

Clerk Department- Feb 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	2/10/2025 & 2/25/2025	2/4/2025
Planning Commission	2/11/2025	2/25/2025
DRC	2/19/2025	
Compensation Committee	2/11/2025	
Joint Water Sewer Board	2/3/2025	2/27/2025
Friends of the Trail	2/27/2025	2/13/2025
Resolutions	YTD	8
Ordinances	YTD	2

Elections

The November 2024 election is officially done with audits, with everything released into retention. The County was selected to perform Audits on random jurisdictions and pcts. located in the county. I helped perform the audits of St. Joseph City, Niles Township, Benton Harbor Charter, and Bainbridge Township. There is the possibility of an August & November 2025 Election. I will be reaching out to the election workers to see who has availability.

Voter registration and voter rolls are updated weekly.

FOIA Requests & Notary

YTD-8 FOIA requests.

YTD- 7 Notary.

Cemetery

Cemetery Sexton handling 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- 4 sold plots

YTD- 11 burials

Administrative

-Ordinance reviews for Fire, Rental, ROW.

-Job posting for Water Operator.

-Inactive and Active personnel files.

-Inventory list

-Dedicated Election Closet organized and cleaned.

-Prepared Berrien County Clerks Association Meeting agenda, appointed as Chair of the Association in December of 2024.

-Day to Day assignments assigned by City Manager.

-Residents assisted as needed.