



**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 – November 2023

**Parks:**

The Bennett Park & Water Trail Access Improvements for grant TF22-0107 is slated to start 2024 and must be complete by August 31, 2025. Spicer Group will be meeting with staff to discuss details of the plan in order to complete a final design and project timeline. All work must comply with terms as outlined in the signed agreement, which requires that all scope items go through a competitive bid process and subsequent review by the MDNR.

The Scheduling Software Project has been put on hold in order to work on the Park Policy and Fee Schedule, a draft of which has been included in the packet for discussion. I hope to have the final changes completed by January in order to know exactly how we will be moving forward with charges and how it will impact scheduling/billing software, if any.

I have started the document archive project for all Park related documents, which I anticipate will take some time to complete. I hope to have all documents scanned into our record management system by the end of the next FY.

I will be attending the MParks Conference February 27, 2024 through March 1, 2024 in Kalamazoo, MI and will be out of the office during those dates. The Parks meeting has been changed to accommodate both this anticipated absence as well as the Presidential Primary.

Building & Grounds staff member has been signed up for Certified Playground Safety Inspector (CPSI) training in December through MParks. Fees for the course, lodging, and mileage are eligible for reimbursement through the CAP Grant funding through MMRMA, and will be applied for.

**ADA**

Inspections of completed ADA Transition Plan items have been delayed. I plan to complete them by the end of this FY.

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

### **Grants:**

The 2022 Trust Fund Grant #TF22-0107 Agreement was submitted and we have until August 31, 2025 to complete the project.

The 2023 Ralph C. Wilson, Jr. – Trail Maintenance Grant #IG-202324346 was filed 5/12/23, and we have not received word of funding to date.

The 2023 LEO/MI Community Center Grant was filed 8/31/23, and we have not received word of funding to date.

### **Ordinances**

Internal Policy & Procedure for Zoning & General Ordinance updates have been submitted and are awaiting approval.

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
- Organize and Scan all archive files into Docuware System based on Record retention
- Social Media Policy updates have been presented and are awaiting approval
- Administrative Fee Schedule changes have been presented and are awaiting approval
- Property title clarification and re-zoning of parkland property is pending (with Zoning)
- Pickleball Signage to be Ordered – Rules and Regulations
- Donation capability/QR codes