



302 Redbud Trail North  
Buchanan, MI 49107  
Tel: (269) 695-3844  
Fax: (269) 695-4330

## 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	12/8/2025		
Planning Commission	12/9/2025		
Tree Friends/DRC/ One Buchanan			
DDA	12/10/2025	12/3/2025	
Joint Water Sewer Board			
Friends of the Trail			
Election Commission			
Resolutions	YTD	24	
Ordinances	YTD	6	

### Elections

Preparations for the 2026 elections are underway, with draft early voting agreements currently being discussed. Final agreements are expected to be presented to the Commission by the end of January or early February. As of now, the city is planning for two elections in 2026, scheduled for August and November.

Voter Registration is updated weekly.

### FOIA Requests & Notary/Permits

**YTD-53 FOIA requests**

**YTD- 18 Notary**

**YTD- 9 Food Truck Permits**

**YTD- 12 ROW Permits**

**YTD- 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-24 sold plots**

**YTD- 42 burials**

### Administrative

- Ordinance reviews
- Codification end-of-the-year prep.
- Public notices for Public Hearings.
- Marihuana applications processed.
- Marihuana applications forms are being updated.
- Day-to-day assignments are assigned by the City Manager, & Residents are assisted as needed.