



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 – March 2025

Parks:

Bennett Park & Water Trail Access Improvements Grant TF22-0107: The EGLE Permit has been filed and we are waiting to hear back on the status. The bid documents were posted and link to the Spicer Group website where they can be requested can be found on our website from the Home page, or here: https://www.hamburg.mi.us/bid_detail_T70_R28.php. Bids close on 4/1/25 at 2 PM.

The electrical has been moved to the upper floor of the East Park concession stand building, making it easier for users to access the lights for Field #1. User groups who require access should contact the Parks Coordinator.

PHBSA, Hamburg Library, and Public Safety have come to an agreement that the Library will be afforded assistance during their operating hours to direct event traffic to appropriate spaces. For regular seasonal use, PHBSA will use the southern parking lots and direct overflow to the Event Area gravel lot.

The Wind Turbine bench artwork will be coordinated by the Parks Department in the spring, and I am in the process of finding a suitable volunteer group to maintain the garden plantings. Sample artwork can be seen here: <https://noblewins.com/pages/public-art>. For anyone interested in helping with the artwork/mural committee, please contact me at dhenneman@hamburg.mi.us. Ribbon cutting is planned for mid-June 2025.

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 – **Moving ahead with this repair**
 - Engineered Wood Fiber for abandoned playground to install “game” area
 - Eradicate Moles in H1- **Vendor has been called to provide quote/plan**
 - 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.**
- East Park
 - Engineered Wood Fiber for playground
 - Secure Little Library post
 - Gravel paths to dugouts
 - Paint/Repair wood on dugouts - **Complete**
 - Repair/update batting cage
 - Purchase safety guard for top of fencing
 - 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?
- Trailheads
 - Build/Install wooden screening for portable toilets
 - Crack filling (MDNR Grant)
 - Fill sinkholes and reinforce asphalt, as needed
 - Provide more respite areas through Adopt A Feature program

ADA

Inspections will start in May and ADA Transition Plan will be updated and distributed to the board for the Strategic Planning Session.

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 that this will be done by staff.

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.
- MDNR Grant for Trailhead Maintenance is pending – Spring 2025
- A Passport Grant is being planned for future respite improvements at the Village Trailhead. Replaces the Wilson Grant. – Advised must be budgeted for either way 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 Trust Fund Grant is being planned for the Zukey Footbridge

Ordinances

The Ordinance Procedure has been adopted and is being included in the Administrative Policies and Procedures. The Administrative Fee Schedule will be reviewed and amended during the Budgetary Process, and will be discussed during Strategic Planning.

Other projects:

- **Update Park Policies/Procedures, Park Use forms, and increase Public Safety Fees - Priority**
- Organize and Scan all archive files into Docuware System based on Record retention
- Social Media Policy updates have been presented and are awaiting approval **(Clerk Office Has)**
- Property title clarification and re-zoning of parkland property is pending **(with Zoning)**
- 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
- Scheduling Software shortlist is needed, looking into various options currently – **On Hold**
- Goal/Net Inventory project – Legacy assisting
- 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
- Marketing plan for Adopt A Feature Program - Adopted
- Senior Center Rental procedure updates - Adopted
- Assisting with Senior Center Cookbook Project – Fund Raiser
- **Clean Up Event**
 - **Scheduled for April 26, 2025 for Clean Up Dumpsters – West Park**
 - **Scheduled for May 3, 2025 for Paper Shredding ONLY – Pettysville Trailhead**

Goals and Objectives will be presented at Strategic Planning – 4/1/25