

TO: Township Board of Trustees

FROM: Deby Henneman, Township Coordinator

DATE: May 13, 2025

AGENDA ITEM TOPIC: Michigan Jaguar Tournament Invoice – Request for JE for Public Safety Charges

Number of Supporting Documents: **3**

Requested Action

Motion to approve a journal entry of funds from GL#101-751-000-651-000 Park Fees to GL#207-000-000-628-100 Public Safety Fees in the amount of \$3,105.28 which is the difference between the actual cost of labor and the amount charged, which was based on the motion made by the Township Board at their 2/18/25 meeting.

Background

The approval of the captioned Park Use application occurred on February 18, 2025. The motion that was made set a High Hazard level as outlined in the application and as recommended by Public Safety. There have been other similar events which have charged Public Safety payroll at cost, however, their motions specifically stated those terms.

I believe it is the intent of the board moving forward to ensure that public safety is fully reimbursed for all payroll costs associated with Parks & Recreation events. Because Parks & Recreation expenses are funded by the General Fund, the fees collected in the amount of \$4,950.00 could be used to cover the overage. This is similar to what we do with the Fire Department Inspection Fee of \$50.00 for all large events.

INVOICE

DATE

May 13, 2025

AREA OF USE

100% Deposit of all fees
to Public Safety Fees
100% Deposit of all fees

INVOICE TO

Michigan Jaguars FC
c/o Ted Grigorov
24404 Catherine Blvd
Suite 310, Novi, MI 48375

MONTH OF USE

May 2025

FREQUENCY OF USE

May 9-11, 2025

PAYMENT TERMS

Due on Receipt

RENTAL TYPE

Park Fees

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	Event Deposit received 3/31/25 - Fees	500.00 cr	\$500.00 cr
	Public Safety Rate	\$1,600.00	\$3,200.00
	(Actual Cost - \$6,305.28)		
	Fire Inspection	\$50.00	\$50.00
	Park Fees	\$2,500.00 less Fire Inspection	\$4,950.00
	Subtotal		\$7,700.00
	Less Deposit (if any)		
	Total		\$7,700.00

All payments are non-refundable.

Park Fees apply to Revenue GL #101-751-000-651-000 - \$4,450.00

Fire Department Inspections apply to Revenue GL 206-000-000-628-000 - \$50.00

Public Safety Fees apply to Revenue GL #207-000-000-628-100 - \$3,200.00

12. Civic Plus General Ordinance Services - Subscription Pricing Agreement
Motion by Hardesty, seconded by Hughes, to enter into a Statement of Work (SOW) to amend the existing agreement with Civic Plus for codification services as pertains to the Hamburg Township Code of Ordinances to be charged as an annual flat-rate subscription of \$2,730.00, subject to a 5% annual increase, and to direct the Clerk or Supervisor to sign the agreement as presented in the packet, agreement beginning on 7/1/25.
Voting Yea: Hohl, Negri, Hardesty, Hughes, Menzies, Miller
13. General Ordinance Procedure - Approval and addition to Administrative PPM - 1st Reading
Motion by Miller, seconded by Hughes, to receive and file the first reading of the General Ordinance process as outlined in the meeting packet.
Voting Yea: Hohl, Negri, Hardesty, Hughes, Menzies, Miller
14. Parks & Rec - Speed Limit Reduction Request - Hamburg Fun Fest 2025 - Resolution
Motion by Negri, seconded by Miller, to move the resolution to reduce the speed on Merrill Rd during the 2025 Hamburg Fun Fest.
Voting Yea: Hohl, Negri, Hardesty, Hughes, Menzies, Miller
15. Parks & Rec - Park Use Request - Jaguar Tournament - May 9-11, 2025
Motion by Hardesty, seconded by Menzies, to approve the Park Use request for the Michigan Jaguar Tournament, as the outlined in application, for event to be held May 9-11, 2025, in West Park, with a Hazard level as High as recommended by Public Safety.
Voting Yea: Hohl, Negri, Hardesty, Hughes, Menzies, Miller
16. Parks & Rec - Park Use Request - International Border Stars Tourney - April 4-6, 2025
Motion by Hardesty, seconded by Hughes, to approve the Park Use request for the International Border Stars Tournament, as outlined in the application from Unified Events dated 12/21/24, for event to be held April 4-6, 2025, in West Park, with a Hazard level as Medium as recommended by Public Safety.
Voting Yea: Hohl, Negri, Hardesty, Hughes, Menzies, Miller
17. Parks & Rec - Park Use Request - PowerAde Tournament - August 16-17, 2025 - Set Fees
Motion by Hohl, seconded by Negri, to approve the application for the Powerade Tournament as outlined on August 6-17, 2025, with actual costs charged for Public Safety and park fees at the high hazard level.
Voting Yea: Hohl, Negri, Hardesty, Hughes, Menzies, Miller
18. Parks & Rec - Senior/Community Center Rental Packet & Application - 1st Reading
Motion by Hohl, seconded by Miller, to receive and file the first reading of the Senior/Community Center Rental Packet & Application.
Voting Yea: Hohl, Negri, Hardesty, Hughes, Menzies, Miller
19. Parks & Rec - Adopt A Feature/Garden Program - Policy Updates - First Reading
Motion by Negri, seconded by Menzies, to receive and file the first reading of the Adopt A Feature/Garden Program - Policy Updates.

Deby Henneman

From: Megan Paul
Sent: Tuesday, May 13, 2025 1:49 PM
To: Deby Henneman
Subject: Jaguar Tournament Public Safety Fees Incurred

Jaguar Soccer Tournament Police Wage Information

1. Sgt. Paul - [REDACTED] = \$1222.73
 2. Sgt. Bromley - [REDACTED] = \$665.00
 3. Ofc. Harvey - [REDACTED] = \$654.39
 4. Ofc. Fischhaber - [REDACTED] = \$1368.27
 5. Ofc. Leeds - [REDACTED] = \$713.88
 6. Ofc. Pedersen - [REDACTED] = \$233.28
 7. Ofc. Kozowicz - [REDACTED] = \$326.76
 8. Ofc. Huck - [REDACTED] = \$735.48
 9. Ranger Arnot - [REDACTED] = \$157.76
 10. Ranger Deadman - [REDACTED] = \$230.76
- a. Total overtime cost = \$6305.28



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