

Clerk Department- June 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	6/9 & 6/23	
Planning Commission	6/10	
Tree Friends/DRC/ One Buchanan		
Compensation Committee		
Joint Water Sewer Board		
Friends of the Trail	6/19	
DDA	6/11	
BCCA	6/13	
Resolutions	YTD	20
Ordinances	YTD	3

Elections

The ever-changing laws of elections, the following went into effect as of June 30th

- [MCL 168.493a](#): Automatic voter registration; qualifications; qualified voter file; option to opt-out; notice; information added to qualified voter file; United States citizenship requirement; preregistration; erroneous registration not a violation; monthly data reports.
- [MCL 168.493b](#): Automatic voter registration agencies; transmission of voter registration information; procedure and schedule; Medicaid application; submission requests by tribal nations; memorandum of understanding; release from incarceration; procedures for processing electronic records.
- [MCL 168.500a](#): Registration or change in registration of person applying for renewal of operator's or chauffeur's license; application.
- [MCL 168.501](#): Master registration cards; master file.
- [MCL 509ii](#): Electronic voter registration interface; requirements; application; qualifications.

Tracking

- [HB 4720](#): Elections: voting equipment; use of electronic voting systems that contain certain parts or equipment; prohibit.
- [HB 4707](#): Elections: voting procedures; ranked choice voting; prohibit.
- House heard testimony regarding HB 4602 (Elections: voting equipment; control over creating the test deck process; clarify), as well as the following bills regarding terms of local office: HB [4358](#), HB [4359](#), HB [4698](#), HB [4699](#). Here is an article regarding the testimony heard from clerks on HB 4602.

[Michigan clerks speak up in support of bill to preserve local authority over voting machine testing • Michigan Advance](#)

August 5th Election

Completed:

Ballot order/proofing, training scheduled for the election workers, Test Deck created, and preliminary test conducted, Mass Permanent AV ballots were issued and mailed, MOVE ballots were also sent before the deadline, Election inspectors should be receiving their letters, and the election commission meeting was scheduled. Notice of Registration and Election is posted and published. Prep is

underway for Election Day. AV Ballots are being processed daily. Voter Registration is updated weekly.

FOIA Requests/Notary/ Permits

YTD-16 FOIA requests.

YTD- 15 Notary

YTD- 8 Food Truck Permits

YTD- 7 ROW Permits

YTD- 4 Rental Certificates

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- 13 sold plots

YTD- 31 burials

Contacted the families of the damaged headstones.

Administrative

- CDBG Bid RFPs (postings and opening for June 16)

- Attended MCCA Summer Conference

- County Clerk Loar-Ported and I created a clerking 101 class that we taught on June 13th, covering Elections, Parliamentary Procedure, Open Meetings Act, Cemetery, Budget, and Accounting.

- Goal Setting

- Presentation created for training boards and committees

- USDA Reporting completed

- DDA Bylaws

- Social media and websites as needed

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