



Hamburg Township Offices
10405 Merrill Rd., P.O. Box 157
Hamburg, MI 48139
(810)231-1000
www.hamburg.mi.us

March 3, 2023

To: Township Board of Trustees

From: Deby Henneman, Township Coordinator, Parks, ADA, Grants, Ordinances

Re: Township Coordinator's Report – February 2023

Parks:

The 2023 Parks and Recreation Master Plan has been filed and we are awaiting final approval.

The HERO Park Use application for 2024, 2025, & 2026 has been approved, and the agreement was signed on February 22, 2023 by all parties. The approval packet will be going out to the applicant, and the banner request for the 2023 event will be filed with Livingston County.

The Parks and Rec Committee has supported the drafting of a proposal for the Master Design of Manly Bennett Park to include the concept plan for H8 and the Adult Workout area as discussed, and to include the scope items from approved Grant #TF22-0107. More work will be done on the specifics of the playground and plan during the MParks Conference – March 7-10, 2023.

The Community Clean-Up is scheduled for Saturday, April 22, 2023 from 9AM to 3PM.

I will be meeting with Treasury and Accounting once the employee transition takes place to discuss the possibilities of a digital invoicing and a QR code donation collection program.

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

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 will be presented at Strategic Planning for budgeting purposes.

Signage and compliant entries/parking 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.

The 2023 Spark Grant proposal will be worked on in March, anticipating an April filing window.

2023 AARP Challenge Grant – Senior/Community Center – Proposed bike racks and sidewalks from Parking/Pickleball area to Outdoor Patio will be grant #1. We are also applying for an intergenerational gathering area near the East Park playground for grant #2. – Deadline 3/15/23

2023 LCCOA – Senior/Community Center – Proposed Accessible Water fountain has been applied for. There are other grant opportunities that are pending for the Senior Center building as well.

Ordinances

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

Our first codified update has been completed and distributed to all hard copy manuals. 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:
 - Parks
 - ADA
 - Grants
 - Ordinance
- Organize and Scan all archive files into Docuware System
 - Parks
 - ADA
 - Grants
 - Ordinance
- Building & Grounds Projects
 - Fertilizer RFP (Completed)
- Social Media
 - Policy Development
 - Future Maintenance of Township FB