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Supervisor Jason Negri **Clerk** Mike Dolan **Treasurer** Jennifer Daniels **Trustees** Chuck Menzies, Patricia Hughes, Nick Miller, Joanna Hardesty

TOWNSHIP BOARD WORK-STUDY SESSION

Thursday, July 09, 2026 at 2:00 PM
Hamburg Township Hall Board Room

AGENDA

CALL TO ORDER

PLEDGE TO THE FLAG

ROLL CALL OF THE BOARD

CALL TO THE PUBLIC

CONSENT AGENDA

APPROVAL OF THE AGENDA

UNFINISHED BUSINESS

CURRENT BUSINESS

1. Administrative Policies & Procedures Manual – Proposed Revisions to Section 7.0, Code of Ordinances.
2. Proposed Amendment to Chapter 1, Article III, Section 1-47 – Authorized Township Officials

CALL TO THE PUBLIC

BOARD COMMENTS

ADJOURNMENT

TO: Board of Trustees

FROM: Michael Dolan, Township Clerk

DATE: July 1, 2026

AGENDA ITEM TOPIC: Administrative Policies & Procedures Manual – Proposed Revisions to Section 7.0, Code of Ordinances.

Requested Action

Review the proposed revisions to Section 7.0 (Code of Ordinances) of the Hamburg Township Administrative Policies & Procedures Manual and provide direction to staff to prepare a revised policy for formal Board consideration and adoption.

Background

Over the past year, the Township Board has invested considerable time and effort in reviewing and updating the Hamburg Township Administrative Policies & Procedures Manual however, it should be viewed as a living document that requires periodic review and refinement.

We have recently addressed Ordinance amendments which gave me cause for a more detailed review of Section 7.0 of the Administrative Policies & Procedures Manual governing the ordinance adoption and codification process. I believe there are areas where the procedures could be clarified, responsibilities more clearly defined, and records management practices strengthened. The recommended revisions are intended to improve administrative efficiency, better align the procedures with current Township operations, reinforce the statutory responsibilities of the Township Clerk regarding official legislative records, and incorporate recognized municipal best practices.

These recommendations are administrative in nature and are not intended to alter the Township Board's legislative authority or the statutory requirements governing ordinance adoption. Rather, they are intended to ensure that the Township's ordinance procedures remain accurate, consistent, legally defensible, and adaptable as the organization continues to improve.

Fiscal Considerations

Does the agenda item require the expenditure of funds? Yes ☐ No ☒

Are funds budgeted? Yes ☐ No ☒

Fiscal year affected: Choose an item.

Is a budget amendment required? Yes ☐ No ☐

General Ledger numbers affected: _____

My Recommendations

1. Place responsibility for ordinances with the Clerk's Office

Several sections assign responsibilities to an "Ordinance Coordinator." The Township Clerk is the statutory custodian of township records and ordinances. Replace Ordinance Coordinator with Clerk or the Clerk's designee which maintains flexibility while recognizing the Clerk's statutory role.

2. Effective dates

Current language: Clerk's Office determines effective date of ordinance, however, the Clerk does not determine the effective date. I prefer the Clerk's Office shall calculate and document the effective date in accordance with the ordinance, applicable Michigan law, and the publication date.

3. Publication language

Current language: New Ordinances will be published in their entirety however, Michigan law does not always require publication in full. I prefer the Publication shall be completed in the manner required by applicable Michigan law and the ordinance, whether by full text or authorized summary.

4. Certification

Current: Clerk Staff finalizes Ordinance document and has Clerk sign and seal the ordinance. I prefer the Clerk shall certify the ordinance as a true copy of the action taken by the Township Board, affix the Township seal when appropriate, and maintain the original certified ordinance in the permanent records of the Township.

Procedural Improvements

Require legal review before Board action

I believe virtually every ordinance amendment, legal review should occur. I suggest - Unless waived by the Township Board, all ordinance amendments shall be reviewed by the Township Attorney prior to Board consideration.

History of Action:

The Clerk's Office shall maintain the legislative history of each ordinance, including drafts, attorney opinions, Planning Commission recommendations, public notices, Board actions, and proofs of publication.

Future us will appreciate it.

Permanent retention

States - maintained in the Clerk archives. Replace with - Original certified ordinances are permanent records and shall be retained in accordance with Michigan record retention schedules.

Add additional records

Require copies of:

- Planning Commission recommendation
- Livingston County Planning Commission comments (when applicable)
- Affidavit or proof of publication
- Board minutes showing adoption
- Recorded vote
- Attorney opinion
- Public hearing notices

Electronic Records

Recommend adding a section similar to:

Electronic copies shall be maintained in the Township's official document management system with appropriate backup and retention procedures. The electronic copy is for convenience; the certified original maintained by the Clerk remains the official record unless otherwise authorized by law.

Clarify ordinance numbering

Rather than assigning numbers during drafting, use - The next available ordinance number shall be assigned by the Clerk's Office prior to the ordinance's first formal Board consideration to ensure consistency and prevent duplicate numbering.

STEP 1.

Currently - Staff proposes change/addition to Township Board at a Work Session meeting.

Proposed ordinance amendments may originate from the Township Board, Township officials, Township departments, advisory boards or commissions, the Township Attorney, or other authorized sources. Initial discussion may occur at a work session or a regular meeting, as directed by the Township Board.

STEP 10.

Currently - All General Ordinances will be maintained in the Clerk archives. Replace with - The Township Clerk shall maintain the permanent official record of all adopted ordinances, amendments, certifications, publication affidavits, codification documents, and related legislative history in accordance with Michigan law and the Township's approved records retention schedule.

HAMBURG TOWNSHIP

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

7.0 CODE OF ORDINANCES

As of 2021, the Hamburg Township Ordinances have been codified, and Municode supplies web services to ensure our laws are accessible to the public. Our code gets updated on a schedule agreed to by the Township Board, and any changes must be submitted to the vendor upon adoption.

All changes in Ordinance, both for General Township Law as well as Zoning, must be forwarded to Municode with supporting documents to be incorporated as a pending change until codification is completed. **The following procedure should be used for all Ordinance changes and it is highly recommended that the originating ordinance document be obtained via the website.**

This is the current location of our Code:

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

Before ordinance Supplements are processed, the updates are approved at a Township Board meeting. For General Ordinances revisions there is a 1st Reading and 2nd reading prior to adoption. For Zoning Ordinance revisions there will be a single reading prior to adoption after their review process is completed. In both cases the changes must be published in a newspaper of record before taking effect. The steps of the Ordinance Supplemental Procedure are:

7.1 Ordinance Supplemental Procedure

1. Staff proposes change/addition to Township Board at a Work Session meeting
 - a. Copy of original text is provided to Board along with cover memo/bullet points
 - b. Board provides comments and authorization to proceed
 - c. Board indicates if Attorney should be included in development and/or review process
2. Staff completes change/addition to Ordinance – Draft
 - a. Assigns a number in the Code of Ordinances – Master Index (Appendix 1) – shared file
 - i. General Ordinances – Tab 1 – Ordinance Coordinator will assign
 - ii. Zoning Ordinances – Tab 2 – Zoning staff will assign
 - b. Works with Township Attorney, if applicable, to finalize Draft ordinance (Appendix 4)
 - i. Templates for both General and Zoning Ordinances available in shared file
 - ii. Examples of General and Zoning Ordinances available in shared file

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ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

- c. Ordinance changes which include Civil Infraction penalties, must be assigned a Class
 - d. Attorney to provide opinion/clarification/review memo, if needed/requested by Board
- 3. Staff proceeds with approval process
 - a. Zoning
 - i. Planning Commission Approval
 - ii. Livingston County Planning Commission Approval
 - iii. Township Board Approval (single reading)
 - b. General
 - i. Township Board (first reading)
 - ii. Township Board (second reading)
- 4. Once approved by Township Board:
 - a. Staff provides draft/red-lined version and/or final word doc of numbered ordinance to Ordinance Coordinator with:
 - i. Code of Ordinances – Supplemental Request Form (Appendix 2) reflecting approval dates
 - ii. Supporting Documents in PDF format (including Attorney opinion, if any)
 - b. Staff provides Clerk's Office with publication language either in full or summary format
 - c. Clerk's Office determines effective date of ordinance and files publication
 - i. New Ordinances will be published in their entirety and must include Certification clause
 - ii. Ordinance changes/additions exceeding two pages may be published in summary format which must be submitted to the Clerk's Office, prior to the 2nd reading, in a final single-spaced Word version which must include Certification clause
 - d. Certification Clause is as follows:
 - i. I, (Clerk), the duly qualified Clerk for the Township of Hamburg, Livingston County, Michigan, do hereby certify that the foregoing is a true and complete copy of the Ordinance adopted by the Township Board at a meeting held on (date). The original is on file in the Office of the Township Clerk.
 - ii. By: (Clerk) (Signature line)
 - iii. Introduced: (First reading date)
 - iv. Adopted: (Second reading date/when motion was passed)
 - v. Effective: (Date the law/change becomes effective) (Clerk assists with this)
 - vi. Published: (Date the law/change is published) (Clerk assists with this)

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5. Clerk Staff finalizes Ordinance document and has Clerk sign and seal the ordinance
6. Ordinance Coordinator forwards red-lined version of Word Document, a PDF of signed/certified version of the approved Ordinance change/addition, and a proof of publication in order to process the update with Municode for inclusion in code
7. Municode sends back confirmation, and changes are scheduled for the next Supplement (Appendix 3)
8. The changes are placed on the Ordinance home page while awaiting codification and are available for public review
9. Once codified, printed versions (4 copies) will be sent for each Supplement to Ordinance Coordinator for distribution to: Clerk, Police, Fire, Zoning
10. All General Ordinances will be maintained in the Clerk archives & V drive. Originals are permanently housed in the Clerk Department archives.

All publications and Ordinances are to be retained permanently as outlined in the Records Retention and Disposal Schedule for Michigan Township Clerks General Schedule #25, as provided by the Department of History, Arts and Libraries – Records Management Services.

TO: Township Board of Trustees

FROM: Michael Dolan, Township Clerk

DATE: July 1, 2026

AGENDA ITEM TOPIC: Proposed Amendment to Chapter 1, Article III, Section 1-47 – Authorized Township Officials

Requested Action

Authorize staff to prepare a draft ordinance amending Chapter 1, Article III, Section 1-47 of the Hamburg Township Code of Ordinances to add the Township Supervisor and Township Clerk as authorized Township ordinance enforcement officers and to proceed with the ordinance adoption process in accordance with the Township Administrative Policies and Procedures Manual.

Background

Section 1-47 of the Hamburg Township Code of Ordinances identifies those Township officials authorized to act as ordinance enforcement officers. The current ordinance identifies several administrative positions but does not expressly include the Township Supervisor or Township Clerk.

Adding these elected officials will clarify the Township's enforcement authority and ensure the ordinance accurately reflects the officials authorized by the Township Board to enforce Township ordinances when acting within the scope of their official duties.

Consistent with Section 7.1 of the Township Administrative Policies and Procedures Manual, this item is presented at a Township Board work session for discussion and direction prior to preparation of a formal ordinance amendment.

Proposed Amendment

Amend Section 1-47 to read as follows:

Sec. 1-47. Authorized Township Officials.

Upon appointment by the Township Board to their respective positions, the following personnel are hereby also appointed to serve the Township as ordinance enforcement officers to enforce all ordinances of the Township, whether heretofore or hereafter enacted, including, but not limited to, the issuance of citations and notices pursuant to this article:

1. Planning/Zoning Administrator.
2. Assistant Zoning Administrator.
3. Code Enforcement Officer.
4. Any duly appointed and sworn Township Police Officer.
5. Department of Public Works Administrator.
6. Township Supervisor.
7. Township Clerk.

Next Steps

If the Township Board authorizes staff to proceed:

- Staff will prepare a formal ordinance amendment using the Township's approved ordinance template.
- The draft ordinance will be reviewed by the Township Attorney, if directed by the Township Board.
- The ordinance amendment will be assigned the next available ordinance number.
- The amendment will be scheduled for First Reading and Second Reading before the Township Board in accordance with the Township's ordinance adoption procedures.
- Following adoption, the ordinance will be published as required by law, certified by the Township Clerk, and submitted for codification through Municode.

Fiscal Considerations

Does the agenda item require the expenditure of funds? Yes ☐ No ☐

Are funds budgeted? Yes ☐ No ☒

Fiscal year affected: Choose an item.

Is a budget amendment required? Yes ☐ No ☐

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Sec. 1-47. Authorized Township officials.

Upon appointment by the Township Board to their respective positions, the following personnel are hereby also appointed to serve the Township as ordinance enforcement officers to enforce all ordinances of the Township, whether heretofore or hereafter enacted, including, but not limited to, the issuance of citations and notices pursuant to this article:

- (1) Planning/zoning administrator.
- (2) ~~Assistant zoning administrator.~~
- (3) Code enforcement officer.
- (4) Any duly appointed and sworn Township Police Officer.
- (5) Department of Public Works Administrator.
- (4) Township Supervisor
- (5) Township Clerk

(Ord. No. 71-A, § 8.0, 8-15-2017)