



CITY OF CLARE

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CITY HALL

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Manager x102
Assessor x103
Clerk x106
Treasurer x107

CLARE CITY COMMISSION
Meeting to be held at Clare City Hall
202 W. Fifth St., Clare MI
Monday, October 17, 2022
6:00 p.m.

AGENDA

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

1. **CALL TO ORDER**
 - A. Pledge of Allegiance
 - B. Roll Call
2. **CONSENT AGENDA** – All items listed with an asterisk (*) are considered to be routine by the City Commission and shall be enacted by one motion. There will be no separate discussion of these items unless a Commissioner or citizen requests to do so, in which event the item shall be removed from the General Order of Business and considered in its normal sequence on the agenda.
3. ***APPROVAL OF MINUTES**
4. ***APPROVAL OF AGENDA**
5. **PUBLIC COMMENT**
6. **OLD/UNFINISHED BUSINESS** – None
7. **NEW BUSINESS**
 - A. Approve Certified Grant Administrator Contract – MEDC CDBG WRI Grant
 - B. Discussion Topic – Code Enforcement – Camper/Boat/Trailer Parking and Storage
8. **TREASURER’S REPORT**
9. ***DEPARTMENT REPORTS**
10. **CITY MANAGER’S REPORT**
11. ***COMMUNICATIONS**
12. **EXTENDED PUBLIC COMMENT**
13. **COMMISSION DISCUSSION TOPICS**
14. ***APPROVAL OF BILLS**



15. *PROFESSIONAL & EDUCATIONAL TRAINING OPPORTUNITIES

16. ADJOURNMENT

The public will be permitted to provide comment during the Public Comment portions of the meeting. The public is asked to identify themselves by providing their name and address when offering public comment.

Written comment may be submitted to dlyon@cityofclare.org, or placed in the drop box at Clare City Hall, or sent in by postal mail to the City Clerk, Diane Lyon at Clare City Hall, 202 W. Fifth St., Clare MI 48617, prior to 4 p.m. on the date of the meeting and will be read during the public comment portion of the meeting.

The regular meeting of the Clare City Commission was called to order at 6:00 p.m. in the City Commission Chambers of Clare City Hall, 202 West Fifth Street, Clare, Michigan by Mayor Pro Tem Bob Bonham who led with the Pledge of Allegiance. Present were: Bob Bonham, Nick Loomis and Gus Murphy. Absent: Pat Humphrey & Maegan Jenkins. Also, present: Jeremy Howard, City Manager; Dave Saad, Police Chief, Shannon Sirpilla, Treasurer; Luke Potter, DPW Director; Officer John Lake; Joy Simmer, Parks & Recreation Director; and Diane Lyon, City Clerk.

2. CONSENT AGENDA:

Moved by Commissioner Loomis second by Commissioner Murphy to approve the items listed with an asterisk (*) (Agenda, Minutes, Communications, Professional Development, Second Reading of Ordinance 2022-002, and Bills) that are considered to be routine by the City Commission. Roll call vote: Yeas: Commissioners Bob Bonham, Nick Loomis and Carolyn (Gus) Murphy. Nays: None. Absent: Pat Humphrey & Maegan Jenkins. *Motion Carried.*

3. *APPROVAL OF MINUTES:

Approved by Consent Agenda.

4. *APPROVAL OF AGENDA:

Approved by Consent Agenda.

5. PUBLIC COMMENT: None.

6. UNFINISHED BUSINESS: None.

7. NEW BUSINESS:

A. RECOGNIZE SAM EBERHART FOR 15 YEARS OF SERVICE IN DPW

Sam Eberhart has faithfully served the residents of the City of Clare for the past fifteen years, as a full-time employee within the City's Department of Public Works beginning in 2007 while concurrently serving as an on-call firefighter. The City Commission is asked to formally recognize Sam for his exemplary, faithful and dedicated public service.

Motion by Commissioner Murphy second by Commissioner Loomis to recognize the service of Sam Eberhart by adoption of Resolution 2022-089. Roll call vote: Yeas: Commissioners Bob Bonham, Nick Loomis and Carolyn (Gus) Murphy. Absent: Pat Humphrey & Maegan Jenkins. Nays: None. *Motion Carried.*

B. ADOPTION OF ORDINANCE 2022-002-CAMPING IN PETTIT PARK

The City Commission conducted a first reading and public hearing of Ordinance 2022-002 at their September 19, 2022 meeting. No public comment was offered regarding the proposed Ordinance amendment.

The City Commission is now asked to consider approving Ordinance 2022-002.

These proposed changes to Chapter 30, Parks & Recreation result predominantly from complaints and concerns. The Ordinance amendment establishes authority for the City's enforcement agencies to control criminal, inappropriate and/or publicly disruptive behavior in all city parks; and establishes specific camping rules for Pettit Park.

The Commission has approved a Second Reading of the proposed Ordinance 2022-002 by approval of the consent agenda.

The Commission is now asked to adopt the proposed Ordinance.

Motion by Commissioner Murphy second by Commissioner Loomis to approve Ordinance 2022-002 by adoption of Resolution 2022-090. Roll call vote: Yeas: Commissioners Bob Bonham, Nick Loomis and Carolyn (Gus) Murphy. Absent: Pat Humphrey & Maegan Jenkins. Nays: None. *Motion Carried.*

C. APPROVE WAGE INCREASE AND SET ELECTION WORKER COMPENSATION

Chapter 4, Section 4.10 of the City Charter provides that the compensation of election personnel shall be determined in advance of an election by the City Commission. The

City's last election inspector wage rate increase occurred in July 2018. At that time, the election chair's wage was approved at \$14.00 per hour; \$12.00 per hour for the precinct vice chairperson; and \$11.00 per hour for all other election inspectors

Election Chairpersons are responsible for oversight of the AVCB & polling locations; the accuracy of election results; the completeness of paperwork; to safeguard voting materials; to maintain the order and security of elections; to protect the integrity of elections; and they are typically required to work a minimum 16-hour day (or longer if necessary). The Election Vice Chair is required to fulfill the duties of the Election Chair at the polls during their absence for breaks, lunch, or assisting with the needs of voters. All election personnel are required to assist in setup of the polling location the day before the election, assist voters on election day, and contend with election issues as required under State and Federal law.

Today's elections have become more technologically complex and election security requirements have increased. The education requirements for election inspectors have been amplified over the years and expanding health and safety risks continue thus, the City Clerk proposes the following wage increase for election inspectors: Election Chair, \$15.00 per hour; Vice Chair, \$13.00 per hour; Election Inspector, \$12.00 per hour.

In order to retain qualified and knowledgeable inspectors in the City and attract new inspectors it is important that we offer competitive wages. The City's Election Commission met at 9:00 am on October 3, 2022 to consider the proposed wage increase and has provided a recommendation to approve the wage increase.

Motion by Commissioner Loomis second by Commissioner Murphy to approve the wage increase for election workers and set their compensation for all future city elections by adoption of Resolution 2022-091. Roll call vote: Yeas: Commissioners Bob Bonham, Nick Loomis and Carolyn (Gus) Murphy. Absent: Pat Humphrey & Maegan Jenkins. Nays: None. *Motion Carried.*

D. CLARE WRESTLING CLUB CHARITABLE GAMING LICENSE

The Clare Wrestling Club has requested that the City Commission consider adopting a Resolution enabling them to apply for the issuance of a state Gaming License, thereby allowing their organization to conduct various fund-raising events to support the community wrestling program.

Motion by Commissioner Murphy second by Commissioner Loomis to approve the Clare Wrestling Club's request by adoption of Resolution 2022-092. Roll call vote: Yeas: Commissioners Bob Bonham, Nick Loomis and Carolyn (Gus) Murphy. Absent: Pat Humphrey & Maegan Jenkins. Nays: None. *Motion Carried.*

8. TREASURER'S REPORT: The Treasurer provided a report to the Commission.

9. CITY MANAGER'S REPORT

MDOT 5th Street (M-115) Project. MDOT is continuing work to resurface 1.2 miles of M-115 from Pioneer Parkway to Sunset Avenue in the City of Clare. Update: Lane closures using flagman are currently underway. The project had a late start. Construction crews are currently completing joint repairs from the tracks heading west, working in the 300 block, and should be working in the 100 and 200 block of W. 5th by September 30th. Traffic will be detoured down Maple to 4th St.

Public Land Sale. The City received a letter from the Clare County Treasurer notifying us that 2 parcels of land, now owned by the County, are going up for bid. The parcels are contiguous to city property along Brookwood Drive and are (topographically) similar to the property we own by Pettit Park along the river. I am including the information in the event that the City Commission desires to bid on the land. The two parcels combined are less than .5 acres. It would be my recommendation that we do not bid on the property. However, if you disagree and would like staff to pursue placing a bid, we can certainly do that if that is the desire of the City Commission. We are hopeful that it will be purchased and put back on the tax rolls. The Commission came to a concensus that there is no interest in purchasing the parcels.

Clare Family Night Out. Family Night Out is on October 4th! There will be lots of fun activities, cool prizes, great food, and much more! This is a FREE family event so bring the whole family out to Clare on October 4th! There will be many participating businesses around

town and under the tents in the Wood's Household parking lot that will have lots of fun games, prizes, food, activities, and much more! A full schedule of events and participants for this fun event are attached in the flyer below.

Sister City – Clare, England. Marty Johnson with the Clare County Historical Society recently contacted city staff with a proposal to start a Sister City relationship with Clare, England.

Clare England's History: Early in WWII, the US Navy sent the British Navy 50 old destroyers to retrofit and use against the Germans. The British renamed the ships for cities in both countries that shared common names. One ship, the USS Upshur, was renamed the HMS Clare. After the war, a delegation from the Royal Navy visited our city and presented us with items from the ship. The badge from the ship is across the street in City Park (picture attached). A ship's log they gave us has since disappeared and sadly, no one knows where it's gone.). Mr. Johnson is proposing an "informal" sister city arrangement and mostly it would allow a High School class from each city to connect and do most of the work allowing them to gain experience in municipal government workings as well as develop relationships with and learn more about their peers in Clare, England.

Mr. Johnson provided the following information on how the sister city relationship might work.

I contacted Emma Harrington, a teacher at Clare Michigan High School. She's excited and wants to have her 12th-grade history class take it on. As to next steps, here's what I will suggest:

- 1) I will work with Ms. Harrington to contact a school in Clare, England to see if a class there wants to work with their city to make us a Sister City. If not, we can work directly with their mayor.
- 2) Students of Ms. Harrington will address our City Council to ask if we'd be willing to recognize Clare, England as a Sister City. They would provide their reasons.
- 3) Both cities create a Proclamation recognizing the relationship. There's a draft template available that we/you/I can customize.
- 4) The students send the Proclamation to England. Clare, England sends its Proclamation to our students. Maybe we include a local history book on Clare or something with our logo in our mailing. Maybe Pat or Jeremy can FaceTime with Clare, England students if they want it.
- 5) Our students attend a City Council and present the English Proclamation to our city. Media is invited. At the same time, the city shows off two roadside signs (for north & south of town) that will be installed now that the relationship is formalized.
- 6) Life goes on as usual.

The above are just my initial ideas. I'd be happy to sit down with anyone from the city, perhaps with Ms. Harrington. Please let me know of any concerns or ideas. Regards, Marty

10. *COMMUNICATIONS: *Approved by Consent Agenda.*
11. EXTENDED PUBLIC COMMENT: None.
12. COMMISSION DISCUSSION TOPICS: Commissioner Loomis noted that Bigby Coffee, located in Grant Township, now has a sign displayed.
13. *APPROVAL OF BILLS: *Approved by Consent Agenda.*
14. *PROFESSIONAL & EDUCATIONAL TRAINING OPPORTUNITIES: *Approved by Consent Agenda.*
15. ADJOURNMENT: Motion by Commissioner Loomis second by Commissioner Murphy to adjourn the meeting. Roll call vote: Yeas: Commissioners Bob Bonham, Nick Loomis and Carolyn (Gus) Murphy. Absent: Pat Humphrey & Maegan Jenkins. Nays: None. *Motion Carried.* Meeting adjourned at 6:21 p.m.

Bob Bonham, Mayor Pro Tem

Diane Lyon, City Clerk

AGENDA REPORT

To: Mayor Pat Humphrey and the Clare City Commission
From: Jeremy Howard, City Manager
Date: October 13, 2022
Regarding: Approval of Certified Grant Administrator

For the Agenda of October 17, 2022

Background. The City Commission authorized the submittal of a grant to MEDC for their CDBG WRI project grant. Per the requirements of the grant, the city solicited bids for a Certified Grant Administrator (CGA). The City received only one bid from Carter Consulting LLC (*copy att'd*). I am now asking the City Commission to authorize the selection and approve the contract (*att'd*) of Carter Consulting LLC as the City's selected firm for the CGA. MEDC has reviewed the bid and has given written approval (*att'd*) to enter into contract with Carter Consulting LLC.

Issues & Questions Specified. Should the City Commission approve the proposed contractual agreement with Carter Consulting LLC?

Alternatives.

1. Approve the proposed contractual agreement.
2. Approve the proposed agreement with changes or amendments.
3. Direct that portions or all of the contractual agreement be renegotiated.
4. Set aside decision regarding this matter to a later date.

Financial Impact. The proposed cost per the contract (*copy att'd*) for the work is \$23,200. The cost of these services will be paid for out of MEDC funds once the grant is awarded.

Recommendation. I recommend that the City Commission approve the proposed contractual agreement with Carter Consulting LLC and authorize the Mayor and/or the City Manager to execute this contract and any and all related documents by adoption of Resolution 2022-093 (*copy att'd*).

Attachments.

1. Proposed Bid and Contract.
2. Letter of Authorization from MEDC.
3. Resolution 2022-093.



Carter Consulting, LLC
304 N. Fiske Rd.
Coldwater, MI

City of Clare
202 West Fifth Street
Clare MI 48617

Dear Mr. Howard,

Please accept this letter as my formal response for your CDBG Administrative Consultant Proposal request.

Carter Consulting, LLC is a licensed and insured Limited Liability Company, in the State of Michigan since August 2017, while partnering with Revitalize LLC, as a Certified Grant Administrator. Carter Consulting, LLC is a Woman Business Entity.

I have been the “lead” on several projects, with Revitalize, LLC. A list is attached, of the grants in which I have co-administered, with Revitalize, LLC. References can be contacted, if desired. I am currently under contract with the City of Laingsburg and the City of Marshall for Rental Rehabilitation projects. I also assist the City of Battle Creek in coordinating their Rental Rehab program and I am under contract with the Cities of Bangor (to be completed early 2023), Morenci, Rogers City (scheduled to completed early 2023 and the Village of Fowlerville (to be completed early 2023) for their Water Related Infrastructure projects.

Most recently I contracted with the Cities of Hillsdale and Reading for their Water Infrastructure grants and the Village of Kingsley for their Public Gathering Spaces grant.

Carter Consulting, LLC charges \$80.00 per hour, which includes travel and material costs. The total hours estimated for this project are 290 hours for a contract amount of **(Twenty Three Thousand Two Hundred and 00/100) \$23,200.00.**

Respectfully,

Kimberley Carter

Owner, Carter Consulting, LLC

The scope of work the consultant must be prepared and qualified to provide are as follows:

1. General Tasks

- a. Establish project files in the UGLG’s office and digitally so that file sharing can easily occur between UGLG and MEDC. These files must demonstrate compliance with all applicable state, local, and federal regulations. The project files must be monitored throughout the program to ensure they are complete, and all necessary documentation is being retained in the UGLG’s files.
- b. Assist UGLG in meeting Citizen Participation requirements noted in its Citizen Participation Plan. This can include reviewing public hearing notices to ensure compliance.
- c. Assist in collecting and maintaining applicable Section 3 documentation to meet compliance standards
- d. Prepare, receive, and submit signed grant metric reports from the UGLG. These reports include, but are not limited to: Progress Reports, Audit Reports, Job Creation Reports and Milestones.
- e. Prepare and submit the semi-annual HUD 2516 and HUD 4710 reports.
- f. Assist in preparing Grant Amendment documents if necessary. Also, assist the UGLG with developing a public hearing notice, if required. If the project scope changes and the Environmental Review level is affected, review and assist in the preparation of Environmental Review amendment documents or administrative paperwork to SHPO.
- g. Other general tasks as related to program compliance.

TOTAL GENERAL TASKS HOURS

80 HOURS

2. Financial Management

- a. Prepare Payment Requests at least quarterly in accordance with CDBG’s financial management procedures.
- b. Review the UGLG’s financial management processes which includes, but is not limited to, cash receipts and disbursements journal and accompanying ledgers, and conforms to generally accepted principles of municipal accounting.
- c. Make progress inspections and certify private and other match investment each time a payment request is issued. **INSPECTIONS TO BE COMBINED WITH TRIPS ON OTHER PROJECTS.**
- d. Review Change Orders submitted by the UGLG.
- e. Assist UGLG with annual Single Audit Certification completion and submission to MEDC.

TOTAL FINANCIAL MANAGEMENT HOURS

60 HOURS

3. Environmental Review

- a. If the Determination Level for Environmental Review is *Exempt* or *Categorically Excluded Not Subject To 58.5*, the Certified Grant Administrator can assist the UGLG in the preparation of necessary Environmental Review documentation. If the Environmental Review level is determined to be *Categorical Excluded Subject to 58.5*, consultation with the CDBG Project Specialist is required.
- b. If the Environmental Review level is determined to be an *Environmental Assessment* or an *Environmental Impact Statement*, all Environmental Review documentation will be created by qualified Consulting Agency(ies) and SHPO and collected by the UGLG and Certified Grant Administrator.
- c. Assist UGLG in providing documentation to CDBG Program Specialist for environmental release of funds for the awarded project.
- d. If the Scope changes for a project, assist the UGLG in creating Environmental Review Amendment materials for review by the CDBG Specialist.

TOTAL ENVIRONMENTAL REVIEW HOURS

20 HOURS

4. Procurement

- a. Provide required procurement reports and assist the UGLG in obtaining approvals from MEDC as appropriate.

- b. Collect and File procurement records including selection process, advertisements, reasons for selections, minutes of bid openings, etc.
- c. Collect file contract agreements between UGLG and the Selected Contractor. Collect and file insurance documentation related to the selected contractor.
- d. Provide SAM and HUD Limited Deniability Checks related to selected contractor.
- e. Collect and File Section 3 documentation.

TOTAL PROCUREMENT HOURS

20 HOURS

5. Construction and Labor Compliance

Non-Davis Bacon Projects:

- a. Assist project architect or engineer in bid document preparation to ensure bid specification documentation is consistent with state and federal regulations.
- b. Check payroll documentation.
- c. Review Contractor Payment Application materials and ensure that Supplies and Labor Amounts are present on all categories for reimbursement.
- d. File contractor clearances, specific to applicable Lead and Asbestos Abatement
- e. Monitor administrative paperwork to ensure compliance with equal opportunity, labor provisions, and Section 3 requirements.
- f. File any inspection reports related to the project.

Davis-Bacon Projects:

- a. Assist project architect or engineer in bid document preparation consistent with state and federal regulations.
- b. Secure the Department of Labor’s federal wage decision and include it in the bid documents.
- c. Review construction contracts to ensure they comply with state and federal regulations. Examples of regulations include the following: Conflict of Interest, Access to Records, Copeland Anti-Kickback Act, Safety Standards, Architectural Barriers, Flood Insurance, Clean Air and Water Act (for contracts over \$100,000), HUD Handbook (6500.3), 24 CFR 85.36, Section 3, Section 109, Title VI, Civil Rights Act, EO 11246 (for contracts over \$10,000), Section 504, etc.
- d. File contractor clearance(s), specific to applicable Lead and Asbestos Abatement.
- e. Check weekly payrolls and complete Payroll Review Worksheet to ensure compliance with federal wage decision(s) with wage and fringe benefit information. Review documents to ensure the following documents are provided, if applicable: Apprentice Compliance, Independent Contractors, Payroll Restitution.
- f. Conduct on-site interviews and compare the results with the appropriate payrolls. **TO BE COMBINED WITH TRIPS ON OTHER PROJECTS.**
- g. Monitor administrative paperwork to ensure compliance with equal opportunity, labor standards provisions, and Section 3 requirements.

TOTAL CONSTRUCTION AND LABOR COMPLIANCE HOURS

80 HOURS

6. Monitoring and Close Out

- a. Attend and Assist UGLG during the MEDC’s monitoring visit(s).
- b. Assist with close-out documentation.

TOTAL MONITORING AND CLOSE OUT HOURS

30 HOURS

7. National Objective Compliance, Surveys, and Income Verification

- a. For job creation: File semi-annual employment data and associated income certification forms. **N/A**
- b. For blight elimination: File local building inspector letter certifying the project eliminated specific conditions of blight. **N/A**
- c. For housing projects: File the Certificate of Occupancy. Collect and file lease information showing that at least 51% of the rental units are leased to low-income households. **N/A**
- d. Compliance, Surveys, and Income Verification Reports are not required for area benefit projects based on population. **N/A**

TOTAL PROJECT HOURS

290 HOURS

CITY OF CLARE
CONTRACT FOR CONSULTANT SERVICES
For WATER RELATED INFRASTRUCTURE GRANT

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
CONSULTANT SERVICES

PART I -- AGREEMENT

This Agreement for professional services is by and between the City of Clare, State of Michigan (hereinafter called the "GRANTEE"), acting herein by , hereunto duly authorized, and Carter Consulting, LLC, a Limited Liability Corporation, organized under the laws of the State of Michigan (hereinafter called the "CONSULTANT"), acting herein by Kimberley Carter, Owner, hereunto duly authorized;

WITNESSETH THAT:

WHEREAS, the GRANTEE has received funding under the State of Michigan, MEDC, CDBG Programs pursuant to Title I of the Housing and Community Development Act of 1974, as amended; and,

WHEREAS, the GRANTEE desires to engage the CONSULTANT to render certain technical assistance services in connection with its Community Development Program:

NOW, THEREFORE, the parties do mutually agree as follows:

1) Employment of CONSULTANT

The GRANTEE hereby agrees to engage the CONSULTANT, and the CONSULTANT hereby agrees to perform the Scope of Services set forth herein under the terms and conditions of this agreement.

2) Scope of Services

The CONSULTANT shall, in a satisfactory and proper manner, perform the services listed in Part III Scope of Services and Payment Schedule. Services in each of the work areas shall be performed under and at the direction of the chief elected official or their designated representative. (See attached for complete Scope of Services)

3) Time of Performance

The services of the CONSULTANT shall commence on October 17, 2022 and shall end on October 17, 2025, or until the grant is closed. Such services shall be continued in such sequence as to assure their relevance to the purposes of this Agreement. All of the services required and performed hereunder shall not be completed until the GRANTEE has received notification of final close out from the MEDC.

Access to Information

It is agreed that all information, data, reports, records, and maps as are existing, available, and necessary for the carrying out of the work outlined above, shall be furnished to the CONSULTANT by the GRANTEE. No charge will be made to the CONSULTANT for such information, and the GRANTEE will cooperate with the CONSULTANT in every way possible to facilitate the performance of the work described in this contract.

4) Compensation and Method of Payment

CONSULTANT shall only be paid for services rendered under this agreement from funds allowed by the MEDC for administrative costs under the provisions of the grant awarded to the GRANTEE. Payment will be made only on approval of the GRANTEE.

The total amount of reimbursable costs to be paid CONSULTANT under this contract for program administration shall not exceed **Twenty Three Thousand Two Hundred and 00 Dollars (\$23,200.00)**. CONSULTANT may not incur any costs in excess of this amount (except at its own risk) without the approval of the GRANTEE. CONSULTANT will only be paid for the time and effort needed to complete the actual scope of services required for this program; which may be less than the total amount above.

The CONSULTANT shall submit invoices to the GRANTEE for payment. Each invoice submitted shall identify the specific contract task(s) or sub-task(s) listed in Part III, Scope of Services for payment according to the appropriate method listed below:

- a) Cost Reimbursement: For tasks lacking a definable work product and/or the CONSULTANT will not assume the risk for incurring the costs for a definable work product: cost reimbursement of labor, material and service costs, and allowable overhead. Each invoice shall itemize the: Direct labor hours by job classification; hourly rate by job classification, fringe benefits as *either* a percent direct labor cost *or absolute dollar per hour amount*; mileage and per diem required per task, and overhead as *either* a percent of direct costs *or dollar amount per direct labor hour* in accordance with the schedule of reimbursable costs listed in Part III Payment Schedule. Reimbursement for contracted services or materials shall include the vendor invoice(s) that identifies items by quantities and cost per unit.
- b) Lump Sum Price: For tasks with a definable work product and the quantity required is certain and the contractor assumes the risk for all costs: a lump sum price. Each invoice submitted shall identify the specific contract task(s) listed in as listed in Part III and the completed work product/deliverable for the agreed upon price and quantity listed in Part III Payment Schedule.
- c) Unit Price: For tasks with a definable work product but the quantity is uncertain and the contractor assumes the risk for all costs: a unit price times the number of units completed for each billing. Each invoice submitted shall identify the specific contract task(s) listed in as listed in Part III and the completed work product/deliverable for the agreed upon price listed in Part III Payment Schedule.

5) Ownership Documents

All documents, including original drawings, estimates, specifications, field notes, and data are the property of the Grantee. The CONSULTANT may retain reproducible copies of drawings and other documents.

6) Professional Liability

The CONSULTANT shall be responsible for the use of reasonable skills and care benefiting the profession in the preparation of the application and in the implementation of the CDBG Program.

7) Indemnification

The CONSULTANT shall comply with the requirements of all applicable laws, rules and regulations in connection with the services of the CONSULTANT, and shall exonerate, indemnify, and hold harmless the GRANTEE, its officers, agents, and all employees from and against them, and local taxes or contributions imposed or required under the Social Security, Workers' Compensation, and Income Tax Laws. Further, the CONSULTANT shall exonerate, indemnify, and hold harmless the GRANTEE with respect to any damages, expenses, or claims arising from or in connection with any of the work performed or to be performed under this contract by the CONSULTANT. This shall not be construed as a limitation of the CONSULTANT's liability under this Agreement or as otherwise provided by law.

8) Terms and Conditions

This Agreement is subject to the provisions titled, "Part II, Terms and Conditions" and "Part III Payment Schedule", consisting of eight pages, attached hereto and incorporated by reference herein.

9) Address of Notices and Communications

Jeremy Howard
City Manager, City of Clare
202 West Fifth Street, Clare MI 48617

Kimberley Carter
Owner, Carter Consulting, LLC
304 N. Fiske Rd., Coldwater, MI 49036

10) Captions

Each paragraph of this Contract has been supplied with a caption to serve only as a guide to the contents. The caption does not control the meaning of any paragraph or in any way determine its interpretation or application.

11) Authorization

This Agreement is authorized by the City of Clare, motion carried October 17, 2022, copies of which are attached hereto and made a part hereof.

ATTEST:

City of Clare

By: _____
Pat Humphrey, Mayor

Date: _____

Carter Consulting, LLC

By: _____
Kimberley Carter, Owner

Date: _____

PART II -- TERMS AND CONDITIONS

A. TERMINATION OF CONTRACT FOR CAUSE.

If, through any cause, the CONSULTANT shall fail to fulfill in a timely and proper manner his obligations under this Contract, or if the CONSULTANT shall violate any of the covenants, agreements, or stipulations of this Contract, the GRANTEE shall thereupon have the right to terminate this Contract by giving written notice to the CONSULTANT of such termination and specifying the effective date thereof, at least five days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the CONSULTANT under this Contract shall, at the option of the GRANTEE, become its property and the CONSULTANT shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder. Notwithstanding the above, the CONSULTANT shall not be relieved of liability to the GRANTEE for damages sustained by the GRANTEE by virtue of any breach of the Contract by the CONSULTANT, and the GRANTEE may withhold any payments to the CONSULTANT for the purpose of set-off until such time as the exact amount of damages due the GRANTEE from the CONSULTANT is determined.

This contract for overall program administration will be automatically terminated if the application(s) is not funded by the MEDC. CONSULTANT will not be entitled to any reimbursement for program administration either from the GRANTEE or the MEDC.

B. TERMINATION FOR CONVENIENCE OF THE GRANTEE

The GRANTEE may terminate this contract at any time by giving at least 10 days' notice in writing to the CONSULTANT. If the Contract is terminated by the GRANTEE as provided herein, the CONSULTANT will be paid for the time provided and expenses incurred up to the termination date. If this Contract is terminated due to the fault of the CONSULTANT, paragraph 1 hereof relative to termination shall apply.

This contract for overall program administration will be automatically terminated if the application(s) is not funded by the MEDC. CONSULTANT will not be entitled to any reimbursement for program administration either from the GRANTEE or the MEDC.

C. CHANGES

The GRANTEE may, from time to time, request changes in the scope of the services of the CONSULTANT to be performed hereunder. Such changes, including any increase or decrease in the amount of the CONSULTANT's compensation, which are mutually agreed upon by and between the GRANTEE and the CONSULTANT, shall be incorporated in written amendments to this Contract. No amendment or variation of the terms of this contract shall be valid unless made in writing, signed by the parties and approved as required by law. No oral understanding or agreement not incorporated in the contract is binding on any of the parties.

D. PERSONNEL

- a) The CONSULTANT represents that he has, or will secure at his own expense, all personnel required in performing the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the GRANTEE.
- b) All of the services required hereunder will be performed by the CONSULTANT or under his supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state and local law to perform such services.
- c) None of the work or services covered by this Contract shall be subcontracted without the prior written approval of the GRANTEE. Any work or services subcontracted hereunder shall be specified by written contract or agreement and shall be subject to each provision of this Contract.

E. ASSIGNABILITY

The CONSULTANT shall not assign any interest in this Contract, and shall not transfer any interest in the same (whether by assignment or novation), without the prior written consent of the GRANTEE thereto. Provided, however, that claims for money by the CONSULTANT from the GRANTEE under this Contract may be assigned to a bank, trust company, or other financial institution without such approval. Written notice of any such assignment or transfer shall be furnished promptly to the GRANTEE.

F. REPORTS AND INFORMATION

The CONSULTANT, at such times and in such forms as the Grantee may require, shall furnish the GRANTEE such periodic reports as it may request pertaining to the work or services undertaken pursuant to this Contract, the costs and obligations incurred or to be incurred in connection therewith, and any other matters covered by this Contract.

G. RECORDS AND AUDITS

The CONSULTANT shall maintain accounts and records, including personnel, property, and financial records, adequate to identify and account for all costs pertaining to the Contract and such other records as may be deemed necessary by the GRANTEE to assure proper accounting for all project funds, both federal and non-federal shares. These records will be made available for audit or other financial reporting purposes to the GRANTEE or any authorized representative, and will be retained for five years after the MEDC has officially closed-out the CDBG Program unless permission to destroy them is granted by the GRANTEE.

H. FINDINGS CONFIDENTIAL

All of the reports, information, data, et cetera, prepared or assembled by the CONSULTANT under this Contract are confidential and the CONSULTANT agrees that they shall not be made available to any individual or organization without the prior written approval of the GRANTEE.

I. COPYRIGHT

No materials, to include but not limited to reports, maps, or documents produced as a result of this contract, in whole or in part, shall be available to CONSULTANT for copyright purposes. Any such materials produced as a result of this contract that might be subject to copyright shall be the property of the GRANTEE and all such rights shall belong to the GRANTEE, and the GRANTEE shall be sole and exclusive entity who may exercise such rights.

J. COMPLIANCE WITH LOCAL LAWS

The CONSULTANT shall comply with all applicable laws, ordinances and codes of the state and local government, and the CONSULTANT shall hold the GRANTEE harmless with respect to any damages arising from any tort done in performing any of the work embraced by this Contract.

K. CIVIL RIGHTS ACT OF 1964/EQUAL EMPLOYMENT OPPORTUNITY

Under Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. During the performance of this Contract, the CONSULTANT agrees as follows:

- a) The CONSULTANT will not discriminate against any employee or applicant for employment because of race, creed, sex, color, national origin, handicap or familial status. The CONSULTANT will take affirmative steps to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, sex, color, national origin, handicap or familial status. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment

advertising; layoff or termination; rates of pay or other forms or compensation; and selection for training, including apprenticeship. The CONSULTANT agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the GRANTEE setting forth the provisions of this non-discrimination clause.

- b) The CONSULTANT will, in all solicitations or advertisements for employees placed by or on behalf of the CONSULTANT; state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, national origin, handicap or familial status.
- c) The CONSULTANT will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Contract so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.
- d) The CONSULTANT will comply with all provisions of Presidential Executive Order 11246 (Executive Order 11246) of September 24, 1965, and of the rules, regulations and relevant orders of the Secretary of Labor.
- e) The CONSULTANT will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records and accounts by the GRANTEE and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
- f) In the event of the CONSULTANT's non-compliance with the equal opportunity clauses of this Agreement or with any such rules, regulations, or orders, this Agreement may be canceled, terminated, or suspended in whole or in part and the CONSULTANT may be declared ineligible for further government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided by Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- g) The CONSULTANT will include the provisions of paragraphs (a) through (g) in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The CONSULTANT will take such action with respect to any subcontract or purchase order as the GRANTEE may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that in the event the CONSULTANT becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the GRANTEE, the CONSULTANT may request the United States to enter into such litigation to protect the interests of the United States.

L. SECTION 109 OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974

No person in the United States shall on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title. Section 109 further provides that discrimination on the basis of age under the Age Discrimination Act of 1975 or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, as amended, is prohibited.

M. "SECTION 3" COMPLIANCE IN THE PROVISION OF TRAINING, EMPLOYMENT AND BUSINESS OPPORTUNITIES

- a) The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

- b) The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- c) The CONSULTANT agrees to send to each labor organization or representative of workers with which the CONSULTANT has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the CONSULTANT's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each, and the name and location of the person(s) taking applications for each of the positions, and the anticipated date the work shall begin.
- d) The CONSULTANT agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The CONSULTANT will not subcontract with any subcontractor where the CONSULTANT has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.
- e) The CONSULTANT will certify that any vacant employment positions, including training positions, that are filled (1) after the CONSULTANT is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the CONSULTANT's obligations under 24 CFR Part 135.
- f) Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- g) With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

N. INTEREST OF MEMBERS OF THE GRANTEE

No member of the governing body of the GRANTEE and no other officer, employee, or agent of the GRANTEE who exercises any functions or responsibilities in connection with the planning and carrying out of the program, shall have any personal financial interest, direct or indirect, in this Contract; and the CONSULTANT shall take appropriate steps to assure compliance.

O. INTEREST OF OTHER LOCAL PUBLIC OFFICIALS

No member of the governing body of the locality and no other public official of such locality, who exercises any functions or responsibilities in connection with the planning and carrying out of the program, shall have any personal financial interest, direct or indirect, in this Contract; and the CONSULTANT shall take appropriate steps to assure compliance.

P. INTEREST OF CONSULTANT AND EMPLOYEES

The CONSULTANT covenants that he presently has no interest and shall not acquire interest, direct or indirect, in the project area or any parcels therein or any other interest which would conflict in any manner or degree with the performance of his services hereunder. The CONSULTANT further covenants that in the performance of this Contract, no person having any such interest shall be employed.

Q. ACCESS TO RECORDS

The MEDC grantor agency, the Department of Housing and Urban Development, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the CONSULTANT which are directly pertinent to this specific contract for the purpose of audits, examinations, and making excerpts and transcriptions.

All records connected with this contract will be maintained in a central location by the unit of local government and will be maintained for a period of 5 years from the official date of close out of the grant by the MEDC.

R. INSURANCE

- Insurance shall be placed with insurers with an A.M. Best's rating of no less than A-: VI.
- This rating requirement shall be waived for Worker's Compensation coverage only.
- CONSULTANT's Insurance: The CONSULTANT shall not commence work under this contract until he has obtained all insurance required herein. Certificates of Insurance, fully executed by officers of the Insurance Company written or countersigned by an authorized Michigan State agency. The CONSULTANT shall not allow any sub-contractor to commence work on his subcontract until all similar insurance required for the subcontractor has been obtained and approved. If so requested, the CONSULTANT shall also submit copies of insurance policies for inspection and approval of the GRANTEE before work is commenced. Said policies shall not hereafter be canceled, permitted to expire, or be changed without thirty (30) days' notice in advance to the GRANTEE and consented to by the GRANTEE in writing and the policies shall so provide.
- Compensation Insurance: Before any work is commenced, the CONSULTANT shall maintain during the life of the contract, Workers' Compensation Insurance for all of the CONSULTANT's employees employed at the site of the project. In case any work is sublet, the CONSULTANT shall require the subcontractor similarly to provide Workers' Compensation Insurance for all the latter's employees, unless such employees are covered by the protection afforded by the CONSULTANT. In case any class of employees engaged in work under the contract at the site of the project is not protected under the Workers' Compensation Statute, the CONSULTANT shall provide for any such employees, and shall further provide or cause any and all subcontractors to provide Employer's Liability Insurance for the protection of such employees not protected by the Workers' Compensation Statute. **CARTER CONSULTING LLC IS EXCLUDED AS THERE ARE NO EMPLOYEES, see NOTICE OF EXCLUSION.**
- Commercial General Liability Insurance: The CONSULTANT shall maintain during the life of the contract such Commercial General Liability Insurance which shall protect him, the GRANTEE, and any subcontractor during the performance of work covered by the contract from claims or damages for personal injury, including accidental death, as well as for claims for property damages, which may arise from operations under the contract, whether such operations be by himself or by a subcontractor, or by anyone directly or indirectly employed by either of them, or in such a manner as to impose liability to the GRANTEE. Such insurance shall name the GRANTEE as additional insured for claims arising from or as the result of the operations of the CONSULTANT or his subcontractors. In the absence of specific regulations, the amount of coverage shall be as follows: Commercial General Liability Insurance, including bodily injury, property damage and contractual liability, with combined single limits of \$1,000,000.00.
- Insurance Covering Special Hazards: Special hazards as determined by the GRANTEE shall be covered by rider or riders in the Commercial General Liability Insurance Policy or policies herein elsewhere required to be furnished by the CONSULTANT, or by separate policies of insurance in the amounts as defined in any Special Conditions of the contract included therewith.

- Licensed and Non-Licensed Motor Vehicles: The CONSULTANT shall maintain during the life of the contract, Automobile Liability Insurance in an amount not less than combined single limits of \$500,000.00 per occurrence for bodily injury/property damage. Such insurance shall cover the use of any non-licensed motor vehicles engaged in operations within the terms of the contract on the site of the work to be performed there under, unless such coverage is included in insurance elsewhere specified.
- Subcontractor's Insurance: The CONSULTANT shall require that any and all subcontractors, which are not protected under the CONSULTANT's own insurance policies, take and maintain insurance of the same nature and in the same amounts as required of the CONSULTANT.

S. APPLICABLE LAW

This contract shall be governed by and interpreted in accordance with the laws of the State of Michigan. Venue of any action brought with regard to this contract shall be in the 80th District Court, County of Clare, State of Michigan.

T. CODE OF ETHICS

The CONSULTANT acknowledges that American Institution of Certified Planner (AICP) applies to the Contracting Party in the performance of services called for in this contract. The CONSULTANT agrees to immediately notify the state if potential violations of the AICP Code of Ethics arise at any time during the term of this contract.

U. SEVERABILITY

If any term or condition of this Contract or the application thereof is held invalid, such invalidity shall not affect other terms, conditions, or applications which can be given effect without the invalid term, condition, or application; to this end the terms and conditions of this Contract are declared severable.

V. COMPLETE CONTRACT

This is the complete Contract between the parties with respect to the subject matter and all prior discussions and negotiations are merged into this contract. This Contract is entered into with neither party relying on any statement or representation made by the other party not embodied in this Contract and there are no other agreements or understanding changing or modifying the terms. This Contract shall become effective upon final statutory approval.

W. ENTIRE AGREEMENT & ORDER OF PRECEDENCE

This contract together with the Request For Proposal and CONSULTANT's proposal which are incorporated herein; shall, to the extent possible, be construed to give effect to all of its provisions; however, where provisions are in conflict, first priority shall be given to the provisions of the contract, excluding the Request for Proposals, its amendments and the Proposal; second priority shall be given to the provisions of the Request for Proposals and its amendments; and third priority shall be given to the provisions of the CONSULTANT's Proposal.

NOTE TO GRANTEE ON SCOPE OF SERVICES AND PAYMENT SCHEDULE:

1. *The list of the scope of services is just an example. The grant recipient should delete any services not needed for this particular contract; or add services that are needed.*
2. *The use of unit and lump sum prices are just an example. The grant recipient may require all tasks be performed on a cost reimbursement basis. The grant recipient should insure that the unit price and/or lump sum price payment requirements are deleted from Part I Section 5 of the contract if they are not used.*
3. *Any use of unit and lump sum prices assumes the grant recipient has conducted the required (24 CFR 85.36(f)) cost price analysis according to the steps outlined in HUD's Quick Guide to Cost Price Analysis, found in Exhibit 6-5, and maintains sufficient detail [Exhibit 6-4 Excel] to establish the basis of the price (24 CFR 85.36(b)(9)).*

PART III – SCOPE OF SERVICES AND PAYMENT SCHEDULE

The scope of services that the consultant is prepared and qualified to provide are as follows:

1. General Tasks

- a. Establish project files in the UGLG’s office and digitally so that file sharing can easily occur between UGLG and MEDC. These files must demonstrate compliance with all applicable state, local, and federal regulations. The project files must be monitored throughout the program to ensure they are complete, and all necessary documentation is being retained in the UGLG’s files.
- b. Assist UGLG in meeting Citizen Participation requirements noted in its Citizen Participation Plan. This can include reviewing public hearing notices to ensure compliance.
- c. Assist in collecting and maintaining applicable Section 3 documentation to meet compliance standards
- d. Prepare, receive, and submit signed grant metric reports from the UGLG. These reports include, but are not limited to: Progress Reports, Audit Reports, Job Creation Reports and Milestones.
- e. Prepare and submit the semi-annual HUD 2516 and HUD 4710 reports.
- f. Assist in preparing Grant Amendment documents if necessary. Also, assist the UGLG with developing a public hearing notice, if required. If the project scope changes and the Environmental Review level is affected, review and assist in the preparation of Environmental Review amendment documents or administrative paperwork to SHPO.
- g. Other general tasks as related to program compliance.

TOTAL GENERAL TASKS HOURS

80 HOURS

2. Financial Management

- a. Prepare Payment Requests at least quarterly in accordance with CDBG’s financial management procedures.
- b. Review the UGLG’s financial management processes which includes, but is not limited to, cash receipts and disbursements journal and accompanying ledgers, and conforms to generally accepted principles of municipal accounting.
- c. Make progress inspections and certify private and other match investment each time a payment request is issued.
INSPECTIONS TO BE COMBINED WITH TRIPS ON OTHER PROJECTS.
- d. Review Change Orders submitted by the UGLG.
- e. Assist UGLG with annual Single Audit Certification completion and submission to MEDC.

TOTAL FINANCIAL MANAGEMENT HOURS

60 HOURS

3. Environmental Review

- a. If the Determination Level for Environmental Review is *Exempt* or *Categorically Excluded Not Subject To 58.5*, the Certified Grant Administrator can assist the UGLG in the preparation of necessary Environmental Review documentation. If the Environmental Review level is determined to be *Categorical Excluded Subject to 58.5*, consultation with the CDBG Project Specialist is required.
- b. If the Environmental Review level is determined to be an *Environmental Assessment* or an *Environmental Impact Statement*, all Environmental Review documentation will be created by qualified Consulting Agency(ies) and SHPO and collected by the UGLG and Certified Grant Administrator.
- c. Assist UGLG in providing documentation to CDBG Program Specialist for environmental release of funds for the awarded project.
- d. If the Scope changes for a project, assist the UGLG in creating Environmental Review Amendment materials for review by the CDBG Specialist.

TOTAL ENVIRONMENTAL REVIEW HOURS

20 HOURS

4. Procurement

- a. Provide required procurement reports and assist the UGLG in obtaining approvals from MEDC as appropriate.
- b. Collect and File procurement records including selection process, advertisements, reasons for selections, minutes of bid openings, etc.
- c. Collect file contract agreements between UGLG and the Selected Contractor. Collect and file insurance documentation related to the selected contractor.
- d. Provide SAM and HUD Limited Deniability Checks related to selected contractor.
- e. Collect and File Section 3 documentation.

TOTAL PROCUREMENT HOURS

20 HOURS

5. Construction and Labor Compliance

Non-Davis Bacon Projects:

- a. Assist project architect or engineer in bid document preparation to ensure bid specification documentation is consistent with state and federal regulations.
- b. Check payroll documentation.
- c. Review Contractor Payment Application materials and ensure that Supplies and Labor Amounts are present on all categories for reimbursement.
- d. File contractor clearances, specific to applicable Lead and Asbestos Abatement
- e. Monitor administrative paperwork to ensure compliance with equal opportunity, labor provisions, and Section 3 requirements.
- f. File any inspection reports related to the project.

Davis-Bacon Projects:

- a. Assist project architect or engineer in bid document preparation consistent with state and federal regulations.
- b. Secure the Department of Labor's federal wage decision and include it in the bid documents.
- c. Review construction contracts to ensure they comply with state and federal regulations. Examples of regulations include the following: Conflict of Interest, Access to Records, Copeland Anti-Kickback Act, Safety Standards, Architectural Barriers, Flood Insurance, Clean Air and Water Act (for contracts over \$100,000), HUD Handbook (6500.3), 24 CFR 85.36, Section 3, Section 109, Title VI, Civil Rights Act, EO 11246 (for contracts over \$10,000), Section 504, etc.
- d. File contractor clearance(s), specific to applicable Lead and Asbestos Abatement.
- e. Check weekly payrolls and complete Payroll Review Worksheet to ensure compliance with federal wage decision(s) with wage and fringe benefit information. Review documents to ensure the following documents are provided, if applicable: Apprentice Compliance, Independent Contractors, Payroll Restitution.
- f. Conduct on-site interviews and compare the results with the appropriate payrolls. **TO BE COMBINED WITH TRIPS ON OTHER PROJECTS.**
- g. Monitor administrative paperwork to ensure compliance with equal opportunity, labor standards provisions, and Section 3 requirements.

TOTAL CONSTRUCTION AND LABOR COMPLIANCE HOURS

80 HOURS

6. Monitoring and Close Out

- a. Attend and Assist UGLG during the MEDC's monitoring visit(s).
- b. Assist with close-out documentation.

TOTAL MONITORING AND CLOSE OUT HOURS

30 HOURS

7. National Objective Compliance, Surveys, and Income Verification

- a. For job creation: File semi-annual employment data and associated income certification forms. **N/A**
- b. For blight elimination: File local building inspector letter certifying the project eliminated specific conditions of blight. **N/A**
- c. For housing projects: File the Certificate of Occupancy. Collect and file lease information showing that at least 51% of the rental units are leased to low-income households. **N/A**
- d. Compliance, Surveys, and Income Verification Reports are not required for area benefit projects based on population. **N/A**

TOTAL PROJECT HOURS

290 HOURS



October 4, 2022

The Honorable Pat Humphrey (Via electronic mail)
Mayor
City of Clare
202 W. Fifth Street
Clare, Michigan 48617

RE: **Administrative Pre-Agreement Release of Funds for MSC 222015-WRI;**
Community Development Block Grant (CDBG) Proposed Water Treatment Project

Dear Mayor Humphrey:

The Michigan Economic Development Corporation (MEDC), on behalf of the Michigan Strategic Fund (MSF), received your Finding of Exempt Activity and Exempt Activities Determination Letter. The request to incur CDBG pre-agreement administrative expenses up to \$23,200, associated with the above mentioned proposed CDBG project, is approved as of the date of this letter, with the following contingencies:

- 1) Until the Grant Agreement is fully executed, administrative expenditures are incurred at the City's risk and expense.
 - a) Only eligible administrative costs specified in the administrative contract for the above named CDBG grant are reimbursable. CDBG funds cannot be used to assist with application preparation.
 - b) If the Grant Agreement is not fully executed, the administrative expenses will not be reimbursed by CDBG.
- 2) Administrator payments are negotiated with the selected administrator, which could be based on:
 - a) City payments with reimbursement from CDBG; or
 - b) City drawdowns from the CDBG grant mentioned above.
- 3) CDBG administrative expense disbursements will happen when:
 - a) The environmental review is successfully completed;
 - b) The Grant Agreement is fully executed;
 - c) The Grant Agreement pre-disbursement requirements and any items requested by the CDBG Program Manager are submitted and approved by the MEDC;
 - d) The executed administrative contract has been forwarded to the MEDC;
 - e) The grant payment request/supporting documentation are submitted and approved by the MEDC.

Mayor Humphrey
Page 2
October 4, 2022

This letter provides permission to incur the costs mentioned above only and is not to be construed as permission to conduct any other project activities, including but not limited to, signing contracts, signing purchase orders, or obligating funds in any other manner. If any activities other than those specified above are performed prior to the MEDC's written authorization, the CDBG funding may be jeopardized.

All activities performed prior to final grant approval are solely at the City's risk. Approval of this request does not imply approval of your proposed CDBG Application, which will be reviewed according to the published program requirements.

Once signed, please provide a copy of the administrative contract. Should any questions arise, please contact me at (517) 599-5870 or costal@michigan.org.

Sincerely,

Lenore C. Costa
CDBG Program Specialist

cc: Shannon Sirpilla, City of Clare via e-mail
Luke Potter, City of Clare via email
Dale Clark, City of Clare via email
Jennifer Hodges, Gordie-Fraser, Inc. via email
CDBG File

RESOLUTION 2022-093

A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING THE PROPOSED CONTRACT FOR A CERTIFIED GRANT ADMINISTRATOR WITH CARTER CONSULTING LLC.

WHEREAS, the City of Clare applied to the Michigan Economic Development Corporation (MEDC) for a \$2.77 million dollar Community Development Block Grant (CDBG) Water Resource Infrastructure (WRI) grant; and

WHEREAS, bids were solicited by the city for the required Certified Grant Administrator; and

WHEREAS, only one bid was received; and

WHEREAS, the Clare City has received approval in the form of an authorization letter from MEDC to contract with the bidder Carter Consulting LLC; and

WHEREAS, the City Staff has recommended that the Clare City Commission approve said contractual agreement with Carter Consulting LLC; and

WHEREAS, the Clare City Commission has considered said recommendation and determined it is in the City's best interests to approve the proposed contractual agreement.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Clare hereby approves a contractual agreement for the grant required Certified Grant Administrator with Carter Consulting LLC for the purpose of facilitating infrastructure improvements, said infrastructure improvements being funded in great part by a Michigan Economic Development Corporation (MEDC) Community Development Block Grant (CDBG) Water Resource Infrastructure (WRI) grant.

BE IF FURTHER RESOLVED THAT the terms and conditions of said contractual agreement are outlined therein and that the cost for said services shall be \$23,200.

BE IT FURTHER RESOLVED THAT the Clare City Commission authorizes the Mayor and/or the City Manager, Mr. Jeremy Howard, to execute any and all documents related to said contractual agreement on behalf of the City of Clare.

ALL RESOLUTIONS AND PARTS OF RESOLUTIONS INsofar AS THEY CONFLICT WITH THE PROVISIONS OF THIS RESOLUTION BE AND THE SAME ARE HEREBY RESCINDED.

The Resolution was introduced by Commissioner ___ and supported by Commissioner ___. The Resolution declared adopted by the following roll call vote:

YEAS:

NAYS:

ABSENT:

Resolution approved for adoption on this 17th day of October, 2022.

Diane Lyon, City Clerk

AGENDA REPORT

To: Mayor Pat Humphrey and the Clare City Commission
From: Jeremy Howard, City Manager
Date: October 13, 2022
Regarding: Discussion Topic – Code Enforcement – Camper/Boat/Trailer Parking and Storage

For the Agenda October 17, 2022

Background. As you know, the City contracts with Clare County for our Code Enforcement needs. As the Commission has discussed in previous meetings, it was the desire of the Commission to continue, as well as increase, the enforcement of the existing ordinances and zoning regulations as have been previously adopted. This has resulted in some positive results and our process of starting with education and asking for compliance before having to move to ticket writing or enforcement has worked pretty well.

As we have seen from letters and comments to the City Commission, Code Officer, City Staff, and myself there have been some questions on the enforcement of Section 52-308 (specifically the second half of the paragraph that deals with parking and storage of campers/boats/trailers/etc. in the driveway or in the front yard. Consequently, I have placed this matter on the Commission Agenda as a discussion topic. As I have mentioned, I have been keeping track of items/questions/ideas/concerns that have come up over the last year since we have been addressing the code issue. I have asked Code Enforcement Officer Terry Acton to join the Commission for discussion and I am looking for direction on what your recommended changes to the Ordinance would be to start the process with the City Attorney and Planning Commission to draft an amended ordinance to address the concerns on both sides of this issue as well as clean up some of the “holes” that we have found in the ordinance.

Here is a bulleted list of the items that I have been keeping track of (in no particular order):

- Ordinance doesn't address corner lots.
- Ordinance doesn't address house address on a street without a driveway but a driveway on the other street.
- Ordinance does address vacant lots.
- Ordinance does not define front yard and back yard for lakefront and riverside lots.
- Trailers that come and go. What constitutes moving?
- Option to set a specific timeframe (ie Labor Day to Memorial Day) that driveway storage would be allowed?
- If boats/campers allowed during those set months would enclosed trailers, open trailers, or flatbed trailers also be allowed or would that exception only apply to things like boats and campers?
- Should tickets/fines be incremental or just one “higher” amount?
- If storage of these types of things are allowed, should we address “on blocks”, on ground (boats), etc.
- If allowed during a timeframe, does all storage need to be in the driveway or can it be in the “yard” in the front yard.

I have included the section of code below for reference.

- **Sec. 52-308. - Vehicle storage and parking.**
No vehicle shall be parked in any portion of a front yard within the city unless in a prepared driveway or parking area of aggregate or hard surfaced material. The parking or storage of a commercial vehicle, excluding an emergency vehicle, of more than two-ton capacity is prohibited within any residential district. The parking and storage of a recreational vehicle, including a trailer, camper, boat or other similar object shall be permitted only in a required side or rear yard.
(Code 1985, § 5.108; Ord. No. 2008-01, 3-3-2008)

Issues & Questions Specified. Should the City Commission discuss the current ordinance and suggest changes and direct staff to begin to craft an amendment to Section 52-308?

Alternatives.

1. Direct Staff/City Attorney/Planning Commission to begin to craft an amendment to Section 52-308.
2. Do not direct Staff/City Attorney/Planning Commission to begin to craft an amendment to Section 52-308.
3. Defer/delay/postpone direction to Staff/City Attorney/Planning Commission to begin to craft an amendment to Section 52-308.

Financial Impact. None.

Recommendations. I recommend that the City Commission have a discussion regarding the Code Enforcement issues outlined and direct Staff/City Attorney/Planning Commission to begin to craft an amendment to Section 52-308.

Attachments. None.

TO: Mayor Pat Humphrey & Clare City Commission
FROM: Shannon M Sirpilla, Treasurer / Finance Director
DATE: October 11, 2022
RE: Treasurer's Report

For the Agenda of October 17, 2022

Lead & Copper Reporting: The City has received payment of \$181,545.70 based on our most recent quarterly report submitted.

Local Liquor Law Enforcement Grant Payments: On August 17th we received an email from the State of Michigan, indicating quarterly payments were processed and then cancelled due to the amount exceeding the budget authority set in State Law. A reduced payment was then received on August 23rd. Their spending authority to increase payment was approved and the additional amount owed, was disbursed to us this week. The electronic disbursement received on August 23rd was in the amount of \$5,296.16 and the other portion received this month was for \$1,379.19. Giving us the total amount of \$6,675.35 that was originally disbursed and then cancelled in August 2022.

City Financial Audit: Cheryl and I have been in contact with Duane at AHP regarding the upcoming Annual Financial Audit for FY22. We will be meeting by the end of this month to discuss this year's process, which should be similar to last year.

Fire Department Roof: The Fire Department roof has been completed, inspected and the invoice has been received for \$42,888.



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

Memorandum

DATE: August 17, 2022

TO: Local Governmental Units

FROM: Pam Hamilton, Director of Finance
Michigan Liquor Control Commission (MLCC)

SUBJECT: Local Liquor Law Enforcement Grant Payments

Please be advised that your allocation of the quarterly Michigan Liquor Control Commission (MLCC) payment for liquor law enforcement grants is being redistributed by the Michigan Department of Treasury.

On or about August 8, 2022, the current quarterly liquor law grant payment was processed; however, the MLCC was unable to disburse the full payment due to insufficient spending authority. This year, the MLCC saw record receipts on sales, which in turn resulted in a higher than usual funding distribution to local law enforcement throughout the state. Unfortunately, the amount to be disbursed to local governments under this grant program exceeded the budget authority set in state law.

The Michigan Department of Licensing and Regulatory Affairs is working on a legislative remedy for this situation. In the meantime, the MLCC, through Treasury, will be allocating payments within the current budgeted amount for this grant program. If more spending authority is granted, the MLCC will initiate additional payments through Treasury at that time.

We apologize for any inconvenience this may have caused. The MLCC is committed to ensuring that this does not happen again in the future. Thank you for your patience regarding this matter.

If you have any questions, please direct them to Pam Hamilton, Director of Finance, hamiltonp1@michigan.gov or Kerry Krone, Business Manager, at kronek@michigan.gov.



Airport Manager Report

October 2022

The Aviation Fuel sales continue to be very steady. We have surpassed total gallons sold for all of 2021, and sales continue to be strong. I received a new tanker on Monday October 10th and was able to drop the retail price 67 cents to \$5.40 per gallon. We are now the lowest price in the state again.

Asphalt crack sealing is complete for the year. DPW did a great job and was able to complete my priority list of surfaces before running-out of product. We continue to see this pavement maintenance as extremely important to preserve the life of our asphalt surfaces.

Last weekend we participated in a large Poker Run, being one of 5 airport stops for the group. Each airport handed out playing cards to those who participated, along with hosting food for participants. I made a roaster of sloppy joes and also served chips and doughnuts. We had over 60 people participate in the Poker Run and had 9 airplanes participate from Clare.

We also had the 23rd Annual Chili Cook Off last Saturday. We had 6 chili entrants and close to 40 attend the event. The winner was by popular vote, and it was Brian Foreback from Lansing. Second and third place went to Dick and Nicki Acker. Prizes were awarded to the top 3 entrants.

Enjoy the Fall colors!

Best regards,

Gary Todd

Airport Manager



Where the north begins at the crossroads of Rt 10 and 127.

Clearly another way of life.

202 West Fifth Street, Clare, Michigan 48617 phone: (989) 386-7541 fax: (989) 386-4508
www.cityofclare.org

MEMORANDUM

TO: Jeremy Howard and the Clare City Commission
FROM: Clare Police Department
SUBJECT: September police activity

Dear Mr. Howard & City Commission:

Monthly activity

Our officers remained busy with day-to-day complaints, trainings, and city events. We saw fewer complaints overall compared to last month but continue to be proactive and visible.

Training

Sept 11-15th I attended advanced ERT training at Camp Grayling
Sept 16th I virtually attended a power outage emergency tabletop exercise
Sept 21st Captain Lake attended FOIA training
Sept 26th Taser Recertification – all officers
Sept 27-29th K-9 Sergeant Francisco attended K-9 recertification training

Events:

Sept 11th Officer Stotzel attended a 911 ceremony event at Trinity Baptist Church]
Sept 14th Office David and Captain Lake did a presentation to the boy scouts at a "bicycle Rodeo" event
Sept 17th Taste of Clare
Sept 22nd I assisted with mock interviews for the CTE kids at Mid-Michigan College in Harrison
Sept 23rd Homecoming parade and football game
Sept 24th and 25th CPD Reserve Police Academy

New and Noteworthy

Our officers have been using the Clare Rod and Gun Club for trainings and qualifications for many years. Since the city sold property to the Rod and Gun Club our officers have been allowed to continue using it which we are extremely appreciative. Being within in the city we can qualify officers who are on duty which has saved overtime costs.

There has been increased activity at the Rod and Gun Club making scheduling of group firearm trainings for the police department extremely difficult. We have had to cancel or cut short many training days because there was not availability at the range.

We explored many alternative ideas for a range to use. The best option was using property owned by the City of Clare-on-Clare Avenue near Hatton, which is the old city dump. We checked with DEQ and others and received approval to use this location. This location offers a proper backstop and safe environment to train. We look forward to using this new range soon on a scheduled firearm training date. We will remain mindful of the neighbors in the area, shoot at reasonable times and dates, and will not be using this property between November 15th-Jan 1st to be considerate of hunters. We have spoken with neighbors advising them of our training dates, so they are aware.

School

Sept 8th a Lockdown drill was completed all Clare schools

Sept 20th we assisted Farwell with their lockdown drills

See attached report from Liaison Officer Brian David

David Saad

Clare Police Chief

CITY CLERK OFFICE
202 W. Fifth Street
Clare, Michigan 48617
989.386.7541
FAX: 989.386.4508

Ticket Totals Report

From 9/1/2022 12:00:00 AM to 9/30/2022 12:00:00 AM

Agency Name	Voided Ticket Count	Warning Violation Count	Total Ticket Count	Total Violation Count
Clare City Police Dept	0	6	20	27
		MIP VAPE	1	1
				<hr/> 28



CLARE POLICE DEPT

INCIDENTS BY INCIDENT TYPE SEPTEMBER 2022

Page 1

10/10/2022

INCIDENT TYPE	DESCRIPTION	NUMBER THIS TYPE
11001	CSC 1 Penis/ Vagina	1
13001	Non-Aggravated Assault	7
13002	Aggravated/ Felonious Assault	1
13003	Intimidation/ Stalking	16
23007	Larceny - Other	6
26001	Fraud - False Pretence/ Swindle/ Confidence Game	1
26002	Fraud - Credit Card/ ATM	1
26006	Fraud - Bad Checks	3
29000	Damage to Property	5
30002	Retail Fraud - Theft	2
35001	Violation of Controlled Substance	1
36004	Sex Offense - Other	1
38001	Family - Abuse/ Neglect Non-Violent	2
38003	Family - Other	2
41002	Liquor Violations - Others	1
50000	Obstructing Justice	1
53001	Disorderly Conduct	2
54001	Hit & Run Motor Vehicle Accident	1
54002	Operating Under the Influence of Liquor or Drugs	1
54003	Traffic Violations	2
55000	Health and Safety	7
57001	Trespass - Other	6
62000	Conservation	3
91001	Juvenile Deliquent	19
93001	Traffic Accident	10
93001CD	Car/ Deer Accident	13
93001PI	Traffic Accident with Injury	1
93002	Accident, Non-Traffic/ Private Property	3
94002	False Alarm Activation	8
95001	Accident, Fire	4
98007	Suspicious Persons	24
98009	Drug Overdose	1
99001	Suicide	3
99002	Natural Death	1
99008	General Assistance	52
99009	General Non-Criminal	2
ACO	Animal Control Complaint	3
AMBRUN	Ambulance Run	36
BOL	Be On the Look Out	8
BOL-WW	BOL Wrong Way Driver	1
GP	GENERAL PATROL	3
LOCK	SCHOOL LOCKDOWN DRILL	2
MA	Motorist Assist	10
ORV	Off Road Vehicle Complaint	1



CLARE POLICE DEPT

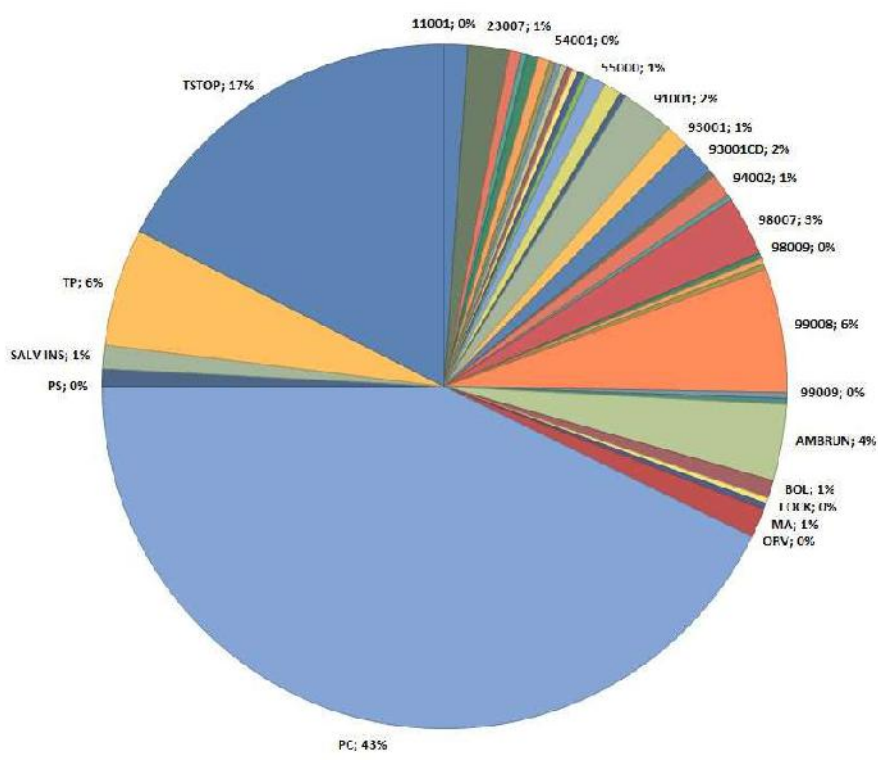
INCIDENTS BY INCIDENT TYPE SEPTEMBER 2022

Page 2

10/10/2022

INCIDENT TYPE	DESCRIPTION	NUMBER THIS TYPE
PC	Property Check	345
PS	Paper Service	1
RD HAZAR	Vehicle/Object Road Hazard	5
SALV INS	SALVAGE INSPECTION	10
TP	TRAFFIC PATROL	45
TSTOP	Traffic Stop	141
Total Incidents		825

Incident Chart



- 13001
- 13002
- 13003
- 23007
- 26001
- 26002
- 26003
- 29000
- 30002
- 35001
- 36004
- 38001
- 38003
- 41001
- 50000
- 53001
- 54001
- 54002
- 54003
- 55000
- 55001
- 62000
- 91001
- 93001
- 93001CD
- 93001PI
- 93002
- 94001
- 95001
- 98007
- 98009
- 99001
- 99002
- 99008
- 99009
- ACC
- AMBRUN
- BOL
- BOL-WW
- GP
- LOCK
- MA
- CRV
- PC
- RD HAZAR
- SALVINS
- TP

Res. 567, Chusone
9/30/2022

Auxiliary Division

2022

September	Road Hours	Special Events	Meeting Hours	Training Hours	Other	Monthly Totals
Blackwell, Doug		1.5		15.5		17
Chinavare, Ken	11	6	0.5	15	1	33.5
Defoy, Mick	9	1		11		21
Gilmore, Travis	14					14
Harger, Greg	6	9	0.5	9		24.5
Jenkins, Dan	8					9
Lemke, Shane	8			15		23
Lynch, Steve						0
Papenfus, Joel	8			15		23
Pedjac, John						0
Squires, Emily (resigned 9/1/22)						0
Winter, Nick	1.5	4		11		16.5
Fritz, Mike (resigned 9/25/22)	6	4.5	0.5			11
Hahn, Bill	8			15		23
Lombard, Rebeka	8			15		23
Fassell, Lori	8	9	0.5	11.5	3.5	32.5
	0					0
	0					0
	0					0
	0					0
	0					0
	0					0
	0					0
	0					0
	0					0
Officer Totals	96.5	35	2	133	4.5	271

Auxiliary Division

2022	Road Hours	Special Events	Meeting Hours	Training Hours	Other	Monthly Totals
January	148	0	4	0	7.5	159.5
February	112	7.5	6	0	7.5	133
March	127	182	10	4.5	24	347.5
April	113.5	8	4	11.7	1.5	244
May	118	41.5	11.5	4.5	4.5	180
June	110.5	12	4	19.5	0	146
July	120.5	16.5	4.5	7	2	150.5
August	126.5	38.5	5	26.5	1	197.5
September	96.5	35	2	133	4.5	271
October	0	0	0	0	0	0
November	0	0	0	0	0	0
December	0	0	0	0	0	0
Annual Totals	1072.5	341	51	312	52.5	1829
Blackwell, Doug	153	15	1.5	17	11.5	198
Chhavare, Ken	91	41.5	5.5	38.5	10.5	187
Defoy, Mick	57	16.5	2.5	14	10	100
Fritz, Mike (resigned 9/25/22)	78	26.5	4.5	5.5	0.5	115
Gilmore, Travis	86.5	20.5	5.5	25	4	141.5
Hahn, Bill	82	25.5	5	37.5	2	152
Harger, Greg	57.5	32	3.5	14.5	3	110.5
Jenkins, Dan	68.5	24	2.5	2	3	100
Jemke, Shane	85.5	9.5	5	33.5	0.5	134
Lombard, Rebecca	90.5	16	4	38.5	1	150
Lynch, Steve	8	0	0.5	0	0.5	9
Papenfus, Joe	61.5	18.5	3	22	0	105
Pedjac, John	48	10.5	0	0	0	58.5
Squires, Emily (resigned 9/1/22)	0	0	0	0	0	0
Winter, Nick	66.5	39	5.5	31.5	1.5	144
Fassett, Lori	39	46	2.5	32.5	4.5	124.5
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
Officer Totals	1072.5	341	51	312	52.5	1829

Clare School Liaison Officer Report: Sept-Oct 2022-2023

- Attended three staff/student meetings
- Responded to nine disruptive student incidents
- Assisted Gladwin, Beaverton, and Farwell Liaison Officers with school security drills
- Attended school security group meeting
- Initiated thirteen traffic safety incidents
- Assisted with a stolen bike complaint
- Conducted two general assists to school
- Assisted with two MIP vape incidents
- Attended one staff/parent meeting
- Attended one staff meetings
- Conducted four student meetings
- Attended one CAC case review meeting
- Provided security at two home football game
- Conducted one assist to the crossing guard/traffic assists
- Chaperoned Homecoming Dance
- Teaching 3rd hour Intro to Flight (drone) class at CHS
- Continue to conduct regular foot patrol thru all Clare schools

B.R. David
Patrolman/School Liaison Officer
Clare City Police Department

“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 that the 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.”

**DEPARTMENT OF PUBLIC WORKS
DEPARTMENT REPORT
SEPTEMBER 2022
LUKE POTTER, DIRECTOR**

STREET WORK. We bladed and brined roads on a couple days this month. We cold patched and did pavement markings on several days. And crack sealed and worked on the street, also rebuilt the catch basin at Stamina and put risers on the manhole covers and paved Schoolcrest.

WATER & SEWER WORK: Water and sewer work this month included our regular schedule of Miss Digs, meter readings, shut offs for non-payment, manual reads, meter work, and washing sewers/preventive maintenance. We also fixed a valve box for Peterbilt, fixed water leak at Shamrock Park 3/4" and painted hydrants

CEMETERY WORK: We had two cremation burials and one double cremation burial in Cherry Grove. And did misc. cemetery work.

MISCELLANEOUS WORK: We chipped brush, washed trucks, and cleaned and did maintenance at the garage on several days. We cleaned up the old dump, built signs for Emerald Isle, went over the new lowering device, cleaned up at the soccer complex and painted lines for soccer. We cut trees on Cleveland and on 7th and Cedar and on Fifth Street. Sprayed weeds, and trimmed trees around town. We put up flags for Labor Day. We worked on installing new windows at City Hall through out the month. We barricaded the nursing home so people won't park there for football games. We watered trees, cleaned up city hall, repaired and marked the lots, homecoming parade, worked at the parks and worked at the police dept and moved a couple of signs. At the airport we ditched out an area, brush hogged and chipped brush. We also ditched at the dam on a couple of days.

Attachments. Manhour Report, Utility Work Order, Report, Fuel Report, Equipment Report

SEPTEMBER 2022

UTILITY WORK ORDERS

<u>WORK ORDER TYPE</u>	<u># OF CUSTOMERS</u>
<i>Service Turned ON</i>	
<i>Customer Request Off</i>	2
<i>Sewer Problems</i>	1
<i>Off for Non Payment</i>	8
<i>New Meter Head</i>	1
<i>Repair meter</i>	1
<i>Estimated Meters</i>	32
<i>High Usage Check</i>	4
<i>New RF</i>	2
	51

MANNATEC FUEL REPORT FOR PERIOD:

SEPTEMBER 1-30, 2022

	GALLONS REGULAR	TOTAL COST	AVERAGE RATE	GALLONS DIESEL	TOTAL COST	AVERAGE RATE	AMOUNT BILLED
DEPT:							0.00
City Hall							0.00
Fire Dept	37.573	123.45	3.286	83.114	383.67	4.616	507.12
Police Dept	617.785	1,956.80	3.167				1,956.80
PD on DPW			#DIV/0!			#DIV/0!	
DPW	271.541	883.11	3.252	665.820	3,067.12	4.607	6,074.06
Cemetery	154.356	473.67	3.069			#DIV/0!	
Airport			#DIV/0!	40.143	182.90	4.556	
Parks	297.315	946.95	3.185	112.591	520.31	4.621	
W/WWT	149.495	481.01	3.218	9.434	43.70	4.632	524.71
Average Rate for Regular:			2.545	Average Rate for Diesel:		2.584	\$9,062.69

EQUIPMENT RENTAL - September 2022

GENERAL FUND

General Operations	101-265.000-943.641	436.32	
Depot	101-265.000-943.641	67.84	
Cemetery	101-276.000-943.641	4,160.12	
Police	101-301.000-943.641	10,814.84	
Parking Lots/Flags	101-441.000-943.641	2,317.01	
Airport	101-537.000-943.641	5,195.29	
		<hr/>	
			101-000.000-001
			-\$22,991.42 cr

MAJOR STREETS & TRUNKLINES

Trunklines	202-446.001-943.641	6,329.26	
Tkline Winter Cleanup	202-446.001-943.641		
Major Streets	202-449.000-943.641	3,852.74	
		<hr/>	
			202-000.000-001
			-\$10,182.00 cr

<u>LOCAL STREETS:</u>	203-449.000-943.641	7,271.99	
		<hr/>	
			203-000.000-001
			-\$7,271.99 cr

PARKS & DAM MTS.:

Dam Mts	208-751.001-943.641	490.78	
Parks Mts	208-751.001-943.641	15,032.83	
Dredging	208-741-004-702	51.24	
		<hr/>	
			208-000.000-001
			-\$15,032.83 cr

SEWER FUND

Sewer Treatment	590-536.001-943.641	1,114.24	
Sewer Collection	590-536.002-946.641	54.27	
		<hr/>	
			590-000.000-001
			-\$1,168.51 cr

WATER FUND

Water Trmt/Pumping	591-536.003-946.641	826.66	
Water Dist./Meters	591-536.004-946.641	374.63	
		<hr/>	
			591-000.000-001
			-\$1,201.29 cr

MOBILE EQUIPMENT FUND

Cash Received	641-000-001	\$58,390.06	
General Fund	641-000-669.101		-\$22,991.42
Major Sts/Tklines	641-000-669.202		-\$10,182.00
Local Sts	641-000-669.203		-\$7,271.99
Parks	641-000-669.208		-\$15,032.83
Sewer	641-000-669.590		-\$1,168.51
Water	641-000-669.591		-\$1,201.29

CONSOLIDATED FUND: Checks Written For:

General Fund	102-000-669.101	\$22,991.42
Major Sts/Tklines	102-000-669.202	\$10,182.00
Local Sts	102-000-669.203	\$7,271.99
Parks	102-000-669.208	\$15,032.83
Sewer	102-000-669.590	\$1,168.51
Water	102-000-669.591	\$1,201.29

EQUIPMENT RENTAL,	102-000.000-067	\$57,848.04
<u>ALL DEPOSITS:</u>	102-000.000-001.001	
	102-000.000-067.102	

DPW MANHOOR REPORT FOR: Sep-22

FUND	FUND NAME	REGULAR			TOTAL	OVERTIME			TOTAL	CLERICAL			TOTAL	O/T
101-265.000-702	GF - City Hall	1	116	122.5	239.50		0.5	0.50				0.00		
	Railroad													
101-276.000-702	Cemetery		6	5	11.00		2	2	4.00	0.5	3.5	4.5	8.50	
101-528.000-702	Refuse Collection				0.00				0.00	2.55	17.35	17.05	36.95	
101-441.000-702	Par/Flag/Pk Lot	4	1	11	16.00				0.00				0.00	
	DDA Pk Lot	1	11	4	16.00				0.00				0.00	
101-445.000-702	City Trees/Lites	26	20		46.00				0.00				0.00	
	DDA Trees/Lites				0.00				0.00				0.00	
101-537.000-702	Airport		68	80	148.00				0.00				0.00	
202-446.001-702	Roadway Inspection				0.00				0.00				0.00	
	TK Surface Mts			17	17.00				0.00				0.00	
	TK Shoulder Mts	2		5	7.00				0.00				0.00	
	TK Sweeping	7	28	13	48.00				0.00				0.00	
	Drain/Bkslopes				0.00				0.00				0.00	
	TK Signs				0.00				0.00				0.00	
	Snow & Ice				0.00				0.00				0.00	
	Hauling Snow				0.00				0.00				0.00	
202-444.002-702	Major Sts Sidewalks				0.00				0.00				0.00	
202-499.002-702	Major Sts Maint.	16	40.26	66.5	122.76				0.00				0.00	
202-499.003-702	Snow & Ice				0.00				0.00				0.00	
202-499.004-702	Administration				0.00				0.00	0.5	3.5	4	8.00	
203-444.002-702	Local Sts Sidewalks				0.00				0.00				0.00	
203-499.002-702	Local Sts Maint.	29	49	42	120.00				0.00				0.00	
203-499.003-702	Snow & Ice				0.00				0.00				0.00	
203-499.004-702	Administration				0.00				0.00	0.5	3.5	4	8.00	
208-751.000-702	Lake Sham Dam		19	6	25.00				0.00				0.00	
	Lake Sham Parks	8	55	67	130.00				0.00				0.00	
	Dredging		9		9.00				0.00				0.00	
590-536.002-702	Sewer		2.74		2.74				0.00	2.6	17.2	18.35	38.15	
591-536.004-702	Water	1	23	42.5	66.50		2		2.00	2.6	17.2	18.35	38.15	
641-444.000-702	DPW	24	76	125.5	225.50		1		1.00	0.75	5.25	5.75	11.75	
	DPW Equip	2	67.5	62.5	132.00		0.5	0.5	1.00				0.00	
	Fire Equip	6	0.5	3	9.50			0.25	0.25				0.00	
	Police Equip		4	4	8.00				0.00				0.00	
	Holiday/Funeral		74	8	82.00				0.00		10		10.00	
	OFF TIME	11	50	35.5	96.50				0.00		2.5	8	10.50	
TOTALS		138.00	720.00	720.00	1578.00		6.00	2.75	8.75	10.00	80.00	80.00	170.00	0.00
		1578.00				8.75				170.00				0.00

DPW: PARKS/BLDG & GROUNDS MANHOUR REPORT FOR:

Sep-22

FY 22-23 FUND	HOURLY WAGE		FULL TIME				FULL TIME				SEASONAL				SEASONAL				
	FUND NAME		EMPLOYEES REGULAR HOURS				EMPLOYEES OVERTIME HOURS				EMPLOYEES REGULAR HOURS				EMPLOYEES OVERTIME HOURS				
208-751.001-702	Holiday	Funeral		8.00															
						8.00													
	Sick	Vacation																	
	PARKS		6.00	44.00	38.00	88.00				0.00	30.00	177.00	168.00	375.00					0.00
	DDA Work					0.00				0.00				0.00					0.00
BLDG & GRUNDS		10.00	28.00	42.00	80.00				0.00	6.00	60.50	52.00	118.50					0.00	
101-276.000-702	Cemetery					0.00			0.00	32.00	115.00	100.50	247.50					0.00	
101-265.000-702	Trustees					0.00			0.00	16.00	69.00	67.50	152.50					0.00	
101-537.000-702	Airport Maint					0.00			0.00	8.25	31.75	25.00	65.00					0.00	
						0.00			0.00				0.00					0.00	
						0.00			0.00				0.00					0.00	
			16.0	80.0	80.0	176.0	0.0	0.0	0.0	0.0	92.3	453.3	413.0	958.5	0.0	0.0	0.0	0.0	
GRAND TOTAL			176.00				0.00				958.50				0.00				

PAY PERIOD: September 2022																						HOURS TOTAL	DOLLAR TOTAL							
EQUIPMENT	2022-23 RATE	101-265-943 General Op	101-265-943 Railroad	101-276-943 Cemetery	101-441-943 Prad/Flg & PK.Lons	101-445-943 Trees/Lights	101-537-943 Airport	202-466.001-943 Roadway Inspection	202-466.001-943 TK Surface	202-466.001-943 TK Shoulders	202-466.001-943 TK Sweep	202-466.001-943 TK	202-466.001-943 Drain/Backstones	202-466.001-943 TK Signs/Signals	202-466.001-943 TK Snow & Ice	202-444.002-943 Mj Sls Sidewalks	202-499.002-943 Mj Sls Preservation	202-499.002-943 Mj Sls Snow & Ice	203-444.002-943 Lo Sls Sidewalks	203-499.002-943 Lo Sls Preservation	203-499.002-943 Lo Sls Snow & Ice	208-751-702 All Parks	208-751-702 Dam	208-751.004-702 Dredging Lake Shammock	590-536.002-943 Sewer	591-536.004-943 Water				
3 - GMC Pickup	\$17.24		2.00														4.00				4.00								15.00	258.60
5 - Dodge Pickup	\$12.34				3.00																								4.00	49.36
6 - GMC Pickup	\$12.34																				1.00		32.00						33.00	407.22
7 - Chevy Bucket Truck	\$11.12					16.00				5.00							1.00							3.00					25.00	278.00
8 - Int'l Dump Truck	\$55.53	2.00					4.00														4.00		6.00	3.00				19.00	1,055.07	
9 - Ford Dump Truck	\$55.53					8.00	2.00										8.00				8.00		5.00					31.00	1,721.43	
11- Ford Dump Truck	\$40.03				1.00																4.00							5.00	200.15	
12- Sterling Dump Truck	\$55.53																				9.00		5.00					14.00	777.42	
14- Walk Behind Mower	\$22.72																						21.00					21.00	477.12	
18- Case Loader	\$39.61						4.00														1.00		22.00	7.00			5.00	39.00	1,544.79	
20- Hyundai Loader	\$77.76			3.00	1.00																2.00							6.00	466.56	
21- Zero Turn Mower	\$33.27																						87.00					87.00	2,894.49	
22 - Brush Hog Mower	\$33.27																						35.00					35.00	1,164.45	
24- Monroe UB Scraper	\$8.19																				9.00							9.00	73.71	
33- Int'l Rotary Mower	\$19.89						34.00																26.00					60.00	1,193.40	
34- Stihl Chain Saw	\$6.26					8.00	2.00										8.00				8.00		3.00					3.00	18.78	
36- Brush Chipper	\$26.29																				8.00		5.00					31.00	814.99	
37- Street Sweeper	\$100.65				8.00					62.00							26.00				50.00							146.00	14,694.90	
38- Finish Mower	\$33.27																						22.00					22.00	731.94	
39- Chevy Pickup	\$11.12	24.25																					23.50					47.75	530.98	
40- Portable Air Comp	\$13.13																						23.00					23.00	301.99	
51- Ford Taurus City Hall Car	\$12.81																								4.00	2.50	2.50	9.00	115.29	
53A- Truck Unit	\$55.53					8.00															3.00							11.00	610.83	
53B- Sewer Washer Unit	\$19.13																				3.00							3.00	57.39	
56 - Push Mower	\$11.59																						1.00					1.00	11.59	
59- Ford Utility Truck	\$11.12	4.00		0.50	2.00		3.00										4.00				1.00		5.00				13.00	32.50	361.40	
60- Dodge Pickup 4x4	\$12.34																						52.00					52.00	641.68	
71- Zero Turn Mower	\$33.27																						59.50					59.50	1,979.57	
73- Wausau UB Scraper	\$8.19																				2.00							2.00	16.38	
81- Trackless Tractor	\$47.92						34.00																40.00					74.00	3,546.08	
89 - Ford Pickup (Parks)	\$12.34																						89.00					89.00	1,098.26	
97- Chevy Pickup	\$11.12	1.00	3.00	6.00	3.00		1.00		3.00								10.00				8.00		13.00	2.00		2.00		52.00	578.24	
98- Airport Tractor	\$59.39						8.00																					8.00	475.12	
Airport Weed Whip	\$3.77						5.00																					5.00	18.85	
Airport Leaf Blower	\$3.63						1.00																					1.00	3.63	
104- Cub Cadet Rider	\$33.27						39.00																					39.00	1,297.53	
105- Ford Pickup	\$12.34				2.00		41.00																4.00	2.00				78.00	962.52	
107- Trackless Mower	\$18.81																						14.00					14.00	263.34	
200- Zero Turn Mower	\$22.72			95.00																								95.00	2,158.40	
201- Zero Turn Mower	\$22.72			72.00																								72.00	1,635.84	
202- Weed Whip	\$3.77			15.00																								15.00	56.55	
203- Weed Whip	\$3.77			1.00																								1.00	3.77	
1007- Trimmer/Edger	\$3.77																						16.00					16.00	60.32	
1009- Trimmer/Edger	\$3.77																						7.00					7.00	26.39	
		31.25	5.00	192.50	20.00	40.00	178.00	0.00	3.00	5.00	62.00	0.00	0.00	0.00	0.00	0.00	89.00	0.00	0.00	118.00	0.00	625.00	14.00	4.00	4.50	20.50	1411.75	45634.32		

PERIOD: September 2022	2022 Rate		GENERAL OP		DEPOT/SPECIAL EVENTS		CEMETERY	PARADES/FLAGS & pkng lots		AIRPORT		TRUNKLINES		MAJOR STREETS		LOCAL STREETS		ALL PARKS		DAM	DREDGING LAKE SHAMROCK		SEWER	WATER	TOTAL HOURS	TOTAL DOLLARS				
EQUIPMENT																														
3 - GMC Pickup	\$17.24		0.00	2.00	34.48		0.00		0.00		0.00		0.00	4.00	68.96	4.00	68.96	5.00	86.20		0.00		0.00	0.00	15.00	258.60				
5 - Dodge Pickup	\$12.34		0.00		0.00		0.00	3.00	37.02		0.00		0.00		0.00		0.00	1.00	12.34		0.00		0.00	0.00	4.00	49.36				
6 - GMC Pickup	\$12.34		0.00		0.00		0.00		0.00		0.00		0.00		0.00	1.00	12.34	32.00	394.88		0.00		0.00	0.00	33.00	407.22				
7 - Ford Bucket Truck	\$11.12		0.00		0.00		0.00	16.00	177.82		0.00	5.00	55.60	1.00	11.12			3.00	33.36		0.00		0.00	0.00	25.00	278.00				
8 - Int'l Dump Truck	\$55.53	2.00	111.06		0.00		0.00		0.00	4.00	222.12		0.00		0.00	4.00	222.12	6.00	333.18	3.00	166.59		0.00	0.00	19.00	1,055.07				
9 - Ford Dump Truck	\$55.53		0.00		0.00		0.00	8.00	444.24	2.00	111.06		0.00	8.00	444.24	8.00	444.24	5.00	277.65		0.00		0.00	0.00	31.00	1,721.43				
11 - Ford Dump Truck	\$40.03		0.00		0.00		0.00	1.00	40.03		0.00		0.00		0.00	4.00	160.12		0.00		0.00		0.00	0.00	5.00	200.15				
12 - Sterling Dump Truck	\$55.53		0.00		0.00		0.00		0.00		0.00		0.00		0.00	9.00	499.77	5.00	277.65		0.00		0.00	0.00	14.00	777.42				
14 - Walk Behind Mower	\$22.72		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	21.00	477.12		0.00		0.00	0.00	21.00	477.12				
18 - Case Loader	\$39.61		0.00		0.00		0.00		0.00	4.00	158.44		0.00		0.00	1.00	39.61	22.00	871.42	7.00	277.27		0.00	5	198.05	39.00	1,544.79			
20 - Hyundai Loader	\$77.76		0.00		0.00	3.00	233.28	1.00	77.76		0.00		0.00		0.00	2.00	155.52		0.00		0.00		0.00	0.00	6.00	466.56				
21 - Zero Turn Mower	\$33.27		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	87.00	2894.49		0.00		0.00	0.00	87.00	2,894.49				
22 - Brush Hog Mower	\$33.27		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	35.00	1164.45		0.00		0.00	0.00	35.00	1,164.45				
24 - Monroe UB Scraper	\$8.19		0.00		0.00		0.00		0.00		0.00		0.00		0.00	9.00	73.71		0.00		0.00		0.00	0.00	9.00	73.71				
33 - Int'l Rotary Mower	\$19.89		0.00		0.00		0.00		0.00	34.00	676.26		0.00		0.00		0.00	26.00	517.14		0.00		0.00	0.00	60.00	1,193.40				
34 - Suhl Chain Saw	\$6.26		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	3.00	18.78		0.00		0.00	0.00	3.00	18.78				
36 - Brush Chipper	\$26.29		0.00		0.00		0.00	8.00	210.32	2.00	52.58		0.00	8.00	210.32	8.00	210.32	5.00	131.45		0.00		0.00	0.00	31.00	814.99				
37 - Street Sweeper	\$100.65		0.00		0.00		0.00	8.00	805.20		0.00	62.00	6240.30	26.00	2616.90	50.00	5032.50		0.00		0.00		0.00	0.00	146.00	14,694.90				
38 - Finish Mower	\$33.27		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	22.00	731.94		0.00		0.00	0.00	22.00	731.94				
39 - Chevy Pickup	\$11.12	24.25	269.66		0.00		0.00		0.00		0.00		0.00		0.00		0.00	23.50	261.32		0.00		0.00	0.00	47.75	530.98				
40 - Portable Air Comp	\$13.13		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	23.00	301.99		0.00		0.00	0.00	23.00	301.99				
51 - City Hall Car	\$12.81		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	4.00	51.24	2.50	32.05	2.50	32.05	9.00	115.29	
53A - Truck Unit	\$55.53		0.00		0.00		0.00	8.00	444.24		0.00		0.00		0.00	3.00	166.59		0.00		0.00		0.00	0.00	11.00	610.83				
53B - Sewer Washer Unit	\$19.13		0.00		0.00		0.00		0.00		0.00		0.00		0.00	3.00	57.39		0.00		0.00		0.00	0.00	3.00	57.39				
56 - Push Mower	\$11.59		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	1.00	11.59		0.00		0.00	0.00	1.00	11.59				
59 - Chevy Pickup 4x2	\$11.12	4.00	44.48		0.00	0.50	5.56	2.00	22.24	3.00	33.36		0.00	4.00	44.48	1.00	11.12	5.00	55.60		0.00		0.00	0.00	13.00	144.56	32.50	361.40		
60 - Dodge Pickup 4x4	\$12.34		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	52.00	641.68		0.00		0.00	0.00	52.00	641.68				
71 - Zero Turn Mower	\$33.27		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	59.50	1979.57		0.00		0.00	0.00	59.50	1,979.57				
73 - Wausau UB Scraper	\$8.19		0.00		0.00		0.00		0.00		0.00		0.00		0.00	2.00	16.38		0.00		0.00		0.00	0.00	2.00	16.38				
81 - Trackless Tractor	\$47.92		0.00		0.00		0.00		0.00	34.00	1629.28		0.00		0.00		0.00	40.00	1916.80		0.00		0.00	0.00	74.00	3,546.08				
89 - Ford Pickup	\$12.34		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	89.00	1098.26		0.00		0.00	0.00	89.00	1,098.26				
97 - Chevy Pickup	\$11.12	1.00	11.12	3.00	33.36	6.00	66.72	3.00	33.36	1.00	11.12	3.00	33.36	10.00	111.20	8.00	88.96	13.00	144.56	2.00	22.24		0.00	2.00	22.24	52.00	578.24			
98 - Airport Tractor	\$59.39		0.00		0.00		0.00		0.00	8.00	475.12		0.00		0.00		0.00		0.00		0.00		0.00	0.00	8.00	475.12				
Airport Weed Whip	\$3.77		0.00		0.00		0.00		0.00	5.00	18.85		0.00		0.00		0.00		0.00		0.00		0.00	0.00	5.00	18.85				
Airport Leaf Blower	\$3.63		0.00		0.00		0.00		0.00	1.00	3.63		0.00		0.00		0.00		0.00		0.00		0.00	0.00	1.00	3.63				
104 - Cub Cadet Rider	\$33.27		0.00		0.00		0.00		0.00	39.00	1297.53		0.00		0.00		0.00		0.00		0.00		0.00	0.00	39.00	1,297.53				
105 - Ford Pickup	\$12.34		0.00		0.00		0.00	2.00	24.68	41.00	505.94		0.00	28.00	345.52	1.00	12.34	4.00	49.36	2.00	24.68		0.00	0.00	78.00	962.52				
107 - Trackless Mower	\$18.81		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	14.00	263.34		0.00		0.00	0.00	14.00	263.34				
200 - Zero Turn Mower	\$22.72		0.00		0.00	95.00	2158.40		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	0.00	95.00	2,158.40				
201 - Zero Turn Mower	\$22.72		0.00		0.00	72.00	1635.84		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	0.00	72.00	1,635.84				
202 - Weed Whip	\$3.77		0.00		0.00	15.00	56.55		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	0.00	15.00	56.55				
203 - Weed Whip	\$3.77		0.00		0.00	1.00	3.77		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	0.00	1.00	3.77				
1007 - Trimmer/Edger	\$3.77		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	16.00	60.32		0.00		0.00	0.00	16.00	60.32				
1009 - Trimmer/Edger	\$3.77		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	7.00	26.39		0.00		0.00	0.00	7.00	26.39				
			31.25	436.32	5.00	67.84	192.50	4160.12	60.00	2317.01	178.00	5195.29	70.00	6329.26	89.00	3852.74	118.00	7271.99	625.00	15032.83	14.00	490.78	4.00	51.24	4.50	54.27	20.50	374.63	1411.75	45634.32
																										1411.75	45634.32			

September-22		Police		Water		Waste Water		TOTAL	TOTAL
EQUIPMENT	2022 RATES	Department		Treatment		Treatment		HOURS	DOLLARS
1 - 2012 Ford Pickup	\$12.34	0.00		26.00	320.84	34	419.56	60.00	740.40
61- Western Snow Plow	\$14.07	0.00			0.00		0.00	0.00	0.00
16- 2008 Ford	\$12.81	0.00		26.00	333.06	34	435.54	60.00	768.60
65- Push Mower	\$11.59	0.00			0.00		0.00	0.00	0.00
4 - 2009 Ford Pickup	\$12.34	0.00		14.00	172.76	21	259.14	35.00	431.90
PATROL CARS	\$12.81	844.25	10814.84		0.00		0.00	844.25	10814.84
		844.25	10814.84	66.00	826.66	89.00	1114.24	999.25	\$12,755.74

999.25 12,755.74

	1		4		16	
	WA	WWT	WA	WWT	WA	WWT
Sept 1-3	2.5	3.00	2.00	1.00	2.50	3.00
Sept 4-10	6	8.00	3.00	5.00	6.00	8.00
Sept 11-17	6	8.00	3.00	5.00	6.00	8.00
Sept 18-24	6	8.00	3.00	5.00	6.00	8.00
Sept 25-30	5.5	7.00	3.00	5.00	5.50	7.00
	26	34	14	21	26	34

12,755.74

#REF!

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	46-1	46-2	46-3	46-4	46-5 Tahoe	
END HOURS	5053	15413	24309	8860	16277	414
START HOURS	<u>4589</u>	<u>15322</u>	<u>24257</u>	<u>8847</u>	<u>16053</u>	<u>264</u>
	464	91	52	13	224	150

844.25 Total Hrs

DEPARTMENT OF PUBLIC WORKS- MANHOUR September 2022)

FUND	% OF HOURS	DEPARTMENT	September-22	
			REG.	O/T
GENERAL FUND	15.13%	General Fund	239.50	0.50
	0.00%	Depot		
	0.95%	Cemetery	11.00	4.00
	1.01%	Parades/Flags/Pking Lots	16.00	
	1.01%	DDA Parking Lots	16.00	
	2.90%	City Trees/Lites	46.00	
	0.00%	DDA Trees/Lites		
	9.33%	Airport	148.00	
TKLINE'S	1.07%	Surface Maintenance	17.00	
	3.03%	Sweeping	48.00	
	0.44%	TK Shoulder Maintenance	7.00	
	0.00%	Signs		
	0.00%	Cleanup winter debris (sand, etc)		
MAJOR STREETS	7.74%	MJ STS Preservation	122.76	
	0.00%	MJ STS Snow/Ice		
LOCAL STREETS	7.56%	LO STS Preservation	120.00	
	0.00%	LO STS Snow/Ice		
PARKS	1.58%	Lake Shamrock Dam	25.00	
PARKS	8.19%	Lake Shamrock Park work	130.00	
	0.57%	Dredging Lake Shamrock	9.00	
SEWER	0.17%	Collection	2.74	
WATER	4.32%	Distribution & Meter Mts.	66.50	2.00
DPW	14.27%	DPW Admin/Bldg/Equip	225.50	1.00
	8.38%	DPW: Equip	132.00	1.00
	0.61%	FIRE Truck	9.50	0.25
	0.50%	DPW: PD Equipment	8.00	
	0.00%	COVID 19		
	5.17%	Holiday (Birthday)	82.00	
	6.08%	PAID TIME OFF:	96.50	
1586.75	100%	TOTALS:	1578	8.75

FUND	% OF HOURS	DEPARTMENT	September-22	
			REG.	O/T
DPW Clerical	5.00%	Cemetery Admin	8.5	
	21.74%	Refuse Collection	36.95	
	4.71%	Major Sts Admin	8	
	4.71%	Local Sts Admin	8	
	22.44%	Sewer Collection	38.15	
	22.44%	Water Distribution	38.15	
	6.91%	DPW Administration	11.75	
	5.88%	Holiday (Birthday)	10	
	6.18%	PAID TIME OFF:	10.5	
170	100%	TOTALS:	170	0

FUND	% OF HOURS	DEPARTMENT	September-22	
			REG.	O/T
FULL TIME EMPLOYEE PARKS WORK	50.00%	Parks Work	88	
	0.00%	DDA Work		
	45.45%	Bldgs & Grounds	80	
	4.55%	Holiday/Funeral	8	
	0.00%	PAID TIME OFF		
176	100%	TOTALS:	176	0

FUND	% OF HOURS	DEPARTMENT	September-22	
			REG.	O/T
SEASONAL EMPLOYEES	39.12%	PARKS WORK	375	
	0.00%	DDA WORK		
	12.36%	BLDG & GROUNDS	118.5	
	15.91%	TRUSTEE SUPERVISION*	152.5	
	25.82%	CEMETERY MAINTENANCE	247.5	
	0.00%	DPW		
	6.78%	AIRPORT MAINTENANCE	65	
958.5	100%	TOTALS:	958.5	0

FUND	% OF HOURS	DEPARTMENT	September-22
			REG.
*TRUSTEE WORK AREAS	96.72%	PARKS: Mowing, Watering flowers, Stump grinding, Working on bathrooms Painting bathroom, Putting dirt down at ball diamond, Working on irrigation	147.5
	3.28%	DEPOT: Lights in depot	5
	0.00%		
	0.00%		
	0.00%		
152.5	100%	TOTALS:	152.5



**Monthly Fire Department Activity Report
September 2022 Incident Response:21
Monthly Total: 21 Year End Total:184**

September was a slightly higher month in regards to run totals. Overall, we had 21 calls for a multitude of incidents. We had three calls for weather related incidents which resulted in a tree down in the roadway and lines down at two other locations. Clare Fire also assisted MMR on three full arrests in September, as well as one motor vehicle accident with injuries and one vehicle fire. On the morning of the 6th at 6:53 in the morning the department responded to a fire in the attic at the Crossroads Motel on the south end of town. Crews quickly ventilated the attic area and extinguished a small fire above one of the units located in the southeast corner of the building. The department was on scene for a little over an hour and was assisted by Surrey Fire. On the 7th, Clare Fire responded to a structure fire at 307 East Seventh Street in the city around 5:13 in the morning, which led to a total loss of the residence, garage and two vehicles. Homes located at 305 and 309 East Seventh also sustained damage from heat exposure, with 305 sustaining the worst of it. Crews were assisted by Surrey Fire and Harrison Fire on the scene and it was controlled in approximately 4 hours. The department also handled a carbon monoxide alarm, gas leak, and one fire alarm among other calls listed in the report below. Crews also trained twice this month with apparatus inventory checks and Rapid Intervention Training and Water Supply, and 101 and 102 attended the Clare County Fire Chiefs meeting as well.

Training:

2.0 hrs. Truck Check
2.0 hrs. RIT Training and Water Supply



Incident Alarm Date/Time Incident Type Address

2200164 9/1/2022 8:45:06 AM 611 - Dispatched & canceled en-route 2595 W. Cadillac DR, Farwell, MI 48622

2200165 9/3/2022 3:49:45 PM 8132 - Tree down Tobacco S. of Beaverton Rd., Clare, MI 48617

2200166 9/3/2022 4:53:16 PM 600 - Good intent call, other WB US 10 MM 87, Clare, MI 48617

2200167 9/3/2022 5:15:16 PM 444 - Power line down 10184 Harrison AVE, Clare, MI 48617

2200168 9/7/2022 8:16:47 PM 160 - Special outside fire, other 1890 E Ludington DR, Clare, MI 48617

2200169 9/6/2022 6:53:51 AM 111 - Building fire 407 S McEwan ST, Clare, MI 48617

2200170 9/7/2022 1:18:25 AM 735 - Alarm system sounded due to malfunction 604 N McEwan ST, Clare, MI 48617

2200171 9/7/2022 5:13:23 AM 111 - Building fire 307 E Seventh ST, Clare, MI 48617

2200171 9/7/2022 5:13:23 AM 131 - Passenger vehicle fire E Seventh ST, Clare, MI 48617

2200171 9/7/2022 5:13:23 AM 111 - Building fire E Seventh ST, Clare, MI 48617

2200171 9/7/2022 5:13:23 AM 111 - Building fire 305 E Seventh ST, Clare, MI 48617

2200171 9/7/2022 5:13:23 AM 111 - Building fire 309 E Seventh ST, Clare, MI 48617

2200172 9/8/2022 2:58:48 PM 412 - Gas leak (natural gas or LPG) 1601 E Maple RD, Clare, MI 48617

2200173 9/10/2022 10:03:44 AM 1001 - Fire in a structure, not the structure itself
6240 E Surrey RD, Clare, MI 48617

2200174 9/10/2022 9:31:00 PM
1511 - Illegal burning of Solid Waste 8318 E North County Line RD, Clare, MI 48617

2200175 9/11/2022 9:48:36PM
600 - Good intent call, other 144 W Fourth ST, Clare, MI 48617

2200176 9/13/2022 10:19:48 PM
311 - Medical assist, assist EMS crew 205 E Seventh ST, Clare, MI 48617

2200177 9/13/2022 5:13:16 AM
311 - Medical assist, assist EMS crew 8414 E North County Line RD, Clare, MI 48617

2200178 9/14/2022 2:06:29 AM
311 - Medical assist, assist EMS crew 8418 N Crawford RD, Clare, MI 48617



Clare Fire Department

207 W. Fifth Street Clare, Michigan 48617 Ph: (989) 386-2151 Fax: (989) 386-3020

2200179 9/14/2022 10:25:15 AM

6111 - Dispatched & cancelled on scene 208 Mary ST #8, Clare, MI 48617

2200180 9/15/2022 6:07:38 AM

444 - Power line down 1521 Rivers Edge Dr., Clare, MI 48617

2200181 9/19/2022 3:39:46 PM

600 - Good intent call, other SB 127 North of the US 10 split, Clare, MI 48617

2200182 9/22/2022 6:19:04 PM

131 - Passenger vehicle fire E. Pere Marquette / N. Summerton, Clare, MI 48617

2200183 9/23/2022 6:20:02 PM

424 - Carbon monoxide incident 9100 E Surrey RD, Clare, MI 48617

2200184 9/29/2022 8:00:33 PM

322 - Motor vehicle accident with injuries 2685 E Grass Lake RD, Clare, MI 48617

Total Number of Incidents: 21

Training Class Sessions by Date

September 19, 2022 19:00, Monday

Session: RIT Training and Water Supply **Start Time:** 09/19/22 19:00

Held At: Clare Fire Station **End Time:** 09/19/22 19:00

September 12, 2022 19:00, Monday

Session: Apparatus Check Procedures **Start Time:** 09/12/22 19:00

Held At: Clare Fire Station **End Time:** 09/12/22 21:00



Monthly Director's Report, October 2022
City of Clare Parks and Recreation
Prepared by Joy Simmer

Current and Upcoming Programs/Events

The **Senior Cards and Coffee** is being held at the Pere Marquette District Library. The group is supplied with coffee and card decks. The program takes place on Wednesdays from 10-12 p.m.

Art in Sculpture – Parks and Recreation has been working with Middle Michigan Development Corporation, the Clare County Arts Council, and local artist Jeff Best for this 2022 event. The chosen sculptures were installed on May 9th and 10th and the information for the event was placed on the Pure Michigan site and on Facebook. The sculptures will be at their locations from May 10, 2022 to April 30, 2023. Voting will be held from May until October of 2022. The plan is to alternate them in and out every year and maybe even incorporate more into the contest depending on interest. Simmer and the Arts Council have been pushing the brochures and ballots out for public voting at programs and events.

The **Fall Youth Soccer** season will officially start on September 10, 2022 and will run until October 15, 2022. There are 249 kids registered for the 2022 program.

Halloween events will take place on Saturday, October 29, 2022. The Pumpkin Run will be held once again at the Emerald Isle Recreation Complex and then from 12-2 p.m. we will be holding a Tract-or-Treat in the complex parking lot. There will be one-way traffic through this event and the tractors will line up along the south line of the parking lot. The farmers will be handing out candy, pumpkins, apples, cheese sticks, etc.... There will also be some local organizations handing out candy and playing games with the kids. Simmer has met on-site with collaborators and another pre-event meetings with the groups is scheduled for October 12, 2022.

The **Stuffed Animal Slumber Party** will now be taking place in November and the Time for Tea will move to February. The program is a collaboration between parks and rec and the library. Planning for the slumber party is underway and will take place on November 18, 2022 at 5 p.m. At the event children will be able to bring in a doll or stuffed animal with them and we will watch a movie, have some popcorn and do a couple of crafts. After the movie, the children will leave their stuffed animal overnight and when they pick up their friend in the morning, they will be sent home with a keepsake letter and pictures from the slumber party at the library.

Past Events/Programs

Clare Parks and Recreation assisted with the **Annual Gateway Affair** at the Clare Family Moose Center on September 24, 2022. In the past this event has helped to raise funds for the Pere Marquette Rail-Trail Extension project and will continue to help raising funds for parks and recreation in Clare County. The cost was \$25/ticket and that ticket included entry into the event, an Italian dinner and entry into the raffle. There also was a presentation by Clare Union Railroad

Depot Ambassador Dennis Guerriero and a silent auction. Over \$6,000 was raised at the event for parks and recreation within the county.

Gold Out Night - Clare Parks and Rec partnered up with Relay for Life and Woods Household to do a Pediatric Cancer Awareness Night out at the complex on 9/30/2022. This was a first-year event and went well for its first time running. We had 68 people attend the event and the high school boys' soccer came and assisted with concessions during the event. The new Minions movie played and we had yard games available for the people to participate in.

Some pediatric cancer moms and children came up with a wish list of things that can be brought and donated (not required, but accepted) for cancer families at some of the local pediatric cancer hospitals. Things that have been really needed by families included travel hygiene products, etc.... Some families are rushed by ambulance and can be there for up to 3 weeks or more at a time. People who were unable to attend were able to donate gift cards and supplies before, during and after the event.

Simmer partnered with the library for a program during the community night out event. **Lord of the Gourd** was at the library on October 4, 2022 from 3-6 p.m. to do a live presentation of his gourd sculpting. There were 72 people who attended the event and entered into the drawing to win one of his creations.

Park Information and Updates:

Pettit Park Campground – The City of Clare is in the process of updating a park ordinance regarding trespass and bans of the park facilities. The second reading took place for the update and will go into effect on 11/6/2022.

Emerald Isle Recreation Complex

Playground Area – We are still awaiting a grant funding notification on if the Clare-Gladwin RESD will be awarded the grant for sensory play signs that would be placed within the playground area at the Emerald Isle Recreation Complex. The signage would be a nature-based theme. Simmer, the youth services librarian at the Pere Marquette District Library and the Clare-Gladwin RESD parents services coordinator will meet if the grant funding is awarded.

The Pour-in-Place (PIP) surfacing will be completed in 2023. The company we are working with has a waitlist of jobs they are working on, due to supply chain issues.

Additional Information

- We are still looking at getting sign holders that would be placed along the PMR-T to have story walks monthly with a different theme on a more permanent basis (between Clare Parks and Rec, Friends of Clare County Parks and Rec, and the Pere Marquette District Library). Simmer has approached CTE to see if that is something they could construct if we found funding for them, still waiting on their response at this time.

WATER TREATMENT DIRECTOR'S MONTHLY OPERATING REPORT September 2022

Wastewater Treatment Plant

In addition to their routine duties, our Operators performed the following tasks:

- Lawn maintenance at WWTP properties
- Idexx rep visited lab to demo bacti testing
- Removed debris from aerator #2
- Replaced motor on aerator #5
- Made repairs to aerator #9
- Pulled lift station 10
- Repaired garage door at WWTP

Water Treatment Plant

In addition to their routine duties, our Operators performed the following tasks:

- Locating area for new well
- Laid straw over grass seed at booster station
- Tower mixer at north tower experiencing issues
- Welded and painted air header support brackets
- Lawn maintenance at WTP properties

Landfill

In addition to their routine duties, our Operators performed the following tasks:

- Lawn maintenance and mowing at landfill to prepare for sampling
- Assembled landfill meter
- Ordered sample containers

Administrative Functions

During the month, the following administrative tasks were performed:

- Sent out lead and copper sampling results to residents
- Sent in lead and copper report to EGLE
- Passed proficiency testing
- Met with GFA at WTP regarding rehab project
- Submitted application for funds for Consumer's Energy rebate
- Working with the PRPs to help secure funding for the new well.
- Attended IPP seminar

CITY MANAGER REPORT

TO: Mayor Pat Humphrey & Clare City Commission
FROM: Jeremy Howard, City Manager
DATE: October 13, 2022
RE: City Manager's Report

For the Agenda of October 17, 2022

MDOT 5th Street (M-115) Project. Work is substantially complete on the project. Felt bags still need to be pulled from the storm sewers and the barricades still need to be picked up, but both of those should be getting done the week of the 17th. The project ended up getting completed early and looks great.

City Hall Windows. Work on the windows has been continuing as time permits with staff doing the work. The work on the front of the building (5th Street side) is more time consuming with the aluminum trim having to be removed as well. The windows that are in look great. We had our first substantial rain the other day and we had no leaks on the new windows that used to allow a lot of water into the building and onto the sills and floor.

Lake Shamrock Dredging Project. EGLE has stated that they are looking at possibly issuing us a permit for the first section of the lake. As of the time of writing this report they had not clarified where they were considering approving the spoils to be located or a timeframe that they would issue the permit. I will take this as some good news at this point in the project and the delays we have had from EGLE.

Verizon Cell Tower. I have had some conversations with the Lease Holder, Southern Tower, and they are working to get me a start date for the construction of the tower. They are saying the tower will be built yet this year, but there are no timeframes yet for Verizon to get the antennas on and functioning. This can take several weeks to several months I was told. The base and platform should be started the week of the 17th as well and then the installation of the meter bank can begin.

Fall Decorations. Be sure to check out all the Fall/Halloween decorations around town including some city buildings (see attached pictures) and parks. Also, we have the giant pumpkins back again (see attached pictures) thanks to Todd Swarts and his family. If you have a chance to check them out you should as they are pretty impressive. The location of the giant pumpkins are:

Pere Marquette District Library – 1,051 lbs.
Fire Safety Building – 980 lbs.
Clare Union Railroad Depot – 1,378 lbs.
Whitehouse block – 1,160 lbs.
Emerald Isle Recreation Complex – 1,593 lbs.
City Hall – 944 lbs.
Subway block – 944 lbs.

Tour. Continuing with our periodic tours we have been able to schedule a tour of the Ideal Theater to check out the renovation/restoration progress that has been completed so far. On Monday, we can plan on adjourning the meeting after we finish the Ordinance/Code discussion and then head over to the theater for an informal tour.

Attachments:

1. Fall Decoration Pictures.





- CLARE -
City Hall
202 W. FIFTH STREET









AGENDA REPORT

TO: Mayor Pat Humphrey & Clare City Commissioners
FROM: Diane Lyon, City Clerk
DATE: October 13, 2022
RE: *Communications

For the Agenda of October 17, 2022

***Note: 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 Clare City Commission agenda of October 17, 2022.**

FOIA Requests & Responses: Freedman Law Group; Secret Wardle; and Buckfire Law Firm.

FBI & CISA Elections Public Service Announcement.: The City received a PSA warning of malicious cyber activity against election infrastructure.

Charter Line-up Change:

Charter Communications has announced changes to their channel line-up.

Resident Letter:

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

Site Plan Request from Mr. Donald Nevill.

Notice of Cemetery Clean-up.

Notice of Hydrant Flushing.

Summary of Ordinance Adoption Notice.

Attachments. As noted above.



202 West Fifth Street, Clare, Michigan 48617
www.cityofclare.org
phone: (989) 386-7541 fax: (989) 386-4508

October 5, 2022

Mary K. Freedman
Freedman Law Group
420 W. University Dr.
Rochester MI 48307

Phone: 248-656-0086
Fax: 248-851-5360
mary@freedmanlawyers.com

RE: **Response to Freedom of Information Act ("FOIA") Request #2022-073**

Your request for public record(s) under the Michigan Freedom of Information Act ("FOIA"), dated September 30, 2022, and received in this office on October 3, 2022, for the following records is acknowledged: **Any and All documents, injury photographs, reports, notes, animal history vaccination history, local ordinance code violations or infractions, state code violations, prosecutorial recommendations et al arising from a dog bite attack occurring September 12, 2022,** is hereby: **Granted in part.**

1. All non-exempt information is being provided at this time-CPD Incident Report 22-000492.

A copy of this request will be kept on file for no less than one (1) year.

The City of Clare's FOIA Procedures and Guidelines and Summary are available for review on our website at www.cityofclare.org. A copy of this request will be kept on file for no less than one (1) year.

If your FOIA request has been denied in whole or in part, you may do one of the following at your option:

- (1) Commence an action in the circuit court to compel disclosure of the public records or information within 180 days after the governmental unit's final determination to deny your request. If the circuit court orders disclosure of all or a portion of the public record or information, you have the right to receive reasonable attorney's fees, costs, and disbursements. If the circuit court determines that the governmental unit arbitrarily and capriciously denied your request, you also have the right to receive punitive damages in the amount of \$500.00. Please see MCL 12.231 *et seq.* for further information on the Freedom of Information Act.
- (2) Submit to the City Manager a written appeal that specifically states the word "**appeal**" and identifies the reason(s) for reversal of the denial. Your appeal should be sent to City of Clare – City Manager, 202 West Fifth Street, Clare, MI 48617-1490.

A handwritten signature in black ink that reads "Diane M. Lyon".

Diane Lyon
City Clerk & Freedom of Information Coordinator

The City of Clare is an Equal Opportunity Provider and Employer





Where the north begins at the crossroads of Rt 10 and 127.

202 West Fifth Street, Clare, Michigan 48617
www.cityofclare.org
phone: (989) 386-7541 fax: (989) 386-4508

October 3, 2022

DENIAL OF REQUEST FOR PUBLIC RECORD

Buckfire Law Firm
Susan Kania
29000 Inkster Rd., Ste. 150
Southfield MI 48034

Tel: (248) 569-4646
Fax: (248) 569-6737

RE: FOIA Request: Full animal control/incident report including any photographs, regarding a dog bite incident which occurred at 632 Pine St., Harrison, Michigan on September 5, 2022.

X Your request as described is denied because it does not exist under information. The location identified is not within the City of Clare's jurisdiction. I suggest checking with Clare County since your request states that the incident occurred in the City of Harrison.

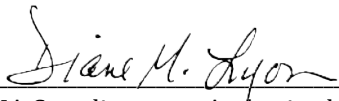
NOTICE: This correspondence constitutes a certification that the public records, as indicated, do not exist. You have the right to appeal this denial to the City Manager in writing that specifically states the word "APPEAL" and indicates the reason or reasons for reversal of the denial, or seek judicial review in the Circuit Court within 180 days of a final determination to deny a request. If the Court determines a public record is not exempt from disclosure, it shall order its release or production. The burden of proof in Court is on the public body. If the Court determines that the public body has been arbitrary and capricious in not disclosing a public record, it may award, in addition to actual and compensatory damages, punitive damages not exceeding \$500.00

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A copy of this request will be kept on file for no less than one (1) year.


FOIA Coordinator or Authorized Representative

October 3, 2022
Date Denial Approved

The City of Clare is an Equal Opportunity Provider and Employer





Where the north begins at the crossroads of Rt 10 and 127.

202 West Fifth Street, Clare, Michigan 48617
www.cityofclare.org
phone: (989) 386-7541 fax: (989) 386-4508

October 3, 2022

DENIAL OF REQUEST FOR PUBLIC RECORD

Buckfire Law Firm
Susan Kania
29000 Inkster Rd., Ste. 150
Southfield MI 48034

Tel: (248) 569-4646
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FOIA Coordinator or Authorized Representative

October 3, 2022
Date Denial Approved

The City of Clare is an Equal Opportunity Provider and Employer





Public Service Announcement

FBI & CISA



October 04, 2022

Alert Number

I-100422b-PSA

Questions regarding this PSA should be directed to your local **FBI Field Office**.

Local Field Office Locations:

www.fbi.gov/contact-us/field-offices

Malicious Cyber Activity Against Election Infrastructure Unlikely to Disrupt or Prevent Voting

The Federal Bureau of Investigation (FBI) and the Cybersecurity and Infrastructure Security Agency (CISA) assess that any attempts by cyber actors to compromise election infrastructure are unlikely to result in large-scale disruptions or prevent voting. As of the date of this report, the FBI and CISA have **no** reporting to suggest cyber activity has ever prevented a registered voter from casting a ballot, compromised the integrity of any ballots cast, or affected the accuracy of voter registration information. Any attempts tracked by FBI and CISA have remained localized and were blocked or successfully mitigated with minimal or no disruption to election processes.

The public should be aware that election officials use a variety of technological, physical, and procedural controls to mitigate the likelihood of malicious cyber activity (e.g., phishing, ransomware, denial of service, or domain spoofing) affecting the confidentiality, integrity, or availability of election infrastructure systems or data that would alter votes or otherwise disrupt or prevent voting. These include failsafe measures, such as provisional ballots and backup pollbooks, and safeguards that protect against voting malfunctions (e.g., logic and accuracy testing, chain of custody procedures, paper ballots, and post-election audits). Given the extensive safeguards in place and distributed nature of election infrastructure, the FBI and CISA continue to assess that attempts to manipulate votes at scale would be difficult to conduct undetected.

Election systems that house voter registration information or manage non-voting election processes continue to be a target of interest for malicious threat actors. Cyber actors may also seek to spread or amplify false or exaggerated claims of cybersecurity compromises to election infrastructure; however, these attempts would not prevent voting or the accurate reporting of results.^a

The FBI and CISA will continue to quickly respond to any potential threats, provide recommendations to harden election infrastructure, notify stakeholders of threats and intrusion activity, and impose risks and



Public Service Announcement

FBI & CISA



consequences on cyber actors seeking to threaten U.S. elections.

Recommendations

- For information about registering to vote, polling locations, voting by mail, provisional ballot process, and final election results, rely on state and local government election officials.
- Remain alert to election-related schemes which may attempt to impede election administration.
- Be wary of emails or phone calls from unfamiliar email addresses or phone numbers that make suspicious claims about the elections process or of social media posts that appear to spread inconsistent information about election-related incidents or results.
- Do not communicate with unsolicited email senders, open attachments from unknown individuals, or provide personal information via email without confirming the requester's identity. Be aware that many emails requesting your personal information often appear to be legitimate.
- Verify through multiple, reliable sources any reports about compromises of voter information or voting systems, and consider searching for other reliable sources before sharing such information via social media or other avenues.
- Be cautious with websites not affiliated with local or state government that solicit voting information, like voter registration information. Websites that end in ".gov" or websites you know are affiliated with your state or local election office are usually trustworthy. Be sure to know what your state and local elections office websites are in advance to avoid inadvertently providing your information to nefarious websites or actors.
- Report potential crimes—such as cyber targeting of voting systems—to your local FBI Field Office.
- Report cyber-related incidents on election infrastructure to your local election officials and CISA (Central@CISA.gov).

The FBI is responsible for investigating election crimes, malign foreign influence operations, and malicious cyber activity targeting election infrastructure and other U.S. democratic institutions. CISA helps critical infrastructure owners and operators, including those in the election community, remain resilient against physical and cyber threats. The FBI and CISA provide services and information to uphold the security, integrity, and resiliency of U.S. election infrastructure.

Victim Reporting and Additional Information

The FBI and CISA encourages the public to report information concerning suspicious or criminal activity to their local FBI field office (www.fbi.gov/contact-us/field). For additional assistance, best practices, and common terms, please visit the following websites:

- FBI's Protected Voices: www.fbi.gov/investigate/counterintelligence/foreign-influence/protected-voices
- FBI's Election Crimes and Security: www.fbi.gov/scams-and-safety/common-scams-and-crimes/election-crimes-and-security



Public Service Announcement

FBI & CISA



- CISA's Election Security Resource Library: [Election Security Library | CISA](#)
- CISA's Stop Ransomware: <https://www.cisa.gov/stopransomware>
- CISA's Mis-, Dis-, and Malinformation Resource Library: <https://www.cisa.gov/mdm-resource-library>
- CISA's Election Security Rumor vs. Reality: <https://www.cisa.gov/rumorcontrol>

To access previously released 2020 election-related FBI/CISA PSAs, click on the IC3.gov links below:

- [Distributed Denial of Service Attacks Could Hinder Access to Voting Information, Would Not Prevent Voting](#)
- [Cyber Threats to Voting Processes Could Slow But Not Prevent Voting](#)
- [Spoofed Internet Domains and Email Accounts Pose Cyber and Disinformation Risks to Voters](#)
- [Foreign Actors Likely to Use Online Journals to Spread Disinformation Regarding 2020 Elections](#)
- [Foreign Actors and Cybercriminals Likely to Spread Disinformation Regarding 2020 Election Results](#)
- [False Claims of Hacked Voter Information Likely Intended to Cast Doubt on Legitimacy of U.S. Elections](#)

^a Unless otherwise prohibited by law, U.S. persons linking, citing, quoting, or voicing the same arguments raised by malicious actors likely are engaging in First Amendment-protected activity. Furthermore, variants of the topics covered in this product, even those that include divisive terms, should not be assumed to reflect malign activity absent information specifically attributing the content to malicious actors. Malicious actors frequently amplify themes already present in lawful domestic debate. Lawful domestic actors in the United States have the right to use arguments originating from any source, even adversary narratives. This information should be considered in the context of all applicable legal and policy authorities to use open source information while protecting privacy, civil rights, and civil liberties.



September 30, 2022



T1 P184 *****AUTO**ALL FOR AADC 480

City of Clare
202 W. Fifth Street
Clare, MI 48617-1490

Re: Charter Communications - Upcoming Changes

Dear Franchise Official:

At Charter, we work hard to keep prices as low as possible. We value our customers and are committed to providing them with the latest products and technology. Despite our best efforts, due to rising programming fees charged by broadcast TV stations we carry, the Broadcast TV Surcharge price for Spectrum Stream TV and Spectrum TV Choice customers will increase by \$4.01 per month, effective November 1, 2022.

Note, for customers who are paying a promotional price for their Spectrum TV, the regular plan price does not take effect until the end of the promotional period.

We remain committed to providing excellent communications and entertainment services in your community. If you have any questions about this change, please feel free to contact me at (906) 553-7866.

Sincerely,

A handwritten signature in blue ink that reads "Joan Movrich".

Joan Movrich
Manager - State Government Affairs, Michigan
Charter Communications



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

CITY OF CLARE PUBLIC NOTICE

The City of Clare Planning Commission will hold a public hearing on, Wednesday, November 9, 2022, at 6:30 p.m. at Clare City Hall, 202 W. 5th St., Clare MI to receive public comment pertaining to a site plan application of Donald Nevill., 8415 S. Eberhart Ave., Clare, Michigan, for proposed construction of a 960 sq ft airplane hangar addition on Lot 207 of the Clare Municipal Airport. The Planning Commission will accept comments at the hearing or in writing if the written comments are received by the City Clerk not later than 5:00 p.m. on the date of the hearing. A copy of the site plan application is available for review by contacting the City Clerk at (989) 424-4068 or dlyon@cityofclare.org. The City of Clare is an equal opportunity provider and employer.

Diane Lyon
City Clerk

Published October 14, 2022

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

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

PUBLIC NOTICE

The annual Cherry Grove Cemetery Fall Cleanup is scheduled for October 16th – November 1, 2022. In accordance with the Rules & Regulations, any person having summer decorations they wish to keep should remove them prior to October 15th, 2022; winter decorations may be placed at gravesites after November 1, 2022. The City of Clare is an equal opportunity provider and employer.

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Luke Potter
Director of Public Works



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PUBLIC NOTICE

DEPARTMENT OF PUBLIC WORKS

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The City of Clare will be flushing hydrants from 11:00 p.m. to 7:00 a.m. Sunday, October 23, 2022 through Friday, October 28, 2022. You may experience rust in your water during these dates – please remember to check your water prior to doing laundry, etc. Letting the water run for a few minutes will normally solve the problem.

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Ph 989.386.7541 x201

Luke Potter, Director of Public Works
City of Clare

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Clerk x106

Treasurer x107

CITY OF CLARE Summary of Ordinance Adoption

Following the second reading and formal adoption of the following named Ordinance(s), the City of Clare Code of Ordinances as amended become effective November 6, 2022. For a full copy of the Ordinance changes, please contact the City Clerk, at the City of Clare, 202 W. Fifth St., Clare, MI 48617. The City of Clare is an equal opportunity provider and employer.

DEPARTMENT OF PUBLIC WORKS

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989.386.7541 x202

Fx 989.386.4508

CITY OF CLARE ORDINANCE AMENDMENT 2022-002, CAMPING IN PETTIT PARK

**Chapter 30, Article III, Section 30-75, Camping in Pettit Park - is hereby revoked
and restated.**

UTILITY BILLING

Ph 989.386.7541 x201

Diane Lyon
Clare City Clerk



W/WWT PLANT

Ph 989.386.2321

Fx 989.386.2387

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Fx 989.386.4508

AIRPORT

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PAYABLES REPORT FOR COMMISSIONERS

EXP CHECK RUN DATES 10/18/2022 - 11/07/2022 BOTH JOURNALIZED AND UNJOURNALIZED OPEN BANK CODE: CONSO

VENDOR	INVOICE #	DESCRIPTION	Posting Date	Check Run	AMOUNT
ACE HARDWARE	96254	UPS SHIPPING; CABLE TIES; LIG	10/18/2022	10/18/2022	26.77
ACE HARDWARE	96260	4-CYCLE OIL - WWTP	10/18/2022	10/18/2022	25.19
ACE HARDWARE	96308	1/2" D ROUTER BIT - WWTP	10/18/2022	10/18/2022	17.99
ACE HARDWARE	96312	U BOLTS; PVC ADAPTER; COUPLER	10/18/2022	10/18/2022	62.23
ACE HARDWARE	96253	KEYS & KEY CAPS - PD	10/18/2022	10/18/2022	11.62
AERATION INDUSTRIES INC	0160710	ARB SPINDLE - WWTP	10/18/2022	10/18/2022	591.00
ALERT-ALL CORP	222091393	FIRE PREVENTION KITS, HATS, F	10/18/2022	10/18/2022	933.00
AMAZON CAPITAL SERVICES	1419-FMPM-4L4	RETURN: COLOR TONER (ORIG INV	10/18/2022	10/18/2022	-158.83
AMAZON CAPITAL SERVICES	19FK-V3YY-HFQ	RETURN: UPS BATTERY BACKUP (OF	10/18/2022	10/18/2022	-81.98
AMAZON CAPITAL SERVICES	13X9-634G-Q73	SNAP CAPS (3 10PKS; 4 6PKS) -	10/18/2022	10/18/2022	144.86
BEYER ROOFING COMPANY,	8015	NEW ROOF: FIRE DEPT (RES 2022	10/18/2022	10/18/2022	42,888.00
C & C ENTERPRISES INC	94543	WORK BOOTS: G. BAUER - DPW	10/18/2022	10/18/2022	245.95
CENTRAL MICHIGAN DISTR	09262022	2022 SANITARY LANDFILL RESIDE	10/18/2022	10/18/2022	1,196.00
CHRIS BUZZELLI	10132022 REIM	REIMURSE: 10/7/22 SAFETY RAIN	10/18/2022	10/18/2022	43.44
CINTAS FIRST AID & SAFI	5124309602	SERVICE: FIRST AID KIT; AED C	10/18/2022	10/18/2022	54.87
CINTAS FIRST AID & SAFI	5116791085	SERVICE: FIRST AID KIT & AED	10/18/2022	10/18/2022	120.68
CITY OF CLARE	10122022	WATER/SEWER: OCTOBER 2022	10/18/2022	10/18/2022	792.14
CLARE AUTOMOTIVE SUPPL	100531013452	REPLACEMENT CORD: GENERATOR -	10/18/2022	10/18/2022	30.71
CLARE AUTOMOTIVE SUPPL	100531014316	WASHER FLUID (4 GAL) - PD	10/18/2022	10/18/2022	11.96
CLARE AUTOMOTIVE SUPPL	100531014318	5GAL GAS CAN - PD	10/18/2022	10/18/2022	30.16
CLARE COUNTY COMMUNITY	NOVEMBER 2022	CODE ENFORCEMENT SERVICES: NC	10/18/2022	10/18/2022	1,500.00
CLARE COUNTY SHERIFF DE	10042022	PD CELL PHONES, MODEMS (9/14-	10/18/2022	10/18/2022	375.28
CLARE HARDWARE	432135	HITCH PULL PIN - DPW	10/18/2022	10/18/2022	9.49
CLARE HARDWARE	432160	SANDING DISCS (15 PK) - CITY	10/18/2022	10/18/2022	13.49
CLARE HARDWARE	432163	LIGHTWEIGHT SPACKLING (1GAL)	10/18/2022	10/18/2022	28.99
CLARE HARDWARE	432177	HORNET & WASP SPRAY (2CANS);	10/18/2022	10/18/2022	22.97
CLARE HARDWARE	432257	TAPE RULER; DRILL BITS; NUTS,	10/18/2022	10/18/2022	25.74
CLARE HARDWARE	432282	NUTS, BOLTS, FASTENERS - PARK	10/18/2022	10/18/2022	10.96
CLARE HARDWARE	432357	HAND WARMERS, BATTERIES, SCRE	10/18/2022	10/18/2022	73.46
CLARE HARDWARE	432362	SCREWS; RET: SCREWS (INV 4323	10/18/2022	10/18/2022	1.68
CLARE HARDWARE	432288	SPRAY GRAFFITI REMOVER - DPW	10/18/2022	10/18/2022	15.99
CLARE HARDWARE	432351	18 BAGS CONCRETE MIX (60#) -	10/18/2022	10/18/2022	116.82
CLARE HARDWARE	432120	10X25 3MIL CLR POLY FILM (1 F	10/18/2022	10/18/2022	11.49
CLARE HARDWARE	432131	1-3/8 TI CARBIDE BLADES (3PK)	10/18/2022	10/18/2022	42.99
CLARE HARDWARE	432216	WINDOW SEALANT (4 CANS) - CII	10/18/2022	10/18/2022	31.96
CLARE HARDWARE	432345	PAINT & ROLLER COVER - PD	10/18/2022	10/18/2022	47.98
CLARE PRINT & PULP	95302	2 H FRAME METAL STAKES - PARK	10/18/2022	10/18/2022	60.00
CONSUMERS ENERGY	203410384746	STREET LIGHT(S) (09/01/22-09/11/01/2022	11/01/2022	11/01/2022	2,659.65
CONSUMERS ENERGY	206880537057	315 W FIRST ST (09/09/22-10/01/2022	11/02/2022	11/02/2022	270.57
CONSUMERS ENERGY	204834221701	327 BROOKWOOD DR (09/09/22-10/01/2022	11/02/2022	11/02/2022	93.78



PAYABLES REPORT FOR COMMISSIONERS

EXP CHECK RUN DATES 10/18/2022 - 11/07/2022 BOTH JOURNALIZED AND UNJOURNALIZED OPEN BANK CODE: CONSO

VENDOR	INVOICE #	DESCRIPTION	Posting Date	Check Run	AMOUNT
CONSUMERS ENERGY	204923212935	501 FOREST AVE (09/09/22-10/01/2022)	11/02/2022	11/02/2022	46.31
CONSUMERS ENERGY	205279134872	396 SHAMROCK CT (09/09/22-10/11/02/2022)	11/02/2022	11/02/2022	29.27
CONSUMERS ENERGY	206969443434	STREET LIGHT(S) (09/01/22-09/10/25/2022)	10/25/2022	10/25/2022	536.96
CONSUMERS ENERGY	206969443433	TRAFFIC LIGHT(S) (09/01/22-09/10/25/2022)	10/25/2022	10/25/2022	6.31
CONSUMERS ENERGY	205190173471	10725 S. EBERHART AVE (09/01/10/25/2022)	10/25/2022	10/25/2022	310.24
CONSUMERS ENERGY	205190173472	10843 S EBERHART AVE (09/01/210/25/2022)	10/25/2022	10/25/2022	32.65
CONSUMERS ENERGY	201363590959	10807 S EBERHART AVE HANGAR 310/25/2022	10/25/2022	10/25/2022	33.35
CONSUMERS ENERGY	204478233508	40 CONSUMERS ENERGY PKWY STE 10/25/2022	10/25/2022	10/25/2022	180.75
CONSUMERS ENERGY	204478233512	4715 COLONVILLE RD (08/30/22-10/25/2022)	10/25/2022	10/25/2022	288.19
CONSUMERS ENERGY	204834210991	40 CONSUMERS ENERGY PKWY STE 10/25/2022	10/25/2022	10/25/2022	87.72
CONSUMERS ENERGY	202431465637	4565 E COLONVILLE RD SIGN (09/10/25/2022)	10/25/2022	10/25/2022	47.85
CONSUMERS ENERGY	203054382652	48617 LED LIGHT RD (09/01/22-10/25/2022)	10/25/2022	10/25/2022	1,214.32
CONSUMERS ENERGY	207146842468	11175 S. EBERHART AVE (09/02/10/28/2022)	10/28/2022	10/28/2022	9,097.62
CONSUMERS ENERGY	207146842306	305 MAPLE ST (09/02/22-10/03/10/28/2022)	10/28/2022	10/28/2022	4,717.05
CORE TECHNOLOGY CORPORATION	CORMN0000740	ANNUAL LIEN & TIMS RENEWAL & 10/18/2022	10/18/2022	10/18/2022	6,390.00
COUNTY WIDE SEPTIC, LLC	117442	PORTA JON SERVICED: SEPT 2022 10/18/2022	10/18/2022	10/18/2022	120.00
COUNTY WIDE SEPTIC, LLC	117443	PORTA JONS: SOCCER FIELD (09/10/18/2022)	10/18/2022	10/18/2022	375.00
DELTA COLLEGE	4535288	FOIA L.E. TRAINING: J. LAKE -10/18/2022	10/18/2022	10/18/2022	125.00
DEWOLF AND ASSOCIATES	1327	FIRST LINE SUPERVISION TRAINING 06/30/2022	10/18/2022	10/18/2022	565.00
EPIC FUELS	7618104	AVIATION FUEL: 8,248 GALLONS 10/18/2022	10/18/2022	10/18/2022	39,143.21
ETNA SUPPLY	S104765349.00	4' BURY HYDRANT - DPW/WATER 10/18/2022	10/18/2022	10/18/2022	1,064.89
ETNA SUPPLY	S104735212.00	SENSUS ELECTRONIC REPAIR - WW 10/18/2022	10/18/2022	10/18/2022	360.00
EVOQUA WATER TECHNOLOG	905544267	LAB SUPPLIES - WWTP 10/18/2022	10/18/2022	10/18/2022	456.20
GALLS, LLC	022252437	UNIFORM PANTS (BERG & FRANCIS 10/18/2022	10/18/2022	10/18/2022	110.37
GALLS, LLC	022323561	CLIP ON TIE W/BUTTONHOLE - PL 10/18/2022	10/18/2022	10/18/2022	9.77
GARY L TODD	10182022-GT	AIRPORT MANAGER SERVICES 10/18/2022	10/18/2022	10/18/2022	1,300.00
GARY TODD	10102022-REIM	REIMBURSE: FUEL SAFETY STICKE 10/18/2022	10/18/2022	10/18/2022	65.39
GFL ENVIRONMENTAL	0057700789	SEPTEMBER-22 COLLECTION 10/18/2022	10/18/2022	10/18/2022	14,697.00
GOURDIE-FRASER, INC.	2225301	2022 MEDC CDGB WRI GRANT SERV 10/18/2022	10/18/2022	10/18/2022	16,525.00
HACH COMPANY	13274787	LAB SUPPLIES - WWTP 10/18/2022	10/18/2022	10/18/2022	194.06
HAMLETT ENVIRONMENTAL	20222212	SPARE PARTS KIT - WWTP 10/18/2022	10/18/2022	10/18/2022	701.00
HAPPY LAWN	16861	LAWN MAINTENANCE: CITY HALL 10/18/2022	10/18/2022	10/18/2022	45.00
HERITAGE BRICK & MARBLE	33277	DEPOT BRICKS (22 4X8; 5 8X8; 10/18/2022	10/18/2022	10/18/2022	586.00
HOERAUF AND NEVILL, P.C	52593	LEGAL SERVICES: SEPT 2022 10/18/2022	10/18/2022	10/18/2022	1,970.25
HUBSCHER & SON INC	64836	PEBBLE FOR STAMINA FIELD - PA 10/18/2022	10/18/2022	10/18/2022	701.99
HUTSON, INC	9694012	4 TRACTOR FUEL FILTERS - DPW 10/18/2022	10/18/2022	10/18/2022	84.46
HUTSON, INC	9689290	12/21/21 CONNECTOR SEALS; HOU 06/30/2022	10/18/2022	10/18/2022	8.52
JEREMY HOWARD	10112022-REIM	REIMBURSE: MILEAGE (07/11-09/10/18/2022	10/18/2022	10/18/2022	156.25
MAURER'S TEXTILE RENTAL	2611640	YODER UNIFORMS - DPW 10/18/2022	10/18/2022	10/18/2022	33.85



PAYABLES REPORT FOR COMMISSIONERS

EXP CHECK RUN DATES 10/18/2022 - 11/07/2022 BOTH JOURNALIZED AND UNJOURNALIZED OPEN BANK CODE: CONSO

VENDOR	INVOICE #	DESCRIPTION	Posting Date	Check Run	AMOUNT
MAURER'S TEXTILE RENTAL	2614876	YODER UNIFORMS - DPW	10/18/2022	10/18/2022	33.85
MCCONNELL FARM SUPPLY	00322	TRAILER RENTAL - WWTP	10/18/2022	10/18/2022	270.00
MICHIGAN CONFERENCE OF	11012022	HEALTH INSURANCE: NOVEMBER 20	10/18/2022	10/18/2022	39,630.60
MICHIGAN MUNICIPAL TREAS	6620	MEMBERSHIP: CHERYL COON	10/18/2022	10/18/2022	123.00
MICHIGAN PIPE & VALVE	M005716	4 SANITARY MANHOLE FRAMES W/C	10/18/2022	10/18/2022	760.00
MONTALVO, HANNAH	DEPOSIT OVERF	UB refund for account: MAPL-C	10/18/2022	10/18/2022	10.54
NATIONAL HIGHWAY MAINT	12281	AIRPORT ASPHALT REPAIR MATERI	10/18/2022	10/18/2022	5,400.00
PRECISE MRM, LLC.	200-1038941	SALT TRUCKS DATA PLAN: AUG 20	10/18/2022	10/18/2022	20.00
PRINTING SYSTEMS INC	225531	CHECKS PRINTED: ACCTS PAYABLE	10/18/2022	10/18/2022	261.26
SEITER BROTHERS LUMBER	93906	QUIKCRETE GRAVEL MIX 80# (6BA	10/18/2022	10/18/2022	37.50
SEITER ELECTRIC INC	61650	CREDIT: RET'D 22 S39915 BULBS	06/30/2022	10/18/2022	-176.00
SEITER ELECTRIC INC	61957	ELECTRICAL REPAIRS - SOCCER F	10/18/2022	10/18/2022	58.74
SEITER ELECTRIC INC	61959	PHOTOEYE SENSOR - BROOKWOOD F	10/18/2022	10/18/2022	18.85
SEITER ELECTRIC INC	61961	2 MH400 BULBS - BROOKWOOD PAF	10/18/2022	10/18/2022	50.00
SEITER ELECTRIC INC	61963	LED DUSK TO DAWN LIGHT - PETT	10/18/2022	10/18/2022	125.00
SHERWIN WILLIAMS CO	2140-6	PAINT (50 GALS): SOCCER FIEL	10/18/2022	10/18/2022	199.90
STAPLES	3518884499	CLOCK FOR COMMISSION ROOM - C	10/18/2022	10/18/2022	32.99
STAPLES	3519457845	COPY PAPER (3 CASES) - CITY W	10/18/2022	10/18/2022	113.34
STAPLES	3518805634	500 #10 BUSINESS ENVELOPES -	10/18/2022	10/18/2022	12.23
STAPLES	3518138882	2 TONER CARTRIDGES - FIRE DEF	10/18/2022	10/18/2022	99.98
STAPLES	3518634328	3 TONER CARTRIDGES - FIRE DEF	10/18/2022	10/18/2022	315.59
STATE CHEMICAL SOLUTION	902633868	CAR/TRUCK WASH - DPW	10/18/2022	10/18/2022	265.56
STATE OF MICH WITHHOLD:	SEPTEMBER 202	SEPT 2022 W/H & SALES/USE TAX	10/18/2022	10/18/2022	6,784.05
STITCHES FOR BRITCHES	1347	EMBROIDER CITY LOGO: 2 HOODIE	10/18/2022	10/18/2022	20.00
STITCHES FOR BRITCHES	1348	EMBROIDER CITY LOGO: 3 SHIRTS	10/18/2022	10/18/2022	40.00
TEAMSTERS LOCAL #214	OCTOBER 2022	OCT 2022 DUES: SUPERVISOR & H	10/18/2022	10/18/2022	736.00
USDA RURAL DEVELOPMENT	09282022	SANITARY SEWER SYSTEM 92-08 I	11/01/2022	11/01/2022	26,889.42
WITBECK'S FAMILY FOODS	00255474	ALUMINUM FOIL; ZIP FREEZER BA	10/18/2022	10/18/2022	44.46
WITBECK'S FAMILY FOODS	008-00203312	FACIAL TISSUE - CITY HALL	10/18/2022	10/18/2022	11.98
Sub Total:					237,004.69



PAYABLES REPORT FOR COMMISSIONERS

< RUN DATES 10/05/2022 - 10/17/2022 BOTH JOURNALIZED AND UNJOURNALIZED PAID BANK CODE: CONSO - CHECK TYPE: PAI

VENDOR	VENDOR ID	INVOICE #	DESCRIPTION	POSTING DATE	AMOUNT
VPS CONVENIENCE STORE	6623	NP 63041515	DPW GAS: SEPT 2022 (BG:21053)	10/06/2022	6,074.06
VPS CONVENIENCE STORE	6623	NP 63041516	FD GAS: SEPT 2022 (BG:210539)	10/06/2022	507.12
VPS CONVENIENCE STORE	6623	NP 63041517	PD GAS: SEPT 2022 (BG:210539)	10/06/2022	1,956.80
VPS CONVENIENCE STORE	6623	NP 63041518	WWWT GAS: SEPT 2022 (BG:2105)	10/06/2022	524.71
					9,062.69
OPEN INVOICE TOTAL:					<u>237,004.69</u>
Grand Total:					<u>246,067.38</u>

COMMISSION APPROVAL:

AGENDA REPORT

TO: Mayor Pat Humphrey & Clare City Commissioners
FROM: Diane Lyon, City Clerk
DATE: October 13, 2022
RE: *Professional & Education Training Opportunities

For the Agenda of October 17, 2022.

***Note: 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 Clare City Commission agenda of October 17, 2022.**

Commissioners are encouraged to attend educational and training events. Please submit the attached Professional Development Training Request to the City Clerk if you are interested in attending any educational or training event(s).

1. Michigan Municipal League Upcoming Events. The MML also provides many opportunities for training and professional development to include a vast selection of webinars available for viewing. The current offerings are attached for review & consideration.
2. American Planning Association-Michigan Chapter. The Michigan APA likewise offers training sessions and onsite workshops for city officials. If you are interested in having the City host an onsite workshop, please contact the City Clerk. The most current opportunities for professional development are attached for your consideration.

Attachments: as outlined above.

Clearly another way of life.



CITY OF CLARE
Professional Development Training Request

Today's Date: _____

Your Name & Title: _____

Name of Training Event: _____

Location of Training Event: _____

Date(s) & Times of Training Event: _____

If you are required to sign up for break-out sessions, which break-out sessions & times would you like to attend:

Do you have and special food requirements (if the event is serving food)?

Will you need a city vehicle to attend this event? Yes No
(If the answer is no, a mileage reimbursement form will be provided)

Will you need overnight accommodations? Yes No

Do you have special needs regarding accommodations? _____

Please return this completed form to: Diane Lyon, City Clerk
202 W. Fifth St.
Clare, MI 48617
Or you may email the form to: dlyon@cityofclare.org

Training/Events >>>

Jump to...

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- [Capital Conference](#)
- [U.P. Education Summit](#)
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[Convention Registration Policies>](#)

[Capital Conference Registration Policies>](#)

For **Human Resources-related trainings and seminars**, League members can attend programs hosted by the American Society of Employers (ASE) at the ASE member rate. Visit www.aseonline.org for a calendar of their events.

DATE	EVENT	LOCATION
2022		
Oct 4	LEAGUE EVENT: MI Green Communities & MICHAP	Virtual
Oct 13	Municipal Law Program	Lansing
Oct 17	LEAGUE EVENT: Live with the League	Virtual
Oct 19-21	LEAGUE EVENT: Convention	Muskegon
Oct 31	LEAGUE EVENT: Live with the League	Virtual
Nov 14	LEAGUE EVENT: Live with the League	Virtual
Nov 28	LEAGUE EVENT: Live with the League	Virtual
Nov 30	LEAGUE EVENT: Newly Elected Officials Training	Lansing
Dec 8 & 15	LEAGUE EVENT: Newly Elected Officials Training	Virtual
Dec 12	LEAGUE EVENT: Live with the League	Virtual
2023		
Jan 12	LEAGUE EVENT: Newly Elected Officials Training	Ann Arbor
Jan 21	LEAGUE EVENT: Newly Elected Officials Training	Virtual
Feb 10-11	LEAGUE EVENT: Elected Officials Academy - Core Weekender	Virtual
Feb 10-11	LEAGUE EVENT: Elected Officials Academy - Advanced Weekender	Virtual
Apr 18-19	LEAGUE EVENT: CapCon	Lansing

Resources

- [Speaker Resources](#)
- [Newly Elected Officials](#)

More to Explore on mml.org...



[Coronavirus Resources](#)



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May 19-20	LEAGUE EVENT: Elected Officials Academy - Core Weekender	Bay City
May 19-20	LEAGUE EVENT: Elected Officials Academy - Advanced Weekender	Bay City
Oct. 18-20	LEAGUE EVENT: Convention	Traverse City
2024		
Mar 12-13	LEAGUE EVENT: CapCon	Lansing
Sept 11-13	LEAGUE EVENT: Convention	Mackinac Island
2025		
Sep 15-19	LEAGUE EVENT: Convention	Grand Rapids

(<https://blogs.mml.org/wp/events>)

[SPONSORSHIP OPPORTUNITIES \(HTTPS://BLOGS.MML.ORG/WP/EVENTS/VENDOR-OPPORTUNITIES/\)](https://blogs.mml.org/wp/events/vendor-opportunities/)

[BLOG \(HTTPS://BLOGS.MML.ORG/WP/EVENTS/CATEGORY/CONVENTION/\)](https://blogs.mml.org/wp/events/category/convention/)

GENERAL INFORMATION

Registration Hours

Wednesday, October 19 8am-6pm

Thursday, October 20 7:30am-5:00pm

Friday, October 21 7:30am-12:00pm

Conference Mobile App

Download the free convention mobile app on your smartphone in your app store by searching for “Michigan Municipal League”. The app will

Evaluations

Evaluation surveys for Breakout Sessions will be available exclusively on the Convention mobile app. An evaluation survey for the overall Convention experience will be emailed following the conclusion of Convention.

Core Legislative Principles

have exclusive information, education session evaluations and notifications to not miss anything.

Name Badges

Convention name badges must be worn to gain admission to educational, meal, and social functions.

Guest Activities

Guests can be registered with Convention attendees to participate in meals and the welcome reception. Guest registration does not include admittance to the Convention General Sessions, Breakout Sessions, or Education Tours.

Meals

The full Convention registration includes Wednesday lunch and welcome reception, Thursday breakfast and lunch and Friday breakfast.

Convention Courtesy Reminders

- Please be on time for sessions.

In accordance with the League Bylaws, the Board of Trustees has considered statements of policy in advance of the annual meeting. Clerks from member municipalities were notified in August that the 2021-2022 proposed League Core Legislative Principles were available on the League website. In the Annual Meeting Notice, official voting delegates were requested to print the proposed Core Legislative Principles from the League website and bring them to the Business Meeting on Wednesday at 4:30 pm in Ballroom Section D at Van Dyk Mortgage Convention Center.

Social Media

Stay connected with all that is going on at Convention and with the League year round by following the League on Facebook, Twitter, and Instagram. For the latest Convention updates, be sure to follow #mmlconv.

ICMA Core Competency Credits

The International City/County Management Association (ICMA) offers a voluntary credentialing program to recognize professional local government managers and to promote lifelong learning. To assist managers who are considering or already participating in the

- Please take conversations into the hallway, rather than chatting while a session is in progress.
- Please turn off the ringer on your cell phones during the sessions. The speakers and the audience will appreciate your courtesy.

program, the League will list one or more of ICMA's 18 core competency" (CC) areas for each of the Convention sessions.

Community Excellence Award

Voting will take place at the Community Excellence Award voting booth in the Delta Hotel pre-function space on Wednesday, October 19, from 11:30 am to 5:45 pm and again on Thursday, October 20, from 8:00 am to 3:45 pm. Voting will also be available via the Convention mobile app on-demand.

(<https://blogs.mml.org/wp/events>)

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Newly Elected Officials Training - Lansing

Newly Elected Officials Training (In-Person)

Newly Elected Officials Training

November 30, 2022

Lansing, MI

Our Newly Elected Officials Training aims to educate first-time elected officials and refresh seasoned officials with core topics and basic functions you'll need to hit the ground running in your role as a public official. Now, we're making it easier than ever for you to access the information you need by offering our Newly Elected Officials training that covers:

- Introduction to League Services
- Overview of Basic Local Government
- Roles and Responsibilities of Elected Officials
- Open Meetings Act (OMA)
- Freedom of Information Act (FOIA)
- Government Finance
- Elected Officials Academy Ambassador Panel

About the Speakers

League Staff, Experienced Elected Officials, & Plante Moran

Agenda

5:30 pm Check-in and light dinner

6:00 pm Session begins

9:15 pm Adjourn

Cost Per Person

League Member, Business Alliance Participants, \$115

League Nonmember Government, Limited Associate Members \$190

Location Information

Capital Office

208 N. Capitol Ave., 1st Floor

Lansing, MI 48933

Christman University Training room- Lower Level

[League Capital Office Map](#)

Parking

North Capitol Ramp

316 N. Capitol Avenue

Lansing, MI 48933

Education Credits Approved for This Program

3 EOA

Cancellation Policy

All cancellations must be submitted to registration@mml.org. No refunds will be given for cancellation requests received after 11/23/2022. For a full list of registration policies, please click [here](#).

When:

11/30/2022 - 11/30/2022

Where:

Michigan Municipal League (Capital Office)
Capital Office 208 N. Capitol Ave.
Christman University Training Room- Lower Level
Lansing, MI 48933

When: 11/30/2022 - 11/30/2022

Where: 208 N Capitol Ave #1
Lansing, MI 48933

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Virtual Newly Elected Officials Training

Newly Elected Officials Training (VIRTUAL)

Newly Elected Officials Training

December 8, 2022 & December 15, 2022 (must attend both evenings)

Virtual - Zoom

Our Newly Elected Officials Training aims to educate first-time elected officials and refresh seasoned officials with core topics and basic functions you'll need to hit the ground running in your role as a public official. Now, we're making it easier than ever for you to access the information you need by offering our Newly Elected Officials training that covers:

- Introduction to League Services
- Overview of Basic Local Government
- Roles and Responsibilities of Elected Officials
- Open Meetings Act (OMA)
- Freedom of Information Act (FOIA)
- Government Finance
- Elected Officials Academy Ambassador Panel

About the Speakers

League Staff, Experienced Elected Officials, & Plante Moran

December 8 Agenda

6:00 pm Welcome and Introduction

6:30 pm Begin

8:10 pm Adjourn

Breaks are included within the agenda

December 15 Agenda

6:00 pm Welcome and Introduction

6:05 pm Begin

8:00 pm Adjourn

Breaks are included within the agenda

Cost Per Person

League Member, Business Alliance Participants, \$85

League Nonmember Government, Limited Associate Members, \$150

Location

Virtual

Zoom links will be sent in a confirmation email to registered attendees. Please save the Zoom link.

Education Credits Approved For This Program

3 EOA

Cancellation Policy

All cancellations must be submitted to registration@mml.org. No refunds will be given for cancellation requests received after 12/01/2022. For a full list of registration policies, click [here](#).

When:

12/8/2022 & 12/15/2022

Where:

Zoom (VIRTUAL)

When: 12/8/2022 - 12/15/2022

Where: Zoom (Virtual)

[Shop](#)

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Conferences and Events

The Michigan Association of Planning's education programs provide participants with the skills and knowledge to make good land use decisions. Our instructors enable new community planning officials to better understand their roles and responsibilities, reacquaint experienced officials with current planning tools and techniques, provide the professional planner with professional development opportunities, and broaden urban planning students knowledge of statewide best practices.

Annual Training Programs

Planning Michigan Conference

- MAP's premiere, annual educational event
- General sessions, national experts, breakouts, mobiles, networking, basic and advanced courses
- #1 source of best planning practices in Michigan
- Click [here](#) for information about this year's conference.

Student Conference

- MAP is dedicated to supporting student development in the planning profession

Quick Links

[Planning Michigan Registration](#)

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Upcoming Events

Thu Oct 20, 2022

[Walktober 2022](#)

Category: Other Events

Tue Nov 15, 2022

[Virtual Planning Conference](#)

Category: MAP Events

Wed Nov 30, 2022

[Writing a Better RFP: Get the Team – and the Results! – Your Community Wants](#)

Category: MAP Events

- Connects the future generation of planners from 8 Michigan universities to seasoned planners and state land use leaders
- Student led and managed, the event attracts more than 125 students annually.
- Click [here](#) for information about this year's student conference.

Wed Feb 22, 2023

[Transportation Bonanza 14](#)

Category: MAP Events

[View Full Calendar](#)

Specialty Programs

- **Spring Institute** - Recent topics have included: Social Equity Aging in Place, Climate Adaptation, as well as Entrepreneurs and Economic Development
- **Transportation Bonanza** - Safe Routes to School implementation, multi-modal transportation
- **MAP Reads** - Every other month group meets to discuss a planning-related text. Click here to see the current and past discussion topics.
- **Regional Workshops** - Each spring, MAP brings our workshops for officials to communities across the state.

On-Site Workshops

Our On-Site Program offers a menu of topics to choose from with the option to customize programming for your community's needs.

- These programs come to you! We deliver the instructor and curriculum, you coordinate invitations and the facility: cost effective training convenient and close to home.
- Topics include Planning and Zoning Essentials, Site Plan Review, Zoning Board of Appeals, Zoning Administration, Planning for Health, Capital Improvements Programs, and more.
- Click [here](#) for more information.



Event Calendar

Walktober 2022

Thursday, October 20, 2022

10:30 AM - 12:00 PM EDT

Category: Other Events

The **Walktober Walkinar** series, hosted by the Maryland Department of Planning, help planners, local officials, stakeholders and the public at large learn how to advocate for safe walking infrastructure. Walkinar panelists will highlight pedestrian-focused topics such as safety, health, infrastructure, and enforcement, as well as successful pedestrian programs throughout Maryland.

Participants of each live webinar are eligible for 1.5 AICP CM credits per session.

Live attendance required

[Registration details here](#)

Quick Links

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American Planning Association
Michigan Chapter

Creating Great Communities for All

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- Education and Resources
- Career Center

Event Calendar

Virtual Planning Conference

Tuesday, November 15, 2022
 9:00 AM
 to Wednesday, November 16, 2022
 12:30 PM EDT
 Category: MAP Events

Registration included in your [Planning Michigan Conference Registration](#). Details on sessions coming soon.

[Download as iCal file](#)

https://www.planningmi.org/index.php?option=com_events&task=icalrepeat.detail&evid=326&Itemid=115&year=2022&month=11&day=15&title=virtual-planning-conference&uid=03217704deba0cdaa46... 1/2

Michigan Association of Planning
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Event Calendar

Writing a Better RFP: Get the Team – and the Results! – Your Community Wants

Wednesday, November 30, 2022

4:00 PM - 5:30 PM EDT

Category: MAP Events

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Upcoming Events

Thu Oct 20, 2022

[Walktober 2022](#)

Category: Other Events

Tue Nov 15, 2022

[Virtual Planning Conference](#)

Category: MAP Events

Wed Nov 30, 2022

https://www.planningmi.org/index.php?option=com_events&task=icalrepeat.detail&evid=333&Itemid=115&year=2022&month=11&day=30&title=writing-a-better-rfp-get-the-team--and-the-results--your-c... 1/3



[Writing a Better RFP: Get the Team – and the Results! – Your Community Wants](#)

Category: MAP Events

Wed Feb 22, 2023

[Transportation Bonanza 14](#)

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Sometimes a community just needs the expertise that only a planning consultant can provide.

Whether it's a fresh set of eyes on a local challenge, someone to supplement a limited planning staff (or to step in where there is no staff at all!), or a team of professionals who can deliver the expertise your community needs to elevate projects, plans and policies, a Michigan Planning Consulting firm is often an excellent solution. Finding the right consultant can be tricky, but a well-written RFP makes the task easier.

Join us via ZOOM on Wednesday, November 30 at 4 PM to learn best practices for developing RFPs, from defining the scope and interviewing firms, to executing the contract and managing the project, all to better prepare your community for your next big planning initiative.

Presenters: John Enos, AICP, Carlisle | Wortman Associates, Inc. | Sara Kopriva, AICP, Beckett & Raeder, Inc. | Brad Strader, AICP, PTP, MKSK

MAP Member Price: \$15 | Nonmember Price: \$20 | MAP Student Member Price: \$5

[Register Now](#)

[Download as iCal file](#)

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