Hamburg Township
a great place to grow

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TO: Hamburg Township Board of Trustees

FROM: Deby Henneman, Township Coordinator

DATE: September 28, 2026

AGENDA ITEM TOPIC: Parks and Recreation 5-Year Master Plan and Master Design

Number of Supporting Documents: **Bid Tab & Proposals for RFP**

Requested Action

Recommend directing the Clerk to enter into a contract with Spicer Group for the 5-year Parks & Recreation Master Plan update, as well as completion of the Master Design Plan, with an update to the timetable to have all items completed by October of 2027 in order to be taken to the Township Board and filed with the MDNR by November of 2027.

Background

A bid tab and proposals have been attached and were discussed at the Parks and Recreation meeting on Tuesday, September 22, 2026, where a motion was made as follows:

Motion by Miller, supported by Muck, to recommend the Township hire Spicer Group to complete the update to the 5-year Master Plan and the Master Design Plan by October of 2027 and to update the timetable accordingly. **Motion Carried – 5 Ayes**

Fiscal Considerations

Does the agenda item require the expenditure of funds? Yes ☒ No ☐

Are funds budgeted? Yes ☒ No ☐

Fiscal year affected: 2026/2027 and 2027/2028

Is a budget amendment required? Yes ☐ No ☒

General Ledger numbers affected: 101-751.000-946.000 Engineering & Planning Services (Requested Budget was $30,000)