CITY OF CLARE
202 West Fifth Street | Clare, Michigan 48617-1490
Office 989.386.7541 | Fax 989.386.4508
www.cityofclare.org

CITY HALL
Ph 989.386.7541
Fx 989.386.4508
www.cityofclare.org
Manager x102
Assessor x103
Clerk x106
Treasurer x107

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

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

Monday, February 5, 2024
6:00 p.m.

AGENDA

1. **CALL TO ORDER**
   A. **Pledge of Allegiance**
   B. **Roll Call**

2. **CONSENT AGENDA – All items listed with an asterisk (*) are considered to be routine by the City Commission and shall be enacted by one motion. There will be no separate discussion of these items unless a Commissioner or citizen requests to do so, in which event the item shall be removed from the General Order of Business and considered in its normal sequence on the agenda.**

3. ***APPROVAL OF MINUTES**

4. ***APPROVAL OF AGENDA**

5. **PUBLIC COMMENT**

6. **OLD/UNFINISHED BUSINESS – None**

7. **NEW BUSINESS**

   A. **Request for Jurisdictional Transfer of Property (UCA-Grant Township District II Transfer) – Dillon Properties Management, LLC – Tractor Supply Company**
      1. **Public Hearing**
      2. **Consideration of Jurisdictional Transfer Request**
   B. **Wise Township Fire Agreement**
   C. ***Board & Committee Appointment – Planning Commission (Nick Wyman)**

8. **TREASURER'S REPORT**

9. **CITY MANAGER'S REPORT**

10. ***COMMUNICATIONS**

11. EXTENDED PUBLIC COMMENT

12. COMMISSION DISCUSSION TOPICS

13. *APPROVAL OF BILLS

14. *PROFESSIONAL & EDUCATIONAL TRAINING OPPORTUNITIES

15. ADJOURNMENT

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

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

The regular meeting of the Clare City Commission was called to order at 6:01 p.m. in the City Commission Chambers of Clare City Hall, 202 West Fifth Street, Clare, Michigan by Mayor Pat Humphrey who led with the Pledge of Allegiance. Present were: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, and Gus Murphy. Absent: Maegan Jenkins. Also, present: Jeremy Howard, City Manager; Diane Lyon, City Clerk; Vicki Corlew, City Treasurer; and Dave Saad, Police Chief.

2. CONSENT AGENDA:
Moved by Commissioner Bussell second by Commissioner Murphy to approve the items listed with an asterisk (*), (Agenda, Minutes, Department Reports, Communications, Professional Development, and Bills) that are considered routine by the City Commission. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, and Carolyn (Gus) Murphy. Nays: None. Absent: Maegan Jenkins. *Motion Carried.*

3. *APPROVAL OF MINUTES;
Approved by Consent Agenda.

4. *APPROVAL OF AGENDA;
Approved by Consent Agenda.

5. PUBLIC COMMENT: None

6. UNFINISHED BUSINESS: None.

7. NEW BUSINESS:

A. RENEWAL OF FARMING LEASES WITH KREMSREITER FARMS
The City currently enjoys two lease agreements with Kremsreiter Farms to allow Kremsreiter Farms to farm approximately 135.6 acres of property at the Clare Municipal Airport and to farm approximately 95 acres in the South Industrial Park owned by the Clare Industrial Development Corporation. The City Commission is asked to renew both leases.

Motion by Commissioner Bussell second by Commissioner Murphy to approve the renewal of the lease agreements by adoption of Resolutions 2024-004 and 2024-005. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, and Carolyn (Gus) Murphy. Nays: None. Absent: Maegan Jenkins. *Motion Carried.*

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

9. *DEPARTMENT REPORTS: *Approved by Consent Agenda.*

10. CITY MANAGER'S REPORT:
DDA Meeting. The DDA had several items of discussion on their January 11 agenda including:

- Request for Sponsorship Funding – Clare County Arts Council Sculpture Walk 2024
- Discussion regarding dumpster enclosures
- Downtown Trees
- Proposed DDA Future Project List
- Review and approval of Bylaws
- Approve placement of a memorial bench honoring Mr. Craig Parrish in the Downtown District
- Approve placement of hitching posts in the 4th Street Parking Lot
- Payment of Bills – November 2023 and December 2023

**NOTE: The DDA elected newly appointed DDA member Ken Hibl as Chair at their last meeting. Mary Ann Shurlow remains as Vice Chair.*

Planning Commission Meeting. The Planning Commission held a meeting on January 10 items on their agenda included:

- Election of 2024 Chairperson – Jason Lowe
- Selection of 2024 Vice Chairperson – Josh Clark
- Annual review of bylaws
- Public Hearing and Site Plan Review and Approval – Rite-Hite Accessory Building
- Public Hearing and Site Plan Review and Approval – Tractor Supply Company
- Approval of the 2023 Annual Report and recommendation to the City Commission

Lake Shamrock Dredging and Dam Project. Mechanical dredging by the City is continuing in front of Shamrock Park and we are still making good progress even with the recent winter storms and colder temperatures. For the hydraulic dredging project, Savin has begun dredging with their 2 hydraulic dredges. They will be installing a booster pump as well which will help increase the speed the material is pumped to the holding cell. They hope to continue as long as possible with the weather and ice and if they can they will be running from early morning to late in the evening with the possibility of running a night shift at some point as well. We are working on a letter to send to lake owners to give them an update on the progress and the process soon. The Dam feasibility study work is continuing and there is no new update other than we are continuing to work with them on the preparation of further designs and the full submission of the additional 3 million dollar grant we are applying for now that we have made it past the first round. We also applied for an additional grant funding source that we are waiting to hear back from as well.

Tours. We will wait until nicer weather and more daylight to tour Parks and Recreation and the Hatton Township Landfill site.

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

12. EXTENDED PUBLIC COMMENT: None.

13. COMMISSION DISCUSSION TOPICS: None.

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

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

16. ADJOURNMENT: Motion by Commissioner Bonham seconded by Commissioner Murphy to adjourn the meeting. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, and Carolyn (Gus) Murphy. Nays: None. Absent: Maegan Jenkins. *Motion Carried.* The meeting adjourned at 6:16 p.m.

_____ _____

Pat Humphrey, Mayor Diane Lyon, City Clerk

AGENDA REPORT

To: Mayor Pat Humphrey and the Clare City Commission
From: Jeremy Howard, City Manager
Date: February 1, 2024
Re: Request for Jurisdictional Transfer of Property – Dillon Properties Management, LLC – Tractor Supply Company

For the Agenda of February 5, 2024

Background. The City enjoys the provisions of an Urban Cooperation Agreement (UCA) with Grant Township (*copy att'd*). The Agreement, which was approved by both governmental entities in 2008, outlines the process, terms, and procedures of transfer of jurisdictional control of property from Grant Township to the City for those lands within District I of the UCA to the area designated as District II of the Urban Cooperation Agreement.

We have received a request (*copy att'd*) from property owner Dillon Properties Management LLC, on behalf of Tractor Supply Company, to transfer jurisdictional control of approximately three and a quarter acres of property located at 10600 South Clare Avenue to the City.

In condensed terms, the UCA provides any property owner within the geographical boundaries of the area defined as District I the opportunity to request the transfer of jurisdictional control of their property to the City. Once the transfer is approved, it moves the property to District II which enables the property owner to receive available city services. If such a request is received, both governmental entities are required to post a notice of a public hearing to receive comments pertaining to the request. Following the conduct of the hearing, the governmental units are obliged to enter into an agreement (*copy att'd*) transferring the jurisdictional control of the property after 30 days.

The UCA holds a provision for petition and referendum regarding the transfer of jurisdiction thus the property cannot transfer until more than 30 days have passed since the City's and Township's public hearings have taken place.

In 2013, our City Attorney provided a more detailed memo (*copy att'd*) outlining the highlights of the UCA for the City Commission's information and consideration.

The City has posted notice (*copy att'd*) of the requisite hearing. Grant Township has received notice of the public hearing.

The City Commission is requested to hold the hearing and approve the agreement for the transfer of jurisdictional control of the requested property.

Issues & Questions. Should the City Commission hold the hearing and approve the transfer agreement?

Alternatives.

1. Hold the hearing and approve the transfer agreement.

2. Hold the hearing but do not approve the transfer agreement, thereby violating the terms of the UCA.
3. Set the decision aside to a subsequently scheduled public meeting.

Financial Impact. There is the potential for considerable economic benefit for both governmental entities. For the City, the City's tax base is expanded by the transfer. Any development on the property provides economic benefit for Grant Township and the City.

Recommendation. I recommend that the City Commission hold the requisite public hearing and subsequently approve the transfer agreement by adoption of Resolution 2024-006 (*copy att'd*).

Attachments.

1. UCA.
2. Jurisdictional Transfer Request.
3. Transfer Agreement.
4. City Attorney Memo.
5. Public Notice.
6. Resolution 2024-006.

STATE OF MICHIGAN
TERRI LYNN LAND, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

September 17, 2008

Mr. Willaim Fahey
Fahey, Schultz, Burzych & Rhodes
4151 Okemos Road
Okemos, MI 48864

RE: Urban Cooperation Agreement

Dear Mr. Fahey:

This letter serves to acknowledge the Office of the Great Seal's receipt on September 11, 2008 of the filing of the annexation pursuant to Public Act 425 of 1984, as amended, from Grant Township to the City of Clare. The receipt date is the effective date of this boundary change. This filing is designated as Job Number 08-412.

All property descriptions for any boundary changes are reviewed by the Michigan Department of Transportation (MDOT), and then published annually in the Michigan Public and Local Acts manual. If any property description is found inaccurate by MDOT, this office will contact you at that time and request a corrected description, which will not impact the effective date of the boundary change.

*****No further acknowledgment will be sent*****

Sincerely,

Michele Martin

Michele Martin, Technician
Office of the Great Seal
517-241-1829

cc: Grant Township Clerk
Clare City Clerk
Clare County Clerk
Michigan Department of Labor and Economic Growth, State Boundary Commission
Michigan Department of Labor and Economic Growth, Liquor Control Commission
Michigan Department of Labor and Economic Growth, Office of Land Survey and Remonumentation
Michigan Department of Information Technology, Center for Geographic Information
Michigan Department of Treasury, Office of Revenue and Tax Analysis
Michigan Department of Transportation, Bureau of Transportation Planning
U.S. Bureau of the Census
Office of the Great Seal Job Number: 08-412

Job Number: 08-412

Cities
Clare County

In the matter of the annexation of certain property located in Grant Township to City of Clare. Annexed in accordance with the provisions of Public Act 425 of 1984, as amended the following described property:

EXHIBIT A

All lands outside the present boundaries of the City of Clare contained in the south one-half of Sections 22, 23 and 24, the east one-half of Sections 28 and 33, the southeast one-quarter of Section 21, as well as all lands within Sections 25, 26, 27, 34, 35 and 36 of Grant Township, Clare County, Michigan.

Record of proceedings filed in the Office of the Secretary of State September 11, 2008
*****

Job Number: 08-412

Cities
Clare County

In the matter of the annexation of certain property located in Grant Township to City of Clare. Annexed in accordance with the provisions of Public Act 425 of 1984, as amended the following described property:

EXHIBIT A

All lands outside the present boundaries of the City of Clare contained in the south one-half of Sections 22, 23 and 24, the east one-half of Sections 28 and 33, the southeast one-quarter of Section 21, as well as all lands within Sections 25, 26, 27, 34, 35 and 36 of Grant Township, Clare County, Michigan.

Record of proceedings filed in the Office of the Secretary of State September 11, 2008
*****

RECEIVED/FILED
MICHIGAN DEPT. OF STATE

2008 SEP 11 PM 2:53

OFFICE OF THE GREAT SEAL

URBAN COOPERATION AGREEMENT

THIS AGREEMENT is made effective as of the 9th day of September, 2008, by and between the **CITY OF CLARE**, a Michigan home rule city, with its offices at 202 West Fifth Street, Clare, MI 48617 ("City"), and **GRANT TOWNSHIP**, a Michigan general law township, with its offices located at 8490 South Grant Avenue, Clare, MI 48617 ("Township").

RECITALS

A. The City and Township are "local units" as defined by Act 425 of 1984, as amended ("Act 425") (MCL 124.21 *et seq.*), which enables two local units to conditionally transfer property by written agreement for the purpose of economic development projects. The City and Township are also "local governmental units" as defined by Act 7 of 1967, as amended ("Act 7") (MCL 124,501 *et seq.*),which authorizes agreements for the joint exercise of power and for the sharing of revenues between local government units.

B. The City and Township have proposed that certain property described in the attached Exhibit A (the "Urban Cooperation Area") be conditionally transferred from the Township to the City pursuant to Act 425 and pursuant to the terms of this Agreement under Act 425 and Act 7.

C. The City and Township have considered certain factors prior to entering into this Agreement as required by Section 3 of Act 425.

D. The Township Board held a public hearing on July 15, 2008, regarding this Agreement, and the City Commission held a public hearing on July 21, 2008, regarding this Agreement, both preceded by notice in accordance with the requirements of Michigan's Open Meetings Act. At the conclusion of the public hearing, the Township Board and City Commission each approved this Agreement, subject to the referendum requirements of Act 425 and Act 7.

E. More than thirty (30) days have passed since the public hearings and more than forty-five (45) have passed since the Township Board and City Commission approved this Agreement, by a majority of elected officials to each legislative body, and neither the Township Clerk nor the City Clerk have received a petition for referendum on the Agreement; or, if such a referendum was petitioned for, the election was held and the majority vote approved this Agreement.

F. The City and Township find that the conditional transfer of the Urban Cooperation Area from the Township to the City pursuant to this Agreement will assist economic development and be beneficial to the residents of the City and the Township.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

ARTICLE I
DEFINITIONS

Section 1.1 Definitions.

(a) "Agreement" means this Urban Cooperation Agreement.

(b) "Urban Cooperation Area" means that portion of the Township described in the attached Exhibit A.

(c) "District I" means that part of the Urban Cooperation Area outside of District II, defined below.

(d) "District II" means that part of the Urban Cooperation Area in which the property owner voluntarily requests a transfer of his or her property to District II by signing and filing a notarized copy of the District II Transfer Agreement attached as Exhibit B with the City and the Township. For purposes of MCL 333.12751, *et seq*, the sanitary sewer system operated by the City shall not be deemed to be "available" to properties within District I until the property owner(s) signs and files a copy of the District II Transfer Agreement as provided above; provided, however, that until December 31, 2023, if any property within District I containing an existing residential, commercial or industrial improvement on the Effective Date of this Agreement is required by the Michigan Department of Environmental Quality, the Clare County Department of Public Health, or other governmental agency to connect to the City's sanitary sewer system, then such property shall not be transferred to District II until fifteen (15) years after such sewer connection or December 31, 2023, whichever is earlier; and provided that, during the period that such properties within District I receive sewer service from the City, those customers shall pay sewer service rates determined by the City in accordance with applicable law. Upon receiving the District II Transfer Agreement, the City Commission and the Township Board shall each conduct a public hearing on such transfer as required by Act 425. Thirty (30) days after the public hearings, the Township and the City shall both execute the District II Transfer Agreement, and the City Clerk shall file one copy with the Michigan Secretary of State, and shall file one copy with the Clare County Clerk. A copy of such Agreement, certified as filed with the Clare County Clerk or the Michigan Secretary of State, shall be prima facie evidence of the transfer of the described property to District II of the Urban Cooperation Area. The City will reimburse the Township for the Township's legal and administrative costs incurred as a result of each transfer to District II, upon invoice from the Township.

ARTICLE II
AREA AND JURISDICTION TRANSFERRED

Section 2.1 Transfer of Property. The Urban Cooperation Area shall be conditionally transferred from the jurisdiction of the Township to the jurisdiction of the City for the limited purposes specified in this Agreement.

Section 2.2 Jurisdiction After Termination or Expiration. Upon the termination, expiration, or non-renewal of this Agreement, District I shall for all purposes return to the jurisdiction of the Township, and District II shall for all purposes remain under the jurisdiction of the City.

Section 2.3 Jurisdiction – Governmental Services.

(a) District I of the Urban Cooperation Area shall receive all services from the Township normally provided to Township properties. The Township hereby grants and the City hereby accepts a franchise and consent to use the public rights of way within District I for the purpose of providing water and sanitary sewer service to District II properties.

(b) District II of the Urban Cooperation Area shall receive all services from the City normally provided to City properties. The City shall bear the cost of maintaining and improving the portion of any public road within District II and one-half the cost of any public road contiguous to properties within District II.

Section 2.4 Jurisdiction – Zoning of Transferred Area. During the term of this Agreement, the Township shall have all zoning authority, if any, including the authority to make zoning decisions, if any, within District I, and the City shall have all zoning authority, including the authority to make zoning decisions, within District II.

Section 2.5 Jurisdiction – Taxes. During the term of this Agreement, all *ad valorem* property taxes shall be levied and collected by the Township at the normal Township millage rate for District I of the Urban Cooperation Area, and all *ad valorem* property taxes shall be levied and collected by the City at the normal City millage rate for District II of the Urban Cooperation Area.

Section 2.6 Sharing – Taxes.

(a) During the term of this Agreement, the Township shall annually receive tax sharing from the City of the real and personal property taxes collected by the City with respect to District II, based on the following calculation:

The Township shall receive an amount equal to the

Township's then effective millage rate, up to a maximum of three (3) mills, times the taxable value of the real and personal property within District II.

(b) In addition, during the first full tax year after any property is transferred to District II, the City shall share with the Township an amount equal to one-half (1/2) of the City's then effective millage rate times the taxable value of the property so transferred.

(c) All tax sharing due the Township under this section shall be paid by the City no later than September 30th of each tax year, subject to rebate in proportion to any tax refunds resulting from Tax Tribunal proceedings. For purposes of this Section, taxable value shall be calculated irrespective of whether any abatements, exemptions, or tax increment financing have been approved for property within District II of the Urban Cooperation Area. In the event that the City proposes to use tax increment financing that captures taxable value or taxes within all or any portion of District II, and the law authorizing that capture permits the Township to exempt from capture its tax sharing under this Agreement, then the City may use that method of tax increment financing within District II . If the applicable law does not allow the Township to exempt its tax sharing under this Agreement from capture, then the City may not use that method of tax increment financing within District II unless the City annually reimburses the Township for any tax sharing under this Agreement that is captured by the tax increment financing arrangement.

Section 2.7 Jurisdiction – State and Federal Revenue Sharing. For state and federal revenue sharing purposes, District I of the Urban Cooperation Area shall be within the Township's jurisdiction. For state and federal revenue sharing purposes, District II of the Urban Cooperation Area shall be within the City's jurisdiction. The City shall annually pay the Township a portion of the City's state and federal revenue sharing payments equal to the then current population of District II, multiplied by the then current per capita state and federal revenue sharing received by the Township in the balance of the Township.

Section 2.8 Jurisdiction– Special Assessments. As long as this Agreement is in effect, District I of the Urban Cooperation Area shall be treated as being within the jurisdiction of the Township for purposes of any special assessments, and District II shall be treated as being within the jurisdiction of the City for purposes of any special assessments.

Section 2.9 Voting. Any qualified electors residing in District I shall, for election and voting purposes, be considered qualified electors of the Township. Any qualified electors residing in District II shall, for election and voting purposes, be considered qualified electors of the City.

Section 2.10 Jurisdiction – Building Inspection. During the term of this Agreement, the Township Building Inspector or his designee will be responsible for building inspections in District I, and the City Building Inspector or his designee will be responsible for building inspections within District II.

Section 2.11 Jurisdiction – Assessing. During the term of this Agreement, the Township Assessor will be responsible for the calculation of the assessed and taxable value in District I, and the City Assessor will be responsible for the calculation of the assessed and taxable value in District II.

Section 2.12 Jurisdiction – Applicability and Enforcement of Ordinances.

(a) District I of the Urban Cooperation Area shall be treated as being within the ordinance jurisdiction of the Township and subject to all Township ordinances, rules and regulations enacted now and during the term of this Agreement, or any renewal thereof. The Township shall be responsible for enforcing all such ordinances, rules and regulations.

(b) District II of the Urban Cooperation Area shall be treated as being within the ordinance jurisdiction of the City and subject to all City ordinances, rules and regulations enacted now and during the term of this Agreement, or any renewal thereof. The City shall be responsible for enforcing all such ordinances, rules and regulations.

(c) Nothing in this Agreement shall be construed to limit the discretion of any police officer or fire official to enforce the statutes of the State of Michigan.

Section 2.13 Jurisdiction – Annexation. During the term of this Agreement, no portion of the Urban Cooperation Area shall be annexed to the City. In the event that any petitions for annexation are filed for any portion of the Urban Cooperation Area, the City and the Township agree to actively oppose such petitions by, at a minimum, stating their opposition in writing, requesting in writing that such petitions be dismissed and denied, and refraining from providing any direct or indirect assistance or support to the petitioners. If any petition for annexation is filed by a property owner within the Urban Cooperation Area, such petition shall be construed to be a Request for Transfer to District II under this Agreement, and shall be handled by the parties in the same manner as a Request for Transfer is handled under Section 1.1(d) of this Agreement.

ARTICLE III
TERM AND TERMINATION

Section 3.1 Term. The initial term of this Agreement shall be for forty-five (45) years from its effective date. This Agreement shall be automatically renewed for one additional term of forty-five (45) years upon the expiration of the initial term. During the

term of this Agreement and any renewal, the parties shall review this Agreement at fifteen (15) year intervals for compliance with state and federal law, and shall negotiate in good faith if any amendments are required to make this Agreement comply with any changes in state or federal law after the effective date.

Section 3.2 Termination– Rescission. This Agreement may be terminated by the expiration of the term of this Agreement and any renewal, or by operation of law if a court of competent jurisdiction orders the termination of this Agreement.

Section 3.3 Status of Utility Improvements and Service Upon Termination. In the event any portion of the Urban Cooperation Area is returned to the Township, all sanitary sewer and water improvements owned by the City within the Urban Cooperation Area shall upon termination of this Agreement for any reason, belong to and shall be owned by the City, subject to the rights of sanitary sewer and water customers within the Township to continue to receive sanitary sewer and water service from the City. Upon return of any portion of the Urban Cooperation Area to the Township, the City shall continue to charge rates for use of any sanitary sewer and water services to any Township customers of the City sanitary sewer and water systems at a rate permitted by law, but not more than 1.5 times the rate charged to similar customers within the City.

ARTICLE IV
ENFORCEMENT

Section 4.1 Enforcement. In the event of a dispute between the parties arising under this Agreement, this Agreement shall be enforced by either party in an action commenced in Clare County, Michigan, and under Michigan law.

ARTICLE V
MISCELLANEOUS

Section 5.1 Amendment. This Agreement may only be amended with the prior written approval of both the City Commission and the Township Board.

Section 5.2 Employees and Liabilities. The City shall be solely responsible for the manner of employing, engaging, compensating, transferring or discharging any employees, independent contractors or other personnel with respect to the government services the City shall provide under Section 2.3 of this Agreement. The Township shall be solely responsible for the manner of employing, engaging, compensating, transferring or discharging any employees, independent contractors or other personnel with respect to the governmental services the Township shall provide under Section 2.3 of this Agreement. The City and Township shall each be responsible for such liabilities as may be incurred through their respective provision of governmental services and

other performance of this Agreement under Article II and shall respond to and provide for such potential liabilities on the same basis as the City and Township do on their own behalf generally.

Section 5.3 Notices. Any notice, demand, or communication required, permitted, or desired to be given under this Agreement shall be deemed effectively given by a writing personally delivered or mailed by first class or certified mail addressed as follows:

If to the City:	City of Clare Attn: City Manager 202 West Fifth Street Clare, MI 48617
If to the Township:	Grant Township Attn: Supervisor 8490 South Grant Avenue Clare, MI 48617

The parties may, by written notice, designate any further or different address to which subsequent notices, demands, or communications may be given.

Section 5.4 Governing Law. This Agreement has been executed and delivered and it shall be interpreted, construed, and enforced pursuant to and in accordance with the laws of the State of Michigan. All duties and obligations of the parties created under this Agreement shall be performed in Clare County, Michigan, and under Michigan law. This Agreement was mutually drafted and cannot be construed against either the City or the Township upon the basis that one was the scrivener of the Agreement.

Section 5.5 Assignment. This Agreement may not be assigned unless approved in writing by both parties' consent in writing. This Agreement shall be binding upon the parties and their successors in interest.

Section 5.6 Severability. If any provision of this Agreement is held to be unenforceable for any reason, the remainder of this Agreement shall remain in full force and effect. If, because of the invalidity of any part of this Agreement, either party determines that the purpose and intent of the Agreement has failed, the parties shall renegotiate in good faith to amend the Agreement to make it valid and satisfactory to both parties.

Section 5.7 Articles and Other Headings. The article and other headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement.

Section 5.8 Counterparts. This Agreement may be executed in any number of counterparts and each such counterpart shall be considered a valid original.

Section 5.9 Entire Agreement. This Agreement constitutes the entire agreement between the parties. Neither party shall be entitled to benefits other than those specified in this Agreement. No oral statements or prior or contemporaneous written material not specifically incorporated or referenced herein shall be of any force and effect, and both parties specifically acknowledge in entering into and executing this Agreement they rely solely upon the representations and agreements contained in this Agreement, and in the other contracts specified herein.

Section 5.10 Filing and Effective Date. In accordance with Act 425, following the execution of this Agreement by the City and Township, a duplicate original of the Agreement shall be filed with the Clerk of Clare County and with the Michigan Secretary of State. This Agreement, certified as filed with the Clare County Clerk or Secretary of State, shall be prima facie evidence of the conditional transfer of the Urban Cooperation Area. This Agreement shall be effective on the day it is filed with the Clare County Clerk and Secretary of State.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first written above by authority of the respective City Council and Township Board.

Witnesses:

CITY OF CLARE

By: _____
PatHumphrey, Mayor

By: _____
Jennifer Dancer, Commissioner

By: _____
Jean McConnell, Commissioner

By: _____
Bill Horwood, Commissioner

By: _____
Tom Koch, Commissioner

Witnesses:

GRANT TOWNSHIP

By: _____
Dan Dysinger, Jr., Supervisor

By: _____
Sue Wentworth, Clerk

By: _____
Tammy L. Shea, Treasurer

By: _____
Margery Bell, Trustee

By: _____
Richard Zinser, Trustee

EXHIBIT A

All lands outside the present boundaries of the City of Clare contained in the south one-half of Sections 22, 23 and 24, the east one-half of Sections 28 and 33, the southeast one-quarter of Section 21, as well as all lands within Sections 25, 26, 27, 34, 35 and 36 of Grant Township, Clare County, Michigan.

EXHIBIT B

DISTRICT II TRANSFER AGREEMENT

PART I
REQUEST FOR TRANSFER

Date of Request: _____

Grant Township
8490 South Grant Avenue
Clare, MI 48617

City of Clare
202 West Fifth Street
Clare, MI 48617

I (we) hereby request that the following described property, hereinafter referred to as the "Subject Property," which I (we) own, be transferred to District II of the Urban Cooperation Area pursuant to the provisions of Section 1.1(d) of the Urban Cooperation Agreement entered into between the City of Clare and Grant Township on the 9th day of September, 2008.

Legal Description of Subject Property:

_____
(Property Owner)

_____
(Property Owner)

STATE OF MICHIGAN)
) ss
COUNTY OF CLARE)

On the ____ day of _____, 20__, personally appeared before me _____, who certifies that he/she/they is (are) the owner(s) of the Subject Property and request(s) a transfer of the Subject Property to District II of said Urban Cooperation Area.

_____
Notary Public
_____ County, Michigan
My Commission Expires: _____
Acting in the County of _____

PART II
AGREEMENT FOR TRANSFER

This Agreement is made effective as of the ___day of _____,20___, by and between the City of Clare, a Michigan home rule city, with its offices at 202 W. 5th Street, Clare, Michigan 48617 ("City") and Grant Township, a Michigan general law township, with its offices located at 8490 South Grant Avenue, Clare, Michigan 48617 ("Township").

RECITALS

A. The City and Township are "local units" as defined by Act 425 of 1984, as amended ("Act 425") (MCL 124.21 *et seq.*), which enables two Local Units to conditionally transfer property by written agreement for the purpose of economic development projects.

B. The City and Township have previously entered into an Urban Cooperation Agreement dated September 9, 2008 ("Urban Cooperation Agreement"), which Agreement remains in effect between the City and the Township.

C. This Agreement is entered into with respect to the Subject Property identified and described in Part I above.

D. The City and Township enter into this Agreement pursuant to and subject to the terms of the Urban Cooperation Agreement, for the purpose of transferring the Subject Property to District II of the Urban Cooperation Area identified and described in the Urban Cooperation Agreement.

E. The Township Board held a public hearing on _____, 20__, and the City Commission held a public hearing on _____, 20___, regarding this Agreement, and more than thirty (30) days have passed since such public hearings, and neither the Township Clerk or the City Clerk have received a petition for referendum on this transferor, or, having received such a petition, the referendum was held and the transfer was approved by the electors.

F. The City and Township find that the conditional transfer of the Subject Property to District II of the Urban Cooperation Area will allow for the development of an existing or proposed economic development project and will promote economic development and be beneficial to the residents of the City and the Township.

G. The City and Township have considered certain factors prior to entering into this Agreement as required by Section 3 of Act 425.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

ARTICLE I
AREA AND JURISDICTION TRANSFERRED

Section 1.1 Transfer of Property. The Subject Property shall be conditionally transferred to District II of the Urban Cooperation Area for the purposes specified in the Urban Cooperation Agreement, for the term of that Agreement and any renewal.

Section 1.2 Jurisdiction After Termination or Expiration. Upon the termination, expiration, or non-renewal of the Urban Cooperation Agreement, the Subject Property shall for all purposes remain under the jurisdiction of the City.

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Section 1.5 Taxes. During the term of the Urban Cooperation Agreement and any renewal, the Subject Property shall be subject to the City's *ad valorem* property taxes at the normal City millage rate.

Section 1.6 Sharing of Taxes.

(a) During the term of the Urban Cooperation Agreement and any renewal, the Township shall annually receive tax sharing from the City of the real and personal property taxes collected by the City with respect to the Subject Property, based on the following calculation:

> The Township shall receive an amount equal to the Township's then-effective millage rate, up to a maximum of three (3) mills, times the taxable value of the real and personal property within the Subject Property.

(b) In addition, during the first full tax year after the Subject Property is transferred hereunder, the City shall share with the Township an amount equal to one-half (1/2) of the City's then-effective millage rate times the taxable value of the Subject Property.

(c) All tax sharing due the Township under this section shall be paid by

the City no later than September 30 of each tax year, subject to rebate in proportion to any tax refunds resulting from tax tribunal proceedings. For purposes of this section, taxable value shall be calculated irrespective of whether any abatements, exemptions, or tax increment financing have been approved by the City with respect to the Subject Property. In the event that the City proposes to use tax increment financing that captures taxable value or taxes within all or any portion of the Subject Property, and the law authorizing that capture permits the Township to exempt from capture its tax sharing under this Agreement, then the City may use that method of tax increment financing with respect to the Subject Property. If the applicable law does not allow the Township to exempt its tax sharing under this Agreement from capture, then the City may not use that method of tax increment financing with respect to the Subject Property unless the City annually reimburses the Township for any tax sharing under this Agreement that is captured by the tax increment financing arrangement.

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Section 1.13 Annexation. During the term of the Urban Cooperation Agreement and any renewal, no portion of the Subject Property shall be annexed to the City.

ARTICLE II
TERM AND TERMINATION

Section 2.1 Term. The initial term of this Agreement shall be for the remaining, unexpired initial term of the Urban Cooperation Agreement, and this Agreement shall be automatically renewed for one additional term of forty-five (45) years upon the expiration of the initial term. If this Agreement is first entered into during the renewal term of the Urban Cooperation Agreement, this Agreement shall expire upon the expiration of said renewal term. During the term of this Agreement and any renewal, the parties shall review this Agreement at fifteen (15) year intervals for compliance with state and federal law, and shall negotiate in good faith if any amendments are required to make this Agreement comply with any changes in state or federal law after the effective date.

Section 2.2 Termination - Rescission. This Agreement may be terminated by the expiration of the term of this Agreement and any renewal, or by operation of law if a court of competent jurisdiction orders the termination of this Agreement.

Section 2.3 Status of Utility Improvements and Service Upon Termination. In the event the Subject Property is returned to the Township, all sanitary sewer and water improvements owned by the City within the Subject Property shall, upon termination of this Agreement for any reason, belong to and shall be owned by the City, subject to the rights of sanitary sewer and water customers within the Township to continue to receive sanitary sewer and water service from the City. Upon return of any portion of the Subject Property to the Township, the City shall continue to charge rates for use of any sanitary sewer and water services to any Township customers of the City sanitary sewer and water systems at a rate permitted by law, but not more than 1.5 times the rate charged to similar customers within the City.

ARTICLE III
ENFORCEMENT

Section 3.1 Enforcement. In the event of a dispute between the parties arising under this Agreement, this Agreement shall be enforced by either party in an action commenced in Clare County, Michigan, and under Michigan law.

ARTICLE IV
MISCELLANEOUS

Section 4.1 Amendment. This Agreement may only be amended with the prior written approval of both the City Commission and the Township Board.

Section 4.2 Employees and Liabilities. The City shall be solely responsible for the manner of employing, engaging, compensating, transferring or discharging any employees, independent contractors or other personnel with respect to the government services the City shall provide under Section 1.3 of this Agreement. The Township shall be solely responsible for the manner of employing, engaging, compensating, transferring or discharging any employees, independent contractors or other personnel with respect to the governmental services the Township shall provide under Section 1.3 of this Agreement. The City and Township shall each be responsible for such liabilities as may be incurred through their respective provision of governmental services and other performance of this Agreement under Article I and shall respond to and provide for such potential liabilities on the same basis as the City and Township do on their own behalf generally.

Section 4.3 Notices. Any notice, demand, or communication required, permitted, or desired to be given under this Agreement shall be deemed effectively given by a writing personally delivered or mailed by first class or certified mail addressed as follows:

If to the City:	City of Clare Attn: City Manager 202 West Fifth Street Clare, MI 48617
If to the Township:	Grant Township Attn: Supervisor 8490 South Grant Avenue Clare, MI 48617

The parties may, by written notice, designate any further or different address to which subsequent notices, demands, or communications may be given.

Section 4.4 Governing Law. This Agreement has been executed and delivered and it shall be interpreted, construed, and enforced pursuant to and in accordance with the laws of the State of Michigan. All duties and obligations of the parties created under this Agreement shall be performed in Clare County, Michigan, and under Michigan law. This Agreement was mutually drafted and cannot be construed against either the City or the Township upon the basis that one was the scrivener of the Agreement.

Section 4.5 Assignment. This Agreement may not be assigned unless approved in writing by both parties' consent in writing. This Agreement shall be binding on the parties and their successors in interest.

Section 4.6 Severability. If any provision of this Agreement is held to be unenforceable for any reason, the remainder of this Agreement shall remain in full force and effect. If, because of the invalidity of any part of this Agreement, either party determines that the purpose and intent of the Agreement has failed, the parties shall renegotiate in good faith to amend the Agreement to make it valid and satisfactory to both parties.

Section 4.7 Articles and Other Headings. The article and other headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement.

Section 4.8 Counterparts. This Agreement may be executed in any number of counterparts and each such counterpart shall be considered a valid original.

Section 4.9 Entire Agreement. This Agreement constitutes the entire agreement between the parties, except that the Urban Cooperation Agreement between the parties, referenced above, shall be specifically incorporated into this Agreement, and this Agreement shall be subject to the terms of the Urban Cooperation Agreement. Neither party shall be entitled to benefits other than those specified in this Agreement. No oral statements or prior or contemporaneous written material not specifically incorporated or referenced herein shall be of any force and effect, and both parties specifically acknowledge in entering into and executing this Agreement they rely solely upon the representations and agreements contained in this Agreement, and in the other contracts specified herein.

Section 4.10 Filing and Effective Date. In accordance with Act 425, following the execution of this Agreement by the City and Township, a duplicate original of the Agreement shall be filed with the Clerk of Clare County and with the Michigan Secretary of State. This Agreement, certified as filed with the Clare County Clerk or Secretary of State, shall be prima facie evidence of the conditional transfer of the Subject Property. This Agreement shall be effective on the day it is filed with the Clare County Clerk and Secretary of State.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first written above by authority of the respective City Council and Township Board.

Witnesses:

CITY OF CLARE

_____

By:_____
Its: Mayor

_____

_____

By:_____
Its: Clerk

_____

GRANT TOWNSHIP

_____

By: _____
Its: Supervisor

_____

_____

By: _____
Its: Clerk

_____

G:\Clients\GRANT TWP-CLARE CTY (24971)\Annexation (00002)\Docs\2008.07.03 Compromise Agreement2.doc

DISTRICT II TRANSFER AGREEMENT

REQUEST FOR TRANSFER

January 17, 2024

Grant Township
8490 South Grant Avenue
Clare, Michigan 48617

City of Clare
202 West Fifth Street
Clare, Michigan 48617

The John Dillon requests that the following described property, hereinafter referred to as the "Subject Property" which is owned by Dillon Properties Management LLC, be transferred to District II of the Urban Cooperation Agreement Area pursuant to the provisions of Section 1.1(d) of the Urban Cooperation entered into and between the City of Clare and Grant Township on the 9th day of September 2008.

Legal Description of Subject Property:

Land in the Township of Grant, Clare County, MI, described as follows:

Parcel B: Part of the East One-half of the Southeast One-quarter, Section 27, Town 17 North, Range 4 West, Grant Township, Clare County, State of Michigan, described as: Beginning South 01 degrees 21 minutes 49 seconds West, along the East Section line, 507.07 feet from the East One-Quarter corner of said Section 27; thence continuing South 01 degrees 21 minutes 49 seconds West, along said East Section Line, 545.40 feet; thence North 86 degrees 48 minutes 25 seconds West, 362.97 feet; thence North 01 degrees 21 minutes 49 seconds East, 19.08 feet; thence South 89 degrees 25 minutes 15 seconds West, 64.04 feet; thence North 00 degrees 50 minutes 38 seconds East, 504.35 feet; thence North 89 degrees 41 minutes 39 seconds East, 431.55 feet back to the place of beginning.

Except the following: Part of the Northeast One-quarter of the Southeast One-quarter, Section 27, Town 17 North, Range 4 West, Grant Township, Clare County, State of Michigan, described as: Beginning South 01 degrees 22 minutes 40 seconds West, along the East Section line, 507.40 feet from the East One-quarter Corner of said Section 27; thence continuing South 01 degrees 22 minutes 40 seconds West, along said East Section line, 100.00 feet; thence South 89 degrees 42 minutes 19 seconds West, 430.64 feet; thence North 00 degrees 51 minutes 29 seconds East, 100.00 feet; thence North 89 degrees 42 minutes 30 seconds East, parallel to the South One-eighth line, 431.55 feet back to the place of beginning.

Also except the following: Part of the Northeast One-quarter of the Southeast One-quarter, Section 27, Town 17 North, Range 4 West, Grant Township, Clare County, State of Michigan, described as: Beginning South 01 degrees 20 minutes 25 seconds West, along the East Section line, 1013.63 feet from the East One-quarter Corner of said Section 27; thence continuing South 01 degrees 20 minutes 25 seconds West, along said East Section line, 38.84 feet to a previously surveyed line by Lapham Associated Job number C210456 dated January 10, 2022, thence North 86 degrees 49 minutes 49 seconds West, along said previously surveyed line, 362.97 feet; thence North 01 degrees 20 minutes 25 seconds East, along a

previously surveyed line, 19.08 feet; thence South 89 degrees 57 minutes 00 seconds East, 362.88 feet back to Point of Beginning.

John Dillon
(Property Owner or Legal Representative)

STATE OF MICHIGN)
)ss
COUNTY OF CLARE)

On the 17 day of JAN, 2024, personally appeared before me John Dillon, who certifies that he is the legal and official representative of Dillon Properties Management LLC, the owner of the Subject Property and requests a transfer of the Subject Property to District II of said Urban Cooperation Area.

Brent Duffett
Notary Public State of Michigan
Isabella County
My Commission Expires 10/20/2028
Acting in the County of Isabella

Notary Public
Clare County, Michigan
My Commission Expires: _____
Acting in the County of Clare

TITLE INFORMATION

The Title Description and Schedule B items hereon are from First American Title Insurance Company, Commitment Number: NCS-1193394-NAS, dated September 22, 2023.

TITLE DESCRIPTION

Land in the Township of Grant, Clare County, MI, described as follows:

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SCHEDULE B - SECTION II NOTES

(7) The terms, provisions and easement(s) contained in the document entitled "Release of Right of Way" recorded as Liber 84, Page 260 of Official Records. **The easement described in this document is shown on this survey.**

(8) The terms, provisions and easement(s) contained in the document entitled "Easement Right of Way" recorded January 22, 1962 as Liber 234, Page 233 of Official Records. **The easement described in this document is a blanket easement.**

(9) The terms, provisions and easement(s) contained in the document entitled "Easement for Laying of Gas Main and Gas Service Pipe" recorded April 30, 1969 as Liber 277, Page 316 of Official Records. **The easement described in this document is a blanket easement.**

(10) The terms, provisions and easement(s) contained in the document entitled "Easement" recorded February 25, 1971 as Liber 290, Page 445 of Official Records. **The easement described in this document is shown on this survey. The route to be taken by cables, etc. described in this document is shown on this survey.**

BENCHMARKS

BENCHMARK "A" (Offsite) ELEV. = 865.50 (NAVD88)
Set benchmark on Southeast flange bolt under "W" in "Waterous" on hydrant, located 140'± North of centerline of drive to House #10661 Old U.S. 27 and 46'± East of centerline of Old U.S. 27.

BENCHMARK "B" ELEV. = 873.89 (NAVD88)
Set benchmark on Southeast flange bolt under "W" in "Waterous" on hydrant, located 590'± North of centerline of drive to House #10661 Old U.S. 27 and 41'± East of centerline of Old U.S. 27.

SURVEYOR'S NOTES

1) ALTA TABLE "A" ITEM NO. 3 - Flood Zone Classification: **An examination of the National Flood Insurance Program's Flood Insurance Rate Map for Community Number 261259, Panel Number 0434C, with an Effective Date of December 3, 2010, shows this parcel to be located in Zone "X" (areas determined to be outside the 0.2% annual chance floodplain (subject to map scale uncertainty).**
2) ALTA TABLE "A" ITEM NO. 4 - **Gross Land Area: 173,673 Square Feet / 3.99 Acres**
3) Note to the client, insurer, and lender - With regard to Table A, item 11, information from the sources checked above will be combined with observed evidence of utilities pursuant to Section 5.E.iv. to develop a view of the underground utilities. However, lacking excavation, the exact location of underground features cannot be accurately, completely, and reliably depicted. In addition, in some jurisdictions, 811 or other similar utility locate requests from surveyors may be ignored or result in an incomplete response. Where additional or more detailed information is required, the client is advised that excavation may be necessary.
4) NOTE TO CONTRACTORS: 3 (THREE) WORKING DAYS BEFORE YOU DIG, CALL MISS DIG AT TOLL FREE 1-800-482-7171 FOR UTILITY LOCATIONS ON THE GROUND.

STRUCTURE INFORMATION

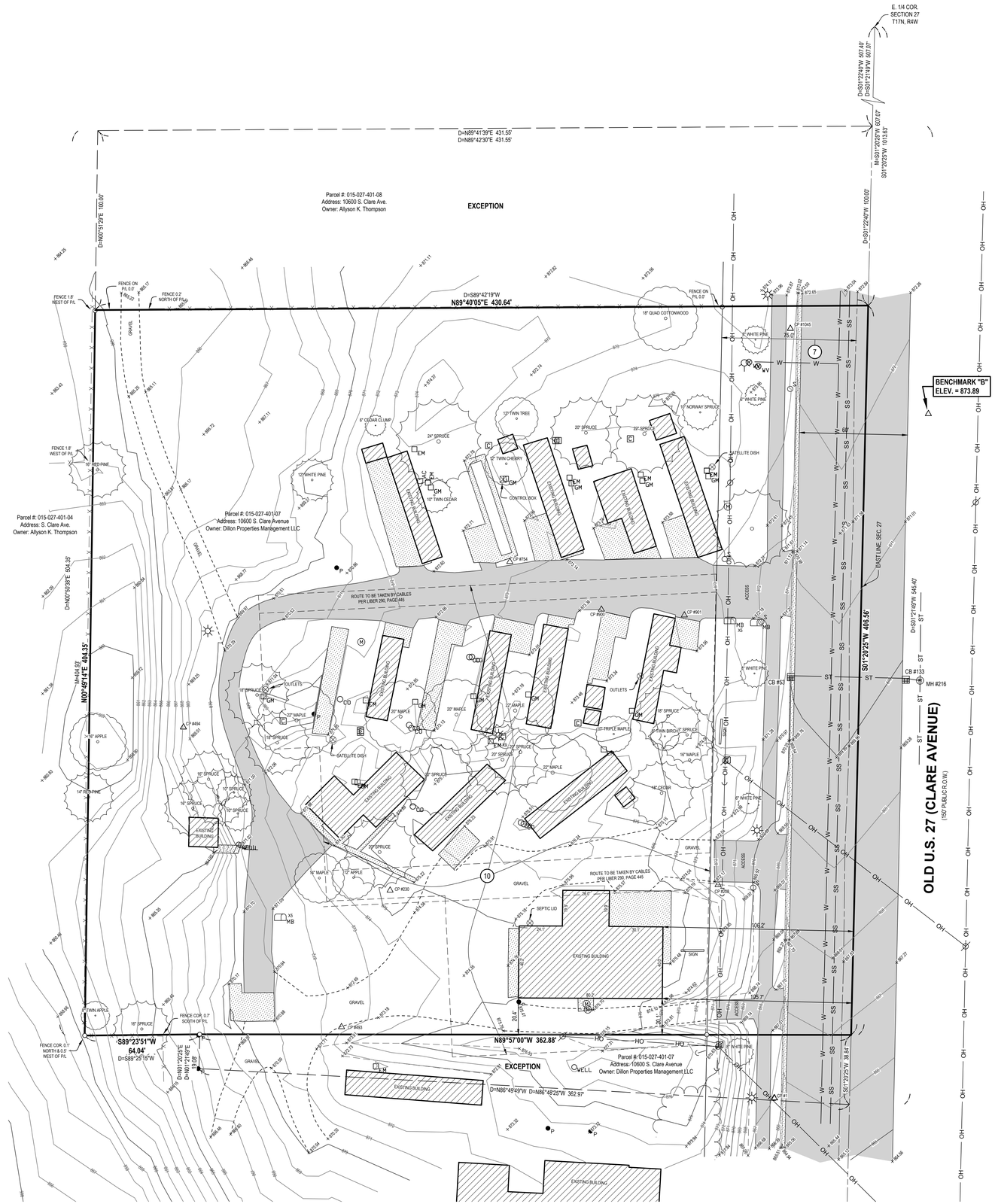
#	Structure Type	DIA.	Rim Elevation	Generic Notes	Size/Type/Direction	Invert Elevation
53	Catch Basin	-	869.99	-	12" Conc. (E)	866.19
133	Catch Basin	-	869.77	-	12" Conc. (W)	865.94
					12" Conc. (E)	865.93
216	Storm Water Manhole	-	870.73	-	12" Conc. (W)	865.73
					22" CMP (S)	863.68
					22" CMP (N)	863.83

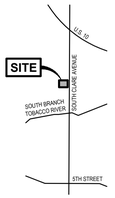
SURVEYOR'S CERTIFICATION

To DMK Development Group and First American Title Insurance Company:
This is to certify that this map or plat and the survey on which it is based were made in accordance with the 2021 Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys, jointly established and adopted by ALTA and NSPS, and includes Items 1, 2, 3, 4, 5, 8 and 11(a) of Table A thereof. The fieldwork was completed on October 13, 2023.

STATE OF MICHIGAN
Scott A Hendges
License No. 4001047953
LICENSED PROFESSIONAL SURVEYOR

Scott A. Hendges
Professional Surveyor No. 4001047953
Nederveld, Inc.
shendges@nederveld.com





LOCATION MAP

NOT TO SCALE

LEGEND

- Air Conditioning
- Catch Basin - Square
- Cleanout
- Control Point/ Benchmark
- Cable Riser
- Culvert
- Deciduous Tree
- Electric Meter
- Evergreen Tree
- Gas Meter
- Guy Anchor
- Hydrant
- Iron - Found
- Light Pole
- Mailbox
- Manhole
- Post
- Utility Pole
- Sign
- Water Valve
- Water Well
- Fence
- Overhead Utility
- Sanitary Line
- Watermain Line
- Tree Line
- Asphalt
- Existing Building
- Concrete
- D= Described Dimension
- M= Measured Dimension
- P/L= Property Line

SCALE: 1" = 30'

811 Know what's **below.** **CALL** before you dig.

UTILITY LOCATIONS ARE DERIVED FROM ACTUAL MEASUREMENTS OR AVAILABLE RECORDS. THEY SHOULD NOT BE INTERPRETED TO BE EXACT LOCATIONS NOR SHOULD IT BE ASSUMED THAT THEY ARE THE ONLY UTILITIES IN THIS AREA.

NOTE:
EXISTING UTILITIES AND SERVICE LINES IDENTIFIED AS "(PLAN)" WERE OBTAINED FROM AVAILABLE CITY AS-BUILT RECORD DRAWINGS. THE CONTRACTOR SHALL VERIFY THE LOCATION, DEPTH AND STATUS OF ALL UTILITIES AND SERVICE LINES PRIOR TO NEW CONNECTIONS.

NEDERVELD
www.nederveld.com
800.222.1868
GRAND RAPIDS
217 Grandville Ave., Suite 302
Grand Rapids, MI 49503
Phone: 616.575.5190
ANN ARBOR
CHICAGO
COLUMBUS
HOLLAND
INDIANAPOLIS

PREPARED FOR:
DMK Development Group

116 South Jackson Street
Suite B
Spring Lake, MI 49456

CREATED:
Drawn: JAT Date: 10.12.23

REVISIONS:
Rev:
Drawn: Date:

TRACTOR SUPPLY-CLARE

ALTA/NSPS Land Title Survey

South Clare Avenue
PART OF THE SOUTHEAST QUARTER OF SECTION 27, T17N, R4W, GRANT TOWNSHIP, CLARE COUNTY, MICHIGAN

STAMP:

PROJECT NO: 23400959

SHEET NO: AL

SHEET: 1 OF 1

23400959AL.dwg JT 10/20/2023 15:03

© 2023 Nederveld, Inc.

PART II
AGREEMENT FOR TRANSFER

This Agreement is made effective as of the ___ day of _____, 20___, by and between the City of Clare, a Michigan home rule city, with its offices at 202 W. 5th Street, Clare, Michigan 48617 ("City") and Grant Township, a Michigan general law township, with its offices located at 8490 South Grant Avenue, Clare, Michigan 48617 ("Township").

RECITALS

A. The City and Township are "local units" as defined by Act 425 of 1984, as amended ("Act 425") (MCL 124.21 *et seq.*), which enables two Local Units to conditionally transfer property by written agreement for the purpose of economic development projects.

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F. The City and Township find that the conditional transfer of the Subject Property to District II of the Urban Cooperation Area will allow for the development of an existing or proposed economic development project and will promote economic development and be beneficial to the residents of the City and the Township.

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Section 2.1 Term. The initial term of this Agreement shall be for the remaining, unexpired initial term of the Urban Cooperation Agreement, and this Agreement shall be automatically renewed for one additional term of forty-five (45) years upon the expiration of the initial term. If this Agreement is first entered into during the renewal term of the Urban Cooperation Agreement, this Agreement shall expire upon the expiration of said renewal term. During the term of this Agreement and any renewal, the parties shall review this Agreement at fifteen (15) year intervals for compliance with state and federal law, and shall negotiate in good faith if any amendments are required to make this Agreement comply with any changes in state or federal law after the effective date.

Section 2.2 Termination - Rescission. This Agreement may be terminated by the expiration of the term of this Agreement and any renewal, or by operation of law if a court of competent jurisdiction orders the termination of this Agreement.

Section 2.3 Status of Utility Improvements and Service Upon Termination. In the event the Subject Property is returned to the Township, all sanitary sewer and water improvements owned by the City within the Subject Property shall, upon termination of this Agreement for any reason, belong to and shall be owned by the City, subject to the rights of sanitary sewer and water customers within the Township to continue to receive sanitary sewer and water service from the City. Upon return of any portion of the Subject Property to the Township, the City shall continue to charge rates for use of any sanitary sewer and water services to any Township customers of the City sanitary sewer and water systems at a rate permitted by law, but not more than 1.5 times the rate charged to similar customers within the City.

ARTICLE III
ENFORCEMENT

Section 3.1 Enforcement. In the event of a dispute between the parties arising under this Agreement, this Agreement shall be enforced by either party in an action commenced in Clare County, Michigan, and under Michigan law.

ARTICLE IV
MISCELLANEOUS

Section 4.1 Amendment. This Agreement may only be amended with the prior written approval of both the City Commission and the Township Board.

Section 4.2 Employees and Liabilities. The City shall be solely responsible for the manner of employing, engaging, compensating, transferring or discharging any employees, independent contractors or other personnel with respect to the government services the City shall provide under Section 1.3 of this Agreement. The Township shall be solely responsible for the manner of employing, engaging, compensating, transferring or discharging any employees, independent contractors or other personnel with respect to the governmental services the Township shall provide under Section 1.3 of this Agreement. The City and Township shall each be responsible for such liabilities as may be incurred through their respective provision of governmental services and other performance of this Agreement under Article I and shall respond to and provide for such potential liabilities on the same basis as the City and Township do on their own behalf generally.

Section 4.3 Notices. Any notice, demand, or communication required, permitted, or desired to be given under this Agreement shall be deemed effectively given by a writing personally delivered or mailed by first class or certified mail addressed as follows:

If to the City:
City of Clare
Attn: City Manager
202 West Fifth Street
Clare, MI 48617

If to the Township:
Grant Township
Attn: Supervisor
8490 South Grant Avenue
Clare, MI 48617

The parties may, by written notice, designate any further or different address to which subsequent notices, demands, or communications may be given.

Section 4.4 Governing Law. This Agreement has been executed and delivered and it shall be interpreted, construed, and enforced pursuant to and in accordance with the laws of the State of Michigan. All duties and obligations of the parties created under this Agreement shall be performed in Clare County, Michigan, and under Michigan law. This Agreement was mutually drafted and cannot be construed against either the City or the Township upon the basis that one was the scrivener of the Agreement.

Section 4.5 Assignment. This Agreement may not be assigned unless approved in writing by both parties' consent in writing. This Agreement shall be binding on the parties and their successors in interest.

Section 4.6 Severability. If any provision of this Agreement is held to be unenforceable for any reason, the remainder of this Agreement shall remain in full force and effect. If, because of the invalidity of any part of this Agreement, either party determines that the purpose and intent of the Agreement has failed, the parties shall renegotiate in good faith to amend the Agreement to make it valid and satisfactory to both parties.

Section 4.7 Articles and Other Headings. The article and other headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement.

Section 4.8 Counterparts. This Agreement may be executed in any number of counterparts and each such counterpart shall be considered a valid original.

Section 4.9 Entire Agreement. This Agreement constitutes the entire agreement between the parties, except that the Urban Cooperation Agreement between the parties, referenced above, shall be specifically incorporated into this Agreement, and this Agreement shall be subject to the terms of the Urban Cooperation Agreement. Neither party shall be entitled to benefits other than those specified in this Agreement. No oral statements or prior or contemporaneous written material not specifically incorporated or referenced herein shall be of any force and effect, and both parties specifically acknowledge in entering into and executing this Agreement they rely solely upon the representations and agreements contained in this Agreement, and in the other contracts specified herein.

Section 4.10 Filing and Effective Date. In accordance with Act 425, following the execution of this Agreement by the City and Township, a duplicate original of the Agreement shall be filed with the Clerk of Clare County and with the Michigan Secretary of State. This Agreement, certified as filed with the Clare County Clerk or Secretary of State, shall be prima facie evidence of the conditional transfer of the Subject Property. This Agreement shall be effective on the day it is filed with the Clare County Clerk and Secretary of State.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first written above by authority of the respective City Council and Township Board.

Witnesses:	**CITY OF CLARE**
_____	By: _____ Its: Mayor
_____	
_____	By: _____ Its: Clerk
_____	
	GRANT TOWNSHIP
_____	By: _____ Its: Supervisor
_____	
_____	By: _____ Its: Clerk
_____	

G:\Clients\GRANT TWP - CLARE CTY (24971)\Annexation (00002)\Docs\2008.07.03 Compromise Agreement2.doc

Memo

To: Clare City Commissioners

From: Jaynie Hoerauf October 3, 2013

Re: Urban Cooperation Act and Public Act 425 Transfers, vs annexation

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It has been a long time since we entered into the UCA, and went through all of the agony attendant to its creation. I thought that a review was in order, to support your agenda materials.

The Urban Cooperation Act agreement that we all refer to as the "UCA" is a contract that the City has entered into with Grant Township. UCA agreements are a tool given local units of government, by the State, that are designed to foster and encourage economic development, support creation of jobs and industry. UCA agreements can be as varied as the topics of interest to humankind, for the most part. Clare and Grant Township's UCA agreement provides a mechanism that governs when and how property will be transferred into the city, as a means of permitting development. Greatly simplified, a transfer is sought in order to obtain public utilities (water and sewer) that are necessary for whatever is planned, for a parcel. For instance, developers typically require public water and sewer for apartments, condominiums and for shopping developments.

Let's start with a list of what the UCA requires and does:

1. Creates two Districts "I" and "II."
2. District 1 is a box shaped area adjacent to the city defining what properties could be eligible to transfer to city jurisdiction.
3. District 2 consists of the properties that have transferred to city jurisdiction.
4. Upon receiving a request to transfer to the City from a District 1 property owner, both the City Commission and the Township Board are required to schedule and public hearings, and after 30 days have passed (after the public hearing) to sign the "District 2 Transfer Agreement."
5. Once the signed agreement is filed with the appropriate authorities, the city's boundaries are adjusted to include the property.

The District II Transfer Agreements are also known as Act 425 Conditional Transfer agreements. What the agreement accomplishes is, transferring the property into the city with a sharing of tax revenue back to the township as follows:

- During the first full tax year in the city, the Township receives half of the city's effective millage rate times the property value. This is not

half of the taxes collected, but half of what is theoretically levied on the property.

- Thereafter the Township receives the taxes that they would otherwise have collected (up to 3 mills, but usually less) on the property.
- There are provisions for sharing of per capita revenue sharing (which is mostly gone anyway).
- The initial term of the conditional transfer in this case will be 83 years. Although the parties are obligated to review and renegotiate the terms of the agreement to comply with state and federal law every 15 years.
- At the end of the agreement, the property is annexed to the city and all tax sharing ends.

The object of the UCA is to avoid the political wars and agony attendant to annexation fights, which are 100% political, can be lengthy and expensive.

These are just some highlights for you.

Always,

Jaynie

PUBLIC NOTICE

The City of Clare has received a request from John Dillon of Dillon Properties Management LLC. on behalf of CBE LLC/TSC stores to transfer jurisdictional authority of property from Grant Township to the City of Clare per the terms of the Urban Cooperation Agreement in effect between the Township & the City. The property to be transferred is identified as parcel 015-027-401-07, commonly known as 10600 South Clare Avenue. A public hearing will be held @ 6 pm on Monday, February 5, 2024, at Clare City Hall, 202 W. Fifth St., Clare, Michigan, to receive comments related to the transfer request. Public comments will be accepted by the Clare City Commission at the hearing or in writing if such comments are received by the Clare City Clerk before 4:00 p.m. on the date of the scheduled hearing. The transfer request, property description related to the request, and the UCA are available for review by contacting the City Clerk @ dlyon@cityofclare.gov. The City of Clare is an equal opportunity provider and employer.

Diane Lyon
City Clerk

RESOLUTION 2023-078

A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING A PROPERTY TRANSFER AGREEMENT OF A PORTION AS SURVEYED OF PARCEL ID 015-027-401-07, COMMONLY KNOWN AS 10600 S. CLARE AVE., FROM GRANT TOWNSHIP TO THE CITY OF CLARE UNDER THE PROVISIONS OF ITS URBAN COOPERATION AGREEMENT WITH GRANT TOWNSHIP.

WHEREAS, the City of Clare and Grant Township approved an Urban Cooperation Agreement in 2008 outlining the terms, process, and procedures for the transfer of jurisdictional control of specifically designated property within Grant Township's geographical boundaries to the City of Clare; and

WHEREAS, Grant Township and the City of Clare have received a property transfer request from property owner Dillon Properties Management, LLC on behalf of Tractor Supply Company to transfer jurisdictional control of approximately three and one-quarter acres of property from Grant Township to the City of Clare under the terms of said Agreement; and

WHEREAS, said property is eligible for transfer under the terms of said Urban Cooperation Agreement; and

WHEREAS, the City of Clare posted the requisite notice of a public hearing to receive comment and opinion regarding said transfer of jurisdictional control of said property; and

WHEREAS, the Clare City Commission has held said requisite public hearing at its regularly scheduled meeting of February 5, 2024, and duly considered any comments presented at said hearing.

NOW THEREFORE BE IT RESOLVED THAT the Clare City Commission hereby approves the "Agreement for Transfer" of jurisdictional control of approximately three and one-quarter acres of property owned by Dillon Properties Management, LLC, said property described within the District II "Request for Transfer" of jurisdiction dated January 17, 2024, and submitted to Grant Township and the City of Clare by Dillon Properties Management, LLC on behalf of Tractor Supply Company, and authorizes its Mayor and City Clerk to execute said "Agreement for Transfer" on behalf of the City of Clare.

BE IT FURTHER RESOLVED THAT the approval of the "Transfer Agreement" and the actual transfer of jurisdiction shall be declared null and void should the State of Michigan not accept, decide to reject, or declare the transfer disqualified or ineligible, or if a petition for referendum is filed and a vote of the qualified electors reject said jurisdictional transfer.

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 5th day of February, 2024.

_____

Diane Lyon, City Clerk

AGENDA REPORT

To: Mayor Pat Humphrey and the Clare City Commission
From: Jeremy Howard, City Manager
Date: February 1, 2024
Regarding: Renewal of Fire Service Agreements

For the Agenda of February 5, 2024

Background The City has long-enjoyed formal agreements with four surrounding townships (Grant, Sheridan, Vernon, & Wise) that outline the basic terms of responsibilities and compensation for fire services provided to those townships by the Clare Fire Department. Wise Township's agreement has expired and they now desire to renew that agreement without revision except for the term of the agreement.

The City Commission is asked to approve the expired agreement.

Issues & Questions Should the City Commission approve the renewal of Fire Service Agreement with Wise Township?

Alternatives

1. Approve the renewal of the Fire Service Agreement.
2. Approve the renewal of the Fire Service Agreement with amendment or modifications.
3. Do not approve renewal of the Agreement.
4. Set the decision aside to a subsequently scheduled public meeting.

Financial Impact All subscribers (including the City of Clare) to the agreements pay the equivalent of 1.1 mil of their respective taxable value to the Clare Fire Fund for these services.

Recommendation I recommend that the City Commission renew the expiring Fire Service Agreement with Wise Township by adoption of Resolutions 2024-007.

Attachments

1. Wise Township Fire Service Agreement.
2. Resolution 2024-007.

CITY OF CLARE
&
WISE TOWNSHIP
FIRE PROTECTION SERVICES AGREEMENT

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1. **Parties.** This agreement is made and entered into this date by and between the City of Clare, a municipal corporation hereinafter referred to as the "City", and Wise Township, hereinafter referred to as the "Township".

2. **Term of Agreement.** This contract shall bind both parties once signed; and shall be in effect from January 1, 2024, through December 31, 2026.

3. **Scope of Services.** The City hereby agrees to provide fire protection services for all properties and structures within a designated geographical area within Wise Township mutually agreed to by the City and the Township and outlined on the map attached to this Agreement as Attachment A. The City shall be responsible for furnishing all required fire protection personnel, equipment, and supplies to provide said services.

4. **Compensation.** The Township shall annually contribute .9 mill of its total taxable valuation of both real and personal property within the boundaries of the service area for the duration of the agreement period. Any changes to the stated compensation shall require the mutual consent of the City and the Township. The City shall invoice the Township for fire services annually in January for each year of the agreement period. Annual compensation is due to the City within 45 days of the date of the invoice unless otherwise agreed to by the City.

5. **Division of Township.** The Township may opt to divide the geographical boundaries for fire protection services among more than one fire department. If the Township opts to modify or amend the serviced geographical area, the Township must notify the City in writing not less than one hundred and eighty (180) days before said modification or amendment is to take effect. The notification must include the proposed new geographical boundaries of the fire service area for the Clare Fire Department and the assessed valuation of all real and personal property within the new boundaries.

6. **Fire Council.** A Fire Council shall be established by the Clare City Commission to serve in an advisory role in matters related to fire

protection services provided by the Clare Fire Department. Membership on the Council shall include a Clare City Commissioner, the Fire Chief of the Clare Fire Department, a firefighter of the Clare Fire Department selected by the members of the Department, the Clare City Manager, and a representative of each Township that is provided fire services by the Clare Fire Department. The Clare City Commissioner designated to serve on the Council shall be the Council's Chairperson; one of the Council's township members shall be selected by the township representatives to serve as Fire Council Vice Chairperson; the Clare City Manager shall serve as the Council's Secretary/Recorder. The Fire Council may consider any/all matters it deems appropriate in respect to fire protection services provided by the Clare Fire Department *except* any issue or topic related to the internal organization or management of the Clare Fire Department – specifically, operating procedures or guidelines; matters related to the fire department chain of command process; selection or discharge of firefighters; disciplinary matters; selection of Clare Fire Department officers; and administration or training issues related to the Department. The Fire Council shall meet at least twice annually at a place and time determined by the Chairperson. One of these meetings shall be in conjunction with the formulation of the Clare Fire Department's annual operating budget to review and provide recommendations regarding said budget prior to its submission to the Clare City Commission for approval. The Council Chairperson or Vice Chairperson may call additional or special meetings at their discretion. All meetings shall be open to the public and announced accordingly by the Council Secretary.

7. **Reports.** The Fire Chief of the Clare Fire Department shall provide, not later than the first Monday of each month, a written fire report to the Township. Said reports shall stipulate, as a minimum, the number of fire runs made to the Township during the preceding month, the reason(s) for said runs, and the extent of fire damage (if any). At least once each year, the Fire Chief or his designated representative shall attend a scheduled Township meeting to present an overview of fire services provided to the Township, to respond to questions of the Township Board and Township residents, and discuss any other topic requested by the Board in respect to fire services.

8. **Amendment or Termination.** This agreement is binding upon both parties hereto. No amendment, except as outlined in Paragraph 5 of

this agreement, shall be made without the consent of both parties. All amendments shall be in writing and signed by the designated representatives of both parties. Either party may terminate this agreement by providing the other party formal written notice at least one hundred and eighty (180) days prior to said termination.

9. **Renewal.** This agreement shall automatically renew upon the term date. If either party does not intend to renew the agreement, they shall provide written notice to that effect to the other said party at least one hundred and eighty (180) days prior to the expiration date with the consent of both parties.

FOR THE CITY OF CLARE:

_____	_____
Pat Humphrey, Mayor	Date
_____	_____
Diane Lyon, City Clerk	Date

FOR WISE TOWNSHIP:

_____	_____
Robert Moore, Supervisor	Date
_____	_____
Renee Filhart, Treasurer	Date

Attachment A – Map of Fire Service Area

RESOLUTION 2024-007

A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING THE RENEWAL OF A FIRE SERVICES AGREEMENT WITH WISE TOWNSHIP.

WHEREAS, the City of Clare and Wise Township have long enjoyed a fire services Agreement that outlines terms, conditions, and parameters of fire services provided to Wise Township by the Clare Fire Department; and

WHEREAS, said Agreement has expired; and

WHEREAS, both governmental entities mutually desire and have agreed to extend the terms of said service Agreement for three years.

NOW THEREFORE BE IT RESOLVED THAT the City Commission hereby approves the renewal of a Fire Services Agreement between Wise Township and the City of Clare, said agreement to be effective January 1, 2024, and expire on December 31, 2026, with all other terms and conditions as outlined therein.

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 5th day of February 2024.

_____

Diane Lyon, City Clerk

AGENDA REPORT

TO: Mayor Pat Humphrey & the Clare City Commission
FROM: Jeremy Howard, City Manager
DATE: February 1, 2024
RE: Board & Committee Appointment – Planning Commission (Nick Wyman)

For the Agenda of February 5, 2024

Background. Nick Wyman's term of appointment to the City's Planning Commission will soon expire. Nick has expressed his willingness to serve another term at the will of the City Commission. The City Commission is asked to approve the appointment.

Issues & Questions. Should the City Commission re-appoint Mr. Nick Wyman to serve another term as a voting member of the City's Planning Commission?

Alternatives.

1. Approve the re-appointment.
2. Appoint an individual other than Nick.
3. Leave this position vacant.
4. Set the decision aside to a subsequently scheduled public meeting.

Financial Impact. **N/A.**

Recommendation. I recommend that the City Commission renew the appointment of Mr. Nick Wyman to the City's Planning Commission by adoption of Resolution 2024-008 (*copy attached*).

Attachment.

1. Resolution 2024-008.

RESOLUTION 2024-008

A RESOLUTION OF THE CLARE CITY COMMISSION RENEWING THE APPOINTMENT OF MR. NICK WYMAN TO CONTINUE SERVING AS VOTING A MEMBER OF THE CITY OF CLARE PLANNING COMMISSION.

WHEREAS, the appointment of Nick Wyman as a voting member of the City of Planning Commission will expire on February 14, 2024; and

WHEREAS, said individual has expressed his willingness to continue serving in said position; and

WHEREAS, the City Commission has determined that said individual remains fully qualified to assume the duties and responsibilities of said position.

NOW THEREFORE BE IT RESOLVED THAT the Clare City Commission hereby renews the appointment of Mr. Nick Wyman to serve as a voting member of the City of Clare Planning Commission, said appointment being effective, February 15, 2024, and shall terminate not later than the 14th day of February 2027, unless said individual offers his resignation to the Mayor of the City of Clare or the Mayor and Clare City Commission takes specific action to terminate said appointment prior to said date.

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

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

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

YEAS:

NAYS:

ABSENT:

Resolution approved for adoption on this 5th day of February 2024.

_____

Diane Lyon, City Clerk

To: **Mayor Pat Humphrey and the Clare City Commission**
From: **Vicki Corlew**
Treasurer and Finance Director
Date: **January 31, 2024**
Reference: **Treasurer's Report for February 5, 2024**

All accounts have been balanced and reconciled through December 31, 2023.

I am working with the auditors on some entries that they made to last year's audit that I don't feel are correct.

It was brought to my attention by the Clare County Treasurer that we were not disbursing the taxes from IFT properties correctly. After talking with the county and the State of Michigan I now understand how they are supposed to be done. In going back and looking at how the disbursements were done compared to how they are supposed to be done the city has sent Clare Public Schools too much money. I have sent a letter to the school explaining the error and asking for them to send the money back. The money that we overpaid the school needs to go to the County and the State.

CITY MANAGER REPORT

TO: Mayor Pat Humphrey & Clare City Commission
FROM: Jeremy Howard, City Manager
DATE: February 1, 2024
RE: City Manager's Report

For the Agenda of February 5, 2024

Lake Shamrock Dredging and Dam Project. Mechanical dredging by the City is paused due to the ice forming in front of Shamrock Park and locking the barge in for the time being. We gained 6+ inches of ice in a matter of a week. As soon as we can we will resume. For the hydraulic dredging project, Savin is also paused because of the ice on the lake with their 2 hydraulic dredges. They were able to install the booster pump just before the storm that will help when they can start moving silt again hopefully after it warms up a little as predicted. The Dam feasibility study work is continuing and phase II of the DRRGP grant submission is on track for submission by the end of January.

Frost – Let Water Run Order. Just to give you an update, DPW recently checked the frost and it has only driven down 2 feet. Typically, we do not talk about placing a run water wording until we have 4 to 5 feet of frost. We will continue to monitor the levels and take appropriate action if necessary.

Ice Rink. The ice rink at the large pavilion at Shamrock Park opened for use on Friday, January 19th. The City was able to get water on the rink and the cold temperatures cooperated to freeze it solid for use. The swing of temperatures and weather from -5 and now up in the mid to upper 30s might make it difficult to stay frozen, so take advantage while you can! See attached flyer.

LCC Communication. Attached to this report is a letter from the Michigan Liquor Control Commission. There is no longer an approval necessary for simple transfers of licenses but the LCC does send the information in case the Local Governmental Unit should wish to submit an opinion on the application or advise of any local non-compliance issues. Staff and I have reviewed the transfer and have no issues or concerns with it at this time.

#DestinationClare. In case you missed it, MLive recently wrote an article entitled "3 Michigan cities to visit in 2024". It is always nice to see Clare recognized for all that we have going on in and around the community. Check out the article attached to my report and online at https://www.mlive.com/life/2024/01/3-michigan-cities-to-visit-in-2024.html.

Planning Commission / City Commission Annual Joint Meeting: Reminder: The City Commission and Planning Commission will be holding their joint meeting to discuss the Planning Commission Annual Report for the previous year along with any other topics of interest on Wednesday, February 14th at 5:30 p.m. before the regular meeting of the Planning Commission at 6:30 p.m. We will hold the meeting at City Hall in the City Commission Chambers. I have attached the approved 2023 Planning Commission Annual Report for you to check out as a preview for the meeting.

Attachments:

1. Shamrock Park Ice Rink Flyer.
2. LCC Communication.
3. MLive Article – "3 Michigan cities to visit in 2024".
4. 2023 Planning Commission Annual Report.

Shamrock Large Pavilion Ice Rink

Starting at 3 p.m. 1/19/2024

The Shamrock Large Pavilion Ice Rink will be open from 8 a.m. - 11 p.m. starting at 3 p.m. 1/19/2024 until weather no longer permits. This rink is open for recreational skating and is free and open to the public. Please be respectful of other skaters and pick up after yourselves.

Thank you - Clare Parks and Recreation

Wednesday, January 24, 2024

Jeffrey J Klaus, Attorney
c/o KT INC
jj@klaus.law

RID # RQ-2312-17054 **Reference/Transaction:** Transfer Ownership 2023 Class C License issued under MCL 436.1521A(1)(B), non-transferable, minimum seating 25, and SDM License, with Catering Permit, Sunday Sales Permit (AM), Sunday Sales Permit (PM) for Class C License - Spirits and Mixed Spirit Drink, Dance-Entertainment Permit, and Outdoor Service (1 Area) from A MAXWELL MANAGED ORGANIZATION, INC.; Cancel existing Catering Permit at 601 N McEwan St, Clare, MI 48617-1439 in Clare City in Clare County

Please let this letter serve as notice the Michigan Liquor Control Commission has referred your application to our Enforcement Division for investigation of your request.

Applicant/Licensee: KT INC

Business address and phone number: 601 N McEwan St, Clare, MI 48617-1439 in Clare City in Clare County

Home address and phone number of partner(s)/subordinates:
Timothy Veenkant; 421 Orchard Ave Clare MI 48617; Cell: 989-400-6295
Kasey Veenkant; 421 Orchard Ave Clare MI 48617; Cell: 989-388-3518

As part of the licensing process, an investigation is required by the Michigan Liquor Control Commission Enforcement Division. The Enforcement investigation will be conducted from the following designated District Office:

Lansing District Office (517) 284-6330

You may contact your designated District Office regarding any appointments or questions on documentation requested by the Investigator. **Failure to provide requested information or to keep scheduled appointments will cause the application to be returned to the Lansing office for cancellation.**

Since this request is a transfer under MCL 436.1529(1), approval of the local unit of government is not required. However, a copy of this notice is also being provided to **Local Governmental Unit** should they wish to submit an opinion on the application or advise of any local non-compliance issues.

Under administrative rule R 436.1105, the Commission shall consider the opinions of the local residents, local legislative body, or local law enforcement agency with regard to the proposed business when determining whether an applicant may be issued a license or permit.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. The licensee must obtain all other required state and local licenses, permits, and approvals before using this license for the sale of alcoholic liquor. Approval of this license by the Michigan Liquor Control Commission does not waive any of these requirements.

MICHIGAN LIQUOR CONTROL COMMISSION
Retail Licensing Division
(866) 813-0011

cc: KT INC veenkant@yahoo.com
A MAXWELL MANAGED ORGANIZATION, INC. pondo48625@yahoo.com
CLARE CITY dlyon@cityofclare.org

Start for $1

Advertisement

LIFE

3 Michigan cities to visit in 2024

Updated: Jan. 06, 2024, 8:42 a.m. | Published: Jan. 06, 2024, 8:00 a.m.

In this file photo, mist clears with the sunrise as an angler walks back to shore from the end of the boat launch dock at Stevenson Lake southwest of Clare. (Bernie Eng | MLive.com) Bernie Eng, The Saginaw News

By Lindsay Moore | lmoore@mlive.com

The secret is out that Michigan is a vacation destination. Criss cross the state to find city night life, sunsets on the beach, renowned vineyards and secluded natural beauty.

For 21 years David Lorenz, the vice president of Travel Michigan, brought these scenes to a national audience through the Pure Michigan campaign.

***Related*: After two decades promoting Pure Michigan, it's David Lorenz's turn to enjoy it.**

Recently retired, Lorenz shared his top three underrated, hidden gems with MLive for those looking to uncover even more of Michigan's charm.

Clare

In the middle of the state, just an hour north of Lansing, sits Clare County. The small inland community of 3,200 people dubs itself "where the north begins."

Advertisement

Lorenz loves it for its quaint, unique features saying it reminds him of when he and his wife Roberta were newlyweds traveling on a tight budget.

"We would explore these little towns that were off the beaten path at any time of the year," he said. "These are the special places that really do surprise people and even still surprise me."

Within the city's three-square miles, you can get a beer at microbrewery Four Leaf Brewery or Lorenz's favorite, Whitehouse Restaurant, known for being open 24 hours, seven days a week since 1935.

The city of Clare, originally a lumbering town, looks for any reason to celebrate, hence it's "city of festivals" distinction.

The city is already counting down to its annual three-day Irish Festival over St. Patrick's Day weekend, March 14-17. The festival, in its 49th year, is known to draw a crowd of thousands to sing in karaoke contests, compete in an Irish recipe cookoff and battle for the cash prize in the annual Bed Race.

In neighboring Harrison, the town embraces winter with a golf tournament in February.

Aptly named the Frostbite Festival, a 9-hole course is played on a frozen inland lake with tennis balls. A sled building contest, inner tube race, polar dip, ice fishing tournament and a chili cookoff all take place from Feb. 8-10.

Clare is especially proud of its small businesses. The county website boasts there are “no busy malls or cold department stores” instead there are specialty stores, auctions and flea markets.

The Clare Antique Mall has 35 vendors year-round. In the spring and summer, Amish businesses throw two large quilt auctions, craft show and flea market events.

Sauk Trail

The Sauk Trail is an Indigenous trail originated by the Sauk or Sac tribe. Historians place the tribe’s early roots in Saginaw Bay with a history of migrating throughout the Great Lake region.

The Sauk Trail crosses Illinois, Indiana and Michigan. It’s now associated with Old US Highway 12 and the route that stretches from Chicago to Detroit.

The trail has a rich history spanning from the War of 1812 to Underground Railroad stops. Detroit’s River Rouge held significance for its massive ceremonial burying ground later called the Great Mound of River Rouge. Different historical accounts estimate the mounds were 200 to 800 feet long.

Along the trail in Lenawee County sits one of 12 historical sites distinguished by the Michigan History Center. The Walker Tavern Historic Site sits on the Cambridge Junction, a busy intersection of what is now US-12 and M-50, in Brooklyn, Michigan.

In the 1840s, the tavern was a popular rest stop for travelers looking for farmland to purchase, according to the Michigan History Center.

In 1922, the tavern went from a stagecoach stop to catering to new automobile travelers with an antiques shop, hotel, restaurant and museum. Henry and Clara Ford and Michigan Governor Woodbridge Ferris were known to vacation in the area.

In 1965, the tavern and the surrounding 80 acres were sold to the state. The state park now hosts concerts, summer camps, farmers markets and historical events, including art demonstrations honoring the Sauk Trail.

“When you take that route today, you can feel that history,” Lorenz said. “I love [seeing] 1800s storefronts and cool little towns along that way. I’m looking forward to exploring those areas from really a new set of eyes.”

Paradise

What’s in a name? In 1925, Edmund LeDuc was spot on when he named the Lake Superior community on the edge of the Upper Peninsula, Paradise.

LeDuc purchased the land after a large forest fire ended its 40-year logging history. The sandy, acidic soil nurtured crops of blueberries or “blue gold.” The community still celebrates this unexpected pivot at the annual Wild Blueberry Festival during the third weekend of August.

Paradise is known for all four seasons – kayaking in the summer, colorful hiking trails in the fall, snowmobiling in the winter and fishing in the spring.

Surrounded by natural beauty, Tahquamenon Falls State Park is to the west and the National Hiawatha Forest to the south, it is truly an outdoorsmen’s paradise.

For history buffs, the Great Lakes Shipwreck Museum has hundreds of years of stories to tell of the Lake Superior Shipwreck Coast. Located at Michigan’s Whitefish Point Light-Station, visitors learn about the 200 shipwrecks surrounding the museum.

Spend the day touring the restored 1861 Lightkeeper's Quarters, the 1923 Lifeboat Station Surfboat House, Motor Lifeboat House and the Navy Radio building. The bell of the famous steamer Edmund Fitzgerald is also on display alongside a memorial to the crew.

MICHIGAN LAKESHORE TRAVEL STORIES

Cardboard sled races, snow angel competitions and more at Grand Haven's Winterfest

Zehnder's Snowfest 2024 starts Wednesday. See the events schedule.

These groomed winter sports trails hug lakes near Grand Rapids

Your guide to Zehnder's Snowfest 2024, a 'winter wonderland' in Frankenmuth

Drone video captures iconic Lake Michigan lighthouses covered in ice

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MLive.com

2023 Annual Report
City of Clare Planning Commission
January 10, 2024
Encompassing the Period January to December 2023

Purpose. The Michigan Planning Act of 2008 mandates the submittal of an annual report of the municipal Planning Commission to the legislative body of the municipality regarding the operations and status of planning activities, including recommendations to the legislative body related to municipal planning and development.

Period of Report. This report is inclusive of actions of the City of Clare Planning Commission during the period January 1, 2023, to December 31, 2023.

General. The City of Clare Planning Commission consists of nine members appointed by the Mayor of the City of Clare with the approval of the majority of the Clare City Commission. Six of the nine members are required to be qualified electors of the City; the other three members are not required to be qualified electors. The current composition of the Clare Planning Commission is eight qualified electors of the City and one non-resident Clare business owner; the current slate of commissioners is attached to this report. The Planning Commission elects its chairperson and vice chairperson annually. The current chair is Commissioner Jason Lowe. Commissioner Josh Clark serves in the position of vice chair. The Planning Commission Chair concurrently serves as a representative on the Clare Zoning Board of Appeals. The commission is scheduled to meet once monthly on the second Wednesday of the month at 6:30 p.m. at Clare City Hall. Special meetings may be called by the commission chairperson, the city manager, or the city clerk. All meetings are required to be open to the public. The City of Clare Planning Commission met on nine (9) occasions during the period of this report. The City Commission and Planning Commission will conduct the required annual combined meeting at the beginning of 2024 to review the Planning Commission's 2023 Annual Report to the City Commission and discuss other topics of mutual interest.

Public Engagement, Primary Accomplishments, and Notable Activities.

A. *Ordinance Amendments*. Public engagement announcements were made for the City Planning Commission to hold public hearings for the following Ordinance Amendments. The Planning Commission accepted public comments and then considered and made recommendations regarding the two (2) following ordinance amendments.

1. *Ordinance 2023-001 - Zoning, Chapter 27 – Licensing of Marijuana Facilities*. Provides language to allow marijuana facility license renewals and transfers to be approved by City administration.

2. *Ordinance 2023-002 - Chapter 52 – Vehicle Storage and Parking*. This Ordinance established parking restriction regulations on recreational vehicles and trailers.

B. *Site Plans, Façade Changes, & Special Use Permits*. The Planning Commission conducted public hearings for and approved 8 (8) site plans, three (3) Façade Improvement Plans, and one (1) Special Use Permit.

1. *Michigan Pure Green LLC Site Plan & Special Use.* The Planning Commission approved a new adult-use processing license for Michigan Pure Green, LLC, at 690 Industrial Drive.

2. *Bolle Contracting Site Plan.* The Planning Commission approved the construction of a 12 x 48 addition to an airport hangar on Lot 203 at the Clare Municipal Airport.

3. *ALDI Store Site Plan.* The Planning Commission approved the proposed new construction of a 20,664 square-foot ALDI grocery store on South Clare Avenue, contingent upon the completion of a District II Transfer of Property from Grant Township to the City of Clare. *Note: A District II Transfer of property is complete and construction of the store should start this spring.*

4. *American Marble & Granite Site Plan and Façade Improvement.* The Planning Commission approved a façade improvement for American Marble & Granite at 203 N. Mc Ewan Street.

5. *Bishop Automotive Site Plan and Façade Improvement.* The Planning Commission approved a 1,687-square-foot addition and façade improvement for Bishop Automotive at 821 East Fifth Street.

6. *City of Clare Water Improvements Site Plan.* The Planning Commission approved the construction of a well-house at Emerald Isle Complex for city water infrastructure improvements.

7. *Bishop Automotive Site Plan.* The Planning Commission approved a 5,100-square-foot service bay addition for Bishop Automotive at 821 East Fifth Street.

8. *Clarendon Glen Apartments Site Plan and Façade Improvement.* The Planning Commission approved the site plan façade improvement for Clarendon Glen Apartments at 220 Mary Street.

C. *Redevelopment Ready Communities.* The Planning Commission continued working on items related to our Redevelopment Ready Community status. The City of Clare continues to have Redevelopment Ready Community Essentials status which has opened up additional funding opportunities and grants for local businesses. Since becoming RRCE certified, Match on Main grants are available to businesses in the DDA District. Grants have been awarded to McEwan Street Fudge and Ice Cream Shop. Back Alley Pizza, Sweet Louise, and Wildflower and Wren were able to receive funds as part of the latest Downtown Clare Pitch Competition.

D. *Review of Proposed Capital Projects*. The Planning Act requires that the Planning Commission review all public capital projects recommended for construction or implementation within the City's geographical boundaries. The Planning Commission conducted a preliminary review of all proposed capital projects for the City's 2022/2023 fiscal year before submittal to the City Commission in conjunction with the City's budget approval process and determined that the projects appear to support the goals and objectives outlined in the Comprehensive Master Plan of the City.

Professional Development & Budgetary Considerations. The Planning Commission's professional development budget was used to further the education and knowledge of Planning Commission members at various training events and educational classes. The budget for 2023/2024 allocated for continued education should be increased to keep up with the rising costs of memberships, educational publications, training, and travel. The City's funding for public capital projects appears to be adequate.

Recommendations/Other Comments. The Clare City Commission and the City's Planning Commission are tentatively scheduled to conduct an annual joint meeting in conjunction with one of the City's scheduled Planning Commission meetings in early 2024 to discuss items of mutual importance and to review general philosophy, vision, and objectives for the City. The Planning Commission continues to view this annual meeting to be of significant importance and strongly recommends that these annual meetings continue.

Attachment. Planning Commission Member Slate.

Respectfully Submitted,

Jason Lowe
Chairperson, City of Clare Planning Commission

<u>2023 PLANNING COMMISSION</u>: Nine members appointed by Mayor, approved by Commission – Act 285, Section 125.33 of 1931. Article IV-Boards and Commissions, Section 52-1 thru 52-11. Members representative of various community interests. 3-year terms. Board meets 2nd Wednesday of the month.

Glenda Carmoney
Term expires: **10/01/26**

Josh Clark-Vice Chairman
Term expires: **04/04/24**

Angie Cozat
***Term Expires*: 10/01/26**

Ken Hibl
Term expires: **01/15/26**

Jason Lowe - Chairman
Term expires: **09/17/26**

Elaine Demasi
Term expires: **02/21/25**

Brett Moser
Term expires: **02/21/25**

Stacy Pechacek
Term expires: **05/15/25**

Nick Wyman
Term expires: **02/14/24**

AGENDA REPORT

TO: Mayor Pat Humphrey & Clare City Commissioners
FROM: Diane Lyon, City Clerk
DATE: January 31, 2024
RE: *Communications

For the Agenda of February 5, 2024

***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 February 5, 2024.**

FOIA Requests & Responses: Deltek.

Letter from Nicholas Daum: Mr. Daum from the MDOS sent a letter to clerks notifying them of his departure from the Bureau of Elections.

Ballot Selection Forms: The city received notice of the requirement to contact permanent ballot voters who have not yet submitted a ballot selection form and where the form can be found online. To date, I have reached out to more than 60 voters by mail, email, or telephone.

Democratic Party Challengers: The Democratic Party has submitted notice of their intent to send challengers out to the polls and AV Counting Boards.

Bureau of Elections News: The most recent editions outlining dates and deadlines are attached.

Filhart Communications Regarding Elections: Clarissa Filhart has provided several FOIA requests over the past few years and most recently, communication emails regarding her opinion on election matters. The most recent communications are attached.

The Standard-Compliance Testing Results: The city passed the applicable compliance tests for The Standard for the plan year ending 12/31/2023.

DTE Public Hearing Notices: The Michigan Public Service Commission will hold hearings related to DTE's request to increase its rates, amend its rate schedules and rules governing the distribution and supply of natural gas, and for miscellaneous accounting authority; and for the approval of a gas cost recovery plan.

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

- Notice for Sealed VFD Sealed Bids
- Notice of Application to USDA for BWC & Taser Funding

Attachments. As noted above.

Diane Lyon

Subject: FW: Public Records Request: qualified engineering consultants to provide plans for replacement of the Lake Shamrock Dam and walkway, and installation of a new emergency spillway [PRR-148585]

From: Deltek Public Records <PublicRecords@deltek.com>
Sent: Wednesday, January 10, 2024 12:09 PM
To: Luke Potter <LPotter@cityofclare.gov>
Cc: RheaMaeLumanog@deltek.com
Subject: Public Records Request: qualified engineering consultants to provide plans for replacement of the Lake Shamrock Dam and walkway, and installation of a new emergency spillway [PRR-148585]

Hello,

Deltek is submitting a public records request to City of Clare for commercial purposes.

Would a representative please provide the information relating to the solicitation below? If available, please include any awarded contract documents and bid tabulation/results.

Project Name: qualified engineering consultants to provide plans for replacement of the Lake Shamrock Dam and walkway, and installation of a new emergency spillway
Bid Number: Unknown
Due Date: 7/12/2023
Contract Number:
Awarded Vendor Name:
Awarded Vendor Address:
Awarded Vendor Phone:
Award Amount:
Award Date:
Start Date:
End Date:
Contract Terms:
Contract Document:

Please confirm receipt of this request and advise (in advance) if a fee will be required.

If this request was misrouted, please forward to the correct contact and/or reply to this email with the appropriate contact information.

Regards,
Rhea Mae Lumanog

Public Records Requests
Deltek, Inc.
2291 Wood Oak Drive, Herndon VA 20171

Diane Lyon

Subject: FW: Public Records Request: qualified engineering consultants to provide plans for replacement of the Lake Shamrock Dam and walkway, and installation of a new emergency spillway [PRR-148585]

From: Diane Lyon
Sent: Wednesday, January 10, 2024 2:55 PM
To: 'RheaMaeLumanog@deltek.com' <RheaMaeLumanog@deltek.com>
Cc: Luke Potter <LPotter@cityofclare.gov>; Jennifer Kinberg <JKinberg@cityofclare.gov>; Shannon Zietz <SZietz@cityofclare.gov>; Jeremy Howard <JHoward@cityofclare.gov>
Subject: RE: Public Records Request: qualified engineering consultants to provide plans for replacement of the Lake Shamrock Dam and walkway, and installation of a new emergency spillway [PRR-148585]

Dear Rhea
Here is a link to information regarding the project inquiry.
https://cityofclare.gov/wp-content/uploads/2023/07/Lake-Shamrock-Dam-Emergency-Spillway-Walkway-Project.pdf

If you need more information after reviewing the link, let me know.

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

From: Luke Potter <LPotter@cityofclare.gov>
Sent: Wednesday, January 10, 2024 1:57 PM
To: Jeremy Howard <JHoward@cityofclare.gov>; Diane Lyon <DLyon@cityofclare.gov>
Subject: RE: Public Records Request: qualified engineering consultants to provide plans for replacement of the Lake Shamrock Dam and walkway, and installation of a new emergency spillway [PRR-148585]

Ok sounds good.

From: Jeremy Howard <JHoward@cityofclare.gov>
Sent: Wednesday, January 10, 2024 1:57 PM
To: Diane Lyon <DLyon@cityofclare.gov>
Cc: Luke Potter <LPotter@cityofclare.gov>
Subject: FW: Public Records Request: qualified engineering consultants to provide plans for replacement of the Lake Shamrock Dam and walkway, and installation of a new emergency spillway [PRR-148585]

They are requesting it as a FOIA so Diane will have to handle it as so.

Jeremy Howard
Jeremy Howard, CMC, MiPMC
City Manager
City of Clare
202 West Fifth Street, Clare, MI 48617
Office: (989) 424-4065
Mobile: (989) 621-1688
jhoward@cityofclare.gov
www.cityofclare.gov

From: Luke Potter <LPotter@cityofclare.gov>
Sent: Wednesday, January 10, 2024 1:35 PM
To: Jeremy Howard <JHoward@cityofclare.gov>
Subject: FW: Public Records Request: qualified engineering consultants to provide plans for replacement of the Lake Shamrock Dam and walkway, and installation of a new emergency spillway [PRR-148585]

Jeremy, is this necessary? I wanted to run it past you first. Luke

From: Deltek Public Records <PublicRecords@deltek.com>
Sent: Wednesday, January 10, 2024 12:09 PM
To: Luke Potter <LPotter@cityofclare.gov>
Cc: RheaMaeLumanog@deltek.com
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Would a representative please provide the information relating to the solicitation below? If available, please include any awarded contract documents and bid tabulation/results.

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Due Date: 7/12/2023
Contract Number:
Awarded Vendor Name:
Awarded Vendor Address:

Awarded Vendor Phone:
Award Amount:
Award Date:
Start Date:
End Date:
Contract Terms:
Contract Document:

Please confirm receipt of this request and advise (in advance) if a fee will be required.

If this request was misrouted, please forward to the correct contact and/or reply to this email with the appropriate contact information.

Regards,
Rhea Mae Lumanog

Public Records Requests
Deltek, Inc.
2291 Wood Oak Drive, Herndon VA 20171

Diane Lyon

From: Daum, Nicholas (MDOS) <daumn1@michigan.gov>
Sent: Friday, January 12, 2024 2:35 PM
Subject: ND leaving BOE

Dear Clerks,

I regret to inform you that I will be leaving the Michigan Bureau of Elections; my last day will be January 19th.

When I started working for the State in 2004, the street index portion of the QVF was contracted out to the Michigan Center for Geographic Information (formerly the Michigan Information Center, presently known as the Michigan Center for Shared Solutions). From my first day as a student worker until now, I have worked on the street index maintaining voter address and election district data.

Having the luxury of this one specific area of focus, it took several years before I fully appreciated the extraordinary amount of time and energy it takes to administer elections. This is true at all levels of government, but especially at the county and local levels. It is exactly there, at township halls, city offices, and county buildings across the state where the ideal of a representative form of government is put into action. Elections sometime seem like a marathon event, where the long hours you spend training on new legislation, registering voters, preparing ballots, overseeing polling locations, reporting results, and myriad other tasks require an uncommon endurance. Having worked with many of you for years, I know part of what sustains you is a deep belief in the democratic process.

In these polarized times, when the work you do seems taken for granted, and the uncertainty of change casts doubts on the process, know that the reward of your efforts, however unsung, is the privilege of all to live in a state of self-governance. Although opinions vary widely about the direction our state (and our country) are going, there can be no doubt that things are unfolding exactly as we, collectively, have designed. Measured against the breadth of history, that is a rare and certain accomplishment worthy of all your efforts.

It has been the greatest honor of my professional life to work with each of you in service of an ideal that places the determination of the future in the hands of the people. I am forever grateful to you as administers of the vote, as colleagues, and as friends and neighbors.

I will miss working with you all and wish you the best of everything in the future.

Take care,
Nicholas

Diane Lyon

From: Michigan Secretary of State <MISOS@govsubscriptions.michigan.gov>
Sent: Monday, January 22, 2024 4:58 PM
To: Diane Lyon
Subject: Ballot Selection Forms

Clerks,

Jan. 18 was the 40th day before the February Presidential Primary election, beginning the period for clerks to start reaching out to permanent mail ballot voters who have not yet made a ballot selection. BOE appreciates the significant challenge sending these additional communications poses for clerks' offices, on top of the numerous additional obligations state and local election officials must undertake to implement Proposal 2022-22 and recent legislation. BOE has reviewed the election law and explored possible methods of mitigating the time and resources clerks' offices must expend in meeting this requirement.

The Michigan Election Law, as amended, does provide some flexibility to clerks in meeting this requirement. The requirement to conduct additional follow-up applies to voters who have not made a ballot selection form by the fortieth day prior to the election (which was January 18), but does not specify when clerks must meet this requirement (that is, it does not require that the follow up communication be conducted by January 18). For this election cycle, we believe the best practice would be to ensure all follow-up communications are conducted by February 13, 2024, which is the effective date of the legislation and which would give voters a final opportunity to make a selection in time for ballots to be mailed and return.

Additionally, the Election Law does not require all methods of communication (phone, email, text, mail) to be done at the same time. For example, if it is more efficient to email and text voters first, and then follow up with phone calls and mail at later date to the smaller population of voters who have not responded, this would be an allowable option. Clerks are also not required to use personal resources to communicate with voters, if no municipal resources are available.

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Diane Lyon

From: Michigan Secretary of State <MISOS@govsubscriptions.michigan.gov>
Sent: Tuesday, January 23, 2024 9:19 AM
To: Diane Lyon
Subject: Update: Ballot Selection Form Available Online

Clerk,

The Presidential Primary Ballot Selection Form is now available for voters to fill out online at Michigan.gov/vote. The "Submit ballot selection form online" link appears near the upper left-hand corner. This form may be used by voters on the permanent ballot list who have not yet selected their ballot type. In order to use the online form, a voter must have a valid Michigan driver's license or state ID.

Please email EAsupport@michigan.gov if you have any questions.

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Diane Lyon

From: Helene Silverberg <hsilverberg@michigandems.com>
Sent: Wednesday, January 17, 2024 5:33 PM
Subject: Michigan Democratic Party Challengers

Dear Clerk,

On behalf of the Michigan Democratic Party's Voter Protection Team, I wanted to let you know that you may see MDP-credentialed Challengers at voting and ballot-counting locations in your jurisdiction during the Presidential preference primary. During the absentee and early voting period, we plan to have Challengers periodically visit early voting sites as well as clerks' offices to observe election activity. We also plan to send Challengers to polling locations and AVCBs on Election Day.

We train our Challengers to observe election activity in accordance with Michigan election law and applicable guidance from the Secretary of State, including the May 2022 guidance concerning Challengers in clerk's offices. (https://www.michigan.gov/sos/-/media/Project/Websites/sos/01vanderroest/SOS_ED_2_CHALLENGERS.pdf?rev=96200bfb95184c9b91d5b1779d08cb1b&hash=2CE1F512E8D7E44AFAF60071DD8FD750)

Please reach out to me directly if you have any concerns about MDP-credentialed Challengers. I can be reached at this email address (hsilverberg@michigandems.com) and by phone at (248) 850-0066.

Thank you very much for your service, and best wishes for the challenging weeks ahead.

Regards,

Helene

--
Helene Silverberg
Deputy Director of Voter Protection for Election Administration
Michigan Democratic Party

(248) 850-0066

Diane Lyon

From: Michigan Bureau of Elections <MISOS@public.govdelivery.com>
Sent: Friday, January 5, 2024 12:51 PM
To: Diane Lyon
Subject: 1/4/24 News Update - QVF for presidential primary, Upcoming deadlines, Early voting Notices and more

Having trouble viewing this email? View it as a Web page.

January 4, 2024

Regular Edition News Update #2024-1

Upcoming deadlines

Saturday, Jan. 13, 2024	County clerk must provide each municipal clerk or early voting site coordinator with programming for electronic voting equipment to be used at early voting site.
	Notice of polling place or early voting site must be provided for sites established or changed by 60 days before Election Day.
	Beginning of period during which clerk must make reasonable effort to verify or reject AV ballot application or AV ballot return envelope by the end of the business day after the application or envelope is received.
	Clerks shall electronically transmit or mail (as requested) an absent voter ballot to each absent UOCAVA (uniformed services or overseas) voter who applied for an absent voter ballot 45 days or more before the election (MOVE deadline).

In this issue:

- Upcoming deadlines
- Information to post and enter into QVF for presidential primary
- Early voting sites and polling place notice
- Presidential Primary Ballot Selection Form update
- Reminders
  - County and local election retention schedule updated
  - Drop box playlist
  - Absent voter ballot early tabulation
  - QVF's Mass Ballot module will not support Presidential Primary

Reminders

County and local election retention schedule updated

A full calendar of dates for the presidential primary election is available on the Election Administrators' website.

Information to post and enter into QVF for presidential primary

With the Presidential Primary fast approaching, **Jan. 29** is the due date to complete all of the following:

- Publish in the newspaper a notice of days and hours for voter registration at the clerk's office.
- Post and enter into QVF the hours the clerk's office will be open on the Saturday or Sunday (or both) immediately before the election to issue and receive AV ballots.
- Post and enter into QVF any additional locations and hours the clerk will be available to issue and receive AV ballots, if applicable.

Additionally, clerks coordinating an early voting region (for either single-municipality, municipal or county agreements) should enter the locations, days, and hours for early voting sites by **Jan. 29.** (This date is not in statute, but clerks are required to ensure the Bureau has the information necessary to include the locations, days, and hours of operation for each early voting site on its website. Instructions on how to enter this information in QVF will be shared in a future News Update.

Early voting sites and polling place notice

Under the recent early voting legislation, once a polling place or early voting (EV) site is approved, the appropriate clerk must send a notice specifying its location to each voter eligible to vote at that polling place or EV site. Because the Feb. 27, 2024 Presidential Primary is the first time most voters will participate in early voting, most voters (those who did not participate in the November early voting pilot) must receive the notice. The notice must be sent by **Jan. 13, 2024,** and must include all of the following:

The election records retention schedule has been updated, which includes information about new types of election records that must be retained. A retention period has been added for drop box video recordings. If the footage is created, it must be retained for 30 days after the creation date. Paper drop box collection records must be retained for two years after the date of certification of the election.

The updated retention schedule does not include a requirement to forward applications to join the permanent ballot list. Because a voter's QVF record serves as the official record of a voter's request to be placed on the permanent ballot list, there is no need for the clerk who receives the original application to forward it to another clerk when the voter moves. Those applications are subject to the regular absentee ballot application retention, which is six years after the certification of the first election held after the application is received.

Drop box playlist

We have created a drop box playlist in eLearning, which includes the Drop Box Collection Form template, Absent Voter Drop Box Instructions, and Absent Voter Ballot Drop Box Requirements and Recommendations. The collection form should be utilized to record the inspection of drop boxes and the collection of absent voter ballots. This log can be customized. The instructions document covers requirements for the establishment, security, and use of absent voter ballot drop boxes.

Absent voter ballot early tabulation

Starting with the Feb. 27, 2024 Presidential Primary, all communities are allowed to

- The days and hours of operation at each site for each day early voting is offered.
- All EV sites established or changed by Dec. 29 (the sixtieth day before the election) where the voter is eligible to vote.
- If any additional polling places have been established or changed for the Presidential Primary, their locations.

If a temporary change to a polling place/EV site occurs **between Jan. 12 and Jan. 27** (for an EV site offering 9 days of early voting) or **between Jan. 12 and Feb. 6** (for polling places), clerks must send an additional notice. If a temporary change is necessary within 20 days of the election or start of EV because the location has been damaged, destroyed, or rendered inaccessible or unusable, a notice need not be sent but the clerk must post a notice on the former polling place location/EV as well as on the local website. Finally, in that instance the clerk must email Elections@Michigan.gov with the subject line "polling place temporary change" so that the Bureau can indicate the change on its website.

The notice of EV sites must be provided as a separate notice by mail via postcard or letter. EV site locations are not listed on regular voter identification cards. EV site notices and voter identification cards are intended to be separate mailings.

A sample EV site notice postcard is available on eLearning.

Presidential Primary Ballot Selection Form update

As discussed in the Dec. 21 News Update, the Presidential Primary Ballot Selection Form, is available in eLearning. Although the form cannot be generated directly out of the QVF mass mailing module, BOE has created a report that will allow clerks to mass-mail the application on their own or with a vendor.

The "Presidential Primary Ballot Selection Form" report in QVF and can be found under "Absentee Voter" on the "Reports" page. This report has been updated so that you can choose a label format from the "Report Style" options dropdown, either two or three rows across on a sheet of labels. An updated guide on using this report is

authorize an AV counting board (AVCB) to process and tabulate Absent Voter (AV) ballots on the Monday before Election Day. Cities and townships with a population of at least 5,000, and cities and townships with a combined AVCB, may process and tabulate AV ballots on any of the 8 days before Election Day. This action to process and tabulate AV ballots is separate from tabulation of ballots at an early voting site and **replaces** any ballot "preprocessing" previously established in Michigan election law (see MCL 168-765a-amended).

After the local clerk has verified the signature on the envelope and that the voter hasn't already voted at an early voting site, an absent voter ballot may be approved for tabulation. The clerk should write or stamp the date the envelope was received, and indicate that the voter's signature has been verified and that the ballot is approved for tabulation. All ballots received during the preprocessing period must "rest" for 24 hours after receipt by the clerk. For example, if a ballot is received on a Friday, it cannot be tabulated until Saturday. Additional guidance on AV List/Ballot maintenance and preprocessing procedures and record keeping will be shared in the coming weeks.

The deadline to notify the Secretary of State that a jurisdiction intends to participate in early tabulation of absent voter ballots is Tuesday, Jan. 30. This notice should be emailed to Elections@Michigan.gov with the subject line: Early tabulation notice. No later than Feb. 9, 2024, clerks who are participating in early tabulation must post on their municipal website and in their office the dates and hours, location, and number of election inspectors who will be participating in processing and tabulation.

available in eLearning under “Quick Guide – Ballot Selection Form.”

We recommend that you print two copies of these labels, one for the outgoing mail to the voter, and one for the voter return envelope which must include prepaid postage.

The deadline for sending the form to voters on the permanent mail ballot list who had not made a political party ballot selection was Dec. 29 . If a permanent mail ballot voter has not returned their ballot selection form by Jan. 18 (40 days before the Presidential Primary), the local clerk must notify the voter by phone, email, and text message, if available, that the voter will not receive a Presidential Primary ballot unless they make a party selection. If the local clerk does not have the voter’s phone number or email address, the clerk must notify the permanent mail ballot voter by mail, and may also notify the voter by any other available method.

The Bureau strongly recommends use of an office email address or phone number for notifications such as these, rather than a clerk’s personal email address or phone number.

QVF’s Mass Ballot module will not support Presidential Primary

Clerk’s offices should plan to use AV Scan or AV Details in QVF to assign ballots to voters for the Presidential Primary. The Mass Ballot module that allows the recording of ballot numbers in bulk cannot accommodate assigning ballot numbers by party or ballot type.

Helpful Links

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

The Bureau of Elections News Update will always be sent to the Clerk and Deputy Clerk email accounts. If other election administrators would like to receive this newsletter as well use the Subscribe link below to have it sent directly to another email account.

It is recommended that you add misos@govsubscriptions.michigan.gov and MISOS@public.govdelivery.com to your safe senders list.

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Diane Lyon

From: Michigan Bureau of Elections <MISOS@public.govdelivery.com>
Sent: Friday, January 12, 2024 11:11 AM
To: Diane Lyon
Subject: 1/12/24 News Update- MOVE deadline and transmission, Precincts and polling place change notices, and more

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Michigan Bureau of Elections
News Update
for Election Administrators

January 12, 2024

Regular Edition News Update #2024-2

In this issue:

- MOVE deadline for Feb. 27, 2024 Presidential Primary
- Accessibility spotlight
- MOVE transmission– Saturday, Jan. 13, 2024
- Precincts and polling place change notices—effective for Feb. 27, 2024
- Upcoming deadlines
- Reminders
  - Early voting sites and polling place notice
  - Presidential Primary Ballot Selection Form update
  - Information to post and enter into QVF for Presidential Primary

MOVE deadline for Feb. 27, 2024 Presidential Primary

Both federal law and the Michigan Constitution require that no later than 45 days before the election, clerks transmit ballots to MOVE voters who have applied for ballots. The deadline to transmit ballots for the Feb. 27, 2024 presidential primary is **Saturday, Jan. 13, 2024**. This deadline always falls on a Saturday and requires strict compliance, meaning that, unlike other deadlines in the election law, the Saturday MOVE deadline **does not** get bumped back to Monday. You **must** transmit ballots by Saturday. The QVF Helpdesk will be available from 9 a.m. to 2 p.m. on Saturday, January 13 to assist clerks with questions about utilizing the QVF to issue MOVE ballots.

Accessibility spotlight

BOE is continuing to feature a series of videos and articles designed to increase familiarity with general accessibility requirements and best practices.

As election officials, it is critical that we support all individuals' right to vote and provide the necessary resources to help voters feel more engaged and confident.

We believe that this series will be educational and help us all continue to ensure that everyone can vote privately and independently whether they vote at a polling place or at home. We encourage you to review the previous accessibility spotlights and use these videos in your trainings.

If something occurs in your jurisdiction that prohibits you from meeting this deadline (for example, litigation delays or ballot printing), please email Adam Fracassi (MDOS-BOERegulatory@Michigan.gov) as soon as possible.

Download the MOVE Compliance Report

To avoid missing the MOVE deadline, there are many tools available in QVF – including a report which details every MOVE voter in your jurisdiction. The information in the report is populated by the information you have entered in the individual voter's QVF profile. You can find it under the Reports tab, titled "Military and Overseas Voter Compliance Report."

Verify the information on the report

Once you have located the report, ensure that every MOVE voter is properly entered into QVF. If you have a MOVE voter who does not appear on the spreadsheet, then the MOVE status in the voter's profile needs to be updated. A voter appearing on this report is currently registered as a MOVE voter. If the voter is an overseas civilian who has returned to the U.S., you should clear their UOCAVA status.

Otherwise, the voter should receive a ballot. **All requests for a MOVE ballot submitted on or after Nov. 7, 2023 are valid for every election in 2024**. In other words, MOVE voters are not required to submit a separate request for each election in 2024. Note that with the passage of Proposal 2022-2, all voters (including MOVE voters) may now complete a single application to be mailed an absent voter ballot for all future elections. However, MOVE voters must submit a FPCA each year to ensure MOVE protections and allow enough time for the ballot to be returned.

What happens if the deadline is missed?

In our fifth installment, we are featuring a video titled, "Disability Rights Michigan–- Election Worker Training." This video provides excellent perspective and is a very good training tool. To view the video, select the following link: https://www.youtube.com/watch?v=AZ_3RA089XQ.

Reminders

Early voting sites and polling place notice

Under the recent early voting legislation, once a polling place or early voting (EV) site is approved, the appropriate clerk must send a notice specifying its location to each voter eligible to vote at that polling place or EV site. Because the Feb. 27, 2024 Presidential Primary is the first time early voting will be available to all voters, those who did not participate in the November early voting pilot must receive the notice. The notice must be sent by **Jan. 13, 2024,** and must include all of the following:

- The days and hours of operation at each site for each day early voting is offered
- All EV sites established or changed by Dec. 29 (the 60th day before the election) where the voter is eligible to vote
- If any additional polling places have been established or changed for the Presidential Primary, their locations

If a temporary change to a polling place/EV site occurs **between Jan. 12 and Jan. 27** (for an EV site offering nine days of early voting) or **between Jan. 12 and Feb. 6** (for polling places), clerks must send an additional notice. If a temporary change is necessary within 20 days of the election or start of EV because the location has been damaged, destroyed, or rendered inaccessible or unusable, a notice need not be sent but the clerk must post a notice on the former polling place location/EV as well as on the local website. Finally, in that instance, the clerk must email Elections@Michigan.gov with the subject line "Polling place temporary change" so BOE can indicate the change on its website.

The notice of EV sites must be provided as a separate notice by mail via postcard or letter. EV site locations are not listed on regular voter identification cards. EV site notices and voter identification cards are intended to be separate mailings.

A sample EV site notice postcard is available on eLearning.

Presidential Primary Ballot Selection Form update

For all timely requested ballots, if you send a MOVE ballot late, the MOVE/UOCAVA voter is provided with an extension of time equivalent to the number of days the clerk was late in delivering the ballot, so long as the ballot is postmarked by Election Day. The MOVE ballots received during the extension period shall be counted and tabulated in the final results. MCL 168.759a(16).

Also note that Proposal 2022-2 provided a six-day grace period following Election Day during which MOVE ballots postmarked by Election Day are considered timely received.

Update your contact information

After the deadline, BOE staff will review this report and reach out to local clerks to troubleshoot any issues that may occur. You may also receive a call from your county clerk. Please make sure you are checking your email that has been provided in eLearning or update it if necessary.

Be sure to contact us with any questions you may have. We are here to support you, so if you are running into problems, do not hesitate to email Adam Fracassi or Robin Hiar at BOERegulatory@Michigan.gov.

MOVE transmission– Saturday, Jan. 13, 2024

The same procedures for MOVE ballot transmission that applied in the 2020 Presidential Primary will also apply for the Presidential Primary this year. For a MOVE voter who has indicated a ballot type, record the ballot type and send the ballot as you would for a

As discussed in the Dec. 21 News Update, the Presidential Primary Ballot Selection Form, is available in eLearning. Although the form cannot be generated directly out of the QVF mass mailing module, BOE has created a report that will allow clerks to mass mail the application on their own or with a vendor.

The "Presidential Primary Ballot Selection Form" report can be found in QVF under "Absentee Voter" on the "Reports" page. This report has been updated so you can choose a label format from the "Report Style" options dropdown, either two or three rows across on a sheet of labels. An updated guide on using this report is available in eLearning under "Quick Guide – Ballot Selection Form."

We recommend that you print two copies of these labels, one for the outgoing mail to the voter, and one for the voter return envelope which must include prepaid postage.

The deadline for sending the form to voters on the permanent mail ballot list who had not made a political party ballot selection was Dec. 29. If a permanent mail ballot voter has not returned their ballot selection form by **Jan. 18** (40 days before the Presidential Primary), the local clerk must notify the voter by **phone, email, and text message, if available,** that the voter will not receive a Presidential Primary ballot unless they make a party selection. If the local clerk does not have the voter's phone number or email address, the clerk must notify the permanent mail ballot voter by **mail** and may also notify the voter by any other available method.

BOE strongly recommends use of an office email address or phone number for notifications such as these, rather than a clerk's personal email address or phone number.

Helpful Links

typical MOVE voter. However, if a military or overseas voter requests a ballot sent by postal mail, but has not submitted a ballot type selection, send the voter a special letter (template linked below) with both a Democratic Party ballot and a Republican Party ballot. If the jurisdiction is conducting a special election in conjunction with the Presidential Primary, also send a nonpartisan ballot without a Presidential Primary. The pdf ballot generated out of QVF for MOVE voters will include both party options and a nonpartisan section, if applicable. This differs from the process used for permanent AV voters who are *not* MOVE voters; those voters must make a ballot type selection or will either receive no ballot or a non-partisan ballot if applicable. Detailed instructions and a template for an email that may be sent to a MOVE voter is available through the eLearning Center.

The instructions to send for a MOVE voter receiving a MOVE ballot by email or fax and by mail are also available on eLearning.

Precincts and polling place change notices—effective for Feb. 27, 2024

Following the action taken by the local election commission to adjust precinct boundary lines effective for the Feb. 27th election, only voters affected by a precinct number change must be issued a new voter identification card listing the new precinct number. If the precinct boundary change requires a change in polling place for the voter, the new voter identification card will reflect the new polling place. The deadline to notice voters of any change in a polling place is 45 days prior to the first election implementing the change, or Jan. 13, 2024.

Finally, we are aware of an issue with generating voter ID cards using the Custom Voter List. The QVF Redistricting Guide (csod.com) includes instructions for using the redistricting tool to generate ID cards for voters in certain regions.

Upcoming deadlines

Saturday, Jan. 13, 2024	County clerk must provide each municipal clerk or early voting site coordinator with programming for electronic voting equipment to be used at the early voting site.
	Notice of a polling place or early voting site must be provided for sites established or changed by 60 days before Election Day.
	Beginning of period during which clerk must make reasonable effort to verify or reject an AV ballot application or AV ballot return envelope by the end of the business day after the application or envelope is received.
	Clerks shall electronically transmit or mail (as requested) an absent voter ballot to each absent UOCAVA (uniformed services or overseas) voter who applied for an absent voter ballot 45 days or more before Election Day (MOVE deadline).

Information to post and enter into QVF for Presidential Primary

With the Presidential Primary fast approaching, **Jan. 29** is the due date to complete all of the following:

- Publish in the newspaper a notice of days and hours for voter registration at the clerk's office.
- Post and enter into QVF the hours the clerk's office will be open on the Saturday or Sunday (or both) immediately before Election Day to issue and receive AV ballots.
- Post and enter into QVF any additional locations and hours the clerk will be available to issue and receive AV ballots, if applicable.

Additionally, clerks coordinating an early voting region (for either single-municipality, municipal or county agreements) should enter the locations, days, and hours for early voting sites by **Jan. 29.** (This date is not in statute, but clerks are required to ensure that BOE has the information necessary to include the locations, days, and hours of operation for each early voting site on its website. It is strongly recommended that clerks enter this information at the same time they are entering the other required information into QVF.) This information will be entered into the QVF **EV Sites module.** Instructions for this action will be included in the next News update.

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

The Bureau of Elections News Update will always be sent to the Clerk and Deputy Clerk email accounts. If other election administrators would like to receive this newsletter as well use the Subscribe link below to have it sent directly to another email account.

It is recommended that you add misos@govsubscriptions.michigan.gov and MISOS@public.govdelivery.com to your safe senders list.

Diane Lyon

From: Michigan Bureau of Elections <MISOS@public.govdelivery.com>
Sent: Friday, January 19, 2024 2:59 PM
To: Diane Lyon
Subject: 1/19/24 News Update- Overlapping Election Dates, Accessible Ballots in QVF, Virtual Training, and more

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January 19, 2024

Regular Edition News Update #2024-3

In this issue:

- **Overlapping election dates**
- **Accessibility spotlight**
- **Accessible Ballots in QVF**
- **Virtual 2024 Train-the-Trainer Session and election inspector training material updates**
- **Michigan Department of Civil Rights offers Black History Month virtual sessions**
- **Establishing New Polling Places for Early Voting in QVF**

Overlapping election dates

Given the close proximity and overlapping deadlines surrounding the Jan. 30 Special Primary and Feb. 27 Presidential Primary, as well as the April 16 Special Election and May 7 Regular Election, we are working to make sure that QVF and MVIC are able to process and display the information for voting and absentee ballots correctly and in a way that's easy for voters to understand, which means additional options some clerks may need to select. Clerks may have to pay special attention to drop-down menus when recording AV ballot requests, issuance, and receipt. Additionally, notifications that apply to one election (for instance, information about registering to vote within 14 days of an election) may cause confusion because they do not apply to the other election. We are working to make instructions as clear as possible and appreciate any feedback clerks wish to provide.

Accessibility spotlight

BOE is continuing to feature a series of videos, links, and articles designed to increase familiarity with general accessibility requirements and best practices.

As election officials, it is critical that we support all individuals' right to vote and provide the necessary resources to help voters feel more engaged and confident.

Accessible Ballots in QVF

Accessible ballots are now available to send from QVF. Due to a security enhancement, the clerk's test link will no longer allow the clerk's office to preview the ballot style being issued; however, BOE has proofed and tested the accessible ballot styles prior to their publication. Voters who receive a ballot link will notice a new step in the process, requiring that they authenticate their identity, before they can view their electronic ballot. This authentication step matches the accessible ballot application process.

Virtual 2024 Train the Trainer Session and Election Inspector Training Material Updates

BOE will be offering a virtual session of our Train-the-Trainer class, which provides accreditation for county clerks, county staff, and clerks in jurisdictions over 10,000 in population that are authorized under the Michigan Election Law to conduct certification training of election inspectors. This session will be held Wednesday, Jan. 24 from 10 a.m. to noon and will be the last class prior to the Feb. 27 election. Qualified election administrators should sign up in the eLearning Center.

BOE's Training and Election Assistance team continues to update training materials that may be used in election inspector training programs. Please refer to the Election Inspector Training Resource (Documents) Playlist and Election Inspector Training Resource (Videos) Playlist, where materials will be posted when updated.

Michigan Department of Civil Rights Black History Month Virtual Sessions

The Michigan Department of Civil Rights (MDCR) Presents: Voting & Violence: Hate and bias around general elections Jan. 25 from 1 p.m. to 3 p.m.

This session will feature presentations from the U.S. Attorney's Office, Department of Justice, and Leadership Conference on Civil and Human Rights. The presentation will explore the connection between voting

We believe that this series will be educational and help us all continue to ensure that everyone can vote privately and independently, whether they vote at a polling place or at home. We encourage you to review the previous accessibility spotlights and use these videos in your trainings.

In our sixth installment, we are featuring a link in the eLearning Center to the Polling Place Accessibility Checklist that is used to help in the evaluation of polling place accessibility. We encourage clerks to review their polling places to ensure that they are fully accessible. If you need assistance or have questions on the review process, please email our Ombudsperson for Accessible Elections at ADAVoting@michigan.gov.

Establishing New Polling Places for Early Voting in QVF

To prepare for establishing early voting regions in QVF, early voting sites will need to be added as a polling place, if they are not currently polling places. You may refer to our Quick Guide: Adding a Polling Location to QVF in eLearning, if necessary.

Helpful Links

and violence. Registration is required through MI Response to Hate: Voting and Violence

MDCR is also holding a virtual session on Feb. 14 from 11 a.m. to noon titled “Celebrating Black Persons with Disabilities Now and Throughout History.”

The session will include nationally recognized speakers Tameka Citchen-Spruce and Jennifer White-Johnson. The panel will guide attendees through a discussion on why Black disability history matters, introduce ancestors who affected change, and highlight individuals who are currently framing the narrative. Advanced registration is required through Black History Disability Recognition - Celebrating Leaders - Now and Throughout History.

Accommodations: Sign language interpreters and CART captioning will be provided. For additional accommodations, please email Tyra Khan at KhanT@Michigan.gov. Requests will be assessed on a case-by-case basis.

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

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Diane Lyon

From: Michigan Bureau of Elections <MISOS@public.govdelivery.com>
Sent: Thursday, January 25, 2024 4:47 PM
To: Diane Lyon
Subject: 1/25/24 News Update - Alternate addresses for AV applications, Primary ballot selection, Election inspector appointments, and more

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Michigan Bureau of Elections
News Update
for Election Administrators

January 25, 2024

Regular Edition News Update #2024-4

In this issue:

- Presidential Primary: contacting voters who failed to make a ballot selection
- Accessibility spotlight
- Election inspector appointments
- Alternate addresses for AV applications and ballots
- Presidential Primary reimbursement
- Review polling locations
- Early absent voter ballot processing deadlines
- Establishing early voting regions in QVF
- Reminders
  - Accessible ballots available in QVF
  - Overlapping election dates

Presidential Primary: contacting voters who failed to make a ballot selection

Jan. 18 was the 40th day before the February Presidential Primary election, marking the start of the period in which clerks are required to reach out to permanent mail ballot voters who have not yet made a ballot selection. The Michigan Election Law does not specify when the contacting of voters must be concluded. In order for clerks to satisfy this statutory requirement, for this election cycle, we believe the best practice would be to ensure all follow-up communications are conducted by Feb. 13, which is the effective date of the legislation and would give voters a final opportunity to make a selection in time for ballots to be mailed and return.

Additionally, the Michigan Election Law does not require all methods of communication (phone, email, text, mail) to be used at the same time. For example, if it is more efficient to email and text voters first, and follow up with phone calls and mail to those voters who have not responded, this would be an acceptable option. Clerks are also not required to use personal resources to communicate with voters if no municipal resources are available.

Accessibility spotlight

BOE is continuing to feature a series of videos, events, links, and articles designed to increase familiarity with general accessibility

In this outreach, clerks can also direct voters to Michigan.gov/Vote to make their ballot selection. The Michigan Voter Information Center now includes a "Submit ballot selection form online" link for permanent mail ballot voters.

Finally, if permanent mail ballot voters still do not respond and make a ballot selection, and the jurisdiction has a local-only ballot available, the municipal clerk must send those voters a local-only ballot with along with a notice that (1) they are receiving this ballot because they did not make a ballot selection and (2) the process by which they can still vote in the Presidential Primary. This notice is available in eLearning under "Presidential Primary Ballot Selection Form – Local Ballot Notice." We recommend that these ballots be sent to voters by Feb. 16, so that voters who do wish to vote in the Presidential Primary can vote at their early voting sites. For more information on accommodations for permanent ballot voters specific to this election, refer to the "Permanent Ballot Voters for the Presidential Primary" guide in eLearning. For guidance determining which permanent ballot voters have not yet made a ballot selection, refer to the "Quick Guide: Presidential Primary Ballot Selection Form Report."

Alternate addresses for AV applications and ballots

When clerks' offices receive requests that an Absent Voter Ballot Application, a Ballot Selection Form, or an Absent Voter Ballot be sent to an address *other than* the voter's permanent mailing address, it is important to record this as an *alternate* address in QVF, rather than a permanent mailing address. If a new permanent mailing address is inadvertently updated in QVF, this also updates the driver's license file, triggering an update to the driver record and a notification to the voter that their residential or mailing address may have changed. If the mailing address provided by the voter is temporary for the immediate election, it is important to follow the guidance provided in QVF Manual Chapter 6 Absent Voter Tracking or the following Quick Guide: Adding Alternate Addresses for AV Applications and AV Ballots. If a voter contacts you to say they received a notice from the Secretary of State and they did not intend to update their permanent mailing address, please check the voter's record, remove the permanent mailing address that was entered in error, and follow the instructions in the manuals above to enter the temporary mailing address in the correct location.

requirements and best practices.

As election officials, it is critical that we support all individuals' right to vote and provide the necessary resources to help voters feel more engaged and confident.

We believe that this series will be educational and help us all continue to ensure that everyone can vote privately and independently, whether they vote at a polling place or at home. We encourage you to review the previous accessibility spotlights and use these videos in your trainings.

In our seventh installment, we are featuring a virtual session hosted by the Michigan Department of Civil Rights' ADA Compliance Unit. This event will celebrate and honor Black persons with disabilities, now and throughout history. The event will feature Tameka Citchen-Spruce and Jennifer White-Johnson who are nationally recognized presenters and creators. This session will be hosted via Zoom. Advance registration is required. Register here: http://tinyurl.com/2husck22.

Election inspector appointments

Election inspectors for the February Presidential Primary must be appointed by your Election Commission no later than Feb. 6.

Remember: Election Commission meetings are subject to the Open Meetings Act, and formal action must be taken to appoint election inspectors (including receiving board inspectors and AVCB inspectors).

When recruiting election inspectors, you can hire anyone registered to vote within the state as well as 16- or 17-year-olds. In addition, the inspectors can be of any state-

Presidential Primary reimbursement

Beginning after the Presidential Primary, county and local clerks will be able to electronically submit a reimbursement form for expenses attributable to the Feb. 27, 2024 Presidential Primary. To prepare, clerks should review our Reimbursement Guidelines for the 2024 Presidential Primary document, which is now available in eLearning. Please watch for future news updates with more information, along with links to worksheets and the online reimbursement claim form. In order to be reimbursed, claim forms must be received by May 27, 2024.

Early absent voter ballot processing deadlines

Jan. 30 - Clerks intending to process or tabulate AV ballots before Election Day must submit written notice to the Secretary of State. Please email notice to Elections@michigan.gov with the subject line: Early tabulation.

Feb. 9 – Deadline to post notice on website (if available) and in clerk's office of the location, dates, hours, and number of election inspectors for AV counting place if processing and tabulating AV ballots before Election Day.

Feb. 16 - Deadline for clerks processing and tabulating AV ballots before Election Day to post revised notice of location, dates, hours, or number of election inspectors, if needed.

Feb. 19 - Cities or townships with a population of at least 5,000 may begin processing and tabulating AV ballots.

Feb. 26 - Any city or township may begin processing and tabulating AV ballots.

recognized political party. Inspectors may not choose “independent.” The Election Inspector Application lists the eligible parties.

Election inspectors appointed by the election commission must have received proper election inspector certification within the last two years from a county or authorized jurisdiction.

For more information, review Chapter 13 - Appointing and Training Election Inspectors in the Election Officials’ Manual or Recruiting, Training, and Appointing Election Inspectors on the eLearning Center.

Review polling locations

BOE recommends jurisdictions review their polling location assignments in QVF’s Election Geography module and make corrections where needed. This review is especially important for those who have updated precinct boundaries or changed polling locations in the last three months. The polling location reflected in this module is published to Michigan.gov/Vote. If the location of the pin on MVIC’s map is incorrect, please email ElectionData@Michigan.gov SUBJECT: Polling Location Coordinates

Reminders

Accessible ballots available in QVF

Accessible ballots are now available to send from QVF. Due to a security enhancement, the clerk’s test link will no longer allow the clerk’s office to preview the ballot style being issued; however, BOE has proofed and tested the accessible ballot styles prior to their publication. Voters who receive

Reporting weekend hours for February 27 Presidential Primary

All clerks must report the hours the clerk's office will be open for absentee voting the Saturday and/or Sunday prior to the February Presidential Primary. The Michigan Election Law requires the clerk's office to maintain a minimum of 8 hours over those two days. The time may be split between Saturday and Sunday or all conducted on one day. This information must be entered in to QVF no later than **Monday, Jan. 29**. This information also must be posted with other township or city postings in a central location. To enter this information into QVF: Select "Elections" from there select "Jurisdiction hours", select your jurisdiction and enter your Business and Pre-Election Weekend Hours and add any additional registration locations using the "Additional Registration" button if needed. Select "Save" before exiting.

See the QVF Manual Chapter 11 - Clerk Contacts for further instructions. When you enter this information into QVF, voters will see it under the Election Information "Your Clerk" tab on the Michigan Voter Information Center, Michigan.gov/Vote.

Establishing early voting regions in QVF

Clerks coordinating an early voting region (for either single-municipality, municipal, or county agreements) should establish early voting regions and sites in the "Early Voting" module under "Elections" in QVF by **Jan. 29.** While this date is not set in statute, clerks are required to ensure that BOE has the information necessary to include the locations, days, and hours of operation for each early voting site on Michigan.gov/vote. It is strongly recommended that clerks enter this information at the same time they are entering their weekend hours and satellite office information (if applicable). For instructions on setting up the regions and entering sites and hours, see the "Early Voting Region QVF Setup Guide" in eLearning. Further guidance on setting up early voting election inspectors and devices in QVF is still being finalized.

To prepare for establishing early voting regions in QVF, early voting sites will need to be added as a polling place, if they are not currently polling places. You may a ballot link will notice a new step in the process, requiring that they authenticate their identity, before they can view their electronic ballot. This authentication step matches the accessible ballot application process.

Overlapping election dates

Given the close proximity and overlapping deadlines surrounding the Jan. 30 Special Primary and Feb. 27 Presidential Primary, as well as the April 16 Special Election and May 7 Regular Election, we are working to make sure that QVF and MVIC are able to process and display the information for voting and absentee ballots correctly and in a way that's easy for voters to understand, which means additional options some clerks may need to select. Clerks may have to pay special attention to drop-down menus when recording AV ballot requests, issuance, and receipt.

Additionally, notifications that apply to one election (for instance, information about registering to vote within 14 days of an election) may cause confusion because they do not apply to the other election. We are working to make instructions as clear as possible and appreciate any feedback clerks wish to provide.

Helpful Links

refer to our Quick Guide: Adding a Polling Location to QVF in eLearning, if necessary.

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

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Diane Lyon

Subject: FW: Freedom of Information Act Request
Attachments: Michigan.election.fraud.analysis.pdf; Brater.Rebuttal-Memo to Clerks on QVF and EPB Security _08-03-23-Byline.pdf; HAVA.law.jpg; Michigan NVRA Letter.pdf; Records.pdf; 20230307_me_3 _more_gop_states_announce_theyre_leaving_a_key_voting_data_partnership.mp3

January 5, 2024

Good morning and Happy New Year, everyone!

Please breathe a sigh of relief, this is not a FOIA request to you.

I sent a request to Benson and the bureau for Wise Township's November 7, 2023, election data. If you recall, I sent all of you the details surrounding Doris's attempt to access the EPB records to fulfill my request. This was after conferring with Adam Flory, the Wise Township Attorney, to redact specific spreadsheet elements according to MCL 168.509gg.
Much to Doris's dismay, the Electronic Pollbook (EPB) comma-separated value (CSV) file was in an encrypted zip file that was also password protected.

Note, MCL 168.810 states, "One of the poll lists shall be delivered to the clerk of the township or city, as the case may be, and shall be by him filed in his office." The electronic record created by scanning a person's license is the original vote record. The stunted, paper poll list printed at the end of election night is not the lawful poll list.

So, Doris could not fulfill my request. I was advised by Federal Attorney, Stefanie Lambert, to make the same request to the bureau to see what they provide. I have sent in my down payment for the request and will see what they provide.
Remember, too, the bureau failed to provide Wise and Lincoln Township's EPB records when I was forced to seek Isabella County's November 8, 2022, election records from the bureau. The bureau gave no response to Minde or Doris when emails were sent inquiring about the missing 2022 records. The bureau's response to me, "you have been provided all the information in the database the Michigan Bureau of Elections manages".
I have attached a document outlining many more criminal acts that have occurred in Michigan since the notorious 2020 election. You can exclude 2020 from the facts and evaluate what I have provided all of you:

1. Wise Township's EPB, from November 2022 and May 2023, show a distinctly different voter ID than what the bureau has recorded in the QVF. Which is in violation of HAVA law.

2. The PING requests being sent out by Wise Township's election laptop are proof that the bureau is keeping track, in real time, of who has or hasn't voted. At night's end, supplemental votes can be cast electronically and recorded under the second voter ID that has been uncovered. This data is recorded in the EPB that none of you can access because the bureau has now encrypted it.

3. The City of Mt. Pleasant's EPB data shows a distinctly different voter ID than what the bureau has recorded in the QVF:

	BOE EPB Voter ID	City of Mt. Pleasant EPB Voter ID
Minde Lux	1000006328	7412873
Charles Lux	1000006329	7412874
Carlie Lux	159301926	9980320
Zoe Lux	160605836	11450411

4. The Help America Vote Act states that each registered voter will have "A" unique identifier. See the attached law below.

5. The bureau has failed to provide communications, from July 10, 2023, between Jonathan Brater and Minde Lux, when requested. The bureau has no record of that email being sent even though we have all seen a copy. This implies something to hide. The Brater rebuttal is attached below.

6. The bureau has failed to provide communications between Bourbonais and Michigan clerks directing them to disregard resident's EPB requests and to delete the records. Also, lacking transparency. We have all seen the email thread between Denise Livermore, Shelly Nelson and Lori Bourbonais that confirms that the communication exists. Yet, the bureau has failed to provide the correspondence.

7. A FOIA request to Rachel Clone revealed the names of 77 clerks, who were contacted 13 months AFTER the 2020 election, to update their jurisdiction's QVF. The full list of clerks is attached below. MCL 168.813 states the following:
"Within 7 days after an election, the city or township clerk shall ensure that the qualified voter file is current and includes any individual who registered to vote under section 497(3) and (4).)."
As a side note, the reason Benson sent out that communication to those 77 clerks (13 months AFTER the election) was because they were trying to account for the 226,000+ ballots that the bureau was short when trying to fulfill a FOIA request made by former Senator Patrick Colbeck. The details surrounding Colbeck's FOIA is part of the Michigan fraud analysis seen below.

8. The letter from Attorney Thomas R. McCarthy to Benson, telling her to clean up her dirty voter rolls or face a lawsuit, is attached below. I have sent challenged voter lists to Doris and Tammy who are unable to remove these challenged voters because of Benson's esoteric rules. MCL 168.509dd gives the clerk the authority to put a program in place to remove challenged voters.

9. E.R.I.C. is the tool being used to electronically manipulate voter registrations. See the related article below that talks about more states leaving the E.R.I.C. system. Michigan could be added to this list with your help.

I spoke at the board of commissioners meeting on Tuesday and outlined the criminal acts being perpetrated by the Michigan Bureau of Elections and asked for them to come up with an actionable item to remedy the issues presented. The meeting video is below and public comments start at about 2 minutes.

BOC Regular Meeting (HYBRID MEETING) Zoom Invite

BOC Regular Meeting (HYBRID MEETING)
Zoom Invite

I have given all of you an open forum to discuss the significant problems the bureau is creating. An investigation needs to be opened. As a resident of Isabella County, I am requesting that you seek advice from anyone someone in law enforcement to look into all of these valid concerns. The sheriff, a judge or anyone in a law enforcement position can be contacted.

Please, look into these matters.

Thank you,
Clarissa Filhart
(989) 339-6850

Diane Lyon

Subject: FW: Your Blind Obedience Is Prolonging This Nightmare - Take Back Your Authority!

January 24, 2024

Good afternoon.

I hope this communication finds you all doing well.

The Michigan Bureau of Elections came out with a newsletter on January 19th that stated the following:

"Accessible Ballots in QVF"
"Accessible ballots are now available to send from QVF. Due to a security enhancement, **the clerk's test link will no longer allow the clerk's office to preview the ballot style being issued**; however, BOE has proofed and tested the accessible ballot styles prior to their publication. Voters who receive a ballot link will notice a new step in the process, requiring that they authenticate their identity, before they can view their electronic ballot. This authentication step matches the accessible ballot application process."

Please confirm that you find it completely acceptable to be unable to view the ballots you are sending out to your residents?

This usurpation of local authority is just one more step toward centralized elections.

First, the bureau said "don't share your election records with your residents because its a cybersecurity risk". BUT the bureau tells us that PING requests sent out by the Wise Township elections laptop is completely acceptable in securing our elections.

Then the bureau said send the FOIA requests for election records to us and we'll fulfill them. However, the bureau did NOT provide the data requested and can't seem to locate Wise Township or Lincoln Township in their database from November 2022.

The bureau did not respond to Clerk Lux or Clerk Methner's inquiries about the missing election data.

The bureau tells us that multiple voter ID's are okay. Which is a lie according to the Help America Vote Act which states that we are to have "A" unique identifier.

The bureau has encrypted and password protected our latest election record so that it can't be viewed by clerks. Imagine your township treasurer telling you that all the numbers match and the budget looks great, but you don't get to see the ledgers. You would all come uncorked if that was the case. Why are you allowing it from the bureau?

This is a bottom-up system. We are the authority - NOT the state government. They exist secondary to the local government.

Please consider where all of this is taking us. Having a conversation with your township board is a first step in remedying the ills facing our country.

Research the law, speak to an attorney, come together as a collective, but please do something.

Clarissa Filhart
989-339-6850

Sent from Yahoo Mail on Android

We have completed the required compliance testing for your plan for the plan year ending 12/31/2023.

Congratulations! I am happy to report that your plan has passed all applicable compliance tests for this testing season.

Please see 2024 COLA limits for your reference.

If you have any questions after reviewing this information, please let your Account Manager know.

CITY TREASURER
CITY OF CLARE, CLARE COUNTY
202 W. 5TH STREET
CLARE, MI 48617

STATE OF MICHIGAN
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION NOTICE OF HEARING
FOR THE GAS CUSTOMERS OF
DTE GAS COMPANY
CASE NO. U-21291

- DTE Gas Company requests Michigan Public Service Commission for authority to increase its rates, amend its rate schedules and rules governing the distribution and supply of natural gas, and for miscellaneous accounting authority.

- The information below describes how a person may participate in this case.

- You may call or write DTE Gas Company, One Energy Plaza, Detroit, MI 48226, 800-477-4747 for a free copy of its application. Any person may review the documents at the offices of DTE Gas Company or on the Commission's website at: michigan.gov/mpscedockets.

- A pre-hearing will be held:

DATE/TIME:	**Monday, February 5, 2024 at 10:00 AM**
BEFORE:	**Administrative Law Judge Jonathan F. Thoits**
LOCATION:	**Video/Teleconferencing**
PARTICIPATION:	Any interested person may participate. Persons needing any assistance to participate should contact the Commission's Executive Secretary at (517) 284-8096, or by email at mpscedockets@michigan.gov in advance of the hearing.

The Michigan Public Service Commission (Commission) will hold a pre-hearing to consider DTE Gas Company's (DTE Gas) January 8, 2024 application requesting the Commission to: 1) approve its application for authority to increase its rates, amend its rate schedules and rules governing the distribution and supply of natural gas, and for miscellaneous accounting authority; 2) approve additional annual revenues of approximately $266 million based upon an October 1, 2024 through September 30, 2025 test year with new rates effective as soon as possible on or after October 1, 2024; 3) approve the recovery of DTE Gas's proposed new rates effective no later than October 1, 2024, in the manner as proposed by DTE Gas, in which based upon the $266 million request, a typical residential customer's average natural gas distribution bill may increase by about $7 per month including infrastructure recovery mechanism (IRM) charges; 4) determine that DTE Gas has satisfied all of the directives of the Commission Order in Case No. U-20940, which were required components of DTE Gas's subsequent general rate cases; 5) approve DTE Gas's recovery of the requested infrastructure related capital and the associated infrastructure recovery mechanism; 6) approve DTE Gas's capital structure and return on investment; 7) approve the recovery of DTE Gas's projected Manufactured Gas Plant expenses; 8) approve the continuation of DTE Gas's Shared Asset Deferral Mechanism and DTE Gas's proposal to amend certain customer rate schedules and proposed tariff changes; 9) authorize DTE Gas the implementation or continuation of the miscellaneous accounting changes as proposed; and 10) grant any other and further relief as proposed by DTE Gas as the Commission deems appropriate.

All documents filed in this case shall be submitted electronically through the Commission's E-Dockets website at: michigan.gov/mpscedockets. Requirements and instructions for filing can be found in the User Manual on the E-Dockets help page. Documents may also be submitted, in Word or PDF format, as an attachment to an email sent to: mpscedockets@michigan.gov. If you require assistance prior to e-filing, contact Commission staff at (517) 284-8090 or by email at: mpscedockets@michigan.gov.

Any person wishing to intervene and become a party to the case shall electronically file a petition to intervene with this Commission by January 29, 2024. (Interested persons may elect to file using the traditional paper format.) The proof of service shall indicate service upon DTE Gas Company's attorney, Carlton D. Watson, One Energy Plaza, Detroit, MI 48226.

The prehearing is scheduled to be held remotely by video conference or teleconference. Persons filing a petition to intervene will be advised of the process to participate in the hearing.

Any person wishing to participate without intervention under Mich Admin Code, R 792.10413 (Rule 413), or file a public comment, may do so by filing a written statement in this docket. The written statement may be mailed or emailed and should reference Case No. **U-21291**. Statements may be emailed to: mpscedockets@michigan.gov. Statements may be mailed to: Executive Secretary, Michigan Public Service Commission, 7109 West Saginaw Hwy., Lansing, MI 48917. All information submitted to the Commission in this matter becomes public information, thus available on the Michigan Public Service Commission's website, and subject to disclosure. Please do not include information you wish to remain private. For more information on how to participate in a case, you may contact the Commission at the above address or by telephone at (517) 284-8090.

Requests for adjournment must be made pursuant to Michigan Office of Administrative Hearings and Rules R 792.10422 and R 792.10432. Requests for further information on adjournment should be directed to (517) 284-8130.

For more information on how to participate in a case, you may contact the Commission at the above address or by telephone at (517) 284-8090.

The Utility Consumer Representation Fund has been created for the purpose of aiding in the representation of residential utility customers in various Commission proceedings. Contact the Chairperson, Utility Consumer Participation Board, Department of Licensing and Regulatory Affairs, P.O. Box 30004, Lansing, Michigan 48909, for more information.

Jurisdiction is pursuant to 1909 PA 300, as amended, MCL 462.2 et seq.; 1919 PA 419, as amended, MCL 460.54 et seq.; 1939 PA 3, as amended, MCL 460.1 et seq.; 1969 PA 306, as amended, MCL 24.201 et seq.; and Parts 1 & 4 of the Michigan Office of Administrative Hearings and Rules, Mich. Admin Code, R 792.10106 and R 792.10401 through R 792.10448.

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CITY TREASURER
CITY OF CLARE, CLARE COUNTY
202 W. 5TH STREET
CLARE, MI 48617

STATE OF MICHIGAN
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION NOTICE OF HEARING
FOR THE GAS CUSTOMERS OF
DTE GAS COMPANY
CASE NO. U-21291

- DTE Gas Company requests Michigan Public Service Commission for authority to increase its rates, amend its rate schedules and rules governing the distribution and supply of natural gas, and for miscellaneous accounting authority.

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- A pre-hearing will be held:

DATE/TIME:	**Monday, February 5, 2024 at 10:00 AM**
BEFORE:	**Administrative Law Judge Jonathan F. Thoits**
LOCATION:	**Video/Teleconferencing**
PARTICIPATION:	Any interested person may participate. Persons needing any assistance to participate should contact the Commission's Executive Secretary at (517) 284-8096, or by email at mpscedockets@michigan.gov in advance of the hearing.

The Michigan Public Service Commission (Commission) will hold a pre-hearing to consider DTE Gas Company's (DTE Gas) January 8, 2024 application requesting the Commission to: 1) approve its application for authority to increase its rates, amend its rate schedules and rules governing the distribution and supply of natural gas, and for miscellaneous accounting authority; 2) approve additional annual revenues of approximately $266 million based upon an October 1, 2024 through September 30, 2025 test year with new rates effective as soon as possible on or after October 1, 2024; 3) approve the recovery of DTE Gas's proposed new rates effective no later than October 1, 2024, in the manner as proposed by DTE Gas, in which based upon the $266 million request, a typical residential customer's average natural gas distribution bill may increase by about $7 per month including infrastructure recovery mechanism (IRM) charges; 4) determine that DTE Gas has satisfied all of the directives of the Commission Order in Case No. U-20940, which were required components of DTE Gas's subsequent general rate cases; 5) approve DTE Gas's recovery of the requested infrastructure related capital and the associated infrastructure recovery mechanism; 6) approve DTE Gas's capital structure and return on investment; 7) approve the recovery of DTE Gas's projected Manufactured Gas Plant expenses; 8) approve the continuation of DTE Gas's Shared Asset Deferral Mechanism and DTE Gas's proposal to amend certain customer rate schedules and proposed tariff changes; 9) authorize DTE Gas the implementation or continuation of the miscellaneous accounting changes as proposed; and 10) grant any other and further relief as proposed by DTE Gas as the Commission deems appropriate.

CITY TREASURER
CITY OF CLARE, CLARE COUNTY
202 W. 5TH STREET
CLARE, MI 48617

STATE OF MICHIGAN
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION NOTICE OF HEARING
FOR THE GAS CUSTOMERS OF
DTE GAS COMPANY
CASE NO. U-21439

- DTE Gas Company requests Michigan Public Service Commission for approval of a gas cost recovery plan and recovery factors for the 12 months ending March 31, 2025.
- The information below describes how a person may participate in this case.
- You may call or write DTE Gas Company, One Energy Plaza, Detroit, MI 48226, (800) 477-4747, for a free copy of its application. Any person may review the documents at the offices of DTE Gas Company or on the Commission's website at: michigan.gov/mpscedockets.
- A pre-hearing will be held:

DATE/TIME:	**Thursday, February 8, 2024 at 10:00 AM**
BEFORE:	**Administrative Law Judge Lesley C. Fairrow**
LOCATION:	**Video/Teleconferencing**
PARTICIPATION:	Any interested person may participate. Persons needing any assistance to participate should contact the Commission's Executive Secretary at (517) 284-8096, or by email at mpscedockets@michigan.gov in advance of the hearing.

The Michigan Public Service Commission (Commission) will hold a pre-hearing to consider DTE Gas Company's December 21, 2023 application requesting the Commission to: 1) Commence a review of its a gas supply and costs included in DTE Gas's Gas Cost Recovery (GCR) Plan as proposed; 2) approve a maximum base gas cost recovery factor of $3.77 per Mcf that can be adjusted to a new maximum GCR rate by the monthly NYMEX-based contingency factor matrix, to be reflected in DTE Gas's monthly gas customer billings beginning April 1, 2024, and continuing through March 31, 2025, and further approves a SOLR Reservation Charge of an additional $0.35 per Mcf that is billed to GCR customers while the Reservation Charge billed to Gas Cost Choice customers will be $0.24 per Mcf; 3) determine that DTE Gas's 5-Year (April 2024–March 2029) Forecast of Gas Requirements, Supplies and Costs, and Gas Supply Plan does not include any cost items that the Commission would be unlikely to permit DTE Gas to recover in the future; and 4) Grant such other and further relief as the Commission may find appropriate.

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CITY TREASURER
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STATE OF MICHIGAN
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION NOTICE OF HEARING
FOR THE GAS CUSTOMERS OF
DTE GAS COMPANY
CASE NO. U-21439

- DTE Gas Company requests Michigan Public Service Commission for approval of a gas cost recovery plan and recovery factors for the 12 months ending March 31, 2025.

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- A pre-hearing will be held:

DATE/TIME:	**Thursday, February 8, 2024 at 10:00 AM**
BEFORE:	**Administrative Law Judge Lesley C. Fairrow**
LOCATION:	**Video/Teleconferencing**
PARTICIPATION:	Any interested person may participate. Persons needing any assistance to participate should contact the Commission's Executive Secretary at (517) 284-8096, or by email at mpscedockets@michigan.gov in advance of the hearing.

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CITY OF CLARE
202 West Fifth Street | Clare, Michigan 48617-1490
Office 989.386.7541 | Fax 989.386.4508
www.cityofclare.org

CITY HALL
Ph 989.386.7541
Fx 989.386.4508
www.cityofclare.org
Manager x102
Assessor x103
Clerk x106
Treasurer x107

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

NOTICE FOR BIDS

The City of Clare is accepting sealed bids for the purchase and installation of one (1) 60 Hp variable frequency drive. Specifications may be obtained from Dale Clark, Director of Water Treatment, at Clare's Wastewater Plant: 11175 S. Eberhart Ave., or dclark@cityofclare.gov, or (989) 424-4095. Sealed bids should be submitted to:

VFD SEALED BID
City of Clare
202 West Fifth Street
Clare, MI 48617

Sealed bids will be accepted until 1:00 pm on Thursday, February 1, 2024 at which time they will be opened. Postmarks will not be accepted. The City of Clare reserves the right to accept and/or re-ject any and/or all bids. The City of Clare is an equal opportunity provider and employer.

Dale Clark
Water Treatment Superintendent

NOTICE OF APPLICATION TO USDA
RURAL DEVELOPMENT

Please take notice that the City of Clare has filed a grant application to Rural Development (RD), a division of the United States Department of Agriculture for funding assistance in the amount of $38,800.00 to purchase body cameras and tasers for the Clare City Police Department. The total anticipated cost of the equipment is $70,690.00.

A public hearing will be held on February 19 at 6:00 p.m. in the Clare City Hall located at 202 W. Fifth Street, Clare, Michigan, 48617. Public comments are welcome at the hearing or in writing. Written comments will be accepted up until 4:00 p.m. on the date of the hearing and can be forwarded to the attention of dlyon@cityofclare.gov, by delivery to the City Clerk at 202 W. Fifth St., Clare, Michigan, 48617, or by calling (989) 424-4068 to provide verbal comment.

The City of Clare is an equal opportunity provider and employer.

Diane Lyon
Clare City Clerk

EQUAL HOUSING OPPORTUNITY

PAYABLES REPORT FOR COMMISSIONERS

(RUN DATES 01/17/2024 - 02/05/2024BOTH JOURNALIZED AND UNJOURNALIZED PAID BANK CODE: CONSO - CHECK TYPE: PAI

VENDOR	VENDOR ID	INVOICE #	DESCRIPTION	POSTING DATE	AMOUNT
CARTER CONSULTING, LLC	7251	12192023-4	CONSULTING: GRANT MSC-222015	01/23/2024	3,060.00
CLARE COUNTY TREASURER	1011	2023 TAX DI	LITTLE TOBACCO IC DRAIN: 202	01/25/2024	32,029.88
ISABELLA COUNTY TREASU	6512	2023 TAX DI	LITTLE TOBACCO IC DRAIN: 202	01/25/2024	3,327.64
MICHIGAN TOWNSHIPS ASS	MISC	01252024	BOARD OF REVIEW TRAINING- MT	01/25/2024	435.00
NATIONAL INSURANCE SER	6938	159775	JANUARY/24 LIFE/ACC/STD INS	01/17/2024	2,451.66
SAVIN LAKE SERVICES, I	7233	9319	LK SHAMROCK: HYDRAULIC DREDG	01/17/2024	175,000.00
SHILA KIANDER	MISC	02/29/2024Z	ATTENDEE: IZAK POST 3 HR BOR	01/29/2024	30.00
					216,334.18

Clare, Michigan
A Cool City Michigan Main Street Community

PAYABLES REPORT FOR COMMISSIONERS

EXP CHECK RUN DATES 01/16/2024 - 02/06/2024BOTH JOURNALIZED AND UNJOURNALIZED OPEN BANK CODE: CONSO

VENDOR	INVOICE #	DESCRIPTION	›sting Dat	Check Run	AMOUNT
1ST CHOICE OFFICE OUTLI	1710858	MISC ITEMS	02/06/2024	02/06/2024	9.58
ACE HARDWARE	100720/1	THERMOSTAT	02/06/2024	02/06/2024	24.29
ACE HARDWARE	100729/1	SHIPPING FEE & CLEANING SUPPI	02/06/2024	02/06/2024	31.47
ALPHA PSYCHOLOGICAL SEI	01122024	SERVICES	02/06/2024	02/06/2024	3,200.00
AMAZON CAPITAL SERVICES	1MRL-QFK4-9NK	GARAGE DOOR OPENER REMOTE	02/06/2024	02/06/2024	62.02
AMERICAN WATER WORKS AS	S0133571	UTILITY MEMBERSHIP, MICHIGAN	02/06/2024	02/06/2024	412.00
AT&T MOBILITY	287302987429X	CELL BILL FOR FD	02/06/2024	02/06/2024	51.34
BS & A SOFTWARE	151496	ANNUAL SERVICE/SUPPORT FEE	02/06/2024	02/06/2024	901.00
CAPITAL EQUIPMENT	352187	HANDLE MOLDING, TANK HOUSING	02/06/2024	02/06/2024	134.48
CAPITAL EQUIPMENT	352501	CHAINSAW PARTS	02/06/2024	02/06/2024	125.65
CAPITAL EQUIPMENT	352694	SPRING AND PINS #93	02/06/2024	02/06/2024	1.88
CENTRAL CONCRETE PRODUC	167224	WATER LEAK REPAIR ON MCEWAN	02/06/2024	02/06/2024	1,879.00
CINTAS FIRST AID & SAFI	5187758348	SERVICE CABINET, RESTOCK SUPP	02/06/2024	02/06/2024	78.66
CINTAS FIRST AID & SAFI	5181046850	SERVICE ACKNOWLEDMENT, CABINE	02/06/2024	02/06/2024	58.96
CINTAS FIRST AID & SAFI	5173045333	SERVICE AND STOCK SUPPLIES	02/06/2024	02/06/2024	93.08
CLARE AUTOMOTIVE SUPPLY	10053-1059751	OIL FILTER CPD	02/06/2024	02/06/2024	23.79
CLARE AUTOMOTIVE SUPPLY	10053-1059736	HITCHBALL (SHOP)	02/06/2024	02/06/2024	17.99
CLARE AUTOMOTIVE SUPPLY	10053-1059479	OXYGEN (SHOP)	02/06/2024	02/06/2024	40.99
CLARE AUTOMOTIVE SUPPLY	10053-1059483	CUTTING TIP (SHOP)	02/06/2024	02/06/2024	22.79
CLARE AUTOMOTIVE SUPPLY	10053-1059462	ABRASIVE WHEEL 4 (SHOP)	02/06/2024	02/06/2024	8.18
CLARE AUTOMOTIVE SUPPLY	10053-1059726	HEAD LAMP, STANDARD KEY (SHOP	02/06/2024	02/06/2024	15.07
CLARE AUTOMOTIVE SUPPLY	10053-1059471	CUTTING TORCHES (SHOP)	02/06/2024	02/06/2024	127.17
CLARE AUTOMOTIVE SUPPLY	10053-1059415	BATTERY	02/06/2024	02/06/2024	127.95
CLARE AUTOMOTIVE SUPPLY	10053-1058663	WATER PUMP, SERP TENSIONER, E	02/06/2024	02/06/2024	216.42
CLARE AUTOMOTIVE SUPPLY	10053-1059024	18 GAL OIL DRAIN	02/06/2024	02/06/2024	275.49
CLARE AUTOMOTIVE SUPPLY	10053-1058848	PRO V MUFFLER	02/06/2024	02/06/2024	117.58
CLARE AUTOMOTIVE SUPPLY	10053-1058739	K-SEAL	02/06/2024	02/06/2024	18.99
CLARE AUTOMOTIVE SUPPLY	10053-1058891	2 1/2 HD BOXED	02/06/2024	02/06/2024	4.18
CLARE AUTOMOTIVE SUPPLY	10053-1058895	2 1/4 HD BOXED #27	02/06/2024	02/06/2024	3.94
CLARE AUTOMOTIVE SUPPLY	10053-1059128	AIR FILTER #8	02/06/2024	02/06/2024	72.11
CLARE AUTOMOTIVE SUPPLY	10053-1059153	BATTERY/LUGS #1	02/06/2024	02/06/2024	5.16
CLARE AUTOMOTIVE SUPPLY	10053-1059060	TUNE UP- CRANK SENSOR #5	02/06/2024	02/06/2024	63.88
CLARE COUNTY REVIEW	120123-123123	DIRECTORY: MINUTES 12/04/23,	02/06/2024	02/06/2024	460.00
CLARE HARDWARE	448360	PACKAGING TAPE	02/06/2024	02/06/2024	14.98
CLARE HARDWARE	K47696	ALKALINE BATTERIES	02/06/2024	02/06/2024	19.49
CLARE HARDWARE	447206	ALKALINE BATTERIES, FREEZER E	02/06/2024	02/06/2024	53.96
CLARE HARDWARE	447765	BATTERIES	02/06/2024	02/06/2024	13.99
CLARE HARDWARE	447380	POLE GROUND SWITCH	02/06/2024	02/06/2024	8.94
CLARE HARDWARE	447412	FAUCET	02/06/2024	02/06/2024	64.99
CLARE HARDWARE	447370	6" PLUNGER	02/06/2024	02/06/2024	10.99

PAYABLES REPORT FOR COMMISSIONERS

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CLARE HARDWARE	447357	1 POLE GROUND SWITCH	02/06/2024	02/06/2024	1.49
CLARE HARDWARE	448109	NUTS, BOLTS, FASTENERS #74	02/06/2024	02/06/2024	4.56
CLARE HARDWARE	448155	COMBO SNOW SHOVEL	02/06/2024	02/06/2024	41.99
CLARE HARDWARE	448118	BUTAINE LIGHTER	02/06/2024	02/06/2024	11.96
CLARE HARDWARE	448113	ELECTRICAL SUPPLIES, OUTLET,	02/06/2024	02/06/2024	125.83
CMP DISTRIBUTORS INC	79793	L3D LIGHT BEARING RED DOT SIG	02/06/2024	02/06/2024	284.90
CMP DISTRIBUTORS INC	79792	(3) GLOCK 22,.40 CAL	02/06/2024	02/06/2024	243.96
CMP DISTRIBUTORS INC	79717	TYPE 2 RED DOT SIGHT PLUS SHI	02/06/2024	02/06/2024	1,511.00
CONSUMERS ENERGY	201987206066	396 SHAMROCK CT (12/09/23-01/	02/01/2024	02/01/2024	29.24
CONSUMERS ENERGY	203144076005	501 FOREST AVE (12/09/23- 01/	02/01/2024	02/01/2024	47.86
CONSUMERS ENERGY	206792251472	315 W FIRST ST (12/09/23 - 01	02/01/2024	02/01/2024	424.10
CONSUMERS ENERGY	203766998636	327 BROOKWOOD DR (12/09/23 -	02/01/2024	02/01/2024	121.78
CONSUMERS ENERGY	206258588713	303 PINECREST ST (12/13/23-	02/06/2024	02/06/2024	32.31
COYNE OIL CORP	1026170	PC ENDURA, PC DURON 5 GAL PAI	02/06/2024	02/06/2024	199.56
DIANE LYON	01222024 REIM	MILEAGE 11/28/23, 12/06/23 M	02/06/2024	02/06/2024	52.92
FIRST NATIONAL BANK OF	021924 7936	MEMBERSHIP/MUSIC LICENSING,TI	02/06/2024	02/06/2024	1,102.05
FIRST NATIONAL BANK OF	021924 8738	LODGING,STAPLES,HOME DEPOT: D	02/06/2024	02/06/2024	193.48
FIRST NATIONAL BANK OF	8077 02-19-24	SIRPILLA- MICROSOFT	02/06/2024	02/06/2024	26.50
FIRST NATIONAL BANK OF	021924-7548	CC: LODGING, AED MARKE,OFFICE	02/06/2024	02/06/2024	2,228.72
FOUR SEASONS EXTERMINA	424708	GENERAL MAINTENANCE JAN-DEC	02/06/2024	02/06/2024	125.00
GALLS, LLC	026896784	GLO LOCKOUT TOOL KIT	02/06/2024	02/06/2024	56.96
GATEWAY MFG	39375	STEEL 93.50 ILB AND LABOR. #1	02/06/2024	02/06/2024	108.50
GATEWAY MFG	40029	12 LBS STEEL	02/06/2024	02/06/2024	15.00
GLEN CAIN INC	01292024	BRINE: 06/2023 - 01/2024	02/06/2024	02/06/2024	220.00
GREAT LAKES CENTRAL RA	137387	2024 PROPERTY LEASE: RAIL TRA	02/06/2024	02/06/2024	1,100.00
GREAT LAKES EQUIPMENT	3196	CONTROL BOARD, TRANSFORMER, F	02/06/2024	02/06/2024	1,162.39
HAMILTON ELECTRIC CO IN	0062375	INSPECTION FEE	02/06/2024	02/06/2024	300.00
HEINTZ PROPANE INC	1743-1 01/16/	20LB CYLINDER FILL	02/06/2024	02/06/2024	18.00
HUTSON, INC	10265806	POWER UNIT SOLENOID KIT, SNAP	02/06/2024	02/06/2024	184.89
IDEXX DISTRIBUTION COR	3144558318	LAB MATERIALS : WWT	02/06/2024	02/06/2024	502.32
INTERNATIONAL ASSOC OF	0320318	MEMBERSHIP DUES PD	02/06/2024	02/06/2024	190.00
ISABELLA COUNTY FIRE CH	780	ISABELLA CO HAZARDOUS MAT TEA	02/06/2024	02/06/2024	250.00
ISABELLA COUNTY FIRE CH	750	ISABELLA CO FIRE CHIEF'S ASSC	02/06/2024	02/06/2024	100.00
JACK DOHENY COMPANY	216641	ALUM NOZZLE, FREIGHT COST	02/06/2024	02/06/2024	740.40
JACK DOHENY COMPANY	215285	5PSI HYDROSTATIC LEVEL SENSOR	02/06/2024	02/06/2024	420.27
JARED STOTZEL	01102024	NORTHVILLE CONFERENCE FOOD RE	02/06/2024	02/06/2024	35.76
JNR ENGRAVING	10057	CHERRY PLAGUE, ENGRAVING AND	02/06/2024	02/06/2024	204.90
JOY SIMMER	01222024	MILEAGE REIMBURSEMENT	02/06/2024	02/06/2024	6.48
JX ENTERPRISES, INC	3699003P	DRYER FOR AIR BRAKES #8	02/06/2024	02/06/2024	1,351.77

PAYABLES REPORT FOR COMMISSIONERS

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JX ENTERPRISES, INC	3623019S.02	HEAT SHRINK TUBING, SHOP SUPF	02/06/2024	02/06/2024	479.36
KENT COMMUNICATIONS	230977	POSTAGE FOR ASSESMENT NOTICES	02/06/2024	02/06/2024	996.00
KENT COMMUNICATIONS	330715	PERSONAL PROPERTY STATEMENTS	02/06/2024	02/06/2024	324.67
LACAL EQUIPMENT, INC	0403792-IN	RUBBER PLOW BLADE, SLOT SHP:	02/06/2024	02/06/2024	454.86
MAURER'S TEXTILE RENTAI	2813170	YODER UNIFORMS - DPW	02/06/2024	02/06/2024	33.85
MICHIGAN CONFERENCE OF	03012024	HEALTH INS MARCH 2024	02/06/2024	02/06/2024	50,048.25
MICHIGAN MUNICIPAL TREA	9527	FULL CONFERENCE	02/06/2024	02/06/2024	379.00
MICHIGAN MUNICIPAL TREA	9507	REGISTRATION-TREASURER EDUCAT	02/06/2024	02/06/2024	99.00
MWEA	E33739	2024 JOINT EXPO & OPERATOR DA	02/06/2024	02/06/2024	620.00
NATIONAL INSURANCE SER\	1603704	FEBUARY/24 LIFE/ACC/STD INSU	02/06/2024	02/06/2024	2,437.66
NORDFLIGHT LLC	011824	AIRPORT MANAGER SERVICES	02/06/2024	02/06/2024	1,275.00
PRO COMM INC	48203	OUTDOOR WARNING SIREN, RELAY	02/06/2024	02/06/2024	753.60
PURE PLUMBING LLC	3126	CORRODED GALVANIZED BALL VALV	02/06/2024	02/06/2024	265.00
ROBBIN HARSH EXCAVATIN(	22135	LIMESTONE, FUEL SURCHARGE	02/06/2024	02/06/2024	1,487.13
SCIENTIFIC BRAKE & EQU:	030271018	COUPLER, REDUCER, ELBOW, CLAM	02/06/2024	02/06/2024	121.14
STANDARD ELECTRIC CO	6061520-00	(6) BUSS FRS FUSES	02/06/2024	02/06/2024	236.06
STAPLES	3557306557	REFUND ITEM CREDIT FOR INVOIC	02/06/2024	02/06/2024	-19.89
STAPLES	3557236659	STAPLES, ORGANIZER, CALCULATC	02/06/2024	02/06/2024	36.28
STAPLES	3556319339	CITY HALL MISC TOILETRIES	02/06/2024	02/06/2024	84.89
TEAMSTERS LOCAL #214	01022024	FEBRUARY 2024 TEAMSTER DUES	02/06/2024	02/06/2024	695.00
TIMKO, SKYLER	DEPOSIT OVERF	UB refund for account: 1STW-0	02/06/2024	02/06/2024	69.98
TRACE ANALYTICAL LABORA	4010976	SAMPLE TESTING	02/06/2024	02/06/2024	153.75
TRACE ANALYTICAL LABORA	4010974	SAMPLES, ENVIORNMENTAL FEE AN	02/06/2024	02/06/2024	226.00
TRACE ANALYTICAL LABORA	4010975	QUARTERLY WASTEWATER ANALYSIS	02/06/2024	02/06/2024	75.00
TRACE ANALYTICAL LABORA	4011054	PRP SAMPLING - 01/18/2024	02/06/2024	02/06/2024	145.00
USDA RURAL DEVELOPMENT	02012024	PMT WATER SYSTEM 91-20	02/01/2024	02/01/2024	14,843.12
VC3 INC	134635	ANNUAL FEE, ONEDRIVE FOR BUSI	02/06/2024	02/06/2024	20.00
VC3 INC	134636	CLOUD DATA RECOVERY, CLOUD PF	02/06/2024	02/06/2024	16.00
VC3 INC	INV1305VC3	UPGRADED RAM FOR CPDVID	02/06/2024	02/06/2024	165.00
VERIZON WIRELESS	9953669725	WWT AFTER HOURS PHONE	02/06/2024	02/06/2024	77.59
WIELAND TRUCKS	CM974427C	PARTS RETURNS	02/06/2024	02/06/2024	-589.65
WIELAND TRUCKS	97427C	WABRWABK118S V250 AIR DRY & C	02/06/2024	02/06/2024	589.65
WIELAND TRUCKS	97397C	#8 GOVERNER	02/06/2024	02/06/2024	101.91
WINN TELECOM	02012024	PHONE & COMMUNICATION: 02/202	02/06/2024	02/06/2024	2,717.08
WITBECK'S FAMILY FOODS	00620806	CLEANING SUPPLIES	02/06/2024	02/06/2024	71.93

Open Payables Total: 102,138.50

Paid Payables Total: 216,334.18

PAYABLES REPORT FOR COMMISSIONERS

EXP CHECK RUN DATES 01/16/2024 - 02/06/2024BOTH JOURNALIZED AND UNJOURNALIZED OPEN BANK CODE: CONSO

VENDOR	INVOICE #	DESCRIPTION	›sting Dat	Check Run	AMOUNT

CITY COMMISSION APPROVAL:

Grand Total: 318,472.68

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AGENDA REPORT

TO: Mayor Pat Humphrey & Clare City Commissioners
FROM: Diane Lyon, City Clerk
DATE: January 31, 2024
RE: *Professional & Education Training Opportunities

For the Agenda of February 5, 2024.

***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 2024.**

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 including 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.

Education & Events

Jump to...

League Calendar

Sign up to receive the Leading Edge Newsletter

DATE	EVENT	LOCATION
2024		
Jan 29-Feb 1	MME Winter Institute	Lansing
Feb 6	Ground Emergency Transportation Program Informational Webinar	Virtual

Feb 23-24	**LEAGUE EVENT:** Virtual Core Winter Summit	Virtual
Feb 23-24	**LEAGUE EVENT:** Virtual Advanced Winter Summit	Virtual
Feb 26	**LEAGUE EVENT:** Live with the League	Virtual
Mar 11	**LEAGUE EVENT:** Live with the League	Virtual
Mar 12	MAMA Advanced Institute	Lansing
Mar 12-13	**LEAGUE EVENT:** CapCon	Lansing
Mar 25	**LEAGUE EVENT:** Live with the League	Virtual
Apr 6	**LEAGUE EVENT:** Newly Elected Official Training	Virtual
Apr 8	**LEAGUE EVENT:** Live with the League	Virtual
Apr 22	**LEAGUE EVENT:** Live with the League	Virtual
May 13	**LEAGUE EVENT:** Live with the League	Virtual
May 17-18	**LEAGUE EVENT:** Elected Officials Academy Spring Summit	Mt. Pleasant
Jun 10	**LEAGUE EVENT:** Live with the League	Virtual
Jun 21-22	MAMA-GLS Joint Meeting	Mackinac Island
Jun 24	**LEAGUE EVENT:** Live with the League	Virtual
Jul 8	**LEAGUE EVENT:** Live with the League	Virtual

Aug 7-9	MAM Summer Workshop	Big Rapids
Aug 12	**LEAGUE EVENT:** Live with the League	Virtual
Aug 26	**LEAGUE EVENT:** Live with the League	Virtual
Sep 9	**LEAGUE EVENT:** Live with the League	Virtual
Sep 11-13	**LEAGUE EVENT:** Convention	Mackinac Island
Sep 23	**LEAGUE EVENT:** Live with the League	Virtual
Sep 28	MAMA Fall Law Program	Lansing
Oct 7	**LEAGUE EVENT:** Live with the League	Virtual
Oct 21	**LEAGUE EVENT:** Live with the League	Virtual
Nov 11	**LEAGUE EVENT:** Live with the League	Virtual
Nov 25	**LEAGUE EVENT:** Live with the League	Virtual
Nov 30	**LEAGUE EVENT:** Newly Elected Officials Academy	Lansing
Dec 9	**LEAGUE EVENT:** Live with the League	Virtual
Dec 13	**LEAGUE EVENT:** Newly Elected Officials Academy	Virtual
2025		
Mar 18-19	**LEAGUE EVENT:** CapCon	Lansing

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

American Planning Association
Michigan Chapter

Creating Great Communities for All

Upcoming Events

February 2024

Student MAP Conference

Sat
10
2024

February 10, 2024
9:00AM - 3:30PM

Taubman College, University of Michigan, Ann Arbor

view event details

Transportation Bonanza 15

Thu
15
2024

February 15, 2024
8:30AM - 5:00PM

Eagle Eye Golf and Banquet Center 15500 Chandler Rd #3 Bath Township, Michigan 48808 (517) 641-4570

view event details

Learning from Community Engagement Case Studies

Thu
22
2024

February 22, 2024
1:00PM - 2:30PM

view event details

March 2024

Planning and Zoning Essentials Workshop

Tue
5
2024

March 5, 2024
11:30AM - 4:30PM

Kirtland Community College 4800 W 4 Mile Rd Grayling, MI 49738

view event details

Getting the Development You Want

Tue
5
2024

March 5, 2024
5:30PM - 8:30PM

Kirtland Community College 4800 W 4 Mile Rd Grayling, MI 49738

view event details

Zoning Administration Part One

Wed
6
2024

March 6, 2024
2:00PM - 4:00PM

Via Zoom

view event details

Zoning Board of Appeals

Wed
6
2024

March 6, 2024
6:00PM - 8:30PM

Via Zoom

view event details

Zoning Administration Part Two

Thu
7
2024

March 7, 2024
2:00PM - 4:00PM

Via Zoom

view event details

Nonconformities Workshop

Thu
14
2024

March 14, 2024
6:00PM - 8:00PM

Via Zoom

view event details

Zoning Ordinance: A to Z

Tue
19
2024

March 19, 2024
12:30PM - 4:00PM

Kalamazoo Valley Community College - Main Texas Township Campus 6767 West "O" Avenue Kalamazoo, Michigan 49009

view event details

Advanced ZBA: Beyond the Fundamentals

Tue
19
2024

March 19, 2024
5:00PM - 8:30PM

Kalamazoo Valley Community College - Main Texas Township Campus 6767 West "O" Avenue Kalamazoo, Michigan 49009

view event details

Planning and Zoning Essentials Workshop

Thu
21
2024

March 21, 2024
11:30AM - 4:30PM

Bavarian Inn Lodge 1 Covered Bridge Lane Frankenmuth, MI 48734 (989) 652-7200

view event details

Housing Supply, Choice & Affordability

Thu
21
2024

March 21, 2024
5:30PM - 8:00PM

Bavarian Inn Lodge 1 Covered Bridge Lane Frankenmuth, MI 48734 (989) 652-7200

view event details

Planning and Zoning Essentials Workshop Part One

Tue
26
2024

March 26, 2024
6:00PM - 8:00PM

Via Zoom

view event details

Planning and Zoning Essentials Workshop Part Two

Wed
27
2024

March 27, 2024
6:00PM - 8:00PM

Via Zoom

view event details

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1919 West Stadium Boulevard, Suite 4
Ann Arbor, MI 48103
Tel: 734.913.2000 | Fax: 734.913.2061 | Email: info@planningmi.org