



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 – May 2023

Parks:

Spicer is working on a proposal for the 2023 Parks and Recreation Master Design plan which will include the concept plan for H8 and the Adult Workout. It will also include the scope items from approved Grant #TF22-0107, as well as ADA compliant pathways leading to the Outdoor Patio area at the Senior/Community Center. The plan will be presented to the Board for final approval and used for future Grants, Project Development, and Management.

I am gathering information and pricing for scheduling and invoicing solutions for Parks as well as the Senior/Community Center. I hope to complete the meetings/demos with vendors by the end of July, and gather information together for discussion in early fall for a possible January 2024 implementation. We will also need to revisit our existing fee schedule and should propose any changes to the Board prior to the new system being put in place. 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 am attending 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. I hope to complete my certification by 2024. The courses I am taking at the conference will fulfill a large percentage of the requirements and I plan to take several free online courses for additional credits. Once the CEUs are obtained, I will be completing the testing for the National Certification.

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 was included in the 5/16/23 Township Board Packet for budgetary purposes.

The Manly Bennett East Park Monument, and Municipal entrance signs have been restored, and the directional sign for the main entrance driveway has been ordered. Smaller wayfinding signs listing the facilities at the end of each driveway will be next. 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. I have requested a quote from Spicer on pricing to act as the Prime Professional for that project when the time comes.

We signed a contract with Spicer to assist with the 2023 Spark Grant process to request funding for the Trailhead Restroom & Amenities Project.

The 2023 Ralph C. Wilson, Jr. – Trail Maintenance Grant #IG-202324346 was filed 5/12/23. The request is for the replacement of the Zukey Lake Footbridge, along with the addition of a bicycle repair pump and respite area. The bridge is located behind the old Carpet Depot building.

The 2023 AARP Challenge Grant – for the Senior/Community Center – Proposed sidewalks from Parking/Pickleball area to Outdoor Patio as well as relocation/expansion of community gardens was denied. All items proposed are needed regardless if we receive an award and will be included in the Master Design Plan being developed by Spicer.

2023 LCCOA – Senior/Community Center – Accessible Water fountain funding was received and improvement has been installed.

2023 Livingston County ARPA Funding – Senior/Community Center – Outdoor Patio ADA compliant access doors, new chairs for the building, new flooring, and moveable wall was applied for and approved in the amount of \$69,000. Improvements planned for the 23/24 FY.

Ordinances

Finalize Internal Policy & Procedure for Zoning & General Ordinance updates with new Zoning Administrator and staff.

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
- Social Media
 - Policy Development and Handbook
 - Schedule FB Page posts a month out for all Township pages