees due to the nature of the event, and contingent on a Certificate of Insurance naming Hamburg Township as Additional Insured being provided, that the Clerk Department be provided all requested documents to their satisfaction, and that use will be subject to blackout dates.

VOICE VOTE: Ayes: 3 (Auxier & McCabe Absent)

MOTION CARRIED

H. Flyer's RC – Airshow – August 10, 2024

Motion by Dolan, supported by Michniewicz, to recommend approval of the Hamburg Flyer's RC Club 2024 Airshow on August 10, 2024, with suggested waiver of Park Fees due to the nature of the event, and contingent on a Certificate of Insurance naming Hamburg Township as Additional Insured being provided, that the Clerk Department be provided all requested documents to their satisfaction, and that use will be subject to blackout dates.

VOICE VOTE: Ayes: 3 (Auxier & McCabe Absent)

MOTION CARRIED

I. Huron 100 Endurance Run – June 8 & 9, 2024

Motion by Muck, supported by Dolan, to recommend approval of the Huron 100 Endurance Run on June 8 & 9, 2024 on the Lakelands Trail and in Areas of Hamburg Township, contingent on the applicant working with the Community Service Sgt and Public Safety, that a Certificate of Insurance naming Hamburg Township as Additional Insured be provided, that the Clerk Department be

provided all requested documents to their satisfaction. No fees are charged for events of this nature on the Lakelands Trail.

VOICE VOTE: Ayes: 3 (Auxier & McCabe Absent)

MOTION CARRIED

J. Livingston Christian Schools – 2024 Season

Motion by Michniewicz, supported by Dolan, to recommend approval of the Livingston Christian Schools 2024 Soccer Season, contingent on receiving a Certificate of Insurance naming Hamburg Township as Additional Insured, that the use be subject to blackout dates, and the Clerk Department being provided all requested documents to their satisfaction.

VOICE VOTE: Ayes: 3 (Auxier & McCabe Absent)

MOTION CARRIED

**D. Special Projects**

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

**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 – Transition plan will be updated and sent out to Dept. Heads

**10. Call to the Public**

A call was made with no response.

**11. Committee Comments**

No comments were made.

**12. Adjourn Meeting**

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

VOICE VOTE: Ayes: 3 (Auxier & McCabe Absent)

MOTION CARRIED

Meeting adjourned at 3:42 p.m.

Respectfully submitted,

Mike Dolan  
Hamburg Township Clerk



**HAMBURG  
TOWNSHIP  
MUSEUM**

P.O. Box 272  
7225 Stone Street  
Hamburg, MI 48139  
810-986-0190  
HTHSandMuseum  
@gmail.com  
hamburgmuseum.org



**Board of Directors**

Carrie Schulz  
*President*

Alice Winkelman  
*Vice President*

Della Copp  
*Secretary*

Denise Emery  
*Treasurer*

Pat Corr

**MARCH HOURS**

Sat., March 9  
11am—3pm

Sun., March 10  
1pm—4pm

# The Wave

*Newsletter of the Hamburg Township Historical Society  
March 2024*

## ***In Honor of Women's History Month***

***Hamburg Township Historical Society***

***Recognizes the Women's Unit  
of the Hamburg Fire Department***

***Established May, 1973***



DIVE INTO YOUR HISTORY

**We will celebrate these brave members of Hamburg history**

**March 9, 2024 12:00 p.m.**

**A brief history will be presented**

**Members will be honored by Hamburg Fire Department officials**

**A reception and light refreshments will follow**

**RESERVATIONS ARE REQUIRED NO LATER THAN MARCH 3**

**[hthsandmuseum@gmail.com](mailto:hthsandmuseum@gmail.com)**

**Museum – 810-986-0190**

**Please leave your name, number attending,  
and a text or email contact**

## **WOMEN'S HISTORY MONTH**

**MARCH 1 – MARCH 31, 2024**

In 1987 after being petitioned by the National Women's History Project, Congress passed Pub. L. 100-9 which designated the month of March 1987 as "Women's History Month." Between 1988 and 1994, Congress passed additional resolutions requesting and authorizing the President to proclaim March of each year as Women's History Month. Since 1995, presidents have issued a series of annual proclamations designating the month of March as "Women's History Month."

**These proclamations celebrate the contributions women have made to the United States and recognize the specific achievements women have made over the course of American history in a variety of fields.<sup>1</sup>**

## CONTINUING THE CELEBRATION



**March 9** – Recognition of the *Women's Unit of the Hamburg Fire Department*

Registration Required (see page 2)

**March 10** – **Fiber Friends** 2-4 (see article on this page)

**APRIL** – Dedication of the renovated Railroad Gallery – Date to be announced.

**APRIL 24** – 6 pm - **"Fishing the Chain of Lakes"** Scott Lindsay, Livingston County Wildlife Conservation Club

Details for the following to be announced.

**MAY** – Memorial Day Parade

**JUNE 20** – Grand Opening of the **Hines Learning Center**

**JULY** – Annual **Over the Top Rummage Sale**

**AUG** – **Water Bath Canning**

**SEP** - **The Old Fashioned Classroom**

**OCT 25 - 20<sup>th</sup> Anniversary Gala**

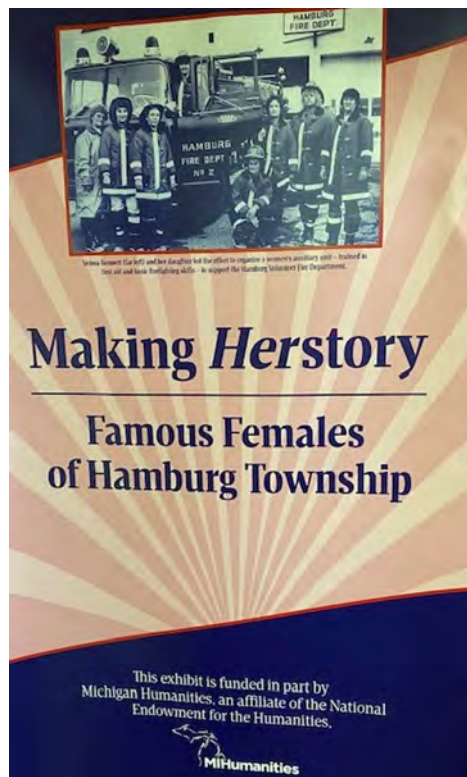
– **Lakeland Golf & Country Club**

– **Valerie Winans, keynote**

**speaker.**

**NOV** – **Veterans Recognition**

**DEC** – **Christmas at the museum**



In 2021 an exhibit designed to recognize famous females of Hamburg Township was installed at the museum.

It honors eight women who enhanced life in our community, our state, and even nationwide.

- Nancy Roberts, Environmentalist
- Julia Ball, Journalist
- Velma Bennett, Firefighter
- Mary Marguerite Dunning, (World War II nurse)
- Olive Robinson. Religious Leader
- Wilhelmina Swarthout, Teacher and Author
- Patricia Waters, Librarian
- Bertha Winkelhaus, Hotelier

Don't miss this tribute on your next visit to Hamburg Historical Museum.

## FIBER FRIENDS

**Drop In**

**MARCH 10 – 2-4 pm**

**Hamburg Township  
Historical Museum  
7225 Stone Street  
Hamburg, MI 48139**



**Grab your fiber project –**

knitting, crocheting, needlework, any fiber craft and join us to stitch, talk, share, and learn while making new acquaintances in the charming museum setting.

Two knitting pros will be on hand if you need help through a rough spot or maybe you are the pro of your fiber art specialty to help someone else. Perhaps you're still learning and just want to observe. All are welcome.

No pre-registration is required.

Note: If you bring a beverage, please be sure it is covered.

## Fishing the Portage Chain of Lakes

Explore the fish species that can be found among the nine lakes that make up the chain from Zukey to Portage with Scott Lindsay.



Scott Lindsay has been living and fishing the Portage Chain for the past 30 years. He is an avid member of the Livingston County Wildlife and Conservation Club. Scott is also owner of Lindsay Exhibits Group located in New Hudson, Michigan.

To Register: [hthsandmuseum@gmail.com](mailto:hthsandmuseum@gmail.com)

Museum – 810-986-0190

Please leave your name, number attending, and a text or email contact  
Museum Members: Free    Non-Members: \$5.00/pp payable at the door

**This one could fill up fast!**

**Register soon.**

**April 24 – 6:00 - 7 pm**

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

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Email address\* \_\_\_\_\_

### ANNUAL DUES

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

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

Please make your check payable to the Hamburg Township Historical Society.  
Mail it with this form to P.O. Box 272, Hamburg, MI 48139  
Online Membership registration at: <https://hamburgmuseum.org/support/>



## Hamburg Township Parks & Recreation

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

To: Township Board of Trustees & Parks Committee

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

Re: Township Coordinator's Report – March 2024

### **Parks:**

We met with Spicer Group to discuss the Bennett Park & Water Trail Access Improvements grant TF22-0107, and have requested a Timeline for the deadline of August 31, 2025. We will be scheduling a joint meeting with our Community Partners to finalize the plans. We also discussed the future need for a Master Design Plan to prepare for future parkland/trail grants as opportunities arise. Concepts for the design still include the “Park Within A Park” idea, and possible future phase to increase ADA access to the Kayak access. Pursuing future grants was discussed.

The Community Clean-Up event is right around the corner, and we are in need of volunteers to help with trail and water trail clean-up this year. Please contact Deby Henneman at [dhenneman@hamburg.mi.us](mailto:dhenneman@hamburg.mi.us) or Mike Dolan at [mdolan@hamburg.mi.us](mailto:mdolan@hamburg.mi.us) if you are interested in volunteering. You can also complete one of our interest forms from our website here: [https://www.hamburg.mi.us/departments/parks\\_and\\_recreation/programs\\_opportunities/volunteering.php](https://www.hamburg.mi.us/departments/parks_and_recreation/programs_opportunities/volunteering.php). The event is scheduled for Saturday, April 20, 2024 from 9AM-3PM, with the secure document shredding on site from Noon – 3PM at Township Hall.

Park Use has been updated in the calendar, and I have added the Community Events to the Hamburg website. You can find the upcoming events from our home page under the “See All Events” button.

Our new Community Service Sergeant, Megan Paul, will be our Public Safety contact and will be helping with the coordination of the Park Ranger staffing. I will be providing a list of things that the Rangers could possibly help with as far as getting information out to the public, being present at events, etc. I look forward to working with Sgt. Paul and the Park Ranger staff, I feel they will be a great asset to the Parklands and Trails.

### **ADA**

With the completion of my training, I will be focusing my efforts on completing the inspections for all upgrades that tie in with the ADA Transition Plan, and hope to have the physical inspections done by the end of the year. The transition plan updates will be going out to Department Heads and then to the Township Board for their reference.

### **Grants:**

- The 2022 Trust Fund Grant #TF22-0107 must be completed by August 31, 2025.
- The 2023 Ralph C. Wilson, Jr. – Trail Maintenance Grant #IG-202324346 is still pending.
- The 2023 LEO/MI Community Center Grant has been completed and Hamburg was not among the awardees. For a full list of communities who received funds, please visit:  
<https://www.michigan.gov/leo/boards-comms-councils/mcsc/nfr/community-center-grants>

### **Ordinances**

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

I will be providing suggested updates to the Administrative Fee Schedule as part of the strategic review process.

Supplement #2 was just codified and all pages in the Code books and on the website have been updated.

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:**

- Update 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
- Property title clarification and re-zoning of parkland property is pending (with Zoning)
- Pickleball Signage to be Ordered – Rules and Regulations
- Flyer’s Field Signage to be Ordered – Rules and Regulations
- Flyer’s Field Safety Signage
- Donation capability/QR codes is pending with Treasury/Accounting

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!**

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



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

Twitter @hamburg\_parks for Schedule updates!

Organized by: Hamburg Township Parks & Recreation

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



# ELECTROCYCLE

COMPUTER RECYCLING AND DOCUMENT DESTRUCTION

## SHREDDING EVENTS:

Documents should be in boxes or paper bags in the trunk of your vehicle for easier access.  
All boxes are returned after we dump documents in the container for shredding.

### Accepted:

- Documents in Binders, file folders, and hanging files. Paperclips, binder clips, and staples can stay intact and go through the shredder.
- Accordion style file folders
- Manila Folders/Envelopes
- Thin cardboard envelopes
- Checkbooks
- Spiral-bound notebooks
- Paperback books

### Not Accepted:

- Wet, damp, or dried moldy paper
- CDs/DVDs
- Bullets
- Lighters
- Glass
- Any flammable items
- Steel
- Plastic
- Hardcoverd books



## Hamburg Township Parks & Recreation

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

### Blackout (Bold)/Event activity dates for 2024

Hi-lite has event two areas - No other uses allowed on Blackout Dates  
unless approved by Township. List is over and above regular use.

#### East Park

May 11, 2024	PHBSA Opening Day Event – 1,000 Est Participants
June 8-18, 2024	Hamburg Family Fun Fest (HERO) – Setup/Teardown
June 12-16, 2024	Hamburg Family Fun Fest (HERO) – Carnival Dates – 5,000 avg
June 25, 2024	Livingston County Concert Band – Free Concert – 7PM-Dusk
August 23, 2024	CC Meet vs Brighton (PHS) – 100 Est Participants
September 7-18, 2024	Vietnam Memorial Wall (HERO) – Setup/Teardown
September 12-16, 2024	Vietnam Memorial Wall (HERO) – Event Dates – 1,000 avg
September 27-28	CC Legends Invitational (PHS) – 1,000 avg (WP may be used for parking)
September 28-29, 2024	Heritage Vintage Market – 10AM-4PM (on 29th) - 1,500 Est Participants

#### West Park

April 12-14, 2024	International Border Stars Tournament – 2,500 Total Participants
April 20, 2024	Hamburg Community Clean Up – 9AM-3PM Partial Blackout
May 3-5, 2024	Smartwater Tournament – 750 Total Participants
May 10-12, 2024	MI Jaguar FC Soccer Tournament – 1,000 Total Participants
June 12-18, 2024	Hamburg Family Fun Fest (HERO) – Setup/Teardown
June 14-15, 2024	Hamburg Family Fun Fest (HERO) – Fireworks 5,000 avg
August 16-18, 2024	PowerAde Tournament – 2,500 Total Participants
August 24, 2024	Jogging for Jakey 5K – 7AM-1PM - 75 Total Participants (See trail)
September 7-18, 2024	Vietnam Memorial Wall (HERO) – Setup/Teardown
September 12-16, 2024	Vietnam Memorial Wall (HERO) – Event Dates – 1,000 avg

#### Lakelands Trail

May 4, 2024	No Minds Left Behind 5K
June 8-9, 2024	Huron 100 Endurance Run Ultramarathon – 100 Total Participants
August 24, 2024	Jogging for Jakey 5K – 7AM-1PM - 75 Total Participants (See WP)

#### Winkelhaus Park

Memorial Day Annually	Parade in Village of Hamburg
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#### Projects

- West Park Grant Improvements – Trails around WP, Playground Area and H8 will be under construction
- Huron River Water Access Improvements – Possible temp closure of parts of Merrill Trailhead
- Parking Lot Improvements – Possible temp closure of parts of Merrill Trailhead and WP parking lots

**For Complete Park Use Schedule go to:**

[https://www.hamburg.mi.us/departments/parks\\_and\\_recreation/event\\_calendar\\_info/parks\\_events\\_calendar.p  
hp](https://www.hamburg.mi.us/departments/parks_and_recreation/event_calendar_info/parks_events_calendar.php)



March 22, 2024

To: Parks and Rec Committee  
From: Julie Eddings  
Re: Senior Center Director's Report

**+February Statistics:**

- Monthly Attendance: 2010
- Daily Average: 106
- Number of New Members: 32

**Upcoming Closures:**

- Friday, March 29 for Good Friday

**Correspondence:**

- Thank you – John Sanders
- Kroger Community Rewards
- Maureen Kimmel Pampered Chef Donation

**New Programming:**

- AARP Individual Self Prep Tax Preparation – Tuesdays through April 9
- Livingston County Catholic Charities Home Chore Program Presentation – Wednesday, March 13
- St. Patrick's Day Luncheon – Friday, March 15
- Movie "Wonka" – Friday, March 15
- Plymouth Physical Therapy Specialists Knee Pain Clinic – Tuesday, March 19
- Hamburg Police Department AI Scams – Wednesday, March 20
- Book Club – Thursday, March 21
- Acrylic Flow Paint & Pour Class – Friday, March 22
- Senior Center Bus Trip to Firekeepers – Wednesday, March 27
- Berkshire Hathaway "Age In Place" Real Estate Lunch and Learn – Wednesday, April 10
- Sound Bath with Karen Kline – Friday, April 19
- Harmony in Hartland at the Hartland Performing Arts Center – Thursday, April 25
- Derby Lunch – Friday, April 26
- Plymouth Physical Therapy Specialists Balance Workshop – Tuesday, April 30

**Other Information:**

- The Rummage Sale will be held May 18, 2024. We will start collecting items on May 1.

Every Child Shall Play Scholarship Fund (Prior McNulty Scholarship) - GL 208-000.000-239.400

Starting Balance: \$3,000 on July 1, 2015 (Funds from McNulty transferred over 15/16 FY)

Funds Dispersed through Scholarship process:

Date of Issue	Club/Donor	Req #	Starting Balance	Check Amount	Ending Balance	FY
March 14, 2006	Hamburg Flyers	1	\$ 2,950.00	\$ 207.10	\$ 2,742.90	
November 24, 2008	PHBSA (Baseball)	3	\$ 2,742.90	\$ 412.50	\$ 2,330.40	
November 8, 2011	HPYFA (Football)	4	\$ 2,330.40	\$ 400.00	\$ 1,930.40	11/12
March 27, 2012	PBSC (Soccer)	1	\$ 1,930.40	\$ 150.00	\$ 1,780.40	11/12
November 21, 2012	HPYFA (Football)	3	\$ 1,780.40	\$ 300.00	\$ 1,480.40	12/13
December 18, 2013	HPYFA (Football)	2	\$ 1,480.40	\$ 200.00	\$ 1,280.40	13/14
February 18, 2014	HPYFA (Football)	4	\$ 1,280.40	\$ 300.00	\$ 980.40	13/14
February 18, 2015	HPYFA (Football)	1	\$ 980.40	\$ 100.00	\$ 880.40	14/15
March 27, 2015	Koeble	Donation	\$ 880.40	\$ (1,000.00)	\$ 1,880.40	14/15
June 30, 2015	Hamburg Twp	FY Adjustment	\$ 1,880.40	\$ (1,119.60)	\$ 3,000.00	15/16
September 11, 2015	HPYFA (Football)	Donation	\$ 3,000.00	\$ (1,000.00)	\$ 4,000.00	15/16
December 16, 2015	HPYFA (Football)	4	\$ 4,000.00	\$ 350.00	\$ 3,650.00	15/16
Pending	PHBSA (Baseball)	5	\$ 3,650.00	\$ 242.50	\$ 3,407.50	16/17
August 1, 2016	Pinckney Blues	Donation	\$ 3,407.50	\$ (1,250.00)	\$ 4,657.50	16/17
October 4, 2021	East Michigan Panthers	2	\$ 4,657.50	\$ (300.00)	\$ 4,357.50	21/22
May 3, 2022	East Michigan Panthers	5	\$ 4,357.50	\$ (500.00)	\$ 3,857.50	21/22
November 2, 2022	East Michigan Panthers	3	\$ 3,857.50	\$ (450.00)	\$ 3,407.50	22/23
January 17, 2023	East Michigan Panthers	Overpayment	\$ 3,407.50	\$ 150.00	\$ 3,557.50	22/23
July 7, 2023	East Michigan Panthers	3	\$ 3,557.50	\$ (375.00)	\$ 3,182.50	23/24
October 30, 2023	East Michigan Panthers	5	\$ 3,182.50	\$ (750.00)	\$ 2,432.50	23/24
Total Fund Balance as of 10/2023					\$ 2,432.50	

**TO:** Hamburg Township Board of Trustees

**FROM:** Deby Henneman, Township Coordinator

**DATE:** March 13, 2024

**AGENDA ITEM TOPIC:** Parks & Rec – Livingston County Concert Band - 2024 Community Concert

Number of Supporting Documents: **1 Application & COI**

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### **Requested Action**

Approval of the Park Use request for the Livingston County Concert Band Summer Series Event to be held on June 25, 2024 as outlined in their application dated February 23, 2024, contingent upon on all required paperwork being submitted to the satisfaction of the Clerk's office, and that fees be waived due to the nature of the event.

### **Background**

The Livingston County Concert Band would like to return to Manly Bennett for their free Outdoor Concert on June 25, 2024. Concert will be at 7 PM, with a 6PM setup, and will end at dusk. There is no charge for the public to attend this event, but donations are welcome.

- This use won't require a review by the Public Safety Committee
- This use will cause the need for a BLACKOUT DATE – June 25, 2024 (East Park/evening only)
- Park Fees for this user are suggested at 0
- The first concert was held in 2023, and took place near the concession stand.

### **Attachments**

- Park Use Application with current Certificate of Insurance



Hamburg Township Manly Bennett Park  
Park Use Application

P.O. Box 157  
10405 Merrill Road  
Hamburg, Michigan 48139-015  
(810) 231-1000 Office X-218  
(810) 231-4295 Fax

And Release of Liability & Indemnification Agreement

(Application must be submitted 60 days before requested use)

Applicant Information:

Event Sponsor (or name if family or individual use): Livingston County Concert Band  
Name of Event: Free outdoor Concert  
Type of Event: free outdoor concert Park Use Category #:            Select One  
Applicant Name: Laura Hogan - LCCB Board President  
Date(s) of Event: June 25, 2024 Time(s) of Event: 7pm-dusk (set up 6pm)  
Applicant Address: P.O. Box 774 Suite or Apt #:             
Applicant City: Howell State: MI Zip: 48844  
Contact Person (present during use): Laura Hogan  
Contact's Affiliation with Applicant: LCCB Board President  
Contact's Phone: 248-310-9241 Contact's E-Mail: livingstoncountyconcertband@gmail.com  
Event Co-applicant, if any:             
All Co-applicants must also sign all applications and waivers.  
Co-applicant relationship to Applicant:             
Co-applicant's phone:           

Insurance Information:

Insurance Carrier: Northland Insurance  
Certificate of Insurance must be provided by all applicants as outlined in Appendix B in the Park Facility Use Policy.  
Policy #: A490494 Expiration Date: 9/1/24  
Limit of General Liability: see attached Occurrence            Aggregate             
Umbrella Coverage Limit (if any):            Occurrence            Aggregate

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

Please describe the event you propose to host: Band performs free outdoor concerts on Tuesday evenings throughout Livingston County during the summer months. We play popular tunes, marches, light summer music.

Total Number of participants/spectators/guests anticipated during event: band - 70 audience?

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

Site of Proposed Event; include all areas of the parklands that will be used: Manly W. Bennett Park - near concession stand

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

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

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

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

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

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

Parking fee charged? If so, how much: No Valet service available? No

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

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

Will there be Fireworks or any other pyrotechnic display? If so, describe: No

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

Will there be any animals present? If so, describe: Audience members may bring pets

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

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

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

Will there be a need for vehicles to be used on Township grounds? If so, describe: Some band members will need to drop off large instruments close to set up  
Personal vehicles require proof of Auto Liability based on the description of use and areas needing to be accessed during event.

Will there be a need for Emergency Responders over and above what is included in the Public Safety Fee? If so, describe: NO

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

Specific services required from the Township, if any: NA

Other information regarding your event that you feel may be helpful: we bring our own chairs, stands, sound equipment. etc

### Organized Sports and/or Sporting Events:

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

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

NA

### Release of Liability & Indemnification Agreement

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

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

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

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

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

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

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

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

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

Applicant's Signature: Laura J Hogan Date: 2/23/24

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

Parks Coordinator: [Signature] Date: 3/13/24

### For office use only

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

Meeting Approval Dates: 3/26/24 Parks & Recreation N/A Public Safety \_\_\_\_\_ Township Board

Application has been (Circle one) ☐ Approved ☐ Denied

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



LIVICOU-38

DBRZUCHOWSKI

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/26/2024

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

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

<b>PRODUCER</b> Hartland Insurance Agency, Inc. PO Box 129 Hartland, MI 48353	<b>CONTACT NAME:</b> Deanna Brzuchowski		
	<b>PHONE (A/C, No, Ext):</b> (810) 632-5161 224	<b>FAX (A/C, No):</b>	
	<b>E-MAIL ADDRESS:</b> Deanna@hartlandinsurance.com		
<b>INSURED</b>  Livingston County Concert Band 987 Oak Creek Drive South Lyon, MI 48178	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	INSURER A : National Specialty Ins a Division of West Bend Mutual Ins Company		15350
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
INSURER F :			

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			A490494	9/1/2023	9/1/2024	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
							COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
PROPERTY DAMAGE (Per accident)	\$							
	\$							
	UMBRELLA LIAB		OCCUR				EACH OCCURRENCE	\$
	EXCESS LIAB		CLAIMS-MADE				AGGREGATE	\$
	DED		RETENTION \$					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE	OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)		Y / N	N / A			E.L. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

Hamburg Township  
10405 Merrill road  
Hamburg, MI 48139

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

AUTHORIZED REPRESENTATIVE