

TO: Clare City Commission  
FROM: Diane Lyon, City Clerk  
DATE: April 8, 2016  
RE: Department Report  
CC: Ken Hibl, City Manager

For the Agenda of April 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**

The Election Commission, Mayor Humphrey, City Attorney Jaynie Hoerauf, and I, held a meeting on April 4 for the purpose of appointing Election Inspectors and authorizing testing of election equipment and ballots for the May 3, 2016, Consolidated Special Election. The Preliminary Election equipment and ballot test is scheduled for April 18 at 11:00 am; the Public Test is scheduled for April 20 at 11:00 am; both will be held in the lower level of the Pere Marquette District Library.

Nominating Petitions for the office of City Commissioner are due in the Clerk's office by April 19, 2016, at 4:00 pm. We have one term expiring in the office of City Commissioner (Gus Murphy) in November 2016.

I attended the Michigan Association of Municipal Clerks (MAMC) conference held in Mt. Pleasant March 22-March 24, 2016. The State put out a Request for Proposals (RFP) for new election equipment in the fall of 2015. Five of the vendors who submitted RFPs provided a demonstration and question and answer period on their equipment at the conference. The new equipment is technology driven in that the majority of vendors utilized tablets for the voting process which also required a small printer tethered to the tablet for printing the elector's ballot. Follow up discussion among clerks at the conference centered on concerns about the ability to provide an electrical power source for each tablet and printer combo at each voting station within the precinct. State Election Law requires at least one voting station be provided for every 300 registered voters. The City of Clare has 2,227 registered voters; this equates to a minimum of 8 voting stations and 16 outlets; for a Presidential Election we typically set up at least fifteen to twenty voting stations which would require a minimum of 30 outlets. The consensus among clerks was that many precinct locations would not have the required number of power outlets available to run the equipment without running numerous electrical cords throughout the polling location which create trip hazards and in turn, liability issues. Tablet batteries last anywhere from 4-6 hours, so utilizing the battery as the main power source is not an option since the polls are open for 13 hours on election day and the printers would still need to be hardwired in to a power source.

The anticipated cost for the new equipment ranges from \$6-12k per precinct. Last fall the MAMC recommended that we set aside \$2k in our budgets per precinct since federal funds

remain available through the Help America Vote Act (HAVA), and the State announced that they would increase funding for elections to curtail the wait time that voters would likely experience due to the States elimination of straight party voting.

March's Presidential Primary resulted in a 28% voter turnout at the polls. I anticipate double the number of voter's in November's election.

### **Freedom of Information Requests (FOIA)**

We received and processed eight FOIA requests in the first quarter of 2016. Three of those requests came from the same individual with one of them being quite lengthy and time consuming for the PD and I to complete within the timeframe allowed under FOIA.

### **Surveys and Requests for Information from Membership Groups**

As members of several entities that provide various services to municipalities, we are frequently asked to complete surveys and provide detailed information about our operations which allow them to provide trending data to member communities who participate in providing information. Thus far this year we have completed:

- Annual Employment Outlook Survey for the International Public Management Association for Human Resources (IPMA-HR).
- Annual MML wage and benefit survey.
- Portland position, compensation and benefits survey.
- Imlay City position, compensation and benefits survey.

### **Miscellaneous Projects**

Prepared the State of the Community Address informational PowerPoint for presentation at various meetings.

Provided assistance to Farwell's staff and supervisor during the absence of a Village Clerk in their office.

Provided information and assistance to McKenna & Associates in the update of the current land use map, future land use map, and tools used to assist in the development of the Master Plan update.

### **Depot Project**

We've received a second \$5,000 donation from Coyne Oil Corporation for the Depot Rehabilitation Project. We intend to use this donation as a matching challenge to other businesses and organizations in the area to garner additional funding for the project. We are currently working on preparations for the Depot Car

### **Insurance Claims**

One Worker's Compensation claim was submitted in February 2016. That employee has since returned to light duty work.

**Industrial Facilities Tax Exemptions & Site Plans**

The Clerk's office processed one IFT in the amount of \$3.6 million dollars; one site plan application for the 411 (formerly 415) McEwan building; and one amended site plan for Walmart in the first quarter of 2016.

**Current Board and Committee Vacancies**

1 LDFA

**Meetings**

I continue active participation in the following city business meetings:

Monthly Department Head meetings, monthly Planning Commission meetings, monthly Cable Consortium, monthly Clare County Clerks Association meetings, monthly Clare Railroad Depot Steering Committee meetings, Safety Committee meetings, and the annual Michigan Employee Retirement System meeting.

**Aged Accounts Receivable Report**

See attached report.