



**Hamburg Township
Parks & Recreation**

**Hamburg Township Offices
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January 25, 2023

To: Township Board of Trustees

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

Re: Township Coordinator's Report

Parks:

The 2023 Parks and Recreation Master Plan will be filed with the MDNR. Deadline - 2/1/23.

The HERO Park Use application for 2024, 2025, & 2026 went to Public Safety, and they have requested that staff works on an updated agreement to bring back to the committee before they give their recommendation to the Township Board.

*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.

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

Volunteers may fill out the form available on our website here:

https://www.hamburg.mi.us/departments/parks_and_recreation/programs_opportunities/hamburg_twp_community_clean_up_day.php.

I will be meeting with Treasury and Accounting 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.

I will be attending the MParks Conference – March 7-10, 2023.

ADA

It is my goal to have all inspections of completed ADA Transition Plan items done by the end of the 22/23 FY. An updated version of the Transition Plan will be presented at Strategic Planning for budgeting purposes.

ADA signage is being replaced at Township buildings, in Parks, and at Trailheads, as needed in order to increase compliance as projects are completed and time allows.

Grants:

The 2022 Trust Fund Grant application #TF22-0107 for the Bennett Park & Water Trail Access Improvements has been recommended by the Trust Fund Board for funding. I anticipate receipt of the Agreement in around April 2023. In the meantime, I will start gathering the materials that will be required to submit with that document. Project completion and Funding reimbursement deadline anticipated: 12/2024*(see Parks)

The 2020 Trust Fund Grant #TF20-0145 for the Hay Creek Bridge Renovation Project has been finalized, and the grant file has been closed. The final report has been attached.

The 2023 Spark Grant proposal will need to be finalized and approved for Lakeland Trails Restroom and Amenities Project. Deadline – TBD.

2023 AARP Challenge Grant – Senior/Community Center – Proposed bike racks and sidewalks from Parking/Pickleball area to Outdoor Patio – Deadline 3/15/23

2023 LCCOA – Senior/Community Center – Proposed Accessible Water fountain (Julie to draft) – Deadline 2/28/23

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:

- Goals and Objectives for Parks, ADA, Grants, Ordinances for Strategic Planning
- 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

Final Costs for Hay Creek Bridge Renovation Project – 2020-2022

Mike Levine Lakelands Trail (Bridge west of Chambers Rd.)

GL 208-800-000-975-300 (or 208-800-000-674-000)

IMEG – Engineering & Design Services/Prime Professional (Cost not to exceed \$14,000):

7/30/21 – Engineering Services - \$4,700.00

10/7/21 – Engineering Services - \$7,000.00

11/15/21 – Engineering Services - \$2,413.30

Total Engineering: \$14,113.30

LJ Construction – Bridge Contractor (\$159,300.00 original approved estimate):

5/10/22 Change Order 1 Approved – in amount of \$25,065 (revised total cost \$184,365.00)

6/22/22 – Bridge Materials - \$78,908.52

9/7/22 – Construction Labor & Final - \$106,331.48

Total Contractor: \$185,240.00

Misc Expenses:

4/4/22 – Cookson – Sign Vinyl for Construction - \$60.00

3/10/22 – Smart Sign – Signs for Detour - \$226.84

3/24/22 – Sign blanks for Construction - \$106.29

4/6/22 – Rotary Multifforms DNR Plaque - \$219.50

6/27/22 – American Awards Wilson Plaque - \$315.00

Total Misc: \$927.63

Project Grand Total: \$200,280.93