

TO: Parks & Recreation & Township Board

FROM: Deby Henneman, Township Coordinator

DATE: March 30, 2026

AGENDA ITEM TOPIC: Proposal for a Bicycle Clinic on the Lakelands Trail – Summer Season 2026

Number of Supporting Documents: **4**

Requested Action

To approve the proposal by Bill Rittinger to operate a pop-up bicycle clinic on any one of three (3) Hamburg Township Trailhead Parking locations, for up to 6 clinics in the 2026 season, contingent on the applicant providing Certificate of Insurance naming Hamburg Township as Additional Insured, and coordinating locations and dates with Township Coordinator. Use will require a temporary Land Use through Zoning and it is requested that a waiver in fees be considered.

Background

At our meeting on February 24, 2026, the Parks & Recreation Committee requested that I follow up with the MDNR to obtain their thoughts on allowing this type of use on the Mike Levine Lakelands Trail. In the emails sent back and forth, there were points made for both locating the pop-up on the trail proper, as well as on the trailhead property which belongs to the Township. To summarize:

1. If the pop-up were located in the Trailhead parking area, the MDNR would not need to be involved, and the use would just need to comply with the Park Rules & Regs, as well as our Zoning.
 - a. A Land Use Permit for Temporary Use (Seasonal Sale) would be required - \$40 fee and a list of service dates for the season would be required.
 - b. A Park Use Application/Land Use Agreement, & Certificate of Insurance naming Hamburg Township is recommended by Township Coordinator. It wouldn't hurt to have one naming the MDNR as well.
 - c. Vending/Concessions is currently covered under Section 2.5 in the Park Use Policy.
 - d. Lakelands Trail Use is currently in a draft version Section 2.12 requiring review and approval by the Township Board.
2. If the pop-up were located at the entrance to the Lakelands Trail (on the MDNR property), they would treat it like an event permit and go through the evaluation process for it.

- a. It was stated since we handle the permitting for the trail in the Township, that we process it however we normally would for event use. Right now, we don't have a confirmed process. (see 3 & 4 below)
- b. It was requested that the following language be included/considered for this use: "Trail users will not be required to take literature or listen to proselytizing – it will be on a voluntary basis only."

Park & Recreation Committee Motion

Motion by Miller, supported by McCabe, to recommend approval to Bike Medic, Inc., Bill Rittinger, to allow his Free Bicycle Clinic at any of the Township owned Trailheads along the Lakelands Trail, for up to 6 dates, to be submitted to the Township Coordinator, along with proof of insurance naming Hamburg Township and the MDNR as Additional Insured, and that Board consider waiving any park and/or permit fees as this is offered as a no-cost community benefit.

Ayes: 3 (Absent: Michniewicz, Dolan)

MOTION CARRIED

Park Policy Excerpts:

2.5 Business, Vending and Concessions: (current)

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 of 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.

2.12 Permitting Process for the Lakelands Trail (within Hamburg) – (Proposed addition 2/23/26)

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 (as of 2/18/26):

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.