



Hamburg Township Offices
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To: Township Board of Trustees

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

Re: Township Coordinator's Report – February 2024

Parks:

I will be attending the MParks Conference February 27, 2024 through March 1, 2024 in Kalamazoo, MI and will be out of the office during those dates.

The Park Policy and Fee Schedule will be finalized and sent to the Township Board for a first reading in March.

The Bennett Park & Water Trail Access Improvements deadline for grant TF22-0107 is August 31, 2025. I have reached out to Spicer Group to request a joint meeting date and will report back once the date has been established. This joint meeting will be to finalize ideas for the project plan that will need to be drafted and approved by the MDNR.

Many of my projects have been delayed due to ADA Coordinator Training and Testing, as well as the number of Park Use requests that I have had to process this month. I hope to be back on track after the seasons start.

ADA

I have completed the required credits in the ADA Coordinator Training Certification Program and have passed my final exam which covers both Title I and Title II requirements. I am excited to announce I have received my ACTCP certification effective 1/31/24.

Wayfinding signage and compliant entries/parking spaces are top priority for the upcoming fiscal year. Not only should we make it easier for people to find our facilities, but it is also one of the key elements I have heard come up when the MDNR speaks about scoring in their grant application process.

Transition Plan inspections are forthcoming.

I will continue to seek out online training opportunities to obtain continuing education credits along with helpful resources for staff and our residents.

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 pending.
- The 2023 LEO/MI Community Center Grant is pending.

Ordinances

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

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:

- Create 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
- Wayfinding Signage to be planned for and ordered
- Donation capability/QR codes is pending with Treasury/Accounting