



**HAMBURG TOWNSHIP
PARKS AND RECREATION COMMITTEE
REGULAR MEETING AGENDA
Hamburg Township Board Room
Tuesday, April 23, 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. March 26, 2024 - Regular Meeting Minutes
7. Correspondence
 - A. Hamburg Township Museum – April Newsletter
 - B. Hamburg Flyer's Field – Regulations Update – April 2024
 - C. Resident Email – Soccer Field Kudos
8. Current Business
 - A. Reading Trails with Community Partners – United Way & Great Start Livingston - Discussion
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
 - 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 – First Reading by Township Board – April 16, 2024

C. Administrative Services

1. Township Coordinator's Report – April 2024
2. Senior Center Report – April 2024
3. Scholarship Request – Requested funds to \$3,000 for 24/25 FY
4. Park Use Requests
 - a. PYA – Football Season 2024

D. Special Projects

1. Baseball Dugout Renovation Project – No Update
2. Bennett Park & Water Trail Access Improvements – See Grant Report
3. Scheduling Software Project – Short list being developed

E. Sponsorships/Volunteerism

1. Amenities and Beautification Committee – No Update
2. Eagle Scout Project – Awaiting selection, suggested repairs to the Pettysville Kiosk

F. Signage and Community Awareness

1. Wayfinding & Safety Signage – No Update

G. Risk Management (Insurance/ADA)

1. ADA Compliance in Parklands – Transition Plan updates distributed
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, March 26, 2024
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, Muck

Board Members Absent: Auxier, McCabe

Also present: Deby Henneman, Township Coordinator and Duane Hoeppner, Building & Grounds Superintendent

4. Call to the Public

A call was made with no response.

5. Approval of the Agenda

Motion by Michniewicz, supported by Muck, 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 February 20, 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. Eagle Scout Project Proposal is being worked on and will be presented once finalized.

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 – No update.

2. Park Master Design Plan Concept –Pending.
3. Bennett Park & Senior Center
 - TF22-0107 Bennett Park & Water Trail Access Improvements – Spicer Group Timeline was distributed to the Committee for reference. Group meeting to follow.
 - 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 – March 2024 – Report received and filed
2. Senior Center Report – March 2024 – Report received and filed
3. Scholarship Request – None
4. Park Use Requests

A. Livingston County Concert Band – 2024 Outdoor Concert

Motion by Dolan, supported by Michniewicz, to recommend approval of the Park Use Request for the Livingston County Concert Band, to perform live in the park on June 25, 2024, with the contingency that the Clerk Department be provided all requested documents to their satisfaction, and that all fees be waived due to the nature of the event.

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

MOTION CARRIED

D. Special Projects

1. Baseball Dugout Renovation Project – Discussion took place regarding the dugouts and the possible need for further repairs before the roof(s) are replaced.

Motion by Dolan, supported by Michniewicz, to direct the Building & Grounds Superintendent, Duane Hoeppner, to obtain bids/recommendations from contractors for the following upgrades:

- Exterior Dugout Walls/Structure integrity
- Gravel improvements interior as well as pathways from parking lot
- Gravel improvements for all infields
- Weed control and squaring of all infields (future solution)

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

MOTION CARRIED

2. Bennett Park & Water Trail Access Improvements – Spicer Timeline attached for reference. Dolan reported that the Freedom River group is interested in partnering/volunteering with efforts for the kayak launch, and invited Parks & Recreation to attend their meeting at the Senior Center on 4/22/24 at 5:30 PM.

3. Scheduling Software RFP – Shortlist being prepared.

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 3:36 p.m.

Respectfully submitted,

Deby Henneman, ADAC
Township Coordinator
Parks, ADA, Grants, Ordinances



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

APRIL HOURS

Sat., April 13
11:00am—3:00pm

Wed., April 27
5:30—7:30pm

MAY HOURS

Mon., May 27
10:00am—2:00pm

The Wave

Newsletter of the Hamburg Township Historical Society
April 2024

ALL ABOARD!!
April 13 1:00 pm

Dedication of
Hamburg Heritage Railroad Gallery

Join us at the museum as the ribbon is cut opening the newly landscaped and re-vived railroad display. Meet Fabian and Dan, members of the Ann Arbor Model Railroad Club who volunteered many hours creating this active exhibit of the railroad in its vital days. Young people will have an opportunity to learn basic landscaping techniques and have a sample takeaway.



DIVE INTO YOUR HISTORY

Fishing the Portage Chain of Lakes

April 24 – 6:00 - 7:00pm

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 Museum – 810-986-0190

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

This one could fill up fast!

Gear up for spring fishing and get your 2024 fishing license

Michigan's new fishing license and regulation season kicks off Monday, April 1, so anglers need to be sure they have purchased a new license for this fishing season in order to enjoy some great fishing opportunities. The 2024 fishing licenses are valid through March 31, 2025.

Fishing licenses can be purchased at Michigan.gov/DNRLicenses or by downloading the [Michigan DNR Hunt Fish app](#) and purchasing your license through the app.



CONTINUING THE CELEBRATION



APRIL 13– 1 pm - Dedication of the renovated Railroad Gallery

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

MAY 27– Memorial Day Parade

JUNE 20 – Grand Opening of the Hines Learning Center

JULY 20 – Annual Over the Top Rummage Sale

AUG – Water Bath Canning

SEP - The Old Fashioned Classroom

OCT 25 - 20th Anniversary Gala

– Lakeland Golf & Country Club

– Valerie Winans, keynote speaker.

NOV – Veterans Recognition

DEC – Christmas at the museum



National Volunteer Week

April 21-27, 2024

To all of our volunteers who offer their time and talents to help us maintain the museum, offer presentations, garden, fund raise and so much more. You keep the heart of the museum beating!

Thank You!!

Want to join the volunteers? Check out our events calendar and let us know your interest and how you would like to contribute.

Send us a quick email at:
hthsandmuseum@gmail.com

Just a few hours can make a big difference!

FIBER FRIENDS

Drop In

APRIL 17 – 6:30-8:00 pm

Hamburg Township
Historical Museum
7225 Stone Street
Hamburg, MI 48139



Our group is growing! Bring your portable projects, any fiber art.

Join us while we stitch, chat, and learn from each other. Pat and Denise will be on hand if you have knitting challenges. There's always a seat for YOU!

No pre-registration is required.

BECOME A MEMBER

A VITAL MESSAGE TO ALL CURRENT AND PROSPECTIVE MEMBERS

The prices of entertainment have skyrocketed! Family outings are fewer and really take a bite out of your budget. The cost of belonging to the Hamburg Township Historical Society and Museum is modest and hasn't gone up.

One annual payment allows you and your family both entertaining and educational events at the museum. The monthly newsletter and Facebook page will keep you updated on events and museum hours. Best of all, you are part of non-profit community endeavor.

Act now. Add joining Hamburg Township Historical Society and Museum to this week's to do list. Then, go to the website: www.hamburgmuseum.org. Or the mailbox, and get your payment and membership form on the way. You will receive your membership card in just a few days. Want to check out the museum first? Visit during open hours and join on the spot. We'll be waiting for you.

As a HTHS and Museum member you will also be able to participate in [Time Travelers](#) a free reciprocal membership network for historical museums, sites, and societies throughout the United States. Currently, the Time Travelers program includes over 400 organizations in more than 45 states across the country!



Renew your membership
Enjoy contributing to the community
Navigate regional history
Experience exciting special events
Wander the freshly aligned museum and exhibit rooms
RENEW NOW

Online: www.hamburgmuseum.org

By Mail: P.O. Box 272, Hamburg, MI 48139

**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/>

FLYING FIELD REGULATIONS

HAMBURG FLYERS R/C CLUB, Inc

1. All Flyers, Members and Guests shall be current with the Academy of Model Aeronautics (AMA) and Federal Aviation Administration (FAA) as required.
2. AMA Safety Code and FAA regulations with applicable safety recommendations to R/C shall be adhered by all Hamburg Flyers R/C Club Members, Guests and Visitors.
3. Club Members must comply with all AMA Rules, FAA regulations, Hamburg Flyers R/C Flying Field Regulations, Hamburg Flyers R/C Clubs Code of Conduct and Hamburg Township Parks Regulations.
4. Visiting Flyers shall be accompanied by a Club Member on a one-to-one basis and shall comply with all AMA Rules, FAA regulations, Hamburg Flyers R/C Flying Field Regulations, Hamburg Flyers R/C Clubs Code of Conduct and Hamburg Township Parks Regulations.
5. Visiting Flyers shall show and carry proof of AMA and FAA Membership.
6. All visits to the flying field shall be entered into the logbook, including the visiting guest shall record name and AMA number in logbook.
7. A visiting club is responsible for the actions of their members and guests and is subject to the same rules and regulation as the hosting club.
8. Township Use Fees apply to all Members.
9. Township Use Fees are exempt from Visiting Flyers and /or Visiting Clubs and /or Guests during special events.
10. All Flyers will be accompanied by a Spotter when there is more than one aircraft aloft.
11. Every Flyer is responsible for all damages or injuries he or she causes.
12. No 72mhz transmitter shall be operated for any reason without proper frequency control pin attached then returning frequency pin to control station after use.
13. No transmitter will be operated without the proper FAA document card placed in the appropriate spot inside the Hamburg Flyer Field Flight Box.
14. Park only in designated parking lot. Temporary parking is permitted near the pit area only to load or unload vehicles.
15. Spectators are not permitted in pits or on the flying field; this is for their own safety. This includes family members. Children must be always accompanied by an adult.
16. If others are waiting for a given frequency for testing and /or flying, there will be a limit of a maximum of 15 minutes on that frequency. 72mhz only.

17. A maximum of 3 aircraft are permitted in the air at one time during normal operations. IF there is a special event, the Event Coordinator in conjunction with the Safety Officer can establish temporary special field regulations.
18. Fixed wing and rotary winged aircraft can be airborne at the same time only if all mutual pilots' consent and in the present of a spotter.
19. All flyers will maintain the flight line and all flyers will fly behind the designated flight box.
20. Pilot box will be behind the flight line as designated and designed by the Safety Officer.
21. Any pilot can request sole use of the field. Said pilot must wait for all aircraft aloft to land. If others are waiting to fly Said pilot will wait for their turn in the rotation. Said pilot will observe the 15-minute rule.
22. No flying or engine shall be run for any purpose prior to 9 AM weekdays and Saturday; Noon on Sundays; and never after dusk on any day.
23. Excessively loud engines may be subject to local ordinance violation. All engine sound levels must fall under AMA Guidelines.
24. All aircraft engines must be able to shut down at the transmitter or notice given that it cannot be shut off; non throttle body engines exempt.
25. Effective silencers are required for all engines of over .10 cu. In. displacement.
26. Flying or in operations of any RC while under the influence of alcohol and/or any substances forbidden by is strictly prohibited. Violators shall be removed from the Hamburg Flying site.
27. No flying over neighboring property or retrieval of downed aircraft from neighboring property without the owner's permission. Absolutely no flying is permitted over the pits, spectator, parking areas or west of the flight line boundaries.
28. Low-level flying is permitted ONLY with the use of a spotter to observe field conditions.
29. All trash shall be placed in the appropriate receptacles or removed from the field. The cleanliness of all areas is the responsibility of all members and guests.
30. Instructions from the Safety officer or Members present, Rules and Regulation, air traffic direction, takeoffs and landings and other safety precautions required at the field shall be adhered to by all flyers. Check with the Safety Officer or Members present upon arrival at the field to determine flight pattern.
31. Flyers shall be acknowledged by all flying pilots before anyone may cross or use the runways.
32. Helicopters or Drones Flyers shall be acknowledged by all flying pilots before anyone may cross or use the runways for the purpose of takeoff or retrieval of a helicopters or Drones.
33. There will be NO SMOKING inside the flying field area.
34. All rocket launching will be conducted in the designated area which is defined by the Safety Officer present
35. There will be no rocket launching in the designated area, which is defined by the Hamburg Flyers Club Safety Officer present, if the winds aloft are prevailing to the south.

Deby Henneman

From: Deby Henneman
Sent: Monday, April 15, 2024 2:52 PM
To: Marian [REDACTED]
Subject: RE: Merrill soccer fields

Thank you Marian!

So glad to be a part of the fun! We have been restructuring and planning for the future over the past few years, so have some exciting things coming for the community! So glad to get emails like these, it makes all the hard work so worthwhile!

Appreciate you reaching out and hope your grandson enjoys his time here at Manly Bennett Park!

Best,

Deby Henneman, ADAC
Hamburg Township Coordinator
Parks, ADA, Grants, Ordinances
(810) 222-1124
dhenneman@hamburg.mi.us

From: Marian [REDACTED]
Sent: Monday, April 15, 2024 2:33 PM
To: Deby Henneman <dhenneman@hamburg.mi.us>
Subject: Merrill soccer fields

Hi, Deby,

Just wanted to say how nice it is to see these beautiful fields being used again!

My children played soccer here in the 80/90s, and now my grandson. Same story for many others. Happy times on Merrill Road :-)

Marian [REDACTED]



StoryWalk®

Great Start Livingston is offering the opportunity to gift a StoryWalk to parks and trails in Livingston County. This project aims to enhance literacy and physical activity among families in Livingston County. This initiative, funded by the State of Michigan, is a response to support literacy in our county.

Project Objective:

Increase access to books and literacy materials for children and families.

Proposed Solution:

Implement StoryWalks throughout Livingston County.

Plan of Action:

Create partnerships, establish process, set installation dates, and promote the project. Each StoryWalk will have 16 free standing permanent display posts.

- Families will be encouraged to explore the StoryWalks and local area while reading the story.
- Local park and Great Start Livingston will determine schedule for StoryWalk and can select books based on inventory available from Great Start Livingston.
 - Once installation happens, Great Start Livingston will include location on StoryWalk page of Great Start Livingston website.
- Volunteers will help with the placement and removal of the story panels.
- Great Start Livingston will help promote the StoryWalks to Livingston County families.

Expectations:

- Local park / trail - Accept the StoryWalk gift, Provide a path no more than 1/2 mile long, Determine layout of StoryWalk path of 16 posts, Install display equipment.
- Great Start Livingston - Fund project (StoryWalk panels and display equipment), Work with local park / trail and Volunteers to install and remove panels, Provide an inventory of StoryWalk books.

Funding Sources:

The project is funded by Great Start Livingston through a grant from the Michigan Department of Lifelong Education, Advancement, and Potential.

Questions: Contact RobinSchutz@LivingstonESA.org





Great Start Livingston would like to gift two StoryWalks to Hamburg Township.

A StoryWalk is a literacy-boosting project which places an illustrated children's book, taken apart and displayed spread-by-spread, along a walking route. The StoryWalk also encourages physical activity. Families will enjoy various parks throughout the community and will find various activities you can do as you move from page to page.

A StoryWalk includes 16 posts with display frames which are installed in the ground. The posts are permanent. The frame allows us to switch out books as needed and determined by the host location. Each panel will be a couple pages from a children's story book with an activity below. The 16 panels will be one complete children's book.

Great Start Livingston will purchase the equipment, maintain a StoryWalk book panel library, help with the changing of the book panels and provide replacement equipment if needed.

We need an accessible path approximately 1/2 mile or less in length to accommodate the 16 posts, spaced approximately 100 feet apart. This can be adjusted based on the space available.

Options:

Village Trailhead - either direction



Lakeland Trail behind Country Elementary



The StoryWalks will be found on the GreatStartLivingston.org/storywalk page. We will promote the StoryWalks in Livingston County and encourage families to take advantage of our local parks/trails and StoryWalks.



**BUILDING
COMMUNITY
CONNECTIONS
— THAT —
SUPPORT
FAMILIES
OF —
YOUNG CHILDREN**



Livingston County

**Cradle to
Kindergarten**



SOCIAL EMOTIONAL WELL-BEING ▶

PHYSICAL WELL-BEING ▶

EARLY LANGUAGE AND LITERACY DEVELOPMENT ▶



RobinSchutz@LivingstonESA.org

GreatStartLivingston.org

Storywalks and Park Signs



Why



- Opportunity to bring literacy and physical activity to families in Livingston County.
- Received additional funding from State of Michigan to support literacy - expand the access to books and literacy materials for children and families in Livingston County.
- 55.7% of 3rd graders who are proficient in reading in Livingston County.



Suggestions

- Storywalk
 - Permanent Structure in ground
 - Window displays in downtowns
- Talking is Teaching park signs



Process

- Have Funding/Quotes on Materials
- Create Partnerships
- Establish MOUs
- Determine Installation Process
- Determine logos needed and print
- Order Storywalk/Panels
- Determine book(s) & order
 - Book or printed display
- Set Date for Installation, Publicize for Volunteers and Promotion
- Print Flyers and Promote



Memorandum of Understanding (MOUs)

- Who will accept the gift?
- Who will install?
- Who will mow, provide upkeep?
- Who will accept delivery?
 - 500# freight box (Storywalk)
- Who will switch out the books?
- What else?



Storywalk Supplies/Vendors (Permanent Structure):

Funding Source Great Start Livingston



Storywalk	Barking Dog Exhibits	~ \$5,000
Storywalk Panels	Curious City	~ \$600
Books (2 - 3 copies)	Amazon	\$5 - \$20 / book
Lamination	LESA	\$0.25/foot ~\$10 / storywalk
Foam core backer for pages	Amazon	~ \$2.50 each
Quikrete	Hardware store (½ bag/post = 8 bags total)	\$5 - \$7 / bag = \$40 - \$56 / storywalk
Book Carrying Case	Amazon	\$13.99 for set of 3



Installation of Storywalk

- It is recommended frames be about 40 paces apart between pages.
- The trail in its entirety should only be a 1/2 mile or less for little ones.
 - Frames can be straight or at a 45 degree angle. It needs to be eye level for young children.
 - Angled is recommended for switching out books and for adults to help with reading.
 - [Instructions for installing the Barking Dog aluminum posts.](#)



Storywalk Supplies/Vendors (Window Display):

Funding Source Great Start Livingston



Storywalk Panels	Curious City	~ \$600
Books (2 - 3 copies)	Amazon	\$5 - \$20 / book
Foam core backer for pages	Amazon	~ \$2.50 each
Lamination	LESA	\$0.25/foot ~\$10 / storywalk
Command Velcro	Amazon	
Book Carrying Case	Amazon	\$13.99 for set of 3



Park Signs Supplies/Vendors:

Funding Source Great Start Livingston



Talking is Teaching Panel - Community Campaign: "Talking is Teaching"	Penchura - Brighton, MI Too Small to Fail Panels	~ \$3,600 with freight
Quikrete	Hardware store (½ bag/post = 2 bag total)	\$5 - \$7 / bag = \$10 - \$14 / sign



Cradle to Kindergarten



Questions and Feedback

- What else might you need to know?
- What next steps can we take?



Thank you!

**Robin Schutz, Coordinator
Great Start Livingston
517-540-6829**

RobinSchutz@LivingstonESA.org



Memorandum

To: Deby Hennemann, Hamburg Township
From: Cindy Todd, Spicer Group
RE: Bennett Park & Water Trail Access Improvements #TF22-0107

Project Update:

- Property Suvey completed
- Kick off meeting completed
- Letter agreement for concept “park in a park” – March 2024
- Concept plan “park in a park” April – May 2024
- Design and construction documents June – October 2024
 - 30 % review – Hamburg – July 2024
 - 90 % review – Hamburg – September 2024
- DNR review – September – November 2024
- Bid advertisement - December 2024
- Bid award – January 2025
- Construction - March – July 2025

PART II TOWNSHIP APPENDICES

Appendix A HAMBURG TOWNSHIP ADMINISTRATIVE FEE SCHEDULE ~~2021~~ 2022¹

ARTICLE I. IN GENERAL

Fees are established by a resolution passed by the Hamburg Township Board of Trustees as part of their annual budgeting process. Fees for services regulated by State or Federal entities are charged according to their policies and included herein by reference.

Secs. 1-1—1-19. Reserved.

ARTICLE II. SPECIFIC FEES

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

Prohibited activities: Alcoholic beverages, un-permitted fireworks, professional sporting events, pets during large events. All events/special uses must be proposed and permitted through a special approval process through the Hamburg Township Board. This process may require further permits and the submittal of specialty insurance naming Hamburg Township as Additional Insured.

<u>Department</u> <u>Fee Type</u>	<u>Fee</u> <u>Amount</u>	<u>Frequency</u>	<u>Comments</u>
<u>Negotiated Contract</u>			
Parkland Sports—Partnering Group <u>pre-approved by</u> <u>Board—Resident</u>	<u>\$5.00</u> <u>Seasonal</u> <u>Flat rate</u> <u>negotiated at</u> <u>time of</u> <u>application</u>	<u>Per person/per</u> <u>season</u> <u>Negotiated</u> <u>Contract will be on a per</u> <u>season basis and shall</u> <u>include maintenance</u>	<u>Spring use must be</u> <u>scheduled by 3/31</u> <u>each year. After 4/1</u> <u>calendar is open to the</u>

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]: We reimburse for paint for football which is taken off fees. We pay for paint and striping in West Park, and have starting paying for gravel in East Park which used to be paid for by Baseball. Specific costs for maintenance related expenses is in a separate report.

These are the Average fees paid per season/per sport:

Soccer - \$2,000 per season
Baseball - \$2,000 per season
Football - \$1,000 per season
Flyers RC - \$325 Annually

These use rates are not contemplating complete use of All fields, All Days, All Hours, for the particular sport. This is often what is requested, but not what is needed, in my observation.

Currently the "Partner Groups" are Flyers, PHBSA & PYA — who are billed under the old system of \$5.00 per resident and \$10.00 per non-resident for the season. Effectively the fields are blocked for their use for the season for the rates we receive above, less any receipts they send us for the maintenance of the fields. I highly recommend we do away with this old system of park fee and negotiate individually with these groups what their flat rate will be and what will be expected from both them and the Township as far as the maintenance that occurs, and how it is conducted. In the case of the Flyer's, their contribution includes GL coverage.

Negotiated contracts would clarify what was expected from everyone, whether the benefit they provided was required to extend to the public in the off season.

... [1]

	<u>based on type of fields and maintenance required</u>	<u>specific to the covered area</u>	<u>public. Fall use schedule due by 7/1.</u>
Parkland Sports—Partnering Group—Non Resident	\$10.00	Per person/per season	Use must be scheduled
<i>Sports - Hourly Rates</i>			
Parkland Sports—Hourly Rate – Resident	\$35.00	2-hour block	Use must be scheduled
Parkland Sports—All others	\$25.00	2-hour block	Use must be scheduled

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<u>Event - Daily Rates</u>			
Event Use—Park Fees – Low Hazard – Partner/Partnering Group Resident—Low Hazard	\$250.00 <u>375.00</u>	Per day/per area	Use must be scheduled <u>Less than 1,000 people</u>
Event Use— All others—Low Hazard – Non-Partner/Resident	\$750.00	Per day/per area	See police for public safety charges <u>Less than 1,000 people</u>
Event Use— Partnering Group—Medium Hazard – Partner/Resident	\$500.00 <u>750.00</u>	Per day/per area	<u>1,000 – 2,500 people</u> See police <u>Sec. 1-21. Public Safety for required additional charges</u> for public safety charges
Event Use— All others—Medium Hazard – Non-Partner/Resident	\$1,500.00	Per day/per area	<u>1,000 – 2,500 people</u> <u>See Sec. 1-21. Public Safety for required additional charges</u> See police for public safety charges
Event Use— High Hazard – Partner/Resident Partnering Group—High Hazard	\$1,000.00 <u>250.00</u>	Per day/per area	<u>2,501 - 5,000 people</u> <u>See Sec. 1-21. Public Safety for required additional charges</u> See police for public safety charges
Event Use— High Hazard – All others—High Hazard Non-Partner/Resident	\$2,500.00	Per day/per area	<u>2,501 - 5,000 people</u> <u>See Sec. 1-21. Public Safety for required additional charges</u> See police for public safety charges
<u>Special Use – Event Proposal</u>	<u>TBD</u>	<u>Flat Rate negotiated by the Township Board and may be placed on the event calendar a BLACKOUT DATE, which prohibits regular users from fields in the area</u>	<u>Negotiated by the Township Board and may warrant a special contract and insurance requirements based on exposure/hazard</u>
<u>Other Fees</u>			
Merrill Field Golf Course/ <u>Pickleball/Adult Workout—Suggested Donation/Volleyball</u>	\$2.00	Per <u>game-use</u>	<u>Suggested cash donation, welcome but not required</u>

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Restoration/Clean-up/Damage Bond—Winkelhaus Gazebo	\$100.00 <u>\$250.00</u>	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/Fire/Park Rangers and fire~~ during events).

Department	Fee	Frequency	Comments
Public Safety—Low Hazard	—	Per application/event	Parks and recreation invoices for events held on Township grounds No Public Safety will be charged for, but their presence is up to discretion based on Park Use Request
Public Safety—Medium Hazard	\$600.00 800.00	Full day/2 safety personnel	Parks and recreation invoices for events held on Township grounds
Public Safety—Medium Hazard	\$300.00 400.00	Half day/2 safety personnel	Parks and recreation invoices for events held on Township grounds
Public Safety—High Hazard	\$1,200.00 1,600.00	Full day/4 safety personnel	Parks and recreation invoices for events held on Township grounds
Public Safety—High Hazard	\$600.00 800.00	Half day/4 safety personnel	Parks and recreation invoices for events held on Township grounds
Public Safety—Special Use Category	Actual salary costs of staff who aren't working a regularly scheduled shift		To be calculated by public safety director in consultation with Parks & Recreation Director and event organizers

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

Sec. 1-22. Senior ~~C~~center (scheduled by Senior Center – Membership required to participate).

Department	Fee	Frequency
Membership fee— 50-55 and up	\$5.00	Annual
Membership newsletter (mailed physical copy only)	\$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 2.50	Per bingo card Flat Rate to Play
<u>Trips</u>	Charges vary – Details provided at time of registration	Regularly scheduled, must register to participate

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Lunch Program	\$5.00	3 days a week, register to participate – walk-ins limited
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Sec. 1-23. Community Center (scheduled by Parks and Recreation – RESIDENTS ONLY).

Department	Fee	Frequency	Comments
Monthly Monthly Room Rental – Non-profit – Annual Flat Rate Meetings – Regular date and time booked for year for Non-profit/Homeowner Associations – Flat Rate	\$120.00	Non-refundable	Use must be scheduled, <u>reschedules are allowed as available</u>
Resident/Non-Profit Hourly Room Rental – All others – 3 hour block/per use Meetings – Hourly Room Rental Rate	\$25.00 10.00 flat first 3 hours, \$10.00 per hour thereafter (same day)	Invoiced through Parks, fees are non-refundable	Use must be scheduled Uses are scheduled with Parks and Recreation
Business Use – Hourly Room Rental Rate	\$25.00 flat first 3 hours, \$15.00 per hour thereafter (same day)	Invoiced through Parks, fees are non-refundable	Uses are scheduled with Parks and Recreation
Event Use – Hourly Room Rental Rate	\$50.00 each hour for first 4 hours, then \$35.00 per hour thereafter (same day)	Invoiced through Parks – requires a \$250.00 refundable damage/key deposit	Use must be scheduled with Parks & Recreation, must be minimum of 4 hours
Key Replacement—Key Fob	\$100.00	When misplaced	May warrant Re-key charge
Re-key of facility	\$43 00.00	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.

Department	Fee	Frequency	Comments
Tent Permit—Event vendors	\$50.00	Per application/event	Parks and recreation invoices for events held on Township grounds

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PART II TOWNSHIP APPENDICES

Appendix A

HAMBURG TOWNSHIP ADMINISTRATIVE FEE SCHEDULE

ARTICLE I. IN GENERAL

Fees are established by a resolution passed by the Hamburg Township Board of Trustees as part of their annual budgeting process. Fees for services regulated by State or Federal entities are charged according to their policies and included herein by reference.

Secs. 1-1—1-19. Reserved.

ARTICLE II. SPECIFIC FEES

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

Prohibited activities: Alcoholic beverages, un-permitted fireworks, professional sporting events, pets during large events. All events/special uses must be proposed and permitted through a special approval process through the Hamburg Township Board. This process may require further permits and the submittal of specialty insurance naming Hamburg Township as Additional Insured.

Fee Type	Amount	Frequency	Comments
<i>Negotiated Contract</i>			
Parkland Sports—Partner Group pre-approved by Board	Seasonal Flat rate negotiated at time of application based on type of fields and maintenance required	Negotiated Contract will be on a per season basis and shall include maintenance specific to the covered area	Spring use must be scheduled by 3/31 each year. After 4/1 calendar is open to the public. Fall use schedule due by 7/1.
<i>Sports - Hourly Rates</i>			
Parkland Sports—Hourly Rate – Resident	\$35.00	2-hour block	Use must be scheduled

Event - Daily Rates			
Park Fees – Low Hazard – Partner/Resident	\$ 375.00	Per day/per area	Less than 1,000 people
Event Use—Low Hazard – Non-Partner/Resident	\$750.00	Per day/per area	Less than 1,000 people
Event Use—Medium Hazard – Partner/Resident	\$750.00	Per day/per area	1,000 – 2,500 people See Sec. 1-21. Public Safety for required additional charges
Event Use—Medium Hazard – Non-Partner/Resident	\$1,500.00	Per day/per area	1,000 – 2,500 people See Sec. 1-21. Public Safety for required additional charges
Event Use—High Hazard – Partner/Resident	\$1,250.00	Per day/per area	2,501 - 5,000 people See Sec. 1-21. Public Safety for required additional charges
Event Use—High Hazard – Non-Partner/Resident	\$2,500.00	Per day/per area	2,501 - 5,000 people See Sec. 1-21. Public Safety for required additional charges
Special Use – Event Proposal	TBD	Flat Rate negotiated by the Township Board and may be placed on the event calendar a BLACKOUT DATE, which prohibits regular users from fields in the area	Negotiated by the Township Board and may warrant a special contract and insurance requirements based on exposure/hazard
Other Fees			
Merrill Field Golf Course/Pickleball/Adult Workout/Volleyball	\$2.00	Per use	Suggested cash donation, welcome but not required
Restoration/Clean-up/Damage Bond—Winkelhaus Gazebo	\$250.00	Per use	Refunded after damage inspection
Restoration/Clean-up/Damage Bond—Manly Bennett Park	\$1,000.00	Per field/area	Refunded after damage inspection

Sec. 1-21. Public safety (Police/Fire/Park Rangers during events).

Department	Fee	Frequency	Comments
Public Safety—Low Hazard	—	Per application/event	No Public Safety will be charged for, but their presence is up to discretion based on Park Use Request
Public Safety—Medium Hazard	\$800.00	Full day/2 safety personnel	Parks and recreation invoices for events held on Township grounds
Public Safety—Medium Hazard	\$400.00	Half day/2 safety personnel	Parks and recreation invoices for events held on Township grounds
Public Safety—High Hazard	\$1,600.00	Full day/4 safety personnel	Parks and recreation invoices for events held on Township grounds
Public Safety—High Hazard	\$800.00	Half day/4 safety personnel	Parks and recreation invoices for events held on Township grounds
Public Safety—Special Use Category	Actual salary costs of staff who aren't working a regularly scheduled shift		To be calculated by public safety director in consultation with Parks & Recreation Director and event organizers

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

Sec. 1-22. Senior Center (scheduled by Senior Center – Membership required to participate).

Department	Fee	Frequency
Membership fee—55 and up	\$5.00	Annual
Membership newsletter (mailed physical copy only)	\$15.00	Annual
Other fees		
Euchre/pinochle games	\$1.00	Per table of 4
Bingo	\$2.50	Flat Rate to Play
Trips	Charges vary – Details provided at time of registration	Regularly scheduled, must register to participate
Lunch Program	\$5.00	3 days a week, register to participate – walk-ins limited

Sec. 1-23. Community Center (scheduled by Parks and Recreation – RESIDENTS ONLY).

Department	Fee	Frequency	Comments
Monthly Meetings – Regular date and time booked for year for Non-profit/Homeowner Associations – Flat Rate	\$120.00	Non-refundable	Use must be scheduled, reschedules are allowed as available
Resident/Non-Profit Meetings – Hourly Room Rental Rate	\$10.00 flat first 3 hours, \$10.00 per hour thereafter (same day)	Invoiced through Parks, fees are non-refundable	Uses are scheduled with Parks and Recreation
Business Use – Hourly Room Rental Rate	\$25.00 flat first 3 hours, \$15.00 per hour thereafter (same day)	Invoiced through Parks, fees are non-refundable	Uses are scheduled with Parks and Recreation
Event Use – Hourly Room Rental Rate	\$50.00 each hour for first 4 hours, then \$35.00 per hour thereafter (same day)	Invoiced through Parks – requires a \$250.00 refundable damage/key deposit	Use must be scheduled with Parks & Recreation, must be minimum of 4 hours
Key Replacement—Key Fob	\$100.00	When misplaced	May warrant Re-key charge
Re-key of facility	\$400.00	When misplaced	
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

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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 & Parks Committee

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

Re: Township Coordinator's Report – April 2024

Parks:

Bennett Park & Water Trail Access Improvements grant TF22-0107: Timeline has been received and concept plan is being worked on. We are proceeding with the phased "Park Within A Park" idea.

The Community Clean-Up event is Saturday, April 20, 2024 from 9AM-3PM, with the secure document shredding on site from Noon – 3PM at Township Hall. A post-event report will be made available for the May meeting.

Our new Community Service Sergeant, Megan Paul, reported that things went well with the first Tournament under her coordination. Packet approvals for events, which include Public Safety, have been copied to her so she is able to contact the applicant with further questions. Drone footage will be taken for each event so we can do a better analysis on parking/public safety needs for all events in the future.

I would like to thank the Legacy Center for their work with us in getting the soccer fields prepared for the season. They have been a great administrative resource over the years and I appreciate having them as a Parks & Recreation partner.

A recommended change to Park fees has been included in the Administrative Fee Schedule which was presented to the Board on April 16, 2024 for a first reading. Comments/edits are being taken, and a final document will be prepared for adoption for the first meeting in May or June. I have attached a copy for the committee's review.

A new volleyball net has been ordered and will be installed when it arrives. The court is in need of some repair for the edging, and more sand should be ordered once the repairs take place. I also obtained pricing for a second court.

We have been approached by a couple of entities in regards to "Reading" trails within our Township, and are in the process of coordinating those efforts. Plan to share more details at the meeting.

ADA

The transition plan updates went out to Department Heads and then to the Township Board at their Strategic Planning session held April 16, 2024. The focus for me this year will be to complete the physical inspections and to coordinate as many minor repairs as can be done by the end of the 24/25 FY.

Goals and Objectives can be seen in the packet for the meeting which can be found here:
<https://hamburg-mi.municodemeetings.com/>

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.

Ordinances

Updates to the Administrative Fee Schedule have been distributed for a first read by the Township Board at the April 16, 2024 meeting.

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
- Ordinance Procedure has been presented and are awaiting input
- 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
- Scheduling Software shortlist is being developed, and further demos will be scheduled
- Tear-down and possible replacement of Shed in West Park (for field supplies)
- Goal/Net Inventory project



Hamburg Township Parks & Recreation

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

April 18, 2024

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

March Statistics:

- Monthly Attendance: 2067
- Daily Average: 109
- Number of New Members: 17

Upcoming Closures:

- Friday, March 29 for Good Friday

Correspondence:

- Maureen Kimmel Pampered Chef Donation

New Programming:

- Basket Weaving Class on May 2
- Cinco de Mayo Luncheon on May 3
- Financial Presentation with Edward Jones on May 8
- Tea Party on May 10
- 2U Vision Store on May 15
- Tiger Game at Comerica Park on May 15
- Foot Pain Workshop with Plymouth Physical Therapy Specialists on May 21
- Betty Brigade Informational Presentation on May 22
- Senior Celebration Day Sponsored by Livingston County Consortium on Aging on May 24
- BBQ Kickoff on May 31

Other Information:

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



**Hamburg Township
Parks & Recreation**

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

Memorandum

Date: April 17, 2024

To: Parks and Recreation Committee
Hamburg Township Board of Trustees

From: Deby Henneman, Township Coordinator

Re: Pirate Youth Athletics (formerly HPYFA)– Use of Manly Bennett Park – East
Fields: **Football Practice Fields 1 & 2**

We are in receipt of a Park Use Application from the Pirate Youth Athletics dated March 25, 2024 for use of Football practice areas 1 & 2 located in Manly Bennett Park East for their fall season beginning August 1, 2024 and ending November 1, 2024.

The club has requested use of 2 Football practice areas, leaving field #3 (between Diamonds #1 & #4) available for use by others. They anticipate their number of participants at 100, and 150 people attending at any given time. Their use is on weekdays, leaving all fields available on the weekends, pending a couple of camps which they will schedule with me.

Should approval of the application be recommended as submitted, it should be done so with the contingency that a Certificate of Insurance naming Hamburg Township as Additional Insured be provided, that the Clerk Department be provided all requested documents to their satisfaction, and that use of the fields will not be allowed during East Park blackout dates. All field use will be scheduled with the Parks Department.



Hamburg Township Manly Bennett Park

P.O. Box 157
10405 Merrill Road
Hamburg, Michigan 48139-0157
(810) 231-1000 Office X-218
(810) 231-4295 Fax

Park Use Application

And Release of Liability & Indemnification Agreement

(Application must be submitted 60 days before requested use)

Applicant Information:

Event Sponsor (or name if family or individual use): _____

Name of Event: Football Practice & Camps

Type of Event: Football & Cheer Pom Park Use Category #: 4 - Event Use

Applicant Name: Pirate Youth Athletics (Jon Prescott)

Date(s) of Event: July 24th - November 1 Time(s) of Event: 5 pm to 9 pm

Applicant Address: PO box 741 hamburg MI 48139 Suite or Apt #: _____

Applicant City: Hamburg Townshipe State: MI Zip: 48139

Contact Person (present during use): Jon Prescott

Contact's Affiliation with Applicant: President of Pirate Youth Athletics

Contact's Phone: 810-522-7878 Contact's E-Mail: pirateyouthathletics@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: K & K insurance

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

Policy #: 6BRPG0000007893500 Expiration Date: 09/26/2024

Limit of General Liability: 1,000,000 Occurrence each 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: Football/Cheer Pom camps and Football practices

Total Number of participants/spectators/guests anticipated during event: 125

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

Site of Proposed Event; include all areas of the parklands that will be used: Football Fields 1 and 2

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

Will there be camping and trailer facilities? If so, are overnight stays anticipated: no

Number of Volunteers: 30 Are Volunteers trained?: yes

Please attach copy of Volunteer Handbook if applicable

Will tents be used?: no If so, please indicate locations: _____

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

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

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: no

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

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

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

Will there be any animals present? If so, describe: no

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

Will there be Amusement rides or games? If so, describe: no

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

Will there be a need for vehicles to be used on Township grounds? If so, describe: no

Personal vehicles require proof of Auto Liability based on the description of use and areas needing to be accessed during event.

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

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: storage shed access

Other information regarding your event that you feel may be helpful: The electronic lock on the Shed
intermittently wont unlock. We would like this to be replaced.

Organized Sports and/or Sporting Events:

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

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

Release of Liability & Indemnification Agreement

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

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

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

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

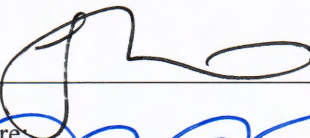
Any Applicant or group or entity co-hosting an event must provide a Certificate of Insurance naming Hamburg Township as an additional insured and proof of that coverage must be provided prior to the issuance of the permit for the event. The Applicant and/or co-host of any event must comply with all rules,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

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


Initials: JP

Public Health & Safety: The applicant hereby swears and attests that they have complied with all aspects and intent, of Background Checks and that they are in compliance³ with the Michigan Sports Concession Law, Acts 342 & 343, Public Acts of 2012, as referenced in the Park Facility Use Policy and outlined in Appendix A. The applicant understands that falsification of the above statement and/or failure to comply with these requirements may result in the suspension and/or revocation of the use of the Hamburg Township parkland facilities.

Initials: JP

Applicant's Signature:  Date: 03/25/2024

Co- applicant's Signature:  Date: _____

Parks Coordinator:  Date: 4/17/24

For office use only

Comments: _____

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

Application has been (Circle one) ☒ Approved ☐ Denied

Hamburg Township Representative: _____