

# HAMLIN TOWNSHIP - BOARD OF TRUSTEES

June 12, 2025 – 6:00 pm  
Agenda

GREENSLAIT

PTASZENSKI

GENTER

GURZYNSKI

COOK

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Roll Call**

**4. Approval of Agenda**

**5. Mason County Sherriff Department: Sheriff Cole**

**6. Meeting Etiquette:**

**The meeting etiquette needs to improve.** The monthly Board of Trustee meeting is to conduct township business and hear comments from the public. This is the only meeting in which the Board meets as a whole and is able to conduct business on behalf of the township. It is difficult to conduct business when the public is chatting amongst themselves, making loud comments and applauding.

**It would be greatly appreciated if the following guidelines are followed:**

- a. Do not interrupt or make side comments when someone is speaking
- b. Public is allowed to speak during the two open Public Comment periods only
- c. No commenting or talking amongst yourselves during the meeting
- d. No applauding during the meeting
- e. If you would like a follow-up from your comment from a board member, please touch base with the Board member after the meeting or contact them directly

**7. Comments From Floor – Agenda related comments**

- a. Limited to five (5) minutes per person
- b. Please state your name and address for the record
- c. Please use the microphone

**8. Approval of the Meeting Minutes:**

- a. April 10, 2025 – Regular Meeting – Tabled
- b. April 10, 2025 - Closed Meeting - Tabled
- c. May 8, 2025 - Regular Meeting

## **9. Volunteer Recognition:**

## **10. Financial Review:**

- a. Treasurer Report:
  - i. April 2025 - Tabled
  - ii. May 2025
- b. Clerk: "Bills to Pay" Report
- c. Monthly Balancing Process: Treasurer and Clerk Financials
- d. Accrual vs. Cash Record Keeping

## **11. Committee Reports:**

- a. Mason County Commissioner: Mr. Jordan (Jody) Hartley District 3 County Commissioner
- b. Township Assessor – Derek Eaton
- c. 2nd Ward City of Ludington Council Member: Kathy Winczewski
- d. Fire Department – Chief Vandervest/Assistant Chief Johnson
- e. Zoning – Zak Iverson
- f. Planning Commission - Johnaine Gurzynski
- g. Zoning Board of Appeals – Trustee Cook

## **12. Unfinished Business:**

- a. Policies:
  - i. Credit Card Policy -Update on credit card
  - ii. Document Retention and Records Management Policy – Review/Approve Policy
    - 1. Combined Digital Files and E-mail Retention Policy & Records and Retention Schedule
- b. Noise Ordinance:
  - i. Board going into Closed Session
  - ii. Update provided by Board
- c. Fire Alarm system in building
- d. Big Belly Recycling Unit – Resale price

## **13. New Business:**

- a. Plan 125 Cafeteria Plan
- b. John Hancock Retirement Plan
- c. Vacate Paper Streets
- d. Nuisance Ordinance Update
- e. Fee Schedule
- f. New Revenue Account 612 – County Court Citation Reimbursement

## **14. Township Hall/Grounds:**

- a. Landscape was cleaned up around the building
- b. Trees still need to be trimmed

**15. Parks:**

- a. **North Bayou Park** - Cattails have been cut. Approved by EGLE
- b. **Wilson Hill Park**
  - i. Trees to be removed
  - ii. Bats- Improvement since blocking was installed

**16. Roads:**

- a. Sassafras – Victory - Cherry – Tamarac- Project to start after July 1
- b. Mavis – Waiting on power poles to be moved

**17. Announcements:**

- a. New Township Website – Targeting mid-July for Go-Live
- b. Workman's Compensation Claim- Employee injured on 5/9/2025
- c. Frontier – Cleaning up pole lines
- d. Clean-Up Day: June 21, 2025 – 8:00 am to 12:00 pm - Volunteers are welcome
- e. Household Collection Day – August 16, 2025 - Brochure posted on website
- f. Tire Recycling: \$3,000 grant application was approved - Tentative week is August 18, 2025

**18. Correspondence:**

- a. Ellie Dunlevy - Harassment

**19. EGLE Permits:**

- a. R. Rooney-6176 Barnhard Rd. Dock Modification - Permit HQA-KBWH-7EMV8
- b. T. Aberegg – 4766 N. Sherman Rd. Clear span bridge & walk way - Permit WRP045112 v.1.0
- c. T. Moran – 6259 W. Davis Rd. Preapplication Mtg. Submission # HQB-PTJF-XG90J
- d. D. Higgins – 6914 Duneview Dr. Preapplication Mtg. Submission # HQB-7WMM-S32M1
- e. L. Isreal – 6191 Grace Ave. Dock Modification - Permit WRP045361 v. 1.0

**20. Transfer Station:**

- a. Big Belly Solar Powered Recycling Compactor- Purchased 6/16/2022. New in garage.
- b. Reminder—No sticks/branches in leaf corral. Only leaves and grass clippings.
- c. Transfer site bags: Green & purple bags have been delivered. Bags are in bulk and need to be re-packaged. Receiving \$1,200 refund due to mix-up.

**21. FOIA - Freedom of Information Act Inquiries:** 3 requests received/completed**22. Comments From Floor** - limited to five (5) minutes per person please

- a. Limited to five (5) minutes per person
- b. Please state your name and address for the record

**23. Adjourn**



## Rosie the Recycler marks 25 years


[June 8, 2025](#) [No Comments](#)



Rosalyn “Rosie” Sadler, on the job at the Hamlin Township Transfer Site north of Ludington in Mason County, Michigan. Photo by Don Hansen.

By Don Hansen

(Editor’s note: This story has been updated to include Rosie’s married name of Sadler.)

Nestled in the timber off Dewey Road in Hamlin Township is a true treasure  not gold, silver or jewels. Something more precious. Her name is Rosalyn “Rosie” (Castonia) Sadler, 90 years young, who dons her safety vest every Monday, Wednesday and Saturday, when she manages the Hamlin Township Transfer Site. There, she watches over the recycling and waste management for the citizens of Hamlin.

or 25 years, Rosie has overseen thousands of tons of waste and recycling that have moved through the site. Working with the highly praised Waste Reduction Systems, a family-owned Mason County waste hauler, she and others have helped make a major difference in the recycling efforts of the township.

Rosie comes from a family of 10, all born and raised in Ludington. She began working at age 14 at the old Market Basket Grocery in Ludington.

"I have worked with the public all my life," she said, "including 16 years in one restaurant on James Street and in many of the bars in Ludington, such as the Tiki (Lounge) for seven years."

Her daytime job at Needlefast Nursery for many years allowed her to work evenings and weekends at various establishments in Ludington.

More than 25 years ago, Rosie and her late husband, Bill, began working at the township's transfer site. Bill, the fire chief for Hamlin, ran the site along with Rosie. She remembers working at the fire department, and with her husband, in those days. One of her duties was to use a phone tree to inform the firemen of a call, while Bill prepared equipment and crew for the run. Those were heady days for the two, and her eyes seemed to sparkle as she told me the story. After Bill passed away, she took over the transfer site duties.

The early 2000s were hard on Rosie and her family, with numerous family and friends passing, yet she endured. Work has been a driving force for Rosie, and her livelihood has centered on her duties serving the public all these years. Other than several weeks recovering from a broken leg last year, Rosie has seldom missed work.

"Why would anyone not want to work?" she replied, when I asked her what motivates her to work at her age. When I inquired if she felt that her work at the transfer site was helping the environment, she responded with a hearty, "Well Yah! Helping the environment is important, and we should continue to recycle. People are good here in Hamlin, and lots of people participate. In February and March, they came by the dozens, even during icy and snowy conditions."

Rosie knows that she has more at stake than just a job. With dozens of her offspring in Mason County and beyond (as far as Florida), Rosie works for her family's future well-being as well as her own livelihood.

Yes, there is a treasure in Hamlin. It's "Rosie the Recycler," a role model for all generations.

The Hamlin Township Transfer Site is located at 6565 W. Dewey Road in Ludington. Summer hours (beginning May 1) are 10 a.m. to 6 p.m., Monday,

Wednesday and Saturday. Contact the site at 231-845-7433 or the township office at 231-845-7401 with questions. For more information, visit the website at: [www.hamlintownship.org/transfer.asp](http://www.hamlintownship.org/transfer.asp).

Don Hansen lives in Melrose, Iowa, and frequently visits friends in Ludington and Manistee. He is the author of four books, including his latest children's story, "Meg and the Manistee Christmas," available at Hoot and Honey bookstore in Manistee and the Book Mark in Ludington.

### Trust and Agency – Checking and Savings

Balance as of 4-30-25 \$ 5,512.00

Receipts Specific Fee 903.00 Hall rent 600.00 \_\_\_\_\_  
\_\_\_\_\_ Total 1,503.00

Disbursements Hall Dep. 525.00 \_\_\_\_\_  
\_\_\_\_\_ Total ( 525.00 )

Balance as of 5-31-25 **Total** 6,490.00

### Fire op. Checking and Savings

Balance as of 4-30-25 \$ 186,868.72

Receipts Int. 96.37 \_\_\_\_\_  
\_\_\_\_\_ Total 96.37

Disbursements \_\_\_\_\_ Total ( 2,653.63 )

Balance as of 5-31-25 **Total** 184,311.46

Fire Op. Balance in C/D52910-330 =100,000.00

Respectfully Submitted by *Susan Ptaszenski*, Hamlin Township Treasurer

## HAMLIN TOWNSHIP TREASURER'S REPORT

### General Fund - Checking and Savings

Balance as of 4-30-25 \$ 173,158.24

Receipts-Interest T&A \_\_\_\_\_ G.F. 87.89 TAX 1.26

Franchise Fee 2,820.69 Revenue Shr. 65,888.00 Greenslait 2,314.15 Zng. 800.00

Bags/Stickers 8,377.00 Hall Rent 1,175.00 Variance 1,400.00

Total assets \$ 82,863.99

Disbursements \$ ( 56,437.08 )

Balance as of 5-31-25 Total \$ 199,585.85

Tax MMA Minimum balance \$ 1000.00  
T&A MMA " " \$ 2,225.00  
PCU-SHCU " " \$ 10.00

**Total** \$ 203,427.13

C/Ds @ West Shore Bank / Safe Harbor C.U. / Preferred C.U.- Filer C.U.

West Shore Bank 118307	Safe Harbor C.U. 52910-332	Safe Harbor C.U. 52910-333	Filer C.U. 114927-025
<u>100,000.00</u>	<u>100,000.00</u>	<u>100,000.00</u>	<u>150,000.00</u>
<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
<u>100,000.00</u>	<u>100,000.00</u>	<u>100,000.00</u>	<u>150,000.00</u>

Filer C.U. 114927-026	Money Mkt. W.S.B 65000-0144	Filer C.U. Savings 14927-000
<u>100,000.00</u>	<u>62,068.28</u>	<u>10,115.28</u>
<u>-0-</u>	<u>4.08</u>	<u>-0-</u>
<u>100,000.00</u>	<u>62,072.36</u>	<u>10,115.28</u>
		Total C/Ds/ Money Mkt <u>622,187.64</u>

**Total** 825,008.49

**GENERAL FUND****4,858.25      ACH                      EFTS – IRS PAYROLL, POST PAYMENT MADE 5/20****BILLS FOR JUNE 12<sup>TH</sup> BOT APPROVAL**

287.00	18271	DMC UNLIMITED - 702-980
163.53	18272	QUILL \$54.09 CLERK 215-752, \$62.58 ZA 702-752, \$11.79 BOR, \$23.58 ZBA, \$11.49 OM 102-752
622.08	18273	LDN-PUBLISHING – TOWNSHIP BOARD 101-900 SUM. MTG MINUTES \$185.28, ZBA HEARINGS 703-900 \$436.80
66.93	18274	REIMBURSEMENT TO ZAC – STICKERS TRANSFER SITE 528-752
74.64	18275	MODEL COVERALL SERVICE – TOWNSHIP 265-930
13.19	18276	HOME DEPOT TOWNHALL – 265-930
14.00	18277	ANDERSON, ROBERT – MILEAGE - 265-860
667.83	18278	ANDERSON, ROBERT – TH CUSTODIAN PAYROLL, 265-704, 715, 711
451.40	18279	GURZYNSKI, JOHNAINE, BOT & PC MAY & JUNE MTGS, 101-912
300.94	18280	COOK, CHRIS, BOT & ZBA MTGS, 101-912
171.53	18281	MUZZO, CINDY, PC MAY & JUNE MTG 701-912
171.53	18282	SISSON, SABRINA, PC MAY & JUNE MTG 701-912
171.53	18283	HERBAN, MARK, PC MAY & JUNE MTG 701-912
171.53	18284	COUTURIER, KATHY, PC MAY & JUNE MTG 701-912
209.39	18285	WALDEN, TIMOTHY, CHAIR, MAY & JUNE PC MTG 701-912
171.53	18286	ROLLENHAGEN, DOUGLAS, PC MAY & JUNE MTG 701-912
171.53	18287	MATTHEWS, BARRY, PC MAY & JUNE MTG 701-912
85.43	18288	SARTO, RON, PC JUNE MTG 701-912
171.53	18289	KEY, RON, ZBA MTG 703-912
102.14	18290	WILLIAMS, ROBERT, CHAIR, ZBA MTG 703-912
85.43	18291	DEPIRRO, ROGER, ZBA MTG 703-912
85.43	18292	DEKKER, HOWARD, ZBA MTG 703-912
1,621.52	18293	GROUND EFFECTS LANDSCAPING - PARKS SPRING CLEAN UP 751-930
1,500.00	18293	GROUND EFFECTS LANDSCAPING – MOWING 265-809 \$120, 751-809 \$1,380



3,916.14	18294	PRIORITY HEALTH (171-718 \$700.29, SPOUSE \$964.62, 102-718 \$479.56, 702-718 \$495.70, DAUGHTER \$262.61, 253-718 \$1,013.36)
67.50	18295	VSP (171-718 \$13.36, SPOUSE \$7.03, 102-718 \$13.36, 253-718 \$13.36, 702-718 \$13.36, DAUGHTER \$7.03)
281.58	18296	DELTA DENTAL (100% EMPLOYEE PAYROLL DED. 171-718 \$90.90, 102-718 \$124.16, 702-718 \$66.52)
470.00	18297	CRITTER GETTER WILDLIFE REMOVAL, LLC 751-930
6,691.79	18298	MICHIGAN TOWNSHIP ASSOCIATION ANNUAL MEMBERSHIP 101-915 DUES
6,155.70	18299	FAHEY SCHULTZ BURZYCH RHODES (101-266.5 \$88.50, 101-266.4 \$4,042.50, 101-266.1 \$1,315.00, 101.266.3 \$709.70)
990.91	18300	GREENSLAIT, MARTA 171-703
2,291.78	18301	GENTER, SHEILA 215-703
1,957.07	18302	PTASZENSKI, SUSAN 253-703
3,580.30	18303	EATON, DEREK 257-703
1,925.10	18304	IVERSON, J 171-703
2,634.20	18305	IVERSON, Z 702-702
95.20	18306	IVERSON, Z, MILEAGE 702-860
70.00	18307	LUDINGTON IRRIGATION – TH 265-930
815.22	18308	SADLER, ROSIE 528-704
820.95	18309	LYNN, WILLIAM 528-704 (MAY & JUNE)
172.12	18310	MCLAIN, JOSEPH 528-704 (MAY)
30.00	18311	STS COMPUTERS -TB 101-931
5,162.97	18312	WASTE REDUCTION SYSTEMS (APRIL, BILL NEVER RECEIVED) 528-806 \$3,440.99 REFUSE & 528-806.1 \$1,721.98 RECYCLING)
5,804.80	18312	WASTE REDUCTION SYSTEMS (MAY) (528-806 \$3,280.40 REFUSE & 528-806.1 RECYCLING \$2,524.40)
92.54	18313	DTE TH \$92.54 265-920
53.52	18314	GREAT LAKES ENERGY TS 528-920
75.00	18315	HEATHER ZWICK, REIMBURSEMENT FOR HALL RENT, EVENT CANCELED 101-000-667

200.00	ACH	CHARTER COMMUNICATIONS/SPECTRUM MAY & JUNE 265-852
86.88	ACH	FRONTIER – TRANSFER SITE 528-850
465.63	ACH	FRONTIER – TOWNSHIP PHONES 265-850
<u>320.00</u>	ACH	ALL SEASONS – (\$95.00 TS 528.751 & \$225 PARKS 751.751)
52,778.49		
+		
<u>4,858.25</u>	IRS PAYROLL, POST PAID BY ACH 5/20	
57,636.74		

**FIRE OPS DISBURSEMENT JUNE 12, 2025**

199.85	7843	CHROUCH COMMUNICATIONS, INC 336.977
90.45	7844	CITY OF LUDINGTON, GAS 336.861
110.00	7845	LUDINGTON IRRIGATION 336.775
83.58	7846	LARSON'S ACE HARDWARE 336.727
1,956.59	7847	VISA – EQUIPMENT 336.977
3,498.65	7848	CITY OF LUDINGTON – GRANT MATCH – EQUIPMENT 336.977
334.82	7849	DINGES FIRE CO. 336.977
220.00	7850	GROUND EFFECTS 336.809
5.80	7851	O'RIELLY AUTO PARTS 336.776
163.07	7852	CITY OF LUDINGTON – GAS 336.861
303.26	ACH	CHARTER COMMUNICATIONS/SPECTRUM 336.850
<u>136.46</u>	ACH	CONSUMERS ENERGY 336.920
7,102.53		

**TRUST & AGENCY DISBURSEMENTS FOR JUNE 12, 2025**

<b>75.00</b>	<b>5079</b>	<b>ZWICK, HEATHER – HALL DEPOSIT REFUND (EVENT CANCELED) 701-001-667</b>
<b>200.00</b>	<b>5080</b>	<b>SOBERALSKI, ALANNA, HALL DEPOSIT REFUND (5/19) 701-001-667</b>
<b>75.00</b>	<b>5081</b>	<b>PATTERSON, WENDY, HALL DEPOSIT REFUND (5/24) 701-001-667</b>
<b>75.00</b>	<b>5082</b>	<b>MADL, KRISTEN, HALL DEPOSIT REFUND (5/25) 701-001-667</b>
<b>75.00</b>	<b>5083</b>	<b>RICE, ALEX, HALL DEPOSIT REFUND (5/26) 701-001-667</b>
<b>75.00</b>	<b>5084</b>	<b>EMBURY, HEIDI, HALL DEPOSIT REFUND (6/1) 701-001-667</b>
<b><u>75.00</u></b>	<b>5085</b>	<b>EDWARDS, TROY, HALL DEPOSIT REFUND (6/8) 701-001-667</b>
<b>\$650</b>		

# **Hamlin Township Mason County**

## **Document Retention and Records Management Policy**

Hamlin Township hereby establishes a policy and related procedures to assure compliance with legal requirements for the management and retention of township documents and records, ACT 271 of 2013, MCL 399.5 and ACT 228,

MCL 750.491. Township Personnel must fulfill their respective responsibilities in such ways as to assure compliance with these requirements. This policy will not exempt the Township from fully complying with all provisions of the body of related case law and Michigan Attorney General Opinions interpreting these statutes and other related law.

### **Township Personnel Defined**

Individuals who, as a regular part of their responsibilities, process Township business are included among those who are to comply with these policies and procedures. These include all elected and appointed officials; all personnel who are paid wages and stipends, or expenses for Township work; all outside consultants; representatives of outside agencies; attorneys; assessors; individuals providing contracted services to the Township; and, all members of ad hoc, advisory and sub-committees.

### **Applicability**

This records management policy shall apply to all Township Personnel. Each individual who creates, sends or receives official records is responsible for retaining those records in accordance with this policy.

### **Records Management Responsibilities**

The Clerk and the Deputy Clerk shall be responsible for coordinating all records management procedures and activities for Township offices, departments or services. Duties include:

- Distribution of approved general record retention schedules;

- Development, review and approval of Township-specific record retention schedules;
- Distribution of policies, guidelines and standards published by the State of Michigan, and the Township (Appendix A);
- Arranging off-site storage facilities for inactive records, if applicable;
- Arranging digital imaging services;
- Arranging the destruction of confidential records with a vendor;
- Coordinating all litigation "holds" to prevent the destruction of records that are relevant to a Freedom of Information Act request, investigation or litigation.

### **Enforcement Responsibility**

Beginning in October, 2025, the township will disposed of documents whose retention is no longer required. It is the responsibility of the Supervisor, Clerk, Treasurer, Zoning Administrator, Assessor and Fire Chief to submit such documents for disposal. It is their responsibility to see that those documents under their direct responsibility are properly filed and stored as required under this policy. At the time of disposal, they will submit a signed Document Disposal Record (Appendix B) to the Clerk of the documents they have submitted for disposal. This disposal record will also contain a statement about any documents that are being retained contrary to the retention schedule of this policy. These are documents that require further evaluation as to their subject and filing/ storage requirements; that are documents which may need additional consideration due to age, content and form. It is noted in this policy, that if there is any doubt or reluctance about the disposal of documents, such uncertainly should be resolved with the township Clerk.

### **Procedures**

#### **1. E-Mail Addresses to be Assigned:**

All current and future Township Office Personnel and Elected Officials will be assigned a Township e- mail address. This is to be used for ALL Township correspondence and business upon the assigned of an email address. It is not to be used for personal e-mail business. The address will be by Township title (i.e. Supervisor, Treasurer, Clerk, etc.). This e-mail address will remain constant and carry over to the next person as officials and personnel leave the Township and are replaced. All e-mail correspondence used under this system will be archived and stored for future reference. All current Township Office Personnel and Elected Officials who are assigned a Township email address, shall discontinue

their non-Township email address immediately. Pro-active steps should be taken to ensure all service providers/contractors/township residents/website accounts and such are updated with the new Township provided email address. All Township Office Personnel and Elected Officials who continue to utilize an email address other than the assigned Township email address is a direct violation of Township policy.

## **2. Training and Educating Current and Future Township Personnel:**

All current and future Township Personnel will be trained as to the requirements of document retention. This training will occur no less than every four (4) years in the year of Presidential elections, or as needed to update all departments on this policy including any changes in the laws and/or related policies. Training will include what is expected with regards to document retention.

Department heads will be asked to ensure that such training occurs as needed for personnel in their departments. The following persons are responsible for the training: Township Supervisor, Clerk and Treasurer.

All contracted consultants, if applicable, except the township attorney, will receive a copy of this policy and be offered the same training as Township Personnel and, as part of any contractual agreement with the township, will be required to sign a form that their work and services will comply with the requirements of this policy. In addition, they must agree that once they are no longer contracted with the township, they will turn over a copy of all documents in their possession related to Township business.

## **3. Separation from Township:**

Township officials, appointees, employees, volunteers and consultants/contractors shall not take public records with them when they terminate office, employment or contract with the Township, and they shall not destroy records that have not yet fulfilled their approved retention period. The Supervisor, Clerk, Treasurer, Trustees and Fire Chief are responsible for ensuring that the records, including e-mail and other digital records, of employees who are separating from the Township are retained in accordance with the Township's record retention policies.

## **4. Failure to Adhere to This Records Management Policy:**

Failure to adhere to the Township's records management policies may result in applicable discipline, up to and including discharge from employment, termination of the contractor status, termination of a volunteer relationship

or nonfeasance by an elected official or appointee. Act 328 of 1931, MCL 750.491

**5. Records Are Maintained and Stored to Ensure Township Compliance with Law:**

Township Personnel shall create, develop, organize, maintain, retain and store all Township records to accommodate public inspection, FOIA compliance, record retention requirements, and minimize the Township's exposure to litigation and risk.

**6. Document Retention Schedules:**

The Township will follow the document retention periods recommended by the Michigan Department of Management and Budget. These schedules found Appendix A will be updated when necessary and will follow the guidelines recommended by the state.



## **Hamlin Township – Mason County**

Board of Trustee Meeting

May 8, 2025 at 6:00 pm

**Motion:**

**Supported By:**

**ROLL CALL:**

Greenslait

Ptaszenski

Genter

Gurzynski

Cook

**ABSENT:**

**ABSTAIN:**

Document Retention and Records Management Policy ADOPTED this \_\_\_\_\_ day of May, 2025.

---

Sheila Genter, Clerk

## **APPENDIX A**

The following State of Michigan Document Retention Schedules are included under this policy:

1. General Schedule #10 - Michigan Township Record Retention
2. General Schedule #18 - Local Fire and Ambulance Departments
3. General Schedule #23 - Election Records
4. General Schedule #25 - Township Clerks
5. General Schedule #29 - Township Treasurers
6. General Schedule #30 - Information Technology
7. General Schedule # 31- Local Government Financial Records
8. General Schedule #35 – Local Government Administrative Records

Schedules are available at:

<https://www.michigan.gov/search#q=record%20retention%20schedule>

**APPENDIX B**

**Document Disposal Record**

**Date:**

**Department:**

**Record Disposal (Name and Year)**

---

---

---

---

---

---

---

**Retained Records- Disposal Yet to be Determined (Name and Year)**

---

---

---

---

**Elected Official Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# Hamlin Township

2024-2025 Plan Year

## Hamlin Township Code Section 125 - Cafeteria Plan

### ENROLLMENT/ELECTION FORM AND PAYROLL DEDUCTION AGREEMENT

Name: \_\_\_\_\_ Last Four Digits of Social Security Number: \_\_\_\_\_

Home Address: \_\_\_\_\_

Position/Job Title: \_\_\_\_\_

I elect coverage under the Benefit Plans selected below and authorize Hamlin Township (the “Employer”) to reduce my salary for each pay period during the Plan Year (or during such portion of the year as remains after the date of this agreement) by an amount determined as the cost for coverage under such Benefit Plans that I have elected below.

**A. Medical and Vision Coverage.** Please indicate whether you would like to participate in the Medical Plan (which includes medical and prescription benefits) and/or Vision Plan by placing an X in the applicable box next to the name of the Plan in the first column below. Then you must indicate the type of coverage (e.g. single; single plus one or family coverage) that you would like for such plans by placing an X in the applicable box in the second column. Your cost for each payroll period and for each type of coverage is specified below. If you do not place an X in the first column with respect to a particular Plan, you will be deemed to have elected NO coverage under that particular Plan. Also, if you do not place an X in the second column indicating the type of coverage, you will be deemed to have elected single coverage only.

<input type="checkbox"/> Medical Plan	<input type="checkbox"/> Single Coverage: <input type="checkbox"/> Single Plus One Coverage: <input type="checkbox"/> Family Coverage <input type="checkbox"/> I choose to WAIVE all medical coverage* <b>* IF WAIVING COVERAGE, please complete section D</b>	\$ _____ \$ _____ \$ _____ \$ _____
<input type="checkbox"/> Vision Plan	<input type="checkbox"/> Single Coverage: <input type="checkbox"/> Single Plus One Coverage: <input type="checkbox"/> Family Coverage <input type="checkbox"/> I choose to WAIVE all vision coverage	\$ _____ \$ _____ \$ _____ \$ _____
<input type="checkbox"/> Dental Plan	<input type="checkbox"/> Single Coverage: <input type="checkbox"/> Single Plus One Coverage: <input type="checkbox"/> Family Coverage <input type="checkbox"/> I choose to WAIVE all dental coverage	\$ _____ \$ _____ \$ _____ \$ _____

**B. HSA Coverage.** If you would like to make pre-tax contributions through the Employer’s Cafeteria Plan to your Health Savings Account (HSA), please check the box in the first column below and then in the second column, please indicate the annual amount you would like to contribute to such HSA for the Plan Year. The annual amount will be pro-rated and withheld from each payroll. You must be an “eligible individual” covered under a High Deductible Health Plan and satisfy other requirements under Code Section 223 to be eligible to contribute to a HSA (please consult your own tax advisor to determine if you are an eligible individual).

<input type="checkbox"/> <b>Health Savings Account Pre-Tax Contribution **</b>	<input type="checkbox"/> <b>Weekly contributions per pay:</b> \$ _____
<b>(Maximum 2025 contribution: \$4,300 single/\$8,550 family)</b> <b>(Individuals age 55 or older are eligible to make a catch-up contribution of an additional \$1,000)</b>	

**\*\*Employees are responsible for tracking total yearly contribution limits. Please note that in accordance with the Employer's Cafeteria Plan and treasury regulations, you generally may elect, on a prospective basis only, to increase, decrease or completely revoke your salary reduction election to make pre-tax contributions to your HSA at any time throughout the Plan Year.**

### **C. ACKNOWLEDGEMENTS**

- I understand that I cannot change this election and/or salary reduction agreement during the Plan Year, unless otherwise permitted under the terms of the Employer's Cafeteria Plan (e.g. the Employer approves my request to change my elections under this Agreement due to me experiencing a change in status event (e.g., marriage, divorce, death of a spouse or child, birth or adoption of a child, termination of employment)).
- I understand that the amount of my compensation reduction for any future pay period will be automatically increased or decreased during any year if the cost of any coverage I have elected is increased or decreased, as appropriate.
- If you fail to return this form by the date specified below, you will be considered to have elected the same benefits you elected during the previous year, if those benefits are available and subject to any cost and Plan changes that may be in effective for the following plan year.
- This Agreement is subject to the terms of the Employer's Cafeteria Plan, and shall be governed by and construed in accordance with applicable laws.
- You may request a copy of such Cafeteria Plan by contacting the person named below.
- This election form and salary reduction agreement revokes any prior election form and salary reduction agreement relating to the Employer's Cafeteria Plan.
- This election form and salary reduction agreement will automatically terminate if the Employer's Cafeteria Plan is terminated or discontinued, or if I cease to receive compensation from the Employer which, before reduction hereunder, is at least equal to the amount of the reduction with respect to any benefit plan.
- I will immediately notify the Employer if any information submitted in this election form and salary reduction agreement changes.

---

Employee's Signature

---

Date

**You must complete and return this form to the Plan Administrator, Attention: Nancy Vandervest, no later than November 15, 2019.**

Accepted and agreed to by Employer's authorized representative:

\_\_\_\_\_  
Employer Representative's Signature

\_\_\_\_\_  
Date

**D. WAIVER**

You may decline health coverage offered by the Employer, **Hamlin Township**. This is called a waiver of coverage. If you waive coverage for yourself, you may not cover dependents under the Employer's health plan.

- I understand that I am eligible for the benefits provided under the Company's Medical Plan (the "Plan"). I, however, wish to decline coverage and waive all claims to medical and prescription benefits under the Plan for the Plan Year referenced above.
- I understand that I will not be able to choose to enroll for the benefits under the Plan until the next open enrollment period or until a change of status event occurs (as explained in the Company's Cafeteria Plan).

I acknowledge that the Employer has offered me medical coverage for the period from **December 1, 2019 to November 30, 2020**. I have read the above and I understand the consequences of my waiver of coverage.

\_\_\_\_\_  
Name of Employee

\_\_\_\_\_  
Last Four Digits of SS#

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

As a representative of the Employer, I received this Waiver of Coverage from the above employee on \_\_\_\_\_.  
Date

\_\_\_\_\_  
Signature of Employer Representative

**HAMLIN TOWNSHIP**

3775 N. Jebavy Drive

Ludington, MI 49431

[hamlintwp@hamlintownship.org](mailto:hamlintwp@hamlintownship.org)

**PETITION TO VACATE PORTIONS OF A "PAPER" STREET**

The undersigned Petitioner, Malliett Construction by Randall Malliett respectfully requests as follows:

1. That the Petitioner is a freeholder in the Township of Hamlin, Mason County, MI.
2. That the Petitioner requests the vacating of a certain portion of 7th, 8th, Lakeview Alley, Lakeview St Street as depicted on the Plat of See Attachment #1 Subdivision in Section(s) See Attachment #1 of Hamlin Township, Mason County, MI.
3. That the street to be vacated is bordered on the \_\_\_\_\_ by Petitioner's land and described as follows: (or attached legal description including parcel #) \_\_\_\_\_  
See Attachment #2      See Attachment #3

---

---

---

**SUBMIT WITH APPLICATION TO THE TOWNSHIP SUPERVISOR**

(A.) Written certification from the Mason County Board of Road Commission and/or Road Commission Manager that the portion of the street proposed to be vacated was never worked or accepted by the Mason County Road Commission and had never been incorporated into Mason County's county road system.

(B.) If the Petitioner does not own on both sides of proposed "paper" street to be vacated, submit a written letter from all property owners who border the "paper" street.

(C.) Map of area showing the "paper" street and property ownership that is surrounding the "paper" street.

Completed application with a fee of \$250.00 Payable to Hamlin Township.

The Hamlin Township Board of Trustees will review the application at a Board of Trustee Meeting . Notice of the proposal to vacate will be posted 10-days prior to the Township Board Meeting at the Township Hall and on the Township's website.

If approved, a Resolution will be recorded at the Mason County Register of Deeds Office. The "paper" street or portion thereof that is vacated will be split by the property owner on each side and added to their existing property.

**Petitioner's Name:** Malliett Construction Inc-Randall Malliett

**Mailing Address:** 5373 W First st Ludington, Mi. 49431

**Phone Number:** 231-843-4721

**Email:** randallmalliett@mac.com

**Signature:** 

\_\_\_\_\_  
**Hamlin Township Clerk**

**Hamlin Township Board of Trustees approved the vacating of the above  
referenced "paper" street on \_\_\_\_\_ on the MOTION of \_\_\_\_\_  
SUPPORTED BY \_\_\_\_\_.**

**ROLL CALL VOTE:**

**AYES:** \_\_\_\_\_

**NAYES:** \_\_\_\_\_





**PARCELS DESCRIPTION**  
 PHASE 002-003-071-00

2ND ADDITION TO FIRST ADDITION, RESORT LOTS 1 THRU 11 INC. BLOCK 111, LOTS 23 THRU 34 INC. BLOCK 116, LOTS 35 THRU 46 INC. BLOCK 117, LOTS 47 THRU 58 INC. BLOCK 118, LOTS 59 THRU 70 INC. BLOCK 119, LOTS 71 THRU 82 INC. BLOCK 120, LOTS 83 THRU 94 INC. BLOCK 121, LOTS 95 THRU 106 INC. BLOCK 122, LOTS 107 THRU 118 INC. BLOCK 123, LOTS 119 THRU 130 INC. BLOCK 124, LOTS 131 THRU 142 INC. BLOCK 125, LOTS 143 THRU 154 INC. BLOCK 126, LOTS 155 THRU 166 INC. BLOCK 127, LOTS 167 THRU 178 INC. BLOCK 128, LOTS 179 THRU 190 INC. BLOCK 129, LOTS 191 THRU 202 INC. BLOCK 130, LOTS 203 THRU 214 INC. BLOCK 131, LOTS 215 THRU 226 INC. BLOCK 132, LOTS 227 THRU 238 INC. BLOCK 133, LOTS 239 THRU 250 INC. BLOCK 134, LOTS 251 THRU 262 INC. BLOCK 135, LOTS 263 THRU 274 INC. BLOCK 136, LOTS 275 THRU 286 INC. BLOCK 137, LOTS 287 THRU 298 INC. BLOCK 138, LOTS 299 THRU 310 INC. BLOCK 139, LOTS 311 THRU 322 INC. BLOCK 140, LOTS 323 THRU 334 INC. BLOCK 141, LOTS 335 THRU 346 INC. BLOCK 142, LOTS 347 THRU 358 INC. BLOCK 143, LOTS 359 THRU 370 INC. BLOCK 144, LOTS 371 THRU 382 INC. BLOCK 145, LOTS 383 THRU 394 INC. BLOCK 146, LOTS 395 THRU 406 INC. BLOCK 147, LOTS 407 THRU 418 INC. BLOCK 148, LOTS 419 THRU 430 INC. BLOCK 149, LOTS 431 THRU 442 INC. BLOCK 150, LOTS 443 THRU 454 INC. BLOCK 151, LOTS 455 THRU 466 INC. BLOCK 152, LOTS 467 THRU 478 INC. BLOCK 153, LOTS 479 THRU 490 INC. BLOCK 154, LOTS 491 THRU 502 INC. BLOCK 155, LOTS 503 THRU 514 INC. BLOCK 156, LOTS 515 THRU 526 INC. BLOCK 157, LOTS 527 THRU 538 INC. BLOCK 158, LOTS 539 THRU 550 INC. BLOCK 159, LOTS 551 THRU 562 INC. BLOCK 160, LOTS 563 THRU 574 INC. BLOCK 161, LOTS 575 THRU 586 INC. BLOCK 162, LOTS 587 THRU 598 INC. BLOCK 163, LOTS 599 THRU 610 INC. BLOCK 164, LOTS 611 THRU 622 INC. BLOCK 165, LOTS 623 THRU 634 INC. BLOCK 166, LOTS 635 THRU 646 INC. BLOCK 167, LOTS 647 THRU 658 INC. BLOCK 168, LOTS 659 THRU 670 INC. BLOCK 169, LOTS 671 THRU 682 INC. BLOCK 170, LOTS 683 THRU 694 INC. BLOCK 171, LOTS 695 THRU 706 INC. BLOCK 172, LOTS 707 THRU 718 INC. BLOCK 173, LOTS 719 THRU 730 INC. BLOCK 174, LOTS 731 THRU 742 INC. BLOCK 175, LOTS 743 THRU 754 INC. BLOCK 176, LOTS 755 THRU 766 INC. BLOCK 177, LOTS 767 THRU 778 INC. BLOCK 178, LOTS 779 THRU 790 INC. BLOCK 179, LOTS 791 THRU 802 INC. BLOCK 180, LOTS 803 THRU 814 INC. BLOCK 181, LOTS 815 THRU 826 INC. BLOCK 182, LOTS 827 THRU 838 INC. BLOCK 183, LOTS 839 THRU 850 INC. BLOCK 184, LOTS 851 THRU 862 INC. BLOCK 185, LOTS 863 THRU 874 INC. BLOCK 186, LOTS 875 THRU 886 INC. BLOCK 187, LOTS 887 THRU 898 INC. BLOCK 188, LOTS 899 THRU 910 INC. BLOCK 189, LOTS 911 THRU 922 INC. BLOCK 190, LOTS 923 THRU 934 INC. BLOCK 191, LOTS 935 THRU 946 INC. BLOCK 192, LOTS 947 THRU 958 INC. BLOCK 193, LOTS 959 THRU 970 INC. BLOCK 194, LOTS 971 THRU 982 INC. BLOCK 195, LOTS 983 THRU 994 INC. BLOCK 196, LOTS 995 THRU 1006 INC. BLOCK 197, LOTS 1007 THRU 1018 INC. BLOCK 198, LOTS 1019 THRU 1030 INC. BLOCK 199, LOTS 1031 THRU 1042 INC. BLOCK 200, LOTS 1043 THRU 1054 INC. BLOCK 201, LOTS 1055 THRU 1066 INC. BLOCK 202, LOTS 1067 THRU 1078 INC. BLOCK 203, LOTS 1079 THRU 1090 INC. BLOCK 204, LOTS 1091 THRU 1102 INC. BLOCK 205, LOTS 1103 THRU 1114 INC. BLOCK 206, LOTS 1115 THRU 1126 INC. BLOCK 207, LOTS 1127 THRU 1138 INC. BLOCK 208, LOTS 1139 THRU 1150 INC. BLOCK 209, LOTS 1151 THRU 1162 INC. BLOCK 210, LOTS 1163 THRU 1174 INC. BLOCK 211, LOTS 1175 THRU 1186 INC. BLOCK 212, LOTS 1187 THRU 1198 INC. BLOCK 213, LOTS 1199 THRU 1210 INC. BLOCK 214, LOTS 1211 THRU 1222 INC. BLOCK 215, LOTS 1223 THRU 1234 INC. BLOCK 216, LOTS 1235 THRU 1246 INC. BLOCK 217, LOTS 1247 THRU 1258 INC. BLOCK 218, LOTS 1259 THRU 1270 INC. BLOCK 219, LOTS 1271 THRU 1282 INC. BLOCK 220, LOTS 1283 THRU 1294 INC. BLOCK 221, LOTS 1295 THRU 1306 INC. BLOCK 222, LOTS 1307 THRU 1318 INC. BLOCK 223, LOTS 1319 THRU 1330 INC. BLOCK 224, LOTS 1331 THRU 1342 INC. BLOCK 225, LOTS 1343 THRU 1354 INC. BLOCK 226, LOTS 1355 THRU 1366 INC. BLOCK 227, LOTS 1367 THRU 1378 INC. BLOCK 228, LOTS 1379 THRU 1390 INC. BLOCK 229, LOTS 1391 THRU 1402 INC. BLOCK 230, LOTS 1403 THRU 1414 INC. BLOCK 231, LOTS 1415 THRU 1426 INC. BLOCK 232, LOTS 1427 THRU 1438 INC. BLOCK 233, LOTS 1439 THRU 1450 INC. BLOCK 234, LOTS 1451 THRU 1462 INC. BLOCK 235, LOTS 1463 THRU 1474 INC. BLOCK 236, LOTS 1475 THRU 1486 INC. BLOCK 237, LOTS 1487 THRU 1498 INC. BLOCK 238, LOTS 1499 THRU 1510 INC. BLOCK 239, LOTS 1511 THRU 1522 INC. BLOCK 240, LOTS 1523 THRU 1534 INC. BLOCK 241, LOTS 1535 THRU 1546 INC. BLOCK 242, LOTS 1547 THRU 1558 INC. BLOCK 243, LOTS 1559 THRU 1570 INC. BLOCK 244, LOTS 1571 THRU 1582 INC. BLOCK 245, LOTS 1583 THRU 1594 INC. BLOCK 246, LOTS 1595 THRU 1606 INC. BLOCK 247, LOTS 1607 THRU 1618 INC. BLOCK 248, LOTS 1619 THRU 1630 INC. BLOCK 249, LOTS 1631 THRU 1642 INC. BLOCK 250, LOTS 1643 THRU 1654 INC. BLOCK 251, LOTS 1655 THRU 1666 INC. BLOCK 252, LOTS 1667 THRU 1678 INC. BLOCK 253, LOTS 1679 THRU 1690 INC. BLOCK 254, LOTS 1691 THRU 1702 INC. BLOCK 255, LOTS 1703 THRU 1714 INC. BLOCK 256, LOTS 1715 THRU 1726 INC. BLOCK 257, LOTS 1727 THRU 1738 INC. BLOCK 258, LOTS 1739 THRU 1750 INC. BLOCK 259, LOTS 1751 THRU 1762 INC. BLOCK 260, LOTS 1763 THRU 1774 INC. BLOCK 261, LOTS 1775 THRU 1786 INC. BLOCK 262, LOTS 1787 THRU 1798 INC. BLOCK 263, LOTS 1799 THRU 1810 INC. BLOCK 264, LOTS 1811 THRU 1822 INC. BLOCK 265, LOTS 1823 THRU 1834 INC. BLOCK 266, LOTS 1835 THRU 1846 INC. BLOCK 267, LOTS 1847 THRU 1858 INC. BLOCK 268, LOTS 1859 THRU 1870 INC. BLOCK 269, LOTS 1871 THRU 1882 INC. BLOCK 270, LOTS 1883 THRU 1894 INC. BLOCK 271, LOTS 1895 THRU 1906 INC. BLOCK 272, LOTS 1907 THRU 1918 INC. BLOCK 273, LOTS 1919 THRU 1930 INC. BLOCK 274, LOTS 1931 THRU 1942 INC. BLOCK 275, LOTS 1943 THRU 1954 INC. BLOCK 276, LOTS 1955 THRU 1966 INC. BLOCK 277, LOTS 1967 THRU 1978 INC. BLOCK 278, LOTS 1979 THRU 1990 INC. BLOCK 279, LOTS 1991 THRU 2002 INC. BLOCK 280, LOTS 2003 THRU 2014 INC. BLOCK 281, LOTS 2015 THRU 2026 INC. BLOCK 282, LOTS 2027 THRU 2038 INC. BLOCK 283, LOTS 2039 THRU 2050 INC. BLOCK 284, LOTS 2051 THRU 2062 INC. BLOCK 285, LOTS 2063 THRU 2074 INC. BLOCK 286, LOTS 2075 THRU 2086 INC. BLOCK 287, LOTS 2087 THRU 2098 INC. BLOCK 288, LOTS 2099 THRU 2110 INC. BLOCK 289, LOTS 2111 THRU 2122 INC. BLOCK 290, LOTS 2123 THRU 2134 INC. BLOCK 291, LOTS 2135 THRU 2146 INC. BLOCK 292, LOTS 2147 THRU 2158 INC. BLOCK 293, LOTS 2159 THRU 2170 INC. BLOCK 294, LOTS 2171 THRU 2182 INC. BLOCK 295, LOTS 2183 THRU 2194 INC. BLOCK 296, LOTS 2195 THRU 2206 INC. BLOCK 297, LOTS 2207 THRU 2218 INC. BLOCK 298, LOTS 2219 THRU 2230 INC. BLOCK 299, LOTS 2231 THRU 2242 INC. BLOCK 300, LOTS 2243 THRU 2254 INC. BLOCK 301, LOTS 2255 THRU 2266 INC. BLOCK 302, LOTS 2267 THRU 2278 INC. BLOCK 303, LOTS 2279 THRU 2290 INC. BLOCK 304, LOTS 2291 THRU 2302 INC. BLOCK 305, LOTS 2303 THRU 2314 INC. BLOCK 306, LOTS 2

**SPECTER OF OVERALL PROPERTY**  
**MALLIET CONSTRUCTION**

ATTACHEMENT #3

ROAD ABANDONMENT REGARDING PARCEL # 007-480-071-00

- A. ABANDON: 20' 7<sup>TH</sup> STREET FROM PINEY RIDGE ROAD TO LAKEVIEW ALLEY
- B. ABANDON: 20' 8<sup>TH</sup> STREET FROM PINEY RIDGE ROAD TO LAKEVIEW ALLEY
- C. ABANDON: 10' LAKEVIEW ALLEY FROM 6<sup>TH</sup> STREET TO 9<sup>TH</sup> STREET
- D. ABANDON: 10' LAKEVIEW TRAIL FROM NORTH SIDE OF LOT 23 OF BLOCKS 119 TO 9<sup>TH</sup> STREET

MALLIETT CONSTRUCTION INC

RANDALL MALLIETT 6-3-2025

A handwritten signature in black ink, reading "Randall Malliett", is written over a horizontal line.

**hamlinsupervisor1861@gmail.com**

---

**To:** Steve Wessels  
**Subject:** RE: Vacate Paper Streets-Schoenherr

**From:** Steve Wessels <[swessels@masoncountyroads.com](mailto:swessels@masoncountyroads.com)>  
**Sent:** Monday, June 9, 2025 2:01 PM  
**To:** hamlinsupervisor1861@gmail.com  
**Subject:** RE: Vacate Paper Streets-Schoenherr

The MCRC has no interest in it.

Thanks,

***Steven D. Wessels***

Director/Manager  
Mason County Road Commission  
510 E. State St  
Scottville Mi, 49454  
Office: 231-757-2882  
[www.masoncountyroads.com](http://www.masoncountyroads.com)  
[swessels@masoncountyroads.com](mailto:swessels@masoncountyroads.com)

**From:** [hamlinsupervisor1861@gmail.com](mailto:hamlinsupervisor1861@gmail.com) <[hamlinsupervisor1861@gmail.com](mailto:hamlinsupervisor1861@gmail.com)>  
**Sent:** Friday, June 6, 2025 1:59 PM  
**To:** Steve Wessels <[swessels@masoncountyroads.com](mailto:swessels@masoncountyroads.com)>  
**Subject:** FW: Vacate Paper Streets-Schoenherr

Please see attached.

Does the MCRC have any interest in these paper streets? The owner would like to vacate sections of these streets as they are all within his property.

Thank you

**Marta Greenslait**  
Hamlin Township Supervisor  
231-794-9272

**HAMLIN TOWNSHIP  
MASON COUNTY, MICHIGAN  
ORDINANCE NO. \_\_\_\_\_**

**HAMLIN TOWNSHIP ANTI-BLIGHT AND ANTI-NUISANCE ORDINANCE**

**Ordinance No. \_\_\_\_\_**

At a meeting of the Township Board of Hamlin Township, Mason County, Michigan, held at the Hamlin Township Hall on \_\_\_\_\_, 2025, at \_\_\_\_:\_\_\_\_ p.m., Township Board Member \_\_\_\_\_ moved to introduce the following Ordinance for publication and adoption, which motion was seconded by Township Board Member \_\_\_\_\_:

*Under Act 246 of 1945, MCL 41.181 et. seq., and all authorizing authority, an Ordinance to promote the health, safety, and welfare of the people of Hamlin Township, Mason County, Michigan, by defining and prohibiting public nuisances including blight; declaring certain acts, apparatus, accumulations, violations, and activities as public nuisances per se; providing the procedure for enforcement of this Ordinance; and repealing all ordinances or parts of ordinances in conflict with this Ordinance.*

THE TOWNSHIP OF HAMLIN, MASON COUNTY, MICHIGAN, ORDAINS:

**SECTION 1: TITLE AND PURPOSE.** This Ordinance shall be known and cited as the Hamlin Township Anti-Blight and Anti-Nuisance Ordinance, Ordinance No. \_\_\_\_\_. The purpose of this Ordinance is to reduce and eliminate blight and/or nuisances within the Township by providing a mechanism to enforce violations and compel compliance with this Ordinance.

**SECTION 2: DEFINITIONS.** The following defined terms shall have the following definitions. Capitalization of such defined terms throughout this Ordinance shall have no impact on the meaning of a defined term.

1. **“Abandoned Vehicle”** means, without limitation, any vehicle that has remained on property for a period of forty-eight (48) continuous hours, or more, without the consent of the owner or occupant of the property, or for a period of forty-eight (48) continuous hours or more after the consent of the owner or occupant of the property has been revoked. An “Abandoned Vehicle” also includes any vehicle that has remained on public property for a period of forty-eight (48) continuous hours or more.
2. **“Blight”** means all blight, blighting factors, nuisances, and causes thereof as defined in this Ordinance. Blighted conditions are prohibited upon all property in the Township and shall constitute illegal land uses and a nuisance per se and shall be abated. No owner, occupant, lessee, licensee, or any other person shall permit blighted conditions to exist on any property in the Township.
3. **“Blighted Structure”** means, without limitation, any dwelling, garage or outbuilding, or any factory, shop, store, office building, warehouse, or any other structure or part of a

structure which, because of fire, wind, weather or other natural disaster, or physical deterioration, is no longer habitable as a dwelling or useful for the purpose for which it may have been intended.

4. **“Building Materials”** means, without limitation, lumber, bricks, concrete or cinder blocks, plumbing materials, electrical wiring or equipment, heating ducts or equipment, shingles, mortar, cement, nails, screws, plastic, glass, metals, scrap metals or shavings, or any material used directly or indirectly in constructing any structure.
5. **“Junk”** means, without limitation, parts of machinery, equipment, or motor vehicles; inoperable trailers, campers, recreational vehicles, boats, lawn mowers, or components thereof; broken or unusable furniture, appliances, equipment, or tools; remnants or scraps of wood, metal, plastic, or other materials; and any other castoff material of any kind whether or not the same could be put to any reasonable use.
6. **“Junk Vehicle”** means, without limitation, any vehicle which is not licensed for use upon the highways of the State of Michigan for a period in excess of one hundred and twenty (120) days, and shall also include, whether licensed or not, any motor vehicle which is inoperative for any reason for a period in excess of one hundred and twenty (120) days; provided that there is excepted from this definition the following: 1) unlicensed, but operative, vehicles which are kept as the stock in trade of a regularly licensed and established new or used automobile dealer or other motorized vehicle; 2) vehicles stored in a junkyard operated in compliance with the Township Zoning Ordinance; and 3) vehicles kept upon the premises for a motor vehicle repair facility for a period of one hundred and twenty (120) days, with an extension of an additional sixty (60) days upon presentation to the Township’s Ordinance Enforcement Officer of written proof the offending vehicle is involved in an insurance claim or litigation or a similar matter and additional time is required for settlement before the vehicle can be moved.
7. **“Person”** means all natural persons, firms, partnerships, corporations, entities, and all associations of natural persons, incorporated or unincorporated, whether acting by themselves or in concert with others. All persons who violate any of the provisions of this Ordinance, whether as owner, occupant, lessee, agent, servant, or employee shall, except as provided otherwise in this Ordinance, be equally liable as principals.
8. **“Public Nuisance”** means whatever unreasonably interferes with, injures, or endangers the safety, health, welfare, comfort, or repose of the public; offends public decency or aesthetic sensibilities; interferes with, obstructs, or renders dangerous any street, highway, navigable lake, or stream; or in any way renders the public insecure in life or property, and is hereby declared to be a public nuisance. Public nuisances shall include, but shall not be limited to, whatever is forbidden by any provision of this Ordinance. No person shall commit, create, or maintain any public nuisance.
9. **“Trash,” “Rubbish,” and “Garbage”** mean any and all forms of debris not otherwise defined or classified by this Ordinance.

**SECTION 3: PUBLIC NUISANCES PER SE.** The following acts, apparatus, accumulations, violations, and activities within the Township are hereby declared to be public nuisances *per se* and are punishable under this Ordinance:

1. **Improper Storage.** Maintaining or permitting to remain on premises owned or occupied by him or her; or throw, place, or leave; or permit the throwing, placing, or leaving on the premises of another any of the following substances: organic refuse, food wastes, ashes, dead animals, fish, animal bones, hides, rotten soap, grease, tallow, offal, shell, food containers or wrappings, plastic products, cans, bottles, jars, junk tires, junk mattresses, crockery, garbage, discarded furniture, cartons, boxes, crates, rags, discarded clothing, bedding, floor covering, wallpaper, sweepings, waste paper, newspapers or magazines, discarded appliances, excrement, trash, garbage, junk, rot, construction debris including, but not limited to, lumber, bricks, block, plumbing or heating materials, plastic materials, roofing materials, concrete, cement, electrical materials or siding, yard debris or rubbish including, but not limited to, grass clippings, clippings from hedges or shrubs, or detached tree branches, industrial waste, unclean or nauseous fluids or gases, in any of the following locations:
  - a. Any public street, highway, lane, road, alley, public place, square, sidewalk or any lands within the boundaries of the Township owned by the Township or other municipal corporation.
  - b. Any river, lake, stream, or other body of water.
  - c. Any private place or premises where in the opinion of the Township Ordinance Enforcement Officer or his/her agent the specified substances constitute a dangerous condition or are detrimental to the public health, safety, or welfare, offend aesthetic sensibilities, or may cause sickness or attract flies, insects, rodents, or vermin.
  - d. Outside of a private place or premises, whether being stored or staged temporarily, where any of the above substances are visible from the boundary line of the parcel, impermissibly stored outside of a completely enclosed building, or otherwise stored in a manner that is inconsistent with the Township's Ordinances.
2. **Blight.** Keeping or maintaining, or permitting to be kept or maintained, any blighted structure, dwelling, garage, outbuilding, factory, shop, store, or warehouse unless such structure is in the course of active construction, active renovation, or active demolition in accordance with all applicable permits including those issued by the applicable building authority, and unless such construction, renovation, or demolition is completed within a reasonable time.
3. **Building Materials.** Storing or permitting the storage or accumulation of building materials on any private property, except in a completely enclosed building or except where such building materials are part of the stock and trade of business located on said property, or except where such materials are being used in the construction of a structure on said

property in accordance with a valid zoning permit issued by Hamlin Township and a valid building permit.

4. **Attractive Nuisance.** All dangerous, unguarded excavations or dangerous, unguarded machinery in any public place, or so situated, left or operated on private property as to attract the public.
5. **Unlawful Livestock and Pets.** The keeping of horses, exotic animals, insects, livestock, or other animals unless expressly permitted by law or the failure to keep horses, livestock, exotic animals, insects, domestic pets, or other animals within sufficient fences, barricades, or restraints to keep such animals from entering the public way or the property of another.
6. **Airtight Containers.** The keeping, either inside or outside of any building, structure, or dwelling, in a place accessible to children, any abandoned, unattended, unused, or discarded icebox, refrigerator, or any airtight container of any kind which has a snap latch or other locking device thereon without first removing the snap latch or other locking device or the doors from such icebox, refrigerator, or other such airtight container.
7. **Junk Vehicles.** Abandoning, leaving, keeping, or maintaining a junk or abandoned vehicle as defined in this Ordinance outside of an enclosed building, subject to the following exceptions:
  - a. On platted subdivision lots or parcels of property of one acre or less, one unlicensed motor vehicle, with all main component parts attached, may be stored on a property subject to the following conditions:
    - i. The vehicle is: (1) screened by a fence of at least five (5) feet tall and twenty (20) feet long or other landscaping to reasonably screen the vehicle from the public's view and is not within ten (10) feet of any sideline or back line of the property; OR (2) is stored behind a residence or behind a barn or shed, so that it is screened from the public's view.
  - b. On parcels of property of more than one acre, up to two unlicensed motor vehicles, with all main component parts attached, may be stored on the property subject to the following conditions:
    - i. Such vehicles are: (1) screened by a fence of at least five (5) feet tall and twenty (20) feet long or other landscaping to reasonably screen the vehicles from the public's view and is not within ten (10) feet of any sideline or back line of the property; OR (2) is stored behind a residence or behind a barn or shed, so that they are screened from the public's view.
8. **Abandoned Vehicles.** Abandoning, leaving, or maintaining an abandoned vehicle as defined in this Ordinance.

9. **Dumping.** Knowingly, and without the consent of the Township or the owner of private property in the Township; dumping, depositing, placing, throwing, or causing or permitting the dumping, depositing, placing, throwing, or leaving of litter, trash, or junk on public or private property within the Township other than property designated and set aside for such purpose. The registered owner or lessee of a vehicle from which litter is thrown, dropped, dumped, deposited, placed or left is presumed to be the person responsible for littering.
10. **Uncovered Well, Cistern, or Pit.** Any well, cistern, pit, excavation, trench, hole, shaft, bunker, or any other recess in the ground that could pose a danger to public health, which is not sufficiently covered or fenced in to prevent access, fall, or injury.
11. **Stagnant or Putrid Water.** Any hole, shaft, pit, trench, or non-natural opening in the ground that is not filled with dirt, sufficiently covered, or fenced in to prevent the accumulation of stagnant or putrid water.
12. **Unoccupied Building or Structure.** Any unoccupied building or structure that is unguarded or open at any door, window, or any other point allowing ingress, unless the points of ingress are sufficiently locked, boarded, or otherwise obstructed to prevent ingress into the unoccupied building or structure.
13. **Obstructions to Emergency Infrastructure.** Any land, building, or structure that causes any obstruction, hinderance, or a reasonable expectation of interference with any fire, police, or ambulance protective equipment or infrastructure.
14. **Disruptive Lighting.** Any device or structure, improvement, or part thereof, that unreasonably emits glare or directs lighting on an adjacent or neighboring property or roadway that unreasonably disturbs a reasonable person of normal sensitivities or that unreasonably impairs driver visibility.
15. **Disposal of Waste and Sewage.** Any dwelling that does not have adequate facilities for disposal of inorganic or organic waste, or sewage, and any storage of sewage or waste in such a manner as to shall harbor mosquitoes, larva, or disease-carrying insects or emanate obnoxious odors.
16. **Access to Clean Water.** Any dwelling that does not have a sufficient source of clean water that could sustain the needs of the residents on the premises.
17. **Feral Animals.** Any dwelling, or portion of a dwelling or premises, that is conducive to harboring or breeding rats, rodents, vermin, or any other stray or feral animals.
18. **Structural Damage and Physical Deterioration.** Any building or structure, or portion of a building or structure, that has structural damage caused by natural disaster, erosion, fire, flood, vandalism, lack of maintenance, physical deterioration, dilapidation, or any other intentional damage or neglect, and the structure or building is no longer reasonably or safely useful for its intended use, which includes, but is not limited to, broken windows, exposed or broken glass, exposed metal, exposed electrical wiring, physically deteriorated



foundation, or any other condition that would make a structure no longer reasonably or safely useful for its intended use.

19. **Partially Complete Construction.** Any building or structure, or portion of a building or structure, that is partially complete, unless it is in the process of active construction to be completed in a reasonable amount of time and has the requisite land use and building permits required for the construction.
20. **Dangerous Buildings or Structures.** Any building or structure, or portion of a building or structure, that constitutes a fire hazard or is dangerous to human life for any other reason.
21. **Structures Beyond Repair.** Any building or structure, or portion of a building or structure, that is in violation of this Ordinance and that cannot be repaired, rehabilitated, or completed at a cost less than its state equalized value.

#### **SECTION 4: PENALTIES AND ENFORCEMENT.**

1. **Penalties, Abatement Costs.** Whenever any public nuisance described in Sections 2 or 3 shall: (1) exist upon Township property or upon the property of another municipal corporation within the boundaries of the Township; or (2) pose an immediate threat to the public health, safety, and welfare, such public nuisance may be abated by any person or entity authorized by the Township Board and the Township may seek costs of abatement against the person(s) or entity(ies) responsible for such nuisance in any court of competent jurisdiction.
2. **Penalties, Civil Infractions and Other Relief.**
  - a. Municipal Civil Infraction. Any person or other entity who causes or permits to continue a public nuisance as prohibited by the Ordinance is responsible for a municipal civil infraction as defined by Michigan law and is subject to a civil fine, plus costs and attorney fees, which may include all direct or indirect expenses to which the Township has incurred in connection with the violation. Unless a contrary schedule of civil fines is established by resolution of the Township Board, the default civil fine for violating this Ordinance shall be Five Hundred Dollars (\$500) per violation. Nothing in this Ordinance shall be construed to inhibit or impair the ability of the Mason County District Court from entering abatement orders to correct violations of this Ordinance upon a finding that a person is responsible for a municipal civil infraction as set forth herein.
  - b. Nuisance Per Se. Violations of this Ordinance shall be deemed to constitute a nuisance per se.
  - c. Legal Actions. A violator of this Ordinance shall also be subject to such additional legal actions, sanctions, remedies, and judicial orders as are authorized under Michigan law including an action in the Mason County Circuit Court seeking injunctive relief.

- d. Remedies Cumulative. The remedies afforded herein are cumulative and in addition to any other remedies the Township may have at law.
  - e. Continuing Violations. Each day a violation of this Ordinance continues to exist constitutes a separate violation.
  - f. Compliance Required. The imposition of any sentence shall not exempt this offender from compliance with the provisions of the Ordinance.
3. **Enforcement**. This Ordinance may be enforced by any person or entity authorized by the Hamlin Township Board including, but not limited to, a Township Ordinance Enforcement Officer, the Township Zoning Administrator, and/or the Mason County Sheriff's Department. Further, Ordinance references authorizing a certain Township official or employee (e.g., Township Ordinance Enforcement Officer) to complete a permitted activity in this Ordinance shall be deemed to allow completion of such activities by any qualified individual authorized by the Township Board.

**SECTION 5: SEVERABILITY.** The provisions of this Ordinance are hereby declared to be severable and if any clause, sentence, word, section, or provision is hereafter declared void or unenforceable for any reason by any court of competent jurisdiction, it shall not affect the remainder of such Ordinance which shall continue in full force and effect.

**SECTION 6: REPEAL.** The Hamlin Township Dilapidated Buildings Ordinance, designated Hamlin Township Ordinance No. 6, is hereby repealed in its entirety. Further, all other ordinances or parts of ordinances in conflict herewith are hereby repealed, provided that this Ordinance shall not be construed to repeal expressly or by implication any provision of the Township Zoning Ordinance.

**SECTION 7: EFFECTIVE DATE.** This Ordinance shall take effect 30 days after publication of a notice of adoption as required by law.

**Roll Call Vote:**

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT/ABSTAIN: \_\_\_\_\_

ORDINANCE DECLARED ADOPTED.

\_\_\_\_\_  
Marta Greenslait, Hamlin Township Supervisor

### **AFFIDAVIT OF PUBLICATION**

I hereby certify that:

1. The above is a true copy of an ordinance introduced for adoption by the Hamlin Township Board at a duly scheduled and noticed meeting of that Township Board held on \_\_\_\_\_, 2025, pursuant to the required statutory procedures.
2. The complete text of the proposed ordinance was posted at the Township Clerk's office and on the Township's website on \_\_\_\_\_, 2025.
3. The attached Notice of Adoption of the ordinance was duly published in the \_\_\_\_\_ newspaper, a newspaper that circulates within Hamlin Township, on \_\_\_\_\_, 2025, within not more than seven (7) days after the posting.
4. Within 1 week after such publication, I recorded the above ordinance in a book of ordinances kept by me for that purpose, including the date of passage of the ordinance, the names of the members of the township board voting, and how each member voted.
5. I filed an attested copy of the above ordinance with the Mason County Clerk on \_\_\_\_\_, 2025.

ATTESTED:

\_\_\_\_\_  
Sheila Genter, Hamlin Township Clerk

**HAMLIN TOWNSHIP, MASON COUNTY, MICHIGAN  
ANTI-BLIGHT AND ANTI-NUISANCE ORDINANCE NO. \_\_\_\_  
NOTICE OF ADOPTION**

Please take notice that on \_\_\_\_\_, 2025, the Township Board of Hamlin Township adopted Ordinance No. \_\_\_\_, an ordinance, which amongst other things, prohibits and defines nuisances including blight, repeals prior ordinances prohibiting nuisances, and outlines penalties for ordinance violations. Copies of the Ordinance may be obtained from Sheila Genter, Hamlin Township Clerk, at 3775 North Jebavy Drive, Ludington, MI 49431, during ordinary business hours.

The Ordinance has the following sections and catch lines: Section 1: Title; Section 2: Definitions; Section 3: Public Nuisances *Per Se*; Section 4: Penalties and Enforcement; Section 5: Severability; Section 6: Repeal; and Section 7: Effective Date, which is, thirty (30) days after notice of its adoption is published in this local newspaper.

Published by Order of the Township Board  
Hamlin Township, Mason County, Michigan  
Sheila Genter, Township Clerk  
(231) 845-7801 ext. 4

Publication Date: \_\_\_\_\_, 2025



## **HAMLIN TOWNSHIP FEE SCHEDULE**

ASSESSMENT CARDS.....	Contact Derek Eaton
COPIES .....	\$0.25 per page
F.O.I.A.....	VARIES ON REQUEST
GARBAGE BAGS.....	\$13.00/30gal or \$7.00/13/gal
RECYCLE STICKER - TRANSFER SITE.....	\$20.00 Annually
LEAF VOUCHER.....	NO CHARGE
INSUFFICIENT FUNDS CHECK CHARGE.....	\$25.00

## **ZONING**

BOUNDARY ADJUSTMENT APPLICATION FEE.....	\$150.00
LAND DIVISION - First Division .....	\$150.00
Each Additional Division.....	\$25.00
VACATE PAPER ROAD.....	\$100.00
RESIDENTIAL DEMOLITION PERMIT.....	NO CHARGE
COMMERCIAL DEMOLITION PERMIT.....	\$100.00
All demo permits will require a dump receipt for a final.	
<b>LAND USE PERMIT- 12 month permit</b>	
YEAR 1 .....	\$50.00
YEAR 2.....	\$50.00
YEAR 3 .....	\$300.00
AFTER THE FACT.....	\$ 300.00
UNDER 200 SQ.FT. OR LESS.....	NO CHARGE
SIGN PERMIT – RESIDENTIAL.....	\$50.00
SIGN PERMIT – COMMERCIAL.....	\$200.00
AFTER THE FACT SIGN.....	\$300.00

## **PLANNING COMMISSION/ZBA**

SITE PLAN REVIEW .....	\$50.00
REQUEST FOR REZONING/CHANGE OF CLASSIFICATION.....	\$700.00
SPECIAL LAND USE APPLICATION.....	\$700.00
AFTER THE FACT VARIANCE / SPECIAL LAND USE APPLICATION.....	1,000.00
VARIANCE (ZBA).....	\$700.00
ORDINANCE INTERPRETATION (ZBA).....	\$700.00

**SHORT TERM RENTAL- 3 YEAR PERMIT**

SHORT TERM RENTAL APPLICATION.....	\$25.00
SHORT TERM RENTAL 3YR LICENSE.....	\$1,000.00

**FINES**

UN-LICENSED DWELLING – FIRST VIOLATION.....	\$500.00
UN-LICENSED DWELLING – SUBSEQUENT VIOLATIONS.....	\$750.00
MAXIMUM OCCUPANCY – FIRST VIOLATION.....	\$500.00
MAXIMUM OCCUPANCY – SUBSEQUENT VIOLATIONS.....	\$750.00
OTHER VIOLATIONS – FIRST VIOLATION.....	\$250.00
OTHER VIOLATIONS - SUBSEQUENT VIOLATIONS.....	\$250.00

**BLIGHT/NUISANCE VIOLATIONS**

**CIVIL INFRACTION FEES**

FIRST VIOLATION.....	\$200.00
SECOND VIOLATION.....	\$300.00
THIRD AND SUBSEQUENT VIOLATIONS.....	\$400.00

**PARKING VIOLATIONS**

FIRST VIOLATION.....	\$150.00
SECOND VIOLATION.....	\$250.00
THIRD AND SUBSEQUENT VIOLATIONS.....	\$500.00

**HALL RENTAL**

Resident w/o alcohol.....	\$75.00 deposit/ \$100.00 rent
Resident w/alcohol.....	\$300.00 deposit/ \$300.00 rent
Non-Resident w/o alcohol.....	\$200.00 deposit/ \$200.00 rent
Non-Resident w/alcohol.....	\$500.00 deposit/ \$500.00 rent
Business meetings (M-TH, no food and no alcohol) .....	\$50.00 deposit/ \$50.00 rent

*For liquor, a copy of homeowner's insurance policy or a 24-hour liquor liability certificate is required.*

**hamlinsupervisor1861@gmail.com**

---

**From:** Ellie K <elliekhollman@gmail.com>  
**Sent:** Monday, May 19, 2025 7:27 AM  
**To:** Zoning Administrator  
**Cc:** hamlinsupervisor1861@gmail.com  
**Subject:** Trees

Hey there Zak, hope all is well.

Since there has not been any progress with the floodlights, political billboard, or debris in the backyard, we have to proceed with purchasing mature trees along our fence line, which is unbelievably costly, but I don't know what to do at this point. I now have my THIRD set of tenants that are terminating their lease because of the invasive and blinding light pointing towards our house...its baffling to me that it is even allowed or tolerated by the city.

My short-term rental season starts June 9 and his horrid display of harassment is going to destroy my business if I don't come up with an alternative soon.

Just wanted to confirm, there is not an ordinance against mature trees, right? Also, how close to the front curb am I able to plant a tree?

Thanks

Ellie

Sent from my iPhone