



MEMORANDUM OF UNDERSTANDING (MOU) between
Hamburg Township, MI
and
Great Start Livingston, Great Start Collaborative /
Livingston Educational Service Agency

This is an agreement between "Party A", Hamburg Township, and
"Party B", The Livingston GSC.

I. PURPOSE & SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to installation and on-going maintenance of a permanent children's StoryWalks within Hamburg Township.

In particular, this MOU is intended to:

- Establish each party's responsibility
- Establish purchase of materials
- Establish installation of Story Walk
- Establish upkeep of Story Walk

II. BACKGROUND

Hamburg Township has two locations for StoryWalks. One at Manly W Bennett Memorial Park and the other at the Village Tailhead on Mike Levine Lakelands Trail. See attached maps - [Manly W Bennet Park](#) and [Village Trailhead](#).

These locations, within Hamburg Township, provide a place for families to come for events and activities.

Livingston GSC was awarded a literacy grant to improve access to literacy materials for children birth to age 5. Great Start Livingston presented the StoryWalk opportunity to the Hamburg Township Board and discussed the opportunity of StoryWalks within Hamburg Township.

III. Hamburg Township RESPONSIBILITIES UNDER THIS MOU

Hamburg Township shall undertake the following activities:

- Take delivery of aluminum StoryWalk materials, posts, and frames and store until weather conditions allow installation.
- Approve installation of concrete bases and aluminum posts of StoryWalk along approved locations along the determined path.
- Conduct installation of StoryWalk.
- Provide on-going landscaping and grounds upkeep.
- Notify if StoryWalk has been damaged or wear and tear occurs
 - Initial 16 post/frames will be purchased by GSC. Additional post/frames will be purchased as needed by GSC for replacement parts.
 - Contact person at Hamburg Township will have a hex key to open frames.
- Review story panel books and approve prior to installation into StoryWalk frames.
- Promote the StoryWalk to the community.

IV. The Livingston GSC RESPONSIBILITIES UNDER THIS MOU

Livingston GSC shall undertake the following activities:

- Purchase 16 aluminum posts and frames, purchase additional aluminum post/frames as needed to be used for replacement in the event there is damage or vandalism.
- Purchase and store children's books for StoryWalk.
- Provide marketing of the Story Walk and path to community.
- Promote community awareness of StoryWalk trail.
- Host family events at the StoryWalk along the pathway.
- Partner with Hamburg Township Library and Hamburg Township for story selection.
- Find volunteers to replace/change story pages as needed (2 - 3 times per year). Provide notice to Parties.

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

- Modification - modification of the StoryWalk
- Termination - removal of the StoryWalk



VI. FUNDING

The Livingston GSC will purchase StoryWalk materials including posts, frames, and books. Hamburg Township will be responsible for the installation and costs associated with the installation.

VII. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signature of Parties A, B, and C authorized officials. It shall be in force from June 1, 2024 to June 30, 2025.

Parties A and B indicate agreement with this MOU by their signatures on this page.

Signatures:

Hamburg Township

_____ date _____
Patrick J. Hohl, Hamburg Township Supervisor

Great Start Livingston, Great Start Collaborative

_____ date _____
Robin Schutz, Coordinator