



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 – May 2025

Parks:

Bennett Park & Water Trail Access Improvements Grant TF22-0107: The EGLE Permit is in the review process. The bid has been awarded to L.J. Construction as the sole bidder coming in at \$583,110. We had a meeting with Spicer Group and the construction company to go over the bid and discuss alternatives to reduce costs. They will be providing a final quote to us shortly. In the meantime, sample signage has been sent to us to proof, and my comments to Spicer and mark-ups have been included in the packet. I hope to have a revised signage draft by the meeting.

Everything went smoothly with the Library event during the Opening Day weekend, and I would like to thank PHBSA for their amazing support and assistance. As Holly said, teamwork makes the dream work!

The Wind Turbine bench artwork will be designed and coordinated by Sgt. Paul, who has placed the paint order and has finalized the design. The plantings will be put in place after the mural is complete. The ribbon cutting will be announced next month. We were shooting for June 15th, however, it is my hope that the ribbon cutting can take place at least by mid-July.

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.**
 - Eradicate Moles - **Completed**
 - 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 – **Should be done before Fun Fest**
- East Park
 - Engineered Wood Fiber for playground – **Duane to call vendor to get est.**
 - Secure Little Library post – **Should be done before Fun Fest**
 - 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?
 - Install ADA Parking Signs – **Should be done before Fun Fest**
- Trail/Trailheads
 - Build/Install wooden screening for portable toilets
 - Crack filling (MDNR Grant) - **Completed**
 - 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 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. See Recreation Passport Grant #RP-25-0097.
- MDNR Grant for Trailhead Maintenance – Project is complete – Unsure of status of reimbursement – Supervisor 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.***

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.

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
- 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 – Accessing asked me for update 5/21/25, I advised I didn’t have one**)
- 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 – **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
- Marketing plan for Adopt A Feature Program – **Adopted (Currently being updated in APPM).**
- Senior Center Rental procedure updates – **Adopted (Currently being updated in APPM).**
- Assisting with Senior Center Cookbook Project – Fund Raiser
- Clean Up Event – **Completed waiting for credit from Padnos to complete report**