



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 – May 2024

Parks:

Bennett Park & Water Trail Access Improvements grant TF22-0107: Preliminary Concept has been received and will be presented to the Township Board for approval at their June 4, 2024 meeting.

The Community Clean-Up event report is pending notification of credit from Padnos, after which the report will be provided to the Committee and Township Board.

Community Service Sergeant, Megan Paul, has provided post-event briefs for the spring tournaments which took place in Manly Bennett Park. We have met to discuss concerns as well as possible resolutions for crowd control. It has been recommended that the PowerAde event be increased to a High Hazard level.

A new volleyball net has been installed, and Duane will be added sand when time allows. He and his staff have mulched the nature paths at Winkelhaus Park and 2 new picnic tables have been installed.

The story walks have been proposed, approved, and are planned for the Village Trailhead in the Village of Hamburg, and in the West Park Improvements slated for early 2025 in the "Park within a Park." concept plan.

The Township had a great time hosting the 2nd Grade classes and learning more about what they would like to see in the park. Some ideas were: Movies in the Park, Camping, Splash Pad, and a Rock Wall. The coloring book the staff put together for them can be found here: https://www.hamburg.mi.us/resident/welcome_new_residents/index.php. Just look under the Parks & Recreation – Arts & Culture Section!

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 still pending.

- MMRMA Cap Grant for the CPSI Certification for Duane Hoeppner has been awarded.

Ordinances

I will be taking the final version of the Administrative Fee Schedule, which includes updates to park and public safety fees, to the Board at the first meeting in July. Any suggested changes or increases should be discussed at our May meeting.

Ordinances 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:

- Update Counter “Cheat Sheets” for all Township Coordinator functions
- 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 has been presented and are awaiting input
- 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
- Donation capability/QR codes is pending with Treasury/Accounting
- Scheduling Software shortlist is being developed, and further demos will be scheduled
- Tear-down and possible replacement of Shed in West Park (for field supplies)
- Goal/Net Inventory project
- I will be working on brochure updates and a “Welcome” page for new residents