



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 – September 2025

Parks:

Bennett Park & Water Trail Access Improvements Grant TF22-0107: The construction timeline has been updated, and we anticipate a Spring 2026 completion. An extension has been requested from the MDNR and they have forwarded an Agreement Amendment #2 for the Township Board's execution which will be included in the October 7, 2025 meeting packet.

The Hamburg Garden Club has provided a proposal for the Sensory Garden (near the playground) and is working on the Interpretive/Rain Garden (near the launch). Once the plans are finalized, we will forward the proposal and plant selection.

Playground equipment has been selected, and colors selected tie in with the Township branding, staying with the greens, blues, and orange, similar to our logo. It is my hope to create a mock-up of what is coming so we can install a sign at the entrance of West Park. This will be important not only to explain the delays, but also to drum up interest for others to step in and adopt future features. I plan to work with the Disability Network during the planning process in order to tap into their expertise and to ensure that our improvements are universally accessible.

You can find a link to the project plans on the Parks & Recreation home page here:

https://www.hamburg.mi.us/departments/parks_and_recreation/index.php

Or at the project page here:

https://www.hamburg.mi.us/departments/parks_and_recreation/learn_more_about_this_amazing_project_here!.php

The Wind Turbine bench artwork is complete and the Ribbon cutting was celebrated on September 10, 2025 at 3:30 p.m. Updates have been made to the project page on our website, which includes an Artist interview PDF.

https://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 complete, and the project page is in process. Once the final files are uploaded, I will start on the audio files which will be linked on the same page pending our website updates. I will be working with IT to ensure our site is easy to

use and complies with the ADA requirements for the April 2027 deadline. You can find the project page here:

https://www.hamburg.mi.us/departments/parks_and_recreation/lakelands_interpretive_nature_trail.php

Scout Cox has completed his renovation for the Scout Respite which can be found on the Lakelands Trail, west of Merrill Rd. I will be meeting with him to finalize his paperwork, and updates to his project page will be forthcoming. You can find the link here:

https://www.hamburg.mi.us/departments/parks_and_recreation/scout_trail_respite.php

I have not made any progress on the Park & Recreation Policies & Procedures, so anticipate it will be closer to the end of the year before I have a draft for the committee to look at. I plan to have suggested changes to the park fee schedule as well for the committee to deliberate and comment on.

With Sgt. Paul's retirement, I have been advised that our temporary representative will be Deputy Chief Nisenbaum.

Sunscreen Dispensers are on order and will be installed at Pickleball and Merrill Trailhead (or East Park Playground). I will monitor and if the residents like the addition we can add future dispensers to the adopt a feature program.

Parking lots were re-stripped this week with future plans to re-do/repair the paved surfaces.

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 per management.**
 - Engineered Wood Fiber for abandoned playground to install “game” area – **On hold until we decide what is going there, if anything. Playground equipment still needs to be removed.**
 - Wayfinding signage for driveway – **Signs have been ordered**
 - 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 – **Removed, in the meantime using concession building in the meantime for storage.**
 - Complete work on the Sensory & Rain Gardens – **Adopted by Hamburg Garden Club**
- East Park
 - Engineered Wood Fiber for playground – **Duane has arranged for installation**
 - Secure Little Library post – **Completed by B&G**
 - Gravel paths to dugouts
 - Repair/update batting cage
 - Purchase safety guard for top of fencing – **B&G has started installation**
 - Replace/repair netting over fencing

- Look into gate for driveway for large events
- Increase fence height for Flyer's field – **Met with MMRMA Risk Consultant**
- 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 – **Park Rangers spray issues**
 - Provide more respite areas through Adopt A Feature program
 - Zukey Lake Bridge (Kress Rd.) - EB transition needs to be addressed – **Quote rec'd**
 - Zukey Lake Bridge (Kress Rd.) – Several boards are spongy and need to be replaced – **Quote rec'd**
 - Complete work on the Story Walk Garden – **Adopted by Powers Flowers**

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 each year for strategic planning.

I had a meeting with the Disability Network and they have offered to review plans for projects during the planning stages in order to provide suggestions prior to construction to ensure accessibility. This will help immensely as they can provide detailed plan reviews and letters of support for future grants we pursue if funding is not obtained.

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). I will be obtaining a few more quotes and presenting the bid tab to the Township Board for approval so we can proceed with checking off this transaction plan item for all Township buildings.

Grants:

- The 2022 Trust Fund Grant #TF22-0107 has been extended to Spring 2026.
- Recreation Passport Grant #RP-25-0097 Preliminary score has been received and supplemental documents are due 10/1/25.
- MDNR Grant for Trailhead Maintenance – Funding was received/filed closed.
- Trust Fund Grant #TF25-0213 Preliminary score has been received and supplemental documents are due 10/1/25.
- 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, we must provide features in both upper and lower areas.

Ordinances

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 Chief of Police is proposing a Fireworks Ordinance which is being finalized now.

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 **(Unsure of where APPM is at in approval process)**
- Property title clarification and re-zoning of parkland property – Survey was completed. Will start the process with Zoning Administrator for the rezoning of parklands.
- 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 – **Cash Posts being installed once signage is ordered. New pay system through Township?**
- Scheduling Software shortlist is needed, looking into various options currently – **On Hold as Accounting is looking at a system that may work well enough**
- 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 – in process
- Clean Up Event – **2026 event needs to be planned**
- Hamburg Village Community Advent Market – next meeting 10/2/25 at 3:30 p.m. – St. Stephen's
- Sunscreen Dispenser Project – Ordered and pending installation in 2 locations
- **Wayfinding signage – Ordered and pending installation in parklands**