



**CITY HALL**

Ph 989.386.7541

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[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

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**FIRE DEPT.  
NON-EMERGENCY**

Ph 989.386.2151

Fx 989.386.3020

**PARKS &  
RECREATION**

Ph 989.386.7541 x213

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**AIRPORT**

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**CLARE CITY COMMISSION**  
**Meeting to be held at Clare City Hall**  
**202 W. Fifth St., Clare MI**

**Monday, August 21, 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. Presentation of Life-Saving Pins – Sgt. Francisco and Deputy Brown**
  - B. Mayoral Certificate and Key of Excellence – Jim Allen**
  - C. Approval of Invoice for Services – Repairs to Sewer Force Main – Lake Shamrock**
  - D. \*Board & Committee Appointment – Cemetery Advisory Board – (JJ Poet)**
  - E. \*Board & Committee Appointment – DDA & LDFA – (Ken Hibel)**
- 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](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, Maegan Jenkins, and Carolyn (Gus) Murphy. Absent: None. Also, present: Jeremy Howard, City Manager; Shannon Sirpilla, City Treasurer; Diane Lyon, City Clerk; and David Saad, Police Chief.

2. **CONSENT AGENDA:**

Moved by Commissioner Bussell second by Commissioner Jenkins to approve the items listed with an asterisk (\*) (Agenda, Minutes, Communications, Professional Development, and Bills) that are considered routine by the City Commission. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *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. APPOINTMENT OF MERS 2023 CONFERENCE DELEGATES**

The Michigan Employees Retirement System (MERS) will hold its annual conference in Detroit, Michigan on September 27th, 28th & 29th, 2023. The City Commission has traditionally sent two delegates to the conference, an employee representative elected by the City's employees to represent their interests at the conference and a management delegate to represent management's interests at the conference.

This year the employees eligible to vote have selected David Saad as their primary delegate and Chad Michels as the alternate. Jeremy Howard will be the management primary delegate and Shannon Sirpilla will serve as an alternate.

MERS requires the City's delegates to be appointed by the respective municipal governing body in order to vote on policy matters presented to the delegation for decision. Therefore, the City Commission is asked to formally designate the aforementioned individuals to represent the employees and the City at the annual conference.

Motion by Commissioner Jenkins second by Commissioner Murphy to appoint Dave Saad and Jeremy Howard as Primary Voting Delegates and Chad Michels and Shannon Sirpilla as Secondary Voting Delegates for the 2023 MERS Conference by adoption of Resolution 2023-062. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

**B. APPOINTMENT OF MML 2023 ANNUAL MEETING DELEGATES**

The MML will hold its annual business meeting on Wednesday, October 18, 2023, in Traverse City, Michigan in conjunction with its annual conference being held October 18-20. The City is requested to designate its voting delegation for that meeting. Historically, multiple Commissioners attend the conference. The Commission is asked to designate one attendee as its primary voting delegate and a second attendee as its alternate voting delegate to cast the City's vote on all business brought before the MML Board of Directors and slated on the agenda for the scheduled meeting.

Motion by Commissioner Bonham second by Commissioner Murphy to appoint Mayor Humphrey as the Primary Voting Delegate, and Commissioner Maegan Jenkins as the Secondary Voting Delegate for the 2023 MML Conference by adoption of Resolution 2023-056. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

**C. ANNUAL REVIEW AND RENEWAL OF TITLE VI POLICY PLAN**

MDOT requires that all recipients of Federal-aid highway funds (which we are) are required to have a Title VI Plan and Policy in place. The respective Plan and Policy are required to be reviewed and renewed annually by the governing body of the respective governmental entities that receive highway funding. The City Commission is asked to review and renew our Plan and Policy to ensure compliance with Federal and State requirements.

Motion by Commissioner Bonham second by Commissioner Bussell to approve the review and renewal of the Title VI Plan and Policy by adoption of Resolution 2023-057. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

**D. REVOCATION OF COMMERCIAL FACILITIES EXEMPTION  
CERTIFICATE-HOTEL DOHERTY**

On May 20, 2019, Hotel Doherty, Inc., was granted a twelve (12) year Commercial Facilities Exemption (CFE) Certificate for abatement of real property taxes in the amount of \$2,008,814, for the cost of building rehabilitation and improvements to the historic section of the Doherty Hotel by the adoption of Resolution 2019-061. As a condition of the tax abatement, the City of Clare required that the construction, restoration, or replacement of the facility would be completed by December 31, 2020. However, the COVID pandemic hit at the beginning of 2020, thus leeway was given for the deadline for the construction and restoration of this facility.

We have now passed the three-year mark for the CFE Application and construction and rehabilitation have not started, thus the City may pass a resolution to revoke the Exemption Certificate (4-19-001) as outlined in PA 255 of 1978, as amended. Additionally, as a side note, the owners of the Doherty Hotel have put the facility up for sale. The new owners of the facility could apply for a new exemption if the work qualifies under the Act.

Motion by Commissioner Murphy second by Commissioner Bonham to revoke the Hotel Doherty Commercial Facilities Exemption Certificate by adoption of Resolution 2023-058. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

**E. CHANGE TO CONSUMERS ENERGY STANDARD LIGHTING CONTRACT –  
STREETLIGHT AT RAINBOW DRIVE AND EASTWOOD DRIVE**

The City has Standard Lighting Agreements in effect with Consumers Energy. The City is obliged to provide Consumers Energy with specific authorization for any changes to the Agreements.

At the June 5th, 2023 regular City Commission meeting, the Commission made a request for the installation of a new street light at the corner of Rainbow Drive and Eastwood Drive to illuminate the roadway for the safety of drivers and pedestrians. City staff submitted a request for the new light to Consumers Energy.

The City Commission's approval is required by Consumers Energy to facilitate the change. The Commission is asked to authorize the change.

We also recommend that the City Commission authorize its Director of Public Works to execute any and all documents related to said authorization on behalf of the City of Clare and authorize the City Treasurer/Finance Director to make any and all necessary budget amendments.

Motion by Commissioner Jenkins second by Commissioner Bussell to approve the amendment to the Standard Lighting Agreement by adoption of Resolution 2023-059. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

**F. RENEWAL OF CITY MANAGER'S CONTRACT**

The current 3-year employment agreement between myself and the City of Clare will expire on August 24, 2023. I began discussions over the past few weeks with the Mayor

and Mayor Pro Tem to negotiate an updated contract for this fiscal year and future years. A new five-year contract was drafted based on those discussions.

Clare is an amazing community, and I am excited to continue working with the City Commission and city staff and to continue serving the City of Clare and its residents and business owners. I ask that the City Commission favorably consider approval of the contract as drafted and reviewed by the Mayor and Mayor Pro Tem.

Motion by Commissioner Jenkins second by Commissioner Murphy to approve the City Manger's contract by adoption of Resolution 2023-060. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

**G. APPROVE CONTRACTUAL AGREEMENT WITH MAC, LLC. FOR COMPREHENSIVE REAPPRAISAL OF INDUSTRIAL PROPERTIES**

The city contracted for assessing services with Michigan Assessing Coalition (MAC), LLC three months ago (in May of this year) for onsite services for four hours per week, and thus far, we are very happy with the services they have provided. Prior to contracting with MAC, the City experienced a turnover in Assessing staff over the past few years and experienced a severe dampening of assessing services during the COVID Pandemic. The State of Michigan recommends that 20% of a governmental unit be reviewed each year. The review of city parcels has fallen behind at no fault of MAC.

The city has also experienced a tremendous amount of growth with new construction, renovation, and rehabilitation in all sectors of the city, including industrial, commercial, and residential properties. As such, MAC will have difficulty catching up with a review of assessed values through the regular annual review process, thus the city will continue to lose tax dollars. Over the past several years private development within both the North and South Industrial Parks has increased to the point that all lots have been sold and businesses are newly operational or nearly ready to become fully operational. Through a review of some parcels with the new Assessor, it was found that several properties (especially industrial properties and the Industrial Parks) have not been updated or correctly assessed for several years.

Due to this fact, MAC has proposed an additional day and an additional employee be temporarily added to ensure that new and updated assessments can be done and completed in time for them to be added to the tax roll for next year. Incorrect and missed assessments can also be assessed for the previous 2 years. Based on some of the preliminary observations the Assessor and Treasurer believe that the increase in taxes from the assessing updates and corrections will more than pay for the cost of the proposed 6-month contract. The new tax revenues will then continue into the future adding the correct tax assessments for the parcels.

Motion by Commissioner Bonham second by Commissioner Murphy to approve the contractual agreement by adoption of Resolution 2023-061. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

**H. ANNEXATION OF CITY-OWNED PROPERTIES-VERNON TOWNSHIP**

During recent updates being completed by the State Boundary Commission, the City Clerk discovered that two parcels of land (18-002-20-015-00 & 18-002-30-016-00) that have long been owned by the City in what is now referred to as Industrial Park #3, were never officially annexed into the City. The City Attorney completed additional research to verify this issue. Public Act 279 of 1909 (MCL 117.9(8)) allows the City to annex owned, vacant property that is adjacent to the City's current boundaries by simple resolution. The City Commission is asked to approve the annexation of this property at this time.

Motion by Commissioner Murphy second by Commissioner Bussell to approve the annexation of City-owned property by adoption of Resolution 2023-062. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

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

9. CITY MANAGER'S REPORT

Lake Shamrock Dredging and Dam Project. Mechanical dredging continues and is making good progress moving East in the lake towards Shamrock Park. Savin Lake Services reported that they have submitted the revised permit to EGLE for hydraulic dredging. I have also reached out to the contacts at EGLE and asked them to support and expedite the permit, if at all possible, for this important project. Engineering work for the Dam has begun and crews are out on the lake surveying and gathering data for the design work.

Michigan Municipal Executives Summer Conference. I recently attended the MME Summer Workshop. It was an excellent time of networking and they held many informative sessions. Some of the topics included officer-involved shootings, CDL law updates, elections, legislative updates, ethics in local government, updates and changes from the Michigan Department of Treasury, and managing generational differences in the workplace. Thank you to the Commission for prioritizing continuing education for city staff.

Street Reconstruction Project. Malley Construction has begun work on this year's primary street project. They are making good progress on the street demo portion of the project. As a reminder, the proposed street work includes the removal and replacement of the asphalt as well as the road base, new curb and gutter, and new approaches on North Rainbow Drive from Glendale to Eastwood.

Music and Art in the Alley 2023. Once again, this year Art Alley in Downtown Clare is the place to be for Art and Music. Come join the fun Saturday, August 5<sup>th</sup> from 2 p.m. to 8 p.m. for a celebration of music, art, and community. The craft show will be on 4<sup>th</sup> Street from 2-8pm. Music starts in the Art Alley at 3:30 p.m. with Doc & Dean. Following is Mama Song & The Boogie Child at 5 p.m. and lastly, Jamie on Keys at 6:30 p.m. You can follow the event on Facebook at <https://www.facebook.com/events/806078330976556>.

North Light Movie Nights 2023. North Light Movie nights are continuing this summer and the next three are in the City of Clare at various locations. This is a great community event and hopefully, you will have a chance to check them out. For more information go to their website at <https://www.northlightmovienight.com>.

City Department Tours. The commissioner's tour of the Clare Municipal Airport and its facilities was very informative. We will be heading to the Fire Department following our meeting on August 21<sup>st</sup> for our next facility tour.

11. \*COMMUNICATIONS: *Approved by Consent Agenda.*
12. EXTENDED PUBLIC COMMENT: None.
13. COMMISSION DISCUSSION TOPICS: Commissioner Bussell informed the Commission that she will be absent from the August 21, 2023 meeting. Neighborhood blight: a Cour Street rental property has a large pile of garbage in the yard near the street that needs to be addressed. The owner of the inoperable pontoon on Rainbow Drive has been issued a ticket and court action is in process. We have not received any information from Mr. Ziehm on what his intentions are for the Crossroads Motel now that his tenants have been evicted. The building was never approved for use as apartments and as it currently stands, the motel does not meet building and fire codes even for transient use.
14. \*APPROVAL OF BILLS: *Approved by Consent Agenda.*
15. \*PROFESSIONAL & EDUCATIONAL TRAINING OPPORTUNITIES: *Approved by Consent Agenda.*
16. ADJOURNMENT: Motion by Commissioner Bussell second by Commissioner Murphy to adjourn the meeting. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.* Meeting adjourned at 6:38 p.m.

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Pat Humphrey, Mayor

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Diane Lyon, City Clerk

## AGENDA REPORT

TO: Mayor & City Commission  
FROM: Jeremy Howard, City Manager  
DATE: August 16, 2023  
RE: Presentation of Life Saving Pin – Sergeant Tom Francisco and Deputy Tom Brown

For the Agenda of August 21, 2023

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Background. On Sunday, July 9, 2023, Clare County Sheriff Deputy Tom Brown notified Clare City Officer Sgt. Tom Francisco of a missing person complaint in Clare County. A bicyclist from the State of California was reported missing since July 5, 2023. The last known location of the individual was at the Best Western in Clare, four days prior. Deputy Brown conducted an investigation with the assistance of the missing person's family member. The missing person's cell phone gave a last ping location on July 7, 2023, near the rail trail on East 2nd Street.

Deputy Brown and Sgt. Francisco began searching the area on foot checking for any signs of the missing cyclist. Deputy Brown and Sgt. Francisco located a very small opening in the shrubs heading off the paved bike trail of the Pere Marquette Rail Trail. When Officers looked through the small opening, the missing cyclist was located approximately 15ft off the trail and 8ft down an embankment.

The cyclist was given aid by the officers on the scene until MMR could arrive. Once MMR arrived on the scene, the cyclist was removed, with the assistance of the Clare Fire Department using a stokes basket, and the cyclist was taken to Clare ER for treatment. The patient was later transferred to Midland Hospital for more intensive care.

The cyclist had been down that embankment for four days without food or water and was in poor medical condition. The cyclist would have certainly passed away had it not been for the extra effort of the officers to go out on foot and search the area.

This act of going the extra mile shows Deputy Brown and Sgt. Francisco's passion for the job and duty to protect and serve the public of the City of Clare / Clare County along with individuals traveling through our beloved community.

Deputy Brown has been with the Clare County Sheriff's Department serving Clare County since 2009 and Sgt. Francisco has been a member of the Clare Police Department since 2013 and serving Clare County since 2007. Both Deputy Brown and Sgt Francisco have proven time and time again that they are a great asset to Clare County and the City of Clare.

The City Commission is asked to publicly honor Sgt. Francisco and Deputy Brown's professionalism, courage, and life-saving performance of duty by the Mayoral presentation of life-saving pins.

Issues & Questions Specified. Should the City Commission publicly honor Sgt. Francisco and Deputy Brown's professionalism, courage, and life-saving performance of duty by the presentation of life-saving pins?

Alternatives.

1. Mayor Pat publicly recognizes Sgt. Francisco and Deputy Brown by the presentation of the lifesaving award on behalf of the City Commission.
2. Do not recognize Sgt. Francisco and Deputy Brown.
3. Set the matter aside for decision at a future meeting.

Financial Impact. Minimal – the cost of life-saving pins.

Recommendation. I recommend that Mayor Pat Humphrey present Sgt. Francisco and Deputy Brown with life-saving pins on behalf of the Clare City Commission and the Clare Community.

Attachments. None.



## AGENDA REPORT

TO: Mayor Pat Humphrey and the City Commission  
FROM: Jeremy Howard, City Manager  
DATE: August 17, 2023  
RE: Mayoral Certificate and Key of Excellence Presentation – Jim Allen

For the Agenda of August 21, 2023

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Background. Mayor Humphrey is scheduled to present a Mayoral Certificate and Key of Excellence to Jim Allen for his many years of exemplary community service and dedication to the City of Clare.

Issues & Questions Specified. N/A.

Alternatives. N/A.

Financial Impact. The cost of a frame and key of excellence is minimal to the City.

Recommendation. N/A.

Attachment.

1. Key of Excellence Certificate.

~celebrating~

# EXCELLENCE

*The Mayor and City Commission of the City of Clare hereby awards*

**Jim Allen**

*this Mayor's Certificate of Excellence for his amazing record of visionary achievement, business acumen, and unparalleled accomplishments; for his extraordinary leadership; for his tireless dedication to the community he so ably served; and for his philanthropic steadfast passion for helping others in the community during his service as the executive director of the Clare County Community Foundation; as chairman of the Downtown Development Authority and Main Street Board; as chairman of the Brownfield Redevelopment Authority; as a member and president of the Industrial Development Corporation; as chairman of the Economic Development Corporation; as a member of the Middle Michigan Development Corporation; as a member of the Lake Shamrock Board; as a member of the Clare Pure Water Task Force project funding sub-committee; as a member of the City's Code Advisory Committee; and as a former elected city commissioner who concurrently served as mayor pro tem of the Clare City Commission. By every conceivable measure and standard, Mr. Jim Allen personifies the principles of this Excellence Award. He has unequivocally proven and demonstrated that he is worthy of this award and ably demonstrated that excellence is not simply a singular act but the very standard by which he lives his life.*

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*Patrick Humphrey  
Mayor*

*August 21, 2023*

## AGENDA REPORT

TO: Mayor Pat Humphrey & Clare City Commission  
FROM: Jeremy Howard, City Manager  
DATE: August 17, 2023  
RE: Approval of Invoice for Services - Repairs to Sewer Force Main – Lake Shamrock

For the Agenda of August 21, 2023

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*Background.* As you know, at approximately 11:45 a.m. on Wednesday, July 5, 2023, an underground sewer line (force main) was struck by a piece of equipment being used to dredge Lake Shamrock causing a small crack in the force main sewer line that runs under the Western end of Lake Shamrock. Immediate action prevented any environmental issues at the location which was confirmed by testing and work with the Health Department and EGLE. Repairs were started immediately and conducted by Matt's Underground who were able to get on-site to perform an emergency repair which included the boring of a new line under the lake. The emergent nature of this incident required the approval of emergency repair services which ultimately totaled \$36,467.35 to facilitate the repair of the force main to bring it back online. The City Commission is now asked to approve (after-the-fact) the payment of this invoice.

*Issues & Questions Specified.* Should the City Commission approve the payment of the invoice for emergency repairs of the sewer line?

*Alternatives.*

1. Approve payment of the invoice.
2. Do not approve payment of the invoice.
3. Set the matter aside for further consideration and/or deliberation.

*Financial Impact.* The total cost for the emergency repairs is \$36,467.35 (*invoice att'd*). These costs were unanticipated and not budgeted; consequently, a budget amendment will be required. The cost for this repair will be submitted to the State for reimbursement under the Lake dredging grant. We are hopeful that this expense will be approved as it occurred during the course of dredging.

*Recommendation.* I recommend that the City Commission approve the payment of the invoice and concurrently approve the City Treasurer to be authorized to apply any and all necessary budget amendments by adoption of Resolution 2023-063 (*copy attached*).

*Attachments.*

1. Invoice.
2. Resolution 2023-063.

Matts, LLC, Matts Underground Utility

PO Box 2008  
Kalkaska, MI 49646

# Invoice

Date	Invoice #
7/27/2023	8054

<b>Bill To</b>
City of Clare 202 West Fifth Street Clare, MI 48617

P.O. Number	Terms	Project
	Due on receipt	2023-6578-M

Quantity	Item Code	Description	Price Each	Amount
		Project: Emergency Sewer Force Main Project location: Clare, MI Week ending: Saturday July 15, 2023		
		Wednesday July 5th Mobilize to the job location and go over job with Luke Potter. Return to base and gather all material and equipment.		
5	*Pickup w/tools	Per hour	35.00	175.00
5.5	Service Technician Level 1	(2 Tech's) Per hour	120.00	660.00
7.5	Service Technician Level 2	(2 Tech's) Per hour	70.00	525.00
6	Service Technician Level 3	(4 Tech's) Per hour	60.00	360.00
		Thursday July 6th Mobilize to the job site. Set up drilling equipment. Directional drill across the river to the structure. Clean up and return to base.		
10.25	*Mud Van	Per hour, Mud truck TK4930, TK5651	60.00	615.00
10.25	*Pickup w/trailer	Per hour	35.00	358.75
10.5	*Pickup w/tools	Per hour	35.00	367.50
10.5	*Pickup w/tools	Per hour	35.00	367.50
1	Directional Drill 24 x 40	Per day	5,000.00	5,000.00
1	2-6" Fusion Machine #26	Per Day	175.00	175.00
1	Generator	Per Day	125.00	125.00
2	Air monitor 4 & 5 Gas	Per Day	180.00	360.00
60.25	Service Technician Level 2	(6 Tech's) Per hour	70.00	4,217.50
8.5	Service Technician Level 3	Per hour	60.00	510.00
Thank you for your business.			<b>Total</b>	

<b>Phone #</b>
231-258-7990

<b>E-mail</b>
nancy@mattsunderground.com

Matts, LLC, Matts Underground Utility

PO Box 2008  
Kalkaska, MI 49646

# Invoice

Date	Invoice #
7/27/2023	8054

Bill To
City of Clare 202 West Fifth Street Clare, MI 48617

P.O. Number	Terms	Project
	Due on receipt	2023-6578-M

Quantity	Item Code	Description	Price Each	Amount
		Friday July 7th Mobilize to the job site. Complete pull back. Both tie-in's, pressure test, and clean up job site. Return to base. Unload equipment and material.		
13	Hydro-Vacuum Excavator	Per hour, Jet/Vac/Vactor combo truck	205.00	2,665.00
13	*Pickup w/trailer	Per hour	35.00	455.00
13	*Pickup w/trailer	Per hour	35.00	455.00
13	*Pickup w/trailer	Per hour	35.00	455.00
1	Directional Drill 24 x 40	Per day	5,000.00	5,000.00
1	2-6" Fusion Machine #26	Per Day	175.00	175.00
1	Generator	Per Day	125.00	125.00
2	Air monitor 4 & 5 Gas	Per Day	180.00	360.00
78	Service Technician Level 2	(6 Tech's) Per hour	70.00	5,460.00
15	Service Technician Level 3	(2 Tech's) Per hour	60.00	900.00
		Tuesday July 11th Unload trailers and take remaining pipe to the north yard. Return to base.		
5.25	*Flat Bed / Water 1700 gal	Per hour, Flat bed truck TK0790, UT1638, UT2756, UT7410,	60.00	315.00
5.25	Service Technician Level 3	Per hour	60.00	315.00
1	Material	6" DR-11 pipe, tracer wire, 6" 45's, electrofusion flex restraint, quickcrete,	5,971.10	5,971.10

Thank you for your business.	<b>Total</b>	\$36,467.35
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All amounts are due upon receipt of the invoice. Accounts not paid within 30 days are subject to 1.5% per month Finance Charge (18% Annual),

Phone #
231-258-7990

E-mail
nancy@mattsunderground.com

**RESOLUTION 2023-063**

**A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING THE PAYMENT OF INVOICE FOR EMERGENCY REPAIR SERVICES OF THE LAKE SHAMROCK SEWER FORCE MAIN AND CONCURRENTLY APPROVING THE REQUIRED BUDGET AMENDMENT FOR SAID EXPENDITURES.**

**WHEREAS**, the City experienced an unanticipated accidental break in the sewer force main that runs under Lake Shamrock while dredging the Lake; and

**WHEREAS**, the City Department of Public Works Direct and the Clare City Manager approved the emergency expenditure of funds to defray the cost of required repairs to said Sewer Force Main; and

**WHEREAS**, the total of said expenditures to complete emergency repairs to said sewer force main exceeds the routine approval authority of the city manager, thus requiring formal approval of said invoice by the Clare City Commission; and

**WHEREAS**, said costs were unanticipated and were not included in the City's approved 2023/2024 Fiscal Year Operating Budget, thus requiring a budget amendment.

**NOW, THEREFORE BE IT RESOLVED THAT** the Clare City Commission hereby approves the payment of the invoice totaling \$36,467.35 for emergency repair services for the City's Sewer Force Main that runs under Lake Shamrock, said invoice received from Matt's Underground.

**BE IT FURTHER RESOLVED THAT** the Clare City Commission hereby approves an amendment of the City's approved 2023/2024 Budget in the amount of \$36,467.35 to defray the cost of said repairs and directs its Treasurer & Finance Director to take all necessary and required actions to execute said budget amendment.

**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 21st day of August, 2023.

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Diane Lyon, City Clerk

## AGENDA REPORT

To: Mayor Pat Humphrey & the Clare City Commission  
From: Jeremy Howard, City Manager  
Date: August 17, 2023  
Regarding: \*Board & Committee Appointment – Cherry Grove Cemetery Advisory Board – JJ Poet

For the Agenda of August 21, 2023

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**\*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 August 21, 2023.**

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Background. The appointment of JJ Poet, a long-serving, experienced member of the Cherry Grove Cemetery Board has expired. Mr. Poet has agreed to continue serving as a member of the Cemetery Board at the will and pleasure of the Clare City Commission. Mayor Humphrey has nominated Mr. Poet for reappointment. The City Commission is asked to endorse the Mayor's nominations by renewing the appointment.

Issues & Questions. Should the City Commission renew the appointment of Mr. JJ Poet to continue serving as a voting member of the Cherry Grove Cemetery Advisory Board?

Alternatives.

1. Renew the appointment.
2. Select another individual to serve in this capacity.
3. Allow the position to become vacant.
4. Set the decision aside to a subsequently scheduled public meeting.

Financial Impact. N/A.

Recommendation. I recommend that the City Commission renew the appointment of Mr. JJ Poet by adoption of Resolution 2023-064 (*copy att'd*).

Attachment.

1. Resolution 2023-064.

**RESOLUTION 2023-064**

**A RESOLUTION OF THE CLARE CITY COMMISSION RENEWING THE APPOINTMENT OF MR. JJ POET TO CONTINUE SERVING AS A VOTING MEMBER OF THE CITY OF CLARE CHERRY GROVE CEMETERY ADVISORY BOARD.**

**WHEREAS**, the appointed term of Mr. JJ Poet as a member of the Cherry Grove Cemetery Advisory Board has expired; and

**WHEREAS**, Mr. JJ Poet has expressed his respective desire to continue serving as a voting member of said Board at the will and pleasure of the Clare City Commission; and

**WHEREAS**, Mayor Humphrey has nominated said individual to continue serving on said Board; and

**WHEREAS**, the Clare City Commission considers Mr. JJ Poet fully qualified to continue serving in said position.

**NOW THEREFORE BE IT RESOLVED THAT** the Clare City Commission hereby renews the appointment of Mr. JJ Poet to continue serving as a voting member of the City of Clare Cherry Grove Cemetery Advisory Board, said appointment to be effective the 21st day of August 2023 and to continue until the 20<sup>th</sup> day of August 2026, unless said individual respectively offers their resignations to the Mayor of the City of Clare or the Mayor takes specific action to terminate said appointment prior to said date.

**BE IT FURTHER RESOLVED THAT** said appointment is voluntary and without compensation and can be terminated at the will of the Mayor of the City of Clare with or without cause.

**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 21<sup>st</sup> day of August, 2023.

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Diane Lyon, City Clerk



## AGENDA REPORT

TO: Mayor Pat Humphrey and the Clare City Commission  
FROM: Jeremy Howard, City Manager  
DATE: August 17, 2023  
RE: \*Board & Committee Appointment – DDA and LDFA – Mr. Ken Hibl

For the Agenda of August 21, 2023

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**\*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 agenda of the Clare City Commission for August 21, 2023.**

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**Background.** A vacancy presently exists on both the DDA (created by the resignation of long-time DDA member and Chairman, Mr. Jim Allen) and the LDFA (vacancy has existed for quite some time). Mayor Pat Humphrey has recommended the appointment of Mr. Ken Hibl, a Clare resident, and former Clare City Manager to fill these two vacant positions. The City Commission is asked to approve these appointments.

**Issues & Questions Specified.** Should the City Commission approve the appointment of Mr. Ken Hibl to serve as a member of the City's DDA and LDFA?

**Alternatives.**

1. Approve the appointments.
2. Select another Clare resident to serve in the vacant positions.
3. Do not fill the vacancies.
4. Defer/delay the decision of this matter to a subsequently scheduled City Commission meeting.

**Financial Impact.** There is no direct financial impact on City.

**Recommendation.** I recommend that the City Commission approve the appointment of Mr. Ken Hibl to fill the vacancies on the DDA and LDFA by the adoption of Resolution 2023-065 (*copy att'd*).

**Attachment.**

1. Resolution 2023-065.

**RESOLUTION 2023-065**

**A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING THE APPOINTMENT OF MR. KEN HIBL TO SERVE AS A VOTING MEMBER OF THE CITY OF CLARE DDA AND LDFA.**

**WHEREAS**, a vacancy presently exists on both the DDA (created by the resignation of long-time DDA member Jim Allen) and the LDFA (vacancy has existed for quite some time); and

**WHEREAS**, Mayor Pat Humphrey has recommended the appointment of Mr. Ken Hibl, a Clare resident, and former Clare City Manager, to serve in said vacant positions; and

**WHEREAS**, the City Commission has duly considered said appointments and the qualifications of said appointee.

**NOW THEREFORE BE IT RESOLVED** that the City Commission of the City of Clare hereby approves the appointment of Mr. Ken Hibl as a member of the City of Clare DDA and LDFA and stipulates that said appointments to be effective the 21<sup>st</sup> day of August 2023 and terminate on the 20<sup>th</sup> day of August 2026.

**BE IT FURTHER RESOLVED** that said appointments are voluntary and without compensation and that said appointee may resign said appointments by providing the Mayor of Clare written notice of his intention to do so and the appointee can also be terminated at the will of the Mayor of the City of Clare with or without cause.

**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 21<sup>st</sup> day of August, 2023.

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Diane Lyon, City Clerk

**To:** Mayor Pat Humphrey and the Clare City Commission  
**From:** Shannon M. Sirpilla  
Treasurer / Finance Director  
**Date:** August 15, 2023  
**Reference:** Treasurer's Report for August 21, 2023

**Annual Financial Audit:** We've been in contact with our contracted auditors (AHP), to determine a good timeline for this year's financial audit. This is what we have come up with:

- I'll submit a Trial Balance to them the week of September 4, 2023
- We'll have an in-person planning meeting the week of September 18, 2023
- AHP will begin their onsite field work during the weeks of September 25<sup>th</sup> and October 2<sup>nd</sup>.

**Property Taxes:** Summer tax collection due date is August 31<sup>st</sup>. As of August 15, 2023, we have received approximately 38% of City property tax payments. We also have approximately thirty parcels set up for automatic payments that will be processed on August 24, 2023.

**Assessing Update:** I was able to get the building permits in the Assessing database up to date with the help of BS&A. I've been in contact with Clare County's building department, Tammy Goodman, to get exports that needed to be imported into our assessing system. Tammy is going to send me monthly imports from this day forward.



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

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## **MEMORANDUM**

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

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### **Dear Mr. Howard & City Commission:**

In comparison to June this month we had an increased number of police complaints, and crimes requiring investigation. Officer-initiated activity such as traffic stops, property checks and public contacts also increased.

Events:

July 22<sup>nd</sup> Worship in the Park event  
July 24-29<sup>th</sup> Clare County Fair

School report

Job opportunity for a part time school crossing guard in the afternoon. Minimal hours and commitment. If anyone you know may be interested please have them contact me.

David Saad  
Clare Police Chief

# Ticket Totals Report

From 7/1/2023 12:00:00 AM to 7/31/2023 12:00:00 AM

<b>Agency Name</b>	<b>Voided Ticket Count</b>	<b>Warning Violation Count</b>	<b>Total Ticket Count</b>	<b>Total Violation Count</b>
Clare City Police Dept	0	1	13	15

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# CLARE POLICE DEPT

Page 1

## INCIDENTS BY INCIDENT TYPE JULY 2023

08/16/2023

INCIDENT TYPE	DESCRIPTION	NUMBER THIS TYPE
11007	CSC 2 Sexual Contact - Forcible	1
13001	Non-Aggravated Assault	5
13002	Aggravated/ Felonious Assault	1
13003	Intimidation/ Stalking	15
22001	Burglary - Forced Entry	4
23007	Larceny - Other	9
24001	Motor Vehicle Theft	3
26001	Fraud - False Pretence/ Swindle/ Confidence Game	2
29000	Damage to Property	7
35001	Violation of Controlled Substance	2
35002	Narcotic Equipment Violation	1
38001	Family - Abuse/ Neglect Non-Violent	1
38003	Family - Other	3
50000	Obstructing Justice	9
54003	Traffic Violations	2
56000	Civil Rights	1
57001	Trespass - Other	3
62000	Conservation	2
70000	Juvenile Runaway	2
91001	Juvenile Delinquent	6
93001	Traffic Accident	10
93001CD	Car/ Deer Accident	2
93001PI	Traffic Accident with Injury	3
93002	Accident, Non-Traffic/ Private Property	1
94001	Valid Alarm Activation	1
94002	False Alarm Activation	13
95001	Accident, Fire	2
98006	Civil	1
98007	Suspicious Persons	29
98008	Lost & Found Property	3
99001	Suicide	4
99002	Natural Death	2
99003	Missing Persons	1
99008	General Assistance	37
99009	General Non-Criminal	1
ACO	Animal Control Complaint	3
AMBRUN	Ambulance Run	23
BOL	Be On the Look Out	10
LI	LIQUOR INSPECTION	1
MA	Motorist Assist	10
ORV	Off Road Vehicle Complaint	1
PC	Property Check	342
RD HAZAR	Vehicle/Object Road Hazard	1
SALV INS	SALVAGE INSPECTION	7

## Auxiliary Division

2023

July	Road Hours	Special Events	Meeting Hours	Training Hours	Other	Monthly Totals
Blackwell, Doug	29		1	0.5		30.5
Chinavare, Ken	15.5	12	1	0.5	6	35
Defoy, Mick	8		1	0.5		9.5
Fassett, Lori	6	5	1	0.5		12.5
Gilmore, Travis	11.5		1	0.5		13
Hahn, Bill	8		1	0.5		9.5
Harger, Greg	9	8	1	0.5		18.5
Jenkins, Dan	8					8
Lemke, Shane	10		1	0.5		11.5
Lombard, Rebeka						0
Lynch, Steve	8.5	5	1	0.5	1	16
Papenfus, Joel	8		1	0.5		9.5
Pedjac, John	7					7
Winter, Nick	10.5					10.5
Gregory, Brendan	59	12	1	0.5		72.5
Marshall, Orrin	10	8				18
0						0
0						0
0						0
0						0
0						0
0						0
0						0
0						0
0						0
0						0
<b>Officer Totals</b>	<b>208</b>	<b>50</b>	<b>11</b>	<b>5.5</b>	<b>7</b>	<b>281.5</b>

*“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  
JUNE 2023  
LUKE POTTER, DIRECTOR**

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**STREET WORK.** We saw cut Pine Street and hot mixed approaches on Pine, saw cut the drain at the DWP and worked on that several days and saw cut areas to get new asphalt. Also bladed and brined a couple of days in June. We also ditched George Street for the road commission.

**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 worked on the sewer at the turf room on several days and fixed the sewer at 114 W First Street.

**CEMETERY WORK:** We had one full burial and two cremation burials at Cherry Grove this month. And we poured some foundations.

**DREDGING:** Dredged everyday of the month, put in turbidity curtain at the dam, got seawall for dredging off loading site and installed the seawall. We worked on the seawall, hauled brush from the lake and worked on the barge. We cleaned up the spoils at the airport, flattened spoils. Fixed the silt fence at the airport and fixed spud on the barge.

**MISCELLANEOUS WORK:** We chipped brush, cleaned, washed and waxed trucks, and cleaned and worked on trucks and did maintenance and cleaned at the garage on several days. We took down senior banners. Removed concrete at Brookwood for basketball courts and poured concrete and topsoiled the basketball court. Worked on the railing at the depot several days. We sprayed weeds all month long. Sent the vactor to Harrison on two days. We hauled brush, power washed the decks at the depot, and worked on the depot cap. Fixed bricks in front of City Hall and did some grading at Emerald Isle. Got door panels for the DPW garage door. And we set out signs for Summerfest, and tore down, returned signage to CCRC, and took down Summerfest banners.

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



## MANNATEC FUEL REPORT FOR PERIOD:

**JUNE 1-30-2022**

DEPT:	GALLONS REGULAR	TOTAL COST	AVERAGE RATE	GALLONS DIESEL	TOTAL COST	AVERAGE RATE	AMOUNT BILLED
Fire Dept	76.978	218.16	2.834	232.410	738.21	3.176	956.37
Police Dept	619.347	1,751.67	2.828				1,751.67
DPW	277.348	785.91	2.834	732.316	2,321.53	3.170	4,107.03
Parks	255.263	720.92	2.824	15.860	50.21	3.166	
Cemetery	80.785	228.46	2.828			#DIV/0!	
Airport			#DIV/0!			#DIV/0!	
W/WWT	202.113	568.69	2.814			#DIV/0!	568.69
Average Rate for Regular:			#DIV/0!	Average Rate for Diesel:		#DIV/0!	<b>\$7,383.76</b>
						<b>Total Bill:</b>	<b>\$7,383.76</b>

## June 2023

### UTILITY WORK ORDERS

<u>WORK ORDER TYPE</u>	<u># OF CUSTOMERS</u>
<i>Service Turned ON</i>	
<i>Customer Request Off</i>	7
<i>Sewer Problems</i>	
<i>Off for Non Payment</i>	5
<i>New Meter Head</i>	2
<i>Repair meter</i>	1
<i>Estimated Meters</i>	
<i>High Usage Check</i>	
<i>New RF</i>	

## EQUIPMENT RENTAL - June 2023

### GENERAL FUND

General Operations	101-265.000-943.641			
Depot	101-265.000-943.641	356.38		
Cemetery	101-276.000-943.641	3,593.40		
Police	101-301.000-943.641	7,588.79		
Parking Lots/Flags	101-441.000-943.641	1,748.79		
Airport	101-537.000-943.641	2,797.63		
			<b>101-000.000-001</b>	<b>-\$16,084.99 cr</b>

### MAJOR STREETS & TRUNKLINES

Trunklines	202-446.001-943.641	5,625.36		
Tkline Winter Cleanup	202-446.001-943.641			
Major Streets	202-449.000-943.641	1,878.04		
			<b>202-000.000-001</b>	<b>-\$7,503.40 cr</b>

### LOCAL STREETS:

203-449.000-943.641		5,326.67		
			<b>203-000.000-001</b>	<b>-\$5,326.67 cr</b>

### PARKS & DAM MTS.:

Dam Mts	208-751.001-943.641	69.14		
Parks	208-751.001-943.641	6,603.50		
Dredging	208-741-004-702	10,115.37		
			<b>208-000.000-001</b>	<b>-\$69.14 cr</b>

### SEWER FUND

Sewer Treatment	590-536.001-943.641	1,105.51		
Sewer Collection	590-536.002-946.641	1,981.86		
			<b>590-000.000-001</b>	<b>-\$3,087.37 cr</b>

### WATER FUND

Water Trmt/Pumping	591-536.003-946.641	819.14		
Water Dist./Meters	591-536.004-946.641	458.17		
			<b>591-000.000-001</b>	<b>-\$1,277.31 cr</b>

### MOBILE EQUIPMENT FUND

Cash Received	641-000-001	<b>\$50,067.75</b>		
General Fund	641-000-669.101		-\$16,084.99	
Major Sts/Tklines	641-000-669.202		-\$7,503.40	
Local Sts	641-000-669.203		-\$5,326.67	
Parks	641-000-669.208		-\$69.14	
Sewer	641-000-669.590		-\$3,087.37	
Water	641-000-669.591		-\$1,277.31	

### CONSOLIDATED FUND: Checks Written For:

General Fund	102-000-669.101		\$16,084.99	
Major Sts/Tklines	102-000-669.202		\$7,503.40	
Local Sts	102-000-669.203		\$5,326.67	
Parks	102-000-669.208		\$69.14	
Sewer	102-000-669.590		\$3,087.37	
Water	102-000-669.591		\$1,277.31	

<b>EQUIPMENT RENTAL,</b>	<b>102-000.000-067</b>		<b>\$33,348.88</b>	
<u>ALL DEPOSITS:</u>	<b>102-000.000-001.001</b>			
	<b>102-000.000-067.102</b>			

**DPW MANHOUR REPORT FOR: Jun-23**

FUND	FUND NAME	REGULAR			TOTAL	OVERTIME			TOTAL	CLERICAL			TOTAL	O/T
101-265.000-702	GF - City Hall	15.75	62	4.5	82.25	2			2.00				0.00	
	Railroad													
101-276.000-702	Cemetery	1	21	2	24.00	2.5	2		4.50	2.5	3.5	0.5	6.50	
101-528.000-702	Refuse Collection				0.00				0.00	12.75	16.35	1.55	30.65	
101-441.000-702	Par/Flag/Pk Lot	28.5	16	27.5	72.00		8		8.00				0.00	
	DDA Pk Lot	10.5	2	2	14.50				0.00				0.00	
101-445.000-702	City Trees/Lites	2			2.00				0.00				0.00	
	DDA Trees/Lites	9	8	2	19.00				0.00				0.00	
101-537.000-702	Airport		0.25		0.25				0.00				0.00	
202-446.001-702	Roadway Inspection				0.00				0.00				0.00	
	TK Surface Mts		8	1	9.00				0.00				0.00	
	TK Shoulder Mts		7	2.5	9.50				0.00				0.00	
	TK Sweeping	19	13	14	46.00				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	7			7.00				0.00				0.00	
202-499.002-702	Major Sts Maint.	26	13	14	53.00				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	2.5	3.5	0.5	6.50	
203-444.002-702	Local Sts Sidewalks				0.00				0.00				0.00	
203-499.002-702	Local Sts Maint.	48.25	69	37.5	154.75				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	2.5	3.5	0.5	6.50	
208-751.000-702	Lake Sham/Dam		10	1	11.00				0.00				0.00	
208-751.000-702	Lake Sham Pks	28	8		36.00				0.00				0.00	
208-751.000-702	Dredging	63	154	27	244.00		1		1.00				0.00	
590-536.002-702	Sewer	35	30	16	81.00	4		1	5.00	13	17.95	1.1	32.05	
591-536.004-702	Water	18	27	6	51.00			1	1.00	13	17.45	1.1	31.55	
641-444.000-702	DPW	95	73	37.25	205.25				0.00	3.75	5.25	0.75	9.75	
	DPW Equip	43	51	16	110.00				0.00				0.00	
	Fire Equip				0.00				0.00				0.00	
	Police Equip	2			2.00				0.00				0.00	
	Holiday/Funeral				0.00				0.00				0.00	
	OFF TIME	47	147.75	111.75	306.50				0.00		12.5	34	46.50	
<b>TOTALS</b>		498.00	720.00	322.00	1540.00	8.50	11.00	2.00	21.50	50.00	80.00	40.00	170.00	0.00
		1540.00			21.50			170.00			0.00			

**DPW: PARKS/BLDG & GROUNDS MANHOUR REPORT FOR:**

**Jun-23**

FY 22-23 FUND	HOURLY WAGE		FULL TIME EMPLOYEES REGULAR HOURS				FULL TIME EMPLOYEES OVERTIME HOURS				SEASONAL EMPLOYEES REGULAR HOURS				SEASONAL EMPLOYEES OVERTIME HOURS			
	FUND NAME																	
208-751.001-702	Holiday	Funeral				22.00												
	Sick	Vacation	11.00	3.00	8.00													
	PARKS		19.00	50.00	31.00	100.00				0.00	121.00	137.50	74.00	332.50				0.00
	DDA Work					0.00				0.00				0.00				0.00
	BLDG & GRUNDS		26.50	27.00	1.00	54.50				0.00	15.50	16.00	16.00	47.50				0.00
101-276.000-702	Cemetery					0.00				0.00	104.00	143.00	72.00	319.00				0.00
101-265.000-702	Trustees					0.00				0.00	46.00	72.00	40.00	158.00				0.00
101-537.000-702	Airport Maint					0.00				0.00	18.50	35.00	7.50	61.00				0.00
						0.00				0.00				0.00				0.00
						0.00				0.00				0.00				0.00
			<b>56.5</b>	<b>80.0</b>	<b>40.0</b>	<b>176.5</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>305.0</b>	<b>403.5</b>	<b>209.5</b>	<b>918.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>GRAND TOTAL</b>			<b>176.50</b>				<b>0.00</b>				<b>918.00</b>				<b>0.00</b>			

PAY PERIOD: June 2023																						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/Fig & PkLots	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/Backslashes	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 Dam	208-751-702 All Parks	208-751.004-702 Dredging Lake Shamrock	590-536.002-943 Sewer	591-536.004-943 Water					
3 - GMC Pickup	\$16.04			1.00																		1.00							2.00	32.08	
5 - Dodge Pickup	\$12.75																								27.50	8.00				35.50	452.63
6 - GMC Pickup	\$12.75																								20.00					20.00	255.00
7 - Chevy Bucket Truck	\$10.62				13.00																					3.50			16.50	175.23	
8 - Int'l Dump Truck	\$53.40																				2.00				5.00	19.00			26.00	1,388.40	
9 - Ford Dump Truck	\$53.40																6.00				10.00					12.00			28.00	1,495.20	
10- Sterling Dump Truck	\$53.40																3.00												3.00	160.20	
11- Ford Dump Truck	\$39.52																									1.00			21.00	829.92	
12- Sterling Dump Truck	\$53.40																												7.00	373.80	
18- Case Loader	\$40.61			3.00																					5.00	25.00	11.00		46.00	1,868.06	
20- Hyundai Loader	\$79.72				7.00																					8.00			15.00	1,195.80	
21- Zero Turn Mower	\$31.11																								1.00				1.00	31.11	
22 - Brush Hog Mower	\$31.11																								1.00				1.00	31.11	
24 - Monroe UB Scraper	\$7.88																												7.00	55.16	
36- Brush Chipper	\$30.27																6.00				10.00								16.00	484.32	
37- Street Sweeper	\$103.19				6.00	1.00			8.00		46.00						11.00				26.00				1.00	1.00			100.00	10,319.00	
39- Chevy Pickup	\$10.62		3.00		5.00																				27.00				35.00	371.70	
51- Ford Taurus City Hall Car	\$11.89																								5.00				5.00	59.45	
52- Push Mower	\$11.89																								1.00				1.00	11.89	
53A- Truck Unit	\$53.40		2.00																								18.00	5.00	28.00	1,495.20	
53B- Sewer Washer Unit	\$19.61		2.00																								16.00		21.00	411.81	
56 - Push Mower	\$11.89																								7.00				7.00	83.23	
59- Ford Utility Truck	\$10.62				2.50					2.00						4.00					2.00						20.50	12.00	49.00	520.38	
60- Dodge Pickup 4x4	\$12.75																												33.00	420.75	
65- Push Mower	\$11.89																								4.00				4.00	47.56	
71- Zero Turn Mower	\$31.11																												36.00	1,119.96	
77- Power Box Rake	\$11.08																								5.00				5.00	55.40	
80- Steiner Tractor	\$46.75																								5.00				5.00	233.75	
81- Trackless Tractor	\$50.40																												20.00	1,008.00	
89 - Ford Pickup (Parks)	\$12.75																												45.00	573.75	
93 - Kubota Tractor	\$46.75																												15.00	701.25	
93A - Pallet Forks	\$6.66																												4.00	26.64	
94 - Bucket Attachment	\$5.24																												14.00	73.36	
97- Chevy Pickup	\$10.62			2.00	4.00	4.00				3.00																7.00	4.00	6.00	35.00	371.70	
98- Airport Tractor	\$60.36																						5.00						33.00	1,991.88	
104- Cub Cadet Rider	\$31.11																												25.90	805.75	
105- Ford Pickup	\$12.75		14.00		5.00	8.00											3.00				12.50				2.00	4.50			49.00	624.75	
107- Trackless Mower	\$19.93																												20.00	398.60	
110 - Hydr Excavator	\$47.01																										136.00		136.00	6,393.36	
200 - Zero Turn Mower	\$23.29			70.00																									70.00	1,630.30	
201- Zero Turn Mower	\$23.29			69.00																									69.00	1,607.01	
202- Weed Whip	\$4.02			21.00																									21.00	84.42	
203- Weed Whip	\$4.02			28.00																									28.00	112.56	
1008- Trimmer/Edger	\$4.02																										16.00		16.00	64.32	
1009- Trimmer/Edger	\$4.02																												27.00	108.55	
		0.00	21.00	194.00	42.50	13.00	58.90	0.00	8.00	5.00	46.00	0.00	0.00	0.00	0.00	0.00	33.00	0.00	0.00	104.50	0.00	6.00	352.50	225.00	69.50	23.00	1201.90	40554.29			

PERIOD: June 2023	GENERAL OP		DEPOT/SPECIAL	CEMETERY	PARADES-FLAGS	AIRPORT	TRUNKLINES	MAJOR	LOCAL	DAM	ALL PARKS	DREDGING LAKE	SEWER	WATER	TOTAL	TOTAL	
EQUIPMENT	2023 Rate		EVENTS		& flags lots			STREETS	STREETS			SHAMROCK			HOURS	DOLLARS	
5 - GMC Pickup	\$16.04	0.00	0.00	1.00	16.04	0.00	0.00	0.00	0.00	1.00	16.04	0.00	0.00	0.00	2.00	32.08	
5 - Dodge Pickup	\$12.75	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	27.50	350.63	8.00	102.00	35.50	452.63	
6 - GMC Pickup	\$12.75	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	20.00	255.00	0.00	0.00	20.00	255.00	
7 - Ford Bucket Truck	\$10.62	0.00	0.00		13.00	138.06	0.00	0.00	0.00	0.00	0.00	3.50	37.17	0.00	16.50	175.23	
8 - Int'l Dump Truck	\$53.40	0.00	0.00		0.00	0.00	0.00	0.00	2.00	106.80	0.00	5.00	267.00	19.00	1014.60	1,388.40	
9 - Ford Dump Truck	\$53.40	0.00	0.00		0.00	0.00	0.00	6.00	320.40	10.00	534.00	0.00	0.00	12.00	640.80	1,495.20	
10 - Sterling Dump Truck	\$53.40	0.00	0.00		0.00	0.00	0.00	3.00	160.20	0.00	0.00	0.00	0.00	0.00	3.00	160.20	
11 - Ford Dump Truck	\$39.52	0.00	0.00		0.00	0.00	0.00	0.00	20.00	790.40	0.00	0.00	1.00	39.52	0.00	829.92	
12 - Sterling Dump Truck	\$53.40	0.00	0.00		0.00	0.00	0.00	0.00	7.00	373.80	0.00	0.00	0.00	0.00	7.00	373.80	
18 - Case Loader	\$40.61	0.00	0.00	3.00	121.83	0.00	0.00	0.00	2.00	81.22	0.00	5.00	203.05	25.00	1015.25	1,168.06	
20 - Hyundai Loader	\$79.72	0.00	0.00	0.00	7.00	558.04	0.00	0.00	0.00	0.00	0.00	8.00	637.76	0.00	15.00	1,195.80	
21 - ZeroTurn Mower	\$31.11	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	1.00	31.11	0.00	0.00	1.00	31.11	
22 - Brush Hog Mower	\$31.11	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	1.00	31.11	0.00	0.00	1.00	31.11	
24 - Monroe UB Scraper	\$7.88	0.00	0.00		0.00	0.00	0.00	0.00	7.00	55.16	0.00	0.00	0.00	0.00	7.00	55.16	
36 - Brush Chipper	\$30.27	0.00	0.00		0.00	0.00	0.00	6.00	181.62	10.00	302.70	0.00	0.00	0.00	16.00	484.32	
57 - Street Sweeper	\$103.19	0.00	0.00	0.00	7.00	722.33	0.00	54.00	5572.26	11.00	1135.09	26.00	2682.94	0.00	100.00	10,319.00	
39 - Chevy Pickup	\$10.62	0.00	3.00	31.86	0.00	5.00	53.10	0.00	0.00	0.00	27.00	286.74	0.00	0.00	35.00	371.70	
51 - City Hall Car	\$11.89	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	5.00	59.45	0.00	0.00	5.00	59.45	
52 - Push Mower	\$11.89	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	1.00	11.89	0.00	0.00	1.00	11.89	
53A - Truck Unit	\$53.40	0.00	2.00	106.80	0.00	0.00	0.00	0.00	3.00	160.20	0.00	0.00	18.00	961.20	5.00	267.00	
53B - Sewer Washer Unit	\$19.61	0.00	2.00	39.22	0.00	0.00	0.00	0.00	3.00	58.83	0.00	0.00	16.00	313.76	21.00	411.81	
56 - Push Mower	\$11.89	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	7.00	83.23	0.00	0.00	7.00	83.23	
59 - Chevy Pickup 4x2	\$10.62	0.00	0.00	0.00	2.50	26.55	0.00	2.00	21.24	4.00	42.48	2.00	21.24	0.00	20.50	217.71	
60 - Dodge Pickup 4x4	\$12.75	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	33.00	420.75	0.00	0.00	33.00	420.75	
65 - Push Mower	\$11.89	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	4.00	47.56	0.00	0.00	4.00	47.56	
71 - Zero Turn Mower	\$31.11	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	36.00	1119.96	0.00	0.00	36.00	1,119.96	
77 - Power Box Rake	\$11.08	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	5.00	55.40	0.00	0.00	5.00	55.40	
80 - Steiner Tractor	\$46.75	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	5.00	233.75	0.00	0.00	5.00	233.75	
81 - Trackless Tractor	\$50.40	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	20.00	1008.00	0.00	0.00	20.00	1,008.00	
89 - Ford Pickup	\$12.75	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	45.00	573.75	0.00	0.00	45.00	573.75	
93 - Kubota Tractor	\$46.75	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	15.00	701.25	0.00	0.00	15.00	701.25	
93A - Pallet Forks	\$6.66	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	4.00	26.64	0.00	0.00	4.00	26.64	
94 - Bucket Attachment	\$5.24	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	14.00	73.36	0.00	0.00	14.00	73.36	
97 - Chevy Pickup	\$10.62	0.00	0.00	2.00	21.24	8.00	84.96	0.00	3.00	31.86	0.00	5.00	53.10	7.00	74.34	351.70	
98 - Airport Tractor	\$60.36	0.00	0.00		0.00	33.00	1991.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33.00	1,991.88	
104 - Cub Cadet Rider	\$31.11	0.00	0.00		0.00	25.90	805.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.90	805.75	
105 - Ford Pickup	\$12.75	0.00	14.00	178.50	0.00	13.00	165.75	0.00	3.00	38.25	12.50	159.38	0.00	2.00	25.50	4.50	57.38
107 - Trackless Mower	\$19.93	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	20.00	398.60	0.00	0.00	20.00	398.60	
110 - Hydr Excavator	\$47.01	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	136.00	6393.36	0.00	0.00	136.00	6,393.36	
200 - Zero Turn Mower	\$23.29	0.00	0.00	70.00	1630.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	70.00	1,630.30	
201 - Zero Turn Mower	\$23.29	0.00	0.00	69.00	1607.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	69.00	1,607.01	
202 - Weed Whip	\$4.02	0.00	0.00	21.00	84.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21.00	84.42	
203 - Weed Whip	\$4.02	0.00	0.00	28.00	112.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	28.00	112.56	
1008 - Trimmer/Edger	\$4.02	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	16.00	64.32	0.00	0.00	16.00	64.32	
1009 - Trimmer/Edger	\$4.02	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	27.00	108.54	0.00	0.00	27.00	108.54	
		0.00	0.00	21.00	356.38	194.00	3593.40	55.50	1748.79	58.90	2797.63	59.00	5625.36	33.00	1878.04	104.50	5326.67
		6.00	69.14	352.50	6603.50	225.00	10115.37	69.50	1981.86	23.00	458.17	1201.90	40554.29				
															1,201.90	40,554.29	

June-23		Police		Water		Waste Water		TOTAL	TOTAL
EQUIPMENT	2023 RATES	Department		Treatment		Treatment		HOURS	DOLLARS
1 - 2012 Ford Pickup	\$12.75		0.00	26.00	331.50	34	433.50	60.00	765.00
61- Western Snow Plow	\$13.45		0.00		0.00		0.00	0.00	0.00
16- 2008 Ford	\$11.89		0.00	26.00	309.14	34	404.26	60.00	713.40
65- Push Mower	\$11.89		0.00		0.00		0.00	0.00	0.00
4 - 2009 Ford Pickup	\$12.75		0.00	14.00	178.50	21	267.75	35.00	446.25
PATROL CARS	\$11.89	638.25	7588.79		0.00		0.00	638.25	7588.79
		638.25	7588.79	66.00	819.14	89.00	1105.51	793.25	\$9,513.44

793.25      9,513.44

	1		4		16		
	WA	WWT	WA	WWT	WA	WWT	
June 1-3	2.5	3.00	2.00	1.00	2.50	3.00	9,513.44
June 4-10	6	8.00	3.00	5.00	6.00	8.00	40554.29
June 11-17	6	8.00	3.00	5.00	6.00	8.00	
June 18-24	6	8.00	3.00	5.00	6.00	8.00	
June 25-30	5.5	7.00	3.00	5.00	5.50	7.00	
	26	34	14	21	26	34	

	46-1	46-2	46-3	46-4	46-5 Tahoe	
END HOURS	7678	17476	24809	9121	17607	1903
START HOURS	<u>7528</u>	<u>17196</u>	<u>24780</u>	<u>9103</u>	<u>17446</u>	<u>1767</u>
	150	280	29	18	161	136

638.25 Total Hrs

DEPARTMENT OF PUBLIC WORKS- MANHOUR June 2023)

FUND	% OF HOURS	DEPARTMENT	June-23	
			REG.	O/T
GENERAL FUND	5.40%	General Fund	82.25	2.00
	0.00%	Depot		
	1.83%	Cemetery	24.00	4.50
	5.12%	Parades/Flags/Pking Lots	72.00	8.00
	0.93%	DDA Parking Lots	14.50	
	0.13%	City Trees/Lites	2.00	
	1.22%	DDA Trees/Lites	19.00	
	0.02%	Airport	0.25	
TKLINE'S	0.58%	Surface Maintenance	9.00	
	0.61%	Shoulder Maintenance	9.50	
	2.95%	Sweeping	46.00	
	0.00%	Snow & Ice		
	0.00%	Cleanup winter debris (sand, etc)		
MAJOR STREETS	3.84%	MJ STS Preservation	60.00	
	0.00%	MJ STS Snow/Ice		
LOCAL STREETS	9.91%	LO STS Preservation	154.75	
	0.00%	LO STS Snow/Ice		
PARKS	0.70%	Lake Shamrock Dam	11.00	
PARKS	2.31%	Lake Shamrock Park work	36.00	
	15.69%	Dredging Lake Shamrock	244.00	1.00
SEWER	5.51%	Collection	81.00	5.00
WATER	3.33%	Distribution & Meter Mts.	51.00	1.00
DPW	13.14%	DPW Admin/Bldg/Equip	205.25	
	7.04%	DPW: Equip	110.00	
	0.00%	FIRE Truck		
	0.13%	DPW: PD Equipment	2.00	
	0.00%	COVID 19		
	0.00%	Holiday (Birthday)		
	19.63%	PAID TIME OFF:	306.50	
1561.5	<b>100%</b>	<b>TOTALS:</b>	<b>1540</b>	<b>21.5</b>



FUND	% OF HOURS	DEPARTMENT	June-23	
			REG.	O/T
DPW Clerical	3.82%	Cemetery Admin	6.5	
	18.03%	Refuse Collection	30.65	
	3.82%	Major Sts Admin	6.5	
	3.82%	Local Sts Admin	6.5	
	18.85%	Sewer Collection	32.05	
	18.56%	Water Distribution	31.55	
	5.74%	DPW Administration	9.75	
	0.00%	Holiday (Birthday)		
	27.35%	PAID TIME OFF:	46.5	
170	<b>100%</b>	<b>TOTALS:</b>	<b>170</b>	<b>0</b>

FUND	% OF HOURS	DEPARTMENT	June-23	
			REG.	O/T
FULL TIME EMPLOYEE PARKS WORK	56.66%	Parks Work	100	
	0.00%	DDA Work		
	30.88%	Bldgs & Grounds	54.5	
	0.00%	Holiday/Funeral		
	12.46%	PAID TIME OFF	22	
176.5	<b>100%</b>	<b>TOTALS:</b>	<b>176.5</b>	<b>0</b>

FUND	% OF HOURS	DEPARTMENT	June-23	
			REG.	O/T
SEASONAL EMPLOYEES	36.22%	PARKS WORK	332.5	
	0.00%	DDA WORK		
	5.17%	BLDG & GROUNDS	47.5	
	17.21%	TRUSTEE SUPERVISION*	158	
	34.75%	CEMETERY MAINTENANCE	319	
	0.00%	DPW		
	6.64%	AIRPORT MAINTENANCE	61	
918	<b>100%</b>	<b>TOTALS:</b>	<b>918</b>	<b>0</b>

FUND	% OF HOURS	DEPARTMENT	June-23
			REG.
*TRUSTEE WORK AREAS	100.00%	PARKS: Watering flowers, Mowing and setting up for Summerfest	142
	0.00%		
	0.00%		
	0.00%		
	0.00%		
	0.00%		
142	100%	TOTALS:	142

*“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  
JULY 2023  
LUKE POTTER, DIRECTOR**

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**STREET WORK.** We cold patched, bladed roads, painted cross walks and sprayed weeds this month. We also put down gravel on Mineral Street twice, graveled the end of Eastwood and Brookwood. We also installed set back stakes on Rainbow.

**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 pumped the lift station on Witbeck because of the sewer line break. Worked on the sewer line bread and had Matt’s Underground bore a new sewer line under the river. Did lawn restoration on Witbeck from the sewer line break. Also located water at Seiters, fixed service leak at the 100 block of West 4<sup>th</sup>, televised sewers and cut, capped water services around the school. We repaired the water service at 206 Mary, located water and sewer for Bishop, replaced the sewer for 508 E Sixth Street and fixed the sprinklers on Witbeck from the sewer break.

**CEMETERY WORK:** We had one full burial and five cremation burials at Cherry Grove this month.

**DREDGING:** Dredged and moved and flattened the spoils from the dredge on several days. Also fixed a bent spud on the barge

**MISCELLANEOUS WORK:** We chipped brush, cleaned, washed and waxed trucks, and cleaned and worked on trucks and did maintenance and cleaned at the garage on several days. We dug out a stump on West Fourth St and cut a tree down in front of Ideal Theatre and cleared trees and brush at the end of Eastwood. We also assisted the fire department on a fire. We picked up kiddy train from MMCC and painted window ledges at City Hall

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

**MANNATEC FUEL REPORT FOR PERIOD:  
JULY 1-31-2022**

<b>DEPT:</b>	GALLONS REGULAR	TOTAL COST	AVERAGE RATE	GALLONS DIESEL	TOTAL COST	AVERAGE RATE	AMOUNT BILLED
Fire Dept	89.147	249.50	2.799	119.289	375.72	3.150	625.22
Police Dept	713.633	2,012.35	2.820				2,012.35
DPW	237.896	673.67	2.832	720.157	2,223.00	3.087	4,029.08
Parks	260.828	748.91	2.871	54.990	176.56	3.211	
Cemetery	74.417	206.94	2.781			#DIV/0!	
Airport			#DIV/0!			#DIV/0!	
W/WWT	188.157	525.14	2.791	26.794	87.35	3.260	612.49
Average Rate for Regular:			#DIV/0!	Average Rate for Diesel:		#DIV/0!	<b>\$7,279.14</b>
						<b>Total Bill:</b>	<b>\$7,279.14</b>

**July 2023**

**UTILITY WORK ORDERS**

<u>WORK ORDER TYPE</u>	<u># OF CUSTOMERS</u>
<i>Service Turned ON</i>	7
<i>Customer Request Off</i>	1
<i>Sewer Problems</i>	
<i>Off for Non Payment</i>	7
<i>New Meter Head</i>	2
<i>Repair meter</i>	
<i>Estimated Meters</i>	31
<i>High Usage Check</i>	
<i>New RF</i>	2
	<hr/> 50

## EQUIPMENT RENTAL - July 2023

**GENERAL FUND**

General Operations	101-265.000-943.641				
Depot	101-265.000-943.641		48.87		
Cemetery	101-276.000-943.641		4,625.18		
Police	101-301.000-943.641		9,443.63		
Parking Lots/Flags	101-441.000-943.641		829.13		
Airport	101-537.000-943.641		1,392.42		
			101-000.000-001		-\$16,339.23 cr

**MAJOR STREETS & TRUNKLINES**

Trunklines	202-446.001-943.641		5,778.64		
Tkline Winter Cleanup	202-446.001-943.641				
Major Streets	202-449.000-943.641		2,281.66		
			202-000.000-001		-\$8,060.30 cr

<b><u>LOCAL STREETS:</u></b>	203-449.000-943.641		3,585.45		
			203-000.000-001		-\$3,585.45 cr

**PARKS & DAM MTS.:**

Dam Mts	208-751.001-943.641		388.60		
Parks	208-751.001-943.641		9,857.00		
Dredging	208-741-004-702		9,970.61		
			208-000.000-001		-\$388.60 cr

**SEWER FUND**

Sewer Treatment	590-536.001-943.641		1,130.15		
Sewer Collection	590-536.002-946.641		3,180.58		
			590-000.000-001		-\$4,310.73 cr

**WATER FUND**

Water Trmt/Pumping	591-536.003-946.641		806.39		
Water Dist./Meters	591-536.004-946.641		1,393.66		
			591-000.000-001		-\$2,200.05 cr

**MOBILE EQUIPMENT FUND**

Cash Received	641-000-001		\$54,711.97		
General Fund	641-000-669.101				-\$16,339.23
Major Sts/Tklines	641-000-669.202				-\$8,060.30
Local Sts	641-000-669.203				-\$3,585.45
Parks	641-000-669.208				-\$388.60
Sewer	641-000-669.590				-\$4,310.73
Water	641-000-669.591				-\$2,200.05

**CONSOLIDATED FUND: Checks Written For:**

General Fund	102-000-669.101			\$16,339.23
Major Sts/Tklines	102-000-669.202			\$8,060.30
Local Sts	102-000-669.203			\$3,585.45
Parks	102-000-669.208			\$388.60
Sewer	102-000-669.590			\$4,310.73
Water	102-000-669.591			\$2,200.05

<b>EQUIPMENT RENTAL,</b>	<b>102-000.000-067</b>		<b>\$34,884.36</b>		
<b><u>ALL DEPOSITS:</u></b>	<b>102-000.000-001.001</b>				
	<b>102-000.000-067.102</b>				

**DPW MANHOOR REPORT FOR: Jul-23**

FUND	FUND NAME	REGULAR			TOTAL	OVERTIME			TOTAL	CLERICAL			TOTAL	O/T
101-265.000-702	GF - City Hall		17	13	30.00				0.00				0.00	
	Railroad													
101-276.000-702	Cemetery		11	25	36.00		3.5		3.50	1.5	2	2.5	6.00	
101-528.000-702	Refuse Collection				0.00				0.00	7.65	10.2	12.75	30.60	
101-441.000-702	Par/Flag/Pk Lot	12.25			12.25				0.00				0.00	
	DDA Pk Lot	2	4	1	7.00				0.00				0.00	
101-445.000-702	City Trees/Lites		2		2.00				0.00				0.00	
	DDA Trees/Lites	5	7		12.00				0.00				0.00	
101-537.000-702	Airport	4.5			4.50				0.00				0.00	
202-446.001-702	Roadway Inspection				0.00				0.00				0.00	
	TK Surface Mts		2		2.00				0.00				0.00	
	TK Shoulder Mts				0.00				0.00				0.00	
	TK Sweeping	14	27	15	56.00				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		2		2.00				0.00				0.00	
202-499.002-702	Major Sts Maint.	26.5	19	51	96.50				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	1.5	2	2.5	6.00	
203-444.002-702	Local Sts Sidewalks				0.00				0.00				0.00	
203-499.002-702	Local Sts Maint.	31.75	51	49	131.75		0.75		0.75				0.00	
203-499.003-702	Snow & Ice				0.00				0.00				0.00	
203-499.004-702	Administration				0.00				0.00	1.5	2	2.5	6.00	
208-751.000-702	Lake Sham/Dam		6		6.00				0.00				0.00	
208-751.000-702	Lake Sham Pks	1.5	4		5.50				0.00				0.00	
208-751.000-702	Dredging	19.5	139	66	224.50		0.5		0.50				0.00	
590-536.002-702	Sewer	89	83.5	20	192.50	22.5			22.50	7.8	10.4	13	31.20	
591-536.004-702	Water		94.5	48	142.50		0.75		0.75	7.8	10.4	13	31.20	
641-444.000-702	DPW	27.5	72	46	145.50				0.00	2.25	3	3.75	9.00	
	DPW Equip	24	56	26	106.00	0.5	0.5		1.00				0.00	
	Fire Equip		4	11	15.00				0.00				0.00	
	Police Equip		4	3	7.00			1	1.00				0.00	
	Holiday/Funeral	66	8		74.00				0.00	10			10.00	
	OFF TIME	24	83	62	169.00				0.00		40		40.00	
<b>TOTALS</b>		347.50	696.00	436.00	1479.50	23.00	6.00	1.00	30.00	40.00	80.00	50.00	170.00	0.00
		1479.50			30.00			170.00			0.00			

**DPW: PARKS/BLDG & GROUNDS MANHOUR REPORT FOR:**

**Jul-23**

FY 22-23 FUND	HOURLY WAGE		FULL TIME EMPLOYEES REGULAR HOURS				FULL TIME EMPLOYEES OVERTIME HOURS				SEASONAL EMPLOYEES REGULAR HOURS				SEASONAL EMPLOYEES OVERTIME HOURS			
	FUND NAME																	
208-751.001-702	Holiday	Funeral	16.00			49.00												
	Sick	Vacation	9.00	16.00	8.00													
	PARKS		13.00	52.00	21.00	86.00				0.00	58.25	127.50	51.50	237.25				0.00
	DDA Work					0.00				0.00	2.00			2.00				0.00
	BLDG & GRUNDS		2.00	12.00	19.00	33.00				0.00	6.00	38.00	53.50	97.50				0.00
101-276.000-702	Cemetery					0.00				0.00	56.00	128.50	71.25	255.75				0.00
101-265.000-702	Trustees					0.00				0.00	24.00	72.00	48.00	144.00				0.00
101-537.000-702	Airport Maint					0.00				0.00	17.00	31.50	24.50	73.00				0.00
						0.00				0.00				0.00				0.00
						0.00				0.00				0.00				0.00
			40.0	80.0	48.0	168.0	0.0	0.0	0.0	0.0	163.3	397.5	248.8	809.5	0.0	0.0	0.0	0.0
<b>GRAND TOTAL</b>			168.00				0.00				809.50				0.00			

PAY PERIOD: July 2023																						HOURS TOTAL	DOLLAR TOTAL							
EQUIPMENT	2023 RATE	101-265-943 General Op	101-265-943 Railroad	101-276-943 Cemetery	101-441-943 Prad/Flg & PkLots	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/Backstops	202-466.001-943 TK Signs/Signals	202-466.001-943 TK Snow & Ice	202-444.002-943 Mj Sis Sidewalks	202-499.002-943 Mj Sis Preservation	202-499.002-943 Mj Sis Snow & Ice	203-444.002-943 Lo Sis Sidewalks	203-499.002-943 Lo Sis Preservation	203-499.002-943 Lo Sis Snow & Ice	208-751-702 Dam	208-751-702 All Parks	208-751.004-702 Dredging Lake-Shamrock	590-536.002-943 Sewer	591-536.004-943 Water				
3 - GMC Pickup	\$16.04																7.00		2.00	7.00						6.00	2.00	24.00	384.96	
5 - Dodge Pickup	\$12.75																							4.00	9.50			13.50	172.13	
6 - GMC Pickup	\$12.75																							30.00				30.00	382.50	
7 - Chevy Bucket Truck	\$10.62																				3.00					3.00		6.00	63.72	
8 - Int'l Dump Truck	\$53.40																				5.00					6.00	2.00	13.00	694.20	
9 - Ford Dump Truck	\$53.40																7.00				10.00							17.00	907.80	
10- Sterling Dump Truck	\$53.40																				2.00							2.00	106.80	
11- Ford Dump Truck	\$39.52																				5.00							5.00	197.60	
12- Sterling Dump Truck	\$53.40																				2.00							2.00	106.80	
18- Case Loader	\$40.61			3.00																	1.00	8.00			35.00	17.00	5.00	69.00	2,802.09	
20- Hyundai Loader	\$79.72																				3.00				14.00	3.00		20.00	1,594.40	
21- Zero Turn Mower	\$31.11																							9.50				9.50	295.55	
22 - Brush Hog Mower	\$31.11																							95.00				95.00	2,955.45	
36- Brush Chipper	\$30.27																7.00				7.00							14.00	423.78	
37- Street Sweeper	\$103.19				7.00						56.00						13.00				13.00							89.00	9,183.91	
39- Chevy Pickup	\$10.62																				1.00			18.00		4.00		23.00	244.26	
52- Push Mower	\$11.89																							2.00				2.00	23.78	
53A- Truck Unit	\$53.40					2.00															2.00			1.00		20.00	13.00	38.00	2,029.20	
53B- Sewer Washer Unit	\$19.61																									12.00	10.00	22.00	431.42	
56 - Push Mower	\$11.89																							7.50				7.50	89.18	
59- Ford Utility Truck	\$10.62																6.00			2.00						17.00	8.00	33.00	350.46	
60- Dodge Pickup 4x4	\$12.75																							38.00				38.00	484.50	
65- Push Mower	\$11.89																							6.00				6.00	71.34	
71- Zero Turn Mower	\$31.11																								52.00			52.00	1,617.72	
81- Trackless Tractor	\$50.40																											17.00	856.80	
89 - Ford Pickup (Parks)	\$12.75																										70.50	898.88		
91- Backpack Leaf Blower	\$3.55																									1.50		1.50	5.33	
93 - Kubota Tractor	\$46.75																									27.00		27.00	1,262.25	
93A - Pallet Forks	\$6.66																									1.00		1.00	6.66	
94 - Bucket Attachment	\$5.24																									11.00		11.00	57.64	
97- Chevy Pickup	\$10.62		1.00	2.00																	2.00		6.00			12.00	2.00	25.00	265.50	
98- Airport Tractor	\$60.36																											4.05	244.46	
104- Cub Cadet Rider	\$31.11																											36.90	1,147.96	
105- Ford Pickup	\$12.75		3.00	6.00													14.00				16.00					2.00	15.00	1.00	57.00	726.75
107- Trackless Mower	\$19.93																										17.00		17.00	338.81
110 - Hydr Excavator	\$47.01																												155.00	7,286.55
200- Zero Turn Mower	\$23.29			80.00																								80.00	1,863.20	
201- Zero Turn Mower	\$23.29			102.00																								102.00	2,375.58	
202- Weed Whip	\$4.02			12.00																								12.00	48.24	
203- Weed Whip	\$4.02			29.50																								29.50	118.59	
1005- Trimmer/Edger	\$4.02																										9.00	9.00	36.18	
1007- Trimmer/Edger	\$4.02																										27.00	27.00	108.54	
1009- Trimmer/Edger	\$4.02																											17.50	70.36	
		0.00	4.00	234.50	7.00	2.00	40.95	0.00	0.00	0.00	56.00	0.00	0.00	0.00	0.00	54.00	0.00	2.00	81.00	0.00	14.00	461.50	215.50	111.00	47.00	1330.45	43331.80			





July-23		Police		Water		Waste Water		TOTAL	TOTAL
EQUIPMENT	2023 RATES	Department		Treatment		Treatment		HOURS	DOLLARS
1 - 2012 Ford Pickup	\$12.75	0.00		26.00	331.50	35	446.25	61.00	777.75
61- Western Snow Plow	\$13.45	0.00			0.00		0.00	0.00	0.00
16- 2008 Ford	\$11.89	0.00		26.00	309.14	35	416.15	61.00	725.29
65- Push Mower	\$11.89	0.00			0.00		0.00	0.00	0.00
4 - 2009 Ford Pickup	\$12.75	0.00		13.00	165.75	21	267.75	34.00	433.50
PATROL CARS	\$11.89	794.25	9443.63		0.00		0.00	794.25	9443.63
		794.25	9443.63	65.00	806.39	91.00	1130.15	950.25	\$11,380.17

950.25 11,380.17

	1		4		16		
	WA	WWT	WA	WWT	WA	WWT	
1-Jul	0.5	1.00	0.00	0.00	0.50	1.00	11,380.17
July 2-8	6	8.00	3.00	5.00	6.00	8.00	43331.80
July 9-15	6	8.00	3.00	5.00	6.00	8.00	
July 16-22	6	8.00	3.00	5.00	6.00	8.00	
July 23-29	6	8.00	3.00	5.00	6.00	8.00	
July 30-31	1.5	2.00	1.00	1.00	1.50	2.00	
	26	35	13	21	26	35	

	46-1	46-2	46-3	46-4	46-5 Tahoe	
END HOURS	7958	17724	24963	9138	17702	2110
START HOURS	<u>7678</u>	<u>17476</u>	<u>24809</u>	<u>9121</u>	<u>17607</u>	<u>1903</u>
	280	248	154	17	95	207

794.25 Total Hrs

DEPARTMENT OF PUBLIC WORKS- MANHOUR July 2023)

FUND	% OF HOURS	DEPARTMENT	July-23	
			REG.	O/T
GENERAL FUND	1.99%	General Fund	30.00	
	0.00%	Depot		
	2.62%	Cemetery	36.00	3.50
	0.81%	Parades/Flags/Pking Lots	12.25	
	0.46%	DDA Parking Lots	7.00	
	0.13%	City Trees/Lites	2.00	
	0.79%	DDA Trees/Lites	12.00	
	0.30%	Airport	4.50	
TKLINE'S	0.13%	Surface Maintenance	2.00	
	0.00%	Drains & Backslopes		
	3.71%	Sweeping	56.00	
	0.00%	Snow & Ice		
	0.00%	Cleanup winter debris (sand, etc)		
MAJOR STREETS	6.53%	MJ STS Preservation	98.50	
	0.00%	MJ STS Snow/Ice		
LOCAL STREETS	8.78%	LO STS Preservation	131.75	0.75
	0.00%	LO STS Snow/Ice		
PARKS	0.40%	Lake Shamrock Dam	6.00	
PARKS	0.36%	Lake Shamrock Park work	5.50	
	14.91%	Dredging Lake Shamrock	224.50	0.50
SEWER	14.24%	Collection	192.50	22.50
WATER	9.49%	Distribution & Meter Mts.	142.50	0.75
DPW	9.64%	DPW Admin/Bldg/Equip	145.50	
	7.09%	DPW: Equip	106.00	1.00
	0.99%	FIRE Truck	15.00	
	0.53%	DPW: PD Equipment	7.00	1.00
	0.00%	COVID 19		
	4.90%	Holiday (Birthday)	74.00	
	11.20%	PAID TIME OFF:	169.00	
1509.5	<b>100%</b>	<b>TOTALS:</b>	<b>1479.5</b>	<b>30</b>

FUND	% OF HOURS	DEPARTMENT	July-23	
			REG.	O/T
DPW Clerical	3.53%	Cemetery Admin	6	
	18.00%	Refuse Collection	30.6	
	3.53%	Major Sts Admin	6	
	3.53%	Local Sts Admin	6	
	18.35%	Sewer Collection	31.2	
	18.35%	Water Distribution	31.2	
	5.29%	DPW Administration	9	
	5.88%	Holiday (Birthday)	10	
	23.53%	PAID TIME OFF:	40	
170	<b>100%</b>	<b>TOTALS:</b>	<b>170</b>	<b>0</b>

FUND	% OF HOURS	DEPARTMENT	July-23	
			REG.	O/T
FULL TIME EMPLOYEE PARKS WORK	51.19%	Parks Work	86	
	0.00%	DDA Work	0	
	19.64%	Bldgs & Grounds	33	
	9.52%	Holiday/Funeral	16	
	19.64%	PAID TIME OFF	33	
168	<b>100%</b>	<b>TOTALS:</b>	<b>168</b>	<b>0</b>

FUND	% OF HOURS	DEPARTMENT	July-23	
			REG.	O/T
SEASONAL EMPLOYEES	29.31%	PARKS WORK	237.25	
	0.25%	DDA WORK	2	
	12.04%	BLDG & GROUNDS	97.5	
	17.79%	TRUSTEE SUPERVISION*	144	
	31.59%	CEMETERY MAINTENANCE	255.75	
	0.00%	DPW		
	9.02%	AIRPORT MAINTENANCE	73	
809.5	<b>100%</b>	<b>TOTALS:</b>	<b>809.5</b>	<b>0</b>

FUND	% OF HOURS	DEPARTMENT	July-23
			REG.
*TRUSTEE WORK AREAS	100.00%	PARKS: water flowers, mowing , setting up for Summerfest, working on sprkinkler, painting picnic table	184
	0.00%		
	0.00%		
	0.00%		
	0.00%		
184	100%	TOTALS:	184



## **Airport Manager Report**

**August 2023**

Fuel sales are still doing well against last year's figures. We have surpassed the first 7 months of last year's sales by 28%. We received a full tanker last week, and I had to raise the price 42 cents to \$5.62. We are no longer the lowest price around and I suspect demand will drop off a bit. Once the neighbors sell thru, they will also have to raise their prices.

The Ice Cream/Band Concert was cancelled on August 14<sup>th</sup> due to incimate weather. We are not able to reschedule this year, so hoping next year is better weather-wise.

RC Jets are returning September 29<sup>th</sup>-Oct 1<sup>st</sup> for an end of season event. We will try to incorporate our Fall Chili Cook Off with this event and make it a fun time for all.

We had some equipment breakdowns with the mowing equipment, but Norm was here to get the new parts ordered and replaced. With the constant rains since June, grass has been growing very well this year.

The courtesy car is going in to town quite frequently with visiting pilots. This economic impact to the downtown area sometimes goes undetected, and I'd like to create a business card that visiting pilots could leave with the businesses they used. This would say something like "I flew into the Clare Airport and used their Courtesy Car to help support your business." Not asking for anything, just awareness.

Best regards,

Gary Todd

Airport Manager

City of Clare  
Ordinance Enforcement  
202 W. 5<sup>th</sup> St.  
989 386 7541 ext. 204  
[code@cityofclare.gov](mailto:code@cityofclare.gov)

Department report 08/10/2023

Grass complaints are increasing. The number of repeat offenders who depend on us to tell them when to cut grass goes continually. Need a better solution.

Crossroads motel shut, residents have moved on. Property cleaned up. Next is a building inspection.

Several letters have gone out regarding trailers on empty lots.

Amanda Lundy on Jackson St. due in court the 24<sup>th</sup> for a show cause hearing regarding pontoon on ground.

Two residents tried involving the city in a property line dispute. I was clear to them that this is a civil matter between homeowners.

Decision was made that tow truck on Cedar to be regarded as emergency vehicle, thereby conforming with zoning ordinances.

Home at 193 1<sup>st</sup>. A borderline teardown. Progress there has gone backwards. Will request the owner come in try to work something out with the city.

Burned home on Hillcrest is going to be torn down. Owner going in another direction. The property is C-1.

Have requested two real estate companies to keep grass cut at vacant homes for sale.

Trying to clear up confusion with drain commission on lots to be maintained by them.

Thomas Kleinhardt on 4<sup>th</sup> has been given 30 days to correct boarded up windows in violation of zoning.

Shelander property has seen improvement but the "art work" is still a problem. Somebody higher up the food chain has to decide if I should pursue her art as a violation. Previous experience tells me this is a no winner in court.

Received a under the radar report some one south of the round-a-bout was going to open a body shop in an R-1 area. Have nothing to go on at this time.

Inquiry by someone regarding possible new business south of the round-a-bout. C-1 area.





## Monthly Fire Department Activity Report

### July 2023 Incident Response:

**Monthly Total: 32 Year End Total: 152**

July was a busy month. We responded to 5 vehicle accidents all with injuries. On Surrey Rd. W. of Harrison Ave., we had three teen agers trapped in or under there rolled over Jeep. We also were assisted on scene by STFD. They extricated the elderly female from her vehicle while we worked on the Jeep. We assisted HFD once for mutual aid on structure fire. We assisted STFD once for mutual aid on structure fire. We assisted Garfield Twp. FD once for mutual aid on structure fire. We had three structure fires in our fire district in July. We had a house fire at 102 Hillcrest where the roof burned off the house. We had two sheds that were destroyed at 262 Kapplinger Dr. This is believed to be arson. We called in the State Fire Marshall to investigate. We also had a 30' x 50' pole barn that was destroyed at 11706 Clarabella. The cause is believed to be electrical. We extinguished a raging riding lawn mower fire on S. Rainbow dr. We respond to multiple requests for assistance from MMR on various medical calls. Other incident as listed.

### Training:

2.0 hrs. Truck Check

2.0 hrs. SOP Review





# Clare Fire Department

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

## Incident Reports by Incident Number

<b>Incident</b>	<b>Alarm Date/Time</b>	<b>Incident Type</b>	<b>Address</b>
2300121	7/2/2023 12:50	322 - Motor vehicle accident with injuries	E. Eberhart / N of Beaverton, Clare, MI 48617
2300122	7/4/2023 22:03	700 - False alarm or false call, other	Wilcox St. & Susan St. Shamrock Park, Clare, MI 48617
2300123	7/5/2023 09:34	111 - Building fire	102 E Hillcrest ST, Clare, MI 48617
2300124	7/5/2023 15:21	444 - Power line down	E Surrey RD & Lorraine DR, Farwell, MI
2300125	7/6/2023 01:19	111 - Building fire	7800 W. Ludington Dr., Lake, MI 48632
2300126	7/7/2023 16:00	323 - Motor vehicle/pedestrian accident (MV Ped)	9395 S Clare AVE, Clare, MI 48617
2300127	7/8/2023 17:47	611 - Dispatched & canceled en route	Dover Rd. e. of S. Clare Ave., Clare, MI 48617
2300128	7/8/2023 23:56	322 - Motor vehicle accident with injuries	E Coleman RD & Leaton RD, Clare, MI
2300129	7/9/2023 16:32	551 - Assist police or other governmental agency	9898 S Clare AVE, Clare, MI 48617
2300130	7/9/2023 21:04	311 - Medical assist, assist EMS crew	Second ST & Pine ST, Clare, MI
2300131	7/10/2023 16:36	735 - Alarm system sounded due to malfunction	1785 Dover RD, Clare, MI 48617
2300132	7/12/2023 17:39	9002 - Lift Assist	5440 E Washington RD, Clare, MI 48617
2300133	7/13/2023 15:17	321 - EMS call, excluding vehicle accident with injury	10142 N Shepherd RD, Clare, MI 48617
2300134	7/13/2023 17:13	322 - Motor vehicle accident with injuries	S Clare AVE & E Surrey RD, Clare, MI
2300135	7/13/2023 20:08	142 - Brush or brush-and-grass mixture fire	Grant AVE & Dover RD, Clare, MI
2300136	7/15/2023 21:46	322 - Motor vehicle accident with injuries	Surrey Road / West of Harrison Ave., Clare, MI 48617
2300137	7/17/2023 12:13	1301 - Riding lawn mower Fire	704 S Rainbow DR, Clare, MI 48617
2300138	7/17/2023 21:06	311 - Medical assist, assist EMS crew	600 SE Fourth ST, Clare, MI 48617
2300139	7/18/2023 21:04	311 - Medical assist, assist EMS crew	11258 N Shepherd RD, Clare, MI 48617
2300140	7/20/2023 21:16	142 - Brush or brush-and-grass mixture fire	Rogers Ave. N of Colville Ave, Clare, MI 48617
2300141	7/21/2023 05:00	111 - Building fire	262 Kapplinger DR, Farwell, MI 48622
2300142	7/22/2023 16:08	445 - Arcing, shorted electrical equipment	Beaver Rd. East of Willow Rd., Farwell, MI 48622
2300143	7/22/2023 18:16	8132 - Tree down	S. Cornwell Ave 1000 Ft. south of Beaverton, Clare, MI 48617

<b>Incident</b>	<b>Alarm Date/Time</b>	<b>Incident Type</b>	<b>Address</b>
2300144	7/23/2023 15:59	551 - Assist police or other governmental agency	SB 127 / North of 10 split, Clare, MI 48617
2300145	7/25/2023 14:39	611 - Dispatched & canceled en route	2129 Bilkare St., Harrison, MI 48625
2300146	7/25/2023 21:42	142 - Brush or brush-and-grass mixture fire	Rogers Ave / south of Dover Rd, Clare, MI 48617
2300147	7/25/2023 22:30	1511 - Illegal burning of Solid Waste	8181 S Cornwell AVE, Clare, MI 48617
2300148	7/28/2023 01:47	1111 - Pole Barn / Building fire	11706 E Clarabella Rd., Farwell, MI 48622
2300149	7/29/2023 03:35	111 - Building fire	11343 Vandecar Rd., Farwell, MI 48622
2300150	7/29/2023 06:47	440 - Electrical wiring/equipment problem, other	320 W Seventh ST, Clare, MI 48617
2300151	7/29/2023 06:47	440 - Electrical wiring/equipment problem, other	311 W Seventh ST, Clare, MI 48617
2300152	7/30/2023 10:43	111 - Building fire	1184 Pineview Rd., Harrison, MI 48625

**Total Number of Incidents: 32**

**Incident Alarm Date/Time Incident Type**

**Address**

**Report Filter Settings**

**Report File Name:** Incident Reports by Incident Number

**Filter Name:** Last Month

**Filter Expression:** (Not Is Null [IncidentNumber]) And ([AlarmDateTime] is between '7/1/2023 00:00' and '7/31/2023 23:59')



**Monthly Director's Report, August 2023**  
**City of Clare Parks and Recreation**  
**Prepared by Joy Simmer**

Continued, Current and Upcoming Programs and Events

**Senior Cards and Coffee** takes place on Thursdays at the Pere Marquette District Library from 10-12 p.m. in one of the small group rooms. The card games that are played is determined by what the group wants to play and the group is supplied with coffee and card decks.

**Art in Sculpture** is a collaboration between Clare Parks and Recreation, Middle Michigan Development Corporation, the Clare County Arts Council, local artist Jeff Best and is headed by C. Santini. The current art pieces will be at their current location until April 30, 2024. Simmer is working on creating a selfie contest with the CCAC, where we will do three different months and when they take pictures of them with the sculptures and tag #artinclareco, they will be entered into a drawing for a \$25 prize.

The **2023 Clare Summer Concert Series** has now started and the series will run from 6-8 p.m. on Thursday evenings from June 8, 2023 to August 24, 2023 at Shamrock Park. The concerts kicked off on June 8<sup>th</sup> with various organizations attending the concert and providing handouts and information to the participants.

Clare Parks and Recreation and the Pere Marquette District Library are looking to bring back the town **scavenger hunts** this summer and will be posting them online to be able to be done independently by residents and visitors.

**Gold Out Night** - Clare Parks and Rec is partnering up with Relay for Life and Woods Household again to do a Pediatric Cancer Awareness Night at the Emerald Isle Recreation Complex on 9/15/2023. September is pediatric cancer awareness month and so we wanted to hold it in September. There will be a movie at the complex (Woods Household is hosting the movie), the Clare High School Boys Varsity Soccer team will be holding concessions (they are securing the food license with the health department for soccer season and this will also cover this night).

**Soccer Registration** ended on July 17, 2023 . Teams are currently being set-up and schedules are being completed.

**Junior Fire Fighters Academy** is back again this year to allow the area youth an opportunity to learn fire safety and prevention through hands-on activities and informative discussions. The program will take place on August 1, 2023 from 9 a.m. to 1 p.m. The Parks and Recreation Dept. along with volunteers from the Clare Fire Department will help assist the children enrolled in the camp. The fee for the academy is \$12.00 per person, and includes as award certificate, t-shirt, and lunch. The Brankel family will be sponsoring a pizza lunch.

Clare Parks and Recreation is assisting with the **Annual Gateway Affair** at the Clare Family Moose Center on September 23, 2023. 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 includes the entry into the event, dinner and the raffle. There will be a presentation during the event and a silent auction included as well.

### Past Programs and Events

**Stuffed Animal Campout** took place on Thursday, July 13, 2023 at Pettit Park Campground from 5-6 p.m. The children were able to bring their stuffies for an early evening snack, some crafts and to hear a story being read by Mid Michigan College and Harry the Heron. The animals will camped out overnight at the park with staff and then the children will be able to pick up their friends on Friday morning.

**Depot Days** was a new and upcoming event/fundraiser for restrooms outside of the Clare Union Railroad Depot. The event took place on July 15, 2023 from 10 a.m. – 4 p.m. and was a collaborative effort between community members, organizations, businesses and the City of Clare. Simmer and S. Buccilli are organizing the event and have already secured interest in bakers for a bake sale, entertainment, and silent auction items. Simmer posted a save the date and created an online event page on Facebook and an event flyer. The fundraiser raised almost \$1,900 for the future restroom project.

**Wonders of Water Camp** took place on July 21, 2023 from 9 a.m. - 3 p.m. This camp was collaboration between Clare Parks and Recreation and Waste Water Treatment Department. The participants were educated on the value of water as a resource and to do some educational activities involving water (bug picking, sampling, etc.) and then fun water themed games in the afternoon.

**Science Heroes : Saving Earth Together** was an educational program that was held at the Pere Marquette District Library on August 1, 2023 at 1:00 p.m. The event was free and open to the public. It included stories and science experiments and public participation. This program was sponsored by the Pere Marquette District Library and Clare Parks and Recreation.

### Grants

A \$150,000 grant request was submitted to the **Michigan Trails Fund** by Simmer to assist with the additional funds that may be needed complete the Pere Marquette Rail-Trail grant extension. With the potential redesign of a portion of the trail, additional funds will need to be secured. This is a reimbursement grant and we will submit for reimbursement periodically.

### Additional Information

- Simmer has a one-on-one staff person working a few hours a week with her for some job training through the Disabilities Network. The staff is paid through a grant obtained by the DN (previously was MMI).

- The Clare-Gladwin RESD Parent Coalition received a grant for storywalk signs and Clare will be getting the sign holders and will also be getting a couple talking is teaching signs for out at Emerald Isle. One sign is nature based and the other will be sport related.
- Mid-Michigan Industries (MMI) has been working with Clare Parks and Recreation again for the summer of 2023. The crew will be assisting with City Park clean-up and potential rejuvenation projects. This program allows them to give their persons served work experience. The 1<sup>st</sup> group was in place June to July and the second group will start in July and run until the end of August.

**\*NEXT PRAB MEETING IS SCHEDULED FOR TUESDAY, OCTOBER 17, 2023\***

# WATER TREATMENT DIRECTOR'S MONTHLY OPERATING REPORT JULY 2023

## **Wastewater Treatment Plant**

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

- Sewer main was hit at Shamrock Park during dredging project
  - Water was tested for E.coli
  - Submitted Sanitary Sewer Overflow to EGLE
  - Lift Station 7 working fine after sewer main break
- Updated software on DO probe
- Removed fallen tree from driveway at WWTP
- Had fence inspected for repairs

## **Water Treatment Plant**

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

- Conducted annual lead and copper testing
  - Delivered and retrieved sample bottles from 10 homes in Clare
- Discussed chemical feed system at WTP
- Inspected by Bisbee

## **Landfill**

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

## **Administrative Functions**

During the month, the following administrative tasks were performed:

- Held water camp at Shamrock Park with Parks and Recreation
- Met with PRPs and EGLE to discuss vapor intrusion at superfund site
- Met with EGLE at WTP to conduct PRP sampling
- Sent in proficiency testing



## CITY MANAGER REPORT

TO: Mayor Pat Humphrey & Clare City Commission  
FROM: Jeremy Howard, City Manager  
DATE: August 17, 2023  
RE: City Manager's Report

For the Agenda of August 21, 2023

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Lake Shamrock Dredging and Dam Project. Mechanical dredging by the City is continuing and making good progress moving East in the lake towards Shamrock Park. No new information this week on the hydraulic dredging other than EGLE has acknowledged that they have received the additional information that they requested. The Dam feasibility study continues to progress. We have had our kick-off meeting recently and we have another onsite meeting set up in the coming week or two to continue moving the project forward.

Street Reconstruction Project. Malley Construction continues to work on the street project on North Rainbow Drive from Glendale to Eastwood. The base has been laid and at the time of this writing, they are looking to schedule the curb and gutter work next in the next week hopefully.

Old 27 Motor Tour 2023. Join hundreds of classic cars as they tour nostalgic Old US 27. Michigan's Old US 27 Motor Tour visits several cities from its starting point in Coldwater to its ending point in Cheboygan. The tour makes stops in the following cities: Coldwater, Lansing, Saint Johns, Ithaca, Alma, Saint Louis, Clare, Harrison, Grayling, Gaylord, and Cheboygan. On August 24, 2023, from 6:00-8:00 PM, the tour stops in Clare, where automobile enthusiasts can view hundreds of classic cars. Please join Michigan's Old US 27 Motor Tour as they come into downtown Clare once again! The event flyer is attached to this report and you can follow the Facebook Page at <https://www.facebook.com/groups/100196076698332> for more details and current information.

Jim Allen Resignation. As you will see in the appointments of this meeting, we are unfortunately losing a long-time resident and avid Board & Commission member for the City of Clare. With Jim Allen and his wife moving out of the state to be closer to family there will be a big hole to fill. His dedication, knowledge, and history will be missed. I have attached his resignation letter to this report for your review. Congratulations Jim on your latest retirement and enjoy your next adventure.

Gary Todd Resignation. Unfortunately, we have received two resignations at this time. Mr. Gary Todd, Airport Manager, has decided that it is time for him to take some well-deserved time for himself and his family. Attached to this report is his resignation letter as our contract Municipal Airport Manager. Gary has done some amazing things with our airport over the last 10 years and he will be sorely missed. We will begin trying to find a replacement right away and Gary has given us until the end of September to find a replacement. Congratulations Gary on your retirement and we wish you all the best on your next adventure.

Labor Day Holiday. Just a reminder that City Offices will be closed for the Labor Day Holiday on Monday, September 4, 2023. This means that our regularly scheduled City Commission meeting that would have been scheduled for that Monday night will be held at 6:00 p.m. on Tuesday, September 5, 2023, instead.

City Department Tours. Tonight, we will continue with our informal city department tours at the Fire Department. After the meeting is adjourned, we will head over to the Fire Department for a guided informational tour by department staff. You will be able to tour the facility, see the equipment and apparatus used, and learn more about programs offered by the Fire Department in addition to the new Fire Cadet program that was recently put together and will be a great addition to the Fire Department.

Attachments:

1. Old 27 Motor Tour 2023 Flyer.
2. Jim Allen Resignation Letter.
3. Gary Todd Resignation Letter.

August 6, 2023

Mr. Jeremy Howard, Clare Downtown Development Corporation

Mr. Steve Stark, Clare Industrial Development Corporation

Clare City Hall

202 West Fifth Street

Clare, Michigan 48617

Jeremy, Steve,

Ah.....geez..... all things change

As you are aware, Judy & I will soon move from Clare to Minneapolis. As a result, please accept my resignation from both groups.

I've enjoyed working with the IDC & DDA over the past 30 to 40 years and am very proud of our accomplishments. Clare is a better place due to both groups' efforts and achievements.

Continue on!



Jim Allen

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**Gary Todd**

6195 Pleasantview Drive  
Clare, MI 48617  
(989) 802-2005  
gtodd@cityofclare.gov

August 15, 2023

**Jeremy Howard**

Clare City Manager  
202 W. Fifth Street  
Clare, MI 48617

Dear Mr. Howard,

Please accept this letter as formal notice of my resignation as the Airport Manager of the Clare Municipal Airport. My last day will be September 30, 2023.

I would be willing to help train my replacement or assist in any way that makes the transition as seamless as possible. Thank you for the opportunity to grow the aviation community at Clare. It truly has been a labor of love serving as the Airport Manager for the past ten years.

Sincerely,



**Gary Todd**

# Cruise St. Louis to Clare

Thursday, August 24th

## Welcome!

### 5:00 pm Leave St. Louis

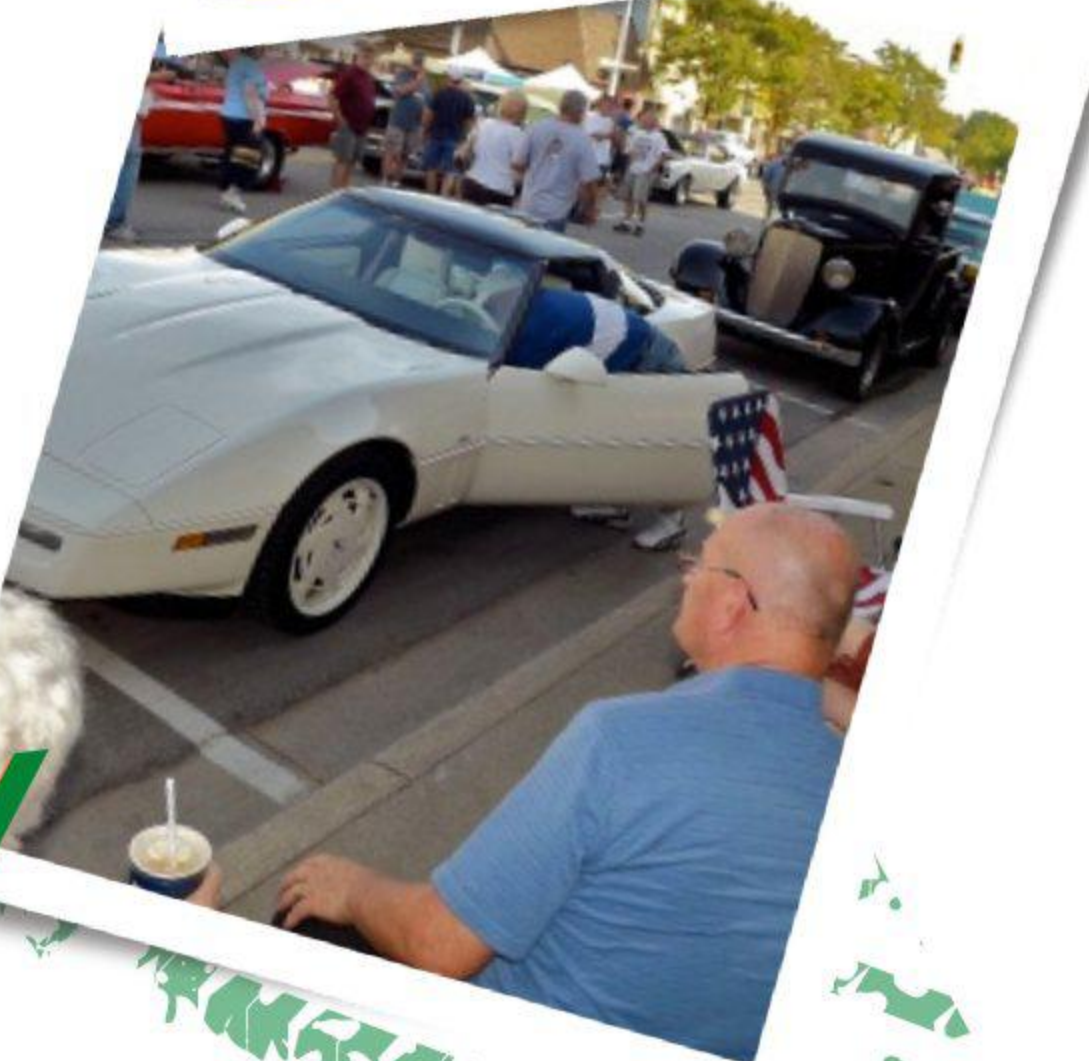
Cruise with us to friendly downtown Clare. This portion of the tour winds through cool towns and amazing scenery. Remember to stick together so the people lined up along the route can see a big parade of us!

### Expressway Leg

At Shepherd, we will take the US 127 Expressway bypassing Mt. Pleasant and exit at Rosebush. Turn left and go to the 4-way stop at Mission Rd (Old 27). Turn right and follow Old 27 into downtown Clare.

### 6:00 - 8:00 pm in Clare

At the roundabout take the second exit to follow Old 27 to downtown Clare! We will have plenty of space for you on the street. If you need to leave before 8:00, just let us know and we'll make sure you can get out of the show safely. Luggage service will again be available by local youth groups. Ask at the information table about this.



# See you in Clare!

[clarecounty.com](http://clarecounty.com) & [claremichigan.com](http://claremichigan.com)

## AGENDA REPORT

TO: Mayor Pat Humphrey & Clare City Commissioners  
FROM: Diane Lyon, City Clerk  
DATE: August 16, 2023  
RE: \*Communications

For the Agenda of August 21, 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 August 21, 2023.**

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FOIA Requests & Responses: The most recent FOIA requests and responses are attached for information. Ibrahim Dsbaja, Secrest Wardle, Gray Sowle Iaaco Richards

Travel Agents 10: The Clare Union Railroad Depot has been added to the Travel Agents 10 worldwide travel directory.

Revocation of Doherty CFTEC: We have notified the State that the Commercial Facilities Tax Exemption Certificate of the Hotel Doherty has been revoked.

Election Coordinator Resignation: The County has provided notice that the new Elections Coordinator has resigned her position.

Mobile Food Distribution: This month's Clare County Mobile Food Distribution will take place on September 9<sup>th</sup> at the Harrison Fairgrounds.

Charter Communications Programming Changes: Additional cable programming changes have been announced by Charter Communications.

Spectrum Enterprise Account Changes: Spectrum has announced billing changes that become effective this month.

MML Notice to Claimant: The city's insurer provided a letter denying claim 100GL2300284.

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

- The City has submitted and noticed a Site Plan for the WRI Project Construction.

Municipal Cannabis Regulators Network: As a member of the MCRN, we participated in a member survey. The results of the survey are now provided for information.

Attachments: As noted above.

## Diane Lyon

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**From:** FOIA@cityofclare.gov  
**Sent:** Wednesday, August 2, 2023 4:17 PM  
**To:** FOIA  
**Subject:** New submission from Request for Examination or Copy of Records (FOIA)

### Requestor Information

**Name**

Ibrahim Dabaja

**Date of Birth**

06/19/1999

**Street Address**

16550 W 9 Mile Rd

**City**

Southfield

**State**

MI

**Zip Code**

48037

**Daytime Phone:**

(248) 930-5522

**Email**

[ibrahim.dabaja@fox.com](mailto:ibrahim.dabaja@fox.com)

### Request Information

**Date/Time of Incident:**

July 8th

**CPD Comp #:**

1

**Type of Incident:**

Fight

**Location of Incident:**

Doherty Hotel in Clare

**I am requesting the following record(s):**

The alleged incident took place at the Doherty Hotel in Clare on July 8.

The incident occurred during a closed-door meeting of the Michigan GOP Executive Committee.

Mark DeYoung, Allegan County Commissioner for District 2, alleges that he was assaulted by James Chapman, a Michigan GOP Delegate.

During an interview directly following the incident, DeYoung told investigators from the Clare Police Department that he was attending a closed-door meeting of the executive committee of the Michigan GOP just prior to the assault.

DeYoung said that they were not letting people into the meeting who weren't part of the committee and that during the meeting he heard the door rattling.

DeYoung told investigators that he got up to determine if someone was trying to get into the room using a key and when he arrived at the door, he saw "a big finger in the window."

DeYoung then told police that he opened the door and was immediately kicked in the crotch. He then said that he took off his glasses and the alleged suspect (Chapman) charged him and knocked him on his back. DeYoung claims that he injured his back on the arm of a chair when he fell. He also said his dentures were broken as a result of the fall.

Police report of the incident  
Victim interview summary and formal statement  
Suspect interview summary and formal statement  
Multiple witness statements  
Photos of injuries

We want exactly what they got to make this easy: <https://www.wzzm13.com/article/news/politics/michigan-politics/michigan-gop-fight-clare-doherty-hotel/69-1441e346-6a56-4ff7-a3e0-5bb4a2200de1>

**I am requesting the above record(s) for:**

Copying

**Please check this box if you wish to receive a "True Copy" of the requested record(s):**

Check Here

## Diane Lyon

---

**Subject:** FW: FOIA requests-police incident 23-000411, GOP fight at Doherty Hotel 7/8/23  
**Attachments:** 08.01.23 FOIA Response - GOP fight at the Doherty 07.08.2023.pdf; Memo.FOIA.7.31.23 & 23-411 PDF redacted.pdf; 07.01.19 FOIA Procedures and Guidelines.pdf; 07.01.19 FOIA Summary of Procedures and Guidelines.pdf

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**From:** Diane Lyon  
**Sent:** Wednesday, August 2, 2023 4:24 PM  
**To:** 'ibrahim.dabaja@fox.com' <ibrahim.dabaja@fox.com>  
**Cc:** Dave Saad <DSaad@cityofclare.gov>; Jeremy Howard <JHoward@cityofclare.gov>; Sarah Schumacher <SSchumacher@cityofclare.gov>; Jennifer Kinberg <JKinberg@cityofclare.gov>  
**Subject:** FW: FOIA requests-police incident 23-000411, GOP fight at Doherty Hotel 7/8/23

Please see the attached response to your request for information.

Diane Lyon, City Clerk  
Clare City Hall  
202 W. Fifth St.  
Clare, MI 48617

Phone: (989) 386-7541 x106  
Fax: (989) 386-4508  
Email: [dlyon@cityofclare.gov](mailto:dlyon@cityofclare.gov)  
City Hall office hours Monday -Thursday 7:00am-5:30pm

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**From:** Diane Lyon  
**Sent:** Tuesday, August 1, 2023 1:45 PM  
**To:** '26' <[news@minews26.com](mailto:news@minews26.com)>; '9 and 10 News' <[news@9and10news.com](mailto:news@9and10news.com)>; 'Amy Robinson - CMICH' <[amy.robinson@cmich.edu](mailto:amy.robinson@cmich.edu)>; 'B Deveareaux' <[Bdeverea@mlive.com](mailto:Bdeverea@mlive.com)>; 'Big Rapids Radio' <[news@bigrapidsradionetwork.com](mailto:news@bigrapidsradionetwork.com)>; 'BR Pioneer' <[pioinfo@pioneergroup.com](mailto:pioinfo@pioneergroup.com)>; 'Bradley Massman - Editor The Pioneer' <[bmassman@hearstnp.com](mailto:bmassman@hearstnp.com)>; 'Brian Thompson' <[miheadlinesmedia@gmail.com](mailto:miheadlinesmedia@gmail.com)>; 'Cadillac News' <[News@cadillacnews.com](mailto:News@cadillacnews.com)>; 'Catherine Sweeney' <[catherine.sweeney@pioneergroup.com](mailto:catherine.sweeney@pioneergroup.com)>; 'CMauger@detroitnews.com' <[CMauger@detroitnews.com](mailto:CMauger@detroitnews.com)>; 'news@wxyz.com' <[news@wxyz.com](mailto:news@wxyz.com)>; 'newsroom@woodtv.com' <[newsroom@woodtv.com](mailto:newsroom@woodtv.com)>; 'Matthew.Witkos@Fox17online.com' <[Matthew.Witkos@Fox17online.com](mailto:Matthew.Witkos@Fox17online.com)>; 'andrew@mirs.news' <[andrew@mirs.news](mailto:andrew@mirs.news)>; 'tereasan@yahoo.com' <[tereasan@yahoo.com](mailto:tereasan@yahoo.com)>; 'Carl.Gustin@fox17online.com' <[Carl.Gustin@fox17online.com](mailto:Carl.Gustin@fox17online.com)>; 'news@fox.17online.com' <[news@fox.17online.com](mailto:news@fox.17online.com)>; 'rjust@sbgvtv.com' <[rjust@sbgvtv.com](mailto:rjust@sbgvtv.com)>; 'Cedar Springs Post' <[news@cedarspringspost.com](mailto:news@cedarspringspost.com)>; 'Central Michigan Life' <[news@cm-life.com](mailto:news@cm-life.com)>; 'Central Michigan Pulse' <[centralmichiganpulse@gmail.com](mailto:centralmichiganpulse@gmail.com)>; 'Channel 12 News' <[abc12news@abc12.com](mailto:abc12news@abc12.com)>; 'Channel 5' <[wnem@wnem.com](mailto:wnem@wnem.com)>; 'Clare Cleaver' <[cccleaver@sbcglobal.net](mailto:cccleaver@sbcglobal.net)>; 'Clare County Review' <[pmaurer@clarecountyreview.com](mailto:pmaurer@clarecountyreview.com)>; 'CMU' <[news@wcmu.org](mailto:news@wcmu.org)>; 'David Barberi' <[dbarberi@isabellacounty.org](mailto:dbarberi@isabellacounty.org)>; 'David Lyden' <[DavidLyden@9and10news.com](mailto:DavidLyden@9and10news.com)>; 'Emily Grove-Davis' <[emily@pioneergroup.com](mailto:emily@pioneergroup.com)>; 'Eric Baerren' <[ebaerren@digitalfirstmedia.com](mailto:ebaerren@digitalfirstmedia.com)>; 'Fox 17' <[news@fox17online.com](mailto:news@fox17online.com)>; 'GR News - MLive' <[grnews@mlive.com](mailto:grnews@mlive.com)>; 'Heather Jordan' <[hjordan@mlive.com](mailto:hjordan@mlive.com)>; 'jkaroub' <[jkaroub@ap.org](mailto:jkaroub@ap.org)>; 'John Agar' <[JAGAR@mlive.com](mailto:JAGAR@mlive.com)>; 'Luis Molina - El Informado Newspaper' <[Luis@elinformadorusa.com](mailto:Luis@elinformadorusa.com)>; 'M Kransz - MLive' <[mkransz@mlive.com](mailto:mkransz@mlive.com)>; 'M Seward' <[mseward@cadillacnews.com](mailto:mseward@cadillacnews.com)>; 'Manuel Medina - La Ponderosa Radio Station' <[manuel@canosbroadcasting.com](mailto:manuel@canosbroadcasting.com)>; 'Marion Press' <[yourmarionpress@gmail.com](mailto:yourmarionpress@gmail.com)>; 'Mark Tower - MLive' <[mtower@mlive.com](mailto:mtower@mlive.com)>; 'Melissa Frick - CMU life' <[frick2mm@cmich.edu](mailto:frick2mm@cmich.edu)>; 'Michelle Graves Pioneer Group Managing



Editor' <[mgraves@pioneergroup.com](mailto:mgraves@pioneergroup.com)>; 'Mlive' <[jtunison@mlive.com](mailto:jtunison@mlive.com)>; 'Mt. Pleasant Morning Sun' <[morningsunnewsroom@michigannewspapers.com](mailto:morningsunnewsroom@michigannewspapers.com)>; 'N Hammer' <[nhammer@cadillacnews.com](mailto:nhammer@cadillacnews.com)>; 'NBC 25 News' <[news@nbc25.net](mailto:news@nbc25.net)>; 'News 34' <[news34@cmich.edu](mailto:news34@cmich.edu)>; 'Rebecca ABC 12' <[rebecca.a.trylch@abc12.com](mailto:rebecca.a.trylch@abc12.com)>; 'Ryan Boldrey - MLIVE' <[rboldrey@mlive.com](mailto:rboldrey@mlive.com)>; 'SBG TV' <[ngiffune@sbgstv.com](mailto:ngiffune@sbgstv.com)>; 'Taylor Fussman' <[tfussman@pioneergroup.com](mailto:tfussman@pioneergroup.com)>; 'Terry Camp' <[terry.r.camp@abc12.com](mailto:terry.r.camp@abc12.com)>; 'Up North Live' <[newsroom@upnorthlive.com](mailto:newsroom@upnorthlive.com)>; 'Waterma - MLive' <[cwaterma@mlive.com](mailto:cwaterma@mlive.com)>; 'WATT AM' <[michiguide@gmail.com](mailto:michiguide@gmail.com)>; 'Whitney' <[whitney@pioneergroup.com](mailto:whitney@pioneergroup.com)>; 'Wood TV 8' <[newsroom@woodtv.com](mailto:newsroom@woodtv.com)>; 'WSGW' <[news@wsgw.com](mailto:news@wsgw.com)>; 'WTCM Radio' <[news@wtcmradio.com](mailto:news@wtcmradio.com)>; 'WWMT' <[desk@wwmt.com](mailto:desk@wwmt.com)>; 'WZZM 13' <[news@wzzm13.com](mailto:news@wzzm13.com)>; 'Charles Blackwell' <[cblack618@gmail.com](mailto:cblack618@gmail.com)>; 'cwerma@mlive.com' <[cwerma@mlive.com](mailto:cwerma@mlive.com)>

Cc: 'Lator, Joshua (MSP' <[LatorJ@michigan.gov](mailto:LatorJ@michigan.gov)>; 'Johnson, David J. (MSP' <[JohnsonD56@michigan.gov](mailto:JohnsonD56@michigan.gov)>; 'Henke, Cameron (MSP' <[HenkeC@michigan.gov](mailto:HenkeC@michigan.gov)>; 'Anderson, Michael (MSP' <[AndersonM19@michigan.gov](mailto:AndersonM19@michigan.gov)>; 'Davis, Robert (MSP' <[DavisR21@michigan.gov](mailto:DavisR21@michigan.gov)>; 'Banner, Shanon (MSP' <[BannerS@michigan.gov](mailto:BannerS@michigan.gov)>; 'Vetter, Kimberly (MSP' <[VetterK@michigan.gov](mailto:VetterK@michigan.gov)>; 'John Wilson' <[wilsonj@clareco.net](mailto:wilsonj@clareco.net)>; 'Jaynie Hoerauf' <[jaynie@hoerauflaw.com](mailto:jaynie@hoerauflaw.com)>; 'Dave Saad' <[DSaad@cityofclare.gov](mailto:DSaad@cityofclare.gov)>; 'Jeremy Howard' <[JHoward@cityofclare.gov](mailto:JHoward@cityofclare.gov)>; 'ambrozaitism@clareco.net' <[ambrozaitism@clareco.net](mailto:ambrozaitism@clareco.net)>

**Subject:** FOIA requests-police incident 23-000411, GOP fight at Doherty Hotel 7/8/23

Good afternoon all  
Please see the attached information.

Diane Lyon, City Clerk  
Clare City Hall  
202 W. Fifth St.  
Clare, MI 48617

Phone: (989) 386-7541 x106  
Fax: (989) 386-4508  
Email: [dlyon@cityofclare.gov](mailto:dlyon@cityofclare.gov)  
City Hall office hours Monday -Thursday 7:00am-5:30pm

August 3, 2023

**VIA US MAIL**

2600 Troy Center Drive  
P.O. Box 5025  
Troy, MI 48067-5025  
Tel: 248-651-9500  
Fax: 248-538-1223  
[www.secretwardle.com](http://www.secretwardle.com)

Jeffrey Bullard, Jr.  
Direct: 248-529-2911  
[jbullard@secretwardle.com](mailto:jbullard@secretwardle.com)

Clare City Hall  
ATTN: Records Clerk/FOIA Coordinator  
202 W Fifth Street  
Clare, MI 48617

Re: *Joseph Shamon v Garber Management Group, Inc.*  
Case No.: 2023-001129-NI  
Our File No.: 127483 M1666

Dear Sir/Madam:

This is a request under the Michigan Freedom of Information Act, Act 442, P.A. of 1976. Please provide the following documents for examining and photocopying:

*Any and all records, including but not limited to any police reports, investigations, documents, records, and information regarding cases and accidents involving tires coming off cars.*

As you know, the FOIA provides that if portions of a document are exempt from release, the remainder must be segregated and disclosed. Therefore, I would like to examine all nonexempt portions of the records that I have requested and ask that you justify any deletions by citing specific exemptions of the FOIA.

I promise to pay reasonable search and duplication fees in connection with this request.

Thank you for your assistance. I look forward to receiving your reply within five (5) business days, as required by law.

Sincerely,

**SECRET WARDLE, P.C.**

***Jeffrey Bullard, Jr.***

Jeffrey Bullard, Jr.

JB/nap

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

August 14, 2023

Jeffrey Bullard, Jr.  
Secret Wardle  
2600 Troy Center Drive  
Troy MI 48007-5025

Phone (248) 851-9500  
(248) 538-1223  
jbullard@secrestwardle.com

RE: **FOIA Request #2023-070**

Your request for public record(s) under the Michigan Freedom of Information Act ("FOIA"), dated August 3, 2023, received in this office on August 7, 2023, and further clarified by you on August 7, 2023, for the following records is acknowledged and is hereby granted in part: **Any and all records, including but not limited to any police reports, investigations, documents, records, and information regarding cases and accidents involving tires coming off cars; further clarified on August 7, 2023, to be for records from January 15, 2015, through present and for any instances involving lug nuts, hub caps, or full tires coming off of vehicles causing accidents.**

Personal information that is exempt under MCL 15.243 Section 13.1(a) & (b)(iii) will be redacted.

Pursuant to MCL 15.234 and the City of Clare's FOIA policy, a public body may charge a fee for the labor associated with fulfilling a Freedom of Information Act request when failure to do so will result in unreasonably high costs to the public body that are excessive and beyond the normal or usual amount for those services compared to the public body's usual FOIA requests. Because only the police department staff has access to police records from the database, it will be necessary for that department to search for and retrieve the requested documents. Please note that they are unable to complete a system search with the parameters of your request thus a manual search of records will be required in order to complete the request.

To process your request, the City of Clare has provided an estimate of fees (attached) to provide the information. The City estimates a FOIA processing fee of \$2,635.34 to search for, retrieve, review, separate, examine material, and redact the requested records.

Pursuant to MCL 15.234(8) a public body may require a 50% good-faith deposit if the entire fee estimate exceeds \$50.00. Accordingly, the City of Clare requires a deposit in the amount of \$1,358.91 in order to complete your request. Pursuant to MCL 15.234(14) this deposit must be received by the end of business on Monday, October 2, 2023, otherwise, this request will be considered abandoned, and the City of Clare will not be required to fulfill the request. Under Section 10a of the Freedom of Information Act, you have the right to appeal the fee to the head of the public body. Upon receipt of the deposit, we will begin locating and compiling the requested. The City of Clare estimates a processing time of 60 business days after receipt of payment.

*The City of Clare is an Equal Opportunity Provider and Employer*

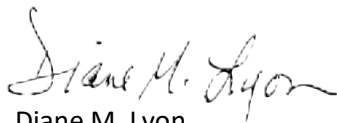


The City of Clare's FOIA Procedures and Guidelines and Summary are available for review on our website at [www.cityofclare.org](http://www.cityofclare.org). A copy of this request will be kept on file for no less than one (1) year.

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 the reversal of the denial. Your appeal should be sent to the City of Clare – City Manager, 202 West Fifth Street, Clare, MI 48617-1490.

Sincerely,



Diane M. Lyon  
Clare City Clerk & FOIA Coordinator



## Diane Lyon

---

**From:** Bullard, Jeffrey <JBullard@secrestwardle.com>  
**Sent:** Monday, August 14, 2023 12:31 PM  
**To:** Diane Lyon  
**Cc:** Dave Saad; Jeremy Howard; Sarah Schumacher; Jennifer Kinberg  
**Subject:** RE: FOIA #2023-070 Fee Estimate & Letter of Response

Thanks Diane,

In order to reduce the amount of fees and work that needs to be performed to gather these records, could I once again request that the time frame be limited from January 1, 2020 to August 1, 2023?

Best,  
Jeff Bullard

---

**From:** Diane Lyon <DLyon@cityofclare.gov>  
**Sent:** Monday, August 14, 2023 11:14 AM  
**To:** Bullard, Jeffrey <JBullard@secrestwardle.com>  
**Cc:** Dave Saad <DSaad@cityofclare.gov>; Jeremy Howard <JHoward@cityofclare.gov>; Sarah Schumacher <SSchumacher@cityofclare.gov>; Jennifer Kinberg <JKinberg@cityofclare.gov>  
**Subject:** FOIA #2023-070 Fee Estimate & Letter of Response

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning Mr. Bullard

A response to your request for records is attached along with an estimate of fees, and the City's FOIA Procedures and Guidelines & Summary of same.

Regards,

Diane Lyon, City Clerk  
Clare City Hall  
202 W. Fifth St.  
Clare, MI 48617

Phone: (989) 386-7541 x106

Fax: (989) 386-4508

Email: [dlyon@cityofclare.gov](mailto:dlyon@cityofclare.gov)

City Hall office hours Monday -Thursday 7:00am-5:30pm

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



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

August 14, 2023

Jeffrey Bullard, Jr.  
Secret Wardle  
2600 Troy Center Drive  
Troy MI 48007-5025

Phone (248) 851-9500  
(248) 538-1223  
[jbullard@secrestwardle.com](mailto:jbullard@secrestwardle.com)

RE: **FOIA Request #2023-074 (amendment to request 2023-070)**

Your request for public record(s) under the Michigan Freedom of Information Act ("FOIA"), dated August 14, 2023, received in this office on August 14, 2023, is hereby granted in part: **Any and all records, including but not limited to any police reports, investigations, documents, records, and information from January 1, 2020, through present for any instances involving lug nuts, hub caps, or full tires coming off of vehicles causing accidents.**

Personal information that is exempt under MCL 15.243 Section 13.1(a) & (b)(iii) will be redacted.

Pursuant to MCL 15.234 and the City of Clare's FOIA policy, a public body may charge a fee for the labor associated with fulfilling a Freedom of Information Act request when failure to do so will result in unreasonably high costs to the public body that are excessive and beyond the normal or usual amount for those services compared to the public body's usual FOIA requests. Because only the police department staff has access to police records from the database, it will be necessary for that department to search for and retrieve the requested documents. Please note that they are unable to complete a system search with the parameters of your request thus a manual search of records will be required in order to complete the request.

To process your request, the City of Clare has provided an estimate of fees (attached) to provide the information. The City estimates a FOIA processing fee of \$1,073.41 to search for, retrieve, review, separate, examine material, and redact the requested records.

Pursuant to MCL 15.234(8) a public body may require a 50% good-faith deposit if the entire fee estimate exceeds \$50.00. Accordingly, the City of Clare requires a deposit in the amount of \$536.70 in order to complete your request. Pursuant to MCL 15.234(14) this deposit must be received by the end of business on Monday, October 2, 2023, otherwise, this request will be considered abandoned, and the City of Clare will not be required to fulfill the request. Under Section 10a of the Freedom of Information Act, you have the right to appeal the fee to the head of the public body. Upon receipt of the deposit, we will begin locating and compiling the requested. The City of Clare estimates a processing time of 60 business days after receipt of payment.

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.

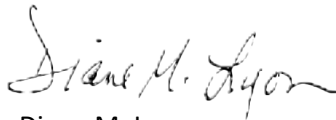
*The City of Clare is an Equal Opportunity Provider and Employer*



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.
  
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Sincerely,



Diane M. Lyon  
Clare City Clerk & FOIA Coordinator



## Diane Lyon

---

**From:** Bullard, Jeffrey <JBullard@secrestwardle.com>  
**Sent:** Monday, August 14, 2023 4:01 PM  
**To:** Diane Lyon  
**Cc:** Dave Saad; Jeremy Howard; Sarah Schumacher; Jennifer Kinberg  
**Subject:** RE: FOIA #2023-070 Fee Estimate & Letter of Response

Thank you, Diane,

Sorry to keep changing our request, but could we please edit it to “**any and all records, including but not limited to any police reports, investigations, documents, records, and information from January 1, 2020, through present for any instances involving theft of lugs nuts, hub caps, or full tires from vehicles, as well as instances involving lug nuts, hub caps, or full tires coming off of vehicles causing motor vehicle accidents**”? Our office will agree to the change in fees after this change is made.

Best,

---

**From:** Diane Lyon <DLyon@cityofclare.gov>  
**Sent:** Monday, August 14, 2023 3:18 PM  
**To:** Bullard, Jeffrey <JBullard@secrestwardle.com>  
**Cc:** Dave Saad <DSaad@cityofclare.gov>; Jeremy Howard <JHoward@cityofclare.gov>; Sarah Schumacher <SSchumacher@cityofclare.gov>; Jennifer Kinberg <JKinberg@cityofclare.gov>  
**Subject:** RE: FOIA #2023-070 Fee Estimate & Letter of Response

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Mr. Bullard,  
Here is the information regarding the estimate to complete your amended request.

Diane Lyon, City Clerk  
Clare City Hall  
202 W. Fifth St.  
Clare, MI 48617

Phone: (989) 386-7541 x106  
Fax: (989) 386-4508  
Email: [dlyon@cityofclare.gov](mailto:dlyon@cityofclare.gov)  
City Hall office hours Monday -Thursday 7:00am-5:30pm

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**Cc:** Dave Saad <[DSaad@cityofclare.gov](mailto:DSaad@cityofclare.gov)>; Jeremy Howard <[JHoward@cityofclare.gov](mailto:JHoward@cityofclare.gov)>; Sarah Schumacher <[SSchumacher@cityofclare.gov](mailto:SSchumacher@cityofclare.gov)>; Jennifer Kinberg <[JKinberg@cityofclare.gov](mailto:JKinberg@cityofclare.gov)>  
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Diane Lyon, City Clerk  
Clare City Hall  
202 W. Fifth St.  
Clare, MI 48617

Phone: (989) 386-7541 x106  
Fax: (989) 386-4508  
Email: [dlyon@cityofclare.gov](mailto:dlyon@cityofclare.gov)  
City Hall office hours Monday -Thursday 7:00am-5:30pm

## Diane Lyon

---

**From:** Bullard, Jeffrey <JBullard@secrestwardle.com>  
**Sent:** Tuesday, August 15, 2023 10:03 AM  
**To:** Diane Lyon  
**Cc:** Dave Saad; Jeremy Howard; Sarah Schumacher; Jennifer Kinberg; Fuhrwerk, Lynda  
**Subject:** RE: FOIA #2023-070 Fee Estimate & Letter of Response

Hi Diane,

Please cancel our Request. Thank you for your time.

Best,  
Jeff Bullard

---

**From:** Bullard, Jeffrey  
**Sent:** Monday, August 14, 2023 4:01 PM  
**To:** 'Diane Lyon' <DLyon@cityofclare.gov>  
**Cc:** Dave Saad <DSaad@cityofclare.gov>; Jeremy Howard <JHoward@cityofclare.gov>; Sarah Schumacher <SSchumacher@cityofclare.gov>; Jennifer Kinberg <JKinberg@cityofclare.gov>  
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Phone: (989) 386-7541 x106  
Fax: (989) 386-4508  
Email: [dlyon@cityofclare.gov](mailto:dlyon@cityofclare.gov)  
City Hall office hours Monday -Thursday 7:00am-5:30pm

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**Cc:** Dave Saad <[DSaad@cityofclare.gov](mailto:DSaad@cityofclare.gov)>; Jeremy Howard <[JHoward@cityofclare.gov](mailto:JHoward@cityofclare.gov)>; Sarah Schumacher <[SSchumacher@cityofclare.gov](mailto:sschumacher@cityofclare.gov)>; Jennifer Kinberg <[JKinberg@cityofclare.gov](mailto:JKinberg@cityofclare.gov)>  
**Subject:** RE: FOIA #2023-070 Fee Estimate & Letter of Response

Thanks Diane,

In order to reduce the amount of fees and work that needs to be performed to gather these records, could I once again request that the time frame be limited from January 1, 2020 to August 1, 2023?

Best,  
Jeff Bullard

---

**From:** Diane Lyon <[DLyon@cityofclare.gov](mailto:DLyon@cityofclare.gov)>  
**Sent:** Monday, August 14, 2023 11:14 AM  
**To:** Bullard, Jeffrey <[JBullard@secrestwardle.com](mailto:JBullard@secrestwardle.com)>  
**Cc:** Dave Saad <[DSaad@cityofclare.gov](mailto:DSaad@cityofclare.gov)>; Jeremy Howard <[JHoward@cityofclare.gov](mailto:JHoward@cityofclare.gov)>; Sarah Schumacher <[SSchumacher@cityofclare.gov](mailto:sschumacher@cityofclare.gov)>; Jennifer Kinberg <[JKinberg@cityofclare.gov](mailto:JKinberg@cityofclare.gov)>  
**Subject:** FOIA #2023-070 Fee Estimate & Letter of Response

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning Mr. Bullard

A response to your request for records is attached along with an estimate of fees, and the City's FOIA Procedures and Guidelines & Summary of same.

Regards,

Diane Lyon, City Clerk  
Clare City Hall  
202 W. Fifth St.  
Clare, MI 48617

Phone: (989) 386-7541 x106  
Fax: (989) 386-4508  
Email: [dlyon@cityofclare.gov](mailto:dlyon@cityofclare.gov)  
City Hall office hours Monday -Thursday 7:00am-5:30pm



**GRAY  
SOWLE  
IACCO  
RICHARDS**  
ATTORNEYS AT LAW

**Daniel A. Iacco**  
diacco@gsilaw.com

**Emeritus**  
Loren Gray  
Donald Sowle

**Patrick A. Richards**  
prichards@gsilaw.com

**Izak J. Post**  
ipost@gsilaw.com

August 8, 2023

Clare Police Dept.  
207 W. 5<sup>th</sup> St.  
Clare, MI 48617

**RE: Our Client: Tammy Lamerand**  
**Date of Injury: 8/5/2020**

To Whom It May Concern:

We represent Tammy Lamerand who was involved in trip and fall incident on August 5, 2020 at the home of Cherlyn Seneshen, 424 Wilcox Parkway, Clare, MI 48617. Ms. Lamerand was injured as a result of the incident and our records show that your department responded to the 911 call.

Would you please provide a copy of the entire police investigation report including, but not limited to, all reports, witness statements, measurements, diagrams, photographs, video, vest camera footage, etc.

Please bill our office for any related charges and payment will be promptly made to your office.

This request is made pursuant to the Freedom of Information Act, MCL 15.231 et. seq. Thank you for your professional courtesy.

Very Truly Yours,

**GRAY, SOWLE, IACCO, & RICHARDS P.C.**

Patrick A. Richards

/eld

[gsilaw.com](http://gsilaw.com)

T (989) 772-0932  
F (989) 773-0536

1986 Ashland Drive, Suite A  
Mt Pleasant, MI 48858



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

August 14, 2023

**DENIAL OF REQUEST FOR PUBLIC RECORD**

Gray, Sowle, Iacco, Richards  
1985 Ashland Dr. Ste A  
Mt. Pleasant MI 48858

Tel: (989) 772-5932  
Fax: (989) 773-0538  
prichards@gsilaw.com

**RE: FOIA Request #2023-072 Client Tammy Lamerand, trip & fall, 424 Wilcox Pkwy, Clare MI, request for all reports, witness statements, measurements, diagrams, photographs, video, vest camera footage, etc.**

Your request as described is denied because it does not exist under information.

**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

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).

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

\_\_\_\_\_  
FOIA Coordinator or Authorized Representative

August 14, 2023  
Date Denial Approved



**Diane Lyon**

---

**Subject:** FW: Your tourist information centre Clare Union Railroad Depot is now listed on TravelAgents10

**From:** TravelAgents10 <[support@travelagents10.com](mailto:support@travelagents10.com)>

**Date:** August 9, 2023 at 10:34:13 PM EDT

**To:** Diane Lyon <[DLyon@cityofclare.gov](mailto:DLyon@cityofclare.gov)>

**Subject:** Your tourist information centre Clare Union Railroad Depot is now listed on TravelAgents10

**Reply-To:** TravelAgents10 <[support@travelagents10.com](mailto:support@travelagents10.com)>

# TravelAgents10

*Worldwide Travel Directory*

Dear Clare Union Railroad Depot,

We are delighted to unveil some thrilling news for your tourist information centre! You have officially been added to [TravelAgents10](#) – the ultimate worldwide directory for travel agents, agencies, and businesses in the dynamic world of travel. Get ready to embark on an extraordinary journey with us!

TravelAgents10 serves as a captivating platform designed to connect avid travelers with distinguished travel professionals like yourself. Whether you specialize in curating dream vacations, crafting mesmerizing tour packages, arranging luxurious accommodations, or ensuring seamless transportation services, our website is the gateway for wanderlust souls to discover and engage with your remarkable offerings.

We invite you to embark on a thrilling adventure by visiting our website. Unlock a treasure trove of extraordinary features and discover the countless possibilities that await you. Here are some key benefits of your inclusion in our coveted travel directory:

1. **Unleash Your Wanderlust:** TravelAgents10 propels your travel business to soaring heights, empowering you to expand your online presence and reach a vast audience of adventurous spirits actively seeking unforgettable travel experiences.
2. **Spotlight Your Expertise:** Showcase your distinctive travel specialties, destination prowess, and awe-inspiring success stories on our platform. Capture the hearts of prospective clients, whisking them away to exotic realms with your unrivaled expertise and infectious enthusiasm.
3. **Become a Travel Trailblazer:** As a trusted and revered directory website, we attract an eclectic mix of intrepid explorers searching

for their next unforgettable journey. With a compelling listing on TravelAgents10, you'll effortlessly magnetize like-minded travelers seeking your unparalleled travel expertise.

4. Ignite a Social Media Frenzy: Unleash the power of social media to set the travel realm ablaze with your remarkable presence! Share your listing on your cherished social media channels and witness the ripple effect as your passionate followers eagerly embark on their own voyages of discovery.

To ignite your social media channels, we've crafted an example message you can share:

*"Drumroll, please! We are thrilled to announce that Clare Union Railroad Depot has joined the prestigious ranks of TravelAgents10, the ultimate travel directory! Dive into our extraordinary listing at <https://www.travelagents10.com/US/Clare/218078378287602/Clare-Union-Railroad-Depot> to immerse yourself in a world of wanderlust, enchanting destinations, and awe-inspiring experiences. Pack your bags and let us guide you on the adventure of a lifetime! Join us on this exciting journey and share our listing with fellow explorers. Together, let's turn dreams into reality and create memories that will last a lifetime. #TravelGoals #TravelAgents10 #Wanderlust"*

Congratulations on becoming an integral part of TravelAgents10! We are thrilled to have you on board, and we look forward to witnessing your travel business soar to new heights of success and adventure.

Your listing is free of charge and can be found at:

<https://www.travelagents10.com/US/Clare/218078378287602/Clare-Union-Railroad-Depot>

Please use the menu entry labelled "Claim ownership or report listing" to manage your page, or use this direct link:

<https://www.travelagents10.com/login/218078378287602>

Bon voyage!

Best regards,

TravelAgents10

*TravelAgents10 2023*

**Our mailing address is:**

[support@travelagents10.com](mailto:support@travelagents10.com)

[Unsubscribe](#)



**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

August 8, 2023

State Tax Commission

Michigan Department of Treasury

PO Box 30471

Lansing, MI 48909-7971

**DEPARTMENT OF  
PUBLIC WORKS**

Ph 989.386.2182 or

989.386.7541 x202

Fx 989.386.4508

RE: Commercial Facilities Tax Exemption Certificate 4-19-001, Hotel Doherty, LLC., 604 N. McEwan Street, Clare, Michigan 48617

Dear State Tax Commission;

**UTILITY BILLING**

Ph 989.386.7541 x201

**W/WWT PLANT**

Ph 989.386.2321

Fx 989.386.2387

As provided for under PA 255 of 1978, 207.664 Section 14, the City of Clare is exercising its right to revoke Commercial Facilities Exemption Certificate 4-19-001 (copy att'd), as the Hotel Doherty has not proceeded in good faith with the replacement, restoration, or construction and operation of the facility. Please find enclosed a copy of Resolution 2023-058, approved at a regular meeting of the Clare City Commission on August 7, 2023, revoking the Commercial Facilities Exemption Certificate previously approved by the Clare City Commission on May 20, 2019.

**POLICE DEPT.  
NON-EMERGENCY**

Ph 989.386.2121

Fx 989.386.0440

Please contact me if you need any additional information or have questions regarding this matter.

**FIRE DEPT.  
NON-EMERGENCY**

Ph 989.386.2151

Fx 989.386.3020

Sincerely,

Diane M. Lyon

City Clerk

**PARKS &  
RECREATION**

Ph 989.386.7541 x213

Fx 989.386.4508

Enclosure(s)

**AIRPORT**

Ph 989.386.0445

Fx 989.386.4508





**RESOLUTION 2023-058**

**RESOLUTION REVOKING A COMMERCIAL FACILITIES EXEMPTION CERTIFICATE NUMBER 4-19-001 OF THE DOHERTY HOTEL.**

**WHEREAS**, pursuant to P.A. 210 of 2005, as amended, after a duly noticed public hearing held on the 20<sup>th</sup> of May, 2019, the City of Clare City Commission by adoption of resolution 2019-061 established the City of Clare Downtown Development Authority Commercial Rehabilitation District; and

**WHEREAS**, the City of Clare approved a Commercial Facilities Exemption application for the Doherty Hotel, certificate number 4-19-001 for property located at 604 McEwan Street, Clare, Michigan; and

**WHEREAS**, the Doherty Hotel has failed to proceed in good faith with the rehabilitation of the facility within the construction period allowed.

**NOW, THEREFORE, BE IT RESOLVED BY** the City Commission of the City of Clare that the Clare City Commission hereby revokes Commercial Rehabilitation Exemption Certificate number 4-19-001 for the Doherty Hotel for the property at 604 McEwan Street, Clare, Michigan.

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

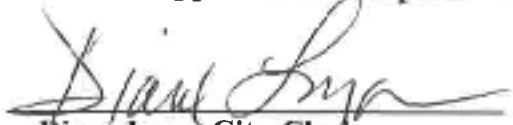
**The Resolution was introduced by Commissioner Murphy and supported by Commissioner Bonham. The Resolution declared adopted by the following roll call vote:**

**YEAS: Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy.**

**NAYS: None.**

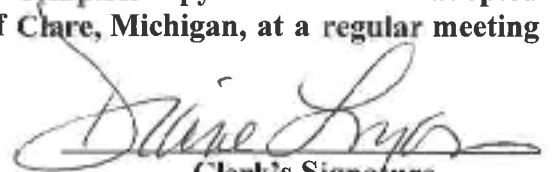
**ABSENT: None.**

**Resolution approved for adoption on this 7<sup>th</sup> day of August, 2023.**

  
**Diane Lyon, City Clerk**

**RESOLUTION DECLARED ADOPTED.**

**I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the City Commission of the City of Clare, County of Clare, Michigan, at a regular meeting held on August 7, 2023.**

  
**Clerk's Signature**

## **Commercial Facilities Exemption Certificate**

### **Restored Certificate**

Pursuant to the provisions of Public Act 255 of 1978, as amended, the **City of Clare** hereby finds that the commercial property, hereafter referred to as the commercial facility, owned or leased by **Hotel Doherty, LLC.**, and located at **604 North McEwan Street, City of Clare, County of Clare, Michigan**, located within a Commercial Redevelopment District, is intended primarily for the purpose of restoration of obsolete commercial property, and complies with Section 10 and other provisions of the act.

Therefore, as provided by MCL 207.651 to 207.668, the **City of Clare** hereby certifies as a restored commercial facility the property located at **604 North McEwan Street**.

This certificate provides the authority for the assessor to exempt the commercial facility for which this Commercial Facilities Exemption Certificate is in effect, but not the land on which the facility is located or the personal property placed within the facility, from ad valorem taxation. This certificate further provides the authority to levy a specific tax known as the Commercial Facilities Tax.

This certificate, unless revoked by resolution of the **City of Clare** as provided by Public Act 255 of 1978, as amended, shall remain in force for a period of **twelve** year(s);

**Beginning December 31, 2019, and ending December 30, 2031.**

The taxable value of the obsolete commercial property related to this certificate is **\$2,008,814**.

This Commercial Facilities Exemption Certificate is issued on May 28, 2019.

**Diane Lyon, City Clerk  
City of Clare, Michigan**

## Diane Lyon

---

**From:** Lori Mott <mottl@clareco.net>  
**Sent:** Tuesday, August 15, 2023 9:09 AM  
**To:** Alexa Cooper; Amy Wright - Hamilton Twp. Deputy Clerk; Bonnie Blackledge; Carol Majewski; Cindy Gadberry; Cindy LaFave; Deb Hammar; Deb Hoyt; deputyclerksummerfield@gmail.com; Diane Lyon; Glenna Bradbury; Jaclyn Hall; Janae Coon; Janet Clayton; Janice Larose; Joan Rattray; Joan'E Farwell; Julie Fulton; Justin Cavanaugh; Katheryn Decker; Leann Strouse; Linda McClain; Rachel Machson; Raquel Brown - Sheridan Deputy Clerk; Sarah Schumacher; Susan Brower; Tammy Teall; Tom Burger; Tracy Wheeler-Clay; Valdine  
**Cc:** Elections  
**Subject:** Election Coordinator

Good morning Clerks,

Unfortunately, our new Election Coordinator, Annette, has resigned. As you all know, this is a very stressful job, but I hope to find just the right person to fill this position. Please continue to communicate with us through the [elections@clareco.net](mailto:elections@clareco.net) email so that Sherri, Pam and I will all see the email. Thank you.

*Lori Mott*

*Clare County  
Clerk/Register of Deeds  
225 W. Main St.  
P.O. Box 438  
Harrison, MI 48625  
989-539-7131*



# Free Drive-Through Mobile Food Distribution

Greater Lansing Food Bank- Clare County

## Saturday - September 9th, 2023

Registration: Starts at 9:00 a.m.

Distribution: Starts at 10:00 a.m.

**Clare County Fairgrounds**

418 Fairlane St., Harrison, MI 48625

### Please Note:

- **Line up will be behind the grandstands - please enter off of Fairlane Street.**
- Food will be placed in your trunk/hatchback, so please make room in advance.
- Please stay in your vehicle for registration and food distribution.
- Restrooms will NOT be available.
- If you are not feeling well, please have someone pick up food for you.
- Everyone who is in need of food are welcome to participate.

For more information contact:

Clare County Food Facebook page

or

Greater Lansing Food Bank at: [www.greaterlansingfoodbank.org](http://www.greaterlansingfoodbank.org),

GLFoodBank1 (on Facebook) or call 517/908-3680





August 14, 2023



T1 P1 79 \*\*\*\*\*AUTO\*\*ALL FOR AADC 480  
City Of Clare  
202 W. Fifth Street  
Clare, MI 48617-1490

Re: Charter Communications - Upcoming Changes

Dear Franchise Official:

This letter will serve as notice that on or around September 13, 2023, Spectrum Mid-America, LLC ("Spectrum") will launch carriage of **Lifetime Movie Network (LMN)** on *Spectrum Select*, channels 80, 127, & 812.

If you should have any questions about this change, please feel free to contact me at (906) 353-7866.

Sincerely,

Joan Movrich  
Manager - State Government Affairs, Michigan  
Charter Communications

## Updates coming to your Spectrum Enterprise account

ATTN: ACCOUNTS PAYABLE  
SPRINT WIRELESS-DE34IP729  
202 W 5TH ST # CELLTW  
CLARE, MI 48617-1457



August 8, 2023

Dear Valued Client

The transition of your Spectrum Enterprise<sup>®</sup> invoicing to our new billing system is underway. Read below about upcoming changes that will impact your account starting in August 2023.

### Statement updates

As part of the transition, changes that may impact your future bills include:

- Billing date range adjustments causing prorated charges or credits
- Changes to invoice generation timelines that may impact when you receive your bills and the payment due date
- A new account number
- A new bill layout

### Payment method updates

To prevent misapplied payments or payment processing delays, reference your invoice received after August 19, 2023 to ensure the following actions are taken:

- Payments reference the account number found at the top of your invoice
- Mailed check payments are addressed to the remit-to address listed under Payment Options
- ACH wire transfer payments route to the correct bank as outlined under Payment Options
- Accounts Payable services or Spectrum Enterprise Auto Pay payment methods are up to date (Note that the payment withdrawal date for Auto Pay may change)

### Service descriptions and TV package updates

You may notice some changes to service descriptions or television packages listed on your invoice. Shortly after the transition, we'll send you more information regarding package updates.

If you manage more than one account for your organization, refer to the messages in the Billing Information section of your invoice to identify impacted accounts. Visit [enterprise.spectrum.com/billingtransition](https://enterprise.spectrum.com/billingtransition) or call us at 1-844-957-0769 for more information about the billing transition.

Sincerely,

Spectrum Enterprise



August 15, 2023

Barbara Fiero  
2260 Oakridge  
Clare, MI 48617

**RE: Our Insured:** City Of Clare  
**Claim Number:** 100GL2300284  
**Date of Loss:** 08/02/2023

Dear Ms. Fiero:

Our company is the claims administrators for the City Of Clare. We have completed our investigation pertaining to your claim that you fell due to an alleged defective sidewalk. The alleged defect and has vertical discontinuity of less than two inches.

In March 2012, the legislature Enrolled House Bill No. 4589 which amended MCL 691.1401, MCL 691.1402 and MCL 691.1402a.

According to House Bill No. 4589:

Sec. 2a. (1) A municipal corporation in which a sidewalk is installed adjacent to a municipal, county or state highway shall maintain the sidewalk in reasonable repair.

(2) A municipal corporation is not liable for breach of a duty to maintain a sidewalk unless the plaintiff proves that at least 30 days before the occurrence of the relevant injury, death, or damage, the municipal corporation knew or, in the exercise of reasonable diligence, should have known of the existence of the defect in the sidewalk.

(3) In a civil action, a municipal corporation that has a duty to maintain a sidewalk under subsection (1) is presumed to have maintained the sidewalk in reasonable repair. This presumption may only be rebutted by evidence of facts showing that a proximate cause of the injury was 1 or both of the following.

(a) A vertical discontinuity defect of 2 inches or more in the sidewalk.

(b) A dangerous condition in the sidewalk itself of a particular character other than solely a vertical discontinuity.

(4) Whether a presumption under subsection (3) has been rebutted is a question of law for the court.

(5) A municipal corporation's liability under subsection (1) is limited by section 81131 of the natural resources and environmental protection act, 1994 PA 451, MCL 324.81131.

Based on the fact the alleged defect is under two inches, the Michigan Municipal Liability and Property Pool must respectfully deny your claim for damages.

Sincerely,

A handwritten signature in black ink that reads 'Mark Barrett'.

Mark Barrett  
Claims Representative II  
248-204-8016  
3196 Kraft Avenue, SE Suite 206  
Grand Rapids, MI 49512

**Service Provider: Meadowbrook, Inc.**

**Loss Control & Member Services:** P.O. Box 2054, Southfield, MI 48037-2054; (248) 358-1100; (800) 482-0626

**Southfield Claims:** P.O. Box 5174, Southfield, MI 48086-5174; (248) 358-1100; (800) 482-0626; Fax: (248) 358-0534

**Grand Rapids Claims:** 3196 Kraft Ave., S.E., Suite 206, Grand Rapids, MI 49512-2065; (616) 942-0311; (800) 752-7477; Fax: (616) 649-1796

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





# SITE PLAN APPLICATION

202 West 5<sup>th</sup> Street, Clare Michigan 48617  
 (989) 386-7541 phone (989) 386-4508 fax  
[www.cityofclare.gov](http://www.cityofclare.gov)

<b>Project Name:</b> 2023 Water Treatment Facility Upgrades		
<b>Owner's Name:</b> City of Clare		
<b>Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Phone:</b>	<b>Email:</b>	
<b>Developer's Name:</b>		
<b>Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Phone:</b>	<b>Mobile:</b>	
<b>Engineer/Architect/Surveyor:</b> Gourdie Fraser		
<b>Address:</b> 123 West Front Street		
<b>City:</b> Traverse City	<b>State:</b> MI	<b>Zip:</b> 49684
<b>Phone:</b> 231-946-5874	<b>Email:</b> jennifer@gfa.tc	
PLEASE PROVIDE 1 ORIGINAL BLUE-PRINT SIZE SITE PLAN THAT MEETS OR EXCEEDS THE REQUIREMENTS OUTLINED IN OF CHAPTER 52, SECTION 415(g) OF THE CITY ORDINANCES AS WELL AS 15 COPIES NO LARGER THAN LEDGER SIZE (11" X 17")		
<b>Site Plan Fee:</b>	<b>Received on:</b> / /	<b>By:</b>
<b>Subject Parcel</b>		
<b>ARE THERE ANY OPTIONS ON THIS PROPERTY OR ANY LIENS AGAINST THE PARCEL?</b> <u>No</u>		
<b>IF YES, PLEASE EXPLAIN:</b> _____		
<b>Property Address:</b> 303 Pinecrest Street		
<b>Tax ID #</b>		
<b>Project Type:</b> Multi-Family <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other <input checked="" type="checkbox"/>		
<b>BRIEF PROJECT DESCRIPTION:</b> <u>Construction of Type I Water Well and 200 SFT Wellhouse to connect and expand the existing City water system to improve operations and capacity.</u>		
_____		
_____		
<b># of Structures:</b> 1	<b>Total Units:</b> 0	<b>Total Offices:</b> 0
<b>Total Square Feet:</b> 200	<b>Total Parking Spaces:</b> 1	
<b>Total Employees:</b> 1	<b>Recreation Facilities:</b> N/A	
<b>Total Floor Area:</b> 200 SFT	<b>Acreage of Parcel:</b>	

**OTHER RELATED PERTINENT INFORMATION:** \_\_\_\_\_

**Land Use:** \_\_\_\_\_ **Zoning Classification:** \_\_\_\_\_

**Existing Structures:** Existing Soccer Complex

**IF YOU NEED ASSISTANCE, THE FOLLOWING INFORMATION MAY BE OBTAINED FROM THE CITY CLERK'S OFFICE.**

**Adjoining Parcel(s) (North) Tax ID Number:**  
varies - see engineering drawings

**Land Use:** \_\_\_\_\_ **Zoning Classification:** \_\_\_\_\_

**Existing Structures:** \_\_\_\_\_

**Adjoining Parcel(s) (South) Tax ID Number:** \_\_\_\_\_

**Land Use:** \_\_\_\_\_ **Zoning Classification:** \_\_\_\_\_

**Existing Structures:** \_\_\_\_\_

**Adjoining Parcel(s) (East) Tax ID Number:** \_\_\_\_\_

**Land Use:** \_\_\_\_\_ **Zoning Classification:** \_\_\_\_\_

**Existing Structures:** \_\_\_\_\_

**Adjoining Parcel(s) (West) Tax ID Number:** \_\_\_\_\_

**Land Use:** \_\_\_\_\_ **Zoning Classification:** \_\_\_\_\_

**Existing Structures:** \_\_\_\_\_

**Project Completion Schedule:** \_\_\_\_\_

**Development Phases:** \_\_\_\_\_

**I AM THE OWNER OF THE PROPERTY OR OFFICIALLY ACTING ON THE OWNER'S BEHALF.**

\_\_\_\_\_  
**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**I HEREBY CERTIFY THAT THE SITE PLAN REQUEST WAS ACTED ON BY THE CLARE CITY PLANNING COMMISSION ON** \_\_\_\_\_ **.**

**THE SITE PLAN WAS APPROVED** \_\_\_\_\_ **NOT APPROVED** \_\_\_\_\_

**WITH THE FOLLOWING CONDITIONS (IF ANY):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Certified By:** \_\_\_\_\_ **Date** \_\_\_\_\_



**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

August 9, 2023

Dear Property Owner:

The attached public notice is being sent to you because you own property within 300' of the location(s) in which the applicant, the City of Clare, has submitted a site plan for the proposed construction and installation of a new water well and well house at Emerald Isle Recreation Complex, and a new water transmission line from the new well to the city's existing water plant. A copy of the Site Plan Application is available for review at Clare City Hall during regular business hours or by contacting the City Clerk at [dlyon@cityofclare.gov](mailto:dlyon@cityofclare.gov). You may reach my office by calling 989-854-4428 if you have questions about the project.

The attached public notice is scheduled for publication in the Clare County Review on Friday, August 11, 2023.

Sincerely,

Diane Lyon  
Clare City Clerk

Enclosure



## 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

## CITY OF CLARE PUBLIC HEARING NOTICE

The City of Clare Planning Commission will hold a public hearing on Wednesday, September 13, 2023, at 6:30 p.m. at Clare City Hall to receive public comment pertaining to a site plan application of the City of Clare, for the proposed construction of a new water well and a 200 sq ft well house at Emerald Isle and a water transmission line to the city's existing water plant. 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 at the City Clerk's Office

**Diane Lyon**  
City Clerk

**Published August 11, 2023**



# 2023 Member Survey Key Findings Report

<b>N</b>	<b>C</b>	<b>National Council</b>
<b>M</b>	<b>C</b>	<b>Municipal Cannabis</b>

**CHAPTER**

August 2023

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## **Introduction**

The Municipal Cannabis Regulators Network (MCRN) Michigan Chapter is a professional network of municipal cannabis administrators who oversee medical and/or recreational marijuana regulations in cities, townships and villages in Michigan. MCRN promotes the development and advancement of municipal cannabis regulatory officials through leadership development, competency-based education, networking and best practices. MCRN is working to build a positive and supportive community among local government marijuana administrators.

MCRN was launched after one of the key findings of the 2022 Michigan Local Government Marijuana Review Process Survey (MRPS) revealed that local government cannabis regulations officials expressed more training and professional development opportunities need to be made available to municipal cannabis regulators.

After forming an advisory board to provide guidance on network programs and membership services, we opened our membership in January 2023 to the primary official/employee who is responsible for overseeing medical and/or recreational marijuana regulations for the municipality. Within the first six months of launching, we have grown our membership to 36 regulators representing all regions of our state: Northern, Mid-Michigan, Western, Southeastern and the “Thumb”. MCRN regulators are from the cities of Battle Creek, Bay City, Big Rapids, Center Line, Clare, Coldwater, Coleman, Crystal Falls, Detroit, Grand Rapids, Hartford, Hazel Park, Highland Park, Madison Heights, Manistee, Marshall, Mount Clemens, Mount Pleasant, Niles, Pontiac, Reading, Roseville, Sturgis, Swartz Creek, Warren & White Cloud. The townships of Arlington, Buena Vista, Emmett, Lawrence, Vassar and Windsor. The villages of Barryton, Constantine, Leonard and Quincy.

## **SURVEY OVERVIEW**

The information we gather through the MCRN Chapter Member Survey helps us to formulate our strategic goals. We will use what we learned to manage costs and assign resources to invest in new and improved quality services that deliver the greatest value to our membership.

## **METHODOLOGY**

MCRN conducted its member survey online between May 22 – June 28, 2023 via email distribution to all MCRN members. During the time the survey was administered, MCRN had 33 members. There were 22 responses to the survey. Our response rate was 67%. Since the survey was administered, our membership has grown to 38 members.



## Executive Summary

The Municipal Cannabis Regulators profession is growing. We conducted the Michigan Local Government Marijuana Review Process Survey in the summer and fall of 2022. The 2022 survey led to the establishment of MCRN. We learned from the 2022 survey that municipal cannabis regulators have many different titles with the majority of regulators being the city, township or village clerk. The 2022 survey data revealed only 6.7% of municipal cannabis regulators had the word cannabis or marijuana in their position title. Our 2023 Chapter Member Survey revealed that now 23% of regulators have the word cannabis or marijuana in their title.

In this key findings report, we share the results of our Chapter Member Survey as well as members answer the question of how MCRN can help them do their job better.

This is what we learned:

- 91% of members would recommend to other municipal cannabis regulators to join MCRN
- 64% of members would like to get to know their fellow members and discuss various cannabis related topics
- 76% of members would like to have quarterly meetings
- When it comes to establishing committees, 62% of our membership is willing to serve on a committee. Members expressed the most interest in the State Regulations Committee followed by a three way tie between Membership, Programs and Research Committees.
- The top three topics that membership would like to see the Cannabis Center focus its research and develop best practices are:
  1. Training for municipal regulators at 79%
  2. Zoning at 47%
  3. The use of tax revenue that municipalities receive from the Michigan Marijuana Fund for having adult-use establishment in their communities at 42%

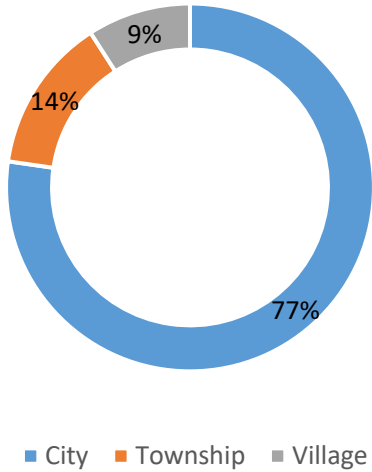
We are excited about MCRN leading the development of the Municipal Cannabis Regulators profession in Michigan. Also, we are thrilled about our partnership with National Council on Municipal Cannabis that is working to build a national network for our profession.

Sincerely,

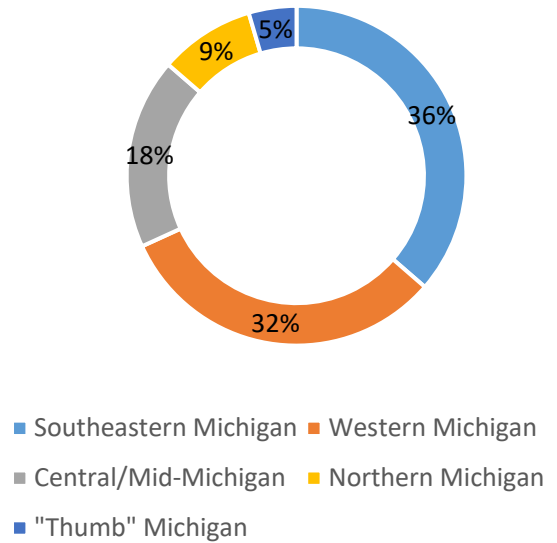
Garland Doyle, M.P.A.  
Advisory Board Chairperson  
MCRN Michigan Chapter

# Demographics

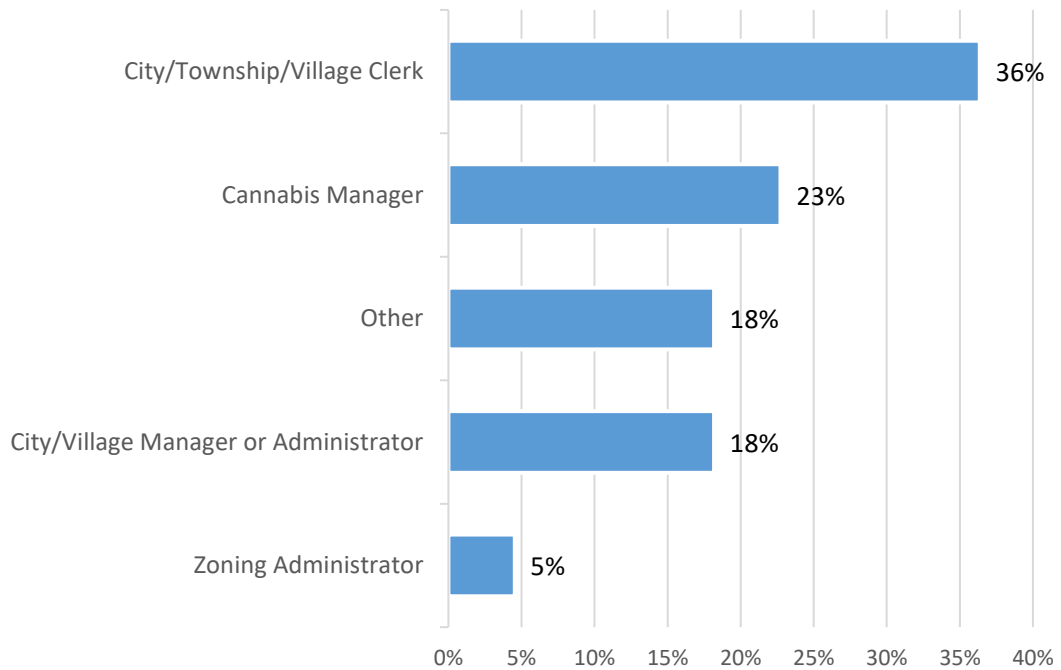
Q: What type of jurisdiction do you represent?



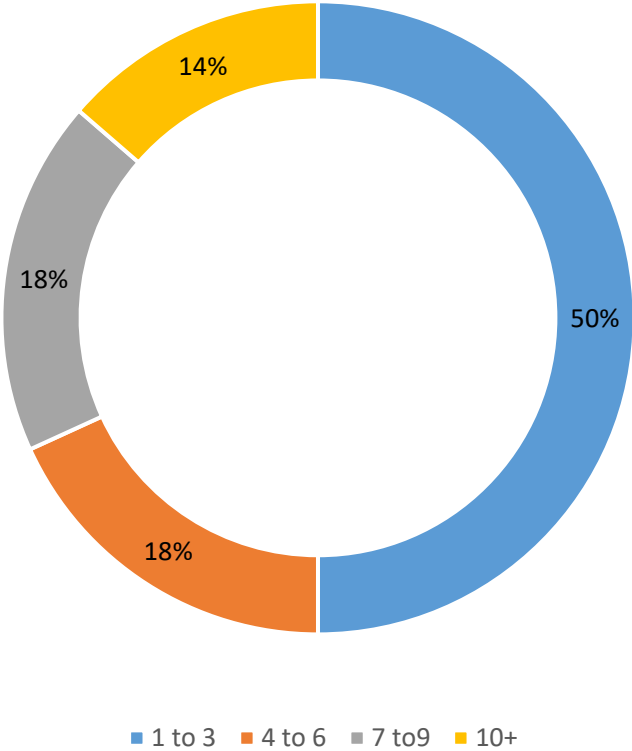
Q: What region of the state is your jurisdiction located?



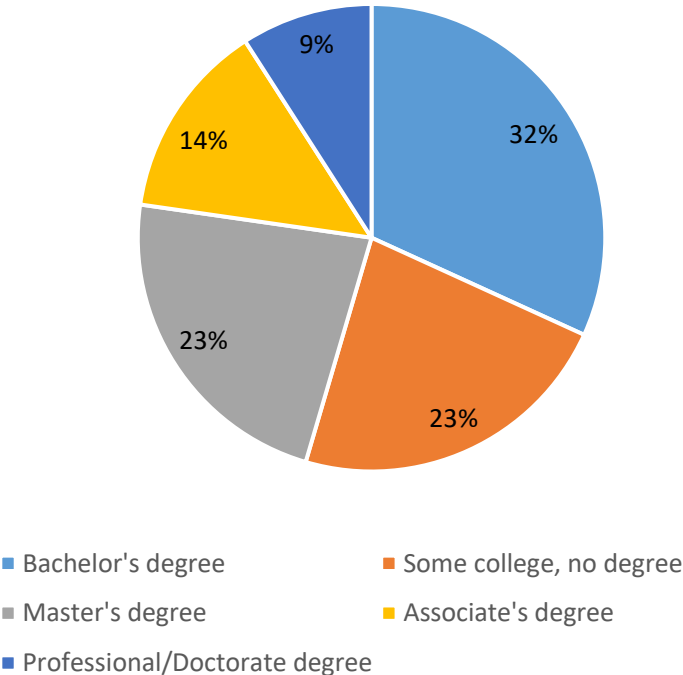
Q: What position do you hold?



Q: How many years have you served in your current position?



Q: What is the highest degree or level of school you have completed?



## Staffing and Licensing

### I. KEY FINDINGS

High level of responsibility mainly rests on the shoulders of 1 staff member

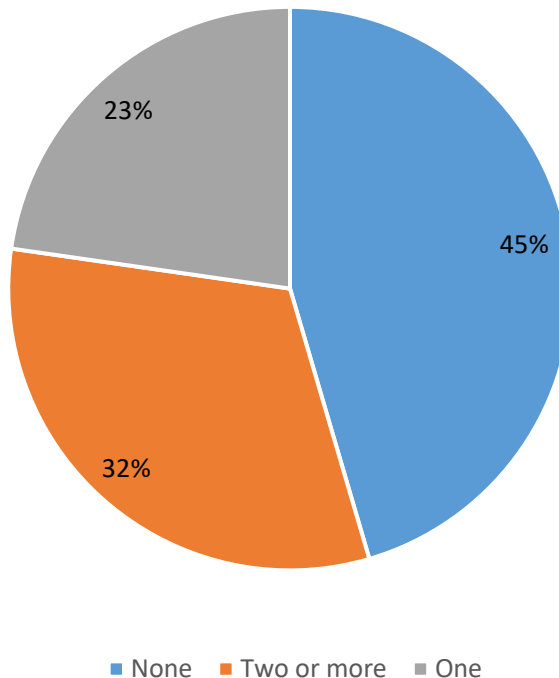
- 45% of Michigan Chapter membership municipal cannabis regulatory offices are run by just one employee.

Most membership municipalities license both medical and recreational marijuana and do not have a board or commission to oversee marijuana regulations

- 95% of municipalities offer licenses for medical and recreational marijuana
- 79% of municipalities do not have a board or some kind of commission to help regulate marijuana

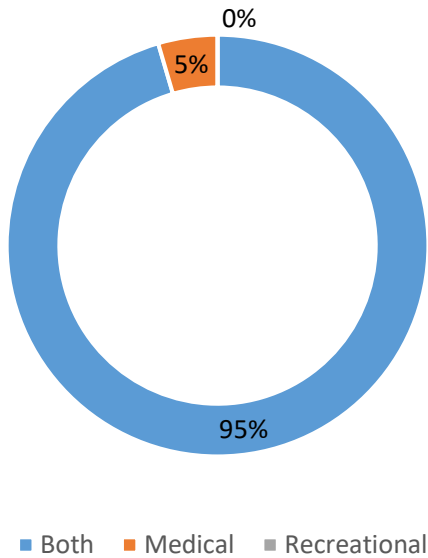
### Staffing

Q: How many other staff in your office have cannabis regulatory responsibilities?

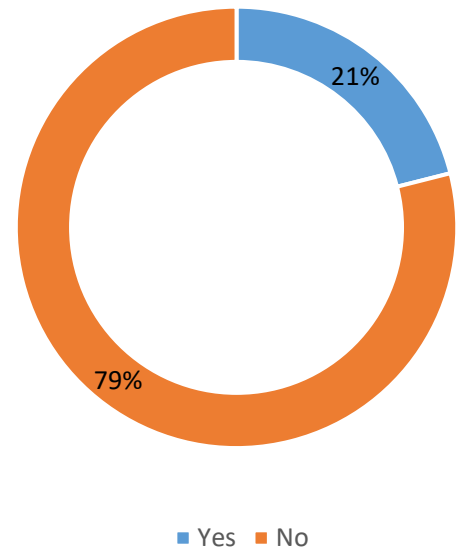


## Licensing

Q: What types of licenses does your city/township/village offer?



Q: Does your municipality have a marijuana board or commission?



Q: How can MCRN help you be better at your job?

“I would like to see other regulators share or would like a common or SOP inspection sheet to be created so that as a regulator we will know what to look for and know what good looks like opposed to bad when we go to inspect various marijuana business with the different types of licenses. Would also like to have other resources at our disposal for things such as where/how to conduct national background checks.”

-MCRN Member

# Membership Communication & Participation

## I. KEY FINDINGS

Since MCRN Michigan Chapter was established, members are eager for opportunities to expand on their already growing cannabis knowledge

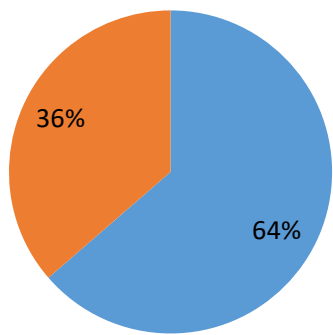
- 64% of members would like to get to know their fellow members and discuss various cannabis related topics
- 48% of members would prefer to meet in-person as oppose to 24% who prefer to meet virtually

MCRN members show a high interest in becoming a part of a committee

- 62% of members want to participate/volunteer on a MCRN committee
- Of the members willing to serve on a committee, State Regulations committee received the highest percentage of interest followed by Membership, Programs and Research
- An overwhelming majority of members (76%) prefer to have quarterly member meetings

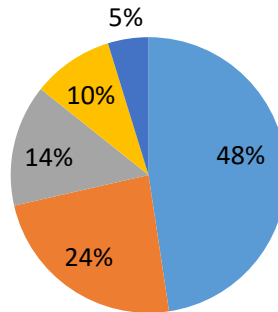
### *Getting to know your fellow members*

**Q:** To what extent would you like to increase your opportunities to get to know the other MCRN members?



■ Somewhat ■ Very Much

**Q:** What would be your one preferred method for getting to know the other MCRN members?

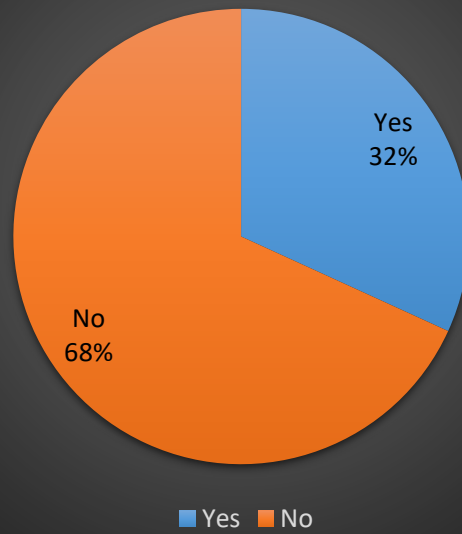


■ In-person networking events  
■ Virtual networking events  
■ MCRN website  
■ Newsletter  
■ Social/cultural events

### Opportunities & Implications

MCRN members are eager to learn from and support one another. MCRN can support members by hosting quarterly in-person professional development trainings.

**Q: Are you a member of MCRN Advisory Board?**

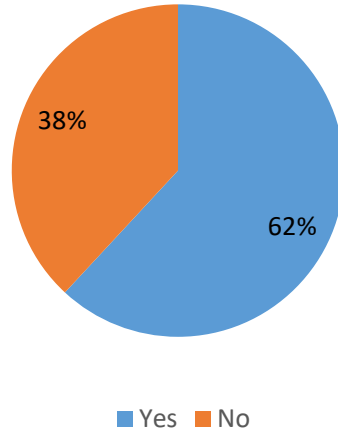


**Q: What benefits should MCRN add?**

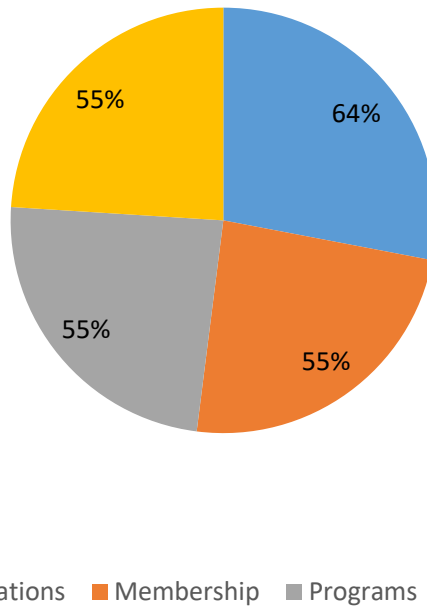
“ A forum to share questions/ideas that other may have already dealt with or have experience with. ”

-MCRN Member

**Q: Would you be willing to volunteer/participate on a committee?**



**Q: What committees would you be willing to serve on?**



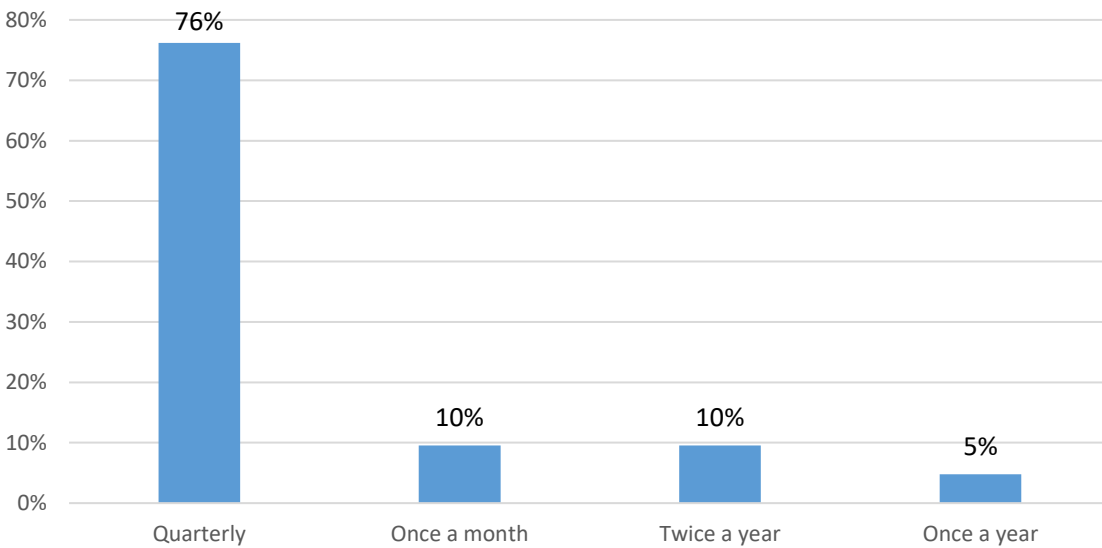
**Q: What benefits should MCRN add?**

“If you could arrange for us regulators as a group to meet and give suggestions to our legislators on what we would like to see happen or laws be made in order for local governments to have the authority to have access to the same tools as the State such as metric, and access to marijuana businesses surveillance systems. The State and local governments should work together as a more cohesive and collaborative team to reach our goals. The State should not be the only one to benefit from fines imposed on marijuana businesses, the local government should be notified of noncompliance so we can impose municipal civil infractions as well.”

-MCRN Member

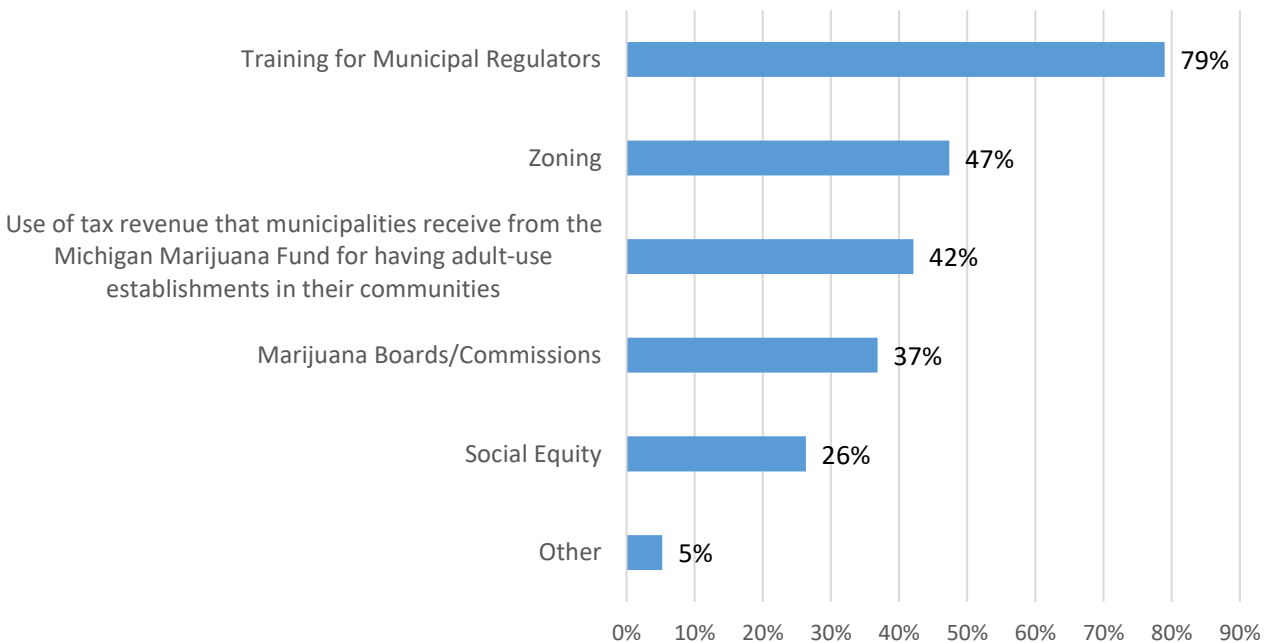


**Q: How often do you think MCRN meetings should occur?**



## Research and Best Practices

What topics would you like to see the Cannabis Center research or develop as best practices? *(Check all that apply)*



**Q: How can MCRN help you be better at your job?**

“ Education and training for future cannabis administrators. ”

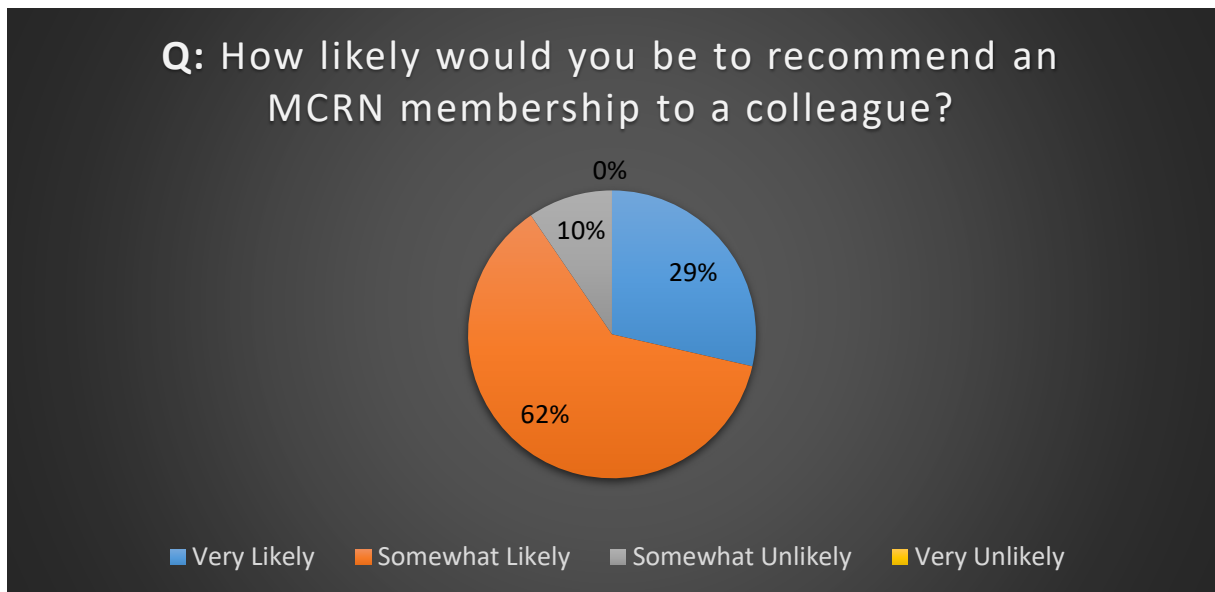
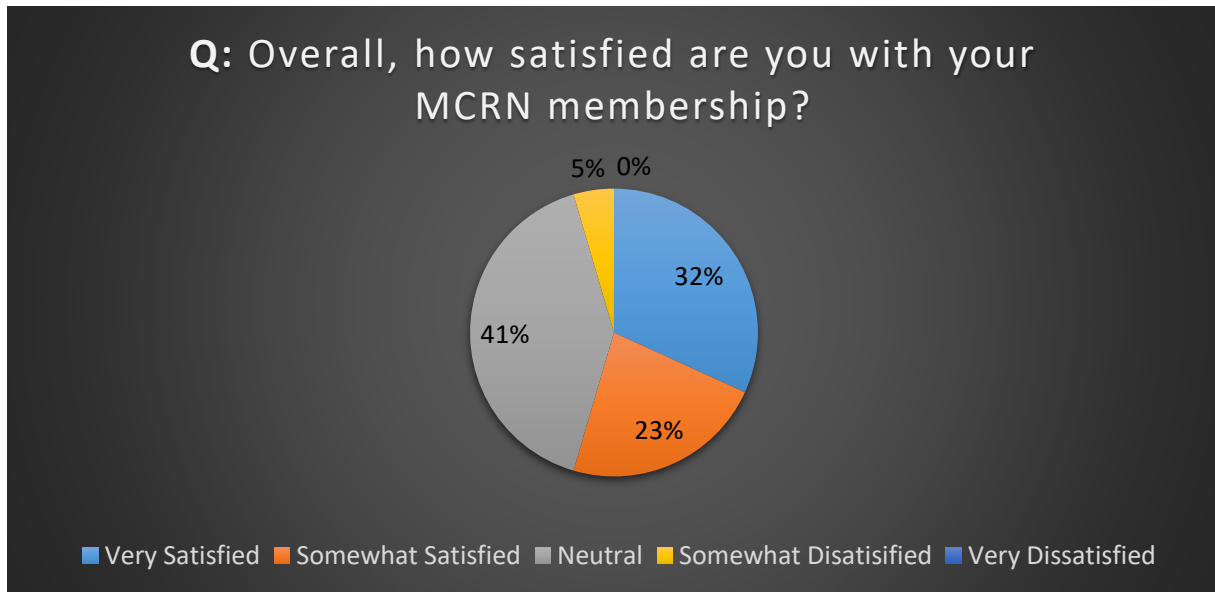
-MCRN Member

## Membership Satisfaction and Dues

### I. KEY FINDINGS

- 55% of members are currently satisfied with the services their membership provides
- 91% of members would recommend to other municipal cannabis regulators to join MCRN

### Member Satisfaction

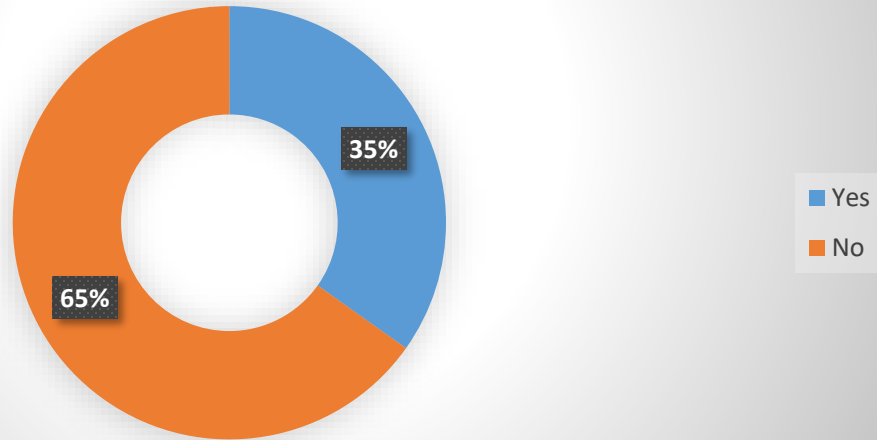


### Q: How can MCRN help you be better at your job?

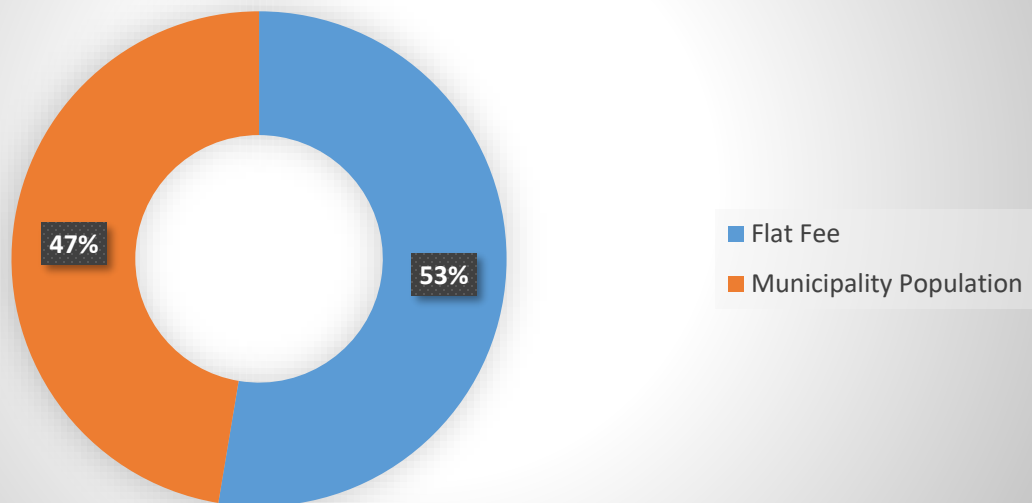
“ Just help keep me informed on current and developing trends in the cannabis society. ”  
-MCRN Member

## Membership Dues

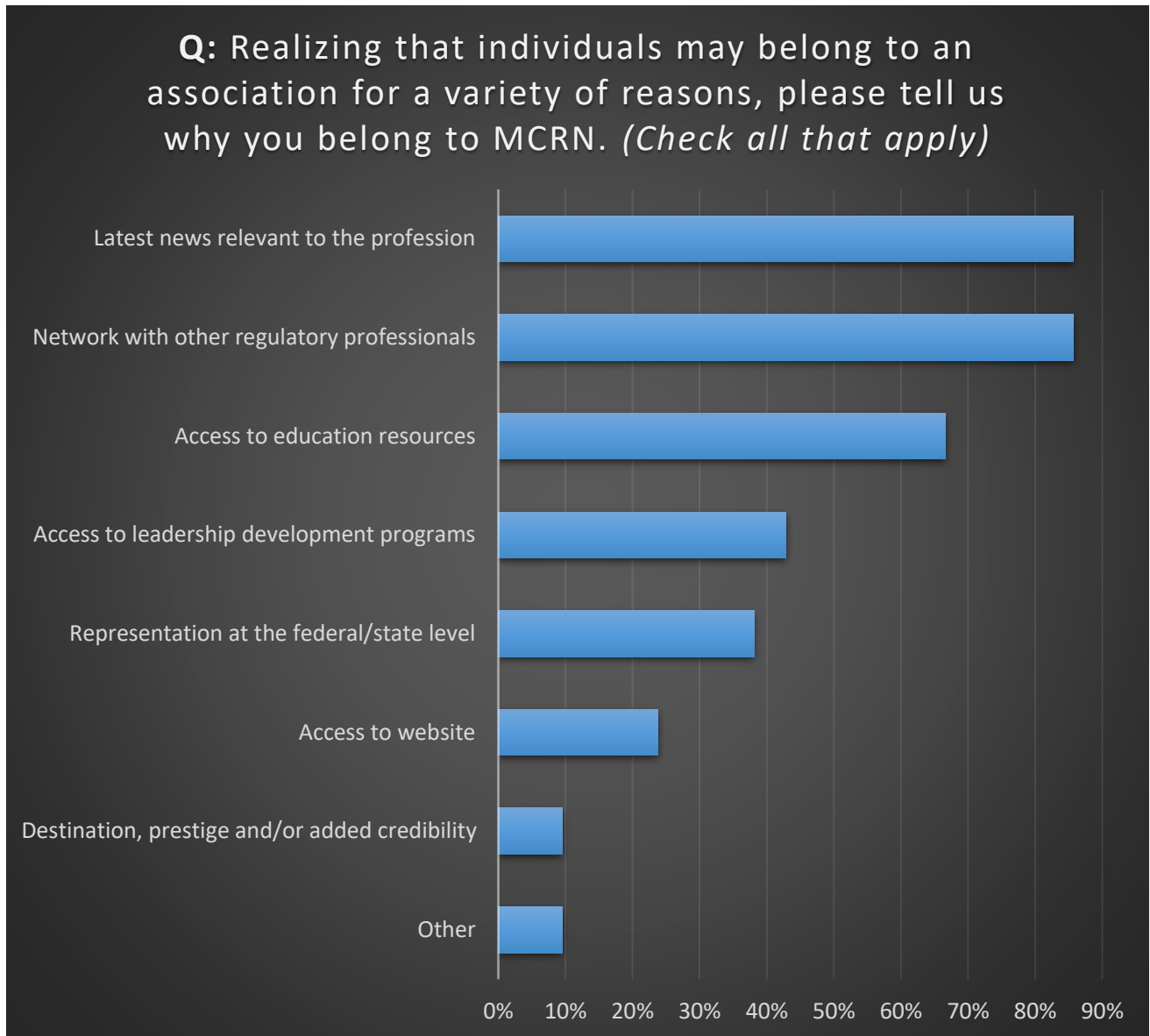
Q: In order to expand MCRN membership benefits, would you support an increase in membership dues?



Q: What should MCRN Membership dues be based on?



## Why did you join? *Getting the most out of your membership*



### Q: How can MCRN help you be better at your job?

“ Provide current news on regulations and activities that affect local governments. ”  
-MCRN Member

#### Opportunities & Implications

Based on over 80% of members joined to received the latest news relevant to the profession, MCRN is on the right track when we published our first membership newsletter in June.



**PAYABLES REPORT FOR COMMISSIONERS**

EXP CHECK RUN DATES 08/22/2023 - 09/05/2023 BOTH JOURNALIZED AND UNJOURNALIZED OPEN BANK CODE: CONSO

VENDOR	INVOICE #	DESCRIPTION	Posting Date	Check Run	AMOUNT
ACE HARDWARE	99242/1	44 CHAIN COILS; 2 QUICK LINK	08/22/2023	08/22/2023	122.70
AIRGAS USA LLC	9140651703	GROUND ELECTRODES; TIG WELDEF	08/22/2023	08/22/2023	28.43
AMAZON CAPITAL SERVICES	1J6G-9H3G-CTF	HDMI SPLITTER - PD	08/22/2023	08/22/2023	16.72
AMAZON CAPITAL SERVICES	1C6Q-31GK-X9V	3 PHONE CASES - PD	08/22/2023	08/22/2023	35.97
AMAZON CAPITAL SERVICES	1LVV-RHFP-WGJ	55" TV, WALL MOUNT, TV REMOTE	08/22/2023	08/22/2023	524.97
AMAZON CAPITAL SERVICES	1VG7-9D6Q-Y3X	TONER CARTRIDGE - PD	08/22/2023	08/22/2023	65.99
AMAZON CAPITAL SERVICES	147X-6DDF-3HV	2 DUAL CHANNEL MEMORY KITS -	08/22/2023	08/22/2023	107.98
AMAZON CAPITAL SERVICES	1Y9J-FP9V-WPN	USB C FAST CHARGER (2PK) - AS	08/22/2023	08/22/2023	15.19
APEX SOFTWARE	324078	2 MAINTENANCE RENEWALS - ASSE	08/22/2023	08/22/2023	520.00
BLIEK, JOHN	REFUND CREDIT	UB refund for account: MCEW-C	08/22/2023	08/22/2023	156.30
CAPITAL EQUIPMENT	340577	COMPACT TRACK LOADER; TRAILER	08/22/2023	08/22/2023	500.00
CAPITAL EQUIPMENT	340862	PTO SWITCH - WWTP	08/22/2023	08/22/2023	52.48
CAPITAL EQUIPMENT	340870	PTO SWITCH; RET: PTO SWITCH	08/22/2023	08/22/2023	-10.49
CAPITAL EQUIPMENT	341325	PARTS FOR ZERO TURN MOWER -	08/22/2023	08/22/2023	725.92
CAPITAL EQUIPMENT	3407056	CHAIN SAW BAR, CHAIN & COVER	08/22/2023	08/22/2023	11.10
CAPITAL EQUIPMENT	340958	IDLER ASSEMBLY; BELT - CEMETE	08/22/2023	08/22/2023	106.33
CENTRAL ASPHALT PAVING	25323	13.21 TONS HMA TOP MIX ASPHAL	08/22/2023	08/22/2023	822.32
CHLOE SPRAGUE	08142023 REIM	REIMBURSE: NOTARY BOND & FEE	08/22/2023	08/22/2023	56.50
CINTAS FIRST AID & SAFETY	5168041894	SERVICE: FIRST AID KIT - DPW	08/22/2023	08/22/2023	89.05
CITY OF CLARE	AUGUST 2023	AUG '23 WATER/SEWER	08/22/2023	08/22/2023	1,451.72
CLARE AUTOMOTIVE SUPPLY	100531044376	OIL DRI (25#) - DPW SHOP	08/22/2023	08/22/2023	20.47
CLARE AUTOMOTIVE SUPPLY	100531044762	TIE ROD - CPD #46-2	08/22/2023	08/22/2023	62.19
CLARE AUTOMOTIVE SUPPLY	10053102441	INLET SWIVEL (OXYGEN REGULATC	08/22/2023	08/22/2023	13.89
CLARE AUTOMOTIVE SUPPLY	100531043140	RADIATOR - CPD 46-3	08/22/2023	08/22/2023	219.99
CLARE AUTOMOTIVE SUPPLY	100531043306	RETURN: RADIATOR (INV 1043140	08/22/2023	08/22/2023	-219.99
CLARE AUTOMOTIVE SUPPLY	100531043532	METRIC HEX BIT; FLUID PUMP -	08/22/2023	08/22/2023	16.46
CLARE AUTOMOTIVE SUPPLY	100531043760	AUTOLITE; SPARK PLUG WIRE SET	08/22/2023	08/22/2023	90.33
CLARE AUTOMOTIVE SUPPLY	100531044012	UNIVERSAL FOLLOWER - DPW SHOP	08/22/2023	08/22/2023	174.99
CLARE AUTOMOTIVE SUPPLY	100531044114	PRIMEGUARD OIL - DPW #22	08/22/2023	08/22/2023	7.78
CLARE AUTOMOTIVE SUPPLY	100531044115	OIL FILTER - DPW #22	08/22/2023	08/22/2023	7.93
CLARE COUNTY COMMUNITY	SEPTEMBER 202	CODE ENFORCEMENT SERVICES: SE	08/22/2023	08/22/2023	1,500.00
CLARE COUNTY SHERIFF DEPT	08092023	PD MODEMS, CELLPHONES (07/14-	08/22/2023	08/22/2023	392.52
CLARE HARDWARE	441430	WASP/HORNET KILLER (2CANS) -	08/22/2023	08/22/2023	5.98
CLARE HARDWARE	441500	PAINT (1QT) - PD	08/22/2023	08/22/2023	20.99
CLARE HARDWARE	441566	6" PVC PIPE CAP - SEWER	08/22/2023	08/22/2023	14.99
CLARE HARDWARE	441689	NUTS, BOLTS, FASTENERS - PARK	08/22/2023	08/22/2023	1.64
CLARE HARDWARE	441693	10-24 BOLT & NUT (4 EA) - PAR	08/22/2023	08/22/2023	1.64
CLARE HARDWARE	441937	HEDGE TRIMMER BLADES - DPW	08/22/2023	08/22/2023	62.98
CLARE HARDWARE	442206	LEVER DOOR HANDLE - PD	08/22/2023	08/22/2023	69.99
CLARE HARDWARE	442216	NAPHTHA SOLVENT - STREET PAINT	08/22/2023	08/22/2023	59.98



**PAYABLES REPORT FOR COMMISSIONERS**

EXP CHECK RUN DATES 08/22/2023 - 09/05/2023 BOTH JOURNALIZED AND UNJOURNALIZED OPEN BANK CODE: CONSO

VENDOR	INVOICE #	DESCRIPTION	Posting Date	Check Run	AMOUNT
CLARE HARDWARE	442218	WEED & GRASS KILLER - PD	08/22/2023	08/22/2023	57.49
CLARE HARDWARE	442240	BLOWER - DPW	08/22/2023	08/22/2023	184.99
CLARE HARDWARE	442289	PVC PIPES (3) & COUPLINGS (2)	08/22/2023	08/22/2023	143.95
CLARE HARDWARE	442307	PICTURE HANGING STRIPS - PD	08/22/2023	08/22/2023	11.99
CLARE HARDWARE	442314	SHOVEL & HANDLE - DPW	08/22/2023	08/22/2023	58.98
CLARE HARDWARE	442339	HEDGE TRIMMER BLADE SHARPENED	08/22/2023	08/22/2023	12.00
CLARE HARDWARE	442348	TELESCOPIC WATER WAND - DDA F	08/22/2023	08/22/2023	37.99
CLARE HARDWARE	442356	FLYING INSECT SPRAY (1 CAN) -	08/22/2023	08/22/2023	7.49
CLARE HARDWARE	442421	NUTS, BOLTS, FASTENERS - DEPC	08/22/2023	08/22/2023	31.90
CLARE HARDWARE	442438	ROUND POINT SHOVEL - DPW #39	08/22/2023	08/22/2023	29.99
CLARE HARDWARE	442440	CABLE STAPLE; NUTS, BOLTS, FA	08/22/2023	08/22/2023	5.19
CLARE HARDWARE	442477	4 FURNACE FILTERS - CITY HALL	08/22/2023	08/22/2023	33.96
CLARE HARDWARE	442486	TOOL BOX - DPW #7	08/22/2023	08/22/2023	22.99
CLARE HARDWARE	442499	WASP & HORNET SPRAY (2 CANS)	08/22/2023	08/22/2023	14.98
CLARE HARDWARE	442519	2 SINGLE CUT KEYS - BROOKWOOD	08/22/2023	08/22/2023	3.58
CLARE HARDWARE	442542	GAS CAN (5GAL); CABLE TIES -	08/22/2023	08/22/2023	30.98
CLARE HARDWARE	442572	CIRCUIT BREAKER (30A) - PETTI	08/22/2023	08/22/2023	7.99
CLARE HARDWARE	442639	2 LEAF RAKES - DPW TOOLS	08/22/2023	08/22/2023	26.98
CLARE HARDWARE	442730	14" CABLE TIES (200PC) - SOCC	08/22/2023	08/22/2023	30.98
CLARE PRINT & PULP	95708	#5 COIN ENVELOPES (1 BOX) - F	08/22/2023	08/22/2023	48.75
COMPASS DRUG SCREENING	442531	SERVICES: 0109034330, 7757	08/22/2023	08/22/2023	55.00
CONSUMERS ENERGY	206614141589	TRAFFIC LIGHT(S) (07/01/23-07	08/23/2023	08/23/2023	6.42
CONSUMERS ENERGY	206614141590	STREET LIGHT(S) (07/01/23-07	08/23/2023	08/23/2023	413.83
CONSUMERS ENERGY	201275076302	10807 S EBERHART AVE HANGAR 3	08/28/2023	08/28/2023	32.97
CONSUMERS ENERGY	201275076437	4565 E. COLONVILLE RD SIGN (C	08/28/2023	08/28/2023	47.78
CONSUMERS ENERGY	203232854531	40 CONSUMERS ENERGY PKWY STE	08/28/2023	08/28/2023	52.67
CONSUMERS ENERGY	203232854533	4715 COLONVILLE RD (07/06/23-	08/28/2023	08/28/2023	255.11
CONSUMERS ENERGY	203677806577	10725 S EBERHART AVE (07/06/2	08/28/2023	08/28/2023	313.84
CONSUMERS ENERGY	203588802600	40 CONSUMERS ENERGY PKWY STE	08/28/2023	08/28/2023	76.16
CONSUMERS ENERGY	203677806578	10843 S EBERHART AVE (07/06/2	08/28/2023	08/28/2023	32.20
CONSUMERS ENERGY	207058665809	11175 S. EBERHART AVE (07/07/	08/31/2023	08/31/2023	10,337.24
CONSUMERS ENERGY	201097146336	501 FOREST AVE (07/12/23-08/0	09/05/2023	09/05/2023	46.35
CONSUMERS ENERGY	201364056878	396 SHAMROCK CT (07/12/23-08	09/05/2023	09/05/2023	29.11
CONSUMERS ENERGY	203499818163	327 BROOKWOOD DR (07/12/23-0	09/05/2023	09/05/2023	85.91
CONSUMERS ENERGY	207058669193	315 W FIRST ST (07/13/23-08/0	09/05/2023	09/05/2023	499.86
COUNTY WIDE SEPTIC, LLC	118923	SERVICE PORTA JONS (08/09/23-	08/22/2023	08/22/2023	125.00
COUNTY WIDE SEPTIC, LLC	118942	SERVICE PORTA JONS: JUNE 2023	08/22/2023	08/22/2023	360.00
COUNTY WIDE SEPTIC, LLC	118943	SERVICE PORTA JONS: JULY 2023	08/22/2023	08/22/2023	360.00
DONELSON, KYLEE MARIE	08/15/2023	UB deposit refund for account	08/22/2023	08/22/2023	240.00



**PAYABLES REPORT FOR COMMISSIONERS**

EXP CHECK RUN DATES 08/22/2023 - 09/05/2023 BOTH JOURNALIZED AND UNJOURNALIZED OPEN BANK CODE: CONSO

VENDOR	INVOICE #	DESCRIPTION	Posting Date	Check Run	AMOUNT
ELM CREEK LAWN AND LAND	22370	CITY MOWING: JULY 2023	08/22/2023	08/22/2023	180.00
FAMILY FARM & HOME	4875/Q	K9 OFFICER FOOD - PD	08/22/2023	08/22/2023	87.99
FERGUSON WATERWORKS #3	0180760	WATER METERS & PARTS - DPW/WA	08/22/2023	08/22/2023	140.07
FISHER CONSTRUCTION AGC	416105	TONS 22A ROAD GRAVEL - STREET	08/22/2023	08/22/2023	314.44
FISHER CONSTRUCTION AGC	416159	13.10 TONS 22A ROAD GRAVEL -	08/22/2023	08/22/2023	153.93
FISHER CONSTRUCTION AGC	416105	22A ROAD GRAVEL (26.76 TONS)	08/22/2023	08/22/2023	314.44
FISHER SCIENTIFIC CO IN	4900503	LAB SUPPLIES - WWTP	08/22/2023	08/22/2023	2,250.25
GARY L TODD	08222023-GT	AIRPORT MANAGER SERVICES	08/22/2023	08/22/2023	1,325.50
GATEWAY REFRIGERATION I	18574	SERVICE CALL: AIR CONDITIONER	08/22/2023	08/22/2023	172.00
JAY'S SPORTING GOODS IN	10265205	6FT OAR - PARKS	08/22/2023	08/22/2023	39.99
JOHN KUKULKA	08032023 PK R	PAVILION DEPOSIT REFUND: PETI	08/22/2023	08/22/2023	50.00
JOHNSTON ELEVATOR INC	000445	FIELD MARKING LIME (BROOKWOOD	08/22/2023	08/22/2023	390.85
KRAPOHL FORD LINCOLN ME	73964	WINDSHIELD MOULDING - DPW #59	08/22/2023	08/22/2023	104.00
KRAPOHL FORD LINCOLN ME	73751	RADIATOR - CPD #46-3	08/22/2023	08/22/2023	305.24
MAURER'S TEXTILE RENTAL	2743074	YODER UNIFORMS - DPW	08/22/2023	08/22/2023	33.85
MCCONNELL FARM SUPPLY I	167191	CROSS & BEARING KIT - AIRPORT	08/22/2023	08/22/2023	50.00
MCCONNELL FARM SUPPLY I	167233	YOKE - AIRPORT #99	08/22/2023	08/22/2023	75.00
MCGUIRE CHEVROLET PONT	111687	MULTI-PURPOSE RELAY - CPD #46	08/22/2023	08/22/2023	86.41
MICHIGAN DEPT OF STATE	08142023	NOTARY FEE: CHLOE SPRAGUE - C	08/22/2023	08/22/2023	10.00
MYMICHIGAN HEALTH	700000315 090	SERVICES: 3002502898; 3002506	08/22/2023	08/22/2023	201.00
NEVILL SUPPLY	150460	MULCH (5YDS) - DPW/TRUNKLINE	08/22/2023	08/22/2023	62.50
NEVILL SUPPLY	150475	MULCH (5YDS) - DPW/TRUNKLINES	08/22/2023	08/22/2023	62.50
ONE CRAFTY DUCK	2023-001	10 COFFEE MUGS "CPD"- AUXILAF	08/22/2023	08/22/2023	160.00
PAM LIPPOLD	08052023 PK R	PAVILION DEPOSIT REFUND: SHAM	08/22/2023	08/22/2023	50.00
PRECISE MRM, LLC.	200-1043886	SALT TRUCKS DATA PLAN: JUN '20	08/22/2023	08/22/2023	20.00
PREIN & NEWHOF	76578	SERVICES: 07/01-07/29/23 - P.	08/22/2023	08/22/2023	7,222.00
RESOURCE RENTAL LLC	36962	14" DIAMOND BLADE - STREETS/S	08/22/2023	08/22/2023	511.00
SEITER ELECTRIC INC	62433	WIRING, GROUNDING RODS, CLAMP	08/22/2023	08/22/2023	102.40
SHANNON M SIRPILLA	08152023 MILE	REIMBURSE MILEAGE: MERS REPOF	08/22/2023	08/22/2023	124.45
SHARPCO WELDING AND FAI	4946	DEPOT CAP & LIGHTNING ROD	08/22/2023	08/22/2023	3,103.55
SHERWIN WILLIAMS CO	6525-4	TRUNKLINES PAINT - DPW	08/22/2023	08/22/2023	220.00
SHIRLEY CONN	08062023 PK R	PAVILION DEPOSIT REFUND: PETI	08/22/2023	08/22/2023	50.00
STAPLES	3542801578	PAPER TOWELS - CITY HALL & PL	08/22/2023	08/22/2023	51.78
STAPLES	3543411380	LABEL TAPE; CAN LINERS - FD &	08/22/2023	08/22/2023	50.64
STAPLES	3542866682	WYPALL WIPERS (DPW); LABEL MA	08/22/2023	08/22/2023	162.99
STAPLES	3543411378	RETURN LABEL MAKER TAPE (FD)	08/22/2023	08/22/2023	-14.93
STATE OF MICH WITHHOLD	JULY 2023	W/H & SALES/USE TAX: JULY 202	08/22/2023	08/22/2023	6,853.28
TEAMSTERS LOCAL #214	SEPTEMBER 202	9/2023 TEAMSTER DUES: SUPERVI	08/22/2023	08/22/2023	728.00
TITAN AVIATION FUELS	B3838840	AVIATION FUEL - AIRPORT	08/22/2023	08/22/2023	41,385.90
TRACE ANALYTICAL LABOR	3080308	EPA 200.8 TOTAL METALS TESTIN	08/22/2023	08/22/2023	42.00



**PAYABLES REPORT FOR COMMISSIONERS**

EXP CHECK RUN DATES 08/22/2023 - 09/05/2023 BOTH JOURNALIZED AND UNJOURNALIZED OPEN BANK CODE: CONSO

VENDOR	INVOICE #	DESCRIPTION	Posting Date	Check Run	AMOUNT
USA BLUE BOOK	INV00099483	PORTABLE DRYING RACK - WWTP	08/22/2023	08/22/2023	315.92
VC3 INC	121354	CLOUD DATA RECOVERY AGREEMENT	08/22/2023	08/22/2023	6.00
VERIZON WIRELESS	9941484301	WWT - AFTER HOURS PHONE	08/22/2023	08/22/2023	77.45
WAIST DEEP DUMPSTERS, :	2586	JULY HAULING SERVICE - LK SHA	08/22/2023	08/22/2023	15,900.00
WAYNE BEAL	08052023 PK R	REFUND PAVILION DEPOSIT: PETT	08/22/2023	08/22/2023	50.00
WIELAND TRUCKS	95637C	GASKETS & BOLTS - DPW	08/22/2023	08/22/2023	181.21
WIELAND TRUCKS	95850C	SUBLET - DPW #12	08/22/2023	08/22/2023	279.00
WIELAND TRUCKS	95637C	GASKETS & BOLTS - DPW #12	08/22/2023	08/22/2023	181.21
				Sub Total:	106,320.34





**PAYABLES REPORT FOR COMMISSIONERS**

< RUN DATES 08/09/2023 - 08/21/2023 BOTH JOURNALIZED AND UNJOURNALIZED PAID BANK CODE: CONSO - CHECK TYPE: PAI

VENDOR	VENDOR ID	INVOICE #	DESCRIPTION	POSTING DATE	AMOUNT
CONSUMERS ENERGY	1031	9325206831	STANDARD LIGHTING AGMT: RAIN	08/15/2023	100.00
FIRST NATIONAL BANK OF	6654	3599 081920	POTTER: BARGE PARTS (LK SHAM	08/09/2023	237.27
MEADOWBROOK INSURANCE	7069	12713	STORAGE TANK POLICY (08/23/2	08/15/2023	2,004.23
					2,341.50
			OPEN INVOICE TOTAL:		<u>106,320.34</u>
			Grand Total:		<u>108,661.84</u>

COMMISSION APPROVAL:

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## AGENDA REPORT

TO: Mayor Pat Humphrey & Clare City Commissioners  
FROM: Diane Lyon, City Clerk  
DATE: August 16, 2023  
RE: \*Professional & Education Training Opportunities

For the Agenda of August 21, 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 August 21, 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.
3. Middle Michigan Development Corporation. MMDC is hosting its regional monthly breakfast at the Riverwalk Place in Gladwin on August 23<sup>rd</sup> from 8-9 am. The guest speaker is Sarah Lucas, Director of the Office of Rural Development at MDARD.

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

Aug 9-11	<a href="#">MAM Summer Workshop</a>	Northville
Aug 14	<b>LEAGUE EVENT:</b> <a href="#">Live with the League</a>	Virtual
Aug 28	<b>LEAGUE EVENT:</b> <a href="#">Live with the League</a>	Virtual
Sep 11	<b>LEAGUE EVENT:</b> <a href="#">Live with the League</a>	Virtual
Sep 25	<b>LEAGUE EVENT:</b> <a href="#">Live with the League</a>	Virtual
Sep 28	<a href="#">MAMA Municipal Law Program &amp; Annual Meeting</a>	Lansing
Oct 9	<b>LEAGUE EVENT:</b> <a href="#">Live with the League</a>	Virtual
Oct 18-20	<b>LEAGUE EVENT:</b> <a href="#">Convention</a>	Traverse City
Oct 23	<b>LEAGUE EVENT:</b> <a href="#">Live with the League</a>	Virtual
Nov 13	<b>LEAGUE EVENT:</b> <a href="#">Live with the League</a>	Virtual
Nov 16-17	MAM Mayors and Presidents Institute	Frankenmuth
Nov 27	<b>LEAGUE EVENT:</b> <a href="#">Live with the League</a>	Virtual
Dec 11	<b>LEAGUE EVENT:</b> <a href="#">Live with the League</a>	Virtual
<b>2024</b>		
Jan 29-Feb 1	MME Winter Institute	Lansing
Mar 12	MAMA Advanced Institute	Lansing
Mar 12-13	<b>LEAGUE EVENT:</b> CapCon	Lansing
Jun 21-22	MAMA-GLS Joint Meeting	Mackinac Island

Nov 16-17	MAM Presidents Institute	
Nov 30	<b>LEAGUE EVENT:</b> Newly Elected Officials Academy	Lansing
Dec 13	<b>LEAGUE EVENT:</b> Newly Elected Officials Academy	Virtual
<b>2025</b>		
Sept 15-19	<b>LEAGUE EVENT:</b> Convention	Grand Rapids

## Contact

info@mml.org

734.662.3246

## Locations

### Headquarters

1675 Green Road,  
Ann Arbor MI 48105

### Capitol Office

208 N. Capitol Ave.,

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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
- 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.

### 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.

## Quick Links

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[Planning Michigan Conference Registration](#)

[Thank you Corporate Members](#)

[Donate to MAP](#)

[Contact MAP Staff](#)

## Upcoming Events

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Thu Aug 17, 2023

[Creskide Neighborhood Kayak Tour](#)

Category: MAP Network & Learn

Thu Aug 24, 2023

[2023 Summer Gathering: A Partner Event!](#)

Category: MAP Network & Learn

Thu Aug 31, 2023

[Transportation Bonanza 15 Call for Sessions](#)

Category: MAP Events

Thu Sep 14, 2023

[Oakland County Virtual Training Series](#)

Category: Other Events

Thu Sep 14, 2023

[MAP Reads](#)

Category: MAP Network & Learn

[View Full Calendar](#)

## 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.

**Michigan Association of Planning**  
1919 West Stadium Boulevard, Suite 4  
Ann Arbor, MI 48103  
[info@planningmi.org](mailto:info@planningmi.org)  
734.913.2000 (office)  
734.913.2061 (fax)



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MIDDLE MICHIGAN  
DEVELOPMENT CORPORATION

## 2023 Gladwin County Breakfast

Join us on August 23rd, 8:00-9:00am at  
Riverwalk Place in Gladwin for breakfast and  
a great presentation from our guest speaker:

### Sarah Lucas



Sarah is the Director of The Office of Rural Development at MDARD. She has 20 years of experience in community and economic development on behalf of rural communities in Michigan.

RSVP HERE

