

Clerk Department- March 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	3/10/2025 & 3/24/2025	3/12/2025
Planning Commission	3/11/2025	
Tree Friends/DRC/ One Buchanan		
Compensation Committee		
Joint Water Sewer Board		
Friends of the Trail	3/10/2025	
BCCA	3/7/2025	
Resolutions	YTD	12
Ordinances	YTD	2

Elections

The city is likely to hold a special election in August for the library millage. Preparations are underway, including reaching out to election workers who are available in August and whose training is still current, in order to cut costs. I have received positive responses from these workers and have also ordered supplies in advance. Since this is a local special election, no early voting is required.

The County Clerk has been collaborating with the Executive Committee of the Clerks Association on early voting agreements. Without guaranteed grant funding, we are exploring cost-saving measures, such as hosting early voting at a single location for the entire county. We are also working on agreements with the clerks who volunteer their time to help with early voting. Last year, several clerks did not participate, while those who contributed were stretched thin. This year, we anticipate cost savings for the clerks who are actively helping our municipalities.

This month, I have been gathering data to determine whether it would be more cost-effective to manage early voting ourselves. However, I will not present this option until we have the county agreement in hand to recommend the best choice to the Commission.

Additionally, the Bureau of Elections (BOE) has canceled over 300,000 inactive voter registrations statewide, including 322 voters in the City of Buchanan. These cancellations are for voters who were challenged by local clerks and did not respond.

I was interviewed by Natalie Treacy, a Graduate Student Research Assistant at the University of Michigan Law School, who is part of the UMich Votes Coalition. The University of Michigan is conducting research in collaboration with clerks focused on voter advocacy, legislative changes, and voter education initiatives. I was grateful for the opportunity to represent the smaller communities throughout Michigan and to obtain additional resources to promote voter advocacy.

Voter registration and voter rolls are updated on a weekly basis.

FOIA Requests & Notary

YTD- 10 FOIA requests

YTD- 9 Notary.

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- 9 sold plots

YTD- 17 burials

***Shannon & Dane have done an excellent job with the cleanup this spring in the cemetery.**

Administrative

-Ordinance codification for Fire & Rental

-Set interviews for the Water Operator/ DPW.

- Bid Openings for Tin Shop
- Food Truck/ Munchie Monday with Emma, Tony and Brandon
- Rental Registration form- Meeting for kickoff and plan with Tony, Harvey, Jason, and Emma
- DDA mapping and Ordinance review with Tony & Matt
- Day-to-day assignments are assigned by the City Manager.
- Residents assisted as needed.