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TO: Parks & Recreation & Township Board

FROM: Deby Henneman, Township Coordinator

DATE: March 18, 2026

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

Requested Action

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

Background

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

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

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

Fiscal Considerations

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

Is a budget amendment required? Yes No