

Hamburg Adopt a Feature/Garden Program

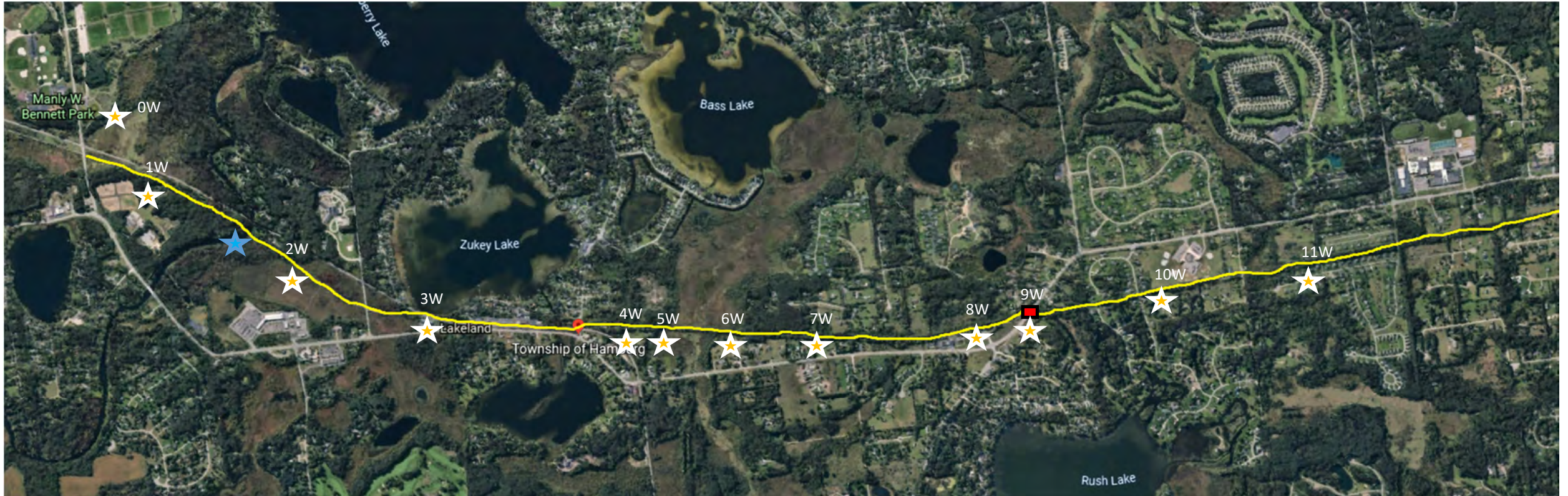
Office Staff - Policies and Procedures

1. The applicant will visit the Hamburg Township Clerk's office for an application, or link to our website at: www.hamburg.mi.us. There are two separate applications, one for Adopt A Garden which is Township funded and one for Adopt A Feature which requires payment from the applicant/donor.
2. Completed forms for either program may be mailed to: Hamburg Township, P.O. Box 157, Hamburg, MI 48139, clerk@hamburg.mi.us, or dropped off at the Clerk's Department.
3. Orders for features (benches, trees, etc.) cannot be processed without full payment as outlined on the application.
4. Some features may require ADA compliance which could increase the anticipated cost. In this case, the additional cost will be estimated and provided to the purchaser prior to final approval of the site plan. Purchaser will be responsible for all charges.
5. Staff will complete the area marked "Office Use Only" and show the amount paid and who approves the order.
6. **GL Code for Adopt A Feature Program is #101-000-000-239-100.**
7. **GL Code for Adopt A Garden Program is #101-000-000-239-200.**
8. **Purchases and payments go into the same GL number shown above in both cases. There is a spreadsheet to track balances for these programs in the V drive. Grants>Grant Transmittal Reports>Master Invoice Shortcut**
9. Once application and payment are checked for accuracy and signed, **make 3 copies of the paperwork**. Take the original and the copies to Treasury for validation. **A total of 4 copies will be validated by the Treasury. They will retain 1 copy, the rest will be given back to staff.**
10. Original paperwork is filed in the Clerk's Office after it is scanned into the record management program (AKA Docuware).
 - Original is given to Clerk Staff to scan and file in Adopt A Feature/Garden Agreement archive folder.
 - 1 copy is mailed/given to the applicant as receipt of their transaction.
 - 1 copy is given to Parks Coordinator to process order.
 - A digital copy will be filed in the V Drive with the Spreadsheet.
 - 1 copy is retained in Treasury for their records.
11. The Parks Coordinator or Clerk, along with Buildings & Grounds staff (or vendor), and with input from applicant, will determine the best location for the project. A list of suggested sites will be provided at time of purchase. *See Appendix A – Site Map.*

12. The Parks Coordinator or Clerk will process order adhering to the Hamburg Township Purchasing policy. Once approved, the order will be placed with the appropriate vendor(s) or taken from on-hand inventory, *see Appendix B*.
13. When the item is received, Parks Coordinator or Clerk will schedule installation of the item, including the location site, specific requirements, etc. There is an internal form for this purpose, *see Appendix C*.
14. Once the project timeline is determined, Parks Coordinator or Clerk will notify the applicant of the estimated installation date. In the case of resident supplied features, such as Free Little Libraries, a date and time will be scheduled with the applicant to meet on site with install-ready feature.
15. Once installation is completed, the purchaser will be notified in writing and a photo of the project will be sent to them. Should the applicant desire a ceremony, all efforts will be made to accommodate their timeline.
16. All final paperwork will be attached to the original application on file with the Clerk's office. A record will be kept in a spreadsheet in the V drive of feature sponsored. Each record shall include the following:
 - a. Name, Address and phone number of the donor.
 - b. Date installed.
 - c. Location and relocation, if applicable.
 - d. Wording on the plaque.
 - e. Total amount invoiced/paid.
17. **All commemorative features will be considered a public amenity, and will be added as a Capital Improvement.** A list of these assets will be maintained by the Accounting Director.
18. Adopt A Garden records will be updated annually as applicants re-commit to a new season. All costs associated with planting and maintaining the garden beds, will be covered by the Township. Purchases will be made by Township staff and made available to applicant for pick-up or be delivered to the site.

Appendix A - Site Map

Mike Levine Lakelands Trail—Suggested Memorial Bench/Tree sites—West (Merrill Rd. to Township Border with Putnam)



0W—Top of incline on path leading up to Merrill Trailhead— **MEMORIAL BENCH installed—Stahl 2023**

1W— Boy Scout Respite Area—Space available for 2 Benches, Room for poured pad & **little library** (Room to expand respite also)

2W— Chilson Commons Boardwalk—**MEMORIAL BENCH installed—Stahl 2023**, Room for poured pad & **little library**

3W— Behind Carpet Depot— **MEMORIAL BENCH installed near RR Tracks**, 1 Bench also planned behind building near Zukey Footbridge

4W— West of Kress, near Trains Off Line sign, left side—Space available for poured pad and 1 Bench, Room for **little library**

5W— Just beyond Trains Off Line sign on right heading west, there is a pad in place—Space available for 1 Bench

6W— Just East of Mile Marker 4.5 with view of wetlands—**MEMORIAL BENCH installed—Neilsen 2023** Space available for **little library**

7W—Near Mile Marker 4.0 by Hitting The Road sign,- Space available with need for Bench to be replaced (transfer Hazelman 2006 Memorial sign to post) , Room for poured pad & **little library**

8W—Behind Fire Station 11— **MEMORIAL BENCH installed—LCCOA & Hamburg 2022**, there is space available for 1 tree. There is also a bike repair station here.

9W—Pettysville Trailhead—Space available for 1 Bench to be replaced (transfer Memorial sign to post) , Little Library installed here, room for more benches and picnic tables (building a respite area)

10W - Just West of Anacapa Bay—Space available before Mile Marker 3.0 - room for 1 Bench, with poured pad, with Room for **little library**

11W—Just West of the HayCreek Bridge—Space available for 1 Bench and poured pad, with Room for 1 Memorial Tree



M-36 Tunnel



Huron River Footbridge



Mike Levine Lakelands Trail—Suggested Memorial Bench/Tree sites—East (Merrill Rd. to Township Border with Green Oak)



1E— Mile Marker 7—**MEMORIAL BENCH installed—Stahl 2023**, Room for a **little library**, is in need of shade so tree also?

2E— Just before Hamburg Rd.—Space available for bench overlooking water, post mount.

3E— Village Trailhead **MEMORIAL BENCHES and TREES installed— Stahl 2022**—More features could be added to this respite (plans for picnic shelter and additional parking in Master Plan) **little library added 2023**

Story Walk Feature was added here in 2024—Plans to build a Picnic Pavilion, and need gardens adopted at this site

4E— *Space east of Village Trailhead too narrow for benches and turns into Green Oak portion of the trail*

 Winkelhaus Park

Little Library at Village Trailhead maintained by Hamburg Library and the Mielke Family—2023



Appendix B

Adopt a Feature Inventory – 2025

Item

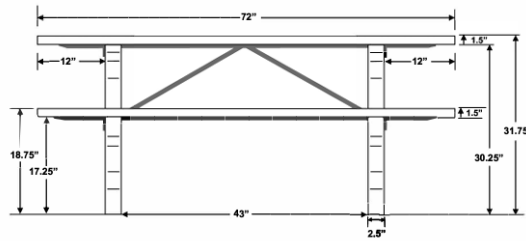
Location Desired

On Hand

Picnic Tables, 6 ft. Rect

Winkelhaus Park & Pettysville Trailhead

4

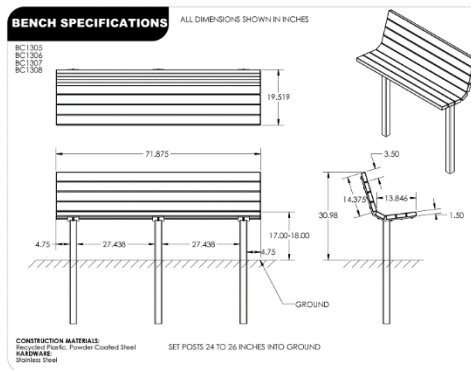


Cost Installed - \$1,200 (Doesn't include plaque or foundation, if any)

Benches – 6 ft. No arms

West Park Improvements, Lakelands Trail

6 Post Mount



2 Flush Mount

Cost Installed - \$800 (Doesn't include plaque or foundation, if any)

Special Order – Pricing Varies – Estimated Cost installed \$1,250 (plaque & foundation not included)



Policies a

Surface Mount Traditional Style available with and without arms. Ground Mount Belmont Style.

Appendix C

Project Installation Form

Date: _____

Project (Donor) Name: _____

Proposed Location: _____

Feature Type: _____ Bench _____ Tree _____ Library _____ Other: _____

Installation Deadline (if any): _____

ADA Compliance Required: _____

Site Preparation Required: _____

Installation to be performed by: Township Staff _____ Vendor _____

To be completed by installation staff:

Site Preparation Completed: _____

Project Completed: _____

Inspected by: _____ Date: _____

ADA Inspection (if applicable): _____ Date: _____

Hamburg Township

Application for Adopt A Feature Program

Benches – Trees – Little Libraries – Other Equipment/Art

1. Applicant Information

Name: _____

Address: _____ Email: _____

City: _____ Zip: _____ Telephone: _____

2. Amenity Type

_____ Bench _____ Tree _____ Little Library _____ Other Feature(s)

3. Placement/Area Information

List area of choice from list: _____

Township will work with applicant on specific location for amenity/feature installation

Manly Bennett Park - East	Manly Bennett Park - West	Senior/Community Center
Pettysville Trailhead	Merrill Trailhead	Village Trailhead
Lakelands Trail	Disc Golf Course	South Cemetery

4. Benches

- **Bench Type - \$1,750 estimated**

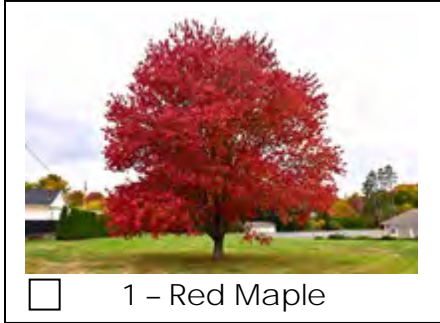
2 Bench styles are available with armrests (surface mount) or no armrests (ground mount) each for an estimated cost of \$1,750. Locations will vary based on the style of bench selected.

The charges include the bench and labor. Foundation for surface mount benches and recognition plaques may be added for an additional cost (see Section 8 below). Benches and plaques will be guaranteed for 10 years. Within 10 years of purchase, if a bench is removed or replaced, the Township will relocate the plaque to the nearest available bench location. Installation to be completed by Township staff or vendor of their choosing.

- **Foundation - \$1,500 estimated**

Size and type of foundation will be determined by the final location choice, and some areas will be required to be ADA compliant which may incur extra expenses. Estimate for foundation is \$1,500. Deposit will be collected at time of order, and additional costs will be the applicant's responsibility. Installation to be completed by Township staff or vendor of their choosing.

5. Trees – Select Type



Other trees may be available for an additional fee upon request.

Full cost of tree, including installation is \$500. This includes the tree, two years of water bags, and mulch. A plaque may be added for an additional cost. Within 5 years of purchase, injured or diseased trees will be replaced. Plaques will be moved to nearest available tree in the case of removal within that timeframe. Installation to be completed by Township staff or vendor of their choosing.

Should the applicant wish to provide their own plaque, it will not be maintained by staff and length of time displayed cannot be guaranteed especially in the case of damage.

The Township will make every effort to place the tree in an area which is meaningful to the applicant, however, choices may be limited and are under the ultimate discrimination of the Township.

*Adopted areas which require assorted bushes and plants will be priced out on a cost basis.

6. Little Free Libraries

We welcome the addition of Little Free Libraries in our Parklands, and along our portion of the Lakelands Trail, where they have been planned for. At this time, we do not have a specific design or vendor selected, and encourage residents to either build them on their own or order a kit from the Little Free Library website.

Site selection and installation of the completed library will be completed by Hamburg Township staff, and all design/projects, including proposed language on memorial plaques, must be approved prior to installation. Some site examples can be found on our map – Appendix A.

Applicant agrees to maintain the library contents and registration on the world map. Regular checks of the library should be planned. For more information on this program: <https://littlefreelibrary.org/>

Let us know here if this feature interests you, and where you would prefer the installation:

7. Other Feature(s)

Special projects, such as the Adult Workout Area, can be funded entirely, or in part, by residents or non-profits. We also welcome donations to fund projects which have individual features such as playground equipment or public art.

Projects are considered on a case by case basis and we welcome resident-driven improvement ideas for the parks. Please list below what areas of the park you are interested in and what you have in mind for an improvement. Please ask the Township Coordinator for areas of the park that require supplemental funding, or where future projects are planned.

8. Plaque Information (pricing may vary based on size & vendor)

- Bronze Marker - \$250.00 (benches, trees)
- Granite Marker - \$150.00 (benches, trees, gardens)
- Wooden Plaque - \$75.00 (trees, gardens)
- Plastic Plaque - \$50.00 (trees, gardens)

Select Type

Bronze Granite Wooden Plastic

Plaque Information

Please indicate what you wish the plaque to read. A standard example would be: "In memory (celebration) of..." Estimated Guidelines: 25 characters per line; four lines. Custom designs/images are available at an additional charge.

Please indicate what you wish the plaque to read. A standard example would be: "In memory (celebration) of..." proof language will be provided and will be approved by applicant prior to ordering.

Plaque Language: _____

Please note the following

All amenities/features/trees become the permanent property of Hamburg Township. The length of time a plaque will be on display cannot be guaranteed, however, every effort will be made to maintain it during the life of the amenity.

Township reserves the right to amend/correct/change language such as spelling errors, or to remove language that is found to be disturbing or offensive. Any changes will be discussed with the applicant prior to ordering the materials, who will have final say on the order proceeding with the changes.

Payment may be made by check payable to Hamburg Township, 10405 Merrill Rd., P.O. Box 157, Hamburg, MI 48139. For questions regarding this program, please contact the Hamburg Township Clerk at (810) 222-1121, or email at clerk@hamburg.mi.us.

Costs are estimated, and are subject to increase based on current vendor charges. A final bill will be generated upon project completion and any credit amount in excess of the cost of the feature will be returned to the applicant who may also choose to donate it to the future maintenance of the park/trail. Should the costs exceed the amount collected, the applicant agrees they will pay the extra charges, which will be invoiced after project completion.

Signed: _____ Date: _____

Office Use Only

Items Purchased:	Est Cost	Final Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Amount Paid: _____

GL Code: Adopt a Feature Program – 101-000-000-239-100 (BENCH)

Additional Comments: _____

Authorized by: _____ Date: _____

Hamburg Township Application for Adopt-A-Garden Program

1. Applicant Information

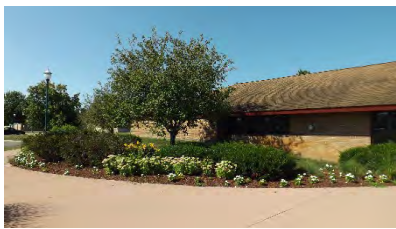
Name: _____

Address: _____ Email: _____

City: _____ Zip: _____ Telephone: _____

2. Placement Information

List garden of choice from list: _____



1 – Township Hall, Front



2 – Township Hall, Pots



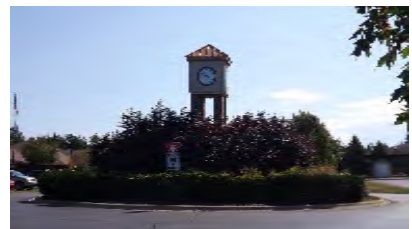
3 – Township Hall, Sidewalk



4 – Township Sign, Hall



5 – Township Sign, North



6 – Township Sign, Clock



7 – Township Sign, Manly



8 – West Park, Gazebo



9 – West Park, Flagpole



10 – West Park, Story Walk & Playground Gardens



11 – Pettysville Trailhead Turbine Bench Planter



12 – Pettysville Trailhead Parking Lot Garden



13 – Village Trailhead Story Walk Gardens



14 – Village Trailhead Little Library Gardens (Pots)



15 – Hamburg & Hall Road Historical Sign Bed



16 – Winkelhaus Park Gazebo & Sign



17 – Hamburg Cemetery Gardens & Sign



18 – South Cemetery Gardens and Sign



19 – East Park Playground Gardens

Residents are welcome to make suggestions for gardens that they would like to maintain that are not shown on this list and that are on Township owned/operated properties. All plants added to the gardens must be approved by the Parks & Recreation Coordinator or Clerk's Office, and will become the permanent property of the Township.

Township will work with each resident/group that adopts a garden to determine the plants and or supplies that are needed. Donated materials/supplies are desired; however, the Township will provide anything that is needed.

In most cases, donated plants that are purchased or "split" from other gardens are allowed.

Gardens that are adopted are done so on an annual basis, and if the resident/group is unable to continue to maintain the gardens, they must advise the Township in writing with the date the maintenance will be discontinued.

3. Plaque Information (Engraved plastic, metal stake) – *Provided upon adoption*

Please indicate what you wish the plaque to read. A standard example would be: "In memory (celebration) of..." Guidelines: 50 characters per line; six lines.

Plaque Language: _____

4. Please note the following

Township reserves the right to amend/correct/change language such as spelling errors, or to remove language that is found to be disturbing or offensive. Any changes will be discussed with the applicant prior to ordering the plaque.

For questions regarding this program, please contact the Hamburg Township Coordinator at (810) 222-1124, or email at dhenneman@hamburg.mi.us

Signed: _____ Date: _____

Office Use Only

Authorized _____ Date _____

Plaque Order Date: _____ Plaque Placement Date: _____

Log Entry: _____ Receipts Processed: _____

GL Code for Expenses: 101-000-000-239-200

Additional Comments: _____

