



Clerk Department

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	Subcommittees
City Commission	5/11 & 5/26		
Planning Commission	5/12		
Tree Friends/DRC/One Buchanan	5/6		
DDA	5/13		
Joint Water Sewer Board	5/6		
Friends of the Trail			
BARB			
Resolutions	YTD	10	
Ordinances	YTD	7	

Elections: Election season is upon us. Ballot ordering is complete, and we are currently waiting on the approved candidate lists for state and federal offices from the Bureau of Elections. Absentee ballots are expected to go out around the week of June 22. Planning has begun, with the Election Commission meeting scheduled for the end of June, and election workers will begin training in the next few weeks. I will also be holding an Election 101 class in July as part of our outreach efforts, with more information to come. As we begin this election season, this will be our second year offering Early Voting. Due to unforeseen circumstances, the County Clerk had to pivot regarding the Early Voting location. For this election, there will be one Early Voting location in Berrien County for participating municipalities. Early Voting will be held at: Lake Charter Township Hall, 3220 Shawnee Road, Bridgman, MI 49106

Permits 1/1/2026- Present

Road Right of Way	8
Food Truck	10
Marihuana	11
Notary	14
FOIA	67
Bids	11

Cemetery

We are in the final stages before going live on **June 11**. I have been working closely with BSA to ensure that everything is set up correctly, including the extraction process and the final details needed for launch. Training has also been scheduled for the Cemetery Crew and Emma in preparation for the live date. BSA has been an incredible partner throughout this process and has been very receptive to the much-needed improvements I felt were important to make. Their support has helped ensure that we are positioned for a successful launch.

YTD- 14 plots sold

YTD- 12 burials

Administrative

Much of my time on the administrative side this past month was spent responding to FOIA requests. FOIA took a significant amount of time and attention, especially as we move into election season.

As election deadlines approach, my focus must remain on the items that are required to meet state deadlines and ensure a successful election process. While FOIA remains an important responsibility, balancing those requests with election preparation will be critical in the coming weeks.