



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 – July 2025

Parks:

Bennett Park & Water Trail Access Improvements Grant TF22-0107: The EGLE Permit has been issued and is provided in the packet. The construction contract documents have been issued and are awaiting review and authorization to proceed by the Township Board at their July 15, 2025 meeting. The construction company is L.J. Construction, who was the company hired to complete work on the Hay Creek Bridge back in 2022 under MNRTF Grant #20-0145. The timeline has been included in the packet as well and anticipates a September – October timeline, with work being complete by the beginning of November.

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 awaiting the clear coat. The ribbon cutting has been postponed until August and date will be announced soon. We want to be sure the clear coat is on before we do the unveiling. Thanks again to Sgt. Paul for her hard work and dedication on this fabulous work of art! Announcement will be made via Facebook once I settle on a date with the MDNR. I will also be designing a project sign for the back of the Pettysville Kiosk which describes the project/grant. You can find the website page here which will be getting project updates shortly.

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 has been finalized and they are in the process of raising funds. I have requested that we be invoiced directly from the company for \$1,000 which is the amount we donated toward the effort. The pilot holes for the posts will be in place this week, and installation will be taking place July 26th. I have set up a project page which you can find here:

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

Scout Cox is moving forward with fundraising for the Scout Respite Renovation Project and I have provided a summary and site plan for reference. The project page will be updated once I have more information and am provided with his Go Fund me link.

I am working on an update of the Park Use Policy and hope to have a draft to distribute by the meeting. The application process and what we will allow use for will determine how we proceed with changes to the fee schedule. I will also be drafting a procedure for Lakeland Trail events and having it reviewed by the MDNR.

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.**
 - 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 – **Being removed in spring, 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 – **No update**
 - Gravel paths to dugouts
 - Repair/update batting cage
 - Purchase safety guard for top of fencing – **Ordered & PHBSA to install**
 - Replace/repair netting over fencing
 - Look into gate for driveway for large events
 - Increase fence height for Flyer's field
 - 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
 - Provide more respite areas through Adopt A Feature program
 - Zukey Lake Bridge (Kress Rd.) - EB transition needs to be addressed – **Assigned to Tony**
 - Zukey Lake Bridge (Kress Rd.) – Several boards are spongy and need to be replaced – **Assigned to Tony**
 - 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. A list of recommended projects will be coming forward shortly.

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). It was decided by the Supervisor (Pat H.) that this will be done by staff. I have not received any updates. Due to delays and staffing constraints, I will be presenting the bid to the Township Board for approval.

Grants:

- The 2022 Trust Fund Grant #TF22-0107 will require an extension based on the anticipated timeline.
- Recreation Passport Grant #RP-25-0097 has been filed for improvements to the Village Trailhead open space area.
- MDNR Grant for Trailhead Maintenance – Project is complete –Supervisor (Pat H./Tony) project – Requested update from Director of Accounting
- A Passport Grant #RP-25-0097 was filed for future respite improvements at the Village Trailhead.
- A Trust Fund Grant #TF25-0213 was filed for bridge replacement at the RR crossing on the Lakelands Trail. **Advised must be budgeted for either way, as it has to be replaced.**
- 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.
- A solution for Every Child Shall Play Scholarship is being considered by HERO

Ordinances

The Administrative Fee Schedule is being updated and is going to the Township Board for it's second reading. No changes were made to the Park fees at this stage, however, I anticipate that changes will be made for the next FY budget cycle, if not before. The current fee schedule can be found here:

[https://library.municode.com/mi/hamburg_township_\(livingston_co.\)/codes/code_of_ordinances?nodeId=PTIITOAP_APXAHATOADFESC](https://library.municode.com/mi/hamburg_township_(livingston_co.)/codes/code_of_ordinances?nodeId=PTIITOAP_APXAHATOADFESC)

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 drafted 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 **(Presented changes for APPM on 9/28/23. Currently being updated in APPM I believe.)**
- 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**
- Scheduling Software shortlist is needed, looking into various options currently – **On Hold as Accounting is looking at a system that may work well enough**
- Goal/Net Inventory project – **Ordered new nets, paint goals and replace nets Summer 2025**
- 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 – **Adopted (Currently being updated in APPM).**
- Senior Center Rental procedure updates – **Adopted (Currently being updated in APPM).**
- Clean Up Event – **Report Completed, need to know how the Board wants to proceed with a 2026 event**
- Hamburg Village Community Advent Market – Proposal to assist with organizing a outdoor holiday market in the Village of Hamburg
- Sunscreen Dispenser Project – Obtaining information on sunscreen dispensers for Trailheads and each side of Manly Bennett Park which would be free for our residents and staff to use as part of the Impact Melanoma effort