



**HAMBURG TOWNSHIP
PARKS AND RECREATION COMMITTEE
REGULAR MEETING AGENDA
Hamburg Township Board Room
Tuesday, June 25, 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. May 28, 2024 - Regular Meeting Minutes
7. Correspondence
 - A. Hamburg Township Museum – June Newsletter
8. Current Business
 - A. None
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
 - Great Start Livingston Story Walk at the Village Trailhead – Approved for Village Trailhead
 2. Park Master Design Plan Concept – No Update
 3. Bennett Park & Senior Center
 - Bennett Park & Water Trail Access Improvements #TF22-0107 – Spicer Group Concept
 - HERO Grant - Intergenerational Gathering Area – Update
 - East Park – Flyer Field Fencing
 - East Park Event Area – Fertilizer & Seed (Duane)
 - West Park Soccer Field Pathway Improvements – RFP Needed

- West Park H3 Flooding – Update (Duane)
- East Park Infield Gravel – Update (Duane)

B. Township Park Use Policy/Fee/Procedures

1. Park Facility Use Policy – preparing for Township Board
2. Park Fee Update – 2nd reading/adoption slated for July 2, 2024

C. Administrative Services

1. Township Coordinator's Report – June 2024
2. Senior Center Report – June 2024
3. Scholarship Request – None
4. Park Use Requests
 - a. KLAA Cross Country Championships – October 17, 2024 Blackout Request

D. Special Projects

1. Baseball Dugout Renovation Project – Update (Duane)
2. Bennett Park & Water Trail Access Improvements – See Grant Report
3. Scheduling Software Project – Short list being developed
4. Village Trailhead Parking Lot Expansion & Story Walk Project - Update

E. Sponsorships/Volunteerism

1. Amenities and Beautification Committee – No Update
2. Eagle Scout Project – Pettysville Kiosk will be getting improvements!

F. Signage and Community Awareness

1. Wayfinding & Safety Signage – No Update

G. Risk Management (Insurance/ADA)

1. ADA Compliance in Parklands – Transition Plan inspections pending
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, May 28, 2024
3:00 p.m.

1. Call to Order

Dolan called the meeting to order at 3:02 p.m.

2. Pledge to the Flag

3. Roll Call of the Parks & Recreation Committee

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

Board Members Absent: None

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

VOICE VOTE: Ayes: 5

MOTION CARRIED

6. Approval of the Minutes

Motion by Auxier, supported by Michniewicz, to approve the minutes from the April 30, 2024 Regular Meeting, as presented.

VOICE VOTE: Ayes: 5

MOTION CARRIED

7. Correspondence

Hamburg Historical Museum newsletter was received and filed.

8. Current Business

A. Public Safety Event Briefs & Crowd Concerns – Discussion with Dep. Chief Nisenbaum & Sgt. Paul

Committee discussed the briefs provided by Sgt. Paul for the large events to date which were included in the packet.
Topics included:

- Deficiencies in the application process which don't accurately list the crowd numbers
- Lack of ADA Parking for the number of cars on site
- Lack of Parking for events which invites participants/spectators which exceed the number of spaces we have
- Little or no 18+ volunteer help to assist their visitors with parking, directions, ADA shuttle, answer questions

Possible solutions included:

- Limit crowds by limiting/reducing the number of fields which can be rented at one time
- Limit crowds by avoiding concurrent large events on both sides of park
- In addition to planned increase in ADA parking spaces, provide additional temporary event ADA parking
- Train and hire paid “volunteers” who can work under Public Safety/Parks & provide support to staff
- Charge more fees in order to pay for the required services such as volunteers, toilets, and dumpsters
- Purchase of shuttle vehicle to assist with transporting spectators

Dep. Chief Nisenbaum stated the numbers listed on the application are inaccurate and often much lower than what ends up being in the park. One of the biggest complaints is the lack of ADA parking and assistance to and from the fields. Shuttles should always be provided by the user group and if they can’t be, the Township could possibly have one and charge the user accordingly. He stated signage has improved things, but Public Safety is still having to cross people which is hazardous on Merrill Rd. (55 mph).

Dolan stated HERO has volunteers who are good at parking and public safety, would it be possible to train citizens to help for larger events?

Muck asked if the Township had a Community Emergency Response Team (CERT) who could be used? The applicant would have to pay the fee required. He stated that in the case of a large event, a security deposit could be charged, and in the case of more people showing up or damages being done to Township property, the amount could be kept over and above their park use charges.

Suggestions:

- \$500 non-refundable Hold the Date to reserve the date/fields – amount still okay
- A security deposit equal to a full day of use (including all Public Safety Charges) collected 60 days prior
 - Security Deposit will be applied as a credit toward the final invoice
 - Applicant will be charged based on hazard level appropriate for the event size which occurs
 - Public Safety/Parks Coordinator will have authority to increase hazard administratively
 - Final Invoice will reflect final costs, less Hold the Date and Security Deposit
- All large events which require a Public Safety meeting, shall do so no less than 90 days prior to event
- All large events must apply for use no less than 120 days prior to event
- Attend a LCRC meeting to discuss a speed limit reduction

Committee discussed option for PowerAde in August of allowing use as requested but increasing to High Hazard, or to allow them use of less fields and keep at a Medium. Choice will be up to them.

Public Safety will work on connecting with CERT and seeing about a citizen option for volunteer help. They will let us know what costs would be.

B. Parks & Recreation Committee Bylaw Updates – Recommend for Adoption

Motion by Muck, supported by Michniewicz, to approve the updates to the Parks & Recreation Committee Bylaws as presented.

VOICE VOTE: Ayes: 5

MOTION CARRIED

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.
- Great Start Livingston Story Walk at the Village Trailhead – Recommendation

NEXT MEETING: JUNE 25, 2024 – 3PM

Motion by Dolan, supported by Auxier, to recommend to the Township Board approval of the Memorandum of Understanding from Great Start Collaborative Livingston County.

VOICE VOTE: Ayes: 5

MOTION CARRIED

2. Park Master Design Plan Concept – No update.

3. Bennett Park & Senior Center

- TF22-0107 Bennett Park & Water Trail Access Improvements – Concept proposal was distributed and discussed. Committee is interested in having the play pieces to serve all age levels. They will come back to the next meeting with ideas.

Motion by Michniewicz, supported by McCabe, to recommend approval of the concept pending further input from the Committee and Township Board.

VOICE VOTE: Ayes: 5

MOTION CARRIED

- HERO Grant – Intergenerational Play Area Concept – Pending.

B. Township Park Use Policy/Fee/Procedures

1. Park Use Policy updates – No updates

2. Park Use Fees – Updates were provided in the packet as a reference. They have been sent to the Township Board for a first reading. Major change includes the ability to negotiate a seasonal contract with our partnering groups.

C. Administrative Services

1. Township Coordinator's Report – May 2024 – Report received and filed

2. Senior Center Report – May 2024 – Report received and filed

3. Scholarship Request – None

4. Park Use Requests

A. None

D. Special Projects

1. Baseball Dugout Renovation Project – Duane will be getting pricing on the dugout repairs, and will be doing the upgrades to the interior floor of the dugouts with his crew. The roofs on all dugouts will be replaced through the Township-wide claim.

PHBSA is currently making upgrades to the T-Ball fields. The gravel piles, which the Township received the bill for, are near T-Ball and may be there a while.

2. Bennett Park & Water Trail Access Improvements – Duane announced improvements to the West Park parking lot are coming.

3. Scheduling Software RFP – Shortlist on hold.

Dolan announced that horseshoe pits have been installed at Winkelhaus Park to replace the ones which were removed due to being in poor condition. There have also been some picnic tables installed in the park, along with a layer of wood chips in the nature path.

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 – No update

10. Call to the Public

A call was made with no response.

11. Committee Comments

Committee to bring back ideas for Spicer. They will be asked to come to the next meeting.

12. Adjourn Meeting

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

VOICE VOTE: Ayes: 5

MOTION CARRIED

Meeting adjourned at 4:17 p.m.

Respectfully submitted,

Deby Henneman, ADAC

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



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Board of Directors

Carrie Schulz
President

Alice Winkelman
Vice President

Della Copp
Secretary

Denise Emery
Treasurer

Pat Corr

Member at Large

SUMMER HOURS

10:00 AM—2:00 PM

Saturdays

June 8, 15, 22, 29

July 6, 13, 20, 27

August 3, 10, 17, 24

Closed August 31

ADMISSION

\$2 Adults

\$1 Children

(18 and younger)

Members Free

The Wave

*Newsletter of the Hamburg Township Historical Society
June 2024*



[This Photo](#) by

***Whatever your age, dad is a really special person in your life –
celebrate by adding him to Hamburg Township history***

ADD YOUR DAD!!

On June 15 (the day before Father's Day) bring a picture of your dad to be posted in the museum. Include his name on the back of the picture and any other brief information or interesting facts. No picture, no problem. Forms will be available to provide information. The picture or form will be added to a display board to be exhibited in the museum through mid-August. The pictures/forms will then be added to the museum archives, and your dad will always be part of local history. This is a great photo op to include in your Father's Day message, or if your dad has passed, a tribute to him.

Admission: Free to members, \$2.00 nonmembers

And while our limited supply lasts, peach bourbon jelly will be available at the gift the gift shop for a special Father's Day treat.



DIVE INTO YOUR HISTORY

Summer
time!



Time for vacations, exploring, checking out new destinations

Add Hamburg Township Museum to your list

Museum summer hours begin June 8. Saturdays 10 am – 2 pm

June 8 only - Pick up a free lemonade on your way out!



What comes to mind when thinking of June? School's out, Flag Day, camping, graduations, and of course,

WEDDINGS!

During the month of June our beautiful collection of historic wedding gowns will be on display. Time travel back to another century and stroll through the exhibit -- just like a NETFLIX series!

Also coming this summer...

June 15 - Add Your Dad (see page 1) A special Father's Day opportunity

July 20 - Rummage Sale – page 3

August 10 - Basics of Home Canning

**NOW ACCEPTING ITEMS FOR
THE JULY 20**



Leave your items at the museum entryway.

A museum representative will check

For donations daily

CHILDREN'S BOOKS WILL BE ACCEPTED

PLEASE

**NO CLOTHING, FURNITURE,
ELECTRONICS (INCLUDING TELEVISIONS),
OR BOOKS**

Fun Fact:

rummage sale (1803) originally was a sale at
docks of unclaimed goods.

RUMMAGE SALE

10 am to 2 pm

JULY 20

JULY 20

JULY 20

JULY 20

The annual **RUMMAGE SALE** is one of our primary fundraisers, Hamburg Township Museum is self-supporting, and the generous donations of members and friends allows the museum to continue offering programs and exhibits that highlight the history of our region.

For your shopping comfort, the sale will take place inside the museum.

If you are available to help with set-up, staging or break down and clean up, please email

HTHSandMuseum@gmail.com

Provide your name, how you would like to help, and time you are available. You will receive a return email confirming your participation.

VOLUNTEERS NEEDED

Over the summer help is needed in the following areas:

Visitor Greeting - Saturdays 10am - 2pm

Gift shop staging and inventory

Archiving and research

Event set up and/or break down.

If you are interested in any of these opportunities please email **HTHSandMuseum@gmail.com** with your name, phone contact and area of interest. You will receive a call or email to explore next steps.



AN ELEGANT EVENING

20th Anniversary Fundraising Gala & Silent Auction

Please save this date:
Friday, Oct. 25, 2024

Lakelands Country Club
8760 Chilson Rd, Brighton, MI
48116
Dinner, Dancing, Silent Auction
and
Special Guest Speaker,
Valerie Winans

To purchase tickets, visit our web-
site hamburgmuseum.org or call
810-986-0190. Leave your name
and number and a museum repre-
sentative will return your call.

- Early Bird Price: 2 tickets for \$150 thru July 15.
- Individual ticket: \$100



WHAT'S NEXT ??



June 15 - Add Your Dad (see page 1)

July 20 - Rummage Sale

August 13 - Basics of Canning

**September - Life in a One-room
school**

October 25 - 20th Anniversary Gala



**Free admission to the
nation's active duty
military personnel in-
cluding National Guard
and Reserve and their
families . Through
Labor Day**

All levels of museum

membership include:

- ♦ Free admission
- ♦ Gift Shop Discounts
- ♦ Discounts on select events
- ♦ Time Traveler Card

Time Travelers is a free reciprocal membership network for historical museums, sites, and societies throughout the United States. It includes 18 museums around Michigan and nearly 400 museums nationwide.

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

Name _____ Date _____

Address _____

City _____ State _____ Zip _____ Phone _____

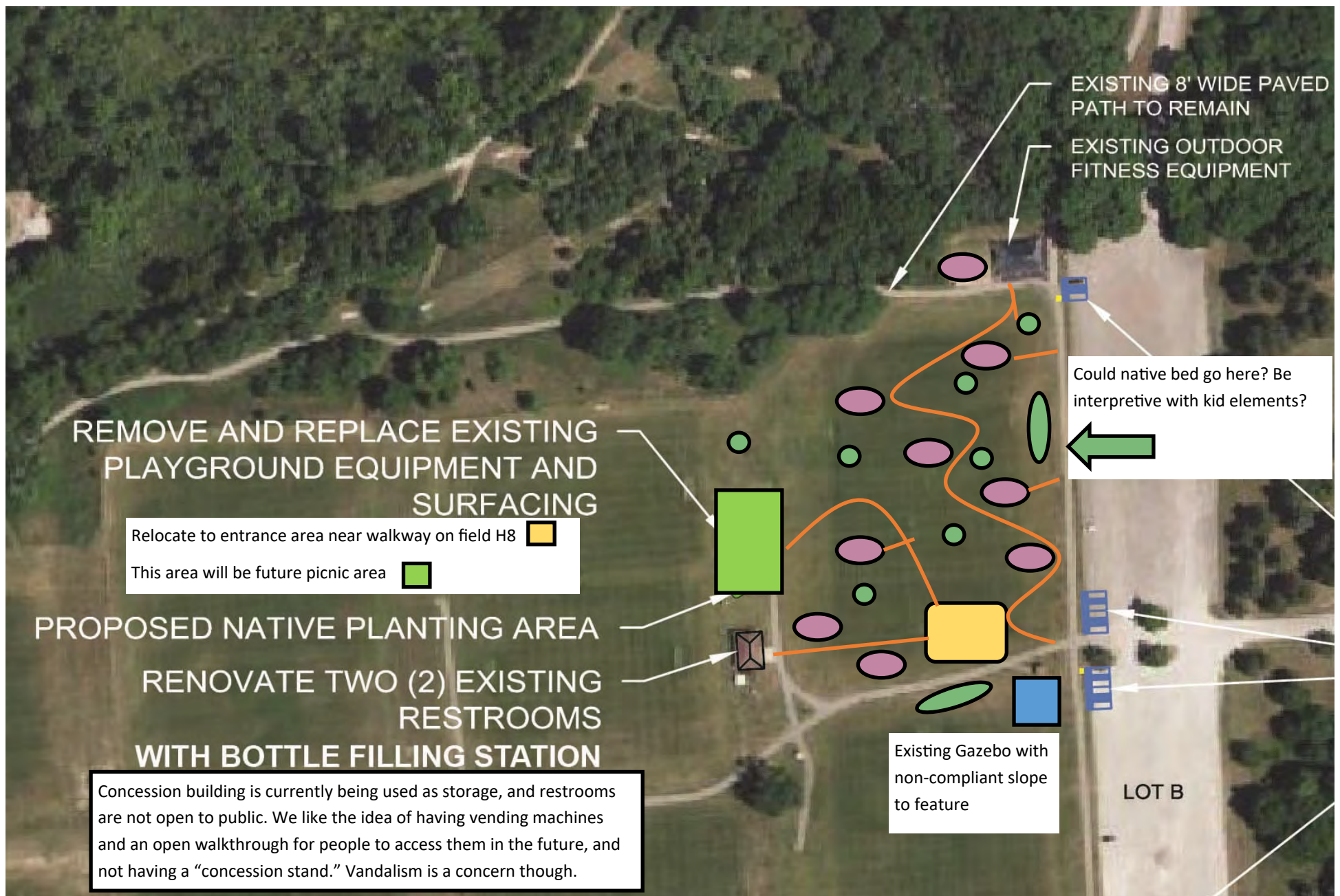
Email address* _____


ANNUAL DUES

_____ Individual \$20.00 _____ Dual \$25.00 _____ Family \$30.00
_____ Business \$50.00 _____ Life \$300.00 (one lifetime payment)


Newsletter Free and delivered monthly via email.

Online Membership registration at: <https://hamburgmuseum.org/support/> or make your check payable to the Hamburg Township Historical Society. Mail it with this form to P.O. Box 272, Hamburg, MI 48139 or drop it off at the museum at 7225 Stone Street



Concept Paths: 

Future Elements: 

Trees: 

Paths to features should be a mix of poured in place and engineered wood fiber. I believe the tree located in parking where the ADA parking is proposed to the south should be removed so the parking space can be as close to path as possible. There is a small gazebo to the left as well as a kiosk sign which need to be ADA compliant as well in future concept. Improvements to parking should include more gravel as well, which would be over and above our match. Something that should be budgeted for?



GRANT - DNR

- 1 PROPOSED ACCESSIBLE PARKING SPACES (12 QTY)
- 2 PROPOSED 6' WIDE CRUSHED GRAVEL PATH
- 3 PROPOSED PLAY POCKETS AGES 5-12
- 4 REMOVAL OF EXISTING PLAYGROUND

PROPOSED FUNDED

- 5 INTERGENERATIONAL GAMING AREA
- 6 STORY WALK

FUTURE (BY OTHERS)

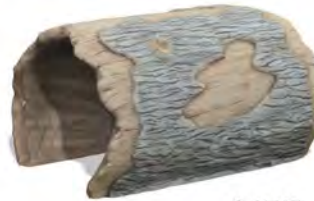
- 7 PAVILION
- 8 PROPOSED NATIVE MEADOWS W/ FOOT PATH
- 9 EXTENDED TREE CANOPY
- 10 OUTDOOR FITNESS PHASE 2
- 11 PROPOSED PLAY POCKETS AGES 2-5

JOB # 133809SG2023

Hamburg Township - Manly Bennett Park - West

Lake Parker Park
Design Example





DESIGN 6311

Ages 2 to 5 | Minimum area required 41' x 32'

\$ 41,125



\$ 33,485

DESIGN 6364

Ages 5 to 12 | Minimum area required 42' x 28'



DESIGN 6377

Ages 5 to 12 | Minimum area required 37' x 25'

\$ 31,690



Marshlands

Marshlands is an exciting PowerScape play system designed for children ages 2-5 or 5-12. This unit features our ThunderRing, 3 In A Row, and Maze Time Panel for sensory play. The structure also incorporates a fast slide for additional play value. The Dragonfly Link add a charming nature theming element, making Marshlands an irresistible playground destination for kids.

FEATURES AND BENEFITS:

- Designed to provide the highest capacity of any playground, with an industry-leading 49" deck
- Utilizes our patented TruLoc® DirectBolt connections to assure fast and easy installation
- Constructed from heavy-duty materials and backed by the industry's leading warranty

SPECIFICATIONS

Model PS16022

Number:

Fall Height: 4' (1.22 m)

Use Zone: 29'-0" x 29'-0"
(8.84m x 8.84m)

Age Group: 2 to 5 Years, 5 to 12 Years, 2 to 5 or 5 to 12 Years

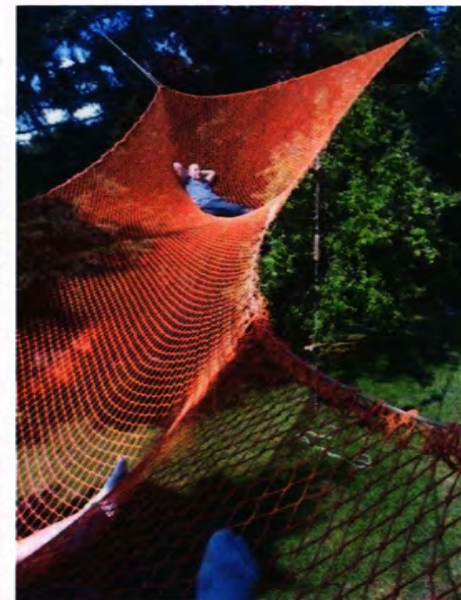
Number of Children: 25 to 30

GameTime offers a limited lifetime warranty on uprights, hardware, and connections. Visit gametime.com/warranty for full warranty information.

Nets & Ropes



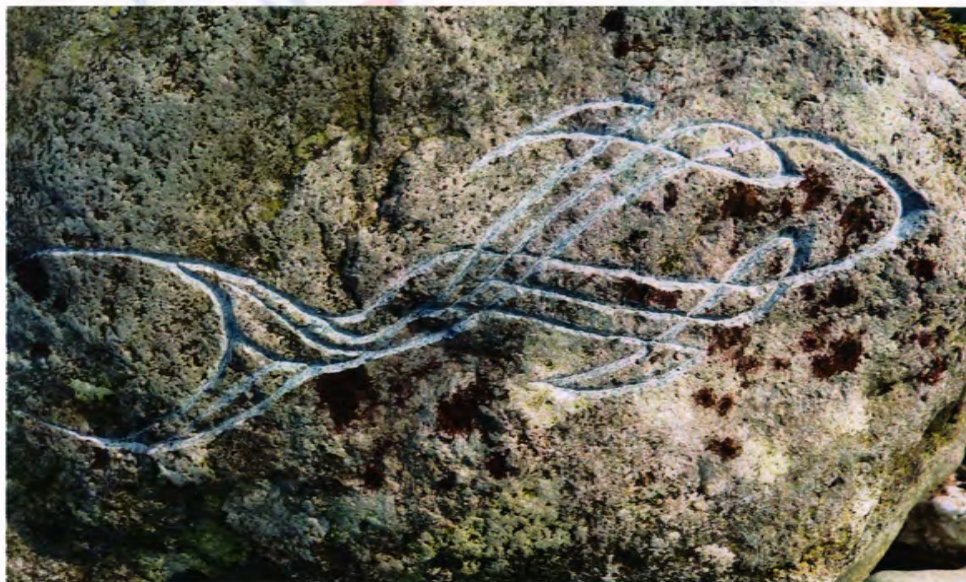
Nets & Ropes



Benches



Artful possibilities



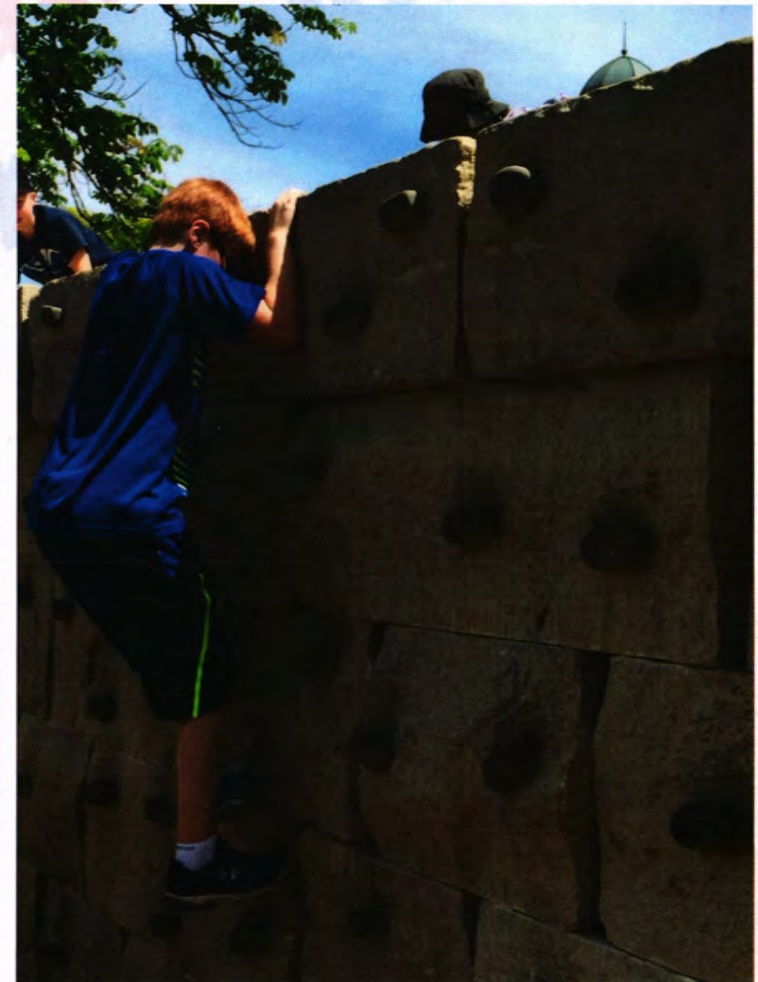
Climbing Nets



Nature Inspired



Traversing Wall



Spinning & more spinning

it's good for kids



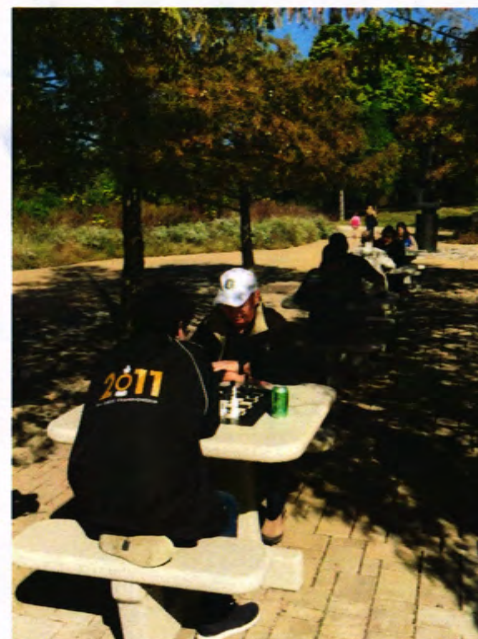
Swings



Multi-generational Play



Games



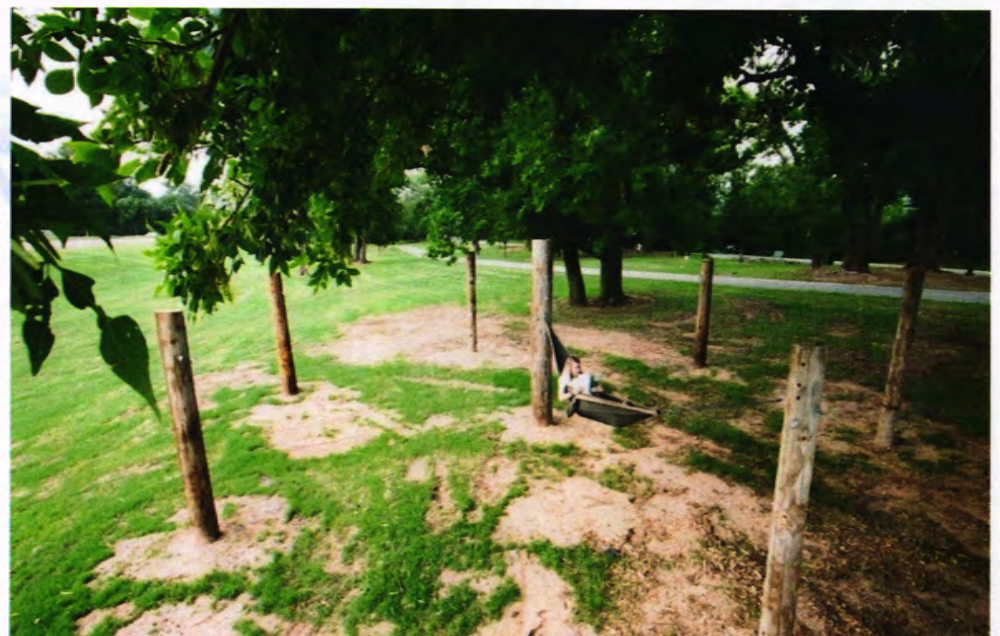
Ga Ga Ball



Obstacle Courses



Hammock Hangout



7 Things Every Playground Owner Should Know About the Accessibility of Their Playground Surfaces

2014

A publication of the U.S. Access Board and the National Center on Accessibility

1 Start with comprehensive planning and site selection.

2 Follow the Accessibility Standards for Play Areas.

3 Review the research findings about accessibility issues for play surfaces.

4 Assess during the planning, installation and maintenance phases.

5 Compare surface options.

6 Recognize that proper installation of play surface systems is key.

7 Commit to ongoing maintenance of accessible playground surfaces as a responsibility of ownership.

Selecting an Accessible Play Surface Is One of the Most Important Decisions

The U.S. Census Bureau's American Community Survey (2011) estimates there to be 2.8 million school-aged children with disabilities in the United States. The Census Bureau (2009) estimates that one in every seven American families is affected by disability. For children with and without disabilities, the community playground can facilitate a positive environment for physical activity and inclusion. Today, lack of physical activity is considered one of the leading factors contributing to poor health among children. The neighborhood playground fulfills a critical role in community wellness, enabling children to play with friends and burn calories at the same time.

When the playground has barriers prohibiting use by a child with a disability, the opportunity for play and physical activity is lost. Inaccessible surfaces can pose barriers for children with disabilities who may use canes, crutches, walkers or wheelchairs from ambulating through the play area. Pushing a wheelchair over loose gravel or sand requires tremendous physical effort. When so much effort is exerted, little to no energy is left for play.

The presence of physical barriers can prevent children with disabilities from accessing all play elements on the playground. Most significantly, inclusive play between children with disabilities and children without disabilities is threatened when the playground does not have accessible equipment and surfaces. Physical barriers also



prohibit adult caregivers with disabilities from engaging with their children and/or responding when a child is in need of assistance.

Recreation professionals and playground owners are confronted with questions of how to install and maintain safe and accessible public playgrounds that are fun; promote inclusion and physical activity; are cost effective and able to withstand a full life cycle of public use.

Choosing play surfaces that are accessible and that can be maintained as accessible surfaces, becomes one of the most important decisions during the playground planning and design phases. The purpose of this guide is to provide practical information that every public playground owner should know about the accessibility of their playground surfaces.

Surfacing the Accessible Playground:

7 Things Every Playground Owner Should Know About the Accessibility of Their Playground Surfaces

From 2008 to 2012, the National Center on Accessibility (NCA) at Indiana University-Bloomington conducted a longitudinal study on the accessibility of playground surfaces. The research study was funded by the U.S. Access Board. The information presented in this publication is based on the research findings and presented as guidance to public playground owners and operators.

Reproduction and dissemination of this publication is encouraged.



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National Center on Accessibility
Indiana University - Bloomington
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Department of Recreation, Parks and Tourism Studies
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nca@indiana.edu
ncaonline.org

1 All Successful, Inclusive Playgrounds Start with Comprehensive Planning

An economic assessment conducted during the development of accessibility standards for play areas estimated there to be 5,300 new public playgrounds constructed each year and more than 18,600 existing playgrounds that are renovated. The decision to build a public playground, whether it be in a park, school, mall or childcare setting, is an initial financial commitment of \$60,000 to \$100,000 and upward just for the purchase of equipment and construction (NCA Playground Surface Study, 2013). This cost can be overwhelming. Often times, new playground owners do not realize that owning a playground is not a one-time purchase. It is a commitment to maintain the equipment and surface for as long as it is open to the public. Most public playgrounds are designed to be in place for 10-20 years. At some point, the equipment will need to be serviced to meet revised safety standards and the surface will likely need to be repaired or replaced. A comprehensive planning process is essential to ensure everyone is educated on the safety requirements, the accessibility standards, design considerations, installation and ongoing maintenance needs.

An accessible playground starts with an accessible site plan. The site selection and layout of the accessible route should be considered alongside the selection of the play equipment. The accessible route must be designed as the main pedestrian route and connect all accessible equipment, both points of entry and egress. This means everyone enters and uses the site together.

A site survey may be necessary even on sites deemed “relatively flat.” A site survey, even for sites considered “flat” or without substantial change in elevation, should be conducted to design for a continuous accessible route, with compliant cross slope and adequate site drainage. At playgrounds without site surveys, the National Center on Accessibility research found more instances of non-compliant accessible routes. Most often equipment was moved during construction, deviating from the original plan, to accommodate the use zones. These changes negatively affected the accessible routes.

The site plan should include the layout of equipment and the planned accessible route should be drawn on the site plan connecting entry and egress from each accessible elevated play component and each accessible ground level play component. It is highly recommended that the accessible route be clearly defined on the site plan and construction drawings. If the playground owner decides to go with a surface material, such as loose fill that has a higher degree of surface variability, designation of the accessible route on the site plan will give the installer and maintenance personnel specific guidance on the appropriate location of the accessible route, installation of the surface material, and its ongoing maintenance to meet the accessibility standards.



2 Follow the Accessibility Standards

The 2010 Americans with Disabilities Act (ADA) Standards for Accessible Design apply to state and local governments (Title II) and places of public accommodation (Title III). The Architectural Barriers Act (ABA) Accessibility Standards apply to federal facilities. Both standards require newly constructed playgrounds and those existing playgrounds that are altered to comply with a series of technical provisions for accessible play components and the accessible route connecting these components.

The accessibility standards are minimum standards and do not require the entire play surface area to be accessible. The only required accessible surface area includes the accessible route from the entry of the play area, at least one connection to each accessible play component (points of entry and egress) and any clear space requirements adjacent to accessible play components. Children's play behavior indicates they spontaneously move throughout the play equipment, navigating on their own preferred routes. Designing the entire use zone as a congruent accessible route is recommended as a best practice to accommodate the free play behavior of all children navigating the play space.

Playground owners, designers and maintenance personnel must have a good understanding of the requirements for accessible routes within the play area and comply with the provisions of the accessibility standards. Outside of the play area, an accessible route must connect at the site arrival point, include parking, and the path to the main entrance of the play area. The accessible route must also connect all accessible elements and features of the play area within the site.

Within the play area, the clear width of the ground level accessible routes shall be 60 inches minimum. Two exceptions may be applied: 1) In play areas less than 1000 square feet, the clear width of accessible routes shall be permitted to be 44 inches minimum, if at least one turning space is provided where the restricted accessible route exceeds 30 feet in length; or 2) the clear width of accessible routes shall be permitted to be 36 inches minimum for a distance of 60 inches maximum provided that multiple reduced width segments are separated by segments that are 60 inches wide minimum and 60 inches long minimum.



Where accessible routes serve ground level play components:

- The vertical clearance shall be 80 inches high minimum.
- The running slope not steeper than 1:16 or 6.25%.
- The cross slope shall not be steeper than 1:48 or 2.08%.
- Openings in floor or ground surfaces shall not allow passage of a sphere more than ½ inch diameter.
- Changes in level between ¼ inch high minimum and ½ inch high maximum shall be beveled with a slope not steeper than 1:2.

For a playground surface to be compliant, both safe and accessible, it must meet the above mentioned technical provisions for running slope, cross slope, openings, changes in level, and vertical clearance. Public playgrounds must also meet referenced standards set by the American Society for Testing Materials (ASTM) related to resiliency for falls (ASTM F1292-99/04) and accessibility (ASTM F1951-99) around accessible equipment. Some jurisdictions and municipalities require surface systems to have certificates of compliance with ASTM standards. These certificates are often awarded through laboratory testing of surface samples. The standards require the actual site-installed surface systems to comply with ASTM F1292-99/04 and ASTM F1951-99.

The surface for the accessible route within the play area must meet the technical provisions of the standards as long as it is open for public use. Further, ground surfaces used for the accessible route are required to be inspected and maintained regularly and frequently to ensure continued compliance with ASTM F 1951-99. From the grand opening celebration to the coldest January day when parents bring their children outside to play and get some fresh air; as long as the playground is open for use, it must meet safety and accessibility standards.

Applying the Accessibility Standards to the Plan, Installation, and Maintenance of Ground Level Accessible Routes for Playgrounds

The following questions can be used through the planning process, during construction and as part of routine maintenance.

- ✓ Is the surface for the accessible route, clear ground space and turning space compliant with ASTM F1951-99 Standard Specification for Determination of Accessibility of Surface Systems Under and Around Playground Equipment?
- ✓ Does the playground surface comply with ASTM F1292-99/04 Standard Specification for Impact Attenuation of Surface Systems Under and Around Playground Equipment when ground surfaces are part of the accessible route and also located in the use zones?
- ✓ Is the accessible route part of the main circulation path and is it continuous to each accessible play component?
- ✓ Is the running slope for the ground level accessible route less than 1:16 or 6.25%?
- ✓ Is the maximum cross slope for the ground level accessible route less than 1:48 or 2.08%?
- ✓ Is there a minimum clear width of 60 inches for the ground level accessible route (some exceptions apply)?
- ✓ Are openings in the surface for the ground level accessible route no greater than .50 inch?
- ✓ Are changes in level along the ground level accessible route less than .50 inch beveled?
- ✓ Is the vertical clearance a minimum of 80 inches for the ground level accessible route?
- ✓ Does the clear ground space, 30 x 48 inches minimum, at egress of accessible equipment have a cross slope less than 1:48 or 2.08%?
- ✓ Are the ground surfaces inspected and maintained regularly and frequently to ensure continued compliance with ASTM F1951-99?

For more explanation on the application of the accessibility standards to public playgrounds, see A Summary of Accessibility Guidelines for Play Areas, www.access-board.gov/guidelines-and-standards/recreation-facilities/guides/play-areas.

3 Review the Research Findings to Learn More About Accessibility Issues for Surfaces

From 2008 to 2012, the National Center on Accessibility at Indiana University-Bloomington, conducted a longitudinal study on the accessibility of playground surfaces. The study was funded by the U.S. Access Board. The purpose of this study was to evaluate a variety of playground surfaces, their ability to meet accessibility requirements, their costs upon initial installation and maintenance issues over a 3-5 year period.

The research design for this study of playground surfaces began in 2005 with input from a national advisory committee. During the study, quantitative and qualitative data was collected through on-site inspections for a 3-5 year period. A national advisory committee provided feedback on the categories of surfaces to be evaluated, the criteria to be used for evaluation, the locations within each playground to be evaluated, data collection worksheets and on-site protocol. In addition, advisory committee members helped to expand the network for recruitment in the study and increase national awareness among playground owners.

The sample population for this study depended upon an established, or to be established, congenial relationship with the playground owner and the research team. The data for analysis required the research team to make a number of inquiries to the operation, planning, budgeting and maintenance procedures conducted by the playground owner. Most importantly, if there were any instances where locations on the playground were found to be in non-compliance with the accessibility or safety guidelines, the playground owner was to be informed and then carried the burden of bringing those instances into compliance.

Approximately 35 playground sites were recruited for participation during the evaluation period from October 2008 through May 2011. Data collection concluded in September 2012 so that all playground sites in the study would have a minimum of two years of data. All of the playground sites were located in public parks owned/operated by 16 different municipalities from Indiana, Illinois and Michigan. Sites included either neighborhood playgrounds or those located in regional parks. The 16 participating municipalities operated anywhere from 4 to 53 playgrounds each. None of the playground owners were “first time” owners. All of the owners had a history of managing playgrounds. They considered themselves somewhat knowledgeable of playground surface issues and eager to learn how they could improve upon their playground surface maintenance efforts for costs savings.

The playground surface products considered for this study had to initially meet the requirements of the accessibility standards for: accessible routes; ground surfaces; the ASTM F1292-99/04 Standard Specification for Impact Attenuation of Surface Systems



Under and Around Playground Equipment as determined by the surface manufacturer in laboratory testing; and the ASTM F1951-99 Standard Specification for Determination of Accessibility of Surface Systems Under and Around Playground Equipment as determined by the surface manufacturer in laboratory testing. Information on the surface vendor, specifications, costs and labor for installation was then collected. In turn, the research team contacted each vendor to collect additional information on laboratory certification with ASTM F1951-99 for each surface.

Five categories of surfaces were studied: poured in place rubber (PIP), rubber tiles (TIL), engineered wood fiber (EWF), shredded rubber (SHR) and hybrid (HYB) systems. Nine critical areas were inspected within 12 months of installation and continued to be evaluated at least once a year for the longitudinal study:

- 1) Entry to playground where playground surface starts;
- 2) Accessible route connecting accessible play elements;
- 3) Egress point of slide(s);
- 4) Swings;
- 5) Entry point(s) to composite structure(s)/transfer stations;
- 6) Climber(s);
- 7) Ground level play element(s) such as spring rockers, play tables, interactive panels, etc;
- 8) Sliding poles; and
- 9) Other areas (i.e. water play elements, etc).

A preliminary accessibility assessment of the playground surface was conducted and the surface tested for firmness and stability with the Rotational Penetrometer. At the discretion of the playground owner, the playground surface was also tested for impact attenuation with the TRIAX (surface impact testing device). The playground owner was notified immediately of test results for both the Rotational Penetrometer (firmness/stability) and the TRIAX (impact attenuation) and given opportunity to correct surfaces where deficiencies or non-compliance with standards were noted.

NCA Play Surface Study Findings

The most valuable lesson to be learned from this longitudinal study is that there is no perfect playground surface. Even within 12 months of installation, each type of surface had some type of issue or series of issues that affected the product's performance and contributed to the necessity and frequency of surface maintenance to assure accessibility and safety for use by children on a daily basis. A playground surface with poured-in-place rubber had a use zone found in non-compliance with the ASTM standard for impact attenuation. Playgrounds surfaced with tiles were observed with puncture holes, buckling and separating seams that created openings and changes in level on the accessible route. Inaccessible routes with undulating surface material were identified at playgrounds with engineered wood fiber. Each occurrence and event was weighed and balanced with the product's feature advantages and drawbacks. The information can serve as guidance to both future playground planning and priorities for designing new research. The following are the predominant findings from this study:

1. No single type of surface material/system was found to be the most accessible surface or better than others when comparing its ability to meet the accessibility standards with issues related to installation and maintenance.
2. Within 12 months of installation, playground sites in the sample with the loose fill EWF were found to have the greatest number of deficiencies, such as excessive running slope, cross slope, and change in level, affecting the accessible route to play components.
3. Within 12 months of installation, playground sites in the sample with loose fill EWF were found to have the highest values for firmness and stability, indicating greater work force needed to move across the surface, while playground sites with the unitary surfaces TIL and PIP were found to have the lowest values for firmness and stability— indicating less work force necessary to move across the surface.
4. Deficiencies (excessive running slope, cross slope, change in level, or openings) for PIP, TIL and HYB began to emerge 24-36 months after installation.
5. Occurrences were identified in the sample where the surface material installation did not parallel either the manufacturer's installation instructions or the procedural instructions on the laboratory test sample for ASTM F1951-99.
6. A playground surface with fewer accessibility deficiencies and a lower measurement for firmness and stability did not necessarily meet the safety standards for impact attenuation.
7. Surface cost for material cannot serve as an indicator or predictor of performance.

The full report *A Longitudinal Study of Playground Surfaces to Evaluate Accessibility: Final Report* is available on the National Center on Accessibility web site: ncaonline.org



Comparison of Playground Surfaces Evaluated in NCA



Poured in Place Rubber (PIP)

DESCRIPTION

Wear layer with larger rubber particles and finished with a custom top layer of granular particles. A binding agent is used and the material is poured out on site or “in place” as it gets its name.

COST (Average market cost 2009-2012)(MATERIAL ONLY)

\$6.59 to \$19/sq ft

INSTALLATION

Installer must be specially trained/certified by the manufacturer.

REPAIRS

Repairs must be conducted by trained installer.

COMMON ACCESSIBILITY ISSUES

Cracking or flaking of the top layer can lead to divots and openings greater than 1/2 inch. Top layer deficiencies are often accelerated in high use areas (under swings, slides, teeter-totters). Results in non-compliant routes and clear ground spaces at equipment. May also result in non-compliant cross slope at entry/egress. Surface deficiencies can be traced to improper binding agent ratio, inability for product to properly cure, and deterioration of product over years of exposure to the elements.



Tiles (TIL)

DESCRIPTION

Bonded rubber constructed as 2 ft x 2 ft squares with interlocking sides.

COST (Average market cost 2009-2012)(MATERIAL ONLY)

\$8.96 to \$21/sq ft

INSTALLATION

Can be installed by contractor or park/facility personnel. Learning curve associated with installation.

REPAIRS

Repairs may be completed by contractor or park/facility personnel.

COMMON ACCESSIBILITY ISSUES

Puncture holes and shifting seams can create openings and changes in level along the accessible route and at clear ground space for equipment. Foreign particles can lodge in seams causing separation including lift from adhesive for subsurface. Instances of cracking may occur as the product ages. Settled or washed out subsurface may compromise structural integrity of individual tiles.

Longitudinal Research Study



Engineered Wood Fiber (EWF)

DESCRIPTION

ASTM defines EWF as processed wood ground to a fibrous consistency, randomly sized, approximately 10 times longer than wide with a maximum length of 2 inches. Free of hazardous substances. Not to be confused with wood chips.

COST (Average market cost 2009-2012)(MATERIAL ONLY)

\$ 0.74 to \$2.50/sq ft

INSTALLATION

Can be installed by contractor or park/facility personnel.

REPAIRS

Repairs may be completed by contractor or park/facility personnel.

COMMON ACCESSIBILITY ISSUES

Improper installation and/or maintenance can result in undulation across the horizon of the surface affecting running slope, cross slope and change in level. Product material should be installed in layers and compacted in order to achieve an accessible route and level clear ground space at equipment. Surface material is likely to displace at heavy use areas with motion, such as at swings, slides, sliding poles, climbers, spinners and teeter totters. Displaced material should be raked level and compacted before additional fill is added.



Hybrid Surface Systems (HYB)

DESCRIPTION

Multi-layer system where the base layer may consist of either contained or loose particles like shredded rubber or carpet pad. The top layers may be outdoor carpeting, artificial turf, or rubber top mat.

COST (Average market cost 2009-2012)(MATERIAL ONLY)

\$7.50 to \$12.65/sq ft

INSTALLATION

Installer must be specially trained/certified by the manufacturer.

REPAIRS

Usually repairs must be conducted by the installer. In some cases, park/facility personnel may be trained to make smaller repairs.

COMMON ACCESSIBILITY ISSUES

Seams may separate or detach from the border creating changes in level and openings affecting the accessible route. Shifting of loose fill in the base layer may affect running and cross slopes. The artificial turf top layer may experience build-up of static electricity requiring application of anti-static solution.

4 Assess During the Planning, Installation and Maintenance Phases

Quick Reference

Running slope = 1:16 or 6.25% max

Cross slope = 1:48 or 2.08% max

Changes in level = 1/4 inch max (no bevel)
1/2 inch max (with bevel)

Openings = 1/2 inch max



Measure the clear ground space in all directions with a digital level to ensure it is less than 1:48 or 2.08%. The clear ground space at all accessible play components entry and egress must be level for a child to transfer safely from a wheelchair to the play component.

Once the playground surface is installed, an on-site inspection of the surface system should be conducted along the accessible routes, at the clear ground spaces for entry/egress of equipment and required turning spaces. A digital level can be used to measure the running slope and cross slope. A 2 ft. digital level is most commonly used for accessibility assessments as it can measure greater variances within the cross slope than a longer level. A tape measure can be used to check any changes in level and openings on the accessible route. Changes in level should also be checked at transition points where the surface material changes. The firmness and stability of the playground surface along the accessible route can be measured in the field with a Rotational Penetrometer.



Openings or gaps in the surface cannot exceed a 1/2 inch.



The maximum running slope for the ground level accessible route must not exceed 1:16 or 6.25%. Using a digital level is one option for measuring the slope of the ground level accessible route.



Check for changes in level, especially at transitions between surfaces. Changes in level from 1/4 inch to 1/2 inch must be beveled.



When conducting an assessment of the ground level accessible route, it helps to start with “the big picture” -- to view the play area in its entirety. Begin at the entry to the play area. Identify the accessible play components and the path to entry/egress for each piece of accessible equipment. Then focus in on the accessible route. Each segment of the route should be assessed for compliance with the accessibility standards. Look for the worst areas, those locations where the slope or cross slope may exceed the standard, where changes in level may be too high, or where openings may be too large.

One method to assess the ground level route using the photo above would be to look at each route segment, such as:

- ① From the entry of the play area where the surface begins to the transfer system at the composite play structure.
- ② The clear ground space at the transfer system.
- ③ Segments at each accessible elevated component egress to ground level, the clear ground space at egress, and the connector loop back to the transfer system, such as the segment from the right of the double slide and the clear ground space at the bottom of the slide to the transfer system; and

- ④ The segment to the right of the transfer system to the climbing wall including the transition from the poured in place surface to the engineered wood fiber and the clear ground space at the climber.
- ⑤ The segments from the entry and composite structure to the swings, including the clear ground space at a swing.
- ⑥ Segments to each accessible ground level play component.
- ⑦ Segments to other accessible play areas.

The purpose here is to look for deficiencies in order to make corrective actions. All of the technical provisions must be met through the entire route for it to be considered accessible. Thus, each segment should be assessed for slope, cross slope, change in level, openings, firmness and stability (which will be discussed in greater detail in the next sections). It would be inaccurate and incomplete to only measure slope at one segment, cross slope at another, or to average the data for three segments. Every segment of a route is used by people with disabilities, therefore it is critical that each segment meet the minimum standards.

Measuring Up: Playground Surface Field Testing

Regular inspections of the playground surface and equipment should be conducted to ensure continued safety and accessibility for all users. These inspections should include safety checks, the accessibility assessment of the accessible route, and field testing of the playground surface. Field testing conducted on the playground surface in the use zone should measure the impact attenuation for children who may fall, along with firmness and stability for accessibility to people with disabilities. This field testing should be conducted upon installation and throughout the life cycle of the playground. The Accessibility Standards require the accessible route within the play area comply with two referenced ASTM standards: ASTM F1951-99 Standard Specification for Determination of Accessibility of Surface Systems Under and Around Playground Equipment; and ASTM F1292-99/04 Standard Specification for Impact Attenuation of Surface Systems Under and Around Playground Equipment.

ASTM F1951-99: Lab Test

This is a laboratory test measuring the work force required for a 165 (+11 or -4.4) lb. individual in a manual wheelchair to propel across a given surface.

The lab test uses a 7 percent ramp as a baseline for the wheelchair rider. After the baseline is established, the rider conducts a series of straight propulsions over the sample surface for a minimum distance of 6.56 ft. The force needed to propel the wheelchair rider over the surface is measured. A

second series of tests are then run where the wheelchair rider makes a 90 degree turn and the force is measured again. If the average work per foot for the sample surface is *less* than the work force to propel up the 7 percent ramp, the surface sample is considered as passing ASTM F1951-99. The advantage of the ASTM F1951-99 test procedure is that it provides a starting point to compare various surfaces by an objective measurement. However, the primary disadvantage and criticism of the protocol is that it is designed as a lab test in a controlled environment and cannot be easily replicated in the field or outdoors at multiple playground sites. Researchers have attempted to address the portability of this test protocol with the development of the Rotational Penetrometer (RP) described below.

Firmness and Stability: Field Test

While the ASTM F1951-99 protocol does not include a procedure for field testing outdoors at a playground, a field test method has been developed by the same engineering company that developed the original lab test method. A portable instrument known as a Rotational Penetrometer (RP) has been designed to measure the firmness and stability of surfaces. For the purpose of the NCA study, the Rotational Penetrometer was used as the field instrument to measure firmness and stability in lieu of the costly equipment for ASTM F1951-99. Documented research has shown the Rotational Penetrometer to have a high degree of repeatability and reproducibility (ASTM, May 27, 2005; ASTM, September 2010). These research findings also correlate to the lab test.



The “wheelchair test” is conducted on a sample test bed in the lab to determine the results for ASTM F1951-99.



A Rotational Penetrometer (RP) is used here to measure the firmness and stability of the surfaces.

The RP design includes a wheelchair caster placed on a spring loaded caliber in a metal tripod frame which suspends the caster about 6 inches over the surface. When the caster is released, the spring load gauge replicates the force of an individual in a wheelchair over a given surface. The penetration into the surfaces is measured for readings of “firmness” and “stability.” National experts recognize the use of the Rotational Penetrometer as a portable and relatively easy device to use for surface testing. The field test method with the RP can be added to the assessment process just as measurements for slope, cross slope, change in level and openings are taken along segments of the accessible route for the play area. The RP can measure those segments for firmness and stability. This can be valuable in assessing how an installed surface performs over time.

Impact Attenuation: Lab & Field Test

In the field, ASTM F1292-99/04 Standard Specification for Impact Attenuation of Surface Systems Under and Around Playground Equipment is also known as the “head drop test.” It is a test to make sure the surface is resilient enough to prevent a life-threatening injury from a fall. A 6 inch diameter aluminum hemisphere in the shape of a child’s head is dropped from the top of a tripod based on the fall height of play components. The aluminum hemisphere, or missile as it is called, contains an accelerometer. When dropped, the impact attenuation of the surface is measured in G-max and by the Head Injury Criteria (HIC). G-max is a measurement of the maximum acceleration, while HIC measures an integral of the acceleration time. The maximum values allowable by the standard are 200 for G-max and 1,000 for HIC. A TRIAX is the instrument used to conduct this test in the field.



A TRIAX is used here to test impact attenuation or the play surface’s ability to absorb a fall and reduce severity of injury.

Playground Owners Can Utilize Field Testing to Get the Most Out of Their Surface Installation

The NCA surface study found the need to conduct field testing immediately following installation and throughout the life of the playground surface is critical to insure compliance with ASTM F1292-99/04 and ASTM F1951-99. A surface location can appear to be very accessible by the “look” of it. However, results may be surprising when the surface is actually field tested. This point is illustrated at NCA study sites managed by two different agencies.

One of the participating municipalities manages more than 30 park playgrounds, predominately surfaced with engineered wood fiber (EWF). The park maintenance personnel usually install the EWF by raking it level, allowing it to settle over time and topping off seasonally. The research team found the results for firmness and stability were not consistent with the manufacturer’s ASTM F1951-99 results. The inconsistency was found in the installation process. The research team informed the playground owner of the field test results. Then the park maintenance crew changed their procedure for installation and also began compacting the surface material when it was topped off. Subsequent field testing yielded much better results for firmness and stability.

Another playground owner opted to also have the surface tested for impact attenuation and compliance with ASTM F1292. Drop heights from composite equipment up to 8 ft. high passed the field test. But it was the poured in place (PIP) surface at two swing bays that was found in non-compliance with HIC scores well over the 1,000 HIC allowable under the standard. The playground owner used the terms of the warranty and purchase order as a binding agreement requiring the manufacturer, at its own expense, to return to the site and repair the surface installation. Approximately 2,000 sq. ft. at the swing bays was resurfaced to add more depth to the PIP. When the surface area was retested, the HIC ranged from 650-750 at the swings, well under the 1,000 maximum allowable by the standard. Had the playground owner not discovered the non-compliant surface area until after the warranty had expired, it would have cost the agency in excess of \$35,000 to correct the surface area serving four swings. During the course of the longitudinal study, at least two additional playgrounds surfaced with PIP were found in non-compliance with ASTM F1292. In each case, the playground owners required the installers to return to the site to make corrective actions.

The only way to verify the surface is installed similar to that in which it passed the laboratory test is to conduct field testing.

5 Comparing Surface Options Can Assist Planning Team in Selection Process

Like any big ticket purchase, comparison shopping is essential in the planning process. The planning team should embark on a purposeful mission to determine the playground surface system most appropriate for their site and operational resources. Some agencies may have more capital dollars at the front of the project for a surface system that costs a little more but requires less maintenance. Others may have a smaller project budget for a less costly surface, but have more operational funds for daily/weekly maintenance.

The planning team should engage with all representatives from all surface systems under consideration. Decision-makers should dialogue with the surface supplier regarding realistic, objective measurements to evaluate surface performance and maintain the surface material over the life span of the playground. Decision makers must ask very specific questions to fully benefit from the advantages and costs-savings of a surface system. The dialogue with the manufacturer or sales rep should address:

- Specific written instructions for installation.
- Written description of the base, sub-base and required drainage system.
- Results of ASTM F1951-99 laboratory tests, including the values for the baseline, straight propulsion and turning runs. The test results should also include a description of how the surface was prepared for the lab tests and should be consistent with the installation instructions.
- Results of ASTM F1292-99/04, with written confirmation of the critical fall height for the surface material. These test results should include the depth of the surface material for drop heights. The critical fall height shall be higher than the fall height of the highest equipment on the playground.
- Written description of the maintenance and frequency necessary to maintain the accessible route and clear ground spaces.
- The field test procedures to assess the surface for impact attenuation and accessibility upon initial installation and periodically through the life of the product. This should include selection of an independent testing agent and optimum values for ASTM F1292-99/04 and ASTM F1951-99 when field tested.
- A minimum 5-year warranty that stipulates compliance with ASTM F1292-99/04 and ASTM F1951-99, field testing strategy, limitations, exclusions or preconditions, remedies available to the playground owner, and process for making a claim.

The playground owner should also ask the manufacturer for a list of customers in the area that have installed the surface material in the last 5-10 years. The planning team should talk to those customers and visit older installations to find out what issues may have come up with installation and maintenance.



If the surface system is to be installed by a contractor, those customer sites should also be visited to view the contractor's expertise and craftsmanship. It is important to visit older installations to see how the product has aged and what maintenance issues may have arisen over time.

The chart provided on pages 8-9 describes the playground surfaces included in the NCA surface study: poured in place rubber, rubber tiles, engineered wood fiber and hybrid systems. Other surface materials such as sand, pea gravel and shredded rubber have been used in playground construction. However, if used as part of the ground level accessible route, these surface materials must meet the accessibility standards, including the referenced ASTM standards. Many manufacturers continue to use technology and research to develop new and improved surface systems. The planning team should be on the lookout for new innovations, but at the same time ask questions and visit site installations. This inquiry will give the decision makers a greater understanding of what to expect from different products over the lifespan of the playground.

6 Proper Installation of Playground Surface is Key for Long Term Use and Maintenance

An accessible surface system can be rendered useless if it is not properly installed. Installation of surface systems should be performed by individuals knowledgeable of the accessibility standards and with expertise working with the surface materials. Surface materials/systems can be installed by both contractors and the playground owner's maintenance staff. Some manufacturers require contractors/installers to have special training and/or certification. Poured in place rubber (PIP) is almost exclusively installed by contractors specializing in the surface material. Some playground owners believe the intensive installation requirements for PIP, from mixing the binder to troweling the material level, are best completed by contractors experienced with the surface material. On the other end of the spectrum, engineered wood fiber (EWF) is most frequently installed by park maintenance crews and perceived as relatively easy compared to other surface materials. Somewhere in the middle, tile (TIL) and hybrid systems (HYB) are known to be installed by both contractors and park maintenance personnel.

There is a perception among playground owners that installation of surface systems by their own park crew will produce cost savings for the agency. However, there is a learning curve with the installation process that can prove to be challenging. During the NCA surface study, a playground owner selected a surface based on the perception it would be easy for park crews to install. The first installation was perceived as so difficult for the park maintenance crew that any cost savings was mitigated by the lengthy learning process. By the time the playground owner had installed its fourth playground with TIL, the agency had decided to transition to a different surface. On the contrary, another playground owner that contracted the installation to a preferred manufacturer's installer was very pleased. Intensive installation may mean the contractor is the only one able to make repairs such as those due to vandalism or patches at locations where equipment may have been removed. The costs for return repairs or patches can be dependent upon whether the project is covered under the warranty.

Critical details must be communicated between the design and construction phases, regardless of whether the installation is by contractor or park/facility personnel. Site plans and construction drawings should provide details like maximum running slopes and cross slopes, beveled edges, transitions, adjoining seams and affixing the surface material to the border. Preparation of the base and sub-surfaces should be explained. Lack of attention to drainage or omission of weed barriers between layers can lead to sub-surfaces being washed away, base layers infiltrating top layers, and excessive moisture contributing to the growth of mold and vegetation. All of these issues can affect the usability, the safety and the accessibility of the playground surface. Accessibility deficiencies arising out of installation were associated with all of the surfaces in the NCA study.



The playground site has been graded with earth-moving equipment. The concrete base has been prepared and is awaiting the application of the poured-in-place rubber (PIP) system. At this site, the playground equipment and surface system will be installed by a contractor specializing in playground construction.



The base layer of crumb rubber has been installed. The top layer, a rubber mat system, is fit around equipment and the seams are joined. Both the equipment and surface system at this site will be installed by the park maintenance crew.



Poured in Place Rubber (PIP)

Accessibility deficiencies at PIP sites were commonly found in areas where the granules from the top layer had started flaking off. This flaking condition has been linked to either inadequate ratio of bonding agent to granules when mixed on site; and/or failure of the bonding agent to properly cure when installed at 40 degrees Fahrenheit and falling. The manufacturer installation instructions show the preferred atmospheric temperature for installation to be 40 degrees Fahrenheit and rising. Left unattended over time, areas where the top granular layer has flaked away can lead to non-compliant clear ground space at play equipment such as swings, transfer systems and the egress of slides. Deficiencies related to installation methods may not become evident for months or even years. Thus, it is necessary for the playground owner to prepare for these situations prior to purchase through the terms of the warranty and/or specified funds for maintenance.

Tiles (TIL)

The NCA study identified accessibility deficiencies with TIL most often related to puncture holes ranging from .50 inches to more than 2 inches in diameter and locations where the seams had started to shift or buckle creating openings and changes in level along the accessible route. The puncture holes may be products of intentional vandalism or unintentional damage from users stepping on rocks and other foreign objects with enough force to penetrate the surface. Loose particles are also known for lodging in the TIL seams causing separation at the seams. Left unattended, the particles can lodge so deep in the seams that the adhesive can degrade and the TIL can separate from the concrete subsurface. As the product continues to age, instances of cracking have been identified where either the subsurface or structural integrity of the surface product is compromised. Because TIL are made from rubber product, the surface should

continue to be monitored throughout its life cycle for its ability to meet the impact attenuation requirements of ASTM F1292.

Engineered Wood Fiber (EWF)

Sites installed with EWF were found to have the highest number of accessibility deficiencies within the first year of installation. Because EWF is a loose fill surface, it is frequently observed with accessibility deficiencies related to running slope, cross slope and change in level. EWF has been observed with undulation across the horizon of the surface area. The undulating surface material creates changes in level, running and cross slopes exceeding the maximum allowable standards resulting in non-compliant accessible routes to play components. It is critical for the manufacturer/supplier and the playground owner to communicate the process for installation. In most instances it is necessary for the loose material to be installed in layers, watered and compacted in order to achieve an accessible route and level clear ground space at equipment. Some playground owners consider the installation of EWF as an opportunity to use volunteers to assist in compaction by running drum roller teams across the surface area.

Hybrid Surface Systems (HYB)

Two of the three different types of HYB systems (outdoor carpet and artificial grass) were installed by contractors representing the manufacturers. These surface systems required installers experienced with laying the sub-surface, adjoining seams, and affixing the surface material to the border. Separation at the seams appeared to be the most prevalent concern following installation. Repairs to seams must be made by the contractor and costs are dependent upon the terms of the product warranty.

7 Commitment to Ongoing Care and Maintenance

Maintenance is one of the greatest factors affecting the accessibility of playground surfaces. The accessibility standards require ground surfaces to be inspected and maintained regularly and frequently to ensure continued compliance with ASTM F1951-99. Therefore playground owners should have a thorough understanding of the care and maintenance required for their selected surface systems. Some surface materials may only require seasonal maintenance, while others may require weekly or daily maintenance. The frequency of maintenance is dependent on the surface material and number of users.

The NCA surface study showed there was a lack of installation/maintenance information provided by the manufacturer to the playground owner prior to purchase and there was a steep learning curve related to working with various surface systems. Each of the 16 participating municipalities had maintenance personnel trained through either the National Recreation and Park Association's Certified Playground Safety Inspector program or the Illinois Park District Risk Management Association (PDRMA). The participating agencies recognized maintenance as a critical need in order to provide a safe environment for the public to recreate. All of the municipalities had "playground crews" responsible for visiting each playground site, making visual inspection of the area, collecting trash, and completing repairs as needed. The playground crews ranged in number from 1-3 staff, usually with one full-time employee and 2-3 seasonal staff during the summer months. At least 30 minutes was spent on site. However, the frequency of visits to each site varied among the different agencies. Large playgrounds at regional parks and sites where programming occurred were most often visited. Some were visited daily during peak summer months. Smaller neighborhood parks may have been visited 1-3 times per week or two times per month.

Surface deficiencies were found to exist at each site regardless of the frequency of visits by the playground crew. Maintenance crews should receive training both on the accessibility standards and the care specific to the surface material. Over the course of the longitudinal study, the research team found that where the playground crews became more engaged in the study, the maintenance specific to accessibility began to improve. At least three EWF sites had improved accessibility where the surface material was observed as more level and better compacted than previous site visits. One site utilizing PIP as the primary access route and EWF as the secondary access route was assessed with less than 1 percent slope at the transition between the two surface materials. This was observed as the most improved and maintained transition between surface materials of the sample.



Over time, the unitary surface may separate at the seams or from the border creating gaps, openings or changes in level that will require repair.



Loose fill materials, like EWF, may experience undulation of the surface material and or displacement under heavy use areas with motion such as at swings, slides, sliding pools, climbers, spinners and teeter totters. This will require the surface material to be raked level, filled and compacted so that the clear ground space is level in all directions for a safe transfer onto and off the equipment.

Poured in Place Rubber (PIP)

PIP was recorded as the surface material requiring the fewest instances of maintenance. Maintenance areas were noted where the surface had cracks, buckles, openings or a granular layer had worn away under high traffic areas like swings, transfer steps and the egress at slides. While PIP had the fewest instances requiring maintenance, it is still notable because the surface repairs can be extensive. Repairs must be done by either the original installer or professional certified by the manufacturer resulting in added costs. The patch repairs also necessitate cutting away a larger section of surfacing in order to fill and level the deficient area.

Tiles (TIL)

TIL sites were recorded with a high number of locations in need of maintenance. TIL deficiencies included punctures holes ranging from .50 inches to more than 2 inches in diameter; and instances where the seams had started to shift or buckle creating openings and changes in level along the accessible route. It was unclear whether the puncture holes were products of intentional vandalism or unintentional damage from users stepping on rocks and other foreign objects with enough force to penetrate the surface. Playground owners in the NCA study reported their maintenance crews were able to replace the TIL with puncture holes. Deficiencies were also identified at sites surfaced with a combination TIL and EWF. The intent of the playground design was to use the TIL as the primary accessible route to points of entry/egress and fill the remaining use zone with EWF. The loose fill particles of EWF were scattered throughout the play area, across the tiles, concrete walkway and in the grass. Some of the particles had started to lodge in the TIL seams causing separation at the seams. There were even instances where the particles had lodged so deep in the seams that the adhesive had degraded and the TIL had separated from the concrete subsurface. Over time, these areas would be identified with changes in level and openings requiring repair or replacement of the individual tiles.

Engineered Wood Fiber (EWF)

EWF sites were recorded in need of maintenance most frequently and earliest in the NCA study. Sites surfaced with EWF were commonly found to have an undulating surface material creating changes in level, along with running and cross slopes exceeding the maximum allowable standards. This would result in non-compliant accessible routes to play components. Large areas where the loose material had been displaced under heavy use areas with motion such as at swings, slides, sliding poles, climbers, spinners, and teeter totters were observed at all of the sample sites with EWF. A kick-out area at a swing could be as large as 3 ft. x 8 ft. with a depth of more than 5 inches. The accessibility standards require the minimum 30 x 48 inch clear floor space for transfer to/from the accessible play components to have a level surface with less than a 2.08 percent cross slope in all directions. The displaced surface material at locations such as the bottom of slides, a swing, or ground level play component rendered the accessible route to the play component non-compliant with the accessibility standards. Maintenance issues

at sites began to emerge where the product was filled at the kick-out area rather than the raked level, compacted and then filled and compacted. Where the kick-out areas had been filled, the surface material would eventually be displaced. Over time this created higher undulating mounds at the front and back of the kick-out area and greater cross slopes within the required clear floor space.

At locations where the EWF was paired with a unitary surface, deficiencies were identified at the transition between the two surface materials. The EWF had settled by 1-5 inches creating a change in level and excessive running slope up to 16 percent at the transition. This was most prevalent at sites installed with PIP as the primary access route. At locations where TIL was intended as the primary accessible route and EWF was used as secondary safety surfacing, the EWF particles began contaminating the TIL seams.

To the layman, the terms EWF and woodchips are often, incorrectly, interchanged. The difference between EWF and wood chips are the additional processes beyond the typical landscape chipper. Unlike woodchips out of the chipping equipment, EWF is shredded again, stamped/flattened and made pliable to the extent that the particles will weave together to create a traversable, impact attenuating surface. In addition, there is an ASTM standard specification for EWF (ASTM F2075) further distancing the material from any product made on site or purchased from a nursery or home improvement store. The ASTM standard for EWF requires the particles be small enough to pass through a series of three sieves, ¾ inch, 3/8 inch and No. 16 (0.0469 inch). The sample is considered compliant if no more than 1 percent residue is left on any individual sieve. Large wood particle chips, chunks and shredded twigs were found at all of the EWF sample sites. The observable quantity of large wood particles raised into question whether a test sample from any of the sites would comply with the ASTM standard specification for EWF and specifically the sieve test. In addition to the large particles, there were instances where vegetation and mold were found growing in the surface material.

Hybrid Surface Systems (HYB)

As tested within 12 months of installation, all three HYB surface systems were observed to have minimal deficiencies, comparable to PIP. One of the most commonly noted deficiencies among the HYB was separation at the seams that created openings and changes in level greater than ½ inch. A build up of static electricity was also found to occur seasonally with the artificial grass hybrid system.

What Every Playground Owner Should Know About the Accessibility of Their Playground Surfaces

1 All successful, inclusive playgrounds start with comprehensive planning. The site selection and layout of the accessible route should be considered alongside the selection of the play equipment. A site survey may also be necessary.

2 The accessibility standards apply to playgrounds in parks, malls, schools, child care facilities and other public accommodations covered by the ADA and the ABA. Playground owners, designers and maintenance personnel must have a good understanding of the requirements for ground level accessible routes within the play area.



5 The research findings tell us there is no perfect surface. Each type of surface requires the playground owner understand its characteristics and what is required with installation and maintenance.

6 Proper installation of the playground surface is critical for long term use and maintenance. An accessible surface system can be rendered useless if it is not properly installed. Installation should be performed by those knowledgeable of the accessibility standards and with expertise working with the surface materials. Field testing should be conducted following installation and periodically through the life of the surface system.

7 Playground ownership is a commitment to ongoing care and maintenance. Maintenance is one of the greatest factors affecting the accessibility of playground surfaces. Playground owners should have a thorough understanding of the care and maintenance required for their selected surface systems.



3 Accessibility assessments of the play area should be conducted during planning on paper, installation on site, and for ongoing maintenance. The assessment should include the accessible route throughout the play area along with clear ground space at entry/egress to accessible equipment. The areas should be checked for compliance with running slope, cross slope, changes in level and openings.

4 Comparison shopping is essential in the planning process. Decision makers should engage with suppliers to gather information on various surfaces and evaluate surface options. The sales rep should provide documentation on installation, field testing, maintenance and a minimum 5-year warranty. The planning team should talk to customers and visit installations to find out what issues may have come up with installation and maintenance.



PART II

TOWNSHIP APPENDICES

Appendix A

HAMBURG TOWNSHIP ADMINISTRATIVE FEE SCHEDULE

ARTICLE I. IN GENERAL

Fees are approved by 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, are included herein by reference. Fees may be changed at any time administratively, please confirm costs for services with referenced Department.

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, or use of areas for dates and times listed as a “Blackout.” 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 (list of partners 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 requested area. Schedule	Spring use must be scheduled by 3/31 each year. After 4/1 calendar is open to the public. Fall season use schedule is due by 7/1.

<i>Sports - Hourly Rates</i>			
Parkland Sports—2-Hour Rate – Resident	\$35.00	2-hour block/per field	Use must be scheduled. No pro-rating.
<i>Event - Daily Rates</i>			
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	Rate established by motion of the Township Board.	Flat Rate negotiated or waived by the Township Board which may be placed on the event calendar a BLACKOUT DATE	May warrant a special contract and insurance requirements based on exposure/hazard. Also may prohibit other users from using parklands.
<i>Other Fees</i>			
Merrill Field Disc 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	No extra charge	Per application/event	No charge Public Safety personnel will be charged for, but their presence is discretionary based on the type of use
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	Use will be rounded for calculations to the nearest ½ hour increment	To be calculated by public safety director in consultation with Parks & Recreation staff and event organizers

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/pinocle 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 per lunch	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	—

Sec. 1-24. Fire department.

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

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

Permit Fees—Hazardous Materials	\$500.00	20,000+ lbs.; 6,001+ cu. ft; 991+ gal.	Fire department invoices for charges
Permit Fees—Sprinkler systems	\$80.00	1-20 heads	Fire department invoices for charges
Permit Fees—Sprinkler systems	\$90.00	21-50 heads	Fire department invoices for charges
Permit Fees—Sprinkler systems	\$100.00	51-100 heads	Fire department invoices for charges
Permit Fees—Sprinkler systems	\$120.00	101-200 heads	Fire department invoices for charges
Permit Fees—Sprinkler systems	\$140.00	201-300 heads	Fire department invoices for charges
Permit Fees—Sprinkler systems	\$160.00	301-400 heads	Fire department invoices for charges
Permit Fees—Sprinkler systems	\$180.00	401-500 heads	Fire department invoices for charges
Permit Fees—Sprinkler systems	\$200.00	501-1,000 heads	Fire department invoices for charges
Permit Fees—Standpipes	\$45.00	Per standpipe	Fire department invoices for charges
Permit Fees—Fire Pump	\$50.00	Per pump	Fire department invoices for charges
Permit Fees—Dry or Wet Chemical Fire Suppression Systems	\$90.00	1st system, all subsequent in same location \$45.00	Fire department invoices for charges
Permit Fees—Dry or Wet Chemical Fire Suppression Systems—Alterations	\$35.00		Fire department invoices for charges
Permit Fees—Total Flooding agent extinguishing systems	\$90.00	Per system plus appropriate system fee	Fire department invoices for charges
Permit Fees—Devices—Control Panel	\$20.00	Per panel	Fire department invoices for charges
Permit Fees—Devices—First initiating control device	\$10.00	1st device, all subsequent in same loc \$0.50 ea.	Fire department invoices for charges
Permit Fees—Devices—First audio communications device	\$10.00	1st device, all subsequent in same loc \$0.50 ea.	Fire department invoices for charges
Permit Fees—Re-inspection - Normal Working Hours	\$30.00	Per inspection	Fire department invoices for charges

Permit Fees—Re-inspection - Nonworking Hours	\$75.00	Per inspection	Fire department invoices for charges
Cancellation fees for all issued permits	35% or \$10.00	Per cancellation, whichever is greater	Fire department invoices for charges
Prohibited Parking Fee—Civil Infraction	\$25.00	Per violation, if paid within 10 days	Fire department invoices for charges
Prohibited Parking Fee—Civil Infraction	\$50.00	Per violation, if paid after 10 days	Fire department invoices for charges

Sec. 1-25. Police department.

<i>Department</i>	<i>Fee</i>	<i>Frequency</i>	<i>Comments</i>
Salvage Vehicle Inspections	\$100.00		
Gun Permit Notary Fees—Resident	Free of charge	Per resident permit	
Gun Permit Notary Fees—Non-Resident	\$10.00	Per permit	
Copies for Police Reports	\$5.00	Per report	
Fingerprinting	\$10.00	Per card	
Local Records Checks	\$5.00	Per record	i.e., adoption/employment/visa
Solicitor Permits—Daily	\$ 10.00	Per day	
Solicitor Permits—Annual (Hamburg Resident Only)	\$ 50.00	Annual	
Preliminary Breath Tests (PBT)—Resident	\$ 5.00	Per test	
Preliminary Breath Tests (PBT)—Non-Resident	\$ 10.00	Per test	
Video Tapes/CDs/DVD's plus labor	\$ 0.50	Per DVD	with \$4.76 per 15 min. increment/labor
Audio CD Plus Labor	\$0.50	Per DVD	with \$4.76 per 15 min. increment/labor

<i>Civil infraction penalties as listed in Section 1-45 (b) – Sanctions for Violations</i>			
Class A Municipal Civil Infraction	\$1,000.00	Per offense	
Class B Municipal Civil Infraction	\$500.00	Per offense	
Class C Municipal Civil Infraction	\$250.00	Per offense	
Class D Municipal Civil Infraction	\$125.00	Per offense	
Class E Municipal Civil Infraction	\$75.00	Per offense	

Sec. 1-26. Utility department.

Charges for sewer taps and pumps are calculated and charged on a case-by-case basis as outlined in Article III. - Wastewater Treatment and Administration

Sewer Application Fee—Residential	\$200.00 per application
Sewer Application Fee—Commercial	\$1,000.00 per application
Operations and Maintenance (O&M)	\$167.00 per REU/per quarter
REU Review Application	\$200.00 per application

To determine the sewer and/or water Residential Equivalent Units (REUs) please see Appendix 1 under the Code of General Ordinances, Chapter 14 – Environment; Article III. – Wastewater Treatment and Administration Sec.14-53. – Table Unit of Factors. Sewer connection tap fees, usage rates (O&M), and water connection fees (where applicable) are adopted annually by Township Board resolution.

Sec. 1-27. Township Clerk.

Notary Services – Hamburg Residents/Businesses only	Free of charge	No services provided for non-Township residents/businesses
Voter Information on Electronic Media	Charges calculated under FOIA process	FOIA Procedures and Guidelines can be found on the Township website from the Clerk Department Home page.
Copy of Available Meeting Minutes Via Email	Free of charge	Available on our website
Paper Copies—Black and White or Color	\$0.10 per page	Cannot exceed \$0.10 per FOIA

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

Requests for items such as file copies, blueprints, police reports, etc. are processed under the Freedom of Information (FOIA) process. Fees for FOIA requests are calculated and charged on a case-by-case basis as outlined in the FOIA Procedures and Guidelines, a summary of which is available on the Township website. Information about this procedure can be found on the Clerk Department home page.

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

Sec. 1-29. Township treasurer.

Township Board reserves the right to waive late fees for charges incurred Feb 15th- Feb 28/29th by Board resolution.

Credit/Debit Card Online Payment Fees—at Township Hall or Online	2.80% of payment amount	Point-n-pay
E-checks	\$1.50 point-n-pay	Point-n-pay
Return Check Fees/NSF	\$12.00	—
Copies:	—	—
Paper Copies—Black and White or Color	\$0.10 per page	Cannot exceed \$0.10 per FOIA
Taxes Printscreen Per Page	No Charge for Resident	No Charge for Resident
Copy of Maps—Township, Precinct	\$7.50	Large
Copy of Maps—Township, Precinct	\$5.00	Small
<i>Animal licenses (pricing is set by County, may be updated at any time)</i>		
Non-Spayed/Non-Neutered	\$60.00	Three year per county
Puppies/Dogs	\$10.00	One year per county
With 3-year rabies vaccine with spayed or neutered	\$25.00	Three years per county consistent with rabies vaccine expiration
<i>Administrative Fees</i>		
Late fee Taxes—Winter	1%—Added Feb. 15—28 (may be waived at discretion of Township Board)	Delinquent taxes go to Livingston County March 1
Late fee Taxes—Summer	1%—Added each month after Sept 15 through Feb 28/29	Delinquent taxes go to Livingston County March 1
Delinquent Personal Property Fees	3%—Then 1% starting March 1	—

Sec. 1-30. Accounting department.

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

Sec. 1-31. Assessing department.

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

Sec. 1-32. Planning and zoning department.

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

Sec. 1-33. Cemetery and mausoleum.

See fee schedule – approved by Township Board article IV of this appendix.

Sec. 1-34. All other departments.

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

ARTICLE III. LAND USE

DIVISION 1. GENERALLY

Secs. 1-99—1-124. Reserved.

PART II - TOWNSHIP APPENDICES
Appendix A - HAMBURG TOWNSHIP ADMINISTRATIVE FEE SCHEDULE
ARTICLE IV. - LAND USE
DIVISION 2. PERMITS

DIVISION 2. PERMIT FEES

Sec. 1-125. Land use permits—Residential.

New Home	\$100.00
Additions-Addition of Square Footage (i.e., garage, family/bedroom, second story, sunroom, pole barn)	\$70.00
Remodeling/Repairs-No Addition of Square Footage (i.e., moving interior walls, renovations, finishing basement, or second story)	\$40.00
Repairs-Re-Roofing, Windows, Siding, Electrical, Plumbing, Heating/Air Conditioning	\$15.00
Peripherals-Amenities (i.e., decks, pools, porches, gazebos, boathouses, sheds, fences, etc.)	\$40.00
Electrical, Plumbing, and Heating/Air Conditioning Work—No Structural Changes	\$15.00
Satellite Dishes, TV/Radio Antennas—Residential Only—No Structural Changes	\$15.00
Reinspection Fee	\$25.00
Temporary Trailers	\$100.00 for 6 months plus \$2,000.00 cash bond
Demolitions	\$45.00
Change in Use	\$40.00
Signs	\$40.00
Home Occupation	\$35.00
Seasonal Sales	\$40.00
Minor Agricultural Commercial/Tourism Business	\$150.00
After the Fact Permits Additional Processing Fee	\$100.00
After the Fact Permit Additional Processing Fee—No Charge Permit	\$1.00
Review Escrow	Based on estimated cost of review

Note: Upon the issuance of an address, a reflective address sign will be provided.

Sec. 1-126. Land use permits—Multiple-family (duplexes, apartments buildings, hotels, motels, inns).

For each residential unit within a single unified structure:

New Construction	\$100.00
Additions	\$70.00
Remodeling-No Addition of Square Footage (i.e., moving interior walls, re-doing bathroom, and kitchens finishing basement or second story)	\$60.00
Repairs (i.e., re-roofing, windows, siding, electrical, plumbing, heating, air conditioning)	\$15.00
New Facades	\$60.00
Peripherals-Amenities (i.e., decks, pools, porches, gazebos, boathouses, sheds, fences, etc.)	\$60.00
Site Improvements (i.e., paving, parking, grading, curbs, sidewalks, landscaping)	\$80.00
Electrical, Plumbing and Heating/Air Conditioning Work-No Structural Changes	\$15.00
Satellite Dishes, TV/Radio Antennas-Residential Only—No Structural Changes	\$15.00
Reinspection Fee	\$25.00
After the Fact Permit Additional Processing Fee	\$100.00
After the Fact Permit Additional Processing Fee—No Charge Permit	\$1.00
Review Escrow	Based on estimated cost of review

Note: Upon the issuance of an address, a reflective address sign will be provided.

Land use permit fees are in addition to any and all fees for site plan application reviews, variances, public hearings, and private roads/driveway variances.

Sec. 1-127. Land use permits—Commercial/industrial (in addition to site plan review fees as applicable).

New Building	\$250.00
Remodeling—No Addition of Square Footage (i.e., facades, re-roofing, interior walls, bathrooms, electrical, plumbing, heating mechanical, factory machinery, upgrades requiring building permits)	\$105.00
Additions—Additions of Square Footage (i.e., pole barn, extra wing/story)	\$105.00
New Facades	\$60.00
Peripherals (sheds, decks, porches, fences)	\$75.00
Temporary Trailers	\$100.00 for 6 months plus \$2,000.00 cash bond
Demolitions	\$60.00

Site Improvements (paving, parking, grading, curbs, sidewalks, landscaping, Consumers Energy rectifiers)	\$75.00
Change in Use	\$40.00
Seasonal Sales	\$40.00
Signs	\$60.00
Wireless Communication Facilities	\$250.00
Reinspection Fee	\$25.00
After the Fact Permit Additional Processing Fee	\$100.00
Review Escrow	Based on estimated cost of review

Sec. 1-128. Land use permits—Multiple commercial/industrial units (buildings with multiple offices/retail/manufacturing suites) for each unit within a single unified structure.

New Construction	\$100.00
Remodeling/Repairs—No Addition of Square Footage (i.e., moving interior walls, re-doing bathrooms, kitchens, finishing basement or second story, re-roofing, windows, siding, etc.)	\$70.00
Building Facades	\$70.00
Peripherals-Amenities (i.e., decks, pools, porches, gazebos, boathouses, sheds, fences etc.)	\$60.00
Site Improvements (paving, parking, grading, curbs, sidewalks, landscaping)	\$90.00
Electrical, Plumbing and Heating/Air Conditioning Work—No Structural Changes	\$15.00
Satellite Dishes, TV/Radio Antennas/Wireless Communication Facilities	\$100.00
Reinspection Fee	\$30.00
After the Fact Permit Additional Processing Fee	\$100.00
After the Fact Permit Additional Processing Fee—No Charge Permit	\$1.00
Review Escrow	Based on estimated cost of review

Sec. 1-129. Temporary land use and special events.

Temporary Land Use-Special Events (section 36-75)—For-Profit Organizations	\$75.00
Temporary Land Use-Special Events (section 36-75)—Non-Profit Organizations	\$25.00

Review Escrow	Based on estimated cost of review
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Sec. 1-130. ADU permit fees (in addition to all other fees).

Application fee:

Zoning Administrator Review	\$75.00
Planning Commission Review	\$300.00
Special Use Permit Review	\$750.00
Review Escrow	Based on estimated cost of review

Sec. 1-131. Nonconforming use fees (in addition to all other fees).

Application fee:

Class A Review	\$300.00
Review Escrow	Based on estimated cost of review

Sec. 1-132. Planning review fees (in addition to all other fees).

Sign Review, and Sign and Agricultural Tourism Waivers	\$300.00
Review Escrow	Based on estimated cost of review

Sec. 1-133. Special use permit fees (in addition to all other fees).

Application fee:

Special Use Permit (section 36-36)—For Both Residential, Commercial/Industrial	\$750.00
Review Escrow	\$1,500.00

Sec. 1-134. Rezoning fees (in addition to all other fees).

Application fee:

Rezoning of Property—for Both Residential, Commercial, and Industrial	\$1,000.00
Review Escrow	\$2,500.00

(Please note: Open Space Community Overlay Districts under article XII of the Hamburg Township Zoning Ordinance are not rezonings.)

Sec. 1-135. Zoning text amendments (in addition to all other fees).

Application fee:

Proposed Text Amendments to the Hamburg Township Zoning Ordinance	\$900.00
Review Escrow	\$1,500.00

Sec. 1-136. For all projects; pre-application conferences.

Optional pre-application conference—For 1½-hour conference period (to be paid prior to the conference):

Zoning Administrator	\$50.00
Township Planner	\$350.00
Township Engineer	\$350.00

Secs. 1-137—1-155. Reserved.*DIVISION 3. SITE PLAN REVIEW FEES (IN ADDITION TO ALL OTHER FEES)***Sec. 1-156. Residential planned unit development and condominiums projects.**

Application fee:

New Subdivisions of All Types	\$2,000.00
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Sec. 1-157. Review escrow fees.

Preliminary Site Plan	\$2,000.00 plus \$50.00/unit
Final Site Plan	\$2,000.00 plus \$50.00/unit
Combined Preliminary/Final Site	\$4,000.00 plus \$50.00/unit

Sec. 1-158. Amendments to site plans.

Application fee:

Minor Modification—Administrative	\$150.00
Minor Modification—Planning Commission	\$700.00 plus review fees
Site Plan Amendment—Significate Changes	\$2,000.00 plus review fees

Sec. 1-159. Review escrow fees for amendments.

Minor Modification—Planning Commission	\$1,400.00
Site Plan Amendment—Significant Changes	\$2,000.00

Secs. 1-160—1-186. Reserved.

DIVISION 4. PLATS/SUBDIVISIONS

Sec. 1-187. Application fee.

Tentative/Preliminary Plat	\$1,000.00 plus \$50.00/lot
Preliminary Final Plat	\$1,000.00 plus \$50.00/lot
Final Plat	\$1,000.00 plus \$50.00/lot

Sec. 1-188. Review escrow.

Tentative/Preliminary Plat	\$2,500.00 plus \$50.00/lot
Preliminary Final Plat	\$2,500.00 plus \$50.00/lot
Final Plat	\$2,500.00 plus \$50.00/lot

Secs. 1-189—1-214. Reserved.

DIVISION 5. SITE PLAN REVIEW FOR COMMERCIAL AND INDUSTRIAL PROJECTS OF ALL TYPES

Sec. 1-215. Application fee.

New projects of all types:

Preliminary Site Plan	\$1000.00 plus \$200.00/acre over one acre
Final Site Plan	\$1,000.00 plus \$200.00/acre over one acre
Combination Preliminary/Final	\$2,000.00 plus \$400.00/acre over one acre

Sec. 1-216. Review escrow.

Preliminary Site Plan	\$2,500.00 plus \$250.00/acre over one acre
Final Site Plan	\$2,500.00 plus \$250.00/acre over one acre

Combined Preliminary/Final Site	\$5,000.00 plus \$500.00/acre over one acre
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Sec. 1-217. Amendments to site plans.

Minor Modification—Administrative	\$150.00
Minor Modification—Planning Commission	\$700.00 plus review fees
Site Plan Amendment—Significant Changes	\$2,000.00 plus review fees

Sec. 1-218. Review escrow fees for amendments.

Minor Modification-Planning Commission	\$1,500.00 + \$100.00/acre over one acre
Site Plan Amendment-Significant Changes	\$3,500.00 + \$100.00/acre over one acre.

Sec. 1-219. Commercial/mixed-use planned unit development.

(a) Application fee: \$4,500.00 plus \$100.00/acre over one acre.

(b) Review escrow fees:

Preliminary Site Plan	\$3,500.00 plus \$250.00/acre over one acre
Final Site Plan	\$3,500.00 plus \$250.00/acre over one acre
Combination Preliminary/Final	\$7,000.00 plus \$500.00/acre over one acre

Note: Acreage calculations based upon the acreage being developed or utilized for the project (parking, buildings, walks, stormwater retention etc.).

Sec. 1-220. Private road and drainage fees.

(a) Private road-regular approval request (please note that these fees are in addition to any variance/wavier request fees that may be applicable): Zoning administrative fee: \$400.00.

(b) Engineer review escrow: (includes original and one revised submittal):

1—2,000 Linear Footage	\$2,500.00
2,000—4,000 Linear Footage	\$3,500.00
4,000 + Linear Footage	Multiply above increments
Road Surface, Drainage Inspection and Certification Review Fee	\$300.00
Reinspection Fee	\$300.00
Bond to Construct Road	As set by Zoning Administrator

(c) Assistance due to non-compliance:

Township Administration	\$400.00
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Engineering and Site Visit Escrow	\$3,000.00
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(d) Private road variance/waiver request:

Application Fee	\$500.00
Engineer Review/Inspection Fee	\$1,000.00
If Special Meeting—Fee for Township Board	\$800.00

Secs. 1-221—1-345. Reserved.

DIVISION 6. OTHER FEES

Sec. 1-346. Site walks.

Planning commission \$750.00

Sec. 1-347. Special meetings.

Planning commission and Township Board:

Meetings that Do Not Require Consultant Review	\$800.00
Meetings that Require Consultant Review	\$800.00 plus \$700.00 consultant fee

Sec. 1-348. Sewer feasibility.

Cost Estimate Commercial	\$1,000.00
Cost Estimate Single-Family Home	\$200.00
Final Inspection and Review of Certification Documents	\$500.00 plus review fees
Creation/alteration of Water Bodies (section 36-275) (setbacks need to be met if pond is entirely within parcel)	\$50.00
Permit for Grading, Drainage, Fill, Excavation, Etc. (plus engineering review and site visit fees)	\$50.00

Sec. 1-349. Land divisions/combinations/lot splits/redescriptions.

Per Parcel/Lot Being Created	\$100.00
Boundary Adjustments (fee charged for each resulting parcel or new description)	\$100.00

(outlots/parks/open space areas each count as 1 lot)	
Review Escrow	Based on estimated cost of review (no charge for combination or separation of platted lots of record or other parcels of record for tax code purposes only)

Sec. 1-350. Zoning Board of Appeals fees (in addition to all other fees).

Per Case	\$500.00 plus \$50.00 per additional variance
Rehearing Meeting	\$200.00
Review Escrow	Based on estimated cost of review

Sec. 1-353. Ordinances.

Ordinances and the master plan can be viewed on our website at www.hamburg.mi.us. From the main page, go to the Lawroom (add \$5.00 if mailed).

Master Plan	\$30.00
General Ordinance	\$35.00
Zoning Ordinance	\$35.00
Large Zoning District Map	\$15.00
Small Zoning District Map	\$7.50
Copies of Full-Size Sectional Maps	\$10.00/sheet

Sec. 1-354. Copies.

Photocopies (plus postage if mailed): \$0.25/page.

Sec. 1-355. Fees.

Fees listed in this schedule are intended to cover staff time and other costs for standard processing. Application fees and review fees are required at the time of application. In the case of separate applications for preliminary and final reviews, separate application and review fees shall be collected.

Sec. 1-356. Exemptions.

All permitting fees will be waived by Hamburg Township for non-profit private and public service projects.

Sec. 1-357. Review escrows.

- (a) Review escrow fees are reasonably related to the amount of costs and expenses estimated by the Township and its consultants to complete the respective review of a project by the Township's consultants. If there is not an estimate for the initial cost of the review escrow and instead the review fee states it is based on an

estimate of cost of review the Zoning Administrator will contact the party that is needed for review and the cost of the review escrow fee will be based on the projected cost of the review. Review escrow fees shall be placed into a non-interest-bearing escrow account. Upon final review, the remaining review escrow fee balances shall be returned to the applicant upon receipt of final billing. If the excess fees are sent by mail to the applicant at the address specified on the escrow receipt, and is returned undelivered, it shall be held by the Township and returned to the applicant on demand; however, if such demand is not made within one year after it was returned undeliverable, the remaining escrow shall be deemed forfeited and shall be deposited in the general fund of the Township. The applicant shall be responsible for all costs incurred for review in excess of the original submitted escrow amount. If the review escrow fee amount held by the Township is determined to be less than the amount needed to review the project additional escrow fund shall be requested. Final certificates of occupancy shall not be issued until such time as all outstanding fees are paid.

- (b) Review escrows fees can be required for any work or process either covered or not covered in this Schedule based on the cost of the review to be determined by the Zoning Administrator and the party reviewing the project.

Secs. 1-358—1-387. Reserved.

ARTICLE IV. HAMBURG CEMETERY AND MAUSOLEUM PRICING

DIVISION 1. GENERALLY

Secs. 1-388—1-417. Reserved.

DIVISION 2. CRYPT PRICING

Sec. 1-418. South wall, side by side.

Cost: \$3,000 (single)

(Ord. of 7-1-2021)

Sec. 1-419. South wall, end to end.

Cost: \$6,000 (double)

(Ord. of 7-1-2021)

Sec. 1-420. Reserved.

Editor's note(s)—An ordinance adopted July 1, 2021 , repealed § 1-420, which pertained to south wall singles.

Sec. 1-421. North wall, side by side.

Cost: \$2,500 (single)

(Ord. of 7-1-2021)

Sec. 1-422. North wall, end to end.

Cost: \$5,000 (double)

(Ord. of 7-1-2021)

Sec. 1-423. Reserved.

Editor's note(s)—An ordinance adopted July 1, 2021 , repealed § 1-423, which pertained to north wall singles.

Secs. 1-424—1-444. Reserved.

DIVISION 3. NICHE PRICING¹

Sec. 1-445. West wall (mural).

<i>Tier</i>	<i>Cost</i>
I	\$677.00
H	\$903.00
G	\$1,083.00
F	\$1,083.00
E	\$1,083.00
D	\$1,083.00
C	\$1,083.00
B	\$903.00
A	\$903.00

(Ord. of 7-1-2021)

Sec. 1-446. East wall.

<i>Tier</i>	<i>Cost</i>
I	\$451.00
H	\$677.00
G	\$903.00
F	\$903.00

¹Editor's note(s)—Interment of more than one cremation at the same time is charged at 1.5 times the rate.

E	\$903.00
D	\$903.00
C	\$903.00
B	\$677.00
A	\$587.00

(Ord. of 7-1-2021)

Sec. 1-447. Cemetery plots.

- (a) Resident pricing, per plot \$500.00
- (b) Nonresident pricing, per plot \$750.00

(Ord. of 7-1-2021)

Sec. 1-448. Opening/closing.

CASKET BURIAL

Adult - M—F before 3:30 p.m. \$1,000.00

Adult - after 3:30 p.m. & Saturday \$1,200.00

Child/Infant - M—F before 3:30 p.m. \$500.00

Child/Infant - after 3:30 p.m. & Saturday \$700.00

BURIAL/INTERMENT OF CREMAINS

M—F before 3:30 p.m. \$300.00

After 3:30 p.m. & Saturday \$400.00

WINTER GROUND BURIALS

When the frost depth is two (2) inches or greater, these charges are added to the calculated burial costs.

Full Casket Burial - \$250.00

Urn Internment - \$125.00

(Ord. of 7-1-2021)

Sec. 1-449. Monument foundations.

Monument foundations will be charged at a rate of \$0.55 per square inch and must extend a minimum of two (2) inches beyond all sides of the base of the monument.



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 – June 2024

Parks:

Bennett Park & Water Trail Access Improvements grant TF22-0107: Preliminary Concept will need to be finalized in order to proceed with the drafting of the Request for Proposal (RFP). The image packet I pulled together to discuss concept ideas with Spicer has been included in the packet for discussion along with the current concept we are working with.

The Community Clean-Up event report has been provided in the packet. I have requested a \$7,500 budget for next year's event and recommend it be held during Earth Day week. The Saturday date would be April 26, 2025.

A Budget has been approved by the Township Board to install a gravel parking lot extension at the Village Trailhead, which is planned for 115' long by 62' wide and will provide an estimated 26-28 parking spaces in addition to the 17 we have now. The gravel lot will provide parking on both sides and will be an access point to the Story Walk which will be a permanent feature on the limestone path that will be installed through the grassy area and link in with the Trail proper. The concept has been included in the packet for discussion purposes.

A new horseshoe pit has been installed at Winkelhaus Park with the help of our friends at Hamburg Pub. For those who would like to play but forget their own shoes, the pub will provide a loan.

I am currently working on a parking space inventory report for all parks and trailheads to assist us in the approval process for large events.

ADA

Work has started on the inspections, which will include the 2024 Election Cycle requirements.

I am continuing my online training in order to prepare for large Township projects and plan on attending the in-person conferences only once every other year. The next planned event will be early summer 2025.

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.
- A Passport Grant is being planned for future respite improvements at the Village Trailhead.
- A HERO Grant is being pursued for outdoor recreation items at the Village Trailhead.

Ordinances

The final version of the Administrative Fee Schedule has been provided in the packet and will be going to the Township Board for adoption at the first meeting in July. The Ordinance procedure will be sent to the board for the first reading then as well.

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 will be sent to Board for first reading
- 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 will need new Kiosk
- Flyer’s Field Safety Fencing is needed
- East Park could use an entrance Kiosk as the one on the concession building was removed
- 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 (may work with Legacy on a Inventory list)
- I will be working on brochure updates and a “Welcome” page for new residents
 - https://www.hamburg.mi.us/resident/welcome_new_residents/index.php

June 17, 2024

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

May Statistics:

- Monthly Attendance: 2636
- Daily Average: 126
- Number of New Members: 55

Upcoming Closures:

- Thursday July 4

New Programming:

- Intermediate Pickleball Clinic on Monday, June 10
- Final Expenses Seminar on Wednesday, June 12
- Senior Spelling Bee on Thursday, June 13
- Elder Abuse Awareness Month BBQ on Friday, June 14
- Sound Bath on Friday, June 14
- Prevention and Interventions of Pickleball Injuries with Athletico on Monday, June 17, 2024
- Plymouth Physical Therapy Specialist Assistive Devices Presentation and Fittings on Tuesday, June 18
- AARP SmartTek Driving Course on Wednesday, June 19
- Recycled Rockettes Dancing Divas Show at Hartland Senior Center on Thursday, June 20
- Backyard Birding at Hudson Mills Metropark on Friday, June 21
- Men's Breakfast on Monday, June 24
- Hamburg Senior Center Players Group Planning Meeting for January 2025 Production on Tuesday, June 25
- Cooper & Reisterer Medicaid Lunch and Learn on Wednesday, June 26
- BBQ Luncheon sponsored by Mans Lumber Company on Friday, June 28
- Karaoke on Friday, June 28

Other Information:

- The Hamburg Senior Center will be hosting a Senior Puzzle Competition in August.

TO: Parks & Recreation Committee & Township Board

FROM: Deby Henneman, Township Coordinator

DATE: June 20, 2024

AGENDA ITEM TOPIC: Park Approval – KLAA Cross Country Championships – October 17, 2024
East Park - BLACKOUT
Number of Supporting Documents: **1 Park Use Packet**

Requested Action

Recommendation to approve the Park Use request for the KLAA Cross Country Championships, as outlined in application from Kensington Lakes Athletic Association & Hartland High School dated 6/19/24, for event to be held October 17, 2024 in East Park, with a Public Safety review to establish hazard level and subsequent fees, and for the Township Coordinator and Community Service Sgt. To work with the applicant to finalize the details of the event.

Approval should be contingent upon the following:

- All required paperwork being submitted to the satisfaction of the Clerk's office
- A pre-event meeting with Public Safety no less than 2 weeks prior to the event
- Installation of informational, directional, ADA and/or safety signage is allowed in areas outlined in the Park Use Policy, and may be administratively approved
- Applicant arrange and pay for additional portable toilets, extra cleaning of Township units, and a garbage dumpster
- Applicant arrange for volunteers 18+ to assist with parking and transporting ADA/Elderly spectators

Background

This is a new event to our parks which will occur on a Thursday during Football Season. It will require a park-wide Blackout, and public safety will only be required if there will be use of both sides of the park for the event.

The applicant will be charging an entry fee and expects around 1,500 participants/spectators throughout the day. East Park can currently accommodate roughly 200 vehicles without parking on the grass, and another 120 or so if all the parking at the Township Hall and the Library was available (this is a Thursday event). It is possible that another 100 or so cars could be accommodated on the Special Event area, which is where they are suggesting the cross country route goes.



Hamburg Township Manly Bennett Park
Park Use Application

P.O. Box 157
10405 Merrill Road
Hamburg, Michigan 48139-0157
(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): Kensington Lakes Athletic Association/Hartland High School

Name of Event: KLAA Cross Country Championships

Type of Event: Cross Country Meet Park Use Category #: 4 - Event Use

Applicant Name: Matt Gutteridge

Date(s) of Event: 10/17/24 Thursday Time(s) of Event: 12:00-7:00PM

Applicant Address: 10635 Dunham Rd Suite or Apt #:

Applicant City: Hartland State: MI Zip: 48353

Contact Person (present during use): Matt Gutteridge

Contact's Affiliation with Applicant: Same

Contact's Phone: 810-397-3182 Contact's E-Mail: Hartlandxc@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: Our policy turns over in July, but bl can provide limited liability poolcity from teh school district.

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

Policy #: Expiration Date:

Limit of General Liability: 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: The goal is to host the KLAA Cross Country Championships.

We will run 4 races and hold an awards ceremony.

Total Number of participants/spectators/guests anticipated during event: 1200-1500

Average of participants/spectators/guests anticipated at any given time: 1000

Site of Proposed Event; include all areas of the parklands that will be used: The east grounds of Bennett Manley

Park for parking and the races. We may need the west parking lot as overflow and bus parking. ← will require public safety
East Park has about 300 spaces avail.

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: 15-20

Are Volunteers trained?: No

Please attach copy of Volunteer Handbook if applicable

Will tents be used?: Yes

If so, please indicate locations: _____

Team tents can be set up in a designated locaton for teh athletes.

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: Yes \$5-10

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: Only to possibly set up the course.

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

Will there be a need for Emergency Responders over and above what is included in the Public Safety Fee? If so, describe: No we will provide an onsite trainer for athletes.

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: No specific services requested.

Other information regarding your event that you feel may be helpful: _____
I will be in contact with Jim Wicker who also hosts meets at the park to better understand the logistics to make the event successful.

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:

Please see the attached documents to see the time schedule and possible courses for the meet. I have added a proposed course as well as the current course.

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: MG

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: MG

Applicant's Signature: Matthew Gutteridge Date: 6/19/2024

Co- applicant's Signature: _____ Date: _____

Parks Coordinator:  Date: 6/20/24

For office use only

Comments: _____

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

Application has been (Circle one) ☒ Approved ☐ Denied

Hamburg Township Representative: _____

Kensington Lakes Activities Association



Boys & Girls Cross Country Championship October 17th, 2024 Hosted by Hartland Consolidated Schools



Welcome to the KLAA Conference

- Date:** Thursday, October 17th, 2024
- Location:** Manly W. Bennett Park 10405 Merrill Rd, Whitmore Lake, MI 48189
- Entry Fee:** No Entry Fee (Athletic Departments may be billed for expenses after Meet)
- Packet Pick-up:** Packets can be picked up near the finish line.
- Entries:** **Please use Athletic.net. See instructions entitled "KLAA Cross Country Championship" – Online Entry Submission."**

Team rosters can be submitted any time prior to the deadline and you do not need to specify a race. You can enter them all in the Varsity Race and run the 7 you choose. The remainder will default to the reserve race. Only roster/enter athletes that will be competing that day.

The deadline for team roster submission is Tuesday, October 15th at 8:00 PM.

If you have questions about the meet entry process, please contact Matt Gutteridge at (810) 397-3182 or via email at hartlandxc@gmail.com

Admission and Parking: There is a \$10 fee per car for parking. Also, please park in designated areas. There is not a spectator entry fee.

Box Assignments:	Box 1: Canton	Box 2: Livonia Stevenson
	Box 3: Brighton	Box 4: Belleville
	Box 5: Salem	Box 6: Livonia Franklin
	Box 7: Novi	Box 8: Dearborn Fordson
	Box 9: Hartland	Box 10: Livonia is u d can Churchill
	Box 11: Plymouth	Box 12: Westland John Glenn
	Box 13: Howell	Box 14: Wayne Memorial
	Box 15: Northville	Box 16: Dearborn

Schedule:	1:30 pm	Course is opens for Varsity Races	(6:49pm sunset)
	3:30 pm	Girls Varsity	
	4:10 pm	Boys Varsity	
	4:50 pm	Girls Junior Varsity	
	5:30 pm	Boys Junior Varsity	
	6:15 pm	Awards	

Scoring: The meet will be Bib chip timed. There will also be a back-up camera. Results will be provided quickly after the meet.

Awards: The medal presentations will follow the completion of the girl's Varsity race starting with the boys. There are 28 individual medals for the conference meet. We will present the Conference and Division Champion trophies as well.

T-Shirts: KLAA T-shirts will be available for purchase.

Questions: Please call or email Matt Gutteridge at (810) 397-3182
hartlandxc@gmail.com







CONCEPTUAL PLAN FOR VILLAGE TRAILHEAD

MIKE LEVINE LAKELANDS TRAIL STATE PARK TRAILHEAD IMPROVEMENTS

HAMBURG TOWNSHIP, MICHIGAN

100'



PROJECT: 133829SG2023
FILE: B-5406
DATE: JUNE 2023

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.

