



## **Airport Manager Report**

**November 2023**

Fuel sales are still ahead of last year's figures, despite being closed for 18 days during the Apron project. We will need another tanker of fuel before the end of December.

Our Apron and Taxi Street paving projects are completed and we are very happy with the final outcome. At the 11<sup>th</sup> hour, MDOT received the BIL funding and then expedited the contracts over, so that we could complete the projects this year. Construction started on Sept 25<sup>th</sup> and concluded on October 15<sup>th</sup>. We did have to widen the existing taxi lane to 25', but this didn't cause as big of a problem as we had anticipated. Restoration was completed with hydro-spraying for grass, and we even have grass growing at this point. We did have one major concern when all the asphalt trucks weight destroyed our entry drive. The contractor stood tall and paved an inch and a half over the severely cracked drive. This looks and drives much better, but we know the cracks will eventually make their way to the top again. The drive wasn't in great shape to start with, so overall we consider it a win.

On October 12<sup>th</sup>, during the chaos of the paving projects, we had our tri-annual Airport Inspection. The only items that were noted were the tree obstructions south of Washington Road that were in the protected approach to runway 04. The drone had flown all our approaches in September and this is the only approach that had some issues. 5 trees. The inspector agreed to give us a short time to remove these trees before she filed her report. I can now attest that we have removed 14 trees between DPW and a tree contractor. I have taken pictures of the non-obstructed approach and sent them to MDOT. We are awaiting the results.

My replacement, Gabe, has completed a weeks' worth of training from me, and he also attended a one-day Airport Class put on by the MAAE. He has taken the State Airport Manager Test and passed. He is very close to assuming the helm on a day-to-day basis. Best regards, Gary Todd – Airport Manager



**Monthly Director's Report, November 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 Thursday mornings 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.

The **Stuffed Animal Slumber Party** will be taking place on November 10<sup>th</sup> at 5 p.m. at the Pere Marquette District Library. At the event children will be able to bring in a doll or stuffed animal and we will do a couple of crafts. After the crafts are complete the children will leave their stuffed animal overnight and when they pick up their friend in the morning, they will be sent home with a keepsake letter and pictures from the slumber party.

The Pere Marquette District Library and Clare Parks and Recreation are holding a **Gingerbread House Decorating Contest** from December 9<sup>th</sup> – 15<sup>th</sup> and the top 3 will win some prizes. Submissions will be accepted at the library. New this year we will also be doing a **Gingerbread Decorating Party** for those who would like to participate in our gingerbread decorating contest, but do not have the supplies. We have a limited number of supplies, so registration is required. Judging for the gingerbread submissions will take place between December 9<sup>th</sup> to December 15<sup>th</sup>.

The **Santa Mailbox** was placed in the front entrance of City Hall on November 8<sup>th</sup>. This program provides a direct mailing service between the children in the Clare area and Santa Claus himself. Mail will be able to be delivered to Clare City Hall or dropped off at the Pere Marquette District Library. Children, who drop their letters in the box before December 6<sup>th</sup> at 3 p.m. will receive a letter from the North Pole before Christmas. Simmer sends out a control letter to confirm the date the letters come back to Clare.

**North Pole Calling** will take place on Wednesday, December 6, 2023 between 6:00 - 8:00 p.m. During this time Santa Claus will take a small break from his duties at the "North Pole" to contact the registered children and chat with them about life at the North Pole and getting ready for Christmas.

Past Programs and Events

The **Fall Youth Soccer** season started on September 9, 2023 and ran until October 14, 2023. Games were held between 8:30 a.m. – 3:30 p.m. for the pK – 8<sup>th</sup> grade groups. Concession during the games was run by the Clare High School Soccer coaches and parent volunteers.

The **Recreation Complex Raffle** tickets were bundled and checked out to the youth soccer players and handed out with their player bags. Tickets were bundled in sets of 30 and each player received one pack and were able to request more if they wanted. As we have done every year, the tickets were \$1/each or 6/\$5 and the proceeds go towards Emerald Isle Recreation Complex projects. For each pack sold they were entered into a player drawing for various prizes. The raffle prizes were: 1st Place - \$500, 2nd Place - \$250 and 3rd Place - \$100 and the drawing took place on October 14, 2023 at 12 p.m. at the Emerald Isle Recreation Complex.

Simmer has been working with the **Clare Primary School Advisory Team** for a service project at Shamrock Park that had been rescheduled from the Friday, October 13, 2023 date because of the rain. The reschedule took place on October 27, 2023 at 9 a.m. There were 27 kids that attended and assisted with clean-up.

**Halloween** events took place on Saturday, October 28, 2023. The Pumpkin Run was held once again at the Emerald Isle Recreation Complex with registration starting at 9 a.m. and then from 12-2 p.m. Tract-or-Treat took place in the complex parking lot. The farmers handed out candy, pumpkins, apples, cheese sticks, etc... Afterwards registered people were able to go and enjoy the program Wizards, Wands and Potions that was a collaboration between Clare Parks and Recreation and the Pere Marquette District Library.

**Large Pumpkin Scavenger Hunt** was once again able to take place due to Todd Swartz and his family. On social media we challenged people to look for the five pumpkins and tag #clareparksandrecreation with pictures of them and at least 4 of the 5 pumpkins. We selected six winners from the challenge using a winner wheel. All winners have been contacted and won either a fire roaster, a fishing pole, or a \$10 Buccilli's gift card.

#### Additional Information

- 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.
- The city has been meeting and corresponding with MDOT to keep the project moving for the Pere Marquette Rail-Trail extension. Current project schedule: Letting – 10/6/23 and anticipated construction start date is 4/1/24.

**\*\*\*NEXT PRAB MEETING IS SCHEDULED FOR TUESDAY, JANUARY 16, 2024\*\*\***

# GINGERBREAD HOUSE DECORATING PARTY

NOVEMBER 30TH  
5-7 PM

Registration Required.



"This organization is an equal opportunity employer"



# LETTERS TO SANTA

## SANTA'S MAILBOX



*Santa Claus will be coming to pick up your letters! Drop off your postage-free letter along with your return address for Santa by 3 p.m. on December 6th. You can drop off your letter at his Santa Mailbox located in the front entrance of Clare City Hall or you can leave your letter in the dropbox located at the Pere Marquette District Library. The letters will be mailed to the North Pole and Santa will read your wish list and write you a letter back!!!*



**Drop off to :**

**Clare City Hall**

**202 W. Fifth St., Clare**



**OR**

**The Pere Marquette District Library**

**185 E. Fourth St., Clare**





# Special Invitation for...

## A STUFFED ANIMAL SLUMBER PARTY

FRIDAY, NOVEMBER 10, 2023  
5:00 P.M.



# Join Us!



WHERE: THE PERE MARQUETTE DISTRICT LIBRARY - LOWER LEVEL

WEAR: YOUR JAMMIES OR COMFY CLOTHING

BRING: YOUR FAVORITE SMALL TO MEDIUM SIZED STUFFED ANIMAL

(MAKE SURE TO BRING A STUFFY THAT YOU ARE OKAY WITH LEAVING WITH LIBRARY AND RECREATION CHAPERONES)

We will give your stuffed animal an "owner tag" when you arrive. You can stay for some games and crafts, then we will read a group bedtime story, and then you will leave your friend at the library overnight. There will be staff staying with them during the night, so no need to worry about them getting into too much trouble!

You will be able to pick up your friend the next day and they will be sent home with a letter with pictures from the fun that they had overnight.

For more information, please contact the Pere Marquette District Library Circulation Desk at (989) 386-7576 or Clare Parks and Recreation at (989) 424-4074.



*“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  
OCTOBER 2023  
LUKE POTTER, DIRECTOR**

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**STREET WORK:** We cold patched, bladed and the soccer complex and brined roads. We crack sealed the airport on the 9<sup>th</sup> and crack sealed on several more days in October. We hauled gravel, dug out spots to hot patch and prepped areas for new concrete sidewalks. We dug area on Woodlawn to hot patch, hot mixed, placed black dirt on the shoulders at the airport and topsoiled shoulders. We graveled the depot lot and added gravel to streets. On the 26<sup>th</sup> we got cold patch.

**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, and cleaned storm sewers. We did meter appointments to repair or replace meters and RF's on several days. We repaired a service on Orchard on the 20<sup>th</sup>. And flushed water mains and pumped hydrants all week of the 23<sup>rd</sup>.

**CEMETERY WORK:** We had three cremation burials and one full burial this month at Cherry Grove. We dug and poured foundations on several days in the cemetery. We pulled forms at the cemetery. And dug a grave for a catholic burial on the 5<sup>th</sup>.

**DREDGING:** Dredged all month, and pushed spoils on several days. We repaired the spud for the barge on the 3<sup>rd</sup>.

**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 hauled sand for the cell at the airport, hauled gravel from the airport and fixed the driveway. Worked at the depot and homecoming parade. Hauled scrap to Fairs and set out big pumpkins. We cut brush at the VFW a couple of days, and cut a tree at the airport for glide slope. Did trench box safety on the 26<sup>th</sup>. Got things around for the pumpkin run and worked on the backhoe on the 27<sup>th</sup>. Sucked up leaves in the park to help Gary, did crossing guard for the Police Department again and hauled sand from the airport and cut trees along the lakeshore of Shamrock.

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



## MANNATEC FUEL REPORT FOR PERIOD:

**OCTOBER 1-31-2023**

	GALLONS REGULAR	TOTAL COST	AVERAGE RATE	GALLONS DIESEL	TOTAL COST	AVERAGE RATE	AMOUNT BILLED
<b>DEPT:</b>							
Airport							
Fire Dept	68.588	194.63	2.838	120.517	442.37	3.671	637.00
Police Dept	693.444	1,947.83	2.809				1,947.83
DPW	300.922	848.97	2.821	1082.672	3,993.82	3.689	5,941.82
Parks	219.363	610.23	2.782	80.756	293.99	3.640	
Cemetery	69.759	194.81	2.793			#DIV/0!	
W/WWT	160.200	462.29	2.886				462.29
Average Rate for Regular:			3.386	Average Rate for Diesel:		#DIV/0!	<b>\$8,988.94</b>
						<b>Total Bill:</b>	<b>\$8,988.94</b>

## October 2023

### UTILITY WORK ORDERS

<u>WORK ORDER TYPE</u>	<u># OF CUSTOMERS</u>
<i>Service Turned ON</i>	1
<i>Customer Request Off</i>	4
<i>Sewer Problems</i>	
<i>Off for Non Payment</i>	5
<i>New Meter Head</i>	3
<i>Repair meter</i>	
<i>Estimated Meters</i>	
<i>High Usage Check</i>	
<i>New RF</i>	1
	14

## EQUIPMENT RENTAL - October 2023

### GENERAL FUND

General Operations	101-265.000-943.641			
Depot	101-265.000-943.641	206.18		
Cemetery	101-276.000-943.641	3,976.43		
Police	101-301.000-943.641	10,240.26		
Parking Lots/Flags	101-441.000-943.641	1,137.05		
Airport	101-537.000-943.641	1,757.53		
			<b>101-000.000-001</b>	<b>-\$17,317.45 cr</b>

### MAJOR STREETS & TRUNKLINES

Trunklines	202-446.001-943.641	5,572.26		
Tkline Winter Cleanup	202-446.001-943.641	0.00		
Major Streets	202-449.000-943.641	4,357.26		
			<b>202-000.000-001</b>	<b>-\$9,929.52 cr</b>

<b><u>LOCAL STREETS:</u></b>	203-449.000-943.641	8,731.65		
			<b>203-000.000-001</b>	<b>-\$8,731.65 cr</b>

### PARKS & DAM MTS.:

Dam Mts	208-751.001-943.641	1,846.44		
Parks	208-751.001-943.641	11,272.78		
Dredging	208-741-004-702	8,756.08		
			<b>208-000.000-001</b>	<b>-\$1,846.44 cr</b>

### SEWER FUND

Sewer Treatment	590-536.001-943.641	1,180.29		
Sewer Collection	590-536.002-946.641	1,042.56		
			<b>590-000.000-001</b>	<b>-\$2,222.85 cr</b>

### WATER FUND

Water Trmt/Pumping	591-536.003-946.641	818.71		
Water Dist./Meters	591-536.004-946.641	2,440.98		
			<b>591-000.000-001</b>	<b>-\$3,259.69 cr</b>

### MOBILE EQUIPMENT FUND

Cash Received	641-000-001	<b>\$63,336.46</b>		
General Fund	641-000-669.101			-\$17,317.45
Major Sts/Tklines	641-000-669.202			-\$9,929.52
Local Sts	641-000-669.203			-\$8,731.65
Parks	641-000-669.208			-\$1,846.44
Sewer	641-000-669.590			-\$2,222.85
Water	641-000-669.591			-\$3,259.69

### CONSOLIDATED FUND: Checks Written For:

General Fund	102-000-669.101			\$17,317.45
Major Sts/Tklines	102-000-669.202			\$9,929.52
Local Sts	102-000-669.203			\$8,731.65
Parks	102-000-669.208			\$1,846.44
Sewer	102-000-669.590			\$2,222.85
Water	102-000-669.591			\$3,259.69

<b>EQUIPMENT RENTAL,</b>	<b>102-000.000-067</b>		<b>\$43,307.60</b>	
<u>ALL DEPOSITS:</u>	<b>102-000.000-001.001</b>			
	<b>102-000.000-067.102</b>			

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

FUND	FUND NAME	REGULAR			TOTAL	OVERTIME			TOTAL	CLERICAL			TOTAL	O/T
101-265.000-702	GF - City Hall	8			8.00				0.00				0.00	
	Railroad		4											
101-276.000-702	Cemetery	21	12.5	1	34.50	0.75	2		2.75	4	3.5	1	8.50	
101-528.000-702	Refuse Collection				0.00				0.00	20.4	14.05	5.1	39.55	
101-441.000-702	Par/Flag/Pk Lot	10.5		1	11.50				0.00				0.00	
	DDA Pk Lot	7	2	1	10.00				0.00				0.00	
101-445.000-702	City Trees/Lites		3		3.00				0.00				0.00	
	DDA Trees/Lites		12	2	14.00				0.00				0.00	
101-537.000-702	Airport	58	40		98.00				0.00				0.00	
202-446.001-702	Roadway Inspection				0.00				0.00				0.00	
	TK Surface Mts		0.25		0.25				0.00				0.00	
	TK Shoulder Mts				0.00				0.00				0.00	
	TK Sweeping	28	19	7	54.00				0.00				0.00	
	Drain/Bkslopes				0.00				0.00				0.00	
	TK Signs				0.00				0.00				0.00	
	Snow & Ice				0.00				0.00				0.00	
	Hauling Snow				0.00				0.00				0.00	
202-444.002-702	Major Sts Sidewalks				0.00				0.00				0.00	
202-499.002-702	Major Sts Maint.	37	27.71	4	68.71				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	4	3.5	1	8.50	
203-444.002-702	Local Sts Sidewalks				0.00				0.00				0.00	
203-499.002-702	Local Sts Maint.	63.5	55.75	1	120.25				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	4	3.5	1	8.50	
208-751.000-702	Lake Sham/Dam	6	1	12	19.00				0.00				0.00	
208-751.000-702	Lake Sham Pks		8	38	46.00				0.00				0.00	
208-751.000-702	Dredging	140	92.5	10	242.50				0.00				0.00	
590-536.002-702	Sewer	19	17		36.00	3			3.00	20.8	15.6	5.2	41.60	
591-536.004-702	Water	70.5	143.54	12	226.04				0.00	20.8	15.6	5.2	41.60	
641-444.000-702	DPW	138.5	151.5	27	317.00				0.00	6	4.75	1.5	12.25	
	DPW Equip	59.5	57	16	132.50	0.5	4		4.50				0.00	
	Fire Equip	8.5	16		24.50	2.25			2.25				0.00	
	Police Equip	12	7		19.00				0.00				0.00	
	Holiday/Funeral				0.00				0.00				0.00	
	OFF TIME	33	50.25	16	99.25				0.00		19.5		19.50	
<b>TOTALS</b>		720.00	720.00	148.00	1584.00	6.50	6.00	0.00	12.50	80.00	80.00	20.00	180.00	0.00
		1588.00			12.50			180.00			0.00			

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

**Oct-23**

FY 23-24 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				24.00											
	Sick	Vacation	16.00		8.00												
	PARKS		41.00	64.00	8.00	113.00		0.50	0.50	139.50	204.50	40.00	384.00			0.00	
	DDA Work			2.00		2.00			0.00		2.00		2.00			0.00	
	BLDG & GRUNDS		23.00	14.00		37.00			0.00	88.50	30.00	1.00	119.50			0.00	
101-276.000-702	Cemetery					0.00			0.00	131.00	133.00	32.00	296.00			0.00	
101-265.000-702	Trustees					0.00			0.00	72.00	68.00	16.00	156.00			0.00	
101-537.000-702	Airport Maint					0.00			0.00	8.00	7.50	0.00	15.50			0.00	
						0.00			0.00				0.00			0.00	
						0.00			0.00				0.00			0.00	
			<b>80.0</b>	<b>80.0</b>	<b>16.0</b>	<b>176.0</b>	<b>0.0</b>	<b>0.5</b>	<b>0.0</b>	<b>0.5</b>	<b>439.0</b>	<b>445.0</b>	<b>89.0</b>	<b>973.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>GRAND TOTAL</b>			<b>176.00</b>				<b>0.50</b>			<b>973.00</b>				<b>0.00</b>			

PAY PERIOD: October 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/Flg & PkLons	101-445-943 Trees/Lights	101-537-943 Airport	202-466.001-943 Roadway Inspection	202-466.001-943 TK Surface	202-466.001-943 TK Shoulders	202-466.001-943 TK Sweep	202-466.001-943 TK	202-466.001-943 Drain/Backstones	202-466.001-943 TK Signs/Signals	202-466.001-943 TK Snow & Ice	202-444.002-943 Mj 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 Dann	208-751-702 All Parks	208-751.004-702 Dredging Lake Shammock	590-536.002-943 Sewer	591-536.004-943 Water				
2- Utility Trailer	\$11.25																												6.00	67.50
3 - GMC Pickup	\$16.04			3.00													7.00				8.75				6.00	4.00	1.00	1.00	38.75	621.55
5 - Dodge Pickup	\$12.75																									12.50			12.50	159.38
6 - GMC Pickup	\$12.75																								24.00				24.00	306.00
7 - Chevy Bucket Truck	\$10.62																							4.00					4.00	42.48
8 - Int'l Dump Truck	\$53.40																				6.00								6.00	1,468.50
9 - Ford Dump Truck	\$53.40																8.00				16.00		10.00		1.00				35.00	1,869.00
10- Sterling Dump Truck	\$53.40																				2.00				10.00	2.00	2.00		14.00	747.60
12- Sterling Dump Truck	\$53.40																				2.00								2.00	106.80
18- Case Loader	\$40.61			3.00													1.00								43.00	7.00	9.00		63.00	2,558.43
20- Hyundai Loader	\$79.72		2.00								2.00									11.00		12.00	1.00	7.00				35.00	2,790.20	
22 - Brush Hog Mower	\$31.11																							18.00					18.00	559.98
23- Root UB Scraper	\$7.88																				6.00								6.00	47.28
24- Monroe UB Scraper	\$7.88																				2.00								2.00	15.76
33- Int'l Rotary Mower	\$17.52																							16.00					16.00	280.32
35- Air Leaf Blower	\$6.04																							5.50					5.50	33.22
36- Brush Chipper	\$30.27																8.00				10.00		10.00	51.00	1.00			80.00	2,421.60	
37- Street Sweeper	\$103.19				10.00						54.00						34.00				57.75			6.00				161.75	16,690.98	
39- Chevy Pickup	\$10.62																							15.00					15.00	159.30
50 - Trailer	\$11.25																							18.50					18.50	208.13
53A- Truck Unit	\$53.40																								1.00	2.00	2.00		5.00	267.00
53B- Sewer Washer Unit	\$19.61																								1.00	2.00	2.00		5.00	98.05
53C- Catch Basin Unit	\$28.91																									2.00		2.00	57.82	
59- Ford Utility Truck	\$10.62			1.00							2.00					2.50				2.50						13.50	58.00	79.50	844.29	
60- Dodge Pickup 4x4	\$12.75																							54.50					54.50	694.88
65- Push Mower	\$11.89																							3.00					3.00	35.67
67- Chain Saw	\$4.11																							27.00					27.00	110.97
71- Zero Turn Mower	\$31.11																							63.00					63.00	1,959.93
73- Wausau UB Scraper	\$7.88																				6.00								6.00	47.28
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																							19.00					19.00	957.60
84- Sweeper Broom	\$24.57																							2.00					2.00	49.14
89 - Ford Pickup (Parks)	\$12.75																							103.00					103.00	1,313.25
90 - Trailer	\$11.84																							9.00					9.00	106.56
91- Backpack Leaf Blower	\$3.55										3.00													13.00					13.00	56.80
93 - Kubota Tractor	\$46.75																							23.00					23.00	1,075.25
94 - Bucket Attachment	\$5.24																							21.00					21.00	110.04
97- Chevy Pickup	\$10.62		2.00	3.00	2.50	5.00															2.00		5.00		13.00	2.00	11.00		45.50	483.21
98- Airport Tractor	\$60.36																												0.50	30.18
104- Cub Cadet Rider	\$31.11																												33.80	1,051.52
105- Ford Pickup	\$12.75		2.00	3.50	2.00																						57.00		105.50	1,345.13
110 - Hydr Excavator	\$47.01																									103.50			103.50	4,865.54
200- Zero Turn Mower	\$23.29			74.00																									74.00	1,723.46
201- Zero Turn Mower	\$23.29			73.00																									73.00	1,700.17
204- Back Pack Blower	\$3.72			35.00																									35.00	130.20
205- Back Pack Blower	\$3.72			44.50																									44.50	165.54
1002- Hand Blower	\$3.72																							11.00					11.00	40.92
1004- Trimmer/Edger	\$4.02																							1.50					1.50	6.03
1007- Trimmer/Edger	\$4.02																							26.00					26.00	104.52
1009- Trimmer/Edger	\$4.02																							55.50					55.50	223.11
		0.00	6.00	240.00	14.50	5.00	79.30	0.00	0.00	0.00	54.00	0.00	0.00	0.00	0.00	60.50	0.00	0.00	0.00	131.00	0.00	37.00	622.50	207.00	36.50	148.50	1641.80	51097.20		



October-23		Police		Water		Waste Water		TOTAL	TOTAL
EQUIPMENT	2023 RATES	Department		Treatment		Treatment		HOURS	DOLLARS
1 - 2012 Ford Pickup	\$12.75	0.00		26.50	337.88	36	459.00	62.50	796.88
61- Western Snow Plow	\$13.45	0.00			0.00		0.00	0.00	0.00
16- 2008 Ford	\$11.89	0.00		26.50	315.09	36	428.04	62.50	743.13
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	23	293.25	36.00	459.00
PATROL CARS	\$11.89	861.25	10240.26		0.00		0.00	861.25	10240.26
		861.25	10240.26	66.00	818.71	95.00	1180.29	1022.25	\$12,239.26

1022.25      12,239.26

	1		4		16		
	WA	WWT	WA	WWT	WA	WWT	
Oct 1-7	6	8.00	3.00	5.00	6.00	8.00	12,239.26
Oct 8-14	6	8.00	3.00	5.00	6.00	8.00	51097.20
Oct 15-21	6	8.00	3.00	5.00	6.00	8.00	
Oct 22-28	6	8.00	3.00	5.00	6.00	8.00	
Oct 29-31	2.5	4.00	1.00	3.00	2.50	4.00	
	26.5	36	13	23	26.5	36	

	46-1	46-2	46-3	46-4	46-5 Tahoe		
END HOURS	9037	18309	25148	9202	18241	2620	36.5
START HOURS	<u>8617</u>	<u>18133</u>	<u>25092</u>	<u>9197</u>	<u>18037</u>	<u>2405</u>	<u>36.5</u>
	420	176	56	5	204	215	0
	861.25 Total Hrs						

DEPARTMENT OF PUBLIC WORKS- MANHOUR October 2023)

FUND	% OF HOURS	DEPARTMENT	October-23	
			REG.	O/T
GENERAL FUND	0.50%	General Fund	8.00	
	0.00%	Depot		
	2.33%	Cemetery	34.50	2.75
	0.72%	Parades/Flags/Pking Lots	11.50	
	0.63%	DDA Parking Lots	10.00	
	0.19%	City Trees/Lites	3.00	
	0.88%	DDA Trees/Lites	14.00	
	6.14%	Airport	98.00	
TKLINE'S	0.02%	Surface Maintenance	0.25	
	3.38%	Sweeping	54.00	
	0.00%	Signs		
	0.00%	Snow & Ice		
	0.00%	Cleanup winter debris (sand, etc)		
MAJOR STREETS	4.30%	MJ STS Preservation	68.71	
	0.00%	MJ STS Snow/Ice		
LOCAL STREETS	7.53%	LO STS Preservation	120.25	
	0.00%	LO STS Snow/Ice		
PARKS	1.19%	Lake Shamrock Dam	19.00	
PARKS	2.88%	Lake Shamrock Park work	46.00	
	15.19%	Dredging Lake Shamrock	242.50	
SEWER	2.44%	Collection	36.00	3.00
WATER	14.16%	Distribution & Meter Mts.	226.04	
DPW	19.86%	DPW Admin/Bldg/Equip	317.00	
	8.58%	DPW: Equip	132.50	4.50
	1.68%	FIRE Truck	24.50	2.25
	1.19%	DPW: PD Equipment	19.00	
	0.00%	COVID 19		
	0.00%	Holiday (Birthday)		
	6.22%	PAID TIME OFF:	99.25	
1596.5	<b>100%</b>	<b>TOTALS:</b>	<b>1584</b>	<b>12.5</b>



FUND	% OF HOURS	DEPARTMENT	October-23	
			REG.	O/T
DPW Clerical	4.72%	Cemetery Admin	8.5	
	21.97%	Refuse Collection	39.55	
	4.72%	Major Sts Admin	8.5	
	4.72%	Local Sts Admin	8.5	
	23.11%	Sewer Collection	41.6	
	23.11%	Water Distribution	41.6	
	6.81%	DPW Administration	12.25	
	0.00%	Holiday (Birthday)		
10.83%	PAID TIME OFF:	19.5		
180	<b>100%</b>	<b>TOTALS:</b>	<b>180</b>	<b>0</b>

FUND	% OF HOURS	DEPARTMENT	October-23	
			REG.	O/T
FULL TIME EMPLOYEE PARKS WORK	64.31%	Parks Work	113	0.5
	1.13%	DDA Work	2	
	20.96%	Bldgs & Grounds	37	
	0.00%	Holiday/Funeral		
	13.60%	PAID TIME OFF	24	
176.5	<b>100%</b>	<b>TOTALS:</b>	<b>176</b>	<b>0.5</b>

FUND	% OF HOURS	DEPARTMENT	October-23	
			REG.	O/T
SEASONAL EMPLOYEES	39.47%	PARKS WORK	384	
	0.21%	DDA WORK	2	
	12.28%	BLDG & GROUNDS	119.5	
	16.03%	TRUSTEE SUPERVISION*	156	
	30.42%	CEMETERY MAINTENANCE	296	
	0.00%	DPW		
	1.59%	AIRPORT MAINTENANCE	15.5	
973	<b>100%</b>	<b>TOTALS:</b>	<b>973</b>	<b>0</b>

FUND	% OF HOURS	DEPARTMENT	October-23
			REG.
*TRUSTEE WORK AREAS	100.00%	PARKS: Watering flowers, Cutting brush, Mowing, Chipping brush, Putting up signs at soccer field, Picking up leaves, Moving bleachers back, Taking flowers down, Take down soccer nets, Move soccer nets, work on ice rink, Removing leaves	157
	0.00%		
	0.00%		
	0.00%		
	0.00%		
157	100%	TOTALS:	157



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)

## **MEMORANDUM**

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

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

I had the privilege of representing our police department at the International Association of Chief of Police conference in San Diego, California. Key areas of discussion included department morale, performance, teamwork, job satisfaction, retention, recruitment, and commitment. This conference was grant funded.

I'm pleased to inform you that Sergeant Francisco, a dedicated K9 officer with 9 1/2 years of service, successfully completed his K9 recertification. In addition, K9 Falco, who joined our department three years ago, has proven to be a valuable asset. Together with Sergeant Francisco, they excel in article searches, narcotic searches, building searches, tracking, and apprehension, contributing significantly to the successful location of various articles, narcotics, and hidden dangerous subjects.

#### Training:

Oct 9-13<sup>th</sup> Chief ERT school  
Oct 14-17<sup>th</sup> IACP conference  
Oct 16<sup>th</sup> Stotzel Abandoned Vehicle Law  
Oct 24-26<sup>th</sup> Sgt Francisco K-9 recertification  
Oct 31<sup>st</sup>-Nov 1<sup>st</sup> Stotzel Property Room Management training

#### Events:

Oct 3<sup>rd</sup> Family Night Out  
Oct 6<sup>th</sup> Clare Homecoming  
Oct 28<sup>th</sup> Pumpkin Run / Trunk R Treat  
Oct 31<sup>st</sup> Halloween

#### School

See attached report from Liaison Officer Brian David

David Saad  
Clare Police Chief



# CLARE POLICE DEPT

## INCIDENTS BY INCIDENT TYPE

10/01/2023 - 11/30/2023

11/15/2023

INCIDENT TYPE	DESCRIPTION	NUMBER THIS TYPE
11001	CSC 1 Penis/ Vagina	1
13001	Non-Aggravated Assault	12
13003	Intimidation/ Stalking	20
22001	Burglary - Forced Entry	4
23007	Larceny - Other	6
26005	Fraud - Wire	1
26006	Fraud - Bad Checks	1
27000	Embezzlement	1
29000	Damage to Property	1
35001	Violation of Controlled Substance	1
36004	Sex Offense - Other	2
38001	Family - Abuse/ Neglect Non-Violent	4
38003	Family - Other	6
48000	Obstructing Police	1
50000	Obstructing Justice	15
53002	Public Peace - Other	4
54001	Hit & Run Motor Vehicle Accident	2
54002	Operating Under the Influence of Liquor or Drugs	4
54003	Traffic Violations	2
55000	Health and Safety	5
57001	Trespass - Other	2
91001	Juvenile Deliquent	6
93001	Traffic Accident	12
93001CD	Car/ Deer Accident	16
93001FA	Traffic Accident - Fatal	1
93001PI	Traffic Accident with Injury	3
93002	Accident, Non-Traffic/ Private Property	2
94002	False Alarm Activation	8
95001	Accident, Fire	3
98006	Civil	2
98007	Suspicious Persons	32
98008	Lost & Found Property	5
99001	Suicide	1
99002	Natural Death	1
99003	Missing Persons	1
99008	General Assistance	69
99009	General Non-Criminal	4
ACO	Animal Control Complaint	3
AMB3RUN	Ambulance Run	30
BOI	Be On the Look Out	12
GP	GENERAL PATROL	3
LI	LIQUOR INSPECTION	1
MA	Motorist Assist	12
PC	Property Check	431



# CLARE POLICE DEPT

Page 2

## INCIDENTS BY INCIDENT TYPE

10/01/2023 - 11/30/2023

11/15/2023

INCIDENT TYPE	DESCRIPTION	NUMBER THIS TYPE
RD HAZAR	Vehicle/Object Road Hazard	7
SALV INS	SALVAGE INSPECTION	20
TP	TRAFFIC PATROL	74
TR-52	ABANDONED VEHICLE	1
TSTOP	Traffic Stop	188
<b>Total Incidents</b>		<b>1043</b>

# Ticket Totals Report

From 10/1/2023 12:00:00 AM to 10/31/2023 12:00:00 AM

Agency Name	Voided Ticket Count	Warning Violation Count	Total Ticket Count	Total Violation Count
Clare City Police Dept	1	4	14	19

## **Clare School Liaison Officer Report: Oct-Nov 2023-2024**

- Attended three staff/parent meetings
- Responded to two disruptive student incidents
- Initiated six traffic safety incidents
- Conducted three crossing guard/traffic assist
- Conducted one home visit/welfare/truancy checks
- Conducted two staff/student meetings
- Assisted with one MIP vape incident
- Assisted with two school fights
- Attended two attendance meetings
- Conducted four parent meetings
- Attended five staff meetings
- Conducted three student meetings
- Investigating one child abuse/neglect incident
- Conducted one staff security review
- Provided security at one home football game
- Teaching 3<sup>rd</sup> hour Intro to Flight (drone) class at CHS
- Continue to conduct regular foot patrol thru all Clare schools

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

## Auxiliary Division

2023

October	Road Hours	Special Events	Meeting Hours	Training Hours	Other	Monthly Totals
Blackwell, Doug	90	10	1.5		1	102.5
Chinavare, Ken	10	3	0.5	1.5	1	16
Defoy, Mick		3.5				3.5
Fassett, Lori		2.5	0.5	1	2	6
Gilmore, Travis	10.5		0.5	1.5		12.5
Hahn, Bill	8.5		0.5	1.5		10.5
Harger, Greg		2.5	0.5			3
Jenkins, Dan	8					8
Lemke, Shane	8		1			9
Lombard, Rebeka (resigned 9/6)						0
Lynch, Steve	9	3.5				12.5
Papenfus, Joel	8					8
Pedjac, John	8					8
Winter, Nick	9.5			1		10.5
Gregory, Brendan	24	20	0.5	1.5	2	48
Marshall, Orrin	9.5		0.5	1.5		11.5
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>203</b>	<b>45</b>	<b>6</b>	<b>9.5</b>	<b>6</b>	<b>269.5</b>



# WATER TREATMENT DIRECTOR'S MONTHLY OPERATING REPORT OCTOBER 2023

## **Wastewater Treatment Plant**

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

- UV unit upgrades
  - Robinson Mechanical finished UV unit installation
  - Held training with Perceptive, Glasco, and Robinson Mechanical
  - Will return for additional training
- Received wastewater from Glorious Cannabis
- Removed and repaired VFD
- Trimmed fruit trees and removed leaves on WWTP property

## **Water Treatment Plant**

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

- Power outage and fuses blown after car accident at 5<sup>th</sup> St and Maple
- Drilled hole for new well at soccer complex
  - Met with GFA to discuss insufficient water issue
- Welders made repairs to south water tower
- Changed screen on discharge pipe at well 9
- Changed chlorine injection point
- Changed oil in screen conveyor

## **Landfill**

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

- Completed semiannual landfill sampling

## **Administrative Functions**

During the month, the following administrative tasks were performed:

- Submitted permit for Aldi
- Sent in biosolids report to EGLE
- EGLE lab inspection took place on Thursday, October 26
- Submitted monthly state reports for water and wastewater