
**Hamburg Township
Parks & Recreation Committee
Hamburg Township Hall
Tuesday, March 24, 2026 – 3:30 PM**

AGENDA

1. **Call to Order**
2. **Pledge to the Flag**
3. **Roll Call of the Parks & Recreation Committee**
4. **Call to the Public**
5. **Approval of the Agenda**
6. **Approval of the Minutes**
7. **Correspondence**
 - A. Parks & Recreation Minutes - February 24, 2026 - Approval
8. **New Business**
 - B. Hamburg Township Historical Museum - Newsletter - March 2026
 - C. Parks & Recreation - Blackout Dates 2026
 - D. Trail Use Request - Vendor - Free Bicycle Clinic - Rittinger
 - E. Park Use Application - Michigan Jaguar Tournament - May 8-10, 2026
 - F. Park Use Application - Jogging For Jakey 5K - August 29, 2026
9. **Old Business**
 - G. **Master Plan/Master Design**
 1. 5-year Master Plan
 2. Master Design Plan/Focus
 - H. **Grants & Grant Projects**
 - I. **Park & Trail Projects (Non-Grant)**
 - J. **Administrative Services and Reports**
 1. Township Coordinator's Report
 - a. Parks & Recreation Policies & Procedures/Fees
 2. Senior Center Report

- 3. Community Resource Officer Report
- 4. Building & Grounds Report
 - a. Parkland/Trail Maintenance Concerns
- K. ADA Compliance in Parklands/Trail/Township
- L. Every Child Shall Play Scholarship
- M. Sponsorships/Volunteerism
- N. Township Events
- 10. **Call to the Public**
- 11. **Committee Comments**
- 12. **Adjourn Meeting**



Hamburg Township
Parks & Recreation Committee
Regular Meeting
Hamburg Township Hall
Tuesday, February 24, 2026
3:30 p.m.

1. Call to Order

Dolan called the meeting to order at 3:38 p.m.

2. Pledge to the Flag

3. Roll Call of the Parks & Recreation Committee

Board Members Present: Miller, Muck, Michniewicz

Board Members Absent: Dolan, McCabe

4. Call to the Public

A call was made with no response.

5. Approval of the Agenda

Motion by Michniewicz, supported by Miller, to approve the agenda as amended, adding the topic of volunteer bike repair proposal under Administrative Services & Reports.

VOICE VOTE: Ayes: 3, Absent: (Dolan, McCabe)

MOTION CARRIED

6. Approval of the Minutes

Motion by Michniewicz, supported by Miller, to approve the minutes from the January 27, 2026 Regular Meeting as presented.

VOICE VOTE: Ayes: 3, Absent: (Dolan, McCabe)

MOTION CARRIED

7. Correspondence

A. Hamburg Museum Newsletter – Received and filed.

8. New Business

A. Park Use Application – Livingston Christian School 2026 Season

Motion by Miller, supported by Michniewicz, to approve application as outlined in the Township Coordinator’s memo.

VOICE VOTE: Ayes: 3, Absent: (Dolan, McCabe)

MOTION CARRIED

B. Park Use Application – Lifewater Tournament – May 1-3, 2026

Motion by Miller, supported by Michniewicz, to recommend approval of the Park Use application for the Legacy Center’s Lifewater Invitational Tournament, submitted 1/6/26, contingent that the use be limited to 4 playable fields, the Clerk Department be provided with all requested documents to their satisfaction, that all other soccer fields be blacked out from use during this event, that applicant pay for any additional sanitary services along with cleaning of Township units, and that the applicant be charged the current Low Hazard-Non-Partner/Resident flat rate of \$750 per day.

VOICE VOTE: Ayes: 3, Absent: (Dolan, McCabe)

MOTION CARRIED

C. Park Use Application – GatorAde Tournament – August 21-23, 2026

Motion by Michniewicz, supported by Miller, to recommend approval of the Park Use application for the Legacy Center’s GatorAde Invitational Tournament, submitted 1/6/26, contingent that the use be limited to 4 playable fields, the Clerk Department be provided with all requested documents to their satisfaction, that all other soccer fields be blacked out from use during this event, that applicant pay for any additional sanitary services along with cleaning of Township units, that the applicant be charged the current Low Hazard-Non-Partner/Resident flat rate of \$750 per day and that this allowed use be contingent on a positive public safety report from the Lifewater event being held on May 1-3, 2026, with the understanding that a negative report from that event could cancel field use for this and future events.

VOICE VOTE: Ayes: 3, Absent: (Dolan, McCabe)

MOTION CARRIED

9. Old Business

A. Master Plan/Pending Grants/ Trails

Committee discussed timeline for Master Plan process and the time needed for the process to have the filing in place with the MDNR by 4/30/27. Current plan expires 12/31/27 and the 2028 deadline for Master Plan approval would be after the Grant deadline of 4/1/28.

Muck stated it would be prudent to get it done and filed early.

Henneman stated she would like to put it in the Goals and Objectives for Strategic Planning for the 26/27 FY.

Motion by Miller, supported by Muck, to recommend the Township board approve funds for the Parks & Recreation Master Plan and Master Design Plan process in an amount not to exceed \$30,000, for the 26/27 FY so the plan can be completed by December 2026, in order to be filed by the 2027 Master Plan deadline with the MDNR.

VOICE VOTE: Ayes: 3, Absent: (Dolan, McCabe)

MOTION CARRIED

B. Pending Grant Applications/Projects

- MDNR Manly Bennett Park & Water Trail Access Improvements #TF22-0107
 - No update
- MDNR Zukey Footbridge – TF25-0213
 - No update

C. Park & Trail Special Projects (Non-grant)

- West Park Field Repairs – H3 – Pending repair in spring 2026.
- Great Start Livingston Story Walk – West Park – No funding will be available.
- Intergenerational Play Area – TBD
- Play Area Interactive Art – East Park Pavilion – Pending.
- Wayfinding & Safety Signage – Awaiting installation.
- Boardwalk in WP/Disc Golf – Boardwalk is closed. Hoepfner to follow up with Randazzo to find out status of quote/repair and get copy of the Engineer's Report.
- Huron River Bridge – No update.

D. Administrative Services & Reports

- **Township Coordinator's Report** – February 2026 – received and filed
 - Parks & Rec – Policy and Procedure Manual – Updates to Tournament field use were approved by Board. All changes in the Parks & Recreation Policy and Procedures are to be compiled and presented to the Township Board for review and approval.
 - The Committee discussed the impact of the recent changes as relates to Tournaments and agreed there should be no changes to the fees at this time.
- **Senior Center Report** – February 2026 – received and filed
- **Community Resource Officer Report** – None
 - Officer Kelly Kozowicz is our new Parks & Recreation liaison to Public Safety
- **Building & Grounds Report** – Verbal
 - An RFP will be developed for the Zukey Footbridge, in the meantime it will be avoided for vehicular use and plowing as it is spongy.
 - Tree trimming along the Lakelands Trail will be scheduled soon in order to cut back growth before summer.
 - Muck Complimented B&G for their work on the trail.
- **Bike Medic Proposal – Discussion**
 - Henneman presented packet at table from resident who would like to offer Bicycle Repair services on the Lakelands Trail.
 - Discussion took place regarding hesitations, and committee would like to know MDNR's stance. Henneman stated she had already reached out to them, and would come back next month with more information.

E. ADA Compliance in Parklands/Trail/Township

- Kress Road Bridge – Concrete work on approach will be done in the spring.
- Township-wide door inspection/maintenance – will be added to G&O
- Website Compliance Update – Pending
- Assistive Listening Device for Board Rooms – will be added to G&O

F. **Scholarship – Discussion** - No discussion.

G. **Sponsorships/Volunteerism** - No discussion.

H. **Township Events**

- **Confirmed:**

- Community Clean-Up Event – Saturday, April 11, 2026 – 9AM-3PM
 1. Shredding 9AM-Noon

- **Proposed:**

- 250th Birthday of the US Celebration – Park Use Application
 1. 6/20/26 is date being proposed, to happen in coordination with Hamburg Family Fun Fest – at their invitation
 2. Miller questioned the date.
 3. Muck and Michniewicz were unsure why Parks was reviewing application for event that wasn't in the park.
 4. Committee unanimously requested further information.
- 2026 Christmas In The Village – December 12, 2026 – 10AM-6PM
 1. Final Project Report received and filed.

10. Call to the Public

A call was made with no response.

11. Committee Comments

There were no committee comments.

12. Adjourn Meeting

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

VOICE VOTE: Ayes: 3, Absent: (Dolan, McCabe) MOTION CARRIED

Meeting adjourned at 5:00 p.m.

Respectfully submitted,

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



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

MUSEUM HOURS

Saturdays

10:00am—2:00pm

Tours or research by
appointment.

Email

hthsandmuseum@gmail.com

Leave your name, phone,
and a brief description of
your request. A museum
representative will respond
promptly

Board of Directors

Carrie Schulz, President
Alice Winkelman, VP
Della Copp, Secretary
Denise Emery, Treasurer
Pat Corr, Member-at-Large
Shelby Blair, Mem.-at-Large
Curt LaLonde, Mem.-at-Large
Brian Schulz, Mem.-at-Large

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Hamburg Historical
Museum



MARCH 28, 11:00 AM
HAMBURG TOWNSHIP MUSEUM
7225 STONE STREET, HAMBURG, MI

Celebrate the joy of spring with a fun-filled egg hunt and craft activity! Kids and grandkids can search high and low for colorful eggs – with a special surprise waiting for the lucky finder of the golden egg.

Fun, crafts, search for candy-filled easter eggs in a neighborhood setting, free on-site parking, no long lines. Please sign-up in advance by emailing hthsandmuseum@gmail.com. Include your name and number of participants. Advance sign up is appreciated to ensure adequate supplies.



CELEBRATING
**WOMEN'S
HISTORY
MONTH**

MARCH 1-31

See
Page 2

WOMEN'S HISTORY MONTH 2026



“Leading the Change: Women Shaping a Sustainable Future” expands our understanding of sustainability beyond just environmental concerns. It encompasses financial sustainability, community resilience, leadership succession, and intergenerational equity. Whether developing green technologies, advancing economic justice, strengthening education systems, or building civic power – women are designing blueprints for sustainable transformation. This theme affirms that shaping a sustainable future means fostering systems that support both people and the planet.

<https://nationalwomenshistoryalliance.org/>

LEARN ABOUT LOCAL LEGENDS

These are some of the women who significantly propelled Hamburg into the thriving community we enjoy. Their stories are on display at the museum.

Julia Ball
 Velma Bennett
 Mary Marguerite
 Dunning
 Olive Robinson
 Nancy Roberts
 Wilhemina
 Swarthout
 Patricia Waters
 Bertha Winkelhaus



Come to the Hamburg Museum on Saturdays between 10 am – 2 pm to stroll the galleries and learn about these amazing female trailblazers.



MARCH – WOMEN'S HISTORY MONTH –

See pg. 2

24-25 Field trips for Navigator School 3rd Graders

28 – 11:00 am –

**Easter Egg Hunt and Craft – See pg. 1
Fun, neighborhood hunt. No lines or big
crowds. Free on-site parking.**

MAY

16 – Springtime Tea – 12:00 pm

**Watch Facebook, April newsletter, and
website for registration information**

Hamburg Village Memorial Day Parade

JULY – Watch for details



***Decades of Music**

***Heroes Hall**

***REVOLUTIONARY Rummage Sale – July 25**

A note to our special friends and neighbors:

**We know everyone is itching to start spring
cleaning. PLEASE set your rummage sale
donations aside until we give you the
beginning date for drop off.**



MARCH 17

Saint Patrick's Day originates from the 5th-century death of Ireland's patron saint, St. Patrick, a missionary who brought Christianity to the pagan Irish, using the shamrock to explain the Holy Trinity. The holiday, observed on March 17th, began as a religious feast day in the 17th century but evolved with Irish immigrants in America into a widespread secular celebration of Irish culture, featuring parades, green attire, and feasts.

~ Google AI Overview

DID YOU KNOW?

The Hamburg Township Museum is a Geocaching site!! Happy hunting.



REWIND

The second annual puzzle contest was a hit! The theme, Lakeland, focused on the history of summer travel to Hamburg lakes region. Winners each received a \$25 gift certificate to Zukey Lake Tavern. Be there in 2027!



BUSINESS PARTNERS

The area businesses listed below have provided support to Hamburg Township Museum through membership, donations, services and discounts. Their willingness to contribute is an amazing and necessary resource for our work in the community, and we are proud to have them as partners. Please consider local businesses when making buying choices. **If your organization is interested in a business membership or exhibit sponsorship, please email us at hthsandmuseum@gmail.com with name and contact information. A museum representative will contact you promptly.**

Advanced Water Systems

<https://awtworks.com/>

Creature Control

<https://www.creaturecontrol.com/>

Livingston Eye Care

<https://www.livingstoneyecare.com/>

Alan's Asphalt

<https://alansasphalt.com/>

Dairy Queen

dairyqueen.com

Peters True Value Hardware

<https://hamburg.shoptruevalue.com/>

Bank of Ann Arbor

<https://www.bankofannarbor.com/>

Hamburg Coney Island

<https://hamburgconey.restaurants.world.com>

Stacy Hewitt, Realtor

<https://stacyhewittpinkagent.com/>

Boomers Party Store

<https://www.grubhub.com/>

Hamburg Pub

<https://www.facebook.com/p/Hamburg-Pub>

Todd's Landscaping

<https://www.toddsservices.com/>

Captain Scotty's Boat Tours

<https://chainoflakesboattours.com/>

Hamburg Township Library

<https://www.hamburglibrary.org/>

Wild Indoors Pet

Suppliethewildindoorspetsupplies.net

Carpet Depot

<https://www.carpetdepot.bz/>

Kroger

<https://www.kroger.com/stores/grocery/mi/pinckn>

Zukey Lake Tavern

<http://www.zukeylaketavern.com/>

COSTCO

<https://www.costco.com/>

Lakeland Golf and Country

Club <https://www.lakelandsgolf.com/>



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

Blackout (Bold)/Event activity dates for 2026

Hi-lite reflects events on both sides of park - No other uses allowed on Blackout Dates

East Park

May 9, 2026	PHBSA Opening Day Event – 500 Est Participants
June 20, 2026	Hamburg Community America 250 Event - PROPOSED
June 13-23, 2026	Hamburg Family Fun Fest (HERO) – Setup/Teardown
June 17-21, 2026	Hamburg Family Fun Fest (HERO) – Carnival Dates – 5,000 avg
June 27, 2026	PHBSA Season Close Event – TBD

West Park

April 11, 2026	Hamburg Community Clean Up Event – WP Parking lot closed
May 1-3, 2026	Lifewater Tournament – 4 fields
May 8-10, 2026	MI Jaguar FC Soccer Tournament – 4 fields
June 14, 2026	Stomp Out Elder Abuse 5K – WP walking path
June 13-23, 2026	Hamburg Family Fun Fest (HERO) – Setup/Teardown
June 19 & 20, 2026	Hamburg Family Fun Fest (HERO) – Fireworks 5,000 avg
August 14 & 15, 2026	Gatorade Tournament – 4 fields
August 21-23, 2026	MI Jaguar FC Soccer Tournament – 4 fields
August 29, 2026	Jogging for Jakey 5K – 7AM-1PM - 75 Total Participants (See trail)

Lakelands Trail

August 29, 2026	Jogging for Jakey 5K – 7AM-1PM - 75 Total Participants
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Winkelhaus Park

Memorial Day Annually	Parade in Village of Hamburg
December 12, 2026	Christmas In the Village - PROPOSED

Projects

- West Park Grant Improvements – Trails around WP, Playground Area and H8 will be under construction

Sports fields closed for season mid-November until 4/1 each year

TO: Parks & Recreation & Township Board

FROM: Deby Henneman, Township Coordinator

DATE: March 17, 2026

AGENDA ITEM TOPIC: Proposal for a Bicycle Clinic on the Lakelands Trail – Summer Season 2026

Number of Supporting Documents: 4

Requested Action

To review and recommend to the Township Board the proposal by Bill Rittinger to operate a pop-up bicycle clinic on the Lakelands Trail (or Hamburg Township Trailhead Parking) which will be offered to the public free throughout the summer. They will also accept offered donations, so motion would need to confirm if there would be a park use fee, and if acceptance of donations would be allowed. Approval would also require a Land Use Permit through Zoning for a Temporary Use similar to what is required for Food Trucks.

Background

At our last meeting on February 24, 2026, the Parks & Recreation Committee requested that I follow up with the MDNR to obtain their thoughts on allowing this type of use on the Mike Levine Lakelands Trail. In the emails sent back and forth, there were points made for both locating the pop-up on the trail proper, as well as on the trailhead property which belongs to the Township. To summarize:

1. If the pop-up were located in the Trailhead parking area, the MDNR would not need to be involved, and the use would just need to comply with the Park Rules & Regs, as well as our Zoning.
 - a. A Land Use Permit for Temporary Use (Seasonal Sale) would be required - \$40 fee and a list of service dates for the season would be required.
 - b. A Park Use Application/Land Use Agreement, & Certificate of Insurance naming Hamburg Township is recommended by Township Coordinator. It wouldn't hurt to have one naming the MDNR as well.
 - c. Vending/Concessions is currently covered under Section 2.5 in the Park Use Policy.
 - d. Lakelands Trail Use is currently in a draft version Section 2.12 requiring review and approval by the Township Board.
2. If the pop-up were located at the entrance to the Lakelands Trail (on the MDNR property), they would treat it like an event permit and go through the evaluation process for it.

- a. It was stated since we handle the permitting for the trail in the Township, that we process it however we normally would for event use. Right now, we don't have a confirmed process. (see 3 & 4 below)
 - b. It was requested that the following language be included/considered for this use: "Trail users will not be required to take literature or listen to proselytizing – it will be on a voluntary basis only."
3. We have draft language being reviewed by the MDNR for the approval process for the Lakelands Trail and the division of tasks between the Township and the MDNR. To date, we have never had anything formal and have worked through confusion with large events such as 5Ks and Bike Relays on a case-by-case basis. In discussions I've had with the MDNR, and based on their review of our lease which does not specifically speak to regulating use for special events, it was decided that the policy should support having the Township approve events that remain within the Township borders, and to have the MDNR approve all uses/events that cross jurisdictional lines. For either of these cases, the other organization would be notified, along with our Public Safety liaison, as we have done in past years.
- a. Example language for the proposed (New) Section 2.12 is below.
 - b. Event Application for the MDNR can be found here: https://www.michigan.gov/dnr/-media/Project/Websites/dnr/Documents/Forms/LandUse/Land-use_Event_PR3051.pdf?rev=2a1c973eeb0d4bdd953636899bbe7e14&hash=7C976A564BB4B3044B0D9E12E2413053
 - c. Our event application can be found here: https://www.hamburg.mi.us/departments/parks_and_recreation/fees_policies_forms.php
4. The draft language for the trail use application process will need to be approved prior to approving the proposed use by Mr. Rittinger and is included under a separate item on the agenda.

Fiscal Considerations

Does the agenda item require the expenditure of funds? Yes No

Are funds budgeted? Yes No

Fiscal year affected: Choose an item.

Is a budget amendment required? Yes No

General Ledger numbers affected: _____

Park Policy Excerpts:

2.5 Business, Vending and Concessions: (current)

No person or organization shall, within the boundaries of the parklands, advertise, offer for hire, vend or sell any service, food, beverage, merchandise or other personal property of advertise, carry on or conduct any other business, commercial or fund-raising activity without the written authorization of the Hamburg Township Board, obtained through the Park Use Application process.

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

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

Signage for events held on Township owned or operated parklands is addressed in section 2.11.

2.12 Permitting Process for the Lakelands Trail (within Hamburg) – (Proposed addition 2/23/26)

There are three (3) trailheads along the Mike Levine Lakelands Trail that are owned/maintained by Hamburg Township:

- Village Trailhead (Hamburg Rd. near Winkelhaus Park in the Village of Hamburg)
- Merrill Trailhead (Merrill Rd. across from the Hamburg Township Hall)
- Pettysville Trailhead (M-36 & Pettysville intersection, south side of M-36)

Hamburg Township leases the portion of the Lakelands Trail within our Township borders. Using the trailheads as an access point and leisurely recreational use of the Lakelands Trail is allowed and encouraged at no charge for all residents and area visitors. Parking guidelines are addressed in section 2.7.

For those seeking approval on events, such as Fun Runs, 5Ks, or Biking Events, the application process is as follows:

For all events that will take place explicitly between the Hamburg Township borders, a Long Form Application along with event description and supporting documents, shall be submitted to the Township Coordinator no less than 120 days prior to the event. All events must be reviewed by Public Safety prior to approval by the Township Board. There is no park fee associated with this use, however, applicant may be responsible for costs associated with sanitary services, public safety personnel, etc.

Applications can be found on our website under Parks & Recreation: Fees/Forms/Policies.

https://www.hamburg.mi.us/departments/parks_and_recreation/fees_policies_forms.php

For all events that occur outside of the Hamburg Township borders, or which pass over our borders into a neighboring jurisdiction, the applicant must file a permit with the MDNR. If the event passes through Hamburg Township, copying us on the correspondence sent to the MDNR is requested.

Application can be found on the MDNR website here:

https://www.michigan.gov/dnr/-/media/Project/Websites/dnr/Documents/Forms/LandUse/Land-use_Event_PR3051.pdf?rev=2a1c973eeb0d4bdd953636899bbe7e14&hash=7C976A564BB4B3044B0D9E12E2413053

Once completed, it should be sent to our Trail Specialist (as of 2/18/26):

Sage Hegdal (she/her)

Southeast Lower Peninsula Trails Specialist

Department of Natural Resources

Parks & Recreation Division

Phone: 517-281-1486

Email: hegdals@michigan.gov

www.michigan.gov/dnr/places/state-trails

All uses within Hamburg Township should be sent to Parks & Recreation as well: clerk@hamburg.mi.us. There is a park fee associated with the MDNR permit process, and applicants may be responsible for costs associated with sanitary services, public safety personnel, etc.

Proposal to: Hamburg Township Parks & Recreation

Greetings:

My name is Bill Rittinger. I am a resident of Hamburg Township and the founder and President of Bike Medic, Inc. a Michigan nonprofit corporation. Along with a team of volunteers, I have been offering a free bicycle maintenance service at the Dexter Farmers Market during the months of May & June since 2015. This activity has been well received by folks if they encounter a problem while on a ride or get their bike ready for the summer. Services provided include basic repairs and maintenance, with more complex work often referred to repair shops in neighboring communities.

We are exploring the possibility of adding Hamburg township as a possible location. Ideally, we would like to place our temporary pop-up clinic near the Pettysville Road Lakeland Trail Trailhead (near the Hamburg Twp fire department). While we have not determined specific dates or times as yet, our service might be available in 3-4 hour blocks at various times agreeable to the township and our board of directors.

Our team can be as small as one person or up to ten volunteers, depending on availability and volume of visitors. The setup involves 1 – 3 stations including a portable work bench, bike repair stand, hand tools and a few tubs of supplies all under a temporary canopy.

Our volunteers desire to reach out and serve by offering a free gift of our time and skill. We do not seek to proselytize people in an aggressive manner. Instead, we offer to explain our motivation when asked. This approach has been very well received by people from a wide variety of backgrounds. Cash donations have been offered to us in the past, but we have resisted this practice up to this point. To help reduce some folks' discomfort of not paying anything, we may consider a donation jar to help fund supplies; however, this is not intended to be a money-making venture.

Bike Medic, Inc. is a Michigan Nonprofit corporation (visible on the MI LARA and Attorney General websites). Please feel free to reach out to the Dexter Farmers Market if you would like an objective viewpoint. I am available to meet in person to discuss details with township representatives.

Respectfully,
Bill Rittinger, President
Bike Medic, Inc. Cell: 734-846-9301



STATE OF MICHIGAN DEPARTMENT OF ATTORNEY GENERAL

Search Results

Results for the following input:
Organization Type: Charity or Public Safety Organization
Name Includes: *Bike Medic (All words);*
1 record(s) found

To view a summary report, click on the organization's name. Results appear in alphabetical order. To sort otherwise, click on the header above the desired column.

Organizations listed with **Registration Pending** are able to continue to solicit. The License/ Registration Expiration date will be updated when the application is completely processed by our office.

<u>AG File#</u>	<u>Legal Name / Address</u>	<u>License / Registration Expiration</u>
62901	<u>Bike Medic, Inc.</u> 8830 Redstone Drive Pinckney, MI 48169 (734)846-9301	07/31/2026

[Start New Search](#)

The information on these pages is taken from information provided to the Michigan Attorney General by the organization or its agents. The Attorney General's office does not endorse or promote any of the organizations or professional fundraisers listed on these pages. The Attorney General's office does not guarantee the accuracy or completeness of any of the information included. If you notice any errors, please contact the Charitable Trust Section.

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Business Trademark

Home

Search

Forms

Business Search

Monday, February 23, 2026: MiLogin for Business is experiencing a technical issue. You may receive an error message when launching applications or completing the multifactor authentication process. We are working to resolve this issue as soon as possible.

As of 2/23/2026:

Business Filings are processed through 02/16/2026.

Renewals and Restorations (for entities returning to good standing) are processed through 02/10/2026.

To file a document or annual report/statement for an existing entity, search for the entity, select Request Access from the slide-out drawer, complete the questions, refresh the webpage, and select File Subsequent Document or File Annual Report/Statement.

The same process applies to order certificates and copies.

You must be logged in to file documents or order certificates and copies. Click on the Login button in the top right. If you do not have an account, create one. The credentials from the previous system did not transfer to this system.

Business Search Info: ▼

Advanced ▼

Results: 1

Name	Filing Date	Status	AR Standing	En
BIKE MEDIC <i>Matched Names:</i> > BIKE MEDIC - DEXTER	06/10/2019	Active	Good	Dc Nc Cc

BIKE MEDIC

Matched Names: BIKE MEDIC - DEXTER

Entity Name	BIKE MEDIC
Identification #	802331686
Jurisdiction	Michigan
Entity Type	Domestic Nonprofit Corporation
Entity Status	Active
AR Standing	Good
AR Due Date	10/01/2026
Initial Filing Date	06/10/2019
Last Report with Officers and Directors	2025
Resident Agent Name	WILLIAM G RITTINGER
Registered Office Street Address	8830 REDSTONE DR, PINCKNEY, MI 48169
Registered Office Mailing Address	8830 REDSTONE DR, PINCKNEY, MI 48169
President Name & Address	WILLIAM G RITTINGER 8830 REDSTONE DR, PINCKNEY, MI 48169
Secretary Name & Address	DEANNA L RITTINGER 8830 REDSTONE DR, PINCKNEY, MI 48169
Treasurer Name & Address	KIMBERLY A. GIBSON 245 COYOTE CT, PINCKNEY, MI 48169
Directors Names & Addresses	REBEKAH MCCARTER 10000 JACKSON AVE, DEXTER, MI 48130 DAN ROBELEN 8005 KURLAND COURT, DEXTER, MI 48130 DIVID GIBSON 245 COYOTE CT, PINCKNEY, MI 48169 ANDREW SMITH 322 SOUTH STREET, CHELSEA, MI 48118



View History & Filings



Assumed Names



CLINIC SUPPORTED BY

Scio Community Church



1293 N. Zeeb Rd
Ann Arbor, MI 48103
(734) 662-7351
ScioCommunity.org

Dexter Gospel Church



2253 Baker Rd
Dexter, MI 48130
(734) 426-4915
DexterGospel.org

Every bike will eventually have a mechanical problem. If not corrected, it will fail to serve its intended purpose. Jesus taught that every human has a spiritual problem and, if it is not addressed, we will fail to fulfill our intended purpose. Thankfully, there is hope.

Mechanical problems are due to the laws of physics such as decay (or entropy). Replace the failing parts and the problem goes away. Spiritual problems stem from something else, every bit as immutable as physical laws. We see the effects — corruption, hatred, greed, and every other evil. We see it in others and some can see it in themselves. The root problem is that we do not (and cannot) love God as completely as we were intended — this is God's first law. Our inability to keep His law is called sin.

Unlike mechanical problems, we cannot just replace the "bad part." God's law requires justice to be served, and the penalty is death. We are helpless, unable to live a life free of sin. But God proved His love by coming in the person of His Son, Jesus Christ, as the sinless God-man. With His death He paid the penalty, not for any wrong He had done, but for our disobedience.

What's amazing about Jesus isn't His death, for everyone's earthly life ends, but that He rose from the dead, proving what He had accomplished. He now brings repair for our brokenness, having taken our death so we can live with God, devoted to Him now and forever.

This life is received for the same price as my work here - it's free. It can't be bought, earned, nor deserved. The only way to receive this gift is through faith. That means trusting only Him to rescue us from our sin and its eternal consequences, believing that He can heal our broken souls.

If you have questions about this or would like me to pray with you or for you, please ask.

Item D.

BIKE MEDIC



FREE. BICYCLE. MAINTENANCE.

Dexter Farmers' Market

Every Saturday
May 12th - June 30th
8:00am - 1:00pm

(Additional dates TBD)

MEET THE MEDIC

WHY FREE?

COMMON REPAIRS

Item D.



Hi! My name is Bill Rittinger. In 2003, a friend convinced me to go on a bike ride to Delhi Park. I hurt pretty bad the next day, but I was hooked!

Soon I began to share this adventure with my family and the number of bicycles in my garage grew.

I quickly realized they needed maintenance. Over the years, I have found a great deal of enjoyment from maintaining bicycles for my family and close friends. Although I have not had any formal training in bicycle repair, I have learned from others and simple repetition.

I offer free bicycle maintenance services.

I'm a medic, not a surgeon, so there are some things I'll refer you to a professional to handle, but I'm glad to help in any way I can!

First, **I love bicycling and enjoy seeing others benefit from the same experience.** I have logged many miles around the Dexter–Chelsea area and across Michigan. In 2007 my family visited Montana, where I rode with my daughters along the Missouri river, following the Lewis and Clark expedition trail. That trip opened my eyes to the value of non-motorized pathways. Returning to Michigan, I became interested in the Border-to-Border Trail planned for Dexter. When it opened, I was convinced it would catch on and realized a station to help travelers with repairs would be helpful.

Second, **as a Christian, I am called to love my neighbors just as God loves me.** True love shows itself in serving and blessing others in real and practical ways. Repairing bikes is a unique way I can do this, and I hope it may provide a glimpse into the kind of love God has for people. With my hands, tools, and a little gift of time, I can repair bicycles at no cost to you; God offers a much better gift that cost him dearly. If you want to know more, I am happy to share.



- Free air
- Replace tires, tubes, rim strips
- Adjust brakes
- Adjust derailleurs
- Straighten/true wheels
- Degrease sprockets and chain rings
- Replace cables and cable housing
- Lube chain





Item E.

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

TO: Parks & Recreation Committee
FROM: Deby Henneman, Township Coordinator
DATE: March 19, 2026
AGENDA ITEM TOPIC: Park Approval – Michigan Jaguar Tournament – May 8-10, 2026
Number of Supporting Documents: **1 – Park Use Application Packet**

Requested Action

Approval of the Park Use application for the Michigan Jaguars Spring Invitational Tournament, submitted 2/1/26, contingent on the following:

- That the use be limited to 4 playable fields per the updated park policy
- The Clerk Department be provided with all requested documents to their satisfaction
- Applicant will pay for any additional sanitary services along with cleaning of Township units
- Fees will be set as Low Hazard, Non-Partner rate of \$750 per day
- Event will be considered a Blackout for West Park

Background

The applicant has hosted this event at Manly Bennett for several years, and during this event no other user groups or individuals will be unable to utilize the fields until the following Monday. There have not been any other requests for use of these fields for this particular weekend; however, it will affect the regular user groups who may need to reschedule games or practices to allow for this event.

It should be noted that the Saturday event typically coincides with Baseball’s Opening Day Event.

Fiscal Considerations

Does the agenda item require the expenditure of funds? Yes No

Are funds budgeted? Yes No

Fiscal year affected: Choose an item.

Is a budget amendment required? Yes No

General Ledger numbers affected: _____



Hamburg Township Manly Bennett Park
Park Use Application

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

Item E.

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): Michigan Jaguars FC

Name of Event: Michigan Jaguars Spring Invitational Tournament

Type of Event: Sports/Soccer Park Use Category #: 4 - Event Use

Applicant Name: Michigan Jaguars FC, LLC

Date(s) of Event: May 8-10, 2026 Time(s) of Event: 7am - 9pm

Applicant Address: 24404 Catherine Industrial DR Suite or Apt #:

Applicant City: Novi State: MI Zip: 48375

Contact Person (present during use): Ted Grigoriou

Contact's Affiliation with Applicant: Tournament Director

Contact's Phone: 248-812-6252 Contact's E-Mail: tedkg@yahoo.com

Event Co-applicant, if any:

All Co-applicants must also sign all applications and waivers.

Co-applicant relationship to Applicant:

Co-applicant's phone:

Insurance Information:

Insurance Carrier: Renewal To Follow

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

Policy #: Expiration Date:

Limit of General Liability: Occurrence Aggregate

Umbrella Coverage Limit (if any): Occurrence Aggregate

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

Please describe the event you propose to host: Soccer Tournamnet

Total Number of participants/spectators/guests anticipated during event: ~~1800~~ 800

Average of participants/spectators/guests anticipated at any given time: ~~1800~~ 800

Site of Proposed Event; include all areas of the parklands that will be used: West Bennett Soccer fields

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

Will tents be used?: Yes If so, please indicate locations: Tent between fields
number 1 and two. Marked on enclosed map.

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

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

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

Will Food/Beverages be served? If so, types of food and name of persons serving: Vending tent and
possible food trucks. Separate sheet to follow of exact vendors. Coffee, water, Powerade, popcorn, pretzels,
cotton candy, BBQ, Sandwiches -Tent Permit \$ Fee required

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

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

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

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

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

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

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

Will there be a need for vehicles to be used on Township grounds? If so, describe: Yes.

Gas powered 4 seater golf carts.

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. Tournamnet will provide sports trainers

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: Police. Traffic

Other information regarding your event that you feel may be helpful: _____

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:

Map included with field, parking, tent, vendor areas

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.

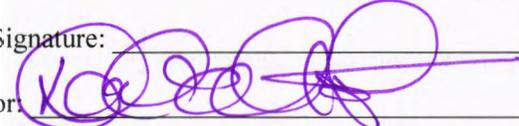
Personal Property Damage Claims: The applicant hereby releases Hamburg Township, Its elected and appointed officials, employees and volunteers, and others working behalf of Hamburg Township, from any and all liability or responsibility to the applicant or anyone claiming through or under the applicant 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: TG

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

Initials: TG

Applicant's Signature: Ted Grigoriou Date: 02/01/2026

Co- applicant's Signature:  Date: _____

Parks Coordinator:  Date: 3/19/26

For office use only

Comments: _____

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

Application has been (Circle one) Approved Denied

Hamburg Township Representative: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/YY) **Item E.**
2/18/2025

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 USI Insurance Services NW 601 Union Street, Suite 1000 Seattle, WA 98101	CONTACT NAME: Heidi Palmer PHONE (A/C, No, Ext): 206-577-5985 E-MAIL ADDRESS: Heidi.Palmer@usi.com FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE
INSURED Michigan State Youth Soccer Association 9401 General Drive, Suite 120 Plymouth MI 48170	INSURER A: Everest National Insurance Company INSURER B: United States Fire Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:
	NAIC # 10120 21113

COVERAGES **CERTIFICATE NUMBER:** 83980232 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SI8GL01851-241	9/1/2024	9/1/2025	EACH OCCURRENCE \$ \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ \$1,000,000 MED EXP (Any one person) \$ \$1,000 PERSONAL & ADV INJURY \$ \$1,000,000 GENERAL AGGREGATE \$ \$5,000,000 PRODUCTS - COMP/OP AGG \$ \$1,000,000 Participant Legal Liabi \$ \$1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			SI8GL01851-241	9/1/2024	9/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$ \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			SI8EX01724-241	9/1/2024	9/1/2025	EACH OCCURRENCE \$ \$5,000,000 AGGREGATE \$ \$5,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A						PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Accident Medical Expense			US2065966	9/1/2024	9/1/2025	\$100,000 Excess \$500 per Accident Deductible

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

This certificate is issued on behalf of Michigan State Youth Soccer Association & Michigan Jaguars FC
Certificate holder is Additional Insured as respects the operations of the Named Insured for sanctioned activities of the state association. Waiver of Subrogation applies when required by written contract.
2025 Michigan Jaguars Tournaments. Valid May 9-11, 2025 and August 15-17, 2025

CERTIFICATE HOLDER

CANCELLATION

Hamburg Township Parks & Rec Soccer Facilities
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

Gary Patterson

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

TO: Parks & Rec & Township Board

FROM: Deby Henneman, Township Coordinator

DATE: March 19, 2026

AGENDA ITEM TOPIC: Park Approval – Jogging For Jakey – 5K Fundraiser – August 29, 2026

Number of Supporting Documents: **1 Park Use Packet**

Requested Action

Approval of the Park Use application for the Jogging for Jakey 5K Fundraising Event, submitted 2/21/26, contingent on the following:

- **That the use be allowed use of the Lakelands Trail within the Hamburg Township borders as well as the pavilion and linking trails in West Park**
- **The Clerk Department be provided with all requested documents to their satisfaction**
- **That the Township Board consider waiver of park fees due to the nature of the event**
- **That the final approval be copied to the MDNR and Public Safety**
- **Directional and/or safety signage in support of the event be administratively approved**

Background

We are in receipt of a Park Use Application from Courtney Smotherman who is requesting access to the Lakelands Trail via West Park to hold a 5K Race on August 29, 2026. She is requesting limited use of the Lakelands Trail for this event, and the route will circle back to the staging area in West Park (Concession Stand pavilion).

This event is in memory of Jakey Smotherman and all proceeds will be donated to a charity of their choice. Blackout for this event will not be necessary as the parklands will still be open to use by others. Hamburg Township is a past recipient of a grant in the amount of \$3,000, which will be applied toward an accessible feature in the West Park playground improvements.

Waiver of the established Park Use fee due to the nature of the event has been made in the past and is requested as consideration for this year’s event as well. It should also be considered that no fees are charged for events on the Lakelands Trail at this time.



Hamburg Township Manly Bennett Park

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

Item F.

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): Courtney Smotherman

Name of Event: Jogging for Jakey

Type of Event: 5K race Park Use Category #: 4 - Event Use

Applicant Name: Courtney Smotherman

Date(s) of Event: August 29th scheduled Time(s) of Event: 930 am

Applicant Address: 8182 Alyssa Drive Suite or Apt #: .

Applicant City: Brighton State: MI Zip: 48116

Contact Person (present during use): Courtney Smotherman

Contact's Affiliation with Applicant: applicant

Contact's Phone: 810-360-5067 Contact's E-Mail: courtney.smotherman@hotmail.com

Event Co-applicant, if any: Brenden Smotherman

All Co-applicants must also sign all applications and waivers.

Co-applicant relationship to Applicant: husband

Co-applicant's phone: 248-459-8481

Insurance Information:

Insurance Carrier: Will obtain closer to date and send in

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

Policy #: Expiration Date:

Limit of General Liability: Occurrence Aggregate

Umbrella Coverage Limit (if any): Occurrence Aggregate

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

Please describe the event you propose to host: The event hosted is an annual jogging for jakey 5k in memory of brother Jakey! All of the proceeds of the race will be donated to charity (one yet to be determined, but will let you know). ✓

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

Average of participants/spectators/guests anticipated at any given time: 55

Site of Proposed Event; include all areas of the parklands that will be used: Bennett Park off of Merrill road (on the other west side of the street across from the official Bennett Park

Entrance). The race will be on the paved path of Lakeland Trails until Pettys and loop back (not crossing roads)

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: 3 Are Volunteers trained?: no
Please attach copy of Volunteer Handbook if applicable

Will tents be used?: yes If so, please indicate locations: _____
one small tent will be used for check in

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: yes, \$35 per person

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

Will Food/Beverages be served? If so, types of food and name of persons serving: pre-packaged food will be given after the race, along with water ✓

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

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

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

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

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

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

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

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

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

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

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

Specific services required from the Township, if any: _____

Other information regarding your event that you feel may be helpful: _____

Organized Sports and/or Sporting Events:

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

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

Release of Liability & Indemnification Agreement

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

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

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

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

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

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

Initials: CS

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: CS

Applicant's Signature: Cowling Smotherman Date: 2-21-26

Co-applicant's Signature: [Signature] Date: 2-21-26

Parks Coordinator: [Signature] Date: 3/19/26

For office use only

Comments: _____

Meeting Approval Dates: 3/24/26 Parks & Recreation _____ Public Safety _____ Township Board

Application has been (Circle one) Approved Denied

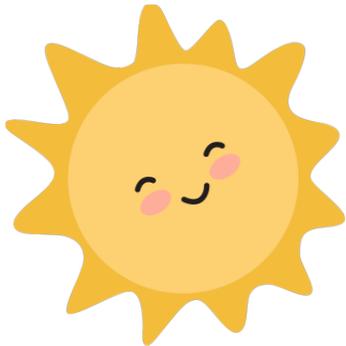
Hamburg Township Representative: _____



Got stuff to get rid of? Want to Volunteer? **Join** Item 1.

Hamburg Township invites its residents to RECYCLE, REDUCE and REUSE!

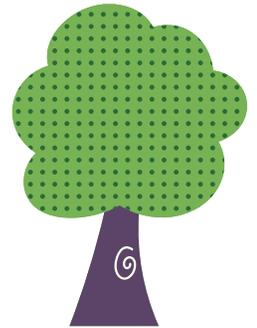
Hamburg Township Clean-up Event



Saturday, April 11, 2026

9 a.m. to 3 p.m.

(Shredding is 9 a.m. to Noon)



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

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

PADNOS Recycling: Accepting scrap metal/appliances/metal pieces
No plastic/glass, No sealed tanks (propane, gas, sealed barrels),
No lead acid batteries, TVs or Monitors.

Monroe's Rubbish: No construction materials, hazardous or household waste allowed. No liquids or paints. We will be taking tires, but must be limited to 4 per household. Rims are acceptable for recycling.

Compost bin: Will be available for small branches, yard waste and leaves.
Please bag your yard waste in paper bags.

ElectroCycle: On-site Shredding from 9 to Noon ONLY



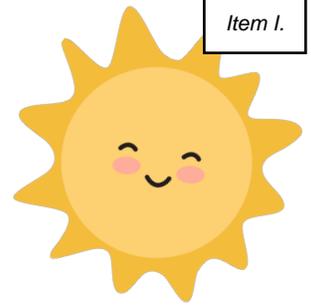
Hamburg Township
Parks & Recreation

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

For more information: clerk@hamburg.mi.us or (810)222-1124
or head to our website www.hamburg.mi.us



Clean-up Event Info Sheet



Metal recycling:

Steel – items like appliances, bed frames, furnaces, tractors
Cast Iron – sinks, tubs, brake drums, and rotors
Copper – items like wire, cable, tubing, radiators
Aluminum – items like lawn furniture, radiators
Electronics – items like laptops, PCs, memory, RAM, chips
Stainless Steel
Car Batteries
Zinc

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

Paper Shredding:

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

Accepted:

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

Not Accepted:

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

Tires:

- 4 per household - Rims are acceptable



**Park/Sports Fields/Trail Clean-up also!
Volunteers Needed! Sign up today!**



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

To: Township Board of Trustees & Parks Committee

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

Re: Township Coordinator’s Report – March 2026

Parks:

Bennett Park & Water Trail Access Improvements Grant TF22-0107: The “Pardon Our Dust” sign has been installed at the West Park kiosk and the playground equipment will be delivered in early April.

PARDON OUR PROGRESS

**MANLY W. BENNETT PARK
IMPROVEMENTS**
Hamburg Township Parks

**Funded by Michigan
Department of Natural
Resources Trust Fund Grant**

Completion Summer of 2026

We're excited to announce upgrades to the Manly Bennett Park West soccer fields and the ADA kayak launch at Horseshoe (Hall) Creek (Merrill Trailhead). Construction runs from August 4, 2025, through June 2026. This project is primarily funded by a \$300,000 Michigan DNR Trust Fund Grant, supplemented by matching funds and donations from the Hamburg Township Board and local community members.

Find more information here:

You can find a link to the project plans on the Parks & Recreation home page here: https://www.hamburg.mi.us/departments/parks_and_recreation/index.php Or at the project page: https://www.hamburg.mi.us/departments/parks_and_recreation/learn_more_about_this_amazing_project_here!.php

Officer Kelly Kozowicz is our new Public Safety representative. She can be reached at: kkozowicz@hamburg.mi.us.

I have had a few calls from citizens on the Boardwalk requesting updates. I have advised that it is closed until further notice and that repairs are being looked into.

Events:

The Community Clean-Up Event has been scheduled for April 11, 2026, and a flyer is in the packet. The paper shredding will be set up in the secondary lot near the Merrill Trailhead on the west side of the park. The Facebook event link is: <https://www.facebook.com/events/912633527772241/>

We need volunteers for the clean-up event (dumpsters), the Lakelands Trail and Halls Creek clean-up, as well as the event below. Anyone interested can submit a Volunteer waiver form which can be found here: https://www.hamburg.mi.us/departments/parks_and_recreation/programs_opportunities/volunteerism.php

The America 250 / Time Capsule Event has been approved by the Township Board, and it has been assigned a budget of \$10,000. It has been scheduled during the Hamburg Family Fun Fest, on June 20, 2026 at 2:00 p.m. A website page is being developed and so far the plan includes:

- A time capsule buried on Hamburg Township grounds – To be opened 2051
- Adopt-A-Brick fundraiser for the legacy circle surrounding the capsule site
- Commemorative Coin fundraiser
- Apple Pie contest with Ice Cream cart
- Grilled Hot Dogs & Chips

The flyers and event applications will be posted to the event page which we will link to from the home page of the Township website. More information to follow as the event is finalized.

Park Projects/Tasks:

- West Park
 - Repair flooding in field H3 – **On hold per management.**
 - Engineered Wood Fiber for abandoned playground to install “game” area – **On hold until we decide what is going there, if anything. Playground equipment still needs to be removed.**
 - Wayfinding signage for driveway – **Signs have been received and awaiting installation**
 - Look into new gate for driveway for large events
 - Update Kiosk – **Pardon the Progress sign was installed**
 - Complete work on the Sensory & Rain Gardens – **Adopted by Hamburg Garden Club – To be coordinated with Parks & Rec**
- East Park
 - Playground inspections – **Duane to complete and maintain records.**
 - Gravel paths to dugouts
 - Repair/update batting cage
 - Replace/repair netting over fencing

- Look into gate for driveway for large events
- Increase fence height for Flyer's field – **Need to screen spectators. MMRMA has offered to review plans for any upgrades in that area.**
- Install Rules & Regs/Kiosk with contact at Flyer's field for RC and Sledding hill HH
- Install Info Kiosk at Concession Building
- Revamp Concession to house vending?
- Install ADA Parking Signs – **No update**
- Install One way Traffic signs in Baseball parking lot – **Spring 2026**
- Trail/Trailheads
 - Build/Install wooden screening for portable toilets – **Clerk getting bids**
 - Fill sinkholes and reinforce asphalt, as needed – **Park Rangers spray issues**
 - Provide more respite areas through Adopt A Feature program - **Ongoing**
 - Zukey Lake Bridge (Kress Rd.) - EB transition needs to be addressed. – **Work pending – Spring 2026**
 - Complete work on the Story Walk Garden – **Adopted by Powers Flowers**
- Zukey Footbridge (Carpet Depot) – **Grant awarded, Engineer sent quote for Prime Professional and Design costs – To TB 2/17/26**

ADA

All updates will be made in the Transition Plan and made available to Township Board for their Budget review process each year for strategic planning.

- Website must be fully compliant with WCAG 2.2 by April 2027
- Door inspection RFP is being developed. 26/27 FY
- Assistive Listening Device will be purchased and shared. 26/27 FY

Grants:

Parks & Recreation has recommended skipping the 2026 MDNR Grant cycle to focus on updating the 5-year Master Plan which will be due by 5/1/27.

- The 2022 Trust Fund Grant #TF22-0107 has been extended to Spring 2026.
- Trust Fund Grant #TF25-0213 awarded – Awaiting agreement. Prime Professional secured.

Ordinances

Supplement #4 has been codified. All changes are uploaded as they are approved and can be found on the Ordinance home page listed under Adopted Ordinances Not Yet Codified:

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



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TO: Parks & Recreation & Township Board

FROM: Deby Henneman, Township Coordinator

DATE: March 18, 2026

AGENDA ITEM TOPIC: Park Facility Use Policy – Addition of Section 2.12 Permitting Process for the Lakelands Trail (within Hamburg Township)
Number of Supporting Documents: **2 – Revised Park Facility Use Policy & Current MDNR Lease**

Requested Action

Recommend to the Township Board, the addition of Section 2.12 to the Park Facility Use Policy, as relates to the permitting process for the Mike Levine Lakelands Trail within Hamburg Township, with the contingency that the MDNR approves the procedure and that their comments, if any, be included prior to final reading/approval by the Board.

Background

The portion of the Mike Levine Lakelands Trail State Park <https://www.michigan.gov/mhc/heritage-trails/lakelands-trail-state-park> that runs through Hamburg Township is owned by the MDNR, but leased and maintained by the Township. The lease has been reviewed by the MDNR, and while it does not speak specifically to event permits, it does require that we receive their prior consent on use of the trailway and subleases (Section 2. Use of Premises & Section 12. Assignment and Sublease).

After speaking to our Trails Specialist, I have drafted language that spells out when Hamburg Township may consider approving use, and when the use needs to be proposed/permitted by the MDNR. We have agreed that any use that approaches us for a permit will be copied to the other organization as well as the Public Safety liaison.

While there is a fee for Special Event Permits issued through the MDNR, the Township has never charged for any events on the Lakelands Trail we approved in the past or were notified of. Should the Township decide to set fees moving forward, approval from the MDNR is required prior to those changes being added to our Administrative Fee Schedule. Please note: We don't always get notified ahead of time that use of the Trail is planned, so having a procedure in place is the first step in knowing what to prepare for.

Fiscal Considerations

Does the agenda item require the expenditure of funds? Yes No

Is a budget amendment required? Yes No

**HAMBURG TOWNSHIP
PARK FACILITY USE POLICY
(Rules & Regulations)
Effective February 17, 2026**

1.0 INTENT

To provide for the use, protection, regulation and control of the Hamburg Township park and recreational facilities, including, but not limited to: Manly Bennett Parks East & West, Merrill Field Disc Golf Course “The Gulch”, Winkelhaus Park, the Senior/Community Center, the Mike Levine Lakelands Trail & Hamburg Township trailheads (Village, Merrill, and Pettysville), and other areas concerning recreation & leisure activities and to matters related to the use of and conduct on Township parks which are under the Township’s jurisdiction. For the purposes of this document, the aforementioned facilities shall be referenced as “parklands.”

2.0 GENERAL PARK USE POLICIES

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

- Public Use and Hours
- Protection and Preservation of Property and Natural Features
- Protection of Wildlife
- Traffic Control
- Rules Regarding Business, Vending and Concessions
- Rules Regarding Alcohol Use
- Responsibilities of larger groups regarding Public Safety

2.1 Public Use and Hours:

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

The Township may designate portions of the parklands and recreational facilities for specific uses. Certain facilities, such as the ball fields, pavilions, volleyball courts, etc., may be reserved for use by individuals or organizations by permit or agreement with the Township. The organizations granted use through this process are given priority use of the fields, and will provide the Park Administrator a copy of their anticipated schedule prior to their season start. Such uses shall be subject to use fees or deposits as outlined in Parklands and Community Center Use Fee Schedule (Appendix B).

Recreational activities by residents and non-organized groups are permitted on Hamburg Township property within their designated areas when not otherwise scheduled by permit or lease. It is recommended that all recreational activities be limited to daylight hours, and that calendar is checked for scheduling conflicts. No use of any sports field will be allowed prior to April 1st of each year without prior approval of the Park Administrator.

2.2 Protection and Preservation of Property and Natural Features:

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

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

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

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

No person shall install a tent in any parkland, without express permission from the Township Board. A site plan detailing the proposed location of the tent must be submitted to the Park Administrator or staff for review prior to the event.

2.3 Protection of Wildlife and Pet Care

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

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

No person shall bring, drive, lead or carry any dog or other animal or pet which is unleashed, or upon a leash more than six feet in length, upon Township park property. This does not apply to service dogs or to dogs under control of the Township. Persons bringing any animals or pets into the parklands shall properly clean up after them.

Horses are not permitted on Township property except on areas along the Lakelands Trail so designated, or as otherwise approved by the Township Board. Carriages are not allowed in any parklands and/or the Mike Levine Lakelands Trail unless otherwise approved by the Township Board.

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

For safety reasons, pets are not allowed to attend any activity and/or event. Residents are welcome to have their leashed pets in areas of the park where the activity and/or event is not taking place or in areas intended

for passive recreation such as trails or boardwalks. All owners or handlers of a dog or other domestic animal must comply with Chapter 24 of the Hamburg Township Code of Ordinances and violation of the provisions are subject to a municipal civil infraction as outlined in the Ordinance.

Service animals are allowed to attend activities and/or events. They are defined as dogs which are individually trained to do work or perform tasks for people with disabilities. Any service animal required because of a disability must be certified and clearly marked as such. Staff may inquire as to what work or task the service animal has been trained to perform.

2.4 Vehicle and Traffic Control:

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

The Township Staff or employees may operate motorized vehicles within the parklands if granted the right to do so by the Township Board or Park Administrator

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

Allowed vehicles will comply with the following:

- Will travel at walk speed only
- Will operate during daytime hours only
- Will display handicap symbol on vehicle
- Will be operated by permitted driver only
- Will allow passengers only as necessary

2.5 Business, Vending and Concessions:

No person or organization shall, within the boundaries of the parklands, advertise, offer for hire, vend or sell any service, food, beverage, merchandise or other personal property of advertise, carry on or conduct any other business, commercial or fund-raising activity without the written authorization of the Hamburg Township Board, obtained through the Park Use Application process.

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

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

Signage for events held on Township owned or operated parklands is addressed in section 2.11.

2.6 Alcohol:

Alcohol use is strictly prohibited in Parks, Trails or Trailheads owned or operated by Hamburg Township unless specifically authorized in writing by the Township Board.

2.7 Parking:

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

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

2.8 Public Safety:

Applicants may be required to meet with the Park Administrator and a Public Safety representative to determine what, if any, special precautions need to be taken as relates to the proposed event. Depending on the nature and/or size of the event, Public Safety expenses may be charged at the discretion of the Township Board and the Public Safety Committee. Waivers of these fees may be made by the Township Board as part of the Park Use approval process.

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

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

2.9 Inspection Requirements:

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

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

For any event, carnival or fair connecting to or modifying an existing electrical source or service, the Applicant covenants and agrees to utilize a licensed electrical contractor and secure an electrical permit.

All outside vendors are required to pass a safety inspection, facilitated by the Hamburg Township Fire Department (HTFD). All events who provide this type of service, must submit a Tent Permit Application no less than 2 weeks prior to approved event.

2.10 Restoration, Clean-up & Damage Bond:

Applicant may be required to deposit a restoration, clean-up and damage bond in the form of cash or certified check payable to Hamburg Township in an amount as outlined in the Park Facility Use Fee Schedule, or as determined by the Township Board. The bond shall be returned to the Applicant without interest, within sixty (60) days after the expiration of the requested park use if the Applicant has fully performed the restoration and cleanup of the premises to an "as-is" or better condition as prior to the event as determined by the Township. Should Applicant fail to restore and clean the premises in satisfactory condition, the Township may retain all or a part of the bond. Applicant shall reimburse Hamburg Township

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

2.11 Parklands Use Permit Sign Policy: (effective 10/5/21)

This policy is intended to allow specific signage as it relates to approved use of Township owned or operated parkland properties. The allowed signage will help Hamburg Township better meet the needs of the community and public use of the park systems. The signage will 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/operated parkland 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 within the Township parklands.
- 3) Any signs planned for the Road-Right-Of-Way must be submitted to the jurisdiction that regulates and oversees those roads.

Road-right-of-way Resources:

Livingston County Road Commission:

<https://livingstonroads.org/right-of-way-trees-roadside-structures-questions/>

State of Michigan (MDot):

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

2.12 Permitting Process for the Lakelands Trail (within Hamburg) – (Proposed addition 2/23/26)

Formatted: Highlight

There are three (3) trailheads along the Mike Levine Lakelands Trail that are owned/maintained by Hamburg Township:

- Village Trailhead (Hamburg Rd. near Winkelhaus Park in the Village of Hamburg)
- Merrill Trailhead (Merrill Rd. across from the Hamburg Township Hall)
- Pettysville Trailhead (M-36 & Pettysville intersection, south side of M-36)

Hamburg Township leases the portion of the Lakelands Trail within our Township borders. Using the trailheads as an access point and leisurely recreational use of the Lakelands Trail is allowed and encouraged at no charge for all residents and area visitors. Parking guidelines are addressed in section 2.7.

For those seeking approval on events, such as Fun Runs, 5Ks, or Biking Events, the application process is as follows:

For all events that will take place explicitly between the Hamburg Township borders, a Long Form Application along with event description and supporting documents, shall be submitted to the Township Coordinator no less than 120 days prior to the event. All events must be reviewed by Public Safety prior to approval by the Township Board. There is no park fee associated with this use, however, applicant may be responsible for costs associated with sanitary services, public safety personnel, etc.

Applications can be found on our website under Parks & Recreation: Fees/Forms/Policies.
https://www.hamburg.mi.us/departments/parks_and_recreation/fees_policies_forms.php

For all events that occur outside of the Hamburg Township borders, or which pass over our borders into a neighboring jurisdiction, the applicant must file a permit with the MDNR. If the event passes through Hamburg Township, copying us on the correspondence sent to the MDNR is requested.

Application can be found on the MDNR website here:
https://www.michigan.gov/dnr/-/media/Project/Websites/dnr/Documents/Forms/LandUse/Land-use_Event_PR3051.pdf?rev=2a1c973eeb0d4bdd953636899bbe7e14&hash=7C976A564BB4B3044B0D9E12E2413053

Once completed, it should be sent to our Trail Specialist (as of 2/18/26):

Sage Hegdal (she/her)
Southeast Lower Peninsula Trails Specialist
Department of Natural Resources
Parks & Recreation Division

Phone: 517-281-1486
Email: hegdals@michigan.gov

www.michigan.gov/dnr/places/state-trails

All uses within Hamburg Township should be sent to Parks & Recreation as well: clerk@hamburg.mi.us. There is a park fee associated with the MDNR permit process, and applicants may be responsible for costs

associated with sanitary services, public safety personnel, etc.

2.12 — Permitting Process for the Lakelands Trail (within Hamburg)

TBD

2.13 Americans with Disabilities

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), Hamburg Township will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs or activities. If you feel that you, or someone you know, has been discriminated against, or you have a recommendation for increasing accessibility of the Township services, programs and activities, please contact the ADA Coordinator at (810) 222-1124 to discuss these items further, or visit our website for more information:

[https://www.hamburg.mi.us/government/township_clerk/americans_with_disabilities_act_\(ada\)_information_center.php](https://www.hamburg.mi.us/government/township_clerk/americans_with_disabilities_act_(ada)_information_center.php).

3.0 CATEGORIES OF PARK USE:

Anyone wishing to reserve the parklands shall provide documentation as outlined below. No use is allowed to anyone, other than the permit holder, during Blackout Dates.

For the safety of our residents and visitors, areas that have been reserved by others for sport related activities or special events should be respected. If there is a question about availability, a complete list of all scheduled activities and events is maintained by the Parks Coordinator and is available on the Township website.

3.1 Park Use Category #1:

Groups of less than 1000, who don't charge fees, including Individual/Family Use/Small Group.

Casual use by individuals, families, and/or small groups is highly encouraged and generally requires no special action or permission. This type of use is handled on a first-come-first-serve basis, only if no other use has been granted priority, and it is approved and scheduled administratively by the Parks Coordinator. A pre-application form must be submitted to the Parks Coordinator or Clerk for review prior to use.

For the safety of our residents and visitors, areas that have been reserved by others for sport related activities or special events should be respected. If there is a question about availability, a complete list of all scheduled activities and events is maintained by the Parks Coordinator and is available on the Township website.

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

- Merrill Field Disc Golf Course AKA "The Gulch"
- Adult Workout Area
- Sand volleyball court
- Outdoor patio behind Senior/Community Center (open to public evenings and weekends)
- Pickleball court (open to public evenings and weekends)
- Hamburg Flyer's Field – Use must be scheduled with Hamburg Flyer's Club
 - Contact: Gene Doncea – E8d68@aol.com.

For Municipal use, such as events hosted by Hamburg Township Hall, Library, Public Safety, Senior/Community

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

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

3.2 Park Use Category #2:

Groups of over 1000, and/or any size group who does charge fees

For any parkland use not otherwise reserved by permit or agreement, a long form Park Use Application must be submitted to the Parks Coordinator. A complete list of all scheduled activities and events is maintained by the Park Coordinator and is available on the Township website.

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

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

3.3 Park Use Category #3:

Recognized or Partnering Sports Group Use – Seasonal Rate

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

Partnering Groups will be granted a seasonal flat-rate fee negotiated at time of application, based on type of fields and the maintenance required/expected, and as set by the Township Board. Spring use must be scheduled by 3/31 and fall by 7/1.

All uses are required to submit proof of General Liability coverage naming Hamburg Township as additional insured as relates to the proposed activities.

Fees will be charged as outlined in the Hamburg Township Administrative Fee Schedule, or may be waived or amended by the Township Board at their discretion.

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

considered a Park Use Category #4.

Non-Recognized or Non-Partnering Sports Group Use – Flat Rate per field/2 hours

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

All uses are required to submit proof of General Liability coverage naming Hamburg Township as additional insured as relates to the proposed activities.

Fees will be charged as outlined in the Hamburg Township Administrative Fee Schedule, or may be waived or amended by the Township Board at their discretion.

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

3.4 Park Use Category #4:

Event Use – All Categories of Users

For Municipal use, such as events hosted by Hamburg Township Hall, Library, Public Safety, Senior/Community Center, and for events where the anticipated participants are over 1000, a long form Park Use Application must be submitted to the Parks Coordinator or Clerk for review. Requests for fee waivers must be made in writing at time of application, and approved by the Township Board. The Township may also participate as a co-host for an event held by an approved user. A plan and supportive budget, including costs for extra staffing, will be prepared, reviewed and recommended by the Parks & Recreation Committee to the Hamburg Township Board.

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

Sports fields may be permitted for use by organizations to host soccer games associated with tournaments and league games provided that at no time shall tournament events and league games be permitted at the same time. Tournament permits shall be limited to a maximum number of four (4) designated fields for use at any one time with only 1 game per field. The Township shall designate and mark the playing fields which shall not be changed by the organizations.

All users requesting temporary event signage, for events held in the parklands or on the trails, must provide a sign plan with their Park Use Application which must list number of signs, size of signs, and the specific area they are planned for. For signs outside of the parkland boundaries, such as the ones used in the road-right-of-way, permits must be requested from MDOT, Livingston County Road Commission, or the owner(s) of a private road. See Section 2.11 for more information.

Fees will be charged as outlined in the Hamburg Township Administrative Fee Schedule, or may be waived or amended by the Township Board at their discretion.

4.0 REPORTING REQUIREMENTS

The organization shall provide to the Park Administrator the following:

- Insurance and Risk Management Information
- Public Health and Safety Information
- Plans and receipts for all pre-approved improvements

Each of these is more fully described below.

4.1 Insurance and Risk Management:

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

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

It is expected that each organization will meet Township mandated requirements in each of the above areas of Insurance and Risk Management. Property coverage is required for users who store their private property on Township grounds. It is also understood that private property left on the premises is available for use by Township staff and/or other parkland users. Any approved permanent structures become the property of Hamburg Township.

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

4.2 Public Health and Safety:

Organizations utilizing Township properties must have policies and procedures relating to the performance of background checks for persons working with program participants. Sports related Organizations must comply with the Michigan Sports Concussion Law, Act 342 & 343, PA of 2012.

4.3 Proof of Non-Profit Status:

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

5.0 PARK USE FEE STRUCTURE

All fees for use of the Township parklands are established by the Township Board, and shall be outlined in the Hamburg Township Administrative Fee Schedule. Hamburg Township reserves the right to waive or reduce fees in consideration of contributions of in-kind services, maintenance, repairs and/or Capital Improvements. Approved Park Users will be responsible for cleaning up after their activities. Approved Park Users shall provide sufficient and competent adult supervision, and be responsible for any damage occurring during their use.

No person or organization shall, within the boundaries of the Township park and/or parkland facilities, advertise, offer for hire, vend or sell any service, food, beverage, merchandise or other personal property or advertise, carry on or conduct any other business, commercial, or fund-raising activity without the written permission of the Hamburg Township Board. If food and/or beverages are approved to be served, the applicant will be responsible for any and all health department permits, approvals, and licenses and must provide copies of such to the Park Administrator prior to the scheduled event.

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

6.0 SCHEDULING OF ALL RECREATIONAL FACILITIES

The Park Administrator and/or staff maintains a master schedule of all facility use including fields, courts, Community Center rooms, etc. in order to reasonably manage their use.

In addition to general scheduling information provided in the pre-application or Park Use Application, the applicant shall provide required documents in a time frame determined by the Park Administrator. Failure to provide the required information in the required timeframe may result in a loss of privilege for use of the facility or priority status.

Blackout dates are assigned to areas where a large event is taking place, and it is necessary to limit access to those areas for public safety and welfare. When a blackout date has been assigned, it may be possible to obtain limited use in those areas with the recommended approval of the permit holder, with final approval granted by motion of the Township Board. The organization that has been granted use shall be responsible for the maintenance, repair and any and all liability associated with the use of the fields assigned to them during that period of time, unless it is determined that the exposure was created by the allowed limited use. The secondary user will be required to provide a Certificate of Insurance naming both the Township and the permit holder as Additional Insureds. The Parks Coordinator will advise all regular user groups/organizations of pending Blackout dates well in advance of the event, and it is requested that all Blackout dates are respected by both other user groups and residents.

Lakelands Trail Lease
State Lease No. 47-1

By authority of Part 5 of Public Act 451 of 1994

Between

the STATE OF MICHIGAN, as Lessor

and

Hamburg Township, as Lessee

This Lease is entered into by the State of Michigan through its Department of Natural Resources (DNR), Parks and Recreation Bureau (Lessor) and Hamburg Township located in Livingston County (Lessee), whose address is P.O. Box 157, Hamburg, Michigan 48139.

WHEREAS, pursuant to Section 503(1) of Public Act 451 of 1994 (1994 PA 451), as amended MCL 324.503(1), the DNR is required to: protect and conserve the natural resources of the State; provide and develop facilities for outdoor recreation; prevent the destruction of timber and other forest growth by fire or otherwise; promote the reforestation of forest lands belonging to the State; prevent and guard against the pollution of lakes and streams within the State and enforce all laws provided for that purpose with all authority granted by law; and foster and encourage the protecting and propagation of game and fish.

WHEREAS, the Purpose of this Lease is to allow Hamburg Township to maintain, operate and develop the Lakelands Trail.

WHEREAS, the Director of DNR, or his or her lawful representative, has determined that the purpose of this Lease is necessary to implement Part 5 of 1994 PA 451 because maintenance of the Lakelands Trail will protect and conserve the natural resources and provide facilities for outdoor recreation.

WHEREAS, Hamburg Township is willing to operate, maintain, and develop the Lakelands Trail, which is located within Hamburg Township.

THEREFORE, Lessor and Lessee, for consideration specified in this Lease, agree to the following terms and conditions:

- DESCRIPTION OF PREMISES:** Lessor hereby leases to Lessee the Premises, described in **Enclosure A** (legal description), including all of the land owned by the State of Michigan and/or the Department of Natural Resources that was formerly part of the right of way for the Grand Trunk Railroad that is located within Hamburg Township, County of Livingston, State of Michigan, this property also being now known as part of the Lakelands Trail State Park.

2. **USE OF PREMISES:**

A. Lessee hereby acknowledges that the use and occupancy of the premises shall be subject to the provisions of 1994 PA 451, as amended, and confined to the following specific Uses:

1. To maintain and operate a trailway per policies of the Department of Natural Resources, Parks and Recreation Bureau.

2. To facilitate the development and improvement of this trailway, which may include, but is not limited to, the paving of the trailway, the construction of trailheads, restrooms, tunnel crossing, road crossings, parking, a connection to West Bennett Park and other connections to pedestrian ways, parking areas and other public amenities.

Lessee shall obtain Lessor's prior consent, in writing signed by the Department Representative, to use the Premises for any purpose not listed in this Paragraph. Lessor may terminate this Lease if, at any time, Lessee uses the Premises, without express written permission by Lessor, for purposes other than those enumerated in this Paragraph. This Paragraph is cross-referenced in Paragraph 22.

B. **PROHIBITED ACTIVITIES:** The following activities on the Premises are prohibited:

1. Public use of motorized vehicles on trailway.
2. Overnight use of camping trailers or tents without prior written approval of the Department Representative.
3. Dumping or disposal of garbage/trash, spare parts, scrap metal and other waste onto the Premises.
4. Disposal of trees, treetops, branches, roots, stumps, and other vegetational debris onto the Premises.

Lessor may terminate this Lease if, at any time during the term of this Lease, prohibited activities occur on the Premises.

3. **WASTE:** Lessee agrees not to commit, or allow to be committed, any waste or nuisance on the Premises and will not use, or permit to be used, the Premises for an unlawful purpose.

4. **LESSOR'S OPERATIONS:** Lessee covenants that its use of the Premises shall, at no time, interfere with the uses or operations of Lessor or the Public on the Premises. Lessee covenants that its use of the Premises shall, at no time, interfere with the Public's use of State land adjacent to the Premises. Lessee shall not prevent Lessor, its agents, or the public from crossing the Premises to access the adjoining State lands.

5. **ADMINISTRATION:** Parks and Recreation Bureau Chief, Department of Natural Resources, P.O. Box 30257, Lansing, Michigan 48909, telephone number (517)373-9900, is the Department Administrator of this Lease or his or her designated representative (collectively, Department Representative). The Lessee shall designate in writing to the Department

Representative one person and one alternate responsible to be the contact person for the Lessor regarding the administration of the Lease. This person shall be authorized to make decisions regarding the maintenance and operation of the Premises.

6. **CONDITION OF PREMISES:** Lessee stipulates, represents and warrants that Lessee has examined the Premises, and that they are taking possession of the Premises in their "as is" condition. Lessee acknowledges that it has not made an independent environmental assessment of the Premises, and agrees to maintain the Premises in their present condition.

7. **TERM:** Lessor shall lease the Premises to Lessee for a twenty-five (25) year initial term of possession beginning upon actual possession at 12:01 a.m. on August 31, 2003, and ending at midnight on August 31, 2028, or such later date as provided in Paragraph 6.

The beginning and ending Lease term dates may be altered by mutual written consent to reflect the actual date of occupancy. If the occupancy date is changed, Paragraph 7 shall also be changed accordingly.

8. **RENT:** Lessee shall pay to Lessor rent at the rate of One Dollar (\$1.00) per annum. Rent shall be paid for an entire twenty-five (25) years thirty (30) days after signing this in one installment of twenty-five dollars (\$25.00). Payment shall be sent to the address indicated under "Notice and Approvals."

9. **OPTION TO RENEW:** The initial term of this Lease may be extended if Lessee gives Lessor one hundred twenty (120) days written notice before this Lease or any extension expires and agrees to any additional terms and rent modifications proposed by Lessor. Lessor's written consent is necessary for any Lease term extension. Lessor's rental rate for the Premises during an extended term will be established as set forth in Paragraph 8.

10. **SERVICES BY LESSEE:** Lessee shall furnish the following services at its own expense:

a. Lessee will operate and maintain the Leased Premises as a non-motorized trailway at its sole expense.

Lessee shall maintain standards of cleanliness that will reflect favorable public opinion on the Lessee and the DNR. If the Department Representative determines that the Lessee has failed to maintain an acceptable standard of cleanliness and if after forty-eight (48) hours, two (2) working days, following verbal and written notification by the Lessor, the problem is not rectified to the satisfaction of Lessor, Lessor may perform or have the duties of the Lessee performed by others at Lessee's expense.

12. **ASSIGNMENT AND SUBLEASE:** Lessee shall neither assign, sublet, nor grant any license for use of the Premises, or any part thereof, without Lessor's prior written consent, which Lessee shall request at least thirty (30) days in advance of such assignment, sublease, or license. Consent by Lessor to one such assignment, sublease, or license shall not be deemed to be a consent to any subsequent assignment, sublease, or license. An assignment, sublease, or license

without the prior written consent of Lessor shall be absolutely null and void and shall, at Lessor's option, terminate this Lease.

13. **ALTERATIONS:** No alterations, modifications, or improvements other than those stated in Paragraph 2 of this lease, shall be made to the Premises without Lessor's specific written consent, which Lessee shall request at least thirty (30) days in advance of such alteration, modification, or improvement. At the expiration or cancellation of the Lease, all alterations, modifications, and improvements to the Premises shall become the property of Lessor unless otherwise agreed in writing by Lessor. In the event that the parties agree that Lessee may remove Lessee improvements, Lessee shall restore the Premises to its original condition.

14. **LAWS, CODES AND PERMITS:** Lessee shall comply with all applicable Federal, State and local regulations (including but not limited to all environmental) laws, regulations, and codes and will obtain any necessary permits in connection with its use of the Premises.

15. **DAMAGE and REPAIRS:** Lessee shall make repairs to the Premises resulting from damage that exceeds the normal wear and tear expected from the lawful and proper use of the Premises.

16. **INSPECTION OF PREMISES:** Lessor and Lessor's agents and employees shall have the right at all reasonable times during the term of this Lease, and any renewal thereof, to enter the Premises for the purposes of making any inspections, repairs, additions, or alterations as may be deemed appropriate by Lessor for the preservation of the Premises.

17. **INDEMNIFICATION:** Lessee hereby expressly agrees to hold harmless, defend, and indemnify Lessor, its agents and employees, from and against any and all claims, costs, losses, suits, demands, actions, liabilities, damages, causes of action or judgments, including, but not limited to, alleged violations of environmental laws, that may in any manner be imposed on or incurred by the Lessor, its agents and employees, for any bodily injury, loss of life, and/or damage to property, resulting from, arising out of, or in any way connected with Lessee's use of the Premises. This indemnification and hold harmless provision shall survive the termination of the leasehold interest and the sale of the Premises by Lessor.

18. **INSURANCE:** Lessee shall provide to Lessor certificates of insurance listing the State of Michigan, its several departments, boards, agencies, commissions, officers, and employees as additional insureds, within thirty (30) calendar days following the execution and delivery of this Lease to Lessee, and every year thereafter, for the following insurance coverage. The insurance policies shall provide that they may not be modified, canceled, or allowed to expire without thirty (30) days prior written notice given to Lessor.

a. Lessee shall obtain general liability insurance, naming Lessor, its officers and employees as additional insureds and protecting against all claims, demands, suits, actions or causes of action and judgments, settlements or recoveries, for bodily injury or property damage arising out of a condition of the Premises, or arising in connection with or as a direct or indirect result of the Lessee's use and occupancy of the Premises or its exercise of the right and privileges granted in the Lease. Lessee agrees to maintain a minimum policy limit, in the amount of \$500,000.00 per

occurrence for property damage, \$1,000,000.00 per occurrence for bodily injury, and \$2,000,000.00 aggregate.

b. Lessee covenants that it will, during the continuance of the term of this Lease, keep the buildings and improvements now or hereafter located on the Premises, insured by a responsible and reputable insurance company or companies against loss or damage for all risks as are currently embraced in the standard extended coverage endorsement in the State of Michigan, and in an amount equal to the full replacement value of said buildings and improvements.

c. Lessee shall obtain workers compensation insurance for Lessee Employers' claims under Michigan Workers Compensation Act or similar employee benefit act or any other state act applicable to an employee, along with Employer's Liability Insurance for claims for damages because of bodily injury, occupational sickness or disease or death of an employee when workers compensation may not be an exclusive remedy, subject to a limit of liability of not less than \$100,000 each accident.

d. Lessee shall maintain automobile no-fault coverage as required by law.

19. **NONDISCRIMINATION:** Lessee shall comply with the Elliott-Larsen Civil Rights Act, 1976 PA 453 as amended, MCL 37.2101 *et seq.*; MSA 3.548 (101) *et seq.*; the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended, MCL 37.1101; MSA 3.550 (101) *et seq.*, and all other federal, state and local fair employment practices and equal opportunity laws and covenants that it shall not discriminate against any employee or applicant for employment, to be employed in the performance of this real estate contract, with respect to his or her hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of his or her race, religion, color, national origin, age, sex, height, weight, marital status, or physical or mental disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Lessee agrees to include in every subcontract entered into for the performance of this real estate contract this covenant not to discriminate in employment. A breach of this covenant is a material breach of this Lease. This covenant is cross-referenced in Paragraph 24.

20. **UNFAIR LABOR PRACTICES:** Lessor shall comply with the Employers Engaging in Unfair Labor Practices Act, 1980 PA 278, as amended, MCL 423.321 *et seq.*; MSA 17.458(21) *et seq.*: This covenant is cross-referenced in Paragraph 21.]

21. **CANCELLATION:** Lessor may cancel this Lease provided Lessee is notified in writing at least thirty (30) days prior to the effective date of cancellation and any one of the following occur:

a. The DNR determines that the Premises are no longer being used for the Purposes identified in this Lease.

b. The DNR determines that Lessee provided the DNR with information, in its application for this Lease or at any time during the Lease term, that was false or fraudulent.

c. Lessee fails to perform any of its obligations under this Lease, and such failure is not cured within ninety (90) calendar days after written notice of default to Lessee.

d. Lessee or any subcontractor, manufacturer or supplier of Lessee appears in the register compiled by the Michigan Department of Consumer and Industry Services pursuant to 1980 PA 278, as amended, MCL 423.321 *et seq.*; MSA 17.458(21) *et seq.* (Employers Engaging in Unfair Labor Practices Act). This covenant is cross-referenced in Paragraph 20.

e. Lessee or any subcontractor, manufacturer or supplier of Lessee is found guilty of discrimination, pursuant to 1976 PA 453, as amended, MCL 37.2101 *et seq.*; MSA 3.548(101) *et seq.* (Elliott-Larsen Civil Rights Act); or 1976 PA 220, as amended, MCL 37.1101 *et seq.*; MSA 3.550(101) *et seq.* (Persons with Disabilities Civil Rights Act). This covenant is cross-referenced in Paragraph 20.

22. **QUIET ENJOYMENT:** Upon payment of the rent and the performance of the conditions outlined herein, Lessee may peacefully and quietly have, hold, and enjoy the Premises, provided that the use of the Premises by Lessee is maintained open to the general public.

23. **RESERVATION:** Lessor reserves the right to grant rights-of-way and easements of any kind and nature over and across said the Premises and to grant or exercise all other rights and privileges of every kind and nature not herein specifically granted.

24. **HOLDOVER TENANCY:** If Lessee remains in possession of the Premises after the natural expiration of this Lease, with the consent of Lessor but without a renewal of this Lease pursuant to Paragraph 6, a new tenancy from year-to-year shall be created between Lessor and Lessee. The new tenancy shall be subject to all of the terms and conditions of this Lease, except that rent shall then be due and owing at the rate of one dollar (\$1.00) per annum, and except that such tenancy shall be terminable upon fifteen (15) days written notice served by either party.

25. **TAXES:** If Lessee is a nongovernmental entity, it may be subject to taxation for the Premises as provided in 1953 P.A. 189, as amended, MCL 211.181 *et seq.*; MSA 7.7(5) *et seq.*

Lessee's failure to notify the taxing authority of this Lease and/or its failure to pay its pro rata share of real property taxes by the first due date shall be a breach of the Lease. Lessee shall provide Lessor with paid receipts for any real property taxes within thirty (30) days after the tax due date.

NOTICE AND APPROVALS

26. **NOTICES:** Any notices to Lessor or to Lessee required by this Lease shall be complete if submitted in writing and transmitted by personal delivery (with signed delivery receipt), or certified or registered mail return receipt requested. Unless either party notifies the other in writing of a different mailing address, notices to Lessor and Lessee shall be transmitted to the addresses listed below:

To Lessor

State of Michigan
Department of Natural Resources
Parks and Recreation Bureau Chief
P.O. Box 30257
Lansing, Michigan 48909

To Lessee:

Hamburg Township Supervisor
P.O. Box 157
Hamburg, Michigan 48139

27. **NOTICES – EFFECTIVE TIME/DATE:** Notices shall be deemed effective as of 12:00 noon Eastern Standard Time on the third business day following the date of mailing, if sent by mail. Business day is defined as any day other than a Saturday, Sunday, legal holiday, or day preceding a legal holiday. A receipt from a U.S. Postal Service, or comparable agency performing such function, shall be conclusive evidence of the date of mailing.

28. **INTERPRETATION:** This Lease shall be interpreted in accordance with the laws of the State of Michigan.

29. **NO UNNAMED ENTITIES/ PARTNERS:** Lessee covenants that there are no unnamed entities or partners having authority over the operation or management of the Premises and further represents that Lessee is the only entity responsible for carrying out Lessee’s responsibilities.

30. **SEVERABILITY:** Should any provision of this Lease or any addenda thereto be found to be illegal or otherwise unenforceable by a court of law, such provision shall be severed from the remainder of the Lease, and such action shall not affect the enforceability of the remaining provisions of the Lease.

31. **REQUIRED APPROVALS:** This Lease shall not be binding or effective on either party until executed (and witnessed and notarized as necessary) by Lessor and Lessee.

32. **ENTIRE AGREEMENT AND ENCLOSURES:** This Lease constitutes the entire agreement between the parties with regard to this transaction and may be amended only in writing and executed in the same manner as this Lease was originally executed.

LESSOR

WITNESS FOR STATE OF MICHIGAN

STATE OF MICHIGAN, by the
DEPARTMENT OF NATURAL
RESOURCES
PARKS AND RECREATION BUREAU

Douglas Rich
1st Witness Signature

Printed: Douglas Rich

Sandra Simpson
2nd Witness Signature

Printed: SANDRA SIMPSON

Lowen Schuett 10-9-03
Signature / Date

Lowen Schuett
Acting Division Chief
Parks and Recreation Bureau
Department of Natural Resources

State of Michigan, County of Ingham

The foregoing instrument was acknowledged before me on this 9th day of Oct., 2003,
by Diane Munson, for the Michigan Department of Natural Resources.

_____, Notary Public in the County of Oakland,
Acting in the County of Ingham, State of Michigan.
My Commission expires: 7-4-04.

LESSEE

IN WITNESS WHEREOF, the parties to this Lease subscribe their names on the date set forth below:

WITNESS TO LESSEE:

LESSEE:

P. Timassey
1st Witness Signature

Howard Dillman 8/14/03
Signature /Date

Printed: Patricia Timassey

Printed: Howard Dillman

Title: Supervisor

Laura Gibson
2nd Witness Signature

Federal I.D. No.: 38-1855320

Printed: Laura Gibson

State of Michigan, County of Livingston, Township of Hamburg

The foregoing instrument was acknowledged before me on this 14th day of Aug., 2003,
by Brittany K. Campbell, Notary Public in the County of Livingston,
Acting in the County of Livingston, State of Michigan.

My Commission expires: 12/14/2005.

Brittany K. Campbell

**BRITTANY K. CAMPBELL
NOTARY PUBLIC LIVINGSTON CO., MI
MY COMMISSION EXPIRES: Dec. 14, 2005**

LESSEE

IN WITNESS WHEREOF, the parties to this Lease subscribe their names on the date set forth below:

WITNESS TO LESSEE:

Susan J. Murray
1st Witness Signature

Printed: *Susan J. Murray*

LESSEE:

Joanna Hardesty
Signature Date

Printed: Joanna Hardesty – Township Clerk

Janet J. Bentley
2nd Witness Signature

Printed: *Janet J. Bentley*

Federal I.D. No.: 38-1855320

State of Michigan, County of Livingston, Township of Hamburg Township

The foregoing instrument was acknowledged before me on this 27th day of August 2003, by Linda E. Hartman, Notary Public in the County of Livingston, Acting in the County of Livingston, State of Michigan.

My commission expires: January 10, 2006.

Linda E. Hartman

LINDA E. HARTMAN
Notary Public, Livingston County, MI
My Commission Expires Jan. 10, 2006

ENCLOSURE A

15-21-400-054

SEC 21 T1N R5E A PORTION OF FORMER GTWRR ROW DESC AS 100 FT WIDE STRIP OF LAND BEG AT INTERSECTION OF ROW & E LINE KRESS RD IN NE 1/4 SEC 21 CONT SELY OVER & ACROSS PT OF SD SEC TO PT WHICH IS LN PERPENDICULAR TO ROW LINES 253.5 FT W OF E SEC LN OF SEC 21 CONT 1.49 AC SPLIT FROM 22-400-019 10/95

15-22-400-020

SEC 22 T1N R5E THAT PORTION ABANDONED ROW GTRR PROP DESC AS 100 FT FORMER GTRR, ROW ACROSS NE1/4 SW1/4, EXC AARR ROW NW1/4 SW1/4 E OF GIRARD RD, W1/2, SE1/4, SE1/4 SE1/4. 11.48 AC SPLIT FROM 22-400-018 27-200-016 26-100-013 & 25-300-058 2-13-89

15-26-100-014

SEC 26 T1N R5E THAT PORTION ABANDONED ROW GTRR DESC AS 100 FT ROW ACROSS NW1/4 OF NE1/4 S1/2 OF NE1/4 N1/2 OF NW1/4 SE1/4 OF NW1/4 NE1/4 OF SE1/4 13.83 AC SPLIT FROM 22 400 018 27 200 016 26 100 013 & 25 300 058 2/13/89

15-25-300-059

SEC 25 T1N R5E THAT PORTION ABANDONED ROW GTRR DESC AS 100 FT FORMER GTRR ROW ACROSS NE1/4 SW1/4 W OF MAIN ST .16 AC SPLIT FR 22-400-018 27-200-016 26-100-013 & 25-300-058 2/13/89

15-27-200-019

SEC 27 T1N R5E 100 FT FORMER GTRR ROW ACROSS NE 1/4 OF NE 1/4 SPLIT 2/89 FROM 200 016

15-23-300-020

SEC 23 T1N R5E THAT PORTION OF ABANDONED ROW OF GTRR PROP DESC AS 100 FT FORMER GTRR ROW ACROSS SW1/4 SW1/4. .09 AC SPLIT FR 22-400-018, 27-200-016, 26-100-013 & 25-300-058, 2-89 DESC CHG 7-89

15-23-300-017

SEC 23 T1N R5E ABANDONED GTRR ROW 0.06 AC

15-21-100-057

SEC 21 T1N R5E 100 FT WIDE BIKE PATH FORMER GTWRR ROW ACROSS N 1/2 SAID SEC PER DNR 2/03

15-20-100-034

SEC 20 T1N R5E 100 FT WIDE BIKE PATH FORMER GTWRR ROW ACROSS N
1/2 SAID SEC PER DNR 2/03

15-19-100-057

SEC 19 T1N R5E 100 FT WIDE BIKE PATH FORMER GTWRR ROW ACROSS N
FRAC 1/2 SAID SEC 2/03 PER DNR

March 16, 2026

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

February Summary:

February was a productive month at the Senior Center with stronger member participation in programs and events. Highlights included our Valentine's Day Luncheon, Puzzle Competition, and two different educational programs; Healthy Brain and Body from the Alzheimer's Association and Wills and Trusts 101 with Cooper, Riesterer, and Gross. Despite ongoing transportation challenges and temporary staff absences, staff and volunteers worked together to maintain a welcoming and active environment for our seniors.

February Statistics:

	<u>2026</u>
• Monthly Attendance:	2900
• Daily Average:	145
• Number of New Members:	27
• Transportation - Monthly Rides:	170
• Boomers Meals:	139
• Meals on Wheel Congregate:	35
• Vending Machine Revenue:	\$113
• January Email Campaigns:	7,630
• Printed January Newsletters:	285
• Volunteer Hours Contributed:	~321

Programming and Activity Highlights:

- Tie Dye Workshop on February 11 & 24
- Valentine Luncheon on February 13
- Alzheimer Association Healthy Living for Brain and Body on February 17
- Wills and Trusts 101 with Cooper, Riesterer, and Gross on February 19
- Puzzle Competition on February 20

Professional Partnerships:

- Met with a representative from the American Heart Association. She is looking to see if we can qualify as a blood pressure reading hub. If we qualify, we will have a blood pressure reading station complete with literature and a standalone blood pressure reading machine. She is also looking to see if we qualify for a CPR Community Training Kit. The kit would have everything we would need to train volunteers on hands only CPR. It would not be a certification course; it would be for general

knowledge. Any CPR card certified individual could lead the class. We also spoke about leading Healthy Living Lunch and Learns at the Senior Center. Again, all information would be sent to us and a volunteer could lead the program.

- Met with Regency of Whitmore Lake to establish a partnership that will include snacks for an upcoming concert as well as a nutrition class led by the Regency's dietician.

Community Connections:

- Received food donations from Livingston County Conservation Club and Enzo's Catering.
- Received Valentines goody bags from Farley Hill Elementary School.