
**Hamburg Township
Parks & Recreation Committee
Hamburg Township Hall
Tuesday, February 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**
- A. **Parks & Rec Regular Meeting Minutes - January 27, 2026**
7. **Correspondence**
 - B. **Hamburg Township Historical Museum - Newsletter - February 2026**
8. **New Business**
 - C. **1. Park Use Request - Livingston Christian Schools - 2026 Seasonal Use**
 - D. **2. Park Use Request - Lifewater Tournament - WP - May 1-3, 2026**
 - E. **3. Park Use Request - Gatorade Tournament - WP - August 21-23, 2026**
9. **Old Business**
 - F. **Master Plan/Master Design**
 - 1. 5-year Master Plan**

Current expires: 12/31/27
Master Plan Filing Deadline: 4/30/27
MDNR Grant Deadlines: 4/1/27
 - 2. Master Design Plan/Focus**

Current approved design: 4/1/19
 - 3. Zoning Map Amendment & Text Updates**

Relating to Public & Private Recreational Facilities District (PPRF) - Map in progress
Review request of PPRF Zoning Text - To follow
- G. **Grants & Grant Projects**

H. **Park & Trail Projects (Non-Grant)**

I. Administrative Services and Reports

1. Township Coordinator's Report

a. *Parks & Recreation Policies - Update*

b. *Parks & Recreation Fees - Discussion*

2. Senior Center Report

3. Community Resource Officer Report

4. Building & Grounds Report

a. *Parkland/Trail Maintenance Concerns*

J. **ADA Compliance in Parklands/Trail/Township**

K. **Every Child Shall Play Scholarship**

L. **Sponsorships/Volunteerism**

M. Township Events

Christmas In The Village 2025 - Project Report - Final

Hamburg Community Clean-Up - Flyer - April 11, 2026

Hamburg Community Event - Celebrating America 250 - June 20, 2026

10. **Call to the Public**

11. **Committee Comments**

12. **Adjourn Meeting**



Hamburg Township
Parks & Recreation Committee
Regular Meeting
Hamburg Township Hall
Tuesday, January 27, 2026
3:30 p.m.

1. Call to Order

Dolan called the meeting to order at 3:41 p.m.

2. Pledge to the Flag

3. Roll Call of the Parks & Recreation Committee

Board Members Present: Dolan, Miller, Muck, McCabe, Michniewicz
Board Members Absent: None

4. Call to the Public

A call was made with no response.

5. Approval of the Agenda

Motion by Miller, supported by Michniewicz, to approve the agenda as amended.

VOICE VOTE: Ayes: 5

MOTION CARRIED

6. Approval of the Minutes

Motion by Michniewicz, supported by McCabe, to approve the minutes from the November 25, 2025 Regular Meeting as presented.

VOICE VOTE: Ayes: 5

MOTION CARRIED

7. Correspondence

A. Hamburg Museum Newsletter – Received and filed.

8. New Business

A. Park Use Application – East MI Panthers – 2026 Season

Motion by Dolan, supported by Miller, to approve application as presented.

VOICE VOTE: Ayes: 5

MOTION CARRIED

B. Park Use Application – Livingston County Catholic Charities 5K

Motion by Dolan, supported by Miller, to approve application as presented, with the contingency that all additional services required for the event be paid for by the applicant, that HERO approves the use of West Park during their Blackout, and that the Township Board consider a waiver of park fees due to the nature of the event.

VOICE VOTE: Ayes: 5

MOTION CARRIED

Hardesty stated that HERO will work around this event and put their signage up after the conclusion to avoid any event confusion.

9. Old Business

A. Master Plan/Pending Grants/ Trails

No update.

B. Pending Grant Applications/Projects

- MDNR Manly Bennett Park & Water Trail Access Improvements #TF22-0107
 - First round of reimbursements submitted
- MDNR Zukey Footbridge – TF25-0213
 - Awarded the grant - pending agreement issuance
- MDNR Village Trailhead Improvements – RP25-0097
 - Not awarded, closing file

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

- West Park Field Repairs – H3 – Pending repair in spring 2026.
- Great Start Livingston Story Walk – West Park – Awaiting word on funding.
- 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 – Discussed necessary repairs and funding options.
- Water Trail clean-up will occur in spring 2026.

D. Administrative Services & Reports

- Township Coordinator’s Report – January 2026 – received and filed
 - Parks & Rec – Policy and Procedure Manual – Memo will be going to the Township Board to limit Tournament use to 4 playable fields.
 - MParks Meeting – March 3-6, 2026
- Senior Center Report – January 2026 – received and filed
- Community Resource Officer Report – None
 - Hoepfner stated perhaps the Park Rangers could be helping more with B&G items such as filling Doggie Pot bags, filling information kiosks, etc.
 - If the portable toilet becomes “unusable” could have signs to put up and tape around until it can be serviced.
- Building & Grounds Report – Verbal
 - Fence Toppers around infields have all been replaced in baseball.
 - The cornhole game is out in Winkelhaus Park.
 - There is some signage that will need to be replaced due to graffiti.
 - Bike racks will be installed with wayfinding signage.
 - Department will be hiring full-time help.
 - Maintenance will be scheduled soon for cutting on the L. Trail.

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 Strategic Planning Session
- Website Compliance Update – Pending
- Assistive Listening Device for Board Rooms – will be added to Strategic Planning Session

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 - TBD
 1. 7/4/26 Date being considered
 2. Possible coordination with HERO and/or Freedom River
 - 2026 Christmas In The Village – December 12, 2026 – 10AM-6PM
 1. Final Project Report will be given to Township Board in Feb.
 2. Request for funding/budget for 2026 event will accompany request.

Dolan stated he would like the Flyers RC Auto/Truck Track Project added to the Agenda in February. He stated he had to leave for another meeting at this time.

Motion by Dolan, supported by Michniewicz, to appoint Muck to chair the remainder of the Parks & Recreation Committee meeting.

VOICE VOTE: Ayes: 5

MOTION CARRIED

Dolan left the meeting at 4:39 p.m.

10. Call to the Public

Hardesty addressed the committee. She stated a walkway should be developed between the parking lot and the SE exit.

Henneman stated it is currently reflected on the approved Master Design Plan, drawn by McKenna on 4/1/19. The Master Plan renewal process will be starting up in 2027 and this item should remain in the plan in order to qualify for future grant funding.

Hardesty advised the committee that HERO will be attempting the world record for the largest number of “Supermans” in one place during the 2026 Hamburg Family Fun Fest. All present are encouraged to wear a shirt with the Superman “S” and a cape.

11. Committee Comments

Miller asked about the feasibility of a “robot” to do the striping of the fields.

Muck stated Novi has had one for 2 years and have had good experience with it.

Henneman stated it was looked into but was cost prohibitive at the time.

Miller suggested putting it on the “wish list” for Parks & Rec.

Michniewicz asked if the Township has considered a millage for bike lanes or linking trails.

Muck stated sidewalks for the Village could also be considered.

Muck stated the Road Commission has said they would help with Engineering and Design.

12. Adjourn Meeting

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

VOICE VOTE: Ayes: 4

MOTION CARRIED

Meeting adjourned at 5:08 p.m.

Respectfully submitted,

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

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

Newsletter of the Hamburg Township Historical Society—Feb 2026



**SECOND ANNUAL
PIECE IT TOGETHER PUZZLE CONTEST**

**FEBRUARY 21, 12:00 – 2:00
HAMBURG TOWNSHIP MUSEUM**

- Two person teams
- History theme puzzle
- Cool prizes for winners
- Fun time only \$10.00 per person
- Easy registration: email hthsandmuseum@gmail.com. Include player names and a phone/text contact number. You will receive an email confirmation promptly. Seating is limited ~ sign up soon!

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, MaL
Shelby Blair, MaL
Curt LaLonde, MaL
Brian Schulz, MaL



**Some of
last
year's
fun!**

Follow us on Facebook—



Hamburg Historical
Museum

FEBRUARY IS

BLACK HISTORY MONTH

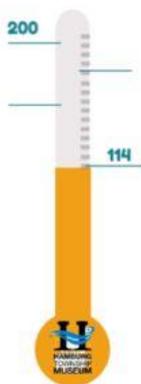
Celebrating the legacy of African American civil rights pioneers and leaders in industry, politics, science and culture.

Ready, Set, Grow—Join the Fun!

We've set our sights on 200 members for 2026, and we're inviting you to be part of the adventure! Already a member? High five! Now, challenge your friends to join the crew.

Not a member yet? There's never been a better time to jump in! Let's make history together, one new member at a time. Who will you bring along?

MEMBER THERMOMETER



- **Easy and affordable to join**
- **Fun to belong**
- **Great Benefits for all levels of membership**

Join at

hamburgmuseum.org



The Knitting Corner

Students from Livingston Classical Academy are diving into the art of knitting with enthusiasm! Guided by our talented knitting team, Pat Corr, Denise Emery, and Barb Nettleton, these young makers are mastering the basics one stitch at a time. Their first project – a cozy starter scarf – is already taking shape, but the excitement doesn't stop there. With creativity buzzing students are already dreaming up what they'll craft next. It's wonderful to see such energy, curiosity and hands-on learning in action.





EARLY HAMBURG BUSINESSES

The Hamburg Dairy, established by the Bennett family in their homestead on Hamburg Road (once called Main Street) was a major supplier of dairy goods to the region. Bottles from the dairy, shown at the left, were considered some of the most decorative in Michigan. See these historic treasures, generously loaned by Jim Bennett and Marti DeWolf, in the Domestics Exhibit room at the museum.

“My parents started the dairy operation from our home. I remember having to get up very early to start the milking.”

Mary Jane (Bennett) Bowers

BUSINESS PARTNERS

Advanced Water Systems

<https://awtworks.com/>

Alan’s Asphalt

<https://alansasphalt.com/>

Bank of Ann Arbor

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

Boomers Party Store

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

Captain Scotty’s Boat Tours

<https://chainoflakesboattours.com/>

Carpet Depot

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

COSTCO

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

Creature Control

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

Dairy Queen

dairyqueen.com

Hamburg Coney Island

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

Hamburg Pub

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

Hamburg Township Library

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

Kroger

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

Lakeland Golf and Country

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

Livingston Eye Care

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

Peters True Value Hardware

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

Stacy Hewitt, Realtor

<https://stacyhewittpinkagent.com/>

Todd’s Landscaping

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

Wild Indoors Pet

Suppliesthewildindoorspetsupplies.net

Zukey Lake Tavern

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



FEBRUARY – BLACK HISTORY MONTH

11—7:00pm—Annual Meeting
Hamburg Museum (alternatively, pending weather, a Zoom link will be shared)

21– 12:00pm–2:00pm

Piece it Together Puzzle Contest – see page 1
This was so popular last year, we are bringing it back!

MARCH

28 – 11:00am

Easter Egg Hunt and Craft

Fun, neighborhood hunt. No lines or big crowds.
Free on-site parking.

Keep watching for details...

May – Mother’s Day Tea

May – Memorial Day Parade

July – America250

July – **REVOLUTIONARY Rummage Sale**

Conversation hearts can trace their origins back to the 1840s, when a Boston pharmacist, Oliver Chase, invented a machine to more easily produce medicinal lozenges



HAPPY VALENTINES DAY

February 14

FEBRUARY EXHIBIT HIGHLIGHT

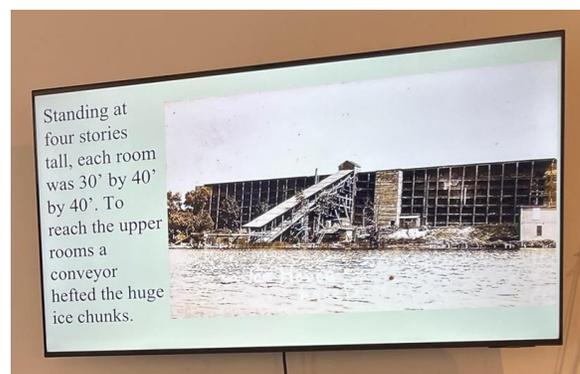
THE ICE INDUSTRY

Break out of house during this freezing time and visit the museum to learn about the positive side of ice. There was a point in time when ice meant seasonal employment and a bit of excitement!

“When Charley would yell “Ice!” his echo would resound as if the very angels of Heaven had made their first Christmas announcement.”

So Melts The Ice, Billie Swarthout, 1979, Page 13

This display is a visitor favorite and now the story is shown on new exhibit screens. Examples of tools used will make it feel real as you enjoy an array of photos from the archives. Step back in time to when this vibrant and necessary industry was thriving only to melt away with the introduction of refrigeration.



Standing at four stories tall, each room was 30' by 40' by 40'. To reach the upper rooms a conveyor hefted the huge ice chunks.

The Ice Industry exhibit is currently sponsored by Zukey Lake Tavern

During your visit you can also learn about Wilhemena Swarthout author of *So Melts The Ice*, the fascinating account of the annual colony of people that were employed during the harvest period. Then take a quick walk across the gallery to the train room and see a replica of the icehouse.

A fun adventure for a chilly day!



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

TO: Hamburg Township Board of Trustees

FROM: Deby Henneman, Township Coordinator

DATE: February 19, 2026

AGENDA ITEM TOPIC: Livingston Christian Schools – 2026 Seasonal Use of Soccer Fields – Primary H6

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

Requested Action

Recommend approval of the Park Use Application for Livingston Christian Schools, as outlined in application dated 2/6/26, for 2026 soccer season activities, with fields to be scheduled through the Parks Department, subject to Blackout Dates and construction schedule, contingent on the following:

- **The Clerk Department is provided all requested documents to their satisfaction**
- **That applicant be charged the rate for field use as outlined in the Administrative Fee Schedule**

Background

This applicant has been playing on our fields since 2019, and works well with the other groups who actively use the fields. The dates of their games/practices have already been entered into the calendar, primarily on field H6.

They have been made aware of the upcoming construction, the closure of field H8, and will be advised of all Blackout Dates which prohibit them from using the fields. They have been patient as we transitioned from volunteer-maintained fields to the Township taking a more active role, sometimes assisting with striping or making repairs to nets over the years.

Park fee revenues in 2024 for this user were approximately \$1,287.00, at a \$35.00 rate per field, for a 2-hour timeframe. 2025 they were \$1,330.



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 C.

And Release of Liability & Indemnification Agreement
(Application must be submitted 60 days before requested use)

Applicant Information:

Event Sponsor (or name if family or individual use): Livingston Christian Schools

Name of Event: LCS Soccer

Type of Event: Boys/Girls Soccer Practices & Games Park Use Category #: 4 - Event Use

Applicant Name: Livingston Christian Schools

Date(s) of Event: April-May2026, July-Oct2026 Time(s) of Event: Typical 4:00-7:00pm

To schedule w/ Parks

Applicant Address: 7669 Brighton Rd. Suite or Apt #: _____

Applicant City: Brighton State: MI Zip: 48116

Contact Person (present during use): Jason Stiles

Contact's Affiliation with Applicant: LCS Athletics Dept.

Contact's Phone: 517.861.6431 Contact's E-Mail: jstiles@livingstonchristianschools.org

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: Certificate on File with Township

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

Policy #: _____ Expiration Date: 6/1/2026

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: Boys/Girls Soccer Practices & Games

Total Number of participants/spectators/guests anticipated during event: 20-100

Average of participants/spectators/guests anticipated at any given time: 20-100

Site of Proposed Event; include all areas of the parklands that will be used: Soccer Fields (primary use on Field H6)

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: 2-3 Are Volunteers trained?: Yes
Please attach copy of Volunteer Handbook if applicable

Will tents be used?: Yes If so, please indicate locations: Normally just 2-3 tents
for use with team tents and possible concession tent located at the field of play.

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: _____
Possible concessions tent during games with pop, water, candy, and potential grilled items.

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: N/A

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: JB

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: JB

Applicant's Signature: [Signature] Date: 2/4/26

Co-applicant's Signature: _____ Date: _____

Parks Coordinator: [Signature] Date: 2/19/26

For office use only

Comments: Subject to Blockout Dates

Meeting Approval Dates: 2/24/26 Parks & Recreation N/A Public Safety _____ Township Board _____

Application has been (Circle one) Approved Denied

Hamburg Township Representative: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD) **06/06/2025**

Item C.

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 Trust Shield Insurance Group 452 N. Grand PO Box 699 Schoolcraft MI 49087	CONTACT NAME: Wendy Alley PHONE (A/C, No, Ext): (269) 679-4918 E-MAIL ADDRESS: walley@trustshieldins.com	FAX (A/C, No): (269) 679-2306
	INSURER(S) AFFORDING COVERAGE	
INSURED Livingston Christian Schools 7669 Brighton Road Brighton MI 48116	INSURER A: Citizens Insurance Co of Ameri	NAIC # 31534
	INSURER B: Hartford Fire Insurance Co	19682
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 25/26 **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:			ZHI576706916	06/01/2025	06/01/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			U71576906216	06/01/2025	06/01/2026	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
B	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	N/A	81WEBCY9477	06/01/2025	06/01/2026	<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 RE: Use of Soccer Field @ Manley-Bennett Park
 Hamburg Township is listed as additional insured as it pertains to General Liability and the use of the soccer field.

CERTIFICATE HOLDER Hamburg Township 10405 Merrill Road PO Box 157 Hamburg MI 48139	CANCELLATION 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 
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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: February 19, 2026

AGENDA ITEM TOPIC: Park Approval – Legacy Sports Complex/MI Alliance – Lifewater Invitational – May 1-3, 2026 – Manly Bennett Park West
Number of Supporting Documents: **1 Park Use Packet**

Requested Action

Approval of the Park Use application for the Lifewater Invitational Tournament, submitted 1/6/26, 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**
- **That the Township Board establish Park Fees for event and allow credit for in-kind, if any**
- **That the Blackout status be confirmed for West Park during this event**
- **Applicant will pay for any additional sanitary services along with cleaning of Township units**

Background

With the changes in the park policy, this use will be limited to 4 playable fields, out of the 10 that are available in West Park. With the decreased number of participants/spectators, there will be no need to involve Public Safety. However, how we charge and treat partial use of the park for events still needs to be clarified.

Park Fees, based on use of 100% of the park, were as follows:

2024 - \$4,200 total (\$1,200 of which was Public Safety)

2025 - \$12,855.99 (\$7,855.99 of which was Public Safety)

Current fees can be found at:

[https://library.municode.com/mi/hamburg_township_\(livingston_co.\)/codes/code_of_ordinances?nod_eId=PTIITOAP_APXAHATOADFESC_ARTIISPFE_S1-20DEPARE](https://library.municode.com/mi/hamburg_township_(livingston_co.)/codes/code_of_ordinances?nod_eId=PTIITOAP_APXAHATOADFESC_ARTIISPFE_S1-20DEPARE)



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 D.

Park Use Application

And Release of Liability & Indemnification Agreement

(Application must be submitted 60 days before requested use)

Applicant Information:

Legacy Center Sports Complex

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

LifeWTR Invitational 2026

Name of Event:

Soccer Tournament

Type of Event: Park Use Category #: 4 - Event Use

Sammi Chapell

Applicant Name:

May 1-3, 2026

Date(s) of Event: Time(s) of Event: All day Will need hours

9299 Goble Dr

Field assignments

Applicant Address: Suite or Apt #:

Brighton

MI

48116

Applicant City: State: Zip:

Sammi Chapell

Contact Person (present during use):

Administrator

Contact's Affiliation with Applicant:

(734) 649-5034

scorcoran@legacycentermichigan.com

Contact's Phone: Contact's E-Mail:

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:

USI Insurance Services

Insurance Carrier:

Requested updated copy

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

Policy #: Expiration Date:

\$1,000,000

\$1,000,000

Limit of General Liability: Occurrence Aggregate

\$5,000,000

\$5,000,000

Umbrella Coverage Limit (if any): Occurrence Aggregate

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

Youth soccer tournament for U8-U19 teams

Please describe the event you propose to host: _____

Total Number of participants/spectators/guests anticipated during event: 750 for the full weekend

Average of participants/spectators/guests anticipated at any given time: 250

Site of Proposed Event; include all areas of the parklands that will be used: 5-7 soccer fields at West Bennett Park
max 4 fields allowed

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: 20 Are Volunteers trained?: Yes

Please attach copy of Volunteer Handbook if applicable

Will tents be used?: Yes If so, please indicate locations: On grass along path

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: Licensed vendors

selling hotdogs/hamburgs and smoothies - Required Tent Permit via FD

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: _____

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: _____

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

Specific services required from the Township, if any: None _____

Other information regarding your event that you feel may be helpful: Legacy Center Sports Complex will be the main venue for the event. Hamburg Township fields at West Bennett will be used as overflow. Event registration closes 3/27/26. Please see attached page for additional notes. _____

Organized Sports and/or Sporting Events:

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

If Tournament or other event, complete Event Description on Page 2 and provide additional details, if any: Please see attached page for additional notes.

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.

SLC

Initials: _____

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

SLC

Initials: _____

Applicant's Signature: *Samuel J. Gove* Date: 1/6/25

Co- applicant's Signature: _____ Date: _____

Parks Coordinator: *[Signature]* Date: 2/19/26

For office use only

Comments: _____

Meeting Approval Dates: 2/24/26 Parks & Recreation N/A Public Safety _____ Township Board

Application has been (Circle one) Approved Denied

Hamburg Township Representative: _____

Supplemental Safety, Parking, & Operations Notes

Field Usage and Scheduling

Due to known safety and traffic considerations at West Bennett Park, especially related to road crossing between east and west sides of the park, the LifeWTR Invitational will operate intentionally to reduced and controlled field usage at Merrill Fields.

- 5-7 full-size fields requested
- No more than four fields will be in use at one time
- Game times will be staggered to minimize vehicle arrivals and departures occurring simultaneously

This approach will significantly reduce congestion compared to previous years when more fields were in use at one time.

Parking & Traffic Control Plan

The primary safety concern in past events involved spectators parking across the road and crossing between east and west sides of Manly W Bennett Park. To eliminate this issue:

- Parking will be permitted on the WEST SIDE ONLY
- Signs will be place at the entrances of the east side that read, “NO PARKING for LifeWTR Invitational”
- Total parking usage will be limited to no more than 400 spaces at any given time
- Painted ADA accessible parking spaces, supplemented with signs, will be clearly designed and maintained
- Event communications to teams and spectators will clearly state west side parking only prior to arrival

Monitoring, Enforcement, & Transportation

The tournament will provide onsite staff and volunteers throughout the event to actively manage parking and pedestrian movement.

- Golf cart patrols will monitor parking compliance, pedestrian traffic flow, and any attempted east side parking
- We will provide 4 courtesy golf cart shuttles for additional ADA spectator needs
- Volunteers will be from the Brighton Men’s Senior Center

The direct and continuous presence allows issues to be addressed immediately without township police involvement.

Field Preparation

All fields will be painted and prepared by Legacy staff in advance of the event. This continued partnership intents to support an efficient event set up.

Prior Experience & Adjustments

In prior years, when fewer fields were used at Manly W Bennett Park, parking concerns were minimal. As the tournament has grown, we recognize the increased impact and plan to adjust operations to limit peak activity, and provide a well-managed experience for participants, spectators, and the surrounding community. Thank you for considering our application. We appreciate the continued partnership between the Legacy Center and Hamburg Township.



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: February 19, 2026

AGENDA ITEM TOPIC: Park Approval – Legacy Sports Complex/MI Alliance – GatorAde Invitational – August 21-23, 2026 – Manly Bennett Park West
Number of Supporting Documents: **1 Park Use Packet**

Requested Action

Approval of the Park Use application for the GatorAde Invitational Tournament, submitted 1/6/26, 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**
- **That the Township Board establish Park Fees for event and allow credit for in-kind, if any**
- **That the Blackout status be confirmed for West Park during this event**
- **Applicant will pay for any additional sanitary services along with cleaning of Township units**

Background

With the changes in the park policy, this use will be limited to 4 playable fields, out of the 10 that are available in West Park. With the decreased number of participants/spectators, there will be no need to involve Public Safety. However, how we charge and treat partial use of the park for events still needs to be clarified.

Park Fees, based on use of 100% of the park, were as follows:

2024 - \$7,400 total (\$2,450.00 of which was Public Safety)

2025 - \$14,159.40 (\$9,209.40 of which was Public Safety)

Current fees can be found at:

[https://library.municode.com/mi/hamburg_township_\(livingston_co.\)/codes/code_of_ordinances?nod_eId=PTIITOAP_APXAHATOADFESC_ARTIISPFE_S1-20DEPARE](https://library.municode.com/mi/hamburg_township_(livingston_co.)/codes/code_of_ordinances?nod_eId=PTIITOAP_APXAHATOADFESC_ARTIISPFE_S1-20DEPARE)



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

Hamburg Township Manly Bennett Park Park Use Application

And Release of Liability & Indemnification Agreement

(Application must be submitted 60 days before requested use)

Applicant Information:

Legacy Center Sports Complex

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

Gatorade Invitational 2026

Name of Event: _____

Soccer Tournament

Type of Event: _____ Park Use Category #: 4 - Event Use

Sammi Chapell

Applicant Name: _____

August 21-23, 2026

Date(s) of Event: _____ Time(s) of Event: All day *Will need hours*

9299 Goble Dr

\$ field assignments

Applicant Address: _____ Suite or Apt #: _____

Brighton

MI

48116

Applicant City: _____ State: _____ Zip: _____

Sammi Chapell

Contact Person (present during use): _____

Administrator

Contact's Affiliation with Applicant: _____

(734) 649-5034

scorcoran@legacycentermichigan.com

Contact's Phone: _____ Contact's E-Mail: _____

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:

USI Insurance Services

Insurance Carrier: _____

Requested updated copy

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

Policy #: _____ Expiration Date: _____

\$1,000,000

\$1,000,000

Limit of General Liability: _____ Occurrence _____ Aggregate _____

\$5,000,000

\$5,000,000

Umbrella Coverage Limit (if any): _____ Occurrence _____ Aggregate _____

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

Youth soccer tournamnet for U8-U19 teams

Please describe the event you propose to host: _____

Total Number of participants/spectators/guests anticipated during event: 750 for the full weekend

Average of participants/spectators/guests anticipated at any given time: 250

Site of Proposed Event; include all areas of the parklands that will be used: 5-7 soccer fields at West Bennett Park
max 4 fields allowed

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

Will tents be used?: Yes If so, please indicate locations: On grass along path

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: Licensed vendors selling hamburgers/hotdogs, popcorn, and smoothies
- Required tent permit via FD

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.

Golf carts only

Will there be a need for vehicles to be used on Township grounds? If so, describe: _____
We will provide 4 courtesy golf cart shuttles for additional ADA spectators.

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,
No
describe: _____

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

None
Specific services required from the Township, if any: _____

Legacy Center Sports Complex will be the
Other information regarding your event that you feel may be helpful: _____
main venue for the event. Hamburg Township fields at West Bennett will be used as overflow. Event registration
closes 7/17/26. Please see attached page for additional notes.

Organized Sports and/or Sporting Events:

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

If Tournament or other event, complete Event Description on Page 2 and provide additional details, if any:
Please see attached page for additional notes.

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.

SLC
Initials: _____

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

SLC
Initials: _____

Applicant's Signature: [Signature] Date: 1/6/26

Co- applicant's Signature: _____ Date: _____

Parks Coordinator: [Signature] Date: 2/19/26

For office use only

Comments: _____

Meeting Approval Dates: 2/24/26 Parks & Recreation N/A Public Safety _____ Township Board

Application has been (Circle one) Approved Denied

Hamburg Township Representative: _____

Supplemental Safety, Parking, & Operations Notes

Field Usage and Scheduling

Due to known safety and traffic considerations at West Bennett Park, especially related to road crossing between east and west sides of the park, the Gatorade Invitational will operate intentionally to reduced and controlled field usage at Merrill Fields.

- 5-7 full-size fields requested
- No more than four fields will be in use at one time
- Game times will be staggered to minimize vehicle arrivals and departures occurring simultaneously

This approach will significantly reduce congestion compared to previous years when more fields were in use at one time.

Parking & Traffic Control Plan

The primary safety concern in past events involved spectators parking across the road and crossing between east and west sides of Manly W Bennett Park. To eliminate this issue:

- Parking will be permitted on the WEST SIDE ONLY
- Signs will be placed at the entrances of the east side that read, "NO PARKING for Gatorade Invitational"
- Total parking usage will be limited to no more than 400 spaces at any given time
- Painted ADA accessible parking spaces, supplemented with signs, will be clearly designed and maintained
- Event communications to teams and spectators will clearly state west side parking only prior to arrival

Monitoring, Enforcement, & Transportation

The tournament will provide onsite staff and volunteers throughout the event to actively manage parking and pedestrian movement.

- Golf cart patrols will monitor parking compliance, pedestrian traffic flow, and any attempted east side parking
- We will provide 4 courtesy golf cart shuttles for additional ADA spectator needs
- Volunteers will be from the Brighton Men's Senior Center

The direct and continuous presence allows issues to be addressed immediately without township police involvement.

Field Preparation

All fields will be painted and prepared by Legacy staff in advance of the event. This continued partnership intends to support an efficient event set up.

Prior Experience & Adjustments

In prior years, when fewer fields were used at Manly W Bennett Park, parking concerns were minimal. As the tournament has grown, we recognize the increased impact and plan to adjust operations to limit peak activity, and provide a well-managed experience for participants, spectators, and the surrounding community. Thank you for considering our application. We appreciate the continued partnership between the Legacy Center and Hamburg Township.



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www.hamburg.mi.us

TO: Hamburg Township Parks & Recreation Committee

FROM: Deby Henneman, Township Coordinator

DATE: February 19, 2026

AGENDA ITEM TOPIC: Goals and Objectives: Parks & Recreation Master Plan and Park Design

Number of Supporting Documents: **1**

Background

Our current 5-year Parks & Recreation Master Plan was adopted by the Board on January 3, 2023, and approved by the MDNR on 3/10/23. The document in its entirety can be reviewed on our website here: [https://cms7files.revize.com/hamburgmi/Parks_And_Rec/Master%20Plan/01_Final%20Plan%20with%20Adoption%20Documentation%20\(Compressed\).pdf](https://cms7files.revize.com/hamburgmi/Parks_And_Rec/Master%20Plan/01_Final%20Plan%20with%20Adoption%20Documentation%20(Compressed).pdf)

Filing Deadlines through the MDNR for Grants are April 1st and for Master Plans April 30th of each year.

A new Parks & Recreation Master Plan will need to be filed prior to April 30, 2027 in order to apply for grants in the 2028 cycle. If we were to apply for grants in the 2027 cycle, the current Master Plan will suffice.

The Master Plan cycles listed below include the initial costs for discussion:

- 2007 Recreation Plan – Mannik & Smith Group, Inc. - unfiled (mitigation)
- 2012 Master Plan – McKenna (costs unknown/planner of record)
- 2017 Master Plan – McKenna Associates - \$7,500
- 2018 Master Design & Grant Apps – McKenna Associates - \$8,400
- 2023 Master Plan – Spicer Group - \$13,200

These costs don't include any overages or additions. To give an idea of timeline required for this type of project, we hired Spicer in June of 2022 and filed the final document with the MDNR in February of 2023. With the amount of public input sessions, publication deadlines, and Board review, I believe allowing for a full year is prudent.

I recommend an estimated budget be included in the Goals and Objectives for Parks & Recreation for Development of the Parks & Recreation Master Plan and Parkland Design and am attaching the 25/26 Goals and Objectives for review and suggested updates to prepare for Strategic Planning.



GOALS AND OBJECTIVES: FY 2025/2026

PARKS AND RECREATION, GRANTS, & ORDINANCE (Township Coordinator)

ADMINISTRATIVE

- Finalize codification of changes in the Parks and Recreation Administrative PPM
- Ensure all proposed park projects comply with Master Plan and ADA Standards
- Find solution with Treasury/Accounting for Park & Senior Center Use payments
 - Scheduling Software or Alternatives
- Promote Adopt-A-Feature & Adopt-A-Garden Donor Programs
- **Organize & Host 2025 Community Clean-Up Event**
 - April 26, 2025 – 9AM-3PM (West Park – Dumpsters/Trail & River Clean Up)
 - May 3, 2025 – 9AM-Noon (Pettysville Trailhead – Shredding Only)
 - ***\$8,000 Budget anticipated for staffing 2 separate days (2024 Report attached)***

FORMS & INFORMATION MANAGEMENT

- Maintain Parks/Lakelands Trail/Community Center/ADA website pages & social media
- Develop/maintain all marketing material for Parks/Trails & supply information kiosks
 - Anticipate roughly **\$1,000** for Print Budget
 - Looking to create QR codes for Digital Content: Brochures, Maps, & New Resident
 - Use Park Rangers for distribution of materials on Kiosks

SCHOLARSHIP

- Assist user groups with scholarship procedure
- Investigate/coordinate fund raising events for Scholarship, if needed
- Fund starts each year no less than \$3,000

MANLY BENNETT PARK

- Install safety fencing in Flyer's Field - **\$25,000**
- Coordinate/Assist with Bennett Park & Water Trail Access Improvements #TF22-0107
 - *See Grants for Details on Funding & Scope*
- Install field gravel and square off all diamonds in East Park - **\$5,000**
- Development of Intergenerational Pocket Parks - **\$5,000**
- Volleyball Court needs maintenance improvements - **\$10,000**

COMMUNITY CENTER

- Continue to schedule Community Center Use of facility and to update policies as needed
- Cross-train with Senior staff on building rental and train on procedures
- Investigate solutions for streamlined and secure rentals

GRANTS

- **Current Project: Bennett Park & Water Trail Access Improvements #TF22-0107**
 - Deadline for completion/filing – August 31, 2025
 - Funding: **\$300,000 MDNR, Promised Match from Township \$202,500**
 - **Scope:**
 - Canoe/Kayak Launch or Ramp with 6' Access Pathway
 - Interpretive Signage for Native Plantings & Bench at Launch
 - Paved ADA Parking Spaces within Gravel Lot (West Park)
 - Trail Improvements in West Park, 8' wide or more
 - Playground Improvements with ADA Safety Surfacing
 - Rain Garden with Native Plants (incorporate into playground)
 - Landscaping, Signage, **Drinking Fountain (being removed)**
 - "Park Within A Park" concept will be added to Adopt-A-Feature program
 - Pursue grants for future phases of this vision
- **Concept Plan: Future Phases of Bennett Park Intergenerational Park Project**
 - **Highly recommend having a Master Design Plan for all parks/trails/community center so I have a concept plan ready for any Grant we decide to pursue - Cost not to exceed \$15,000 (quote in 2023 was \$10,500)**
- **Draft & File Grants through MDNR this cycle – due 4/1/25**
 - Pavilion & Respite Amenities at Village Trailhead Parking Area
 - Zukey Footbridge (behind old Carpet Depot building)

TRAINING

- Continue On-line webinar training and attend annual Conference MParks
 - Anticipate roughly **\$1,000 Budget per person**
- Attend free training sessions as available

ORDINANCE

- Coordinate and maintain records for changes to our Code of Ordinances
- Ensure all changes are processed correctly, published, and filed with web-host

CLERK

- Complete Records Management scanning for Parks/Trails/Grants through Docuware
- Scan and organize all archive Park, ADA, Grant, & Ordinance Records



General Contact Info:
 Email: info@mckenna.com
 Phone: (248) 224-4328
 Fax: (248) 596-0930

Headquarters:
 232 East Main Street, Suite 105
 Northville, Michigan 48167



Revisions:

Manly W. Bennett Memorial Park
 Project Client: Hamburg Township, Michigan

Project Location: Hamburg Township, Michigan

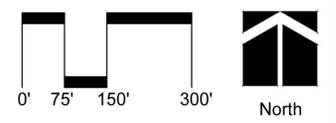
Sheet Title: **Master Plan**

Base Data Provided By: Google Earth

Project MGR: L. Haw
 Drawn By: JCA
 Date: 01.04.19
 Scale: 1"=150'
 Project #: 21947

SHEET

Sheet 1 of 1





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

September 24, 2019

Michigan Department of Natural Resources (MDNR)
 Attn: Grant Committee

Re: Design Review for Hamburg Township Application #TF19-0202

Dear Committee Members:

The Hamburg Senior Center is in support of the 2019 Michigan Natural Resources Trust Fund 2019 Grant submission by Hamburg Township, as it connects the community buildings to parkland, natural features and other areas for more active recreation and outdoor social gathering, that all age groups and physical abilities will be able to enjoy. It will also offer more passive recreation options for our Senior Citizens, including the dedicated walking club.

Site Development Plan

Manly W. Bennett Memorial Park Design
 Hamburg Township, Livingston County, Michigan



The planned wayfinding signage along the trail, which will include large print and pictures, will give the users a clear idea of the length they are traveling, which will help them to determine how far they should go.

The restroom renovation in the existing concession building makes for better use of the existing structure, and provides a compliant respite for those enjoying the proposed trail system. This feature will also allow for this location to be used as a station for the tour bus (which serves as transportation for the Senior / Community Center) and allow for those attending trips to easily park and wait comfortably for their tours. The benches that are planned along the trail system, and at the restroom facility, will allow for our residents to enjoy the outdoors while they wait and will exceed ADA standards.

The proposed universally designed tot lot will also include universal seating, and will provide a wonderful opportunity for our aging demographic to interact with our youth. The shade structure will provide screening from the sun's glare, and will provide residents with passive recreation options, which are lacking in the current facility.

The flexibility of use will allow for our seniors to adopt a healthier lifestyle with low physical effort that could extend their lifespan and allow them to do so in a calming environment. By implementing the accessibility improvements outlined in this grant application, the following members of the Hamburg Community with mobility concerns, support the opportunity for increased quality of life within the Township.

Thank you,



Julie Eddings
Hamburg Township Senior Center
Senior Program Coordinator
810-222-1140

And members of the Senior Center who are in support of the opportunity for increased access and mobility at Manly Bennett Park:

L. Lindsay
Donna Cook
Sara Pedersen
Jane Selman
Mari Pedersen
Frank Selch
Leri Ritchie
Bernie Young

Ronny Basley
John Basley
L. Michael & Wade
Carl Clement
Gloria Pierson
Ted Pierson
Betty Quack
Barbara Lee

Deborah R. Kaiser

Ray J. Kaiser

Daniel C. Kardon

Storia Church

Bruce Harris

Quinn Harris

Jean Chung

Chida Dill

Shirley Patrick

Barbara Deager

Robert P. Smith

Shirley Dearth

Ken Pence

Betty Imbel

Robert R. Mann

Jim Patti

Joe Nagda

Gayle Gable

Dellous Stark

Jane F. Folt

Dr. & SOKOW

H. Bennett

Wroth J. Liskovec

Margie Graeller

Gayle Hill

Elana Swearing

Dolores Sattler

Sandy Dye

Nona Suskey

Shyllis Lindblad

Christine M. Daskias

Mini Kudva

Joy L. Guld

John Guld

Sylvia L. West

Mary Seagle

Ann Finis

Nancy Comery

Ruth Tatarunas

Suzanne Kamm

Valerie Hill

Connie Kamm

Nancy Bentz

Joe

Myung S. Dunsap

Ann M. Staw

Ann Staw

Geraldine Hruskewski

Helen Miles

Siro Ventura

Linda Kuttel

Thelma F. Small

Pat Sullivan

Sally Gatto

Kay Muller

Sybil J. West

Betty Perlongo

Janette Johnson

Pat Kolesenski

Leuti Bowling

HAMBURG TOWNSHIP LIVINGSTON COUNTY, MICHIGAN NOTICE OF ADOPTION

Item F.

Notice is hereby given that the Township Board for Hamburg Township, Livingston County, Michigan adopted a Zoning Map Amendment (PZTA 25-0001) to amend the Zoning Map of Hamburg Township.

Zoning Map Amendments PZTA25-0001:

- 1. Change the zoning of the parcel commonly known as 10405 Merrill Rd. (TID 4715-26-100-028) East, from Medium Density Residential (RA) to Public & Private Recreational Facilities District (PPRF).*
- 2. Change the zoning of the parcel commonly known as 10405 Merrill Rd. (TID 4715-26-100-023) West, from Medium Density Residential (RA)/Natural Rivers (NR)/Waterfront Residential (WFR) to Public & Private Recreational Facilities District (PPRF).*

A copy of the Zoning Map Amendment may be inspected or purchased at the Township Offices (10405 Merrill Road, Whitmore Lake, MI 48189). The new Zoning Map Amendment will also be posted on the Township's website at <http://www.Hamburg.mi.us> . The adopted map shall become effective on

February 20, 2026, unless referendum procedures are initiated under MCL 125.3402 within seven (7) days after publication of this notice of adoption. If referendum procedures are initiated, the map amendment shall take effect in accordance with MCL 125.3402.

Hamburg Township Planning Commission Public Hearing: November 19, 2025
Livingston County Planning Commission Public Hearing: December 18, 2025
Hamburg Township Board Adoption: February 3, 2026
Publication Date: February 13, 2026
Effective Date: February 20, 2026

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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 – February 2026

Parks:

Bennett Park & Water Trail Access Improvements Grant TF22-0107: The Construction on the playground and final amenities will continue in spring 2026. A “Pardon Our Dust” sign will be installed as soon as the weather clears. The first reimbursement in the amount of \$202,431.26 has been confirmed by Treasury as received. Great Start Livingston will not have ample funding to complete a 2nd Storywalk for West Park, so we can discuss options for the pathway at the meeting. It is possible that we may be able to incorporate a few small sensory gardens along the path with some of the features the Garden Club came up with.

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

We have not been assigned a Public Safety representative as of today’s date.

The Boardwalk has been closed off from all foot traffic for the winter. Building & Grounds will be providing an update.

Events:

After completing my audit with accounting, the final report for the 2025 Christmas In The Village event has been provided to the Board, a copy of which is put in the packet. There is one outstanding vendor invoice in the amount of \$20, and one more check being processed for supplies in the amount of \$96.31. I also included a suggested budget for the proposed 2026 event, which will be reduced to 1-day and is recommended to take place on December 12, 2026. Parks & Recreation can decide if this is something to add to the Goals and Objectives for the Strategic Planning process.

The Community Clean-Up Event has been scheduled for April 11, 2026 and a flyer has been attached. The paper shredding will be set-up in the secondary lot near the Merrill Trailhead on the west side of the park. We need volunteers for both the clean-up event (dumpsters) as well as for along the Lakelands Trail and Halls Creek. Anyone interested should submit a Volunteer waiver

form which can be found here:

https://www.hamburg.mi.us/departments/parks_and_recreation/programs_opportunities/volunteerism.php

A preliminary meeting was held to discuss the proposal for an America 250 Event to be held at Hamburg Township. It has been suggested as a joint venture between the Township and HERO, to occur during the Hamburg Family Fun Fest, on June 20, 2026 at 2:00 p.m. and would include an Open House element. I have included a sample flyer as well as a park use application for a recommendation from the Parks Committee, which will then be sent on to the Township Board with a suggested budget.

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 – **We have a Pardon the Progress sign for Project to install**
 - Revamp Concession to house vending?
 - Complete work on the Sensory & Rain Gardens – **Adopted by Hamburg Garden Club – To be coordinated with Parks & Rec**
 - Story Walk design – need to determine if grant is still available – or come up with a Plan B. (Consider sensory “pods” with Garden Club).
- 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 and Several boards are spongy and need to be replaced – **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.

Door inspection RFP being developed. 26/27 FY

Assistive Listening Device will be purchased and shared between all meeting facilities. 26/27 FY

Grants:

- The 2022 Trust Fund Grant #TF22-0107 has been extended to Spring 2026.
- Trust Fund Grant #TF25-0213 awarded – Awaiting agreement. Prime Professional secured.
- No grants are being pursued this MDNR Trust Fund Cycle.

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).

Other projects/events:

- **Update Park Policies/Procedures, Park Use forms, and Park/Public Safety Fees - Priority**
- Organize and Scan all archive files into Docuware System based on Record retention
- Review Zoning classification for Parklands
- Pickleball Signage to be Ordered – Rules and Regulations
- Flyer's Field upgrades to include Sledding hill and RC Auto area to be designed and approved via MMRMA with sledding hill signage
- East Park could use an entrance Kiosk as the one on the concession building was removed
- Donation capability/QR codes is pending with Treasury/Accounting – **Cash Posts being installed once signage is ordered. New pay system through Township?**
- A scheduling solution is needed desperately, but is on hold based on what we allow in use
- Marketing plan for Adopt A Feature Program – will be adding donation pavers (possibly)
- Clean Up Event –April 11, 2026
- 250th Anniversary of US – proposed event June 20, 2026 - Pending
- Christmas In The Village – proposed event December 12, 2026 - Pending
- Sunscreen Dispenser Project – installation in 2 locations
- Interactive Art project for East Park Concession - pending

**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)**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 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 in 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, other uses may obtain limited use in those areas with the approval of the permit holder, then 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 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.

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

Prohibited activities: Alcoholic beverages, un-permitted fireworks, professional sporting events, pets during large events, or use of areas for dates and times listed as a "Blackout." All events/special uses must be proposed and permitted through a special approval process through the Hamburg Township Board. This process may require further permits, the reimbursement of required vendor services at cost, and the submittal of specialty insurance naming Hamburg Township as Additional Insured.

Fee Type	Amount	Frequency	Comments
<i>Negotiated Contract</i>			
Parkland Sports—Partner Group (list of partners pre-approved by Board) for Games/Practices	Seasonal Flat rate negotiated at time of application based on type of fields and maintenance required.	Negotiated Contract will be on a per season basis and shall include reference assignments specific to the requested area.	Spring use must be scheduled by 3/31 each year. After 4/1 calendar is open to the public. Fall season use schedule is due by 7/1.
Parkland Sports – Partner Group – use other than Games/Practices such as Tournaments/Event Use	Per use flat rate negotiated at time of application and based on type of fields and maintenance required. Fee waiver and/or requirement for user to supply sanitary services is at the discretion of the Township Board and is set at time of approval.	Application must include detailed proposal for event reflecting attendee numbers, parking & public safety plan, and entrance/participation fees, if any.	Limit 4 playable fields, unless otherwise requested with detailed explanation by Partner Group and approved by the Hamburg Township Board of Trustees.
<i>Sports—Hourly Rates</i>			
Parkland Sports—2-Hour Rate—Resident	\$35.00	2-hour block/per field	Use must be scheduled. No pro-rating.
Parkland Sports – 2-Hour Rate-Non-resident	\$45.00	2-hour block/per field	Use must be scheduled. No pro-rating.
Sports Tournament – 2-Hour Rate – Resident	\$75.00	2-hour block/per field	Limit 4 playable fields. Use must be scheduled. No pro-rating.
Sports Tournament – 2-Hour Rate – Non-resident/For-profit	\$100.00	2-hour block/per field	Limit 4 playable fields. Use must be scheduled. No-pro-rating.
<i>Event—Daily Rates</i>			
Park Fees—Low Hazard—Partner/Resident	\$375.00	Per day/per area	Less than 1,000 people
Event Use—Low Hazard—Non-Partner/Resident	\$750.00	Per day/per area	Less than 1,000 people
Event Use—Medium Hazard—Partner/Resident	\$750.00	Per day/per area	1,000—2,500 people See Sec. 1-21. Public Safety for required additional charges

Event Use—Medium Hazard—Non-Partner/Resident	\$1,500.00	Per day/per area	1,000—2,500 people See Sec. 1-21. Public Safety for required additional charges
Event Use—High Hazard - Partner/Resident	\$1,250.00	Per day/per area	2,501—5,000 people See Sec. 1-21. Public Safety for required additional charges
Event Use—High Hazard—Non-Partner/Resident	\$2,500.00	Per day/per area	2,501—5,000 people See Sec. 1-21. Public Safety for required additional charges
Special Use—Event Proposal	Rate established by motion of the Township Board.	Flat Rate negotiated or waived by the Township Board which may be placed on the event calendar a BLACKOUT DATE	May warrant a special contract and insurance requirements based on exposure/hazard. Also may prohibit other users from using parklands.
<i>Other Fees</i>			
Merrill Field Disc Golf Course/Pickleball/Adult Workout/Volleyball	\$2.00	Per use	Suggested cash donation, welcome but not required
Restoration/Clean-up/Damage Bond—Winkelhaus Gazebo	\$250.00	Per use	Refunded after damage inspection
Restoration/Clean-up/Damage Bond—Manly Bennett Park	\$1,000.00	Per field/area	Refunded after damage inspection

~~(Res. of 07-02-2024(1), Att., 7-2-2024; Ord. No. 2025.G.002, § 1, 7-15-2025)~~

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Restoration/Clean-up/Damage Bond—Manly Bennett Park	\$1,000.00	Per field/area	Refunded after damage inspection

February 11, 2026

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

January Summary:

Inclement weather was the most significant factor affecting January operations, attendance, and transportation. We had three weather-related closures for the month as well as our bus driver's medical leave. Despite these challenges, member engagement remained strong and we were able to work through transportation difficulties. Despite the weather, we were able to pull off a fun Casino Lunch Day with the support of staff, volunteers, and local businesses. We also had a successful and well-loved trip to Hudson Mills Metropark.

January Statistics:

	<u>2026</u>
• Monthly Attendance:	2091
• Daily Average:	131
• Number of New Members:	28
• Transportation - Monthly Rides:	120
• Boomers Meals:	111
• Meals on Wheel Congregate:	37
• Vending Machine Revenue:	\$106
• January Email Campaigns:	15,093
• Printed January Newsletters:	250
• Volunteer Hours Contributed:	~280

Programming and Activity Highlights:

- Six-week Tai Chi session began on January 6, 2026
- Tracey's Herbal Infusion Class on Thursday, January 15, 2026
- Casino Luncheon on January 16, 2026
- Hudson Mills Eco Craft Workshop on January 29, 2026

Professional Partnerships:

- MySeniorCenter webinar to learn about a software that helps manage senior center member data, sign-ins, and signup sheets.
- Traveled to Hartland Senior Center to see how the MySeniorCenter software works in practice. Spoke with Kim Konarski and saw the many ways that she uses the software program to manage membership data as well as group broadcasts. Hartland has been using the system for over 16 years. When asked if they would repurchase if they had to and she stated "without a doubt."

Community Connections:

- Met with the Willows of Howell to establish a partnership.
- Kelly Collins and Tracey Wallace met with local businesses to secure donations for Casino Day.
- Received in-kind equipment support from the Livingston County Conservation Club for Casino Day.

Operations Update:

- We welcomed Faye back to Wednesdays at the front desk.
- Our transportation driver is currently on medical leave and will return once cleared by her physician. In the meantime, we are coordinating services to ensure continuity for our riders.



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

Item M.

Christmas In The Village 2025 Project Report

To: **Hamburg Township Board of Trustees**

From: **Township Coordinator**

Date: **February 16, 2026**

Re: **Christmas In The Village Event – December 12 & 13, 2025 – Village of Hamburg**

This year was the first year for this event, and was a joint effort between Hamburg Township staff, and key organizations: Hamburg Pub, St. Stephen’s Episcopal Church, Hamburg Museum, Hamburg Library, and Bennett’s Beavers. The event was split between 2 days, with a tree lighting and event blessing at the church which also included the arrival of Santa Claus, with the following day hosting the market and food vendor activities.

A post-event meeting was held on Tuesday, January 20, 2026, and the observations from that meeting have been attached. Overall, we feel the event was a success and look forward to co-hosting it again this year. The date would be December 12th, 2026* as the group has suggested a 1-day event might be more manageable. Updates to follow once Township confirms their support and assignment of resources.

Funding/Budget Breakdown (please see attached reports for details**):

Item:	Cost
• Sponsor Donations	\$ 10,200.00
• Vendor/Market Payments	\$ 215.00
○ 1 Food Vendor	
○ 1 Drink Vendor	
○ 12 Market Vendors & Service Tables	
○ 140 Raffle Participants/Tickets	
• Expenses – Contractors/Supplies/Decorations/Banners/Bags	\$13,771.89
• Printing/Marketing/Social Posts	In House
• Development of Applications/Forms	In House
• Coordination of Planning Meetings	In House
Sub-Total less Donations:	\$ 3,356.89
Payroll for Township Coordinator (93 hours – most are on-duty hours)	\$4,518.87
Payroll for Staff (B&G - 3 staff members – most are on-duty hours)	\$4,022.60
Payroll for Public Safety (not including staff working reg hours)	\$3,161.33
Grand Total:	\$15,059.69

Notes to consider:**2026 event is proposed for: December 12, 2026 – Suggested Budget \$25,000**

- **Request motion from Board clarifying staff's role and Township's commitment**
- If supported, I recommend a **\$14,000** budget to cover payroll
 - Township Coordinator payroll is reflected as event focused
 - Building & Grounds payroll is reflected as event focused
 - Public Safety payroll is reflected as Overtime only
- For event committee, I recommend an **\$11,000** budget for expenses
 - If we start on sponsorships earlier, we should collect enough to cover expenses, especially considering what we managed to collect in 2025
 - Some expenses won't need to be repeated
 - Some locations/offerings may need to change
 - We will need more volunteers for the 2026 Event
 - Township Coordinator can't be on-site as much in future
 - Admin will be slightly easier as forms have been developed
- Administration of event should start sooner this year (by early August)
 - Facebook Feed/Event Posts and Sponsorship slides
 - Website Information
 - Form Updates
 - Schedule of Events
 - Permits – Over The Road Banner, Livingston County Road Commission, etc.
 - Park Use, Board Approval and Support
 - Hiring and Coordinating of Contractors, gathering paperwork
 - Market/Vendor Coordinator
 - Coordinating of Volunteers
 - Coordinating of Events/Participants
 - Minutes for Subcommittee and hosting of planning meetings
 - Communication
- Date should be secured and website updated with hold-the-dates
- Need to confirm if same GL/process will be used again this year to collect sponsor \$
- All invoices should be handled by AP from the start so they can track receivables

**Notes to follow from the post-event meeting with suggestions for next year's event. See Attached.*

*****Final Report does not include the following:***

1 outstanding invoice for \$20 – Vendor Payment

1 outstanding expense for Arbor Master – Clips – \$96.31

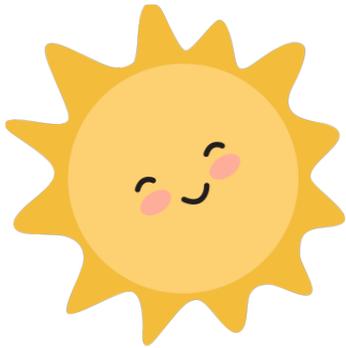
Christmas In The Village - Expenses

Area	Vendor	Feature	Item	Total Cost	Paid	In Kind Value	In Kind Item	Sponsored by	First year expense?	Comments
Church	Hamburg Township	Tree Ceremony	Lights			\$ 100.00	Used Decorations	Donated by HT		
Church	Powers Flowers	Tree Ceremony	Tree			\$ 200.00	Tree	Powers Flowers		
Church	PPHH	Tree Ceremony	Decorations			\$ 100.00	Used Decorations	Donated by PPHH		
Event Support	4 All Promo	Sponsor Bags	Bags (250)	\$ 488.46					May vary	Have 200 for next time
Event Support	Amazon	Decorations for Village & Gingerbread Alley	Art Supplies/Backdrops	\$ 390.18	HT Amazon				May vary	Banners were damaged
Event Support	Arbor Master	Over The Road Banner	Installation			\$ 500.00	Installation of Banner	Arbor Master		
Event Support	Bennett's Beavers	Burn Barrels	Scrap wood to burn			\$ 200.00	Wood Scraps (10 bags)	Bennett's Beavers		
Event Support	E Signs	Over The Road & Trailhead Banners	Banners	\$ 1,497.77		11/19/2025			May vary	Banners were picked up in Wixom
Event Support	Hamburg Township	Parks	Payroll/Overtime			\$ 4,518.87				
Event Support	Hamburg Township	B&G	Payroll/Overtime			\$ 4,022.60				
Event Support	Hamburg Township	Burn Barrels	Barrels			n/c	Cans and Bags	To be borrowed by PPHH		
Event Support	Hamburg Township	Garbage Service	Cans			n/c	Cans and Bags			
Event Support	Hamburg Township	Public Safety	Payroll/Overtime			\$ 3,161.33				
Event Support	Monroe's Rubbish	Garbage Service	Dumpster			\$ 500.00				They delivered dumpster
Event Support	PTS	Portable Toilets	5 Additional			\$ 800.00		PTS		
Event Support	Sign Stuff	Road Signs for Sponsors	Sponsor Signage	\$ 580.00	processed 12/4/25					Banner was donated
Event Support	Sign Stuff	Sponsor Banner	Sponsor Banner	\$ -				Donating the Sponsor Banner for Village		
Gingerbread Alley	Bennett's Beavers	Wooden Lollipops & Selfie Panel	Labor & Wood			\$ 250.00	Labor & Wood	Bennett's Beavers	yes	
Gingerbread Alley	Deby Henneman	Decorations and lights for Alley	Also Wood/Art Supplies	\$ 150.64	via Township				Yes	Twp reimbursed expenses
Gingerbread Alley	Home Depot	Wooden Lollipops & Selfie Panel	Dowel Rods & Paint	\$ 108.75	HT HD Card			GB Alley sponsor: Varsity Ford (pending)	yes	
Hamburg Grocery	Classic Tent and Event	Jingle Market Tent	30'x75' Heated Tent	\$ 5,510.62	Will invoice	\$ 250.00	Generator only	Tent sponsor: Lakeview Dental & PTS	no	COD Paid
Jingle Market	Alan's Asphalt	Public Safety	Parking Lot Repair	\$ 2,500.00		\$ 1,000.00	Labor	Alan's Asphalt	yes	
Museum	Chamberlin Pony Rides	Live Nativity	Live Animals	\$ 485.00	\$ 60.00			Borek Jennings & Whitewood Tree Service	No	COD Paid
Parking/Shuttle	LESA	Shuttle for Visitors/ADA	Bus Rental	\$ 450.00	processed 12/15/25					Processed via invoice
Event Support	Alta Equipment Co.	Light Towers for Safety	Lights	\$ 838.60	processed 1/6/26				No	Processed via invoice
Event Support	S&G Gas	Generators	Gas	\$ 25.01	via Township				No	Receipt via Duane
Event Support	Home Depot	Event Safety, Snow fence, tools, etc.	Misc Supplies & Tools	\$ 647.38	via Township				yes	Receipt via Duane
Event Support	Home Depot	Event Safety, Snow posts	Misc Supplies & Tools	\$ 69.00	via Township				yes	Receipt via Duane
Event Support	Home Depot	Fuel	Misc Supplies & Tools	\$ 12.49	via Township				yes	Receipt via Duane
Event Support	Home Depot	Batteries	Misc Supplies & Tools	\$ 17.99	via Township				yes	Receipt via Duane
Event Support	Safety Sign	Safety & Directional Signage	Signage							
Event Support	Advanced Water	Water Bottles	Water			\$ 300.00	Santa Water	Advanced Water	no	They can customize
Total Expected Cost (with estimates)				\$ 13,771.89		\$ 15,902.80				This amount should be considered for future budgets if in-kind doesn't happen
Sponsorships Paid to Date - 11/26/25				\$ (10,200.00)						
Sponsorships Expected to date:				\$ -						Full accounting of in-kind can be found on Confirmed Sponsor sheet
Vendor Payments				\$ (215.00)						
Event Debt Balance				\$ 3,356.89						

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

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

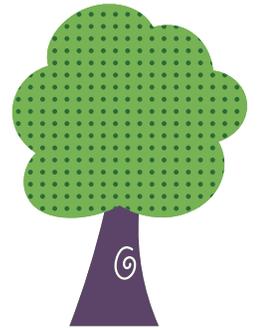
Hamburg Township Clean-up Event



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



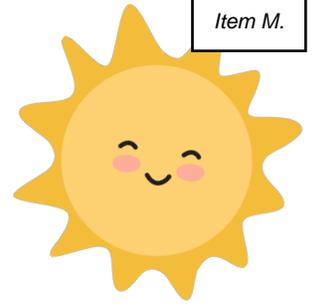
Hamburg Township
Parks & Recreation

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!**

TO: Parks & Recreation Committee

FROM: Deby Henneman, Township Coordinator

DATE: February 19, 2026

AGENDA ITEM TOPIC: Park Use Request – Hamburg Community Time Capsule & Open House – Celebrating America 250
Number of Supporting Documents: 2

Requested Action

Recommend support/approval for a Community Event to be held on June 20, 2026 during the Hamburg Family Fun Fest event, for a celebration of America's 250th year, and to direct the Township Coordinator to create a budget and proposal to the Township Board for their approval.

Background

Members of the Township Board and staff have met to discuss an idea to celebrate America 250, which would include the burying of a time capsule on the Township grounds during Fun Fest. The front of the building is in need of a revamp, so it was proposed that the time capsule could be buried there and pavers could be sold to help fund the project.

Ideas include:

- Apple Pie contest/judging
- Open House for Hamburg Township Hall with local services tables inside
- Time Capsule buried out front (25 Years)
 - Create new gardens
 - Include benches & bike rack
 - Large pots could go over the capsule area and have a plaque
 - New information kiosk
 - Bricks could be "sold" and used to pave the new pathways
- Marching Band could be invited
- Daughters of Revolution could be invited
- Dignitaries could be invited
- Tent, table, chairs, could be placed in Hamburg parking lot

Budget will need to be suggested, and an RFP developed for the sidewalk/seating area. A motion of support along with any ideas the committee has would be helpful.



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 M.

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): Hamburg Township Parks & Recreation

Name of Event: Hamburg Community Time Capsule & Open House - Celebrating America 250

Type of Event: Community Park Use Category #: 4 - Event Use

Applicant Name: Hamburg Township Parks & Recreation

Date(s) of Event: June 20, 2026 Time(s) of Event: 2:00 p.m.

Applicant Address: 10405 Merrill Rd. Suite or Apt #:

Applicant City: Whitmore Lake State: MI Zip: 48189

Contact Person (present during use): Jason Negri

Contact's Affiliation with Applicant: Supervisor

Contact's Phone: On file Contact's E-Mail: jnegri@hamburg.mi.us

Event Co-applicant, if any: Hamburg Family Fun Fest (HERO)

All Co-applicants must also sign all applications and waivers. Partnering Group (Blackout date holder)

Co-applicant relationship to Applicant: Co-applicant's phone: On file

Insurance Information:

Insurance Carrier: On file

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: Sealing ceremony for time capsule, to be buried on Township property. Proposal includes possible Apple Pie contest, Open House at Township Hall including Township services tables, Marching Band, and short speeches.

Total Number of participants/spectators/guests anticipated during event: 250

Average of participants/spectators/guests anticipated at any given time: 250

Site of Proposed Event; include all areas of the parklands that will be used: Proposed site is in front of Hamburg Township Hall, with time capsule proposed to be buried in the sidewalk with possible donated "pavers" which could be sold to help fund the cost. Tent would be put in parking lot for pie contest. HERO supports event.

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

Will tents be used?: Yes If so, please indicate locations: Parking lot of Township Hall near the ADA parking.

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/Donation/HERO Valet service available?

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

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: HERO/Fun Fest

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: Possibly - Golf cart Item M.

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: Not for our event

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: TBD

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:

N/A

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 of, indemnify, and hold harmless Hamburg Township, its elected and appointed officials, employees and volunteers, and others working on behalf of Hamburg Township against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from Hamburg Township, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated with this contract.

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

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

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

Initials: _____

Public Health & Safety: The applicant hereby swears and attests that they have complied with all aspects and intent, of Background Checks and that they are in 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: _____

Applicant's Signature: _____ Date: _____

Co- applicant's Signature: _____ Date: _____

Parks Coordinator: _____ Date: _____

For office use only

Comments: _____

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

Application has been (Circle one) Approved Denied

Hamburg Township Representative: _____

AMERICA 250

Sealing Our Story

★ THE HAMBURG COMMUNITY TIME CAPSULE ★

HAMBURG TOWNSHIP
OFFICES

OPEN HOUSE & CEREMONY

SATURDAY, JUNE 20

2:00 PM

at the Hamburg Family Fun Fest & Hamburg Township Offices ★