



**HAMBURG TOWNSHIP
PARKS AND RECREATION COMMITTEE
REGULAR MEETING AGENDA**

**Hamburg Township Board Room
Tuesday, September 28, 2021 – 3:00 p.m.**

(2:00 p.m. Project Site Walk – Meet at Adult Workout Area)

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. July 27, 2021 – Regular Meeting
 - B. August 24, 2021 – Meeting Canceled
7. Correspondence
 - A. Hamburg Township Historical Museum Newsletter – August & September 2021
8. Current Business
 - A. Student Committee Member Job Description – Recommendation needed
 - B. Park Bylaw Amendment – Recommendation needed
 - C. PayPal.QR Code Proposal – Recommendation needed
 - D. PowerAde Tournament 2021 – Public Safety Concerns
9. Old Business
 - A. Parks & Recreation Master Plan/Pending Grants/Supervisor Report**
 1. Iron Belle Trail/Lakelands Trail – Supervisor Update
 - B. Township Park Use Policy/Fee/Procedures**
 1. Park Facility Use Policy – Updates in progress
 - C. Administrative Services**
 1. Park Coordinator's Report – September 2021
 - A. Park Fee Report
 2. Senior Center Report – August & September 2021

3. Scholarship Request – None

4. Park Use Requests:

A. Kensington Woods Park Use Request – Recommendation needed

B. Blackout List – Updated

D. Special Projects

1. Equipment Upgrade in Playgrounds

2. Hay Creek Bridge Project – Bid Tab Received

3. Hamburg RC Flyers – Conceptual Proposal – RC Car/Truck Track – No Updates

4. Upcoming Park Projects Memo – Discussion

E. Sponsorships/Volunteerism

1. Eagle Scout Project – None

2. Amenities and Beautification Committee

A. Adopt a Garden/Memorial Bench/Tree Project – Volunteers Needed

F. Signage and Community Awareness

1. Parkland Use Permit Sign Policy – Recommend Final Version

2. Wayfinding Signage Proposal - Discussion

G. Risk Management (Insurance/ADA)

1. ADA Compliance in Parklands – No updates

2. ADA Policies and Procedures – No updates

10. Call to the Public

11. Committee Comments

12. Adjournment

Next Meeting Date:

Parks Committee: October 26, 2021 – 3:00 p.m.

Pledge to the Flag



No
Information



Hamburg Township Parks & Recreation

Hamburg Township Offices
10405 Merrill Rd., P.O. Box 157
Hamburg, MI 48139
(810)222-1124
www.hamburg.mi.us

Hamburg Township
Parks & Recreation Committee
Regular Meeting
Hamburg Township Hall
Tuesday, July 27, 2021
3:00 p.m.

1. Call to Order

Dolan called the meeting to order at 3:00 p.m.

2. Pledge to the Flag

3. Roll Call of the Parks & Recreation Committee

Board Members Present: Auxier, Michniewicz, Muck, Dolan

Board Members Absent: Mougrabi

Also Present: Deby Henneman, Parks & ADA Coordinator, Duane Hoepfner, Building & Grounds Team Lead

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: 4 Absent: 1 (Mougrabi)

MOTION CARRIED

6. Approval of the Minutes

Motion by Michniewicz, supported by Auxier, to approve the minutes from the June 22, 2021, Regular Meeting with removal of motion under Call to Order.

VOICE VOTE: Ayes: 4 Absent: 1 (Mougrabi)

MOTION CARRIED

7. Correspondence

Hamburg Historical Museum newsletter was received and filed.

Oriental Bittersweet concerns email was received and filed.

Motion by Dolan, supported by Michniewicz, to direct the Park Coordinator to work with Building & Grounds and the MSU Extension to confirm the extent of the Oriental Bittersweet issue on township parklands, and to formulate a plan for its proper removal based on the expert recommendation.

VOICE VOTE: Ayes: 4 Absent: 1 (Mougrabi)

MOTION CARRIED

It was mentioned that perhaps the removal of this invasive species could be done during a spring clean-up event.

8. Current Business

A. Event Signage Policy – Discussion with Zoning Administrator Chris Madigan

Madigan reviewed the proposal and suggested changes to the language. The policy would be for municipally owned & operated parkland/trail sites only.

Muck suggested language that states the approval is for approved park users using Township facilities, and all other uses must apply to either the County or MDot based on the requested location of signage.

Henneman will make updates to sign policy and distribute for comments.

Dolan suggested a list of areas where directional signage could be installed for wayfinding purposes should be developed.

Henneman had started a wayfinding proposal and will send information she had gathered for review. **Wayfinding signage proposal and updated sign policy will be forwarded to Committee at future meeting for their recommendation.**

B. PayPal/QR Code Proposal

Henneman stated no updates to original plan have been made.

Dolan suggested that changes should be recommended to park fee policy to eliminate the stated fees for Disc Golf.

Motion by Dolan, supported by Auxier, to recommend the Park Facility Use Fee Schedule and Park Policy be updated to state there are no fees for the outdoor facilities including: Disc Golf, Adult Workout, Volleyball, Pickleball, and Trailheads, but that donations for maintenance of these facilities is appreciated.

VOICE VOTE: Ayes: 4 Absent: 1 (Mougrabi)

MOTION CARRIED

9. Old Business

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

1. Iron Belle Trail/Lakelands Trail – No Supervisor update.

B. Township Park Use Policy/Fee/Procedures

1. Park Facility Use Policy – No updates.
2. Covid Protocol – No updates.

C. Administrative Services

1. Park Coordinator's Report – June 2021 – No report
2. Senior Center Report – July 2021 – Report received and filed
3. Scholarship Request – None
4. Park Use Requests
 - a. Blackout List – No updates

D. Special Projects

1. Equipment Upgrade in Playgrounds – Dolan stated American Rescue funding may pay for upgrades. Muck stated he would like to be part of the design and bid process for playground.
2. Hay Creek Bridge Project – MDNR has been sent updated agreement documents. We are ready to bid.
3. Hamburg RC Flyers – RC Car/Truck Track – Conceptual Play – No update
4. Pickleball Court Project – Paint should be done by weekend, and fence will be installed first week in August.

E. Sponsorships/Volunteerism/Scholarships

1. Eagle Scout Project – No updates.
2. Amenities and Beautification Committee – No updates.

F. Signage and Community Awareness

1. Event Signage Policy – See Current Business.

G. Risk Management (Insurance/ADA)

There were no updates.

10. Call to the Public

A call was made with no response.

11. Committee Comments

No comments were made.

12. Adjourn Meeting

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

VOICE VOTE: Ayes: 4 Absent: 1 (Mougrabi) MOTION CARRIED

Meeting adjourned at 4:04 p.m.

Respectfully submitted,



Debra Henneman
Parks & ADA Coordinator



10405 Merrill Road ♦ P.O. Box 157
Hamburg, MI 48139
Phone: 810.231.1000 ♦ Fax: 810.231.4295
www.hamburg.mi.us

NOTICE OF CANCELED MEETING

Hamburg Township

10405 Merrill Road, Hamburg, MI

(810) 231-1000 Ext. 206

Please be advised of the following change of meeting date for:

Public Body: Hamburg Township Parks and Recreation Committee

Date and Time of Meeting: August 24, 2021 Time: 3:00 p.m.

Place of Meeting: Hamburg Twp. Hall

Status of Meeting: The regularly scheduled meeting of the Parks and Recreation Committee for August 2021 has been canceled.

Questions or concerns can be sent to: clerk@hamburg.mi.us

Signature of Hamburg Township Clerk

August 17, 2021 – 3:00 PM

Date and Time of Posting

The Hamburg Township Clerk will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting or public hearing upon 72 hour(s) notice to the Hamburg Township Board. Individuals with disabilities requiring auxiliary aids or services should contact the Hamburg Township Board by writing or calling the following:

Mike Dolan

Hamburg Township Clerk

10405 Merrill Road, P.O. Box 157

Hamburg, MI 48139

(810) 231-1000 Ext. 206

A COPY OF THIS NOTICE IS ON FILE IN THE OFFICE OF THE TOWNSHIP CLERK



HAMBURG TOWNSHIP HISTORICAL MUSEUM

Join us for a Zoom Presentation on Native-American History

You've read about the research into the area's Native-American history conducted by our summer intern, Ian Harrison. Now you can hear him talk about the results. On Wednesday, **August 4** at 7 p.m., Ian will deliver a Zoom presentation from his home in Raleigh, NC. If you'd like to receive the link to connect with this presentation, just email hamburgmuseummichigan@outlook.com.

Rummage Sale Part 2 Set for July 31!

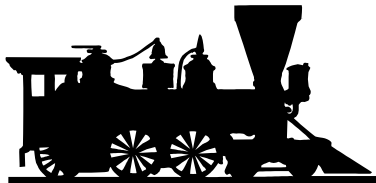
The rains never came, but many generous people did to our indoor rummage sale on July 24! Despite having room for only half of the goods we'd collected, we made more than \$2,000! Our volunteers also signed up 7 new Historical Society members and sold a bunch of basket raffle tickets.

We plan to host (and hope you'll attend) an outdoor version on July 31

where we'll have room to showcase everything, including toys, tools, sporting goods, luggage, and DVDs plus holiday and home décor, jewelry, picture frames, lamps, and rugs.

Many thanks to Ian Harrison, Brian Schulz, and Emily Brown for their pre-sale help as well as Sally Bennett, Brad Chartier, Linda Harrison, Suzanne Hines, Cindy Michniewicz, Carrie Schulz, and Vicky Terry for their dedicated assistance last Saturday.

**Just a quick reminder to renew your membership for 2021!
Simply mail in or drop off your payment with the form on the
back of this newsletter.**



Hamburg Township Historical Museum

P.O. Box 272
7225 Stone Street
Hamburg, MI 48139

810-986-0190

www.hamburg.mi.us/culture-recreation/hamburg_historical_museum

hamburgmuseummichigan@outlook.com

***Open 11 am-3 pm
Wednesdays & Saturdays***

Hamburg Township Historical Society Board

David Dauer, President
Karl Bangert, Vice President
Linda Harrison, Secretary
Vacant, Treasurer
Patricia Corr
Carrie Schulz
Joyce Terry
Vicky Terry
Cindy Michniewicz, HT Liaison
Patricia Majher, Administrator

**Next Meeting: August 21
10 a.m. at the Museum**

Directors Come on Board

At the July 17 meeting of the Historical Society Board, members addressed two vacancies by appointing Vicky Terry, currently the coordinator of our archives, as well as Patricia Corr, our membership coordinator.

Tell Us What Membership Benefits You'd Like!

Still on the fence about joining the Historical Society? We'd love to know what benefits would make you move from friend to member! Choices include a discount at the gift shop; reduced ticket prices for programs; invitations to members-only events; and a discount on museum rentals. Or perhaps you have ideas of your own to suggest. In either case, please **email your comments by August 14** to hamburgmuseummichigan@outlook.com.

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

Name _____ Date _____

Address _____

City _____ State _____ Zip _____ Phone _____

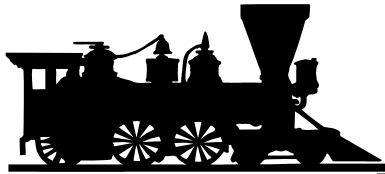
Email address _____

Annual Dues (circle your choice)

Individual \$15.00
Family \$20.00
Student \$2.00

Business \$40.00
Life Membership \$200.00

Please make your check payable to the Hamburg Township Historical Society. Mail it with this form to P.O. Box 272, Hamburg, MI 48139 or drop it off at the Museum at 7225 Stone Street during visiting hours.



HAMBURG TOWNSHIP HISTORICAL MUSEUM

Inside Rummage Sale Coming in November to the Museum

When we inventoried all that remained from our two July rummage sales, we discovered we still had a lot of Christmas-themed items. So we've decided to host a holiday rummage sale (inside the museum) and we're coordinating the date and time with the Hamburg Senior Center's Holiday Bazaar. Think of it as "two-stop shopping" for all your holiday decorating and gift-giving needs! More details to come about this November 20 event in future newsletters.

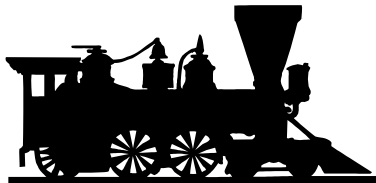
Artifacts Needed for New Exhibit Highlighting Township Women

This fall, we'll be installing a new display in our changing exhibits gallery exploring the theme of "Famous Females in Hamburg Township History." To highlight the text, we'd like to include the following artifacts: a religious object (e.g., a bible) or a piece of clothing owned by Deaconess Olive Robinson; a Brown-McLaren employee badge used by a "Rosie the Riveter"; a nursing certificate or military memorabilia (e.g., a uniform) related to Mary Marguerite Dunning; and objects from any of the township's three postmistresses.

If you're willing to loan us any of these, please call the museum at 810-986-0190 or email hamburgmuseummichigan@outlook.com.

WHERE THERE'S A WILL, THERE'S A WAY

Have you remembered the Historical Society in your will? A planned gift can help preserve township history for generations to come. For more information, contact your financial or estate planner.



Hamburg Township Historical Museum

P.O. Box 272
7225 Stone Street
Hamburg, MI 48139

810-986-0190

www.hamburg.mi.us/culture-recreation/hamburg_historical_museum

hamburgmuseummichigan@outlook.com

***Open 11 am-3 pm
Wednesdays & Saturdays***

Hamburg Township Historical Society Board

David Dauer, President
Karl Bangert, Vice President
Linda Harrison, Secretary
Vacant, Treasurer
Pat Corr
Carrie Schulz
Joyce Terry
Vicky Terry
Cindy Michniewicz, HT Liaison
Patricia Majher, Administrator

**Next Meeting: September 18
10 a.m. at the Museum**

It's Almost Time for Tea Boxes!

If you enjoyed this year's Valentine's and Mother's Day takeout tea boxes, you'll love the ones we have coming up this fall. Right now, we can tell you the dates: October 23 for Halloween-themed boxes and December 4 for Christmas-themed boxes. More details to come in future issues of the newsletter.

New Photos Enhance the Society's Collections

In late August, the Historical Society acquired two new images for its collection of photographic materials. The first, a postcard, shows a sweeping view of Pleasant Lake (now Winans Lake) — the first we have of this body of water. The second image, a photograph, depicts a group of Potawatomi men, women, and children in 1906. The group is gathered at the Rush Lake Presbyterian Mission in southwest Michigan. One of the men in the photo is Wis-Ki-Ge-Amatyuk, ritual leader of his band.

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

Name _____ Date _____

Address _____

City _____ State _____ Zip _____ Phone _____

Email address _____

Annual Dues (circle your choice)

Individual	\$15.00	Business	\$40.00
Family	\$20.00	Life Membership	\$200.00
Student	\$2.00		

Please make your check payable to the Hamburg Township Historical Society. Mail it with this form to P.O. Box 272, Hamburg, MI 48139 or drop it off at the Museum at 7225 Stone Street during visiting hours.

P.O. Box 157
10405 Merrill Road
Hamburg, Michigan 48139-0157

(810) 231-1000 Office
(810) 231-4295 Fax



Supervisor: Pat Hohl
Clerk: Mike Dolan
Treasurer: Jason Negri
Trustees: Bill Hahn
Cindy Michniewicz
Chuck Menzies
Pat Hughes

Memo

Date: September 14, 2021

To: Parks & Recreation Committee & Township Board of Trustees

From: Deby Henneman, Parks & ADA Coordinator

Re: Opening for Student Liaison for Parks & Recreation Committee

We are in need of a replacement Committee member for our student liaison position on the Parks & Recreation Committee. In reaching out to the Athletic Director, he requested that we forward him a Job Description for the position in order for him to send it out to all of the juniors at Pinckney High School.

I have proposed language for the per diem position which has been included in the packet, as well as updates to the Bylaws. Once the board approves these changes, we will provide the Job Description to the school so they can get it distributed.

We will be looking for someone to replace the current student liaison, who graduated in May of 2021. The term for this position expires January 1, 2023 and is renewable at 2-year increments.

P.O. Box 157
10405 Merrill Road
Hamburg, Michigan 48139-0157

(810) 231-1000 Office
(810) 231-4295 Fax



Supervisor: Pat Hohl
Clerk: Mike Dolan
Treasurer: Jason Negri
Trustees: Bill Hahn
Cindy Michniewicz
Chuck Menzies
Pat Hughes

Job Description for Committee Member

JOB TITLE: PARKS & RECREATION COMMITTEE – STUDENT LIAISON
(Committee per Diem) – As of 10-5-21

REPORTS TO: Township Clerk/Parks Coordinator

JOB SUMMARY:

Voting member of the Parks & Recreation Committee, assigned up to a 2-year term. The Parks & Recreation Committee is an advisory body to the Hamburg Township Board of Trustees for management of the Parklands and Recreational Facilities, Township Senior/Community Center and the Mike Levine Lakelands Trail. Regular meetings are held the 4th Tuesday of each month, with the addition of special meetings on a limited, as needed, basis. This is a paid position based on the per diem amount as outlined in the Parks and Recreation Committee Bylaws & Rules of Procedures, which is \$65.00 per attended meeting, both regular and special, as of the date of this posting.

A student liaison will be recommended by the Athletic Director of Pinckney Community Schools, and will be replaced upon the student's graduation from High School, or effective immediately if they are unable to continue their duties to the Committee for any reason.

PRIMARY DUTIES & RESPONSIBILITIES:

1. Attend all Parks & Recreation Committee meetings, both regular and special, in-person or via zoom (should it be necessary to hold it that way).
2. Review the packet provided to the Committee members on the Friday before each meeting, and be prepared to make comment, recommendations, or a motion for each topic presented. The Committee makes recommendations to the Township Board regarding park use, maintenance, planning of future facilities, and policies and procedures for the Parkland Facilities.
3. Make recommendations for the improvement of procedures, facilities and/or services provided to the public by way of the Parks & Recreation function.
4. Relay information back to the Pinckney Community Schools Athletic Department relating to topics that will impact their use of the sports fields at Manly Bennett Park.
5. All student liaisons must have a valid picture I.D., be a U.S. Citizen, and provide identifying information to our Human Resource Department. Work permits may be required.

HAMBURG TOWNSHIP PARKS AND RECREATION COMMITTEE

BYLAWS & RULES OF PROCEDURE

Article I - Name

Hamburg Township Parks & Recreation Committee

Article II - Purpose

The Parks and Recreation Committee shall be an advisory body to the Hamburg Township Board of Trustees for the following:

- 2.1 Management of Parklands and Recreational Facilities, Township Senior/Community Center, and the Lakelands Trail, including the approval and scheduling of their use.**
- 2.2 Review of an Annual Business Plan and Supporting Budget as presented by the Clerk.**
- 2.3 Development of recommendations to the Hamburg Township Board regarding expenditures and program enhancements.**
- 2.4 Development and oversight of all grant proposals related to the Township's Parkland facilities and/or operations.**
- 2.5 Development and maintenance of a five year Parks and Recreation Master Plan.**
- 2.6 Development of agreements with schools and community groups, e.g. scouts, charitable and not-for-profit organizations, etc., to undertake cooperative programs, projects and events.**
- 2.7 Marketing of various recreational programs to the community-at-large.**
- 2.8 Oversight for programmatic development and use of the Lakelands Trail.**
- 2.9 In cooperation with the Township's DPW and Clerk's departments, responsible for providing management oversight of all physical modifications and enhancements to the Parks and Recreation property and facilities to ensure that all work is done with the appropriate permits, licenses, inspections, and liability protection, e.g. bonding.**
- 2.10 Working closely with the Township's Public Safety Departments (Police and Fire) to ensure that residents receive the proper level of protection during the time they are using the Townships Parks and Recreation facilities.**
- 2.11 Working with Volunteer based organizations, individuals and groups who use Parks and Recreation facilities to obtain important feedback about their experiences and suggestions for improvement and usage.**

Article III – Membership

The Committee shall consist of five (5) voting members. All members shall be appointed by the Township Board according to the terms of these Bylaws.

3.1 Five (5) voting members shall consist of the following:

- Hamburg Township Clerk.
- One (1) additional member of the Hamburg Township Board of Trustees to be nominated and appointed by the Township Board.
- Two (2) members at-large nominated by the Hamburg Township Clerk to be appointed by the Hamburg Township Board to serve for two year terms. All such members must be citizens of Hamburg Township. Such members shall not hold a position as an officer or a Board member of any category of user of the Township Park Facilities as set forth in the Hamburg Township Park Facility Use Policy, ~~Sections 3.2, 3.3 and 3.4.~~
- One (1) Pinckney Community High School student ~~athlete~~ as recommended by the Athletic Director.

3.2 Attendance of non-voting staff members on as needed basis:

- Parks & Recreation Coordinator
- Public Safety representative
- DPW/Building & Grounds representative
- Senior Center Director

3.3 Removal. Any member may be removed by a majority vote of the Township Board for whatever reason.

3.4 Trustee, citizen and hourly staff members that are not serving during business hours will be paid at the rate of \$65.00 per diem for regularly scheduled meetings. Citizen and hourly staff members that are not serving during business hours will be paid at the rate of \$65.00 per diem for special meetings.

3.5 Members may be reimbursed for expenses authorized by the Committee incurred while performing duties related to the work of the Committee. Mileage authorized by the Committee for Committee activities will be reimbursed at the current rate approved by the Township Board. Travel to and from meetings will not be reimbursed.

- 3.6 Expenses incurred by members relating to attendance at recreational related seminars, conventions, or other meetings must be pre-approved by the Township Board.

Article IV - Officers

- 4.1 Selection. At the January regular meeting, or the first scheduled meeting of a new year, the Committee shall elect from its voting members, a Chairperson, who shall serve for a 24-month period beginning at the January regular meeting and running through the end of their stated term or until such time as a successor has been appointed. The Chairperson shall be responsible for establishing the agenda for all meetings and will preside over all meetings.

Article V - Meetings

- 5.1 Meeting Notices. All regularly scheduled and special meetings shall be posted at the Hamburg Township Hall by the Hamburg Township Clerk, and shall otherwise comply with the requirements of 15.261 et seq., commonly referred to as the Open Meetings Act.
- 5.2 Meetings. Regular meetings shall be held monthly according to the schedule adopted by the Committee prior to their first regularly scheduled monthly meeting of each year to be held on the fourth Tuesday of January at 3:00 p.m.
- 5.3 Special Meetings. Special meetings may be called by the Township Clerk, the Chairperson of the Committee or by a majority of the voting members of the Committee.
- 5.4 Quorum. In order for the Committee to conduct business or take any official action, a quorum consisting of the majority of all the voting members serving on the Committee must be present. When a quorum is not present, no official action may take place. The members of the Committee may discuss matters of interest, but can take no action until the next regular or special meeting.
- 5.5 Voting. An affirmative vote of the majority of the quorum shall be required for the approval of any requested action or motion placed before the Committee. Voting shall ordinarily be by voice vote; provided, however, that a roll call vote shall be required if requested by any Committee member or directed by the Chairperson. If a roll call vote is taken, the individual vote, yea or nay, of each Committee member must be recorded in the minutes of the meeting.
- 5.6 Order of Business. A written agenda for all meetings shall be prepared as follows. The order of business shall be:
- i. Call to Order
 - ii. Approval of the Agenda
 - iii. Approval of the Minutes

- iv. Call to the Public
- v. Old Business
- vi. New Business
- vii. Call to the Public
- viii. Committee Comments
- ix. Adjournment

5.8 Rules of Order. All meetings of the Committee shall be conducted in an orderly manner similar to Roberts Rule of Order.

Article VI - Minutes

- 6.1 Committee minutes shall be prepared by the Township Clerk. The Township Clerk may appoint a staff member as the minute's recorder who will be compensated according to current Township policy. The minutes shall contain a brief synopsis of the meeting, including a complete restatement of all motions and record of votes; and record of attendance. All communications, actions and resolutions shall be attached to the minutes. The official records shall be deposited with the Township Clerk.

Article VII - Open Meetings and Freedom of Information Provisions

- 7.1 All Committee meetings shall comply with the terms and provisions of MCL 15.261 et seq., commonly referred to as the Open Meetings Act.
- 7.2 All business conducted by the Committee or any and all of its documents are subject to the provisions of MCL 15.231 et seq., commonly referred to as Freedom Of Information Act (FOIA).
- 7.3 A person shall not be excluded from a meeting of the Committee except for a breach of peace committed at the meetings.

Article VIII - Amendments

- 8.1 These Bylaws may be amended from time to time by the Hamburg Township Board. The Committee, by a majority vote, may submit any recommended amendments to the Township Board for its approval.

THESE BYLAWS AND RULES OF PROCEDURE ARE ADOPTED THIS DATE: December 17, 2019

Original: January 4, 2011 Amended: April 19, 2011, November 15, 2011, November 27, 2012, February 17, 2015, December 6, 2016, December 19, 2017, December 17, 2019, October 5, 2021



**Hamburg Township
Parks & Recreation**

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

Memorandum

September 20, 2021

To: Parks & Recreation Committee

From: Deby Henneman, Parks & ADA Coordinator

Re: PayPal/QR Code option for Donations/Park Use

A motion was made at the July 27, 2021 Parks Committee meeting to recommend that the Park Facility Use Fee Schedule and Park Policy be updated to reflect no fees for the outdoor facilities including: Disc Golf, Adult Workout, Volleyball, Pickleball, and the Trailheads, but to state that donations for maintenance of these facilities is appreciated. This recommendation has yet to go to the Township Board for approval.

A Hamburg Township Administrative Fee Schedule was adopted at the 7/7/20 Township Board meeting and went into effect on 8/1/20. Municode was sent all ordinances and documents which are currently being proofed by the Township Board, and are current as of 7/1/21. Any changes after that date will be retained to be updated in Supplement #1 and after the code goes live on our website.

In the meantime, it is my recommendation that we provide a proposal for implementing a mechanism to collect donations, via a cashless system such as PayPal or Venmo. This recommendation should include the Parks Coordinator working with Accounting and Treasury to put this system in place, which will allow us to move forward with our wayfinding signage program. QR codes can be used on the kiosks or facility signs around the Township and be set to collect donations from our visitors.

The attached is a breakdown of some of the things that were discussed an employee meeting held on June 15, 2021.

PayPal Proposal for Donations

History: The Park/Trail/Senior-Community Center Millage expired in 2019. Since then, expenses for maintenance and special projects have been funded by the General Fund. Limited income is brought in by the newly adopted Park/Senior-Community Center fees. The disc golf course currently has an “honor-system” fee collection process which has been cash to date. Cash collection is cumbersome, unsanitary, and has been inconsistent in the past.

Proposal: In light of the addition of a pickle ball facility, I am recommending that a cashless system be investigated for the future of the park system. A software solution such as PayPal or Venmo, with the combination of using a QR Code, could allow for the Township to continue to collect donations from visitors who wish to contribute toward the maintenance of the facilities. The cash system could remain in place until history with the system provides enough data to warrant going fully into a cashless system. PayPal also allows digital invoices which could be used to bill our parkland and community center users. Some locations that could be considered are as follows:

- Disc golf (currently has cash pole)
- Lakelands Trail (currently has cash pole)
- Workout area
- Pickle ball court
- Any future facility, such as a Dog Park or Accessible Playground

In addition to the passive income from donations, there could be a future possibilities for sales. Some items to consider:

- Coffee, Cards, Bingo (Senior Center)
- Concessions (if they were to be opened, could also include rentals, etc.)
- Pickle ball supplies (such as balls)
- Invoices for Park Use and Senior Center Rental could be generated from this system as well, once applications and scheduling has been confirmed
- Fundraising efforts for grant match, crowdfunding, etc.

Signage: should these proposed changes be approved, it is recommended that the signage be changed to include language that while donations are appreciated, they are not mandatory. Sample language is as follows:

**Donations are appreciated,
and contribute to the maintenance of this facility.**

Questions can be directed to clerk@hamburg.mi.us

PowerAde 2021

Here are some suggestions from officers that worked the event this year which would be helpful to consider for future tournaments. See attached drone images.

- Better parking assistance from the event organizers. They had too few parking volunteers working that were inexperienced and failed to communicate with each other or with public safety personnel. We had no notification when lots were full.
- Designated handicap parking and drop off location so parents aren't stopping on Merrill Rd to drop off their children.
- Better signage directing participants to the appropriate fields. We had 2 accidents during this years tournament which were caused by driver confusion over field locations. Possibly having the organizer rent electronic signs to direct people to the correct fields.
- Keeping the south entrance to west park closed as that location is utilized as the primary crosswalk with an officer presence .
- Obtaining a portable Pedestrian crossing sign to be placed in the center of Merrill Rd at the south entrance to the parks along with green cones to provide traffic calming and mark the temporary crosswalk.
- Obtaining 2 portable or flip up congested area ahead signs be placed prior to the north and south park entrances.
- If reducing the speed limit temporarily to 35 mph is not possible getting temporary orange 35 mph advisory signs would be beneficial. We could even put the advisory sign on our speed trailer which would alert people to slow down. If a 2nd speed trailer is purchased then we could place one prior to both the north & south park entrances.
- Having the event organizer actually coordinate the event with public safety by having a meeting well in advance of the actual event.

Dariusz Nisenbaum

Deputy Chief

Hamburg Township Police Department

























**Hamburg Township
Parks & Recreation**

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

September 16, 2021

To: Parks & Recreation Committee

From: Deby Henneman, Parks & ADA Coordinator

Re: Park Coordinator's Report

The Pickleball Court and Outdoor Seating Area are huge hits! I have been regularly scheduling use of the patio for small gatherings and the Pickleball Group on FB is gathering speed! You can find them at: <https://www.facebook.com/groups/280274333591468> or search for Hamburg Pickleball and ask to join!

I have been approached by a new group, Hamburg Garden Club, which is in the process of organizing. The president asked if there were projects that would be priority for their members to tackle first, and I mentioned both the Clock Tower garden and the Oriental Bittersweet issue in Manly Bennett. Once they are ready to tackle volunteer projects, they will let me know. This group will be an amazing resource for the Parks & Recreation Committee moving forward. In the meantime, I am holding off contacting the MSU Extension office for the Oriental Bittersweet concerns, but I am checking into an EGLE Grant that may apply.

The wayfinding signage information I previously presented has been included in the packet as requested in our July 2021 meeting. Once we decide on the areas and signs that are needed moving forward, I will work on getting updated pricing in order to present options at a future meeting. Signage will include entries into parks and trailheads, directional signage in road right-of-way, and temporary public safety signage for events.

I have been working on the Policy and Procedure updates and hope to have a workable draft to you by November at the latest. It is my intent to have something adopted by the first of the year, so updates can be made to the website and internal procedures before the spring sports season gears up. All changes to the fees that were discussed at the July meeting, will not be incorporated into the Hamburg Township Fee schedule until after the Code of Ordinances is adopted and goes live. Then all pending changes will be sent to Municode to be incorporated in a supplement, anticipated to be ratified 2x a year. The fee changes and signage to support them, should be in place by the spring when activities increase in the park.

The PayPal Proposal has been finalized and is ready to be presented in concept to the Township Board, however, I still need direction from Treasury and Accounting. Now that the audit is complete, I should have time to pursue this with them.

I have included a list of Anticipated/Proposed Park Projects that was presented in March during strategic planning. Discussion needs to take place to prioritize these projects and come up with a proposed budget for each of them, using the funds collected from the prior millage. The Clerk is requesting a site-walk be held at 2 p.m. on September 28, 2021 right before our regular meeting to decide which projects should be a priority.

As requested, I have included the final draft of the Parklands Use Permit Sign Policy, which has been sent to the Zoning Administrator for his review. This policy will require a recommendation to the Board, and after their adoption, will be included in the Policies and Procedures I am currently updating. All comments/corrections will be included in the final version.

The Hamburg Township website has been rolled over to the new format, and I will be spending the winter months getting the pages updated and the hyperlinks working. The changes that I had made after March were lost in the switch-over. The website now has a calendar function that we are hoping to use in the months ahead, and I will be posting my Park and Community Center use there starting 1.1.22. The format is similar to what we are using now with the Google products.

The Hay Creek Bridge Renovation Project bids have been received and a bid tab will be presented to the MDNR and Township Board for their approval. Once a contractor is selected, we should have a better idea of the anticipated timeline of construction. The Hay Creek Subdivision will be used as a bypass during construction, and temporary signage will be needed to direct traffic. Construction should be complete by May of 2022.

Our prior portable toilet vendor picked up their units, and we had to find another vendor to supply the Park and Trail. Portable Toilet Service of Michigan is our new vendor, and we will be on a month-to-month contract until spring of 2022 when a more permanent contract can be negotiated.

Participant Fee Payments

Dexter Rugby



Season	Number of Participants	Total Invoiced/Due	Credit Due	Date Paid	Check #
Spring 2012	0 Res/25 Non Res	\$ 250.00		6/8/2012	1375
Spring 2013	1 Res/17 Surr/11 Cty/2 Oth	\$ 440.00		7/31/2013	1429
Spring 2014	41 Non Res	\$ 410.00		5/22/2014	
Spring 2015	23 Non Res	\$ 230.00		7/28/2015	3364
Spring 2016	21 Non Res	\$ 210.00		6/21/2016	
Spring 2017	19 Non Res	\$ 190.00		10/16/2017	
Spring 2018	15 Non Res	\$ 150.00		9/14/2018	
Spring 2019	18 Non Res	\$ 180.00		6/10/2019	
Spring 2020	0 - Canceled due to Covid-19	\$ -		-	
Spring 2021	No Use Request				
Total Fees Collected to Date:		\$ 2,060.00	\$ -		

Participant Fee Payments

Hamburg Community Soccer Club (HCSC)



Season	Number of Participants	Total Invoiced/Due	Credit Due	Date Paid	Check #
Fall 2006	725	\$ 3,625.00		10/17/2006	2107
Fall 2008		\$ 3,585.00		11/12/2008	
Spring 2011	406 Res/170 Non Res	\$ 3,730.00		5/16/2011	
Fall 2011	304 Res/144 Non Res	\$ 2,960.00		10/12/2011	
Spring 2012	378 Res/274 Non Res	\$ 4,860.00	\$ (230.00)	5/9/2012	
Fall 2012	268 Res/176 Non Res	\$ 3,100.00		9/25/2012	
Spring 2013	305 Res/184 Surr/25 Cty/2 Oth	\$ 3,840.00		6/5/2013	
Fall 2013	211 Res/119 Surr/10 Cty/1 Oth	\$ 2,445.00		11/19/2013	
Spring 2014	248 Res/159 Non Res	\$ 2,730.00	\$ (100.00)	6/25/2014	
Fall 2014	167 Res/129 Non Res	\$ 2,125.00		12/9/2014	
Spring 2015	184 Res/153 Non Res	\$ 2,450.00		7/15/2015	
Fall 2015	105 Res/68 Non Res	\$ 1,205.00		2/23/2016	
Spring 2016	137 Res/105 Non Res	\$ 1,735.00		6/10/2016	
Fall 2016	74 Res/67 Non Res	\$ 1,040.00		1/19/2017	
Spring 2017	82 Res/96 Non Res	\$ 1,370.00		6/29/2017	4973
Fall 2017	29 Res/63 NonRes	\$ 775.00		12/14/2017	
Spring 2018	51 Res/76 NonRes	\$ 1,015.00		7/27/2018	
Fall 2018	30 Res/62 Non Res	\$ 770.00		12/7/2018	
Spring 2019	38 Res/88 Non Res	\$ 1,070.00		7/11/2019	
Fall 2019	5 Res/44 Non Res	\$ 465.00		7/6/2020	
Spring 2020	0 - Canceled due to Covid -19	-		-	
Fall 2020	Limited use so paid for 2 games	\$ 50.00		11/4/2020	
Spring 2021	0 - Canceled due to Covid -19	-		-	
Fall 2021	0 - Canceled due to Covid -19				
Sub Totals:		\$ 37,735.00	\$ (330.00)		
Total Fees Collected to date:				\$ 37,405.00	

Participant Fee Payments

Hamburg Enhanced Recreation Organization (HERO)



Season	Number of Participants	Donation/Grant Description	Total Invoiced/Due	Donations/Grants/ADJ	Date Paid	Check #
2006	Unknown Fun Fest		\$ -			
2006		(Flyers/Stages/Electric/Trans)		\$ (19,672.00)		
2007	Unknown Fun Fest		\$ -			
2007		(No Park Donations)		\$ -		
2008	Unknown Fun Fest		\$ -			
2008		(Stages)		\$ (5,000.00)		
2009	Unknown Fun Fest		\$ -			
2009		(Flyers)		\$ (3,000.00)		
2010	Unknown Fun Fest		\$ -			
2010		(Electric)		\$ (1,500.00)		
2011	Unknown Fun Fest		\$ -			
2011		(No Park Donations)		\$ -		
2012	Unknown Fun Fest		\$ -			
2012		(Stage Repair)		\$ (1,500.00)		
2012		(Grant App - Playground Maint)		\$ (2,500.00)		
2013	Unknown Fun Fest		\$ -			
2013		(Park Defib Unit)		\$ (1,181.00)		
2014	Unknown Fun Fest		\$ -			
	Unknown Moving Wall		\$ -			
2014		(No Park Donations)		\$ -		
2015	Unknown Fun Fest		\$ -			
2015	Unknown Fun Fest	(No Park Donations)		\$ -		
2016	Unknown Fun Fest	(No Park Donations)				
2017	Unknown Fun Fest	Land Balancing Payment	\$ 2,500.00		9/18/2017	
2017	Unknown Fun Fest	Public Safety Invoice - Police	\$ 4,402.42		9/26/2017	2110
2017	Unknown Fun Fest	Public Safety Invoice - Fire	\$ 877.58		9/26/2017	2110
2018	Unknown Fun Fest	Land Balancing Payment	\$ 2,500.00		7/2/2018	
2018	Unknown Fun Fest	Public Safety Invoice - Police	\$ 4,646.40		10/30/2018	w/766.40 cr
2018	Unknown Fun Fest	Public Safety Invoice - Fire	\$ 694.83		10/30/2018	
2019	Unknown Fun Fest	Land Balancing Payment	\$ 2,500.00		10/17/2019	
2019	Unknown Fun Fest	Public Safety Invoice - Police	\$ 4,661.26		10/17/2019	w/1,205.76 cr
2019	Unknown Fun Fest	Public Safety Invoice - Fire	\$ 798.74		10/17/2019	w/1.77 incr
2019	Unknown Moving Wall	(No Park Donations)				
2020	FunFest Canceled due to Covid	0	\$ -	\$ -		
2021	Unknown Fun Fest	(No Park Donations/Fees)				
2021	Unknown Fun Fest	Land Balancing Payment	\$ 2,500.00		6/25/2021	
2021	Unknown Fun Fest	Public Safety Invoice	\$ 5,000.00		9/15/2021	
2022						

Total Fees Collected to Date: \$ 31,081.23

Total Park Donations Collected to Date: \$ (34,353.00)

Event Investment Breakdown
Hamburg Fun Fest

Fees Paid/Donations/Grants	2006	2007	2008	2009	2010	2011	2012	2013	20134	20133	201332	20132	2014	2015	2016	2017	2018	2019
Park Use Fees (Waived by Township - \$9,100 per year)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Donation - Enabling Garden - Library	\$ 11,372.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Donation - Flyer's Field	\$ 11,372.00	\$ -	\$ -	\$ 3,000.00	\$ -	\$ -	\$ -	\$ -					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Donation - Stages - East Bennett Park	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ -					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Donation - Electric to Stages - East Bennett Park	\$ 3,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Donation - Safety Fence - Transformer	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Donation - Electric hook-up	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -	\$ -	\$ -					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Donation - Defibrillator Units - Police/Fire	\$ -	\$ 16,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grant - Playground Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500.00	\$ -					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Donation - Stage Upgrade - East Bennett Park	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grant - Defibrillator Unit - Parks	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,181.00					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grant - Explorer Program - Police	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Donation - Land Balancing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ -	\$ -	\$ -	\$ 2,500.00	\$ 2,500.00	
Public Safety Fees - Fire (Cost)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ -	\$ -	\$ -	\$ 877.58	\$ 694.83	
Public Safety Fees - Police (Cost)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ -	\$ -	\$ -	\$ 4,402.42	\$ 3,880.00	
Total by Year:	\$31,044	\$16,000	\$5,000	\$3,000	\$1,500	\$ -	\$ 4,000.00	\$ 1,681.00					\$ -	\$ -	\$ -	\$ 7,780.00	\$ 7,074.83	\$ -

Incremental expense directly specifically related to Fun Fest

Department	COVID-19											
	Expenses 2012	Expenses 2013	Expenses 2014	Expenses 2015	Expenses 2016	Expenses 2017	Expenses 2018	Expenses 2019	Expenses 2020	Expenses 2021	Expenses 2022	Expenses 2023
Building & Grounds - Estimated	\$ 675.00	\$ 675.00	\$ 675.00	\$ 675.00	\$ 675.00	\$ 675.00	\$ 675.00	\$ 675.00	\$ -	\$ 675.00		
Police Department	\$ 3,515.84	\$ 3,978.65	\$ 4,118.81	\$ 5,535.58		\$ 4,402.42	\$ 3,880.00	\$ 4,661.26	\$ -	\$ 4,042.96		
Fire Department	\$ 5,040.00	\$ 3,189.00	\$ 1,619.72	\$ 2,424.59	\$ 2,450.00	\$ 877.58	\$ 694.83	\$ 798.74	\$ -	\$ 1,311.80		
Field Restoration Costs			\$ 1,250.00	\$ 4,615.00					\$ -			
Land Balancing new location - Twp Cost						\$ 31,400.00		\$ 800.00	\$ -			
Seeding new location - Twp Cost						\$ 3,310.00			\$ -			
Land Balancing Reimburse by H.E.R.O.						\$ (2,500.00)	\$ (2,500.00)	\$ (2,500.00)		\$ (2,500.00)		
Field Restoration Reimburse by H.E.R.O.			\$ (1,250.00)	\$ (3,000.00)								
Public Safety Reimburse by H.E.R.O.						\$ (5,280.00)	\$ (4,574.83)	\$ (4,256.01)		\$ (5,000.00)		

Total Expense

Total by Year:	\$9,230.84	\$7,842.65	\$6,413.53	\$10,250.17	\$3,125.00	\$32,885.00	(\$1,825.00)	\$178.99	\$0.00	(\$1,470.24)		\$66,630.94
----------------	------------	------------	------------	-------------	------------	-------------	--------------	----------	--------	--------------	--	-------------

Normal Event Revenue Per Year (based on current fee schedule)

Section	Rate per Day/Area	#/Days	Total Charge
Entire East Park closed - rates for Event Area	\$1,000	10.00	\$10,000
Entire West Park closed - rates for Event Area	\$1,000	6.00	\$6,000

Total Estimated: \$16,000

These fees are based on "Blackout Dates" which prohibit other users from accessing fields during set-up, execution and tear-down of event

Participant Fee Payments

Hamburg RC Flyers Club



Season	Number of Participants	Total Invoiced/Due	Credit Due	Date Paid	Check #
2000	25	\$ 125.00		9/15/2000	
2001	31	\$ 140.00		5/2/2001	
2011	25 Res/18 Non Res	\$ 350.00		6/23/2011	
2012	21 Res/21 Non Res	\$ 315.00		4/12/2012	
2013	24 Res/21 Surr/0 Cty/0 Oth	\$ 330.00		7/2/2013	
2014	25 Res/19 Non Res	\$ 315.00		12/1/2014	
2015	20 Res/14 Non Res	\$ 240.00		5/5/2015	
2016	20 Res/21 Non Res	\$ 310.00		9/16/2016	2123
2017	21 Res/20 Non Res	\$ 305.00		11/20/2017	
2018	19 Res/21 Non Res	\$ 305.00		12/4/2018	
2019	14 Res/23 Non Res	\$ 300.00		12/27/2019	
2020	18 Res/22 Non Res	\$ 305.00		9/9/2020	
2021	18 Res/22 Non Res	\$ 305.00		6/2/2021	
Total Fees Collected to Date:		\$ 3,380.00	\$ -		

Participant Fee Payments

Hamburg Pirate Youth Football Association (HPYFA)



Season	Number of Participants	Total Invoiced/Due	Credit Due	Date Paid	Check #
Fall 2011	169 Res/129 Non Res	\$ 2,135.00		9/13/2011	
Fall 2012	146 Res/139 Non Res	\$ 2,120.00		10/2/2012	2124
Fall 2013	150 Res/107 Surr/10 Cty/1 Oth	\$ 2,020.00		11/12/2013	2321
Fall 2014	136 Res/117 Non Res	\$ 1,850.00		1/12/2015	2461
Fall 2015	111 Res/93 Non Res	\$ 1,485.00		10/26/2015	2563
Fall 2016	100 Res/101 Non Res	\$ 1,510.00		1/6/2017	2663
Fall 2017	78 Res/54 Non Res	\$ 930.00		11/6/2017	2695
Fall 2018	99 Res/57 Non Res	\$ 1,065.00		2/14/2019	
Fall 2019	83 Res/77 Non Res	\$ 1,145.00		11/19/2019	
Fall 2020	36 Res/34 Non Res	\$ 520.00		11/4/2020	
Fall 2021	37 Res/59 Non Res	\$ 67.03			Applied In Kind

Total Fees Collected to Date: \$ 14,847.03 \$ -

Offset Fee/Donation	Description	Total Credit	Total Charge	Balance	Paid Date	Expires
In Kind Donation	Light Poles on Practice Field	(\$9,800.00)		(\$9,800.00)	10/12/2012	10/12/2014
Adjustment of Balance	Expiration of 2 year rolling credit		\$9,800.00	\$0.00	10/12/2014	
In Kind Donation	Paint for Fields/stripping	(\$707.97)		(\$707.97)	8/5/2021	8/5/2023
Adjustment of Balance	Used In-Kind toward Fall 2021 Fees		\$707.97	\$0.00	9/16/2021	

Participant Fee Payments

Pinckney Hamburg Baseball Softball Association (PHBSA)



Season	Number of Participants	Total Invoiced/Due	Credit Due	Date Paid	Check #
Fall 2005	131 Adult Co-Ed Participants	655		12/5/2005	3370
Spring 2011	182 Res/89 Non Res	\$ 1,800.00		10/7/2011	
Opening Day	291 Participants	\$ 291.00		10/7/2011	
Spring 2012	163 Res/98 Non Res	\$ 1,795.00		6/26/2012	
Opening Day	241 Participants	\$ 241.00		6/26/2012	
Spring 2013	142 Res/82 Surr/8 Cty/0 Oth	\$ 1,650.00		8/19/2013	
Spring 2013	Travel-42 Res/26 Surr/2 Cty/0 Oth	\$ 500.00		8/19/2013	
Spring 2014	132 Res/77 Non Res	\$ 1,430.00		11/17/2014	
Spring 2014	Travel-37 Res/22 Non Res	\$ 405.00		11/17/2014	
Spring 2015	107 Res/71 Non Res	\$ 1,245.00		10/26/2015	
Spring 2015	Travel-38 Res/20 Non Res	\$ 390.00		10/26/2015	
Spring 2016	110 Res/231 Non Res	\$ 2,860.00		5/1/2017	
Spring 2016	Travel 20-Res/20 Non Res	\$ 300.00		5/1/2017	
Spring 2017	108 Res/164 Non Res	\$ 2,180.00		12/13/2018	
Spring 2017	Travel - 23 Res/88 Non Res	\$ 995.00		12/13/2018	
Spring 2018	83 Res/85 Non Res	\$ 1,265.00		1/14/2019	
Spring 2018	Travel 193 Res/62 Non Res	\$ 1,585.00		1/14/2019	
Spring 2019	140 Res/120 Non Res	\$ 1,900.00		6/13/2019	
Spring 2019	Travel 25 Res/25 Non Res	\$ 375.00		6/13/2019	
Spring 2020	Travel 19 Res/5 NonRes	\$ 145.00		8/24/2020	
Spring 2021	198 Res/102 NonRes	\$ 2,010.00		7/16/2021	

Total Fees Collected to Date: \$ 23,362.00 \$ -

Offset Fee/Donation	Description	Total Credit	Total Charge	Balance	Paid Date	Expires
In Kind Donation	Gravel/Material for Diamonds	(\$3,545.34)		(\$3,545.34)	2/22/2013	2/22/2015
2013 Pirate Classic	6 day Tournament - 1500 est		\$2,100.00	(\$1,445.34)	6/25/2013	2/22/2015
2014 Pirate Classic	6 day Tournament - 1500 est		\$2,100.00	\$654.66	7/28/2014	
2014 Pirate Classic	Payment of Invoice by PHBSA	(\$654.66)		(\$0.00)	7/28/2014	
In Kind Donation	Gravel/Material for Diamonds	(\$1,592.28)		(\$1,592.28)	11/12/2014	11/12/2016
In Kind Donation	Construction of Bleachers 24@100	(\$2,400.00)		(\$3,992.28)	11/12/2014	11/12/2016

2015 Pirate Classic	6 day Tournament - 1500 est		\$2,100.00	(\$1,892.28)	6/11/2015	11/12/2016
2015 Pirate Classic	D&J Septic Additional cleanout Wk1		\$180.00	(\$1,712.28)	6/16/2015	11/12/2016
2015 Pirate Classic	D&J Septic Additional cleanout Wk2		\$124.00	(\$1,588.28)	8/10/2015	11/12/2016
In Kind Donation	Batting Cage Hardware	(\$165.61)		(\$1,753.89)	8/29/2015	8/29/2017
In Kind Donation	Gravel/Material for Diamonds	(\$2,574.76)		(\$4,328.65)	10/26/2015	10/26/2017
2016 Pirate Classic	6 day Tournament - 1500 est		\$2,100.00	(\$2,228.65)	5/19/2017	10/26/2017
2017 Pirate Classic	6 day Tournament - 1500 est		\$2,100.00	(\$128.65)	6/2/2017	10/26/2017
Adjustment of Balance	2-year rollover expired 10/26/17	\$128.65		\$0.00	10/26/2017	
2018 Pirate Classic	6 day Tournament - 1500 est	-\$1,400.00	\$1,400.00	\$0.00	6/25/2018	
2019 Pirate Classic	4 day Tournament - 1500 est		\$1,400.00	\$1,400.00	6/13/2019	

Park & Senior Center Facility Rental Fee Invoices

Date of Invoice	Name	Rental Type	Hazard Level	Amount	GL Code	Date Paid	Comments
7/1/2021	East Michigan Panthers	Park Rental	Low Hazard	\$ 100.00	Park.208.750.000.651.000	7/8/2021	Jun-21
7/7/2021	HERO	Senior Center Rental	Low Hazard	\$ 30.00	Senior.208.805.000.651.001	7/26/2021	
7/9/2021	Southern MI Orienteering	Park Rental	Low Hazard	\$ 187.50	Park.208.750.000.651.000	7/9/2021	TB approved \$62.50 hourly rate 7/6/21
7/9/2021	PHBSA	Park Rental	Low Hazard	\$ 2,010.00	Park.208.750.000.651.000	7/16/2021	198 Res/102 Non Res
7/9/2021	Kathy Maher Anguish	Senior Center Rental	Low Hazard	\$ 100.00	Senior.208.805.000.651.001	7/26/2021	Now has indoor use/Senior Center rental
7/20/2021	Go Sports LLC	Park Rental	Low Hazard	\$ 575.00	Park.208.750.000.651.000	7/26/2021	Jun-21
8/2/2021	Girl Scout Troop #40708	Senior Center Rental	Low Hazard	\$ 90.00	Senior.208.805.000.651.001	9/13/2021	Pro-rated Annual Use to 6/22
8/17/2021	Livingston Christian Schools	Park Rental	Low Hazard	\$ 100.00	Park.208.750.000.651.000	9/3/2021	Jul-21
8/25/2021	East Michigan Panthers	Park Rental	Low Hazard	\$ 225.00	Park.208.750.000.651.000	9/1/2021	Jul-21
8/25/2021	Go Sports LLC	Park Rental	Low Hazard	\$ 200.00	Park.208.750.000.651.000	8/27/2021	Jul-21
8/25/2021	Portage Base & Whitewood	Senior Center Rental	Low Hazard	\$ 100.00	Senior.208.805.000.651.001	8/30/2021	Sept-June Prorated Non-Profit
8/25/2021	Michigan Alliance	Park Rental	High Hazard	\$ 4,950.00	Park.208.750.000.651.000		Fees less hold the date
8/25/2021	Michigan Alliance	Public Safety Fee	High Hazard	\$ 50.00	Fire.206.000.000.476.000		Fire Inspection
8/25/2021	Michigan Alliance	Public Safety Fee	High Hazard	\$ 1,800.00	Psafety.207.000.000.476.000		Public Safety - PD
8/26/2021	HERO	Public Safety Fee	Special Use	\$ 5,000.00	Psafety.207.000.000.476.000	9/15/2021	Public Safety - PD & FD
9/3/2021	East Michigan Panthers	Park Rental	Low Hazard	\$ 300.00	Park.208.750.000.651.000	9/16/2021	Aug-21
9/3/2021	Livingston Christian Schools	Park Rental	Low Hazard	\$ 112.50	Park.208.750.000.651.000	9/10/2021	Aug-21
9/3/2021	Kathy Maher Anguish	Senior Center Rental	Low Hazard	\$ 100.00	Senior.208.805.000.651.001	9/7/2021	August use of Senior Center
9/3/2021	Regency Village	Senior Center Rental	Low Hazard	\$ 20.00	Senior.208.805.000.651.001	9/10/2021	September and October use of Senior Center
9/9/2021	Millcrest Moors	Senior Center Rental	Low Hazard	\$ 10.00	Senior.208.805.000.651.001		One time use 10/26/21
9/10/2021	Point Pelee HOA	Senior Center Rental	Low Hazard	\$ 10.00	Senior.208.805.000.651.001	9/21/2021	One time use 11/4/21
9/16/2021	Pirate Youth Athletics	Park Rental	Low Hazard	\$ 67.03	Park.208.750.000.651.000		\$775 less in kind of 707.97
9/22/2021	Michigan Jaguar	Park Rental	Low Hazard	\$ 950.00	Park.208.750.000.651.000		Balance less Hold the Date & Fire Inspection - Jaguar
9/22/2021	Michigan Jaguar	Public Safety Fee	Low Hazard	\$ 50.00	Fire.206.000.000.476.000		Fire Inspection (Included in balance due) - Jaguar
Total Park Revenue FY 21/22				\$ 17,137.03			

Park & Senior Center Facility Rental Fee Invoices

Date of Invoice	Name	Rental Type	Hazard Level	Amount	GL Code	Date Paid	Comments
7/7/2020	Sara Addington Yoga	Park Rental	Low Hazard	-	Park.208.750.000.651.000	7/13/2020	Was refunded \$150 due to noise. Canceled use.
7/7/2020	Go Sports LLC	Park Rental	Low Hazard	\$ 112.50	Park.208.750.000.651.000	7/7/2020	
7/10/2020	Kathy Maher Anguish	Park Rental	Low Hazard	\$ 125.00	Park.208.750.000.651.000	7/27/2020	
7/13/2020	Go Sports LLC	Park Rental	Low Hazard	\$ 318.75	Park.208.750.000.651.000	7/14/2020	
8/14/2020	PHBSA	Park Rental	Low Hazard	\$ 145.00	Park.208.750.000.651.000	8/24/2020	Per participate Hamburg vs Non
8/14/2020	Hamburg RC Flyers	Park Rental	Low Hazard	\$ 305.00	Park.208.750.000.651.000	9/9/2020	Per participant Hamburg vs Non
8/14/2020	Kathy Maher Anguish	Park Rental	Low Hazard	\$ 150.00	Park.208.750.000.651.000	8/14/2020	
9/9/2020	Livingston Christian Schools	Park Rental	Low Hazard	\$ 187.50	Park.208.750.000.651.000	9/28/2020	Invoiced pro-rata for 1.5 hours per use
9/17/2020	PHS Cross Country	Park Rental	Low Hazard	-	Park.208.750.000.651.000	n/a	Fees Waived due to nature of event (\$750 x .5)
9/28/2020	Livingston Christian Schools	Park Rental	Low Hazard	\$ 200.00	Park.208.750.000.651.000	10/9/2020	Invoiced pro-rata for 1.5 hours per use
9/28/2020	Kathy Maher Anguish	Park Rental	Low Hazard	\$ 225.00	Park.208.750.000.651.000	10/6/2020	
9/28/2020	Go Sports LLC	Park Rental	Low Hazard	\$ 337.50	Park.208.750.000.651.000	10/5/2020	
9/28/2020	East Michigan Panthers	Park Rental	Low Hazard	\$ 100.00	Park.208.750.000.651.000	10/1/2020	
9/29/2020	Pirate Youth Athletics (Football)	Park Rental	Low Hazard	\$ 520.00	Park.208.750.000.651.000	11/4/2020	Per participant Hamburg vs Non
10/27/2020	Go Sports LLC	Park Rental	Low Hazard	\$ 293.75	Park.208.750.000.651.000	10/28/2020	
10/26/2020	East Michigan Panthers	Park Rental	Low Hazard	\$ 75.00	Park.208.750.000.651.000	12/18/2020	
10/30/2020	Hamburg Community Soccer	Park Rental	Low Hazard	\$ 50.00	Park.208.750.000.651.000	11/4/2020	Paid hourly charge in lieu of participants, by choice
11/2/2020	Kathy Maher Anguish	Park Rental	Low Hazard	\$ 375.00	Park.208.750.000.651.000	11/9/2020	October & November
3/23/2021	Michigan Jaguars	Hold the Date Deposit	Low Hazard	\$ 500.00	Park.208.750.000.651.000	4/15/2021	Hold the Date - Nonrefundable - Jaguar Tourney
3/23/2021	Michigan Alliance	Hold the Date Deposit	High Hazard	\$ 500.00	Park.208.750.000.651.000		Hold the Date - Nonrefundable - PowerAde Tourney
3/23/2021	Michigan Alliance	Hold the Date Deposit	Low Hazard	\$ 500.00	Park.208.750.000.651.000	4/28/2021	Hold the Date - Nonrefundable - Smartwater Tourney
4/29/2021	Michigan Alliance	Park Rental	Low Hazard	\$ 387.50	Park.208.750.000.651.000	5/27/2021	Balance less Hold the Date & Fire Inspection
4/29/2021	Michigan Alliance	Public Safety Fee	Low Hazard	\$ 50.00	Fire.206.000.000.476.000	5/27/2021	Fire Inspection (Included in balance due) - Smartwater
5/7/2021	Michigan Jaguars	Park Rental	Low Hazard	\$ 950.00	Park.208.750.000.651.000	5/14/2021	Balance less Hold the Date & Fire Inspection - Smartwater
5/7/2021	Michigan Jaguars	Public Safety Fee	Low Hazard	\$ 50.00	Fire.206.000.000.476.000	5/14/2021	Fire Inspection (Included in balance due)
5/7/2021	Kathy Maher Anguish	Park Rental	Low Hazard	\$ 150.00	Park.208.750.000.651.000	5/28/2021	April Senior Center Outdoor - Cardio Drumming
5/7/2021	Go Sports LLC	Park Rental	Low Hazard	\$ 250.00	Park.208.750.000.651.000	5/11/2021	April Field Use - EP B1
5/7/2021	East Michigan Panthers	Park Rental	Low Hazard	\$ 100.00	Park.208.750.000.651.000	5/19/2021	April Field Use - WP H1
6/1/2021	Kathy Maher Anguish	Park Rental	Low Hazard	\$ 225.00	Park.208.750.000.651.000	6/24/2021	May Senior Center Outdoor - Cardio Drumming
6/1/2021	East Michigan Panthers	Park Rental	Low Hazard	\$ 125.00	Park.208.750.000.651.000	6/21/2021	May Field Use - WP H1
6/1/2021	Go Sports LLC	Park Rental	Low Hazard	\$ 725.00	Park.208.750.000.651.000	6/1/2021	May Field Use - EP B1
6/1/2021	Hamburg RC Flyers	Park Rental	Low Hazard	\$ 305.00	Park.208.750.000.651.000	6/2/2021	Per participant Hamburg vs Non
6/9/2021	HERO	Senior Center Rental	Special Use	\$ 10.00	Senior.208.805.000.651.001	6/8/2021	Daily Rental - Key Fob returned 6/25/21 DAH
6/14/2021	HERO	Restoration.Damage Fee	Special Use	\$ -	Park.208.750.000.651.000	n/a	Damage Bond - Wasn't collected/no Refund of \$2,000
6/14/2021	HERO	Restoration.Damage Fee	Special Use	\$ 2,450.00	Park.208.750.000.651.000	6/25/2021	Land Balance and Seeding Investment
6/14/2021	HERO	Public Safety Fee	Special Use	\$ 50.00	Fire.206.000.000.476.000	6/25/2021	Public safety out of Land Balancing - Payment to FD
6/21/2021	Michigan Jaguars	Hold the Date Deposit	Low Hazard	\$ 500.00	Park.208.750.000.651.000	7/6/2021	Hold the Date - Nonrefundable - Fall Jaguar Tourney
6/24/2021	Kathy Maher Anguish	Senior Center Rental	Special Use	\$ 175.00	Senior.208.805.000.651.001	6/24/2021	21/22 FY Application - July Payment received with app
6/24/2021	Regency Village	Senior Center Rental	Special Use	\$ 10.00	Senior.208.805.000.651.001	6/3/2021	Daily Rental - Key Fob returned 6/25/21 DAH
Total Park Revenue FY 20/21				\$ 11,532.50			



Hamburg Senior Center
10407 Merrill Road ♦ P.O. Box 157
Hamburg, MI 48139
810.222.1140 ♦ Fax: 810.231.3877
www.hamburg.mi.us

August 13, 2021

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

July Statistics:

- Attendance: 1294
- Daily Average: 62
- Transportation Daily Average: 11
- Number of New Members: 29

Correspondence:

- Thank you card from De Ruf and Ruth Tataranus

Upcoming Closures:

- Monday, September 6 Labor Day

September Programming:

- Basket Weaving Class – September 2
- MJR Movie Day- September 8
- Mary Kay Pampering-September 9
- Patio BBQs – September 10 & 24
- Acrylic Painting Class-September 10
- Pickleball Clinic-September 13
- Caregiver Lunch and Learn-September 15
- Kensington Metropark Picnic-September 16
- Pieces of Time Quilt Presentation-September 17
- Christmas Card Making Class-September 29

Other Information:

Pickleball courts are open. The Senior Center had a record 29 new members sign up in the month of July.



Hamburg Senior Center
10407 Merrill Road ♦ P.O. Box 157
Hamburg, MI 48139
810.222.1140 ♦ Fax: 810.231.3877
www.hamburg.mi.us

September 23, 2021

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

August Statistics:

- Attendance: 1906
- Daily Average: 91
- Transportation Daily Average: 15
- Number of New Members: 48

Correspondence:

- Thank you from Virgil and Carolyn Ramey
- Thank you from Deb Ruf
- Kroger Community Rewards Statement May-July \$67.42

Upcoming Closures:

- Thursday, November 11 Veterans Day
- Thursday and Friday, November 25 & 26 Thanksgiving Holiday

Upcoming Programming:

- MJR Movie Day – September 8
- Friday BBQ-September 10 & 24
- Acrylic Painting Class-September 10
- Pickleball Clinic-September 13
- Senior Celebration Day-September 14
- Caregiver Lunch and Learn-September 15
- Kensington Metropark Picnic-September 16
- Mary Kay Pampering-September 17
- Pieces of Time Quilt and Song-September 17
- Christmas Card Making Class-September 29

Other Information:

- Kitchen office is cleaned out and now a new meeting room. Front reception desk has been ordered. Pickleball has opened and from August 1 – September 3, 2021 the Senior Center had 97 new members.



**Hamburg Township
Parks & Recreation**

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

Memorandum

Date: September 13, 2021

To: Parks & Recreation Committee
Hamburg Township Board of Trustees

From: Deby Henneman, Parks & ADA Coordinator

Re: Kensington Woods Schools – Use of Manly Bennett Park – West

Use: Limited User – Fall 2021 – September 28 to November 1, 2021

Field: **Field #H7 (or as assigned by Park Coordinator)**

We are in receipt of a Park Use Application from Kensington Woods Schools dated August 27, 2021 for limited use of Soccer Fields located in Manly Bennett Park West. Kensington Woods School is located in the former Lakelands Elementary Building and has determined that they do have adequate field space for practices, but would like to use something more formal as their “Home” field.

Should this application be approved, it should also be contingent up on the Clerk Department being provided all requested documents to their satisfaction, that the field assignments be communicated administratively through the Clerk and Parks Coordinator, and that use is subject to Blackout dates. Charges will be invoiced based on current fee schedule for Non-recognized User Group.



Hamburg Township Manly Bennett Park

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

Park Use Application

And Release of Liability & Indemnification Agreement

(Application must be submitted 60 days before requested use)

Applicant Information:

Event Sponsor (or name if family or individual use): Kensington Woods Schools
Name of Event: Boys Soccer (8v8)
Type of Event: Soccer Game Park Use Category #: Select One 4 "Event Use"
Applicant Name: Thomas Wagner (AD)
Date(s) of Event: 10/12 Practice 9-28-21 to 11-1-21 Time(s) of Event: 5:30 - 7:30
Applicant Address: 9501 Pettys Rd Suite or Apt #: _____
Applicant City: Lakeland State: MI Zip: 48143
Contact Person (present during use): Daniel Statystshyn
Contact's Affiliation with Applicant: Soccer Coach
Contact's Phone: ~~(352) 702-6217~~ Contact's E-Mail: dstatystshyn@lwwoods.org
(248) 579-8898
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: General Agency Company (see attached)
Certificate of Insurance must be provided by all applicants as outlined in Appendix B in the Park Facility Use Policy.
Policy #: 5D43319 Expiration Date: 2-22-22
Limit of General Liability: 1,000,000 Occurrence 3,000,000 Aggregate
Umbrella Coverage Limit (if any): 4,000,000 Occurrence 4,000,000 Aggregate

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

Please describe the event you propose to host: Boys 8v8 Soccer game (High school level) - H7

Total Number of participants/spectators/guests anticipated during event: Between 50-60

Average of participants/spectators/guests anticipated at any given time: 45

Site of Proposed Event; include all areas of the parklands that will be used: 8v8 Soccer field

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: _____ Are Volunteers trained?: _____
Please attach copy of Volunteer Handbook if applicable

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

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

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

Parking fee charged? If so, how much: _____ Valet service available? _____

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

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: Potentially family pets (dogs)

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

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

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

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

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

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

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

Specific services required from the Township, if any: None

Other information regarding your event that you feel may be helpful: Please make sure field is cut, lined, and flagged.

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:

Just games/practices

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: Tw

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

Initials: Tw

Applicant's Signature: [Signature] Date: 8/27/2021

Co- applicant's Signature: [Signature] Date: 9/13/21

Parks Coordinator: [Signature] Date: 9/13/21

For office use only

Comments: _____

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

Application has been (Circle one)



Approved



Denied

Hamburg Township Representative: _____



KENSwoo-01

LMIESCH

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/31/2021

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

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

PRODUCER General Agency Company 525 E. Broadway Mount Pleasant, MI 48858	CONTACT NAME: Beverly Weeks PHONE (A/C, No, Ext): (989) 817-4236 FAX (A/C, No): (989) 772-1855 E-MAIL ADDRESS: bweeks@ga-ins.com
INSURER(S) AFFORDING COVERAGE	
INSURER A : EMCASCO Insurance Company	
INSURER B : Employers Mutual Casualty Co	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
 Kensington Woods School Kensington Woods High School
 Livingston Technical Academy
 9501 Pettys Rd
 Lakeland, MI 48143

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	<input checked="" type="checkbox"/>		5D43319	2/22/2021	2/22/2022	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
							MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 3,000,000
							PRODUCTS - COMP/OP AGG \$ 3,000,000
							\$
	GEN'L AGGREGATE LIMIT APPLIES PER:						
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						
	OTHER:						
B	AUTOMOBILE LIABILITY			5E43319	2/22/2021	2/22/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY						BODILY INJURY (Per person) \$
	<input checked="" type="checkbox"/> HIRED AUTOS ONLY	<input checked="" type="checkbox"/>					BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB	<input checked="" type="checkbox"/>		5J43319	2/22/2021	2/22/2022	EACH OCCURRENCE \$ 4,000,000
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/>					AGGREGATE \$ 4,000,000
	DED <input checked="" type="checkbox"/> RETENTION \$ 10,000						Pers/Adv Injury \$ 4,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			5H43319	2/22/2021	2/22/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/>	N/A				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Linebacker			5K43319	2/22/2021	2/22/2022	Each Occurrence \$ 1,000,000
B	Linebacker			5K43319	2/22/2021	2/22/2022	Aggregate \$ 3,000,000

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

Hamburg Township is an additional insured with regard to General Liability per their written agreement with the named insured

CERTIFICATE HOLDER

CANCELLATION

Hamburg Township Bennet Park
 10405 Merrill Road
 Hamburg, MI 48139

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

AUTHORIZED REPRESENTATIVE

Jeff B. Reinhardt



**Hamburg Township
Parks & Recreation**

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

Blackout dates for 2021 Playing Season

(Includes Tentative and Pending – Hi-lite has event both sides)

No other uses allowed on Blackout Dates unless approved by Township

East Park

Sept 28, 2021	SEC XC Jamboree (Blackout 1:30 – 6 PM) - Approved
October 15-16, 2021	Library: Halloween Haunted Forest – Approved

West Park

September 24-26, 2021	Michigan Jaguars FC - Approved
-----------------------	--------------------------------

Lakelands Trail

Merrill Field Disc Golf Course

Volleyball Court Rentals

Winkelhaus Park

For Use Schedule go to:

[https://www.hamburg.mi.us/departments/parks and recreation/event calendar info
/parks_rec_park_use_calendar_\(google\).php](https://www.hamburg.mi.us/departments/parks_and_recreation/event_calendar_info/parks_rec_park_use_calendar_(google).php)



Hamburg Township Parks & Recreation

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

Memorandum

March 16, 2021

To: Mike Dolan, Clerk

Cc: Pat Hohl, Supervisor

Tony Randazzo, Building & Grounds

From: Deby Henneman, Parks & ADA Coordinator

Re: Anticipated/Proposed Park Projects (Updated)

For budgeting purposes, I would like to recommend the following projects be considered for the 21/22 Fiscal Year. Estimates would be required on most of these projects, and most are either safety or ADA related upgrades. Highlighted projects are ones that will be started in the 20/21 FY.

-Hay Creek Bridge Project (\$100,000 total in grants)	\$108,000
-ADA Transition Plan upgrades by priority (Parks/Comm Ctr/Trail)	\$25,000*
• Accessible Parking in areas without it	
• Accessible routes to Portable Toilets & screening (to prevent tipping)	
• Accessible routes to Sport facilities	
-Outdoor seating Comm Ctr/Park joint project	\$21,000
-Pickleball Court (2) Comm Ctr/Park joint project	\$44,000
-Wayfinding & Rules & Regulation Signage for Manly Bennett Park	\$10,000**
• The Manly Bennett sign is in horrible repair and needs to be replaced	
• Rules and Reg signs are required for each facility/service	
• Directional signage would allow for safer traffic control	
• I have gathered some quotes along the way, estimate about \$50,000 total project	
-Outdoor Work-out Area – Accessibility upgrades to parking lot	\$30,000
-Truncated Domes at all intersections on Lakelands Trail (pending/reserve)	
\$35,000 (6,000 Grant)	

- Repair/Repaint existing Dugouts, Pavilions, Benches, etc.	\$ 5,000
- Repair/Replace Flyer's fence	\$ 2,500
-Walking path upgrades – West Park	\$20,000
- Fill gaps & seal existing asphalt path, improve gravel path	
-Convert concession into viable Accessible restroom – East Park	\$50,000***
-Convert concession into viable Accessible restroom – West Park	\$50,000***
-Updates to lower level of East Concession/Fire compliance	\$5,000
(Concessions in both parks should be accessible/used for storm shelter in emergencies)	
<u>-Playgrounds will require major overhaul/relocation we should prepare</u>	<u>\$150,000**</u>
-Storage Shed with Community Access for park maintenance items	\$20,000
-RC Track for Trucks/Cars in current Flyer's Field area	N/A
-Outdoor Ampitheatre or additional pavilion for community events	\$50,000**
-Wifi access in parks/Public announcement safety system	\$50,000
-Security lighting and cameras at Comm Ctr/Outdoor seating	\$25,000
-Winkelhaus Property: Investigate purchase to support upgrades	N/A

**Suggest an annual amount/ reserve be set aside for these types of upgrades for all departments*

***Handled in a phased approach similar to Baseball Fencing Project*

**** This will prohibit the concession stand from being used for cooking, won't comply with Health Dept.*

Wayfinding Signage Ideas for Manly Bennett Park (Updated from 2015)

Merrill Trailhead/Disc Golf Entrance

- Park Rules Sign – Update signage to indicate no fee
- Disc Golf Site Map – Back side of existing Kiosk – size to be determined
- Banner along top edge of Kiosk – MERRILL TRAILHEAD & “THE GULCH”
- Entrance sign – directing traffic into parking for Trail and Disc Golf – two sided
- Small way finding sign - to indicate direction to Soccer Fields

West Park/Soccer Entrance

- **Park Rules Sign – REPLACED**
- West Park Site Map – Back side of existing Kiosk – size to be determined
- Banner along top edge of Kiosk – MANLY BENNETT PARK WEST
- Entrance sign – directing traffic into parking for Soccer – two sided
- Small way finding sign – to indicate direction to Disc Golf
- No Parking Emergency Entrance with arrows – 2
- Small mile marker signs along the walking paths in West park

East Park/Baseball Entrance

- **Park Rules Sign – REPLACED**
- **Number Signs – for all fields 1-8 to attach to backstops**
- **Dedication Signs – for McNulty and Sanderson fields**
- Batting Cage Rules and Regulations for Use – 2
 - **2016 Sign Stuff Estimate - \$499.80**
- Batting Cage Safety Rules - 2

East Park/Flyer’s Field

- Entrance sign – directing traffic back to RC Field
- Flyer’s Field Rules and Regulations for Use – 1
 - **2016 Sign Stuff Estimate - \$895.00**
- Flyer’s Field Safety Rules – 1
- Rocket Launch Pad Safety Rules – 1

East Park/Volleyball Area & Pickleball (Community Center)

- Volleyball & Pickleball Area Rules and Regulations for Use – Signage to indicate no fee
- Volleyball & Pickleball Area Safety Rules – 1
 - **2021 Kirby Kiosk Estimate - \$3,200.00 (Includes Garbage Can)**

Municipal Entrance

- Complex Map Sign – Should be updated to show Pickleball area near Community Center
 - **2016 Sign Stuff Estimate - \$1,998.00**
- Small way finding sign – to indicate driveways to turn for Police, Library, Senior

East Park Monument Sign

- Entire Sign needs to be replaced and remounted
 - **2016 Sign Stuff Estimate - \$4,990.00**

Merrill Roadway

- **Yellow – SLOW DOWN PARK ENTRANCE signs should be redone**
- A monument sign at corner of Merrill and M-36 should be considered with arrow and/or changeable lettering

Intersections to place directional signage to point to Manly Bennett

- Strawberry Lake & Merrill
- Strawberry Lake & Hamburg
- M-36 & Merrill

Public Safety Signage (Temporary for Events)

- Parking Arrows
- Handicap Parking (Temp)
- Event Arrows
- All other signs per Public Safety to assist in traffic/pedestrian control



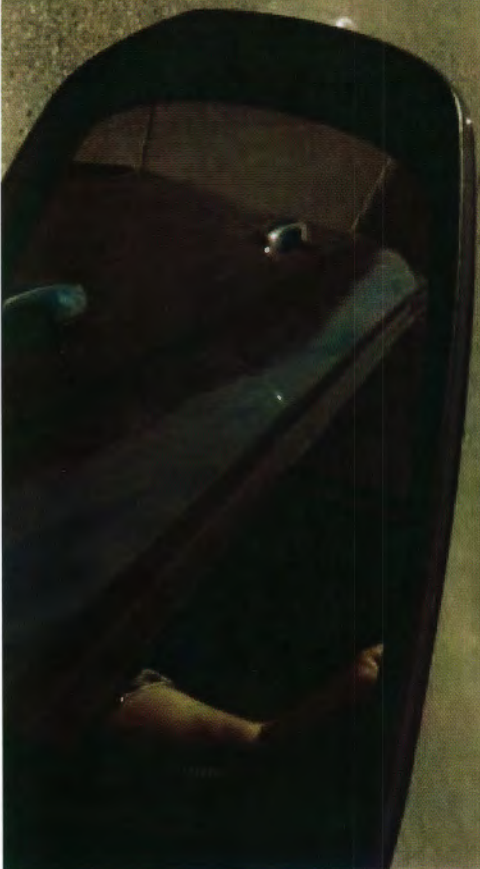
Manly Bennett Park - Disc Golf

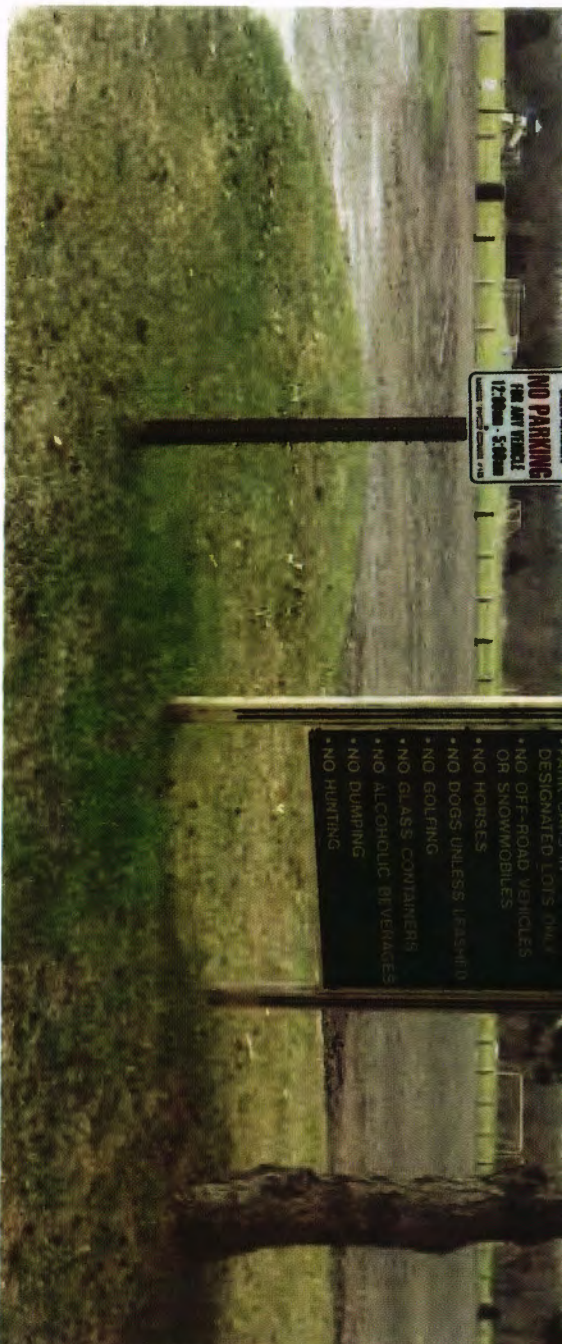
Signage Ideas:

Small sign - monument or

otherwise - wayfinding

needs to be
visible on both
sides





West Park - Park Rules sign
Needs to be re-located out of
freeline.

New sign to include similar
language as current.

Add: ~~new~~ Re-Flying & Rocket launching
in designated areas only
Need 3 total: West, East & Disc
Entrances

IN AN EFFORT TO PRESERVE
AND PROTECT OUR PARK.

PLEASE!!!

- PARK CARS IN
DESIGNATED LOTS ONLY
- NO OFF-ROAD VEHICLES
OR SNOWMOBILES
- NO HORSES
- NO DOGS UNLESS LEASHED
- NO GOLFING
- NO GLASS CONTAINERS
- NO ALCOHOLIC BEVERAGES
- NO DUMPING
- NO HUNTING

WARNING
VANDALISM
PUNISHED
\$ 500 FINE
AND/OR
90 DAYS

NO
ALCOHOLIC
BEVERAGES
TWP. ORD.



West Park - Soccer Kiosk

Signage Idea:

Banner type along top edge

Dimensions:

Wording:

Manly Bennett West
Soccer Fields



West Park - Soccer Kiosk (rear)

Signage Idea:

map of field layout &
 concessions showing Hamburg
 numbering of fields & parking
 Reflect Portable toilets also





Russ needs

x2





West Park - Soccer Entry

Signage ideas:

Small sign - monument or
otherwise - wayfinding

Dimensions:

Location?: Easement?

2-Sided!

Wording:

Manly Bennett West
Soccer Fields

Enter Here
(or Parking?)
Entrance?





Mankly Bennett - Soccer Entry
Easement / Topography



Sign Stuff, Inc.
13604 MERRIMAN RD
LIVONIA, MI 48150
(888)454-0306
bill@signstuff.com
<http://www.signstuff.com>

ESTIMATE

ADDRESS

Deby Hennerman
Hamburg Township
10405 Merrill Road
Hamburg, MI 48139

SHIP TO

Deliver to
Hamburg Township
10405 Merrill Road
Hamburg, MI 48139nnerman

ESTIMATE # 2016-433**DATE** 06/09/2016**EXPIRATION DATE** 07/08/2016**ACTIVITY****QTY****RATE****AMOUNT**

DESIGN, FABRICATE & DELIVER "Batting Cage Guidelines"
SIGN per attached Drawing Version V1

We understand that this sign will be installed on a chain link fence.

Jumbo 1 Sided Sign, Smooth Surface Deluxe, (approx size 30" x 40"), White 1/2" PVC, Custom Artistic Layout

1

468.00

468.00

SignGrabber™ SG2 is a galvanized cast metal mounting bracket, 2-1/2" square x 3/4" deep which fits snugly into the diamond shaped openings of 2" industry standard chain link fence. Supplied with 1 - 5/16" x 3/4" tamper proof bolt and nut.

4

7.95

31.80

Delivery to Hamburg Township No Charge

We agree to design and manufacture the sign products outlined in this Sales Order. All material is guaranteed to be as specified, and the work to be performed in accordance with the drawings and specifications submitted for the this project. Upon receipt of your confirmation of this ESTIMATE and your deposit payment, we will begin production of your sign project.

TOTAL**\$499.80**

Accepted By

Accepted Date



Sign Stuff, Inc.
13604 MERRIMAN RD
LIVONIA, MI 48150
(888)454-0306
bill@signstuff.com
<http://www.signstuff.com>

ESTIMATE

ADDRESS

Deby Hennerman
Hamburg Township
10405 Merrill Road
Hamburg, MI 48139

SHIP TO

Deliver to
Hamburg Township
10405 Merrill Road
Hamburg, MI 48139nnerman

ESTIMATE # 2016-434**DATE 06/10/2016**

ACTIVITY	QTY	RATE	AMOUNT
DESIGN, FABRICATE & DELIVER "RC Flyer Field Guideline" SIGN & "Rocket Launch Pad" NAME PLATE per attached Drawing Version V1			
Jumbo 1 Sided Sign, Smooth Surface Deluxe, (approx size 30" x 40"), White 1/2" PVC, Custom Artistic Layout	1	468.00	468.00
4x4 x 6' White PVC Stepped 2 Post Mounting System	1	389.00	389.00
Personalized Name Plate: 3.5" h x 16" w, 1 sided, 1/2" PVC	1	38.00	38.00

Delivery to Hamburg Township No Charge

We agree to design and manufacture the sign products outlined in this Sales Order. All material is guaranteed to be as specified, and the work to be performed in accordance with the drawings and specifications submitted for the this project. Upon receipt of your confirmation of this ESTIMATE and your deposit payment, we will begin production of your sign project.

TOTAL**\$895.00**

Accepted By

Accepted Date



Sign Stuff, Inc.
13604 MERRIMAN RD
LIVONIA, MI 48150
(888)454-0306
bill@signstuff.com
<http://www.signstuff.com>

ESTIMATE

ADDRESS

Deby Hennerman
Hamburg Township
10405 Merrill Road
Hamburg, MI 48139

SHIP TO

DELIVER TO:
Hamburg Township
10405 Merrill Road
Hamburg, MI 48139

ESTIMATE # 2016-428**DATE** 05/20/2016

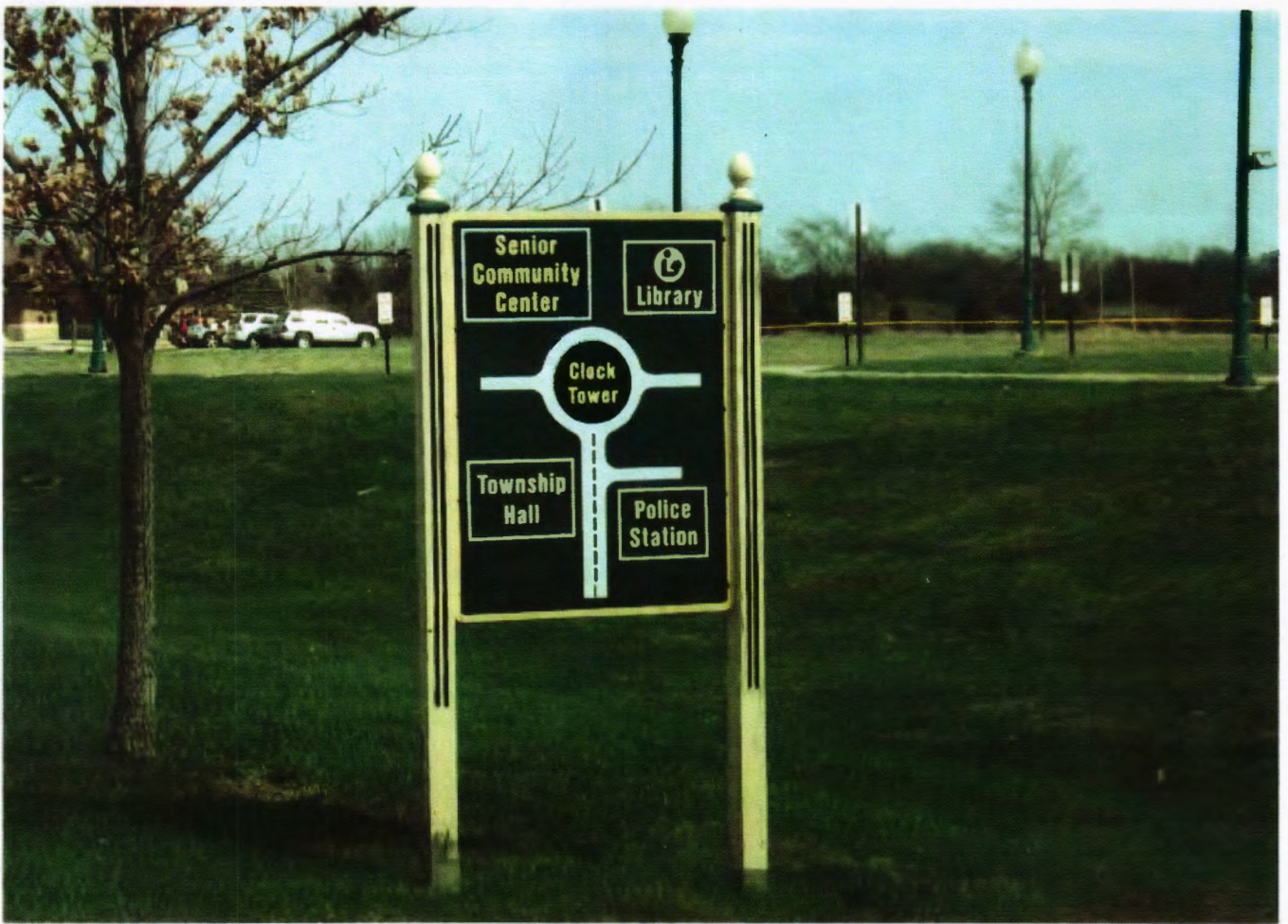
ACTIVITY	QTY	RATE	AMOUNT
DESIGN, FABRICATE & DELIVER "ROUNABOUT" SIGN PER DRAWING V1 DATED 5/20/2016			
Sales 1-Sided Green & White PolyEngraved Sign, Shape: Andover (35"w x 47"h) Carved Text & Graphic.	1	1,450.00	1,450.00
PES-L-PLAQUE Customer Supplied Artwork on Raised Plaque	1	169.00	169.00
NES-M14SW6-40 6' Stepped 2 Post Mounting Kit, inside posts are 5"x5", outside posts are 4"x4"	1	379.00	379.00
DELIVERY DELIVERY to Hamburg Township Office	1	0.00	0.00

We agree to design and manufacture the sign products outlined in this Sales Order. All material is guaranteed to be as specified, and the work to be performed in accordance with the drawings and specifications submitted for the this project. Upon receipt of your confirmation of this ESTIMATE and your deposit payment, we will begin production of your sign project.

TOTAL**\$1,998.00**

Accepted By

Accepted Date



May want to re-do
this sign at the
same time?



Hamburg
Township

Senior
Community
Center



Library

Clock
Tower

Township
Hall

Police
Station

© 2016 Sign Stuff, Inc.

Hamburg Twp - directional roundabout - v1





Sign Stuff, Inc.
13604 MERRIMAN RD
LIVONIA, MI 48150
(888)454-0306
bill@signstuff.com
<http://www.signstuff.com>

ESTIMATE

ADDRESS

Deby Hennerman
Hamburg Township
10405 Merrill Road
Hamburg, MI 48139

SHIP TO

Installation at
Hamburg Township
10405 Merrill Road
Hamburg, MI 48139

ESTIMATE # 2016-431**DATE** 06/07/2016**EXPIRATION DATE** 07/07/2016

ACTIVITY	QTY	RATE	AMOUNT
DESIGN, FABRICATE & INSTALL "Manly W. Bennett Memorial Park" SIGN per attached Drawing Version V1 SIGN			
Product 30" High x 95" wide "Manly W. Bennett" sign face with carved letters and details. Your have the option of this sign face being fabricated out of 1" Building Grade PVC or 1/2" King ColorCore (same material used in the other signs we have done for Hamburg Township) 16" high x 13" wide "Hamburg Township" raised Plaque 12" high x 12" wide "Fire Chief" raised Plaque 33.5" high x 128" wide 1" Building Grade PVC Backboard in 2 pieces with Stucco coating	1	4,295.00	4,295.00
INSTALLATION Install Remove & Dispose of existing sign. Install New Sign Faces	1	695.00	695.00

We agree to design and manufacture the sign products outlined in this Sales Order. All material is guaranteed to be as specified, and the work to be performed in accordance with the drawings and specifications submitted for the this project. Upon receipt of your confirmation of this ESTIMATE and your deposit payment, we will begin production of your sign project.

TOTAL**\$4,990.00**

Accepted By

Accepted Date

Raised Hamburg Logo plaque

1" building grade pvc backboard in 2 pieces, with stucco coating

1" building grade pvc sign with carved letters and details

128 in

95 in



Manly W. Bennett Memorial Park





Parklands Use Permit Sign Policy

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

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

Signage Regulations:

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

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

- 5) The Township shall be authorized to remove any unapproved signage or additional signage placed unrelated to the scheduled event. Violations or abuses of this rule may result in termination or denial of park use.

Sign Application Materials:

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

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

Livingston County Road Commission:

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

State of Michigan (MDot):

https://www.michigan.gov/mdot/0,1607,7-151-9623_26662_26679_27267_48606-182170--,00.html



Parklands Use Permit Sign Policy

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

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

Signage Regulations:

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

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

- 5) The Township shall be authorized to remove any unapproved signage or additional signage placed unrelated to the scheduled event. Violations or abuses of this rule may result in termination or denial of park use.

Sign Application Materials:

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

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

Livingston County Road Commission:

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

State of Michigan (MDot):

https://www.michigan.gov/mdot/0,1607,7-151-9623_26662_26679_27267_48606-182170--,00.html



**Hamburg Township
Parks & Recreation**

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

Memorandum

September 20, 2021

To: Parks & Recreation Committee

From: Deby Henneman, Parks & ADA Coordinator

Re: PayPal/QR Code option for Donations/Park Use

A motion was made at the July 27, 2021 Parks Committee meeting to recommend that the Park Facility Use Fee Schedule and Park Policy be updated to reflect no fees for the outdoor facilities including: Disc Golf, Adult Workout, Volleyball, Pickleball, and the Trailheads, but to state that donations for maintenance of these facilities is appreciated. This recommendation has yet to go to the Township Board for approval.

A Hamburg Township Administrative Fee Schedule was adopted at the 7/7/20 Township Board meeting and went into effect on 8/1/20. Municode was sent all ordinances and documents which are currently being proofed by the Township Board, and are current as of 7/1/21. Any changes after that date will be retained to be updated in Supplement #1 and after the code goes live on our website.

In the meantime, it is my recommendation that we provide a proposal for implementing a mechanism to collect donations, via a cashless system such as PayPal or Venmo. This recommendation should include the Parks Coordinator working with Accounting and Treasury to put this system in place, which will allow us to move forward with our wayfinding signage program. QR codes can be used on the kiosks or facility signs around the Township and be set to collect donations from our visitors.

The attached is a breakdown of some of the things that were discussed an employee meeting held on June 15, 2021.

PayPal Proposal for Donations

History: The Park/Trail/Senior-Community Center Millage expired in 2019. Since then, expenses for maintenance and special projects have been funded by the General Fund. Limited income is brought in by the newly adopted Park/Senior-Community Center fees. The disc golf course currently has an “honor-system” fee collection process which has been cash to date. Cash collection is cumbersome, unsanitary, and has been inconsistent in the past.

Proposal: In light of the addition of a pickle ball facility, I am recommending that a cashless system be investigated for the future of the park system. A software solution such as PayPal or Venmo, with the combination of using a QR Code, could allow for the Township to continue to collect donations from visitors who wish to contribute toward the maintenance of the facilities. The cash system could remain in place until history with the system provides enough data to warrant going fully into a cashless system. PayPal also allows digital invoices which could be used to bill our parkland and community center users. Some locations that could be considered are as follows:

- Disc golf (currently has cash pole)
- Lakelands Trail (currently has cash pole)
- Workout area
- Pickle ball court
- Any future facility, such as a Dog Park or Accessible Playground

In addition to the passive income from donations, there could be a future possibilities for sales. Some items to consider:

- Coffee, Cards, Bingo (Senior Center)
- Concessions (if they were to be opened, could also include rentals, etc.)
- Pickle ball supplies (such as balls)
- Invoices for Park Use and Senior Center Rental could be generated from this system as well, once applications and scheduling has been confirmed
- Fundraising efforts for grant match, crowdfunding, etc.

Signage: should these proposed changes be approved, it is recommended that the signage be changed to include language that while donations are appreciated, they are not mandatory. Sample language is as follows:

**Donations are appreciated,
and contribute to the maintenance of this facility.**

Questions can be directed to clerk@hamburg.mi.us