
TO: Hamburg Township Board of Trustees

FROM: Deby Henneman, Township Coordinator

DATE: March 13, 2025

AGENDA ITEM TOPIC: Partnering Groups List – Park Fees

Number of Supporting Documents: **1 –PDF of Current Fee Schedule**

Requested Action

Grant Partnering status to the following groups/organizations effective immediately, as it relates to all Park Use Fees, as they are true community partners to Hamburg Parks & Recreation, and continue to provide support, resources, and in-kind donations as it relates to activities occurring in all owned or operated park facilities in Hamburg Township, such as:

- Manly Bennett Park
- Mike Levine Lakelands Trail
- Hamburg Township Trailheads: Village, Merrill, Pettysville
- Hamburg Township Senior/Community Center
- Winkelhaus Park

List of suggested Partner includes:

- Hamburg Flyers, RC
- Pinckney Hamburg Baseball Softball Association
- Pirate Youth Athletics (HYPFA)
- Pinckney Community Schools
- Hamburg Enhanced Recreation Organization (HERO)
- Legacy Center
- Hamburg Garden Club
- Friends of the Lakelands Trail

List of groups/organizations granted Administrative waiver of fees for use of Parklands:

- Hamburg Community Library
- Hamburg Senior Center
- Hamburg Township Municipality/Departments

Sec. 1-20. - Department of parks and recreation.

Prohibited activities: Alcoholic beverages, un-permitted fireworks, professional sporting events, pets during large events, or use of areas for dates and times listed as a "Blackout." All events/special uses must be proposed and permitted through a special approval process through the Hamburg Township Board. This process may require further permits and the submittal of specialty insurance naming Hamburg Township as Additional Insured.

Fee Type	Amount	Frequency	Comments
<i>Negotiated Contract</i>			
Parkland Sports— Partner Group (list of partners pre-approved by Board)	Seasonal Flat rate negotiated at time of application based on type of fields and maintenance required	Negotiated Contract will be on a per season basis and shall include maintenance specific to the requested area. Schedule	Spring use must be scheduled by 3/31 each year. After 4/1 calendar is open to the public. Fall season use schedule is due by 7/1.
<i>Sports—Hourly Rates</i>			
Parkland Sports—2- Hour Rate—Resident	\$35.00	2-hour block/per field	Use must be scheduled. No pro-rating.
<i>Event—Daily Rates</i>			
Park Fees—Low Hazard —Partner/Resident	\$375.00	Per day/per area	Less than 1,000 people
Event Use—Low Hazard —Non-Partner/Resident	\$750.00	Per day/per area	Less than 1,000 people
Event Use—Medium Hazard— Partner/Resident	\$750.00	Per day/per area	1,000—2,500 people See <u>Sec. 1-21</u> . Public Safety for required additional charges

Event Use—Medium Hazard—Non-Partner/Resident	\$1,500.00	Per day/per area	1,000—2,500 people See <u>Sec. 1-21</u> . Public Safety for required additional charges
Event Use—High Hazard - Partner/Resident	\$1,250.00	Per day/per area	2,501—5,000 people See <u>Sec. 1-21</u> . Public Safety for required additional charges
Event Use—High Hazard—Non-Partner/Resident	\$2,500.00	Per day/per area	2,501—5,000 people See <u>Sec. 1-21</u> . Public Safety for required additional charges
Special Use—Event Proposal	Rate established by motion of the Township Board.	Flat Rate negotiated or waived by the Township Board which may be placed on the event calendar a BLACKOUT DATE	May warrant a special contract and insurance requirements based on exposure/hazard. Also may prohibit other users from using parklands.
<i>Other Fees</i>			
Merrill Field Disc Golf Course/Pickleball/Adult Workout/Volleyball	\$2.00	Per use	Suggested cash donation, welcome but not required
Restoration/Clean-up/Damage Bond—Winkelhaus Gazebo	\$250.00	Per use	Refunded after damage inspection
Restoration/Clean-up/Damage Bond—Manly Bennett Park	\$1,000.00	Per field/area	Refunded after damage inspection

Sec. 1-21. - Public safety (police/fire/park rangers during events).

Department	Fee	Frequency	Comments
Public Safety—Low Hazard	No extra charge	Per application/event	No charge Public Safety personnel will be charged for, but their presence is discretionary based on the type of use
Public Safety—Medium Hazard	\$800.00	Full day/2 safety personnel	Parks and recreation invoices for events held on Township grounds
Public Safety—Medium Hazard	\$400.00	Half day/2 safety personnel	Parks and recreation invoices for events held on Township grounds
Public Safety—High Hazard	\$1,600.00	Full day/4 safety personnel	Parks and recreation invoices for events held on Township grounds
Public Safety—High Hazard	\$800.00	Half day/4 safety personnel	Parks and recreation invoices for events held on Township grounds
Public Safety—Special Use Category	Actual salary costs of staff who aren't working a regularly scheduled shift	Use will be rounded for calculations to the nearest ½ hour increment	To be calculated by public safety director in consultation with Parks & Recreation staff and event organizers

Note— See public safety fee chart as referenced by parklands and community center fee schedule—App. 1.

Sec. 1-22. - Senior center (scheduled by senior center—membership required to participate).

Department	Fee	Frequency
Membership fee—55 and up	\$5.00	Annual
Membership newsletter (mailed physical copy only)	\$15.00	Annual
<i>Other fees</i>		
Euchre/pinochle games	\$1.00	Per table of 4
Bingo	\$2.50	Flat Rate to Play
Trips	Charges vary - Details provided at time of registration	Regularly scheduled, must register to participate
Lunch Program	\$5.00 per lunch	3 days a week, register to participate - walk-ins limited

Sec. 1-23. - Community center (scheduled by parks and recreation—residents only).

Department	Fee	Frequency	Comments
Monthly Meetings— Regular date and time booked for year for Non-profit/Homeowner Associations—Flat Rate	\$120.00	Non-refundable	Use must be scheduled, reschedules are allowed as available
Resident/Non-Profit Meetings—Hourly Room Rental Rate	\$10.00 flat first 3 hours, \$10.00 per hour thereafter (same day)	Invoiced through Parks, fees are non-refundable	Uses are scheduled with Parks and Recreation

Business Use—Hourly Room Rental Rate	\$25.00 flat first 3 hours, \$15.00 per hour thereafter (same day)	Invoiced through Parks, fees are non-refundable	Uses are scheduled with Parks and Recreation
Event Use—Hourly Room Rental Rate	\$50.00 each hour for first 4 hours, then \$35.00 per hour thereafter (same day)	Invoiced through Parks —requires a \$250.00 refundable damage/key deposit	Use must be scheduled with Parks & Recreation, must be minimum of 4 hours
Key Replacement—Key Fob	\$100.00	When misplaced	May warrant Re-key charge
Re-key of facility	\$400.00	When misplaced	
Unsecured or Damaged Building/Contents charge	\$75.00	First incident	—
Unsecured or Damaged Building/Contents charge	\$150.00	Second incident	—
Unsecured or Damaged Building/Contents charge	—	Use is revoked	—

Note— See parklands and community center use fee schedule for details—App. 1.

(Res. of 07-02-2024(1), Att., 7-2-2024)

Sec. 1-24. - Fire department.

Fees for cost recovery are calculated and charged on a case-by-case basis as outlined in the International Fire Code Ordinance No. 76A and Public Safety Cost Recovery Ordinance No. 98.

Department	Fee	Frequency	Comments
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Tent Permit—Event vendors	\$50.00	Per application/event	Parks and recreation invoices for events held on Township grounds
Permit Fees—Hazardous Materials	\$100.00	0-1,000 lbs; 0-100 cu. ft; 0-330 gal.	Fire department invoices for charges
Permit Fees—Hazardous Materials	\$250.00	1,001-20,000 lbs; 101-6,000 cu. ft; 331-990 gal.	Fire department invoices for charges
Permit Fees—Hazardous Materials	\$500.00	20,000+ lbs.; 6,001+ cu. ft; 991+ gal.	Fire department invoices for charges
Permit Fees—Sprinkler systems	\$80.00	<u>1-20</u> heads	Fire department invoices for charges
Permit Fees—Sprinkler systems	\$90.00	21-50 heads	Fire department invoices for charges
Permit Fees—Sprinkler systems	\$100.00	51-100 heads	Fire department invoices for charges
Permit Fees—Sprinkler systems	\$120.00	101-200 heads	Fire department invoices for charges
Permit Fees—Sprinkler systems	\$140.00	201-300 heads	Fire department invoices for charges
Permit Fees—Sprinkler systems	\$160.00	301-400 heads	Fire department invoices for charges
Permit Fees—Sprinkler systems	\$180.00	401-500 heads	Fire department invoices for charges
Permit Fees—Sprinkler systems	\$200.00	501-1,000 heads	Fire department invoices for charges

Permit Fees— Standpipes	\$45.00	Per standpipe	Fire department invoices for charges
Permit Fees—Fire Pump	\$50.00	Per pump	Fire department invoices for charges
Permit Fees—Dry or Wet Chemical Fire Suppression Systems	\$90.00	1st system, all subsequent in same location \$45.00	Fire department invoices for charges
Permit Fees—Dry or Wet Chemical Fire Suppression Systems— Alterations	\$35.00		Fire department invoices for charges
Permit Fees—Total Flooding agent extinguishing systems	\$90.00	Per system plus appropriate system fee	Fire department invoices for charges
Permit Fees—Devices— Control Panel	\$20.00	Per panel	Fire department invoices for charges
Permit Fees—Devices— First initiating control device	\$10.00	1st device, all subsequent in same loc \$0.50 ea.	Fire department invoices for charges
Permit Fees—Devices— First audio communications device	\$10.00	1st device, all subsequent in same loc \$0.50 ea.	Fire department invoices for charges
Permit Fees—Re- inspection—Normal Working Hours	\$30.00	Per inspection	Fire department invoices for charges
Permit Fees—Re- inspection— Nonworking Hours	\$75.00	Per inspection	Fire department invoices for charges

Cancellation fees for all issued permits	35% or \$10.00	Per cancellation, whichever is greater	Fire department invoices for charges
Prohibited Parking Fee —Civil Infraction	\$25.00	Per violation, if paid within 10 days	Fire department invoices for charges
Prohibited Parking Fee —Civil Infraction	\$50.00	Per violation, if paid after 10 days	Fire department invoices for charges

(Res. of 07-02-2024(1), Att., 7-2-2024)

Sec. 1-25. - Police department.

Department	Fee	Frequency	Comments
Salvage Vehicle Inspections	\$100.00		
Gun Permit Notary Fees—Resident	Free of charge	Per resident permit	
Gun Permit Notary Fees—Non-Resident	\$10.00	Per permit	
Copies for Police Reports	\$5.00	Per report	
Fingerprinting	\$10.00	Per card	
Local Records Checks	\$5.00	Per record	i.e., adoption/employment/visa
Solicitor Permits—Daily	\$10.00	Per day	
Solicitor Permits—Annual (Hamburg Resident Only)	\$50.00	Annual	

Preliminary Breath Tests (PBT)—Resident	\$5.00	Per test	
Preliminary Breath Tests (PBT)—Non-Resident	\$10.00	Per test	
Video Tapes/CDs/DVD's plus labor	\$0.50	Per DVD	with \$4.76 per 15 min. increment/labor
Audio CD Plus Labor	\$0.50	Per DVD	with \$4.76 per 15 min. increment/labor
<i>Civil infraction penalties as listed in <u>Section 1-45 (b)</u>—Sanctions for Violations</i>			
Class A Municipal Civil Infraction	\$1,000.00	Per offense	
Class B Municipal Civil Infraction	\$500.00	Per offense	
Class C Municipal Civil Infraction	\$250.00	Per offense	
Class D Municipal Civil Infraction	\$125.00	Per offense	
Class E Municipal Civil Infraction	\$75.00	Per offense	

(Res. of 07-02-2024(1), Att., 7-2-2024)

Sec. 1-26. - Utility department.

Charges for sewer taps and pumps are calculated and charged on a case-by-case basis as outlined in Article III.—
Wastewater Treatment and Administration

Sewer Application Fee—Residential	\$200.00 per application
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Sewer Application Fee—Commercial	\$1,000.00 per application
Operations and Maintenance (O&M)	\$167.00 per REU/per quarter
REU Review Application	\$200.00 per application

To determine the sewer and/or water Residential Equivalent Units (REUs) please see Appendix 1 under the Code of General Ordinances, Chapter 14—Environment; Article III.—Wastewater Treatment and Administration Sec. 14-53.—Table Unit of Factors. Sewer connection tap fees, usage rates (O&M), and water connection fees (where applicable) are adopted annually by Township Board resolution.

(Res. of 07-02-2024(1), Att., 7-2-2024)

Sec. 1-27. - Township clerk.

Notary Services—Hamburg Residents/Businesses only	Free of charge	No services provided for non-Township residents/businesses
Voter Information on Electronic Media	Charges calculated under FOIA process	FOIA Procedures and Guidelines can be found on the Township website from the Clerk Department Home page.
Copy of Available Meeting Minutes Via Email	Free of charge	Available on our website
Paper Copies—Black and White or Color	\$0.10 per page	Cannot exceed \$0.10 per FOIA

(Res. of 07-02-2024(1), Att., 7-2-2024)

Sec. 1-28. - Freedom of Information Act (FOIA).

Requests for items such as file copies, blueprints, police reports, etc. are processed under the Freedom of Information (FOIA) process. Fees for FOIA requests are calculated and charged on a case-by-case basis as outlined in the FOIA Procedures and Guidelines, a summary of which is available on the Township website. Information about this procedure can be found on the Clerk Department home page.

Fee Deposit (for requests totaling over \$50.00)	½ the calculated fee per request	
Paper Copies—Black and White or Color	\$0.10 per page	Cannot exceed \$0.10 per FOIA

(Res. of 07-02-2024(1), Att., 7-2-2024)

Sec. 1-29. - Township treasurer.

Township Board reserves the right to waive late fees for charges incurred Feb 15th —Feb 28/29th by Board resolution.

Credit/Debit Card Online Payment Fees—At Township Hall or Online	2.80% of payment amount	Point-n-pay
E-checks	\$1.50 point-n-pay	Point-n-pay
Return Check Fees/NSF	\$12.00	—
Copies:	—	—
Paper Copies—Black and White or Color	\$0.10 per page	Cannot exceed \$0.10 per FOIA
Taxes Printscreen Per Page	No Charge for Resident	No Charge for Resident
Copy of Maps—Township, Precinct	\$7.50	Large
Copy of Maps—Township, Precinct	\$5.00	Small
<i>Animal licenses (pricing is set by County, may be updated at any time)</i>		
Non-Spayed/Non-Neutered	\$60.00	Three year per county

Puppies/Dogs	\$10.00	One year per county
With 3-year rabies vaccine with spayed or neutered	\$25.00	Three years per county consistent with rabies vaccine expiration
<i>Administrative Fees</i>		
Late fee Taxes—Winter	1%—Added Feb. 15—28 (may be waived at discretion of Township Board)	Delinquent taxes go to Livingston County March 1
Late fee Taxes—Summer	1%—Added each month after Sept 15 through Feb 28/29	Delinquent taxes go to Livingston County March 1
Delinquent Personal Property Fees	3%—Then 1% starting March 1	—

([Res. of 07-02-2024\(1\)](#), Att., 7-2-2024)

Sec. 1-30. - Accounting department.

Copies of Adopted/Proposed Budgets	\$20.00
Copy of Township Audit Financial Statements	\$20.00

([Res. of 07-02-2024\(1\)](#), Att., 7-2-2024)

Sec. 1-31. - Assessing department.

Fees for FOIA requests are calculated and charged on a case-by-case basis as outlined in the Freedom of Information Act (FOIA) Procedures and Guideline.

([Res. of 07-02-2024\(1\)](#), Att., 7-2-2024)

Sec. 1-32. - Planning and zoning department.

See fee schedule—Approved by Township Board January 4, 2011—article III of this appendix.

(Res. of 07-02-2024(1), Att., 7-2-2024)

Sec. 1-33. - Cemetery and mausoleum.

See fee schedule—Approved by Township Board article IV of this appendix.

(Res. of 07-02-2024(1), Att., 7-2-2024)

Sec. 1-34. - All other departments.

All other fees that are not listed here, or by reference in the appendix, shall be calculated for actual cost incurred by the Township.

(Res. of 07-02-2024(1), Att., 7-2-2024)

Secs. 1-35—1-98. - Reserved.

Park Use Fees can be seen at:

[https://library.municode.com/mi/hamburg_township_\(livingston_co.\)/codes/code_of_ordinances?nodeId=PTIITOAP_APXAHATOADFESC_ARTIISPFE_S1-20DEPARE](https://library.municode.com/mi/hamburg_township_(livingston_co.)/codes/code_of_ordinances?nodeId=PTIITOAP_APXAHATOADFESC_ARTIISPFE_S1-20DEPARE)