



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	10/13/2025 & 10/27/2025		
Planning Commission	10/14/2025		
Tree Friends/DRC/ Buchanan	One		
DDA	10/8/2025	10/24/2025	10/15/2025
Joint Water Sewer Board			
Friends of the Trail	10/16/2025		
Election Commission	9/29/2025		
Resolutions	YTD	24	
Ordinances	YTD	5	

Elections

Preparation for the November election took place throughout October, with training scheduled for October 6th. The Election Commission convened and assigned workers. A new system was implemented for military and overseas voters, which proved challenging initially. It took two days to log in successfully, but once those issues were resolved, the system ran smoothly. Additionally, there were changes to the testing procedures during the public accuracy test, which now had to include the operation of the VAT machine (ballot marking device). Several changes were also made to the end-of-night procedures, all of which were successfully implemented. Voter Registration updated weekly. Received the Sunlight Award from Michigan Fair Elections as a responsive advocate.

FOIA Requests & Notary/Permits

YTD-45 FOIA requests

YTD- 16 Notary.

YTD- 9 Food Truck Permits

YTD- 11 ROW Permits

YTD- 12 ST Rental Permits

YTD- long-term rentals are being scheduled and systems put in place.

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-22 sold plots

YTD- 31 burials

Administrative

- Reviewed Petition Ordinance
- Public notices for Public Hearings
- Marihuana applications processed
- Downtown Grand re-opening planning and meeting
- Scheduled and conducted interviews with the City Manager
- Day-to-day assignments are assigned by the City Manager, & Residents are assisted as needed.