



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 – October 2025

Parks:

Bennett Park & Water Trail Access Improvements Grant TF22-0107: The construction timeline has been updated, and we anticipate a May 2026 completion. Signage should be going out shortly at the project site. We anticipate the kayak launch and access trail from Merrill Trailhead to be completed by mid-November. The interpretive signage, rain garden, and sensory garden near the playground will be installed in the spring.

You can find a link to the project plans on the Parks & Recreation home page here:

https://www.hamburg.mi.us/departments/parks_and_recreation/index.php

Or at the project page here:

https://www.hamburg.mi.us/departments/parks_and_recreation/learn_more_about_this_amazing_project_here!.php

The Lakelands Interpretive Nature Trail Project for Scout Kashian is complete with the exception of the audio files, and you can find the project page here:

https://www.hamburg.mi.us/departments/parks_and_recreation/lakelands_interpretive_nature_trail.php

The Scout Respite renovation for Scout Cox has been completed and you can find his project page which still requires updates here:

https://www.hamburg.mi.us/departments/parks_and_recreation/scout_trail_respite.php

We have not been assigned a Public Safety representative as of today's date. I have requested that the Parks Committee request for a report on the Park Rangers be added to the next Public Safety meeting.

We have completed our events for the season and I anticipate regular use to be limited through mid-November. Portable toilets will be pulled at that time and remain in the pre-determined year-round areas.

Park Projects/Tasks:

- West Park
 - Repair flooding in field H3 – **On hold per management.**
 - Engineered Wood Fiber for abandoned playground to install “game” area – **On hold until we decide what is going there, if anything. Playground equipment still needs to be removed.**
 - Wayfinding signage for driveway – **Signs have been ordered**
 - Look into new gate for driveway for large events
 - Update Kiosk
 - Revamp Concession to house vending?
 - Complete work on the Sensory & Rain Gardens – **Adopted by Hamburg Garden Club**
 - Restoration work on the trails around the soccer fields
 - Story Walk design – need to determine if grant is still available
- East Park
 - Playground inspections – **Duane**
 - Gravel paths to dugouts
 - Repair/update batting cage
 - Replace/repair netting over fencing
 - Look into gate for driveway for large events
 - Increase fence height for Flyer's field – **Met with MMRMA Risk Consultant**
 - Install Rules & Regs/Kiosk with contact at Flyer's field
 - Install Info Kiosk at Concession Building
 - Revamp Concession to house vending?
 - Install ADA Parking Signs – **No update**
- Trail/Trailheads
 - Build/Install wooden screening for portable toilets – **Assigned to Clerk**
 - Fill sinkholes and reinforce asphalt, as needed – **Park Rangers spray issues**
 - Provide more respite areas through Adopt A Feature program
 - Zukey Lake Bridge (Kress Rd.) - EB transition needs to be addressed – **Work pending**
 - Zukey Lake Bridge (Kress Rd.) – Several boards are spongy and need to be replaced – **Work pending**
 - Complete work on the Story Walk Garden – **Adopted by Powers Flowers**

ADA

Inspections will be completed as time allows. All updates will be made in the Transition Plan and made available to Township Board for their Budget review process each year for strategic planning.

Was reminded at a seminar at MMRMA that ADA non-compliance/suits are not covered by our policy. Per our Risk Consultant.

We received a quote to have a vendor come in once a year to check all doors and adjust for compliant poundage and closure on an annual basis (semi-annual for external doors). I will be obtaining a few more quotes and presenting the bid tab to the Township Board for approval so we can proceed with checking off this transaction plan item for all Township buildings.

Grants:

- The 2022 Trust Fund Grant #TF22-0107 has been extended to Spring 2026.
- Recreation Passport Grant #RP-25-0097 is pending. Supplemental info filed 10/1/25.
- Trust Fund Grant #TF25-0213 is pending. Supplemental info filed 10/1/25.
- A HERO Grant is being pursued for outdoor recreation items at West Park. Cornhole features have been ordered for Village Trailhead and will be installed near horseshoe pits. Hamburg Pub has agreed to be our “library” for rental/use of supplies to play those games.
Note: Games will need to be placed at the Village Trailhead as well since Winkelhaus Park is not ADA Accessible. This property is leased. At the very least, we must provide features in both upper and lower areas.

Ordinances

All changes are uploaded as they are approved and can be found on the Ordinance home page listed under Adopted Ordinances Not Yet Codified:

[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).

The Hamburg Township Code of Ordinances will be codified this year in mid-November once the ordinances passed most recently are published.

Other projects:

- **Update Park Policies/Procedures, Park Use forms, and Park/Public Safety Fees - Priority**
- Organize and Scan all archive files into Docuware System based on Record retention **(we just had some training and are looking at some changes in how we archive things)**
- Social Media Policy updates have been presented and are awaiting approval **(Unsure of where APPM is at in approval process)**
- Property title clarification and re-zoning of parkland property – Survey was completed. Will start the process with Zoning Administrator for the rezoning of parklands.
- 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 to comply with safety concerns
- RC Auto area to be designed and approved via MMRMA with sledding hill signage
- 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 – **Cash Posts being installed once signage is ordered. New pay system through Township?**
- A scheduling solution is needed desperately, but is on hold based on what we allow in use
- 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
- Marketing plan for Adopt A Feature Program – in process
- Clean Up Event – **2026 event needs to be planned**
- Christmas In The Village:
https://www.hamburg.mi.us/departments/parks_and_recreation/christmas_in_the_village.php
- Sunscreen Dispenser Project – installation in 2 locations
- **Wayfinding signage & Trail Safety Signage – pending installation**