Hamburg Township
Parks & Recreation

Hamburg Township Offices
10405 Merrill Rd., P.O. Box 157
Hamburg, MI 48139
(810)222-1124
www.hamburg.mi.us

Hamburg Township
Parks & Recreation Committee
Hamburg Township Hall
Tuesday, September 22, 2026 – 3:30 PM

AGENDA

1. **Call to Order**
2. **Pledge to the Flag**
3. **Roll Call of the Parks & Recreation Committee**
4. **Call to the Public**
5. **Approval of the Agenda**
6. **Approval of the Minutes**

   A. Approval of Meeting Minutes - July 28, 2026
   B. Meeting Cancellation Notice - August 2026
7. **Correspondence**
8. **New Business**
9. **Old Business**

   C. **Master Plan/Master Design**
      1. 5-year Master Plan - **Bid Tab - Recommendation to TB**
      2. Master Design Plan/Focus - **Included in proposals**
   D. **Grants & Grant Projects**

   E. **Park & Trail Projects (Non-Grant)**

   F. **Administrative Services and Reports**
      1. Township Coordinator's Report - **August & September 2026**
         a. Parks & Recreation Policies & Procedures/Fees - No update
      2. Senior Center Report - **August & September 2026**
      3. Community Resource Officer Report
      4. Building & Grounds Report
         a. Parkland/Trail Maintenance Concerns
   G. **ADA Compliance in Parklands/Trail/Township**

H. **Every Child Shall Play Scholarship**

I. **Sponsorships/Volunteerism**

J. **Township Events**
Christmas In The Village 2026 - December 12, 2026 - Noon-7PM (Draft Flyer)
Christmas In The Village 2026 - Sponsor Packet
Christmas In The Village 2026 - Market Vendor Packet

10. **Call to the Public**

11. **Committee Comments**

12. **Adjourn Meeting**

Hamburg Township
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Hamburg, MI 48139
(810)222-1124
www.hamburg.mi.us

Hamburg Township
Parks & Recreation Committee
Regular Meeting
Hamburg Township Hall
Tuesday, July 28, 2026
3:30 p.m.

1. Call to Order

   Dolan called the meeting to order at 4:06 p.m.

2. Pledge to the Flag

3. Roll Call of the Parks & Recreation Committee

   Board Members Present: Dolan, Michniewicz, McCabe
   Board Members Absent: Muck, Miller
   Others Present: Deby Henneman

4. Call to the Public

   A call was made with no response.

5. Approval of the Agenda

   Motion by Michniewicz, supported by McCabe, to approve the agenda as presented.
   VOICE VOTE: Ayes: 3 **MOTION CARRIED**

6. Approval of the Minutes

   Motion by Dolan, supported by McCabe, to approve the minutes from the May 26, 2026, Regular Meeting, as presented
   VOICE VOTE: Ayes: 3 **MOTION CARRIED**

7. Correspondence

   A. Hamburg Museum Newsletter – Received and filed.

8. New Business

   None

9. Old Business

A. Master Plan/Pending Grants/ Trails –

Motion by Dolan, supported by Michniewicz, to direct the Township Coordinator to finalize and distribute the Request for Proposal (RFP) for the 5-Year Parks & Recreation Master Plan & Park Design Project.
VOICE VOTE: Ayes: 3 MOTION CARRIED

B. Pending Grant Applications/Projects

- MDNR Manly Bennett Park & Water Trail Access Improvements #TF22-0107
    - Vendor for the the MDNR Plaque is no longer in business and the MDNR is in search of a new vendor. Once we have that information we will order the plaque. Per our Grant Coordinator, we won't be penalized if we don't have it in place for the ribbon cutting.
    - Sensory garden has dirt and we are working on the final touches. A plan was distributed to the Committee.
- MDNR Zukey Footbridge – TF25-0213
    - Dolan stated boring bids were in and the selection process will take place and agreement will be presented to the board.
    - IMEG is the Prime Professional on this project.

C. Park & Trail Special Projects (Non-grant)

- StoryWalk Project – Dolan reported that pathway improvements and gardens are in process.
- West Park Field Repairs – H3 – Pending repair (we could really use the extra field)
- Play Area Interactive Art – East Park Pavilion – Pending
- Boardwalk in WP/Disc Golf – Boardwalk is closed due to extensive damage. We don't anticipate it will be open this summer. Claims have been submitted to MMRMA, with the need to discuss a long-term plan at the Township Board level.
- Huron River Bridge – No update.
- RC Track **–** No update.
- Dog Park Discussion **–** No updates.
- E-Bike Signage/Media – No updates.

D. Administrative Services & Reports

- **Township Coordinator's Report** – July 2026 – received and filed
- **Senior Center Report** – July 2026 – received and filed
- **Community Resource Officer Report** – No report
- **Building & Grounds Report – Hoeppner** stated they have been watering the new plants and trees 6-7 per week, and the sprinklers are running at the playground. They

have been cutting back the trail as time allows but it is slow progress. Residents aren't always heeding the signs which is dangerous for everyone. Trees have been removed in Halls Creek and a drone flyover has been discussed as part of an ongoing maintenance plan. We are allowed to move trees and debris without a permit, and this effort will become part of an annual maintenance budget. Contractor will be hired to do late fall repairs to the Boardwalk. The board agreed to the insurance claim and will discuss a future budget to do a proper upgrade. Duane gave an update on the striping robot.

Dolan stated he would like to get all the user groups at an evening meeting and talk about their needs as groups and perhaps they can co-purchase the robot.

Henneman stated the upcoming Master Plan process is a good time to do that.

E. ADA Compliance in Parklands/Trail/Township

Henneman asked if the transition was ever completed on the Zukey Bridge. Hoppner confirmed the rotten wood was replaced but transition was never upgraded. Henneman requested it be added to his list in order to bring it to ADA compliance.

F. **Scholarship – Discussion –** East MI Panthers – Spring 2026 Season

Motion by Dolan, supported by Michniewicz, to approve the Spring 2026 Every Child Shall Play Scholarship request for East MI Panthers in the amount of $150.00.
VOICE VOTE: Ayes: 3 **MOTION CARRIED**

G. **Sponsorships/Volunteerism -** No discussion.

H. Township Events

Christmas In The Village – December 12, 2026 – Noon-7 PM

10. Call to the Public - A call was made with no response.

11. Committee Comments – No comments.

12. Adjourn Meeting

Motion by Muck, supported by Miller, to adjourn the meeting.
VOICE VOTE: Ayes: 5 **MOTION CARRIED**

Meeting adjourned at 4:43 p.m.

Respectfully submitted,

Deby Henneman, ADACC
Township Coordinator
Parks, ADA, Grants, Ordinances

Hamburg Township
a great place to grow

10405 Merrill Road ♦ P.O. Box 157
Hamburg, MI 48139
Phone: 810.231.1000 ♦ Fax: 810.231.4295
www.hamburg.mi.us

NOTICE OF CANCELED MEETING

Hamburg Township
10405 Merrill Road, Hamburg, MI
(810) 231-1000 Ext. 206

Please be advised of the following change of meeting date for:

Public Body: **Hamburg Township Parks and Recreation Committee**
Date and Time of Meeting: **August 25, 2026** Time: **3:30 p.m.**

Place of Meeting: Hamburg Twp. Hall

Status of Meeting: **The regularly scheduled meeting of the Parks and Recreation Committee for August 25, 2026 has been canceled.**

Questions or concerns can be sent to: clerk@hamburg.mi.us



Signature of Hamburg Township Clerk

August 24, 2026 – 4:30 p.m.
Date and Time of Posting

The Hamburg Township Clerk will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting or public hearing upon 72 hour(s) notice to the Hamburg Township Board. Individuals with disabilities requiring auxiliary aids or services should contact the Hamburg Township Board by writing or calling the following:

Mike Dolan
Hamburg Township Clerk
10405 Merrill Road, P.O. Box 157
Hamburg, MI 48139
(810) 231-1000 Ext. 206

A COPY OF THIS NOTICE IS ON FILE IN THE OFFICE OF THE TOWNSHIP CLERK

Bid Tabulation - Parks and Recreation 5-Year Master Plan

Planning Firms	DLZ 4494 Elizabeth Lake Rd. Waterford, MI 48328 248-681-7800 www.dlz.com	McKenna 235 East Main Street, Suite 105 Northville, MI 48167 248-596-0920 info@mcka.com	MCSA Group, Inc. 529 Greenwood Ave. SE Grand Rapids, MI 49506 616-451-3346 tas@mcsagroup.com	OHM 3767 Ranchero Drive, Suite 100 Ann Arbor, MI 48108 734-395-4826 jennifer.morris@OHM.advisors.com	Spicer Group 2900 West Rd., Suite 100 East Lansing, MI 48823 517-325-9977 cynthia.todd@spicergroup.com
5 year Master Plan and Master Design Plan					
Estimated Hours to complete	156	219	232	242/82	169
Master Plan	$ 19,750.00	$ 29,500.00	$ 29,781.00	$ 35,000.00	$ 23,070.00
Master Design	Included	Included	Included	$ 14,500.00	$ 6,160.00
Fees (Other)			$ 990.00		
Total	$ 19,750.00	$ 29,500.00	$ 30,771.00	$ 49,500.00	$ 29,230.00

Notes:

MCSA - Fee for Additional Public Input Session - $2,000



Request for Proposal

Hamburg Township Five Year Master Plan

Hamburg Township Parks Department

Hamburg Township
a great place to grow

Submitted on:
September 10, 2026

DLZ

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DLZ Engineers Architects Surveyors Construction Services

September 10, 2026

Deby Henneman
Township Coordinator
Hamburg Township
10405 Merrill Road, P.O. Box 157
Hamburg, Michigan 48139

Re: Parks and Recreation Five-Year Master Plan

Dear Ms. Henneman:

DLZ Michigan, Inc. is pleased to submit this letter proposal to update Hamburg Township's Parks and Recreation Five-Year Master Plan. We understand the Township needs more than an edited document. The final plan must reflect current demographics, public priorities, facility conditions, accessibility needs, realistic implementation costs, and the Michigan Department of Natural Resources planning timeline for the 2027 Trust Fund grant cycle.

Our approach combines recreation planning, landscape architecture, site and infrastructure assessment, accessibility review, public engagement, conceptual design, cost estimating, and implementation planning. We will work closely with the Township Coordinator, Parks and Recreation Committee, Township Board, and other staff to develop a clear, grant-ready roadmap for Manly Bennett Park, East Park, West Park, the three Township-owned trailheads, the Mike Levine Lakelands Trail connections, and associated recreation facilities.

Ben Baker, PLA, ASLA, LEED AP will serve as Project Manager and day-to-day point of contact, directing the planning process, coordinating meetings and public engagement, leading the park and trailhead planning effort, and managing the schedule through final submission. DLZ anticipates performing the stated work with in-house resources. No subconsultants are proposed at this time. If a specialized service becomes necessary, it will be discussed with and approved by the Township before authorization.

DLZ brings relevant experience in recreation planning, park improvements, accessible design, public input, grant-oriented planning, preliminary cost estimating, and implementation phasing. Our recent work includes planning and design for Oakland County's Waterford Oaks and Pontiac Oaks parks, park design services for the City of Muskegon, recreation planning for West Bloomfield Township, and trail and park projects for public agencies throughout Michigan and the Midwest. Mr. Baker has developed numerous 5-year recreation plans for communities similar to Hamburg Township over the past 15 years, and developed those plans into many successful grant applications.

We have organized this proposal around the Township's requested response format and have included a task-by-task work plan, specific deliverables, estimated labor hours by team member, and a schedule that achieves final completion no later than March 1, 2027. We appreciate the opportunity to be considered and look forward to helping Hamburg Township translate community priorities into an achievable five-year program.

Sincerely,

DLZ MICHIGAN, INC.

Manoj Sethi, PE
President
Principal-in-Charge
msethi@dlz.com

Ben Baker, PLA, ASLA, LEED AP
Project Manager
P: 269.247.6468
bbaker@dlz.com

Company Information

DLZ MICHIGAN, INC.

4494 ELIZABETH LAKE RD.
WATERFORD TOWNSHIP, MICHIGAN 48328

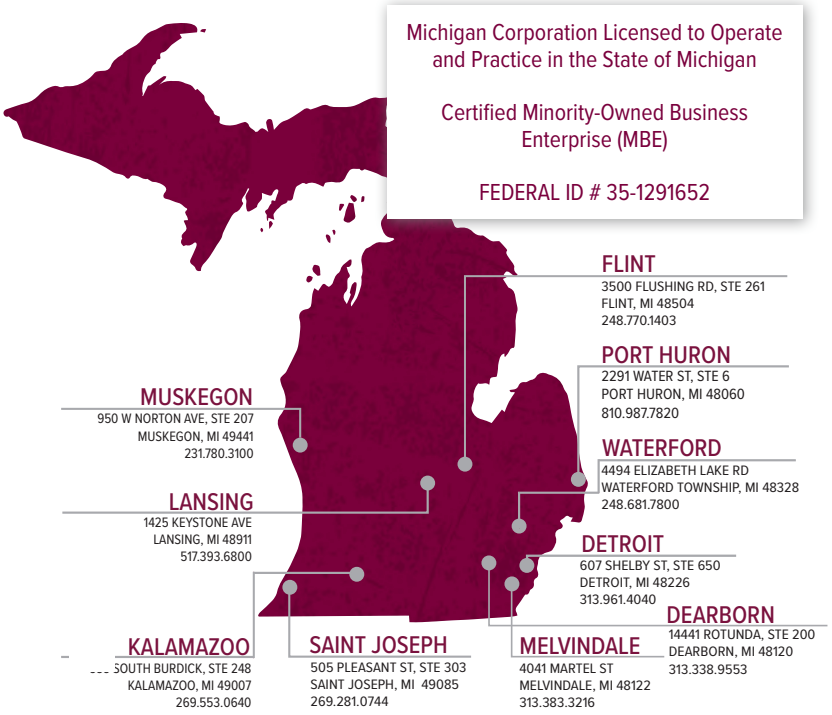
DLZ is a full-service, minority-owned business enterprise (MBE) that has been providing professional architectural and engineering services to public agencies throughout the Midwest since 1916. DLZ is dedicated to providing thoughtful, comprehensive planning, and design solutions to public sector clients.

As one of the leading architecture, engineering, and construction services consulting firms in the Midwest, we have expanded our park planning and landscape architecture services in Michigan.

This includes park and recreation planning, design, and MDNR and other grant services. Our project manager Mr. Baker has prepared 5 year recreation plans for many communities in Michigan over the past sixteen years.

DLZ's multidisciplinary and collaborative approach to professional services allows us to build and lead successful project teams that are dedicated to providing value-based solutions that solve problems and improve operations. Applying the collaborative strengths of architects and engineers working together, our team offers every aspect of the delivery of services required for the successful completion of your project.





OFFICES

10 Offices in Michigan

31 Offices across the Midwest

125+ Staff in Michigan

900+ Staff Company-wide

CONTACTS



PROJECT MANAGER/PRIMARY CONTACT
Ben Baker, PLA, ASLA, LEED AP
(269) 247-6468 | bbaker@dlz.com



AUTHORIZED NEGOTIATOR
Manoj Sethi, PE, President
(517) 393-6800 | msethi@dlz.com

Similar Project Experience



LIVONIA, MICHIGAN

SHELDEN PARK COMMUNITY MASTER PLAN & REDEVELOPMENT

The 25-acre community park located at 10800 Farmington Road will be redeveloped as defined in the master planning efforts completed November 2024. The Livonia Parks & Recreation department sought out DLZ to provide residents new and updated amenities, focusing on community and providing spaces to enjoy the health benefits of outdoor recreation and relaxation. Shelden Park's Master Plan and redevelopment project includes a new children's spray pad, designed with a colorful array of flower-like waterspouts, ground sprays, and a no-slip surface. The spray pad is intended to be a fresh water supply system, actuated with user activation capability rather than continuous flow. Bio-swales constructed with native plantings snake a walking path around a new playground, changing and restroom pavilions, and seating areas. Lighted four-court tennis and eight-court pickleball parking area anchor the sports areas, reconfiguring ball diamonds and soccer fields, improving accessibility for people of all abilities.

Professional Services provided by DLZ included topographic surveying; landscape architecture; civil engineering; architecture and building engineering.

Contact

City of Livonia Parks & Recreation
15100 Hubbard Street
Livonia, MI 48154
Michelle Koppin
Assistant Superintendent
734.466.2918
mkoppin@livonia.gov

Completion

November 2024 (Masterplan)
May 2025 – August 2025 (Schematic Design)
August 2025 – December 2026 (Bid Documents, Review and Approval)
January 2026 – August 2026 (Bidding and Construction)

Project Cost

$5 million (construction)



GALVESTON, INDIANA

FIVE-YEAR PARKS AND RECREATION MASTER PLAN

The Town of Galveston contracted with DLZ to develop this 5-year Parks and Recreation Master Plan in order to better understand the needs of the town, potential for future growth, and opportunities to improve the quality of life for its residents. The project began with establishing the Towns goals for the Plan and gathering data on the existing park, Town, and surrounding service area to help guide decisions throughout the planning process. Public participation was conducted including stakeholder meetings, online surveys, and public meetings. This feedback and data gathering was utilized as the basis for analyzing the existing facilities and operations to guide future improvements. The Analysis phase began by utilizing slightly modified version of the traditional SWOT (Strengths, Weaknesses, Opportunities, and Threats) adding Aspirations and Measurable Results to help identify goals and ways to track achievement. This was followed by an Issues Analysis, reviewing relevant metrics, and related planning efforts. Concurrently, DLZ assisted the Town team in establishing priorities based on leadership and public feedback. DLZ then developed a draft Action Plan for consideration. This was then presented to the Town at a public meeting for concurrence. Additionally, plans were submitted to IDNR for the required reviews at milestones prior to adoption by the Town.

Contact
Town of Galveston
306 S. California Street
Galveston, Indiana 46932
Sunny Saylor Gordon
Ward4@townofgalveston.in.gov
765-432-0157

Completion
October 2023

Project Cost
$33,500 (Planning)



ELKHART COUNTY, INDIANA

BEECH GROVE PARK MASTER PLAN

Elkhart County selected DLZ to create a master plan for the future Beech Grove County Park. This approximately 65-acre parcel along County Road 17 is defined by a beautiful, deciduous forest, several wetlands, and a variety of wildlife that call this site home. The creation of this master planning report is the first step to developing this park and opening it up to the community.

A thoughtful site analysis and community engagement process laid the foundation for the final master plan layout. A combination of GIS analysis and in-person site visits revealed crucial layers about ecology and cultural context. This information was shared with the public, so they could provide informed feedback via the online survey (offered in English and Spanish) and in-person events. Over 250 community members shared their dreams for this park as a result of this successful outreach partnership with Elkhart County.

Based on this feedback, the master plan prioritizes access to nature and habitat restoration. The design strategically grouped more intensive elements like the pavilion, restroom, nature play area, Veterans memorial, historic cabin, and parking lot in the former agricultural field. In more sensitive forest and wetland habitats, the design relies on lower impact walking trails, interpretive signage, and a wetland overlook to connect visitors to the outdoors. The final report summarized the process, design, and provided recommendations to support Elkhart County with the next steps towards opening this park to the public.

Contact

Elkhart County
4230 Elkhart Road
Goshen, Indiana 46526
Natasha Kauffmann
Redevelopment Coordinator
574.971.4584
nkauffmann@dlkhartcounty.com

Completion

2026 (Anticipated)

Project Cost

N/A



WATERFORD, MICHIGAN

WATERFORD OAKS RENOVATION

Oakland County Parks and Recreation contracted with DLZ to plan for the future of Waterford Oaks Park. This nearly 200 acre park has been a regional draw for generations, featuring elements such as a refrigerated toboggan run, waterpark and wave pool, BMX track, hiking trails, universally accessible playscape and more, in addition to the unique upland and wetland environments on-site. Recently, the toboggan run, and many portions of the water park have been removed due to their age and the lack of parts availability. The planning process will look at master planning for the entire park and study what types of regional draws could replace those items.

Phase 1 of the project is improving the “Paradise Peninsula” area of the park which is home to the universally accessible playground, platform tennis, pavilion, and exercise equipment/trailhead. Waterford Township is in the process of renovating the 20 year old universally accessible playground and DLZ is planning the space around the playground. New improvements, such as pickleball, an outdoor fitness / ninja warrior playground area for teens and adults, a new pavilion and restrooms, enlarged plaza with outdoor games and activities, open lawn space for events, and a reconfigured trailhead will create a welcoming space for all ages.

Contact
Oakland County Parks and Rec
2800 Watkins Lake Rd.
Waterford Twp, MI 48328
Darryn Horvath, AIA
Project Manager
248.877.6983
horvathd@oakgov.com

Completion
December 2026 (anticipated)

Project Cost
$5,000,000





MADISON HEIGHTS, MICHIGAN

WILDWOOD PARK IMPROVEMENTS

The City of Madison Heights, located in southern Oakland County, was awarded $75,000 for their Wildwood Park Improvements Project, through the Michigan Department of Natural Resources (MDNR) Recreation Passport Grant.

Development of this neighborhood park included construction of an Americans with Disabilities Act (ADA) accessible pathway from the parking lot to the playground area, new ADA accessible play structure and features including swings, several ground features, new benches and waste receptacle, and two Universally Accessible (UA) picnic tables.

DLZ Michigan, Inc. (DLZ) performed the grant writing and site design for the project and developed the application package for MDNR review. Final construction and restoration were completed in 2020.



Contact
City of Madison Heights
300 West Thirteen Mile Road
Madison Heights, Michigan 48071
Sean Ballantine
Public Services Director
248.589.2294
sballantine@madison-heights.org

Completion
2020

Size
30,000 SF

Project Cost
$133,600





ROYAL OAK TOWNSHIP, MICHIGAN

CIVIC CENTER PARK PLANNING AND DESIGN

Royal Oak Charter Township received a SPARK Grant for improvements to Civic Center Park. DLZ worked as the prime professional to refresh the Township's main park area. We developed a few conceptual layouts for the park and elements and took that information to a public Junteenth celebration to gather feedback from the community, and also placed the survey online. This feedback was used to finalize the project layout and select and prioritize project elements.

Project improvements include a walking path for area families and seniors, a new playground, two new picnic pavilions, a drinking fountain, a restroom as a second phase of construction, additional landscaping, and a native pollinator garden.

Contact
Township of Royal Oak
21131 Garden Lane
Ferndale, MI 48220
Ann Capela
Township Manager
248.547.9801
acapela@royaloaktwp.com

Completion
2026

Project Cost
$1,200,000



SOUTH BEND, INDIANA

PINHOOK PARK IMPROVEMENTS

The City desired to make park improvements utilizing partial funding from a Land and Water Conservation Fund (LWCF) grant. The one-mile trail and access improvements focus on connectivity within the park and to the nearby regional trail system, preservation of existing mature tree canopy, accessibility for all users, and creation of a unique user experience.

The playground includes nature-based themes and strives to inspire exploration, physical activity, and inclusive play, provide a range of age groups to encourage choices and integrate user groups, and allow for different types of social interactions. The playground area includes a poured in place surfacing system to accommodate fall protection, accessibility, and long-term parks maintenance costs.

The project also includes a concrete launch ramp for small boats, boarding dock, accessible kayak launch, and a secondary floating fishing pier. Architectural improvements to the existing Pavilion include updated interior finishes, electronics and lighting, accessibility improvements within the existing restrooms. DLZ services included Programming and Schematic Design, geotechnical services, topographic survey, Section 106/NEPA services, asbestos testing, 401/404 permitting, and development of design and construction documents along with bid and construction phase services.

Contact

City of South Bend
Venues Parks and Arts
227 W. Jefferson Boulevard
South Bend, Indiana 46601
Alicia Czarnecki
Project Engineer
574.235.5903
aczarnec@southbendin.gov

Completion

2020 (Construction)

Project Cost

$46,350 Geotechnical, Survey, Section 106/NEPA, Testing and Permitting
$140,700 Professional Design Services
$1,464,471 Construction Cost



MISHAWAKA, INDIANA

CRAWFORD PARK IMPROVEMENTS PHASE 1

Following completion of DLZ's Crawford Park Master Plan, the City of Mishawaka (City) began implementation of Phase 1. This phase targeted Active end of the park including a new spray pad and playground with nature themes. The spray pad and adjacent landscape areas imitated a stream bed with decorative pavement, boulders, and native plantings. The playground included a large lookout tower, numerous climbing components, an accessible merry-go-round, natural building materials, and nature themed poured-in-place surfacing. A picnic area sits adjacent to the spray pad and a large rental picnic pavilion overlooks the river to the west. A pre-fabricated restroom/mechanical building serves the area and features stone veneer to match the surrounding context where Works Progress Adminstration stone work is prevalent. New accessible parking spaces and a resurfaced parking lot provide easy access for all.

DLZ conducted topographic survey, utility coordination, and permitting, developed design and construction documents, coordinated with City-direct contracts, and performed bid phase assistance and construction observation.

Contact

City of Mishawaka
Board of Public Works & Safety
100 Lincolnway West Street
Mishawaka, IN 46544
Kenneth B. Prince, PLA, AICP
Executive Director, Planning and Redevelopment
574.258.1625
kprince@mishawaka.in.gov

Completion

2023 (Anticipated)

Project Cost

$2,081,000

Scope of Work

DLZ will use the Township's current plan and available background materials as the starting point, then validate conditions, priorities, and implementation needs through field review, staff coordination, public input, and milestone reviews. Each task below identifies the work steps and resulting products.

TASK 1 | PROJECT INITIATION AND MANAGEMENT

Conduct a kickoff meeting with the Township Coordinator, Parks and Recreation Committee, and key staff to confirm goals, decision-making protocols, available data, public engagement expectations, and the master schedule.

Prepare a detailed information request and review the current recreation plan, Township master plan, prioritized project list, aerial imagery, maps, policies, budgets, past grant materials, and available facility records.
Maintain the project schedule, action-item log, meeting documentation, and regular coordination throughout the assignment.

Products and deliverables

- Kickoff agenda and meeting summary
- Detailed information request
- Confirmed work plan, schedule, and decision log

TASK 2 | COMMUNITY, ADMINISTRATIVE, AND REGIONAL INVENTORY UPDATE

Update the community description using current demographic, land use, transportation, natural resource, and recreation service information.

Update the administrative structure, funding framework, staffing and maintenance responsibilities, and relevant partnerships. Inventory regional recreation facilities and summarize their relationship to Township needs and service gaps.

Products and deliverables

- Updated community description, maps, tables, and charts
- Updated administrative structure and funding narrative
- Regional facilities inventory and findings summary

TASK 3 | FACILITY ASSESSMENT AND ACCESSIBILITY REVIEW

Conduct an on-site review of the Township's parks, Senior/ Community Center recreation assets, playgrounds, athletic fields, concessions, pavilions, sledding hill, walking paths, boardwalk, 5K route, trail system, and the Village, Merrill, and Pettysville trailheads.

Document existing conditions, circulation, parking, access, safety, amenities, infrastructure, natural resource constraints, permitting considerations, maintenance needs, and opportunities for multi-use and intergenerational recreation.

Review goals and proposed improvements for consistency with applicable accessibility standards and identify planning-level corrective actions.

Products and deliverables

- Existing-conditions inventory and photo documentation
- Accessibility and opportunity findings matrix
- Planning-level permitting and constructability considerations

TASK 4 | COMMUNITY ENGAGEMENT

Meet with user groups identified by the Township who are stakeholders in the parks. We plan to hold this meeting during the public input survey.

We propose holding these meetings in a back to back format to hear each user group's concerns individually. We will utilize this information with the public input to identify the potential future updates for the park..

Products and deliverables

- Community outreach meetings
- Documentation of results and findings

TASK 5 | GOALS, OBJECTIVES, AND RECREATION PRIORITIES

Translate technical findings and public input into goals and measurable objectives for the next five years and beyond.

Evaluate desired uses and recommend priorities consistent with community needs, available resources, accessibility, multi-generational use, stewardship, and grant competitiveness.

Review recommendations with the Parks and Recreation Committee and Township staff at the 50 percent milestone.

Products and deliverable

- Draft goals and objectives
- Prioritized needs and opportunities matrix
- 50 percent review package and meeting summary

TASK 6 | MANLY BENNETT PARK AND TRAILHEAD CONCEPT PLAN

Prepare a master design plan drawing for Manly Bennett Park showing recommended five-year improvements and longer-term build-out opportunities.

Incorporate the three Township-owned trailheads and reflect the future build-out of the Park within a Park in West Park.

Address facility relationships, circulation, parking, pedestrian connections, lighting, amenities, universal access, natural resource constraints, permitting, and constructability at a planning level.

Products and deliverables

- Illustrative master design plan drawing
- Trailhead improvement concepts
- Planning-level design narrative suitable for grant attachments

TASK 7 | ACTION PLAN, COSTS, AND IMPLEMENTATION

Create a five-year action plan and longer-range recommendations organized by priority, responsible party, potential funding source, planning prerequisites, and target timeframe.

Prepare preliminary opinions of probable cost for recommended improvements and identify logical project phases.

Summarize anticipated permitting issues and grant-readiness actions, including information needed to support future budget requests, grants, or millage consideration.

Products and deliverables

- Five-year action plan and longer-range roadmap
- Planning-level cost estimates and phasing strategy
- Funding, grant, and permitting considerations

TASK 8 | DRAFT AND FINAL MASTER PLAN

Compile the planning process, findings, community input, updated inventories, goals, objectives, concept plans, action plan, costs, and implementation recommendations into a cohesive draft.

Present the 80 percent draft to the Parks and Recreation Committee and revise the plan based on consolidated comments.

Present revised plan to the Township Board, hold public hearing, complete final revisions, and assist with delivery of the final plan and supporting drawings to the State.

Products and deliverable

- 80 percent draft master plan
- Township Board presentation materials
- Final master plan: three printed copies and a web-ready PDF
- Final drawings, recommendations, cost estimates, and supporting appendices

Philosophical Approach and Schedule

Our team has carefully reviewed and understands the Scope of Services as outlined in the RFP. The phasing below outlines our approach to a standard project progression; these services will be tailored to meet your project's unique needs. We understand the Township would like the plan completed by March 1, 2027, and are committed to meeting that deadline.

PROJECT ADMINISTRATION

As industry leaders in public sector design services, our team understands the process necessary to deliver a successful Master Plan. A fully integrated and collaborative project team is critical to the project's success. DLZ will proactively engage administrators, stakeholders, and the community to establish clear lines of communication, develop consensus regarding project goals, and schedule for successful implementation.

COMMUNICATION

Effective communication from the design team starts with our Project Manager, Ben Baker, PLA, ASLA, LEED AP. He will be your primary point-of-contact and will be responsible for facilitating communication between administrators, stakeholders, the design team, and consultants throughout the project.



Community Parks
Pontiac, MI

Project success will be facilitated by embracing the principles of dedication, collaborative and innovative decision making, team participation, early goal definition, and open and transparent communication.

INITIAL REVIEW

We will review your website and previous recreation plan for information on existing parks, community description and administrative structure ahead of our kickoff meeting.

KICKOFF PLANNING MEETING

Hold a meeting with the Township to review the information and discuss changes that are needed. We will also discuss scope, schedule and roles.

PUBLIC INPUT

We plan to provide a mobile friendly online survey that can be shared across the Township's various platforms and as QR codes at the parks and at various events. We have had great success with a few different styles of surveys on projects in the past year and are excited to share those options with the Township.

PUBLIC INPUT RESULT MEETING

DLZ will compile the survey results for the Township's review and for the basis of Goals and Objectives and Action Program sections of the recreation plan. The meeting will be used to discuss the draft goals and objectives and the draft action plan.

INITIAL DRAFT PLAN PREPARATION & REVIEW

While the public input is being gathered we will complete the required inventory and accessibility assessment. We will compare the parks to NRPA and recreational standards. Based on the input from the Planning Meeting and the survey results meeting we will prepare an initial draft Recreation Plan for the Township's review. This will include all sections required per the MDNR guidelines. We plan to use the Township's previous plan as a basis for this project.

PUBLIC COMMENT PERIOD

Once the draft plan has been completed, residents must be provided with a well-publicized opportunity of 30 days, to review and comment on the plan before it is officially adopted.

FINAL PLAN PREPARATION

Input received during the public comment period will be incorporated into the draft plan.

PRESENTATION OF THE PLAN

The plan will be presented to the Township at a public hearing per MDNR guidelines. The Township will have the opportunity to approve the plan following the public hearing. Following approval of the 5-year Community Recreation Plan by the Township we will provide the necessary guidance and information to submit the plan for MDNR review and acceptance. DLZ will complete and provide the plan certification checklist document as well as submit the adopted plan to the regional and county planning commissions per MDNR guidelines.

We have included 5 in person meetings in the scope, the remaining meetings will be virtual.

APPENDICES, POST COMPLETION REPORT AND SUBMISSION

We understand that the MDNR's process are very detailed. DLZ will work with the Township to ensure the required documentation and reports are included in the appendices of the document. Some of which include copies of the survey, public notices, post completion reports, copies of the transmittal letters to the County and SEMCOG.



WBT Nature/Educational Programming

ESTIMATED LABOR HOURS BY TASK

The following planning-level hours are proposed for staffing and schedule purposes. They should be validated against the final negotiated scope and fee before submission. Ben Baker, PLA, ASLA, LEED AP will draw on additional in-house technical staff as needed within the task totals shown.

Task	Manoj Sethi PIC	Ben Baker PM	In-house Technical Staff	Total
Document Review and Site Visits	1	12	16	29
Public Input	1	12	24	37
Draft Pkan	1	9	28	38
Plan Presentation and Revisions	2	10	14	26
Appendices and Submittal		3	10	13
Graphic Layout of Proposed Improvemnts	1	2	10	13
TOTAL	**6**	**48**	**102**	**156**

Staffing Assumptions

- Manoj Sethi, PE provides executive oversight, contract authority, milestone quality review, and participation in key Township meetings.
- Ben Baker, PLA, ASLA, LEED AP serves as Project Manager, principal planner, and primary point of contact for the full assignment.
- In-house technical staff may include landscape architecture, planning, civil/site engineering, environmental/ permitting, accessibility, graphics, cost estimating, GIS, and document production support. Individual names and disciplines should be finalized before submission.
- The hours assume timely receipt of Township background information and consolidated review comments at each milestone.
- Additional meetings, surveying, boundary/topographic mapping, detailed engineering design, environmental delineation, or services beyond the planning-level scope would be authorized separately.

PROPOSED SCHEDULE AND TIMELINE

DLZ will organize the work to meet the Township's required completion deadline of March 1, 2027. The schedule assumes contract authorization following the Township Board's anticipated consultant selection and prompt access to background documents, staff, and facilities.

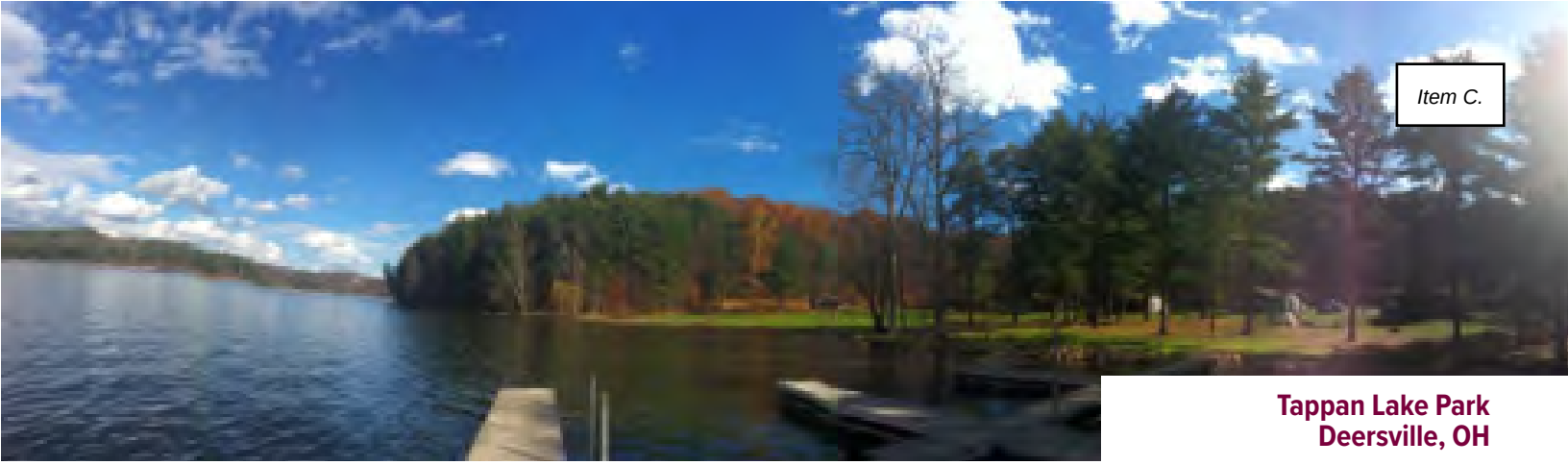
Target period	Activity / milestone
October 6–16, 2026	Contract finalization, kickoff, information request, schedule confirmation
October 12–30, 2026	Background review, community and administrative updates, regional inventory
October 19–October 23, 2026	Facility inspections, accessibility review, opportunities and constraints
October 19–November 13, 2026	Engagement materials, survey, focus groups/user input, public meeting activities
November 13–November 20, 2026	Goals, objectives, priorities, and 50 percent review
November 23–December 15, 2026	Manly Bennett Park and trailhead concept planning
December 1–December 15, 2026	Action plan, preliminary costs, phasing, funding and permitting considerations
December 15	80 percent draft master plan and Committee review
January 15-February 16, 2027	30 day review and comment period
February 16	Township Board Meeting and Public Hearing
February 1–12, 2027	Township Board review and consolidated revisions
February 17–26, 2027	Final production, quality control, printing, web-ready PDF, and State delivery support
March 1, 2027	Contract completion deadline

Milestone Meetings

- Kickoff / pre-commencement meeting
- 50 percent progress review
- 80 percent draft review
- Township Board final plan review and recommendations
- Final plan delivery coordination and State submission assistance

Deliverable Commitment

DLZ will provide three printed copies of the final master plan, a web-ready PDF, final planning drawings, recommendations, and planning-level cost estimates by March 1, 2027, subject to timely Township review and approval cycles.



Tappan Lake Park
Deersville, OH

Organizational Chart and Resumes

Our collaborative team brings targeted experience, specialized expertise, and commitment to your project. We will engage the staff, stakeholders, and broader community in a meaningful and collaborative way that brings the best ideas to life.

Hamburg Township
a great place to grow

Project Principal
Manoj Sethi, PE

Quality Manager
Jeff Hirsch, PLA, LEED AP *

Project Manager
Ben Baker, PLA, ASLA, LEED AP *

*Resume Included

Other Services

Landscape Architecture
Megan Palmer *

Planning Review/ADA
Stephen Metzer, AICP, SPWS*

Planning
Lauren Holtz*



Benjamin Baker, PLA, ASLA, LEED AP

PROJECT MANAGER

Mr. Baker is a Licensed Landscape Architect and LEED Accredited Professional with over 22 years of experience. He has worked through all phases of projects including project management, planning, design, construction documentation, specifications, and construction administration. He is a proven leader in the landscape architecture field and is heavily involved in his community. He has worked on a broad range of projects over his career, including parks and recreation, trails, grants, planning, urban design, green infrastructure and more.

- City of Albion, 5 Year Recreation Plan, Albion, Michigan. Project Manager and Landscape Architect. *
- City of Allegan, 5 Year Recreation Plan, Allegan, Michigan. Project Manager and Landscape Architect. *
- Village of Eau Claire, 5 Year Recreation Plan, Eau Claire, Michigan. Project Manager and Landscape Architect. *
- Village of Vandalia, 5 Year Recreation Plan, Vandalia, Michigan. Project Manager and Landscape Architect.*
- Village of Baroda, 5 Year Recreation Plan, Baroda, Michigan. Project Manager and Landscape Architect. *
- Village of Homer, 5 Year Recreation Plan, Homer, Michigan. Project Manager and Landscape Architect. *
- Village of Schoolcraft, 5 Year Recreation Plan, Schoolcraft, Michigan. Project Manager and Landscape Architect. *
- Baroda Township, 5 Year Recreation Plan, Baroda Township, Michigan. Project Manager and Landscape Architect. *
- Waterford Oaks Park Planning, Oakland County, Michigan
- Master Planning for 6 Community Parks, Pontiac, Michigan.
- Shelden Park, Livonia, Michigan.
- Civic Center Park, Royal Oak Charter Township, Michigan.
- Beech Grove Master Plan, Elkhart County, Indiana. Project Manager for master planning for 70 acre nature preserve.
- Silver Beach County Park Renovation, Berrien County, Michigan. Recreation Planning / 5 year recreation plans
- Waterford Oaks Master Plan, Oakland County, Michigan. Landscape Architect. *
- Stoffer Plaza Master Plan, Albion, Michigan. Project Manager and Landscape Architect. *
- Quality of Life Planning Project, Dowagiac, Michigan. Landscape Architect. *
- Grove Park Planning, Berrien Springs, Michigan. Project Manager and Landscape Architect.*
- Covert Park and Campground Master Plan, Covert, Michigan. Project Manager and Landscape Architect. *
- Covert Library Reading Garden Master Plan, Covert, Michigan. Project Manager and Landscape Architect.*
- Village Park Master Plan, Lawrence, Michigan. Project Manager and Landscape Architect. *
- Webster Street Park Planning, Homer, Michigan. Project Manager and Landscape Architect.*
- Homer Lake Park Master Planning, Homer, Michigan. Project Manager and Landscape Architect. *
- Sidewalk and Streetscape Assessment, Kalamazoo, Michigan. Project Manager and Landscape Architect. *
- Tree Inventory Plan, Paw Paw, Michigan. Landscape Architect. *
- Cheney Mansion Master Plan, Oak Park, Illinois. Project Manager and Landscape Architect. *

EDUCATION

B.L.A. Landscape Architecture, Michigan State University, 2004

REGISTRATIONS

Registered Landscape Architect – Architect: Michigan, 2010, #3901001536; Illinois, 2007, #157001228; Indiana, 2010, #LA21000135

** Work perrformed with previous employer*

YEARS OF EXPERIENCE

22+



Jeffrey Hirsch, PLA, LEED AP

QUALITY MANAGER

Mr. Hirsch's landscape architectural and planning experience includes transportation/corridor, judicial/correctional, municipal, educational, recreational, environmental, federal and civic design projects. Specific design work has included site development for large municipal, institutional and university building projects, athletic field complexes, multi-use recreational trails, urban plazas, streetscapes, and detailed planting designs. Mr. Hirsch continues to educate himself with the latest information and technology pertaining to the landscape architectural profession.

- Byers Softball Complex Improvements, South Bend, Indiana. Quality Manager / Landscape Architect. Masterplanning and Design for Softball Complex improvements and expansion including new field layout, parking, spraypad, sport courts, aesthetics and maintenance.
- Airport Park Improvements, Warsaw, Indiana. Quality Manager / Landscape Architect. Master planning and Design of new Park improvements including Cricket pitch and 18 hole disc golf course.
- Dunn Stadium Pickleball Courts, Bartholomew County, Indiana. Quality Manager / Landscape Architect. Design for 12 Court Pickleball Complex including court layout, parking, fencing, grading and drainage.
- Kilbourne Run Sports Park, City of Columbus Recreation and Parks Department, Columbus, Ohio. Project Landscape Architect. Responsible for the planning and design of improvements to existing Kilbourne Run Park. Improvements include six (6) new synthetic turf soccer fields including one championship field and stadium, 1000 car parking lot, five (5) natural turf soccer fields, maintenance facility, restroom buildings, shelters, playgrounds, and pedestrian trail connections to surrounding greenways and neighborhoods.
- Founders Square Improvements 2023, City of Portage Redevelopment Commission, Portage, Indiana. Project Manager. Responsible for the planning and design of downtown general park improvements around Founder's Square Park and the Performance Venue Park features include a new beer garden, sidewalks, parking improvements, lighting, furnishings.
- MLK Center, South Bend, Indiana. Quality Manager / Landscape Architect. Planning and Design of new Park Community Center.
- Kennedy Park Improvements, South Bend, Indiana. Quality Manager / Landscape Architect. Planning and Design of new Park improvements and aquatic features.
- Memorial Park Spray Pad, New Carlisle, Indiana. Project Manager. Design and Implementation of new Park spray pad and associated utilities, park improvements and landscape plantings.
- Battell Park Improvements, Mishawaka, Indiana. Quality Manager / Landscape Architect. Design and Implementation of Park masterplan improvements consisting of new spray pad, Veterans walk, wedding garden and indigenous peoples memoriaL.
- Crawford Park Phase 1 Improvements, Mishawaka, Indiana. Quality Manager / Landscape Architect. Design and Implementation of Phase 1 Park masterplan improvements consisting of playground, shelters, spray pad, parking and comfort station.
- Mishawaka Riverwalk Extension and Marvin's Garden, Mishawaka, Indiana. Quality Manager / Landscape Architect. Design and Implementation of Riverwalk extension.
- Founders Square Improvements 2021, City of Portage Redevelopment Commission, Portage, Indiana. Project Manager. Responsible for the planning and design of downtown park plaza improvements between Founder's Square Park and the Performance Venue in addition to a new public plaza space between the Portage Police Station and Fire Station along Central Avenue. Park features include a large plaza space for event vendor trucks, custom access gates, lighting, furnishings, landscape plantings and decorative lighted bollards.

EDUCATION

Bachelor of Landscape Architecture, Ball State University, 1999

REGISTRATIONS

Professional Landscape Architect:
Indiana, 2001, # 10100142
Ohio, 2002, #0201056
Michigan, 2002, #39-01-001365
Illinois, 2003, #157.001100
Kentucky, 2005, #698
Tennessee, 2024, #1369

CERTIFICATIONS

LEED Accredited Professional, The U.S. Green Building Council, 2009
Council of Landscape Architectural Registration Boards (CLARB), Council Certification, 2002, #2736

YEARS OF EXPERIENCE

27+



Megan Palmer

LANDSCAPE ARCHITECT

Ms. Palmer is passionate about creating meaningful places, promoting sustainable design, and supporting communities. She also is an intermediate Spanish speaker, which has enhanced her community outreach work on projects. Today, she works to put the community first as she strives for excellence with DLZ.

- Waterford Oaks Park Planning, Oakland County, Michigan. Conceptual grading work, design development (plaza design, plant selection, pickleball courts) and final construction documents.
- Beech Grove County Park, Elkhart County, Michigan. Community engagement and master planning.
- Shelden Park, Wayne County, Michigan. Master planning, Design Development, and Construction Documents. Design included splash pad, playground, plaza, restroom, paths, plantings, fitness area, pickleball, tennis, soccer, and baseball fields.
- 7 Pontiac Community Parks, Oakland County, Michigan. Community engagement, master planning, and construction documents.
- Civic Center Park, Oakland County, Michigan. Preliminary concept creation and construction documentation support.
- Front Range Village Dog Park, Fort Collins, Colorado. Planting redesign prioritizing native species and water consciousness.
- Ypsilanti Transit Center, Oakland County, Michigan. Code research and site layout development.
- Camden MDOT Streetscape, Hillsdale County, Michigan. Tree and site furnishing construction documentation.
- Livernois Tree Grates, Wayne County, Michigan. Construction documentation for updated tree grates and associated sidewalk changes.
- Silver Beach Entry Way, Berrien County, Michigan. Entryway expansion and sidewalk construction documents.
- Covert Parking Lot, Van Buren County, Michigan. Parking lot grading and construction documents.

EDUCATION

Bachelor of Landscape Architecture with a secondary major in Spanish, Iowa State University, 2024

SKILLS/TRAINING

AutoCAD / Civil 3D / LandFX
Adobe Creative Suite
SketchUp / Lumion
ArcGIS Pro / Online
Hand Rendering
2024 REVIT Architecture Essentials Training

YEARS OF EXPERIENCE

3+



Stephen Metzer, AICP, SPWS

PLANNING REVIEW / ADA

Mr. Metzer is responsible for managing planning, biological, ecological, and site civil/ landscape architecture projects. Mr. Metzer's experience includes design and oversight of the preparation of construction plans for wide variety of site activities, including wetland mitigation design, grading, soil erosion control, drainage, stormwater management, parking lots and drives, and cultural and native landscaping. Many of his projects have been successfully constructed with excellent results consistent with the design intent. He also has extensive experience and expertise in a variety of ecological studies. He assists with performing a variety of flora and fauna studies for various projects, including performing wetland delineations. He has also assisted numerous clients with a variety of wetland and other permitting and monitoring services and has designed numerous wetland mitigation sites that are all deemed highly successful.

- Town of Galveston Comprehensive Plan, Galveston, Indiana. Project Manager. Responsible for development of master land use plan for small community in northwest Indiana. Duties included existing land use analysis, collection of demographic information, and public involvement.
- Traverse City Corridors Master Plan, City of Traverse City, Michigan. Senior Planner. Responsible for review and analysis of roadways and non-motorized transportation improvements in four corridors in the City of Traverse City. Included review of implementation of complete street elements and context sensitivity analysis.
- Master Plan Update, Bloomfield Township, Oakland County, Michigan. Subconsultant Project Manager. Data collection and analysis of environmental components of GIS mapping and text for master plan update. Included analysis of wetlands, watercourses, soils, woodlands, and wildlife corridors, as well as presentations to the Township's Planning Commission and the public.
- Town of Orland Comprehensive Plan, Town of Orland, Steuben County, Indiana. Project Manager. Responsible for public involvement and development of master land use plan for small community in northeastern Indiana. The Town desires to be proactive prior to recovery of the economy and establish updated future land use plans.
- Charter Township of West Bloomfield Planning Department, Oakland County, Michigan. Staff member responsible for assisting staff planners with day-to-day operations, including assisting the public with zoning ordinance compliance, interpreting zoning ordinance to assist code enforcement officers, review of site plans and plats for zoning conformance, meetings with developers and residents to review planning issues, and presentations and reports to the Planning Commission and Township Board.
- Water Quality Monitoring Program, West Bloomfield Township, Oakland County, Michigan. Utilization of volunteer and intern staff to collect water quality and aquatic plant data from 24 lakes and summarize results with recommendations for management in an annual report. Required close coordination with lake representatives for lake access and providing educational materials to lake residents. Made presentations to several lake associations annually on a variety of topics related to water quality, as well as preparing articles for lake association newsletters. Several lake associations requested presentations each year on the results and recommendations for management.
- Wetland Mapping, West Bloomfield Township, Oakland County, Michigan. Review of aerial photography, soil surveys, National Wetland Inventory maps, and USGS Quadrangle maps to determine wetlands for the 32-square mile township. Field verification was done if needed and the GIS database updated with each wetland delineation performed in-house or submitted by developers.
- Consulting Naturalist, West Bloomfield Parks & Recreation Department. Performed a variety of nature educational walks and tours in township parks and other areas of interest.
- Genesee County Parks Trail Alignment, Genesee County Parks & Recreation Commission, Genesee County, Michigan. Project Manager. Provided management and analysis for evaluation of several options for alignment of a 12 mile multi-use trail in Genesee County. Trail was intended to connect an existing park in the system to a new trailhead at an existing regional trail to the east.

EDUCATION

B.S. Biology, Central Michigan University, 1986

CERTIFICATIONS

American Institute of Certified Planners, 2001, #017270

Senior Professional Wetland Scientist Society of Wetland Scientists, 1995, #000473

YEARS OF EXPERIENCE

30+



Lauren Holtz

PLANNER

Ms. Holtz is an entry-level planner with 2 years of experience at DLZ. She has gained experience in a multitude of disciplines through assisting in the development of multi-modal corridor studies, research and data analysis, preparation of National Environmental Policy Act (NEPA) compliance documentation, preparation of grant applications for the State and Federal funding programs and performed evaluations of municipalities per the Americans with Disabilities Act (ADA) Design Standards. Ms. Holtz is highly familiar with the 2010 Americans with Disabilities Act (ADA) Standards for Accessible Design and the Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way (ROW). She has acquired knowledge and practical experience through performing the compliance evaluations and data acquisition for report preparation. She has assisted in the completion of numerous Self-Evaluation and Transition Plans (SETP) and Title VI Plans for municipalities in Indiana and Ohio.

- City of Pontiac Road Master Plan, Pontiac, Michigan. Planner. Development of a long-term roads master plan for the City of Pontiac to identify current road, alley, sidewalk and storm sewer condition assessments and potential options to improve the overall condition of those assets. For preparation of the final report, responsibilities include; review of current and trending PASER data using Roadsoft, identifying potential repair/replacement options through development of an objective method for project prioritization, and development of conceptual cost estimates to bring the road network to a PASER rating of five (5) or better in a 10- and 20-year period.
- MDOT M-46 Corridor Study, Saginaw, Michigan. Planner. Assisted in the preparation of a comprehensive corridor study of the M-46 corridor in Saginaw from M-47 to Outer Drive to identify potential corridor improvements that would accommodate current and future traffic volumes, aim to enhance safety for all modes of transportation, improve non-motorized mobility, and eliminate barriers for bicyclist/pedestrians without impacting traffic flow. The outcome of the study identified short, medium, and long-term transportation system strategies to transform the corridor into a multi-modal environment that balances the needs of all modes and is sensitive to evolving land use and development.
- M-49, Camden TAP Grant, Hillsdale County, Michigan. Planner. Prepared and completed the grant application for the Michigan Transportation Alternatives Program (TAP) grant on behalf of the Village of Camden and MDOT Jackson TSC for the roadway and sidewalk improvements being completed along M-49. Responsibilities included coordination with MDOT Jackson TSC and municipality staff, data acquisition, and preparation of the required documentation to submit within the required 2023-2024 grant application schedule. The application was submitted in two sections, project design and project construction, $74,880 was awarded for the design phase on 12/12/2023 for FY 2024, and the construction phase received a conditional commitment for FY 2026 for $452,336 in grant funding.
- Hagadorn & Sandhill Roundabout, 5323 Form and Section 106 Application, Ingham County, Michigan. Planner. Researched and gathered data regarding the social, economic, and environmental impacts of the project site for preparation of NEPA compliance documentation. Assisted in the preparation and review of the Local Agency Environmental Clearance Form 5323 and Section 106 Application.
- City of San Angelo Recreation & Parks Department ADA Self-Evaluation and Transition Plan, San Angelo, Texas. DLZ Planner. Performed an evaluation of public and employee-common use areas for 25 City-owned facilities, including community and recreation centers, fairgrounds buildings, convention centers, civil department buildings, and special event pavilions. Assisted in the development of cost estimates, facility reports, and photologs documenting all non-compliance issues, to make the necessary corrective actions for the data collected by DLZ staff for ROW facilities. Work done as a subconsultant and includes coordination with client and City and assisting with project management.

EDUCATION

B.S. Urban and Regional Planning, Eastern Michigan University, 2020

SPECIAL TRAINING

National ADA Symposium, Minneapolis, 2024

Ohio Department of Transportation – LTAP NEPA Training, 2023

Michigan Department of Transportation – LAP Section 106 Review Process Training, 2023

Michigan Association of Planning, Transportation Bonanza, 2023

YEARS OF EXPERIENCE

6+

References

DLZ REFERENCES

Berrien County Parks Department
Jill Adams, Director
269.983.7111, ext 8234 ; jadams@berriencounty.org
Professional services including landscape architecture, architecture, civil engineering, grant administration, planning documents and construction documents.

City of Livonia Parks
Michelle Koppin, Assistant Superintendent
734.466.2918 ; mkoppin@livonia.gov
Professional services including landscape architecture, architecture, civil engineering, MEP engineering and more for many sites across the City. Including master planning, cost estimating, construction documents, bid phase services, and construction administration for a $5M project at Shelden Park.

Oakland County Parks
Mark Adams, Project Manager
248.762.3822 ; adamsmaj@oakgov.com
Professional services for a number of sites including inventory and analysis of parks, master planning, potential fee generation and amenity needs, construction documents, site observation. Including the renovations to Pontiac Oaks Park and Waterford Oaks Park.

Elkhart County Parks
Ronda DeCaire, Director
574.535.6458 ; rdecaire@elkhartcounty.com
Professional services including master planning, community engagement, and grant research for a new park site.



South Park
Harrison County, IN

FEE PROPOSAL

Five Year Master Plan

CLIENT	Hamburg Township
PROJECT	Five Year Master Plan
PROPOSAL DATE	September 10, 2026
PREPARED BY	DLZ Michigan, Inc.

SCOPE OF SERVICES

DLZ will provide the professional services described in the agreed-upon scope of work for the project identified above. Services will be coordinated with the Client and performed in accordance with the project schedule and applicable requirements.

FEE SUMMARY

PROFESSIONAL SERVICES	FEE
Lump Sum Fee	**$19,750**

FEE BASIS AND ASSUMPTIONS

- The fee is based on the scope of services and project information available as of the proposal date.
- Services requested beyond the agreed-upon scope will be considered additional services and performed only upon written authorization.
- Reimbursable expenses, permit fees, and third-party charges are excluded unless specifically identified in the final agreement.
- Invoices will be submitted in accordance with the terms of the executed agreement.

AUTHORIZATION

The Standard Terms and Conditions, as set forth as attached Exhibit A, are incorporated here into and made a part of this Proposal. The Client referred to in the Standard Terms and Conditions means Hamburg Township.

If you approve and accept this Proposal, please sign, date and return one copy to us our records. Should you prefer to issue a Purchase Order as your official acceptance, we request that you reference this Proposal in your paperwork.

We appreciate the opportunity to submit this proposal and are pleased that we may be of service to you on this project. Please contact Ben Baker, (269) 247-6468 at your earliest convenience, if you should have any questions or comments.

Very truly yours,

DLZ MICHIGAN, INC.

Manoj Sethi, PE - President

Ben Baker, PLA, ASLA, LEED AP - Project Manager

Approved and Accepted

Signature _____

Printed Name _____

Title _____

Date _____

EXHIBIT [A]

DLZ'S STANDARD TERMS AND CONDITIONS

1. INVOICES AND PAYMENT: Unless the parties have agreed otherwise, DLZ will submit monthly invoices to CLIENT for services performed in the prior month. Except to the extent CLIENT disputes in good faith all or a portion of a DLZ invoice, CLIENT will pay DLZ the invoiced amount within thirty (30) days from the date of the invoice; and, in default of such payment, agrees to pay all cost of collection, including reasonable attorney's fees, regardless of whether legal action is initiated. Invoiced amounts not in dispute will accrue interest at one percent (1%) per month after they have been outstanding for over thirty (30) days. If an invoiced amount not in dispute remains unpaid sixty (60) days after the date of the invoice, DLZ may, upon giving seven (7) days written notice of its intent to do so, suspend all project services until all unpaid invoiced amounts not in dispute are paid in full. If an invoice remains unpaid ninety (90) days after the date of the invoice, DLZ may, upon giving seven (7) days written notice of its intent to do so, declare CLIENT to be in breach of this agreement.

2. CONSTRUCTION SERVICES: If DLZ's scope of services includes providing professional services during the project's construction phase, DLZ will not have control over or be responsible for contractor means, methods, techniques, sequences, procedures, or schedule, or the contractor's failure to comply with the construction contract documents or applicable laws, ordinances, rules or regulations. If DLZ provides construction inspection or observation services, DLZ will report to CLIENT all contractor deviations from the construction contact documents that come to DLZ's attention. However, such services are solely intended to enable DLZ to maintain familiarity with, and keep CLIENT informed of, the general progress and quality of the contractor's work, and not to require DLZ to perform exhaustive inspections of contractor work for its compliance with the construction contract documents, which shall remain solely contractor's responsibility.

3. CHANGES IN REQUIREMENTS: In the event additional services are required due to a change, after the date of this agreement, in CLIENT's requirements, or in the applicable law, standards, or governmental requirements or policies, DLZ will be entitled to additional compensation for such additional services.

4. SURVEY STAKING: If DLZ's scope of services includes survey layout, DLZ will not be responsible for subsequent disturbances of its layout except to the extent caused by DLZ or persons for whom it is responsible.

5. MISCELLANEOUS EXPENSES: Except to the extent otherwise provided in this agreement, CLIENT is responsible for all third-party fees and charges including, without limitation, fees and charges for inspections, zoning or annexation applications, assessments, soils engineering, soils testing, aerial topography, permits, rights-of-entry, bond premiums, title company charges, blueprint and reproduction costs, and all other third-party fees and charges.

6. CHANGE OF SCOPE: DLZ's scope of services in this agreement is based on facts known at the time of execution of this agreement, including, if applicable, information supplied by CLIENT. DLZ will promptly notify CLIENT in writing of any perceived changes to its scope of services required by new information or by persons or circumstances beyond DLZ's control, and the parties shall negotiate modifications to this agreement before DLZ begins performance of the revised scope.

7. SAFETY: DLZ will take reasonable steps to protect the safety of its employees, and to perform its services in a safe manner. DLZ is not responsible for project safety other than with regard to its own services.

8. REUSE OF PROJECT DELIVERABLES: CLIENT's use of any project documents or DLZ deliverables, including electronic media, for any purpose other than that for which such documents or deliverables were originally prepared, or alteration of such documents or deliverables without written verification or adaption by DLZ for the specific purpose intended, will be at CLIENT's sole risk.

9. OPINIONS OF CONSTRUCTION COST: Any opinion of construction costs prepared by DLZ is supplied for the general guidance of the CLIENT only. Since DLZ has no control over competitive bidding or market conditions, DLZ cannot guarantee the accuracy of such opinions as compared to contractor bids or actual cost to CLIENT.

10. INSURANCE: During the performance of its services and for two years thereafter, DLZ will maintain the following minimum insurance coverage: General Liability- $1,000,000 per occurrence, $2,000,000 general aggregate, $2,000,000 products/completed operations aggregate, $1,000,000 personal/advertising injury aggregate; Automobile Liability- $1,000,000 combined single limit; Workers Compensation and Employers Liability- in conformance with statutory requirements, and $1,000,000 employers liability; and Professional Liability- $2,000,000 per claim and in the aggregate. Certificates evidencing such coverage will be provided to CLIENT upon request. If DLZ is providing construction phase services, CLIENT agrees to require its contractor to include DLZ as an additional insured on the contractor's General Liability and Automobile Liability insurance policies, and DLZ's above-listed coverage will be excess over the contractor's coverage, which will be primary.

11. INDEMNITY: To the fullest extent permitted by law, each of the parties agrees to indemnify and save harmless the other party from and against all liability, damages, and expenses, including reasonable attorney's fees, sustained by the other party by reason of injury or death to persons or damage to tangible property, to the proportionate extent caused by the negligent acts or omissions of the indemnifying party or its employees.

12. CONSEQUENTIAL DAMAGES: Neither party will be liable to the other for consequential, special, incidental, indirect, liquidated, or punitive damages.

13. LIABILITY: No employee of DLZ or of its parent, subsidiary, or affiliated companies will be personally liable to CLIENT. DLZ's total liability to CLIENT, and any coverage of CLIENT as an additional insured under any of DLZ's insurance policies, for injuries, claims, losses, expenses or damages arising out of DLZ's services or this agreement from any causes including, but not limited to, DLZ's negligence, error, omissions, strict liability, or breach of contract, will not exceed the total compensation received by DLZ under this agreement.

14. DISPUTES: Any claim or controversy arising out of or relevant to this agreement, or the breach thereof, shall be settled by binding arbitration in the state in which the project is located, in accordance with the rules of the American Arbitration Association, and judgment upon any award rendered by the arbitrator(s) may be rendered in any court having jurisdiction thereof.

15. STATUTE OF LIMITATIONS: The parties agree that the time period for bringing claims regarding DLZ's Service's under this agreement expires on the earlier of one year after completion of the project, or two years after completion of DLZ's project services.

16. DELAYS: DLZ is not responsible for delays caused by persons or circumstances for which DLZ is not responsible.

17. SHOP DRAWINGS: If DLZ's scope of services includes reviewing shop drawings, such reviews are solely with regard to their general conformance with the design concept, and not for the purpose of reviewing or approving their accuracy, completeness, dimensions, quantities, constructability, compatibility with other construction components, or compliance with the requirements of the construction contract documents, all of which remain the contractor's responsibility. DLZ is not responsible for reviewing or approving the contractor's safety precautions or construction means, methods, sequences or procedures.

18. ACCEPTANCE: Both parties will consider DLZ's initiation of services prior to execution of this agreement in order to accommodate CLIENT, at CLIENT's request, as CLIENT's formal acceptance of all of the terms and conditions in this agreement.

19. STANDARD OF CARE: DLZ will perform its services with the care and skill ordinarily exercised by members of its profession currently practicing under similar conditions in the same locale. DLZ does not make, and expressly disclaims, any other warranties, express or implied, relating to its services including, without limitation, warranties of merchantability and fitness for a particular purpose. DLZ shall be entitled to rely on all CLIENT-provided information except to the extent otherwise stated in the agreement.

MCKENNA

PROPOSAL TO PREPARE

Parks and Recreation Master Plan Update

HAMBURG TOWNSHIP, LIVINGSTON COUNTY, MICHIGAN



Prepared by:

MCKENNA
235 East Main Street, Suite 105
Northville, Michigan 48167
O (248) 596-0920
E info@mcka.com
MCKA.COM

SEPTEMBER 10, 2026

Communities for real life.

MCKENNA

September 10, 2026

Hamburg Township
Attn: Parks Department/Township Coordinator
10405 Merrill Road, P.O. Box 157
Hamburg, MI 48139

Subject: Continued Parks and Recreation Success for the Hamburg Township Community!

Dear Ms. Henneman:

McKenna is pleased to submit the enclosed qualifications to provide planning services for Hamburg Township's Parks and Recreation Master Plan update. Our Team is ready to engage with the Hamburg Township community and provide residents and visitors with a **dynamic, sustainable, and innovative** Parks and Recreation Master Plan that is rooted in inclusiveness, resilience, and health.

A COMMUNITY DRIVEN PLANNING & DESIGN PROCESS

McKenna understands that Hamburg Township is seeking an approach to master planning that centers community engagement, and we share that philosophy. To achieve the highest level of community input, we propose a structured, multi-pronged approach to engage residents and stakeholders throughout the process. Specifically, our approach includes (but is not limited to) the following:

- A series of Parks Committee meetings: As stewards of the parks and recreation facilities, the Board's input will be invaluable in shaping the overall goals and direction of the plan.
- A Parallel Virtual Engagement. An interactive website with a variety of input exercises to determine parks and recreation amenity and programming preferences, desires, and needs.
- A public Survey
- Two Field Days or one Community Open House broad-based input event.

To truly empower citizens, Hamburg Township needs a planning and design team that values civic input and knows how to turn ideas into actions. McKenna is that team.

HEADQUARTERS
235 East Main Street
Suite 105
Northville, Michigan 48167

O 248.596.0920
F 248.596.0930
MCKA.COM

EXPERIENCE THAT MATCHES HAMBURG TOWNSHIP'S EXPECTATIONS

McKenna works in communities with similar attention to detail, commitment to excellent parks provision, and responsiveness to their residents and stakeholders. Within the past five years, our Team has led planning and park development efforts of note for similar client communities and engagements.

Recent projects include:

- Lyon Township: Parks and Recreation Master Plan
- Milford Township: Parks and Recreation Master Plan
- City of Birmingham: Parks and Recreation Master Plan, MDNR Grant Application Prepartion
- City of Royal Oak: Parks and Recreation Master Plan
- Canton Township: Parks and Recreation Master Plan & Patriot Park Design
- Park Township: Airport Redevelopment into a Park (Community Engagement)

These communities turned to McKenna for nuanced and effective strategies for parks and recreation improvements rooted in meaningful public engagement. Our clients also rely on us for our grasp of best practices on how communities can most effectively evolve their parks systems to maximize residents' wellbeing.

PROJECT EXPECTATIONS

The provision of parkland and recreational opportunities are essential public services. The McKenna Team recognizes the importance of advancing an aspirational vision for the future of Hamburg Township's parks, open space, and recreational resources. The final 5-Year Parks and Recreation Master Plan will be an action-oriented, graphically rich document that supports the Township's mission to serve the Hamburg Township community.

If you have any questions, please do not hesitate to contact us at (248) 596-0920 or by email at jjackson@mcka.com. We look forward to continuing our relationship with Hamburg Township and partnering on this exciting project! Thank you.

Respectfully submitted,

McKENNA



John Jackson, AICP, NCI
President

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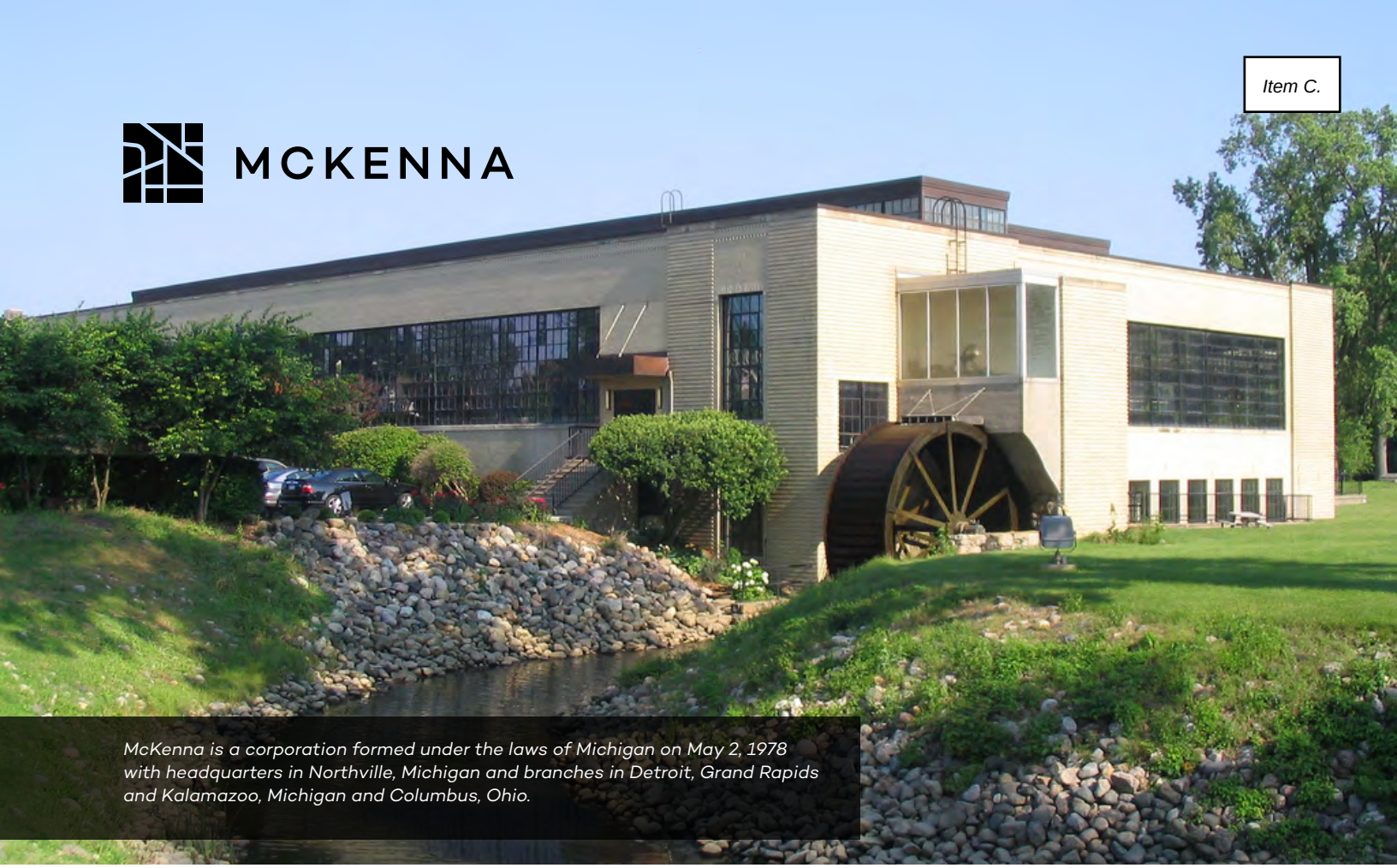
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MCKENNA



McKenna is a corporation formed under the laws of Michigan on May 2, 1978 with headquarters in Northville, Michigan and branches in Detroit, Grand Rapids and Kalamazoo, Michigan and Columbus, Ohio.

McKenna's downtown Northville, Michigan headquarters—a repurposed Ford Motor Company plant designed by Albert Kahn, built in the 1930s. Our work spaces reflect McKenna's commitment to our people, our communities, sustainable design and the rich technology heritage of the Midwest.

McKenna's team of talented planning, design and building professionals help municipal leaders develop and maintain communities for real life. From street festivals, neighborhood parks, and storefronts, to parking spots, coffee shops, and farmers' markets, we want your community to thrive. McKenna provides planning, zoning, building, landscape architecture, community and economic development, and urban design assistance to cities, villages, townships, counties, and regional agencies, as well as select private clients, based on skilled and effective public engagement. Our success can be measured by the built improvements to hundreds of McKenna client communities, and by our 48-year record of client satisfaction and on-time, on-budget delivery.

McKenna currently provides project services to more than 100 communities and private land investors in the Midwest. Anticipating and responding to change is a major distinction of McKenna's practice. Our innovation and depth of experience is a resource for public and private decision-makers; we are a corporation of 30-plus planners, building code experts, urban designers, and landscape architects formed under the laws of Michigan on May 2, 1978.

HEADQUARTERS
235 E. Main Street
Suite 105
Northville, MI 48167

DETROIT
211 W. Fort Street
Suite 1310
Detroit, MI 48226

GRAND RAPIDS
124 E. Fulton Street
Suite 6B
Grand Rapids, MI 49503

KALAMAZOO
151 S. Rose Street
Suite 920
Kalamazoo, MI 49007

COLUMBUS, OH
1223 Main Street
Suite 311
Columbus, OH 43205

MCKA.COM | INFO@MCKA.COM | 888.226.4326



Team Qualifications



TEAM APPROACH AND QUALIFICATIONS

We are excited about the prospect of partnering with Hamburg Township to address future parks needs and desires—to the benefit of your residents and visitors. McKenna is well-suited to prepare this Parks and Recreation Master Plan update:

1. **A Wealth of Parks Planning and Design Experience** McKenna has a successful history of developing recreation and park plans over the last four decades, including similar parks and recreation master plans recently prepared for many Metro Detroit communities, including the Townships of Lyon, Milford, and Canton and the Cities of Birmingham, Pleasant Ridge, Royal Oak and more.
2. **Building Consensus Through Inclusive Community Engagement.** Our authentic, thorough public engagement program will create a truly community-driven process and engage residents in meaningful ways.
3. **A Plan to be Used, Not to Sit on the Shelf.** Our Team's background in park planning and design will ensure beautiful, high-quality graphics for the communication of priorities to the public, improved grant success, and vision development.
4. **Implementing Best Practices.** McKenna professionals consider current proposals in the larger context of parks and recreation best practices.
5. **History of Success.** We have a 100% approval rate with the Michigan Department of Natural Resources for dozens of parks and recreation master plans that we have prepared over the last four decades.

Project Team

An organizational chart which describes the McKenna Team structure, bios, and resumes of all team professionals are included on the following pages.



PROJECT MANAGER AND PRIMARY POINT OF CONTACT

Lauren Sayre, AICP will serve as the Project Manager and primary point of contact for the project. She will be responsible for the management of work tasks, engagement activities, and overall day-to-day project guidance and delivery. Lauren has managed and contributed to numerous parks and recreation planning initiatives throughout Michigan, including plans for Milford Township, Garden City, Pleasant Ridge, and Lexington Township. Through this experience, she has developed a strong understanding of Michigan Department of Natural Resources (MDNR) requirements, guidelines, and planning standards, ensuring efficient project management, stakeholder engagement, and successful plan completion.

Lauren's direct contact information is:

lsayre@mcka.com | (248) 596-0920 office
235 East Main Street, Suite 105, Northville, Michigan 48167



PROJECT PLANNER

Sidney Wuycheck, Associate Planner

Sidney is an Associate Planner at McKenna, whose journey to McKenna began after years of experience as a Senior Research Associate, where she refined her expertise in data collection, analysis, facilitation, project evaluation, and strategic planning. Her professional experience reflects a steadfast commitment to leveraging data-driven strategies to advocate for equitable practices and foster positive community impact. She has coauthored Parks and Recreation plans in Brownstown Township and Highland Park.

Sidney earned her Master's in Urban Planning from Wayne State University, specializing in Managing Metropolitan Growth. She also holds a Bachelor of Arts in Social Relations and Policy from Michigan State University, with a Minor in Science, Technology, and Environmental Public Policy.



PARK DESIGN AND MDNR PROCESS

Paul Urbiel, AICP has created achievable, thoughtfully communicated plans for clients in the public, private, and non-profit sectors. Paul was the Project Manager for the 2024 Birmingham Parks and Recreation Plan and 2023 Royal Oak Recreation Plan, and has either worked on or managed other Parks and Recreation plans in communities such as Canton Township, the City of Fraser, Lexington Township and the Village of Lexington. He led successful MDNR Trust Fund grant applications for Birmingham and Lexington Township, directly informed by the needs identified in the McKenna-authored Parks and Recreation plans for those communities. He is passionate about the creation of vibrant and equitable places that are holistically sustainable.

Prior to McKenna, Paul managed a multidisciplinary consultant team for the Rosa Parks Clairmount Framework Plan in Detroit, MI, which included land stewardship recommendations, as well as open space and public space design.

He holds a Master of Urban Planning and a Bachelor of Science in Architecture, both from the University of Michigan Taubman College of Architecture and Urban Planning.



PARK DESIGN AND ENGAGEMENT SUPPORT

Ethan Senti provides urban and architectural design, and graphic communication support for various design-focused projects.

His interest in the built environment and its profound effect on people led him to pursue an education in Architecture and Spanish at Southern Illinois University. His design education, combined with his experience living and learning in car-dependent cities, exposed him to how effective planning can mean the difference between thriving and stagnating communities. He is particularly interested in complete streets and non-motorized transportation, and how they can lead to more equitable public spaces.



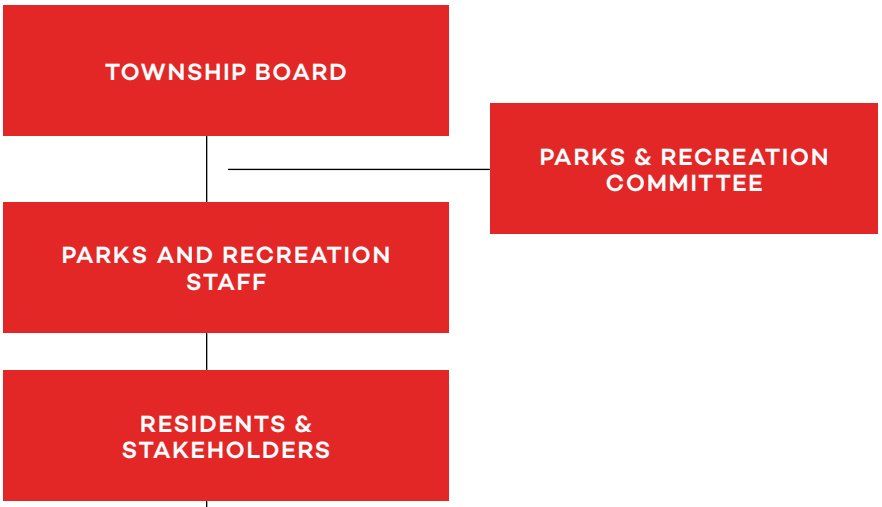
ART DIRECTOR

Carrie Leitner will be the Art Director / Graphic Design specialist for the project, bringing extensive experience and expertise to ensure the document exceeds standard expectations of style and visual communication. With over two decades of experience specializing in project branding, document layout, illustrations, typography, digital graphics, and all facets of public engagement materials—from direct mail to on-site materials to project website development and implementation, Carrie is a fine artist with an excellent understanding of composition, balance, color, and has a trained eye for detail.

Carrie holds a Bachelor of Fine Arts from the University of Michigan, and has completed web coding and usability courses at Washtenaw Community College.

Organizational Chart

Hamburg Township Team
McKenna Team



PROJECT MANAGER

Lauren Sayre, AICP, NCI
Principal Planner
- Primary Point of Contact

PROJECT PLANNER

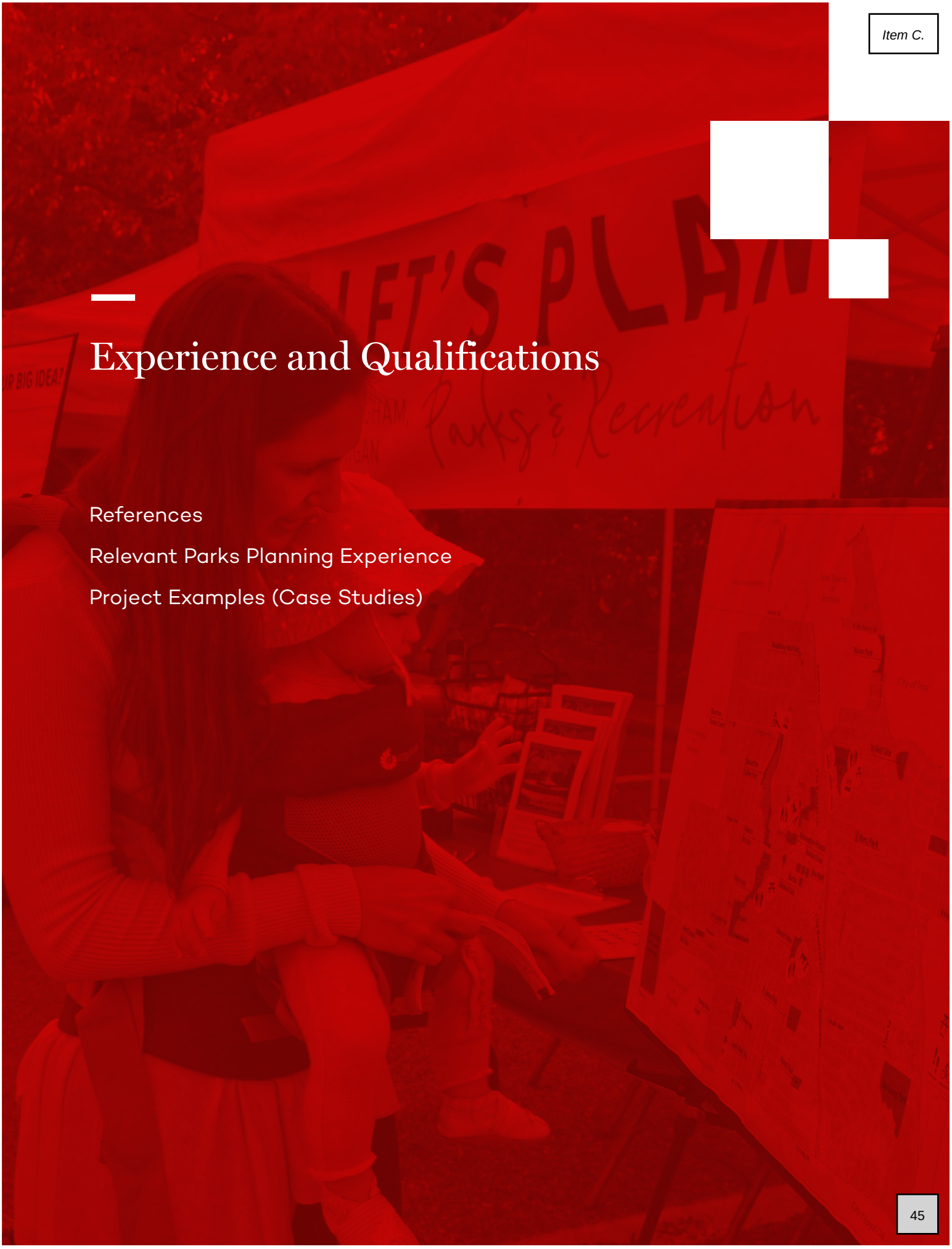
Sidney Wuycheck
Associate Planner
- GIS Mapping / Spatial Analysis
- Engagement Design

TECHNICAL TEAM

Paul Urbiel
Senior Principal Planner
- Park Design
- MDNR Process

Ethan Senti
Assistant Planner
- Park Design
- Engagement Support

Carrie Leitner
Art Director
- Graphics
- Document Design
- Website Design



Experience and Qualifications

References

Relevant Parks Planning Experience

Project Examples (Case Studies)

References

COMMUNITY / CONTACT	DETAILS
CITY OF BIRMINGHAM, MI	
Carrie Laird **Parks & Recreation Manager** City of Birmingham 851 S. Eton Birmingham, MI 48009 (248) 530-1714	Population (2020): 21,789 Community Area: 4.8 square miles • 2019-2023 Recreation Plan, 2024—2028 Parks and Recreation Master Plan, and MDNR Grant Application • Document: https://cms7files1.revize.com/birmingham/Parks%20Information/Parks%20&%20Recreation%20Master%20Plan/Birmingham-Parks-Rec-Plan_ADOPTED-121823.pdf
LYON TOWNSHIP, MI	
Patti Carcone **Treasurer** Lyon Charter Township 58000 Grand River Avenue New Hudson, MI 48165 (248) 437-2240	Population (2020): 23,271 Community Area: 30.1 square miles • 2024—2028 Parks and Recreation Master Plan • Township Planner since 1987 • Document: • https://cms2.revize.com/revize/lyontownship/document_center/Parks%20and%20Recreation/Lyon%202024%20Parks%20and%20Recreation%20Plan.pdf
MILFORD TOWNSHIP, MI	
Wendy Loncar, MCP, ZA **Planning Coordinator** Milford Township 1100 Atlantic Street Milford, MI 48381 (248) 685-8731	Population (2020): 17,090 Community Area: 33 square miles • 2024-2028 Parks and Recreation Master Plan • Document: https://cms4files1.revize.com/milfordtownship/docs/Parks%20and%20Rec/MilfordTwp-Parks-and-Recreation-Plan-ADOPTED-02-19-2025.pdf

Relevant Parks Planning Experience

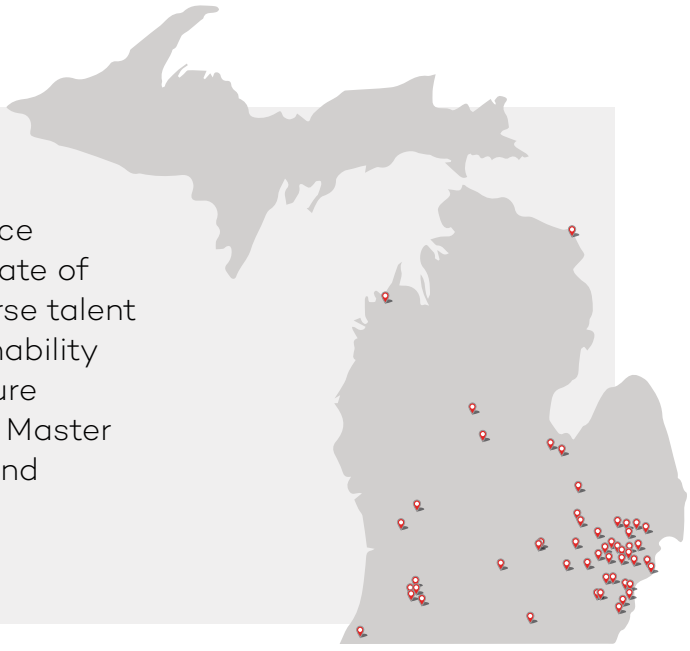
McKenna professionals have created dozens of Parks and Recreation Master Plans for more than four decades and bring that breadth of successful capability to the Hamburg Township community.

In addition to the our references on the previous page, we offer the following recent project examples that demonstrate our experience with delivering plans similar in focus to this planning effort. Case studies (detailed project examples) are also presented on the following pages.

MUNICIPALITY	COUNTY	MCKENNA TEAM EXPERIENCE				
		MDNR Approval	In-person Public Engagement*	Online Public Engagement	Planning for Accessibilty and Inclusion	Sustainability Planning
Milford Township	Oakland	✓	✓			
Lyon Township	Oakland	✓	✓	✓	✓	✓
City of Birmingham	Oakland	✓	✓	✓	✓	✓
City of Royal Oak	Oakland	✓	✓	✓	✓	✓
City of Rochester	Oakland	✓		✓		
Village of Lake Orion	Oakland	✓		✓		✓
Village of Oxford	Oakland	✓		✓		
Lyon Township	Oakland	✓	✓	✓	✓	✓
Garden City	Wayne	✓	✓		✓	
Canton Township	Wayne	✓	✓		✓	✓
Village of Lexington	Sanilac	✓		✓	✓	
Lexington Township	Sanilac	✓	✓	✓		
City of Mt. Pleasant	Isabella	✓	✓	✓		
City of Kalamazoo	Kalamazoo	✓	✓	✓		✓
Macomb County	-	✓	✓	✓		✓

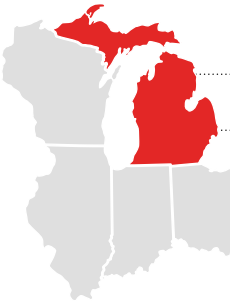
**In-person public engagement, in addition to the required public hearing per MDNR.*

With more than four decades of experience and a 100% acceptance rate with the State of Michigan for parks plans, McKenna's diverse talent of planners, landscape architects, sustainability leaders and design professionals will ensure Hamburg Township' Parks and Recreation Master Plan is technically complete, innovative, and uniquely yours.



Future-Ready Parks

CITY OF BIRMINGHAM, MICHIGAN



POPULATION
21,612

AREA (SQ MI)
4.8

COMPLETED
2023

Birmingham updated its Parks and Recreation Master Plan to maintain grant eligibility and guide investments across its 26 parks. McKenna combined resident engagement with best-practice analysis to set priorities for park improvements and long-term stewardship.

MCKENNA'S ROLE

- Ensured Birmingham's Parks and Recreation Master Plan met state requirements and maintained eligibility for key funding sources.
- Designed a robust engagement program, including field days, surveys, roundtables, and presentations to capture diverse feedback.
- Produced a clear, accessible plan with prioritized recommendations for future parks projects citywide.



OUTCOME

Birmingham now has a state-compliant, community-supported master plan to steer investments across all 26 parks. With clear priorities and actions, the City can pursue funding, improve amenities, and advance sustainable stewardship.



MCKENNA

Communities for real life.

What we did:

PLANNING

Parks and Recreation Planning
Public Engagement

Recreation Plan

CITY OF ROYAL OAK, MICHIGAN

Royal Oak has a long history of championing park space. In 2022, the City enlisted McKenna to create a new vision for parks and recreation in the City, one that would be rooted in significant public and stakeholder engagement. The planning process was guided by the additional imperatives of sustainability, accessibility, and fiscal responsibility.

McKenna designed and executed a comprehensive engagement program that offered both virtual and in-person opportunities to relay stakeholders' aspirations for the future of their parks. More than 1,000 community members provided input virtually, and the team met with hundreds more residents in a series of Field Day events, individual interviews and focus-group discussions.

To accurately assess each of Royal Oak's recreational assets, McKenna created a GIS-based facility inventory that documented existing conditions and opportunities for facilities, sustainability and accessibility. Informed by that inventory, technical analysis and the engagement process, the team provided action plan recommendations both system-wide and specific to each individual park.

Underpinned by an authentic, community-supported vision, the plan provides a comprehensive roadmap for stewardship of the Royal Oak parks and recreation system for the next five-plus years.









MCKENNA

Communities for real life.

Parks and Recreation Master Plan

MUSKEGON CHARTER TOWNSHIP, MUSKEGON COUNTY, MICHIGAN

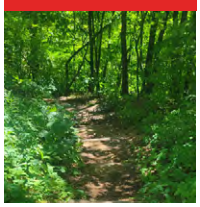
Muskegon Township initiated the development of a 5-Year Parks and Recreation Plan in 2022 to create a vision as a regional hub for parks and recreation facilities.

This Parks and Recreation Plan encompasses Muskegon Township, with a population of 17,952 residents as of 2020. The Township is in Muskegon County, and borders the city of Muskegon. The Township is both rural and urban, presenting unique challenges for parks and recreation planning.

This plan is being created in order to help Township residents understand the current state of and projected future of the Township's park facilities, as well as provide guidelines and prioritization for the parks. This plan is also intended to fulfill the Michigan Department of Natural Resources (MDNR) requirements for Community Parks and Recreation Plans to qualify for grant funding from programs like the Michigan Natural Resources Trust Fund. Citizen input and action, through an online survey and a public hearing, played a critical role in the development of the plan. As a result, recommendations described within the action plan reflect the needs and ideas of those who use parks and recreation facilities within Muskegon Township.









MCKENNA

Communities for real life.

What we did:

PLANNING

Parks and Recreation Planning
Public Engagement
Environmental Justice

Parks and Recreation Master Plan

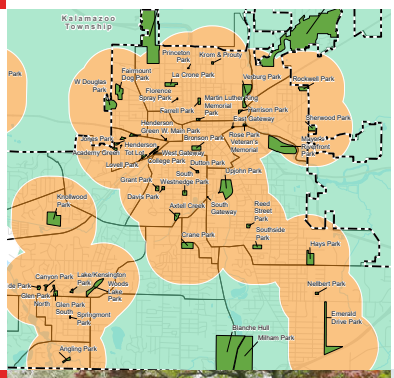
CITY OF KALAMAZOO, MICHIGAN

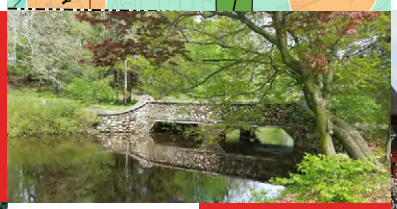
With more than 30 parks scattered around a city of over 75,000 people, the Kalamazoo Parks Department knew its five-year recreation plan update process would not be a simple capital improvements plan update. It needed to engage with residents, capitalize on the recently adopted Imagine Kalamazoo Master Plan, and ensure quality recreational amenities in all neighborhoods.

Working with McKenna and our partners at OCBA, the Parks Department divided the City into sub-regions, to make it easier to determine the level of parks service in each neighborhood. We then developed a metric to determine whether park service was adequate—"All residents should be no more than a 10-minute walk from a park worth walking 10-minutes to get to."

With that goal in mind, the project team initiated a comprehensive public engagement program, including holding summer 'pop up' events in the parks themselves. Based on the community feedback, we developed recommendations for improvements to every park in the City, with most parks planned for improvements in under five years, and the rest upgraded in under ten years.

Kzoo PARKS
imagine fun!
CITY OF KALAMAZOO, MI
PARKS AND RECREATION PLAN









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Communities for real life.

What we did.

PLANNING

Parks and Recreation Planning
Public Engagement
Grant Writing

Parks and Recreation Plan and Natural Resources Trust Fund Grant

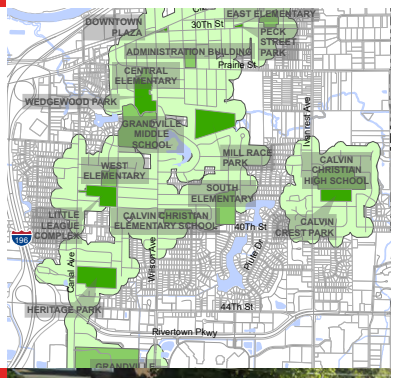
CITY OF GRANDVILLE, MICHIGAN

The City of Grandville, a historic community on the banks of the Grand River in West Michigan, is justly proud of its park system. The City features several large neighborhood parks, placed throughout the community so that most residents are in walking distance of green open space. A large and active Parks Board, appointed jointly by the City and School District, oversee the City's recreational inventory.

When McKenna, along with our partners at OCBA, was contracted to update the City's Five Year Parks and Recreation Plan, we knew that residents would watch the process with keen interest. We developed a comprehensive public engagement process, setting up a booth at the City's "Summer Kickoff Festival" to build excitement and receive feedback—and advertise an online survey. In addition to the dozens of people who participated at the Festival, several hundred residents took the survey.

We repeated this successful process again several months later, at the City's Vintage Festival. This time, our engagement was designed to receive feedback on proposed park improvements. Again, participation was very high, with hundreds of residents taking the online survey. It was also overwhelmingly positive.

Following the adoption of the parks plan, McKenna and OCBA assisted the City in applying for a Michigan Natural Resources Trust Fund Grant, to build out the Buck Creek Trailhead and Mill Race Park improvements, which key priorities of the plan.









From Contention to Consensus

PARK TOWNSHIP, OTTAWA COUNTY, MICHIGAN



POPULATION
19,199

AREA (SQ MI)
21.3

COMPLETED
2022

Park Township had a historic airport that operated for 83 years. But when financial troubles forced it to close, the Township faced a difficult choice.

MCKENNA'S ROLE

» Park Township engaged McKenna and our partners at OCBA to lead a multi-step engagement process to determine what to do with the site.

» The process included four phases, each involving online outreach, site tours, workshops, and remote booths set up at local businesses.

» The iterative nature of the process calmed tensions and allowed a consensus vision for a new park to take hold.



OUTCOME

McKenna and OCBA developed a plan to transform the site into a multi-faceted recreational and natural public space.







Project Approach and Methodology

The Hamburg Township Parks and Recreation Master Plan will further the community's commitment to promoting healthy lifestyles, advancing quality social and community development, and providing lifelong enrichment opportunities.

Project Approach



The Hamburg Township Parks and Recreation Master Plan will be cohesive, action-based, and implementable, as directly informed by the needs of the community.

A COMMUNITY-DRIVEN APPROACH TO PARKS AND RECREATION PLANNING

Planning for Future Needs. This planning endeavor is an exciting opportunity for Hamburg Township to ensure that its parks and recreation programming is serving resident needs, and that the community is well-positioned to accommodate future facilities and amenity needs.

Focus on Implementation. Hamburg Township recognizes that its park assets are critical to its future success and maintaining a high-quality of life for its residents. This document will function as a long-range, strategic plan, as well as a roadmap for near-term projects and successes.

Build Trust to Maximize Participation. We understand that Hamburg Township desires this planning effort to center on the input of the community. *We praise the recognition of a people-centered approach to planning. Public engagement is the core tenet of our Team's work plan.* Our goal is to engage participants in ways that best suit their lifestyles and time commitments, emphasizing connecting with people that are not typical participants in planning processes. These methods provide the framework for the planning process and inspire a long-term commitment to implementation.



POSITION HAMBURG TOWNSHIP FOR ACTION AND FUTURE GRANT SUCCESS

McKenna recognizes the importance of ensuring that the parks and recreation master plan complies with the requirements of the MDNR to qualify for State funding. Thus, our approach is to organize the Plan to clearly articulate how it addresses the requirements of the MDNR for future grant funding.

As we have done throughout our four-decade history, McKenna will perform all planning tasks in a manner that meets or exceeds professional planning standards.

A Contemporary, Action-Oriented Plan. The final Plan will be visually appealing, easy to understand, and accessible to all. It will highlight Hamburg Township's Parks and Recreation's priorities and provide recommendations for programs and services based on community needs and emerging trends. Hamburg Township's open space, recreation, parks, and programming provide rich opportunities for both residents and visitors to enjoy passive and active experiences. This update will **create a comprehensive guidebook for future development and enhancement of Hamburg Township's park system, open spaces, and services.**

Partnering with McKenna will position Hamburg Township to optimize operations, and continue to provide residents and visitors with the highest level of service in parks and open space.

The Hamburg Township updated Parks and Recreation Master Plan will:

1) Provide a forward-looking vision that is founded on community input and considers changing trends in park spaces.
2) Serve as a key prioritization tool for Hamburg Township parks, programming, and future investment.
3) Meet (and exceed!) the MDNR eligibility requirements for grant funding.

The Plan will meet these imperatives, and thus enable Hamburg Township to continue its pursuit of excellence in park services provision for years to come.

Project Work Plan



McKenna will prepare the 5-Year Plan in complete compliance with MDNR standards for Recreation Plans in a manner that reflects the community's needs and desires. We organize our workflow into the following seven key tasks:

Step 1. Project Initiation / Pre-Planning Groundwork

Step 2. Inventory & Analysis / Idea Evaluation

Step 3. Engaging the Hamburg Township Community

Step 4. Synthesis of Goals & Objectives

Step 5. Draft Action Plans / Produce Plan Documents

Step 6. Manly Bennett Park Master Plan Update

Step 7. Public Review & Adoption

STEP 1.
PROJECT INITIATION / PRE-PLANNING GROUNDWORK

PROJECT KICK-OFF

McKenna will conduct an initial meeting with Township leadership and other designated representatives to receive input and direction on the work plan and to finalize a structure for review and management of the planning process. We will:

1. Establish a working relationship;
2. Reach an understanding of expectations and answer questions;
3. Make mutually agreed upon adjustments to the work plan;
4. Identify preferred methods of communication, and;
5. Review goals and objectives from the current Parks and Recreation Master Plan, as well as other Township-wide planning documents, such as the 2020 Hamburg Master Plan.

During the project initiation, we will also finalize the mechanisms for public input and the framework for communications. We will verify and identify key stakeholder groups with whom we must connect with for the success of the project.

DATA COLLECTION AND TRENDS ANALYSIS

Simultaneously, McKenna will start to analyze trends in service delivery and parks and recreation trends, and provide a synthesis of relevant issues (e.g., sustainability, inclusivity, etc.).

LAUNCH INTERACTIVE WEBSITE

Our Team will create and maintain an interactive project website from the onset of this project.

CONTINUED PROJECT MANAGEMENT

Throughout the project, our Team will conduct up to two monthly progress meetings with Parks and Recreation staff to report on the project status, discuss findings, review draft content, and coordinate next steps.

DELIVERABLES

- Trends Analysis (published in Draft Plan)
- Communications Strategy
- Launch Virtual Engagement Component (Interactive Website)

1,010
Unique Website Visitors

418
Survey Responses

799
Online Comments

3,200
Responses to Online Comments



McKenna virtual engagement platform for the Township of Royal Oak Parks and Recreation Master Plan (2022): Virtual Responses.

STEP 2.
INVENTORY & ANALYSIS / IDEA EVALUATION

FINALIZING A DETAILED INVENTORY

In accordance with MDNR requirements, McKenna will prepare the updated community description, administrative structure narrative, and inventory of the parks and recreation facilities, including all amenities in each of the parks. During this time, we will tour, photograph and assess the current ADA accessible of all Township parks. In addition to the inventory, McKenna will map existing parks and recreation resources within the community.

Applying national benchmarks modified by local conditions in Livingston County and Hamburg Township, McKenna will assess any potential deficiencies in the parks facilities available to the community. In addition, we will review other Township, County, and regional documents and plans related to parks and recreation and summarize their applicability.

DELIVERABLES

- Natural Features Inventory
- Administrative Structure Update and Previous Grant Funding Record
- Parks and Recreation Inventory
- Recreation Service Coverage Analysis
- Mapping of Township Park Facilities
- Regional Facilities Inventory



STEP 3.
PUBLIC ENGAGEMENT PLAN:ENGAGING THE HAMBURG TOWNSHIP COMMUNITY



We praise the Township for recognizing the value of public engagement. Public engagement is a core tenet of all the work we do at McKenna, and this project will be no exception.

Our goal will be to engage participants frequently, in ways that best suit their lifestyles and time commitments, so that the time they invest is used wisely. These methods will ensure an equitable public engagement process that will emphasize connecting with people that are not typical participants in planning processes. We believe the process outlined herein will yield great results; however we are happy to discuss variations to this plan to best meet the Township's needs.

Results of all public engagement activities will be documented, tabulated, and presented in a graphically pleasing manner in the final Plan. This also includes a detailed overview of the process undertaken for the update and all documentation of the public input methods hosted by the Township, as required by the MDNR.

COMMUNICATIONS STRATEGY

At the onset of the project, we will work with the Township to develop a Communications Strategy that will outline the methods to best connect and gather valuable insight from the community. We will use the existing Hamburg Township brand to create recognizable, project-specific graphics to be used on all official communications and engagement materials.

ONLINE ENGAGEMENT

Utilizing an online engagement platform, we will provide an intuitive and easy to navigate project webpage that will serve as repository of project information in addition to assisting with gathering opinions and preferences concerning parks and recreation.

Through this site, we will host the project survey. A mapping component will allow users to provide location-specific ideas, suggestions, and concerns throughout the parks. To the extent possible and appropriate, we will mirror exercises online that we conduct in person to gather the most comprehensive feedback.

PARKS COMMITTEE MEETINGS

We will meet with the Parks Committee four times:

- After the Administrative Kick-Off, to receive input and understand priorities from the Parks Committee
- At approximately 50% completion, to describe findings and share draft recommendations
- At approximately 80% completion, to validate recommendations and present a draft Action Plan
- To review the final draft for recommendation to the Township Board

We will also work with the Committee as necessary and provide all materials necessary to submit to the MDNR.

MEET PEOPLE WHERE THEY ARE

Success for this project will be measured by our ability to accurately capture the diverse needs and desires of all Hamburg residents. We have found that meeting people where they are— both physically and with engagement techniques that work for them—is the most effective means of public engagement. Hosting public outreach in conjunction with another Township event, such as sports playoffs or a community event, is the best way to engage a large and diverse group.

If this is possible within the winter months that this project is scheduled to take place, McKenna will lead two Hamburg Field Day events (broad-based input sessions), one of which will be early in the planning process and the remaining one once the draft Plan is prepared. The beginning two sessions will be to receive input on establishing goals and objectives and the vision/direction of the Plan. The latter session will be to receive input on proposals contained within the draft Plan and create a feedback loop that will enable the team to make final adjustments.

Alternatively, we will host one project-specific Open House, where we will present the results from the online survey and comment map as well as the initial visioning from the board and ask the community to participate in targeted exercises for each park. This will inform park specific and system wide recommendations.

SURVEY

McKenna will prepare and host an online survey that will take respondents less than 10 minutes to take to gather opinions and preferences concerning parks and recreation in Hamburg. In consultation with Township staff, we will work provide appropriate advertisements and publicity to encourage robust participation.

DELIVERABLES

- Marketing Materials and Templates
- Two (2) Field Day events in conjunction with existing/planned Township events, OR One (1) project-specific open house.
- Survey Results
- Public Engagement Results Summary

STEP 4.
SYNTHESIS OF GOALS & OBJECTIVES

REFINED GOALS AND OBJECTIVES

McKenna will review the Township's existing goals and objectives with designated staff and modify them as necessary based on the trends analysis, existing conditions analysis, public engagement results, and other input received. Using that as a foundation, we will refine the goals and objectives for Hamburg Township's Parks and Recreation Master Plan, which will collectively set the direction for implementation.

We will then work closely with the Township to evaluate the range of desired uses at the parks as well as programming needs. Uses will be evaluated based on a series of criteria that will balance the desire for the facilities with the feasibility of developing those facilities. Criteria will include the relationship with existing facilities, maintenance costs, the ability to finance and construct facilities, and other factors.

DELIVERABLES

- Refined Goals and Objectives
- Parks and Facilities Analysis

STEP 5.
DRAFT ACTION PLAN

STRATEGIC ACTION PLAN

McKenna will develop a chronology of projects to be implemented in the short-term (5-year). We will also describe any strategic or longer-term projects that are recommended beyond the five year horizon. The Action Plan will describe and prioritize anticipated recreation developments and identify specific recommendations for changes to existing programs and facilities, the acquisition of any new properties (or preliminary feasibility), and the maintenance of all parks and recreation assets.

It will also reflect Hamburg Township's current operating budget and recommendations for future budgets, including identification of viable funding sources. The Action Plans will be represented in table form and will include the following information, at a minimum:

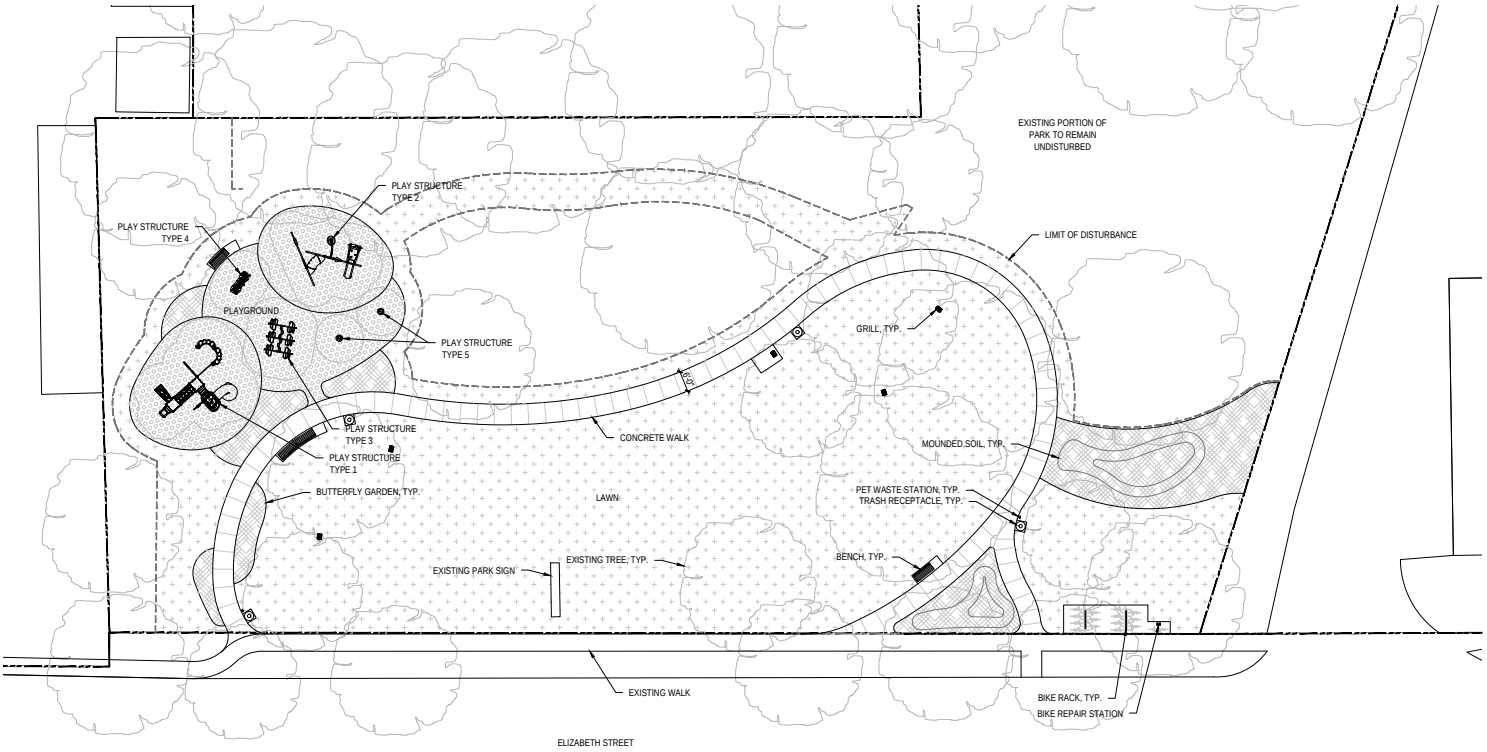
- Project description and location;
- Order of magnitude opinions of cost and potential methods of funding;
- Year(s) to be implemented;
- Any recommendations for improving the visual appearance of all recreation facilities;
- Any recommendations for the maintenance and renovations of facilities; and
- Any recreation programming considerations.

DELIVERABLES

- 5-Year Action Plan



STEP 6.
MANLY W. BENNETT PARK MASTER PLAN UPDATE



Building on the recommendations developed to date, public input specicic to Manly Bennett Park, and in consultation with Township staff, McKenna will create an update to the Manly Bennett park Master Plan drawing. The drawing will include recommended facilities and, per the requirements of the RFP, include Township-owned trailheads and the future buildout of West Park.

We will create a draft of this drawing for review with Township staff and the Parks Committee, and provide one revision.

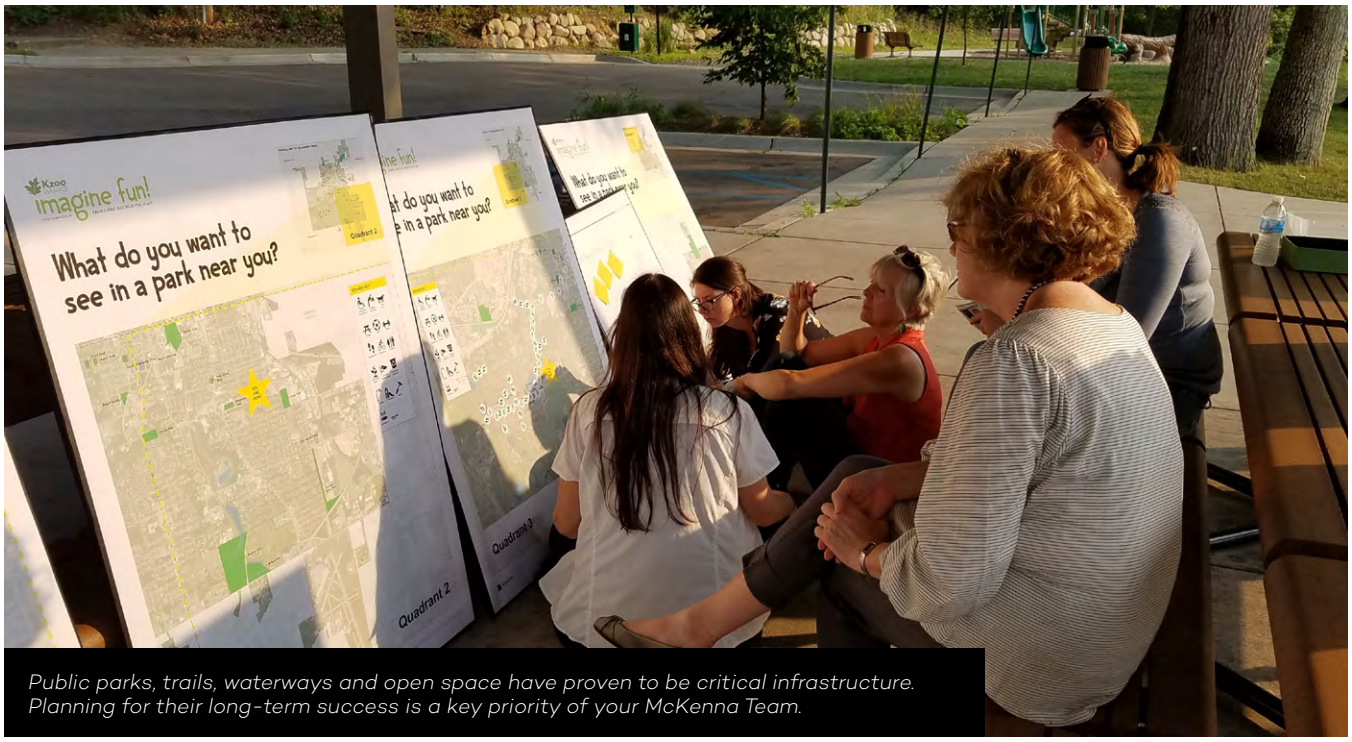
DELIVERABLES

- Manly Bennett Park Master Plan drawing



Heritage Park in Canton (top) and Elizabeth Park in Rochester (above), two Park Master Plan projects McKenna has led in conjunction with or following on from Parks and Recreation Plan recommendations.

STEP 7.
PUBLIC REVIEW AND ADOPTION



Public parks, trails, waterways and open space have proven to be critical infrastructure. Planning for their long-term success is a key priority of your McKenna Team.

The final Hamburg Township 5-Year Parks and Recreation Master Plan will be prepared as a public facing, visually accessible report covering the process from goal development through implementation recommendations. The final Plan will include text and high-quality graphics, maps, charts, and tables explaining the planning efforts. All detailed background material will be included in an appendix.



Field Day Event for Kalamazoo.

PUBLIC REVIEW

The final draft Plan will be made available to the public for the required MDNR 30-day review period. We recommend that copies be made available at Township Hall, recreation facilities, and at other community facilities.

Our Team will present the draft Plan at a public hearing with the Parks and Recreation Advisory Board. McKenna will then attend a final adoption meeting with the Township Commission.

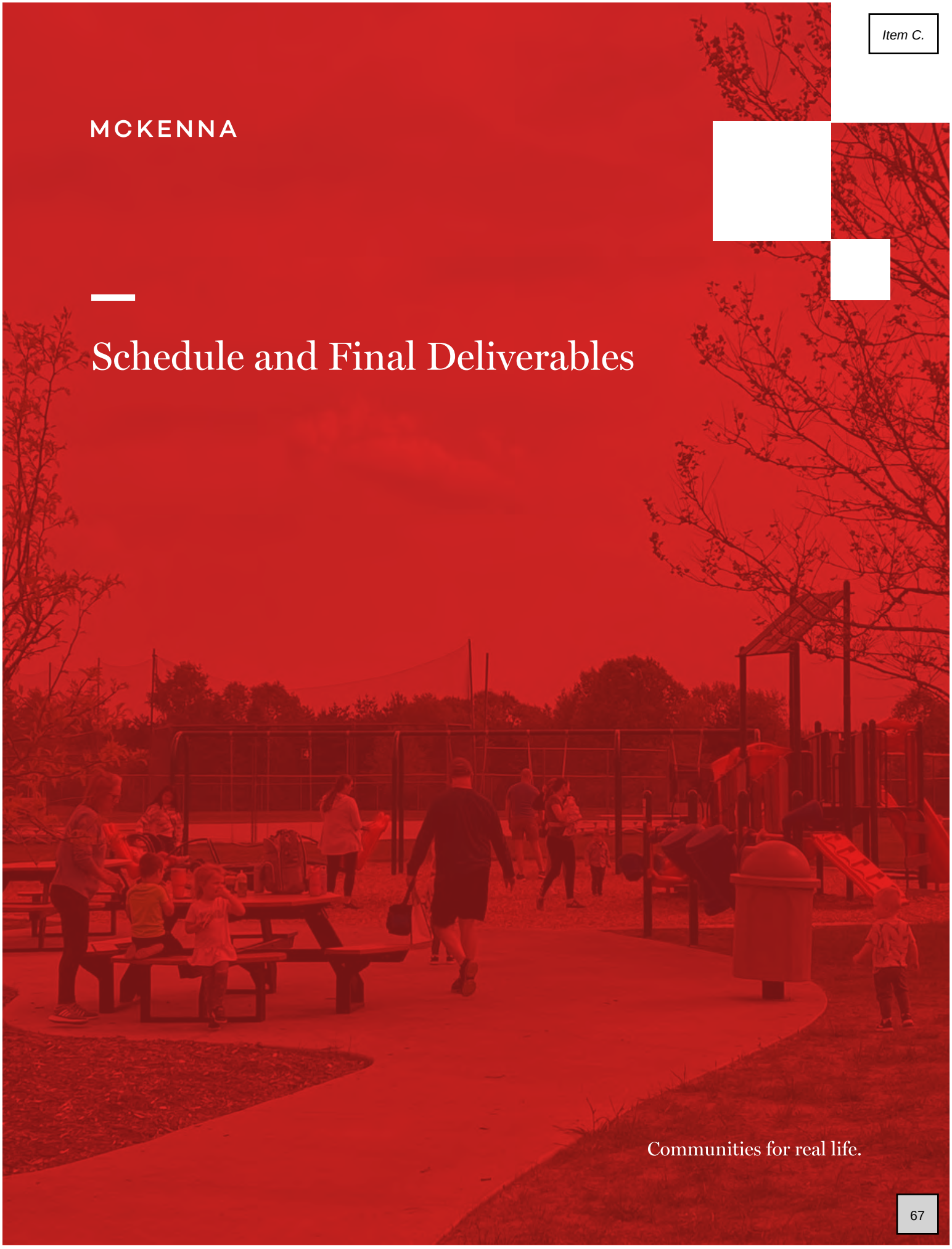
DELIVERABLES

- Public Hearing and Adoption Documents
- Final Adopted Plan
- MDNR Submission Documents



MCKENNA

Schedule and Final Deliverables



Communities for real life.

Schedule

We propose the following schedule to complete the Hamburg Township 2025-2029 Parks and Recreation Master Plan. Per the RFQ requirements, we propose here a schedule to meet the desired March deadline.

		2026			2027		
		OCT	NOV	DEC	JAN	FEB	MAR
STEP 1: PROJECT INITIATION / PRE-PLANNING GROUNDWORK							
1	Kick-Off Meeting with Township Staff	X					
2	Twice Monthly Progress Meetings with Township Staff (8 total)		XX	XX	XX	XX	
STEP 2: INVENTORY & ANALYSIS / IDEA EVALUATION							
1	Community Narrative						
2	Facility Inventory						
STEP 3: ENGAGING THE HAMBURG TOWNSHIP COMMUNITY							
1	Public Survey						
2	Parks Committee Visioning/ Kick-Off and Progress Meetings	X	X	X	X		
3	Field Days or Public Open House		X				
4	Integration of Community Feedback						
STEP 4: SYNTHESIS OF GOALS & OBJECTIVES							
1	Review and Modify Goals and Objectives						
2	Evaluate Range of Desired Uses						
STEP 5: DRAFT THE ACTION PLANS / PRODUCE PLAN DOCUMENTS							
1	Draft Strategic Action Plan (5-Year)						
2	Draft Feedback Session with Township Staff				X		
STEP 6: MANLY BENNETT PARK MASTER PLAN UPDATE							
1	Draft Master Plan Update Drawing						
2	Final Master Plan Update Drawing						
STEP 7: PUBLIC REVIEW & ADOPTION							
1	Revise Draft and Publish the Final Plan						
2	MDNR-Mandated* Minimum 30-Day Comment Period						
3	Present to the Township Board (Adoption)					X	

Final Deliverables and Proposed Fees



FINAL WORK PRODUCTS

The following describes the products to be developed as part of this planning effort, though this may not be an exhaustive list. Client satisfaction is our #1 priority—that means we "do what it takes" during a project to deliver the best experience.

Working Papers, Public Engagement Materials, and Draft Plans

- All agendas, materials, and summaries for working meetings.
- All public engagement materials, including fliers, public notices, maps, graphics, charts, and boards that will be used to publicize and facilitate all public engagement events.
- Draft Plan for distribution and review.

Maps and Graphics. Maps of existing and planned parks and recreation facilities, per MDNR requirements.

Final Plans

- 3 bound copies of the Parks and Recreation Master Plan in a graphically-rich and compelling format.
- Digital copy of the Parks and Recreation Master Plan.
- Digital Copy of the Manly Bennett Park Master Plan drawing

PROPOSED FEES

McKenna will prepare the Hamburg Township Parks and Recreation Master Plan as described in this proposal for the lump sum of **$29,500**.

Additional meetings and/or projects tasks requested by the Township in writing will be invoiced per McKenna's professional fee schedule for hourly rated services.

Please note that we are happy to adjust our scope and/or approach, and corresponding budget amount, to best meet your needs.





Appendix:
Team Member Resumes

Lauren Sayre, AICP

SENIOR PLANNER | GIS MANAGER



> As a planner, I'm most motivated by the opportunity to advocate for underrepresented communities in planning processes to help create more sustainable, equitable, and enjoyable places where everyone can thrive.

NORTHVILLE, MI

EDUCATION

Master of Urban Planning, Wayne State University

Bachelor of Science, **Geography and Sustainable Planning**, Grand Valley State University

CERTIFICATIONS

American Institute of Certified Planners (AICP)

PROFESSIONAL AFFILIATIONS

American Planning Association (APA)

Michigan Association of Planning (MAP)

EXPERIENCE

7+ Years

RELEVANT PROJECTS

Strategic Recreation Plan | Rochester Avon Recreation Authority, MI
Project Manager

Parks & Recreation Master Plan | City of Garden City, MI
Project Manager

Pleasant Ridge Parks & Recreation Master Plan | City of Pleasant Ridge, MI
Project Planner

Park & Recreation Master Plan |
Lexington Township, Sanilac County, MI
Project Planner

Parks & Recreation Master Plan |
Milford Township, Oakland County, MI
Project Planner

Lansing Active Transportation Plan | City of Lansing, MI
Project Manager

THOUGHT LEADERSHIP & SPEAKING ENGAGEMENTS

"Lansing in Motion: Aligning Big Goals with Practical Action"
Michigan Transportation Planning Association Annual Conference, 2026

"Creating a Childcare-Friendly Community"
Zoning Practice, American Planning Association, June 2025

"Who Put This Land Use in My Transportation Policy?"
Michigan Transportation Planning Association Annual Conference, 2025

"Building Blocks for Child Care: Planning Tools for Stronger Communities"
American Planning Association Ohio Annual Conference, 2025

Sidney Wuycheck

ASSOCIATE PLANNER



DETROIT, MI

> The most rewarding part of my work is collaborating with local leaders, residents, and developers to shape vibrant, inclusive communities. I'm driven by meaningful community impact, such as safer streets, more accessible public spaces, and revitalized downtowns, with aspirations to improve everyday life for all.

EDUCATION

Master of Urban Planning, Wayne State University

Bachelor of Arts, **Social Relations and Policy**, Michigan State University

CERTIFICATIONS

The Effective Facilitator Training (Leadership Strategies)

Artificial Intelligence for Equity and Justice in Evaluation Training (TEI)

Utilizing Culturally Responsible and Racially Equitable Engagement Training (MPHI)

Teaching English as a Foreign Language Certificate (International TEFL Academy)

PROFESSIONAL AFFILIATIONS

American Planning Association (APA)

Michigan Association of Planning (MAP)

EXPERIENCE

4+ Years

RELEVANT PROJECTS

Lansing Active Transportation Plan | City of Lansing, MI
Engagement Lead

Parks & Recreation Plan | City of Highland Park, MI
Project Planner

Parks and Recreation Master Plan | City of Huntington Woods, MI
Project Planner

Parks & Recreation Plan | Brownstown Township, Wayne County, MI
Project Planner

PRIOR TO MCKENNA

Neighborhood Vitality Index | City of Detroit, MI
Community Engagement and Data Collection Coordinator

Paul Urbiel, AICP

SENIOR PRINCIPAL PLANNER



DETROIT, MI

I'm passionate about working with communities to turn their ideas into clear, achievable plans. I focus on creating vibrant, inclusive, walkable, and people-focused places that are built to last. Equity and long-term stewardship are critical, and I am especially interested in facilitating development that benefits the whole community.

EDUCATION

Master of Urban and Regional Planning, University of Michigan

Bachelor of Science, Architecture, University of Michigan

CERTIFICATIONS

American Institute of Certified Planners (AICP)

LEED AP

PROFESSIONAL AFFILIATIONS

American Planning Association (APA)

Michigan Association of Planning (MAP)

Urban Land Institute (ULI)

Leadership Detroit, Class 30

EXPERIENCE

20+ Years

RELEVANT PROJECTS

Park & Recreation Master Plan and MDNR Grant Application | Lexington Township, Sanilac County, MI
Project Director

Park & Recreation Master Plan and MDNR Grant Application | City of Birmingham, MI
Project Manager

Parks and Recreation Plan | City of Royal Oak, MI
Project Manager

Parks and Recreation Plan | Village of Lexington, MI
Project Manager

THOUGHT LEADERSHIP & SPEAKING ENGAGEMENTS

"Growing Sustainability, Accessibility and Community Building in Your Parks"
Michigan Municipal Executives Summer Workshop, 2023

"Non-Traditional Partnerships for Community Health"
deBeaumont Foundation Board of Directors Guest Speaker Series, 2018

Guest Critic/Lecturer
Undergraduate Architectural Design & Graduate Physical Planning Studios, University of Michigan, Taubman College; University of Detroit Mercy School of Architecture

Guest Critic/Mentor
ACE Mentor Program, Southeast Michigan; Give Merit Park Student Design Project, Detroit, MI

Ethan Senti

ASSISTANT PLANNER



GRAND RAPIDS, MI

> The most rewarding part of planning is helping communities move from vision to action. At McKenna, I close that gap by asking the right questions, listening to residents, and applying planning and design expertise to create tailored strategies that advance community goals.

EDUCATION

Bachelor of Science, **Architectural Studies**, Southern Illinois University

Bachelor of Arts, **Spanish Language Studies**, Southern Illinois University

PROFESSIONAL AFFILIATIONS

American Planning Association (APA)

Michigan Association of Planning (MAP)

EXPERIENCE

1+ Years

RELEVANT PROJECTS

Master Plan | City of Hudsonville, MI
Project Planner and Urban Designer

Master Plan and Parks & Recreation Plan | City of St. Johns, MI
Urban Designer

Commercial Design Guidelines | City of Bexley, OH
Urban Designer

Master Plan | City of Roosevelt Park, MI
Project Planner

Carrie Leitner

SENIOR ART DIRECTOR



NORTHVILLE, MI

I'm passionate about transforming complex planning and zoning information into visual experiences that people understand and connect with. Through design and storytelling, I turn dense data into clear narratives that inspire curiosity, build trust, and empower communities to shape and take pride in their future.

EDUCATION

Bachelor of Fine Arts, Graphic Design, University of Michigan

Internet Professional Curriculum Courses, Washtenaw Community College

EXPERIENCE

25+ Years

RELEVANT PROJECTS

Master Plan and Zoning Ordinance | City of Hudsonville, MI
Senior Art Director

Unified Development Ordinance | City of Ludington, MI
Senior Art Director

"Live Better" Master Plan | Barry County, MI
Senior Art Director

Parks & Recreation Plan | City of Birmingham, MI
Senior Art Director

Huron Valley Trail Improvement Planning and Safety Audit | Milford Township, Lyon Township, and City of South Lyon, MI
Senior Art Director

ZONE Ferndale Zoning Ordinance | City of Ferndale, MI
Senior Art Director

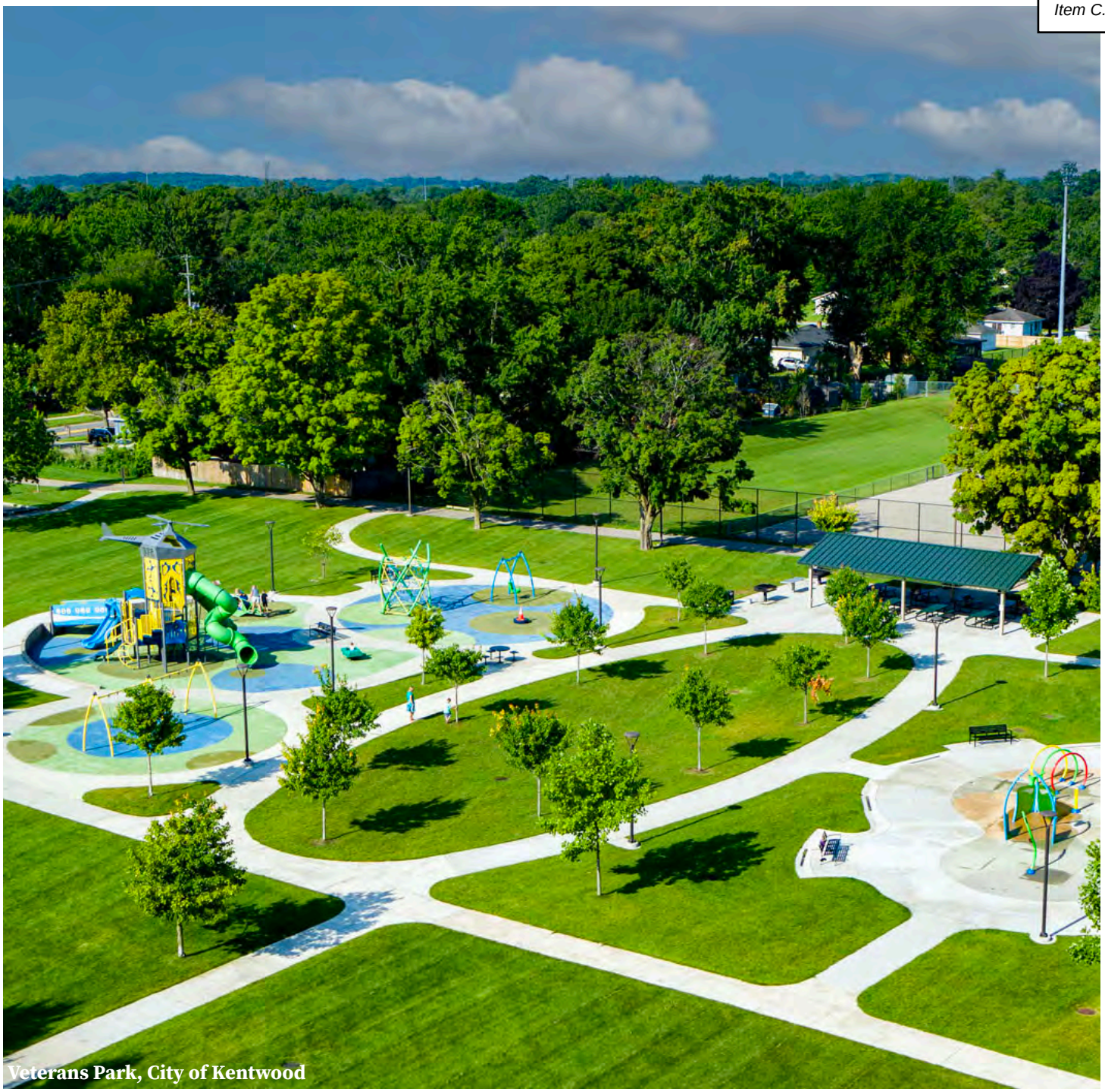
Commercial Design Guidelines | City of Bexley, OH
Senior Art Director

Historic Preservation Plan and Historic Design Guidelines | City of Oxford, OH
Senior Art Director

Master Plan and Housing Study and Needs Assessment | City of Pontiac, MI
Senior Art Director

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MCKA.COM



Veterans Park, City of Kentwood

MCSA GROUP, Inc.
Landscape Architects and Architects
EAST GRAND RAPIDS · MICHIGAN

Certified SBA WOSB
Woman Owned Small Business

Hamburg Township

Parks and Recreation Five-Year Master Plan

September 10, 2026

529 Greenwood Ave SE Grand Rapids MI 49506 Ph. 616-451-3346 E: tas@mcsagroup.com

MCSA GROUP, Inc.
Landscape Architects and Architects

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Hamburg Township

Parks and Recreation Five-Year Master Plan

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Appendix

Master Planning Experience Sheets

MCSA
GROUP, Inc.
Landscape Architects and Architects

September 10, 2026

Deby Henneman
Hamburg Township
10405 Merrill Road, PO Box 157
Hamburg, MI 48139

RE: Parks and Recreation Five-Year Master Plan

Dear Ms. Henneman:

MCSA Group, Inc. is pleased to submit our proposal to update Hamburg Township's Five-Year Parks and Recreation Master Plan. We bring extensive experience preparing MDNR-compliant recreation plans, developing park master plans, engaging communities, and turning long-term priorities into grant-ready projects.

Our experience includes recreation plans for Coopersville, Ada Township, Brownstown Township, Muskegon, Gaines Township, Holland, Zeeland, East Grand Rapids, Lowell Charter Township, and Kentwood. Many of these municipalities have returned to MCSA Group for successive five-year plan updates, reflecting the trust and long-term relationships we build. We also prepare approximately three MDNR grant applications annually and regularly assist communities as funded improvements move from planning through implementation.

Although MCSA Group is based in East Grand Rapids, our work in the City of Chelsea, Canton Township, Brownstown Township, and City of Birmingham provided valuable familiarity with the region's recreation needs, natural-resources considerations, trail connections, and municipal planning environment. This experience allows us to begin with relevant regional knowledge while bringing a fresh, objective perspective informed by successful projects throughout Michigan.

Our approach will extend beyond updating the written plan. We will evaluate community needs and existing facilities, prepare a coordinated master design plan for Manly Bennett Memorial Park and the Township's three trailheads, and prioritize improvements, costs, timelines, and funding strategies. The completed plan will guide future decisions, capital investments, and grant applications.

Tiffany Smith will serve as Project Director and primary contact, supported by Melinda Whitten, Abigail Dussault, and Julie Estes. No subconsultants are anticipated for this assignment. We appreciate the opportunity to be considered and look forward to helping Hamburg Township establish an achievable vision for its parks, recreation facilities, and trail system.

Sincerely,

Tiffany Smith, President
MCSA Group, Inc.

Certified SBA WOSB
Woman Owned Small Business

MCSA GROUP, Inc.
Landscape Architects and Architects

Firm Profile/Project Team

Hamburg Township

Parks and Recreation Five-Year Master Plan

Firm Profile and Design Philosophy

M. C. Smith & Associates, Inc. was formed in March of 1977 by Michael C. Smith. The firm provides award winning Landscape Architectural and Architectural services. Principals include Kathleen G. Waters, RA; Jolanta Stecka, RA; Melinda R. Whitten, RLA; and President and Owner Tiffany A. Smith, RLA. On March 15, 2017, MCSA Group, Inc. (M.C. Smith Associates and Architectural Group, Inc.) turned 40 and became a Woman-Owned Business.

The firm's office is located in East Grand Rapids, Michigan. MCSA Group, Inc. provides Architectural and Landscape Architectural services for the following types of projects: Public Housing; Federal, State and Municipal Government; Park and Recreation Architecture; Sports Facilities; Historical Rehabilitation; Private and Commercial Buildings; Streetscapes and Plazas; Community and Neighborhood Parks; Waterfront Parks; Sports and Athletic Facilities; Boardwalks, Decks and Bridges; Trails and Linear Parks; Playgrounds; Site and Street Lighting; Signage Design; Site Planning; Community Recreation Plans; Grant Applications and Facility Assessments.

In addition to our professional staff of Architects and Landscape Architects, MCSA Group, Inc. has excellent consultants for specialized portions of specific projects. These consultants extend our team capabilities by providing such disciplines as: surveying, soils analysis, structural engineering, mechanical and electrical engineering, and traffic engineering.

By offering a full range of professional services through the entire planning, design, engineering, and development process, MCSA Group provides each client with comprehensive services. Our diversity ensures a responsiveness to the wide range of issues and concerns facing each client. Our experience enables us to develop solutions that are creative, yet sensitive to each project's specific goals and objectives.

Our professional services are based upon the principle that if a project cannot be appropriately implemented within mutually agreed upon budget parameters, then we have not succeeded. This follows that we do not believe that design principles, as well as sound engineering, need be compromised in any manner. We have demonstrated that outstanding award-winning projects can be achieved without needing to be designed beyond budget limitations.

We practice a high level of sustainable design and believe that both facility development and environmental conservation and preservation can be structured side-by-side and, if properly designed and implemented, will enhance each other.

Our clients, as end users, are most often members of the public. The public facilities and spaces that we design optimize individual and collective experiences, providing positive and enjoyable outcomes for all users. We strive to optimize designs that are easily maintained, have long life cycles, and do not overly tax Owner's budgets for maintenance, management, or support.

Project Team

MCSA Group, Inc. has a team of highly qualified professionals whose combined expertise will deliver a comprehensive update to the Five Year Master Plan for Hamburg Township Parks and Recreation, ensuring it meets the highest standards of quality. By working as a carefully coordinated team of diversely specialized professionals, we are able to bring a broad perspective to the project while maintaining the highest degree of understanding



City of Zeeland - Huizenga Park



East Grand Rapids - Waterfront Park

the community's needs.

The capability of MCSA Group, Inc. to produce recreation plans that can effectively be used as a resource for the community and as a basis for grant applications is evidenced by our experience with numerous recreation plans and the success of our grant applications. The majority of our Recreation Plan projects come from repeat clients, demonstrating the value and consistency of our work.

MCSA Group, Inc.'s current staff includes three Graduate Landscape Architects and two Architects. For each project, many staff members are involved in some manner since we continually strive to work as a team, providing our clients with the diversity of our talents.

Our team for the Hamburg Township Parks and Recreation Five-Year Master Plan will include Tiffany Smith, President of MCSA Group, Inc., who will serve as the Project Director and primary point of contact. Tiffany, a Certified Playground Safety Inspector, has extensive experience in parks and recreation planning, creative report and grant writing, and has been with MCSA Group for 25 years.

Assisting Ms. Smith with primary project management responsibilities will be Melinda Whitten, Principal and Landscape Architect at MCSA Group. Melinda brings extensive experience in parks and recreation planning and will provide her expertise throughout the planning process and lead the design projecess for the Manly Bennett Memorial Park Master Plan. Abby Dussault, Staff Landscape Architect, will assist on all aspects of this project. Julie Estes, Executive Assistant, will also be assisting with clerical and reporting.

MCSA GROUP, Inc.
Landscape Architects and Architects

Resume

Tiffany A. Smith, R.L.A., CPSI

Principal and President



Registration

Registered Landscape Architect, State of Michigan

(RLA 3901001643)

Education

Michigan State University, Bachelor of Science in Landscape Architecture, 2001

Certified Playground Safety Inspector, CPSI

Relevant Work Experience

Refer to project experience sheets

Professional Experience

MCSA Group, Inc., East Grand Rapids, Michigan 2001 to date
Adjunct Professor at Lawrence Technological University
Eagle Point Software 2001
MI Dept of Natural Resources–Operations Services Bureau–Engineering Division 2000-2001
MI State University Landscape Architecture Teaching Assistant 2000
MI Dept of Natural Resources–Park and Recreation Bureau–Planning Division 1998-2000
M. C. Smith Associates 1990-1998 (Summers)

Professional and Civic Activities

Member - American Society of Landscape Architects
Member - Sigma Lambda Alpha Fraternity – Michigan Chapter of Landscape Architecture Honorary Fraternity
Founding Member - Build by Women West Michigan

Tiffany started with the MCSA Group in 1990 as a high school intern and is now the President and a primary project manager. Tiffany is involved in all aspects of our professional practice from design through project administration. She is an expert estimator appreciated by clients and staff alike for her infectious enthusiasm. Tiffany enjoys traveling, live music, working on her wooded property in Ada and entertaining. She has 2 Cavalier King Charles Spaniels “office dogs” and 3 Siamese cats.

MCSA GROUP, Inc.
Landscape Architects and Architects

Resume

Melinda R. Whitten, R.L.A.

Principal and Vice President



Education

Michigan State University, Bachelor of Science in Landscape Architecture

Relevant Work Experience

Refer to project experience sheets

Professional Experience

MCSA Group, Inc., East Grand Rapids, Michigan 2015 to date
H+L Architecture, Landscape Architect, Denver, Colorado 2006-2014
Vignette Studio, Landscape Designer, Denver, Colorado 2005-2006
Michigan State University Engineering & Architecture Services 2003-2005

Professional and Civic Activities

Adaptive Ski Association of West Michigan Volunteer

FHNE Birddogs Girls Lacrosse Board member

Healthcare Garden Design Certification Program - Chicago Botanic Garden

Member - Sigma Lambda Alpha Fraternity – Michigan Chapter of Landscape Architecture Honorary Fraternity

Melinda returned to Grand Rapids from Denver and within 3 years become a Principal and Vice President in the MCSA Group, Inc. Melinda is a consummate Landscape Architect: she is a great designer, prepares complete and perfectly detailed construction plans; illustrates the most outstanding Master Plans and can always develop solutions in the most professional manner. Melinda enjoys sailing, cycling and skiing but, most of all, spending time with her husband, daughter and son.

MCSA GROUP, Inc.
Landscape Architects and Architects

Resume

Abby Dussault

Staff Landscape Architect



Education

Utah State University, Bachelor in Landscape Architecture, Minor in Sustainable Systems

Relevant Work Experience

Producing compelling renderings
Curating example imagery
Preparing construction documents
Construction Administration
Planting Design
Preparing Contract Documents
Preparing Planning Documents

Professional Experience

MCSA Group, Inc., Landscape Architect, East Grand Rapids, MI - January 2024 to date
Place Landscape Architects, Landscape Designer, Driggs, ID - June 2022 - October 2023
Southview Design, Design Internship, Mendota Heights, MN - May 2021 - July 2021
Castle Pines Golf Club, Landscape Maintenance Specialist, Castle Rock CO - Summer 2019/2020

Professional and Civic Activities

Member - American Society of Landscape Architects

Abby recently moved to Grand Rapids from Denver, Colorado. She is proficient with various computer programs and is passionate about creating visually appealing landscape designs with sustainability in mind. Most of her family is from the Midwest, so she is excited to be closer to family and explore the area. Abby enjoys playing tennis, hiking, horseback riding, and playing board games.

MCSA GROUP, Inc.
Landscape Architects and Architects

Relevant Experiences/References

Hamburg Township

Parks and Recreation Five-Year Master Plan

Recreation Master Plan Experience

MCSA Group, Inc. provides a comprehensive range of park and recreation services. Currently, with our staff of 8, including landscape architecture and architecture and park & recreation planning specialists, we are involved in the planning, design, and development of numerous park and recreation projects totaling millions of dollars in development costs. We have assisted communities with over 100 Park Grant Projects. The majority of these projects are funded by the various Michigan Department of Natural Resources Funding Programs. Additional grant experience information is available upon request.

For most of these projects we prepared the Five-Year Parks and Recreation Plan and assisted with the applications for the funding grants. Among our numerous community park and recreation plans, the following offer a representative listing of successful plans. Most of these plans have resulted in the acquisition of grants for these communities in Michigan.

Recent MDNR Grants:

Rondo Station Improvements, City of Kentwood
MNRTF Grant
Grant amount $300,000.00
Currently under construction

City of Marshall Riverwalk, City of Marshall
MNRTF Grant
Grant Amount $200,000.00
Awarded in 2025 grant cycle, waiting to bid

Grand River North Splashpad, Lowell Township
Recreation Passport Grant
Grant Amount $150,000.00
Project completed in 2024

Veronica Valley Trail, Leelanau County
MNRTF Grant
Grant Amount $50,000.00
Currently being engineered



Paw Paw Park - Berrien County

References

City of East Grand Rapids - 1992, 1997, 2002, 2012, 2020, 2025, Population: 11,559 with 10 parks
Derek Mellville, Parks and Recreation Director
750 Lakeside Drive SE, Grand Rapids MI 49506
E: dmellville@eastgrmi.gov Ph: 616.949.1750

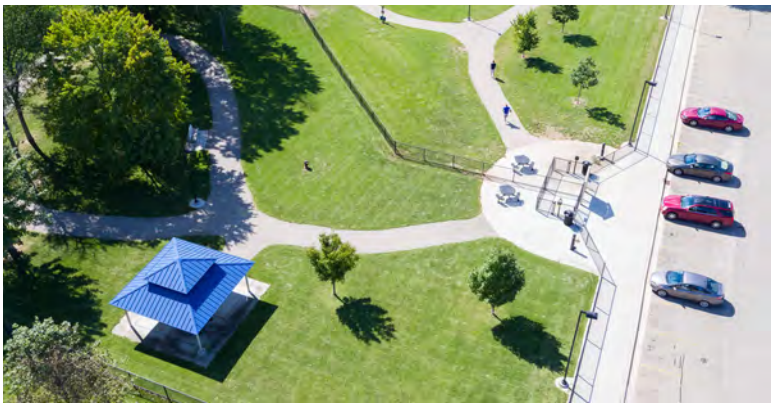
Link to complete plan: https://www.eastgrmi.gov/593/2025-Recreation-Plan-Update

Holland Charter Township - 1983, 1989, 1996, 2003, 2008, 2013, 2020, 2027, Population: 39,637 with 6 parks
Darrin Duistermars, Recreation Director
14151 Quincy Street, Holland MI 49424
E: darrind@hct.holland.mi.us Ph: 616.396.2345

Link to complete plan: https://hct.holland.mi.us/departments/parks/community-parks-and-recreation-plan

City of Kentwood - 2021, 2026, Population: 51,693 with 15 parks and 2 major trails
Val Romeo, Parks and Recreation Director
355 48th St SE, Grand Rapids MI 49548
E: romeov@kentwood.us Ph: 616.656.5275

Link to complete plan: https://www.kentwood.us/five-year_park_plan/index.php





Quincy Park Dog Park - Holland Charter Township

MCSA GROUP, Inc.
Landscape Architects and Architects

Scope of Work

Hamburg Township

Parks and Recreation Five-Year Master Plan

Statement of Understanding

Hamburg Township is seeking professional planning and design services to update its Five-Year Parks and Recreation Master Plan. Building on the current plan, Township priorities, demographic changes, available resources, and community input, the update will establish an achievable vision for the Township's parks, recreation facilities, and non-motorized trails while meeting MDNR requirements and supporting future funding opportunities. MCSA Group will coordinate with Township representatives and the community, inspect existing facilities, update the recreation inventory, and evaluate accessibility, circulation, infrastructure, environmental constraints, permitting, and constructibility.

The completed plan will include updated community information, public-input findings, goals and objectives, prioritized improvements, preliminary costs, implementation timeframes, and funding strategies. MCSA will also prepare a conceptual Master Design Plan for Manly Bennett Memorial Park—including East Park, West Park, the future "Park within a Park," and the Township's three trailheads—providing a practical guide for capital planning, grant applications, and phased improvements over the next five years and beyond.

Scope of Work

MCSA Group, Inc. will provide professional planning and design services to update Hamburg Township's Five-Year Parks and Recreation Master Plan. The work will be completed through the following tasks:

Task 1 – Program Review and Development

MCSA will meet with Township staff and the Parks and Recreation Committee to review the existing Parks and Recreation Master Plan, current recreation programs, previously established priorities, completed improvements, available budgets, and anticipated capital projects. The project team will confirm the planning process, public-engagement program, project schedule, responsibilities, and required deliverables.

This task will include:

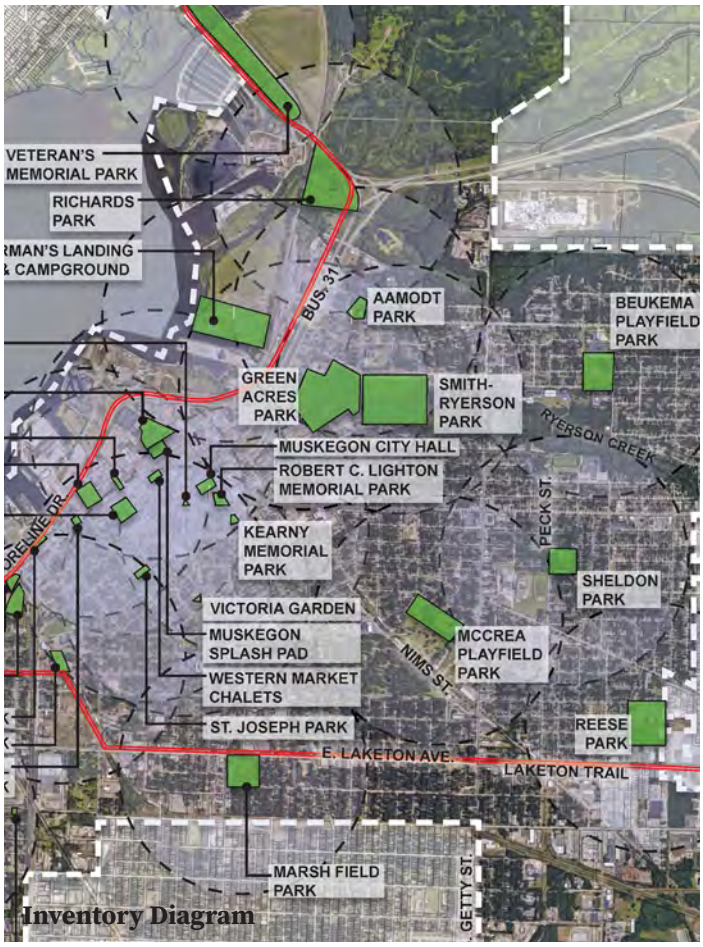
- Reviewing the existing Parks and Recreation Master Plan and related Township planning documents.
- Reviewing the Parks and Recreation Committee's prioritized project list.
- Identifying projects completed since adoption of the current plan.
- Reviewing current recreation programming and facility use.
- Coordinating with applicable Township departments and staff.
- Confirming the planning schedule and Michigan Department of Natural Resources requirements.
- Establishing the format and content of the updated Master Plan.

Task 2 – Inventory and Analysis

MCSA will update the community description, administrative structure, and inventory of Township and regional recreation facilities. The project team will conduct an on-site inspection of Township parks, trailheads, recreation facilities, and related infrastructure to document existing conditions and identify opportunities for improved use.

The inventory and analysis will include:

- Community demographics and population trends.
- Township administrative structure and recreation funding.
- Township-owned parks, facilities, and trailheads.
- Regional recreation facilities and resources.
- The Mike Levine Lakelands Trail and its



Inventory Diagram


Community Engagement Meeting

relationship to Township facilities.
- Existing buildings, athletic fields, playgrounds, pathways, boardwalks, parking, lighting, utilities, and supporting amenities.
- Pedestrian and vehicular access and circulation.
- Existing accessibility conditions.
- Natural features, environmental constraints, and anticipated permitting considerations.
- Photographs and supporting maps or graphics, as appropriate.

Task 3 – Needs and Deficiencies

Based upon the facility inventory, site observations, public input, demographic information, and discussions with Township representatives, MCSA will evaluate the adequacy of the Township's existing recreation system. The analysis will identify current deficiencies, anticipated future needs, and opportunities to better utilize existing facilities.

The evaluation will consider:
- Accessibility and compliance with applicable ADA standards.
- Existing and anticipated recreation demands.
- Opportunities for multi-use and intergenerational recreation.
- Athletic-field capacity and condition.
- Playground and support-facility needs.
- Trail, pathway, and trailhead improvements.
- Parking, lighting, safety, and circulation.
- Sledding-hill access and safety improvements.
- Existing facility rehabilitation and replacement needs.
- Natural-resource constraints, permitting, and constructibility.
- Potential improvements needed to support future grants, capital budgets, or a millage program.

Task 4 – Public Input and Planning Process

MCSA will work with Township staff to develop and facilitate a public-engagement process that provides residents, user groups, Township officials, and other interested parties with meaningful opportunities to help shape the Master Plan.

The process will include an online community survey featuring a combination of multiple-cho

and open-ended questions. Following the survey period, MCSA will analyze the responses and summarize key findings, priorities, and comments.

Our services also include one community meeting, which may be conducted as a formal presentation with a question-and-answer session or as an informal open house. The meeting may incorporate an interactive design charrette or other activities to encourage participation and gather input. MCSA Group will provide/print all necessary meeting materials. MCSA will also assist the Township by preparing sample flyers, postcards, press releases, and related public-notification materials.

Additional community meetings may be provided at the rates identified in the Professional Fees section.

MCSA will document the engagement methods, participation levels, and principal findings for inclusion in the final Master Plan.

Task 5 – Goals and Objectives

MCSA will review the goals and objectives contained in the existing Master Plan and revise them to reflect current Township priorities, community input, facility needs, accessibility requirements, demographic changes, and anticipated financial resources. The goals and objectives will provide policy direction for the next five-year planning period and establish a broader vision for the Township's parks, recreation facilities, and trail system.

This task will address:

- Recreation opportunities for residents of varying ages and abilities.
- Accessible and inclusive park improvements.
- Multi-use and intergenerational facilities.
- Maintenance and improvement of existing facilities.
- Trail and non-motorized connectivity.
- Natural-resource protection.
- Safety, lighting, circulation, and access.
- Partnerships and community programming.
- Capital funding and grant opportunities.
- Long-term implementation and stewardship.
- Conceptual designs illustrating recommended facilities and uses for Township parklands and trailheads, based upon the established goals and objectives for the next five-year planning period.



Farmers Market and Event Space Master Plan - City of Chelsea

Task 6 – Manly Bennett Memorial Park Master Design Plan

MCSA will prepare a conceptual Master Design Plan for Manly Bennett Memorial Park showing recommended facilities, improvements, and uses for the next five-year period and beyond. The plan will address East Park and West Park and will reflect the future build-out of the "Park within a Park" within West Park.

The Master Design Plan will:

- Document existing park facilities and major site features.
- Illustrate recommended improvements and future recreation uses.
- Address pedestrian and vehicular circulation.
- Identify potential parking, lighting, accessibility, and infrastructure improvements.
- Evaluate opportunities to better utilize existing facilities.
- Consider natural-resource constraints, permitting requirements, and constructibility.
- Illustrate the future build-out of the "Park within a Park."
- Incorporate the Township's three municipally owned trailheads serving the Mike Levine Lakelands Trail.
- Provide a graphic suitable for inclusion with future grant applications for Township parklands.
- Include preliminary opinions of probable cost and recommended implementation phases.

MCSA will review the conceptual plan with Township staff and the Parks and Recreation Committee and revise the drawing based upon the comments received.

Task 7 – Action Plan, Capital Improvement Schedule, Final Master Plan, and Adoption

MCSA will prepare a prioritized five-year Action Plan and Capital Improvement Schedule identifying recommended improvements to the Township's parks, recreation facilities, trails, and trailheads. Longer-term recommendations extending beyond the five-year planning period will also be identified.

The Action Plan and Capital Improvement Schedule will include:

- Recommended capital improvements organized by priority and implementation phase.
- Preliminary opinions of probable cost for proposed planning initiatives and physical improvements.
- An analysis of anticipated permitting requirements and related issues.
- A recommended timeframe for completing each improvement.
- Potential funding sources and grant opportunities.
- Information suitable for annual budgeting, future capital requests, grant applications, and consideration of a potential millage.
- Identification of responsible parties and potential project partnerships, where appropriate.

MCSA will compile the updated information, recommendations, conceptual designs, graphics, and supporting documentation into a draft Five-Year Parks and Recreation Master Plan. The draft will be reviewed with Township staff and the Parks and Recreation Committee at the required project milestones, including approximately 50-percent and 80-percent completion.

Following review, MCSA will:

- Incorporate comments received from Township staff and the Parks and Recreation Committee.
- Assist with the required public-review and adoption process.
- Present the final draft and recommendations to the Township Board.
- Prepare the final Master Plan and accompanying drawings.
- Provide three printed copies and a digital PDF suitable for posting on the Township's website.
- Assist the Township with submitting the adopted plan and required supporting documentation to the State of Michigan in accordance with applicable MDNR requirements.

*If MCSA Group is recommended for a contract award, we will provide a draft professional services agreement for the Township's review.

MCSA GROUP, Inc.
Landscape Architects and Architects

Project Schedule

Hamburg Township

Parks and Recreation Five-Year Master Plan

Following is a draft schedule that would be reviewed at the kick off meeting and altered as necessary to meet the Township's needs.

START-UP MEETING
October 2026
Review background information, existing Parks and Recreation Master Plan, current facilities inventory, prioritized projects, project schedule, and public-engagement process.

SITE INVENTORY/PROGRESS MEETING
October 2026
Complete the site review, recreation inventory, ADA analysis, and assessment of needs and deficiencies.

PUBLIC SURVEY
October–November 2026
Prepare and distribute the public survey and compile the results.

1ST PROGRESS MEETING – 50% REVIEW
November 2026
Review the inventory and analysis, needs and deficiencies, survey results, and preliminary recommendations.

PUBLIC INPUT MEETING
November 2026
Present preliminary findings and obtain input from residents, user groups, and community stakeholders.

GOALS, OBJECTIVES, AND CONCEPTUAL PLANNING
November–December 2026
Develop goals and objectives and prepare conceptual plans for Township parklands and trailheads.

2ND PROGRESS MEETING – 80% REVIEW
December 2026
Review goals and objectives, conceptual plans, the Manly Bennett Memorial Park Master Design Plan, Action Plan, and Capital Improvement Schedule.

PUBLIC REVIEW
December 2026–January 2027
Make the draft Master Plan available for the required 30-day public-review period.

PUBLIC HEARING AND PLAN ADOPTION
January 2027
Conduct the public hearing, incorporate final comments, and assist the Township Board with adoption.

PLAN COMPLETION AND MDNR SUBMITTAL
January 31, 2027
Complete the final Master Plan and assist the Township with submission to the Michigan Department of Natural Resources. Our goal is to complete the documents early to ensure plenty of time to upload document to the MDNR website and check all necessary signature boxes.

CONTRACT COMPLETION
March 1, 2027
Complete remaining administrative coordination and final deliverables.

*All meetings listed above are to be in person at the Township Offices. Additional virtual meetings/ check-ins with the Hamburg Township Parks & Recreation Committee will be scheduled as necessary.

MCSA GROUP, Inc.
Landscape Architects and Architects

Professional Fees

Hamburg Township

Parks and Recreation Five-Year Master Plan

Our professional fees will be billed on a monthly basis based upon the percentage completed and will not exceed $30,771.00. This includes 3 Hard Copies, a .pdf of the plan, and one community Meeting. See following for breakdown of hours by task and team member.

	Staff Member Hours					
Phase/Description	Tiffany Smith	Melinda Whitten	Abigail Dussault	Julie Estes	Total Hours	Total Fee By Phase
1. Kick Off Meeting/ Program Review	8		4	2	14	$1,928.00
2. Inventory and Analysis	13	2	18	2	35	$4,497.00
3. Needs and Deficiencies	10		14	3	27	$3,310.00
4. Public Meetings and Survey*	32		24	4	60	$10,744.00
5.Goals and Objectives	6		3	9	18	$1,986.00
6. Manly Bennett Memorial Park Master Plan	0	20	14		34	$5,012.00
7. Action Plan/Capital Improvement/ Adoption	16		24	4	44	$2,304.00
Total Hours					**232**	
Fees						$29,781.00

Expenses: **$990.00**
Including Mileage and Printing

TOTAL FEES FOR PROPOSAL **$30,771.00**

*Cost per additional community input meeting $2,000.00

MCSA GROUP, Inc.
Landscape Architects and Architects

Appendix - Project Experience

Hamburg Township

Parks and Recreation Five-Year Master Plan

Please see the following project experience sheets for representatvie work completed by MCSA Group, Inc.



Rosy Mound Natural Area Master Plan

Ottawa County, Michigan

Project Reference

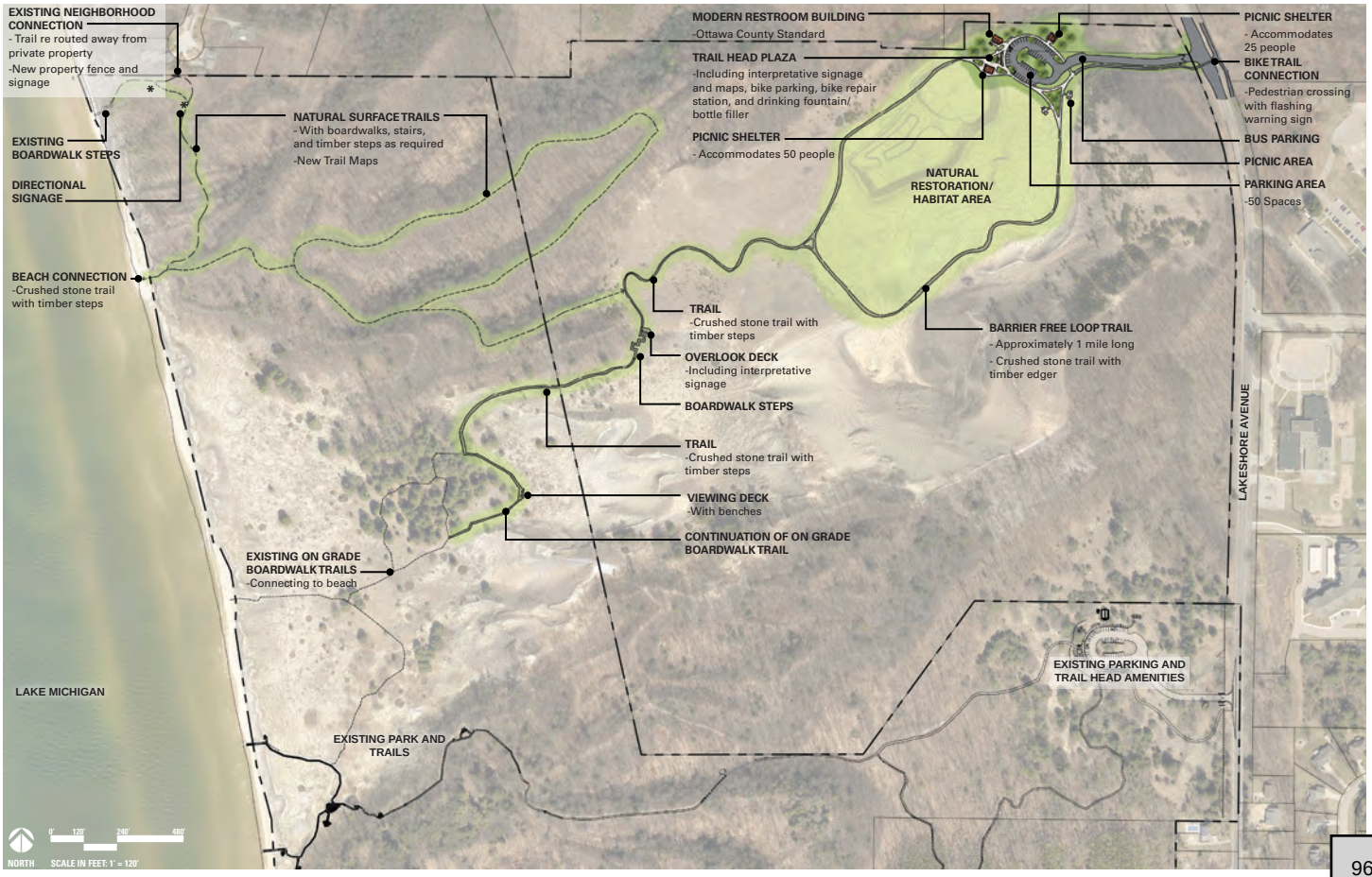
Curtis TerHaar, Park Planning & Development Coordinator
(616) 738-4656

Project Highlights

Master planning and community engagement for the expansion of Rosy Mound.

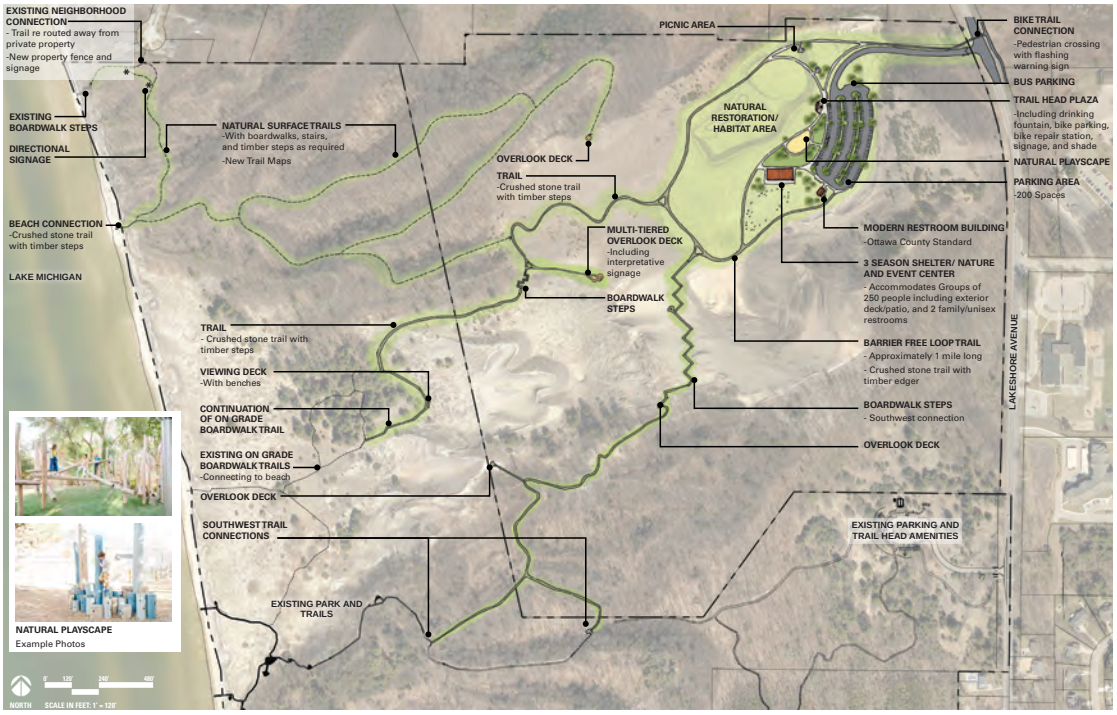
Project Description

MCSA Group provided comprehensive Landscape Architectural services for the development of a Master Plan and Environmental Analysis. Following a detailed site inventory and analysis, three conceptual design options were prepared, each representing varying levels of site development—from minimal intervention to full utilization. Community engagement played a key role in the process, with public input collected to help determine the most appropriate and broadly supported vision for the site's future use.



Minimal Impact Concept Plan

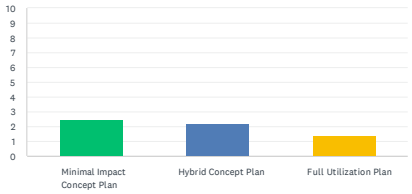
Project Experience - Rosy Mound Natural Area



Hybrid Concept Plan

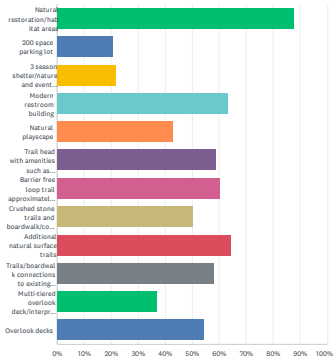
Q1 In general, please rank the concept plans in the order of your preference

Answered: 1,386 Skipped: 123



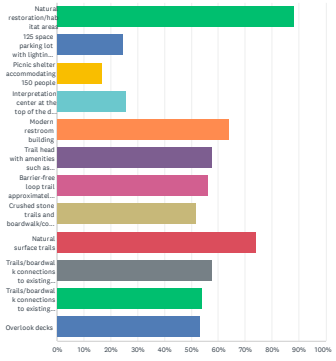
Q6 Which Park features do you approve of in the Hybrid Concept Plan? (Check all that apply)

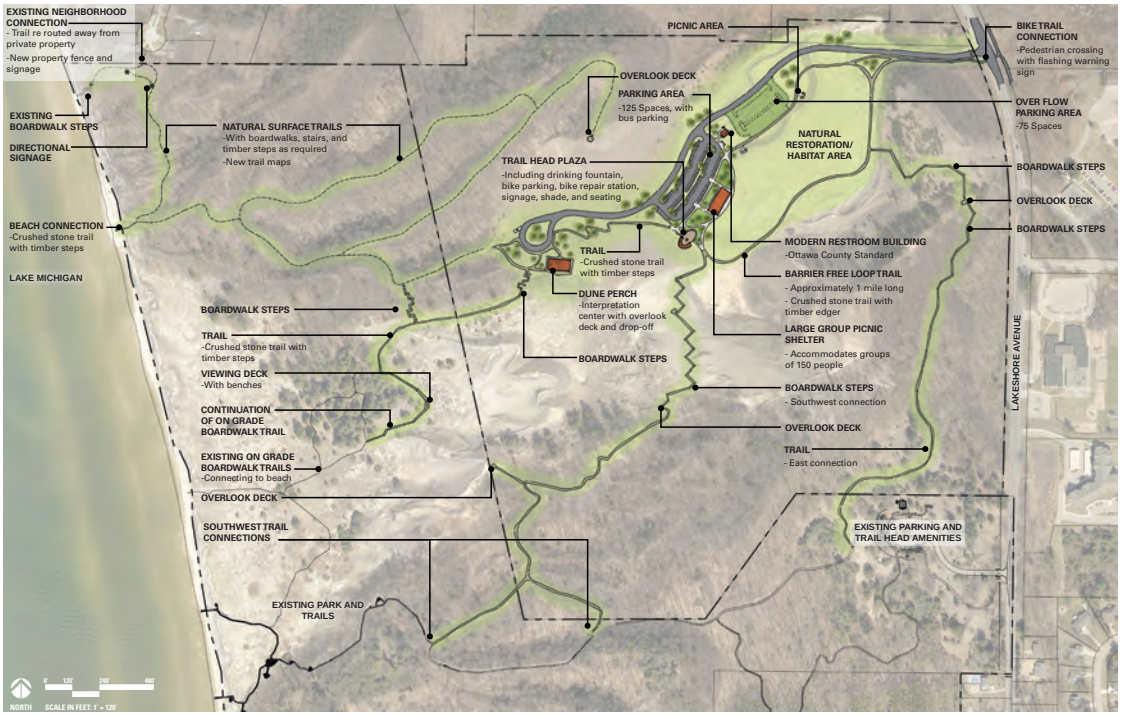
Answered: 1,284 Skipped: 225



Q8 Which Park features do you approve of in the Full Utilization Plan? (Check all that apply)

Answered: 1,250 Skipped: 259





Full Utilization Concept Plan



Conservation Park Master Plan

Pere Marquette Township, Michigan

Project Reference

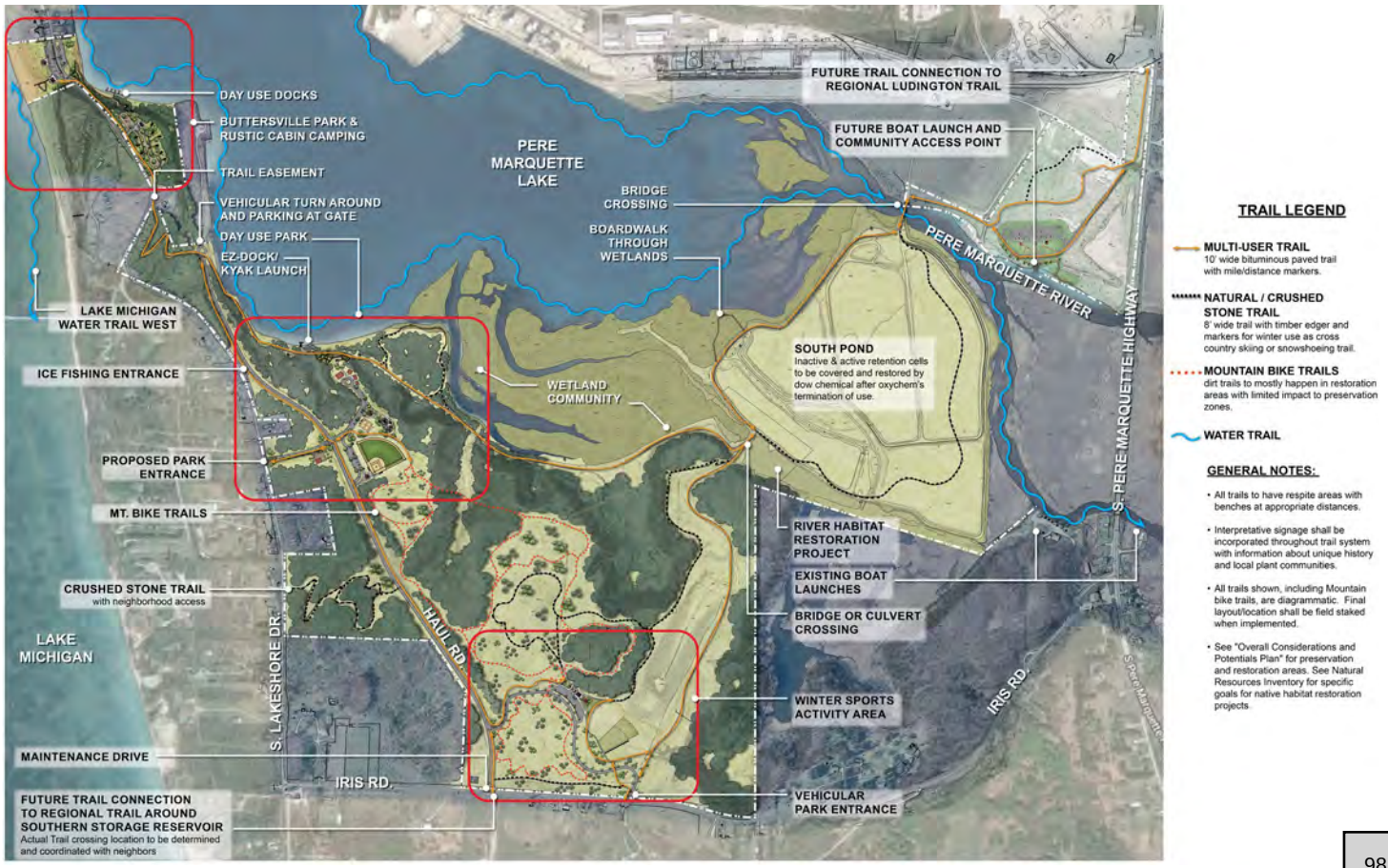
Pere Marquette Township
Mr. Kelly Smith
(231) 845-1277

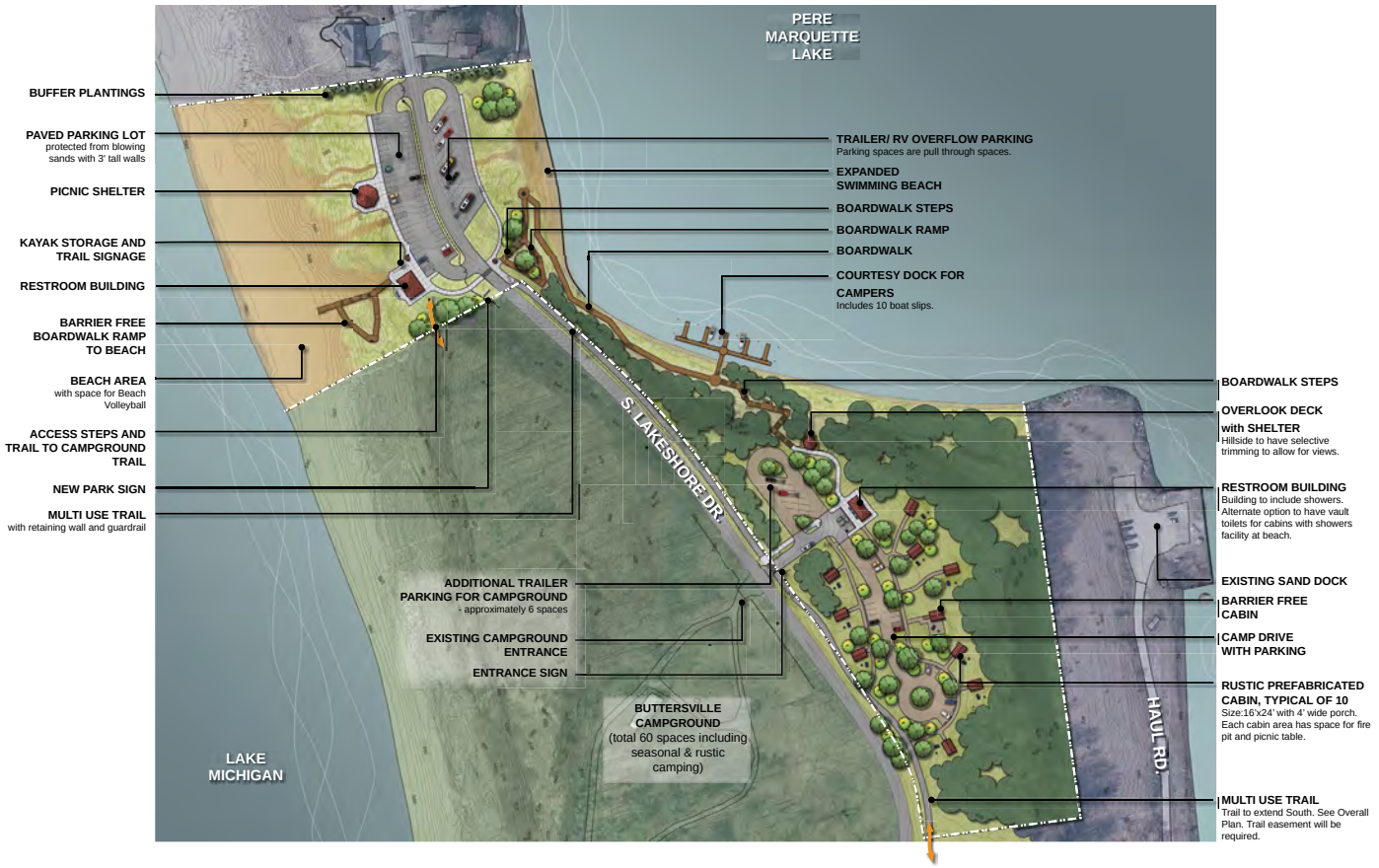
Project Highlights

Master Plan Completed: 2021
Estimated Construction Costs: $12 Million

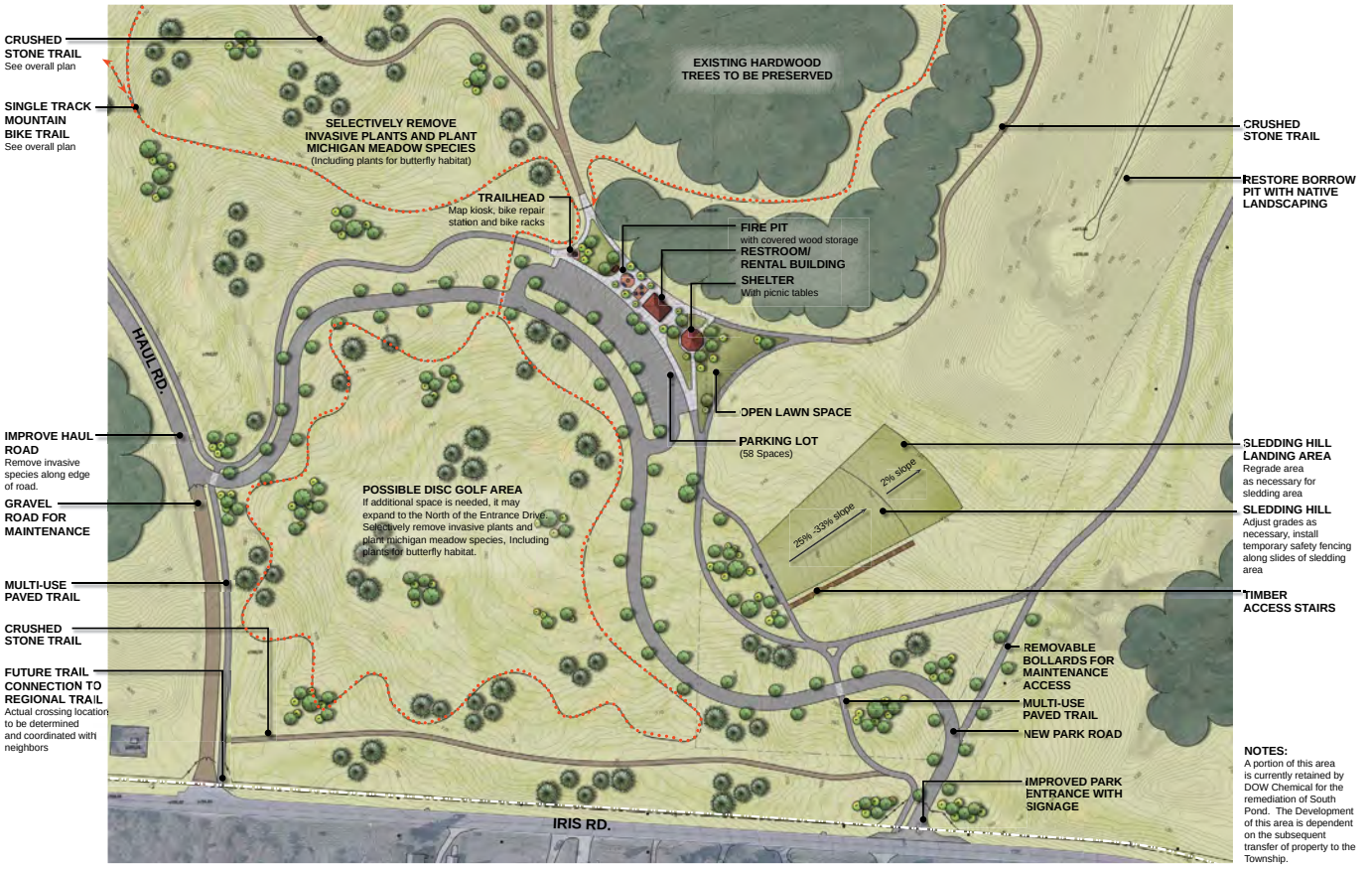
Project Description

Pere Marquette Township received a acquisition grant from the MNRTF to acquire 316 Acres to develop a public park. MCSA Group assisted with the master planning process. The project scope of services included site visits, inventory/analysis, community input meetings, program development, concept plans, order of magnitude cost estimates, and Final Master Plan. MCSA Group also developed a website using Konevio to further engage the public. The final proposed improvements consists of trails, beach improvements, campground expansion, day use park with active areas, and winter use area with sledding hills.





Buttersville Park & Campground



Winter Sports Area



Marquette Park Master Plan

Wyoming, Michigan

Project Reference

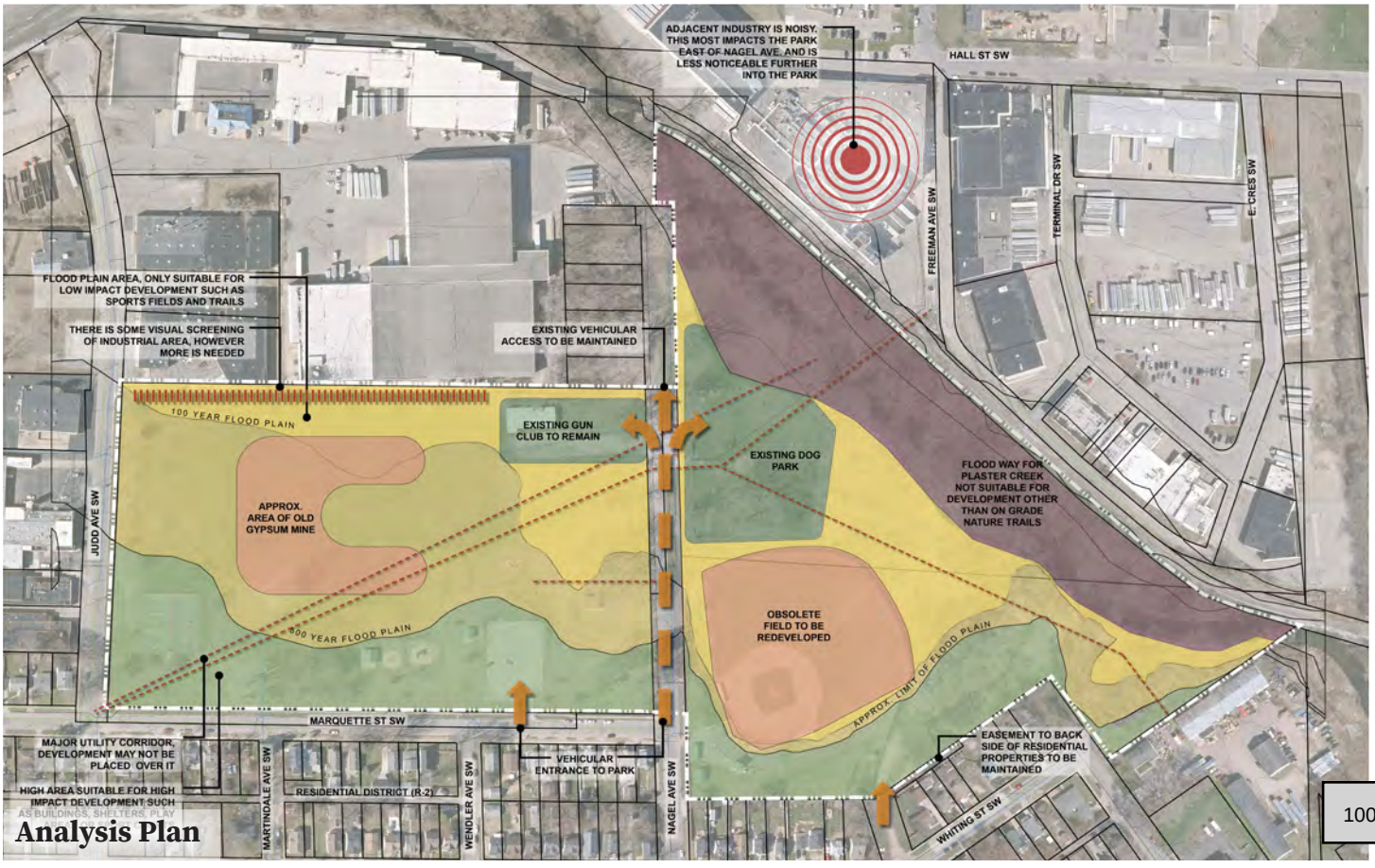
City of Wyoming
Ms. Krashawn Martin, Director of Parks and Recreation
(616) 530-3164

Project Highlights

Master Plan Completed: 2022
Estimated Construction Costs: $4.5 Million

Project Description

Marquette Park is a 40 acre park nestled in a culturally diverse and densely populated residential area. The existing park is outdated and portions of the property are within the Plaster Creek Floodplain. The Master Plan scope included inventory/analysis, public input/community outreach, multiple concept plan options, and a final master plan with cost estimate. The public input process kicked off with a bilingual electronic survey and two community meetings, with an interpreter, to discover what the community desired in their park. During the public meetings we utilized poll everywhere to provide opportunities for interaction. MCSA Group is currently working on the Engineering for phase 1 which includes improvements to the East side of the park.



Analysis Plan

Community Meeting Presentation Examples

MASTER PLAN DESIGN PROCESS

PROCESO DE DISEÑO DEL PLAN MAESTRO



INVENTARIO/ ANÁLISIS | APORTE PÚBLICO | PLANES CONCEPTUALES | APORTE PÚBLICO | PLAN FINAL | GUÍA PARA EL FUTURO

When poll is active, respond at **pollev.com/melindawhitten722**
Text **MELINDAWHITTEN722** to **22333** once to join

What type of gathering spaces do you prefer? ¿Qué tipo de espacios de reunión prefiere?



22%



11%



67%

HOW CAN YOU PROVIDE INPUT?
¿CÓMO PUEDE APORTAR SU OPINIÓN?

Complete Public Survey
Completar encuesta pública
www.surveymonkey.com/r/wyomingmarquettepark

Fill Out Comment Card
Completar la tarjeta de comentarios

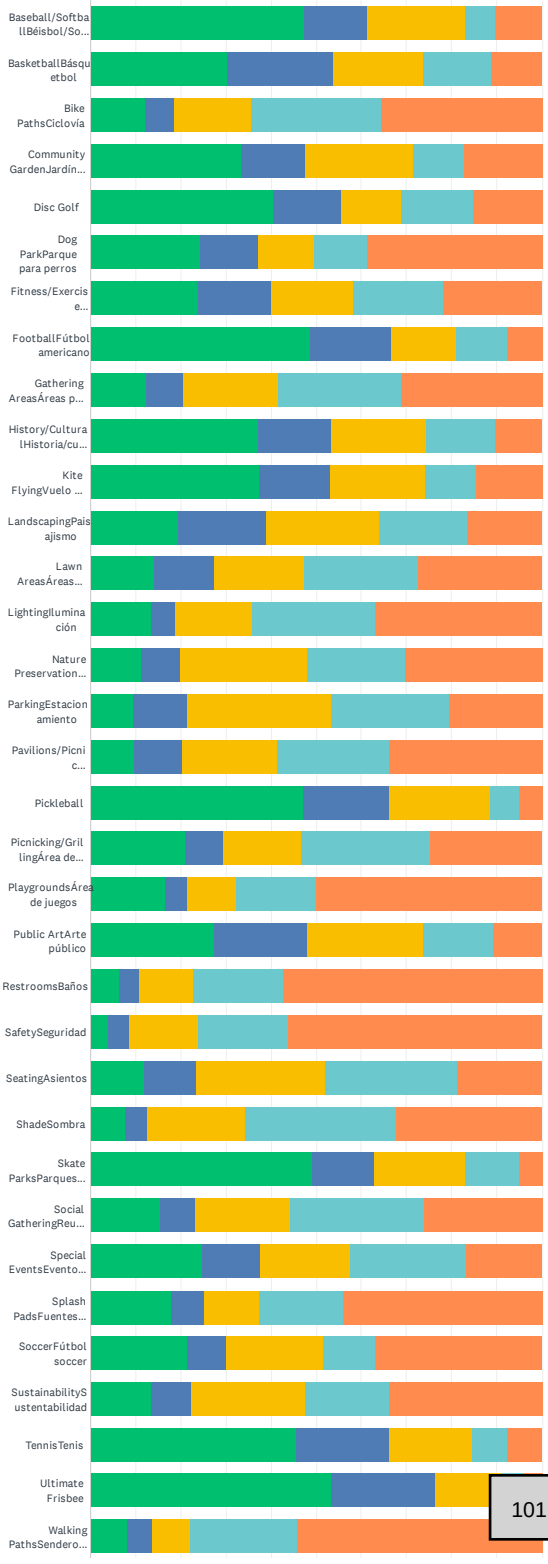
Design Charrette
Taller de diseño

Provide Comments Now
Proporcionar comentarios ahora

Public Survey Response Examples

Q5. For Children in your care, on a scale of 1 to 5, please rate the following items based on the value they will add to Marquette Park (1 being the least valuable, 5 being the most valuable).

Q5. Para los niños bajo su cuidado, en una escala del 1 al 5, por favor evalúe las siguientes opciones basándose en el valor que le agregarían al parque Marquette (1 siendo poco valor, 5 siendo mucho valor).



Concept Options

Community Comments



Option 1

"I think the walking trail by the creek is great, and the improved playground and splash pad area is fantastic. I also really like the walking path that circles the whole park. The added lighting in the parking lot is also very good."



Option 2

"I like moving the community garden to the west and having direct access to parking there. I work at Amerikam and I appreciate the shelter on the side of Judd Street. My kids play basketball and i like the half courts proposed. Plus we have little kids in the neighborhood and they'd love a sledding hill. I like having parking off Nagel for the sledding hill."

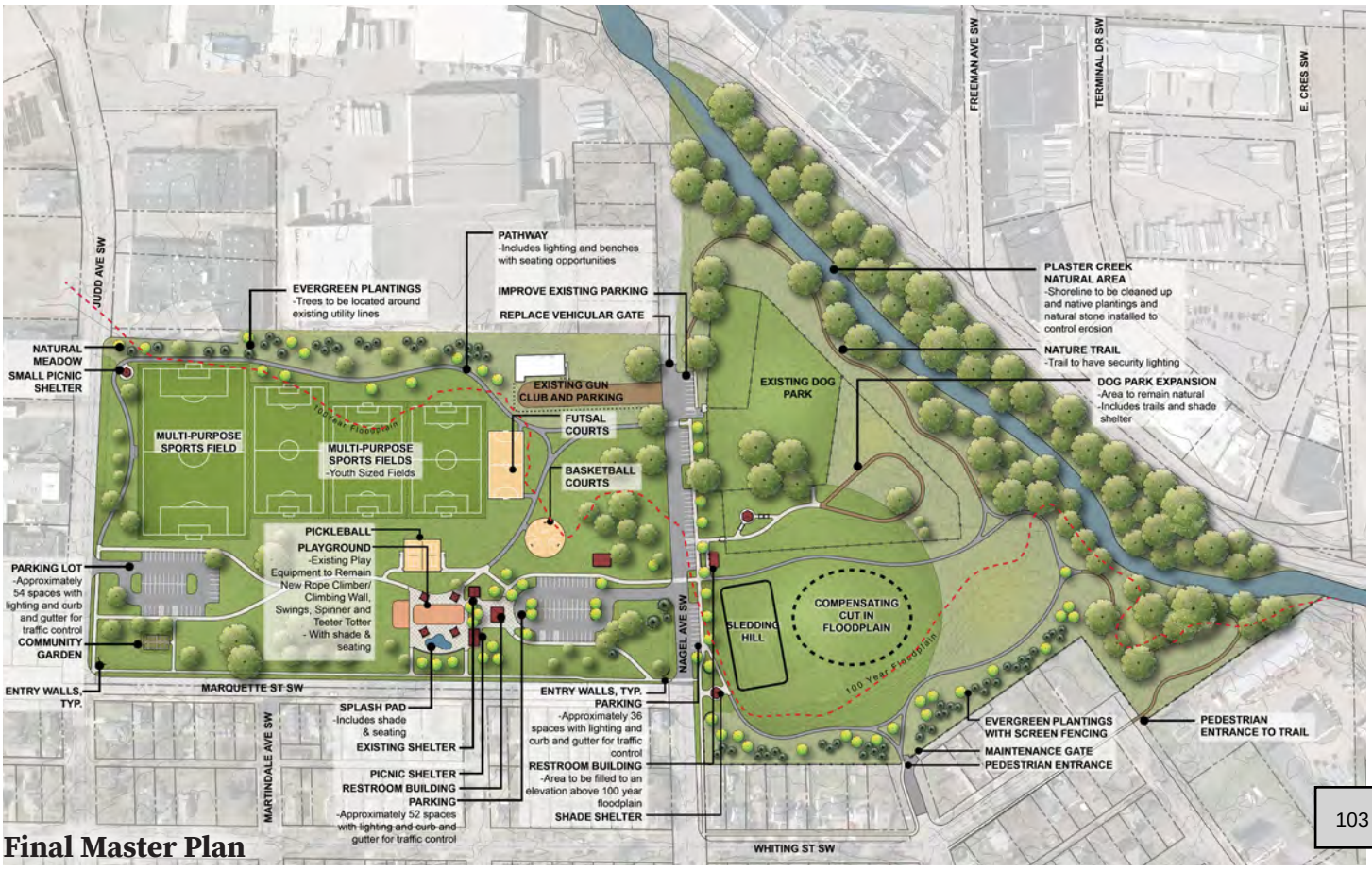


Option 3

"FAVORITE PLAN. Love the trails, moving the sledding hill closer to Nigel provides neighbors less disturbance. Love the added playground near current Kimball field. Appreciate the privacy for Freeman and Whiting street neighbors. LOVE the basketball courts."



We met with the students at Godfrey Elementary, Godfrey Lee Early Childhood Center, and Lee Middle School. In addition to students sharing their creative ideas they also made collages of playground equipment they would like from provided catalogs. We also spoke with other stakeholders such as City Staff, Public Safety, and EGLE. After obtaining this information MCSA Group developed 3 Site Plan concepts. These concepts were distributed to the community again through a bilingual electronic survey and two additional community meetings with an interpreter. The feedback received was utilized to develop a Final Master. The public meetings and surveys were advertised by the city using Facebook, emails, and direct postcards. Again, all of these materials were distributed in both English and Spanish. This process resulted in what the City considers to be "the most vetted resident informed Marquette Park development plan." This plan will be used as the primary strategic planning tool for the development of the park and for future MNRTF Grants.



Final Master Plan

Qualifications & Proposal for

Parks and Recreation Five Year Master Plan

Client Hamburg Township (Michigan)
Due Date Thursday, September 3, 2026



"A community-driven plan that connects resident priorities with feasible improvements, future funding opportunities, and long-term investment in Hamburg Township's recreation system."

Jennifer Morris, AICP, Principal at OHM Advisors

Cover Letter

DEAR MS. HENNEMAN,

Hamburg Township's diverse recreation system connects residents and visitors to parks, athletic facilities, trails, waterways, wetlands, and natural areas. As the Township looks ahead, updating its Five-Year Parks and Recreation Master Plan presents an opportunity to build on these assets, evaluate progress since adoption of the current plan, and establish a practical framework for recreation improvements over the next five years and beyond.

This planning effort comes at an important time. Hamburg Township needs more than an update to the existing plan's narrative, statistics, and required components—it needs a community-driven, actionable decision-making tool that connects resident priorities with feasible improvements, anticipated costs, implementation timeframes, and future funding opportunities. The plan must also maintain eligibility for Michigan Department of Natural Resources funding while supporting future grant applications, capital budgeting, and partnerships.

The attached work plan outlines an integrated approach that builds upon the Township's current Parks and Recreation Master Plan and focuses project resources where they will have the greatest value. A distinguishing feature of the assignment is the coordination of system-wide recreation planning with planning-level concepts for Manly W. Bennett Memorial Park, the future build-out of the "Park within a Park," and the Township's three trailheads.

The effort includes:

- A focused review of existing facilities, infrastructure, accessibility, and emerging recreation needs;
- Meaningful and inclusive engagement to identify community priorities;
- Development of clear goals, feasible recommendations, preliminary costs, implementation timeframes, and permitting considerations;
- Planning-level concepts for Manly W. Bennett Memorial Park, the "Park within a Park," and the Township's trailheads; and
- Preparation of an engaging, MDNR-compliant plan positioned to support grants and other funding opportunities.

Throughout this process, OHM Advisors will draw upon our integrated parks and recreation planning, community engagement, landscape architecture, GIS, accessibility, engineering, and cost-estimating experience. Similar efforts for the cities of Farmington, Oakland County Parks, and City of Ann Arbor demonstrate our ability to efficiently translate community input and technical findings into realistic, fundable recommendations.

Alex Hritcu, AICP, NCI, will serve as Project Manager and Hamburg Township's primary point of contact, supported by **Jennifer Morris as Principal-in-Charge**. Together, they will coordinate the project team, engagement activities, deliverables, and schedule while working closely with Township staff, the Parks and Recreation Committee, and the Township Board.

Our goal is to help Hamburg Township create a plan that is visually engaging, implementation-focused, and ready to guide public review, adoption, and MDNR submission. We appreciate the opportunity to present our qualifications and look forward to helping translate community priorities into feasible, fundable improvements for the Township's parks, trails, and recreation facilities.

Sincerely,



Jennifer Morris, AICP
Principal, OHM Advisors

T 734.395.4826 **E** JENNIFER.MORRIS@OHM-ADVISORS.COM

CONTRACT OFFICE 3767 RANCHERO DRIVE, SUITE 100, ANN ARBOR MI 48108

COMMUNITY IS AT THE CENTER OF EVERYTHING WE DO.

Who We Are & Our Expertise

OUR MISSION

We are a team of 800+ people from different backgrounds in twenty-six (26) different cities across Michigan, Ohio, Tennessee, Kentucky, Indiana, Florida, and Pennsylvania, striving to use our combined expertise and talents to continually advance the communities we serve. Since our founding in 1962, we've stayed true to our roots—our people, our values and our mission—as we cultivate innovative solutions for the future. It's where we start in every client relationship, *working together today to make tomorrow better.*

SERVICES & CAPACITY

We believe that something incredible grows out of a team of experts with individual specialties, working together toward tomorrow. Ideas with bigger impact. Creative solutions from a broader perspective. And limitless imagination to innovate for our clients.

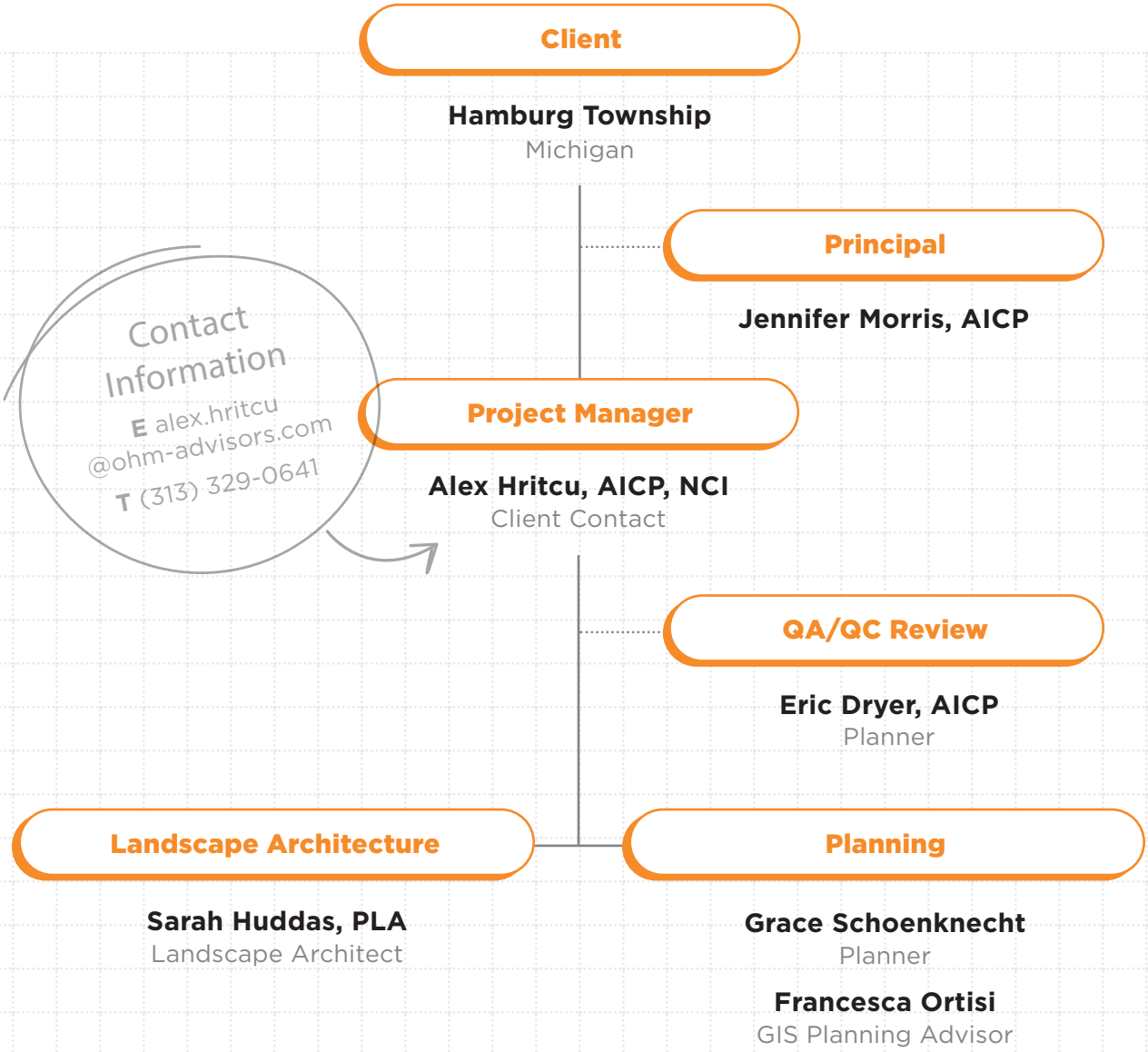
Discipline	Total Staff
Architecture	60
Construction Engineering	184
GIS & Innovative Technologies	15
Landscape Architecture & Urban Design	24
Mechanical, Electrical & Plumbing Engineering	21
Municipal Engineering	189
Planning	25
Surveying	65
Transportation	72
Water & Ecological Environmental	58

29 OFFICES | **800+** EXPERTS OF DIVERSE BACKGROUNDS & TALENTS | **10** DISCIPLINES

Organization Chart

STRUCTURE & COMMUNICATION

Our mission-driven team works collaboratively across multiple service areas, including architecture, engineering, planning, urban design and landscape architecture, surveying, and construction engineering, to create better places for people.





Jennifer Morris, AICP

Principal

Jennifer Morris is a Principal at OHM Advisors, supporting both the Municipal Services and PLACE (Planning, Landscape Architecture, Community, and Environment) groups. With more than 30 years of experience in municipal management, planning, and economic development, she has worked with over two dozen communities across Michigan and Florida. Most recently, as Director of Neighborhood and Economic Operations for the City of Jackson, she led economic and community development, planning and zoning, housing and redevelopment initiatives, and capital improvement planning. Her leadership helped position Jackson as a benchmark for redevelopment readiness.

Education

Master of Public Administration with Honors, Walden University, 2010

B.S in Urban and Regional Planning, Michigan State University, 1992

WITH OHM ADVISORS SINCE **2021** | **17 YEARS** PRIOR EXPERIENCE

RELEVANT PROJECT EXPERIENCE

Farmington Master Plan, Downtown Plan, & Parks & Recreation Plan Update, Farmington, MI
Project Manager; The City of Farmington is updating its Master Plan, Downtown Plan, and Parks and Recreation Master Plan through an integrated process as the community celebrates its 200th year. With evolving economic opportunities, shifting demographics, and growing infrastructure needs, this is a pivotal moment to pause and envision the future for the next generation. Together, the plans will form an integrated framework that guides development and investment across the city, from neighborhoods to the downtown core to parks.

Governor Warner Mansion Study, Farmington, MI
Project Manager; Project Manager leading the team in an assessment of the City owned Governor Warner Mansion to determine options for future use, current and future structural needs, and the identification of financing opportunities.

Grand River Avenue Corridor Improvement Plan (Farmington & Farmington Hills), Farmington and Farmington Hills, MI
Project Manager; leading the team in updating the 2013 multi-jurisdictional Grand River Corridor Improvement Authority Vision Plan to reflect the economic and financial changes that have resulted since its original adoption.

Troy Historic Village Master Plan, Troy, MI
Project Manager; Developed a master plan for Troy Historic Village to guide future improvements, addressing operational limitations such as limited space, infrastructure, and parking. Assessed existing conditions and incorporated community input to define goals and prioritize phased short- and long-term enhancements. Provided recommendations and cost estimates to support implementation and future funding decisions.



Alex Hritcu, AICP, NCI

Project Manager

Alex is a multidisciplinary planner and leader specializing in urban planning, zoning, and economic development. He has led municipal master plans, zoning ordinance rewrites, parks and recreation master plans, and downtown and corridor strategies across Michigan, Colorado, and Tennessee. Throughout his career, he has partnered with more than two dozen Main Street and downtown communities, advancing economic development, historic preservation, organizational capacity, and implementation-focused planning. His work integrates land use planning, redevelopment, housing, placemaking, and public engagement to help communities turn vision into action. A member of the American Institute of Certified Planners and the National Charrette Institute, Alex brings a balanced public-private perspective to creating resilient, community-driven plans.

Education

Master of Urban Planning at Wayne State University (2008)

B.A. in Urban Studies at The University of Tennessee, Knoxville (2005)

Certification(s)

American Institute of Certified Planner (AICP), #244133
National Charrette Institute (NCI)

WITH OHM ADVISORS SINCE **2025** | **18 YEARS** PRIOR EXPERIENCE

RELEVANT PROJECT EXPERIENCE

Grosse Ile Township DDA & TIF Plan, Grosse Ile Township, MI
Project Manager; Led the amendment of Grosse Ile Township's Downtown Development and TIF Plan, establishing a 25-year investment framework and $11 million financing strategy to support business development, placemaking, redevelopment, and public improvements.

Farmington Master Plan, Downtown Plan, & Parks & Recreation Plan Update, Farmington, MI
Quality Assurance & Technical Expert; Reviewed the Farmington Master Plan and Downtown Plan for quality, consistency, and alignment with planning standards and community goals..

Ferndale As Needed Planning, Ferndale, MI
Project Manager; Provides planning support to the City of Ferndale, including development review, zoning administration, and land use recommendations that advance the City's planning goals.

***Parks and Recreation Master Plan for Morton Township, MI**
Senior Planner — Coordinated public engagement and facility assessments to craft a 5-year parks and recreation strategy supporting state grant eligibility.

***Parks and Recreation Master Plan – Village of Port Sanilac, MI**
Project Manager; Led planning and community engagement for recreation improvements, enabling access to state and federal grant funding.

**Completed prior to OHM Advisors*



Eric Dryer, AICP

Planner & QA/QC Reviewer

Eric is a Detroit based planner with a passion for improving communities through holistic and coordinated planning to ensure that infrastructure, mobility, development, and natural spaces work together in harmony. He brings an approach that relies equally on data, community input, and design to help communities find feasible, yet forward thinking solutions to advancing their communities. Eric has led planning projects around Michigan and Ohio, including the Grand Rapid's Downtown Parking System Assessment, City of Kalamazoo's Parks and Recreation Plan, Detroit's E. Warren/Cadieux and Greater Warren/Conner Neighborhood Framework Plans, MDOT's Washtenaw Avenue PEL Study, and the Medina County Strategic Transit Plan. He has also led transportation, non-motorized, and land use planning studies in Monroe, Westland, Grayling, Oakland County, Lansing, and more.

Education

Master of City & Regional Planning, University of Oklahoma (2013)

Bachelor of Science in Biology, University of Michigan (2010)

Certification(s)

American Institute of Certified Planners, #029160

WITH OHM ADVISORS SINCE **2018** | **7 YEARS** PRIOR EXPERIENCE

RELEVANT PROJECT EXPERIENCE

Roosevelt Park Improvements, Detroit, MI
Transportation Planner; Responsible for providing non-motorized transportation options that connect to and travel within Roosevelt Park. OHM led a full redesign of the park and included three meetings with the community. The engagement helped to provide the design team with valuable input on what improvements and amenities the community desired for the park; both for the short term and long term.

E. Warren/Cadieux Neighborhood Framework Plan, Detroit, MI
Project Manager; Responsible for managing the plan, which focused on developing strategies within four specific issue areas of the neighborhood: Neighborhood Stabilization, Commercial and Mixed-Use Development, E. Warren Streetscape, and Parks and Open Space. Concepts were developed for each of the focus areas to guide investments in the neighborhood.

Kalamazoo Parks and Recreation Plan, Kalamazoo, MI
Project Manager; Responsible for developing an equitable and community input focused framework to guide investment in the parks system over the next five years. OHM has conducted an extensive community engagement process that relies on both in-person and digital tools to gather input from residents. This input is paired with a technical planning analysis that identifies the deficiencies in the parks system. Recommendations will attempt to address these deficiencies and set up the department to attract more users to the parks.

9 Line Trail Plan, Oakland County, MI
Principal and Project Manager; Responsible for developing a concept for a connected and cohesive non-motorized pathway from Hazel Park to Farmington Hills. The plan is intended to assist each community in implementing walking and biking pathways that allow for safe and feasible travel between communities and would link to recreational facilities within each city. Recommendations include pathway type, placemaking locations, amenity needs, corridor identity, and an implementation plan.



Sarah Huddas, PLA

Landscape Architect

Sarah Huddas is a landscape architect with OHM Advisors with more than 13 years of experience across all phases of the design process. She combines a passion for landscape architecture, sustainable design, art, and culture to create outdoor spaces that inspire connection, appreciation, and respect for the natural environment. Her experience includes municipal and private planning, site design, campus design, urban redevelopment, streetscapes, cemetery master planning, and marketing support. Sarah has contributed to projects from concept development through construction documentation and brings strong skills in public engagement, client communication, presentations, graphic communication, and artistic renderings throughout the design process.

Education

Bachelor of Landscape Architecture, (BLA) Michigan State University, 2009

Registration(s)

Registered Landscape Architect: MI, #3901001817 (2021)

WITH OHM ADVISORS SINCE **2016** | **6 YEARS** PRIOR EXPERIENCE

RELEVANT PROJECT EXPERIENCE

Ford Cove Shoreline & Coastal Wetland Restoration Feasibility Plan, Grosse Pointe Shores, MI

Landscape Architect; Project includes the development of a feasibility plan to restore and reestablish native habitat that has been lost on the Ford House grounds and in Ford Cove, including 5.5 acres of coastal marsh, 8 acres of nearshore habitat, 4 acres of adjacent forested wetland and roughly 1 mile of Great Lakes shoreline. Utilizing the latest technology in concert with natural processes and nature-based solutions to impairments in this coastal habitat, this work focuses on the feasibility of harnessing ecosystem services to provide healthy conditions for our native flora and fauna and support the historical and ecological landscape envisioned by the Ford family and Jens Jensen.

Hudson Downtown Trail & Greenway Concept Plan, Hudson, OH

Urban Designer; Worked on a team to develop a complete greenway concept plan, to be used as both a recreational and transportation facility. Connected current retail areas to a proposed Downtown Phase II development. Routed the trail through the downtown corridor to create full connectivity with the City's core amenities. Assisted with design layout, graphics & exhibits, cost estimating and designing & compiling final report.

Roosevelt Park Improvements, Detroit, MI

Landscape Architect; Worked closely with multidisciplinary design team and client to see the Roosevelt Park improvements from concept design to construction documentation. This historic park sits adjacent to the Michigan Central Station, an iconic architectural beacon for the City of Detroit. Project goals included revitalization of the space to make it a welcoming park for all to gather, and included flex use options for multiple user-groups. Project role included assisting team with inventory and analysis, participating in concept design and design development exploration, attendance at internal, client-led, and public engagement meetings.



Grace Schoenknecht

Planner

Grace is a Detroit-based planner focused on building sustainable and equitable communities. Her interests include non-motorized connectivity, pedestrian infrastructure, parks and recreation planning, trail systems, and community engagement. She has contributed to projects including the 9 Line Trail Plan, Mack Avenue Streetscape Plan, Oakland County APRA Parks Improvement Plan, and Orchard East Subarea Plan. Prior to joining OHM Advisors, Grace worked in green roof landscaping, providing hands-on experience with sustainable landscape practices and the relationship between built and natural environments.

Education

Bachelor of Urban Planning, University of Cincinnati, 2024

RELEVANT PROJECT EXPERIENCE

9 Line Trail Plan, Oakland County, MI

Planner; Responsible for developing a concept for a connected and cohesive non-motorized pathway from Hazel Park to Farmington Hills. The plan is intended to assist each community in implementing walking and biking pathways that allow for safe and feasible travel between communities and would link to recreational facilities within each city. Recommendations include pathway type, placemaking locations, amenity needs, corridor identity, and an implementation plan.

Pedestrian Bridge Asset Management Plan, Detroit, MI

Planner; Developed a data-driven asset management plan for 77 pedestrian bridges in Southeast Michigan to guide investment, maintenance, and replacement decisions. Conducted structural evaluations, established prioritization strategies, and identified opportunities to reduce system burden while maintaining connectivity. Supported the plan with public engagement and comprehensive reporting to enable long-term decision-making.

Mack Avenue Streetscape Plan, Wayne County, MI

Planner; A plan for improving Mack Avenue from Conner Street to Moross Road. Mack Avenue passes through Detroit, Grosse Pointe Park, Grosse Pointe, and Grosse Pointe Farms and lacks a cohesive identity between the four communities. This plan identifies streetscape improvements and a signage package that support the unique character of each community.

TCRPC Tri-County Regional Trails Plan, Clinton, Eaton, and Ingham Counties, MI

Planner; Conducted parcel opportunity analysis by overlaying multiple GIS layers to conclude which parcels are more optimal for trail development. This project is ongoing and will need further GIS analysis of the safety of these routes contributing to finding optimal opportunities to build trails for the public to use.

WITH OHM ADVISORS SINCE 2026 | ALL EXPERIENCE WITH OHM ADVISORS



Francesca Ortisi

GIS Planner Advisor

Francesca Ortisi is an interdisciplinary professional working at the intersection of GIS analysis and urban planning, with a focus on transportation and environmental planning. With a background in geographic information systems and comprehensive planning, she brings a systems-level approach to community development. As a certified open water scuba diver, she also contributes to freshwater mussel surveys, supporting environmental restoration efforts. Francesca's experience includes managing utility and municipal datasets, conducting spatial analysis, and developing interactive mapping tools to support infrastructure and planning decisions. As a planner, she has contributed to PEL (Planning and Environmental Linkages) studies, corridor and streetscape plans, transit initiatives, and parks and recreation planning. She specializes in existing conditions analysis, data visualization, community engagement, and developing actionable planning recommendations.

Education

B.S. in Geography & Sustainable Planning – Environmental & Urban Development, Grand Valley State University (2020)

Registration(s)

Professional Engineer: MI, #6201313235 (2023)

WITH OHM ADVISORS SINCE **2020** | **1 YEAR** PRIOR EXPERIENCE

RELEVANT PROJECT EXPERIENCE

Kalamazoo Parks and Recreation Plan, Kalamazoo, MI
GIS Specialist; Responsible for developing an equitable and community input focused framework to guide investment in the parks system over the next five years. OHM has conducted an extensive community engagement process that relies on both in-person and digital tools to gather input from residents. This input is paired with a technical planning analysis that identifies the deficiencies in the parks system. Recommendations will attempt to address these deficiencies and set up the department to attract more users to the parks.

Greater Warren/Conner Neighborhood Framework Plan, Detroit, MI
GIS Specialist; This Neighborhood Framework Plan focuses on the development of feasible recommendations for the neighborhoods surrounding the Stellantis Jefferson Assembly Plant on the eastside of Detroit. The plan is built on technical analysis and community collaboration to produce a guide for implementing residential improvements, new commercial development, park and open space enhancements, and transportation and mobility updates. Each set of recommendations also includes opportunities to address sustainability, resiliency, and health equity in the community.

9 Line Trail Plan, Oakland County, MI
Planner; Responsible for developing a concept for a connected and cohesive non-motorized pathway from Hazel Park to Farmington Hills. The plan is intended to assist each community in implementing walking and biking pathways that allow for safe and feasible travel between communities and would link to recreational facilities within each city. Recommendations include pathway type, placemaking locations, amenity needs, corridor identity, and an implementation plan.

Project Understanding

OUR UNDERSTANDING

Hamburg Township (Township) is preparing for the next five-year period of investment in a recreation system that includes Manly W. Bennett Memorial Park, the Mike Levine Lakelands Trail, three (3) Township-owned trailheads, athletic facilities, playgrounds, community facilities, water access, and natural areas. The current Parks and Recreation Master Plan provides a strong foundation, including an inventory of facilities, community input, goals and objectives, an action program, grant history, and accessibility priorities. The update should preserve relevant information from that plan while documenting recent improvements and addressing conditions and priorities that have changed.

A Focused Update

This assignment is an update rather than a comprehensive redevelopment of the Township's existing plan. The planning process should concentrate on updated demographic and administrative information, changes to the recreation inventory, completed and active projects, current accessibility needs, and community priorities for the next five (5) years.

Using the current plan as the starting point will allow the Township to direct project resources toward meaningful public engagement, updated recommendations, and a practical implementation program. The resulting document should provide Township staff, the Parks and Recreation Committee, and the Township Board with a clear basis for evaluating projects, allocating resources, and coordinating future improvements.

Community Priorities and Implementation

Public input will be essential to determining how recreation needs and preferences have evolved since the current plan was adopted. The Township needs an engagement process that reaches residents and recreation users while remaining efficient and closely coordinated with the Parks and Recreation Committee.

Community input should be considered alongside an assessment of the facilities conditions, accessibility, operational capacity, natural-resource constraints, and available funding. This will allow the updated goals and action program to distinguish between immediate needs, projects that may be advanced during the five-year planning period, and longer-term opportunities.

The action program should connect each priority to a general timeframe, planning-level cost, potential funding source, and responsible party. This implementation focus will help the Township use the plan for annual budgeting, capital planning, partnerships, and grant applications rather than treating it solely as a grant-eligibility document.

MDNR Compliance and Adoption

The updated plan must address the content and procedural requirements established by the Michigan Department of Natural Resources (MDNR). These include a community description, administrative structure, recreation inventory, description of the planning and public input processes, goals and objectives, and an action program. The Township must also complete the required public review, hearing, recommendation, and formal adoption process.

The project schedule must account for the Parks and Recreation Committee's (Committee) role as the recommending body and the Township Board's (Board) responsibility for final adoption. Close coordination among OHM Advisors (OHM), Township staff, the Committee, and the Board will be necessary to complete the draft by March 1, 2027, and finalize the adoption documentation following Board action.



PROJECT UNDERSTANDING
CONTINUED...

A Coordinated Design Vision

The Master Design Plan is a related but distinct component of the assignment. The Five-Year Plan will first establish the community-supported goals, priorities, and projects that should guide the Township's future investments. The design work can then translate those priorities into planning-level concepts later in 2027 in preparation for future grant opportunities.

The design effort should reconcile the Township's 2019 Manly W. Bennett Memorial Park concept with current conditions, recently completed improvements, active grant projects, updated park mapping, accessibility priorities, and the findings of the new Five-Year Plan. The Township's current materials identify significant improvements that have occurred or advanced since the earlier concept was prepared, particularly in West Park and near the Huron River Water Trail access.

The design package will present one unified planning vision for Bennett Park. Focused improvement graphics should also address the Village and Pettysville trailheads. Planning-level costs and phasing will help position priority improvements for future budgeting and the anticipated 2028 grant cycle.

THE SUCCESSFUL OUTCOME WILL BE AN ADOPTED, MDNR-COMPLIANT RECREATION PLAN THAT ESTABLISHES CLEAR PRIORITIES FOR THE NEXT FIVE (5) YEARS, FOLLOWED BY A COORDINATED DESIGN VISION THAT POSITIONS THE TOWNSHIP'S MOST IMPORTANT PARK AND TRAILHEAD IMPROVEMENTS FOR IMPLEMENTATION AND FUNDING.

Work Plan & Deliverables

PLAN OF ACTION

OHM Advisors will complete the assignment through two (2) coordinated work components. The **Five-Year Parks and Recreation Master Plan** will establish the Township's community-supported goals, priorities, and implementation program. The **Master Design Plan for Manly W. Bennett Memorial Park and Trailheads** will build upon that work by translating applicable physical improvement priorities into planning-level concepts.

The two (2) components will share the initial kickoff, facility tour, background review, community survey, and public input process. This coordinated approach will avoid duplicating technical work and community engagement while allowing the Five-Year Plan to remain the Township's immediate priority.

Deby Henneman, the Township Coordinator, will serve as the primary staff contact and coordinate input from applicable Township departments. The Parks and Recreation Committee will serve as the project's advisory and recommending body, reviewing the Five-Year Plan at scheduled milestones before making a recommendation to the Township Board. A separate steering committee or subcommittee is not proposed.

Part 1: Five-Year Parks and Recreation Master Plan

Phase 1: : Project Initiation and Existing Plan Review

This phase will establish the project framework and identify the portions of the existing plan that require updates. OHM will use the current Parks and Recreation Master Plan and information provided by the Township as the foundation for the update, allowing project resources to focus on changed conditions, current needs, and future priorities.

Task 1.1: Kickoff Meeting and Facility Tour

OHM will conduct a combined in-person kickoff meeting and guided facility tour. The kickoff discussion will confirm the project schedule, communication process, public engagement activities, available background information, and review responsibilities. OHM and Township staff will also discuss completed improvements, current projects, active grants, known facility needs, and emerging recreation priorities.

Following the kickoff discussion, Township staff will guide OHM through Manly W. Bennett Memorial Park and the Village, Merrill, and Pettysville trailheads. The tour will provide context regarding existing uses, general facility conditions, accessibility, circulation, parking, trail connections, and future improvement opportunities.

The kickoff meeting and facility tour will be coordinated with Parks and Recreation Committee Meeting No. 1 on the same day when practical.

Task 1.2: Existing Plan and Background Review

OHM will review the current Parks and Recreation Master Plan and relevant information provided by the Township, including accessibility materials, project priorities, grant records, park maps, aerial photography, and other applicable plans and records.
The review will identify:

1. Information that remains current and can be retained
2. Information requiring updates
3. Improvements completed or initiated since adoption of the current plan
4. Recommendations that remain relevant
5. Issues requiring further evaluation or public input

WORK PLAN & DELIVERABLES
CONTINUED...

Task 1.3: Project and Engagement Framework

Following the kickoff and background review, OHM will confirm the detailed project schedule, Committee meeting sequence, community survey process, public input activities, communication procedures, and document-review responsibilities.

Meetings and Activities
One combined in-person kickoff meeting and facility tour
Parks and Recreation Committee Meeting No. 1, conducted in person and coordinated with the initial project visit
Routine coordination with the Township Coordinator by email, telephone, or virtual meeting

Deliverables
Confirmed project schedule
Community engagement framework
Summary of Plan components and background information requiring update



Phase 2: Recreation System Update

This phase will update the factual and technical foundation of the current plan. The work will concentrate on information that has changed since the current plan was prepared and findings necessary to guide the next five-year action program.

Task 2.1: Community Description Update

OHM will update relevant demographic and community information using available U.S. Census, American Community Survey, SEMCOG, and Township data. The update will focus on population, age, household, and growth trends that influence recreation needs.

OHM will also review and update relevant information concerning the Township's regional setting, natural resources, waterways, transportation system, and trail connections. Information from the existing plan that remains accurate may be retained and refined.

Task 2.2: Administrative Structure Update

OHM will update information concerning recreation administration, staffing, maintenance, operations, budgets, partnerships, grants, and decision-making responsibilities.

A consolidated virtual staff discussion will be used to gather input from applicable Township representatives. Participants may include the Township Coordinator, Clerk, Planning and Zoning Administrator, Senior and Community Center Director, Public Works Director, and Buildings and Grounds Team Leader.

WORK PLAN & DELIVERABLES
CONTINUED...

Task 2.3: Recreation Inventory Update

OHM will update the inventory of Township-owned parks, recreation facilities, trails, and trailheads using the existing plan, Township records, and observations from the facility tour.
The update will address:

1. Existing facilities and principal uses
2. Completed and ongoing improvements
3. General facility needs
4. Accessibility and barrier-free access
5. Parking and circulation
6. Trail and pedestrian connections
7. Opportunities for multi-use and intergenerational recreation
8. Relevant maintenance and infrastructure needs
9. Natural-resource considerations

The inventory will also update applicable school, private, regional, and state facilities that supplement the recreation opportunities available to Township residents.

Task 2.4: Mapping and Graphics Update

OHM will update the maps and graphics needed to document Hamburg Township's recreation system. Mapping will use available Township, county, regional, and state information and will focus on the products needed for the updated Five-Year Plan.

Task 2.5: Existing Conditions Findings

OHM will summarize the principal findings from the existing-plan review, demographic update, staff coordination, recreation inventory, and facility tour. The findings will identify relevant changes, completed projects, current needs, and opportunities requiring community input.

The findings will be presented at Parks and Recreation Committee Meeting No. 2 and will help frame the public input discussion.

Meetings and Activities
One (1) consolidated virtual Township staff discussion
One (1) virtual review of existing conditions findings with the Township Coordinator
Presentation of existing conditions findings at Parks and Recreation Committee Meeting No. 2, followed by the public input session described in Phase 3

Deliverables
Updated community description and demographic information
Updated administrative structure
Updated recreation and regional facilities inventory
Updated maps and supporting graphics
Existing conditions findings incorporated into the draft plan

Phase 3: Community Input and Plan Direction

This phase will identify current recreation needs and priorities through a focused community engagement process. Engagement will include one community survey and one public input session. Recreation user groups and community organizations will be encouraged to participate through these activities rather than through separate focus groups or charrettes.

WORK PLAN & DELIVERABLES
CONTINUED...

Task 3.1: Community Survey

OHM will prepare and host an online community survey addressing:

1. Use of existing parks, trails, and recreation facilities
2. Satisfaction with existing facilities and amenities
3. Current and unmet recreation needs
4. Accessibility and connectivity
5. Priorities for future park and trail improvements
6. Priorities for Manly W. Bennett Memorial Park and the Township's trailheads
7. Community investment priorities

A printable version of the survey will also be provided. The Township will promote the survey through its established communication channels. OHM will analyze the responses and identify the principal findings.

Task 3.2: Public and Stakeholder Input

OHM will facilitate one in-person public input session in conjunction with Parks and Recreation Committee Meeting No. 2.

The session may include facilitated discussion, mapping, visual preference activities, and prioritization exercises. Recreation user groups, schools, athletic organizations, trail users, senior representatives, accessibility interests, community organizations, and other interested parties will be encouraged to participate.

Task 3.3: Community Engagement Findings

OHM will combine the survey results and public input into a concise summary of community priorities, areas of agreement, location-specific concerns, and unmet needs. The findings will be incorporated directly into the Five-Year Plan and will also inform the subsequent Master Design Plan.

Task 3.4: Goals and Objectives

OHM will review the existing plan's goals and objectives using the updated technical findings and community input. Goals that remain relevant will be retained or refined, and new goals and objectives will be developed where necessary.

The updated framework will address facilities, accessibility, trails and connectivity, intergenerational recreation, maintenance, natural resources, partnerships, and funding.

Meetings and Activities
One in-person public and stakeholder input session coordinated with Parks and Recreation Committee Meeting No. 2
One virtual staff review of community engagement findings and draft goals
Parks and Recreation Committee Meeting No. 3, conducted virtually to review community findings, goals, and plan direction

Deliverables
Online and printable community survey
Survey promotion templates
Public input meeting materials
Community engagement summary incorporating survey and meeting findings
Updated goals and objectives

Phase 4: Recommendations and Five-Year Action Program

This phase will translate the updated plan information and community input into an implementation-focused program. The Five-Year Plan will identify priority improvements for the Township's recreation system, including Manly W. Bennett Memorial Park and the three trailheads. The subsequent Master Design Plan will illustrate applicable physical improvements in greater detail.

WORK PLAN & DELIVERABLES CONTINUED...

Task 4.1: Recreation System Recommendations

OHM will develop recommendations for the Township's parks, recreation facilities, trails, trailheads, accessibility, and supporting infrastructure. Recommendations will consider:

1. Community priorities
2. Existing uses and facility needs
3. Accessibility
4. Parking, circulation, and trail connections
5. Multi-use and intergenerational recreation
6. Maintenance and operations
7. Natural-resource conditions
8. Partnership and funding opportunities

Recommendations may address physical improvements, maintenance, programming, partnerships, policies, funding, or additional study.

Task 4.2: Five-Year Action Program

OHM will prepare a prioritized action program identifying the following:

1. Recommended projects, programs, and initiatives
2. Priority and general implementation timeframe
3. Responsible or participating entities
4. Potential funding sources
5. Relevant implementation considerations

The action program will distinguish among near-term priorities, improvements to be advanced during the five-year planning period, and longer-term opportunities. Planning-level costs developed under Task 4.3 will be incorporated into the action program.

Task 4.3: Planning-Level Costs and Implementation Considerations

OHM will prepare planning-level cost ranges for prioritized physical improvements. The cost ranges will be based on available information, comparable projects, and planning-level unit costs.

OHM will also identify readily apparent accessibility, infrastructure, permitting, natural resources, and implementation considerations that may influence future project development. This task will not include detailed engineering, measured quantities, permit applications, or construction-level cost estimating.

Task 4.4: Recommendations and Action Program Review

OHM will review the preliminary recommendations, cost ranges, and action program with Township staff before presenting the materials to the Parks and Recreation Committee.

Meetings and Activities
One (1) virtual staff review of the recommendations and action program
Parks and Recreation Committee Meeting No. 4, conducted virtually to review the recommendations, costs, and action program

Deliverables
Recreation system recommendations
Prioritized five-year action program
Planning-level cost ranges
Funding and implementation considerations
Committee presentation materials

WORK PLAN & DELIVERABLES
CONTINUED...



Phase 5: Draft Plan, Public Review, and Adoption

This phase will include compiling the updated information, community input, goals, recommendations, and action program into a clear and visually engaging Parks and Recreation Master Plan. The document will address applicable MDNR content and adoption requirements while remaining practical for ongoing Township use.

Task 5.1: Administrative Draft

OHM will prepare an administrative draft containing the following:

1. Community description
2. Administrative structure
3. Recreation inventory
4. Description of the planning process
5. Description of the community input process
6. Goals and objectives
7. Recommendations
8. Five-year action program
9. Planning-level cost information
10. Supporting maps and appendices

The Township Coordinator will coordinate the Township's review and provide one consolidated set of comments. OHM will conduct a virtual review meeting with Township staff and revise the document accordingly.

Task 5.2: Public-Review of Draft Master Plan

Following staff review, OHM will prepare the public-review draft for release by the Township.

OHM will provide sample flyers, postcards, press releases, and other outreach templates as identified in the RFP. The Township will publish and post the required notices, make the document available for public review, and receive public comments.

Task 5.3: Public Hearing and Committee Recommendation

OHM will attend Parks and Recreation Committee Meeting No. 5 in person to present the public-review draft, summarize the planning and engagement process, and support the Committee's review and recommendation to the Township Board.

The formal public hearing will be coordinated with this meeting or another appropriate Township meeting based on the Township's preferred adoption process. OHM will document public comments and Committee direction for incorporation into the final adoption draft.

Task 5.4: Final Adoption Draft and Township Board Review

OHM will incorporate applicable public and Committee comments and deliver the **final adoption draft** of the Five-Year Parks and Recreation Master Plan to the Township by **March 1, 2027**, consistent with the RFP deadline.

WORK PLAN & DELIVERABLES
CONTINUED...

Task 5.5: Final Plan and MDNR Coordination

Following Township Board adoption, OHM will incorporate the adoption resolution, notices, meeting documentation, and other required records into the final plan.

OHM will provide three (3) printed copies and a website ready PDF and assist the Township in organizing the adopted plan and supporting documentation for MDNR submission.

Meetings and Activities
One (1) virtual administrative-draft review with Township staff
Parks and Recreation Committee Meeting No. 5, conducted in person for final plan review and recommendation, with public hearing support coordinated through the Township's adoption process
One (1) virtual Township Board adoption presentation

Deliverables
Administrative draft
Public-review draft
Public notice and outreach templates
Public hearing presentation
Public comment summary
Final adoption draft delivered by March 1, 2027
Township Board presentation
Final adopted Parks and Recreation Master Plan
Three (3) printed copies
Website ready PDF
Adoption documentation
MDNR submission support

Part 2: Master Design Plan for Manly W. Bennett Memorial Park and Trailheads

The Master Design Plan for Manly W. Bennett Memorial Park and Trailheads, referred to as the "Master Design Plan" in the RFP, will build upon the adopted Five-Year Plan and translate applicable physical improvement priorities into planning-level concepts.

Initial site information and design-related public input will be gathered during Part 1. Concept development will occur later in 2027 so the completed Master Design Plan can support future budgeting and preparation for the anticipated 2028 grant cycle.

Phase 6: Concept Program Confirmation

This phase will confirm the locations and improvements to be addressed in the Master Design Plan. The work will build upon information gathered during Part 1, including the facility tour, Township-provided materials, community input, and priorities established through the adopted Five-Year Plan.

Task 6.1: Existing Information Confirmation

OHM will confirm the status of relevant improvements identified during Part 1, including projects that have been completed, funded, initiated, or retained as future priorities. This focused confirmation will establish an accurate basis for the updated concepts without duplicating the background review completed for the Five-Year Plan.

WORK PLAN & DELIVERABLES
CONTINUED...

Task 6.2: Concept Program

OHM will prepare a concise concept program identifying the improvements to be evaluated for the following locations:

1. Manly W. Bennett Memorial Park East
2. Manly W. Bennett Memorial Park West
3. Merrill Trailhead
4. Village Trailhead
5. Pettysville Trailhead

OHM will review the concept program virtually with Township staff before preparing the planning-level concepts.

Meetings and Activities

One (1) virtual concept-program meeting with Township staff

Deliverables

Confirmed concept program identifying the locations and improvements to be addressed in the Master Design Plan

Phase 7: Preferred Concept Development

This phase will translate the confirmed concept program into coordinated planning-level graphics suitable for master planning, capital budgeting, and grant support.

Task 7.1: Manly W. Bennett Memorial Park Concept

OHM will prepare one (1) preferred overall concept for Manly W. Bennett Memorial Park East and West. The concept will address applicable priorities for accessibility, recreation amenities, parking, internal circulation, pedestrian connections, trails, and future improvements.

The Park within a Park and Merrill Trailhead will be incorporated into the overall park concept as appropriate.

Task 7.2: Village and Pettysville Trailhead Concepts

OHM will prepare focused planning-level graphics for the Village and Pettysville trailheads. The format and level of detail will correspond to the scale of the proposed improvements and may include annotated aerial photography, diagrams, precedent imagery, or focused plan graphics.

Task 7.3: Staff Concept Review

OHM will review the preliminary concepts virtually with Township staff. Township feedback will be used to refine the preferred concepts before presentation to the Parks and Recreation Committee.

Meetings and Activities

One (1) virtual staff concept-review meeting

Deliverables

Preliminary preferred concept for Manly W. Bennett Memorial Park East and West, including Merrill Trailhead

Preliminary Village Trailhead concept graphic

Preliminary Pettysville Trailhead concept graphic

WORK PLAN & DELIVERABLES
CONTINUED...

Phase 8: Final Master Design Plan

This phase will refine the preferred concepts and prepare an implementation framework that supports future budgeting, phased improvements, and grant applications.

Task 8.1: Costs, Phasing, and Implementation

OHM will prepare planning-level cost ranges and potential project phasing for the principal improvements shown in the concepts.

OHM will also identify readily apparent permitting, accessibility, natural resource, infrastructure, and implementation considerations that may influence future project development.

Task 8.2: Committee Review

OHM will present the draft Master Design Plan to the Parks and Recreation Committee. The presentation will describe the proposed improvements, potential phasing, planning-level costs, and relationship to the adopted Five-Year Plan.

Task 8.3: Final Master Design Plan Package

OHM will incorporate applicable Committee comments and prepare the final Master Design Plan package for Township use.

Meetings and Activities

- One (1) virtual Parks and Recreation Committee presentation of the draft Master Design Plan

Deliverables

- Final preferred concept for Manly W. Bennett Memorial Park East and West, including Merrill Trailhead
- Final focused concept graphics for the Village and Pettysville trailheads
- Planning-level cost ranges and potential implementation phasing
- Summary of relevant implementation considerations
- Committee presentation materials
- Final digital Master Design Plan package in PDF format

>>>>>> Coordinated Project Outcome

The final adoption draft of the Five-Year Parks and Recreation Master Plan will be delivered to the Township by March 1, 2027, with Committee recommendation and Township Board adoption occurring through the Township's March meeting sequence. The Master Design Plan for Manly W. Bennett Memorial Park and Trailheads will be completed later in 2027, allowing the adopted priorities to guide the concepts in advance of the anticipated 2028 grant cycle.

Projects & Clients

OUR PORTFOLIO

Parks & Recreation Plan

City of Farmington

OHM Advisors successfully developed a comprehensive Parks and Recreation Plan update for the City of Farmington, establishing an attainable five-year roadmap to maximize existing resources, reprogram underused spaces, and leverage grant funding. The planning process began with a rigorous inventory and analysis of Farmington's 12 existing parks, augmented by regional and national recreation trends alongside a level of service (LOS) analysis to benchmark the system against industry standards. To support equitable park access and connectivity goals, OHM conducted a geographic walkshed analysis that identified service gaps and directly informed the strategic introduction of new pocket parks and public spaces within the downtown core. Grounded in robust community engagement to capture local priorities, the final plan provides individual park concepts paired with clear, actionable implementation strategies designed to elevate community health and connectivity over the next five years.

Client Contact

City of Farmington (MI)
Chris Weber, Assistant City Manager
T (248) 474-5500





Ann Arbor Parks & Recreation Asset Management

City of Ann Arbor

The City of Ann Arbor manages 2,210 acres of parkland across 163 park properties, including 1,400 acres of natural areas. Parks and open spaces comprise approximately 11.6% of the city's land area, demonstrating its commitment to preserving and enhancing green space. OHM Advisors is assisting the city with the development of an Asset Management Plan to assess existing assets, prioritize capital improvements, and optimize resources across park facilities. Supported by robust community and stakeholder engagement, the plan will establish a framework for managing and improving parks and recreation assets over time.

Key project components include the development of a GIS-based asset inventory, condition assessments of park amenities, and analysis of asset lifecycle and replacement costs to support capital improvement planning. The team is also evaluating current levels of service and establishing targets based on industry best practices. In addition, OHM is developing a funding strategy to support implementation and align the asset management program with the city's broader planning efforts.

Client Contact

City of Ann Arbor
Adam Fercho, Park Planner
T (734) 794-6110



PROJECT & CLIENTS **CONTINUED...**

Kalamazoo Parks & Recreation Plan

City of Kalamazoo Parks & Recreation

The Kalamazoo Parks and Recreation Department brought on OHM Advisors to assist with the five-year update of its Parks Master Plan building on the ten strategic goals identified in the City's Master Plan. The Parks and Recreation Plan is developing recommendations for the next five years using input from the community, a city-wide equity analysis, and a focus on feasibility.

The Plan's recommendations are broken into two categories: department wide projects and park specific projects. OHM Advisors has developed recommendations for the overall Parks and Recreation department that will help guide the priorities of the department for capital improvements, accessibility, marketing, staffing, and growth. Additionally, the Plan identifies specific improvements to parks that are needed to meet the needs of the community. These improvements are based on the desires of neighbors and the changing recreation preferences of the community.

Client Contact

City of Kalamazoo Parks & Recreation (MI)
Ashton Anthony, Deputy Director
T (269) 337-8295

Parks & Recreation Master Plan (PRMP)

City of Dublin

OHM Advisors, working with PROS Consulting, crafted a Parks and Recreation Master Plan (PRMP) for the City of Dublin, a 50,000-person community in Central Ohio. The key focus areas of this plan included parkland, recreation facilities, recreation services, park and recreation operations, and financing. Here are some of the notable findings within these areas.

The Dublin PRMP was a document that provided an inclusive framework for orderly and consistent planning, acquisition, development, and administration of the parks and recreation resources, programs, and facilities in the community. It served as a framework for planning, developing, rehabilitating, and maintaining Dublin's parks, open spaces, recreation facilities, and programming. OHM Advisors calibrated the plan to Dublin's rich history, including the traditions of indigenous peoples such as the Hopewell culture, which called the area home, as well as the settlers who followed. The PRMP built on this proud history as it looked to the community's future parks and recreation needs.

This plan detailed the current state of the system and outlined plans for future improvements and investments based on a comprehensive assessment of community priorities and values. Community input was collected via focus groups, key leader and stakeholder interviews, open public forums, a community online survey, and a statistically valid survey. The information gathered from the community engagement process was combined with technical research to produce the final Master Plan.

Client Contact

City of Dublin (Ohio)
Matt Earman, Director of Parks & Recreation
T (614) 410-4710



PROJECT & CLIENTS **CONTINUED...**

Roosevelt Park Improvements

City of Detroit

The City of Detroit General Services Department brought on OHM Advisors to lead the renewal of Roosevelt Park, the Corktown green space developed in the early 1910s to complement the Michigan Central Railroad terminal, ahead of the 2023 reopening of Michigan Central Station. OHM Advisors first assisted with removing Vernor Highway from the center of the park, then completed a park-wide inventory including a historical resource review and a comprehensive tree survey.

OHM Advisors then led the full redesign, engaging residents through three public meetings and a one-day festival to identify short- and long-term improvements. Workshops and modeling exercises aligned the final plan with the vision of both the community and the department, taking the team from community input to bidding documents in three months. Services included landscape architecture, site civil and traffic engineering, tree survey, electrical engineering, stormwater management, land surveying, and construction engineering.

Client Contact

City of Detroit (MI)
Jeff Klein, PLA, ASLA,
Deputy Chief Of Landscape Architecture
T (313) 628-0900

American Rescue Plan Act (ARPA) Parks Improvement Planning

Oakland County Parks

OHM Advisors was hired to facilitate community engagement, prepare conceptual plans, and complete high-level cost estimates for three Oakland County Parks to support a funding request to the County Board of Commissioners for up to $10 million in American Rescue Plan Act (ARPA) funding.

In the short span of two months, our staff held six focus group meetings, managed three online surveys, developed plan-view conceptual drawings, collected precedent imagery for the proposed park improvements, and calculated the estimated construction costs for each park. These deliverables were packaged into a final report, which included a summary of previous community parks planning within the County parks' service areas and a thorough analysis of the survey data. Additionally, midway through this effort, Oakland County Parks requested additional conceptual drawings for another county park and three community parks for which the department is seeking to support financially.

Client Contact

Oakland County Parks (Michigan)
Melissa Prowse, Manager
T (248) 249-2801





PROJECT & CLIENTS **CONTINUED...**

Southfield 5-Year Parks & Recreation Master Plan

City of Southfield (Michigan)

The Parks and Recreation Department hired OHM Advisors to assist with the development of City's Parks and Recreation 5-Year Master Plan. This document provided the strategic plan for investment into parks and recreation for the following 5-year period. Recommendations were developed through close coordination with the Parks and Recreation Department, internal and external stakeholders, and open comment from the general public. The plan achieved high engagement metrics for a defined engagement period and positions the City for granting opportunities from the Michigan Department of Natural Resources (MDNR) and other sources.

Client Contact

City of Southfield (Michigan)
Terry Fields, Director
T (248) 309-1154

Sidney Parks & Recreation Master Plan

City of Sidney (Michigan)

The OHM Advisors' team successfully developed a comprehensive Parks and Recreation Master Plan for the City of Sidney, focusing on enhancing the quality of life for its residents through improved parks and recreational opportunities. The project placed significant emphasis on community engagement, and clear implementation strategies grounded in individual parks master plans. The project resulted in a dynamic strategic action plan designed to guide the city's parks and recreation services over the next ten years. OHM Advisors (prime) together with PROS Consulting created a clear and realistic strategic action plan that provided a roadmap for the long-term success and financial sustainability of Sidney's parks, recreation programs, and facilities.

Client Contact

City of Sidney (Michigan)
Andrew Bowsher, City Manager
T (937) 498-8110

Client References

OUR REPUTATION

Everything we do is grounded in the need to help communities solve problems and make places better for people. Not just today, but well into the future. Our singular focus puts the needs of people first in our solutions which drives our thinking and innovation from conception through completion—and guides us in everything we do.

Client	Contact Information
City of Farmington	**Chris Weber, Assistant City Manager** **A** 23600 Liberty Street Farmington, MI, 48335 **T** (248) 699-5147 **E** cweber@farmington.gov
Oakland County Parks	**Melissa Prowse, Planning & Develop. Manager** **A** 2800 Watkins Lake Road, Waterford Township, MI 48328 **T** (248) 249-2801 **E** prowsem@oakgov.com
City of Ann Arbor	**Adam Fercho, Park Planner** **A** 301 E. Huron StreetAnn Arbor, MI 48104 **T** (734) 794-6110 **E** afercho@a2gov.org

Project Schedule

FROM START TO FINISH : WITH THE ASSUMPTION THAT THE PROJECT WILL KICK-OFF BY MID OCTOBER

Phases & Tasks	Meeting Format	Oct. 2026	Nov. 2026	Dec. 2026	Jan. 2027	Feb. 2027	Mar. 2027
PART 1: FIVE-YEAR PARKS AND RECREATION MASTER PLAN							
Phase 1: Project Initiation and Existing Plan Review							
Kickoff, facility tour, background review, and project framework	In person and virtual						
Committee Meeting No. 1: Project Initiation	In person						
Phase 2: Recreation System Update							
Community description, administration, inventory, mapping, and findings	Virtual staff review						
Phase 3: Community Input and Plan Direction							
Community survey, public input, findings, goals, and objectives	In person and virtual						
Committee Meeting No. 2: Existing Conditions and Public Input	In person						
Committee Meeting No. 3: Community Findings and Plan Direction	Virtual						
Phase 4: Recommendations and Five-Year Action Program							
Recommendations, action program, costs, and implementation considerations	Virtual staff review						
Committee Meeting No. 4: Recommendations and Action Program	Virtual						
Phase 5: Draft Plan, Public Review, and Adoption							
Administrative draft, public-review draft, hearing, adoption, and MDNR support	In person and virtual						
Committee Meeting No. 5: Final Review and Recommendation	In person						
Final Adoption Draft Delivered							
Township Board Consideration and Adoption	Virtual OHM participation						
Final Adopted Plan and MDNR Documentation							

Project Schedule

FROM START TO FINISH **CONTINUED...**

Phases & Tasks	Meeting Format	Apr. 2027	May 2027	June 2027	July 2027
PART 2: MASTER DESIGN PLAN FOR MANLY W. BENNETT MEMORIAL PARK AND TRAILHEADS					
Phase 6: Concept Program Confirmation					
Confirm project status and concept program	Virtual staff meeting				
Phase 7: Preferred Concept Development					
Bennett Park concept, trailhead concepts, and staff review	Virtual staff review				
Phase 8: Final Master Design Plan					
Costs, phasing, Committee review, and final concept package	Virtual Committee presentation				
Draft Master Design Plan Presented to Committee	Virtual				
Final Master Design Plan Delivered					

Meeting or Milestone **Five-Year Plan** **Master Design Plan**

Proposed Fee Language

OHM Advisors proposes to complete the professional services described in this proposal for a combined not-to-exceed fee of **$49,500**. The fee includes **$35,000** for the Five-Year Parks and Recreation Master Plan and **$14,500** for the Master Design Plan for Manly W. Bennett Memorial Park and Trailheads.

Services will be invoiced monthly based on the actual hours worked at the billing rates identified in the proposal, up to the authorized not-to-exceed amount for each work component. The Township will not be invoiced for more than the applicable not-to-exceed amount without prior written authorization.

Proposal Budget

PROPOSED LABOR ALLOCATION

Budget Summary	Hours	Not-to-Exceed Fee
Five-Year Parks and Recreation Master Plan	242	$35,000
Master Design Plan for Manly W. Bennett Memorial Park and Trailheads	82	$14,500
TOTAL	**324**	**$49,500**

Terms and Conditions

1. THE AGREEMENT. These Terms and Conditions and the attached Proposal or Scope of Services, upon acceptance by CLIENT, shall constitute the entire Agreement between Orchard, Hiltz & McCliment, Inc. (OHM ADVISORS), a registered Michigan Corporation, and CLIENT. OHM ADVISORS and CLIENT may be referred to individually as a Party or collectively as Parties. This Agreement supersedes all prior negotiations or agreements and may be amended only by written agreement signed by both Parties.

2. CLIENT RESPONSIBILITIES. CLIENT, at no cost, shall:
   a. Provide access to the project site to allow timely performance of the services.
   b. Provide all information in CLIENT'S possession as required by OHM ADVISORS to perform the services.
   c. Designate a person to act as CLIENT'S representative who shall transmit instructions, receive information, define CLIENT policies, and have the authority to make decisions related to services under this Agreement.

3. PROJECT INFORMATION. OHM ADVISORS shall be entitled to rely on the accuracy and completeness of services and information furnished by CLIENT, other design professionals, or consultants contracted directly to CLIENT.

4. PERIOD OF SERVICE. The services shall be completed within the time specified in the Proposal or Scope of Services, or if no time is specified, within a reasonable amount of time. OHM ADVISORS shall not be liable to CLIENT for any loss or damage arising out of any failure or delay in rendering services pursuant to this Agreement that arise out of circumstances that are beyond the control of OHM ADVISORS.

5. COMPENSATION. CLIENT shall pay OHM ADVISORS for services performed in accordance with the method of payment, as stated in the Proposal or Scope of Services. CLIENT shall pay OHM ADVISORS for reimbursable expenses for subconsultant services, equipment rental, or other special project related items at a rate of 1.15 times the invoice amount.

6. TERMS OF PAYMENT. Invoices shall be submitted to the CLIENT each month for services performed during the preceding period. CLIENT shall pay the full amount of the invoice within thirty days of the invoice date. If payment is not made within thirty days, the amount due to OHM ADVISORS shall include a service fee at the rate of one (1%) percent per month from said thirtieth day.

7. STANDARD OF CARE. OHM ADVISORS shall perform their services under this Agreement in a manner consistent with the professional skill and care ordinarily provided by similar professionals practicing in the same or similar locality under the same or similar conditions.

8. RESTRICTION OF REMEDIES. OHM ADVISORS is responsible for the work of its employees while they are engaged on OHM ADVISORS' projects. As such, and in order to minimize legal costs and fees related to any dispute, CLIENT agrees to restrict any and all remedies it may have by reason of OHM ADVISORS' breach of this Agreement or negligence in the performance of services under this Agreement, be they in contract, tort, or otherwise, to OHM ADVISORS, and to waive any claims against individual employees.

9. LIMIT OF LIABILITY. To the fullest extent permitted by law, CLIENT agrees that, notwithstanding any other provision in this Agreement, the total liability in the aggregate, of OHM ADVISORS to CLIENT, or anyone claiming under CLIENT, for any claims, losses, damages or costs whatsoever arising out of, resulting from, or in any way related to this Agreement or the services provided by OHM ADVISORS pursuant to this Agreement, be limited to $25,000 or OHM ADVISORS fee, whichever is greater, and irrespective of whether the claim sounds in breach of contract, tort, or otherwise.

10. ASSIGNMENT. Neither Party to this Agreement shall transfer, sublet, or assign any duties, rights under or interest in this Agreement without the prior written consent of the other Party.

11. NO WAIVER. Failure of either Party to enforce, at anytime, the provisions of this Agreement shall not constitute a waiver of such provisions or the right of either Party at any time to avail themselves of such remedies as either may have for any breach of such provisions.

12. GOVERNING LAW. The laws of the State of Michigan will govern the validity of this Agreement, its interpretation and performance.

13. INSTRUMENTS OF SERVICE. OHM ADVISORS shall retain ownership of all reports, drawings, plans, specifications, electronic data and files, and other documents (Documents) prepared by OHM ADVISORS as Instruments of Service. OHM ADVISORS shall retain all common law, statutory and other reserved rights, including, without limitation, all copyrights thereto. CLIENT, upon payment in full for OHM's services, shall have an irrevocable license to use OHM's Instruments of Service for or in conjunction with repairs, alterations or maintenance to the project involved but for no other purpose. CLIENT shall not reuse or make any modifications to the Documents without prior written authorization by OHM ADVISORS. In accepting and utilizing any Documents or other data on any electronic media provided by OHM ADVISORS, CLIENT agrees they will perform acceptance tests or procedures on the data within 30 days of receipt of the file.

14. CERTIFICATIONS. OHM ADVISORS shall have 14 days to review proposed language prior to the requested dates of execution. OHM ADVISORS shall not be required to execute certificates to which it has a reasonable objection, or that would require knowledge, services, or responsibilities beyond the scope of this Agreement, nor shall any certificates be construed as a warranty or guarantee by OHM ADVISORS.

15. TERMINATION. Either Party may at any time terminate this Agreement upon giving the other Party 7 calendar days prior written notice. CLIENT shall within 45 days of termination pay OHM ADVISORS for all services rendered and all costs incurred up to the date of termination in accordance with compensation provisions in this Agreement.

16. RIGHT TO SUSPEND SERVICES. In the event CLIENT fails to pay OHM ADVISORS the amount shown on any invoice within 45 days of the date of the invoice, OHM ADVISORS may, after giving 7 days' notice to CLIENT, suspend its services until payment in full for all services and expenses is received.

17. OPINIONS OF PROBABLE COST. OHM ADVISORS preparation of Opinions of Probable Cost represents OHM ADVISORS' best judgment as a design professional familiar with the industry. CLIENT recognizes that OHM ADVISORS has no control over costs of labor, equipment, materials, or a contractor's pricing. OHM ADVISORS makes no warranty, expressed or implied, as to the accuracy of such opinions as compared to bid or actual cost.

18. JOB SITE SAFETY. Neither the professional activities of OHM ADVISORS, nor the presence of OHM ADVISORS or our employees and subconsultants at a construction site shall relieve the Contractor or any other entity of their obligations, duties, and responsibilities including, but not limited to, construction means, methods, sequences, techniques or procedures necessary for performing, superintending or coordinating all portions of the work of construction in accordance with the contract documents and the health or safety precautions required by any regulatory agency. OHM ADVISORS has no authority to exercise any control over any construction contractor or any other entity or their employees in connection with their work or any health or safety precautions.

19. CONTRACTOR SUBMITTALS. If included in the services to be provided, OHM ADVISORS shall review the contractor's submittals such as shop drawings, product data, and samples for the limited purpose of checking for conformance with information given and the design concept expressed in the construction documents issued by OHM ADVISORS. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the contractor's responsibility. OHM ADVISORS review shall not constitute approval of safety precautions or, unless otherwise specifically stated by OHM ADVISORS, of any construction means, methods, techniques, sequences or procedures. OHM ADVISORS approval of a specific item shall not indicate approval of an assembly of which the item is a component.

20. CONSTRUCTION OBSERVATION. If requested, OHM ADVISORS shall visit the project construction site to generally observe the construction work and answer questions that CLIENT may have. OHM ADVISORS shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the construction work, or to determine whether the construction work is being constructed in accordance with the Contract Documents.

21. HAZARDOUS MATERIALS. As used in this Agreement, the term hazardous materials shall mean any substances, including without limitation asbestos, toxic or hazardous waste, PCBs, combustible gases and materials, petroleum or radioactive materials (as each of these is defined in applicable federal statutes) or any other substances under any conditions and in such quantities as would pose a substantial danger to persons or property exposed to such substances at or near the Project site. Both Parties acknowledge that OHM ADVISORS' Scope of Services does not include any services related to the presence of any hazardous or toxic materials. In the event OHM ADVISORS or any other person or entity involved in the project encounters any hazardous or toxic materials, or should it become known to OHM ADVISORS that such materials may be present on or about the jobsite or any adjacent areas that may affect the performance of OHM ADVISORS' services, OHM ADVISORS may, at its sole option and without liability for consequential or any other damages, suspend performance of its services under this Agreement until CLIENT retains appropriate qualified consultants and/or contractors to identify and abate or remove the hazardous or toxic materials and warrants that the jobsite is in full compliance with all applicable laws and regulations. CLIENT agrees, notwithstanding any other provision of this Agreement, to the fullest extent permitted by law, to indemnify and hold harmless OHM ADVISORS, its officers, partners, employees and subconsultants (collectively, OHM ADVISORS) from and against any and all claims, suits, demands, liabilities, losses, damages or costs, including reasonable attorneys' fees and defense costs arising out of or in any way connected with the detection, presence, handling, removal, abatement, or disposal of any asbestos or hazardous or toxic substances, products or materials that exist on, about or adjacent to the Project site, whether liability arises under breach of contract or warranty, tort, including negligence, strict liability or statutory liability, regulatory or any other cause of action, except for the sole negligence or willful misconduct of OHM ADVISORS.

22. WAIVER OF CONSEQUENTIAL DAMAGES. The Parties waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either Party's termination of this Agreement.

23. WAIVER OF SUBROGATION. The Parties waive all rights against each other and any of their contractors, subcontractors, consultants, agents, and employees, each of the other, for damages caused by fire or other causes of loss to the extent covered by property insurance obtained pursuant to a written contract or other property insurance applicable to the construction work.

24. THIRD PARTIES. Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either CLIENT or OHM ADVISORS.

25. CODE REVIEW/ACCESSIBILITY. In providing its services under this Agreement, OHM ADVISORS may have to interpret federal and or state laws, codes, ordinances, regulations and/or statutes. CLIENT understands and agrees that these may be subject to different and possibly contradictory interpretations by relevant governmental officials charged with interpreting same and furthermore understands and agrees that OHM ADVISORS does not warrant or guarantee that their interpretation will be consistent with the interpretation of the relevant governmental officials. OHM ADVISORS shall not be liable for unreasonable or unforeseeable interpretation of federal and or state laws, codes, ordinances, regulations and/or statutes by governmental officials charged with interpreting same.

26. DISPUTE RESOLUTION. In an effort to resolve any conflicts that arise during the project or following the completion of the project, the Parties agree that all disputes between them arising out of or relating to this Agreement shall be submitted to nonbinding mediation, unless the Parties mutually agree otherwise, as a prerequisite to further legal proceedings. The Parties agree to share the mediator's fee and any filing fees equally, and the mediation shall be held in the place where the project is located, unless another location is mutually agreed upon.

Authorization and Acceptance

This Proposal, together with the attached Terms & Conditions and all other Attachments, constitutes the entire Agreement between Hamburg Township and OHM Advisors and will serve as the contract for this project. Acceptance is effective upon Hamburg Township's signature below, which will serve as OHM Advisors' authorization to proceed.

HAMBURG TOWNSHIP

Proposal for Parks and Recreation Five-Year Master Plan

Accepted By: _____

Printed Name: _____

Title: _____

Date: _____


OHM
Advancing Communities®



Proposal to Provide Professional Planning Services

to Hamburg Township for the Parks and Recreation Five-Year Master Plan Update

Submitted by Spicer Group

September 10, 20

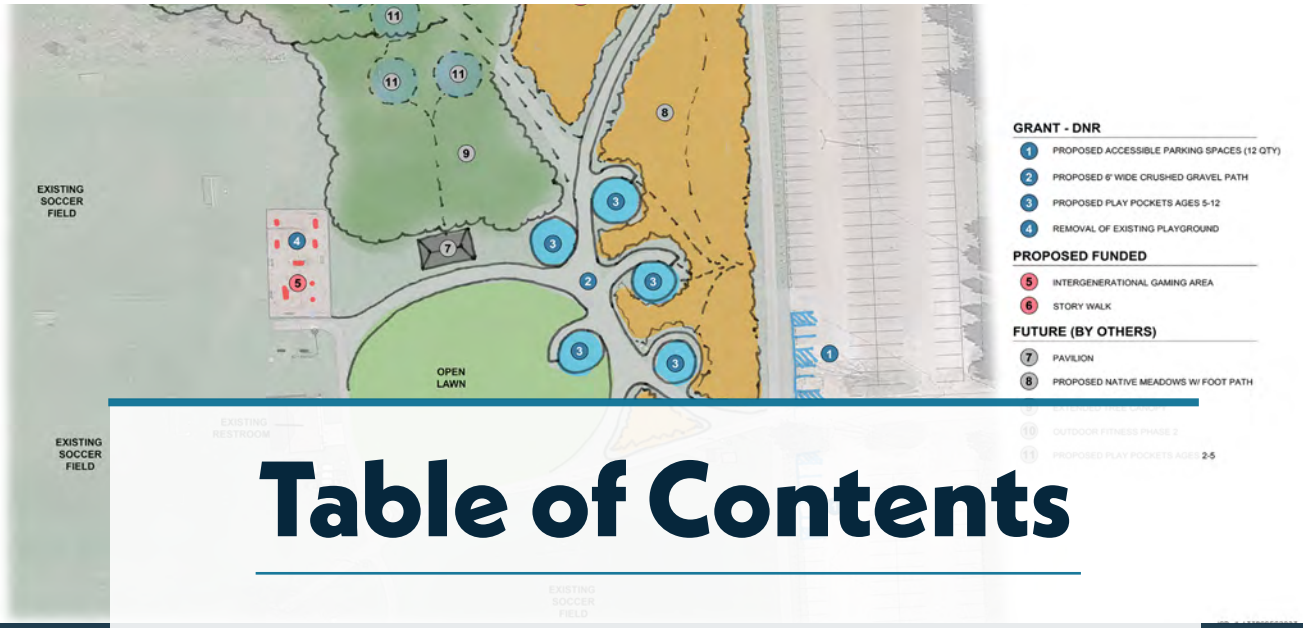


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Cover Letter

September 10, 2026

Deby Henneman, Township Coordinator
Hamburg Township

Attn: Parks Department/Township Coordinator
10405 Merrill Road, P.O. Box 157
Hamburg, MI 48139

RE: Proposal for Parks and Recreation Five-Year Master Plan Update

Dear Ms. Henneman:

On behalf of Spicer Group, I am pleased to present our qualifications and proposal to research and update Hamburg Township's current five-year Parks and Recreation Master Plan, positioning the Township to remain eligible for the 2027 MDNR Trust Fund grant cycle. We welcome the opportunity to partner with the Township on a plan that serves residents today and secures the funding tools the Township needs tomorrow.

As Director of Planning, Parks and Recreation for Spicer Group, I will serve as Project Manager for this plan. As a Michigan-licensed Landscape Architect, I bring a career managing recreation master plans and MDNR grant-funded projects across Michigan counties, cities, townships, and villages, and will serve as the Township's single point of accountability throughout the engagement.

Assisting me with the plan will be Community Planner Michael C. Daly-Martin, AICP, who knows Hamburg Township's parks firsthand as he assisted Hamburg Township's Parks and Recreation Committee with its 2023-2027 Five-Year Parks and Recreation Master Plan. Community Planner Faith Vignola has extensive experience in planning projects including recreation planning, grant writing, and community engagement. Faith has assisted with recreation master plans in the area including the Howell Area Recreation Authority (HAPRA), the City of Lansing, and Ingham County (draft under development).

Mr. Daly-Martin, Ms. Vignola, and I are Spicer Group employees, and Spicer Group confirms that all services described in this proposal, including community engagement, facility inspections, ADA compliance analysis, the Manly Bennett Park and trailheads design work, and MDNR submittal support, will be self-performed by our in-house staff without the use of sub-consultants.

Spicer Group has a proven record delivering Michigan municipal recreation master plans that translate directly into funded projects. Our team has guided plan updates for Ingham County, which secured grants for 24 projects totaling more than $8.2 million, the Saginaw County Area Parks and Recreation Master Plan, a multi-jurisdictional effort spanning seven communities, and the City of Grand Ledge's Parks and Recreation Master Plan updates in 2017 and 2022. Additional similar project experience and client references are detailed within this proposal.

Spicer Group confirms its commitment to completing the plan in alignment with the MDNR timeline required for the 2027 Trust Fund grant cycle, and it is prepared to begin immediately upon award to meet the Township's required completion schedule. If chosen for this project, Spicer Group will provide its standard professional services agreement, on which the contract will be based, to Hamburg Township for review. We appreciate the opportunity to be considered and look forward to serving Hamburg Township.

Sincerely,



Cynthia A. Todd
Project Manager
Spicer Group





Team Information



Cynthia A. Todd, PLA, ASLA

Planning, Parks and Recreation Director / Project Manager

Mrs. Todd will be responsible for managing and supervising all tasks and stakeholder relationships for the project. She is the Director of Spicer Group's Planning, Parks, and Recreation Service Line, and has extensive experience in both public and private sector projects. Prior to joining Spicer, she served as the Capital Program Administrator for Delaware State Parks (DNREC), where she managed all aspects of capital projects within the DNREC Park System, which consisted of 17 parks totaling 26,071 acres with 151 miles of trails and 619 facilities. At DNREC, she managed over $12 million annually in park construction projects, including campgrounds, piers, bathhouses, and trails.

Mrs. Todd has a successful history of working with Michigan counties, cities, townships, villages, and recreation authorities, developing both passive and active recreational opportunities. This includes working closely with community groups, advisory committees, elected officials, and municipal staff to bring recreational plans to fruition while ensuring they are operationally feasible. She has extensive experience in analyzing and evaluating the usage of structures, facilities, and equipment to determine the short- and long-term capital needs of a jurisdiction.



Michael C. Daly-Martin, AICP

Community Planner

Mr. Daly-Martin has been a Community Planner in the State of Michigan for 10 years, providing a wide range of planning services to clients across the state. He holds a Bachelor's degree in Social Relations and Policy from James Madison College at Michigan State University. His project experience includes master planning, recreation planning, grant writing, zoning ordinance updates, and site development. In the area of parks and recreation planning, Mr. Daly-Martin has contributed to several recreation plans and has assisted clients such as Bay County, the City of Lansing, the City of Novi, Davison Area Recreation Plan, and the Howell Area Recreation Authority (HAPRA). He has a proven track record of strategically engaging diverse stakeholders to gather input and bring recreation plans to completion. He is proficient in Microsoft Office, GIS, Adobe InDesign, Adobe Illustrator, and Google Earth Pro.



Faith Vignola

Community Planner

Ms. Vignola earned her bachelor's degree and master's degree in Urban and Regional Planning from Michigan State University. As a community planner at Spicer Group, she has worked on a variety of planning projects, which include master planning, recreation planning, zoning ordinance updates, grant writing, utility-scale renewable energy reviews, and site development plans and reviews.



Similar Project Experience

Spicer Group has significant experience in assisting communities with their DNR-approved five-year parks and recreation master plans. We work with cities, villages, counties, townships, and combinations thereof, including numerous joint plans involving multiple jurisdictions within a region.

HAPRA (Howell Area Parks and Recreation Authority)

Howell Area Parks and Recreation Master Plan

Reference Address - 1661 N. Latson Rd, Howell, MI 48843

Client Contact

Tim Church
Howell Area Parks and Recreation Executive Director
(517) 546-0693
tchurch@howellrecreation.org

For a copy of the Howell Area Parks and Recreation Master Plan, please click **here** or scan the QR code below

Spicer Group partnered with the Howell Area Parks & Recreation Authority (HAPRA) to develop its Five-Year Parks and Recreation Master Plan covering five communities: the City of Howell, Oceola Township, Marion Township, Genoa Township, and Howell Township. While the City of Howell, Genoa Township, and Howell Township had individual recreation plans already in place, Oceola Township and Marion Township did not. HAPRA sought to create a unified, regional plan that incorporated the existing plans and invited Oceola and Marion Townships to participate, resulting in a single document that reflects the goals, objectives, and action items of all five participating jurisdictions. This collaborative approach allows HAPRA to pursue goals for area-wide parks and recreational facilities while allowing each city and township to pursue goals for more local facilities.

A major strength of the plan is its emphasis on inclusive public engagement and data-driven analysis. Over a nine-month planning process, Spicer Group gathered demographic data, conducted public outreach through an online survey, and completed a thorough evaluation of existing parks and facilities across all five communities. This input, combined with feedback from HAPRA staff and stakeholders, formed the plan's goals, objectives, and action program. The resulting Plan provides a clear roadmap for park and recreation improvements throughout the Howell area while ensuring that each participating community remains eligible for grants administered through the Michigan Department of Natural Resources (DNR).

City of Novi

City of Novi Strategic Community Recreation and Master Park Plan

Reference Address - 45175 W 10 Mile Rd, Novi, MI 48375

Client Contact

Jeffrey Muck
Director of Parks, Recreation and Cultural Services
(517) 404-2931
jmuck@cityofnovi.org

For a copy of the completed plan, please click **here** or scan the QR code below

Spicer Group assisted the City with updating its five-year Parks and Recreation Master Plan in 2024. The plan included a comprehensive inventory of each park, featuring aerial maps displaying park amenities, as well as a comparison-to-standard table indicating whether the City has a sufficient amount of recreational land for its residents. Additionally, a regional recreation section covered regional parks, water trails, and non-motorized trails.

As part of the plan development process, Spicer facilitated three (3) public open houses, each tailored to engage different segments of the population, including older adults and other diverse community groups. These events provided an opportunity for residents to share their opinions on existing park facilities and express their vision for future improvements. To supplement the open houses, an online public input survey was conducted to gather additional feedback from residents who were unable to attend in person.

The City of Novi maintains accreditation through the Commission for Accreditation of Park and Recreation Agencies (CAPRA), the only national accreditation for park and recreation departments. This accreditation serves as a valuable measure of a department's overall quality of operations, management, and service to the community. Spicer developed the City's Parks and Recreation Master Plan to support the renewal of CAPRA accreditation. This process included hosting a workshop with the City's Parks, Recreation, and Cultural Services Department to develop a vision and mission statement that aligns with the values of Novi's citizens and City Council.



City of Lansing

City of Lansing Recreation Plan

Reference Address - 124 W Michigan Ave, Lansing, MI 48933

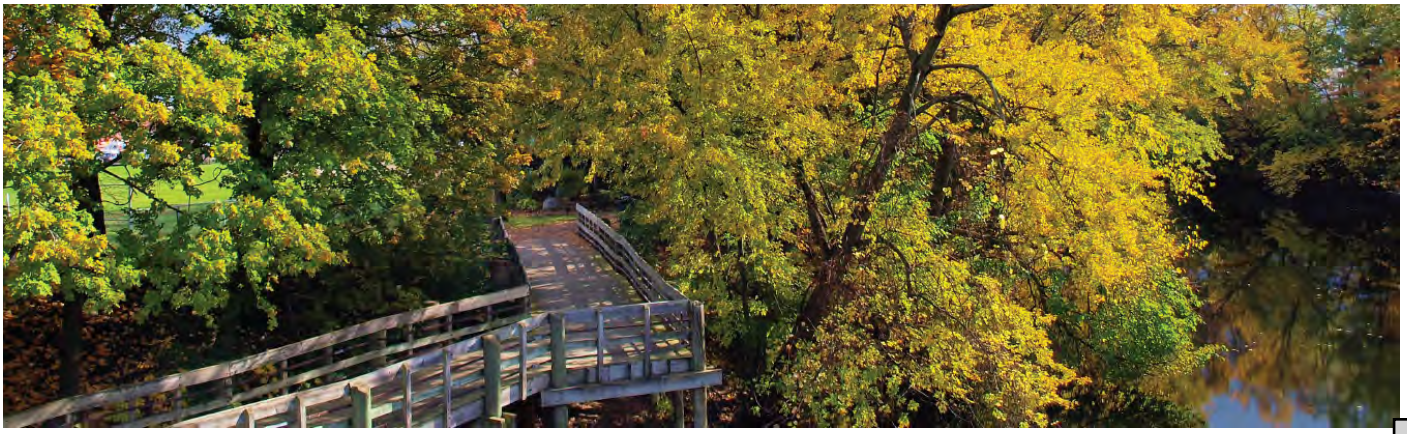
Client Contact

Brett Kaschinske
Parks Director
(517) 483-4042
Brett.Kaschinske@lansing-mi.gov

For a copy of the completed plan, please click **here** or scan the QR code below

Spicer Group worked with the City of Lansing to develop the City's 2026-2030 Parks and Recreation Master Plan. This plan outlines a bold and inclusive vision for enhancing quality of life through accessible, sustainable, and community-driven recreational opportunities. Spicer Group assisted the City with developing the plan in alignment with state planning requirements and in collaboration with the Parks and Recreation Department, Park Board, and community stakeholders, the plan serves as a strategic roadmap for the next five years. It builds on the City's strong foundation of 111 parks, 25 miles of trails, and a wide range of programs and facilities, while positioning Lansing to remain eligible for critical funding from the Michigan Department of Natural Resources (DNR).

A major strength of the plan is its emphasis on public engagement. Through a city-wide survey, open houses in each ward, and a 30-day public review period, hundreds of residents shared their priorities, ranging from expanded trail connectivity and improved safety to more inclusive programming and better park maintenance. It also included a non-motorized trail review, with the existing trails' maintenance and potential for expansion reviewed with the public and mapped for future development. The Spicer Group team also performed a detailed park inventory and accessibility assessment of all 111 City Parks. The plan reflects this input with goals focused on connectivity, accessibility, resiliency, equity, and placemaking. It also highlights the importance of universal design and ADA compliance, ensuring that Lansing's parks and programs are welcoming to residents of all ages and abilities. With a clear vision, strong community support, and a commitment to sustainability and equity, Lansing is well-positioned to continue building a vibrant, connected, and inclusive parks system for all.



Ingham County Parks

Ingham County Recreation Plan

Reference Address - 121 E. Maple Street, Suite 102, Mason, MI 48854

Client Contact

TIm Morgan
Parks Director
(517) 676-2233
parks@ingham.org

For a copy of the completed plan, please click **here** or scan the QR code below

Spicer Group assisted Ingham County with the past two updates to their Five-Year Park and Recreation Plan. The first was completed in 2018 and most recently in 2022.

The 2022 plan update featured an online survey that received 2,200 responses, more than any other plan we have assisted with.

Spicer Group works with Ingham County as their consultant for their Trails and Parks Millage, where we assist them with a wide variety of tasks and projects, including tracking millage-funded projects, grant assistance, mapping, and other related duties. We are also assisting Ingham County Parks with the update of their Trails and Parks Comprehensive Report, updates of their park maps, and the design and construction of a number of park projects.

Over the years, Spicer Group has assisted Ingham County with writing successful grants for 24 different projects with a total value of grant dollars awarded of more than $8.2 million.







Scope of Work



We look forward to working with Hamburg Township to complete a Five-Year Recreation Plan. Our understanding is that, along with the Hamburg Township Board, the stakeholders include the Township Parks Committee, Township staff, and many user groups of the Township parks. Our services for this project are organized into the following tasks:

Task 1: Project Kick-off and Background Information

This task consists of gathering all existing information, holding a kick-off meeting with Township staff, and discussing the public participation process. At this meeting, we will discuss the format and discuss potential questions for the online survey. Prior to the first meeting, Spicer Group will gather:

- Relevant reports and plans from the Township
- Assist the Township in updating their park inventory
- Census-based information about demographic trends and economic characteristics
- Information about physical features of the communities

At the kick-off meeting, we will discuss key information and changes that have occurred over the past five years to ensure our understanding of Hamburg's parks and recreation administrative structure, the parks and recreational facilities, and the community's natural resources is accurate. We will review public and private programs and facilities available both in the community and the general region. We will also gather any information the Parks Committee, Township Board and staff feel is pertinent to the natural resource inventory, including any unique wetlands, woodlands, wildlife habitat, greenway corridors, or floodplains in the area. This feedback will complement the more detailed information we will begin seeking after the kick-off meeting to begin writing the draft of the plan.

Task Deliverables: Updated demographic data and kickoff materials

In addition to the information to be provided during the development of the plan as described above, Hamburg Township is asked to provide the following:

1. Data about the existing parks, budgets, and organizational structure of the Township.
2. Photographs to be used in the plan.

Task 2: Existing Parks, Facilities, Trails, and Open Space Inventory

Following the first meeting, Spicer Group will begin developing the draft plan document using the background information gathered prior to the kickoff meeting and any additional information provided by Township staff. This will include:

- Locating and clearly identifying all existing parks and recreation facilities, with updated GIS-based location and amenities mapping
- Building a natural resource inventory covering wetlands, watersheds, flood plains, farmlands, and designated natural areas as called for in the RFP.
- Formulating and prioritizing recommendations for the improvement and expansion of existing facilities, with input from the Parks Committee, Township staff, and Township Board. These recommendations will be reconsidered and refined following the public input received throughout the planning process.
- Identifying and evaluating current Township properties and facilities that are not currently being utilized and recommending potential uses that could serve the community. Cost estimates will be provided for each viable opportunity.

During this task, we will coordinate with the Township to finalize the questions for the community input survey. In addition, we will discuss the survey launch techniques and develop effective methods for publicizing the opportunity for residents to complete the general input survey.

Task Deliverables: Draft public input survey, draft natural features inventory, and park location maps

Task 3: Community Input and Engagement

The DNR requires public input to be solicited by at least two means, with the first taking place before or during plan preparation and the second being the required public hearing prior to adoption. We propose a multi-channel engagement approach:



- An online community input survey, promoted via paid Facebook ad, e-mail blasts from the Township, press release in local media, and links on the Hamburg's website.
- Postcards with QR codes to be distributed at recreation events, local clubs and service organizations, and at meetings of the Township Board.
- Assistance with facilitating one community open house. During the open house, the Township will solicit input from the community while sharing with them the information, maps, and other data that we have gathered up to that point. Through face-to-face discussions, it is important to listen to and document the desires and concerns of the public. This is typically a two-hour event held at an easily-accessible and recognizable community gathering place. Alternatively, we could also facilitate a targeted focus group where specific community recreation leaders and user groups are invited to discuss recreation topics.

We will work with you to determine the optimal timeframe for the survey to be open to the public. After the input surveys have been closed out, Spicer Group will analyze the results and prepare reports so they can be presented to the Township.

Task Deliverables: Final public input survey, flyers, postcards, and social media advertisement

Task 4: Goal Setting and Action Plan Prioritization

With public input gathered, Spicer Group will meet with the Township to review survey results and open house feedback. The goal of this meeting is to understand current public sentiment in terms of the type of recreational development and improvements the Township would like to see and to compare those desires and needs to national and regional trends in recreation. At this meeting, a set of updated preliminary goals and objectives and an Action Plan will be presented. Each action item will be linked to a specific goal, ultimately assigned a priority, and accompanied by a cost estimate and target completion year. Our experience has shown that the following factors shape how community recreation needs are met:

- Demonstrated needs in the community
- Input from the community
- Identification of general recreation trends
- An ever-changing population, with special attention to the needs of Senior Citizens and people with disabilities
- Local resources and budgets to achieve recreational goals and priorities

Task Deliverables: Survey results, public input summary write-up, draft goals and objectives, draft action plan

Task 5: Future Parks, Facilities, Trails, and Open Space



Once feedback is provided by the Township concerning goals and action items, Spicer Group will continue making progress on the draft parks and recreation plan. This task consists of considering the information gathered up to this point to provide grounded recommendations for the future of the park system. This includes:

- Using public input gathered, the existing master plan, ordinances, and other information received from Township, Spicer Group will formulate and prioritize recommendations for future park improvements.
- Provide both individual and cumulative cost forecasts for all recommendations, based on current market pricing plus a stated inflation factor; these costs will be high-level visionary estimates that will require further study and refinement when the projects are closer to reality.
- Give particular attention to potential pitfalls associated with permitting and accurately accounting for future budget constraints.
- Specify a realistic timeframe associated with each recommended improvement.
- Identify emerging trends that might affect the provision of recreational services in the Hamburg community and make recommendations to address them. Areas we anticipate examining include: pickleball and adaptive sports demand, inclusive and universal-design playgrounds, e-mobility on shared-use paths, climate resilience in park infrastructure, nature-based mental health programming, post-pandemic patterns of outdoor use, and intergenerational programming

Task Deliverables: Finalized action plan, finalized goals and objectives, cost estimates for action plan projects

Task 6: Completion of Draft Recreation Master Plan

Spicer Group will complete the draft of the Five-Year Recreation Master Plan. This draft will be presented in the DNR format described in Guidelines for the Development of Community Park, Recreation, Open Space, and Greenway Plans. It will include full-color maps, graphs, and charts to support the plan narrative.

Task Deliverables: Draft recreation master plan

Task 7: 30-Day Public Review Period and Plan Adoption

Prior to the required public hearing, Spicer Group will facilitate the mandatory 30-day review period. We will provide the Township with copies of the draft plan for distribution and review, assist with drafting the public notification, and provide the draft as a computer-compatible file for printing additional copies. We will also draft sample resolutions for adoption.

Task Deliverables: Public hearing notice, adoption resolution, hard copy of draft plan

Task 8: Prepare and Submit Final Documents

Comments from the public hearing will be incorporated into the final plan. As required, one final copy will be submitted to the MDNR, and a second copy will be submitted to the Southeast Michigan Council of Governments (SEMCOG). As a final step, Spicer Group will upload the Recreation Plan in the MiGrants System including the required recreation plan certification checklist and post-completion certification reports for past DNR-funded grant projects.

Task Deliverables: Hard copy of final adopted plan

In addition to the information to be provided during the development of the plan as described above, Hamburg Township is asked to provide the following:

1. Copies of the legal notifications for the online survey, 30-day review and public meeting(s).
2. Certified copies of the minutes from the Public Meeting(s), the Parks Committee meeting, and the Township Board minutes from the adoption of the plan.

Task 9: Conceptual Design Preparation

Understanding the time constraints associated with this project, following completion of the Recreation Plan, Spicer Group will work with the Township and stakeholders to develop a preliminary concept for development of Manly Bennett Park. This concept will incorporate all proposed improvements over the next five years and include the three trailheads owned by the Township. The concept developed will be presented to the Township for feedback. The feedback received will drive revisions and development of a final concept plan. Ultimately, the improvements identified on the concept plan will be identified within the action plan of the Five Year Recreation Plan to support future grant funding for site development.

Task Deliverables: Digital and hard copy of park concept design

Cost Estimate

Spicer Group Job # 141381SG2026 Hamburg Recreation Plan	Director Rate Hours	Service Lead Rate Hours	Planner III Rate Hours	Budget (Hours)	Budget ($)	TOTAL COST ($)
Task 1 - Project Kickoff and Background Information						
Project Kickoff Meeting Materials		0.50	2.00	2.50	$456	$456
Demographic Data and Chapter Update			1.00	1.00	$170	$170
QAQC, Correspondence, Initial Notices		0.50	2.00	2.50	$456	$456
Meeting with Client	1.00	1.00	1.00	3.00	$662	$662
Subtotal	**1.00**	**2.00**	**6.00**	**9.00**	**$1,744**	**$1,744**
Task 2 - Existing Parks, Facilities, Trails and Open Space Inventory						
Meeting with Client		1.00	2.00	3.00	$572	$572
Update Admin Structure Chapter			1.00	1.00	$170	$170
Update Rec Inventory Chapter			1.00	1.00	$170	$170
Comparison to Standards Update			2.00	2.00	$340	$340
Updated Park Location Map, Natural Features, Inventory Maps			4.00	4.00	$680	$680
QAQC		2.00		2.00	$464	$464
Subtotal	**0**	**2.00**	**8.00**	**10.00**	**$1,824**	**$1,824.00**
Task 3 - Community Input and Engagement						
Meeting with Client	1.00	1.00	1.00	3.00	$662	$662
Misc. Correspondence			1.00	1.00	$170	$170
Community Survey		1.50	6.50	8.00	$1,453	$1,453
Marketing Materials		1.00	4.00	5.00	$912	$912
Open House	4.00	6.00	8.00	18.00	$3,792	$3,792
Public Input Evaluation			4.00	4.00	$680	$680
Community Input Chapter Update			2.00	2.00	$340	$340
Subtotal	**5.00**	**9.50**	**26.50**	**41.00**	**$8,009**	**$8,009**
Task 4 - Goal Setting and Action Plan Prioritization						
Meeting Attendance		2.00	2.00	4.00	$804	$804
Misc Correspondence			1.00	1.00	$170	$170
Updated Goals & Objectives		1.00	2.00	3.00	$572	$572
Updated Action Plan/Identified Projects		1.00	2.00	3.00	$572	$572
QAQC		1.00		1.00	$232	$232
Subtotal	**0**	**5.00**	**7.00**	**12.00**	**$2,350**	**$2,350**
Task 5 - Future Parks, Facilities, Trails and Open Space						
Misc Correspondence		0.50	1.00	1.50	$286	$286
Future Parks System Recommendations		2.00	2.00	4.00	$804	$804
Action Plan Cost Estimates		4.00		8.00	$928	$928
Subtotal	**0**	**6.50**	**3.00**	**13.50**	**$2,018**	**$2,018**

Task 6 - Completion of Draft Recreation Master Plan						
Meeting Attendance	1	1	2	3.50	$747	$747
Compiling Plan		1	6	7.00	$1,252	$1,252
Edits			3	8.00	$510	$510
Misc Correspondence			2	2.00	$340	$340
Subtotal	**1.00**	**2.00**	**12.50**	**20.50**	**$2,849**	**$2,849**
Task 7 - 30-Day Public Review Period and Plan Adoption						
Misc Correspondence			2	2.00	$340	$340
Required Prints and Postings			4	4.00	$680	$680
QAQC	2	2		8.00	$984	$984
Subtotal	**2.00**	**2.00**	**6.00**	**14.00**	**$2,004**	**$2,004**
Task 8 - Prepare and Submit Final Documents						
Misc Correspondence		1	1	2.00	$402	$402
Required Prints and Postings			4	4.00	$680	$680
MiGrants Submittal			7	8.00	$1,190	$1,190
Subtotal	**0**	**1.00**	**12.00**	**14.00**	**$2,272**	**$2,272**
Task 9 - Conceptual Design Preparation						
Draft Plan	3		12	15.00	$2,820	$2,820
Presentation of Draft Plan	2		2	4.00	$860	$860
Final Plan Development	3		10	13.00	$2,480	$2,480
				-	$0	$0
Subtotal	**8.00**	**0**	**24.00**	**32.00**	**$6,160**	**$6,160**
TOTAL	**17.00**	**30.00**	**105.00**	**169.00**	**$29,230**	**$29,230.00**

Project Schedule

Project Tasks	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Task 1 - Project Kickoff and Background Information	X						
Task 2 - Existing Parks, Facilities, Trails and Open Space Inventory	X						
Task 3 - Community Input and Engagement	X	X					
Task 4 - Goal Setting and Action Plan Prioritization			X				
Task 5 - Future Parks, Facilities, Trails and Open Space		X	X				
Task 6 - Completion of Draft Recreation Master Plan				X			
Task 7 - 30-Day Public Review Period and Plan Adoption					X		
Task 8 - Prepare and Submit Final Documents						X	
Task 9 - Conceptual Design Preparation						X	X

Hamburg Township
Parks & Recreation

Hamburg Township Offices
10405 Merrill Rd., P.O. Box 157
Hamburg, MI 48139
(810)231-1000
www.hamburg.mi.us

To: Township Board of Trustees & Parks Committee

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

Re: Township Coordinator's Report – August 2026

Parks:

Bennett Park & Water Trail Access Improvements Grant TF22-0107: We will be moving ahead with the sensory garden installation now that there has been a bit of a break in the weather. Project will be completed with volunteers, staff, and a hired contractor.

There are features proposed in the sensory garden that will allow for donor opportunities through our Adopt-A-Feature program. The sensory element installation will be contingent on receiving donations and must comply with accessibility and municipal parkland safety standards.
Anyone who is interested in providing long term maintenance of our gardens through our Adopt A Feature program, can contact dhenneman@hamburg.mi.us or learn more at: https://www.hamburg.mi.us/departments/parks_and_recreation/commemorative_bench,_tree___garden_program.php.



There will also be a garden near the adult swing area which will be funded in part by a donation from the Bennett's Beavers. The swings have been ordered and installation of the pathway should be

starting in the next few weeks. There will be 2 of these benches installed at either end of a "Y" shaped path. A garden will be installed between the 2 benches with an opportunity for a free little library or free little art studio to be installed with a future donation.



Trails:

Lakelands Trail Zukey Lake Footbridge & Amenities Project Grant TF25-0213: The funding was approved and the Board has signed the agreement with the MDNR which was submitted to them for final execution along with the Board resolution committing funds in the amount of $100,000.

The final date for the free Bicycle clinic will be Sunday, September 6th from 9am to Noon and will be near the Pettysville Trailhead.

I have had no updates on the Fire Truck wayside exhibit.

Events:

We will be wrapping up the America 250 Event by burying the time capsule in early September and the final order of bricks for 2026 will be placed. A bench and memorial stone to complete this project is still needed. We will continue to sell legacy bricks for that location. For more information, or to see information about our event, please visit: https://www.hamburg.mi.us/_T66_R79.php

HERO submitted a Park Use Application to the Township Board at the July 9, 2026, meeting. A five-year use was approved.

Plans are underway for Christmas In The Village 2026 which will be reduced to a one-day event. It is scheduled for Saturday, December 12, 2026 from Noon – 7 PM. Sponsor and Vendor letters will be going out to past supporters of the event and website updates are pending.

Park Projects/Tasks:

- West Park
  - Repair flooding in field H3 – **On hold**
  - Engineered Wood Fiber for abandoned playground to install "game" area – **On hold**
  - Look into new gate for driveway for large events
  - Update Kiosks Information holders – **Assign to Park Rangers?**
  - Complete work on the Sensory & Rain Gardens – **We need worker bees –TBD**
- East Park
  - Playground inspections – **Duane to complete and maintain records.**
  - Replace Dugouts & create pathways to each size field – **PHBSA?**
  - Repair/update batting cage – **PHBSA?**
  - Replace/repair netting over fencing **(We have exceeded life expectancy – this screens playground area)**
  - Look into gate for driveway for large events
  - Increase fence height for Flyer's field – **Need to screen spectators. MMRMA has offered to review plans for any upgrades in that area to ensure compliance.**
  - Install Rules & Regs/Kiosk with contact at Flyer's field for RC and Sledding hill HH
  - Install Info Kiosk at Concession Building
  - Revamp Concession to house vending?
  - Sidewalk Art Project at the East Park Concession – **On hold**
- Trail/Trailheads
  - **Tree/growth trimming project – Delays due to workload and other projects**
  - Build/Install wooden screening for portable toilets – **On hold**
  - Fill sinkholes and reinforce asphalt, as needed – **Park Rangers spray issues**
  - Provide more respite areas through Adopt A Feature program - **Ongoing**
  - Zukey Lake Bridge (Kress Rd.) - EB transition needs to be addressed. – **Work pending – Spring 2026 (Duane will check into 7/2026)**
  - Complete work on the Story Walk Garden – **Adopted by Powers Flowers**

ADA

All updates will be made in the Transition Plan and made available to Township Board for their Budget review process each year. – **Will be completed for the Master Plan process**

- Website compliance with WCAG 2.2 has been extended to April 2028
- Door inspection RFP is being developed. 26/27 FY
- Assistive Listening Device will be purchased and shared. 26/27 FY

Grants & Master Plan

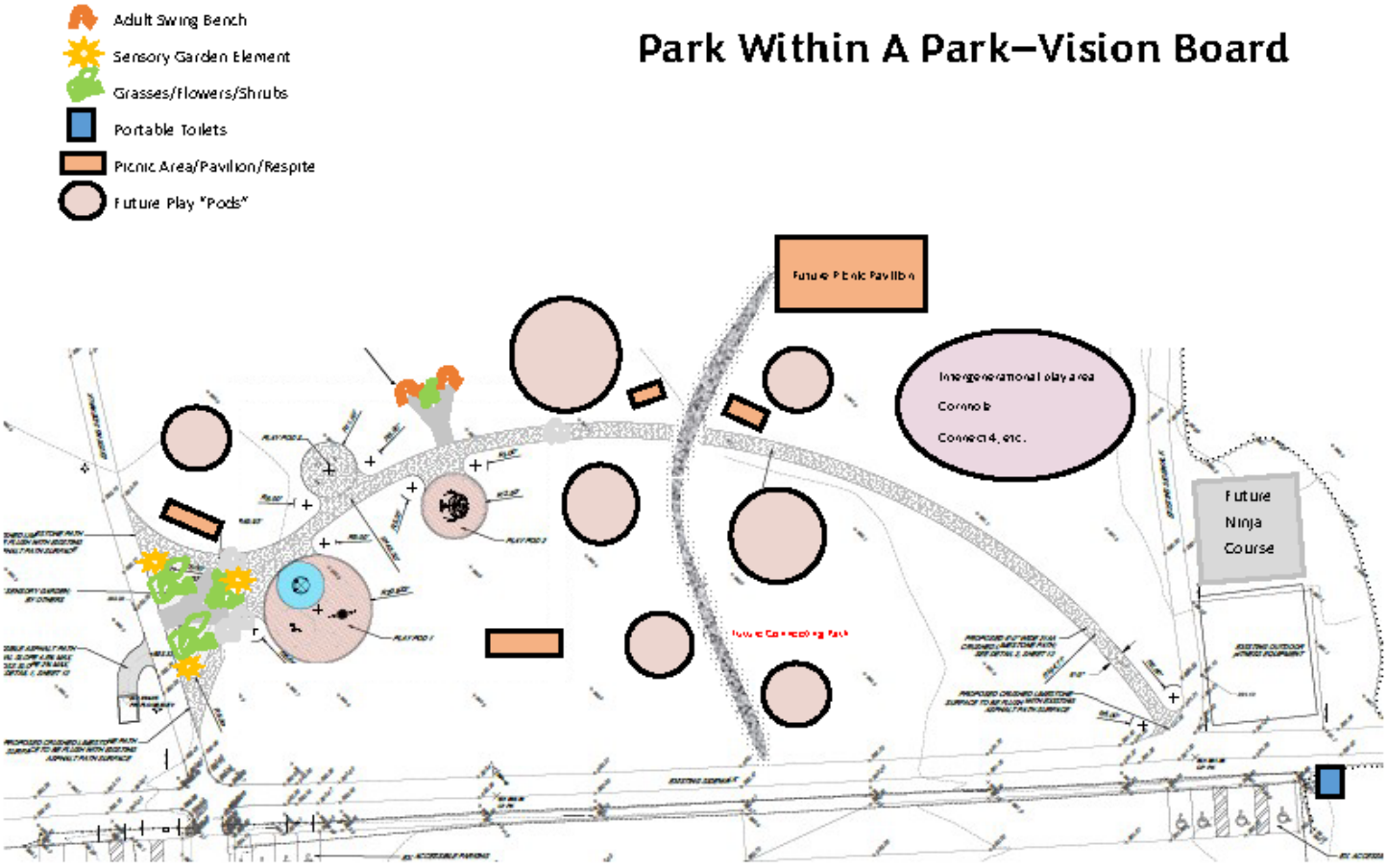
- Parks & Recreation has approved distribution of the 5-year Master Plan RFP. Bids are due on 9/10/26 and Bid Tab anticipated to Parks for 9/22/26 meeting and to Township Board at 10/6/26 meeting. Current Master plan can be found here: https://cms7files.revize.com/hamburgmi/Parks_And_Rec/Master%20Plan/01_Final%20Plan%20with%20Adoption%20Documentation%20(Compressed).pdf
- The 2022 Trust Fund Grant #TF22-0107 requires bench, sign, and garden installation to complete and close. This should be a priority.
- Trust Fund Grant #TF25-0213 awarded – Agreement processed with MDNR.

Ordinances

Supplement #5 will be the next Supplement which will be finalized at the end of 2026 and published early 2027. All changes are uploaded as they are approved/published 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.

Recent Ordinances approved and in the works (to my knowledge):

- Authorized Township Officials – Status unknown
- Parks & Recreation Ordinance Amendments – To match Policy Updates, as discussed/approved by Township Board



Hamburg Township
Parks & Recreation

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 2026

Parks:

Bennett Park & Water Trail Access Improvements Grant TF22-0107: The contractor will be completing some hardscape work for us and getting the beds ready for planting. We anticipate the beds will be ready by early October, so I will be scheduling a volunteer planting date for the week of the 12th. Volunteers will be needed for planting the sensory garden as well as the Kayak Launch garden.

I will be developing a list of items to be adopted through our Adopt-A-Garden program, now that we know what is needed to finalize this project. We have opportunities for adopting benches, a bench swing, a free little library or art center, and play elements for the sensory garden. It has been suggested by Duane that we retain the swing set and purchase new swings for it as the posts are in good condition. We could then clean up the edges, add engineered wood fiber, and then install some intergenerational games such as cornhole, or connect 4. This would be a good use of the space until something permanent could be done.

Anyone who is interested in providing long term maintenance of our gardens through our Adopt A Feature program, can contact dhenneman@hamburg.mi.us or learn more at: https://www.hamburg.mi.us/departments/parks_and_recreation/commemorative_bench,_tree___garden_program.php.



Trails:

Lakelands Trail Zukey Lake Footbridge & Amenities Project Grant TF25-0213: The Prime Professional is working on the Design which we should have by early October. Once received, it will need to go to the MDNR for approval, after which we can go to bid. We anticipate that occurring after the holidays and hiring a contractor in time for a spring construction start date. Everything should be wrapped up on this project by Fall 2027.

I have had no updates on the Fire Truck wayside exhibit. Chief Duffany has taken the lead for that project.

Events:

We have ordered the last set of bricks for 2026 which should arrive by the end of September. The bricks and time capsule will be placed by the end of October and the bronze plaque will be put in place. Benches have been installed, and the memorial stone will be in place at the completion of the project along with the memorial plaque planned for that. A few of the plants are being monitored for a possible spring replacement.

Christmas In The Village 2026 is scheduled for Saturday, December 12, 2026 from Noon – 7 PM. Sponsor and Vendor letters have gone out and the website has been updated, however, with the transition to the upgraded website, some of the information will need to be duplicated to the new site which I will work on before it goes live.

A ribbon cutting will need to be scheduled for the West Park project, which most likely will be early November and on a weekday.

Park Projects/Tasks:

- West Park
  - Repair flooding in field H3 – **On hold**
  - Engineered Wood Fiber for abandoned playground to install "game" area – **Duane to get pricing on upgrading that area and getting new wood fiber, as well as new swings for that area.**
  - Look into new gate for driveway for large events
  - Update Kiosks Information holders – **Assign to Park Rangers?**
  - Complete work on the Sensory & Rain Gardens – **We need worker bees –Week of October 12, 2026, will be sending out email**
- East Park
  - Playground inspections – **Duane to complete and maintain records.**
  - Replace Dugouts & create pathways to each size field – **PHBSA?**
  - Repair/update batting cage – **PHBSA?**
  - Replace/repair netting over fencing (**We have exceeded life expectancy – this screens playground area)**
  - Look into gate for driveway for large events

    - Increase fence height for Flyer's field – **Need to screen spectators. MMRMA has offered to review plans for any upgrades in that area to ensure compliance.**
    - Install Rules & Regs/Kiosk with contact at Flyer's field for RC and Sledding hill HH
    - Install Info Kiosk at Concession Building
    - Revamp Concession to house vending?
    - Sidewalk Art Project at the East Park Concession – **On hold, artist no longer on staff**
- Trail/Trailheads
    - **Tree/growth trimming project – Delays due to workload and other projects**
    - Build/Install wooden screening for portable toilets – **On hold**
    - Fill sinkholes and reinforce asphalt, as needed – **Park Rangers spray issues**
    - Provide more respite areas through Adopt A Feature program - **Ongoing**
    - Zukey Lake Bridge (Kress Rd.) - EB transition needs to be addressed. – **Work pending – Spring 2026 (Duane will check into 7/2026)**
    - Complete work on the Story Walk Garden – **Adopted by Powers Flowers**
        - Gravel upgrade requires further treatment

ADA

All updates will be made in the Transition Plan and made available to Township Board for their Budget review process each year. – **Will be completed for the Master Plan process**

- Website compliance with WCAG 2.2 has been extended to April 2028
- Door inspection RFP is being developed. 26/27 FY
- Assistive Listening Device will be purchased and shared. 26/27 FY

Grants & Master Plan

- Bid Tab to Parks for 9/22/26 meeting and to Township Board at 10/6/26 meeting. Current Master plan can be found here: https://cms7files.revize.com/hamburgmi/Parks_And_Rec/Master%20Plan/01_Final%20Plan%20with%20Adoption%20Documentation%20(Compressed).pdf
- The 2022 Trust Fund Grant #TF22-0107 requires bench, sign, and garden installation to complete and close. This should be a priority.
- Trust Fund Grant #TF25-0213 awarded – Currently working on Design and RFP

Ordinances

Supplement #5 will be the next Supplement which will be finalized at the end of 2026 and published early 2027. All changes are uploaded as they are approved/published 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.

Recent Ordinances approved and in the works (to my knowledge):

- Authorized Township Officials – Status unknown
- Parks & Recreation Ordinance Amendments – To match Policy Updates, as discussed/approved by Township Board

Hamburg Township
a great place to grow

August 19, 2026

To: Parks & Rec Committee
From: Julie Eddings
Re: Senior Center Director's Report

Summary:

July was a busy month filled with summer fun, creativity, and opportunities for our members to connect. We celebrated with our Tie-Dye BBQ, where members showed off shirts created during our tie-dye workshops and enjoyed a demonstration from our Community Cardio Drumming group. Our Chair Volleyball team traveled to the Dexter Senior Center for some friendly competition, and members enjoyed a beautiful day at Kensington Metropark that included a ride aboard the Island Queen III, a visit to the Farm Center, lunch, and even a bald eagle sighting! We also brought a little island fun to the Center with our Margaritaville BBQ. Throughout the month, members continued to enjoy a variety of creative, recreational, and educational opportunities, while our Senior Center Players were busy rehearsing and preparing for their August production of *Murder at the Red Velvet Swan*. July was a wonderful example of friendships, activity, and sense of community that make the Hamburg Senior Center such a special place.

Monthly Statistics:

	July 2026
• Monthly Attendance:	4852
• Daily Average:	220
• Number of New Members:	31
• Transportation - Monthly Rides:	275
• Boomers Meals:	159
• Meals on Wheel Congregate:	29
• Vending Machine Revenue:	$144.50
• Email Campaigns:	12,920
• Printed Newsletters:	308

Program Development:

- 22 special programs offered in June.
- Maintained 20+ recuring weekly activities.

Community Connections:

- Received food donations from Livingston County Conservation Club and Enzo's Catering.
- Visited Kensington Metropark and had a ride on the Island Queen as part of the Metroparks Get Out and Play Grant.

Operations Update:

- Front gardens have been updated.
- Pickleball area has new Bocce Ball and Corn Hole games.
- New shed delivered.
- Side entrance door to building handicap automatic door mechanism replaced.

Looking Ahead:

- Tiger's Game on September 9
- Huron Chain of Lakes Boat Tour on September 10
- Holiday Bazaar on November 21

Hamburg Township
a great place to grow

September 16, 2026

To: Parks & Rec Committee
From: Julie Eddings
Re: Senior Center Director's Report

Summary:

August was also an exciting month at the Hamburg Senior Center, highlighted by our 3rd Annual Hamburg Senior Center Players production, Murder at the Red Velvet Swan. Both performances sold out, and our cast, staff, volunteers, and kitchen crew worked incredibly hard to create a wonderful experience for our members and guests. The month also offered a great mix of education, creativity, and fun. Members enjoyed informative presentations from the Alzheimer's Association and the Hamburg Township Clerk's Department, along with art and sourdough classes, a Lunch Bunch outing, and a movie afternoon hosted by the Care Team. We celebrated summer with our Luau featuring a performance by the Music Makers and a special hula performance led by Lulu.

Monthly Statistics:

	August 2026
• Monthly Attendance:	3162
• Daily Average:	158
• Number of New Members:	29
• Transportation - Monthly Rides:	196
• Boomers Meals:	136
• Meals on Wheel Congregate:	37
• Vending Machine Revenue:	$109
• Email Campaigns:	11,428
• Printed Newsletters:	295

Program Development:

- Offered 21 special programs in August
- Maintained over 22 regular programs in August

Community Connections:

- Partnered with the Alzheimer's Association to bring monthly programming to the Senior Center.
- Partnered with Body Mechanics to bring Massage Therapy back to the Senior Center.
- Partnered with Dexter Senior Center for our first travel chair volleyball game.
- Partnered with The Care Team to provide beverages for our August movie.

Operations Update:

- New Chair Volleyball net purchased.
- Alarm Panel at single entry door replaced.
- Garden ornaments updated with fresh paint.

.

Looking Ahead:

- Senior Member and LMSW presents Changing Through The Ages on September 22
- Medicare Open Enrollment begins October 15, 2026
- Flu/COVID clinics on October 21 and November 17, 2026
- Holiday Bazaar on Saturday, November 21, 2026
- Christmas In The Village on Saturday, December 12, 2026
- Kiwanis Christmas Lunch on Friday, December 4, 2026

Christmas In the Village 2026



December 12 - Noon-7 PM

Celebrate the season with your friends and neighbors while supporting your local businesses!

Sunday Service
12/13/26 - 10 am
at St. Stephen's
Episcopal Church
All Welcome!



Visit Santa, make a craft, and see the model train at the Hamburg Township Museum!

Use this QR Code to visit our web page!

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

Jingle Market Gifts & More!

Hamburg Pub Pizza by the Slice

Holiday StoryWalk

Kids Crafts

Food Vendors

Music & Entertainment

Visits with Santa

Family friendly fun!

Local Business Specials

Live Nativity Scene

Free admission

Mailbox for Letters to Santa will be at Hamburg Library starting 12/1/26 and at the Hamburg Museum on 12/12/26.

Sponsored by the Christmas In The Village Committee

Christmas In the Village 202



Event Schedule

December 12 - Noon - 7 PM

Visit our webpage!

Noon - 6 PM - Jingle Market Open

Noon - 5 PM - Christmas Market in St. Stephen's

Noon - 5PM - Kid Crafts at Hamburg Museum (while supplies last)

Noon - 5 PM - Classic Holiday Movies at Hamburg Museum

12:30 - 2:30 PM - Visit with Santa at Hamburg Museum

3:30 - 4 PM -Storytime with Mrs. Claus at St. Stephen's

4:30 PM - Christmas Classics reading at St. Stephen's

5 PM - Live Nativity Display - Animals - Hamburg Museum

5:30 PM - Live Nativity Display - Story - Hamburg Museum

6 PM - Jingle Market Closes

6 PM - Santa Arrives & Event Blessing - St. Stephen's

6:15 PM - Christmas Choir & Sing-along - St. Stephen's

6:30 PM - Lighting of the Tree - St. Stephen's

6:45 - 7 PM - Event Ends

Mailbox for Letters to Santa will be at Hamburg Library starting 12/1/26 and at the Hamburg Museum on 12/12/26.



Christmas In The Village 2026

Celebrate the Season with your friends and neighbors while supporting your local businesses!

2nd Annual Event – Village Of Hamburg, MI

Hello and Merry Christmas (soon)!

We are very excited to announce our 2nd Annual Christmas In The Village event, which will be taking place in the Village of Hamburg on **Saturday, December 12, 2026 from Noon-7PM.** We hope you will join us in celebrating the season as well as supporting our local businesses on this day of community!

We are attaching a draft Schedule of Events, as well as a copy of the graphic showing last year's sponsors. We hope we can add you to the list of dedicated businesses who want to be part of building something new and exciting for our area. If you are interested in helping this year, there are a number of ways you can do it.

- Print a flyer, hang it in your place of business, and tell everyone about our event!
- Direct people via QR Code (below) to our website for more information!
- **Fill out the sponsorship application and help us fund this family-friendly event!**
- Attend the event and make a purchase from one of our local vendors!
- Run specials at your business and tell us about them!

We have set up a Facebook Event page again this year and hope you will help us pass the word about this festive community event by liking and sharing our posts. All sponsors will also be welcome to post about their holiday specials or promotions by using the hashtag #CITVSponsor.

You can find our event page: https://www.facebook.com/events/2013442172633854/

To find the most up-to-date information, please head to our website here:
https://www.hamburg.mi.us/departments/parks_and_recreation/christmas_in_the_village.php

Sponsor payments can be paid with check, or via our secure payment portal which you will find on our event page. Instructions can be found there as well, but should you have any questions, please feel free to reach out!

Looking forward to another amazing event!

Jason Negri, Hamburg Township Supervisor – jnegri@hamburg.mi.us

Deby Henneman, Township Coordinator – dhenneman@hamburg.mi.us

A big thank you to our 2025 Sponsors:



A sample of last year's over-the-road banner:



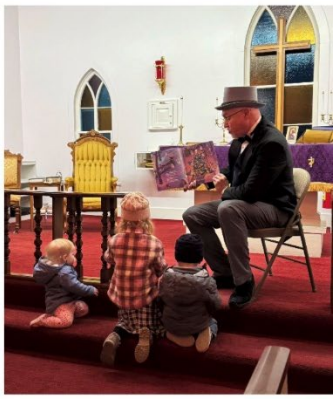
Sample Road Sign/Social Post:



And collage from 2025:











Christmas In The Village

Sponsorship Form

Mail to: Hamburg Township, P.O. Box 157, Hamburg, MI 48139 or drop at Hamburg Township Offices Attn: Parks & Recreation Department.
Credit Card Payments can be made via Payment Portal found on our Event Page.

Sponsor Information:

Name:_____

Business/Organization (if any): _____

Address: _____

City: _____ State: _____ Zip:_____

Telephone: _____ Email: _____

Facebook Handle (if you want to be tagged): _____

Website Address: _____

Sponsorship Levels (Please indicate level of interest):

Payments made via Portal, please use External Codes shown in ($$$)

☐ **Event Support - $50** *(50)*

- Name listed online
- Post/Tagged on FB

☐ **Visit with Santa at Hamburg Museum - $250** *(250)*

- Name listed online
- Post/Tagged on FB
- Sponsorship Sign at the Event

☐ **Kids Craft at Hamburg Museum or Gingerbread Alley Feature - $500** *(500)*
Co-Sponsored with: Bennett's Beavers & Hamburg Museum

- Name listed online
- Post/Tagged on FB
- Sponsorship Sign at the Event
- Public acknowledgement during event
- Name on event Bags

☐ **Live Nativity, Non-compete Vendor, or Shuttle Service - $1,000** *(1000)*

- Name listed online & brochures distributed in Township Services/Businesses Tent
- Post/Tagged on FB

- Sponsorship Sign at the Event
- Public acknowledgement during event
- Name & Logo on event Bags

☐ **Jingle Market & Township Services Tent(s) - $2,500** *(2500)*

- Name listed online & brochures distributed in Township Services/Businesses Tent – w/Non-compete
- Post/Tagged on FB
- Sponsorship Sign at the Event
- Public acknowledgement during event
- Name & Logo on event Bags
- Name & Logo on Over-the-Road-Banner on Merrill Rd. near Manly Bennett Park
- **Also available in this category: Volunteer Santa Scarves with Logo for single business**

☐ **Premier Presenting Sponsor - $10,000** *(10000)*

- Name listed online & Space in the Township Services/Businesses Tent – w/Non-compete
- Post/Tagged on FB
- Sponsorship Sign at the Event
- Public acknowledgement during event
- Name & Logo on event Bags & promo item from your business inside
- Name & Logo on Over-the-Road-Banner on Merrill Rd. near Manly Bennett Park
- VIP Parking & Front-of-Line Badges for up to 4 guests

☐ **Christmas Elf – List Donation Item/Value for Goods and Services:** _____

_____

- Name listed online
- Post/Tagged on FB
- Item will be included in Raffle Basket(s) – Silent Auction on display in Township Services tent

Donations that don't require recognition are also welcome, and can be paid at the Hamburg Township Treasury by indicating Christmas In The Village #101-000.000-674.200 on your check or using Donation button on portal.

☐ **Indicate alternate amount here:** _____

By signing below, I confirm and acknowledge the family-friendly nature of this event and that Hamburg Township and the Christmas In The Village Event Committee reserves the right to refuse sponsorship from businesses/organizations which do not align with the nature and vision of this event. If payment is received prior to approval by the Committee, the donor will be advised via email and the Township will make refund to the donor at the next available Township meeting/check run.

Donor Acknowledgement: _____

Questions about this event may be directed to the Township Coordinator, Deby Henneman at (810) 222-1124 or by emailing dhenneman@hamburg.mi.us. Follow the event on Facebook here: https://www.facebook.com/events/2013442172633854

Christmas In the Village 2026



December 12 - Noon-7 PM

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Sunday Service
12/13/26 - 10 am
at St. Stephen's
Episcopal Church
All Welcome!



Visit Santa, make a craft, and see the model train at the Hamburg Township Museum!

Use this QR Code to visit our web page!

For more info:
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Jingle Market Gifts & More!

Hamburg Pub Pizza by the Slice

Holiday StoryWalk

Kids Crafts

Food Vendors

Music & Entertainment

Visits with Santa

Family friendly fun!

Local Business Specials

Live Nativity Scene

Free admission

Mailbox for Letters to Santa will be at Hamburg Museum

Sponsored by the Christmas In The Village Committee

Christmas In the Village 202



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6:15 PM - Christmas Choir & Sing-along - St. Stephen's

6:30 PM - Lighting of the Tree - St. Stephen's

6:45 - 7 PM - Event Ends

Mailbox for Letters to Santa will be at Hamburg Museum



Christmas In The Village 2026

Celebrate the Season with your friends and neighbors while supporting your local businesses!

2nd Annual Event – Village Of Hamburg, MI

To all crafters, vendors, and small businesses,

We would like to invite you to participate in the *Christmas In The Village* event in 2026! We plan to host our Family-friendly event again this year and would love if you could join us with your homespun offerings! Last year we had everything from knitted items to baked goods, and we would love to help to promote your offerings and services!

The event will be held one day only, in the Village of Hamburg, and will take place on Saturday, December 12, 2026 from Noon-7PM. We switched things around so Santa is closing out the event instead of starting it, which we think will work out nicely since he can travel right to his workshop from our event! **Vendors will be notified of acceptance by Thursday, November 12, 2026.**

Our Jingle Market will be open from Noon – 6PM. Vendor setup will be available starting at 9AM that morning and all vendors must have their vehicles moved from the market area no later than 11AM. The market is in a heated tent with lights, however, there is no electric or Wi-Fi provided so you would need to plan accordingly. There will be indoor restroom facilities available within walking distance of the market.

At 6:00 p.m. when the market closes, Santa will arrive and the Christmas caroling will start. We ask that tear-down of displays and conversation be at a minimum until 6:30 when the festivities come to an end. **Starting at 6:30, you can bring your vehicle to the tent location to load up by following the shuttle route. A map will be provided.**

We will set up a Facebook Event page again this year and hope you will help us pass the word about this festive community event by liking and sharing our posts. We will also invite you to post about your offerings, specials, and pre-orders there by listing yourself as a #ParticipatingVendor once you are notified of acceptance. **You can find our event page:**
https://www.facebook.com/events/2013442172633854/

To find the most up-to-date information and forms, please head to our website here:
https://www.hamburg.mi.us/departments/parks_and_recreation/index.php

Applications with payment can be dropped at the Township either at the counter or in the drop box, or by scanning and emailing them to me at dhenneman@hamburg.mi.us with a copy of your receipt if you pay via the Payment Portal. A welcome packet will be sent once you have been accepted for the event with further instructions and information. Hope to hear from you soon! Please contact me if you have any questions,

Deby Henneman, Township Coordinator – (810) 222- 1124 – dhenneman@hamburg.mi.us



Christmas In The Village

Saturday, December 12, 2026 – Noon-7PM

Request for Vendor Table/Space

(Fees include space in heated tent – starting at $25 per space)

Vendor Name:	
Product type:	
Address:	
City, State Zip:	
Telephone No:	
Email:	**Social:**
GL Insurance:	**WComp:**

I would like to reserve the following at the Christmas in the Village Event:

- ☐ **OPTION 1 - Space (only) for 6' table at $25 (Vendor must supply 6' table & chairs)**
- ☐ **OPTION 2 - Space including 6' table & 2 chairs at $35 (Event supplies)**
- ☐ **FOOD TRUCK - Space at no cost.**
- ☐ **SPACE ONLY - I have my own 10 x 10 heated tent I plan to use, at no cost.**

Set-up time:

Saturday, December 12, from 9:00 am to 11:00 am.

All vehicles must be moved once items are unloaded and must be cleared from the area by 11 AM. All vendors must remain for the duration of the event and cannot bring their cars to load until after event closes starting at approximately 6:30 PM. Vendors will be welcome to tear down their displays quietly during the lighting of the tree and caroling.

Roads will be closed until 7PM. Vendor parking may not be available the vendor space, so please plan accordingly by bringing a wagon if your space needs replenishing during the day. Shuttles will also be provided to get you to and from your vehicle.

Event Description:

This is the 2nd Annual Christmas In The Village Event, taking place in the Village of Hamburg, MI and is a celebration of the season with our local businesses and services. We ask that vendors kindly refrain from selling products that directly compete with our local businesses, if possible. Food trucks we would love to see are: Beverages (such as Tea, Coffee, Cocoa), Sweets & Treats (Baked Goods, Candied Nuts, Candies, Fudge, Kettle Corn, etc.). Applications which are not approved will be refunded.

Schedule of Events:

Events are subject to change. For current forms and information, please go to:
https://www.hamburg.mi.us/departments/parks_and_recreation/christmas_in_the_village.php

Waiver and Release.
As a participant in the Christmas In The Village Event, I recognize and acknowledge that there are certain risks of physical injury and I agree to assume the full risk of any injuries, including death, damages, loss which I sustain as a result of participating in any and all activities connected with or associated with the event. I do hereby fully release and discharge, and covenant not to sue Hamburg Township and/or the Christmas In The Village Committee, its officers, agents, volunteers, sponsors and employees from any and all claims from injuries, including death, damages or loss which I may have or which may occur to me on account of my participation in the event.

Medical treatment.
I release and discharge Hamburg Township from any claim that arises or may arise due to any first aid, medical treatment, or service rendered to me.

Insurance.
Hamburg Township shall have no responsibility for theft or destruction of any personal belongings brought or stored on premises, nor shall Hamburg Township have any responsibility for providing any health, medical or disability insurance coverage for me. It is my responsibility as a vendor to supply Certificates of Insurance naming Hamburg Township as Additional Insured.

Photographic release.
I grant to Hamburg Township the right to use photographic images and video or audio recordings of me that are made by Hamburg Township for social media posts, website posts, and articles.

By signing this agreement, I acknowledge and agree to the listed Rules & Regulations/Release of Liability Waiver. I also understand that no refunds will be given in the event that I have to cancel my participation after payment is made. **I understand that returning this form with payment does not guarantee participation in this event and that I will be notified by the Event Coordinator no later than 11/16/26 if my business has been selected. Applications must be received by 11/12/26.**

Signature_____ **Dated:** _____

Please return signed form with payment to:

Hamburg Township Parks & Recreation
10405 Merrill Rd., P.O. Box 157
Hamburg, MI 48139
Deby Henneman, Township Coordinator - dhenneman@hamburg.mi.us – (810) 222-1124

Payments made via our Payment Portal at above Event Link must submit receipt with their application. External Codes to enter for payment are shown in BOLD next to the options or on the Event Link.

Christmas In the Village 2026



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Hamburg Pub Pizza by the Slice

Holiday StoryWalk

Kids Crafts

Food Vendors

Music & Entertainment

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Christmas In the Village 202



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