



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

**Monday, December 18, 2023**  
**6:00 p.m.**

**AGENDA**

**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

- 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. Retirement Recognition – Gary Todd, Airport Manager**
  - B. Approval of 2024 Poverty Exemption Policy & Guidelines and Income Levels**
  - C. Annual Review of City Commission By-Laws for 2024**
- 8. TREASURER’S REPORT**
- 9. \*DEPARTMENT REPORTS**
- 10. CITY MANAGER’S REPORT**
- 11. \*COMMUNICATIONS**
- 12. EXTENDED PUBLIC COMMENT**
- 13. COMMISSION DISCUSSION TOPICS**





## CITY OF CLARE

202 West Fifth Street | Clare, Michigan 48617-1490

Office 989.386.7541 | Fax 989.386.4508

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

### CITY HALL

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Manager x102

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Clerk x106

Treasurer x107

### 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.*

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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, Pat Humphrey, Maegan Jenkins, and Gus Murphy. Absent: Kim Bussell. Also, present: Jeremy Howard, City Manager; Jennifer Kinberg, Deputy City Clerk; Gabe Ambrozaitis, Airport Manager In-Training; Gary Todd, Airport Manager; Vicki Corlew, City Treasurer; Dave Saad, Police Chief; and Diane Lyon, City Clerk

2. CONSENT AGENDA:

Moved by Commissioner Murphy second by Commissioner Bonham to approve the items listed with an asterisk (\*), Agenda, Minutes, Communications, Professional Development, Airport Lot Lease Agreements, and Bills) that are considered routine by the City Commission. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: Kim Bussell. *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. EMPLOYEE SERVICE RECOGNITION-SARAH SCHUMACHER 15 YEARS OF SERVICE UPON RETIREMENT**

Sarah Schumacher began her career with the City of Clare in September 2008 as an assistant in the Assessing office and Treasurer's office; just under a year later, she transitioned to the position of Deputy City Clerk. Sarah has recently retired from her position at the city, and the City Commission is now asked to formally consider publicly recognizing the outstanding public service of Sarah Schumacher with the presentation of a resolution honoring her service to the city residents and the greater Clare community.

Motion by Commissioner Bonham second by Commissioner Jenkins to recognize the service of Sarah Schumacher upon her retirement by adoption of Resolution 2023-093. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: Kim Bussell. *Motion Carried.*

Mayor Humphrey presented a plaque recognizing Sarah for her years of service to the community.

**B. MMDC ANNUAL REPORT PRESENTATION**

Mr. Jim McBryde presented the annual report and introduced the new Clare County MMDC Representative Allison Heinrich.

**C. APPOINTMENT OF CITY TREASURER & FINANCE DIRECTOR AND APPROVAL OF EMPLOYMENT CONTRACTS**

With the recent vacancy created by former City Treasurer and Finance Director Shannon Sirpilla taking a position as Beaverton's new City Manager, the City solicited resumes to fill the position. Mayor Pat Humphrey, Mayor Pro Tem Bob Bonham, City Clerk Diane Lyon, and I as the City Manager, made up the interview committee. After conducting the interviews, reference checking, and completing background and financial checks, the interview committee has unanimously chosen to recommend Vicki Corlew for appointment as the new Clare City Finance Director/Treasurer. Due to contractual obligations at the City of Mt. Morris, Vicki is only able to start part-time with the City of Clare during December and will then be able to go full-time on January 1, 2024. Two proposed employment contracts have been drafted (one temporary part-time and one full-time contract) for the Commission's review and consideration. Ms. Corlew has reviewed the proposed contracts and concurs with the terms and conditions.

Vicki is the current Treasurer for the City of Mt. Morris and has held a variety of city positions in her 25-year municipal career with the City of Mt. Morris. If appointed and her contracts are approved, her start date will be Monday, December 4, 2023, for the Temporary Part-Time contract, and January 1, 2024, for the Full-Time contract.

The interview committee is very pleased to recommend Ms. Vicki Corlew for the Finance Director/Treasurer position and we look forward to welcoming her to the city and working with her for many years to come.

Motion by Commissioner Murphy second by Commissioner Jenkins to approve the appointment of Vicki Corlew as City Treasurer/Finance Director and to approve temporary part-time employment contract and full-time employment contract by adoption of Resolutions 2023-094 and 2023-095 respectively. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: Kim Bussell. *Motion Carried.*

**D. APPROVAL OF INDEPENDENT CONTRACTOR AGREEMENT FOR AIRPORT MANAGER**

Mr. Gary Todd has served as the Clare Airport Manager for the past 10 years. Recently Gary announced his retirement effective December 31, 2023. In Cooperation with Gary, as well as the Airport Advisory Board, we began having conversations with potential applicants to fill the role, and after careful consideration, I have selected Mr. Gabe Ambrozaitis as the City's new Airport Manager. Mr. Ambrozaitis and I subsequently negotiated a contract to attain his services under his business, NordFlight LLC in this capacity.

The City Commission is now asked to approve the proposed contractual agreement to attain the services of Mr. Ambrozaitis as the new Clare Municipal Airport Manager.

Motion by Commissioner Bonham second by Commissioner Jenkins to approve the contractual service agreement with NordFlight LLC by adoption of Resolution 2023-096. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: Kim Bussell. *Motion Carried.*

**E. \*AIRPORT LOT 108 LEASE AGREEMENT WITH PATRIOT AVIATION LLC**

*Resolution 2023-097 Approved by Consent Agenda.*

**F. \* AIRPORT LOT 108 LEASE AGREEMENT WITH DON WEISHUHN**

*Resolution 2023-098 Approved by Consent Agenda.*

**G. UPDATE BANKING SIGNATORIES, ELECTRONIC BANKING ADMINISTRATOR, AND APPOINT INVESTMENT OFFICER**

With the retirement of Deputy Clerk Sarah Schumacher, the departure of Treasurer and Finance Director Shannon Sirpilla, and the departure of DDA Chair Jim Allen, we need to update our bank signatories.

A complete review of all of the City's bank accounts has been completed and is summarized for the Commission's review on a spreadsheet. The City Commission is asked to approve the new list of signatories authorizing Vicki Corlew, Jennifer Kinberg, and Ken Hibel as banking signatories, designate Treasurer & Finance Director Vicki Corlew as the Electronic Banking Administrator, and as the city's Investment Officer.

Motion by Commissioner Jenkins second by Commissioner Murphy to approve the city bank account signatory updates and to designate the City Treasurer/Finance Director as electronic banking administrator and as the city's investment officer by adoption of Resolution 2023-099. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: Kim Bussell. *Motion Carried.*

**H. APPROVE MUTUAL AID AGREEMENT-CLARE FIRE DEPARTMENT AND THE MICHIGAN DEPARTMENT OF NATURAL RESOURCES**

The Clare Fire Department has been asked to enter into a Mutual Aid Agreement with the Michigan Department of Natural Resources – Forest Resources Division. Response to a request for assistance by either party is voluntary/not mandatory at the call of the respective Fire Chief or their designated representative. Approval of the Agreement is mutually beneficial to both parties.

The proposed Agreement requires the approval of the Clare City Commission. The Fire Chief and I both recommend approval of the Agreement. The Commission is now asked to consider approval of said Agreement.

Motion by Commissioner Bonham second by Commissioner Murphy to approve the mutual aid agreement by adoption of Resolution 2023-100. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: Kim Bussell. *Motion Carried.*

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

9. CITY MANAGER'S REPORT

Lake Shamrock Dredging and Dam Project. Mechanical dredging continues in front of Shamrock Park. With the ground getting harder, it makes it easier for the truck to dump the spoils. Savin Lake Services has received a draft permit for the hydraulic dredging from EGLE and is reviewing the final requirements which include a discharge permit and a restrictive covenant for the holding cell. Savin is working on keeping the ice clear by the dam. Both suction dredges are ready for work once the permit is finalized and the pipe is put into the lake. Our meeting on November 28<sup>th</sup> regarding the Dam feasibility study work went well. Several alternatives were presented and we were able to give some direction to the team. The team is helping us apply for additional funding for the replacement of the Dam. We should know whether we are eligible for funding in a few months.

Chamber of Commerce Events.

The Chamber and Time Out Tavern are hosting a Queen of Hearts progressive raffle to support the annual Fireworks and other Chamber events. Tickets are available only at Timeout Tavern during business hours. Stop in and get your tickets to support the Clare Area Chamber of Commerce City Fireworks and much more. Drawing Dates: Every Wednesday starting on November 22nd, 2023. Time: 8 PM. Location: Timeout Tavern. 601 N. McEwan St., Clare, MI 48617. Questions about the event should be addressed to the Clare Area Chamber of Commerce at 989-386-2442 or to office@claremichigan.com

Christmas in Clare is December 9, 2023, at the Clare Depot – 201 West 4<sup>th</sup> Street from 10-2. There will be many great events including Santa at the Santa House, Reindeer, Craft Show, Carriage Rides, Doughnuts/Hot Chocolate/Coffee.

Positions Filled. We are happy that we were able to fill three key positions (Treasurer/Finance Director, Airport Manager, and Assistant Deputy Clerk) recently with quality candidates. This speaks volumes about the community that we live in and the reputation that Clare and the City have for being a good place to live and work.

11. \*COMMUNICATIONS: *Approved by Consent Agenda.*

12. EXTENDED PUBLIC COMMENT: None.

13. COMMISSION DISCUSSION TOPICS: The Commission discussed enforcement of the City's sign Ordinance. It was suggested that the ordinance governing feather flags could be a topic of discussion at the upcoming joint meeting of the City Commission and Planning Commission since both pros and opposition were voiced regarding businesses using the unlawful feather flags.

14. \*APPROVAL OF BILLS: *Approved by Consent Agenda.*

15. \*PROFESSIONAL & EDUCATIONAL TRAINING OPPORTUNITIES: *Approved by Consent Agenda.*

16. ADJOURNMENT: Motion by Commissioner Murphy seconded by Commissioner Jenkins to adjourn the meeting. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: Kim Bussell. None. *Motion Carried.* The meeting adjourned at 6:43 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: December 14, 2023  
RE: Retirement Recognition – Airport Manager Gary Todd

For the Agenda of December 18, 2023

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*Background.* Following the retirement of Mr. Dick Acker, Gary Todd began his career with the City of Clare in October 2013 as the City's Airport Manager. Gary intends to retire from his position at the city at the end of this year. Since Gary will be leaving the area before the next meeting to spend time in a more tropical climate this winter, the City Commission is asked to formally consider publicly recognizing the outstanding public service of Gary Todd with the presentation of a resolution honoring his service to the city residents, airport patrons, and the greater Clare community.

*Issues & Questions Specified.* Should the City Commission formally and publicly recognize the service of Gary Todd?

*Alternatives.*

1. Formally recognize Gary Todd for his service to the community.
2. Do not formally recognize Gary Todd for his service.
3. Set aside a decision regarding this matter at a later date.

*Financial Impact.* Approximately \$25 for the cost of a framed resolution.

*Recommendation.* I recommend that the City Commission formally recognize Gary Todd's service to the community by the adoption of Resolution 2023-101 (*copy att'd*).

*Attachment.*

1. Resolution 2023-101.

**RESOLUTION 2023-101**

**A RESOLUTION OF THE CLARE CITY COMMISSION RECOGNIZING THE DEDICATED SERVICE TO THE COMMUNITY BY AIRPORT MANAGER GARY TODD.**

**WHEREAS**, Gary Todd has, with utmost distinction and honor, faithfully served the City of Clare and its residents for the past ten years as the city's Airport Manager; and

**WHEREAS**, Gary Todd has, during his tenure, deservedly earned the respect and admiration of the staff and residents of the City of Clare and the surrounding community; and

**WHEREAS**, the City Commission deems it merited to formally recognize Gary Todd for his faithful, dedicated service.

**NOW THEREFORE BE IT RESOLVED THAT**, on behalf of the citizens of the City of Clare, the Clare City Commission hereby formally expresses its immense gratitude and deepest appreciation to Gary Todd for ten-plus years of sterling performance as the city's Airport Manager.

**BE IT FURTHER RESOLVED THAT** the Clare City Commission recognizes and honors Gary Todd for his amazing dedication, ceaseless resolve to always do the right thing, exceptional leadership, problem-solving abilities, superb work ethic, representing the best interests of the City, and ceaseless devotion to providing excellence in quality service for airport patrons, city staff, and the residents and business community of the City of Clare.

**BE IT FURTHER RESOLVED THAT** the Clare City Commission offers its most sincere wishes for Gary's continued good health and his success in all future endeavors.

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

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

**YEAS:**

**NAYS:**

**ABSENT:**

Resolution approved for adoption on this 18<sup>th</sup> day of December, 2023.

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Diane M. Lyon, City Clerk

## AGENDA REPORT

TO: Mayor Pat Humphrey & the Clare City Commission  
FROM: Jeremy Howard, City Manager  
DATE: December 14, 2023  
RE: Approve 2024 Poverty Exemption Policy & Guidelines and Income Levels

For the Agenda of December 18, 2023

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**Background** Public Act 390 of 1994 requires each governing body to approve a Poverty Exemption Policy & Guidelines to be administered by the municipality's appointed Board of Review. Furthermore, Public Act 390 requires the governing body to annually approve income levels for the Board of Review to follow in their review of property tax poverty exemption applications from owners of residential properties. Public Act 390 along with other applicable bulletins (*att'd*) and regulations from the State Tax Commission provide the federal poverty income levels, the required asset tests, and other procedural requirements for the poverty exemption application.

The City's Assessor has provided the Policy and Guidelines for 2024 (*att'd*) with the federal poverty levels to be used by the Board of Review and the Poverty Exemption Affidavit to be filed by the requestor (*att'd*). The Assessor will assist the City of Clare's Board of Review in their consideration of applications under the provisions of Public Act 390 to ensure compliance.

The City Commission is asked to review and approve the recommended 2024 Poverty Exemption Policy & Guidelines and Income Levels.

**Issues & Questions Specified** Should the Clare City Commission formally approve the Poverty Exemption Policy & Guidelines and Income Levels?

**Alternatives**

1. Approve the Poverty Exemption Policy & Guidelines and Income Levels.
2. Do not approve the Poverty Exemption Policy & Guidelines and Income Levels.
3. Defer/delay decision to a subsequently scheduled City Commission meeting.

**Financial Impact** The financial impact of this requirement of State Law on the City of Clare and the other taxing authorities is not determinable until after any potential applications have been received from residential property owners who qualify for the exemption. However, based upon the very low-income levels required to qualify for exemption along with the rather stringent asset tests that the Board of Review must consider the potential financial impact is negligible.

**Recommendations** I recommend that the City Commission formally approve the Poverty Exemption Policy & Guidelines and Income Levels for the upcoming calendar year as required by state law by adoption of Resolution 2023-102 (*att'd*).

**Attachments**

1. State of Michigan Department of Treasury Bulletin 18, November 14, 2023.
2. City Poverty Exemption Policy & Guidelines
3. Poverty Exemption Affidavit.
4. Resolution 2023-102.



# CITY OF CLARE

## POVERTY EXEMPTION POLICY & GUIDELINES

(Revised January 2024)

This policy was written in accordance with and governed by MCL 211.7u, as amended.

In order to be eligible for the poverty exemption, the claimant **MUST** do all of the following *on an annual basis*:

1. Own and occupy as your principal residence, as defined in Section 7dd of the General Property Tax Act, the property for which the exemption is requested;
2. File a claim with the Board of Review after January 1<sup>st</sup>, but before the day prior to the last day of the Board of Review, on a form approved by the State Tax Commission (STC);
3. Provide federal and state income tax returns for all persons residing in the principal residence (also referred to as "household" or "homestead") These income tax returns are those filed in the current year or in the immediately preceding year. If you did not file a Tax Return, then you **MUST** get a statement of benefits paid from the Social Security Administration or Michigan Department of Social Services and/or file an affidavit to affirm you were not required to file a Federal or State Tax Return
4. Produce a valid driver's license or other form of identification.
5. Produce a deed, land contract, or other evidence of ownership of the property for which the exemption is being requested;
6. Meet the federal poverty income guidelines for the household, which are updated annually in the federal register by the United States Department of Health and Human Services; and
7. Meet the **claimant and total household asset** levels set by the City of Marshall.

## INCOME & ASSET GUIDELINES FOR POVERTY EXEMPTIONS

If your income exceeds the amounts shown or your assets exceed the amounts shown, you are NOT eligible for a Poverty Exemption.

### Income Eligibility Updated Annually by the State Tax Commission

(Income levels are updated annually)

| Size of Family Unit        | Poverty Guidelines for 2024 BOR |
|----------------------------|---------------------------------|
| 1                          | \$14,580                        |
| 2                          | \$19,720                        |
| 3                          | \$24,860                        |
| 4                          | \$30,000                        |
| 5                          | \$35,140                        |
| 6                          | \$40,280                        |
| 7                          | \$45,420                        |
| 8                          | \$50,560                        |
| For Each Additional Person | \$5,140                         |

For a 50% Exemption the income level may be increased to 105% of the Federal Guidelines.  
For a 25% Exemption the income level may be increased to 110% of the Federal Guidelines.

## Asset Eligibility

Applicants shall not have more than \$15,000 in assets to be eligible for consideration and no more cash than an amount equal to one month's gross household income. Assets do not include the primary residence. Income information is required from all owners and all occupants over the age of 18. Assets do not include 1 automobile per licensed driver residing in the primary residence.

### GUIDELINES BY WHICH POVERTY EXEMPTIONS ARE DETERMINED

Completed application form and all required documents and attachments **MUST** be filed with the City Assessor's Office after January first and before the final meeting of the Board of Review in December.

March 1, for action by the March Board of Review; or

July 1, for action by the July Board of Review; or

December 1, for action by the December Board of Review.

Sign the form when you return it to the Assessor's Office.

NOTE: The filing of a claim constitutes an appearance before the Board of Review. Also, the dates for filing will be updated annually in accordance with the State of Michigan Property Tax Calendar.

1. The Board of Review determines if Income Standards have been met.
2. The Board of Review determines if Asset limits have been met.
3. The Board of Review will consider all revenue and non-revenue producing assets of the owner, co-owner and all members of the household. Any attempt to hide and/or shift assets to another person, business or corporation shall be grounds for denial.
4. Applications must be filed every year. If granted, the exemption is for one year only.
5. Applications will be reviewed by the Board of Review. The Board may ask applicants, or their authorized agents, to be physically present to answer questions. Teleconferencing for the purpose of asking questions of the applicant is allowable if the applicant is not able to attend.
6. Applicants, or their authorized agents, may have to answer questions regarding such subject as financial affairs, health and/or the status of people living in the principal residence at a meeting that is open to the public.
7. All applications will be evaluated based on data and statements given to the Board by the applicant. The Board may also use information gathered from any other source.
8. The Board of Review shall follow the policy and guidelines established herein when granting or denying an exemption.
9. Household income limits are adjusted annually to comply with the Federal Poverty Guidelines.
10. Applicants will be sent a written notice of the Board of Review's final decision. An applicant may appeal the Board of Review's decision to the Michigan Tax Tribunal. An assessor may also appeal the Board of Review's decision. Appeals must be filed with the Michigan Tax Tribunal by the following dates: March Board of Review: by July 31 of the current year. July or December Board of Review: within 35 days of decision.

Date Approved by: December 18 2024, Resolution 2023-102

CITY OF CLARE  
POLICY AND GUIDELINES FOR APPLICANTS REQUESTING  
CONSIDERATION FOR POVERTY EXEMPTIONS

1. Applicant must obtain the proper application forms from the Assessor's office in person on Tuesday mornings, by email at [assessor@cityofclare.org](mailto:assessor@cityofclare.org), or by calling the office of the Assessor at (989) 424-4066. Handicapped or infirmed applicants may call the Assessor's office to make necessary arrangements for assistance.
2. Applicant must be an owner and occupy the property as his/her principal residence.
  - a. Must provide valid driver's license or other acceptable method of identification
  - b. Must produce a deed, land contract, or other evidence of ownership, as specified by the Assessor.
3. Applicant must fill out the Application for MCL 211.7u Poverty Exemption form 5737 and Affirmation of Ownership and Occupancy to Remain Exempt by Reason of Poverty form 5739 in their entirety and return them, in person, to the Assessor's office, except as noted in Item 1 above.
  - a. The applicant must not sign the application until it is returned.
  - b. The applicant's signature must be witnessed by the Assessor, Board of Review member or Notary Public.
4. All applicants and any person residing in the homestead shall submit last year's copies of the following:
  - a. Federal Income Tax Return – 1040 or 1040 A
  - b. State Income Tax Return – MI-1040
  - c. Homestead Property Tax Claim – MI-1040 CR
  - d. Statement of benefits paid from Michigan Department of Social Services and/or Social Security Administration
5. Applications must be filed with the Assessor's Office after January 1, but before the day prior to the last day of the December Board of Review. Poverty exemption applications can be heard at the March, July, or December Board of Review. However, there can only be **one** Board of Review decision for a specific calendar year; a subsequent Board of Review cannot reconsider a decision already made that year. The Board may review applications without applicant present. However, the Board may request that an applicant be physically present to respond to any questions the Board or Assessor may have.
6. An applicant may have to answer questions regarding his/her financial affairs, or status of the people living in his/her home at the meeting before the Board of Review, which is open to and may be attended by the public at large.
7. The Board of Review may vote to go into closed session pursuant to MCL 15.268(h) to review an applicant's state or federal tax return claim as exemption under state or federal law, if the applicant requests confidentiality. If the Board wishes to go into closed session, the Open Meeting Act requirement must be followed.
8. Applicants appearing before the Board will be administered an oath, as follows:

“Do you \_\_\_\_\_ swear (or affirm) that evidence and testimony you will give on your behalf before this Board of Review, is the truth, the whole truth, and nothing but the truth, so help you.”

9. Applicant will be evaluated based on the following:
  - a. Data submitted (social security number must be removed) to the Assessor or Board of Review.
  - b. Information taken from the applicant and information gathered from any source the Assessor or Board may wish to use. The Board will also consider all revenue and nonrevenue-producing assets owned by the applicant.
10. Exemptions are granted annually.
11. Applicant will not be eligible for consideration if he/she does not meet federal income guidelines determined annually by the United States Department of Health and Human Services.

**Federal Poverty Income Guideline for Determination of 2024 Exemptions**

| <b>Size of Family Unit</b> | <b>Poverty Guidelines</b> |
|----------------------------|---------------------------|
| 1                          | <b>\$14,580</b>           |
| 2                          | <b>\$19,720</b>           |
| 3                          | <b>\$24,860</b>           |
| 4                          | <b>\$30,000</b>           |
| 5                          | <b>\$35,140</b>           |
| 6                          | <b>\$40,280</b>           |
| 7                          | <b>\$45,420</b>           |
| 8                          | <b>\$50,560</b>           |
| For Each Additional Person | <b>\$5,140</b>            |

12. Cash assets for the total household may not exceed an amount equal to one month's gross household income. Non cash assets for the total household may not exceed the annual household income established for the family size. The following assets are excluded from this limit:
  - Applicant's principal residence property
  - Applicant's household personal property
  - One vehicle for personal transportation and titled to a member of the household
  - Applicant's interest in Trust Lands
  - Assets not accessible by the applicant, co-owner or any member of the applicant's
13. An exemption shall not be granted if the applicant owns real property or holds a partial interest in any other real estate other than their principal residence. (A joint interest, life estate or remainder interest in property, which is the principal residence of another, will not be considered).
14. The filing of a claim with the Board of Review constitutes an appearance before the Board of Review for the purpose of preserving the right to appeal to the Michigan Tax Tribunal.
15. Any successful applicant may be subject to personal investigation by City of Clare to verify information submitted or statements made to the Assessor or Board of Review for this poverty exemption claim.
16. The Board of Review shall follow the Policy and Guidelines of the City of Clare in granting or denying an exemption. The Board of Review is not permitted to deviate from the city's adopted Policy and Guidelines. **(PA 253 amendment)**
17. Poverty exemptions may only be considered in open sessions.

## Poverty Exemption Affidavit

This form is issued under authority of Public Act 206 of 1893; MCL 211.7u.

**INSTRUCTIONS:** When completed, this document must accompany a taxpayer's Application for Poverty Exemption filed with the supervisor or the board of review of the local unit where the property is located. MCL 211.7u provides for a whole or partial property tax exemption on the principal residence of an owner of the property by reason of poverty and the inability to contribute toward the public charges. MCL 211.7u(2)(b) requires proof of eligibility for the exemption be provided to the board of review by supplying copies of federal and state income tax returns for all persons residing in the principal residence, including property tax credit returns, or by filing an affidavit for all persons residing in the residence who were not required to file federal or state income tax returns for the current or preceding tax year.

I, \_\_\_\_\_, swear and affirm by my signature below that I reside in the principal residence that is the subject of this Application for Poverty Exemption and that for the current tax year and the preceding tax year, I was not required to file a federal or state income tax return.

Address of Principal Residence: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Person Making Affidavit

\_\_\_\_\_  
Date

**RESOLUTION 2023-102**

**A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING THE POVERTY EXEMPTION POLICY & GUIDELINES AND INCOME LEVELS FOR 2024.**

**WHEREAS**, Public Act 390 of 1994 requires each governing body to approve a Poverty Exemption Policy & Guidelines to be administered by the City's appointed Board of Review in their consideration of granting or denying requests from residential property owners for full or partial exemption of payment of their property taxes; and

**WHEREAS**, Public Act 390 of 1994 along with other applicable bulletins and regulations issued and administered by the State Tax Commission require municipalities to annually establish income levels to be followed by the Board of Review in their consideration of property tax poverty exemption applications from owners of residential property; and

**WHEREAS**, Public Act 390 of 1994 also establishes the requirement to include within the poverty exemption guidelines/procedures to be followed by the Board of Review an asset test of the entire household where the poverty exemption is being requested; and

**NOW THEREFORE BE IT RESOLVED** that the Clare City Commission hereby approves the Poverty Exemption Policy & Guidelines for 2024 which includes the appropriate federal poverty income levels.

**BE IT FURTHER RESOLVED** that the City Commission directs the City Assessor and Board of Review to administer the City of Clare's Property Tax Poverty Exemption Application process utilizing the Poverty Exemption Policy & Guidelines and income levels for 2024 as required by state law and statute.

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

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

**YEAS:**

**NAYS:**

**ABSENT:**

Resolution approved for adoption on this 18<sup>th</sup> day of December, 2023.

---

Diane Lyon, City Clerk

## AGENDA REPORT

TO: Mayor Pat Humphrey & the Clare City Commission  
FROM: Jeremy Howard, City Manager  
DATE: December 14, 2023  
RE: Annual Review of City Commission By-Laws for 2024

For the Agenda of December 18, 2023

---

**Background:** The By-Laws of the City of Clare City Commission (*att'd*) govern the procedures and processes followed by the City Commission concerning the rules it adopts and enforces, the conduct of its members, the conduct meetings, and the decisions made by the Commission – in essence, everything the City Commission formally does or does not do. As the last piece of business for this year, it is deemed appropriate to complete the annual review and update those rules before the first meeting of the new year and before conducting any business in the new year to ensure the by-laws are up-to-date and are fulfilling the needs and desires of the City Commission.

**Issues & Questions Specified:** Should the City Commission conduct an annual review of its By-Laws?

**Alternatives:**

1. Conduct an annual review of the by-laws.
2. Do not conduct an annual review of the by-laws.
3. Set aside the matter for further consideration and/or deliberation.

**Financial Impact:** N/A.

**Recommendations:** I recommend that the City Commission conduct a review of its by-laws and adopt the current by-laws by adoption of Resolution 2024-103.

**Attachments**

1. By-Laws.
2. Proposed Resolution 2023-103.

# *CLARE CITY COMMISSION BYLAWS*

Reviewed & Adopted December 18, 2023, for the calendar year 2024  
by Clare City Commission Resolution 2023-103

*The bylaws outlined herein establish the rules and order of business of the Clare City Commission. The bylaws are adopted to ensure consistency, order, efficiency, and democracy in the conduct of all official business of the City Commission.*

*The governing procedures of the City Commission are outlined in Chapter 6, Procedure of the City Commission, of the Charter of the City of Clare. The bylaws outlined herein simply serve to reiterate and augment those procedures. In the event any rule established by these bylaws is lacking or conflicts with the City Charter, the Clare City Charter shall prevail.*

*Any revision or modification of these bylaws shall be accomplished by adopted and numbered Resolution of the Clare City Commission.*

**Regular Meetings.** The Clare City Commission shall meet on the first and third Mondays of each month commencing at 6:00 p.m. If the meeting shall fall on a City holiday, the meeting shall be held on the following Tuesday. All meetings shall be held in the Commission Chambers of Clare City Hall unless posted otherwise. All meetings shall comply with the provisions of the Michigan Open Meetings Act.

**Special Meetings.** Special meetings may be called by the City Clerk on written request of the Mayor, the City Manager, or by any two members of the Commission with at least 24 hours written notice to each member of the Commission. All special meetings shall comply with the provisions of the Michigan Open Meetings Act.

**Attendance.** If a Commissioner shall miss five consecutive regular meetings of the Commission or 25% or more of such meetings in any fiscal year of the city, unless the Commission shall excuse such absence in the event of an emergency or catastrophic event and the reason, therefore, entered in the proceedings, his/her office shall become vacant. Remote meeting participation and voting are expressly prohibited.

**Quorum.** Three members of the Commission shall be a quorum for the transaction of any business at Commission meetings.

**Conduct of Meetings.** All meetings shall be chaired and controlled by the Mayor. In the absence of the Mayor, these duties shall transfer to the Mayor Pro Tem. In the absence of the Mayor and Mayor Pro Tem, the City Clerk or Deputy Clerk shall call the meeting to order and, subsequent to the Pledge of Allegiance and Roll Call, call for a motion to designate a seated City Commissioner to chair the meeting. Upon a majority vote of the seated Commissioners, the designated Commissioner shall then chair and control the meeting. Except where exempted by a specific procedure outlined within these bylaws, the conduct of all meetings and the rules of procedure shall be in accordance with *Robert's Rules of Order Newly Revised*.



**Agenda.** The agenda for all regular meetings of the Clare City Commission shall be presented to the Commission in the following manner:

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 will be removed from the General Order of Business and considered in its normal sequence of the agenda.
3. \*Approval of Minutes
4. \*Approval of Agenda
5. Old/Unfinished Business
6. New Business
  - A. Regular Business
  - B. \*Consent Agenda Business (See list below for approved New Business Consent Agenda items)
7. Treasurer's Report (1<sup>st</sup> meeting of the month)
8. \*Department Reports (2<sup>nd</sup> meeting of the month)
9. City Manager's Report
10. \*Other Committee and/or Advisory Board Reports
11. \*Communications
12. \*Approval of Bills
13. \*Professional Education Opportunities
14. Public Comment
15. Closed Session (as needed)
16. Adjournment

New Business Consent Agenda Items. All items listed below may be designated as New Business Consent Agenda Items. As such, they will be designated by an asterisk (\*), are considered routine by the City Commission, and shall be enacted by one motion. There will be no separate discussion of these items unless a Commission or citizen requests to do so, in which event the item will be considered in its normal sequence within New Business on the agenda:

- \*Appointments and/or Resignations
- \*Approval of leases, contracts, and/or agreements
- \*First and second readings of proposed ordinances
- \*Approval of license applications and bonds
- \*Set dates for hearings
- \*Approval of contract modifications and/or amendments
- \*Other items determined by necessity

**Public Comment.** The following rules are established for all individuals desiring to be heard at any City Commission meeting:

- Before an individual can be heard, the Mayor or Commissioner in charge of the Commission meeting must recognize him/her.
- Individuals recognized to be heard shall provide their name and address and state the primary topic of their comment(s).
- The individual(s) addressing the Commission shall use a podium and microphone if they are available.

- All comments shall be addressed directly to the Commission – not to other individuals within the room.
- Individuals addressing the City Commission shall be limited to one (1) opportunity of five (5) minutes per topic of discussion in presenting their statements/comments.
- Individuals making statements during public hearings are encouraged to avoid repetition of ideas that have already been presented.
- If deemed appropriate or necessary by the Mayor or Commissioner in charge of the hearing or meeting, rebuttal comments/remarks of not more than two (2) minutes per person may be allowed. If rebuttal comments are allowed, the Mayor/Commissioner in charge of the meeting individual(s) must again recognize the individual before the presentation of his/her rebuttal comments.
- All comments shall be made with appropriate courtesy and in a civil tone.
- Inflammatory or degrading comments or remarks made against or intended toward other individuals will not be allowed.
- Heckling or chiding will not be allowed.
- Obscene or indecent language will not be allowed.
- Written comments may be submitted in lieu of verbal comments.
- The individual acting as secretary of the Commission (routinely, the City Clerk or Deputy Clerk) shall record and maintain a synopsis of all public remarks/comments, to include a record of the individual(s) responsible for the remarks.
- The Commission’s secretary shall be responsible for timekeeping and shall inform the Commission chair when an individual’s allowed time has elapsed.
- The Mayor or Commissioner in charge of the hearing may modify or change the aforementioned procedures, if necessary, to ensure order and democracy.

**Sergeant-at-Arms.** The City of Clare Chief of Police shall serve at the Sergeant-at-Arms of the Commission in the enforcement of the provisions of these bylaws.

**Appointment of City Commissioner to Serve as Voting Member of the City of Clare Zoning Board of Appeals.** The City Commission’s Mayor Pro Tem shall serve as the City Commission’s designated representative and voting member of the City of Clare Zoning Board of Appeals.

**Annual Review of By-Laws.**

It has been determined by the Clare City Commission that an annual review of its By-Laws shall be conducted **at the last meeting of the meeting of each year for the upcoming calendar year, or** as its first order of business at its first-scheduled public meeting of each new year and any changes shall be made thereto at said meeting.

**Amendments.** These bylaws may be amended at any regular or special meeting by a majority vote of the City Commission.

**RESOLUTION 2023-103**

**A RESOLUTION OF THE CLARE CITY COMMISSION DIRECTING APPROVAL OF THE ANNUAL REVIEW OF ITS BY-LAWS FOR THE UPCOMING CALENDAR YEAR.**

**WHEREAS**, the City Commission has adopted by-laws that promulgate and govern all aspects of the formal processes and procedures by which the City Commission conducts its business; and

**WHEREAS**, the City Commission considers the annual review of said by-laws crucial to ensure said document correctly prescribes the intentions and desires of the City Commission and that said by-laws always remain current, valid, and meaningful; and

**WHEREAS**, the City Commission has conducted its annual review of said by-laws and approves of its current by-laws;

**NOW THEREFORE BE IT RESOLVED THAT** the City Commission of the City of Clare hereby approves and adopts its 2024 By-Laws as reviewed at its last scheduled public meeting of the 2023 calendar year.

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

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

**YEAS:**

**NAYS:**

**ABSENT:**

Resolution approved for adoption on this 18<sup>th</sup> day of December, 2023.

---

Diane Lyon, City Clerk

**To:** Mayor Pat Humphrey and the Clare City Commission  
**From:** Vicki L. Corlew  
Treasurer/Finance Director  
**Date:** December 13, 2023  
**Reference:** Treasurer's Report for December 18, 2023

**December Board of Review:** Board of Review members met on Tuesday, December 12, 2023.

**City Audit:** AHP is still currently working to prepare our financial statements for submission to Treasury, along with our year end reporting. I had a conference call with them and they assured me that all the reporting would be submitted to the state by the December 31<sup>st</sup> deadline. They will be presenting the audit at the first meeting in January.

**City Financials:** City accounts are being reconciled and balanced for October and November.

**CITY OF CLARE**  
**CASH AND INVESTMENT SUMMARY (UNAUDITED) BY BANK**  
**FROM 11/01/2023 TO 11/30/2023**

| <u>Financial Institution/Account Description</u>     | <u>Balance<br/>11/01/2023</u> | <u>Total<br/>Increases</u>  | <u>Total<br/>Decreases</u>    | <u>Balance<br/>11/30/2023</u> |
|--|-------------------------------|-----------------------------|-------------------------------|-------------------------------|
| <b><u>City of Clare Accounts</u></b>                 |                               |                             |                               |                               |
| Huntington/Mercantile/Consolidated Account           | \$ 5,609,248.05               | \$ 701,105.17               | \$ 1,461,215.19               | 4,849,138.03                  |
| Mercantile/Rural Development Bond & Interest Acct    | 120,260.57                    | 195.71                      | -                             | 120,456.28                    |
| Mercantile/Rural Development RRI Acct                | 116,376.24                    | 189.39                      | -                             | 116,565.63                    |
| Mercantile/USDA Sewer Bond Pmt Reserve Acct          | 13,199.99                     | 2.71                        | -                             | 13,202.70                     |
| Mercantile/USDA Sewer Bond RRI Reserve Acct          | 41,386.48                     | 8.50                        | -                             | 41,394.98                     |
| Mercantile/USDA Water Bond Pmt Reserve Acct          | 43,015.39                     | 8.84                        | -                             | 43,024.23                     |
| Mercantile/USDA Water Bond RRI Reserve Acct          | 128,559.33                    | 209.22                      | -                             | 128,768.55                    |
| Mercantile/Money Market Account                      | 75,830.39                     | 123.41                      | -                             | 75,953.80                     |
| Huntington/Mercantile Property Tax Account           | 62,020.88                     | 9,557.82                    | 49,102.28                     | 22,476.42                     |
| Petty Cash and Cash on Hand                          | 750.00                        | -                           | -                             | 750.00                        |
| Mercantile/Hatton Township Landfill Trust Fund       | 210,055.60                    | -                           | -                             | 210,055.60                    |
| <b>Total - City of Clare Accounts</b>                | <b><u>\$ 6,420,702.92</u></b> | <b><u>\$ 711,400.77</u></b> | <b><u>\$ 1,510,317.47</u></b> | <b><u>\$ 5,621,786.22</u></b> |
| <b><u>City of Clare Component Unit Accounts</u></b>  |                               |                             |                               |                               |
| Mercantile/DDA Account                               | 173,279.00                    | 1,743.43                    | 2,154.20                      | 172,868.23                    |
| <b>Total - City of Clare Component Unit Accounts</b> | <b><u>\$ 173,279.00</u></b>   | <b><u>\$ 1,743.43</u></b>   | <b><u>\$ 2,154.20</u></b>     | <b><u>\$ 172,868.23</u></b>   |

Fund 101 GENERAL FUND

| GL Number   | Description                          | PERIOD ENDED<br>11/30/2022 | PERIOD ENDED<br>11/30/2023 |
|---|--------------------------------------|----------------------------|----------------------------|
| *** Assets ***  |                                      |                            |                            |
| 101-000.000-001.000                                   | CASH                                 | 1,837,205.34               | 1,958,306.47               |
| 101-000.000-001.002                                   | CASH ON HAND                         | 650.00                     | 650.00                     |
| 101-000.000-001.003                                   | PETTY CASH                           | 100.00                     | 100.00                     |
| 101-000.000-001.009                                   | ACH RECEIPT ACCT                     | 1,000.00                   | 0.00                       |
| 101-000.000-002.001                                   | CASH - MERCANTILE                    | 74,775.38                  | 75,953.80                  |
| 101-000.000-028.000                                   | TAXES RECEIVABLE                     | 0.00                       | (64.57)                    |
| 101-000.000-040.000                                   | ACCOUNTS RECEIVABLE                  | 4,284.60                   | 26,069.28                  |
| 101-000.000-040.248                                   | DUE FROM DDA                         | 1,514.33                   | 2,525.65                   |
| 101-000.000-040.271                                   | ACCOUNTS RECEIVABLE - LIBRARY        | 220.00                     | 220.00                     |
| 101-000.000-043.000                                   | A/R UTILITIES                        | 11,620.44                  | 11,272.56                  |
| 101-000.000-043.001                                   | ALLOWANCE FOR UNCOLLECTIBLE ACCOUNTS | (1,025.00)                 | (1,025.00)                 |
| 101-000.000-084.703                                   | DUE FROM TAX FUND                    | 2,449.41                   | 4,734.98                   |
| 101-000.000-111.000                                   | INVENTORY                            | 2,267.36                   | 2,668.16                   |
| 101-000.000-111.001                                   | INVENTORY - AIRPORT FUEL             | 30,221.10                  | 30,221.10                  |
| 101-000.000-123.595                                   | PREPAID SALES TAX - AVIATION FUEL    | 739.60                     | 739.60                     |
| <b>Total Assets</b>                                   |                                      | <b>1,966,022.56</b>        | <b>2,112,372.03</b>        |
| *** Liabilities ***                                   |                                      |                            |                            |
| 101-000.000-214.222                                   | DUE TO COUNTY- TR FEES               | 112.00                     | 105.50                     |
| 101-000.000-214.225                                   | DUE TO COUNTY - SCHOOL TR FEES       | 448.00                     | 422.00                     |
| 101-000.000-214.703                                   | DUE TO TAX ACCOUNT                   | 0.00                       | (5,713.92)                 |
| 101-000.000-228.000                                   | DUE TO STATE OF MICHIGAN - AIRPORT   | 784.88                     | 1,324.21                   |
| 101-000.000-228.101                                   | DUE TO THE STATE OF MICHIGAN - BAGS  | 16.27                      | 15.54                      |
| 101-000.000-276.000                                   | DUE TO UTILITY CUSTOMERS             | 367.18                     | 386.06                     |
| 101-000.000-339.000                                   | DEFERRED REVENUES                    | 323,357.99                 | 323,357.99                 |
| <b>Total Liabilities</b>                              |                                      | <b>325,086.32</b>          | <b>319,897.38</b>          |
| *** Fund Balance ***                                  |                                      |                            |                            |
| 101-000.000-391.000                                   | FISCAL FUND BALANCE                  | 693,641.89                 | 693,641.89                 |
| <b>Total Fund Balance</b>                             |                                      | <b>693,641.89</b>          | <b>693,641.89</b>          |
| <b>Beginning Fund Balance</b>                         |                                      | <b>693,641.89</b>          | <b>693,641.89</b>          |
| <b>Net of Revenues VS Expenditures - 22-23</b>        |                                      |                            | <b>287,269.07</b>          |
| <b>*22-23 End FB/23-24 Beg FB</b>                     |                                      | <b>980,910.96</b>          |                            |
| <b>Net of Revenues VS Expenditures - Current Year</b> |                                      | <b>947,294.35</b>          | <b>811,563.69</b>          |
| <b>Ending Fund Balance</b>                            |                                      | <b>1,640,936.24</b>        | <b>1,792,474.65</b>        |
| <b>Total Liabilities And Fund Balance</b>             |                                      | <b>1,966,022.56</b>        | <b>2,112,372.03</b>        |

\* Year Not Closed

Fund 151 CEMETERY TRUST FUND

| GL Number   | Description                | PERIOD ENDED<br>11/30/2022 | PERIOD ENDED<br>11/30/2023 |
|---|----------------------------|----------------------------|----------------------------|
| *** Assets ***  |                            |                            |                            |
| 151-000.000-001.000                                   | CASH                       | 330,454.64                 | 34,446.47                  |
| 151-000.000-001.002                                   | PERPETUAL CARE ACCT        | 0.00                       | 304,663.75                 |
| <b>Total Assets</b>                                   |                            | <b>330,454.64</b>          | <b>339,110.22</b>          |
| *** Liabilities ***                                   |                            |                            |                            |
| <b>Total Liabilities</b>                              |                            | <b>0.00</b>                | <b>0.00</b>                |
| *** Fund Balance ***                                  |                            |                            |                            |
| 151-000.000-390.000                                   | FUND BALANCE               | 24,664.59                  | 19,464.59                  |
| 151-000.000-390.001                                   | NONEXPENDABLE FUND BALANCE | 294,977.27                 | 300,177.27                 |
| <b>Total Fund Balance</b>                             |                            | <b>319,641.86</b>          | <b>319,641.86</b>          |
| <b>Beginning Fund Balance</b>                         |                            | <b>319,641.86</b>          | <b>319,641.86</b>          |
| <b>Net of Revenues VS Expenditures - 22-23</b>        |                            |                            | <b>16,731.86</b>           |
| <b>*22-23 End FB/23-24 Beg FB</b>                     |                            | <b>336,373.72</b>          |                            |
| <b>Net of Revenues VS Expenditures - Current Year</b> |                            | <b>10,812.78</b>           | <b>2,736.50</b>            |
| <b>Ending Fund Balance</b>                            |                            | <b>330,454.64</b>          | <b>339,110.22</b>          |
| <b>Total Liabilities And Fund Balance</b>             |                            | <b>330,454.64</b>          | <b>339,110.22</b>          |

\* Year Not Closed

Fund 202 MAJOR STREETS

| GL Number   | Description         | PERIOD ENDED<br>11/30/2022 | PERIOD ENDED<br>11/30/2023 |
|---|---------------------|----------------------------|----------------------------|
| *** Assets ***  |                     |                            |                            |
| 202-000.000-001.000                                   | CASH                | 182,715.63                 | 191,238.70                 |
| 202-000.000-078.000                                   | DUE FROM STATE      | 0.00                       | 3,606.90                   |
| <b>Total Assets</b>                                   |                     | <b>182,715.63</b>          | <b>194,845.60</b>          |
| *** Liabilities ***                                   |                     |                            |                            |
| <b>Total Liabilities</b>                              |                     | <b>0.00</b>                | <b>0.00</b>                |
| *** Fund Balance ***                                  |                     |                            |                            |
| 202-000.000-391.000                                   | FISCAL FUND BALANCE | 269,002.76                 | 269,002.76                 |
| <b>Total Fund Balance</b>                             |                     | <b>269,002.76</b>          | <b>269,002.76</b>          |
| <b>Beginning Fund Balance</b>                         |                     | <b>269,002.76</b>          | <b>269,002.76</b>          |
| <b>Net of Revenues VS Expenditures - 22-23</b>        |                     |                            | <b>17,770.43</b>           |
| <b>*22-23 End FB/23-24 Beg FB</b>                     |                     | <b>286,773.19</b>          |                            |
| <b>Net of Revenues VS Expenditures - Current Year</b> |                     | <b>(86,287.13)</b>         | <b>(91,927.59)</b>         |
| <b>Ending Fund Balance</b>                            |                     | <b>182,715.63</b>          | <b>194,845.60</b>          |
| <b>Total Liabilities And Fund Balance</b>             |                     | <b>182,715.63</b>          | <b>194,845.60</b>          |

\* Year Not Closed



Fund 203 LOCAL STS FUND

| GL Number   | Description                    | PERIOD ENDED<br>11/30/2022 | PERIOD ENDED<br>11/30/2023 |
|---|--------------------------------|----------------------------|----------------------------|
| *** Assets ***  |                                |                            |                            |
| 203-000.000-001.000                                   | CASH                           | 39,161.82                  | 45,741.93                  |
| 203-000.000-045.000                                   | SPECIAL ASSESSMENTS RECEIVABLE | 525.74                     | 525.74                     |
| <b>Total Assets</b>                                   |                                | <b>39,687.56</b>           | <b>46,267.67</b>           |
| *** Liabilities ***                                   |                                |                            |                            |
| 203-000.000-339.000                                   | DEFERRED REVENUES              | 525.74                     | 525.74                     |
| <b>Total Liabilities</b>                              |                                | <b>525.74</b>              | <b>525.74</b>              |
| *** Fund Balance ***                                  |                                |                            |                            |
| 203-000.000-391.000                                   | FISCAL FUND BALANCE            | 63,832.65                  | 63,832.65                  |
| <b>Total Fund Balance</b>                             |                                | <b>63,832.65</b>           | <b>63,832.65</b>           |
| <b>Beginning Fund Balance</b>                         |                                | <b>63,832.65</b>           | <b>63,832.65</b>           |
| <b>Net of Revenues VS Expenditures - 22-23</b>        |                                |                            | <b>10,083.28</b>           |
| <b>*22-23 End FB/23-24 Beg FB</b>                     |                                | <b>73,915.93</b>           |                            |
| <b>Net of Revenues VS Expenditures - Current Year</b> |                                | <b>(24,670.83)</b>         | <b>(28,174.00)</b>         |
| <b>Ending Fund Balance</b>                            |                                | <b>39,161.82</b>           | <b>45,741.93</b>           |
| <b>Total Liabilities And Fund Balance</b>             |                                | <b>39,687.56</b>           | <b>46,267.67</b>           |

\* Year Not Closed

Fund 204 MUNICIPAL STREET FUND

| GL Number   | Description         | PERIOD ENDED<br>11/30/2022 | PERIOD ENDED<br>11/30/2023 |
|---|---------------------|----------------------------|----------------------------|
| *** Assets ***  |                     |                            |                            |
| 204-000.000-001.000                                   | CASH                | 276,111.15                 | 213,792.06                 |
| <b>Total Assets</b>                                   |                     | <b>276,111.15</b>          | <b>213,792.06</b>          |
| *** Liabilities ***                                   |                     |                            |                            |
| <b>Total Liabilities</b>                              |                     | <b>0.00</b>                | <b>0.00</b>                |
| *** Fund Balance ***                                  |                     |                            |                            |
| 204-000.000-391.000                                   | FISCAL FUND BALANCE | 131,690.05                 | 131,690.05                 |
| <b>Total Fund Balance</b>                             |                     | <b>131,690.05</b>          | <b>131,690.05</b>          |
| <b>Beginning Fund Balance</b>                         |                     | <b>131,690.05</b>          | <b>131,690.05</b>          |
| <b>Net of Revenues VS Expenditures - 22-23</b>        |                     |                            |                            |
| <b>*22-23 End FB/23-24 Beg FB</b>                     |                     | <b>129,123.59</b>          | <b>(2,566.46)</b>          |
| <b>Net of Revenues VS Expenditures - Current Year</b> |                     | <b>144,421.10</b>          | <b>84,668.47</b>           |
| <b>Ending Fund Balance</b>                            |                     | <b>276,111.15</b>          | <b>213,792.06</b>          |
| <b>Total Liabilities And Fund Balance</b>             |                     | <b>276,111.15</b>          | <b>213,792.06</b>          |

\* Year Not Closed

Fund 206 FIRE FUND

| GL Number   | Description                          | PERIOD ENDED<br>11/30/2022 | PERIOD ENDED<br>11/30/2023 |
|---|--------------------------------------|----------------------------|----------------------------|
| *** Assets ***  |                                      |                            |                            |
| 206-000.000-001.000                                   | CASH                                 | 281,988.80                 | 328,978.36                 |
| 206-000.000-040.000                                   | ACCOUNTS RECEIVABLE                  | 14,307.48                  | 2,960.14                   |
| 206-000.000-043.001                                   | ALLOWANCE FOR UNCOLLECTIBLE ACCOUNTS | 311.16                     | 0.00                       |
| 206-000.000-111.000                                   | INVENTORY                            | 253.10                     | 253.10                     |
| <b>Total Assets</b>                                   |                                      | <b>296,860.54</b>          | <b>332,191.60</b>          |
| *** Liabilities ***                                   |                                      |                            |                            |
| 206-000.000-339.000                                   | DEFERRED REVENUES                    | 91,505.87                  | 91,505.87                  |
| <b>Total Liabilities</b>                              |                                      | <b>91,505.87</b>           | <b>91,505.87</b>           |
| *** Fund Balance ***                                  |                                      |                            |                            |
| 206-000.000-391.000                                   | FISCAL FUND BALANCE                  | 291,719.00                 | 291,719.00                 |
| <b>Total Fund Balance</b>                             |                                      | <b>291,719.00</b>          | <b>291,719.00</b>          |
| <b>Beginning Fund Balance</b>                         |                                      | <b>291,719.00</b>          | <b>291,719.00</b>          |
| <b>Net of Revenues VS Expenditures - 22-23</b>        |                                      |                            | <b>36,123.08</b>           |
| <b>*22-23 End FB/23-24 Beg FB</b>                     |                                      | <b>327,842.08</b>          |                            |
| <b>Net of Revenues VS Expenditures - Current Year</b> |                                      | <b>(86,364.33)</b>         | <b>(87,156.35)</b>         |
| <b>Ending Fund Balance</b>                            |                                      | <b>205,354.67</b>          | <b>240,685.73</b>          |
| <b>Total Liabilities And Fund Balance</b>             |                                      | <b>296,860.54</b>          | <b>332,191.60</b>          |

\* Year Not Closed

Fund 208 PARKS AND RECREATION

| GL Number   | Description                      | PERIOD ENDED<br>11/30/2022 | PERIOD ENDED<br>11/30/2023 |
|---|----------------------------------|----------------------------|----------------------------|
| <b>*** Assets ***</b>                                 |                                  |                            |                            |
| 208-000.000-001.000                                   | CASH                             | 359,950.27                 | (635,605.53)               |
| 208-000.000-001.208                                   | LAKE SHAMROCK 2021 BOND PROCEEDS | 988,816.20                 | 991,691.48                 |
| 208-000.000-040.000                                   | ACCOUNTS RECEIVABLE              | 0.00                       | 175.00                     |
| 208-000.000-045.000                                   | SPECIAL ASSESSMENTS RECEIVABLE   | 594,646.00                 | 594,646.00                 |
| <b>Total Assets</b>                                   |                                  | <b>1,943,412.47</b>        | <b>950,906.95</b>          |
| <b>*** Liabilities ***</b>                            |                                  |                            |                            |
| 208-000.000-283.000                                   | DEPOSITS PAYABLE - PARK RENTALS  | (145.00)                   | 280.00                     |
| 208-000.000-339.000                                   | DEFERRED REVENUES                | 594,646.00                 | 594,646.00                 |
| <b>Total Liabilities</b>                              |                                  | <b>594,501.00</b>          | <b>594,926.00</b>          |
| <b>*** Fund Balance ***</b>                           |                                  |                            |                            |
| 208-000.000-390.000                                   | FUND BALANCE                     | 1,203,416.62               | 1,203,416.62               |
| <b>Total Fund Balance</b>                             |                                  | <b>1,203,416.62</b>        | <b>1,203,416.62</b>        |
| <b>Beginning Fund Balance</b>                         |                                  | <b>1,203,416.62</b>        | <b>1,203,416.62</b>        |
| <b>Net of Revenues VS Expenditures - 22-23</b>        |                                  |                            | <b>255,005.15</b>          |
| <b>*22-23 End FB/23-24 Beg FB</b>                     |                                  | <b>1,458,421.77</b>        |                            |
| <b>Net of Revenues VS Expenditures - Current Year</b> |                                  | <b>145,494.85</b>          | <b>(1,102,440.82)</b>      |
| <b>Ending Fund Balance</b>                            |                                  | <b>1,348,911.47</b>        | <b>355,980.95</b>          |
| <b>Total Liabilities And Fund Balance</b>             |                                  | <b>1,943,412.47</b>        | <b>950,906.95</b>          |

\* Year Not Closed

Fund 214 LOCAL DEVELOPMENT FINANCE AUTH

| GL Number   | Description         | PERIOD ENDED<br>11/30/2022 | PERIOD ENDED<br>11/30/2023 |
|---|---------------------|----------------------------|----------------------------|
| *** Assets ***  |                     |                            |                            |
| 214-000.000-001.000                                   | CASH                | 3,743.49                   | 2,546.91                   |
| <b>Total Assets</b>                                   |                     | <b>3,743.49</b>            | <b>2,546.91</b>            |
| *** Liabilities ***                                   |                     |                            |                            |
| <b>Total Liabilities</b>                              |                     | <b>0.00</b>                | <b>0.00</b>                |
| *** Fund Balance ***                                  |                     |                            |                            |
| 214-000.000-391.000                                   | FISCAL FUND BALANCE | (447.76)                   | (447.76)                   |
| <b>Total Fund Balance</b>                             |                     | <b>(447.76)</b>            | <b>(447.76)</b>            |
| <b>Beginning Fund Balance</b>                         |                     | <b>(447.76)</b>            | <b>(447.76)</b>            |
| <b>Net of Revenues VS Expenditures - 22-23</b>        |                     |                            | <b>520.32</b>              |
| <b>*22-23 End FB/23-24 Beg FB</b>                     |                     | <b>72.56</b>               |                            |
| <b>Net of Revenues VS Expenditures - Current Year</b> |                     | <b>4,191.25</b>            | <b>2,474.35</b>            |
| <b>Ending Fund Balance</b>                            |                     | <b>3,743.49</b>            | <b>2,546.91</b>            |
| <b>Total Liabilities And Fund Balance</b>             |                     | <b>3,743.49</b>            | <b>2,546.91</b>            |

\* Year Not Closed

Fund 243 BROWNFIELD REDEVELOPMENT AUTHORITY FUND

| GL Number   | Description  | PERIOD ENDED<br>11/30/2022 | PERIOD ENDED<br>11/30/2023 |
|---|--------------|----------------------------|----------------------------|
| *** Assets ***  |              |                            |                            |
| 243-000.000-001.000                                   | CASH         | 4,635.72                   | 4,651.43                   |
| <b>Total Assets</b>                                   |              | <b>4,635.72</b>            | <b>4,651.43</b>            |
| *** Liabilities ***                                   |              |                            |                            |
| <b>Total Liabilities</b>                              |              | <b>0.00</b>                | <b>0.00</b>                |
| *** Fund Balance ***                                  |              |                            |                            |
| 243-000.000-390.000                                   | FUND BALANCE | 4,635.53                   | 4,635.53                   |
| <b>Total Fund Balance</b>                             |              | <b>4,635.53</b>            | <b>4,635.53</b>            |
| <b>Beginning Fund Balance</b>                         |              | <b>4,635.53</b>            | <b>4,635.53</b>            |
| <b>Net of Revenues VS Expenditures - 22-23</b>        |              |                            | <b>5.98</b>                |
| <b>*22-23 End FB/23-24 Beg FB</b>                     |              | <b>4,641.51</b>            |                            |
| <b>Net of Revenues VS Expenditures - Current Year</b> |              | <b>0.19</b>                | <b>9.92</b>                |
| <b>Ending Fund Balance</b>                            |              | <b>4,635.72</b>            | <b>4,651.43</b>            |
| <b>Total Liabilities And Fund Balance</b>             |              | <b>4,635.72</b>            | <b>4,651.43</b>            |

\* Year Not Closed

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

| GL Number   | Description         | PERIOD ENDED<br>11/30/2022 | PERIOD ENDED<br>11/30/2023 |
|---|---------------------|----------------------------|----------------------------|
| *** Assets ***  |                     |                            |                            |
| 248-000.000-001.000                                   | CASH                | 144,664.54                 | 172,868.23                 |
| <b>Total Assets</b>                                   |                     | <b>144,664.54</b>          | <b>172,868.23</b>          |
| *** Liabilities ***                                   |                     |                            |                            |
| <b>Total Liabilities</b>                              |                     | <b>0.00</b>                | <b>0.00</b>                |
| *** Fund Balance ***                                  |                     |                            |                            |
| 248-000.000-391.000                                   | FISCAL FUND BALANCE | 134,218.25                 | 134,218.25                 |
| <b>Total Fund Balance</b>                             |                     | <b>134,218.25</b>          | <b>134,218.25</b>          |
| <b>Beginning Fund Balance</b>                         |                     | <b>134,218.25</b>          | <b>134,218.25</b>          |
| <b>Net of Revenues VS Expenditures - 22-23</b>        |                     |                            |                            |
| <b>*22-23 End FB/23-24 Beg FB</b>                     |                     | <b>126,415.35</b>          | <b>(7,802.90)</b>          |
| <b>Net of Revenues VS Expenditures - Current Year</b> |                     | <b>10,446.29</b>           | <b>46,452.88</b>           |
| <b>Ending Fund Balance</b>                            |                     | <b>144,664.54</b>          | <b>172,868.23</b>          |
| <b>Total Liabilities And Fund Balance</b>             |                     | <b>144,664.54</b>          | <b>172,868.23</b>          |

\* Year Not Closed

Fund 265 DRUG LAW ENFORCEMENT FUND

| GL Number   | Description  | PERIOD ENDED<br>11/30/2022 | PERIOD ENDED<br>11/30/2023 |
|---|--------------|----------------------------|----------------------------|
| *** Assets ***  |              |                            |                            |
| 265-000.000-001.000                                   | CASH         | 2,575.85                   | (17.84)                    |
| <b>Total Assets</b>                                   |              | <b>2,575.85</b>            | <b>(17.84)</b>             |
| *** Liabilities ***                                   |              |                            |                            |
| <b>Total Liabilities</b>                              |              | <b>0.00</b>                | <b>0.00</b>                |
| *** Fund Balance ***                                  |              |                            |                            |
| 265-000.000-390.000                                   | FUND BALANCE | 2,893.89                   | 2,893.89                   |
| <b>Total Fund Balance</b>                             |              | <b>2,893.89</b>            | <b>2,893.89</b>            |
| <b>Beginning Fund Balance</b>                         |              | <b>2,893.89</b>            | <b>2,893.89</b>            |
| <b>Net of Revenues VS Expenditures - 22-23</b>        |              |                            |                            |
| <b>*22-23 End FB/23-24 Beg FB</b>                     |              | (17.84)                    | (2,911.73)                 |
| <b>Net of Revenues VS Expenditures - Current Year</b> |              | (318.04)                   | 0.00                       |
| <b>Ending Fund Balance</b>                            |              | <b>2,575.85</b>            | <b>(17.84)</b>             |
| <b>Total Liabilities And Fund Balance</b>             |              | <b>2,575.85</b>            | <b>(17.84)</b>             |

\* Year Not Closed



Fund 287 POLICE TRAINING 302 FUND

| GL Number   | Description         | PERIOD ENDED<br>11/30/2022 | PERIOD ENDED<br>11/30/2023 |
|---|---------------------|----------------------------|----------------------------|
| *** Assets ***  |                     |                            |                            |
| 287-000.000-001.000                                   | CASH                | 824.88                     | 3,289.02                   |
| <b>Total Assets</b>                                   |                     | <b>824.88</b>              | <b>3,289.02</b>            |
| *** Liabilities ***                                   |                     |                            |                            |
| <b>Total Liabilities</b>                              |                     | <b>0.00</b>                | <b>0.00</b>                |
| *** Fund Balance ***                                  |                     |                            |                            |
| 287-000.000-391.000                                   | FISCAL FUND BALANCE | 397.04                     | 397.04                     |
| <b>Total Fund Balance</b>                             |                     | <b>397.04</b>              | <b>397.04</b>              |
| <b>Beginning Fund Balance</b>                         |                     | <b>397.04</b>              | <b>397.04</b>              |
| <b>Net of Revenues VS Expenditures - 22-23</b>        |                     |                            |                            |
| <b>*22-23 End FB/23-24 Beg FB</b>                     |                     | 1,959.30                   | 1,562.26                   |
| <b>Net of Revenues VS Expenditures - Current Year</b> |                     | 427.84                     | 1,329.72                   |
| <b>Ending Fund Balance</b>                            |                     | 824.88                     | 3,289.02                   |
| <b>Total Liabilities And Fund Balance</b>             |                     | 824.88                     | 3,289.02                   |

\* Year Not Closed

Fund 303 PUBLIC SAFETY BLDG DEBT SERVIC

| GL Number   | Description         | PERIOD ENDED<br>11/30/2022 | PERIOD ENDED<br>11/30/2023 |
|---|---------------------|----------------------------|----------------------------|
| *** Assets ***  |                     |                            |                            |
| 303-000.000-001.000                                   | CASH                | 26,196.06                  | 56,082.37                  |
| <b>Total Assets</b>                                   |                     | <b>26,196.06</b>           | <b>56,082.37</b>           |
| *** Liabilities ***                                   |                     |                            |                            |
| <b>Total Liabilities</b>                              |                     | <b>0.00</b>                | <b>0.00</b>                |
| *** Fund Balance ***                                  |                     |                            |                            |
| 303-000.000-391.000                                   | FISCAL FUND BALANCE | (48,143.76)                | (48,143.76)                |
| <b>Total Fund Balance</b>                             |                     | <b>(48,143.76)</b>         | <b>(48,143.76)</b>         |
| <b>Beginning Fund Balance</b>                         |                     | <b>(48,143.76)</b>         | <b>(48,143.76)</b>         |
| <b>Net of Revenues VS Expenditures - 22-23</b>        |                     |                            |                            |
| *22-23 End FB/23-24 Beg FB                            |                     | 17,890.03                  | 66,033.79                  |
| <b>Net of Revenues VS Expenditures - Current Year</b> |                     | <b>74,339.82</b>           | <b>38,192.34</b>           |
| <b>Ending Fund Balance</b>                            |                     | <b>26,196.06</b>           | <b>56,082.37</b>           |
| <b>Total Liabilities And Fund Balance</b>             |                     | <b>26,196.06</b>           | <b>56,082.37</b>           |

\* Year Not Closed

Fund 590 SEWER SYSTEM FUND

| GL Number   | Description                              | PERIOD ENDED<br>11/30/2022 | PERIOD ENDED<br>11/30/2023 |
|---|--|----------------------------|----------------------------|
| <b>*** Assets ***</b>                                 |  |                            |                            |
| 590-000.000-001.000                                   | CASH                                     | 230,562.19                 | (48,614.88)                |
| 590-000.000-001.012                                   | CASH - 2012 USDA BOND RESERVE ACCT       | 113,424.94                 | 120,456.28                 |
| 590-000.000-001.013                                   | CASH - 2012 USDA BOND RRI ACCT           | 97,920.88                  | 116,565.63                 |
| 590-000.000-001.014                                   | 2014 USDA SEWER BOND PMT RESERVE ACCOUNT | 11,672.61                  | 13,202.70                  |
| 590-000.000-001.015                                   | 2014 USDA SEWER BOND RRI RESERVE ACCOUNT | 36,597.62                  | 41,394.98                  |
| 590-000.000-034.000                                   | A/R TO TAXES                             | 500.00                     | 500.00                     |
| 590-000.000-040.000                                   | ACCOUNTS RECEIVABLE                      | 738.52                     | 7,224.52                   |
| 590-000.000-043.000                                   | A/R UTILITIES                            | 47,235.89                  | 53,915.61                  |
| 590-000.000-043.001                                   | ALLOWANCE FOR UNCOLLECTIBLE ACCOUNTS     | (3,300.00)                 | (3,300.00)                 |
| 590-000.000-111.000                                   | INVENTORY                                | 53,851.75                  | 62,740.15                  |
| 590-000.000-130.000                                   | LAND                                     | 10,756.50                  | 10,756.50                  |
| 590-000.000-132.000                                   | LAND IMPROVEMENTS                        | 425,546.53                 | 425,546.53                 |
| 590-000.000-133.000                                   | ACCUMULATED DEPRECIATION - LAND IMPROVEM | (389,481.52)               | (389,481.52)               |
| 590-000.000-136.000                                   | BUILDINGS, ADDITIONS, ETC.               | 4,940,381.44               | 4,940,381.44               |
| 590-000.000-137.000                                   | ACCUMULATED DEPRECIATION-BUILDINGS       | (3,785,672.29)             | (3,785,672.29)             |
| 590-000.000-138.000                                   | EQUIPMENT                                | 2,296,519.08               | 2,317,538.48               |
| 590-000.000-143.000                                   | ACCUMULATED DEPRECIATION - EQUIPMENT     | (903,049.55)               | (903,049.55)               |
| 590-000.000-146.000                                   | OFFICE EQUIPMENT AND FURNITURE           | 17,002.77                  | 17,002.77                  |
| 590-000.000-147.000                                   | ACCUMULATED DEPR. - OFFICE EQUIPMENT     | (17,002.77)                | (17,002.77)                |
| 590-000.000-154.001                                   | SEWER SYSTEM - LAGOONS                   | 1,465,524.49               | 1,465,524.49               |
| 590-000.000-154.002                                   | SEWER SYSTEM - COLLECTION                | 4,973,846.38               | 4,973,846.38               |
| 590-000.000-155.000                                   | ACCUMULATED DEPR. - SEWER SYSTEM         | (3,508,478.17)             | (3,508,478.17)             |
| 590-000.000-158.000                                   | CONSTRUCTION IN PROGRESS                 | 6,946.40                   | 6,946.40                   |
| <b>Total Assets</b>                                   |  | <b>6,122,043.69</b>        | <b>5,917,943.68</b>        |
| <b>*** Liabilities ***</b>                            |  |                            |                            |
| 590-000.000-256.000                                   | ACCRUED INT PAYABLE                      | 10,665.22                  | 10,665.22                  |
| 590-000.000-276.000                                   | DUE TO SEWER CUSTOMERS                   | (2,728.25)                 | (2,689.12)                 |
| 590-000.000-285.000                                   | SECURITY DEPOSITS                        | 17,080.00                  | 18,810.00                  |
| 590-000.000-306.000                                   | 2011 USDA RURAL DEVELOPMENT BONDS        | 2,151,953.69               | 2,100,953.69               |
| 590-000.000-312.000                                   | 2012 REFUNDING BONDS - SEWER SYSTEM      | 4,428.57                   | (1,285.72)                 |
| 590-000.000-314.000                                   | 2014 RURAL DEVELOPMENT BONDING           | 298,000.00                 | 293,000.00                 |
| <b>Total Liabilities</b>                              |  | <b>2,479,399.23</b>        | <b>2,419,454.07</b>        |
| <b>*** Fund Balance ***</b>                           |  |                            |                            |
| 590-000.000-391.000                                   | NET ASSETS                               | 3,391,244.51               | 3,362,866.51               |
| 590-000.000-391.002                                   | BOND RESERVE - 2011 RURAL DEV BOND PMT   | 113,318.81                 | 118,568.81                 |
| 590-000.000-391.003                                   | BOND RESERVE - 2011 RURAL DEV - RRI      | 97,830.27                  | 114,755.27                 |
| 590-000.000-391.004                                   | BOND RESERVE - 2014 RURAL DEV BOND PMT   | 11,662.09                  | 13,162.09                  |
| 590-000.000-391.005                                   | BOND RESERVE - 2014 RURAL DEV RRI        | 36,564.10                  | 41,267.10                  |
| <b>Total Fund Balance</b>                             |  | <b>3,650,619.78</b>        | <b>3,650,619.78</b>        |
| <b>Beginning Fund Balance</b>                         |  | <b>3,650,619.78</b>        | <b>3,650,619.78</b>        |
| <b>Net of Revenues VS Expenditures - 22-23</b>        |  |                            | <b>137,434.27</b>          |
| <b>*22-23 End FB/23-24 Beg FB</b>                     |  | <b>3,788,054.05</b>        |                            |
| <b>Net of Revenues VS Expenditures - Current Year</b> |  | <b>(7,975.32)</b>          | <b>(289,564.44)</b>        |
| <b>Ending Fund Balance</b>                            |  | <b>3,642,644.46</b>        | <b>3,498,489.61</b>        |
| <b>Total Liabilities And Fund Balance</b>             |  | <b>6,122,043.69</b>        | <b>5,917,943.68</b>        |

\* Year Not Closed

Fund 591 WATER SYSTEM FUND

| GL Number   | Description                              | PERIOD ENDED<br>11/30/2022 | PERIOD ENDED<br>11/30/2023 |
|---|--|----------------------------|----------------------------|
| <b>*** Assets ***</b>                                 |  |                            |                            |
| 591-000.000-001.000                                   | CASH                                     | 1,735,669.12               | 1,619,995.85               |
| 591-000.000-001.016                                   | 2014 & 2019 USDA WATER BOND PMT RESERVES | 34,839.99                  | 43,024.23                  |
| 591-000.000-001.017                                   | 2014 & 2019 USDA WATER BOND RRI RESERVES | 98,894.86                  | 128,768.55                 |
| 591-000.000-040.000                                   | ACCOUNTS RECEIVABLE                      | 3,647.03                   | 675.00                     |
| 591-000.000-043.000                                   | A/R UTILITIES                            | 29,257.15                  | 34,914.75                  |
| 591-000.000-043.001                                   | ALLOWANCE FOR UNCOLLECTIBLE ACCOUNTS     | (1,750.00)                 | (1,750.00)                 |
| 591-000.000-111.000                                   | INVENTORY                                | 2,436.57                   | 2,436.57                   |
| 591-000.000-130.000                                   | LAND                                     | 42,632.25                  | 42,632.25                  |
| 591-000.000-136.000                                   | BUILDING, ADDITIONS AND IMPROVEMENTS     | 454,584.99                 | 454,584.99                 |
| 591-000.000-137.000                                   | ACCUMULATED DEPRECIATION-BUILDINGS       | (408,066.61)               | (408,066.61)               |
| 591-000.000-138.000                                   | EQUIPMENT                                | 25,186.84                  | 25,186.84                  |
| 591-000.000-143.000                                   | ACCUMULATED DEPR. - EQUIPMENT            | (20,664.21)                | (20,664.21)                |
| 591-000.000-146.000                                   | WATER TREATMENT PLANT                    | 8,956.40                   | 8,956.40                   |
| 591-000.000-152.001                                   | WATER SYSTEM - WELLS                     | 897,086.03                 | 1,208,756.18               |
| 591-000.000-152.003                                   | WATER SYSTEM - PUMPING                   | 143,787.93                 | 143,787.93                 |
| 591-000.000-152.004                                   | WATER SYSTEM - STANDPIPES                | 1,352,349.77               | 1,843,823.12               |
| 591-000.000-152.005                                   | WATER SYSTEM - MAINS                     | 1,827,873.50               | 1,827,873.50               |
| 591-000.000-152.007                                   | WATER SYSTEM - TRANSMISSION              | 3,684,957.29               | 3,684,957.29               |
| 591-000.000-153.000                                   | ACCUMULATED DEPR. WATER SYSTEM           | (2,341,706.37)             | (2,341,706.37)             |
| 591-000.000-158.000                                   | CONSTRUCTION IN PROGRESS                 | 69,285.49                  | 69,285.49                  |
| <b>Total Assets</b>                                   |  | <b>7,639,258.02</b>        | <b>8,367,471.75</b>        |
| <b>*** Liabilities ***</b>                            |  |                            |                            |
| 591-000.000-256.000                                   | ACCRUED INT PAYABLE                      | 15,224.78                  | 15,224.78                  |
| 591-000.000-276.000                                   | DUE TO WATER CUSTOMERS                   | (2,519.72)                 | (2,492.08)                 |
| 591-000.000-312.000                                   | 2012 REFUNDING BONDS - WATER SYSTEM      | 11,265.31                  | 6,061.23                   |
| 591-000.000-314.000                                   | 2014 RURAL DEVELOPMENT BONDING           | 498,000.00                 | 489,000.00                 |
| 591-000.000-316.000                                   | WATER PLANT BONDS - 2019                 | 1,423,000.00               | 1,397,000.00               |
| <b>Total Liabilities</b>                              |  | <b>1,944,970.37</b>        | <b>1,904,793.93</b>        |
| <b>*** Fund Balance ***</b>                           |  |                            |                            |
| 591-000.000-391.000                                   | NET ASSETS                               | 5,511,436.19               | 5,475,276.19               |
| 591-000.000-391.004                                   | BOND RESERVE - RURAL DEV BOND PMT        | 34,808.99                  | 42,898.99                  |
| 591-000.000-391.005                                   | BOND RESERVE - RURAL DEV RRI             | 98,808.31                  | 126,878.31                 |
| <b>Total Fund Balance</b>                             |  | <b>5,645,053.49</b>        | <b>5,645,053.49</b>        |
| <b>Beginning Fund Balance</b>                         |  | <b>5,645,053.49</b>        | <b>5,645,053.49</b>        |
| <b>Net of Revenues VS Expenditures - 22-23</b>        |  |                            | <b>844,350.56</b>          |
| <b>*22-23 End FB/23-24 Beg FB</b>                     |  | <b>6,489,404.05</b>        |                            |
| <b>Net of Revenues VS Expenditures - Current Year</b> |  | <b>49,234.16</b>           | <b>(26,726.23)</b>         |
| <b>Ending Fund Balance</b>                            |  | <b>5,694,287.65</b>        | <b>6,462,677.82</b>        |
| <b>Total Liabilities And Fund Balance</b>             |  | <b>7,639,258.02</b>        | <b>8,367,471.75</b>        |

\* Year Not Closed

Fund 636 DATA PROCESSING

| GL Number   | Description                          | PERIOD ENDED<br>11/30/2022 | PERIOD ENDED<br>11/30/2023 |
|---|--------------------------------------|----------------------------|----------------------------|
| *** Assets ***  |                                      |                            |                            |
| 636-000.000-001.000                                   | CASH                                 | 31,848.73                  | 37,309.74                  |
| 636-000.000-146.000                                   | OFFICE EQUIPMENT AND FURNITURE       | 518,177.56                 | 518,177.56                 |
| 636-000.000-147.000                                   | ACCUMULATED DEPR. - OFFICE EQUIPMENT | (424,745.41)               | (424,745.41)               |
| <b>Total Assets</b>                                   |                                      | <b>125,280.88</b>          | <b>130,741.89</b>          |
| *** Liabilities ***                                   |                                      |                            |                            |
| <b>Total Liabilities</b>                              |                                      | <b>0.00</b>                | <b>0.00</b>                |
| *** Fund Balance ***                                  |                                      |                            |                            |
| 636-000.000-391.000                                   | NET ASSETS                           | 132,140.18                 | 132,140.18                 |
| <b>Total Fund Balance</b>                             |                                      | <b>132,140.18</b>          | <b>132,140.18</b>          |
| <b>Beginning Fund Balance</b>                         |                                      | <b>132,140.18</b>          | <b>132,140.18</b>          |
| <b>Net of Revenues VS Expenditures - 22-23</b>        |                                      |                            | <b>3,173.26</b>            |
| <b>*22-23 End FB/23-24 Beg FB</b>                     |                                      | <b>135,313.44</b>          |                            |
| <b>Net of Revenues VS Expenditures - Current Year</b> |                                      | <b>(6,859.30)</b>          | <b>(4,571.55)</b>          |
| <b>Ending Fund Balance</b>                            |                                      | <b>125,280.88</b>          | <b>130,741.89</b>          |
| <b>Total Liabilities And Fund Balance</b>             |                                      | <b>125,280.88</b>          | <b>130,741.89</b>          |

\* Year Not Closed

Fund 640 DPW EQUIPMENT REVOLVING FUND

| GL Number   | Description                          | PERIOD ENDED<br>11/30/2022 | PERIOD ENDED<br>11/30/2023 |
|---|--------------------------------------|----------------------------|----------------------------|
| *** Assets ***  |                                      |                            |                            |
| 640-000.000-001.000                                   | CASH                                 | 106,043.71                 | 95,779.56                  |
| 640-000.000-043.000                                   | A/R UTILITIES                        | 1,500.68                   | 1,360.05                   |
| 640-000.000-043.001                                   | ALLOWANCE FOR UNCOLLECTIBLE ACCOUNTS | (120.00)                   | (120.00)                   |
| 640-000.000-109.000                                   | INVENTORY - STREET ROAD SALT         | 36,224.03                  | 33,278.09                  |
| 640-000.000-109.001                                   | INVENTORY - STREET COLD PATCH        | 661.26                     | 661.26                     |
| 640-000.000-111.000                                   | INVENTORY                            | 32,502.08                  | 31,851.37                  |
| 640-000.000-130.000                                   | LAND                                 | 85,000.00                  | 85,000.00                  |
| 640-000.000-136.000                                   | BUILDING, ADDITIONS AND IMPROVEMENTS | 667,283.12                 | 667,283.12                 |
| 640-000.000-137.000                                   | ACCUMULATED DEPRECIATION-BUILDINGS   | (565,539.92)               | (565,539.92)               |
| 640-000.000-138.000                                   | EQUIPMENT                            | 611,822.24                 | 611,822.24                 |
| 640-000.000-139.001                                   | OTHER EQUIPMENT                      | 16,787.52                  | 16,787.52                  |
| 640-000.000-143.000                                   | ACCUMULATED DEPR. - EQUIPMENT        | (600,087.31)               | (600,087.31)               |
| 640-000.000-148.000                                   | VEHICLES - DPW                       | 1,678,685.18               | 1,745,721.36               |
| 640-000.000-148.001                                   | VEHICLES - POLICE                    | 270,208.23                 | 270,208.23                 |
| 640-000.000-149.000                                   | ACCUMULATED DEPRECIATION - VEHICLES  | (1,136,405.80)             | (1,136,405.80)             |
| <b>Total Assets</b>                                   |                                      | <b>1,204,565.02</b>        | <b>1,257,599.77</b>        |
| *** Liabilities ***                                   |                                      |                            |                            |
| 640-000.000-207.000                                   | NOTES PAYABLE                        | 23,375.00                  | 23,375.00                  |
| 640-000.000-276.000                                   | DUE TO UTILITY CUSTOMERS             | 21.57                      | 23.39                      |
| 640-000.000-308.000                                   | 2017 ELGIN STREETSWEeper             | 181,090.00                 | 181,090.00                 |
| 640-000.000-309.000                                   | 2018 FREIGHTLINER                    | 68,998.00                  | 68,998.00                  |
| 640-000.000-311.001                                   | STREET SWEEPER PURCHASE - 2007       | (412.00)                   | (412.00)                   |
| <b>Total Liabilities</b>                              |                                      | <b>273,072.57</b>          | <b>273,074.39</b>          |
| *** Fund Balance ***                                  |                                      |                            |                            |
| 640-000.000-391.000                                   | NET ASSETS                           | 905,395.27                 | 905,395.27                 |
| <b>Total Fund Balance</b>                             |                                      | <b>905,395.27</b>          | <b>905,395.27</b>          |
| <b>Beginning Fund Balance</b>                         |                                      | <b>905,395.27</b>          | <b>905,395.27</b>          |
| <b>Net of Revenues VS Expenditures - 22-23</b>        |                                      |                            | <b>188,436.34</b>          |
| <b>*22-23 End FB/23-24 Beg FB</b>                     |                                      | <b>1,093,831.61</b>        |                            |
| <b>Net of Revenues VS Expenditures - Current Year</b> |                                      | <b>26,097.18</b>           | <b>(109,306.23)</b>        |
| <b>Ending Fund Balance</b>                            |                                      | <b>931,492.45</b>          | <b>984,525.38</b>          |
| <b>Total Liabilities And Fund Balance</b>             |                                      | <b>1,204,565.02</b>        | <b>1,257,599.77</b>        |

\* Year Not Closed

Fund 701 GENERAL AGENCY FUND

| GL Number   | Description                      | PERIOD ENDED<br>11/30/2022 | PERIOD ENDED<br>11/30/2023 |
|---|----------------------------------|----------------------------|----------------------------|
| *** Assets ***  |                                  |                            |                            |
| 701-000.000-001.000                                   | CASH                             | 13,835.00                  | 0.00                       |
| <b>Total Assets</b>                                   |                                  | <b>13,835.00</b>           | <b>0.00</b>                |
| *** Liabilities ***                                   |                                  |                            |                            |
| 701-000.000-206.000                                   | FIRE INSURANCE SETTLEMENT ESCROW | 13,835.00                  | 0.00                       |
| <b>Total Liabilities</b>                              |                                  | <b>13,835.00</b>           | <b>0.00</b>                |
| <b>Beginning Fund Balance</b>                         |                                  | <b>0.00</b>                | <b>0.00</b>                |
| <b>Net of Revenues VS Expenditures - 22-23</b>        |                                  |                            | <b>0.00</b>                |
| <b>*22-23 End FB/23-24 Beg FB</b>                     |                                  | <b>0.00</b>                |                            |
| <b>Net of Revenues VS Expenditures - Current Year</b> |                                  | <b>0.00</b>                | <b>0.00</b>                |
| <b>Ending Fund Balance</b>                            |                                  | <b>0.00</b>                | <b>0.00</b>                |
| <b>Total Liabilities And Fund Balance</b>             |                                  | <b>13,835.00</b>           | <b>0.00</b>                |

\* Year Not Closed

Fund 703 PROPERTY TAX FUND

| GL Number   | Description                    | PERIOD ENDED<br>11/30/2022 | PERIOD ENDED<br>11/30/2023 |
|---|--------------------------------|----------------------------|----------------------------|
| <b>*** Assets ***</b>                                 |                                |                            |                            |
| 703-000.000-001.000                                   | CASH                           | 45,126.71                  | 22,476.42                  |
| 703-000.000-018.000                                   | TAXES RECEIVABLE - SUMMER      | (2,851,939.38)             | (6,179,395.14)             |
| 703-000.000-019.000                                   | TAXES RECEIVABLE - WINTER      | 279,865.37                 | (1,860,878.14)             |
| 703-000.000-084.101                                   | DUE FROM GENERAL FUND          | 0.00                       | (5,713.92)                 |
| <b>Total Assets</b>                                   |                                | <b>(2,526,947.30)</b>      | <b>(8,023,510.78)</b>      |
| <b>*** Liabilities ***</b>                            |                                |                            |                            |
| 703-000.000-214.101                                   | DUE TO GENERAL FUND            | (1,387,480.03)             | (3,122,491.26)             |
| 703-000.000-214.203                                   | DUE TO LOCAL STREET FUND       | 159.33                     | 159.33                     |
| 703-000.000-214.204                                   | DUE TO MUNICIPAL STREETS       | (226,039.90)               | (505,518.06)               |
| 703-000.000-214.208                                   | DUE TO PARKS FUND              | (60,843.47)                | (173,504.61)               |
| 703-000.000-214.590                                   | DUE TO SEWER FUND              | 1,089.78                   | 783.35                     |
| 703-000.000-214.591                                   | DUE TO WATER FUND              | 200.77                     | (26.73)                    |
| 703-000.000-214.640                                   | DUE TO MOBILE EQUIPMENT        | 16.81                      | 5.34                       |
| 703-000.000-215.001                                   | DUE TO COMPONENT UNIT - DDA    | (68,683.98)                | (177,906.29)               |
| 703-000.000-215.002                                   | DUE TO COMPONENT UNIT - LDFA   | (93,046.77)                | (98,295.28)                |
| 703-000.000-222.001                                   | DUE TO CLARE COUNTY            | (967,949.64)               | (2,661,332.01)             |
| 703-000.000-222.002                                   | DUE TO ISABELLA COUNTY         | 223,729.44                 | 6,914.75                   |
| 703-000.000-223.000                                   | DUE TO LIBRARY - PMDL          | (74,864.61)                | (167,404.15)               |
| 703-000.000-225.000                                   | DUE TO CLARE PUBLIC SCHOOLS    | 145,155.69                 | (1,089,084.63)             |
| 703-000.000-228.000                                   | DUE TO STATE OF MICHIGAN       | (21,702.58)                | (27,465.28)                |
| 703-000.000-230.001                                   | DUE TO ISABELLA COUNTY TRANSIT | 2,052.48                   | (6,033.18)                 |
| 703-000.000-274.000                                   | UNDISTRIBUTED TAX COLLECTIONS  | 1,274.38                   | (2,297.07)                 |
| <b>Total Liabilities</b>                              |                                | <b>(2,526,932.30)</b>      | <b>(8,023,495.78)</b>      |
| <b>*** Fund Balance ***</b>                           |                                |                            |                            |
| <b>Total Fund Balance</b>                             |                                | <b>0.00</b>                | <b>0.00</b>                |
| <b>Beginning Fund Balance</b>                         |                                | <b>0.00</b>                | <b>0.00</b>                |
| <b>Net of Revenues VS Expenditures - 22-23</b>        |                                |                            | <b>(15.00)</b>             |
| <b>*22-23 End FB/23-24 Beg FB</b>                     |                                | <b>(15.00)</b>             |                            |
| <b>Net of Revenues VS Expenditures - Current Year</b> |                                | <b>(15.00)</b>             | <b>0.00</b>                |
| <b>Ending Fund Balance</b>                            |                                | <b>(15.00)</b>             | <b>(15.00)</b>             |
| <b>Total Liabilities And Fund Balance</b>             |                                | <b>(2,526,947.30)</b>      | <b>(8,023,510.78)</b>      |

\* Year Not Closed



Fund 704 IMPREST PAYROLL FUND

| GL Number   | Description                              | PERIOD ENDED<br>11/30/2022 | PERIOD ENDED<br>11/30/2023 |
|---|--|----------------------------|----------------------------|
| *** Assets ***  |  |                            |                            |
| 704-000.000-001.000                                   | CASH                                     | (39,379.09)                | (50,474.07)                |
| <b>Total Assets</b>                                   |  | <b>(39,379.09)</b>         | <b>(50,474.07)</b>         |
| *** Liabilities ***                                   |  |                            |                            |
| 704-000.000-228.000                                   | DUE TO STATE OF MICHIGAN                 | 5,433.72                   | 14,273.16                  |
| 704-000.000-229.000                                   | DUE TO FEDERAL GOV'T                     | (17,231.57)                | 0.01                       |
| 704-000.000-231.000                                   | PAYROLL DEDUCTIONS PAYABLE               | (10.00)                    | 0.00                       |
| 704-000.000-231.001                                   | AFLAC PAYABLE                            | (516.60)                   | 997.37                     |
| 704-000.000-231.002                                   | MERS PAYABLE                             | 31,595.25                  | (2,304.09)                 |
| 704-000.000-231.003                                   | BLUE CROSS PAYABLE                       | (58,697.43)                | (62,488.02)                |
| 704-000.000-231.004                                   | THIN BLUE LINE PAYABLE                   | (4.00)                     | 0.00                       |
| 704-000.000-231.005                                   | TEAMSTERS PAYABLE                        | (64.50)                    | (702.50)                   |
| 704-000.000-231.006                                   | DEFERRED COMP PAYABLE - NATIONWIDE       | (250.00)                   | 0.00                       |
| 704-000.000-231.007                                   | POAM PAYABLE                             | (158.00)                   | 0.00                       |
| 704-000.000-231.012                                   | DEFERRED COMP PAYABLE - SECURITY BENEFIT | (100.00)                   | 0.00                       |
| 704-000.000-231.013                                   | DEFERRED COMP PAYABLE - THE STANDARD     | (150.00)                   | 0.00                       |
| 704-000.000-231.014                                   | COAM PAYABLE                             | (100.00)                   | 0.00                       |
| 704-000.000-231.015                                   | DEFERRED COMP PAYABLE - MERS 457         | 874.04                     | (250.00)                   |
| <b>Total Liabilities</b>                              |  | <b>(39,379.09)</b>         | <b>(50,474.07)</b>         |
| <b>Beginning Fund Balance</b>                         |  | <b>0.00</b>                | <b>0.00</b>                |
| <b>Net of Revenues VS Expenditures - 22-23</b>        |  |                            | <b>0.00</b>                |
| <b>*22-23 End FB/23-24 Beg FB</b>                     |  | <b>0.00</b>                |                            |
| <b>Net of Revenues VS Expenditures - Current Year</b> |  | <b>0.00</b>                | <b>0.00</b>                |
| <b>Ending Fund Balance</b>                            |  | <b>0.00</b>                | <b>0.00</b>                |
| <b>Total Liabilities And Fund Balance</b>             |  | <b>(39,379.09)</b>         | <b>(50,474.07)</b>         |

\* Year Not Closed

Fund 765 HATTON TOWNSHIP LANDFILL TRUST FUND

| GL Number   | Description             | PERIOD ENDED<br>11/30/2022 | PERIOD ENDED<br>11/30/2023 |
|---|-------------------------|----------------------------|----------------------------|
| *** Assets ***  |                         |                            |                            |
| 765-000.000-003.000                                   | CERTIFICATES OF DEPOSIT | 209,635.94                 | 210,055.60                 |
| <b>Total Assets</b>                                   |                         | <b>209,635.94</b>          | <b>210,055.60</b>          |
| *** Liabilities ***                                   |                         |                            |                            |
| <b>Total Liabilities</b>                              |                         | <b>0.00</b>                | <b>0.00</b>                |
| *** Fund Balance ***                                  |                         |                            |                            |
| 765-000.000-390.000                                   | FUND BALANCE            | 209,635.94                 | 209,635.94                 |
| <b>Total Fund Balance</b>                             |                         | <b>209,635.94</b>          | <b>209,635.94</b>          |
| <b>Beginning Fund Balance</b>                         |                         | <b>209,635.94</b>          | <b>209,635.94</b>          |
| <b>Net of Revenues VS Expenditures - 22-23</b>        |                         |                            | <b>419.66</b>              |
| <b>*22-23 End FB/23-24 Beg FB</b>                     |                         | <b>210,055.60</b>          |                            |
| <b>Net of Revenues VS Expenditures - Current Year</b> |                         | <b>0.00</b>                | <b>0.00</b>                |
| <b>Ending Fund Balance</b>                            |                         | <b>209,635.94</b>          | <b>210,055.60</b>          |
| <b>Total Liabilities And Fund Balance</b>             |                         | <b>209,635.94</b>          | <b>210,055.60</b>          |

\* Year Not Closed

Fund 901 GENERAL FIXED ASSETS

| GL Number   | Description                              | PERIOD ENDED<br>11/30/2022 | PERIOD ENDED<br>11/30/2023 |
|---|--|----------------------------|----------------------------|
| *** Assets ***  |  |                            |                            |
| 901-000.000-130.101                                   | LAND - GFA, GENERAL FUND                 | 3,067,932.88               | 3,067,932.88               |
| 901-000.000-130.206                                   | LAND - GFA, FIRE DEPARTMENT              | 5,675.00                   | 5,675.00                   |
| 901-000.000-130.208                                   | LAND - GFA, PARKS & RECREATION           | 980,494.24                 | 980,494.24                 |
| 901-000.000-130.248                                   | LAND - DDA                               | 108,126.20                 | 108,126.20                 |
| 901-000.000-132.101                                   | LAND IMPROVEMENTS - GFA, GENERAL FUND    | 2,612,043.44               | 2,612,043.44               |
| 901-000.000-132.202                                   | ROAD IMPROVEMENTS - MAJOR STREETS        | 1,183,399.01               | 1,183,399.01               |
| 901-000.000-132.203                                   | ROAD IMPROVEMENTS - LOCAL STREETS        | 729,482.59                 | 729,482.59                 |
| 901-000.000-132.204                                   | ROAD IMPROVEMENTS - MUNICIPAL STREETS    | 1,158,177.20               | 1,359,700.85               |
| 901-000.000-132.208                                   | LAND IMPROVEMENTS - GFA, PARKS AND REC.  | 1,278,950.68               | 1,365,107.00               |
| 901-000.000-132.211                                   | SIDEWALK IMPROVEMENTS                    | 164,130.19                 | 164,130.19                 |
| 901-000.000-132.214                                   | LAND IMPROV - LDFA                       | 94,016.27                  | 94,016.27                  |
| 901-000.000-132.248                                   | LAND IMPROVEMENTS - DDA                  | 490,632.76                 | 490,632.76                 |
| 901-000.000-133.000                                   | ACCUMULATED DEPRECIATION - LAND IMPROVEM | (1,434,750.22)             | (1,434,750.22)             |
| 901-000.000-133.214                                   | ACCUM DEPR - LAND IMPROV - LDFA          | (49,227.57)                | (49,227.57)                |
| 901-000.000-133.248                                   | ACCUM DEPR - LAND IMPROV - DDA           | (334,971.35)               | (334,971.35)               |
| 901-000.000-136.101                                   | BUILDINGS, ETC. - GFA, GENERAL FUND      | 1,774,127.03               | 1,805,541.64               |
| 901-000.000-136.206                                   | BUILDINGS, ETC. - GFA, FIRE DEPARTMENT   | 461,759.56                 | 504,647.56                 |
| 901-000.000-136.208                                   | BUILDINGS, ETC. - PARKS & RECREATION     | 360,896.42                 | 360,896.42                 |
| 901-000.000-137.000                                   | ACCUMULATED DEPRECIATION-BUILDINGS       | (1,449,640.47)             | (1,449,640.47)             |
| 901-000.000-138.101                                   | EQUIPMENT - GFA, GENERAL FUND            | 436,666.57                 | 436,666.57                 |
| 901-000.000-138.206                                   | EQUIPMENT - GFA, FIRE DEPARTMENT         | 793,228.23                 | 860,473.83                 |
| 901-000.000-138.208                                   | EQUIPMENT - GFA, PARKS & RECREATION      | 199,080.95                 | 199,080.95                 |
| 901-000.000-138.248                                   | EQUIPMENT - DDA                          | 138,200.00                 | 138,200.00                 |
| 901-000.000-139.000                                   | ACCUMULATED DEPRECIATION-EQUIPMENT       | (853,985.66)               | (853,985.66)               |
| 901-000.000-139.248                                   | ACCUM DEPR - EQUIP (DDA)                 | (138,200.00)               | (138,200.00)               |
| 901-000.000-146.206                                   | OFFICE EQUIPMENT - GFA, FIRE DEPARTMENT  | 1,269.00                   | 1,269.00                   |
| 901-000.000-147.000                                   | ACCUMULATED DEPR. - OFFICE EQUIPMENT     | (1,269.00)                 | (1,269.00)                 |
| 901-000.000-148.206                                   | VEHICLES - FIRE DEPARTMENT               | 1,658,263.24               | 1,658,263.24               |
| 901-000.000-149.000                                   | ACCUMULATED DEPRECIATION - VEHICLES      | (514,134.27)               | (514,134.27)               |
| 901-000.000-158.000                                   | CONSTRUCTION IN PROGRESS                 | 1,876,691.54               | 1,876,691.54               |
| 901-000.000-158.248                                   | CONSTRUCTION IN PROGRESS - DDA           | 274,943.63                 | 274,943.63                 |
| <b>Total Assets</b>                                   |  | <b>15,072,008.09</b>       | <b>15,501,236.27</b>       |
| *** Liabilities ***                                   |  |                            |                            |
| <b>Total Liabilities</b>                              |  | <b>0.00</b>                | <b>0.00</b>                |
| *** Fund Balance ***                                  |  |                            |                            |
| 901-000.000-130.399                                   | INVESTMENT IN LAND                       | 4,162,228.32               | 4,162,228.32               |
| 901-000.000-132.399                                   | INVESTMENT IN LAND IMPROVEMENTS          | 8,608,806.16               | 8,896,486.13               |
| 901-000.000-136.399                                   | INVESTMENT IN BUILDINGS, ETC.            | 2,018,173.55               | 2,092,476.16               |
| 901-000.000-138.399                                   | INVESTMENT IN EQUIPMENT                  | 868,762.09                 | 936,007.69                 |
| 901-000.000-148.399                                   | INVESTMENT IN VEHICLES                   | 1,455,608.97               | 1,455,608.97               |
| 901-000.000-391.000                                   | FISCAL FUND BALANCE                      | (2,041,571.00)             | (2,041,571.00)             |
| <b>Total Fund Balance</b>                             |  | <b>15,072,008.09</b>       | <b>15,501,236.27</b>       |
| <b>Beginning Fund Balance</b>                         |  | <b>15,072,008.09</b>       | <b>15,501,236.27</b>       |
| <b>Net of Revenues VS Expenditures - 22-23</b>        |  |                            | <b>0.00</b>                |
| <b>*22-23 End FB/23-24 Beg FB</b>                     |  | <b>15,501,236.27</b>       |                            |
| <b>Net of Revenues VS Expenditures - Current Year</b> |  | <b>0.00</b>                | <b>0.00</b>                |
| <b>Ending Fund Balance</b>                            |  | <b>15,072,008.09</b>       | <b>15,501,236.27</b>       |
| <b>Total Liabilities And Fund Balance</b>             |  | <b>15,072,008.09</b>       | <b>15,501,236.27</b>       |

\* Year Not Closed

Fund 902 GENERAL LONG-TERM DEBT

| GL Number   | Description                              | PERIOD ENDED<br>11/30/2022 | PERIOD ENDED<br>11/30/2023 |
|---|--|----------------------------|----------------------------|
| *** Assets ***  |  |                            |                            |
| 902-000.000-184.000                                   | AMOUNT TO BE PROVIDED - LTD              | 4,443,000.00               | 4,443,000.00               |
| <b>Total Assets</b>                                   |  | <b>4,443,000.00</b>        | <b>4,443,000.00</b>        |
| *** Liabilities ***                                   |  |                            |                            |
| 902-000.000-256.000                                   | ACCRUED INT PAYABLE                      | 17,045.41                  | 17,045.41                  |
| 902-000.000-256.248                                   | ACCRUED INT PAYABLE                      | 1,269.92                   | 1,269.92                   |
| 902-000.000-312.000                                   | 2012 REFUNDING BONDS -PUBLIC SAFETY BLDG | 380,000.00                 | 380,000.00                 |
| 902-000.000-313.000                                   | SOCCER COMPLEX LOAN PAYABLE              | 18,907.50                  | 18,907.50                  |
| 902-000.000-315.000                                   | NORTH INFRASTRUCTURE DEBT                | 473,000.00                 | 473,000.00                 |
| 902-000.000-318.000                                   | 2015 HP E-ONE 78' AERIAL                 | 0.03                       | 0.03                       |
| 902-000.000-319.000                                   | 2016 LED STREET/SIDEWALK LIGHT FIXTURES  | 78,357.78                  | 78,357.78                  |
| 902-000.000-320.000                                   | 2016 SOUTH REC COMPLEX                   | 277,000.00                 | 277,000.00                 |
| 902-000.000-321.000                                   | 2018 FREIGHTLINER DUMP TRUCK             | 69,000.00                  | 69,000.00                  |
| 902-000.000-322.000                                   | 2017 ELGIN STREETSWEEPER                 | 180,676.78                 | 180,676.78                 |
| 902-000.000-323.000                                   | 2020A DDA REFUNDING BONDS                | 112,000.00                 | 112,000.00                 |
| 902-000.000-324.000                                   | 2020B DDA STREETScape BONDS              | 244,000.00                 | 244,000.00                 |
| 902-000.000-325.000                                   | 2021A LAKE SHAMROCK BOND                 | 1,212,000.00               | 1,212,000.00               |
| 902-000.000-326.000                                   | 2021B CAPITAL IMPROVEMENT BOND           | 1,150,000.00               | 1,150,000.00               |
| <b>Total Liabilities</b>                              |  | <b>4,213,257.42</b>        | <b>4,213,257.42</b>        |
| *** Fund Balance ***                                  |  |                            |                            |
| 902-000.000-391.000                                   | FISCAL FUND BALANCE                      | 229,742.58                 | 229,742.58                 |
| <b>Total Fund Balance</b>                             |  | <b>229,742.58</b>          | <b>229,742.58</b>          |
| <b>Beginning Fund Balance</b>                         |  | <b>229,742.58</b>          | <b>229,742.58</b>          |
| <b>Net of Revenues VS Expenditures - 22-23</b>        |  |                            | <b>0.00</b>                |
| <b>*22-23 End FB/23-24 Beg FB</b>                     |  | <b>229,742.58</b>          |                            |
| <b>Net of Revenues VS Expenditures - Current Year</b> |  | <b>0.00</b>                | <b>0.00</b>                |
| <b>Ending Fund Balance</b>                            |  | <b>229,742.58</b>          | <b>229,742.58</b>          |
| <b>Total Liabilities And Fund Balance</b>             |  | <b>4,443,000.00</b>        | <b>4,443,000.00</b>        |

\* Year Not Closed

Fund 934 GASB ACCRUALS

| GL Number   | Description                           | PERIOD ENDED<br>11/30/2022 | PERIOD ENDED<br>11/30/2023 |
|---|---------------------------------------|----------------------------|----------------------------|
| *** Assets ***  |                                       |                            |                            |
| 934-000.000-045.208                                   | SPECIAL ASSESSMENTS RECEIVABLE        | 594,646.00                 | 594,646.00                 |
| 934-000.000-084.000                                   | DUE FROM GOVT ACTIVITIES              | 227,595.00                 | 227,595.00                 |
| 934-000.000-195.101                                   | DEFERRED OUTFLOWS-GW GOVERNMENTAL     | 775,521.00                 | 775,521.00                 |
| 934-000.000-195.590                                   | DEFERRED OUTFLOWS - SEWER             | 93,630.00                  | 93,630.00                  |
| 934-000.000-195.591                                   | DEFERRED OUTFLOWS - WATER             | 76,607.00                  | 76,607.00                  |
| <b>Total Assets</b>                                   |                                       | <b>1,767,999.00</b>        | <b>1,767,999.00</b>        |
| *** Liabilities ***                                   |                                       |                            |                            |
| 934-000.000-214.000                                   | DUE TO BUS TYPE ACTIVITIES            | 227,595.00                 | 227,595.00                 |
| 934-000.000-334.101                                   | NET PENSION LIABILITY-GW GOVERNMENTAL | 3,734,308.00               | 3,734,308.00               |
| 934-000.000-334.590                                   | NET PENSION LIABILITY - SEWER         | 450,850.00                 | 450,850.00                 |
| 934-000.000-334.591                                   | NET PENSION LIABILITIES - WATER       | 368,877.00                 | 368,877.00                 |
| 934-000.000-339.000                                   | DEFERRED REVENUES                     | (948.00)                   | (948.00)                   |
| 934-000.000-360.101                                   | DEFERRED INFLOWS-GW GOVERNMENTAL      | 113,006.00                 | 113,006.00                 |
| 934-000.000-360.590                                   | DEFERRED INFLOWS - SEWER              | 13,643.00                  | 13,643.00                  |
| 934-000.000-360.591                                   | DEFERRED INFLOWS - WATER              | 11,163.00                  | 11,163.00                  |
| <b>Total Liabilities</b>                              |                                       | <b>4,918,494.00</b>        | <b>4,918,494.00</b>        |
| *** Fund Balance ***                                  |                                       |                            |                            |
| 934-000.000-390.000                                   | FUND BALANCE                          | (2,984,956.00)             | (2,984,956.00)             |
| 934-000.000-391.000                                   | FISCAL FUND BALANCE                   | (165,539.00)               | (165,539.00)               |
| <b>Total Fund Balance</b>                             |                                       | <b>(3,150,495.00)</b>      | <b>(3,150,495.00)</b>      |
| <b>Beginning Fund Balance</b>                         |                                       | <b>(3,150,495.00)</b>      | <b>(3,150,495.00)</b>      |
| <b>Net of Revenues VS Expenditures - 22-23</b>        |                                       |                            | <b>0.00</b>                |
| *22-23 End FB/23-24 Beg FB                            |                                       | (3,150,495.00)             |                            |
| <b>Net of Revenues VS Expenditures - Current Year</b> |                                       | <b>0.00</b>                | <b>0.00</b>                |
| <b>Ending Fund Balance</b>                            |                                       | <b>(3,150,495.00)</b>      | <b>(3,150,495.00)</b>      |
| <b>Total Liabilities And Fund Balance</b>             |                                       | <b>1,767,999.00</b>        | <b>1,767,999.00</b>        |

\* Year Not Closed



## **Airport Manager Report**

**December 2023**

Fuel sales are going to exceed 2022's figures, even with having the ramp closed during the construction this fall. I will be ordering a tanker of fuel before year's end, and the retail price should come down almost a dollar.

We held the 25<sup>th</sup> Annual chili Cook Off on December 2<sup>nd</sup>. We had 7 contestants enter chili, and the competition was great this year. First place went to the team of Randy Gibson/ Cora Moeggenborg (8 year old) who made a great smoked chili. Second place to Nicki Acker, and Third place to Linda Landgrill from Midland. Prizes were awarded to the top three, along with bragging rights to be placed on the traveling trophy.

We made it on the State's list for 2024 to have our airport runways and taxi ways re-painted. We should receive \$40,000 from the state, and the remaining \$12,000 will be the City's cost for this project. The faded markings were the only improvements listed on our most recent Airport Inspection.

As my tenure as Airport Manager draws to a close, I would like to thank the City Manager and City Commission for helping make my job a lot easier. Some airports have an adversarial relationship with the governing body, and ours has been very cordial and easy to work with. Having a unified goal to be the best small airport in the state, has kept us all focused on the important aspects and didn't allow us to get into the weeds. I can definitely say, I have given blood, sweat, and a few tears, in order to leave this airport better than I found it. I'm hopeful that Gabe shares this same desire.

Signing Off,

Gary Todd

(Soon to be retired) 😊

Airport Manager



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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:** November police activity

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

As anticipated during deer season, our department observed a notable increase in car deer accidents. This surge in incidents is consistent with historical data for this time of year.

We had a substantial rise in traffic citations. A total of 151 traffic stops were conducted during the month which has been steadily increasing. We issued a total of 38 citations which represents a higher-than-usual ratio of citations to traffic stops. The elevated number of citations was due to various factors, such as at fault accidents, stops conducted for vehicles stopped at higher rates of speed and targeted enforcement measures.

School  
See attached report from Liaison Officer Brian David

David Saad  
City of Clare Police Chief

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

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# CLARE POLICE DEPT

## INCIDENTS BY INCIDENT TYPE NOVEMBER 2023

12/12/2023

| INCIDENT TYPE          | DESCRIPTION   | NUMBER THIS TYPE |
|------------------------|---|------------------|
| 13001                  | Non-Aggravated Assault                                      | 7                |
| 13003                  | Intimidation/ Stalking                                      | 13               |
| 22001                  | Burglary - Forced Entry                                     | 3                |
| 23007                  | Larceny - Other   | 1                |
| 26001                  | Fraud - False Pretence/ Swindle/ Confidence Game            | 1                |
| 26006                  | Fraud - Bad Checks  | 1                |
| 29000                  | Damage to Property  | 1                |
| 35001                  | Violation of Controlled Substance                           | 2                |
| 36001                  | Sexual Penetration Non-Forcible - Blood Affinity (CSC 1 &3) | 1                |
| 38001                  | Family - Abuse/ Neglect Non-Violent                         | 1                |
| 38003                  | Family - Other  | 1                |
| 48000                  | Obstructing Police  | 2                |
| 50000                  | Obstructing Justice   | 5                |
| 53001                  | Disorderly Conduct  | 1                |
| 53002                  | Public Peace - Other  | 2                |
| 54001                  | Hit & Run Motor Vehicle Accident                            | 2                |
| 54002                  | Operating Under the Influence of Liquor or Drugs            | 1                |
| 54003                  | Traffic Violations  | 3                |
| 55000                  | Health and Safety   | 1                |
| 57001                  | Trespass - Other  | 1                |
| 91001                  | Juvenile Delinquent   | 8                |
| 93001                  | Traffic Accident  | 10               |
| 93001CD                | Car/ Deer Accident  | 18               |
| 93001PI                | Traffic Accident with Injury                                | 1                |
| 93002                  | Accident, Non-Traffic/ Private Property                     | 1                |
| 94001                  | Valid Alarm Activation                                      | 1                |
| 94002                  | False Alarm Activation                                      | 9                |
| 95001                  | Accident, Fire  | 1                |
| 98007                  | Suspicious Persons  | 10               |
| 98008                  | Lost & Found Property                                       | 1                |
| 99003                  | Missing Persons   | 1                |
| 99008                  | General Assistance  | 44               |
| 99009                  | General Non-Criminal  | 1                |
| ACO                    | Animal Control Complaint                                    | 3                |
| AMBRUN                 | Ambulance Run   | 21               |
| BOL                    | Be On the Look Out  | 10               |
| GP                     | GENERAL PATROL  | 6                |
| LI                     | LIQUOR INSPECTION   | 1                |
| MA                     | Motorist Assist   | 8                |
| PC                     | Property Check  | 273              |
| RD HAZAR               | Vehicle/Object Road Hazard                                  | 4                |
| SALV INS               | SALVAGE INSPECTION  | 8                |
| TP                     | TRAFFIC PATROL  | 46               |
| TSTOP                  | Traffic Stop  | 151              |
| <b>Total Incidents</b> |   | <b>687</b>       |



# Ticket Totals Report

From 11/1/2023 12:00:00 AM to 11/30/2023 12:00:00 AM

| Agency Name            | Voided Ticket Count | Warning Violation Count | Total Ticket Count | Total Violation Count |
|------------------------|---------------------|-------------------------|--------------------|-----------------------|
| Clare City Police Dept | 1                   | 11                      | 26                 | 38                    |

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## Auxiliary Division

2023

| November                       | Road Hours | Special Events | Meeting Hours | Training Hours | Other     | Monthly Totals |
|--------------------------------|------------|----------------|---------------|----------------|-----------|----------------|
| Blackwell, Doug                | 54.5       |                | 1             | 0.5            | 6.5       | 62.5           |
| Chinavare, Ken                 | 9.5        |                | 1.5           | 0.5            | 2         | 13.5           |
| Defoy, Mick                    | 8          |                |               |                | 2         | 10             |
| Fassett, Lori                  |            |                |               |                | 3         | 3              |
| Gilmore, Travis                | 8          |                | 1.5           | 0.5            | 5         | 15             |
| Hahn, Bill                     | 9.5        |                |               |                |           | 9.5            |
| Harger, Greg                   | 8.5        |                | 1             | 0.5            | 0.5       | 10.5           |
| Jenkins, Dan                   | 9          |                | 1             | 0.5            | 5.5       | 16             |
| Lemke, Shane                   | 8          |                | 1             | 0.5            |           | 9.5            |
| Lombard, Rebeka (resigned 9/6) |            |                |               |                |           | 0              |
| Lynch, Steve                   | 8          |                | 1             | 0.5            |           | 9.5            |
| Papenfus, Joel                 | 7          |                |               |                |           | 7              |
| Pedjac, John                   | 8          |                |               |                |           | 8              |
| Winter, Nick                   | 9.5        |                | 0.5           | 0.5            | 3         | 13.5           |
| Gregory, Brendan               | 60         |                | 1.5           | 0.5            | 8.5       | 70.5           |
| Marshall, Orrin                | 10.5       |                |               |                | 5         | 15.5           |
| 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>218</b> | <b>0</b>       | <b>10</b>     | <b>4.5</b>     | <b>41</b> | <b>273.5</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  
NOVEMBER 2023  
LUKE POTTER, DIRECTOR**

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*STREET WORK.* We bladed roads on a couple of days, formed sidewalks on Dunlop for concrete and poured concrete on Dwyer/Dunlop and cemetery. Painted “No Parking” on Schoolcrest Ave, salted the stop signs and washed a culvert for CCRC. And salted lots around the school.

*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 put in a water service for Kristine’s Hair Salon at 206 S McEwan.

*CEMETERY WORK:* We had one full burial this month at Cherry Grove. We dug and poured foundations on the 13th in the cemetery. Worked on the garage door and cut trees at the cemetery.

*DREDGING:* Dredged all month, and pushed spoils on several days. Cut trees at the barge landing.

*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 from the airport a couple of days. Got lumber for parks. We mixed salt sand. Worked on the conference room at city hall several days, placed cement barricades at Pettit Park for winter closure and took scrap back.

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

# MANNATEC FUEL REPORT FOR PERIOD:

**NOVEMBER 1-30, 2023**

|                           | GALLONS<br>REGULAR | TOTAL COST | AVERAGE<br>RATE | GALLONS<br>DIESEL        | TOTAL COST | AVERAGE<br>RATE | AMOUNT<br>BILLED  |
|---------------------------|--------------------|------------|-----------------|--------------------------|------------|-----------------|-------------------|
| <b>DEPT:</b>              |                    |            |                 |                          |            |                 | 0.00              |
| City Hall                 |                    |            |                 |                          |            |                 | 0.00              |
| Fire Dept                 | 42.623             | 108.90     | 2.555           | 74.853                   | 265.21     | 3.543           | 374.11            |
| Police Dept               | 682.498            | 1,753.85   | 2.570           |                          |            |                 | 1,753.85          |
| DPW                       | 259.521            | 668.06     | 2.574           | 801.862                  | 2,853.00   | 3.558           | 3,906.69          |
| Parks                     | 132.772            | 345.73     | 2.604           |                          |            | #DIV/0!         |                   |
| Cemetery                  | 15.006             | 39.90      | 2.659           |                          |            | #DIV/0!         |                   |
| W/WWT                     | 157.215            | 399.66     | 2.542           |                          |            |                 | 399.66            |
| Average Rate for Regular: |                    |            | 3.101           | Average Rate for Diesel: |            | #DIV/0!         | <b>\$6,434.31</b> |
| <b>Total Bill:</b>        |                    |            |                 |                          |            |                 |                   |

## November 2023

### UTILITY WORK ORDERS

| <u>WORK ORDER TYPE</u>      | <u># OF<br/>CUSTOMERS</u> |
|-----------------------------|---------------------------|
| <i>Service Turned ON</i>    |                           |
| <i>Customer Request Off</i> | 3                         |
| <i>Sewer Problems</i>       |                           |
| <i>Off for Non Payment</i>  | 16                        |
| <i>New Meter</i>            | 1                         |
| <i>New Meter Head</i>       | 7                         |
| <i>Estimated Meters</i>     | 26                        |
| <i>High Usage Check</i>     |                           |
| <i>New RF</i>               | 7                         |
|                             | 60                        |

## EQUIPMENT RENTAL - November 2023

**GENERAL FUND**

|                    |                     |                        |                        |
|--------------------|---------------------|------------------------|------------------------|
| General Operations | 101-265.000-943.641 | 70.11                  |                        |
| Depot              | 101-265.000-943.641 |                        |                        |
| Cemetery           | 101-276.000-943.641 | 2,550.87               |                        |
| Police             | 101-301.000-943.641 | 8,587.55               |                        |
| Parking Lots/Flags | 101-441.000-943.641 | 631.44                 |                        |
| Airport            | 101-537.000-943.641 | 32.08                  |                        |
|                    |                     |                        |                        |
|                    |                     | <b>101-000.000-001</b> | <b>-\$11,872.05 cr</b> |

**MAJOR STREETS & TRUNKLINES**

|                       |                     |                        |                       |
|-----------------------|---------------------|------------------------|-----------------------|
| Trunklines            | 202-446.001-943.641 | 4,437.17               |                       |
| Tkline Winter Cleanup | 202-446.001-943.641 |                        |                       |
| Major Streets         | 202-449.000-943.641 | 2,420.01               |                       |
|                       |                     |                        |                       |
|                       |                     | <b>202-000.000-001</b> | <b>-\$6,857.18 cr</b> |

|                              |                     |                        |                       |
|------------------------------|---------------------|------------------------|-----------------------|
| <b><u>LOCAL STREETS:</u></b> | 203-449.000-943.641 | 6,953.56               |                       |
|                              |                     |                        |                       |
|                              |                     | <b>203-000.000-001</b> | <b>-\$6,953.56 cr</b> |

**PARKS & DAM MTS.:**

|          |                     |                        |                    |
|----------|---------------------|------------------------|--------------------|
| Dam Mts  | 208-751.001-943.641 | 10.62                  |                    |
| Parks    | 208-751.001-943.641 | 3,451.43               |                    |
| Dredging | 208-741-004-702     | 6,632.29               |                    |
|          |                     |                        |                    |
|          |                     | <b>208-000.000-001</b> | <b>-\$10.62 cr</b> |

**SEWER FUND**

|                  |                     |                        |                       |
|------------------|---------------------|------------------------|-----------------------|
| Sewer Treatment  | 590-536.001-943.641 | 1,067.26               |                       |
| Sewer Collection | 590-536.002-946.641 | 1,400.53               |                       |
|                  |                     |                        |                       |
|                  |                     | <b>590-000.000-001</b> | <b>-\$2,467.79 cr</b> |

**WATER FUND**

|                    |                     |                        |                       |
|--------------------|---------------------|------------------------|-----------------------|
| Water Trmt/Pumping | 591-536.003-946.641 | 793.64                 |                       |
| Water Dist./Meters | 591-536.004-946.641 | 577.46                 |                       |
|                    |                     |                        |                       |
|                    |                     | <b>591-000.000-001</b> | <b>-\$1,371.10 cr</b> |

**MOBILE EQUIPMENT FUND**

|                   |                 |                    |              |
|-------------------|-----------------|--------------------|--------------|
| Cash Received     | 641-000-001     | <b>\$39,616.02</b> |              |
| General Fund      | 641-000-669.101 |                    | -\$11,872.05 |
| Major Sts/Tklines | 641-000-669.202 |                    | -\$6,857.18  |
| Local Sts         | 641-000-669.203 |                    | -\$6,953.56  |
| Parks             | 641-000-669.208 |                    | -\$10.62     |
| Sewer             | 641-000-669.590 |                    | -\$2,467.79  |
| Water             | 641-000-669.591 |                    | -\$1,371.10  |

**CONSOLIDATED FUND: Checks Written For:**

|                   |                 |  |             |
|-------------------|-----------------|--|-------------|
| General Fund      | 102-000-669.101 |  | \$11,872.05 |
| Major Sts/Tklines | 102-000-669.202 |  | \$6,857.18  |
| Local Sts         | 102-000-669.203 |  | \$6,953.56  |
| Parks             | 102-000-669.208 |  | \$10.62     |
| Sewer             | 102-000-669.590 |  | \$2,467.79  |
| Water             | 102-000-669.591 |  | \$1,371.10  |

|                             |                            |  |                    |
|-----------------------------|----------------------------|--|--------------------|
| <b>EQUIPMENT RENTAL,</b>    | <b>102-000.000-067</b>     |  | <b>\$29,532.30</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: Nov-23**

| FUND            | FUND NAME           | REGULAR |        |        | TOTAL   | OVERTIME |      |        | TOTAL | CLERICAL |       |       | TOTAL  | O/T  |
|-----------------|---------------------|---------|--------|--------|---------|----------|------|--------|-------|----------|-------|-------|--------|------|
| 101-265.000-702 | GF - City Hall      | 21      | 19     | 49     | 89.00   |          |      |        | 0.00  |          |       |       | 0.00   |      |
|                 | Railroad            |         |        |        |         |          |      |        |       |          |       |       |        |      |
| 101-276.000-702 | Cemetery            | 32      | 32     |        | 64.00   |          |      |        | 0.00  | 3        | 2.2   | 2     | 7.20   |      |
| 101-528.000-702 | Refuse Collection   |         |        |        | 0.00    |          |      |        | 0.00  | 15.3     | 10.22 | 10.2  | 35.72  |      |
| 101-441.000-702 | Par/Flag/Pk Lot     | 4       | 2      | 7      | 13.00   |          |      |        | 0.00  |          |       |       | 0.00   |      |
|                 | DDA Pk Lot          | 4       | 3      |        | 7.00    |          |      |        | 0.00  |          |       |       | 0.00   |      |
| 101-445.000-702 | City Trees/Lites    |         |        | 1      | 1.00    |          |      |        | 0.00  |          |       |       | 0.00   |      |
|                 | DDA Trees/Lites     |         |        |        | 0.00    |          |      |        | 0.00  |          |       |       | 0.00   |      |
| 101-537.000-702 | Airport             | 4       |        |        | 4.00    |          |      |        | 0.00  |          |       |       | 0.00   |      |
| 202-446.001-702 | Roadway Inspection  |         |        |        | 0.00    |          |      |        | 0.00  |          |       |       | 0.00   |      |
|                 | TK Surface Mts      |         |        |        | 0.00    |          |      |        | 0.00  |          |       |       | 0.00   |      |
|                 | TK Shoulder Mts     |         |        |        | 0.00    |          |      |        | 0.00  |          |       |       | 0.00   |      |
|                 | TK Sweeping         | 22      | 21.5   |        | 43.50   |          |      |        | 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.    | 17      | 13.75  | 2      | 32.75   |          |      |        | 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  | 3        | 2.2   | 2     | 7.20   |      |
| 203-444.002-702 | Local Sts Sidewalks |         | 13     |        | 13.00   |          |      |        | 0.00  |          |       |       | 0.00   |      |
| 203-499.002-702 | Local Sts Maint.    | 55.5    | 54.25  | 9      | 118.75  |          |      |        | 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  | 3        | 2.2   | 2     | 7.20   |      |
| 208-751.000-702 | Lake Sham/Dam       |         |        |        | 0.00    |          |      |        | 0.00  |          |       |       | 0.00   |      |
| 208-751.000-702 | Lake Sham Pks       | 30      | 1      |        | 31.00   |          |      |        | 0.00  |          |       |       | 0.00   |      |
| 208-751.000-702 | Dredging            | 117     | 49     | 31.75  | 197.75  |          |      |        | 0.00  |          |       |       | 0.00   |      |
| 590-536.002-702 | Sewer               | 10      | 7.5    | 16     | 33.50   |          | 4    | 2      | 6.00  | 15.1     | 10.94 | 10.4  | 36.44  |      |
| 591-536.004-702 | Water               | 18      | 65.25  | 10     | 93.25   |          |      |        | 0.00  | 15.1     | 10.94 | 10.4  | 36.44  |      |
| 641-444.000-702 | DPW                 | 88      | 90     | 118    | 296.00  |          |      |        | 0.00  | 4.5      | 3.3   | 3     | 10.80  |      |
|                 | DPW Equip           | 53      | 56     | 30     | 139.00  |          |      | 0.5    | 0.50  |          |       |       | 0.00   |      |
|                 | Fire Equip          |         |        |        | 0.00    |          |      |        | 0.00  |          |       |       | 0.00   |      |
|                 | Police Equip        | 11      |        | 2      | 13.00   |          |      |        | 0.00  |          |       |       | 0.00   |      |
|                 | Holiday/Funeral     |         | 210    |        | 210.00  |          |      |        | 0.00  |          | 36    |       | 36.00  |      |
|                 | OFF TIME            | 85.5    | 78.75  | 20.25  | 184.50  |          |      |        | 0.00  | 1        | 2     |       | 3.00   |      |
| <b>TOTALS</b>   |                     | 572.00  | 716.00 | 296.00 | 1584.00 | 0.00     | 4.00 | 2.50   | 6.50  | 60.00    | 80.00 | 40.00 | 180.00 | 0.00 |
|                 |                     | 1584.00 |        |        | 6.50    |          |      | 180.00 |       |          | 0.00  |       |        |      |

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

Nov-23

| FY<br>23-24<br>FUND | HOURLY WAGE   |          | FULL TIME<br>EMPLOYEES<br>REGULAR HOURS |       |       |       | FULL TIME<br>EMPLOYEES<br>OVERTIME HOURS |     |      |        | SEASONAL<br>EMPLOYEES<br>REGULAR HOURS |       |        |        | SEASONAL<br>EMPLOYEES<br>OVERTIME HOURS |     |     |      |      |
|---------------------|---------------|----------|---|-------|-------|-------|--|-----|------|--------|--|-------|--------|--------|---|-----|-----|------|------|
|                     | FUND NAME     |          |   |       |       |       |  |     |      |        |  |       |        |        |   |     |     |      |      |
| 208-751.001-702     | Holiday       | Funeral  |   | 24.00 |       |       |  |     |      |        |  |       |        |        |   |     |     |      |      |
|                     | Sick          | Vacation |   | 32.00 | 11.00 |       |  |     |      |        |  |       |        |        |   |     |     |      |      |
|                     | PARKS         |          | 32.00                                   | 11.00 | 5.00  | 48.00 |  |     |      | 0.00   | 105.50                                 | 23.00 | 6.00   | 134.50 |   |     |     |      | 0.00 |
|                     | DDA Work      |          |   |       | 12.00 | 12.00 |  |     |      | 0.00   | 4.00                                   | 8.00  | 13.00  | 25.00  |   |     |     |      | 0.00 |
|                     | BLDG & GRUNDS |          | 32.00                                   | 13.00 | 4.00  | 49.00 |  |     |      | 0.00   | 97.00                                  | 57.00 | 13.00  | 167.00 |   |     |     |      | 0.00 |
| 101-276.000-702     | Cemetery      |          |   |       |       | 0.00  |  |     | 0.00 | 112.00 |  |       | 112.00 |        |   |     |     | 0.00 |      |
| 101-265.000-702     | Trustees      |          |   |       |       | 0.00  |  |     | 0.00 | 48.00  | 16.00                                  |       | 64.00  |        |   |     |     | 0.00 |      |
| 101-537.000-702     | Airport Maint |          |   |       |       | 0.00  |  |     | 0.00 |        |  |       | 0.00   |        |   |     |     | 0.00 |      |
|                     |               |          |   |       |       | 0.00  |  |     | 0.00 |        |  |       | 0.00   |        |   |     |     | 0.00 |      |
|                     |               |          |   |       |       | 0.00  |  |     | 0.00 |        |  |       | 0.00   |        |   |     |     | 0.00 |      |
|                     |               |          | 64.0                                    | 80.0  | 32.0  | 176.0 | 0.0                                      | 0.0 | 0.0  | 0.0    | 366.5                                  | 104.0 | 32.0   | 502.5  | 0.0                                     | 0.0 | 0.0 | 0.0  |      |
| <b>GRAND TOTAL</b>  |               |          | 176.00                                  |       |       |       | 0.00                                     |     |      |        | 502.50                                 |       |        |        | 0.00                                    |     |     |      |      |

| PAY PERIOD: November 2023 |              |                           |                         |                         |                                      |                             |                        |                            |                               |                               |                                 |                             |                       |                                    |                                     |                                  |                                     |  |                                      |                                     |  | HOURS                                | DOLLAR             |                          |  |                          |                          |        |       |        |           |      |       |          |
|---------------------------|--------------|---------------------------|-------------------------|-------------------------|--------------------------------------|-----------------------------|------------------------|----------------------------|-------------------------------|-------------------------------|---------------------------------|-----------------------------|-----------------------|------------------------------------|-------------------------------------|----------------------------------|-------------------------------------|--|--------------------------------------|-------------------------------------|--|--------------------------------------|--------------------|--------------------------|--|--------------------------|--------------------------|--------|-------|--------|-----------|------|-------|----------|
| EQUIPMENT                 | 2023-24 RATE | 101-265-943<br>General Op | 101-265-943<br>Railroad | 101-276-943<br>Cemetery | 101-441-943<br>Prairie/Field & Parks | 101-445-943<br>Trees/Lights | 101-537-943<br>Airport | 202-466.001-943<br>Roadway | 202-466.001-943<br>Inspection | 202-466.001-943<br>TK Surface | 202-466.001-943<br>TK Shoulders | 202-466.001-943<br>TK Sweep | 202-466.001-943<br>TK | 202-466.001-943<br>Drain/Backflows | 202-466.001-943<br>TK Signs/Signals | 202-466.001-943<br>TK Snow & Ice | 202-444.002-943<br>Mj St. Sidewalks | 202-499.002-943<br>Mj St. Preservation | 202-499.002-943<br>Mj St. Snow & Ice | 203-444.002-943<br>Lo St. Sidewalks | 203-499.002-943<br>Lo St. Preservation | 203-499.002-943<br>Lo St. Snow & Ice | 208-751-702<br>Dam | 208-751-702<br>All Parks | 208-751.004-702<br>Dredging<br>Lake Shamrock | 590-536.002-943<br>Sewer | 591-536.004-943<br>Water | TOTAL  | TOTAL |        |           |      |       |          |
| 3 - GMC Pickup            | \$16.04      |                           |                         | 8.00                    |                                      |                             | 2.00                   |                            |                               |                               |                                 |                             |                       |                                    |                                     |                                  |                                     | 3.00                                   |                                      |                                     |  |                                      |                    |                          | 14.00  | 2.00                     |                          |        |       | 34.00  | 545.36    |      |       |          |
| 5 - Dodge Pickup          | \$12.75      |                           |                         |                         |                                      |                             |                        |                            |                               |                               |                                 |                             |                       |                                    |                                     |                                  |                                     | 1.00                                   |                                      |                                     |  |                                      |                    |                          |  | 8.00                     |                          |        |       | 10.00  | 127.50    |      |       |          |
| 6 - GMC Pickup            | \$12.75      |                           |                         |                         |                                      |                             |                        |                            |                               |                               |                                 |                             |                       |                                    |                                     |                                  |                                     |  |                                      |                                     |  |                                      |                    |                          | 11.00  |                          |                          |        |       | 11.00  | 140.25    |      |       |          |
| 7 - Chevy Bucket Truck    | \$10.62      | 3.00                      |                         | 7.00                    | 3.00                                 | 1.00                        |                        |                            |                               |                               |                                 |                             |                       |                                    |                                     |                                  |                                     |  |                                      |                                     |  |                                      |                    |                          | 19.00  |                          |                          |        |       | 33.00  | 350.46    |      |       |          |
| 8 - Int'l Dump Truck      | \$53.40      |                           |                         |                         |                                      |                             |                        |                            |                               |                               |                                 |                             |                       |                                    |                                     |                                  |                                     |  |                                      |                                     |  |                                      |                    |                          | 1.00   | 5.00                     |                          |        |       | 24.00  | 1,281.60  |      |       |          |
| 9 - Ford Dump Truck       | \$53.40      |                           |                         | 6.00                    |                                      |                             |                        |                            |                               |                               |                                 |                             |                       |                                    |                                     |                                  |                                     | 3.00                                   |                                      |                                     |  |                                      |                    |                          |  |                          |                          |        |       | 13.00  | 694.20    |      |       |          |
| 10- Sterling Dump Truck   | \$53.40      |                           |                         |                         |                                      |                             |                        |                            |                               |                               |                                 |                             |                       |                                    |                                     |                                  |                                     | 3.00                                   |                                      |                                     |  |                                      |                    |                          |  |                          |                          |        |       | 3.00   | 160.20    |      |       |          |
| 12- Sterling Dump Truck   | \$53.40      |                           |                         |                         |                                      |                             |                        |                            |                               |                               |                                 |                             |                       |                                    |                                     |                                  |                                     |  |                                      |                                     |  |                                      |                    |                          |  |                          |                          |        |       | 10.00  | 534.00    |      |       |          |
| 13- Aerial Lift           | \$8.62       |                           |                         |                         |                                      |                             |                        |                            |                               |                               |                                 |                             |                       |                                    |                                     |                                  |                                     |  |                                      |                                     |  |                                      |                    |                          | 5.50   |                          |                          |        |       | 5.50   | 47.41     |      |       |          |
| 18- Case Loader           | \$40.61      |                           |                         | 4.00                    |                                      |                             |                        |                            |                               |                               |                                 |                             |                       |                                    |                                     |                                  |                                     |  |                                      |                                     |  |                                      |                    |                          |  |                          | 15.00                    |        |       | 19.00  | 771.59    |      |       |          |
| 20- Hyundai Loader        | \$79.72      |                           |                         |                         |                                      |                             |                        |                            |                               |                               |                                 |                             |                       |                                    |                                     |                                  |                                     |  |                                      |                                     |  |                                      |                    |                          | 1.00   |                          |                          |        |       | 1.00   | 79.72     |      |       |          |
| 24- Monroe UB Scraper     | \$7.88       |                           |                         |                         |                                      |                             |                        |                            |                               |                               |                                 |                             |                       |                                    |                                     |                                  |                                     |  |                                      |                                     |  |                                      |                    |                          |  |                          |                          |        |       | 2.00   | 15.76     |      |       |          |
| 36- Brush Chipper         | \$30.27      |                           |                         | 6.00                    |                                      |                             |                        |                            |                               |                               |                                 |                             |                       |                                    |                                     |                                  |                                     | 3.00                                   |                                      |                                     |  |                                      |                    |                          |  |                          |                          |        |       | 13.00  | 393.51    |      |       |          |
| 37- Street Sweeper        | \$103.19     |                           |                         |                         | 5.00                                 |                             |                        |                            |                               |                               |                                 | 43.00                       |                       |                                    |                                     |                                  |                                     | 18.50                                  |                                      |                                     |  |                                      |                    |                          |  |                          |                          |        |       | 112.50 | 11,608.88 |      |       |          |
| 39- Chevy Pickup          | \$10.62      |                           |                         |                         |                                      |                             |                        |                            |                               |                               |                                 |                             |                       |                                    |                                     |                                  |                                     |  |                                      |                                     |  |                                      |                    |                          |  |                          |                          |        |       | 21.00  | 223.02    |      |       |          |
| 40- Portable Air Comp     | \$13.46      |                           |                         |                         |                                      |                             |                        |                            |                               |                               |                                 |                             |                       |                                    |                                     |                                  |                                     |  |                                      |                                     |  |                                      |                    |                          | 10.00  |                          |                          |        |       | 10.00  | 134.60    |      |       |          |
| 50 - Trailer              | \$11.25      |                           |                         |                         |                                      |                             |                        |                            |                               |                               |                                 |                             |                       |                                    |                                     |                                  |                                     |  |                                      |                                     |  |                                      |                    |                          | 7.00   |                          |                          |        |       | 7.00   | 78.75     |      |       |          |
| 53A- Truck Unit           | \$53.40      |                           |                         |                         | 1.00                                 |                             |                        |                            |                               |                               |                                 |                             |                       |                                    |                                     |                                  |                                     |  |                                      |                                     |  |                                      |                    |                          |  |                          |                          |        |       |        | 17.00     | 5.00 | 23.00 | 1,228.20 |
| 53B- Sewer Washer Unit    | \$19.61      |                           |                         |                         | 1.00                                 |                             |                        |                            |                               |                               |                                 |                             |                       |                                    |                                     |                                  |                                     |  |                                      |                                     |  |                                      |                    |                          |  |                          |                          |        |       |        | 17.00     | 5.00 | 23.00 | 451.03   |
| 59- Ford Utility Truck    | \$10.62      |                           |                         | 9.00                    |                                      |                             |                        |                            |                               |                               |                                 |                             |                       |                                    |                                     |                                  |                                     |  |                                      |                                     |  |                                      |                    | 1.00                     |  | 4.00                     | 1.00                     | 14.00  |       | 29.00  | 307.98    |      |       |          |
| 60- Dodge Pickup 4x4      | \$12.75      |                           |                         |                         |                                      |                             |                        |                            |                               |                               |                                 |                             |                       |                                    |                                     |                                  |                                     |  |                                      |                                     |  |                                      |                    |                          |  | 30.00                    | 1.00                     |        |       | 31.00  | 395.25    |      |       |          |
| 63- Snow (Box) Pusher     | \$9.38       |                           |                         |                         |                                      |                             |                        |                            |                               |                               |                                 |                             |                       |                                    |                                     |                                  |                                     |  |                                      |                                     |  |                                      |                    |                          |  | 5.00                     |                          |        |       | 5.00   | 46.90     |      |       |          |
| 71- Zero Turn Mower       | \$31.11      |                           |                         |                         |                                      |                             |                        |                            |                               |                               |                                 |                             |                       |                                    |                                     |                                  |                                     |  |                                      |                                     |  |                                      |                    |                          |  | 24.00                    |                          |        |       | 24.00  | 746.64    |      |       |          |
| 73- Wausau UB Scraper     | \$7.88       |                           |                         |                         |                                      |                             |                        |                            |                               |                               |                                 |                             |                       |                                    |                                     |                                  |                                     |  |                                      |                                     |  |                                      |                    |                          |  |                          |                          |        |       | 19.00  | 149.72    |      |       |          |
| 89 - Ford Pickup (Parks)  | \$12.75      |                           |                         |                         |                                      |                             |                        |                            |                               |                               |                                 |                             |                       |                                    |                                     |                                  |                                     |  |                                      |                                     |  |                                      |                    |                          |  | 49.50                    |                          |        |       | 49.50  | 631.13    |      |       |          |
| 91- Backpack Leaf Blower  | \$3.55       |                           |                         |                         |                                      |                             |                        |                            |                               |                               |                                 |                             |                       |                                    |                                     |                                  |                                     |  |                                      |                                     |  |                                      |                    |                          |  | 9.00                     |                          |        |       | 9.00   | 31.95     |      |       |          |
| 93 - Kubota Tractor       | \$46.75      |                           |                         |                         |                                      |                             |                        |                            |                               |                               |                                 |                             |                       |                                    |                                     |                                  |                                     |  |                                      |                                     |  |                                      |                    |                          |  | 7.00                     |                          |        |       | 7.00   | 327.25    |      |       |          |
| 94 - Bucket Attachment    | \$5.24       |                           |                         |                         |                                      |                             |                        |                            |                               |                               |                                 |                             |                       |                                    |                                     |                                  |                                     |  |                                      |                                     |  |                                      |                    |                          |  | 9.00                     |                          |        |       | 9.00   | 47.16     |      |       |          |
| 96- Swenson Spreader      | \$12.97      |                           |                         |                         |                                      |                             |                        |                            |                               |                               |                                 |                             |                       |                                    |                                     |                                  |                                     | 3.00                                   |                                      |                                     |  |                                      |                    |                          |  |                          |                          |        |       | 3.00   | 38.91     |      |       |          |
| 97- Chevy Pickup          | \$10.62      |                           |                         |                         |                                      |                             |                        |                            |                               |                               |                                 |                             |                       |                                    |                                     |                                  |                                     |  |                                      |                                     |  |                                      |                    |                          |  |                          | 8.00                     | 2.00   | 6.00  | 18.50  | 196.47    |      |       |          |
| 105- Ford Pickup          | \$12.75      | 3.00                      |                         |                         |                                      |                             |                        |                            |                               |                               |                                 |                             |                       |                                    |                                     |                                  |                                     |  |                                      |                                     |  |                                      |                    |                          |  | 1.00                     | 17.00                    | 10.00  |       | 33.00  | 420.75    |      |       |          |
| 110 - Hydr Excavator      | \$47.01      |                           |                         |                         |                                      |                             |                        |                            |                               |                               |                                 |                             |                       |                                    |                                     |                                  |                                     |  |                                      |                                     |  |                                      |                    |                          |  |                          |                          |        |       | 112.00 | 5,265.12  |      |       |          |
| 200 - Zero Turn Mower     | \$23.29      |                           |                         | 35.00                   |                                      |                             |                        |                            |                               |                               |                                 |                             |                       |                                    |                                     |                                  |                                     |  |                                      |                                     |  |                                      |                    |                          |  |                          |                          |        |       | 35.00  | 815.15    |      |       |          |
| 201- Zero Turn Mower      | \$23.29      |                           |                         | 28.00                   |                                      |                             |                        |                            |                               |                               |                                 |                             |                       |                                    |                                     |                                  |                                     |  |                                      |                                     |  |                                      |                    |                          |  |                          |                          |        |       | 28.00  | 652.12    |      |       |          |
| 204- Back Pack Blower     | \$3.72       |                           |                         | 8.00                    |                                      |                             |                        |                            |                               |                               |                                 |                             |                       |                                    |                                     |                                  |                                     |  |                                      |                                     |  |                                      |                    |                          |  |                          |                          |        |       | 8.00   | 29.76     |      |       |          |
| 205- Back Pack Blower     | \$3.72       |                           |                         | 16.50                   |                                      |                             |                        |                            |                               |                               |                                 |                             |                       |                                    |                                     |                                  |                                     |  |                                      |                                     |  |                                      |                    |                          |  |                          |                          |        |       | 16.50  | 61.38     |      |       |          |
| 206 - Walk Behind Blower  | \$3.72       |                           |                         | 8.00                    |                                      |                             |                        |                            |                               |                               |                                 |                             |                       |                                    |                                     |                                  |                                     |  |                                      |                                     |  |                                      |                    |                          |  |                          |                          |        |       | 8.00   | 29.76     |      |       |          |
| 1002- Hand Blower         | \$3.72       |                           |                         |                         |                                      |                             |                        |                            |                               |                               |                                 |                             |                       |                                    |                                     |                                  |                                     |  |                                      |                                     |  |                                      |                    |                          |  | 21.50                    |                          |        |       | 21.50  | 79.98     |      |       |          |
| 1007- Trimmer/Edger       | \$4.02       |                           |                         |                         |                                      |                             |                        |                            |                               |                               |                                 |                             |                       |                                    |                                     |                                  |                                     |  |                                      |                                     |  |                                      |                    |                          |  | 7.00                     |                          |        |       | 7.00   | 28.15     |      |       |          |
| 1009- Trimmer/Edger       | \$4.02       |                           |                         |                         |                                      |                             |                        |                            |                               |                               |                                 |                             |                       |                                    |                                     |                                  |                                     |  |                                      |                                     |  |                                      |                    |                          |  |                          |                          |        |       | 0.00   | 0.00      |      |       |          |
|                           |              | 6.00                      | 0.00                    | 135.50                  | 10.00                                | 1.00                        | 2.00                   | 0.00                       | 0.00                          | 0.00                          | 43.00                           | 0.00                        | 0.00                  | 0.00                               | 0.00                                | 0.00                             | 34.50                               | 0.00                                   | 0.00                                 | 0.00                                | 119.50                                 | 0.00                                 | 1.00               | 246.50                   | 172.00                                       | 47.00                    | 30.00                    | 848.00 |       |        |           |      |       |          |



| PERIOD: July 2023         |           |            |          |        |                               |       |         |            |       |                  |         |                  |         |        |           |         |                           |        | TOTAL   | TOTAL     |          |        |         |       |        |        |          |           |
|---------------------------|-----------|------------|----------|--------|-------------------------------|-------|---------|------------|-------|------------------|---------|------------------|---------|--------|-----------|---------|---------------------------|--------|---------|-----------|----------|--------|---------|-------|--------|--------|----------|-----------|
| EQUIPMENT                 | 2023 Rate | GENERAL OP | CEMETERY |        | PARADES-FLAGS<br>& pling lots |       | AIRPORT | TRUNKLINES |       | MAJOR<br>STREETS |         | LOCAL<br>STREETS |         | DAM    | ALL PARKS |         | DREDGING LAKE<br>SHAMROCK |        | SEWER   | WATER     |          | HOURS  | DOLLARS |       |        |        |          |           |
| 3 - GMC Pickup            | \$16.04   | 0.00       | 8.00     | 128.32 | 0.00                          | 2.00  | 32.08   | 0.00       | 3.00  | 48.12            | 5.00    | 80.20            | 0.00    | 14.00  | 224.56    | 2.00    | 32.08                     | 0.00   | 0.00    | 34.00     | 545.36   |        |         |       |        |        |          |           |
| 5 - Dodge Pickup          | \$12.75   | 0.00       | 0.00     | 0.00   | 0.00                          | 0.00  | 0.00    | 0.00       | 1.00  | 12.75            | 1.00    | 12.75            | 0.00    | 0.00   | 0.00      | 8.00    | 102.00                    | 0.00   | 0.00    | 10.00     | 127.50   |        |         |       |        |        |          |           |
| 6 - GMC Pickup            | \$12.75   | 0.00       | 0.00     | 0.00   | 0.00                          | 0.00  | 0.00    | 0.00       | 0.00  | 0.00             | 0.00    | 0.00             | 0.00    | 11.00  | 140.25    | 0.00    | 0.00                      | 0.00   | 0.00    | 11.00     | 140.25   |        |         |       |        |        |          |           |
| 7 - Ford Bucket Truck     | \$10.62   | 3.00       | 31.86    | 7.00   | 74.34                         | 4.00  | 42.48   | 0.00       | 0.00  | 0.00             | 0.00    | 0.00             | 0.00    | 19.00  | 201.78    | 0.00    | 0.00                      | 0.00   | 0.00    | 33.00     | 350.46   |        |         |       |        |        |          |           |
| 8 - Int'l Dump Truck      | \$53.40   | 0.00       | 0.00     | 0.00   | 0.00                          | 0.00  | 0.00    | 0.00       | 0.00  | 18.00            | 961.20  | 0.00             | 1.00    | 53.40  | 5.00      | 267.00  | 0.00                      | 0.00   | 24.00   | 1,281.60  |          |        |         |       |        |        |          |           |
| 9 - Ford Dump Truck       | \$53.40   | 0.00       | 6.00     | 320.40 | 0.00                          | 0.00  | 0.00    | 0.00       | 3.00  | 160.20           | 4.00    | 213.60           | 0.00    | 0.00   | 0.00      | 0.00    | 0.00                      | 0.00   | 0.00    | 13.00     | 694.20   |        |         |       |        |        |          |           |
| 10- Sterling Dump Truck   | \$53.40   | 0.00       | 0.00     | 0.00   | 0.00                          | 0.00  | 0.00    | 0.00       | 3.00  | 160.20           | 0.00    | 0.00             | 0.00    | 0.00   | 0.00      | 0.00    | 0.00                      | 0.00   | 0.00    | 3.00      | 160.20   |        |         |       |        |        |          |           |
| 12- Sterling Dump Truck   | \$53.40   | 0.00       | 0.00     | 0.00   | 0.00                          | 0.00  | 0.00    | 0.00       | 0.00  | 10.00            | 534.00  | 0.00             | 0.00    | 0.00   | 0.00      | 0.00    | 0.00                      | 0.00   | 0.00    | 10.00     | 534.00   |        |         |       |        |        |          |           |
| 13 - Aerial Lift          | \$8.62    | 0.00       | 0.00     | 0.00   | 0.00                          | 0.00  | 0.00    | 0.00       | 0.00  | 0.00             | 0.00    | 0.00             | 0.00    | 5.50   | 47.41     | 0.00    | 0.00                      | 0.00   | 0.00    | 5.50      | 47.41    |        |         |       |        |        |          |           |
| 18- Case Loader           | \$40.61   | 0.00       | 4.00     | 162.44 | 0.00                          | 0.00  | 0.00    | 0.00       | 0.00  | 0.00             | 0.00    | 0.00             | 0.00    | 0.00   | 15.00     | 609.15  | 0.00                      | 0.00   | 19.00   | 771.59    |          |        |         |       |        |        |          |           |
| 20- Hyundai Loader        | \$79.72   | 0.00       | 0.00     | 0.00   | 0.00                          | 0.00  | 0.00    | 0.00       | 0.00  | 0.00             | 0.00    | 0.00             | 0.00    | 1.00   | 79.72     | 0.00    | 0.00                      | 0.00   | 0.00    | 1.00      | 79.72    |        |         |       |        |        |          |           |
| 24 - Monroe UB Scraper    | \$7.88    | 0.00       | 0.00     | 0.00   | 0.00                          | 0.00  | 0.00    | 0.00       | 0.00  | 2.00             | 15.76   | 0.00             | 0.00    | 0.00   | 0.00      | 0.00    | 0.00                      | 0.00   | 0.00    | 2.00      | 15.76    |        |         |       |        |        |          |           |
| 36- Brush Chipper         | \$30.27   | 0.00       | 6.00     | 181.62 | 0.00                          | 0.00  | 0.00    | 0.00       | 3.00  | 90.81            | 4.00    | 121.08           | 0.00    | 0.00   | 0.00      | 0.00    | 0.00                      | 0.00   | 0.00    | 13.00     | 393.51   |        |         |       |        |        |          |           |
| 37 - Street Sweeper       | \$103.19  | 0.00       | 0.00     | 5.00   | 515.95                        | 0.00  | 43.00   | 4437.17    | 18.50 | 1909.02          | 46.00   | 4746.74          | 0.00    | 0.00   | 0.00      | 0.00    | 0.00                      | 0.00   | 112.50  | 11,608.88 |          |        |         |       |        |        |          |           |
| 39 - Chevy Pickup         | \$10.62   | 0.00       | 0.00     | 0.00   | 0.00                          | 0.00  | 0.00    | 0.00       | 0.00  | 7.00             | 74.34   | 0.00             | 14.00   | 148.68 | 0.00      | 0.00    | 0.00                      | 0.00   | 0.00    | 21.00     | 223.02   |        |         |       |        |        |          |           |
| 40 - Portable Air Comp    | \$13.46   | 0.00       | 0.00     | 0.00   | 0.00                          | 0.00  | 0.00    | 0.00       | 0.00  | 0.00             | 0.00    | 0.00             | 0.00    | 10.00  | 134.60    | 0.00    | 0.00                      | 0.00   | 0.00    | 10.00     | 134.60   |        |         |       |        |        |          |           |
| 50 - Trailer              | \$11.25   | 0.00       | 0.00     | 0.00   | 0.00                          | 0.00  | 0.00    | 0.00       | 0.00  | 0.00             | 0.00    | 0.00             | 0.00    | 7.00   | 78.75     | 0.00    | 0.00                      | 0.00   | 0.00    | 7.00      | 78.75    |        |         |       |        |        |          |           |
| 53A- Truck Unit           | \$53.40   | 0.00       | 0.00     | 1.00   | 53.40                         | 0.00  | 0.00    | 0.00       | 0.00  | 0.00             | 0.00    | 0.00             | 0.00    | 0.00   | 0.00      | 17.00   | 907.80                    | 5.00   | 267.00  | 23.00     | 1,228.20 |        |         |       |        |        |          |           |
| 53B- Sewer Washer Unit    | \$19.61   | 0.00       | 0.00     | 1.00   | 19.61                         | 0.00  | 0.00    | 0.00       | 0.00  | 0.00             | 0.00    | 0.00             | 0.00    | 0.00   | 0.00      | 17.00   | 333.37                    | 5.00   | 98.05   | 23.00     | 451.03   |        |         |       |        |        |          |           |
| 59- Chevy Pickup 4x2      | \$10.62   | 0.00       | 9.00     | 95.58  | 0.00                          | 0.00  | 0.00    | 0.00       | 0.00  | 0.00             | 1.00    | 10.62            | 0.00    | 4.00   | 42.48     | 1.00    | 10.62                     | 14.00  | 148.68  | 29.00     | 307.98   |        |         |       |        |        |          |           |
| 60 - Dodge Pickup 4x4     | \$12.75   | 0.00       | 0.00     | 0.00   | 0.00                          | 0.00  | 0.00    | 0.00       | 0.00  | 0.00             | 0.00    | 0.00             | 0.00    | 30.00  | 382.50    | 1.00    | 12.75                     | 0.00   | 0.00    | 31.00     | 395.25   |        |         |       |        |        |          |           |
| 63- Snow (Box ) Pusher    | \$9.38    | 0.00       | 0.00     | 0.00   | 0.00                          | 0.00  | 0.00    | 0.00       | 0.00  | 0.00             | 0.00    | 0.00             | 0.00    | 5.00   | 46.90     | 0.00    | 0.00                      | 0.00   | 0.00    | 5.00      | 46.90    |        |         |       |        |        |          |           |
| 71 - Zero Turn Mower      | \$31.11   | 0.00       | 0.00     | 0.00   | 0.00                          | 0.00  | 0.00    | 0.00       | 0.00  | 0.00             | 0.00    | 0.00             | 0.00    | 24.00  | 746.64    | 0.00    | 0.00                      | 0.00   | 0.00    | 24.00     | 746.64   |        |         |       |        |        |          |           |
| 73 - Wausau UB Scraper    | \$7.88    | 0.00       | 0.00     | 0.00   | 0.00                          | 0.00  | 0.00    | 0.00       | 0.00  | 18.00            | 141.84  | 0.00             | 1.00    | 7.88   | 0.00      | 0.00    | 0.00                      | 0.00   | 0.00    | 19.00     | 149.72   |        |         |       |        |        |          |           |
| 89- Ford Pickup           | \$12.75   | 0.00       | 0.00     | 0.00   | 0.00                          | 0.00  | 0.00    | 0.00       | 0.00  | 0.00             | 0.00    | 0.00             | 0.00    | 49.50  | 631.13    | 0.00    | 0.00                      | 0.00   | 0.00    | 49.50     | 631.13   |        |         |       |        |        |          |           |
| 91 - Backpack Leaf Blower | \$3.55    | 0.00       | 0.00     | 0.00   | 0.00                          | 0.00  | 0.00    | 0.00       | 0.00  | 0.00             | 0.00    | 0.00             | 0.00    | 9.00   | 31.95     | 0.00    | 0.00                      | 0.00   | 0.00    | 9.00      | 31.95    |        |         |       |        |        |          |           |
| 93 - Kubota Tractor       | \$46.75   | 0.00       | 0.00     | 0.00   | 0.00                          | 0.00  | 0.00    | 0.00       | 0.00  | 0.00             | 0.00    | 0.00             | 0.00    | 7.00   | 327.25    | 0.00    | 0.00                      | 0.00   | 0.00    | 7.00      | 327.25   |        |         |       |        |        |          |           |
| 94 - Bucket Attachment    | \$5.24    | 0.00       | 0.00     | 0.00   | 0.00                          | 0.00  | 0.00    | 0.00       | 0.00  | 0.00             | 0.00    | 0.00             | 0.00    | 9.00   | 47.16     | 0.00    | 0.00                      | 0.00   | 0.00    | 9.00      | 47.16    |        |         |       |        |        |          |           |
| 96 - Swenson Spreader     | \$12.97   | 0.00       | 0.00     | 0.00   | 0.00                          | 0.00  | 0.00    | 0.00       | 3.00  | 38.91            | 0.00    | 0.00             | 0.00    | 0.00   | 0.00      | 0.00    | 0.00                      | 0.00   | 0.00    | 3.00      | 38.91    |        |         |       |        |        |          |           |
| 97- Chevy Pickup          | \$10.62   | 0.00       | 0.00     | 0.00   | 0.00                          | 0.00  | 0.00    | 0.00       | 0.00  | 2.50             | 26.55   | 0.00             | 0.00    | 0.00   | 8.00      | 84.96   | 2.00                      | 21.24  | 6.00    | 63.72     | 18.50    | 196.47 |         |       |        |        |          |           |
| 105- Ford Pickup          | \$12.75   | 3.00       | 38.25    | 0.00   | 0.00                          | 0.00  | 0.00    | 0.00       | 0.00  | 2.00             | 25.50   | 0.00             | 1.00    | 12.75  | 17.00     | 216.75  | 10.00                     | 127.50 | 0.00    | 33.00     | 420.75   |        |         |       |        |        |          |           |
| 110 - Hydr Excavator      | \$47.01   | 0.00       | 0.00     | 0.00   | 0.00                          | 0.00  | 0.00    | 0.00       | 0.00  | 0.00             | 0.00    | 0.00             | 0.00    | 0.00   | 112.00    | 5265.12 | 0.00                      | 0.00   | 112.00  | 5,265.12  |          |        |         |       |        |        |          |           |
| 200 - Zero Turn Mower     | \$23.29   | 0.00       | 35.00    | 815.15 | 0.00                          | 0.00  | 0.00    | 0.00       | 0.00  | 0.00             | 0.00    | 0.00             | 0.00    | 0.00   | 0.00      | 0.00    | 0.00                      | 0.00   | 0.00    | 35.00     | 815.15   |        |         |       |        |        |          |           |
| 201 - Zero Turn Mower     | \$23.29   | 0.00       | 28.00    | 652.12 | 0.00                          | 0.00  | 0.00    | 0.00       | 0.00  | 0.00             | 0.00    | 0.00             | 0.00    | 0.00   | 0.00      | 0.00    | 0.00                      | 0.00   | 0.00    | 28.00     | 652.12   |        |         |       |        |        |          |           |
| 204 - Back Pack Blower    | \$3.72    | 0.00       | 8.00     | 29.76  | 0.00                          | 0.00  | 0.00    | 0.00       | 0.00  | 0.00             | 0.00    | 0.00             | 0.00    | 0.00   | 0.00      | 0.00    | 0.00                      | 0.00   | 0.00    | 8.00      | 29.76    |        |         |       |        |        |          |           |
| 205- Back Pack Blower     | \$3.72    | 0.00       | 16.50    | 61.38  | 0.00                          | 0.00  | 0.00    | 0.00       | 0.00  | 0.00             | 0.00    | 0.00             | 0.00    | 0.00   | 0.00      | 0.00    | 0.00                      | 0.00   | 0.00    | 16.50     | 61.38    |        |         |       |        |        |          |           |
| 206 - Walk Behind Blower  | \$3.72    | 0.00       | 8.00     | 29.76  | 0.00                          | 0.00  | 0.00    | 0.00       | 0.00  | 0.00             | 0.00    | 0.00             | 0.00    | 0.00   | 0.00      | 0.00    | 0.00                      | 0.00   | 0.00    | 8.00      | 29.76    |        |         |       |        |        |          |           |
| 1002 - Hand Blower        | \$3.72    | 0.00       | 0.00     | 0.00   | 0.00                          | 0.00  | 0.00    | 0.00       | 0.00  | 0.00             | 0.00    | 0.00             | 0.00    | 21.50  | 79.98     | 0.00    | 0.00                      | 0.00   | 0.00    | 21.50     | 79.98    |        |         |       |        |        |          |           |
| 1007 - Trimmer/Edger      | \$4.02    | 0.00       | 0.00     | 0.00   | 0.00                          | 0.00  | 0.00    | 0.00       | 0.00  | 0.00             | 0.00    | 0.00             | 0.00    | 7.00   | 28.14     | 0.00    | 0.00                      | 0.00   | 0.00    | 7.00      | 28.14    |        |         |       |        |        |          |           |
|                           |           | 6.00       | 70.11    | 135.50 | 2550.87                       | 11.00 | 631.44  | 2.00       | 32.08 | 43.00            | 4437.17 | 34.50            | 2420.01 | 119.50 | 6953.56   | 1.00    | 10.62                     | 246.50 | 3451.43 | 172.00    | 6632.29  | 47.00  | 1400.53 | 30.00 | 577.46 | 848.00 | 29167.56 |           |
|                           |           |            |          |        |                               |       |         |            |       |                  |         |                  |         |        |           |         |                           |        |         |           |          |        |         |       |        |        | 848.00   | 29,167.56 |

| November-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       |         | 12.00     | 153.00 | 18          | 229.50  | 30.00  | 382.50      |
| PATROL CARS           | \$11.89    | 722.25     | 8587.55 |           | 0.00   |             | 0.00    | 722.25 | 8587.55     |
|                       |            | 722.25     | 8587.55 | 64.00     | 793.64 | 86.00       | 1067.26 | 872.25 | \$10,448.45 |

872.25      10,448.45

|           | 1   |      | 4    |      | 16   |      |           |
|-----------|-----|------|------|------|------|------|-----------|
|           | WA  | WWT  | WA   | WWT  | WA   | WWT  |           |
| Nov 1-4   | 3.5 | 4.00 | 2.00 | 2.00 | 3.50 | 4.00 | 10,448.45 |
| Nov 5-11  | 6   | 8.00 | 3.00 | 5.00 | 6.00 | 8.00 | 29167.56  |
| Nov 12-18 | 6   | 8.00 | 3.00 | 5.00 | 6.00 | 8.00 |           |
| Nov 19-25 | 6   | 8.00 | 3.00 | 5.00 | 6.00 | 8.00 |           |
| Nov 26-30 | 4.5 | 6.00 | 1.00 | 1.00 | 4.50 | 6.00 |           |
|           | 26  | 34   | 12   | 18   | 26   | 34   |           |

|             | 46-1             | 46-2         | 46-3         | 46-4        | 46-5 Tahoe   |             |             |
|-------------|------------------|--------------|--------------|-------------|--------------|-------------|-------------|
| END HOURS   | 9322             | 18517        | 25148        | 9202        | 18470        | 2858        | 62.5        |
| START HOURS | <u>9037</u>      | <u>18309</u> | <u>25148</u> | <u>9202</u> | <u>18241</u> | <u>2620</u> | <u>36.5</u> |
|             | 285              | 208          | 0            | 0           | 229          | 238         | 26          |
|             | 722.25 Total Hrs |              |              |             |              |             |             |

DEPARTMENT OF PUBLIC WORKS- MANHOUR November 2023)

| FUND          | % OF HOURS  | DEPARTMENT                        | November-23 |            |
|---------------|-------------|-----------------------------------|-------------|------------|
|               |             |                                   | REG.        | O/T        |
| GENERAL FUND  | 5.60%       | General Fund                      | 89.00       |            |
|               | 0.00%       | Depot                             |             |            |
|               | 4.02%       | Cemetery                          | 64.00       |            |
|               | 0.82%       | Parades/Flags/Pking Lots          | 13.00       |            |
|               | 0.44%       | DDA Parking Lots                  | 7.00        |            |
|               | 0.06%       | City Trees/Lites                  | 1.00        |            |
|               | 0.00%       | DDA Trees/Lites                   |             |            |
|               | 0.25%       | Airport                           | 4.00        |            |
| TKLINE'S      | 0.00%       | Surface Maintenance               |             |            |
|               | 0.00%       | Drains & Backslopes               |             |            |
|               | 2.73%       | TK Sweeping                       | 43.50       |            |
|               | 0.00%       | Snow & Ice                        |             |            |
|               | 0.00%       | Cleanup winter debris (sand, etc) |             |            |
| MAJOR STREETS | 2.06%       | MJ STS Preservation               | 32.75       |            |
|               | 0.00%       | MJ STS Snow/Ice                   |             |            |
| LOCAL STREETS | 8.28%       | LO STS Preservation               | 131.75      |            |
|               | 0.00%       | LO STS Snow/Ice                   |             |            |
| PARKS         | 0.00%       | Lake Shamrock Dam                 |             |            |
| PARKS         | 1.95%       | Lake Shamrock Park work           | 31.00       |            |
|               | 12.43%      | Dredging Lake Shamrock            | 197.75      |            |
| SEWER         | 2.48%       | Collection                        | 33.50       | 6.00       |
| WATER         | 5.86%       | Distribution & Meter Mts.         | 93.25       |            |
| DPW           | 18.61%      | DPW Admin/Bldg/Equip              | 296.00      |            |
|               | 8.77%       | DPW: Equip                        | 139.00      | 0.50       |
|               | 0.00%       | FIRE Truck                        |             |            |
|               | 0.82%       | DPW: PD Equipment                 | 13.00       |            |
|               | 0.00%       | COVID 19                          |             |            |
|               | 13.20%      | Holiday (Birthday)                | 210.00      |            |
|               | 11.60%      | PAID TIME OFF:                    | 184.50      |            |
| 1590.5        | <b>100%</b> | <b>TOTALS:</b>                    | <b>1584</b> | <b>6.5</b> |

| FUND         | % OF HOURS  | DEPARTMENT         | November-23 |          |
|--------------|-------------|--------------------|-------------|----------|
|              |             |                    | REG.        | O/T      |
| DPW Clerical | 4.00%       | Cemetery Admin     | 7.2         |          |
|              | 19.84%      | Refuse Collection  | 35.72       |          |
|              | 4.00%       | Major Sts Admin    | 7.2         |          |
|              | 4.00%       | Local Sts Admin    | 7.2         |          |
|              | 20.24%      | Sewer Collection   | 36.44       |          |
|              | 20.24%      | Water Distribution | 36.44       |          |
|              | 6.00%       | DPW Administration | 10.8        |          |
|              | 20.00%      | Holiday (Birthday) | 36          |          |
|              | 1.67%       | PAID TIME OFF:     | 3           |          |
| 180          | <b>100%</b> | <b>TOTALS:</b>     | <b>180</b>  | <b>0</b> |

| FUND                          | % OF HOURS  | DEPARTMENT      | November-23 |          |
|-------------------------------|-------------|-----------------|-------------|----------|
|                               |             |                 | REG.        | O/T      |
| FULL TIME EMPLOYEE PARKS WORK | 27.27%      | Parks Work      | 48          |          |
|                               | 6.82%       | DDA Work        | 12          |          |
|                               | 27.84%      | Bldgs & Grounds | 49          |          |
|                               | 13.64%      | Holiday/Funeral | 24          |          |
|                               | 24.43%      | PAID TIME OFF   | 43          |          |
| 176                           | <b>100%</b> | <b>TOTALS:</b>  | <b>176</b>  | <b>0</b> |

| FUND               | % OF HOURS  | DEPARTMENT           | November-23  |          |
|--------------------|-------------|----------------------|--------------|----------|
|                    |             |                      | REG.         | O/T      |
| SEASONAL EMPLOYEES | 26.77%      | PARKS WORK           | 134.5        |          |
|                    | 4.98%       | DDA WORK             | 25           |          |
|                    | 33.23%      | BLDG & GROUNDS       | 167          |          |
|                    | 12.74%      | TRUSTEE SUPERVISION* | 64           |          |
|                    | 22.29%      | CEMETERY MAINTENANCE | 112          |          |
|                    | 0.00%       | DPW                  |              |          |
|                    | 0.00%       | AIRPORT MAINTENANCE  |              |          |
| 502.5              | <b>100%</b> | <b>TOTALS:</b>       | <b>502.5</b> | <b>0</b> |

| FUND                | % OF HOURS | DEPARTMENT | November-23 |
|---------------------|------------|------------|-------------|
|                     |            |            | REG.        |
| *TRUSTEE WORK AREAS | #DIV/0!    |            |             |
|                     | #DIV/0!    |            |             |
|                     | #DIV/0!    |            |             |
|                     | #DIV/0!    |            |             |
|                     | #DIV/0!    |            |             |
| 0                   | 100%       | TOTALS:    | 0           |



**Monthly Director's Report, December 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 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 held a **Gingerbread Decorating Party** on November 30<sup>th</sup> for those who wanted to participate in our gingerbread decorating contest, but did not have access to supplies. We had a limited number of supplies, so registration was 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. Letters for Santa 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 when 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, Mrs. Claus and the elves will take a small break from their 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 **Stuffed Animal Slumber Party** took 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.

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.
- Lottery licenses completed and submitted on 11/21/2023.
- Rotary Meeting attended on 12/8/23 to discuss Summer Concert Series and potential for Rotary to be involved with the series.

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

# WATER TREATMENT DIRECTOR'S MONTHLY OPERATING REPORT NOVEMBER 2023

## **Wastewater Treatment Plant**

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

- SCADA updates
  - Changed monitoring device
  - Installed new UPS in equipment closet
- Performed QA/QC on Colilert
- Changed out speed reducer in screw pump
- Pulled and repaired three aerators in wastewater lagoons
- Cummins performed annual generator maintenance
- Removed scrap metal from WWTP property and took to Fair Salvage
- Put down black dirt and placed seed around drying beds
- Replaced light fixture in screen room

## **Water Treatment Plant**

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

- Bored test holes for potential well sites in the future
- Replaced light control on flashing water tower bulb
- Made corrections according to Bisbee infrared report
- Cleaned exterior of water tower
- Cleaned backwash tank; cleaned and mowed around well houses
- Reattached junction box on backwash tank
- Removed debris from sensor on chlorine pump

## **Landfill**

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

- Finished gas monitoring, completing landfill sampling for the year

## **Administrative Functions**

During the month, the following administrative tasks were performed:

- Updated bacteriological forms for per EGLE recommendations
- Received lab inspection report from EGLE



## CITY MANAGER REPORT

TO: Mayor Pat Humphrey & Clare City Commission  
FROM: Jeremy Howard, City Manager  
DATE: December 14, 2023  
RE: City Manager's Report

For the Agenda of December 18, 2023

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Lake Shamrock Dredging and Dam Project. Mechanical dredging by the City is continuing in front of Shamrock Park and we are making good progress still. The cold and ice have not caused any issues for us yet. For the hydraulic dredging project, as you know we received a draft permit from EGLE and I signed that contract and Savin returned it to EGLE. Shortly after that EGLE returned the permit with their signatures (and additional requirements). We have applied for the additional permits they asked us to do for the return of the water to the river and Savin has sent the restrictive covenant to EGLE that is being recorded at the county for the disposal site. They are currently working on fusing pipe together in the lake and will be dredging soon hopefully. The Dam feasibility study work is continuing and we had another progress meeting on December 13<sup>th</sup>. We have not heard anything back on the grant submission for additional dollars for the dam at this point other than the acknowledgment that they received our submission.

Board and Commission Meeting Schedules / Reminder – First City Commission Meeting Date of 2023. Attached under communications is the list of dates for all the City Commission Meetings as well as the schedules for all the other boards and commissions. As a reminder, since City offices are closed for the holiday on January 1<sup>st</sup>, which would be our normal first Monday of the month meeting for the City Commission and January 2<sup>nd</sup> offices are also closed for the holiday, so the Commission decided at a previous meeting to hold the first meeting of the year and first meeting of January on Wednesday, January 3, 2024 at 6:00 p.m.

Holiday Closures and Hours. Christmas and the New Year are just around the corner. Just a reminder that City Hall hours will be as follows:

December 25<sup>th</sup> – 26<sup>th</sup> – Closed for the holiday.  
December 27<sup>th</sup> – 28<sup>th</sup> – 7:00 a.m. to 5:30 p.m.  
December 29<sup>th</sup> – Normal Friday Closure.  
January 1<sup>st</sup> – 2<sup>nd</sup> – Closed for the holiday.  
January 3<sup>rd</sup> – 4<sup>th</sup> – 7:00 a.m. to 5:30 p.m.  
January 5<sup>th</sup> – Normal Friday Closure.

Merry Christmas and Happy New Year!

Attachments: None

## AGENDA REPORT

TO: Mayor Pat Humphrey & Clare City Commissioners  
FROM: Diane Lyon, City Clerk  
DATE: December 14, 2023  
RE: \*Communications

For the Agenda of December 18, 2023

**\*Note: This is a Consent Agenda item and is considered routine by the City Commission. As such, this matter shall be automatically enacted by one motion with all other Consent Agenda items unless a Commissioner or citizen requests this item be individually discussed. In this event, it shall be removed from the Consent Agenda and considered and acted upon in its designated sequence on the approved Clare City Commission agenda of December 18, 2023.**

---

FOIA Requests & Responses: The most recent FOIA requests and responses are attached for information. 2 from Freel PC; 2 from FA CDS; Prioris Claims; Hall Matson PLC.

2024 City Meeting Calendars: The schedules for regular city business meetings are attached for review.

Michigan Department of State Prop 22-2 Clerk Survey: The Michigan Department of State has released the April 2023 Clerk's survey regarding Proposal 2022-2 Election changes.

Charter Communications Programming Change: Charter has announced upcoming changes to their programming.

Site Plans, Special Use Permits, Variance Requests & Public Notices:  
Rite Hite Site Plan Review January 10, 2024.  
Tractor Supply Company Site Plan Review January 10, 2024.

Attachments. As noted above.

## Diane Lyon

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**From:** FOIA@cityofclare.gov  
**Sent:** Monday, December 4, 2023 9:57 AM  
**To:** FOIA  
**Subject:** New submission from Request for Examination or Copy of Records (FOIA)

### Requestor Information

**Name**

Sean Freel

**Date of Birth**

02/15/1989

**Street Address**

540 W Lake St

**City**

Tawas City

**State**

MI

**Zip Code**

48763

**Daytime Phone:**

(989) 362-3444

**Email**

[sean@freelpc.com](mailto:sean@freelpc.com)

### Request Information

**Date/Time of Incident:**

August 5, 2020

**Type of Incident:**

Fall through trap door into crawl space

**Location of Incident:**

424 Wilcox Parkway, Clare MI 48617

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

Tammy Lamerand fell through a basement trap door into the crawlspace located at 424 Wilcox Parkway, Clare MI 48617 on or about August 5, 2020 at approximately 15:03 EST (the "incident"). On behalf of FREEL P.C., I am requesting any records within the possession, custody, and control of the Clare Police Department pertaining to that incident. Please include any and all reports, witness statements recorded in any form, audio recordings, photographs and video footage, and any other document or thing pertaining to the incident.

I submitted an earlier request directed to the Clare Fire Department requesting the same or similar records. Thank you in advance for your time and attention to this request. Please feel welcome to contact our office should you have any questions.

Thank you!

Regards,

SMF

**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

---

**From:** FOIA@cityofclare.gov  
**Sent:** Monday, December 4, 2023 9:34 AM  
**To:** FOIA  
**Subject:** New submission from Request for Examination or Copy of Records (FOIA)

### Requestor Information

**Name**

Sean Freel

**Date of Birth**

02/15/1989

**Street Address**

540 W Lake St, Ste 2

**City**

Tawas City

**State**

MI

**Zip Code**

48763

**Daytime Phone:**

(989) 362-3444

**Email**

[sean@freelpc.com](mailto:sean@freelpc.com)

### Request Information

**Date/Time of Incident:**

August 5, 2020

**CPD Comp #:**

20-0000131 (Fire Department)

**Type of Incident:**

Fall into crawl space through basement trap door

**Location of Incident:**

424 Wilcox Parkway, Clare MI 48617

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

Tammy Lamerand fell through a basement trap door into the crawl space located at 424 Wilcox Parkway, Clare MI 48617 on or about August 5, 2020 at approximately 15:03 EST (the "incident"). On behalf of Freel P.C., I am requesting any and all records within the possession, custody, and control of the City of Clare including without limitation its Fire Department pertaining to the

incident described above. Please include in your response any reports, photographs or video footage, witness statements, audio recordings, and any other document or thing pertaining to the incident described above.

**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



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

December 12, 2023

Sean Freel  
540 W. Lake St.  
Tawas City MI 48763

Phone: 989-362-3444  
Email: sean@freelpc.com

RE: **Freedom of Information Act (“FOIA”) Request Response to FOIA #2023-102 & 2023-103**

Your request for public record(s) under the Michigan Freedom of Information Act (“FOIA”) received in this office on December 5, 2023, for the following records is acknowledged and is hereby granted in part: **Tammy Lamerand fell through a basement trap door into the crawlspace located at 424 Wilcox Parkway, Clare MI 48617 on or about August 5, 2020, at approximately 15:03 EST. I am requesting any records within the possession, custody, and control of the Clare Police Department pertaining to that incident. Please include any and all reports, witness statements recorded in any form, audio recordings, photographs and video footage, and any other document or thing pertaining to the incident. I submitted an earlier request directed to the Clare Fire Department requesting the same or similar records.**

1. **#2023-102 (CPD): Body camera footage has been purged automatically in accordance with the CPD’s retention policy. No written report exists. Contact Clare County Central Dispatch for an incident report.**
2. **#2023-103 (CFD): All non-exempt information is being provided to you at this time.**

The fee estimate is being provided to you at this time along with a copy of City of Clare’s FOIA Procedures and Guidelines and Summary which are also available for review on our website at [www.cityofclare.gov](http://www.cityofclare.gov). A copy of this request will be kept on file for no less than one (1) year.

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

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

Diane M. Lyon  
City Clerk & Freedom of Information Coordinator

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



## Diane Lyon

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**Subject:** FW: New submission from Request for Examination or Copy of Records (FOIA)

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

---

**From:** FOIA@cityofclare.gov <FOIA@cityofclare.gov>  
**Sent:** Friday, December 1, 2023 4:46 PM  
**To:** FOIA <FOIA@cityofclare.gov>  
**Subject:** New submission from Request for Examination or Copy of Records (FOIA)

| Requestor Information  |
|--|
| <b>Name</b>  |
| Kenya Veal   |
| <b>Date of Birth</b>   |
| 11/03/1982   |
| <b>Street Address</b>  |
| 1 West Michigan Ave Upper  |
| <b>City</b>  |
| Battle Creek   |
| <b>State</b>   |
| MI   |
| <b>Zip Code</b>  |
| 49017  |
| <b>Daytime Phone:</b>  |
| (269) 263-3862   |
| <b>Email</b>   |
| <a href="mailto:k.veal@priorisclaims.com">k.veal@priorisclaims.com</a> |
| <b>Request Information</b>   |



|   |
|---|
| <b>Date/Time of Incident:</b>   |
| 11/05/2023  |
| <b>Type of Incident:</b>  |
| Vehicle Accident  |
| <b>Location of Incident:</b>  |
| Clare, MI   |
| <b>I am requesting the following record(s):</b>   |
| <p>I work for Prioris Claims Management and we represent USA Underwriter Insurance.<br/>I am requesting crash report confirming a loss that reportedly occurred on 11/5/2023. The loss involved Chris David Jacques (dob                   ). Unfortunately due to the sustained injuries Mr Jacques has not been able to provide any details surrounding the loss. We do not know where the loss occurred only that it was in Clare, MI. Also we do not know the year, make or model of the vehicle he was driving, but we not it was a company vehicle (do not know the company name). He was transported from the scene to University of Michigan Hospital via EMS, Mr Jacques driver license # i                   . I hope this is enough information to locate the police report.</p> |
| <b>I am requesting the above record(s) for:</b>   |
| Inspection  |



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

December 5, 2023

## DENIAL OF REQUEST FOR PUBLIC RECORD

Kenya Veal  
Prioris Claims  
1 West Michigan Ave Upper  
Battle Creek MI 49017

269-263-3862  
k.veal@priorisclaims.com

RE: **FOIA Request #2023-104 via email dated 12/1/2023 and received on 12/4/23 for: crash report confirming a loss that reportedly occurred on 11/5/2023. The loss involved Chris David Jacques (dob [redacted]). Driver license # is [redacted].**

X Your request as described is denied because it does not exist under information. The named address does not exist within the City of Clare's jurisdiction. Check with the Clare County Sheriff's Department.

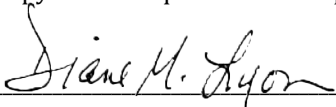
**NOTICE:** This correspondence constitutes a certification that the public records, as indicated, do not exist. You have the right to appeal this denial to the City Manager in writing that specifically states the word "APPEAL" and indicates the reason or reasons for reversal of the denial, or seek judicial 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

December 5, 2023  
Date Denial Approved

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# Diane Lyon

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**From:** FOIA@cityofclare.gov  
**Sent:** Friday, December 1, 2023 12:29 AM  
**To:** FOIA  
**Subject:** New submission from Request for Examination or Copy of Records (FOIA)

## Requestor Information

### Name

Jennifer Willert

### Date of Birth

09/10/1971

### Street Address

3550 W Robinson St

### City

Norman

### State

OK

### Zip Code

73072

### Daytime Phone:

(405) 253-2459

### Email

[jwillert@firstam.com](mailto:jwillert@firstam.com)

## Request Information

### Date/Time of Incident:

None

### Type of Incident:

None

### Location of Incident:

605 Industrial Dr (aka 805 Industrial Dr) APN: 18-002-10-013-17

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

Open Building Code Violations  
Certificate of Occupancy  
Site Plans

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

Copying



Reaching Beyond Our Client's Expectations, Providing Nationwide Solutions.

**November 30, 2023**

Jennifer Willert/Zoning Analyst  
CDS Commercial Due Diligence  
3550 W Robinson St Third Fl  
Norman, Oklahoma 73072  
Email: [jwillert@firstam.com](mailto:jwillert@firstam.com)/FAX: (800) 986-0586/Contact # (405) 253-2459

|                 |                                 |               |  |
|-----------------|---------------------------------|---------------|--|
| <b>To:</b>      | <b>James Chapman/Fire Chief</b> | <b>From:</b>  | <b>Jennifer Willert/Zoning Analyst</b> |
| <b>Company:</b> | <b>Fire Department</b>          | <b>Phone:</b> | <b>405-253-2459</b>                    |
| <b>Phone:</b>   | <b>989-424-4084</b>             | <b>Fax:</b>   | <i>Toll-free 800-986-0586</i>          |
| <b>Email:</b>   | <b>jchapman@cityofclare.gov</b> | <b>Email:</b> | <b>jwillert@firstam.com</b>            |

Pages, including this cover page:

**Subject Property/Parcels: 605 Industrial Dr (aka 805 Industrial Dr) Clare, MI**

At our client's request, please provide the following information-

- **Fire code violations:** Please state if there are open/outstanding fire violations active at this time

Please advise me at your earliest convenience of any required fees or forms, if any of these items is not available or if I should be directing any portion of my request to another party. I am on a strict timeline so your prompt attention to this matter is greatly appreciated. Upon completion, please forward the information to me **via fax (800-986-0586) or via email [jwillert@firstam.com](mailto:jwillert@firstam.com)** and US mail. I truly appreciate your help with this matter and look forward to your reply. Please do not hesitate to contact me with any questions or concerns you may have. Thank you very much for your assistance!

This telecopy contains privileged and confidential information intended only for the use of the individual named above. If the reader of this telecopy is not the intended recipient you are notified that any dissemination or reproduction is prohibited. If you have received this telecopy in error, please call us collect and return the original telecopy to the address above via US Mail



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

December 5, 2023

Jennifer Willert  
FA-CDS  
3550 W. Robinson St.  
Norman OK 73072

Phone: 616-780-7260  
[cdarrow@aeterra.com](mailto:cdarrow@aeterra.com)

**RE: Freedom of Information Act (“FOIA”) Request Response**

Your request for public record(s) under the Michigan Freedom of Information Act (“FOIA”), dated December 1, 2023, and received in this office on December 4, 2023, for the following records is acknowledged and is hereby: **Granted in part**: for records related to the following property: 805 Industrial Drive, Clare, MI (Parcel #18-002-10-013-17)

FOIA Request #2023-105 for Fire Department: Fire Code Violations

FOIA Request #2023-106 for Building Code Violations, C of O, Site Plans.

1. Fire Department violation records do not exist.
2. Building Department Information: All non-exempt information is being provided at this time.
3. Clare County Community Development now issues all building/electrical/mechanical/plumbing permits, however previous permit information is available online at [www.cityofclare.gov](http://www.cityofclare.gov), then select the tax & assessing button at the bottom of the home page which will take you to the online BS&A, you can then select building permits to see what was issued in past. Contact me if you need assistance locating the info.
4. Site plan drawings are attached along with Planning Commission meeting information and action.

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

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

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

- (1) Commence an action in the circuit court to compel disclosure of the public records or information within 180 days after the governmental unit’s final determination to deny your request. If the circuit court orders disclosure of all or a portion of the public record or information, you have the right to receive reasonable attorney’s fees, costs, and disbursements. If the circuit court determines that the governmental unit arbitrarily and capriciously denied your request, you also have the right to receive punitive damages in the amount of \$500.00. Please see MCL 12.231 *et seq.* for further information on the Freedom of Information Act.

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



- (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.

Diane Lyon  
City Clerk & Freedom of Information Coordinator

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



# Diane Lyon

---

**From:** FOIA@cityofclare.gov  
**Sent:** Wednesday, December 6, 2023 11:38 AM  
**To:** FOIA  
**Subject:** New submission from Request for Examination or Copy of Records (FOIA)

## Requestor Information

### Name

Rene Allyn

### Date of Birth

10/07/1963

### Street Address

Hall Matson PLC, 1550 Watertower Place, Suite 200

### City

East Lansing

### State

MICHIGAN

### Zip Code

48823

### Daytime Phone:

(517) 853-2929

### Email

[rallyn@hallmatson.law](mailto:rallyn@hallmatson.law)

## Request Information

### Date/Time of Incident:

Anytime between 2017 and 2021

### Type of Incident:

Domestic disturbance and/or destruction of property

### Location of Incident:

304 Briarwood, Apt. 212, Clare MI

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

Please send us any and all police reports involving Heidi Elaine Baird (DOB ) which occurred at the address of 304 Briarwood, Apt. 212 in Clare between 2017 and 2021. We of course expect to pay a fee for any records found and produced.

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

Inspection

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

December 12, 2023

Rene Allyn  
Hall Matson PLC  
1550 Watertower Place, Ste. 200  
East Lansing MI 48823

Phone (517) 853-2929  
[rallyn@hallmatson.law](mailto:rallyn@hallmatson.law)

RE: **FOIA Request #2023-107**

Your request for public record(s) under the Michigan Freedom of Information Act ("FOIA") received in this office on December 7, 2023, for the following records is acknowledged and is hereby granted in part: **any and all police reports involving Heidi Elaine Baird (DOB 8/15/94) which occurred at the address of 304 Briarwood, Apt. 212 in Clare between 2017 and 2021.**

Personal information that is exempt under MCL 15.243 Section 13.1(a) & (b)(iii) and the Child Victims Rights Act has been redacted.

To process your request, the City of Clare has provided an estimate of fees (attached) to search for, retrieve, review, separate, examine material, and redact the requested records in order to respond to your request.

The City of Clare's FOIA Procedures and Guidelines and Summary are being provided at this time and 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

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







## CITY OF CLARE

202 West Fifth Street | Clare, Michigan 48617-1490

Office 989.386.7541 | Fax 989.386.4508

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

### 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

## The Clare City Commission will hold regularly scheduled meetings for 2024

at 202 W. Fifth St., Clare MI on the following dates:

January 3

January 15

February 5

February 19

March 4

March 18

April 8

April 15

May 6

May 20

June 3

June 17

July 1

July 15

August 5

August 19

September 3

September 16

October 7

October 21

November 4

November 18

December 2

December 16





## CITY OF CLARE

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Manager x102

Assessor x103

Clerk x106

Treasurer x107

The **Clare City Planning Commission** will hold regularly scheduled meetings for 2024 at 202 W. Fifth St., Clare MI on the following dates:

**January 10**

**February 14**

**March 13**

**April 10**

**May 8**

**June 12**

**July 10**

**August 14**

**September 11**

**October 9**

**November 13**

**December 11**

### 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

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Manager x102

Assessor x103

Clerk x106

Treasurer x107

The **City of Clare DDA** will hold regularly scheduled meetings  
for 2024

at 202 W. Fifth St., Clare MI on the following dates:

**January 11**

**February 8**

**March 14**

**April 11**

**May 9**

**June 13**

**July 11**

**August 8**

**September 12**

**October 10**

**November 14**

**December 12**

### 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





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Manager x102

Assessor x103

Clerk x106

Treasurer x107

The **Clare City Municipal Airport** will hold regularly scheduled meetings for 2024 at 10725 South Eberhart Road, Clare MI on the following dates:

### 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

**January 3rd**

**February 7th**

**March 6th**

**April 3rd**

**May 1st**

**June 5th**

**July 3rd**

**August 7th**

**September 4th**

**October 2nd**

**November 6th**

**December 4th**





## CITY OF CLARE

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Manager x102

Assessor x103

Clerk x106

Treasurer x107

The **City of Clare PARKS and RECREATION BOARD**  
will hold regularly scheduled meetings for 2024  
at 202 W. Fifth St., Clare MI on the following dates:

**January 16**

**April 16**

**July 16**

**October 15**

### 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

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Fx 989.386.0440

### FIRE DEPT. NON-EMERGENCY

Ph 989.386.2151

Fx 989.386.3020

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Fx 989.386.4508

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Manager x102

Assessor x103

Clerk x106

Treasurer x107

**The Cherry Grove Cemetery Advisory Board**  
will hold walk-through meetings for 2024 at  
820 Cedar Street, Clare, Michigan  
on the following dates:

April 18, 2024

September 19, 2024

### 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





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Manager x102

Assessor x103

Clerk x106

Treasurer x107

The **Tree Advocacy Advisory Board** will hold regular meetings for 2024 at 202 W. Fifth Street, Clare, Michigan on the following dates:

February 15, 2024

May 23, 2024

August 22, 2024

November 21, 2024

### 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





# MDOS Prop 2022-2 Clerk Survey Findings Summary

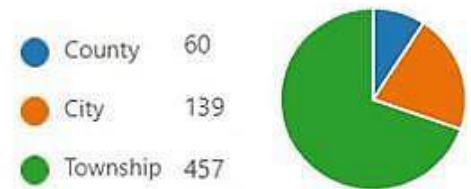


## Michigan Department of State (MDOS) Election Clerk Feedback Overview

The Bureau of Elections (BOE) is responsible for administering the state's election law and providing information about registering to vote, absentee voting, early voting, and election day voting in addition to providing oversight and training to local election officials.

In April 2023, a survey was conducted among all election clerks in the State of Michigan to assess their comprehension and apprehensions regarding Proposal 2022-2. The survey was conducted utilizing Microsoft Forms to administer a series of multiple-choice and short-answer questions. 651 responses were received representing 81 counties, providing valuable insights into the thoughts and opinions of these experienced professionals. Below is a comprehensive breakdown of the survey findings and detailed analysis of the results.

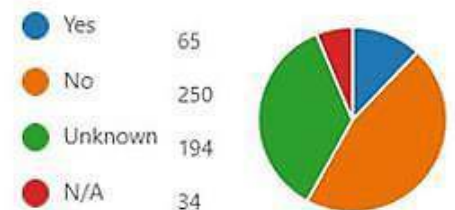
### Breakdown of clerk participant jurisdiction type



### Key Overview Themes & Findings Include:

- Clerks are looking for expedited training & funding
- Looking for compensation, & available, capable staffing
- Smaller jurisdictions lack resources & less EV demand
- 58% report expected clerk turnover
- Desire to process AV ballots prior to election day
- Accessible, reliable internet is a barrier
- Clerks looking for support and guidance on security & IT
- Apprehension & doubt on necessity & rollout of increasingly complex elections

### For municipal clerks, please indicate if your municipality will be having an election on August 8, 2023.



### Jurisdictions that participated, number of voters:

482 >10k  
68 = 10k – 40k  
25 = 40k+  
75 NA\*

### Jurisdictions that participated, number of precincts:

470 = 1-4  
64 = 5-10  
52 = 10+  
63 NA\* \*NA = No answer given

What areas do you need the most clarity on regarding expectations with Prop 2022 – 2? Please rank the below topic areas from the most unclear (at the top) to the clearest (at the bottom).



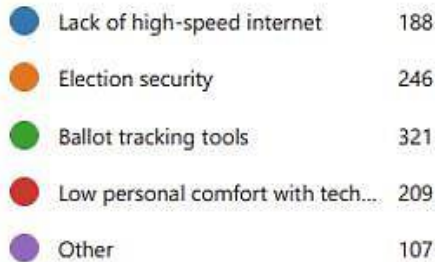
\*4 = Drop box requirements and procedures



# MDOS Prop 2022-2 Clerk Survey Findings Summary



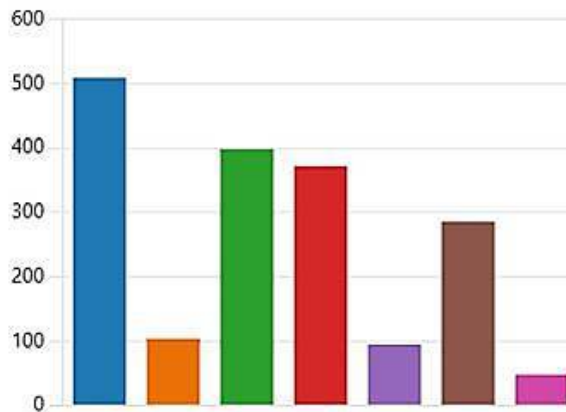
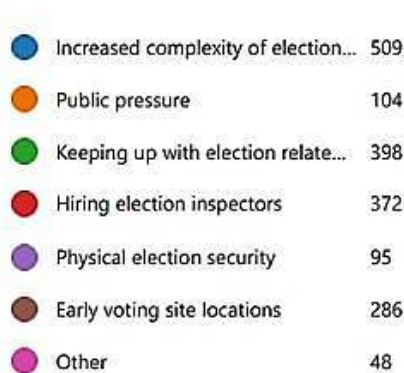
What, if any, technological or IT barriers do you anticipate in your district? (Choose top 3)



| Top 'Other' Responses |       |
|-----------------------|-------|
| Response Theme        | Count |
| EPB & QVF Performance | 24    |
| Technology Support    | 9     |
| Clerk Training        | 9     |
| Outdated Technology   | 8     |
| High Speed Internet   | 7     |
| Cost                  | 7     |
| Security              | 6     |

\* ● = Low personal comfort with technology

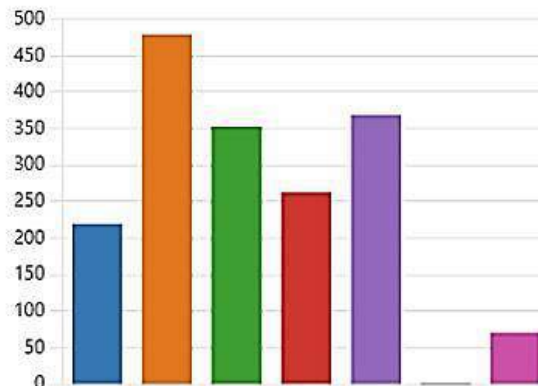
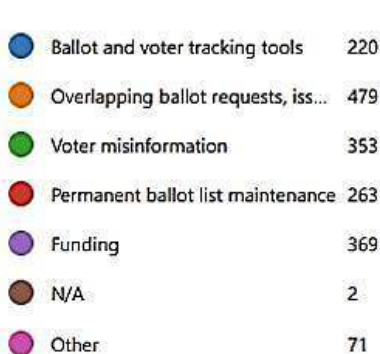
What, if any, are the non-technological barriers you anticipate in your district? (Choose 3)



| Top 'Other' Responses |       |
|-----------------------|-------|
| Response Theme        | Count |
| Staffing              | 22    |
| Knowledge of Process  | 14    |
| Cost                  | 6     |

\* ● = Increased complexity of election procedures, ● = Keeping up with election related costs

Do you anticipate any additional concerns or risks regarding the Prop 2022 – 2 changes? (Choose 3)



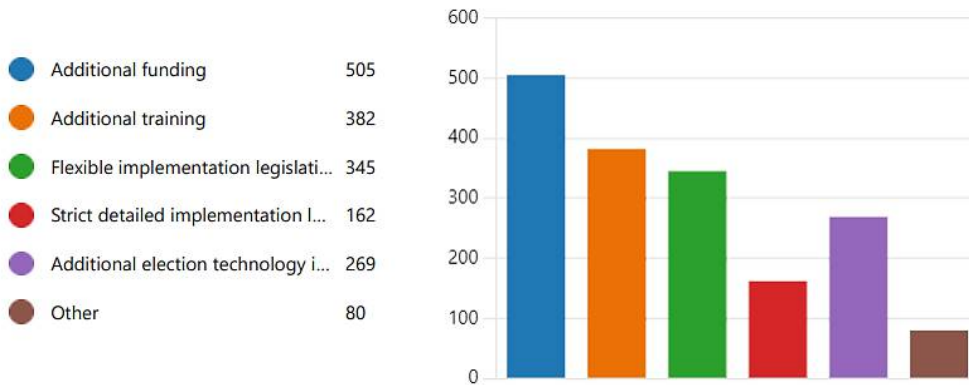
| Top 'Other' Responses        |       |
|------------------------------|-------|
| Response Theme               | Count |
| Knowledge of Process         | 19    |
| Staffing                     | 16    |
| Security                     | 5     |
| Burnout                      | 4     |
| Voter Registration During EV | 4     |

# MDOS Prop 2022-2 Clerk Survey Findings Summary



\* = *Overlapping ballot requests, issuance, spoiling, or acceptance deadlines*

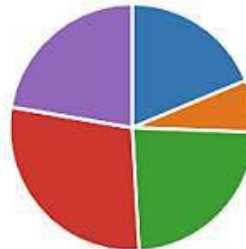
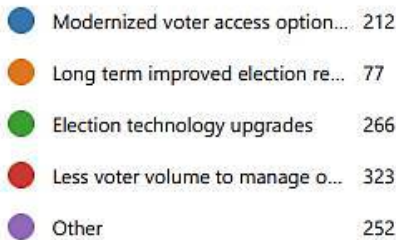
What would help your district efficiently adopt the Prop 2022 – 2 changes? (Choose up to 3)



| Top 'Other' Responses |       |
|-----------------------|-------|
| Response Theme        | Count |
| Knowledge of Process  | 18    |
| Implementation Bill   | 16    |
| Staffing              | 12    |
| Communications        | 8     |
| No EV                 | 6     |
| EV with County        | 5     |

\* = *Flexible implementation legislation*, = *Additional election technology investment by SOM*

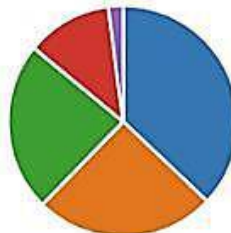
What do you see as the benefit(s) of the Prop 2022 - 2 changes?



| Top 'Other' Responses |       |
|-----------------------|-------|
| Response Theme        | Count |
| Clerk Training        | 28    |
| Funding               | 25    |
| Clerk Compensation    | 22    |
| EV Scheduling         | 21    |
| Staffing              | 21    |
| Implementation Bill   | 10    |
| Voter Education       | 4     |

\* = *Long term improved election resource management*, = *Less voter volume to manage on election day*

How much time before an election (where early voting will take place) does your district need to be prepared?



*\*Other significant responses:  
11 – Perception BOE promoted/passed Prop 22-2  
16 – Recall Prop 22-2  
16% see no potential*

# MDOS Prop 2022-2 Clerk Survey Findings Summary

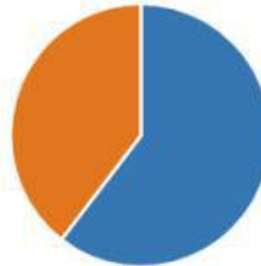


Do you anticipate clerk turnover in your county prior to the November 2024 election?



385

252



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## Customer Quotes

- “If Clerks are eventually allowed to run absent voter ballots with early voting (that’s) a huge benefit.”
- “There are too many questions surrounding the implementation, that I honestly don't see any benefits...”
- “Unfortunately, until Clerks receive compensation relative to their workload and citizens...(are) held accountable for election related threats, I think that filling vacancies will be extremely difficult...”
- “(Allow) Early In-Person opt out from low population.”
- “I think (Prop 22-2) was poorly drafted and the BOE has done a poor job of preparing. As demonstrated at MTA, the BOE was caught completely flat-footed... It's frustrating when not even the BOE has answers.”
- “It's possible that Centralized/County level early voting location in Counties under 20,000 people would take the increased demands off each small jurisdiction...”
- “Do not wait until the last minute to give us the details on implementation. Many Clerks are already planning for 2024...”
- “It’s a job that is high stress, high demands, and low resources... They implement big changes based on cities like Detroit... (we don’t) have the staffing to handle the changes coming constantly.”
- “Most of us have day jobs... Due to early voting I will have to resign... I cannot take off the time from work, finding qualified and dependable election workers is next to impossible...”
- “Per precinct max registered voters should be adjusted...”
- “We will have workers sitting for 9 days doing nothing.”
- “It would be good to know details for how this impacts voters positively when they already have AV's availability to all.”



November 30, 2023



T1 P1 82 \*\*\*\*\*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 December 31, 2023 Spectrum Mid-America, LLC (“Spectrum”), will expand carriage of *Mi Plan Latino Package* on the Clare, MI channel line-up serving your community.

The following eleven channels will be added to the *Mi Plan Latino Package* in both SD & HD:

- BBC America
- FM
- Fuse
- FYI
- Great American Family
- INSP
- Lifetime
- Lifetime Movies
- Travel Channel
- UPTv
- WE tv

On or around January 10, 2024, the following Latino Networks will be dropped from the *Mi Plan Latino Package*: Semillitas, AYM Sports, Video Rola, and GOL TV.

To view a current Spectrum channel lineup visit [www.spectrum.com/channels](http://www.spectrum.com/channels). If you should have any questions about this change, please feel free to contact me at (906) 553-7866.

Sincerely,

Joan Movrich  
Manager, Charter State Government Affairs, Michigan



## CITY OF CLARE

202 West Fifth Street | Clare, Michigan 48617-1490

Office 989.386.7541 | Fax 989.386.4508

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

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Manager x102

Assessor x103

Clerk x105

Treasurer x107

### CITY OF CLARE PUBLIC NOTICE

### DEPARTMENT OF PUBLIC WORKS

Ph 989.386.2162 or

989.386.7541 x202

Fx 989.386.4508

### UTILITY BILLING

Ph 989.386.7541 x201

### W/WWT PLANT

Ph 989.386.2321

Fx 989.386.2387

### POLICE DEPT. NON-EMERGENCY

Ph 989.386.2121

Fx 989.386.0440

### FIRE DEPT. NON-EMERGENCY

Ph 989.386.2151

Fx 989.386.3020

### PARKS & RECREATION

Ph 989.386.7541 x213

Fx 989.386.4508

### AIRPORT

Ph 989.386.0445

Fx 989.386.4508

The City of Clare Planning Commission will hold a public hearing on Wednesday, January 10, 2024, at 6:30 p.m., at Clare City Hall, 202 W. Fifth St., Clare, Michigan, to receive public comment regarding a site plan application submitted by Rite-Hite for the construction of a new 7,200 sq. ft. storage facility, at 635 Industrial Drive Clare, Michigan. The Planning Commission will accept comments at the hearing or in writing if the written comments are received by the City Clerk no later than 5:00 p.m. on the hearing date. A copy of the site plan application is available for review at Clare City Hall. *The City of Clare is an equal opportunity provider and employer.*

**Diane M. Lyon**  
Clare City Clerk





## CITY OF CLARE

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Fx 989.386.4508

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Fx 989.386.2387

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Fx 989.386.4508

### AIRPORT

Ph 989.386.0445

Fx 989.386.4508

The City of Clare Planning Commission will hold a public hearing on Wednesday, January 10, 2024, at 6:30 p.m., at Clare City Hall, 202 W. Fifth St., Clare, Michigan, to receive public comment pertaining to a site plan application received by the city for the construction of a 21,930 sq. ft. Tractor Supply Store at 10600 South Clare Avenue, Clare, Michigan. The Planning Commission will accept comments at the hearing or in writing if the written comments are received by the City Clerk no later than 5:00 p.m. on the hearing date. A copy of the site plan application is available for review at Clare City Hall. *The City of Clare is an equal opportunity provider and employer.*

**Diane M. Lyon**  
Clare City Clerk





**PAYABLES REPORT FOR COMMISSIONERS**

EXP CHECK RUN DATES 12/19/2023 - 01/03/2024 BOTH JOURNALIZED AND UNJOURNALIZED OPEN BANK CODE: CONSO

| VENDOR                 | INVOICE #    | DESCRIPTION                  | Posting    | Check Run  | AMOUNT   |
|------------------------|--------------|------------------------------|------------|------------|----------|
| ACE HARDWARE           | 10080        | FILM POLY 4MIL 20/100        | 12/19/2023 | 12/19/2023 | 89.99    |
| ALRO STEEL CORPORATION | DLK 6848CE   | 3# GRATING 4X10 80 SQ FT #1  | 12/19/2023 | 12/19/2023 | 531.20   |
| AMAZON CAPITAL SERVICE | 13KC-FLRN-CT | MOTOROLA IMPRES LI-ION 7.4V  | 12/19/2023 | 12/19/2023 | 1,944.80 |
| AMAZON CAPITAL SERVICE | 1CD9-MQG3-GQ | INDOOR EXT CORD POWER STRIP, | 12/19/2023 | 12/19/2023 | 29.27    |
| AMAZON CAPITAL SERVICE | 1C4Y-HQMH-3D | ENGRAVED NAME PLATES         | 12/19/2023 | 12/19/2023 | 25.97    |
| AMAZON CAPITAL SERVICE | 1CGL-V96GRGX | CHRISTMAS STATIONARY         | 12/19/2023 | 12/19/2023 | 23.94    |
| AMERICAN MARBLE & GRAN | 110723       | ENGRAVE NICHE DOOR #27       | 12/19/2023 | 12/19/2023 | 220.00   |
| BEAR PACKAGING & SUPPL | 77732        | 33 GALLON LINERS 80/CS 2 MIL | 12/19/2023 | 12/19/2023 | 52.00    |
| CLARE AUTOMOTIVE SUPPL | 100531055794 | SOCKET 1/2                   | 12/19/2023 | 12/19/2023 | 12.98    |
| CLARE AUTOMOTIVE SUPPL | 100531054872 | H11B1 STANDARD               | 12/19/2023 | 12/19/2023 | 24.18    |
| CLARE AUTOMOTIVE SUPPL | 100531054881 | #H11CVPS2 CRYSTAL VISION PL  | 12/19/2023 | 12/19/2023 | 56.19    |
| CLARE HARDWARE         | 446750       | 1X4 GALV SOLID FLAT          | 12/19/2023 | 12/19/2023 | 10.49    |
| CLARE HARDWARE         | 446469       | 1X4 ALUM BAR, NUTS,BOLTS, FA | 12/19/2023 | 12/19/2023 | 52.51    |
| CLARE HARDWARE         | 100300/1     | CABLE TIES 5.7" 40#, NIPPLE  | 12/19/2023 | 12/19/2023 | 9.69     |
| CONSUMERS ENERGY       | 203233033189 | 48617 LED LIGHT RD (11/01/11 | 12/26/2023 | 12/26/2023 | 1,610.03 |
| CONSUMERS ENERGY       | 20599162287  | TRAFFIC LIGHTS ((11/01/23-11 | 12/26/2023 | 12/26/2023 | 6.51     |
| CONSUMERS ENERGY       | 205991622289 | STREET LIGHTS (11/01/23-11/3 | 12/26/2023 | 12/26/2023 | 2,646.31 |
| CONSUMERS ENERGY       | 205101773273 | 10725 S EBERHART AVE (11/02/ | 12/26/2023 | 12/26/2023 | 309.49   |
| CONSUMERS ENERGY       | 205991622288 | STREET LIGHTS (11/01/23-11/3 | 12/26/2023 | 12/26/2023 | 723.46   |
| CONSUMERS ENERGY       | 205101773274 | 10843 S EBERHART (11/03/23-1 | 12/26/2023 | 12/26/2023 | 29.66    |
| CONSUMERS ENERGY       | 205368751295 | 10807 S EBERHART AVE HANGER  | 12/26/2023 | 12/26/2023 | 33.00    |
| CONSUMERS ENERGY       | 204211913905 | 40 CONSUMERS ENERGY PARKWAY  | 12/26/2023 | 12/26/2023 | 104.50   |
| CONSUMERS ENERGY       | 202432105291 | 4565 E COLONVILLE RD SIGN (  | 12/26/2023 | 12/26/2023 | 46.59    |
| CONSUMERS ENERGY       | 204122922281 | 40 CONSUMERS ENERGY PARKWAY  | 12/26/2023 | 12/26/2023 | 87.92    |
| CONSUMERS ENERGY       | 204122922284 | 4715 COLONVILLE RD (10/31/2  | 12/26/2023 | 12/26/2023 | 323.71   |
| CONSUMERS ENERGY       | 209970008163 | 11175 S EBERHART AVE 11/01/2 | 12/29/2023 | 12/29/2023 | 6,961.97 |
| CONSUMERS ENERGY       | 203322010337 | 327 BROOKWOOD DR (11/10/23-1 | 12/31/2023 | 12/31/2023 | 103.57   |
| CONSUMERS ENERGY       | 207147367607 | 315 FIRST ST (11/10/23-12/08 | 12/31/2023 | 12/31/2023 | 381.16   |
| CONSUMERS ENERGY       | 203411021397 | 501 FOREST AVE (11/10/23-12/ | 12/31/2023 | 12/31/2023 | 43.57    |
| CONSUMERS ENERGY       | 203944947620 | 396 SHAMROCK CT (11/10/23-12 | 12/31/2023 | 12/31/2023 | 28.79    |
| COUNTY WIDE SEPTIC, LL | 1185758      | PUMP OUT UNITS 11/07/23-11/  | 12/19/2023 | 12/19/2023 | 360.00   |
| COUNTY WIDE SEPTIC, LL | 1185757      | PUMP OUT UNITS 10/03/23-10/3 | 12/19/2023 | 12/19/2023 | 420.00   |
| COYNE OIL CORP         | 958169       | DIESEL FOR CLARE DPW SHAMROC | 12/19/2023 | 12/19/2023 | 1,435.66 |
| CUMMINS SALES AND SERV | S3-93692     | PLANNED EQUIPMENT MAINTENAN  | 12/19/2023 | 12/19/2023 | 835.06   |
| CUMMINS SALES AND SERV | S3-93755     | FULL SVC W/SAMPLE, PLANNED M | 12/19/2023 | 12/19/2023 | 767.29   |
| CUMMINS SALES AND SERV | S3-93754     | FULL SVC W/SAMPLE PLANNED EQ | 12/19/2023 | 12/19/2023 | 537.91   |
| CUMMINS SALES AND SERV | S3-93688     | WWTP-S EBERHART PLANNED MAIN | 12/19/2023 | 12/19/2023 | 597.34   |
| ETNA SUPPLY            | S105414819.0 | 229 FLUORESCENT PINK UPSIDE  | 12/19/2023 | 12/19/2023 | 167.76   |
| ETNA SUPPLY            | S105349242.0 | HAMMOND 200# LUG STYLE BUTTE | 12/19/2023 | 12/19/2023 | 371.15   |
| ETNA SUPPLY            | S105414819.0 | MARKING PAINT: SEWER LINE (M | 12/19/2023 | 12/19/2023 | 83.88    |



**PAYABLES REPORT FOR COMMISSIONERS**

EXP CHECK RUN DATES 12/19/2023 - 01/03/2024 BOTH JOURNALIZED AND UNJOURNALIZED OPEN BANK CODE: CONSO

| VENDOR                 | INVOICE #    | DESCRIPTION                  | Posting    | Check Run  | AMOUNT    |
|------------------------|--------------|------------------------------|------------|------------|-----------|
| EVOQUA WATER TECHNOLOG | 906203799    | SDI CARBON ; FILTER - WWTP   | 12/19/2023 | 12/19/2023 | 487.35    |
| FUSSMAN DESIGNS        | 28254        | OFFICE DOORS                 | 12/19/2023 | 12/19/2023 | 200.00    |
| HACH COMPANY           | 13843208     | DR3900 SPECTROPHOTOMETER FOR | 12/19/2023 | 12/19/2023 | 705.50    |
| HACH COMPANY           | 13832050     | TNT TESTING 112523           | 12/19/2023 | 12/19/2023 | 184.98    |
| HACH COMPANY           | 13828829     | LAB SUPPLIES                 | 12/19/2023 | 12/19/2023 | 185.10    |
| HOERAUF AND NEVILL, P. | 53224        | PROFESSIONAL SERVICES: NOV ' | 12/19/2023 | 12/19/2023 | 277.50    |
| J. RANCK ELECTRIC, INC | 116517       | AIRPORT MAINTENANCE/REPAIR R | 12/19/2023 | 12/19/2023 | 1,802.05  |
| KENT COMMUNICATIONS    | 328673       | 2023 WINTER TAX BILLS        | 12/19/2023 | 12/19/2023 | 692.56    |
| KRAPOHL FORD LINCOLN M | 75578        | MIRROR ASY-REAR VIEW OUTER   | 12/19/2023 | 12/19/2023 | 385.57    |
| MICHIGAN TRUCK EQUIPME | 00042492     | BRAKE PARTS - DPW #8         | 12/19/2023 | 12/19/2023 | 1,564.08  |
| MICHIGAN TRUCK EQUIPME | INV-00042228 | AD9 CARTRIDGE, NEW 9 PURGE   | 12/19/2023 | 12/19/2023 | 100.18    |
| O'REILLY AUTO ENTERPRI | 5961-209878  | HEADLIGHT - PD               | 12/19/2023 | 12/19/2023 | 25.77     |
| PITNEY BOWES INC       | 1024339024   | POSTAGE METER INK            | 12/19/2023 | 12/19/2023 | 162.38    |
| PITNEY BOWES INC       | 3318354412   | SP100 LABEL PRINTR, INTEGRAT | 12/19/2023 | 12/19/2023 | 207.63    |
| PITNEY BOWES INC       | 1024339024   | RED INK CTG #793-5           | 12/19/2023 | 12/19/2023 | 162.38    |
| PRECISE MRM, LLC.      | IN200-104597 | SALT TRUCKS DATA PLAN: OCT ' | 12/19/2023 | 12/19/2023 | 20.00     |
| PRINTING SYSTEMS INC   | 229444       | TAX FORMS W-2, 1099, L1096   | 12/19/2023 | 12/19/2023 | 223.89    |
| PRO COMM INC           | 47914        | PATROL VEHICLE ADAPTER AND B | 12/19/2023 | 12/19/2023 | 835.00    |
| SEITER BROTHERS LUMBER | 105689       | 36' BROOM, HANDLE BULL FLOAT | 12/19/2023 | 12/19/2023 | 95.98     |
| SEITER BROTHERS LUMBER | 105660       | 1/2' X 20" REINFORCING ROD   | 12/19/2023 | 12/19/2023 | 12.85     |
| SHERWIN WILLIAMS CO    | 1024-2118-7  | 5 GALLON PAINT FOR DPW       | 12/19/2023 | 12/19/2023 | 180.95    |
| STATE OF MICHIGAN      | 761-11163330 | NPDES ANNUAL PERMIT FEE 2024 | 12/19/2023 | 12/19/2023 | 3,000.00  |
| STATE OF MICHIGAN      | 761-11163301 | NPDES ANNUAL PERMIT FEE, 202 | 12/19/2023 | 12/19/2023 | 150.00    |
| STITCHES FOR BRITCHES  | 1648         | CP77 NAVY HATS (12)          | 12/19/2023 | 12/19/2023 | 270.00    |
| THE MORNING SUN        | 1073677 - 23 | ANNUAL SUBSCRIPTION: 52 WKS  | 12/19/2023 | 12/19/2023 | 978.00    |
| VC3 INC                | 130527       | ANTI-VIRUS AND PROACTIVE MAN | 12/19/2023 | 12/19/2023 | 72.80     |
| WAIST DEEP DUMPSTERS,  | 2800         | HAULING LK SHAMROCK DREDGE N | 12/19/2023 | 12/19/2023 | 18,750.00 |
|                        |              |                              |            | Sub Total: | 53,832.00 |





**PAYABLES REPORT FOR COMMISSIONERS**

< RUN DATES 12/06/2023 - 01/02/2024 BOTH JOURNALIZED AND UNJOURNALIZED PAID BANK CODE: CONSO - CHECK TYPE: PAI

| VENDOR                 | VENDOR ID | INVOICE #   | DESCRIPTION                   | POSTING DATE | AMOUNT   |
|------------------------|-----------|-------------|-------------------------------|--------------|----------|
| AT&T MOBILITY          | 7208      | 28730298742 | FIRSTNET MOBILE (12/12/23-11  | 12/12/2023   | 51.33    |
| FIRST NATIONAL BANK OF | 6654      | 2814 121920 | CHAPMAN: MEALS                | 12/12/2023   | 185.37   |
| FIRST NATIONAL BANK OF | 6654      | 8738 121920 | CLARK: NEWSPAPER SUBSCRIPTION | 12/06/2023   | 179.98   |
| VPS CONVENIENCE STORE  | 6623      | NP 65536773 | FD GAS: NOV '23 (BG:2105391;  | 12/06/2023   | 374.11   |
| VPS CONVENIENCE STORE  | 6623      | NP 65536772 | DPW GAS: NOV '23 (BG:2105369  | 12/06/2023   | 3,906.69 |
| VPS CONVENIENCE STORE  | 6623      | NP 65536774 | PD GAS: NOV '23 (BG:2105392;  | 12/06/2023   | 1,753.85 |
| VPS CONVENIENCE STORE  | 6623      | NP 65536775 | W/WWT GAS: NOV '23 (BG:21053  | 12/06/2023   | 399.66   |

6,850.99

OPEN INVOICE TOTAL: 53,832.00

Grand Total: 60,682.99

COMMISSION APPROVAL:

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## AGENDA REPORT

TO: Mayor Pat Humphrey & Clare City Commissioners  
FROM: Diane Lyon, City Clerk  
DATE: December 14, 2023  
RE: \*Professional & Education Training Opportunities

For the Agenda of December 18, 2023

**\*Note: This is a Consent Agenda item and is considered routine by the City Commission. As such, this matter shall be automatically enacted by one motion with all other Consent Agenda items unless a Commissioner or citizen requests this item be individually discussed, in 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 December 18, 2023.**

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

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

Attachments: as outlined above.

Clearly another way of life.



CITY OF CLARE  
Professional Development Training Request

Today's Date: \_\_\_\_\_

Your Name & Title: \_\_\_\_\_

Name of Training Event: \_\_\_\_\_

Location of Training Event: \_\_\_\_\_

Date(s) & Times of Training Event: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

Will you need overnight accommodations? Yes  No

Do you have special needs regarding accommodations? \_\_\_\_\_

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

| DATE            | EVENT  | LOCATION         |
|-----------------|--|------------------|
| <b>2023</b>     |  |                  |
| Dec 13          | <b>LEAGUE EVENT:</b> <a href="#">Newly Elected Official Training</a> | Virtual          |
| <b>2024</b>     |  |                  |
| Jan 8           | <b>LEAGUE EVENT:</b> <a href="#">Live with the League</a>            | Virtual          |
| Jan 22          | <b>LEAGUE EVENT:</b> <a href="#">Live with the League</a>            | Virtual          |
| Jan 25          | <b>LEAGUE EVENT:</b> <a href="#">Newly Elected Official Training</a> | Sterling Heights |
| Jan 29-Feb<br>1 | <a href="#">MME Winter Institute</a>                                 | Lansing          |
| Feb 10          | <b>LEAGUE EVENT:</b> <a href="#">Newly Elected Official Training</a> | Virtual          |
| Feb 12          | <b>LEAGUE EVENT:</b> <a href="#">Live with the League</a>            | Virtual          |
| Feb 23-24       | <b>LEAGUE EVENT:</b> Elected Officials Academy Winter Summit         | Virtual          |
| Feb 26          | <b>LEAGUE EVENT:</b> <a href="#">Live with the League</a>            | Virtual          |
| Mar 11          | <b>LEAGUE EVENT:</b> <a href="#">Live with the League</a>            | Virtual          |
| Mar 12          | MAMA Advanced Institute  | Lansing          |
| Mar 12-13       | <b>LEAGUE EVENT:</b> <a href="#">CapCon</a>                          | Lansing          |

|           |  |                 |
|-----------|--|-----------------|
| Apr 8     | <b>LEAGUE EVENT:</b> <a href="#">Live with the League</a>    | Virtual         |
| Apr 22    | <b>LEAGUE EVENT:</b> <a href="#">Live with the League</a>    | Virtual         |
| May 13    | <b>LEAGUE EVENT:</b> <a href="#">Live with the League</a>    | Virtual         |
| May 17-18 | <b>LEAGUE EVENT:</b> Elected Officials Academy Spring Summit | Mt. Pleasant    |
| Jun 10    | <b>LEAGUE EVENT:</b> <a href="#">Live with the League</a>    | Virtual         |
| Jun 21-22 | MAMA-GLS Joint Meeting                                       | Mackinac Island |
| Jun 24    | <b>LEAGUE EVENT:</b> <a href="#">Live with the League</a>    | Virtual         |
| Jul 8     | <b>LEAGUE EVENT:</b> <a href="#">Live with the League</a>    | Virtual         |
| Jul 16-19 | MME Summer Workshop  | Marquette       |
| Jul 22    | <b>LEAGUE EVENT:</b> <a href="#">Live with the League</a>    | Virtual         |
| Aug 7-9   | MAM Summer Workshop  | Big Rapids      |
| Aug 12    | <b>LEAGUE EVENT:</b> <a href="#">Live with the League</a>    | Virtual         |
| Aug 26    | <b>LEAGUE EVENT:</b> <a href="#">Live with the League</a>    | Virtual         |
| Sep 9     | <b>LEAGUE EVENT:</b> <a href="#">Live with the League</a>    | Virtual         |
| Sep 11-13 | <b>LEAGUE EVENT:</b> Convention                              | Mackinac Island |

|             |  |              |
|-------------|--|--------------|
| Oct 7       | LEAGUE EVENT: <a href="#">Live with the League</a> | Virtual      |
| Oct 21      | LEAGUE EVENT: <a href="#">Live with the League</a> | Virtual      |
| Nov 11      | LEAGUE EVENT: <a href="#">Live with the League</a> | Virtual      |
| Nov 25      | LEAGUE EVENT: <a href="#">Live with the League</a> | Virtual      |
| Nov 30      | LEAGUE EVENT: Newly Elected Officials Academy      | Lansing      |
| Dec 9       | LEAGUE EVENT: <a href="#">Live with the League</a> | Virtual      |
| Dec 13      | LEAGUE EVENT: Newly Elected Officials Academy      | Virtual      |
| <b>2025</b> |  |              |
| Mar 18-19   | LEAGUE EVENT: CapCon                               | Lansing      |
| Sep 17-19   | LEAGUE EVENT: Convention                           | Grand Rapids |

## Contact

info@mml.org

734.662.3246

# Event Calendar

[APA Events](#)
[MAP Events](#)
[Emerging Planning Professional](#)
[MAP Network & Learn](#)

[On Site Workshops](#)
[Other Events](#)
[Partner Events](#)

## December 2023

| Sunday | Monday | Tuesday  | Wednesday | Thursday  | Friday                            | Saturday |
|--------|--------|--|-----------|---|-----------------------------------|----------|
| 26     | 27     | 28   | 29        | 30  | 1                                 | 2        |
|        |        |  |           |   | ● <a href="#">EPP Coffee Hour</a> |          |
| 3      | 4      | 5  | 6         | 7   | 8                                 | 9        |
|        |        | ● <a href="#">December SRTS Basics Webinar</a> |           |   |                                   |          |
| 10     | 11     | 12   | 13        | 14  | 15                                | 16       |
|        |        |  |           | ● <a href="#">Engaging the Community though ...</a> |                                   |          |
|        |        |  |           | ● <a href="#">Holiday Gathering</a>                 |                                   |          |
| 17     | 18     | 19   | 20        | 21  | 22                                | 23       |
|        |        |  |           |   |                                   |          |
| 24     | 25     | 26   | 27        | 28  | 29                                | 30       |
|        |        |  |           |   |                                   |          |
| 31     | 1      | 2  | 3         | 4   | 5                                 | 6        |
|        |        |  |           |   |                                   |          |

## Quick Links

- [Thank you Corporate Members](#)
- [Donate to MAP](#)
- [Contact MAP Staff](#)

## Upcoming Events

- Thu Dec 14, 2023

[Engaging the Community though Charrettes](#)

Category: MAP Events
- Thu Dec 14, 2023

[Holiday Gathering](#)

Category: MAP Network & Learn
- Wed Jan 10, 2024

[Changes Ahead for Renewable Energy Permitting in Michigan](#)

Category: Partner Events
- Fri Jan 12, 2024

[Infrastructure Asset Management Training Program](#)

Category: Other Events
- Tue Jan 16, 2024

[Planning and Zoning Essentials Workshop](#)

Category: On Site Workshops

[View Full Calendar](#)

## Event Calendar

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[MAP Network & Learn](#)

[On Site Workshops](#)
[Other Events](#)
[Partner Events](#)

### January 2024

| Sunday | Monday | Tuesday  | Wednesday  | Thursday   | Friday   | Saturday |
|--------|--------|--|--|--|--|----------|
| 31     | 1      | 2  | 3  | 4  | 5  | 6        |
| 7      | 8      | 9  | 10<br>● <a href="#">Changes Ahead for Renewable En ...</a> | 11   | 12<br>● <a href="#">Infrastructure Asset Managemen ...</a> | 13       |
| 14     | 15     | 16<br>● <a href="#">Planning and Zoning Essentials ...</a> | 17   | 18<br>● <a href="#">Integrating Resilience Plans a ...</a> | 19   | 20       |
| 21     | 22     | 23<br>● <a href="#">Site Plan Review Workshop</a>          | 24   | 25   | 26   | 27       |
| 28     | 29     | 30<br>● <a href="#">How to Interview Prospective P...</a>  | 31   | 1  | 2  | 3        |

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## Changes Ahead for Renewable Energy Permitting in Michigan

Wednesday, January 10, 2024

12:30 PM - 1:45 PM EST

Category: Partner Events

Public Act 233 of 2023, signed by Governor Whitmer on November 28, 2023, significantly restricts local government from determining the location and permit requirements for utility-scale renewable energy facilities, including solar, wind, and battery storage. The Act creates an option to apply for certification from the Michigan Public Service Commission (MSPC) or a local unit of government to construct a utility-scale renewable energy facility. However, the law compels a local unit of government to adopt a compatible renewable energy ordinance which can be no more restrictive than the provisions outlined in the Act.

The Act details thresholds for "utility scale", setbacks, sound standards, site plan requirements, decommissioning, and other elements common to zoning. Parts of the law give rise to questions that cannot be easily answered. Over the next 11 months, Michigan communities have a decision to make: adopt a compatible renewable energy ordinance or allow for the certification of utility scale renewable energy facilities through the MPSC. The law will take effect November 28, 2024.

This is an introductory one hour webinar followed by 15 minutes for Q and A. Look to your municipal attorney, consulting planner, and trusted professional organizations for additional support. This webinar will be recorded and sent to registrants.

Look for a part two webinar in spring 2024!

This webinar is intended for local government elected and appointed officials; local government staff, consulting planners, and attorneys.

Master Citizen Planners (MCP) may earn up to 1.5 hours of continuing education.

*Presenters: Sarah Mills, University of Michigan | Madeline Krol, University of Michigan | Mary Reilly, AICP, Michigan State University Extension | Catherine Kaufman, JD, AICP, Bauckham, Sparks, Thal,*

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### Upcoming Events

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[Planning and Zoning Essentials Workshop](#)

Category: On Site Workshops

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## Site Plan Review Workshop

Tuesday, January 16, 2024  
3:00 PM - 5:30 PM EST  
Category: On Site Workshops

The Charter Township of Oscoda is hosting MAP's Site Plan Review workshop and has generously opened it up to others.

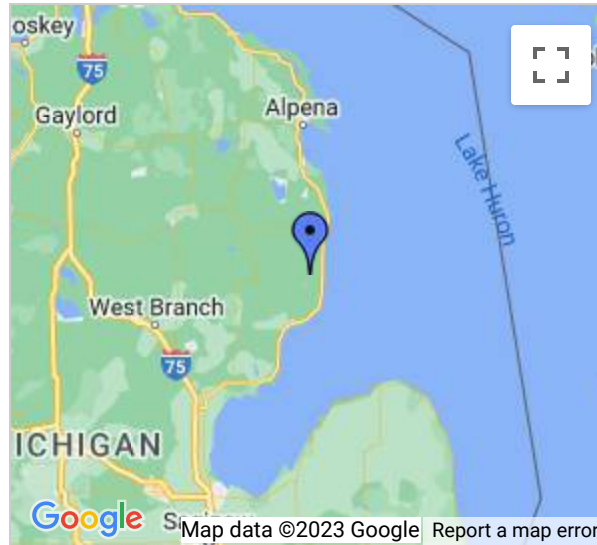
The Site Plan Review Workshop focuses on and demonstrates the site plan review process.

Please contact Tammy Kline, Oscoda Township's Superintendent for details and to register.

**Contact:** Tammy Kline at  
superintendent@oscodatownshipmi.gov

[Download as iCal file](#)

**Warrior Pavilion at Ratliff Park**  
6330 County Road F41  
Oscoda Township, MI 48750



## Quick Links

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## Upcoming Events

Thu Dec 14, 2023

[Engaging the Community through Charrettes](#)

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Category: Partner Events

Fri Jan 12, 2024

[Infrastructure Asset Management Training Program](#)

Category: Other Events

Tue Jan 16, 2024

[Planning and Zoning Essentials Workshop](#)

Category: On Site Workshops

[View Full Calendar](#)

## Planning and Zoning Essentials Workshop

Tuesday, January 16, 2024  
10:00 AM - 2:30 PM EST  
Category: On Site Workshops

**Warrior Pavilion at Ratliff Park**  
6330 County Road F41  
Oscoda Township, MI 48750

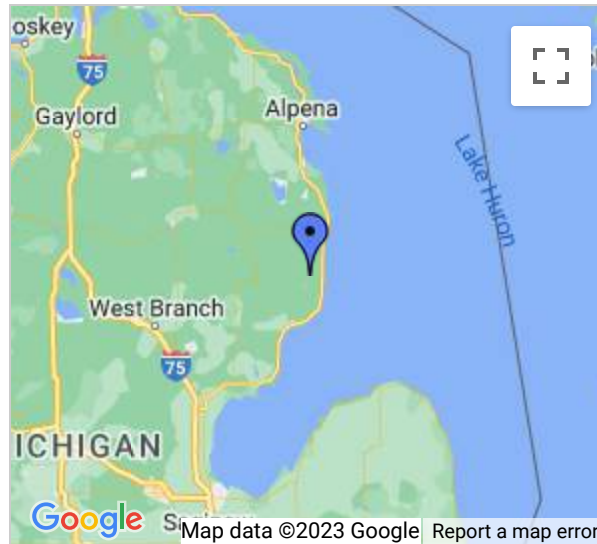
The Charter Township of Oscoda is hosting MAP's Planning and Zoning Essentials workshop and has generously opened it up to others.

This program is a robust introduction for new planning commissioners, but also a great refresher for more experienced officials looking to build upon existing knowledge. Public hearing procedures, site plan review, master planning, zoning ordinances, and standards for effective decision-making are covered.

Please contact Tammy Kline, Oscoda Township's Superintendent for details and to register.

**Contact:** Tammy Kline at [superintendent@oscodatownshipmi.gov](mailto:superintendent@oscodatownshipmi.gov)

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### Upcoming Events

Thu Dec 14, 2023

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Category: MAP Events

Thu Dec 14, 2023

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Category: MAP Network & Learn

Wed Jan 10, 2024

[Changes Ahead for Renewable Energy Permitting in Michigan](#)

Category: Partner Events

Fri Jan 12, 2024

[Infrastructure Asset Management Training Program](#)

Category: Other Events

Tue Jan 16, 2024

[Planning and Zoning Essentials Workshop](#)

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## Integrating Resilience Plans and Implementation Efforts

Thursday, January 18, 2024

1:00 PM - 2:30 PM EST

Category: MAP Events

### Integrating Resilience Plans and Implementation Efforts

Thursday, January 18, 2024, 1:00-2:30 pm

Wendy Rampson, AICP, Director of Programs and Outreach at Michigan Association of Planning

Learn how your community's comprehensive plan, your county's hazard mitigation plan, your zoning ordinance, capital improvements plan and other planning initiatives can work together to guide decisions for a more resilient coastal community.

To register, go to MAP's [Coastal Resilience Webinar Series webpage](#).

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## How to Interview Prospective Planning Consultants: A Primer

Tuesday, January 23, 2024

4:00 PM - 5:30 PM EST

Category: MAP Events



You've written the RFP, reviewed the proposals, now it is time to interview the finalists. But in what format should the interviews be? How long? What questions should you ask? What about using a scoring rubric?

This webinar, developed by MAP's Planners in Private Practice, will focus on what to do after the RFPs or RFQs are received. Join us via ZOOM on Tuesday, January 23 at 4 PM when we will discuss preparation for the interviews, interview format, selection, and follow up with the chosen consultant. MAP Members: \$15 | Non Members: \$20

[Register Today](#)

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