



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

To: Township Board of Trustees

From: Deby Henneman, Township Coordinator, Parks, ADA, Grants, Ordinances

Re: Township Coordinator's Report – January 2024

Parks:

The Bennett Park & Water Trail Access Improvements deadline for grant TF22-0107 is August 31, 2025. Spicer Group has been hired as Prime Professional, which is required by the terms of the agreement signed with the MDNR. This is a reimbursement grant, so all reporting documents will be maintained and submitted by the Parks Department. The Hamburg Garden Club will be providing volunteer assistance for the garden elements outlined in the project scope. We have also had residents express interest in placing benches/trees within the project through the Commemorative Bench and Tree program.

I would like to revisit discussions for the Park Policy and Fee Schedule, a draft of which has been included in the packet for discussion. I hope to have the final changes completed by January in order to know exactly how we will be moving forward with charges and how it will impact scheduling/billing software, if any. This also impacts Goals and Objectives for the upcoming FY.

I have started the document archive project for all Park related documents, which I anticipate will take some time to complete. I hope to have all documents scanned into our record management system by the end of the 24/25 FY.

I will be attending the MParks Conference February 27, 2024 through March 1, 2024 in Kalamazoo, MI and will be out of the office during those dates. The February Parks meeting has been changed to February 20, 2024 at 3 PM.

ADA

Inspections of completed ADA Transition Plan items have been delayed. Several projects have been completed, and I am working on updating the Transition Plan now.

Wayfinding signage and compliant entries/parking spaces are top priority for the upcoming fiscal year.

Grants:

The 2022 Trust Fund Grant #TF22-0107 must be completed by August 31, 2025.

The 2023 Ralph C. Wilson, Jr. – Trail Maintenance Grant #IG-202324346 is pending.

The 2023 LEO/MI Community Center Grant is pending.

A CAP Grant will be submitted through MMRMA for partial reimbursement of eligible expenses for the CPSI Training/Testing in the amount of \$552.26.

Ordinances

Internal Policy & Procedure for Zoning & General Ordinance updates have been submitted and are awaiting approval.

Ordinances can be found at:

[https://library.municode.com/mi/hamburg_township_\(livingston_co.\)/codes/code_of_ordinances](https://library.municode.com/mi/hamburg_township_(livingston_co.)/codes/code_of_ordinances)

Other projects:

- Create Counter “Cheat Sheets” for all Township Coordinator functions
- Organize and Scan all archive files into Docuware System based on Record retention
- Social Media Policy updates have been presented and are awaiting approval
- Administrative Fee Schedule changes have been presented and are awaiting approval
- Parks Policy and Procedures have been presented and are awaiting approval
- Property title clarification and re-zoning of parkland property is pending (with Zoning)
- Pickleball Signage to be Ordered – Rules and Regulations
- Donation capability/QR codes is pending with Treasury/Accounting
- Complete ADA Coordinator Certification by end of 2024
- Investigate possibility of shared Music/Movie licensing with Library