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TO: Board of Trustees
FROM: Michael Dolan, Township Clerk
DATE: April 2, 2026
AGENDA ITEM TOPIC: Hiring for Clerk/Elections Assistant

Requested Action

Motion to approve the hiring of Marie McIntyre for the position of full-time Clerk/Elections Assistant, with all the set fringe benefits, at a starting rate of pay equal to Grade 4, Step 4 (\$26.19 per hour), and with 40 hours of vacation time, effective April 13, 2026. Marie has completed all our pre-employment requirements.

Background

This recommendation follows a competitive hiring process in which over 200 resumes were received. The interview committee conducted initial interviews with more than 25 candidates, and subsequently invited four finalists to participate in extended, in-office interviews lasting approximately two hours each. Following this process, the committee reached unanimous agreement that Marie McIntyre possesses the experience, qualifications, and professional demeanor that make her the best fit for the position and for Hamburg Township.

Fiscal Considerations

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

Are funds budgeted? Yes No

Fiscal year affected: 2025/2026

Is a budget amendment required? Yes No

General Ledger numbers affected: 101-262.000-702.000