

TO: Clare City Commission
FROM: Diane Lyon, City Clerk
DATE: October 14, 2016
RE: Department Report
CC: Ken Hibl, City Manager

For the Agenda of October 17, 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

We expect to have a very interesting and very busy general election this year. While we've heard many people proclaim that they don't like either of the Presidential candidates and will not be voting this election, there's certainly been a great deal of activity occurring in the Clerk's office. We've had more first time voters come in to this office to register to vote and residents who have updated their information and registration address in order to receive an absentee ballot than we have in the entire time that I have worked in the clerk's office. The number of voters requesting absentee voting ballots is nearly equal that of the 2012 election so we anticipate a large number of voters at the polls. As evidence of that, the State has requested that we provide a record of how many people are in line to vote on the hour, for each hour that the polls are open.

In early September, the Supreme Court refused to revive a Michigan law that barred straight-ticket voting. This was a relieve to many Michigan Clerks who were anticipating longer lines, voter frustration and significant voting drop-off as voters make their way down the ballot with the elimination of straight-party voting.

Several people have asked if they can vote outside their party lines for certain offices if they select a straight-party on the ballot. The answer is yes. Straight-ticket voting (also called straight-party voting) allows voters to choose a party's entire slate of candidates with just a single ballot marking but it does not preclude a voter from casting a vote for a candidate of another party for any particular office.

The City's Election Commission met on October 6th (minutes attached) to appoint Election Inspectors and authorize the preparation of the official Test Deck and testing of Election Equipment. For the past few days, Stacy and I have been in the process of creating a Test Deck for Monday's preliminary test.

Current Board and Committee Vacancies

1 LDFA vacancy

Insurance

Effective July 1 we changed our life/ADD & STD provider to Reliance Standard in an effort to reduce costs. We estimate a 25% savings for life insurance and a 20% reduction for short term disability costs. We have also received a three year rate guarantee. Armed Forces Benefit

Association is now providing life insurance coverage for part-time officers who do not meet the minimum hour requirement for coverage under Reliance Standard.

Freedom of Information Requests (FOIA)

We received eleven FOIA requests in the 3rd quarter of 2016 (six more than last quarter).

Master Plan

Consistent with the provisions of the Michigan Planning Enabling Act, Act 33 of 2008, as amended, the City's Planning Commission has provided the Plan for review and comment to all affected parties advising that the City of Clare Planning Commission has prepared an amendment to their Master Plan. The review period is 63 days and comments regarding the proposed amendment will be accepted through Tuesday, November 8, 2016.

Meetings & Events Activity During the third Quarter of 2016

Election Equipment & Ballot Testing for the August 2 Primary Election
Meeting with Election Systems & Software regarding Automark Equipment
Pre-Election setup and orientation for Election Inspectors
Election Day
MCTWF Health Insurance Audit
CDBG Façade Improvement Grant
MEDC Depot Crowdfunding Campaign Check Presentation
Intern Progress meeting with CPS Instructor Jeff Albert
Municipal Employee Retirement Systems Conference
Election Commission meeting

Regular city business meetings:

Department Head meetings-bimonthly usually the 1st and 3rd Thursday of the month
City Commission Meetings-1st & 3rd Monday of the month
Fiscal & Budget Committee-meetings as needed
Planning Commission meetings-second Wednesday of the month and special meetings
ZBA-meetings as needed
Cable Consortium-third Thursday of the month
Clare County Clerks Association-fourth Thursday of the month
Depot Steering Committee-second Wednesday of the month

Aged Accounts Receivable Report

See attached report.

A meeting of the City of Clare Election Commission was called to order at 8:17 a.m. in the Commission Chambers by Chair Diane Lyon who led with the Pledge of Allegiance. Present were: Commissioners Jaynie Hoerauf, Pat Humphrey, and Diane Lyon. Absent: None.

2. AGENDA:

Moved by Commissioner Humphrey second by Commissioner Hoerauf to approve the agenda. Ayes: All. Nays: None. Absent: None. *Motion Carried.*

3. MINUTES:

Moved by Commissioner Hoerauf second by Commissioner Humphrey to approve the minutes of the July 18, 2016 public test meeting. Ayes: All. Nays: None. Absent: None. *Motion Carried.*

4. PUBLIC COMMENT: None.

5. UNFINISHED BUSINESS: None.

6. NEW BUSINESS:

A. APPOINT ELECTION INSPECTORS AND ELECTION CHAIR FOR THE NOVEMBER 8, 2016, ELECTION.

The State of Michigan Compiled Laws (MCL 168.674) requires the city election commission to appoint at least three election inspectors (one from each major political party) per precinct and designate an election chair(s) at least 21 days but not more than 40 days prior to an election. I have been in contact several qualified election inspectors regarding their desire and availability to work at the November 8, 2016, General Election and have prepared a roster of those inspectors who are qualified and available to work the election or serve as an alternate election inspector for said election.

Motion by Commissioner Hoerauf second by Humphrey to approve the prepared election inspector roster and authorize the City Clerk to designate one inspector from the roster to serve as Election Chair and one inspector to serve as Vice Chair for the upcoming November 8, 2016, General Election by adoption of Resolution EC2016-007. Roll Call Vote; Ayes: Hoerauf, Humphrey & Lyon. Nays: None. Absent: None. *Motion Carried.*

B. PREPARATION OF OFFICIAL TEST DECK AND EQUIPMENT TESTING.

The State of Michigan Compiled Laws (MCL 168.798) requires that prior to each election all electronic tabulating equipment must be tested to verify that 1) the equipment is performing properly, 2) the ballots have been properly prepared for each precinct, and 3) that the programs will accurately count votes. It is the responsibility of the Election Commission or its authorized assistant (R 168.776) to conduct a preliminary and public accuracy test where a "test deck" of voted ballots is tabulated by the electronic equipment and the results are verified against predetermined results. (Note: the Preliminary Accuracy Test date has been scheduled for Monday, October 17, 2016 at 11:00 am; the Public Accuracy Test date has been selected and will be held on Monday, October 31, 2016 at 3:00 pm. Notice

has been published in the local newspaper in accordance with Michigan Election Law and).

Historically, the City Clerk along with an assistant who has been appointed by the Election Commission, have been authorized to conduct election equipment testing for city elections.

Motion by Commissioner Humphrey second by Hoerauf to authorize the City Clerk and her appointed assistant(s) to prepare the test deck and complete all required preliminary equipment and ballot testing and subsequent public accuracy testing for the November 8, 2016 General Election to be held within the City of Clare by adoption of Resolution EC2016-008. Roll Call Vote; Ayes: Hoerauf, Humphrey, & Lyon. Nays: None. Absent: None. *Motion Carried.*

11. COMMISSION DISCUSSION TOPICS: None.

12. ADJOURNMENT

Motion by Hoerauf second by Lyon to adjourn the meeting. Yeas: All. Nays: None. Absent: None. *Motion Carried.* Meeting Adjourned at 8:25 a.m.

Diane Lyon, Election Chair & City Clerk

CUSTOMER # NAME	INVOICE #	SERVICE DATE	CURRENT	OVER 30	OVER 60	OVER 90	OVER 120	TOTAL
051-420-007-01 MARSHALL ROBERT F P.O. BOX 105 FARWELL, MI 48622	0000003541	05/31/2016	0.00	0.00	80.00	0.00	0.00	80.00
BALL, WILLIAM E WILLIAM E BALL 3345 W LUDINGTON DR FARWELL, MI 48622	0000003574	08/20/2016	470.13	0.00	0.00	0.00	0.00	470.13
CITY OF ITHACA CITY OF ITHACA 129 WEST EMERSON ST ITHACA, MI 48847-1017	0000003609	06/30/2016	0.00	0.00	15,461.57	0.00	0.00	15,461.57
COLEMAN, CITY OF CITY OF COLEMAN 201 RAILWAY COLEMAN, MI 48618	0000003583	08/31/2016	114.00	0.00	0.00	0.00	0.00	114.00
DDA DOWNTOWN DEVELOPMENT AUTHORITY 202 WEST FIFTH STREET CLARE, MI 48617	0000003605 0000003606 0000003607	04/30/2016 05/31/2016 06/30/2016	0.00 0.00 0.00	0.00 0.00 0.00	996.29 370.46 1,117.69	0.00 0.00 0.00	0.00 0.00 0.00	996.29 370.46 1,117.69
			0.00	0.00	2,484.44	0.00	0.00	2,484.44
DELTE, ADAM ADAM DELTE JR 2400 MOSTETLER RD LOT 36 HARRISON, MI 48625	0000003575	08/10/2016	486.25	0.00	0.00	0.00	0.00	486.25
DIEDERICH LAW DIEDERICH LAW GROUP PO BOX 727 HARRISON, MI 48625	0000003577	09/21/2016	75.23	0.00	0.00	0.00	0.00	75.23
DOHERTY HOTEL DOHERTY HOTEL 604 N. MCEAN ST CLARE, MI 48617	0000003578	09/06/2016	58.00	0.00	0.00	0.00	0.00	58.00
EBERHART, LANA LANA EBERHART 320 W STATE ST CLARE, MI 48617	0000003608	05/11/2016	0.00	0.00	565.19	0.00	0.00	565.19
EIGHT POINT EIGHT POINT LAKE RESORT 1722 CLARABELLA RD CLARE, MI 48617	0000003579	09/13/2016	29.00	0.00	0.00	0.00	0.00	29.00
FARWELL VILLAGE VILLAGE OF FARWELL 109 SOUTH HALL FARWELL, MI 48622	0000003582	09/07/2016	95.00	0.00	0.00	0.00	0.00	95.00

CUSTOMER # NAME	INVOICE #	SERVICE DATE	CURRENT	OVER 30	OVER 60	OVER 90	OVER 120	TOTAL
GLADWIN CITY OF GLADWIN 1000 WEST CEDAR AVE. GLADWIN, MI 48624	0000003581	09/06/2016	57.00	0.00	0.00	0.00	0.00	57.00
HARRISON, CITY CITY OF HARRISON 229 EAST BEECH HARRISON, MI 48625	0000003580	09/14/2016	95.00	0.00	0.00	0.00	0.00	95.00
PERE MARQUETTE PERE MARQUETTE DISTRICT LIBRAR	0000003545 0000003576	07/31/2016 08/31/2016	0.00 12,528.78	13,155.89 0.00	0.00 0.00	0.00 0.00	0.00 0.00	13,155.89 12,528.78
185 EAST FOURTH STREET CLARE, MI 48617			12,528.78	13,155.89	0.00	0.00	0.00	25,684.67
PROGRESSIVE ENG PROGRESSIVE ENGINEERING 3912 WEST HUMPHREY STREET TAMPA, FL 33614	0000003559	06/30/2016	0.00	0.00	21,285.01	0.00	0.00	21,285.01
ROBERT, GARY GARY & TAMMY ROBERT 104 MAPLE ST CLARE, MI 48617	0000003560	06/01/2016	375.00	0.00	0.00	0.00	0.00	375.00
ROBINSON LISA ROBINSON COLEMAN, MI 48618	0000003604	04/30/2016	0.00	0.00	996.29	0.00	0.00	996.29
SEITER, RANDY RANDY SEITER 5864 S BAILEY LAKE AVE BEAVERTON, MI 48612	0000003570	09/01/2016	140.00	0.00	0.00	0.00	0.00	140.00
SUTTON, TIMOTHY TIMOTHY W SUTTON 301 HILLCREST ST. CLARE, MI 48617	0000003336	10/09/2015	0.00	0.00	0.00	0.00	190.50	190.50
TOWNSEND, ROBERT ROBERT TOWNSEND 395 SHAMROCK CT CLARE, MI 48617	0000003539 0000003573	08/01/2016 09/01/2016	0.00 140.00	140.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	140.00 140.00
WALMART BENHAM DESIGN LLC 60 E PLATO BLVD SAINT PAUL, MN 55107	0000003515	05/13/2016	0.00	0.00	0.00	1,908.90	0.00	1,908.90
WOJCIECHOWSKI, M MICHAEL N WOJCIECHOWSKI 322 SCOTT DR FARWELL, MI 48622	0000003554	07/15/2016	0.00	392.50	0.00	0.00	0.00	392.50
GRAND TOTALS:			14,663.39	13,688.39	40,872.50	1,908.90	190.50	71,323.68

CUSTOMER # NAME	INVOICE #	SERVICE DATE	CURRENT	OVER 30	OVER 60	OVER 90	OVER 120	TOTAL
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JOURNALIZED AMOUNTS ONLY: 70,327.39
NON-JOURNALIZED AMOUNTS ONLY: 996.29

BILLING ITEM BREAKDOWN

MOWING	0.00	0.00	80.00	0.00	0.00	80.00	
FVEHIC	956.38	392.50	0.00	0.00	190.50	1,539.38	
ASSESS	0.00	0.00	15,461.57	0.00	0.00	15,461.57	
WASAM	448.00	0.00	0.00	0.00	0.00	448.00	
DDA	0.00	0.00	3,480.73	0.00	0.00	3,480.73	
FOIA	75.23	0.00	0.00	0.00	0.00	75.23	
SWRAR	0.00	0.00	565.19	0.00	0.00	565.19	
LIBR	12,528.78	13,155.89	0.00	0.00	0.00	25,684.67	
PRP	0.00	0.00	21,285.01	0.00	0.00	21,285.01	
RECFEE	375.00	0.00	0.00	0.00	0.00	375.00	
RENTAL	280.00	140.00	0.00	0.00	0.00	420.00	
CH FEE	0.00	0.00	0.00	1,908.90	0.00	1,908.90	