



**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 – April 2023

**Parks:**

The 2023 Parks and Recreation Master Design plan will include the concept plan for H8 and the Adult Workout, and to include the scope items from approved Grant #TF22-0107. This plan will be presented to the Board for final approval and used for Grants, Project Development, and Management.

I am working with Treasury and Accounting to investigate scheduling and invoicing solutions for Parks as well as the Community Center. Our plan is to include a QR code donation collection program in order to streamline donations for Disc Golf, Pickleball, and other facilities.

I will be merging all approved procedures from the past few years into a revised Parks Policy and Procedure Manual, and hope to have a draft document by 7/1/23.

**ADA**

I have been selected to receive a registration stipend, in the amount of \$750 from the Great Lakes ADA Center, to attend the 2023 National ADA Symposium in Kansas, City, MO from May 21 to 24, 2023. This symposium provides credits supporting the ADA Coordinator Training Certification Program (ACTCP) which is specifically designed to meet the training and professional needs of ADA Coordinators.

It is my goal to have all inspections of completed ADA Transition Plan items done by the end of the 23/24 FY. An updated version of the Transition Plan will be presented prior to the beginning of the 23/24 FY.

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

### **Grants:**

The 2022 Trust Fund Grant application #TF22-0107 is pending the Agreement, which will come to the Township Board to execute. In the meantime, I will start gathering the materials that will be required to submit with that document.

The 2023 Spark Grant process will be opening on May 1, 2023. The plan is to request funding for trailhead restrooms and amenities.

The 2023 Wilson Grant process has a deadline of May 15, 2023. The plan is to request funding for the small bridge on the Lakelands Trail behind the Carpet Depot building which is in need of repair.

2023 AARP Challenge Grant – Senior/Community Center – Proposed sidewalks from Parking/Pickleball area to Outdoor Patio as well as relocation/expansion of community gardens has been submitted and we are awaiting word from the Grantor. There were 2 grants applied under different categories. All items proposed are needed regardless if we receive an award and should be planned for 23/24 FY.

2023 LCCOA – Senior/Community Center – Proposed Accessible Water fountain has been applied for. There are other grant opportunities that are pending for the Senior Center building as well.

### **Ordinances**

Finalize Internal Policy & Procedure for Zoning & General Ordinance updates with new Zoning Administrator and staff. Plan to meet with Zoning in May.

Our first codified update has been completed and distributed to all hard copy manuals. 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
- Building & Grounds Projects
  - Roof/Shingle checks on all out buildings
  - Finalize 5-year Master Design Plan for Parks
  - Complete 3<sup>rd</sup> Pickleball Court
- Social Media
  - Policy Development and Handbook
  - Schedule FB Page posts a month out for all Township pages