

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: _____