



302 Redbud Trail North  
Buchanan, MI 49107  
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## 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	1/12/2026 & 1/26/2026		
Planning Commission	1/13/2026		
TreeFriends/DRC/One Buchanan			
DDA			
Joint Water Sewer Board			
Friends of the Trail			
Election Commission			
Resolutions	YTD	1	
Ordinances	YTD	3	

### Elections

Draft Early Voting agreement and budgets processed.

Voter Registration is updated weekly.

### Permits 1/1/2026- Present

Road Right of Way	3
Food Truck	0
Marijuana	3
Notary	4
FOIA	11
Bids	3

### 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- 3 plots sold**

**YTD- 4 burials**

### Administrative

- Ordinance reviews and publications
- Codification sent and supplements should be supplied soon
- Drafted Public Hearing Notices
- Cleaning agreement created and signed
- Budget and Capital improvement plan created and talked over with the finance department
- City Manager Evaluation
- Training for boards on OMA
- Fine Arts Council MOA
- Day-to-day assignments are assigned by the City Manager, & Residents are assisted as needed.