



Hamburg Township Offices
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March 23, 2023

To: Township Board of Trustees

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

Re: Township Coordinator's Report – March 2023

Parks:

The 2023 Parks and Recreation Master Plan has been approved, and we are now working on creating/finalizing a Master Design plan to include the concept plan for H8 and the Adult Workout, and to include the scope items from approved Grant #TF22-0107. This plan will be presented to the Board for final approval and used for Grants, Project Development, and Management.

The application for Heritage Vintage Market was approved, which will bring an outdoor vendor market to Manly Bennett East, along with family fun events and activities. The market will be taking place on September 10, 2023.

The Community Clean-Up is scheduled for Saturday, April 22, 2023 from 9AM to 3PM. On-site shredding will take place at Township Hall from Noon to 3PM.

I hope to meet with Treasury and Accounting in April to discuss the possibilities of a digital invoicing and a QR code donation collection program in order to streamline the current process which is time consuming and tedious. Scheduling software which allows for users to pay through the platform is something the Township should consider now that we are charging for Community Center rental and parties, Field rental in the parks, Event charges for park rental and public safety, etc.

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 is on hold pending discussion with our planner.

2023 AARP Challenge Grant – Senior/Community Center – Proposed sidewalks from Parking/Pickleball area to Outdoor Patio as well as relocation/expansion of community gardens has been submitted and we are awaiting word from the Grantor. Awards will be in May, and the proposed project is attached. There were 2 grants applied under different categories. All items proposed are needed regardless if we receive an award and should be planned for 23/24 FY.

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. Plan to meet with Zoning in April.

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
 - Striping
 - Concession Stand Clean/Paint
 - Roof/Shingle checks on all out buildings
 - Finalize 5-year Master Design Plan for Parks
- Social Media
 - Policy Development and Handbook