

Clerk Department- April 2025

City Meetings

In addition to participating in the meeting itself, time is spent scheduling, drafting/publishing the agenda, contributing supporting documentation, recording/creating/publishing minutes, creating/certifying/ publishing resolutions and ordinances, and proclamations, etc.

Meeting	Regular Mtg	Special Mtg
City Commission	4/14/2025 & 4/28/2025	
Planning Commission	4/8/2025	
Tree Friends/DRC/ One Buchanan	4/9/2025	
Compensation Committee		
Joint Water Sewer Board		
Friends of the Trail	4/17/2025	
BCCA		
Resolutions	YTD	12
Ordinances	YTD	3

Elections

May 13th is the deadline for ballot proposals for the August Election. Legislators are back in Lansing after the spring recess, and several bills regarding elections. As well as a proposed constitutional amendment, passed at the state level. They will be gathering signatures to try and be put on the ballot for providing citizenship to register to vote.

[HB 4352](#), [HB 4360](#), [SB 241](#), and [SB 242](#) move the first day of a village council member's term from 11/20 to 12/1. There is also a requirement for the election being certified before taking the oath of office.

[HB 4356](#) requires the SOS to send a notice to voters who have not voted in 10 years and sets forth the procedure for challenging/cancelling voters

[HB 4358](#) and [SB 243](#) set the first day of elected city officials' terms to the first day of the month following an election. There is also a requirement for the election to be certified before taking the oath of office.

[HB 4357](#) and [SB 240](#) move the first day of township board members' terms from 11/20 to 12/1. There is also a requirement for the election to be certified before taking the oath of office.

[HB 6285](#) amends recall procedures to require the reason for recall to be "truthful" and to require that petitions contain valid signatures for "not fewer than 1% of the number of individuals who voted in the last preceding election for that office in the electoral district of the officer sought to be recalled"

[SB 707](#) prohibits false statements concerning elections and establishes a civil fine up to \$1K for each violation by an individual and the possibility of up to \$10K total for the individual's employer. If the individual making false statements is employed by a local government, it sets forth a "rebuttable presumption" that local governments did not have prior knowledge of the false statements.

[HB 4136](#) requires departments that issue hunting, fur harvesters, or fishing licenses to "display and make available" voter registration applications and/or links to online voter registration applications, but prohibits these departments from assisting with or accepting voter registration applications.

Voter registration and voter rolls are updated weekly.

FOIA Requests/Notary/ Permits

YTD-11 FOIA requests.

YTD- 10 Notary

YTD- 6 Food Truck Permits

YTD- 2 ROW Permits

Cemetery

Cemetery Sexton handles all aspects of the grounds and selling plots. The clerk's department handles the scheduling of burials, data entry, and cash handling for burials and plot purchases.

YTD- 11 sold plots

YTD- 21 burials

Administrative

-Ordinance code for Rental

-Rental Forms and plan finalized

-Seasonal Applicants

-DDA Ordinance and applicants

-Bid Openings for Road Project & Portable Toilets

-Social media and website as needed

-Day-to-day assignments are assigned by the City Manager & Residents assisted as needed.