



**CLARE CITY COMMISSION**

Meeting held at Clare City Hall  
202 W. Fifth St., Clare MI

Monday, July 3, 2023  
6:00 p.m.

**AGENDA**

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 Charitable Gaming License – Clare Youth Football Program
  - B. Approve Increase to Authorization Authority – Ferric Chloride Purchases
  - C. Waste Water Treatment Plant Gate Replacement Bid Approval
8. **TREASURER'S REPORT**
9. **CITY MANAGER'S REPORT**
10. **\*COMMUNICATIONS**
11. **EXTENDED PUBLIC COMMENT**
12. **COMMISSION DISCUSSION TOPICS**
13. **\*APPROVAL OF BILLS**

**CITY HALL**

Ph 989.386.7541

Fx 989.386.4508

[www.cityofclare.org](http://www.cityofclare.org)

Manager x102

Assessor x103

Clerk x106

Treasurer x107

**DEPARTMENT OF  
PUBLIC WORKS**

Ph 989.386.2182 or

989.386.7541 x202

Fx 989.386.4508

**UTILITY BILLING**

Ph 989.386.7541 x201

**W/WWT PLANT**

Ph 989.386.2321

Fx 989.386.2387

**POLICE DEPT.  
NON-EMERGENCY**

Ph 989.386.2121

Fx 989.386.0440

**FIRE DEPT.  
NON-EMERGENCY**

Ph 989.386.2151

Fx 989.386.3020

**PARKS &  
RECREATION**

Ph 989.386.7541 x213

Fx 989.386.4508

**AIRPORT**

Ph 989.386.0445

Fx 989.386.4508



**14. \*PROFESSIONAL & EDUCATIONAL TRAINING OPPORTUNITIES**

**15. ADJOURNMENT**

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

*Written comments may be submitted to [dlyon@cityofclare.org](mailto: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 Pat Humphrey who led with the Pledge of Allegiance. Present were: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, and Maegan Jenkins. Absent: Carolyn (Gus) Murphy. Also, present: Jeremy Howard, City Manager; Shannon Sirpilla, City Treasurer; Diane Lyon, City Clerk; Dale Clark, WWTP Superintendent; Gary Todd, Airport Manager; Luke Potter, DPW Director; and Dave Saad, Police Chief.

2. CONSENT AGENDA:

Moved by Commissioner Jenkins second by Commissioner Bussell to approve the items listed with an asterisk (\*) (Agenda, Minutes, Department Reports, Communications, Professional Development, Board & Committee Appointments, and Bills) that are considered routine by the City Commission. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, and Maegan Jenkins. Nays: None. Absent: Carolyn (Gus) Murphy. *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. RECOGNITION-CLARE HIGH SCHOOL BOY'S TRACK & FIELD, 2023 STATE CHAMPIONS**

The Clare High School Boy's Track and Field team won the State Championship title. We have invited the coaching staff and team to attend tonight's meeting to allow the Clare City Commission an opportunity to formally recognize the team and coaching staff for this distinctive and prestigious achievement.

Motion by Commissioner Bonham second by Commissioner Bussell to approve the adoption of the Isabella County Hazards Mitigation Plan by adoption of Resolution 2023-041. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, and Maegan Jenkins. Nays: None. Absent: Carolyn (Gus) Murphy. *Motion Carried.*

Mayor Humphrey and the City Commission recognized the group for their accomplishment with the Key of Excellence.

**B. APPROVE FY22/23 YEAR-END BUDGET AMENDMENTS**

State Law requires that a budget of the revenues and expenditures of a municipality be annually approved for its general and special revenue funds prior to the beginning of the fiscal year and that the amendments to the said budget are to be presented for review when/as required. The Clare City Commission approved the fiscal year 2022/2023 budget on June 5, 2023, and has amended the budget as needed throughout the year. However, there remain some additional "housekeeping" type budget amendments that will be required to be considered during the final City Commission meeting of the current fiscal year to be held on Monday, June 19, 2023.

Motion by Bonham Commissioner second by Commissioner Bussell to approve the budget amendments by adoption of Resolution 2023-042. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, and Maegan Jenkins. Nays: None. Absent: Carolyn (Gus) Murphy. *Motion Carried.*

**C. AIRPORT TERMINAL ROOF REPLACEMENT BIDS AND CONTRACT**

The roof of the City's Municipal Airport Terminal has been leaking for years and although we have completed repairs with patches and temporary fixes in the past, it has deteriorated to a point that it needs to be replaced. Consequently, the City solicited bids for a new roof.

As reflected in the bid tab, the city received bids from four vendors. Airport Manager Gary Todd has completed a review of the bid documents submitted and has made a

recommendation to award the bid to Raymond Beachy Roofing for the reasons outlined in the attached memo. I concur with Gary's recommendation in awarding the bid to Raymond Beachy Roofing.

The City Commission is asked to approve the bids and authorize the expenditure of funds to repair and replace the roof, and to authorize the City Manager and/or Airport Manager to sign any and all documents necessary to complete this project.

Motion by Commissioner Bussell second by Commissioner Jenkins to approve the roof bids and award the contract to Raymond Beachy Roofing by adoption of Resolution 2023-043. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

**D. PSB POLICE DEPARTMENT ROOF BIDS AND CONTRACT**

The roof of the City Police Department has deteriorated to the point that the integrity of the roof of the building has been compromised and is leaking. The roof needs to be replaced and repaired soon so as not to cause further damage to the structure or the expensive equipment housed there. Consequently, the City solicited bids for a new roof.

As reflected in the bid tab, the city received bids from four vendors. Police Chief David Saad has completed a review of the bid documents submitted and has made a recommendation to award the bid to Raymond Beachy Roofing for the reasons outlined in the attached Bid Memo. The recommended bidder is the second lowest bid, but I concur with the Chief due to the reasons outlined in his memo and am recommending the bid be awarded to Raymond Beachy Roofing.

The City Commission is asked to approve the bids and authorize the expenditure of funds to repair and replace the roof, and to authorize the City Manager to sign any and all documents necessary to complete this project.

Motion by Commissioner Bonham second by Commissioner Bussell to approve roof bids and award the contract to Raymond Beachy Roofing by adoption of Resolution 2023-044. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, and Maegan Jenkins. Nays: None. Absent: Carolyn (Gus) Murphy. *Motion Carried.*

**E. APPROVE MEDC CDBG WRI PROJECT CONSTRUCTION BID**

In October of 2022, the City of Clare was awarded a \$2.77 million dollar grant from the MEDC CDBG WRI program for the construction of a new water well, water treatment facility improvements, a new chemical feed system, electrical updates, lab updates, new backwash and retention tanks, new and integrated SCADA system, replacement of high service pumps and other water-related infrastructure improvements. The City's match of the 2.77M grant was \$770,000 which increased earlier this year to \$954,490 due to price changes related to SCADA for the project.

In consultation with the engineering staff of Gourdie-Fraser, the construction component of the project was bid out and bids were received on April 27, 2023. Per the memo from Gordie-Fraser, the city received bids from only one vendor. The original bid estimate for construction costs for this project was just over 2 million and was based on cost estimates gathered in 2022. The sole bid received for the project was just under 3.55 million from RCL Construction, Inc. based out of Sanford, MI. GFA and staff completed an extensive review of the bid documents submitted. GFA undertook the process of value engineering the project. That work resulted in a reduction of just under \$600,000 to the bid costs to just under. RCL is in agreeance to reduce their bid based on the value engineering changes; GFA and staff are now making a recommendation to award the bid to RCL Construction, Inc. in the amount of \$2,953,281.

The City Commission is asked to approve the bid and authorize the expenditure of funds for the project, to authorize the City Manager and/or Mayor to sign any and all documents necessary to complete this project, and authorize the City Treasurer/Finance Director to make any and all necessary budget amendments.

The City Commission is also asked to approve a resolution with the updated matching fund amount for the grant and the source of funding for that match.

Motion by Commissioner Bonham second by Commissioner Jenkins to approve the construction bid by adoption of Resolution 2023-045 and the revised matching fund amount by adoption of Resolution 2023-046. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, and Maegan Jenkins. Nays: None. Absent: Carolyn (Gus) Murphy. *Motion Carried.*

**F. \*BOARD & COMMITTEE APPOINTMENTS-AIRPORT ADVISORY BOARD (MARTIN ELZROTH AND RODGER HICKS)**

*\*Approved by Consent Agenda-Resolution 2023-047.*

8. TREASURER'S REPORT: The Treasurer provided a report to the Commission.
9. \*DEPARTMENT REPORTS: *Approved by Consent Agenda.*
10. CITY MANAGER'S REPORT  
*DDA and LDFA Meetings.* The city recently conducted the first annual mandated public meetings for the DDA and LDFA. Both meetings went well and were held in person at City Hall. We will hold the second required annual meeting for both boards this fall.

*Lake Shamrock Dredging Project.* Mechanical dredging is continuing. This past week we made repairs to the water bank where we have the barge come to shore to offload material. We were able to use sheet piling to shore up the edge where the excavator and trucks meet. Our city crew did an excellent and these temporary items will be movable to our next location on the lake. Our new operator is doing a great job and will be starting to dredge 10 hours a day, four days a week, which also works well for our hauling company too. This should allow us to get even more loads out per day and week as we lose less time for start and finish times daily for the week. DPW, Airport and I met with the hydraulic dredging contractor to confirm the holding cell location on the south end of the airport and it looks like they have a plan that will work and will be submitting permits to EGLE hopefully in the next couple weeks. They are still hopeful to be able to get a revised permit and if they can do that, they would like to begin dredging yet this summer/fall.

*Summerfest.* The 2023 Clare Summerfest is the week of June 19<sup>th</sup> through June 25<sup>th</sup>. There will be lots of great events throughout the community the entire week. Check out the flyer attached to this report and look on the Chamber website for more information (<https://www.claremichigan.com/summerfest>). Reminder: We still need help as usual grilling and serving hot dogs on Saturday at Shamrock Park before the fireworks. Typically, we are able to get some City Commissioners, City Department Heads, and City Staff to do this so hopefully you can join in the fun this year again.

*Summer Concert Series.* The 2023 Summer Concert Series in Shamrock Park starts June 8<sup>th</sup> and runs through the summer every Thursday night from 6-8. It is once again being held at Shamrock Park after we did another extensive survey. Attendees stated they liked the shade at Shamrock Park and the pavilions if it rains, as well as the bathrooms and play area for kids. See the attached flyer for more information on who will be playing at each concert.

*City Department Tours.* The last meeting's Department tour after our meeting went really well. Thanks to DPW for showing the Commission around the facility and equipment. As I mentioned, we will try and do these maybe every other meeting so we do not have one tonight but do hope to tour the Wastewater Treatment Facility at our next meeting (July 3<sup>rd</sup>).

11. \*COMMUNICATIONS: *Approved by Consent Agenda.*
12. EXTENDED PUBLIC COMMENT: None.
13. COMMISSION DISCUSSION TOPICS: None.
14. \*APPROVAL OF BILLS: *Approved by Consent Agenda.*
15. \*PROFESSIONAL & EDUCATIONAL TRAINING OPPORTUNITIES: *Approved by Consent Agenda.*
16. ADJOURNMENT: Motion by Commissioner Jenkins second by Commissioner Bussell

to adjourn the meeting. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, and Maegan Jenkins. Nays: None. Absent: Carolyn (Gus) Murphy. *Motion Carried.* Meeting adjourned at 6:39 p.m.

---

Pat Humphrey, Mayor

---

Diane Lyon, City Clerk

## AGENDA REPORT

TO: Mayor Pat Humphrey and the City Commission  
FROM: Jeremy Howard, City Manager  
DATE: June 29, 2023  
RE: Charitable Gaming License Resolution – Clare Youth Football Program

For the Agenda of July 3, 2023

---

**Background.** The Clare Youth Football program 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 youth football program.

**Issues & Questions Specified.** Should the City Commission approve a Local Governing Body Resolution for Charitable Gaming License for the Clare Youth Football Program?

**Alternatives.**

1. Approve the resolution.
2. Do not approve the resolution.
3. Set aside decision regarding this matter to a later date.

**Financial Impact.** There is no direct fiscal impact for the City.

**Recommendation.** I recommend that the City Commission approve the attached Resolution 2023-048 supporting the Clare Youth Football Program's charitable gaming license submission to the State of Michigan Charitable Gaming Division.

**Attachment.**

1. Resolution 2023-048.



Charitable Gaming Division  
 Box 30023, Lansing, MI 48909  
 OVERNIGHT DELIVERY:  
 101 E. Hillsdale, Lansing MI 48933  
 (517) 335-5780  
 www.michigan.gov/cg

## RESOLUTION 2023-048

### LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES

(Required by MCL.432.103(K)(ii))

At a Regular meeting of the Clare City Commission  
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by Mayor Pat Humphrey on July 3, 2023  
DATE

at 6:00 p.m. a.m./p.m. the following resolution was offered:  
TIME

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_

that the request from Clare Youth Football Program of Clare,  
NAME OF ORGANIZATION CITY

county of Clare, asking that they be recognized as a  
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for Approval.  
APPROVAL/DISAPPROVAL

**APPROVAL**

**DISAPPROVAL**

Yeas: \_\_\_\_\_

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

Absent: \_\_\_\_\_

I hereby certify that the foregoing is a true and complete copy of a resolution offered and

adopted by the Clare City Commission at a Regular  
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on July 3, 2023.  
DATE

SIGNED: \_\_\_\_\_  
TOWNSHIP, CITY, OR VILLAGE CLERK

Diane M. Lyon, Clare City Clerk

PRINTED NAME AND TITLE

202 West Fifth Street, Clare, MI 48617

ADDRESS

COMPLETION: Required.  
 PENALTY: Possible denial of application.  
 BSL-CG-1153(R6/09)



## AGENDA REPORT

TO: Mayor Pat Humphrey and the City Commission  
FROM: Jeremy Howard, City Manager  
DATE: June 29, 2023  
RE: Approve Increase to Authorization Authority – Ferric Chloride Purchases

For the Agenda of July 3, 2023

---

*Background.* To improve operational efficiency for the recurring purchase of ferric chloride for the City's Water Department, the City Commission approved a singular exception (*see copy of att'd Resolution 2018-075*) to the City's current purchasing policy, thereby granting Dale Clark, the City's Water Superintendent, the authority to make purchases of this chemical to a limit of \$8,000 without the need to solicit bids or quotations.

Over the last several years the price of ferric chloride has continued to increase significantly again placing us in the same position we were prior to the last request of the Commission to grant an exception to our purchasing policy. Consequently, we ask that the City Commission increase Dale's purchase authorization ceiling for ferric chloride to \$12,000 as an exception to our purchasing policy.

*Issues & Questions Specified.* Should the City Commission approve the City's Water Department Superintendent's authorization authority for the purchase of ferric chloride to \$12,000?

*Alternatives.*

1. Approve the requested increase.
2. Approve an increase in authorization to an amount less than \$12K.
3. Deny the request to increase the authorization level.
4. Defer decision regarding the matter to a subsequently scheduled meeting.

*Financial Impact.* Denial of the request will require that future frequent ferric chloride purchases be approved by the City Commission.

*Recommendation.* I recommend that the City Commission approve the increase of the authorization authority to \$12,000 by adoption of Resolution 2023-049 (*copy att'd*).

*Attachments.*

1. Resolution 2018-075.
2. Resolution 2023-049.

**RESOLUTION 2018-075**

**A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING AN EXCEPTION TO THE CITY'S PURCHASING POLICY IN RESPECT TO THE PURCHASE OF FERRIC CHLORIDE.**

**WHEREAS**, by adoption of its Resolution 2017-134, the Clare City Commission approved an exception to its established purchasing policy to grant the City's Water Superintendent the authorization to approve purchases of ferric chloride for an amount not to exceed \$5,000, thereby significantly improving the efficiency of the process to make said recurring purchases; and

**WHEREAS**, the City has been informed by the region's sole provider of said chemical of a significant increase in the cost of said chemical, thereby rendering said previously approved \$5,000 authorization level to be too low; and

**WHEREAS**, the Clare City Manager has again requested that the City Commission grant an interim exception to the current purchasing policy specifically for the purchase of Ferric Chloride for the City's Water Department, said authorization level be raised to \$8,000.

**NOW THEREFORE BE IT RESOLVED THAT** the Mayor and City Commission of the City of Clare hereby grants an exception to the City of Clare purchasing policy in that the City's Water Superintendent shall be authorized to singularly approve all purchases of ferric chloride so long as no single purchase exceeds \$8,000.

**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 18<sup>th</sup> day of June 2018.**

\_\_\_\_\_  
**Diane Lyon, City Clerk**

**RESOLUTION 2023-049**

**A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING AN EXCEPTION TO THE CITY'S PURCHASING POLICY IN RESPECT TO THE PURCHASE OF FERRIC CHLORIDE.**

**WHEREAS**, by adoption of its Resolution 2018-075, the Clare City Commission approved an exception to its established purchasing policy to grant the City's Water Superintendent the authorization to approve purchases of ferric chloride for an amount not to exceed \$8,000, thereby significantly improving the efficiency of the process to make said recurring purchases; and

**WHEREAS**, the City has continued to see a significant increase in the cost of said chemical, thereby rendering said previously approved \$8,000 authorization level to be too low; and

**WHEREAS**, the Clare City Manager and City Treasurer have again requested that the City Commission grant an exception to the current purchasing policy specifically for the purchase of Ferric Chloride for the City's Water Department, said authorization level be raised to \$12,000.

**NOW THEREFORE BE IT RESOLVED THAT** the Mayor and City Commission of the City of Clare hereby grants an exception to the City of Clare purchasing policy in that the City's Water Superintendent shall be authorized to singularly approve all purchases of ferric chloride so long as no single purchase exceeds \$12,000.

**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 3<sup>rd</sup> day of July, 2023.**

---

**Diane Lyon, City Clerk**

## AGENDA REPORT

TO: Mayor Pat Humphrey & the Clare City Commission  
FROM: Jeremy Howard, City Manager  
DATE: June 29, 2023  
RE: Waste Water Treatment Plant Gate Replacement Bid

For the Agenda of July 3, 2023

---

Background. The current gate at the Waste Water Treatment Plant has reached the end of its useful life. City staff, therefore, solicited sealed bids to allow the city to purchase and replace this piece of equipment (*see copy of att'd memo*). The new gate that is being installed is a roller gate instead of a swing gate which will be more efficient and much easier to operate (especially in winter). The City Commission is asked to consider approving the bids (*see att'd bid tab*) and award the bid to the sole low bidder, Steve Ley Fencing, in the amount of \$8,600.

Issues & Questions Specified. Should the City Commission approve the bid and award the bid to Steve Ley Fencing?

Alternatives.

1. Approve the bid and authorize the expenditure of funds in the amount of the bid offered by Steve Ley Fencing.
2. Approve the bid and authorize the expenditure of funds in an amount commensurate with one of the other bidders (not an option as there was only one bidder).
3. Direct the solicitation of new bids.
4. Direct this project not be completed.
5. Set aside decision regarding this matter to a subsequently scheduled public meeting.

Financial Impact. This project is slated for the 23/24 fiscal year and there are sufficient funds in the budget to cover the cost of the replacement.

Recommendation. I recommend the City Commission approve the bid of Steve Ley Fencing and authorize the purchase and installation of the replacement gate for the Waste Water Treatment Plant in the amount of \$8,600 by adoption of Resolution 2023-050 (*copy att'd*).

Attachments.

1. Bid Memo.
2. Bid Tabulations.
3. Resolution 2023-050.

---

---

**INTEROFFICE MEMORANDUM**

---

---

**TO:** JEREMY HOWARD  
**FROM:** DALE CLARK  
**SUBJECT:** WASTE WATER TREATMENT PLANT GATE REPLACEMENT  
**DATE** 6/13/23  
**CC:**

---

Jeremy,

We received one bid for the replacement of the waste water treatment plant gate. One from Steve Ley Fencing in the amount of \$8,600.00. This was posted in the paper and we sent it to six different installers, bid tab attached, but only received one back. I recommend we use the bid from Steve Ley fencing for the replacement of the gate at the WWTP. 590-536.001.931.000.

# PROPOSAL

**STEVE LEY FENCING  
3152 N MERIDIAN  
MT PLEASANT MI 48858  
989-205-7112**

**City of Clare  
202 W Fifth Street  
Clare, MI 48617  
June 06, 2023**

Project: Installing 6ft. high roller gate with barbwire  
Approx.: 31ft.

Project Location: 11175 S. Eberhart Ave Clare, MI

Per our conversation: DALE CLARK

Will be using:

Replacing the double drive gates

Installing a roller gate 31ft. long x 6ft. high with barbwire

Installing a 6 5/8" x 12ft. x sch. 40 post

Nylon rollers and lockable latch

Removing the existing double gates

All hardware to complete the project

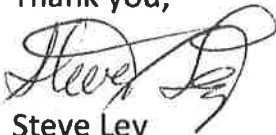
The cost materials installed: \$8,600.00

To install a gate operator for this gate the cost would be: \$8,500.00

This is not counting the electrician to hard wire the operator

Any questions please call 989-205-7112

Thank you,



Steve Ley

Owner

Thank  
you  


**Request for Quotation**

**WWTP Gate**

**Bid Opening on Thursday, June 8 @ 1:00PM**

| <b>Submitted By</b>                  | <b>Address</b>                            | <b>Telephone</b> | <b>Notes</b> | <b>Amount Quoted</b> |
|--------------------------------------|---|------------------|--------------|----------------------|
| Coleman Fence                        | 2903 N Castor Rd, Coleman, MI 48618       | (989) 465-1063   |              |                      |
| Forkel Fence Co.                     | 157 W Brooks Rd, Midland, MI 48640        | (989) 837-2239   |              |                      |
| Midland Fence                        | 6000 N Saginaw Rd, Midland, MI 48642      | (989) 832-8848   |              |                      |
| Mount Pleasant Fence, Sash, and Door | 1315 S Mission Rd, Mt Pleasant, MI 48858  | (989) 773-7892   |              |                      |
| Sampson Fence                        | 1409 E Brushaber Rd, Hope, MI 48628       | (989) 859-9806   |              |                      |
| Steve Ley Fencing                    | 3152 N Meridian Rd, Mt Pleasant, MI 48858 | (989) 205-7112   |              | \$8,600.00           |
|                                      |   |                  |              |                      |
|                                      |   |                  |              |                      |
|                                      |   |                  |              |                      |
| <b>Bids Opened By:</b>               | Dale Clark                                |                  |              |                      |

**RESOLUTION 2023-050**

**A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING A BID TO REPLACE THE GATE AT THE WASTEWATER TREATMENT PLANT.**

**WHEREAS**, the current gate at the Wastewater Treatment Plant has reached the end of its useful life, so staff, therefore, solicited bids on behalf of the City of Clare to replace the gate at the Wastewater Treatment Plant; and

**WHEREAS**, one bid was received from Steve Ley Fencing for \$8,600; and

**WHEREAS**, the City's Water/Wastewater Superintendent has reviewed said bid and recommended that the City Commission approve the bid and award the purchase of the replacement of the gate at the Waste Water Treatment Plant to Steve Ley Fencing, the sole and low bidder; and

**WHEREAS**, the City Commission has considered the bid and concurs with said recommendations.

**NOW THEREFORE BE IT RESOLVED THAT** the Clare City Commission hereby approves the bid to replace the existing gate at the Wastewater Treatment Plant and hereby selects Steve Ley Fencing to accomplish said work for a cost not to exceed \$8,600.

**ALL RESOLUTIONS AND PARTS OF RESOLUTIONS INSOFAR AS THEY CONFLICT WITH THE PROVISIONS OF THIS RESOLUTION 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 3<sup>rd</sup> day of July, 2023.

---

Diane Lyon, City Clerk



**To:** Mayor Pat Humphrey and the Clare City Commission  
**From:** Shannon M Sirpilla  
Treasurer / Finance Director  
**Date:** June 28, 2023  
**Reference:** Treasurer's Report for July 3, 2023

**ARPA Coronavirus Funds:** Still pending submission of ARPA dollar usage, so we continue to report no activity at this time. Once the UV Lights have been installed and we've been billed for them, we can submit our final reporting to the State.

**Annual Inventory:** Sent out fiscal year-end inventory reminders for DPW road salt and other materials, as well as the Airport Fuel remaining.

**Fiscal Year End Cleanup:**

- Resolution 2023-042 Budget Amendments have been done in BS&A.
- Working with Cheryl and department heads to balance out their budgets.
- Making sure bills coming in this time of year are being paid out of the appropriate budget year and have been accounted for.

**Property Tax Bills:** 2023 Summer tax roll has been balanced with both Counties and submitted to KCI for printing. All bills will go out to property owners on July 1<sup>st</sup>. Those with ACH payments setup have a notice printed on their bill that the tax payment will be deducted from their bank account on August 24, 2023. Mortgage Company requests for tax bills will be sent out on July 1<sup>st</sup> as well.

## CITY MANAGER REPORT

TO: Mayor Pat Humphrey & Clare City Commission  
FROM: Jeremy Howard, City Manager  
DATE: June 29, 2023  
RE: City Manager's Report

For the Agenda of July 3, 2023

---

Lake Shamrock Dredging Project. Mechanical dredging by the City is continuing. The new operator is doing a great job and has been working well with the new schedule of 10 hours a day, four days a week, which also works well for our hauling company too. This has allowed us to get a lot more loads out and we have increased some efficiencies so that we are now getting around 12-15 loads a day and they are full heavy loads. Savin Lake Services, who is working on the hydraulic dredging, also recently was on the lake completing a bathometric survey. This survey is to see the lake depths through the entire lake and will be used to prepare for the hydraulic dredging so that they know how much and where material needs to be removed to get back to the original lake levels. They are still working with EGLE on trying to obtain a revised permit and if they can do that, they would like to begin dredging yet this summer/fall if the permit comes through in time.

Summerfest. The 2023 Clare Summerfest was the week of June 19<sup>th</sup> through June 25<sup>th</sup>. There were lots of great events throughout the community the entire week. There were some new events including bringing back a carnival and the inclusion of the 1<sup>st</sup> annual Michigan Pork Producers Pork Festival. Events were well attended even though the temperatures touched into the 90s. I know we cooked and gave away 600 hot dogs at the Witbeck's Hot Dog Cookout in Shamrock Park before the fireworks. Thanks to everyone who helped with that event and any of the other many events throughout the week.

Summer Concert Series. The 2023 Summer Concert Series in Shamrock Park starts continues every Thursday night from 6-8 at Shamrock Park. (*See flyer*).

City Department Tours. The first Department tour after our meetings went well a few weeks ago. At the last meeting I mentioned that on the 3<sup>rd</sup> (every other meeting) we would be doing our next tour of the Waste Water Plant. However, I know that at least one Commissioner will not be in attendance on the 3<sup>rd</sup> as the Monday before the 4<sup>th</sup> of July holiday and I think it makes sense to have the tour when all 5 commissioners can make it, especially new commissioners who may have never been at the plant. I will work with Waste Water to try and reschedule the tour for July 17<sup>th</sup>.

4<sup>th</sup> of July Holiday. Just a reminder that City offices are open on Monday, July 3<sup>rd</sup>, but will be closed on Tuesday, July 4<sup>th</sup> for the Holiday. Have a great holiday and I hope you all can enjoy some sunshine, cookouts, and fireworks with some family and friends.

Attachments:

1. 2023 Clare Summer Concert Series Flyer.



# CLARE SUMMER CONCERT SERIES

SHAMROCK PARK - 221 WILCOX PARKWAY  
JUNE 8 - AUGUST 24, 2023  
6-8 P.M.

GRAB YOUR  
CHAIR AND COME  
ON OUT!!!

## JUNE

SUMMER KICK-OFF

8TH

**THE MUSIC LADY**  
EXTRAORDINARY FOLK MUSIC

15TH

**WOODMAN UNPLUGGED**  
ACOUSTIC

22ND

**COUNTRY EXPRESS**  
OLD TIME COUNTRY

29TH

**SOUTHBOUND**  
CLASSIC ROCK

## JULY

6TH

**KEVIN CHAMBERLAIN**  
COUNTRY

13TH

**THE REAL DEAL**  
BLUES

20TH

**SUNSHINE STRING BAND**  
VARIETY

27TH

**STEPHANIE TERPENING**  
MULTI-GENERATION POP & FOLK



LIVE  
MUSIC

## AUGUST

3RD

**CROSSTOWN DRIFTERS**  
SOUTHERN/CLASSIC ROCK

10TH

**23 NORTH**  
OLDIES

17TH

**THE GABE & TOM SHOW**  
VARIETY

24TH

**JONATHAN HARPER  
& FRIENDS**  
ACOUSTIC/CONTEMPORARY

Thank you to our sponsors!!!



FOR MORE INFORMATION  
Please visit [www.cityofclare.gov](http://www.cityofclare.gov)  
or find us on Facebook at Clare Parks and Recreation

SUMMER FUN  
KIDS ACTIVITY EVERY WEEK!

**OLD 27**   
Car Tour  
DOWNTOWN CLARE ON AUGUST 25TH  
FOR MORE INFO VISIT THE CLARE AREA CHAMBER OF COMMERCE

## AGENDA REPORT

TO: Mayor Pat Humphrey & Clare City Commissioners  
FROM: Diane Lyon, City Clerk  
DATE: June 22, 2023  
RE: \*Communications

For the Agenda of July 3, 2023

**\*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 July 3, 2023.**

---

FOIA Requests & Responses: The most recent FOIA requests and responses are attached for information. Appeal of FOIA denial-Clarissa Filhart and Response Letter-Jeremy Howard. Request and Response Letter – Bachelder Law

Attachments. As noted above.

## Diane Lyon

---

**Subject:** FW: Freedom of Information Act APPEAL  
**Attachments:** 05.15.2023 FOIA Response-Granted in Part-Clarissa Filhart (6).pdf; 05.16.2023 FOIA Response-Denied-Clarissa Filhart (1).pdf; Untitled document (1).pdf; mcl-15-244 - Separation of exempt and non-exempt material (1).pdf; Exhibit 5 - mcl-168-810 - Poll list; delivery to clerk (1).pdf; Exhibit 6 - mcl-168-811 - Election returns, records, and applications; preservation; destruction; time..pdf; Exhibit 7 - mcl-750-248 - Making, altering, forging, or counterfeiting public record; intent; felony; penalty; exception; venue; distributed ledger technology defined.pdf; Exhibit 8 - mcl-750-478a - Legal process; intimidation, hindering, or obstruction of public officer or employee (1) (1) (1).pdf; Exhibit 9 - mcl-15-235 - Request to inspect or receive copy of public record; response to request (5b Annotated) (1).pdf; EPB history redacted (1) (1) (1).pdf; Exhibit 11 - State of Michigan-EPB Refresh Instructions for Clerks (pages 1 and 41).pdf; Title52Chapter207-FederalElectionRetentionSchedule (1).pdf; mcl-168-509gg.pdf; 20230517 email exchange between Macomb County Clerk Anthony Forlini and Lori Bourbonais.pdf; State Letter Michael Brady0001.pdf; rptIndividualVoterHistory-Filhart,ClarissaA.pdf

**Importance:** High

---

**From:** Clarissa Filhart <[cookiefil@yahoo.com](mailto:cookiefil@yahoo.com)>  
**Sent:** Monday, June 19, 2023 2:54 PM  
**To:** Jeremy Howard <[JHoward@cityofclare.gov](mailto:JHoward@cityofclare.gov)>  
**Cc:** Diane Lyon <[DLyon@cityofclare.gov](mailto:DLyon@cityofclare.gov)>; Jaynie Hoerauf <[jaynie@hoerauflaw.com](mailto:jaynie@hoerauflaw.com)>; [phumphrey@cityofclare.gov](mailto:phumphrey@cityofclare.gov); Maegan Jenkins <[MJenkins@cityofclare.gov](mailto:MJenkins@cityofclare.gov)>; Bob Bonham <[Bob.Bonham@cityofclare.gov](mailto:Bob.Bonham@cityofclare.gov)>; Gus Murphy <[CMurphy@cityofclare.gov](mailto:CMurphy@cityofclare.gov)>; Kim Horwood-Bussell <[KBussell@cityofclare.gov](mailto:KBussell@cityofclare.gov)>  
**Subject:** Freedom of Information Act APPEAL

June 19, 2023

Attention: Clare City Manager, Jeremy Howard  
202 W. Fifth St.  
Clare, MI 48617

Manager Howard,

I hope this correspondence finds you well!

After having a telephone conversation with you about the next Clare City Commission meeting, I read that the City of Clare's procedures and guidelines allows for a written **appeal** to you, the city manager, if a request has been denied. Therefore, I would like to appeal to you regarding a Freedom of Information Act request I made to City of Clare Clerk, Diane Lyon, on May 7, 2023, (exhibits 1 and 2). I have included the Clare City Commission members on this communication in an effort to have this information be made public.

The request I made to Clerk Lyon was for the "electronic pollbook flash drive contents in the EPB\_HISTORY/CSV\_FILES for May 2, 2023, election". I have attached the Clerks Electronic Poll Book Refresh Manual for reference (exhibit 11). I also made note of the known exemptions in my

original request per MCL 168.509gg (exhibit 13). Additionally, items that are exempt can be separated per MCL 168.244 (exhibit 4).

When the electronic poll book (EPB) replaced the paper poll book, the EPB now records a person's original vote record. This vote record is created when a person scans their driver's license at a polling location. The three reports related to an election that are printed at the end of election night do NOT contain the same data as the EPB HISTORY and CSV FILES. What I am attempting to obtain is the date and time a vote record was created and the voter identification number sections. These two pieces of data are not recorded in the other three reports I mentioned previously. For clarity, the three reports that are printed are a REMARKS report, a BALLOT SUMMARY REPORT and a VOTER LIST.

Per MCL 168.810, a poll list should be delivered to the clerk (exhibit 5). Therefore, Clerk Lyon should have this list available to inspect, or copy for a period of at least 22 months based on USC 52, 20701 (exhibit 12). The Michigan State retention period is 24 months, per MCL 168.811. The election records should also be made available to inspect or examine, per MCL 168.235 (exhibit 9). If there is a reason that these documents should not be released, based on law, I would like you to share it with me. I am willing to set up a mutually convenient time to inspect the records, Mr. Howard.

Clerk Lyon has made reference to two different pieces of correspondence she has received from the Michigan Bureau of Elections (MBOE) and the Secretary of State, Jocelyn Benson's legal counsel, Michael Brady, but did not cite the law(s) that makes these items exempt from disclosure. The city attorney, Jaynie Hoerauf, has also interceded on Clerk Lyon's behalf, but did not cite any relevant laws pertaining to what I am requesting (exhibit 3).

If I may ask, do you ever recall, while acting as clerk for the City of Mt. Pleasant, Lori Bourbonais ever issuing a directive that said a person needed to request their election records from the state? Beyond that, did legal counsel ever send letters using wording like "if you give this information out, you may need to purchase new EPB laptops"? There appears to be some fear tactics being used which is an unfriendly behavior along with being a violation of MCL 750.478a (exhibit 8).

The information I wish to see is related to individual's having two voter identification numbers. Also, MBOE vote records all have a zero-time stamp (00:00:00). Which is an inaccurate depiction of the truth. When a license is scanned into the EPB, a specific time is recorded in the files. My MBOE record is exhibit 16 below. Please note the static time. I have also provided Lori Bourbonais' answers to why there are two voter identification numbers and zero time (exhibit 14). Ms. Bourbonais' responses are in red. These explanations provided do NOT suffice for me. Furthermore, I asked Ms. Bourbonais in a June 1, 2023, FOIA request about my specific data and she has yet to respond to my inquiries.

Mr. Howard, I am one of several people in the community that are seeking this EPB information in an effort to have our questions answered. I'm confident you can understand that getting answer from Lansing is going to be a brutal task. That is why I am pushing so hard to have my questions answered here at a local level. I have no desire to impede you, or Clerk Lyon, in doing your jobs, but this information can only be obtained through these requests.

The example EPB document in exhibit 10 is available for you to verify that there is no cybersecurity issue, or privacy issues being violated by sharing this data. The EPB information is from my voting jurisdiction. You can find my name on page 4 and compare the voter ID listed therein to the voter ID Clerk Lyon has available in the QVF for me. You will see that the two DO NOT match. Nor does the BOE report voter ID match that EPB voter ID. The time I voted on November 8, 2022 (11:31), is also

visible in the EPB document. However, if you look at the BOE report, you will see my November 8, 2022, vote record inaccurately depicts a 00:00:00 vote time.

In relation to the EPB data I received from my own voting jurisdiction, I would like to point out that the clerk has NOT been contacted by the Department of State, or the Attorney General regarding this data being shared. Michael Brady's correspondence stating those ideas were an intimidation tactic. That tactic began being used when the BOE and SOS realized that people were looking into their vote records and finding that local and state records differed greatly.

I do find it necessary to point out that if the EPB records I am requesting, have been deleted, or the EPB uninstalled from the City of Clare's election laptop, it IS a violation of both state and federal law along with a violation of MCL 750.248. Which is related to public records and separate from election records law (exhibit 7). I hope that through conversation with Clerk Lyon the two of you can discern what may be the best course of action to fulfill my request.

Thank you for your consideration in this matter.

Respectfully,  
Clarissa Filhart  
9088 N. Leaton Rd.  
Clare, MI 48617  
(989) 339-6850  
[cookiefil@yahoo.com](mailto:cookiefil@yahoo.com)

# FREEDOM OF INFORMATION ACT

## REQUEST FORM

Name Paige N. Bachelder

Company Bachelder Law

Address 203 North Fifth Street, West Branch, Michigan 48661

Telephone Number (989) 345-4447

I request under the Freedom of Information Act, being P.A. 442, 1976 as amended, a copy of the following information:

Any and all Clare City Police Department reports/accident investigation reports,  
photographs/videos, body/dash camera footage, and accident reconstruction reports concerning  
Incident Number 20-247. This accident occurred on July 7, 2020, at the intersection  
of McEwan Street and E. 5<sup>th</sup> Street, and was investigated by Officer David Thompson (46-5)  
(a copy of UD-10 report attached).

I understand that my request for this information shall be supplied within a minimum of five (5) days and not later than ten (10) days after approval. If the information requested cannot be furnished or is not approved within the time frame outlined, a written explanation stating the reason(s) will be forwarded to me. I also understand a person receiving written denial of information requested has the right to bring a lawsuit in Circuit Court to compel disclosure of the public record. If the Court finds that the information withheld by a public body was not exempt from disclosure, the requester may receive the records and, at the discretion of the Court, could receive reasonable attorney fees, costs and damages.

I also understand that I am responsible for the cost of compiling, duplicating and providing the requested information, within the guidelines of the Freedom of Information Act.

Respectively submitted,

Dated: 6/16/2023



**PAIGE N. BACHELDER (P82769)**

Attorney at Law

203 N. Fifth Street

West Branch, Michigan 48661

(989) 345-4447







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

June 28, 2023

Paige N. Bachelder  
Attorney at Law  
203 North Fifth St.  
West Branch, MI 48661

RE: **FOIA Request: Deborah Jared**

Your request for public record(s) under the Michigan Freedom of Information Act ("FOIA"), dated June 16, 2023, and received in this office on June 22, 2023, for the following records is acknowledged: **Any and all police/accident reports, video, body/dash cam footage, and accident reconstruction reports concerning Incident # 20-247 on July 7, 2020.** Your request is hereby: **Granted in part.**

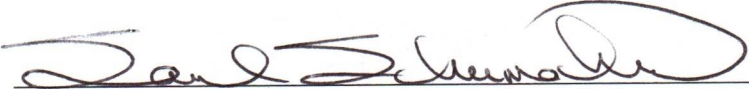
1. All non-exempt information is being provided at this time. Personal information (birthdates, phone number and addresses) had been redacted under the provisions of **MCL 15.243 Section 13.1(a).**
2. Body camera footage does not exist – It has been purged from our system in accordance with the city's retention schedule.

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](http://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.

  
\_\_\_\_\_  
Sarah Schumacher, for Diane Lyon, Freedom of Information Coordinator

June 28, 2023  
Date



**PAYABLES REPORT FOR COMMISSIONERS**

EXP CHECK RUN DATES 07/05/2023 - 07/17/2023 BOTH JOURNALIZED AND UNJOURNALIZED OPEN BANK CODE: CONSO

| VENDOR                  | INVOICE #     | DESCRIPTION                              | Posting Date | Check Run  | AMOUNT    |
|-------------------------|---------------|--|--------------|------------|-----------|
| ACI                     | 995493        | CONCRETE DRAIN REPAIR (APPX 406/30/2023  | 06/30/2023   | 07/05/2023 | 2,367.56  |
| ALRO STEEL CORPORATION  | DFV6701CE     | 6" PIPE 21FT - LK SHAMROCK BA06/30/2023  | 06/30/2023   | 07/05/2023 | 556.41    |
| AMAZON CAPITAL SERVICES | 13PV-NL3Q-3X4 | PAPER SHREDDER - ASSESSOR/FIS06/30/2023  | 06/30/2023   | 07/05/2023 | 124.91    |
| AT&T MOBILITY           | 287302987429X | FIRSTNET MOBILE (05/12/23-06/06/30/2023  | 06/30/2023   | 07/05/2023 | 51.23     |
| AWOL, INC               | JUNE 2023     | JANITORIAL SERVICES: JUNE 20206/30/2023  | 06/30/2023   | 07/05/2023 | 3,441.67  |
| BRIAN WOODMAN           | 2023-SCS      | 8/3/23 SUMMER CONCERT SERIES:07/05/2023  | 07/05/2023   | 07/05/2023 | 300.00    |
| C & C ENTERPRISES INC   | 98084         | WORK BOOTS - DPW (K. LEHMKUHI06/30/2023  | 06/30/2023   | 07/05/2023 | 188.96    |
| CIVIC PLUS, LLC         | 264987        | ONLINE CODE HOSTING                      | 07/05/2023   | 07/05/2023 | 1,083.00  |
| CLARE AUTOMOTIVE SUPPL  | 100531039871  | OXYGEN - DPW SHOP                        | 06/30/2023   | 07/05/2023 | 40.99     |
| CLARE AUTOMOTIVE SUPPL  | 100531039900  | OXY-ACETYLENE HOSE FERRULE & 06/30/2023  | 06/30/2023   | 07/05/2023 | 8.56      |
| CLARE HARDWARE          | 440765        | 2 LAVATORY FAUCETS - PARKS/RE06/30/2023  | 06/30/2023   | 07/05/2023 | 69.98     |
| CLARE HARDWARE          | 440773        | 8" BULK PLASTIC SHIMS - DEPOT06/30/2023  | 06/30/2023   | 07/05/2023 | 3.62      |
| CLARE HARDWARE          | 440840        | AIR FRESHENER CABINET & SPRAY06/30/2023  | 06/30/2023   | 07/05/2023 | 221.84    |
| CLARE HARDWARE          | 440862        | TIMBER OIL; MIXING CONTAINERS06/30/2023  | 06/30/2023   | 07/05/2023 | 149.83    |
| CLARE HARDWARE          | 440883        | TOOL HANDLES - DPW                       | 06/30/2023   | 07/05/2023 | 39.99     |
| CLARE HARDWARE          | 440965        | WEED TRIMNER STRING HEAD - PA06/30/2023  | 06/30/2023   | 07/05/2023 | 29.99     |
| CLARE HARDWARE          | 440988        | 3 SINGLE CUT KEYS - DEPOT                | 06/30/2023   | 07/05/2023 | 5.37      |
| CLARE HARDWARE          | 441062        | NUTS, BOLTS, FASTENERS - PARK06/30/2023  | 06/30/2023   | 07/05/2023 | 1.60      |
| CLARE HARDWARE          | 441114        | "D" BATTERIES (8) - PARKS/REC06/30/2023  | 06/30/2023   | 07/05/2023 | 31.96     |
| CLARE HARDWARE          | 439160        | 300 DISPOSABLE GLOVES - PARKS06/30/2023  | 06/30/2023   | 07/05/2023 | 55.47     |
| CLARE HARDWARE          | 439392        | NUTS, BOLTS, FASTENERS - DDA 06/30/2023  | 06/30/2023   | 07/05/2023 | 10.43     |
| CLARE HARDWARE          | 439611        | ROUND TOILET SEAT - STAMINA F06/30/2023  | 06/30/2023   | 07/05/2023 | 15.49     |
| CLARE HARDWARE          | 439619        | TOILET SEAT (ELONG); RET: RNL06/30/2023  | 06/30/2023   | 07/05/2023 | 17.50     |
| CLARE HARDWARE          | 439799        | 9V BATTERY - PARKS/REC                   | 06/30/2023   | 07/05/2023 | 7.99      |
| CLARE HARDWARE          | 440172        | 2 POP-UP SPRINKLERS; TROWEL -06/30/2023  | 06/30/2023   | 07/05/2023 | 24.47     |
| CLARE HARDWARE          | 441067        | SINGLE CUT KEY & KEY RING - F06/30/2023  | 06/30/2023   | 07/05/2023 | 4.26      |
| CLARE HARDWARE          | 441049        | RUBBER HOSE; DRILL BIT; DRILLI06/30/2023 | 06/30/2023   | 07/05/2023 | 119.48    |
| CONSUMERS ENERGY        | 207058587014  | 11175 S EBERHART AVE (05/06/207/06/2023  | 07/06/2023   | 07/06/2023 | 10,176.37 |
| CONSUMERS ENERGY        | 202164852801  | 327 BROOKWOOD DR (05/13/23-0607/06/2023  | 07/06/2023   | 07/06/2023 | 86.82     |
| CONSUMERS ENERGY        | 202965755962  | 501 FOREST AVE (05/12/23-06/07/06/2023   | 07/06/2023   | 07/06/2023 | 46.92     |
| CONSUMERS ENERGY        | 203232775438  | 396 SHAMROCK CT (05/12/23-06/07/06/2023  | 07/06/2023   | 07/06/2023 | 29.26     |
| CONSUMERS ENERGY        | 206969772987  | 315 W FIRST ST (05/12/23-06/07/06/2023   | 07/06/2023   | 07/06/2023 | 376.29    |
| CONSUMERS ENERGY        | 206969768825  | 305 MAPLE ST (05/06/23-06/06/07/06/2023  | 07/06/2023   | 07/06/2023 | 5,454.26  |
| CONSUMERS ENERGY        | 205101521839  | 303 PINECREST ST (05/16/23-0607/07/2023  | 07/07/2023   | 07/07/2023 | 236.50    |
| DELTA COLLEGE           | 4629405       | 6/7/23 INVESTIIGATIONS TRAINI06/30/2023  | 06/30/2023   | 07/05/2023 | 250.00    |
| DORNBOS SIGN & SAFETY : | INV70137      | 40 ORANGE CONES - DPW/STREETS06/30/2023  | 06/30/2023   | 07/05/2023 | 505.00    |
| FIRST NATIONAL BANK OF  | 8077 07192023 | SIRPILLA: OFFICE SUPPLIES (AS07/05/2023  | 07/05/2023   | 07/05/2023 | 578.34    |
| FIRST NATIONAL BANK OF  | 2814 07192023 | CHAPMAN: FUEL; FIRE HYDRANT F07/05/2023  | 07/05/2023   | 07/05/2023 | 1,035.28  |
| FIRST NATIONAL BANK OF  | 7548 07192023 | SAAD: DUTY BELTS; YPA GEAR; C07/05/2023  | 07/05/2023   | 07/05/2023 | 2,249.99  |
| FIRST NATIONAL BANK OF  | 3680 07192023 | HOWARD: MME SUMMER WORKSHOP &07/05/2023  | 07/05/2023   | 07/05/2023 | 611.67    |



**PAYABLES REPORT FOR COMMISSIONERS**

EXP CHECK RUN DATES 07/05/2023 - 07/17/2023 BOTH JOURNALIZED AND UNJOURNALIZED OPEN BANK CODE: CONSO

| VENDOR                  | INVOICE #     | DESCRIPTION                    | Posting Date | Check Run  | AMOUNT    |
|-------------------------|---------------|--------------------------------|--------------|------------|-----------|
| GABE COUCH              | 2023-SCS      | 8/17/23 PERFORMANCE SUMMER CC  | 07/05/2023   | 07/05/2023 | 250.00    |
| GARY L TODD             | 07052023-GT   | AIRPORT MANAGER SERVICES       | 07/05/2023   | 07/05/2023 | 1,325.50  |
| GOURDIE-FRASER, INC.    | 2309701       | SERVICES: 5/17-6/17/23 - PROJ  | 06/30/2023   | 07/05/2023 | 1,400.00  |
| JBC GOLF CARTS          | 01-13908      | GOLF CART BATTERY: CEMETERY    | 06/30/2023   | 07/05/2023 | 1,104.00  |
| JEREMY HOWARD           | 06302023 MILE | REIMBURSE MILEAGE: 05/02/23-0  | 06/30/2023   | 07/05/2023 | 106.77    |
| JONATHAN HARPER         | 2023-SCS      | 8/24/23 PERFORMANCE SUMMER CC  | 07/05/2023   | 07/05/2023 | 200.00    |
| KEVIN CHAMBERLAIN       | 2023-SCS      | 7/6/23 PERFORMANCE SUMMER CON  | 07/05/2023   | 07/05/2023 | 300.00    |
| KIM MAUL                | 2023-SCS      | 7/20/23 PERFORMANCE SUMMER CC  | 07/05/2023   | 07/05/2023 | 250.00    |
| KSS ENTERPRISES         | 1490261       | CONCENTRATED CLEANER (10GAL)   | 06/30/2023   | 07/05/2023 | 145.90    |
| MAURER'S TEXTILE RENTAL | 2722335       | YODER UNIFORMS - DPW           | 06/30/2023   | 07/05/2023 | 33.85     |
| MICHIGAN ASSESSING COAL | 1002          | ASSESSING SERVICES: JUNE 2023  | 06/30/2023   | 07/08/2023 | 2,917.00  |
| MICHIGAN PIPE & VALVE   | M006338       | VALVE BOXES - DPW/WATER        | 06/30/2023   | 07/05/2023 | 363.00    |
| MICHIGAN PIPE & VALVE   | M006364       | SEWER ELBOWS (6 SDR 35 22 1/2) | 06/30/2023   | 07/05/2023 | 56.00     |
| MICHIGAN TRUCK EQUIPME  | INV-00039962  | BEAD SEATER - DPW              | 06/30/2023   | 07/05/2023 | 195.00    |
| MIKE ALLISON            | 06262023 WB R | REIMBURSE: WORK BOOTS (6/22/20 | 06/30/2023   | 07/05/2023 | 300.00    |
| MRWA                    | 2020-07768    | ANNUAL DUES: WATER & WASTEWAI  | 07/05/2023   | 07/05/2023 | 800.00    |
| MRWA                    | 2020-08114    | ACTIVE INTRUDER TRAINING 8/24  | 07/05/2023   | 07/05/2023 | 210.00    |
| NATIONAL HOSE TESTING & | 01164         | 2023 ANNUAL GROUND LADDER & A  | 06/30/2023   | 07/05/2023 | 1,204.00  |
| NATIONAL INSURANCE SERV | 1566307       | JULY/23 LIFE/ACC/STD INSURAN   | 07/05/2023   | 07/05/2023 | 2,286.84  |
| NAVSURFWARCENDIV CRANE  | N00164LE0865- | NIGHT VISION - POLICE DEPT     | 07/05/2023   | 07/05/2023 | 900.00    |
| PAT HUMPHREY            | 07052023-PH   | ELECTRONIC COMMUNICATION SERV  | 07/05/2023   | 07/05/2023 | 25.00     |
| PREIN & NEWHOF          | 75297         | PROJECT 2230463 SERVICES: 4/3  | 06/30/2023   | 07/05/2023 | 2,899.20  |
| ROBBIN HARSH EXCAVATING | 21687         | RIVERBANK ROCK (15.03 TONS) -  | 06/30/2023   | 07/05/2023 | 838.67    |
| ROBERT BONHAM           | 07052023-RB   | ELECTRONIC COMMUNICATION SERV  | 07/05/2023   | 07/05/2023 | 25.00     |
| SEITER BROTHERS LUMBER  | 100659        | 7 BAGS QUIKCRETE GRAVEL MIX (  | 06/30/2023   | 07/05/2023 | 47.25     |
| SEITER BROTHERS LUMBER  | 99473         | 8 FURRING STRIPS (1X3-8) - CI  | 06/30/2023   | 07/05/2023 | 18.80     |
| SEITER ELECTRIC INC     | 62356         | HAND HOLD COVER - BROOKWOOD F  | 06/30/2023   | 07/05/2023 | 49.95     |
| SHARPCO WELDING AND FAI | 4878          | DREDGE PINS - LK SHAMROCK BAF  | 06/30/2023   | 07/05/2023 | 58.69     |
| SHERWIN WILLIAMS CO     | 3843-4 881592 | STRIPING PAINT (25 5GAL PAILS) | 06/30/2023   | 07/05/2023 | 312.25    |
| SHORELINE CONSTRUCTION  | 06152023      | STEEL PANELS & ANGLE IRON - E  | 06/30/2023   | 07/05/2023 | 5,316.96  |
| STAPLES                 | 3540182834    | PRINTER TONER - DPW            | 06/30/2023   | 07/05/2023 | 111.77    |
| STAPLES                 | 3539332711    | PAPER TOWELS (1CSE)-AIRPORT;   | 06/30/2023   | 07/05/2023 | 66.34     |
| STEPHANIE TERPENING     | 2023-SCS      | 8/10/23 PERFORMANCE SUMMER CC  | 07/05/2023   | 07/05/2023 | 300.00    |
| SUCCESSORIES            | QO-075937     | 2 PKS CERTIFICATE PAPER (PRIL) | 06/30/2023   | 07/05/2023 | 64.97     |
| SUSAN ATWOOD            | 05022023-ELEC | ELECTION INSPECTOR 5/2/23 ELE  | 06/30/2023   | 07/05/2023 | 30.00     |
| TITAN AVIATION FUELS    | 3805334       | AVIATION FUEL (8,500GAL) - AI  | 06/30/2023   | 07/05/2023 | 38,325.17 |
| TRACE ANALYTICAL LABOR  | 3060681       | 3 SAMPLE TESTS (VOC 524.2 DW)  | 06/30/2023   | 07/05/2023 | 230.00    |
| TRACY VADEN             | 06212023-SOCC | REFUND 2023 SOCCER FEE (BRODY) | 06/30/2023   | 07/05/2023 | 35.00     |
| VC3 INC                 | 1114896       | DOWN PMT: MULTIFACTOR AUTHENTI | 06/30/2023   | 07/05/2023 | 624.00    |



### PAYABLES REPORT FOR COMMISSIONERS

EXP CHECK RUN DATES 07/05/2023 - 07/17/2023 BOTH JOURNALIZED AND UNJOURNALIZED OPEN BANK CODE: CONSO

| VENDOR       | INVOICE # | DESCRIPTION                     | Posting Date | Check Run  | AMOUNT    |
|--------------|-----------|---------------------------------|--------------|------------|-----------|
| WINN TELECOM | 07012023  | PHONE & COMMUNICATIONS: JULY 20 | 07/05/2023   | 07/05/2023 | 2,995.99  |
|              |           |                                 |              | Sub Total: | 97,332.13 |



**PAYABLES REPORT FOR COMMISSIONERS**

< RUN DATES 06/21/2023 - 07/03/2023 BOTH JOURNALIZED AND UNJOURNALIZED PAID BANK CODE: CONSO - CHECK TYPE: PAI

| VENDOR                 | VENDOR ID | INVOICE #  | DESCRIPTION  | POSTING DATE | AMOUNT            |
|------------------------|-----------|------------|--|--------------|-------------------|
| CLARE CONSERVATION DIS | MISC      | 06272023   | SOIL EROSION PERMIT  | 06/28/2023   | 240.00            |
| GLEN CAIN INC          | 1853      | 06212023   | BRINE (07/31/19 - 09/09/22)                                  | 06/26/2023   | 760.00            |
| PITNEY BOWES INC       | 1177      | 3317494011 | LEASE: POSTAGE METER (03/30/19 - 06/30/2023)                 | 06/26/2023   | 207.63            |
| RAYMOND BEACHY ROOFING | 7240      | 2023-044   | PD DOWN PAYMENT 1/3 - PD ROOF (10/01/2022 - 06/30/2023)      | 07/01/2023   | 6,710.00          |
| RAYMOND BEACHY ROOFING | 7240      | 2023-043   | AI 1/3 DOWN PAYMENT - AIRPORT ROAD (10/01/2022 - 06/30/2023) | 07/01/2023   | 4,469.83          |
| VERIZON WIRELESS       | 6408      | 9936731948 | WWT AFTER HOURS PHONE  | 06/26/2023   | 77.44             |
|                        |           |            |  |              | 12,464.90         |
| OPEN INVOICE TOTAL:    |           |            |  |              | <u>97,332.13</u>  |
| Grand Total:           |           |            |  |              | <u>109,797.03</u> |

COMMISSION APPROVAL:

---



---



---



---



---

## AGENDA REPORT

TO: Mayor Pat Humphrey & Clare City Commissioners  
FROM: Diane Lyon, City Clerk  
DATE: June 29, 2023  
RE: \*Professional & Education Training Opportunities

For the Agenda of July 3, 2023.

**\*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 July 3, 2023.**

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.gov



Share this page

## 2023 MME Summer Workshop

## Sign In

**MME Summer Workshop**  
**July 24-27, 2023**  
**Frankenmuth, MI**

The Michigan Municipal Executives 2023 Summer Workshop will bring Michigan's municipal leaders to downtown Frankenmuth from July 24-27, 2023. This workshop will focus on providing professional development opportunities for our members to learn and grow as municipal executives.

Check the MME website here for [full agenda details](#).

*Michigan Municipal Executives (MME) is committed to enabling events at which everyone can participate in an inclusive, respectful, and safe environment. MME events are guided by the highest ethical and professional standards based upon the ICMA Code of Ethics, and all participants are expected to behave with integrity and respect towards all participants attending or involved with any MME Event. Visit [www.mme.org](http://www.mme.org) to review the [MME Meetings & Conferences Code of Conduct](#).*

**Cost Per Person:**

- MME Member: \$300
- MME Consultant Member: \$400
- First Time Summer Workshop Attendee: \$250 (for MME members only, consultants noneligible)
- Retired Member Summer Workshop Attendee: \$250
- Manager in Transition (fee waived)
- Emerging Leader (fee waived)
- Guest: \$200 (Welcome Reception & Meals)

[Click here](#) for faxable registration form.

**Monday Activities**

Pre-conference Workshop & Tour - TBD (Pre-registration required)

**Tuesday Activities**

Welcome Reception & Activity (Pre-registration required)  
Executive Coaching (limited space, time slots will be assigned)

**Wednesday Activities**

Vendor Reception (Pre-registration required for members and guests)  
Early Career Outreach Dinner @ \$10 (Consultants noneligible, pre-registration required)

Online registration cutoff is **Friday, July 14th at 5:00pm**

**Location:**

Bavarian Inn Lodge  
1 Covered Bridge Ln  
Frankenmuth, MI 48734

**Registration**

To register online, login to the right, and then click the "Register Myself" or "Register Someone Else" button below.

**Hotel Information:**

Bavarian Inn Lodge  
1 Covered Bridge Ln  
Frankenmuth, MI 48734

**Username**

**Password**

**Remember me on this computer**

[Sign In](#)

Forgot [my password](#) or [my username](#)

[Create a new account](#)

[Book Online here](#) or call (855) 652-7200 to make reservations using the group code: **1371UM**. The cut-off date for the hotel room block is set for **Monday, June 26, 2023**.

Deluxe Queen rooms are available within the group block at a discount of \$199+/night and Premium Queen rooms are available at a discount of \$129+/night.

**When:** 7/24/2023 - 7/27/2023

**Where:** Bavarian Inn Lodge  
One Covered Bridge Lane  
Frankenmuth, MI 48734

## Event Add-On's

Select Programs by Day

### Monday, 24 July 2023

1:00 PM

**[Guest Registration](#)**

Guest Registration

**Time:** 7/24/2023 1:00 PM - 7/27/2023 5:00 PM

1:30 PM

**[Precon Workshop & Walking Tour](#)**

**Time:** 1:30 PM - 4:00 PM

### Tuesday, 25 July 2023

### Wednesday, 26 July 2023

[Shop](#)

[Connect With Us](#)

[Contact Us](#)  
[info@mml.org](mailto:info@mml.org)

Share this page

## 2023 MAM Summer Workshop

## Sign In

### MAM Summer Workshop 2023

August 9-11, 2023

Northville Community Center, Northville, MI

### Connecting with Community

Join your fellow local leaders in Northville for the 2023 MAM Summer Workshop! This workshop is an excellent opportunity to network with other mayors and presidents while learning critical skills and information to help you serve your community. This year's program will include sessions on current legislative issues, community engagement, finding grant opportunities, working as a team, and more. In addition to the exciting agenda, the event's welcome reception and an evening in downtown Northville aim to foster community among MAM members.

### Agenda

Wednesday, August 9

6:00 pm - 8:00 pm: Welcome Reception (included in registration)

Thursday, August 10

9:30 am - 4:00 pm: Sessions & networking lunch

4:00 pm - 6:00 pm: Break time before evening activities

6:00 pm - 9:00 pm: Genitti's Dinner Theatre (included in registration)

Friday, August 11

8:15 am - 12:30 pm: Networking breakfast & sessions

### Cost Per Person:

MAM Members: \$195 Early Bird Rate (**cutoff is 7/14/23**)

\$225 if registering after 7/14/23

Nonmembers: \$290 Early Bird Rate (**cutoff is 7/14/23**)

\$335 if registering after 7/14/23

(Includes MAM membership through 2023 for mayors, village presidents, and township supervisors of Michigan communities that are members of the Michigan Municipal League!)

Guests: \$115 (includes Welcome Reception and Thursday night activity in downtown Northville)

[Click here](#) for a faxable registration form.

### Workshop Location:

Northville Community Center

303 W. Main Street

Northville, MI 48170

### Registration:

To register online, login to the right, and then click the "Register Myself" or "Register Someone Else" button below. **Registration and cancellation deadline is August 2 at 5:00 pm.**

### Housing Reservations:

Hilton Garden Inn

14600 Sheldon Road

Plymouth, MI 48170

Housing reservations can be made via phone or website. To book reservations via phone please call 734-

Username

Password

Remember me on this computer

[Sign In](#)

Forgot [my password](#) or [my username](#)

[Create a new account](#)

354-0001 and book into the Michigan Association of Mayors or use the group code **MAM23**.

To book reservations online please visit [this link](#)

Group housing cutoff for the MAM room block is set for **July 19, 2023**

**When:** 8/9/2023 - 8/11/2023

**Where:** Northville Community Center  
303 W. Main Street  
Northville, MI 48167

## Event Add-On's

Select Programs by

### Wednesday, 09 August 2023



6:00 PM

**Guest Registration**

Guest Registration (Welcome Reception & Genetti's Dinner Theatre)

**Time:** 8/9/2023 6:00 PM - 8/11/2023 12:30 PM

6:00 PM

**Welcome Reception Registration**

(Included in registration)

**Time:** 6:00 PM - 8:00 PM

6:00 PM

**Guest-Welcome Reception Registration**

Guest- Welcome Reception Registration (included in guest registration)

**Time:** 6:00 PM - 8:00 PM

### Thursday, 10 August 2023



[Shop](#)

[Connect With Us](#)

[Contact Us](#)  
[info@mml.org](mailto:info@mml.org)