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Supervisor Jason Negri **Clerk** Mike Dolan **Treasurer** Jennifer Daniels **Trustees** Chuck Menzies, Patricia Hughes, Nick Miller, Joanna Hardesty

TOWNSHIP BOARD WORK-STUDY SESSION

Thursday, August 06, 2026 at 1:00 PM
Hamburg Township Hall Board Room

AGENDA

CALL TO ORDER

PLEDGE TO THE FLAG

ROLL CALL OF THE BOARD

CALL TO THE PUBLIC

CONSENT AGENDA

APPROVAL OF THE AGENDA

UNFINISHED BUSINESS

CURRENT BUSINESS

1. Fire Department Alerting System
2. Park Facility Use Policy and Park Use Application – Alcohol Use Clarification
3. Public Comment Policy - clarification and modernization

CALL TO THE PUBLIC

BOARD COMMENTS

ADJOURNMENT



Hamburg Township Public Safety Department

PO BOX 157 • HAMBURG, MICHIGAN 48139
PHONE: (810) 231-9391 • FAX: (810) 231-9401

EMAIL: HATP@hamburg.mi.us

RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



Item 1.

TO: Hamburg Township Board
FROM: Chief Richard Duffany
DATE: August 3, 2026
RE: Failing VHF Fire Alerting System

The fire department has been experiencing an increase in issues involving the county's antiquated VHF alerting system for calls. Deputy Fire Chief Zernick is recommending that the department purchase the Bryx Alerting System to fix these issues (See DC Zernick's attached memo and quote). As this is an important public safety matter as well as a large financial investment that is not included in the adopted FY 26/27 budget, I am respectfully requesting that this topic be placed on the work study session agenda for discussion.

Respectfully,

Chief Richard Duffany
Director of Public Safety



Hamburg Township Public Safety Department

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RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



Item 1.

Date: 8/03/2026

To: Director Richard Duffany

From: Deputy Chief Jordan Zernick

Re: Bryx Station Alerting

The Hamburg Township Fire Department currently relies on a legacy Very High Frequency (VHF) radio paging system as its primary mechanism for alerting personnel to emergency incidents. Due to aging physical infrastructure, increasing radio frequency interference, signal attenuation, and hardware obsolescence, the existing VHF system suffers from severe, documented unreliability. To eliminate single-point failures, reduce dispatch-to-turnout times, and protect firefighter health, it is strongly recommended that HTFD transition to or integrate Bryx Station Alerting. Bryx provides a sub-second, IP-driven alerting solution that bypasses legacy radio infrastructure, integrates directly with computer-aided dispatch (CAD), and delivers automated building controls and mobile notifications across all HTFD stations.

The necessity for an independent station alerting solution has been made urgent by recent policy shifts at the county level. The Livingston County Board of Commissioners has publicly stated its intent to cease long-term support for the failing VHF paging system, signaling a full transition to an 800 MHz paging architecture. While intended to modernize communications, this transition creates a dangerous operational gap for Hamburg Township. The multi-million-dollar 800 MHz tower expansion project previously approved by the county has yet to break ground and is projected to take up to two years to complete. Relying on an unmaintained VHF network during this protracted multi-year window leaves the department exposed to catastrophic notification failures.

Compounding this timeline delay is the fact that 800 MHz frequencies carry severe physical limitations regarding in-building signal penetration. HTFD already experiences significant 800 MHz coverage dead zones inside both Station 11 and Station 12 on primary portable radios, which operate on the exact same trunked network. Transitioning paging to 800 MHz without solving station attenuation guarantees that firefighters inside the stations will suffer missed pages even after the new towers are constructed. Station alerting cannot depend on higher-frequency radio signals that fail to pierce concrete and steel structures. The only solution to increase the probability of reliable 800 MHz with both fire stations is the costly installation of a bidirectional amplifiers which when quoted would cost upwards of \$40,000 per station.

Beyond mitigating network failures, Bryx Station Alerting delivers a dramatic reduction in turnout times while fundamentally safeguarding firefighter cardiovascular health—particularly during after-hours responses. Traditional radio paging triggers alerts at high, static decibels while firefighters are in deep sleep, causing a sudden, massive spike in heart rate and blood pressure known as "alarm-induced



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Item 1.

shock," a leading contributor to firefighter cardiac events. Bryx mitigates this occupational stress through heart-smart "ramped" audio tones that gradually build in volume alongside night-vision-friendly red lighting. Furthermore, zoned alerting targets only the dormitories of the crew assigned to the call, allowing off-duty or non-assigned personnel to sleep undisturbed, preserving critical recovery cycles. These health-focused innovations work in tandem with station automation to significantly compress dispatch-to-door times. Upon receiving a call, Bryx triggers sub-second alerts, instantly turns on apparatus bay lights and broadcasts crisp Neural Text-to-Speech audio over the PA system. High-visibility display boards simultaneously present maps, hydrant locations, and call details as crews walk to the rig, eliminating the critical seconds normally wasted waiting for dispatchers to repeat audio over the radio. On-duty and paid-on-call personnel receive the same instant, sub-second alerts on their personal devices via the Bryx 911 mobile app, complete with turn-by-turn navigation and live response tracking.

Financially and logistically, Bryx utilizes standard, off-the-shelf hardware modules that keep initial installation and maintenance costs low. The architecture can be deployed rapidly without interrupting active dispatch operations, allowing HTFD to bridge the county's multi-year 800 MHz gap immediately while permanently solving in-building coverage deficiencies at Stations 11 and 12. Quotes for similar systems were obtained by Deputy Director Newton a year ago. For a similar system costs were nearly double nearing \$100,000 Per building. To assist with the financial impacts of this system and largely because the dispatch center truly believes there is value with decreased call to turnout times which has been statically documented as Livingston County EMS has placed this system in their EMS buildings, Livingston County Dispatch Director Kecia Williams has committed to fund a single control module for Hamburg Fire at a cost of \$26,000. This cost sharing is NOT reflected in the attached quote.

A blue ink signature of Jordan Zernick, written in a cursive style.

Jordan Zernick
Deputy Fire Chief



BRYX

Emergency Response, Simplified.®

Item 1.

Hamburg Twp FD, MI

Hamburg Township

10405 Merrill Road
Hamburg, Michigan 48139
United States

Jeffrey Newton

jnewton@hamburg.mi.us
7345642812

Reference: 20260128-091230003

Quote created: January 28, 2026

Quote expires: September 30, 2026

Quote created by: Brian Bush

Vice President

brian.bush@bryx.com

Comments from Brian Bush

Products & Services

Item & Description	Quantity	Unit Price	Total
240W Amplifier	3	\$1,000.00	\$3,000.00
Bryx Station Board Kiosk (for Existing Monitor)	5	\$500.00	\$2,500.00
Recessed LED Ceiling Light	24	\$175.00	\$4,200.00
Volume Attenuator with Override	4	\$250.00	\$1,000.00
12U Rack Mount Enclosure	1	\$750.00	\$750.00
Bay Pendant Speaker	5	\$300.00	\$1,500.00
2x2 Ceiling Speaker	10	\$200.00	\$2,000.00

Item & Description	Quantity	Unit Price	Item 1.
Box / Wall Speaker	3	\$135.00	\$405.00
Annual Service and Maintenance Includes 24/7/365 phone and email support. All future software upgrades and enhancements and a lifetime warranty on the Bryx Station Control Unit.	2	\$3,000.00 / year	\$6,000.00 / year
Bryx Fire Station Alerting System Comes complete with the Bryx Station Control Unit, UPS, LED Light Bridge and Audio Cable from Amp to Bryx Control Unit	2	\$26,000.00	\$52,000.00
Bryx 911 Mobile Application With industry-leading speed, content, and ease of use, Bryx 911 is a free, no-obligation mobile alerting application for first responders.	1	\$0.00	\$0.00
Installation	2	\$10,000.00	\$20,000.00
Annual subtotal			\$6,000.00
One-time subtotal			\$87,355.00
Total			\$93,355.00

Purchase terms

Questions? Contact me



Brian Bush
Vice President
brian.bush@bryx.com

Bryx Inc.
59 Halstead St
Rochester, NY 14610
United States

TO: Board of Trustees

FROM: Michael Dolan, Township Clerk

DATE: August 3, 2026

AGENDA ITEM TOPIC: Park Facility Use Policy and Park Use Application – Alcohol Use Clarification

Requested Action

Motion to direct the Clerk to prepare amendments to the Park Facility Use Policy and Park Use Application to clarify the Township's regulations regarding alcohol use in Township parks and to return the proposed revisions to the Board for review and adoption.

Background

At the Board's previous meeting, the Board considered a request for approval to serve alcohol at a Township park. During that discussion, questions arose regarding the consistency of the Township's governing documents and the process for requesting and approving alcohol use within Township parks.

Following that discussion, I reviewed the Township's Park Facility Use Policy, Park Use Application, and the provisions of Chapter 24 of the Code of Ordinances relating to parks. The review identified language that could create confusion for applicants and staff regarding alcohol use.

Specifically, the current Park Use Application includes questions regarding whether alcohol will be served and requests information regarding liquor licensing and insurance, suggesting that alcohol use may be permitted upon approval. However, the Park Facility Use Policy identifies alcoholic beverages as a prohibited activity while also referencing a special approval process through the Township Board. Although these documents appear to contemplate Board consideration of requests involving alcohol, the language is not sufficiently clear or internally consistent.

To eliminate ambiguity, I recommend revising the Park Facility Use Policy and Park Use Application, so they clearly reflect the Township Board's intent regarding alcohol use in Township parks and ensure consistency with Chapter 24 of the Code of Ordinances. The revisions will also clarify the approval process, applicant requirements, and any conditions that must be satisfied when alcohol use is requested as part of a Board-approved special event.

Adopting consistent language across all governing documents will provide clearer guidance to applicants, improve administrative efficiency, and reduce the potential for inconsistent interpretation or application of Township policy.

Fiscal Considerations

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

Are funds budgeted? Yes ☐ No ☐

Fiscal year affected: Choose an item.

Is a budget amendment required? Yes ☐ No ☐

General Ledger numbers affected: _____

- **Chapter 24 - PARKS AND RECREATION**

- **Sec. 24-1. - Purpose.**

The purpose of this chapter is to promote the public health, safety, comfort, and general welfare of the community through the proper regulation of activities in parks owned or operated by the Township, and to repeal Ordinance No. 88-A.

(Ord. No. 88-B, § 2.0, 8-15-2017)

- **Sec. 24-2. - Definitions.**

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Alcoholic beverage means any spirituous, malted or fermented liquor, liquid or compound containing 0.05 percent or more alcohol by volume fit for consumption as a beverage.

Motorized vehicle refers to any self-propelled vehicle, specifically including, but not limited to, snowmobiles, all-terrain vehicles (ATVs) and golf carts. Motorized wheelchairs are exempted for the purpose of this chapter.

Obstructing public passage means for one or more persons to engage in any act which causes a physical obstruction or interference to the free and uninterrupted use of or passage on the Lakelands Trail by any other person.

Paint means any paint, varnish, lacquer, stain or similar solvent or substance applied to surfaces to coat, cover, protect or alter.

Public disturbance means any conduct which disturbs or disrupts the peace and good order of the Township, unreasonably interferes with another person's use and enjoyment of a Township park or which would cause a reasonable person to feel intimidated, threatened or harassed.

Township park means all parks and recreational facilities owned, operated or maintained by the Township specifically, including, but not limited to, Manly W. Bennett Memorial Park and the Lakelands Trail.

(Ord. No. 88-B, § 3.0, 8-15-2017)

- **Sec. 24-3. - Public use.**

(a)

All parks and recreational facilities owned or operated by the Township are open for use by the general public for recreational activities consistent with the provisions of this chapter and the Township park facility use policy.

The Township may designate from time to time portions of Township parks and recreational facilities for specific uses. Certain facilities within Township parks, such as baseball fields, football fields, soccer fields, pavilions, etc., may be reserved by individuals or organizations by permit from the Township Board consistent with the Township park facility use policy.

(Ord. No. 88-B, § 4.0, 8-15-2017)

- **Sec. 24-4. - Hours of usage.**

Township parks are open daily for use by the public, consistent with this chapter and the Hamburg Township park facility use policy, except during hours as determined by the Township Board. Hours that a specific Township park is closed shall be conspicuously posted at the park. The Township Board may authorize the temporary closing of a Township park, or portion of a park, to meet specific needs of the Township or for maintenance purposes. Persons 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.

(Ord. No. 88-B, § 5.0, 8-15-2017)

- **Sec. 24-5. - Vehicle and traffic control.**

(a)

No unauthorized motorized vehicle shall be driven in a Township park except upon roads or areas allowed by the Township Board for those purposes.

(b)

Motorized vehicles are prohibited on the Lakelands Trail except as authorized by this article.

(c)

Snowmobiles and off-road vehicles are prohibited in Township parks.

(d)

No person shall drive, propel or cause to be driven, along or over any designated road or approved area within a Township park, any vehicle at a rate of speed greater than 15 mph.

(e)

No vehicle shall be driven in a reckless or careless manner or in a manner which endangers the life, limb or property of pedestrians, the operator or occupants of other vehicles, or any other person.

(f)

Parking of vehicles shall be in designated parking areas only.

Commercial vehicles not consistent with use as outlined in the Township park facility use policy and who have not been given prior written permission by the Township Board are prohibited from parking within any Township park.

(h)

There shall be no parking of any vehicles in any Township park between the hours of 12:00 midnight and 5:00 a.m. without the express permission of the Township Board.

(i)

Vehicles parked in violation of this chapter are subject to being ticketed and/or towed at the owner's expense.

(j)

The vehicle and traffic control provisions of this chapter are not applicable to vehicles in use by public safety personnel, Township personnel and public utilities personnel lawfully engaged in the performance of official business within a Township park.

(Ord. No. 88-B, § 6.0, 8-15-2017)

- **Sec. 24-6. - Alcohol.**

The consumption or possession of alcoholic beverages is prohibited within all Township parks without express written permission of the Township Board.

(Ord. No. 88-B, § 7.0, 8-15-2017)

- **Sec. 24-7. - Disorderly conduct.**

The following conduct is strictly prohibited and it shall be deemed a violation of this chapter for any person to engage in any of the following within the boundaries of a Township park:

(1)

Causing or engaging in a public disturbance;

(2)

Obstructing public passage;

(3)

Jumping or diving off any bridge or overpass;

(4)

Discharging any slingshot, bow air rifle, pellet gun, firearm of any description, firework or other explosive substance without written authorization from the Township Board;

(5)

Golfing in any area of a Township park unless in a posted designated area;

(6)

Flying, launching or otherwise operating any type of radio-controlled airplane, self-propelled rocket or other device in any area of a Township park that is not specifically designated for such use;

(7)

Interfering with any person, group or organization in the use of a designated portion of any Township park reserved through the permit process outlined in the Township park facility use policy and authorized by the Township Board.

(Ord. No. 88-B, § 8.0, 8-15-2017)

- **Sec. 24-8. - Preservation of property and natural features.**

(a)

No person shall injure, deface, or disturb any part of a Township park nor any building, sign, equipment or other property found therein; nor shall any tree, shrub, rock or other mineral be removed, injured or destroyed.

(b)

No person shall deposit, or permit to be deposited, any park use related garbage on park premises in anything other than receptacles provided for such purposes. Any other garbage, sewage, household refuse, waste or other noxious material dumping or depositing on any Township property is strictly prohibited.

(c)

No person shall set or cause to be set on fire any tree, woodland, brush land, grassland or meadow within or upon any Township park or recreational facility without written approval of the Township Board.

(d)

No person shall build any fire upon Township park property except within receptacles provided and designated by the Township for such purposes.

(e)

No person shall drop, throw or otherwise scatter lighted matches, burning cigars, cigarettes, tobacco paper or other flammable materials within or upon any Township park property. Burning material or

hot ashes may not be dumped into any trash containers or elsewhere within the boundaries of a Township park unless such container or locality is marked as a receptacle for such material.

(f)

No person shall possess any type of paint with the intent to commit an unlawful act within a Township park.

(Ord. No. 88-B, § 9.0, 8-15-2017)

- **Sec. 24-9. - Protection of wildlife and pet care.**

(a)

No person within the confines of any Township park shall hunt, pursue with dogs, trap or in any other way molest any wild bird or animal found in a park unless specifically authorized by the Township Board.

(b)

No person shall molest any bird nest or take the eggs of any bird found within any Township park.

(c)

Horses are not permitted in any Township park except on areas along the Lakelands Trail so designated, or as otherwise approved by the Township Board.

(d)

Domestic animals are permitted in Township parks, provided that they are properly restrained and controlled consistent with the provisions of the Township Domestic Animal Control Ordinance and the Township park facility use policy.

(Ord. No. 88-B, § 10.0, 8-15-2017)

- **Sec. 24-10. - Business, vending and concessions.**

No person or organization shall, within the boundaries of any Township park, 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 fundraising activity without the written authorization of the Township Board.

(Ord. No. 88-B, § 11.0, 8-15-2017)

- **Sec. 24-11. - Signs and handbills.**

(a)

No person shall post, fasten, paint or affix any placard, bill, notice or sign upon any structure, tree or automobile within any Township park, except that temporary directional signs for group picnics or

events may be placed on signposts designated for such purposes and must be removed at the conclusion of the event.

(b)

Handbills, newspapers or other circulars may be offered or distributed within Township parks only by passing them out hand-to-hand.

(Ord. No. 88-B, § 12.0, 8-15-2017)

- **Sec. 24-12. - Public safety exception.**

The prohibitions outlined in this article are not applicable to any law enforcement officer, firefighter or medical service personnel engaged in the lawful exercise of their duties.

(Ord. No. 88-B, § 13.0, 8-15-2017)

- **Sec. 24-13. - Removal.**

(a)

Any person found in violation of this article by a law enforcement officer having jurisdiction to enforce this article shall immediately be ordered to leave the Township park.

(b)

Any person given a lawful order to leave any Township park by a law enforcement officer shall immediately comply with the order or be subject to custodial arrest in accordance with appropriate state statutes.

(c)

The order to leave a Township park shall in no way diminish a law enforcement officer's ability or authority to take any other appropriate or authorized enforcement action.

(Ord. No. 88-B, § 14.0, 8-15-2017)

- **Sec. 24-14. - Penalties.**

(a)

Any person who shall violate any of the provisions of this chapter shall be responsible for a municipal civil infraction. The fines and penalties as set forth in section 1-45 are incorporated herein by reference.

(b)

For purposes of assessing fines and penalties only, a violation under this section shall be classified as a Class D municipal civil infraction.

HAMBURG TOWNSHIP PARK FACILITY USE POLICY (Rules & Regulations) Effective April 21, 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 or 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 Mike Levine Lakelands Trail State Park

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

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

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

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

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

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

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

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

Application can be found on the MDNR website here:

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

Once completed, it should be sent to our Trail Specialist:

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

Phone: 517-281-1486

Email: hegdals@michigan.gov

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

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

2.13 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

3.0 CATEGORIES OF PARK USE:

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

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

3.1 Park Use Category #1:

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

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

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

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

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

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

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

3.2 Park Use Category #2:

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

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

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

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

3.3 Park Use Category #3:

Recognized or Partnering Sports Group Use – Seasonal Rate

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

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

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

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

Approval of applications submitted less than 60 days prior to an event cannot be guaranteed. Anything other than a game, practice or tryout shall require separate Park Use Application, and review process, and shall be considered a Park Use Category #4.

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

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

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

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

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

3.4 Park Use Category #4:

Event Use – All Categories of Users

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

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

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

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

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

4.0 REPORTING REQUIREMENTS

The organization shall provide to the Park Administrator the following:

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

Each of these is more fully described below.

4.1 Insurance and Risk Management:

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

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

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

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

4.2 Public Health and Safety:

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

4.3 Proof of Non-Profit Status:

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

5.0 PARK USE FEE STRUCTURE

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

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

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

6.0 SCHEDULING OF ALL RECREATIONAL FACILITIES

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

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

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



Hamburg Township Manly Bennett Park

Park Use Application

And Release of Liability & Indemnification Agreement

(Application must be submitted 60 days before requested use)

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

Item 2.

Applicant Information:

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

Name of Event: _____

Type of Event: _____ Park Use Category #: Select One

Applicant Name: _____

Date(s) of Event: _____ Time(s) of Event: _____

Applicant Address: _____ Suite or Apt #: _____

Applicant City: _____ State: _____ Zip: _____

Contact Person (present during use): _____

Contact's Affiliation with Applicant: _____

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:

Insurance Carrier: _____

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: _____

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

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

Site of Proposed Event; include all areas of the parklands that will be used: _____

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: _____

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

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

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

Will admission be charged? If so, how much: _____

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

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

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

Will there be Fireworks or any other pyrotechnic display? If so, describe: _____

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: _____

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: _____

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: _____

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: _____

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: _____

TO: Board of Trustees

FROM: Michael Dolan, Township Clerk

DATE: August 3, 2026

AGENDA ITEM TOPIC: Public Comment Policy - clarification and modernization

Requested Action

Motion to adopt the revised Public Comment Policy as presented, superseding the Township's existing Public Comment Policy.

Background

The Township's current Public Comment Policy was reviewed following a question from staff regarding whether the Township has the legal authority to require individuals speaking during the Call to the Public to identify themselves and provide their address.

That review determined that the current policy is vague and does not clearly establish the rules governing public participation or the authority of the Board to administer the public comment period. While the Michigan Open Meetings Act permits a public body to establish reasonable rules for individuals wishing to address the Board, those rules should be expressly adopted and applied in a viewpoint-neutral manner.

Attached is a copy (highlighted) of current policy and a suggested version for discussion and possible adoption.

Fiscal Considerations

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

Are funds budgeted? Yes ☐ No ☐

Fiscal year affected: Choose an item.

Is a budget amendment required? Yes ☐ No ☐

General Ledger numbers affected: _____

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

2.0 TOWNSHIP BOARD ADMINISTRATION

2.1 Township Board Powers

The Township Board of Hamburg Township retains the power to determine the administrative policies and procedures for Hamburg Township, except where the laws of the State of Michigan have assigned such power to a specific elected Township official. The authority to adopt any administrative policy or determine appropriate procedures not provided for in this manual or provided for by State law shall be retained by the Township Board. The Township Board also reserves the right to alter, modify, amend or repeal any or all provisions of the administrative policies and procedures manual at any time.

2.2 Authority Delegated from the Board

In the interest of promoting the efficient operation of the Township, and pursuant to MCL41.96, as well as implied powers of the Township Board, the Hamburg Township Board assigns to various Township elected and appointed officials the authority to exercise the following non-statutory administrative responsibilities, in accordance with the specific policies and procedures contained herein.

2.3 Authority to Interpret the Provisions of this Manual

The Executive Team shall provide department heads and employees, interpretations to implement the provisions of the administrative policies and procedures manual. These interpretations shall be considered authoritative and binding unless the interpretation is appealed to the Township Board. Any such appeal shall be made at the next regular meeting of the Township Board. The Township Board may uphold, overturn or alter all or part of any interpretations made pursuant to this section.

2.4 Board Meeting Administration

2.4(a) Postings

The Township Clerk shall be responsible for posting all regular and special meetings of the Township Board. The Township Clerk will post annually all special and regular meetings of the Commissions in conformance with the Michigan Open Meetings Act.

2.4(b) Meeting Agenda

The Township Clerk in consultation with the Supervisor and Treasurer shall prepare the agenda at least four days prior to every Township Board meeting. Any board member or department head, who desires to have an item placed on the agenda will notify the Clerk with a cover memo and supporting documentation in Municode by 12:00 PM on the

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Wednesday the week before the meeting. Information required to be redacted (i.e. social security numbers, personal phone numbers, name etc.) from items are the responsibility of the board member or department head who places said item on the agenda. The general public wishing to add agenda items may make a request-by addressing the board at the Call to the Public of any Board meeting, see section 2.4(f). Digital Packets will be available on the Township website Thursday by 5:00 p.m. before the Tuesday meeting. Closed session information will be provided in paper form to Board members, and to Legal Counsel. Agenda requests will be evaluated for inclusion on the agenda by the Board.

The proposed agenda shall be approved by majority vote following the roll call of the Board members at each Board meeting. The agenda shall conform to the following format:

1. Call to Order
2. Pledge to the Flag
3. Roll Call of the Board
4. Call to the Public
5. Approval of the Consent Agenda
6. Approval of the Agenda
7. Unfinished Business
8. Current Business
9. Call to the Public
10. Board Comments
11. Adjournment

2.4(c) Consent Agenda

The Supervisor and Clerk shall prepare a consent agenda for the Board which shall be provided to each board member prior to the meeting, along with the meeting agenda. The consent agenda shall contain all items of business such as, but not limited to, the following:

1. Correspondence
2. Public Information
3. Board and Committee Meeting Minutes
4. Clerk's Warrant & Payables
5. Committee/Boards/Department Monthly Reports

Any Board member may request that an item be removed from the consent agenda and be placed on the regular agenda under new business.

2.4(d) Board Rules

Orderly meetings will be conducted using parliamentary procedure and utilizing Robert's Rules of Order simplified per the following guide to conduct meetings fairly and efficiently.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Motions:

- All motions must be seconded and are adopted by a majority vote unless otherwise noted.
- All motions may be debated.
- Each motion presented for consideration is entitled to full and free debate with each Board member being given fair and equal time for discussion.
- Every member has rights equal to every other member and shall fully participate in the meetings.

Points:

- Point of Order: When a Board member believes that the rules of the Board are being violated, he/she can make a Point of Order (or raise a question of order) thereby calling upon the chair for a ruling and an enforcement of the rules.
- Point of Information: a request for information on a specific question, either about process or about the content of the motion.

Amendments:

- An amendment is a motion to change, to add words, or to omit words from, a pending motion.

Table:

- A motion to table is to set aside temporarily without setting a time for resuming its consideration but with the provision that the motion can be taken up again whenever the majority decides.

Abstaining:

- A Board member must abstain (refrain from voting) when he/she has a conflict of interest. A Township Board member has a conflict of interest when he or she, individually, has a direct personal financial interest in the matter before the Board.
- If a Board member or commission member has a conflict of interest, he or she shall recuse him or herself. The person must remove him or herself from participating in any discussion, hearings, deliberations and information gathering regarding that decision.
- A Township Board cannot force a member to abstain. Where there is no conflict of interest, a Board Member has a duty to vote.

2.4(e) Board Work-Study Session

The Township Board shall conduct a work-study session prior to each regularly scheduled meeting of the Board of Trustees, provided a request has been submitted. Any elected official, or department head, requesting the meeting with the Board must do so by noon on the Wednesday preceding the work-study by submitting a memo and any supporting documents into Municode.

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The Clerk will notify the Board of Trustees, via email, if the work-study session has been canceled due to lack of an agenda. Work-Study sessions shall be publicly noticed meetings that will not be televised but rather audio recorded. Minutes from the work-study session will be included in the succeeding consent agenda. In keeping with the intent of a work-study session, generally speaking, no motions will be made in a work-study session, and no action will take place in the board meeting that immediately follows where an issue is raised but may be included in any other future meeting as directed by the Board.

2.4 (f) Public Participation

Members of the public shall have an opportunity, under Call to the Public, to address the Board for no more than three (3) minutes on any item. The Board may suspend the time limitation when warranted. When all persons who wish to address the Board have been heard, the Supervisor shall announce that public comment is concluded.

2.4(g) Board Correspondence

Board Correspondence shall be included in the Consent Agenda. A motion may be made to consider the correspondent's request under current business. If no motion is made to consider the request, the correspondence will be received and filed.

Informational written correspondence that does not require Board action will be forwarded to Board members in a timely fashion.

2.4(h) Board Consultants

The Township Board reserves to itself the authority to appoint the following consultants:

1. Attorney
2. Auditor
3. Engineer
4. Labor Relations Attorney
5. Planning Consultant
6. Risk Manager
7. Bond Counsel
8. Other (As Appropriate)

A letter of agreement shall be executed between the Board and each consultant that will address the following:

1. Term of the Agreement
2. Description of Services
3. Method of Payment (retainer, hourly, project, or combination thereof)
4. Schedule of Payment
5. Documentation of Services Provided
6. Method of Resolving Disputes

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7. Which Township Officials are Authorized to Direct Work or Assign Tasks to Consultant

Consultants shall serve at the pleasure of the Board. The Board shall establish a line item for consulting services.

2.4(i) Litigation

- The initiation of any lawsuit, litigation, claim for injunctive relief or writ of mandamus shall require a majority vote of the Township Board, except when there are extenuating circumstances, as defined below:
- Extenuating circumstances are defined as an emergency situation or a situation in which a violation of any State, Federal, or local ordinance constitutes a public nuisance or otherwise endangers the public and in which the continued existence of such a condition, emergency or violation shall be detrimental to the health, safety and welfare of the Township.
- Extenuating circumstances also include any case where the continued existence of any condition, emergency or violation may jeopardize the legal position of the Township in securing the intended remedy in any lawsuit, litigation or other proceeding.
- The initiation of a lawsuit, litigation or other proceeding for extenuating circumstances shall be allowed only upon the written directive of the Supervisor, Clerk and one other Board Member. In the event that such action is taken, the matter shall be brought to the Board's attention at its next meeting. The Board shall meet in closed session to discuss the litigation, including the reasons for initiating legal action, without the full board's prior review and approval.

2.4(j) Direction and Control of Day-to-Day Administration

To promote efficient administration, the Township Board authorizes the Executive Team, to provide day-to-day direction and control over all Township activities that are not assigned by State law to another official, and to provide a liaison between the Board and the various Township departments.

Any directives or complaints made by a member of the Board regarding a department head or employee, shall be directed to the elected official responsible for the department. All requests for information by a board member should be directed to the responsible elected official.

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2.4(k) Board Minutes

Minutes will be prepared and published according to the MTA Clerk Guide to Township Government, and applicable MCL(s).

2.5 Committee Administration

All sub-committees, boards, and commissions of the Hamburg Township Board shall be conducted in accordance with the Michigan Open Meetings Act.

2.5(a) Committee Postings

Department Heads are responsible for posting any meetings for any boards, commissions, or committees related to their department.

2.5(b) Committee Rules

All other boards, commissions or committees not addressed in section 2.4 shall follow their applicable bylaws.

2.5(c) Committee Meeting Participation

Members of the public shall have an opportunity, under the Call to the Public portion of the agenda, to address the Committee for three (3) minutes on any item deemed appropriate.

2.5(d) Committee Minutes

Minutes will be prepared and published according to the MTA Clerk Guide to Township Government, and applicable MCL(s). Minutes will be prepared by the committee secretary, approved by Committee, and submitted to the Township Clerk. The Clerk is designated as the keeper of the minutes and is responsible for forwarding a copy of the approved minutes to the Township Board. All committees shall have board approved bylaws governing their operations.

2.6 Township Board Laptop Computers

2.6(a) Use of Township Board Laptops

Laptops shall be provided to Township Board members. For the Executive Team, the Township Board may elect to provide a dual use laptop for support of digital packets as well as a day-to-day office machine as a full-time member of the Township network.

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2.6(b) Security

Township approved anti-virus software will be installed in all Township owned laptops. User will agree to not disable the anti-virus software.

2.6(c) Personal Use

Non-profit/recreational/casual use will be permitted for laptops provided to Township Board members. Private business or profit making uses of Township laptops is strictly prohibited.

2.4 (f) Rules for Public Comment

Pursuant to the Michigan Open Meetings Act, MCL 15.263(5), the Hamburg Township Board of Trustees establishes the following rules governing public comment at meetings of the Board.

Purpose

The purpose of public comment is to provide members of the public with an opportunity to address the Board on matters within the Board's jurisdiction. Public comment is not intended to be a dialogue or question-and-answer session.

Recognition of Speakers

Individuals wishing to address the Board shall be recognized by the Chair.

Before beginning their comments, each speaker shall state their name for the record.

Speakers may also identify the municipality in which they reside and any organization they represent, if applicable.

No speaker shall be required to disclose a residential street address or present government-issued identification as a condition of addressing the Board.

Time Limits

Each speaker shall be limited to three (3) minutes unless extended by majority vote of the Board.

The Chair may request that repetitive comments be avoided when multiple individuals wish to address the same subject.

Decorum

Public comment shall be directed to the Board as a whole.

Speakers shall not engage in debate with Board members, Township staff, or members of the audience.

Comments shall not materially disrupt the orderly conduct of the meeting.

The Chair may issue a warning to any person whose conduct materially disrupts the meeting. If the disruption continues after a warning, the Chair may direct that the individual be removed consistent with applicable law.

Viewpoint Neutrality

No speaker shall be denied the opportunity to address the Board because of the viewpoint, opinion, criticism, or position expressed.

These rules shall be administered in a viewpoint-neutral manner and solely for the purpose of conducting an orderly meeting.

Board Response

Board members should not respond to questions or comments during public comments.

The Board may:

- request that Township staff investigate a matter
- place an item on a future agenda
- refer the matter to the appropriate department, or
- take any other action authorized by law

May be submitted to the Township Clerk before the meeting and shall be distributed to the Board when practicable.

Nothing in this policy shall be interpreted to restrict speech protected by the United States Constitution, the Michigan Constitution, or the Michigan Open Meetings Act.