



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

TO: Hamburg Township Board of Trustees

FROM: Deby Henneman, Township Coordinator

DATE: September 9, 2024

AGENDA ITEM TOPIC: Administrative Policies & Procedures – Addition of Ordinance Procedure –
Second Reading & Adoption
Number of Supporting Documents: **Ordinance Procedure Final**

Requested Action

Requesting adoption of the final version of the Ordinance Procedure, and for staff to include it in the Administrative Policies & Procedures under the appropriate section.

Background

As the current Ordinance Coordinator this is the procedure I feel will work the best for staff and in order to keep the code as current and error free as possible. Adoption of this policy will help future staff be aware of the steps needed to keep the records accurate.

This procedure is the current process I am following, however, it should be viewed as a living document as vendors and software can always be changed/updated.