



**Hamburg Township
Parks & Recreation**

**Hamburg Township Offices
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To: Township Board of Trustees & Parks Committee

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

Re: Township Coordinator's Report – August 2024

Parks:

Bennett Park & Water Trail Access Improvements grant TF22-0107: The Design and Construction documents should be completed and submitted to the MDNR for their review by the end of September based on the Timeline supplied by Spicer Group. The timeline anticipates that the MDNR will have through November for their review, and the Bid documents will be distributed in December with an award in January.

The ADA parking improvements have been completed in West Park, as well as in East Park, and signage will be installed by the end of the month. There will be one-way signs and arrows installed in the East Park lot in order to maintain the historical traffic flow.

Building & Grounds will be removing the shed in West Park which is in disrepair. They will also be removing the old playground equipment and disconnecting the sprinklers in field H8 in preparation for the construction of the “park within a park.” We will need to get bids on repairs for the flooding on H3 and correct the field by spring 2025 in order to open up more playing area when we construct the new playground. The abandoned play area will remain as is with the wood fiber, and will be repurposed into an outdoor gaming area, as discussed in our planning meeting. There will be a need to install new barriers around the perimeter during the construction.

The gravel parking lot extension at the Village Trailhead has been completed along with the story walk. There are plans to order and install arbors on either end of the walkway and gardens just inside each entrance. We are looking for volunteers now to coordinate installation of the amenities and gardens and hope for an October ribbon cutting.

The Blackout list has been updated to include the KLAA Cross Country Championships.

ADA

Work has started on the inspections, which will include the 2024 Election Cycle requirements.

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.
- A Passport Grant is being planned for future respite improvements at the Village Trailhead.
- A HERO Grant is being pursued for outdoor recreation items at the Village Trailhead.

Ordinances

The final version of the Administrative Fee Schedule has been approved. The Ordinance procedure will be sent to the board in September.

Ordinances/updates 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:

- Organize and Scan all archive files into Docuware System based on Record retention
- Social Media Policy updates have been presented and are awaiting approval
- Ordinance Procedure will be sent to Board for first reading
- Property title clarification and re-zoning of parkland property is pending (with Zoning)
- Pickleball Signage to be Ordered – Rules and Regulations
- Flyer's Field Signage to be Ordered – Rules and Regulations
- Flyer's Field Safety Signage will need new Kiosk
- Flyer's Field Safety Fencing is needed
- East Park could use an entrance Kiosk as the one on the concession building was removed
- Donation capability/QR codes is pending with Treasury/Accounting
- Scheduling Software shortlist is needed, and further demos will be scheduled
- Tear-down and possible replacement of Shed in West Park (for field supplies)
- Goal/Net Inventory project (may work with Legacy on an Inventory list)
- I will be working on brochure updates and a "Welcome" page for new residents
 - https://www.hamburg.mi.us/resident/welcome_new_residents/index.php