



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 – January 2026

Parks:

Bennett Park & Water Trail Access Improvements Grant TF22-0107: The Railroad was out with their crew and cleared some debris in the culvert which was inhibiting water flow. In addition, the Township did some tree removal, so water is now flowing freely to the kayak launch. The walking paths have been completed and as soon as the weather breaks we will need to install a bench and complete the garden. There will be an interpretive sign placed at the intersection of the kayak pathway and the linking path to the Lakelands Trail which leads from the Merrill Trailhead. Construction on the playground and final amenities will continue in spring 2026. A "Pardon Our Dust" sign will be installed as soon as the weather clears.

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

We have not been assigned a Public Safety representative as of today's date. I have requested that the Public Safety Committee provide a report on the Park Ranger activities and to have them help with Park related items such as filling kiosks, reporting maintenance concerns, etc. I have not received any updates.

The Boardwalk has been closed off from all foot traffic for the winter.

Events:

The Christmas In The Village Project Report will be forthcoming once I have completed a final audit with Accounting.

The Community Clean-Up Event has been scheduled for April 11, 2026 which was the only day the Paper Shredder was available. The plan, for now, is to host both events on the same day, and have the shredding in the small gravel lot near the entrance to Merrill Trailhead as we have had in the past. That way I can guide the flow of traffic from my post. I will be updating the website and posting an event in early February.

There is an Anniversary of the US event proposed for 7/4/26, as well as the 2026 Christmas In The Village event which I will be bringing forward for park use as well as budget. I hope to have a proposal for the summer event to the Board by the end of February.

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 received and awaiting installation**
 - Look into new gate for driveway for large events
 - Update Kiosk – **We have a Pardon the Progress sign for Project to install**
 - Revamp Concession to house vending?
 - Complete work on the Sensory & Rain Gardens – **Adopted by Hamburg Garden Club**
 - 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**
 - Install One way Traffic signs in Baseball parking lot
- 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 and Several boards are spongy and need to be replaced – **Work pending**
 - Complete work on the Story Walk Garden – **Adopted by Powers Flowers**
 - Zukey Footbridge (Carpet Depot) – **Grant awarded, Engineer sending quote for Prime Professional and Design costs**

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.

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

Door inspection RFP being developed. 26/27 FY

Assistive Listening Device will be purchased and shared between all meeting facilities. 26/27 FY

Grants:

- The 2022 Trust Fund Grant #TF22-0107 has been extended to Spring 2026.
- Recreation Passport Grant #RP-25-0097 was not awarded
- Trust Fund Grant #TF25-0213 was awarded

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 is in the process of being codified.

Other projects/events:

- **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)**
- Property title clarification and re-zoning of parkland property – Survey was completed. Zoning Administrator is working on the rezoning of parklands.
- Pickleball Signage to be Ordered – Rules and Regulations
- Flyer's Field upgrades to include Sledding hill and 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 for April 11, 2026 – Budget \$12,000
- 250th Anniversary of US – Event needs to be planned for July 4, 2026 - Pending
- Christmas In The Village – Event needs to be planned for December 12, 2026 - Pending
- Sunscreen Dispenser Project – installation in 2 locations
- Interactive Art project for East Park Concession - pending