



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

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

Re: Township Coordinator's Report – October 2023

Parks:

Spicer Group has completed a survey of the project area for the Bennett Park & Water Trail Access Improvements for grant TF22-0107. The project is slated for 2024 and must be complete by August 31, 2025. They will be meeting with staff to discuss details of the plan in order to complete a final design and project timeline. All work must comply with terms as outlined in the signed agreement, which requires that all scope items go through a competitive bid process and subsequent review by the MDNR.

The dedication for the Historical Marker in Hamburg Cemetery was well attended, and I would like to thank Suzanne Hines and the volunteers at the Hamburg Museum for all their hard work and support on this project. The updated language on the marker can be seen on the event Facebook page here: <https://www.facebook.com/events/1277649009556714>.

I have finished the preliminary bid tab for the Scheduling Software Project, and am ready to move to the short list and demos with fellow staff members. I hope to have a revised bid tab with final pricing by strategic planning.

The application for the Moving Wall Event, September 7-18, 2024, has been approved by the Township Board so those dates will be a BLACKOUT for both East and West Parks.

ADA

I have completed 32 of 40 CEUs which are required for the ADA Coordinator Program, and will continue to attend the online courses available. Some of the final credits will only be available at the conference, which I plan to attend again in summer 2024.

Inspections of completed ADA Transition Plan items have been delayed.

Wayfinding signage and compliant entries/parking spaces are top priority for the upcoming fiscal year.

Grants:

The 2022 Trust Fund Grant #TF22-0107 Agreement was signed, and we have until August 31, 2025 to complete the project.

The 2023 Ralph C. Wilson, Jr. – Trail Maintenance Grant #IG-202324346 was filed 5/12/23, and we have not received word of funding to date.

The 2023 LEO/MI Community Center Grant was filed 8/31/23, and we have not received word of funding to date.

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 ie:
- Organize and Scan all archive files into Docuware System
- Record retention