



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 – April 2024

Parks:

Bennett Park & Water Trail Access Improvements grant TF22-0107: Timeline has been received and concept plan is being worked on. We are proceeding with the phased "Park Within A Park" idea.

The Community Clean-Up event is Saturday, April 20, 2024 from 9AM-3PM, with the secure document shredding on site from Noon – 3PM at Township Hall. A post-event report will be made available for the May meeting.

Our new Community Service Sergeant, Megan Paul, reported that things went well with the first Tournament under her coordination. Packet approvals for events, which include Public Safety, have been copied to her so she is able to contact the applicant with further questions. Drone footage will be taken for each event so we can do a better analysis on parking/public safety needs for all events in the future.

I would like to thank the Legacy Center for their work with us in getting the soccer fields prepared for the season. They have been a great administrative resource over the years and I appreciate having them as a Parks & Recreation partner.

A recommended change to Park fees has been included in the Administrative Fee Schedule which was presented to the Board on April 16, 2024 for a first reading. Comments/edits are being taken, and a final document will be prepared for adoption for the first meeting in May or June. I have attached a copy for the committee's review.

A new volleyball net has been ordered and will be installed when it arrives. The court is in need of some repair for the edging, and more sand should be ordered once the repairs take place. I also obtained pricing for a second court.

We have been approached by a couple of entities in regards to "Reading" trails within our Township, and are in the process of coordinating those efforts. Plan to share more details at the meeting.

ADA

The transition plan updates went out to Department Heads and then to the Township Board at their Strategic Planning session held April 16, 2024. The focus for me this year will be to complete the physical inspections and to coordinate as many minor repairs as can be done by the end of the 24/25 FY.

Goals and Objectives can be seen in the packet for the meeting which can be found here:
<https://hamburg-mi.municodemeetings.com/>

Grants:

- The 2022 Trust Fund Grant #TF22-0107 must be completed by August 31, 2025.
- The 2023 Ralph C. Wilson, Jr. – Trail Maintenance Grant #IG-202324346 is still pending.

Ordinances

Updates to the Administrative Fee Schedule have been distributed for a first read by the Township Board at the April 16, 2024 meeting.

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:

- Update 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
- Ordinance Procedure has been presented and are awaiting input
- 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
- Donation capability/QR codes is pending with Treasury/Accounting
- Scheduling Software shortlist is being developed, and further demos will be scheduled
- Tear-down and possible replacement of Shed in West Park (for field supplies)
- Goal/Net Inventory project