

AGENDA REPORT

TO: Mayor Pat Humphrey & Clare City Commissioners
FROM: Diane Lyon, City Clerk
DATE: October 29, 2025
RE: *Communications

For the Agenda of November 3, 2025

***Note: This is a Consent Agenda item and is considered 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 this event, it shall be removed from the Consent Agenda and considered and acted upon in its designated sequence on the approved Clare City Commission agenda of November 3, 2025.**

FOIA Requests & Responses: Triterra Environmental Services, Rene Pastotnik, and SmartProcure.

Michigan Municipal League (MML) Newsletter: The most recent edition of MML's Leading Edge Newsletter is attached for review.

Consumers Energy Public Hearing Notice: The Michigan Public Service Commission will hold a public hearing on November 19, 2025, Case No. U-21873, to consider a request from Consumers Energy for approval of a power supply cost recovery plan for year ending 12.31.26.

Michigan Fair Elections Institute (MFEI) Award: The city clerk was the recipient of the MFEI's Sunlight Award for being a vigilant steward of elections in the city.

Site Plans, Special Use Permits, Variance Requests & Public Notices:

- CDBG WRI Grant Closeout Public Hearing Scheduled for November 17, 2025.
- 2025 Airport Fencing Project Request for Proposals scheduled for opening November 24, 2025.
- Zoning Board of Appeals Hearing scheduled for November 4, 2025.

Attachments. As noted above.

Laurie Jackson

From: FOIA@cityofclare.gov
Sent: Friday, October 24, 2025 1:49 PM
To: FOIA
Subject: New submission from Request for Examination or Copy of Records (FOIA)

Requestor Information

Name

Lillian Badillo

Birth Year

1,999

Street Address

1375 S. Washington Avenue, Suite 100

City

Lansing

State

MI

Zip Code

48910

Daytime Phone:

(989) 465-7807

Email

lillian.badillo@triterra.us

Request Information

Date/Time of Incident:

Unknown

Type of Incident:

Unknown

Location of Incident:

801 Industrial Drive

I am requesting the following record(s):

Under the Freedom of Information Act, Triterra would like to respectfully request electronic copies of records described below for the following parcel located within the City of Clare, Isabella County: 801 Industrial Drive (Parcel ID 18-170-00-012-30).

Assessing Department

→ Current and historical parcel record cards, parcel maps, photos, building sketches/surveys, etc.

Building Department

- Any building permits that have been issued to this property or any other indication a building has ever been present
- Any site plans or diagrams of the property

Fire Department

- Underground/aboveground storage tanks
- Historical fires, permits, violations, inspections
- Emergency response reports for hazardous materials, spills, or other environmental incidents
- Pollution Incident Prevention Plan (PIPP)
- Resource Conservation & Recovery Act (RCRA) Emergency response plans
- Spill Prevention Control and Countermeasure (SPCC) reports
- Hazardous Waste Contingency Plans
- SARA Title III Emergency plan and/or Tier Two Hazardous Chemical Inventory forms

Utility Department

- Date in which property originally connected to water and sewer utilities
- Year in which the original water and sewer mains were first available in the vicinity of the property
- If sanitary and storm sewer systems are combined or separate

Thank you!

I am requesting the above record(s) for:

Inspection

Laurie Jackson

From: FOIA@cityofclare.gov
Sent: Saturday, October 25, 2025 1:02 PM
To: FOIA
Subject: New submission from Request for Examination or Copy of Records (FOIA)

Requestor Information

Name

Rene Pastotnik

Birth Year

1,971

Street Address

1216 W Broadway St

City

Mt Pleasant

State

MI

Zip Code

48858

Daytime Phone:

Email

Request Information

Date/Time of Incident:

08/19/2025

Type of Incident:

Drugging

Location of Incident:

204 Mary St Apartment M Clare Mi

I am requesting the following record(s):

I filed a police report with Officer Jared although I do not remember his last name. I showed up at the police station on 8/22 2025 or it could have been the day before or after. The incident was regarding Ryan J Gettle, and that he potentially put Adderall or meth in my juice. Officer Jared took a couple photos of my phone text showing him trying to get me to do the drug and me saying no, and then him saying I'm going to have you drink some Bolthouse Farms juice "" like a shot." I have called a couple times to try to talk to an officer without luck. Please mail me any records associated with this.

I am requesting the above record(s) for:

Laurie Jackson

From: Ken Deloian - Agent <agent-kd@smartprocure.us>
Sent: Tuesday, October 28, 2025 2:41 AM
To: FOIA
Subject: SmartProcure FOIA Request to Clare Police Department For PO/Vendor Information

Dear FOIA Coordinator or Custodian of Public Records,

SmartProcure is submitting a FOIA request to the Clare Police Department for any and all purchasing records from 6/3/2025 to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable.

The specific information requested from your record keeping system is:

1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number
2. Purchase date
3. Line item details (Detailed description of the purchase)
4. Line item quantity
5. Line item price
6. Vendor ID number, name, address, contact person and their email address

If you would like to let me know what type of financial software you use, I may have report samples that help to determine how, or if, you are able to respond.

As an added security and privacy measure, there will be a unique upload link for any new requests moving forward, including this one. We appreciate your assistance towards this request. You may also attach the information to this email.

<https://upload.smartprocure.com/?id=c2RqPWEyYlZQMDAwMDAwZ2dCUllBWSZzdD1NSSZvcmc9Q2xhcmVQb2xpY2VEZXBhcnRtZW50Jm9yZ2lkPTI1NTk3Mw%3D%3D>

If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.

If you have any questions, please feel free to respond to this email or I can be reached at the phone number below in my signature.

Regards,
Ken Deloian
Data Acquisition Specialist
SmartProcure
Direct: 5616096943
5000 T-Rex Ave Suite 200

Boca Raton, FL 33431



Diane Lyon

From: MML Leading Edge <akrahn@mml.org>
Sent: Thursday, October 23, 2025 12:02 PM
To: Diane Lyon
Subject: Make your housing voice heard with the MI Home program!

The Latest League News & Events

Leading Edge



October 23, 2025

Show Your Support for MI Home



The League is ready to hit the ground running with the **MI Home Program!** Operating under the principle of “partnership over preemption,” this innovative proposal will invest \$160 million annually for five years to expand attainable housing through rehabilitation, zoning reform, and local planning innovation, while rewarding communities that are already working to improve and increase their housing stock. Read our *People and Place* blog entries from **outgoing board**

president **Don Gerrie** and current vice president **Jennifer Antel**, and let **Lansing** know you support local leadership over top-down mandates!

Newly Elected Officials Training Starts Soon



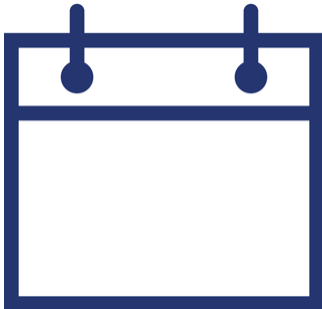
Believe it or not, December will be here before we know it, and that means it'll soon be time for Michigan's freshly minted municipal leaders to acquire the knowledge they need to serve their communities effectively. Our first **Newly Elected Officials training**, on December 4 in Lansing, will teach new officials what they need to know about the basics of local government, council roles and responsibilities, FOIA, OMA, and more. If you would like a refresher, [register here!](#)

“Breaking Barriers: Elevating Women in Local Government Leadership”



“The journey toward gender parity in leadership roles remains a challenging and complicated effort,” writes MML Foundation President Helen D. Johnson in her new blog post. She discusses the progress of the Foundation’s **16/50 Project**, which empowers women to pursue leadership roles in local

government. “The success stories emerging from the 16/50 Project underline a crucial aspect of transforming the gender landscape in local governance: support systems.” [Read the full post here.](#)



Upcoming Events

October 27

Live with the League

November 10

**Newly Elected Officials Training
(Lansing)**



Ghouls, Goblins, and HR Grievances with Plunkett Cooney

Want Spooky Season to last a bit longer? Brace yourself for a hair-raising (free!) dive into employment law at Plunkett Cooney’s “Kindred Spirits: Private & Public Employer Seminar” on November 5 at MSU’s Kellogg Center. Lighthearted panel sessions will unravel real-life scenarios, set in the fictional Michigan city of Hades, featuring First Amendment blunders, FOIA/OMA issues, FLSA

pitfalls, and more. HRCI and SHRM continuing education credits are available for HR professionals. [Learn more and register here.](#)



“Hold the Invasives, Please!”

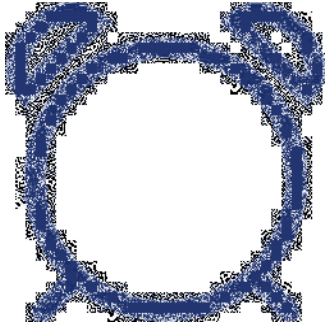
Did you know that invasive plants, insects, and even tree diseases can be moved to new places on firewood and landscaping materials? Did you know Michigan has a new invasive-free certification program? On October 30 at 9 a.m., join Vicki Sawicki, DNR program coordinator, in a [free webinar](#) on how she’s building relationships with producers of gravel, fill, mulch, compost, and firewood to create cleaner options. Learn when and where you can find certified products to avoid introducing unwanted guests into your community.



Applying for EGLE's Watershed Council Support Grants

Is your organization doing its part to protect our water? EGLE wants to hear from you! On October 28 at 2 p.m., EGLE Nonpoint Source staff are offering a free webinar on its state-funded grant program supporting those who work to protect or enhance our water. Topics covered will include

eligibility, the application process, and tips and tricks for a successful application, and they will also answer your questions. [Register here.](#)



Upcoming Deadlines

October 28

Webinar, **“EGLE's FY26 Watershed Council Support Grants”**

October 28

Webinar, **“Hold the Invasives, Please!”**

November 5

Kindred Spirits: Tricks & Treats for Public and Private Employers

November 6–7

Michigan Sustainability Conference



National Fitness Campaign Funding Opportunity

Looking for ways to get your residents outside? Michigan municipalities can now apply for 2026 grant funding to bring free, accessible outdoor wellness spaces to their communities through the National Fitness Campaign and Priority Health. To learn more and pre-qualify, attend a 30-minute virtual briefing and start your community's journey toward joining the growing movement for outdoor fitness. [Learn more here.](#)



Check Out Convention Photos

September may feel like ages ago—but high-quality digital photos never age! Be sure to check out our fabulous photography from Convention 2025 on the League's [Flickr account!](#) If the spirit moves you, don't hesitate to download, share, and post them on your social media and professional profiles (but don't forget the hashtag #mmlconv).



Michigan Sustainability Conference

In just a few short weeks, the Michigan Sustainability Conference (MISCON) returns to Grand Rapids with a special focus on reducing and diverting food waste. Sessions will explore composting, mitigation technologies, food upcycling, and education, along with broader themes of sustainability and partnership. [Learn more and register here.](#)

Thanks for Subscribing

If you know of someone who would benefit from this newsletter, please direct them to sign up in the League Portal [here](#).

Join us on social!



Michigan Municipal League, 1675 Green Road, Ann Arbor, MI 48105, USA, 734-662-3246

[Unsubscribe](#) [Manage preferences](#)

Consumers Energy

Count on Us®

ONE ENERGY PLAZA
JACKSON MI 49202

PRESORTED
FIRST CLASS MAIL
US POSTAGE PAID
CONSUMERS ENERGY CO

90

TR 1

STATE OF MICHIGAN

BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION

NOTICE OF HEARING

**FOR THE ELECTRIC CUSTOMERS OF CONSUMERS ENERGY
COMPANY**

CASE NO. U-21873

- Consumers Energy Company requests Michigan Public Service Commission for approval to implement a power supply cost recovery plan for the twelve months ending December 31, 2026.
- The information below describes how a person may participate in this case.
- You may call or write Consumers Energy Company One Energy Plaza, Jackson, MI 49201, 800-477-5050, for a free copy of its application. Any person may review the documents at the offices of Consumers Energy Company or on the Commission's website at: <https://mi-psc.my.site.com/s/>.
- A pre-hearing will be held:

DATE/TIME: Wednesday, November 19, 2025 at 10:00 AM

BEFORE: Administrative Law Judge Katherine E. Talbot

LOCATION: Video/Teleconferencing

PARTICIPATION: Any interested person may participate. Persons needing any assistance to participate or who are seeking access to the video/teleconference should contact the Administrative Law Judge's secretary at (517) 284-8130 or by email at LARA-MOHR-PSC@michigan.gov in advance of the hearing.

*****AUTO**ALL FOR AADC 480
Clerk, City of CLARE
202 W 5th St
Clare MI 48617-1457



The Michigan Public Service Commission (Commission) will hold a pre-hearing to consider Consumers Energy Company's (Consumers Energy) September 30, 2025 application requesting the Commission to: 1) approval of a Power Supply Cost Recovery (PSCR) Plan and monthly PSCR factors for the 12-month period January through December 2026; 2) approve, for 2026, a maximum monthly PSCR factor consisting of the sum of two parts: (i) a base ceiling factor of not less than \$0.01456 per kWh for all classes of customers plus (ii) additional amounts contingent on future events, determined using the PSCR Factor Ceiling Price Adjustment (Contingency) Mechanism, as proposed by Consumers Energy; and 3) grant Consumers Energy any further relief that may be lawful and appropriate.

All documents filed in this case shall be submitted electronically through the Commission's E-Dockets website at: <https://mi-psc.my.site.com/s/>. Requirements and instructions for filing can be found in the User Manual on the E-Dockets help page. Documents may also be submitted, in PDF format, as an attachment to an email sent to: mpscledockets@michigan.gov. If you require assistance prior to e-filing, contact Commission staff at (517) 284-8090 or by email at: mpscledockets@michigan.gov.

Any person wishing to intervene and become a party to the case shall electronically file a petition to intervene with this Commission by November 12, 2025. (Interested persons may elect to file using the traditional paper format.) The proof of service shall indicate service upon Consumers Energy Company's Legal Department – Regulatory, 1 Energy Plaza Dr., Jackson, MI 49201.

The prehearing is scheduled to be held remotely by video conference or teleconference. Persons filing a petition to intervene will be advised of the process for participating in the hearing.

Any person wishing to appear at the hearing to make a statement of position without becoming a party to the case may participate by filing an appearance. To file an appearance, the individual must attend the hearing and advise the presiding administrative law judge of their wish to make a statement of position. Mich Admin Code, R 792.10413 (Rule 413).

Any person wishing to file a public comment may do so by filing a written statement in this docket. The written statement may be mailed or emailed and should reference Case No. **U-21873**. Statements may be emailed to: mpscledockets@michigan.gov. Statements may be mailed to: Executive

Secretary, Michigan Public Service Commission, 7109 West Saginaw Hwy., Lansing, MI 48917.

All information submitted to the Commission in this matter becomes public information, thus available on the Michigan Public Service Commission's website, and subject to disclosure. Please do not include information you wish to remain private. For more information on how to participate in a case, you may contact the Executive Secretary at the above address or by telephone at (517) 284-8090.

Requests for adjournment must be made pursuant to Michigan Office of Administrative Hearings and Rules R 792.10422 and R 792.10432. Requests for further information on adjournment should be directed to (517) 284-8130.

The Utility Consumer Representation Fund has been created for the purpose of aiding in the representation of residential utility customers in various Commission proceedings. Contact the Chairperson, Utility Consumer Participation Board, Department of Licensing and Regulatory Affairs, P.O. Box 30004, Lansing, Michigan 48909, for more information.

Jurisdiction is pursuant to 1909 PA 106, as amended, MCL 460.551 et seq.; 1919 PA 419, as amended, MCL 460.54 et seq.; 1939 PA 3, as amended, MCL 460.1 et seq.; 1969 PA 306, as amended, MCL 24.201 et seq.; 1982 PA 304, as amended, MCL 460.6j et seq.; and Parts 1 & 4 of the Michigan Office of Administrative Hearings and Rules, Mich. Admin Code, and R 792.10401 through R 792.10448.

THE MICHIGAN PUBLIC SERVICE COMMISSION MAY APPROVE, REJECT, OR AMEND PROPOSALS MADE BY CONSUMERS ENERGY.

2526-E



Michigan Fair Elections Institute

P.O. Box 41, Stockbridge, MI 49285

Email: contact@mifairelections.org, ph: 517-299-8002

October 19, 2025

Diane Lyon
Clare City Clerk
Clare County
202 W Fifth St
Clare, MI 48617
Dear Clerk, Lyon,

It is my pleasure to inform you that you are among a select group of township and municipal clerk offices to receive the Michigan Fair Elections Institute's **Sunlight Award** as a **Vigilant Steward**. In March of this year, an independent investigation of Michigan's official Qualified Voter File (QVF) found only 17 % of 1138 jurisdictions of 1000 or more voter registrations had no potential duplicates identified in the QVF. We are pleased to recognize yours as one among the 197 jurisdictions to show no duplicate voter registrations.

As the enclosed certificate states, this award recognizes you as a **Vigilant Steward** for your "outstanding dedication and exemplary service in keeping your local voter rolls clean of redundant registrations."

Michigan Fair Elections Institute is presenting the award to you in honor of your commitment to preserving election integrity through maintaining clean and accurate voter rolls. Your work strengthens public trust in the republic's democratic process and upholds the highest standards of civic duty.

The Sunlight award is named in honor of U.S. Supreme Court Associate Justice Louis D. Brandeis's famous statement that "sunlight is the best of disinfectants." MFEI is committed to educating citizens and encouraging their engagement in the state's electoral processes. Citizen engagement is fundamental to preserving individual freedom and serves as a vital component of the check-and-balance system envisioned by the Founding Fathers. This system of accountability only works when clerks like you follow the law and work diligently to maintain clean voter files.

Congratulations! Thank you for your service to the people of your community and to the great state of Michigan.

Sincerely,

Patrice Johnson
Founder and Chair
Michigan Fair Elections Institute
Website: Mifairelections.org
MFEI, P.O. Box 41, Stockbridge, MI 49285

Enclosure: Sunlight Award Certificate



Sunlight Award

THIS CERTIFICATE IS PROUDLY PRESENTED TO
Diane Lyon, Clare City

as a Vigilant Steward in recognition of your outstanding dedication and exemplary service for maintaining your local voter registration files free of duplicate registrations. Your commitment to transparency and efficiency strengthens public trust in the democratic process and upholds the highest standards of civic duty.

Patrice Johnson

Patrice Johnson, Chair, Michigan Fair Elections Institute

October 19, 2025

“Sunlight is said to be the best of disinfectants; electric light the most efficient policeman.”

--Associate Justice Louis D. Brandeis, United States Supreme Court



CITY OF CLARE

202 West Fifth Street | Clare, Michigan 48617-1490

Office 989.386.7541 | Fax 989.386.4508

www.cityofclare.org

CITY HALL

Ph 989.386.7541

Fx 989.386.4508

www.cityofclare.org

Manager x102

Assessor x103

Clerk x106

Treasurer x107

NOTICE OF CLOSEOUT PUBLIC HEARING FOR MICHIGAN COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING FOR THE CITY OF CLARE WATER RELATED INFRASTRUCTURE PROJECT

The City of Clare will conduct a closeout public hearing on November 17, 2025 at 6:00 p.m. at Clare City Hall, 202 W. Fifth St., Clare, MI 48617, for the purpose of affording citizens an opportunity to submit comments and receive a final report on the completion of the CDBG Infrastructure Project.

The CDBG grant provided funding to assist in improvements to the water treatment facility. The CDBG project benefited at least 51% low to moderate income persons; Zero persons were displaced as a result of the project.

Interested parties are invited to comment on the project in person at the public hearing or in writing if the written comments are received by the City Clerk not later than 4:00 p.m. on November 17, 2025 and addressed to: City Clerk, 202 W. Fifth St., Clare, MI 48617.

DEPARTMENT OF PUBLIC WORKS

Ph 989.386.2182 or

989.386.7541 x202

Fx 989.386.4508

UTILITY BILLING

Ph 989.386.7541 x201

W/WWT PLANT

Ph 989.386.2321

Fx 989.386.2387

POLICE DEPT. NON-EMERGENCY

Ph 989.386.2121

Fx 989.386.0440

FIRE DEPT. NON-EMERGENCY

Ph 989.386.2151

Fx 989.386.3020

PARKS & RECREATION

Ph 989.386.7541 x213

Fx 989.386.4508

AIRPORT

Ph 989.386.0445

Fx 989.386.4508

The City of Clare is an equal opportunity provider and employer.

Diane M. Lyon
Clare City Clerk
989-424-4068





CITY HALL

Ph 989.386.7541

Fx 989.386.4508

www.cityofclare.org

Manager x102

Assessor x103

Clerk x106

Treasurer x107

CITY OF CLARE REQUEST FOR PROPOSAL
CLARE MUNICIPAL AIRPORT FENCING PROJECT

The City of Clare is seeking proposals from qualified vendors to provide labor and materials to install fencing and appurtenances, including gates, and cattle guards as appropriate per RFP specifications, in accordance with FAA Item F-164 Wildlife Exclusion Fence regulations, along the noted boundaries of the Clare Municipal Airport.

**DEPARTMENT OF
PUBLIC WORKS**

Ph 989.386.2182 or

989.386.7541 x202

Fx 989.386.4508

The City is requesting two separate proposals which must include all elements of work stipulated within the RFP. Proposals must be signed by an authorized representative of the company, and bids must be submitted in a sealed envelope clearly marked as 2025 CLARE MUNICIPAL AIRPORT FENCING RFP and shall be submitted to arrive at Clare City Hall, 202 West Fifth Street, Clare, Michigan, 48617, no later than 2:00 P.M., November 24, 2025, at which time the proposals will be opened. Postmarks will not be accepted.

UTILITY BILLING

Ph 989.386.7541 x201

Proposal specs can be found on the city's website www.cityofclare.gov. Questions regarding the Project should be directed to Airport Manager, Gabe Ambrozaitis @ 989-329-4912, or gambrozaitis@cityofclare.gov.

W/WWT PLANT

Ph 989.386.2321

Fx 989.386.2387

The City of Clare reserves the right to accept and/or reject any and/or all proposals or any portion thereof. The City of Clare is an equal opportunity provider and employer.

**POLICE DEPT.
NON-EMERGENCY**

Ph 989.386.2121

Fx 989.386.0440

Diane M. Lyon
Clare City Clerk

**FIRE DEPT.
NON-EMERGENCY**

Ph 989.386.2151

Fx 989.386.3020



**PARKS &
RECREATION**

Ph 989.386.7541 x213

Fx 989.386.4508

AIRPORT

Ph 989.386.0445

Fx 989.386.4508





CITY OF CLARE

202 West Fifth Street | Clare, Michigan 48617-1490

Office 989.386.7541 | Fax 989.386.4508

www.cityofclare.org

CITY HALL

Ph 989.386.7541

Fx 989.386.4508

www.cityofclare.org

Manager x102

Assessor x103

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Treasurer x107

DEPARTMENT OF PUBLIC WORKS

Ph 989.386.2182 or

989.386.7541 x202

Fx 989.386.4508

UTILITY BILLING

Ph 989.386.7541 x201

W/WWT PLANT

Ph 989.386.2321

Fx 989.386.2387

POLICE DEPT. NON-EMERGENCY

Ph 989.386.2121

Fx 989.386.0440

FIRE DEPT. NON-EMERGENCY

Ph 989.386.2151

Fx 989.386.3020

PARKS & RECREATION

Ph 989.386.7541 x213

Fx 989.386.4508

AIRPORT

Ph 989.386.0445

Fx 989.386.4508

CITY OF CLARE ZONING BOARD OF APPEALS PUBLIC NOTICE

The City of Clare Zoning Board of Appeals will hold a public hearing on Tuesday, November 4, 2025, at 6:30 p.m. at Clare City Hall, 202 W. 5th St., Clare, MI 48617, to receive public comment pertaining to a Zoning Use Variance Request to allow a commercial use in a residential zoning district at 11285 Schoolcrest Avenue in the City of Clare.

Public comments will be accepted by the Zoning Board of Appeals at the scheduled public hearing. Please contact Diane Lyon, Clare City Clerk, at dlvon@cityofclare.gov, or by calling 989-424-4068 prior to 5 p.m. on the date of the hearing if you have questions pertaining to the Use Variance Request or if you wish to submit verbal or written comment to be presented at the public hearing in the event you are unable to attend the hearing in person.

The City of Clare is an equal opportunity provider and employer.

Diane M. Lyon
Clare City Clerk

