



## Hamburg Township Parks & Recreation

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 – June 2025

### **Parks:**

Bennett Park & Water Trail Access Improvements Grant TF22-0107: The EGLE Permit is in the review process. The bid package will be going to the MDNR for approval to proceed with the award process. We had a follow-up meeting with Spicer Group and the construction company to discuss alternatives to reduce costs, which are provided in the packet. I am also including the final proof and comments sent on the interpretive signage. Once the design is finalized I will be working on the website pages which will be tied to the QR code on the signage and will house an audio file of the information on the sign as well as links to the services it describes. You can find a link to the project plans on the Parks & Recreation home page here:

[http://www.hamburg.mi.us/departments/parks\\_and\\_recreation/index.php](http://www.hamburg.mi.us/departments/parks_and_recreation/index.php)

The Wind Turbine bench artwork is gorgeous! Thank you, Sgt. Paul, for the amazing work! I will be working on the plantings next and plan to get input from the Hamburg Garden Club. The ribbon cutting will be scheduled for July and will be announced via Facebook once I settle on a date with the MDNR. I will also be designing a project sign for the back of the Pettysville Kiosk which describes the project/grant. You can find the website page here:

[http://www.hamburg.mi.us/departments/parks\\_and\\_recreation/mdnr\\_grant\\_-\\_wind\\_turbine\\_bench\\_with\\_art.php](http://www.hamburg.mi.us/departments/parks_and_recreation/mdnr_grant_-_wind_turbine_bench_with_art.php)

The Lakelands Interpretive Nature Trail Project for Scout Kashian is being finalized and proofs of the signage is included in the packet along with an email I sent with some suggested changes. They have raised enough to order the signs, and I have requested that we be invoiced directly from the company for \$1,000 which is the amount we donated toward the effort. I believe we may have some minor expenses as well depending on how involved staff gets with the installation and oversight of the project. I have set up a project page which you can find here:

[http://www.hamburg.mi.us/departments/parks\\_and\\_recreation/lakelands\\_interpretive\\_nature\\_trail.php](http://www.hamburg.mi.us/departments/parks_and_recreation/lakelands_interpretive_nature_trail.php)

Scout Cox is requesting to move forward on his Eagle Scout project, which is the renovation of the Scout respite just west of Merrill Rd. off of the Lakelands Trail. Due to the timing on his paperwork, we have signed as beneficiary, and I advised that we would review his submission at the meeting and advise of any comments/concerns. I also let him know that we would set a donation, if any, at that

time. Information about this project has been included in the packet along with my suggested donation toward the effort. When the project plans are a little more solidified, I will get the project page updated. It is my plan moving forward to have these projects listed on the home page, especially when there are fundraising efforts taking place.

Field H3 is still in need of repairs for the flooding/soggy field concerns, especially now that field H8 has been closed from use (due to playground project). This should be a top priority.

### **Park Projects/Tasks:**

- West Park
  - Disconnect Sprinkler system for field H8 – **To be done with construction**
  - Closure of field H8 – **All clubs/events have been advised**
  - Repair flooding in field H3 – **On hold.**
  - Engineered Wood Fiber for abandoned playground to install “game” area – **On hold until we decide what is going there, if anything.**
  - 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.**
  - Replace benches in Disc Golf – **Completed**
- East Park
  - Engineered Wood Fiber for playground – **Duane has arranged for installation**
  - Secure Little Library post – **No update**
  - Gravel paths to dugouts
  - Paint/Repair wood on dugouts - **Complete**
  - Repair/update batting cage
  - Purchase safety guard for top of fencing – **In progress**
  - 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?
  - Install ADA Parking Signs – **No update**
- Trail/Trailheads
  - Build/Install wooden screening for portable toilets – **Assigned to Clerk**
  - Fill sinkholes and reinforce asphalt, as needed
  - Provide more respite areas through Adopt A Feature program
  - Zukey Lake Bridge (Kress Rd.) - EB transition needs to be addressed
  - Zukey Lake Bridge (Kress Rd.) – Several boards are spongy and need to be replaced

## ADA

Inspections will be completed as time allows. All updates will be made in the Transition Plan and made available to Township Board for their Budget review process. A list of recommended projects will be coming forward shortly.

We received 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). It has been decided by the Supervisor (Pat H.) that this will be done by staff. I have not received any updates.

## 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. See Recreation Passport Grant #RP-25-0097.
- MDNR Grant for Trailhead Maintenance – Project is complete – Unsure of status of reimbursement – Supervisor (Pat H./Tony) project
- A Passport Grant #RP-25-0097 was filed for future respite improvements at the Village Trailhead.
- A Trust Fund Grant #TF25-0213 was filed for bridge replacement at the RR crossing on the Lakelands Trail. **Advised must be budgeted for either way, as 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. At the very least, you must provide features in both upper and lower areas.***
- A solution for Every Child Shall Play Scholarship is being considered by HERO
- The Senior Director, Library Director, and I met with a representative from Project Play which is funded by the Community Foundation for Southeast Michigan (Ralph C. Wilson Jr.) and is a project geared to assist with independent play and getting sports equipment into the hands of children. I am sharing the contact information I received in the packet just in case any of our sports groups are interested in reaching out or applying for funds. The Township would have an opportunity for facilities such as basketball courts in the future so will keep this information on file. This could be a great resource to provide free equipment to our residents for pick-up games, etc.

## Ordinances

The Ordinance Procedure has been adopted and is being included in the Administrative Policies and Procedures.

The Administrative Fee Schedule is now part of the Budgetary Process, and changes require the Board to pass an Ordinance to approve changes. Those changes are then passed on to the

Ordinance Coordinator by the Director of Accounting for future codification. The current fee schedule can be found here:

[https://library.municode.com/mi/hamburg\\_township\\_\(livingston\\_co.\)/codes/code\\_of\\_ordinances?nodeId=PTIITOAP\\_APXAHATOADFESC](https://library.municode.com/mi/hamburg_township_(livingston_co.)/codes/code_of_ordinances?nodeId=PTIITOAP_APXAHATOADFESC)

All changes are uploaded as they are approved and can be found on the Ordinance home page listed under Adopted Ordinances Not Yet Codified:

[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). The Hamburg Township Code of Ordinances is codified once annually and the process generally takes place around October of each year. The procedure and all associated forms are available for staff on the V drive.

### **Other projects:**

- **Update Park Policies/Procedures, Park Use forms, and Park/Public Safety Fees - Priority**
- Organize and Scan all archive files into Docuware System based on Record retention **(we just had some training and are looking at some changes in how we archive things)**
- Social Media Policy updates have been presented and are awaiting approval **(Presented changes for APPM on 9/28/23. Currently being updated in APPM I believe.)**
- Property title clarification and re-zoning of parkland property is pending per Supervisor **(with Zoning – I believe we received the bill for the 2<sup>nd</sup> half of the project.)**
- 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 – **Posts being installed**
- Scheduling Software shortlist is needed, looking into various options currently – **On Hold**
- Goal/Net Inventory project – **Ordered new nets, paint goals and replace nets Summer 2025**
- 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](https://www.hamburg.mi.us/resident/welcome_new_residents/index.php)
- Marketing plan for Adopt A Feature Program – **Adopted (Currently being updated in APPM).**
- Senior Center Rental procedure updates – **Adopted (Currently being updated in APPM).**
- Clean Up Event – **Report Completed**