

TO: Clare City Commission
FROM: Diane Lyon, City Clerk
DATE: January 11, 2016
RE: Department Report
CC: Ken Hibl, City Manager

For the Agenda of January 18, 2016

**This is a Consent Agenda item and is considered as routine by the City Commission. As such, this matter shall be automatically enacted by one motion with all other Consent Agenda items unless a Commissioner or citizen requests this item be individually discussed, in which event it shall be removed from the Consent Agenda and considered and acted upon in its designated sequence on the approved Agenda of the Clare City Commission.*

Elections

It may seem early but we are already gearing up for the March 8th Presidential Primary.

- There will be no Temporary Precinct Consolidations - the temporary consolidations of precincts is not allowed for a Presidential Primary or any election with federal candidates.
- The deadline for ballot wording of local proposals closed on December 15.
- A 911 surcharge will be on the March 8 ballot.
- AV ballot applications have been mailed to those qualified individuals who have made a written request to be included on a permanent AV list. Absent voter (AV) ballots will be available for qualified voters by January 23, 2016.
- The Bureau of Elections has recommended county clerks conduct election inspector recertification training prior to the March election. Election Inspectors must receive certification every two years.
- The Election Commission must appoint certified election inspectors to work the March 8 election between January 28, 2016 and February 16, 2016.
- The last date to register to vote in the Presidential Primary is February 8, 2016.

As most everyone is aware, the streets millage proposal was defeated on November 3 by a mere 4 votes...proof that each person's vote really does make a difference in the outcome of an election.

There has been recent legislation which will change the face of elections. The passage of SB571 provides challenges for local officials in providing information to the public about local proposals as it bans certain communication with voters on local ballot questions within 60 of an election. So much for transparency to constituents.

In addition, SB13 eliminating the straight party ticket passed in November 2015. Michigan electors voted down this proposal in 2002 when a ballot referendum overturned a Republican law to stop straight-ticket voting. This time around, senators added a \$1-million appropriation to the

bill so that it will not be subject to referendum. Clerks anticipate the passage of this bill will cause frustration at the polls because it will create longer lines at the polls, numerous spoiled ballots, missed votes, and significant drop-off as voters make their way down the ballot.

The Michigan Bureau of Elections selected the City of Clare for an election audit for the November 8, 2015, General Election. Clare County Clerk Pam Mayfield conducted the audit which was then submitted to the State of Michigan. Pam has reported that there were no significant findings.

Current Board and Committee Vacancies

2 LDFA

Insurance

We were incident free in the last two quarters of 2015!

We are working on obtaining premium quotes from providers of life/STD & LTD insurance and will soon be looking to obtain quotes from health insurance providers.

Freedom of Information Requests (FOIA)

We have received and processed six FOIA requests in the 4th quarter of 2015 and a total of 30 FOIA's for the year.

Payroll

The Commission's Discretionary Stipend was processed through payroll and distributed to employees on December 18.

We are working on completing the annual Michigan Municipal League Pay & Benefits Survey.

Grant Applications

We continue work on the MCACA grant for the depot, CDBG Grant-Colonville Road, and the EDA grant for the Industrial Park North project, DDA Façade Grant & Rental Rehab Grant.

Master Plan

We worked with McKenna & Associates to schedule focus group meetings. Five categories of focus groups were identified; Bankers & CPA's, Realtors & Economic Development, Schools & Hospitals, Residents & Seniors, and Business Community & Manufacturing. A listing of 10-12 individuals per group were then notified and asked to attend their assigned focus group to provide input to McKenna & Associates about "what's good about Clare and what needs improvement". We have recently been working with McKenna to provide current information such as zoning maps, shape files, census data, water & sewer maps, board & commission by-laws, TIF Plans, information about the downtown, arts & cultural activities, recreation information, and a plethora of other general information about the city itself and activity that has taken place within city since 2007.

High School Intern

Ms. Selena Dole is our high school intern. Selena has been keeping voter registration records up to date and assisting with other election department functions, processing utility and tax payments, assisting with permitting tasks, processing mailings, keeping the bulletin board and government access channel up to date, and assisting the recreation director with updating recreation information. Since she is only a junior at CPS, she will be with us for two years.

This is a great experience for her and very beneficial to the city. Selena is a great addition to the office.

Stacy Pechacek is the newest member to our department. Stacy is smart as a whip, a fast learner and has become a tremendous asset in the front office. She is very bubbly and pleasant to work with. If you haven't yet met her, please make a point of stopping in to meet her.

Meetings & Events Activity During the last Quarter of 2015

Consumers Energy Open House
Election Equipment & Ballot Testing
Election Day
Election Audit
Annual City Audit
Master Plan Sensing Sessions
Team Building Exercise
Second Grade Tour of the City
Schedule interviews, hire & train part-time Deputy Clerk Stacy Pechacek
Business After Hours-Consumers Energy
Key of Excellence Presentation-Rick & Sarah Moser

Regular city business meetings:

Department Head meetings-bimonthly
City Commission Meetings-bimonthly
Fiscal & Budget Committee-meetings as needed
Planning Commission meetings-monthly
ZBA-meetings as needed
Cable Consortium-monthly
Clare County Clerks Association-monthly
Depot Steering Committee-monthly
Tree Advocacy Group-meetings as needed

Aged Accounts Receivable Report

See attached report.

Aged Accounts Receivable Report for CITY OF CLARE
Population: All Records
Aging as of 12/31/15

CUSTOMER # NAME	INVOICE #	SERVICE DATE	CURRENT	OVER 30	OVER 60	OVER 90	OVER 120	TOTAL
GLADWIN CITY OF GLADWIN	0000003381	12/14/2015	57.00	0.00	0.00	0.00	0.00	57.00
GRECA, GLENN GLENN J GRECA	0000003298	06/26/2015	0.00	0.00	194.00	0.00	0.00	194.00
HARRISON, CITY CITY OF HARRISON	0000003384	12/09/2015	95.00	0.00	0.00	0.00	0.00	95.00
HOUGH, ERIN C ERIN CASEY HOUGH-OLSON	0000003332	10/10/2015	0.00	682.00	0.00	0.00	0.00	682.00
ISP MGMT JEFF HALL	0000003387	12/31/2015	112.50	0.00	0.00	0.00	0.00	112.50
JOHNSON, JAMES H JAMES H JOHNSON	0000003335	10/01/2015	0.00	1,447.00	0.00	0.00	0.00	1,447.00
KLEIN, RYAN J RYAN J KLEIN	0000003330	10/14/2015	0.00	204.50	0.00	0.00	0.00	204.50
LANORE BARK CO LANORE BARK CO	0000003299	06/26/2015	0.00	0.00	194.00	0.00	0.00	194.00
NOLENS, BETTY BETTY J NOLENS	0000003297	08/27/2015	0.00	0.00	514.00	0.00	0.00	514.00
NORTH WOODS NORTH WOODS NURSING CENTER	0000003385	12/09/2015	38.00	0.00	0.00	0.00	0.00	38.00
PERE MARQUETTE PERE MARQUETTE DISTRICT LIBRAR	0000003357 0000003377	11/30/2015 12/31/2015	19,709.83 13,723.23	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	19,709.83 13,723.23
			33,433.06	0.00	0.00	0.00	0.00	33,433.06
SEITER, RANDY RANDY SEITER	0000003373 0000003388	12/01/2015 01/01/2015	140.00 140.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	140.00 140.00
			280.00	0.00	0.00	0.00	0.00	280.00
SUTTON, TIMOTHY TIMOTHY W SUTTON	0000003336	10/09/2015	0.00	190.50	0.00	0.00	0.00	190.50
VONSPRECKEN, JON JONATHON VONSPRECKEN	0000003389	01/01/2016	140.00	0.00	0.00	0.00	0.00	140.00
WEISHUHN, DON DON WEISHUHN	0000003391	01/01/2016	250.00	0.00	0.00	0.00	0.00	250.00
GRAND TOTALS:			38,284.56	4,158.50	1,375.00	240.00	240.00	44,298.06
JOURNALIZED AMOUNTS ONLY:								44,298.06
NON-JOURNALIZED AMOUNTS ONLY:								0.00

BILLING ITEM BREAKDOWN

Aged Accounts Receivable Report for CITY OF CLARE
Population: All Records
Aging as of 12/31/15

CUSTOMER # NAME	INVOICE #	SERVICE DATE	CURRENT	OVER 30	OVER 60	OVER 90	OVER 120	TOTAL
		MOWING	0.00	0.00	0.00	240.00	240.00	480.00
		RENTAL	2,350.00	0.00	0.00	0.00	0.00	2,350.00
		FVEHIC	0.00	4,050.50	1,325.00	0.00	0.00	5,375.50
		RENT	100.00	50.00	50.00	0.00	0.00	200.00
		SWRAR	865.00	0.00	0.00	0.00	0.00	865.00
		WASAM	448.00	58.00	0.00	0.00	0.00	506.00
		MISC	976.00	0.00	0.00	0.00	0.00	976.00
		TOWER	112.50	0.00	0.00	0.00	0.00	112.50
		LIBR	33,433.06	0.00	0.00	0.00	0.00	33,433.06