Hamburg Township
a great place to grow

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

**TO:** Parks & Recreation Committee

**FROM:** Deby Henneman, Township Coordinator

**DATE:** September 3, 2026

**AGENDA ITEM TOPIC:** Park Approval – KLAA Cross Country Championships – October 22, 2026
East Park - BLACKOUT
Number of Supporting Documents: **1 Park Use App with Public Safety Memo**

## Requested Action

Consider approval for the Park Use request for the KLAA Cross Country Championships, as outlined in application from Kensington Lakes Athletic Association & Hartland High School.

Approval should consider the following:

- The Board will need to set Park Use Fees and Public Safety Fees.
- Recommendation by Public Safety of minimum of a Medium Hazard level based on Officer Kozowicz's memo dated 6/15/26. Medium rate is $1,400 per day for Public Safety and $1,500 per day for Park Use.
- All required paperwork being submitted to the satisfaction of the Clerk's office
- Approval of event signage is allowed in areas outlined in the Park Use Policy
- That the applicant covers the cost of additional sanitary services to be arranged by Township
- That the applicant complies with all requests by Public Safety as outlined in Officer Kozowicz's memo dated 6/15/26.

## Background

This event will require a park-wide Blackout which will displace Football and utilize all the parking in both East and West parks. Public Safety will be required due to the numbers estimated on the application and because many of the pedestrians cross on Merrill.

The applicant will be charging an entry fee and expects around 1,500 participants/spectators throughout the day. I am attaching a copy of our layout map which shows anticipated parking spaces in all "lots."

## Fees

Fees charged **in 2025** were as follows: Park Fees - $2,500 High Hazard, Public Safety - $1,280.56 Cost, Fire Inspection - $50 taken from Park Fees, Portable Toilets - $675 with $120 extra cleaning of Township Units

P.O. Box 157
10405 Merrill Road
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# Hamburg Township Manly Bennett Park

## Park Use Application

## And Release of Liability & Indemnification Agreement

**(Application must be submitted 60 days before requested use)**

## Applicant Information:

Event Sponsor (*or name if family or individual use*): Kensington Lakes Athletic Association/Hartland High School

Name of Event: KLAA Cross Country Championships

Type of Event: Cross Country Meet Park Use Category #: 4 - Event Use

Applicant Name: Matt Gutteridge

Date(s) of Event: 10/22/26 Time(s) of Event: 11:00-7:00PM

Applicant Address: 10635 Dunham Rd Suite or Apt #: _____

Applicant City: Hartland State: MI Zip: 48353

Contact Person (present during use): Matt Gutteridge

Contact's Affiliation with Applicant: Same

Contact's Phone: 810-397-3182 Contact's E-Mail: Hartlandxc@gmail.com

Event Co-applicant, if any: _____

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

Co-applicant relationship to Applicant: _____

Co-applicant's phone: _____

## Insurance Information:

Insurance Carrier: Our policy turns over in July, but bl can provide limited liabilty poolicy from teh school district.

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

Policy #: _____ Expiration Date: _____

Limit of General Liability: _____ Occurrence _____ Aggregate

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

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

Please describe the event you propose to host: The goal is to host the KLAA Cross Country Championships. We will run 4 races and hold an awards ceremony.

Total Number of participants/spectators/guests anticipated during event: 1200-1500

Average of participants/spectators/guests anticipated at any given time: 1000

Site of Proposed Event; include all areas of the parklands that will be used: The east grounds of Bennett Manley Park for parking and the races. We will need the west parking lot as overflow and bus parking.

***Include site plan drawing reflecting all areas of the Township Park and recreational facilities the event will effect***

Will there be camping and trailer facilities? If so, are overnight stays anticipated: No

Number of Volunteers: 15-20 Are Volunteers trained?: No

***Please attach copy of Volunteer Handbook if applicable***

Will tents be used?: Yes If so, please indicate locations: Team tents can be set up in a designated locaton for teh athletes.

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

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

Parking fee charged? If so, how much: Yes $5-10 Valet service available? No

Will Food/Beverages be served? If so, types of food and name of persons serving: No

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

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

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

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

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

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

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

Will there be a need for vehicles to be used on Township grounds? If so, describe: Only to possibly set up the course.

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

Will there be a need for Emergency Responders over and above what is included in the Public Safety Fee? If so, describe: No we will provide an onsite trainer for athletes.

***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: No specific services requested.

Other information regarding your event that you feel may be helpful: A review from last years event on where I can make changes to make the event more successful.

## Organized Sports and/or Sporting Events:

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

If Tournament or other event, complete Event Description on Page 2 and provide additional details, if any: Please see the attached documents to see the time schedule and posible courses for the meet. I have added a a proposed course as well as the current course.

## *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 info9rmation 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: MG

**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: MG

Applicant's Signature: Matthew Gutteridge Date: 4/20/2026

Co- applicant's Signature: _____ Date: _____

Parks Coordinator: _____ Date: 9/3/26

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**For office use only**

Comments: _____

_____

_____

Meeting Approval Dates: 4/28/26 Parks & Recreation 6/15/26 Public Safety _____ Township Board

Application has been (Circle one) ◯ Approved ◯ Denied

Hamburg Township Representative: _____

Hamburg Township
Parks & Recreation

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

**Hamburg Township**
**Parks & Recreation Committee**
**Regular Meeting**
**Hamburg Township Hall**
**Tuesday, April 28, 2026**
**3:30 p.m.**

1. Call to Order

   Dolan called the meeting to order at 3:32 p.m.

2. Pledge to the Flag

3. Roll Call of the Parks & Recreation Committee

   Board Members Present: Dolan, Michniewicz, McCabe
   Board Members Absent: Muck, Miller

4. Call to the Public

   A call was made with no response.

5. Approval of the Agenda

   **Motion by Dolan, supported by Michniewicz, to approve the agenda with the addition of RC Truck track discussion.**
   **VOICE VOTE: Ayes: 3, Absent: (Muck, Miller) MOTION CARRIED**

6. Approval of the Minutes

   **Motion by McCabe, supported by Dolan, to approve the minutes from the March 24, 2026, Regular Meeting, as presented**
   **VOICE VOTE: Ayes: 3, Absent: (Muck, Miller) MOTION CARRIED**

7. Correspondence

   A. Hamburg Museum Newsletter – Received and filed.

8. New Business

   **A. Park Use Application – PHBSA 2026 Baseball Season**

   **Motion by Dolan, supported by Michiniewicz, to recommend approval of the Park Use Application dated April 14, 2026, for PHBSA's Baseball/Softball Seasonal Use, for dates/diamonds to be scheduled with the Park Coordinator between April 20 and July 31,**

2026, contingent on: the Clerk Department be provided with all requested documents to their satisfaction, that use not be allowed during Blackout Dates, that as a Partnering Group, in-kind donations for field maintenance may be credited toward fees, and that a Seasonal Flat Rate park use fee be established by the Township Board.
VOICE VOTE: Ayes: 3, Absent: (Muck, Miller) MOTION CARRIED

B. Park Use Application – PYA 2026 Football Season

Motion by Michniewicz, supported by McCabe, to recommend approval of the Park Use application by PYA dated 3/24/26 as submitted, with the contingency that a Certificate of Insurance naming Hamburg Township as Additional Insured be provided, that the Clerk Department be provided all requested documents to their satisfaction, and that use of the fields will not be allowed during East Park blackout dates, and that as a Partnering Group, in-kind donations for field maintenance may be credited toward fees, and that a Seasonal Flat Rate park use fee be established by the Township Board.
VOICE VOTE: Ayes: 3, Absent: (Muck, Miller) MOTION CARRIED

C. Park Use Application – Legacy Center – Baseball Tournament & Seasonal Use for 2026

Motion by Dolan, supported by Michniewicz, to recommend approval of application for Legacy Silver Slam II Baseball Tournament, submitted 4/9/26, with the following contingencies: the certificate of Insurance be amended to name Hamburg Township as Additional Insured, the Clerk Department be provided all requested documents to their satisfaction, that the Township Board allow credit for in-kind field maintenance, if any, that applicant arrange for sanitary services/dumpster via our vendor and pay charges directly, that this application cover regular seasonal use for 2026 for games/practices, and that the applicant may request scheduling of future dates/times based on availability, and charged at current rate.
VOICE VOTE: Ayes: 3, Absent: (Muck, Miller) MOTION CARRIED

D. LCCC Special Ministries 5K

Motion by Michniewicz, supported by McCabe, to recommend approval of the application from Livingston County Catholic Charities as submitted, with the contingency that the organization work with the Township Coordinator to locate a suitable route and that the Certificate of Insurance be updated to name Hamburg Township as Additional Insured, that public safety as well as the MDNR, if applicable, be made aware of the event once the route is confirmed, and that all requested information be provided to the Clerk's Department to their satisfaction. Additionally, it is requested that a recommendation to waive all park use fees be considered due to the fund-raising nature of the event.
VOICE VOTE: Ayes: 3, Absent: (Muck, Miller) MOTION CARRIED

E. KLAA Cross Country Championships

Motion by Dolan, supported by Michniewicz, to recommend approval for the Park Use request for the KLAA Cross Country Championships, as outlined in application from Kensington Lakes Athletic Association & Hartland High School, on October 22, 2026 as a Blackout contingent on the following: that the applicant have a meeting with the Community Resource Officer and that Public Safety make a Hazard Level recommendation prior to it being presented to the Township Board, that all previous concerns be addressed, a pre-event meeting up to 2 weeks prior be scheduled with Public Safety, that all required paperwork be submitted to the satisfaction of the Clerk's office, that approval of event

**signage is allowed in areas outlined in the Park Use Policy, that the applicant covers the cost of additional sanitary services to be arranged by Township, and that the applicant arranges for the proper number of volunteers 18+ adequately spaced in order to have full coverage throughout the day.**
**VOICE VOTE: Ayes: 3, Absent: (Muck, Miller)** **MOTION CARRIED**

9. Old Business

**A. Master Plan/Pending Grants/ Trails –** RFP will be distributed.

**B. Pending Grant Applications/Projects**

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

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

- West Park Field Repairs – H3 – Pending repair in spring 2026.
- Play Area Interactive Art – East Park Pavilion – Pending.
- Wayfinding & Safety Signage – Awaiting installation.
- Boardwalk in WP/Disc Golf – Boardwalk is closed due to extensive damage. We don't anticipate it will be open this summer. Updates to follow.
- Huron River Bridge – No update.
- **RC Track (added) –** Gene Doncea stated the club is ready to move forward with project. They have a track design & supply list that will be sent to Clerk. RC Track will be separate from RC Flyers, and will be a Township Facility that the Flyers will help monitor and maintain. There will be no fees and it will be open to the public.
- **Dog Park Discussion (added)** – Bruce Spencer asked if a Dog Park had ever been considered. Mike Dolan stated it is in Master Plan, however, funding may have to come from the public by way of a Go-Fund-Me type option. Mr. Spencer is interested in helping with the Master Plan process for this feature.

**D. Administrative Services & Reports**

- **Township Coordinator's Report** – April 2026 – received and filed
- **Senior Center Report** – April 2026 – received and filed
- **Community Resource Officer Report** – Officer Kozowicz will be the contact on the "Touch A Truck" feature at the America 250 Event. She stated she has already made contact with FD and will reach out to see if an Ambulance or the Drone Team would be available as well.
- **Building & Grounds Report** – Duane Hoeppner
  - Toppers on ball diamond fencing will be installed by early May.

- Legacy will be striping the parking lot for their event May 1-3, 2026.
- Wayfinding signage locations have been affirmed and will be going up soon.
- Legacy has grooming tractor for ball diamonds, would be beneficial for both organizations to have them help with maintenance of fields.
- Turf Tank will be out for Demo this Wednesday at 10AM.

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

- Transition Plan updates pending

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

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

**H. Township Events**

250th Birthday of the US Celebration – June 20, 2026 – 2 PM

10. Call to the Public

A call was made with no response.

11. Committee Comments

No comments were made.

12. Adjourn Meeting

**Motion by Michniewicz, supported by McCabe, to adjourn the meeting.**
**VOICE VOTE: Ayes: 3, Absent: (Muck, Miller) MOTION CARRIED**

Meeting adjourned at 4:30p.m.

Respectfully submitted,

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

# 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*

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**To:** Parks & Recreation Board
**From:** Officer Kozowicz
**Date:** 06/15/2026
**Subject:** KLAA XC Memo

The proposed KLAA XC event has been reviewed, and a meeting was conducted with Matt Gutteridge, the lead coordinator. Community Relations Officer Kozowicz has evaluated the traffic concerns, emergency response access, volunteer numbers and lack of directional signage.

Based on this review, Officer Kozowicz has determined that Matt Gutteridge intends to do the following:

- Create directional signage, signage for bus drop off and guest parking.
- Mandatory minimum of three volunteers at vital locations (Emergency/bus cone line, West/East parking lots).
- Distribute additional parking/traffic emails to coaches on top of regular emails already sent.
- Cease parking on the east side of the park at event start (3:30/4:00 pm) and mandate parking only on the west.

Public Safety has determined that a minimum of two police officers will be required for this event. As this event requires Township Board authorization, this memorandum serves as a notification that KLAA XC lead coordinator Matt Gutteridge has completed his meeting with Public Safety, and the event review has been conducted.

Sincerely,

#735

**Officer Kozowicz**
**Hamburg Township Public Safety**
**Police Department**

**Office:** 810-231-9391 ext 468
**Fax:** 810-231-9401
**Email:** Kkozowicz@hamburg.mi.us


Spectator Parking
No Event Parking
Merrill Rd
Spectator/Bus Entrance $5 per car
No Event Parking
DO NOT ENTER
Volunteer and Coaches
Spectator Parking along road
No Event Parking
No Event Parking
Spectator Parking
No Event Parking
Hamburg Township Library
TENTS
Bus and official Parking
Google Maps

# Kensington Lakes Activities Association

## Boys & Girls Cross Country Championship
## October 16th, 2025
## Hosted by Hartland Consolidated Schools

Welcome to the KLAA Conference

**Date:** Thursday, October 16th, 2025

**Location:** Manly W. Bennett Park 10405 Merrill Rd, Whitmore Lake, MI 48189

**Entry Fee:** Athletic Departments may be billed for expenses after Meet

**Packet Pick-up:** Packets can be picked up near the finish line.

**Entries:** **Please use Athletic.net. See instructions entitled "**KLAA Cross Country Championship" **– Online Entry Submission."**

Team rosters can be submitted any time before the deadline and you do not need to specify a race. You can enter them all in the Varsity Race and run the 7 you choose. The remainder will default to the reserve race. Only roster/enter athletes who will be competing that day.

The deadline for team roster submission is Tuesday, October 14th at 8:00 PM.

If you have questions about the meet entry process, please contact Matt Gutteridge at (810) 397-3182 or via email at hartlandxc@gmail.com

**Admission and Parking:** There is a $5 fee per car for parking. Also, please park in designated areas. There is not a spectator entry fee.

**Box Assignments:**

| | |
|---|---|
| Box 1: Dearborn | Box 2: Brighton |
| Box 3: Belleville | Box 4: Livonia Stevenson |
| Box 5: Canton | Box 6: Hartland |
| Box 7: Livonia ChurchillBox | 8: Novi |
| Box 9: HowellBox | 10: Wayne Memorial |
| Box 11: NorthvilleBox | 12: Plymouth |
| Box 13: SalemBox | 14: Westland John Glenn |
| Box 15: Livonia FranklinBox | 16: Dearborn Fordson |

**Schedule:**

| **1:30 pm** | **Course opens** | (6:51pm sunset) |
|---|---|---|
| 3:30 pm | Girls Varsity | |
| 4:10 pm | Boys Varsity | |
| 4:50 pm | Girls Junior Varsity | |
| 5:30 pm | Boys Junior Varsity | |
| 6:15 pm | Awards | |

**Scoring:** The meet will be Bib chip timed. There will also be a backup camera. Live results will be available via athletic.net.

**Awards:** The medal presentations will follow the completion of the varsity races. There are 28 individual medals for the conference meet. We will present the Conference and Division Champion trophies as well.

**T-Shirts:** KLAA T-shirts will be available for purchase. Short Sleeve $20
Long Sleeve $25

**Questions:** Please call or email Matt Gutteridge at (810) 397-3182
hartlandxc@gmail.com



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**TO:** Parks & Recreation Committee

**FROM:** Deby Henneman, Township Coordinator

**DATE:** April 28, 2026

**AGENDA ITEM TOPIC:** Park Approval – KLAA Cross Country Championships – October 16, 2026
East Park - BLACKOUT
Number of Supporting Documents: **1 Park Use Packet**

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**Requested Action**

Consider recommendation of approval for the Park Use request for the KLAA Cross Country Championships, as outlined in application from Kensington Lakes Athletic Association & Hartland High School, with dates to be confirmed and relayed to EP user groups as a Blackout.

Approval should be contingent upon the following:

- Recommendation by Public Safety of a Hazard Level, that all previous concerns be addressed, and a pre-event meeting up to 2 weeks prior, if needed
- All required paperwork being submitted to the satisfaction of the Clerk's office
- Approval of event signage is allowed in areas outlined in the Park Use Policy
- That the applicant covers the cost of additional sanitary services to be arranged by Township
- That the applicant arranges for volunteers 18+

**Background**

This is a repeat event to our parks which has happened in the past on a Thursday during Football Season. It will require a park-wide Blackout which will displace Football and utilize all the parking in both East and West parks. Public Safety will be required due to the numbers estimated on the application and because many of the pedestrians cross on Merrill. We do not have a report on this event from 2024 or 2025, however, Officer Kozowicz will be at the Parks Meeting to speak to past Public Safety concerns.

The applicant will be charging an entry fee and expects around 1,500 participants/spectators throughout the day. I am attaching a copy of our layout map which shows anticipated parking spaces in all "lots."

**Fees**

Fees charged **last year** were as follows: Park Fees - $2,500 High Hazard, Public Safety - $1,280.56 Cost, Fire Inspection - $50 taken from Park Fees, Portable Toilets - $675 with $120 extra cleaning of Township Units