



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 & Parks Committee

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

Re: Township Coordinator's Report – February 2026

Parks:

Bennett Park & Water Trail Access Improvements Grant TF22-0107: The 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. The first reimbursement in the amount of \$202,431.26 has been confirmed by Treasury as received. Great Start Livingston will not have ample funding to complete a 2nd Storywalk for West Park, so we can discuss options for the pathway at the meeting. It is possible that we may be able to incorporate a few small sensory gardens along the path with some of the features the Garden Club came up with.

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.

The Boardwalk has been closed off from all foot traffic for the winter. Building & Grounds will be providing an update.

Events:

After completing my audit with accounting, the final report for the 2025 Christmas In The Village event has been provided to the Board, a copy of which is put in the packet. There is one outstanding vendor invoice in the amount of \$20, and one more check being processed for supplies in the amount of \$96.31. I also included a suggested budget for the proposed 2026 event, which will be reduced to 1-day and is recommended to take place on December 12, 2026. Parks & Recreation can decide if this is something to add to the Goals and Objectives for the Strategic Planning process.

The Community Clean-Up Event has been scheduled for April 11, 2026 and a flyer has been attached. The paper shredding will be set-up in the secondary lot near the Merrill Trailhead on the west side of the park. We need volunteers for both the clean-up event (dumpsters) as well as for along the Lakelands Trail and Halls Creek. Anyone interested should submit a Volunteer waiver

form which can be found here:

https://www.hamburg.mi.us/departments/parks_and_recreation/programs_opportunities/volunteerism.php

A preliminary meeting was held to discuss the proposal for an America 250 Event to be held at Hamburg Township. It has been suggested as a joint venture between the Township and HERO, to occur during the Hamburg Family Fun Fest, on June 20, 2026 at 2:00 p.m. and would include an Open House element. I have included a sample flyer as well as a park use application for a recommendation from the Parks Committee, which will then be sent on to the Township Board with a suggested budget.

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 – To be coordinated with Parks & Rec**
 - Story Walk design – need to determine if grant is still available – or come up with a Plan B. (Consider sensory “pods” with Garden Club).
- East Park
 - Playground inspections – **Duane to complete and maintain records.**
 - 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 – **Need to screen spectators. MMRMA has offered to review plans for any upgrades in that area.**
 - Install Rules & Regs/Kiosk with contact at Flyer’s field for RC and Sledding hill HH
 - 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 – **Spring 2026**
- Trail/Trailheads
 - Build/Install wooden screening for portable toilets – **Clerk getting bids**
 - Fill sinkholes and reinforce asphalt, as needed – **Park Rangers spray issues**
 - Provide more respite areas through Adopt A Feature program - **Ongoing**
 - Zukey Lake Bridge (Kress Rd.) - EB transition needs to be addressed and Several boards are spongy and need to be replaced – **Work pending – Spring 2026**
 - Complete work on the Story Walk Garden – **Adopted by Powers Flowers**

- Zukey Footbridge (Carpet Depot) – **Grant awarded, Engineer sent quote for Prime Professional and Design costs – To TB 2/17/26**

ADA

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.

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.
- Trust Fund Grant #TF25-0213 awarded – Awaiting agreement. Prime Professional secured.
- No grants are being pursued this MDNR Trust Fund Cycle.

Ordinances

Supplement #4 has been codified. 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).

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
- Review Zoning classification for 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
- Marketing plan for Adopt A Feature Program – will be adding donation pavers (possibly)
- Clean Up Event –April 11, 2026
- 250th Anniversary of US – proposed event June 20, 2026 - Pending
- Christmas In The Village – proposed event December 12, 2026 - Pending
- Sunscreen Dispenser Project – installation in 2 locations
- Interactive Art project for East Park Concession - pending