



**Hamburg Township
Parks & Recreation**

**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 – March 2024

Parks:

We met with Spicer Group to discuss the Bennett Park & Water Trail Access Improvements grant TF22-0107, and have requested a Timeline for the deadline of August 31, 2025. We will be scheduling a joint meeting with our Community Partners to finalize the plans. We also discussed the future need for a Master Design Plan to prepare for future parkland/trail grants as opportunities arise. Concepts for the design still include the “Park Within A Park” idea, and possible future phase to increase ADA access to the Kayak access. Pursuing future grants was discussed.

The Community Clean-Up event is right around the corner, and we are in need of volunteers to help with trail and water trail clean-up this year. Please contact Deby Henneman at dhenneman@hamburg.mi.us or Mike Dolan at mdolan@hamburg.mi.us if you are interested in volunteering. You can also complete one of our interest forms from our website here: https://www.hamburg.mi.us/departments/parks_and_recreation/programs_opportunities/volunteering.php. The event is scheduled for Saturday, April 20, 2024 from 9AM-3PM, with the secure document shredding on site from Noon – 3PM at Township Hall.

Park Use has been updated in the calendar, and I have added the Community Events to the Hamburg website. You can find the upcoming events from our home page under the “See All Events” button.

Our new Community Service Sergeant, Megan Paul, will be our Public Safety contact and will be helping with the coordination of the Park Ranger staffing. I will be providing a list of things that the Rangers could possibly help with as far as getting information out to the public, being present at events, etc. I look forward to working with Sgt. Paul and the Park Ranger staff, I feel they will be a great asset to the Parklands and Trails.

ADA

With the completion of my training, I will be focusing my efforts on completing the inspections for all upgrades that tie in with the ADA Transition Plan, and hope to have the physical inspections done by the end of the year. The transition plan updates will be going out to Department Heads and then to the Township Board for their reference.

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.
- The 2023 LEO/MI Community Center Grant has been completed and Hamburg was not among the awardees. For a full list of communities who received funds, please visit:
<https://www.michigan.gov/leo/boards-comms-councils/mcsc/nfr/community-center-grants>

Ordinances

Internal Policy & Procedure for Zoning & General Ordinance updates have been submitted and are awaiting approval.

I will be providing suggested updates to the Administrative Fee Schedule as part of the strategic review process.

Supplement #2 was just codified and all pages in the Code books and on the website have been updated.

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
- 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
- Donation capability/QR codes is pending with Treasury/Accounting