



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 – February 2025

Parks:

Bennett Park & Water Trail Access Improvements Grant TF22-0107: The EGLE Permit has been filed and we are waiting to hear back on the status. The bid documents were approved by the MDNR and the agreement scope has been adjusted removing the water fountain feature that was included on the original grant. Because we did not qualify on the age of the building for a renovation, the bathroom project was removed from our submission, but the water fountain had been left on in error. The bid will be open for 30 days, and will be posted to our site under Purchasing and Spicer Group will be handling the sealed bid process. Once awarded and approved by the Township Board and MDNR, we will start the construction process. We anticipate a late spring/early summer start, and the need to file an extension.

We will be moving the electrical panel access to the upper floor of the East Park concession stand building, making it easier for users to access the lights for Field #1. We hope to have that work complete by season start.

I will be having a joint meeting with PHBSA, Hamburg Library, and Public Safety after the Parks meeting to discuss concerns with parking, especially during large events when there is more than one thing going on. Just making sure we are all on the same page with what can be reasonably expected and to ensure that all parties are relaying the same information back to their participants/patrons.

The Wind Turbine bench artwork will be coordinated by the Parks Department in the spring, and I am in the process of finding a suitable volunteer group to maintain the garden plantings. Sample artwork can be seen here: <https://noblewins.com/pages/public-art>. For anyone interested in helping with the artwork/mural committee, please contact me at dhenneman@hamburg.mi.us. Ribbon cutting is planned for mid-June 2025.

Park Projects/Tasks:

- West Park
 - Disconnect Sprinkler system for field H8 – **To be done with construction**
 - Repair flooding in field H3 – **Moving ahead with this repair**
 - Engineered Wood Fiber for abandoned playground to install “game” area
 - Eradicate Moles in H1- **Vendor has been called to provide quote/plan**

- Wayfinding signage for driveway – **Vendor has been called to provide quote**
- Look into new gate for driveway for large events
- Update Kiosk
- Revamp Concession to house vending?
- Remove aged shed and come up with a storage solution – **Being removed in spring, using concession building in the meantime for storage.**
- East Park
 - Engineered Wood Fiber for playground
 - Secure Little Library post
 - Gravel paths to dugouts
 - Paint/Repair wood on dugouts - **Complete**
 - Repair/update batting cage
 - **Purchase safety guard for top of fencing**
 - Replace/repair netting over fencing
 - Look into gate for driveway for large events
 - Increase fence height for Flyer's field
 - Install Rules & Regs/Kiosk with contact at Flyer's field
 - Install Info Kiosk at Concession Building
 - Revamp Concession to house vending?
- Trailheads
 - Build/Install wooden screening for portable toilets
 - Crack filling (MDNR Grant)
 - Fill sinkholes and reinforce asphalt, as needed

ADA

Inspections will start in May and ADA Transition Plan will be updated and distributed to the board for the Strategic Planning Session. Had to postpone my plan due to workload and MParks

We are obtaining a quote to have a vendor come in once a year to check all doors and adjust for compliant poundage and closure on an annual basis (semi-annual for external doors). Lining this up will take care of a large amount of the transition plan items still left, and is something that B&G and I just can't get to.

Grants:

- The 2022 Trust Fund Grant #TF22-0107 must be completed by August 31, 2025 (Will most likely file an extension. Gardens will require some spring planting which will push to 2026).
- The 2023 Ralph C. Wilson, Jr. – Trail Maintenance Grant #IG-202324346 is pending. I believe we got lost in the shuffle. Finding an alternate grant for this project.
- MDNR Grant for Trailhead Maintenance is pending – Spring 2025
- A Passport Grant is being planned for future respite improvements at the Village Trailhead. Replaces the Wilson Grant. – Advised must be budgeted for either way it has to be replaced.
- A HERO Grant is being pursued for outdoor recreation items at West Park. Cornhole features have been ordered for Village Trailhead and will be installed near horseshoe pits. Hamburg Pub has agreed to be our "library" for rental/use of supplies to play those games.

Note: Games will need to be placed at the Village Trailhead as well since Winkelhaus Park is not ADA Accessible. This property is leased.

- A Trust Fund Grant is being planned for the Zukey Footbridge

Ordinances

The first reading of the Ordinance Procedure went to the Township Board at their February 18, 2025 meeting, with the 2nd reading and adoption scheduled for March 4, 2025. All changes will be updated in the Administrative Policies and Procedures, and have been reviewed by Township Attorney.

Other projects:

- **Update Park Policies/Procedures, Park Use forms, and increase Public Safety Fees - Priority**
- 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 will need new Kiosk
- Flyer's Field Safety Fencing is needed to comply with safety concerns
- 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
- Scheduling Software shortlist is needed, looking into various options currently
- Goal/Net Inventory project (may work with Legacy on an Inventory list)
- 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 is pending as forms are being updated
 - **Board did first reading 2/18/25 – second reading is scheduled for 3/4/25**
- Senior Center Rental procedure updates to be reviewed by Township counsel & then by TB
 - **Board did first reading 2/18/25 – second reading is scheduled for 3/4/25**
- Assisting with Senior Center Cookbook Project – Fund Raiser
- **Clean Up Event**
 - **Scheduled for April 26, 2025 for Clean Up Dumpsters – West Park**
 - **Scheduled for May 3, 2025 for Paper Shredding ONLY – Pettysville Trailhead**