



## CITY OF CLARE

202 West Fifth Street | Clare, Michigan 48617-1490

Office 989.386.7541 | Fax 989.386.4508

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

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

Monday, February 19, 2024  
6:00 p.m.

#### AGENDA

#### CITY HALL

Ph 989.386.7541  
Fx 989.386.4508  
[www.cityofclare.org](http://www.cityofclare.org)  
Manager x102  
Assessor x103  
Clerk x106  
Treasurer x107

#### DEPARTMENT OF PUBLIC WORKS

Ph 989.386.2182 or  
989.386.7541 x202  
Fx 989.386.4508

#### UTILITY BILLING

Ph 989.386.7541 x201

#### W/WWT PLANT

Ph 989.386.2321  
Fx 989.386.2387

#### POLICE DEPT. NON-EMERGENCY

Ph 989.386.2121  
Fx 989.386.0440

#### FIRE DEPT. NON-EMERGENCY

Ph 989.386.2151  
Fx 989.386.3020

#### PARKS & RECREATION

Ph 989.386.7541 x213  
Fx 989.386.4508

#### AIRPORT

Ph 989.386.0445  
Fx 989.386.4508

1. **CALL TO ORDER**
  - A. Pledge of Allegiance
  - B. Roll Call
2. **CONSENT AGENDA** – All items listed with an asterisk (\*) are considered to be routine by the City Commission and shall be enacted by one motion. There will be no separate discussion of these items unless a Commissioner or citizen requests to do so, in which event the item shall be removed from the General Order of Business and considered in its normal sequence on the agenda.
3. **\*APPROVAL OF MINUTES**
4. **\*APPROVAL OF AGENDA**
5. **PUBLIC COMMENT**
6. **OLD/UNFINISHED BUSINESS** – None
7. **NEW BUSINESS**
  - A. Approval of Sole Source SCADA Contract – WWTP Lift Stations
  - B. USDA Grant Applications – Police Tasers and Body Cameras
    - a. Public Hearing
    - b. Consideration of Grant Application Submittal
8. **TREASURER’S REPORT**
9. **\*DEPARTMENT REPORTS**
10. **CITY MANAGER’S REPORT**
11. **\*COMMUNICATIONS**
12. **EXTENDED PUBLIC COMMENT**



**13. COMMISSION DISCUSSION TOPICS**

**14. \*APPROVAL OF BILLS**

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

**16. ADJOURNMENT**

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

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

The regular meeting of the Clare City Commission was called to order at 6:00 p.m. in the City Commission Chambers of Clare City Hall, 202 West Fifth Street, Clare, Michigan by Mayor Pat Humphrey who led with the Pledge of Allegiance. Present were: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Gus Murphy. Absent: None. Also, present: Jeremy Howard, City Manager; Vicki Corlew, City Treasurer; Officer Tom Brandon; and Diane Lyon, City Clerk.

2. CONSENT AGENDA:

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

3. \*APPROVAL OF MINUTES:

*Approved by Consent Agenda.*

4. \*APPROVAL OF AGENDA:

*Approved by Consent Agenda.*

5. PUBLIC COMMENT: None

6. UNFINISHED BUSINESS: None.

7. NEW BUSINESS:

A. **DISTRICT II TRANSFER-10600 S. CLARE AVENUE, DILLON PROPERTIES MANAGEMENT LLC ON BEHALF OF TRACTOR SUPPLY COMPANY**

The City enjoys the provisions of an Urban Cooperation Agreement (UCA) with Grant Township. 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 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 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 outlining the highlights of the UCA for the City Commission's information and consideration.

The City has posted notice 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.

Motion by Commissioner Murphy second by Commissioner Jenkins to open a public hearing. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

Public Comment: None.

Motion by Commissioner Murphy second by Commissioner Jenkins to close the public hearing. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

Motion by Commissioner Bussell second by Commissioner Bonham to approve the District II Transfer request by adoption of Resolution 2024-006. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, and Maegan Jenkins. Abstain: Carolyn (Gus) Murphy as she is the listing agent of said property. Nays: None. Absent: None. *Motion Carried.*

**B. FIRE DEPARTMENT SERVICES AGREEMENT WITH WISE TOWNSHIP**

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.

Motion by Commissioner Murphy second by Commissioner Bonham to approve the Fire Services Agreement with Wise Township by adoption of Resolution 2024-007. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, and Maegan Jenkins. Abstain: Carolyn (Gus) Murphy as she is the listing agent of said property. Nays: None. Absent: None. *Motion Carried.*

**C. \*BOARD & COMMITTEE REAPPOINTMENT-PLANNING COMMISSION-MR. NICK WYMAN**

*Resolution 2024-008 Approved by Consent Agenda.*

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

9. CITY MANAGER'S REPORT

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

Frost – Let Water Run Order. DPW recently checked the frost depth; 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, January 19<sup>th</sup> and was available for use for a short time until the temperatures began to rise.

LCC Communication. The Michigan Liquor Control Commission has provided notice for a transfer of license in the event the Local Governmental Unit wishes 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. MLive recently wrote an article entitled “3 Michigan cities to visit in 2024” with Clare at the forefront. It is always nice to see Clare recognized for all that we have going on in and around the community. Check out the article 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 14<sup>th</sup> 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. The 2023 Planning Commission Annual Report was provided for the Commission's review.

11. \*COMMUNICATIONS: *Approved by Consent Agenda.*
12. EXTENDED PUBLIC COMMENT: None.
13. COMMISSION DISCUSSION TOPICS: Mayor Humphrey would like to see the Cherry Grove Cemetery plot sales process modernized with plots available electronically for viewing.  
  
Kim Bussell and Maegan Jenkins will not be present for the special Annual Combined Meeting of the City Commission and Planning Commission on February 14, 2024.
14. \*APPROVAL OF BILLS: *Approved by Consent Agenda.*
15. \*PROFESSIONAL & EDUCATIONAL TRAINING OPPORTUNITIES: *Approved by Consent Agenda.*
16. ADJOURNMENT: Motion by Commissioner Murphy seconded by Commissioner Bussell to adjourn the meeting. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. None. *Motion Carried.* The meeting adjourned at 6:32 p.m.

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Pat Humphrey, Mayor

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Diane Lyon, City Clerk

## AGENDA REPORT

To: Mayor Pat Humphrey and the Clare City Commission  
From: Jeremy Howard, City Manager  
Date: February 15, 2024  
Regarding: Approval of Sole Source Contract with Perceptive Controls for SCADA Cellular Modems for Lift Stations 2, 3, 7, 8, 10

For the Agenda of February 19, 2024

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**Background.** As an integral part of the city's wastewater infrastructure, SCADA is used to monitor equipment and processes as a part of normal operations and in emergency conditions. The City plans to replace the aging/failing radios currently in Lift Stations 2, 3, 7, 8, and 10 with new cellular modem technology which should be much more reliable and integrate with our full SCADA system (*see att'd memo from Dale Clark*).

We are seeking approval for a sole source contract after receiving a quote for the equipment and installation from Perceptive Controls, Inc., which is the City's designated provider of SCADA equipment, controls, and installation. The City currently uses equipment, computer software, and processes designed, installed, and maintained by Perceptive for all of the City's wastewater lift stations, as well as for monitoring operation controls at the City's wastewater treatment plant, the north water tower, and soon at the Water Plant and city wells. The quote for the cost of the equipment, design, installation, and integration of the new equipment is \$29,348.00. The City Commission is asked to authorize this contract and the budgeted CIP expenditure.

Our review of the negotiated contract/quote meets all of the City's purchasing policy requirements as a sole source contract approval based on our long-time working history with Perceptive. The City Commission is asked to approve the proposed agreement and authorize the Mayor and/or the City Manager to execute any and all documents related to said contractual agreements on behalf of the City of Clare, and to authorize the City Treasurer/Finance Director to make any and all necessary budget amendments.

**Issues & Questions Specified.** Should the City Commission approve the sole-source purchase of SCADA equipment, its installation, and integration?

### **Alternatives.**

1. Approve the sole-source equipment and installation purchase.
2. Not approve the sole-source equipment and installation purchase.
3. Defer/delay the decision of this matter to a subsequently scheduled City Commission meeting.

**Financial Impact.** The total cost for the installation of the new equipment is \$29,348.00. This project was budgeted for in the 23/23 Fiscal year budget (CIP) for \$32,000, thus the cost of the project came in under budget.

**Recommendation.** I recommend that the City Commission approve the sole-source design, purchase, installment, and programming of the new lift station equipment from Perceptive Controls, Inc. in the amount of \$29,348.00 authorize the Mayor and/or the City Manager to execute any and all documents related to said contractual agreements on behalf of the City of Clare, and authorize the City Treasurer to complete all necessary budget amendments by adoption of Resolution 2024-009 (*copy att'd*).

### **Attachments.**

1. Memo from Dale Clark
2. Perceptive Controls, Inc. Quote.
3. Resolution 2024-009.

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**INTEROFFICE MEMORANDUM**

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**TO:** JEREMY HOWARD  
**FROM:** DALE CLARK  
**SUBJECT:** SCADA COMMUNICATION UPGRADE  
**DATE** 1/30/2024  
**CC:**

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Jeremy,

The SCADA radios on the lift stations are starting to fail (specifically lift station #2) and are in need of an upgrade. Our radios are no longer serviceable and need to be replaced with cellular modems. This upgrade was budgeted for in the CIP. Since this is SCADA this is a sole source purchase. I budgeted \$32,000.00 for the upgrade and the quote is for \$29,348.00. This will upgrade all the lift stations to the new technology. 590-536.001.970.000



Subject: Perceptive Controls, Inc., Lift Station Cellular Upgrade, Clare

Quote:20240130LW01

Date: 01/30/2024

Quote good for 30 days

Perceptive Controls, Inc is providing the following:

- Scope
  - Cell Modem upgrades for Lift Stations 2,3,7,8,10.
    - Suppling labor and materials as listed below.
- Deliverables
  - (5) Sierra Wireless RV55 rugged LTE-A Pro router DC Power.
  - (5) PCTel Antenna.
  - Extender Cables as required.
  - Additional materials as necessary to obtain proper signal and transfer data.
- Services
  - Engineering design and set up.
  - Opto Programming.
  - Hardware Installation.
    - Radios at Lift Stations will be placed inside control panel and antenna will be mounted on outside of control panel.
  - Computer setup and configuration.
  - Travel to and from site.
- Terms
  - 50% with order, net 10 days.
  - 50% at completion, net 30 days.
- Notes
  - This quote assumes that equipment will be made available at time of service. If equipment cannot be made available, additional charge may apply to cover holding times or additional trips.
  - System requires a cell modem at main station which is not included in this quote.
    - Radio for main station to be provided as a part of Water system upgrades.

Total: \$29,348.00

Best Regards,

*Lawrence West*

Lawrence "Larry" West

[lwest@perceptivecontrols.com](mailto:lwest@perceptivecontrols.com)

269-275-9358



**RESOLUTION 2024-009**

**A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING A PROPOSED SOLE SOURCE BID AND CONTRACT FOR SCADA EQUIPMENT, INSTALLATION, AND PROGRAMING WITH PERCEPTIVE CONTROLS, INC.**

**WHEREAS**, due to the long-standing work history between the City of Clare and Perceptive Controls as the city's SCADA contractor, the Clare City Commission has selected Perceptive Controls, Inc. as a sole source option under the City of Clare's purchasing policy to provide design, purchase, installment, and programming of SCADA equipment and software services to install new cellular modem technology for Lift Stations 2, 3, 7, 8, and 10; and

**WHEREAS**, the Clare City Staff subsequently negotiated a cost agreement with Perceptive Controls for said services; and

**WHEREAS**, upon review, said proposed cost agreement meets all the City requirements and stipulations; and

**WHEREAS**, the City Staff has recommended that the Clare City Commission approve said sole source agreement with Perceptive Controls; and

**WHEREAS**, the Clare City Commission has considered said recommendation and determined it is in the City's best interests to approve the proposed cost agreement.

**NOW THEREFORE BE IT RESOLVED THAT** the City Commission of the City of Clare hereby approves an agreement for the design, purchase, installment, and programming of SCADA equipment and services with Perceptive Controls.

**BE IF FURTHER RESOLVED THAT** the terms and conditions of said cost agreement are outlined therein and that the cost for said equipment and services is \$29,348.00.

**BE IT FURTHER RESOLVED THAT** the Clare City Commission authorizes the Mayor and/or the City Manager to execute any and all documents related to said contractual agreement on behalf of the City of Clare, and further authorizes the City Treasurer to complete all necessary budget amendments.

**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 19<sup>th</sup> day of February, 2024.**

\_\_\_\_\_  
**Diane M. Lyon, Clare City Clerk**

## AGENDA REPORT

TO: Mayor Pat Humphrey & the Clare City Commission  
FROM: Jeremy Howard, City Manager  
DATE: February 15, 2024  
RE: Approval to Submit USDA Grant Application – New Police Tasers and Body Cameras

For the Agenda of February 19, 2024

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Background. The City has worked with the USDA to obtain grant funds for Public Safety for many years. The City has submitted a preliminary request (*att'd*) to be considered for a grant to defray the majority portion of the cost to purchase new tasers and body cameras to replace our current ones that have reached the end of their useful life. The new tasers and body cameras will work seamlessly with the equipment used by the Clare County Sheriff's Department and will enable the CPD to share videos directly with the Prosecuting attorney's office (*see att'd memo from Police Chief Saad*). The City has published the required notice (*att'd*) of its application to USDA for grant funds to purchase said tasers and body cameras. The City Commission is asked to hold the requisite public hearing and subsequently approve the submission of the grant application and acceptance of grant funds. The City Commission is also asked to authorize the Mayor or the City Manager to sign any necessary and related documents for the grant and to allow the Treasurer/Finance Director to complete any necessary budget amendments to purchase said equipment.

Issues & Questions Specified. Should the City Commission hold the required public hearing and approve the submittal of the USDA grant application?

Alternatives.

1. Hold the hearing and approve the submittal of the grant application.
2. Deny the submittal of the grant application.
3. Set aside a decision regarding this matter to a later date.

Financial Impact. If approved, USDA will fund approximately \$38,800 (55%) of the total cost of approximately \$70,690 for the new tasers and body cameras. The remaining balance, though not included in the original 23/24 CIP/Budget will be paid for by utilizing funds that were initially allocated to other police department projects in the 23/24 CIP this fiscal year so there are adequate funds to allow us to take advantage of this grant (*see att'd letter from Finance Director/Treasurer*).

Recommendation. I recommend that the City Commission hold the required public hearing and subsequently approve the submittal of the grant application and acceptance of the grant funds, authorize the Mayor or the City Manager to sign any necessary and related documents for the grant, and to allow the Treasurer/Finance Director to complete any necessary budget amendments for the purchase of said police equipment by adoption of Resolution 2024-010 (*copy att'd*).

Attachments.

1. USDA Grant Application.
2. Memo/Letter from Police Chief.
3. Financial Support Letter from Treasurer/Finance Director.
4. Public Notice.
5. Resolution 2024-010.

## Customer Contacts

<b>Applicant Signing Authority:</b>	First Name:	Patrick	Middle Initial:		Last Name:	Humphrey
Title:	Mayor					
Address:	202 W. Fifth Street, Clare, MI 48617					
Email Address:	phumphrey@cityofclare.gov		Phone Number:	989-386-7541		
<b>Applicant Contact:</b>	First Name:	David	Middle Initial:		Last Name:	Saad
Title:	Police Chief					
Address:	202 W. Fifth Street, Clare, MI 48617					
Email Address:	dsaad@cityofclare.gov		Phone Number:	989-424-4075		
<b>Applicant Contact:</b>	First Name:		Middle Initial:		Last Name:	
Title:						
Address:						
Email Address:			Phone Number:			
<b>Applicant Contact:</b>	First Name:		Middle Initial:		Last Name:	
Title:						
Address:						
Email Address:			Phone Number:			
<b>Legal Attorney:</b>			Company:			
Address:						
Email Address:			Phone Number:			
<b>Bond Counsel:</b>			Company:			
Address:						
Email Address:			Phone Number:			
<b>**Architect:</b>			Company:			
Address:						
Email Address:			Phone Number:			
<b>**Engineer:</b>			Company:			
Address:						
Email Address:			Phone Number:			
<b>Financial Advisor:</b>			Company:			
Address:						
Email Address:			Phone Number:			

Application for Federal Assistance SF-424		
<b>* 1. Type of Submission:</b> <input checked="" type="checkbox"/> Preapplication <input type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	<b>* 2. Type of Application:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	<b>* If Revision, select appropriate letter(s):</b> <input type="text"/> <b>* Other (Specify)</b> <input type="text"/>
<b>* 3. Date Received:</b> <input type="text"/>	<b>4. Applicant Identifier:</b> <input type="text"/>	
<b>5a. Federal Entity Identifier:</b> <input type="text"/>	<b>* 5b. Federal Award Identifier:</b> <input type="text"/>	
<b>State Use Only:</b>		
<b>6. Date Received by State:</b> <input type="text"/>	<b>7. State Application Identifier:</b> <input type="text"/>	
<b>8. APPLICANT INFORMATION:</b>		
<b>* a. Legal Name:</b> <input type="text" value="City of Clare"/>		
<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b> <input type="text" value="38-6004529"/>	<b>* c. UEI:</b> <input type="text" value="LCLUKJFZ3M14"/>	
<b>d. Address:</b>		
<b>* Street 1:</b> <input type="text" value="202 W. Fifth Street"/>		
Street 2: <input type="text"/>		
<b>* City:</b> <input type="text" value="Clare"/>		
County/Parish: <input type="text" value="Clare"/>		
<b>* State:</b> <input type="text" value="Michigan"/>		
Province: <input type="text"/>		
<b>* Country:</b> <input type="text" value="USA: UNITED STATES"/>		
<b>* Zip / Postal Code:</b> <input type="text" value="48617"/>		
<b>e. Organizational Unit:</b>		
Department Name: <input type="text" value="Police"/>	Division Name: <input type="text"/>	
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
Prefix: <input type="text"/>	<b>* First Name:</b> <input type="text" value="David"/>	
Middle Name: <input type="text"/>		
<b>* Last Name:</b> <input type="text" value="Saad"/>		
Suffix: <input type="text"/>		
Title: <input type="text" value="Police Chief"/>		
Organizational Affiliation: <input type="text" value="City of Clare"/>		
<b>* Telephone Number:</b> <input type="text" value="989-424-4075"/>	<b>Fax Number:</b> <input type="text" value="(989) 386-4508"/>	
<b>* Email:</b> <input type="text" value="dsaad@cityofclare.gov"/>		

**Application for Federal Assistance SF-424**

**9. Type of Applicant 1 - Select Applicant Type:**

C: City or Township Government

Type of Applicant 2- Select Applicant Type:

Type of Applicant 3- Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

USDA Rural Development

**11. Catalog of Federal Domestic Assistance Number:**

10.766

CFDA Title:

Community Facilities Direct Loan and Grant Program

**\* 12. Funding Opportunity Number:**

\* Title:

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

City of Clare

Add Attachments

Delete Attachments

View Attachments

**\* 15. Descriptive Title of Applicant's Project:**

Body Cameras & Tasers

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachments

Delete Attachments

View Attachments

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="\$38,800.00"/>
* b. Applicant	<input type="text" value="\$31,890.00"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="\$70,690.00"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (if "Yes", provide explanation.)**

- Yes
- No

If "Yes, provide explanation and attach.

Add Attachments

Delete Attachments

View Attachments

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

**\*\* I AGREE**

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:   
Middle Name:   
\* Last Name:   
Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:  \* Date Signed:

**RURAL DEVELOPMENT, USDA**

543 Progress Street

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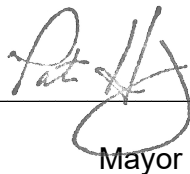
West Branch, MI 48661

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This is to certify that the \_\_\_\_\_ City of Clare  
is in compliance with Federal, State, and Local requirements include the following:

- a. Compliance with special laws and regulations.
- b. Compliance with State Pollution Control or Environmental Protection Agency standards.
- c. Consistency with other development plans of the area.
- d. Compliance with State agency regulating water rights.
- e. Compliance with Civil Rights Act of 1964.
- f. Compliance with Title IX of the Education Amendments of 1972.
- g. Compliance with Section 504 of the Rehabilitation Act of 1973.
- h. Compliance with Age Discrimination Act of 1975.
- i. Compliance with A-133 audit requirements.

BY: \_\_\_\_\_



Mayor

1/8/2024

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Date

USDA  
Form RD 400-4  
(Rev. 01-22)

**ASSURANCE AGREEMENT**  
(Under Title VI, Civil Rights Act of 1964)

FORM APPROVED  
OMB No. 0575-0018  
Exp. Date: 01/31/2025

The City of Clare

*(name of recipient)*

202 W. Fifth Street, Clare, MI 48617

*(address)*

As a condition of receipt of Federal financial assistance, you acknowledge and agree that you must comply (and require any subgrantees, subrecipients, contractors, successors, transferees, and assignees to comply) with applicable provisions of national laws and policies prohibiting discrimination, including but not limited to:

1. Title VI of the Civil Rights Act of 1964, as amended, which prohibits you from discriminating on the basis of race, color, or national origin (42 U.S.C. 2000d et seq.), and 7 CFR Part 15, 7 CFR 1901, Subpart E.

As clarified by Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service) guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs [in accordance with USDA RD LEP Guidance for RD Funded (Assisted) Programs]. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. You are encouraged to consider the need for language services for LEP persons served or encountered both in developing your budgets and in conducting your programs and activities. For assistance and information regarding your LEP obligations, go to <http://www.lep.gov>;

2. Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating on the basis of sex in education programs or activities (20 U.S.C. 1681 et seq.) [as implemented by 7 CFR Part 15, 7 CFR 1901, Subpart E];

3. The Age Discrimination Act of 1975, as amended, which prohibits you from discriminating on the basis of age (42 U.S.C. 6101 et seq.) [as implemented by 7 CFR Part 15, 7 CFR 1901, Subpart E];

4. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits you from discriminating on the basis of disability (29 U.S.C. 794) [as implemented by 7 CFR Part 15, 7 CFR Part 15b, 7 CFR 1901, Subpart E];

5. Title VIII of the Civil Rights Act, which prohibits you from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (42 U.S.C. 3601 et seq.), as implemented by the Department of Housing and Urban Development at 24 CFR part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units, i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators) be designed and constructed with certain accessible features, see 24 CFR Part 100.201; and

6. Titles II and III of the Americans with Disabilities Act, which prohibit you from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189), as implemented by Department of Justice regulations at 28 C.F.R. parts 35 and 36, and 7 CFR Part 15, 7 CFR Part 15b, 7 CFR 1901, Subpart E.

*A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 0575-0018. Public reporting for this collection of information is estimated to be approximately 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are voluntary. However, in order to obtain or retain a benefit, the information in this form is required by 7 CFR 1901-E. Rural Development has no plans to publish information collected under the provisions of this program. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Rural Development Innovation Center, Regulations Management Division at [ICRMTRRequests@usda.gov](mailto:ICRMTRRequests@usda.gov).*



You also acknowledge and agree that you must comply (and require any subgrantees, subrecipients, contractors, successors, transferees, and assignees to comply) with applicable provisions governing USDA Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service) access to records, accounts, documents, information, facilities, and staff :

1. You must cooperate with any compliance review or complaint investigation conducted by USDA Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service).
2. You must give USDA Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service) access to and the right to examine and copy records, accounts, and other documents and sources of information related to the grant and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by Title VI, Title IX, Age, and Section 504 implementing regulations and other applicable laws or program guidance.
3. You must keep such records and submit to the responsible Department official or designee timely, complete, and accurate compliance reports at such times, and in such form and containing such information, as the responsible Department official or his designee may determine to be necessary to ascertain whether you have complied or are complying with relevant obligations.
4. You must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
5. Make available to users, participants, beneficiaries and other interested persons such information regarding the provisions of this agreement and the regulations, and in such manner as the Rural Development or the U.S. Department of Agriculture finds necessary to inform such persons of the protection assured them against discrimination.
6. If, during the past three years, you (the recipient) have been accused of discrimination on the grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status, you must provide a list of all such proceedings, pending or completed, including outcome and copies of settlement agreements.
7. In the event any court or administrative agency makes a finding of discrimination on grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status against you, or you settle a case or matter alleging such discrimination, you must forward a copy of the complaint and findings to USDA Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service), Office of Civil Rights.

The United States has the right to seek judicial enforcement of these obligations.

You also acknowledge and agree that you must comply (and require any subgrantees, subrecipients, contractors, successors, transferees, and assignees to comply) with applicable provisions of program-specific nondiscrimination policy requirements found at CFR Part 15, 7 CFR Part 15 b, 12 CFR Part 202, 7 CFR 1901, Subpart E., DR4300-003, DR4330-0300, DR4330-005.

#### Period of Obligation

In the case of any service, financial aid, covered employment, equipment, property, or structure provided, leased, or improved with federal assistance extended to the Recipient by Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service), this assurance obligates the Recipient for the period during which federal assistance is extended. In the case of any transfer of such service, financial aid, equipment, property, or structure, this assurance obligates the transferee for the period during which federal assistance is extended. If any personal property is so provided, this assurance obligates the Recipient for the period during which it retains ownership or possession of the property. In all other cases, this assurance obligates the Recipient for the period during which the federal assistance is extended to the Recipient by Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service).

#### Employment Practices

Where a primary objective of the federal assistance is to provide employment or where the Recipient's employment practices affect the delivery of services in programs or activities resulting from federal assistance extended by Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service), the Recipient agrees not to discriminate on the grounds of race, color, national origin, sex, age, or disability, in its employment practices. Such employment practices may include, but are not limited to, recruitment, advertising, hiring, layoff or termination, promotion, demotion, transfer, rates of pay, training and participation in upward mobility programs; or other forms of compensation and use of facilities.

Data Collection

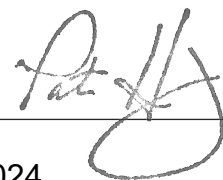
The Recipient agrees to compile and maintain information pertaining to programs or activities developed as a result of the Recipient's receipt of federal assistance from Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service). Such information shall include, but is not limited to the following: (1) the manner in which services are or will be provided and related data necessary for determining whether any persons are or will be denied such services on the basis of prohibited discrimination; (2) the population eligible to be served by race, color, national origin, sex, age, and disability; (3) data regarding covered employment including use or planned use of bilingual public contact employees serving beneficiaries of the program where necessary to permit effective participation by beneficiaries unable to speak or understand English; (4) the location of existing or proposed facilities connected with the program and related information adequate for determining whether the location has or will have the effect of unnecessarily denying access to any person on the basis of prohibited discrimination; (5) the present or proposed membership by race, color, national origin, sex, age and disability in any planning or advisory body which is an integral part of the program; and (6) any additional written data determined by Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service) to be relevant to the obligation to assure compliance by recipients with laws cited in this assurance agreement.

Under penalty of perjury, the undersigned officials certify that they have read and understand their obligations as herein described, that the information submitted in conjunction with this Document is accurate and complete, and that the recipient is in compliance with the nondiscrimination requirements set out above.

Rights and remedies provided for under this agreement shall be cumulative.

In witness whereof, City of Clare on this \_\_\_\_\_  
*(name of recipient)*  
date has caused this agreement to be executed by its duly authorized officers and its seal affixed hereto, or, if a natural person, has hereunto executed this agreement.

(S E A L)



\_\_\_\_\_  
*Recipient*

\_\_\_\_\_  
1/8/2024

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

Attest:



\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Title

UNITED STATES DEPARTMENT OF AGRICULTURE  
RURAL DEVELOPMENT

**APPLICANT CERTIFICATION**  
**FEDERAL COLLECTION POLICIES FOR CONSUMER OR COMMERCIAL DEBTS**

The Federal Government is authorized to check credit information about the applicant(s) including using the federal Credit Alert Interactive Voice Response System (CAIVRS) or its successors to check to see if the applicant(s) are delinquent or in default on a Federal debt.

The Federal Government is also authorized by law to take any or all of the following actions in the event your loan payments become delinquent or you default on your loan:

- Report your name and account information to a credit reporting agency, and the Credit Alert Interactive Voice Response System (CAIVRS).
- Assess interest and penalty charges for the period of time that payment is not made.
- Assess charges to cover additional administrative costs incurred by the government to service your account.
- Offset amounts to be paid to you from your Federal income tax refund.
- Offset amounts to be paid to you under other Federal Programs.
- Refer your account to a private collection agency to collect the amount due.
- Foreclose on any security you have given for the loan.
- Pursue legal action to collect through the courts.
- Report any written off debt to the Internal Revenue Service as taxable income.
- If you are a current or retired Federal employee, take action to offset your salary, or civil service retirement benefits.
- Debar or suspend you from doing business with the Federal Government either as a participant or principal throughout the executive branch of the Federal Government for the period of debarment or suspension.
- Refer any debt that is delinquent to the Treasury Offset Program (TOP) in accordance with the Debt Collection Improvement Act of 1996.
- Refer any eligible debt that is delinquent to the Treasury for cross servicing in accordance with the Debt Collection Improvement Act of 1996.
- Garnish your wages as allowed by the Debt Collection Improvement Act of 1996.

Any or all of these actions may be used to recover any debts owed when it is determined to be in the interest of the Government to do so.

CERTIFICATION: I/we have read and I/we understand the actions the Federal Government may take in the event that I/we fail to meet my/our scheduled payments in accordance with the terms and conditions of my/our agreement. I/we understand that the above list is not all inclusive and that the Federal Government may deem additional actions necessary to collect should I/we become delinquent.

1/8/2024

(Date)

City of Clare

(Name of Applicant)

(Signature of Authorized Entity Official)

Mayor

(Title of Authorized Entity Official)

202 W. Fifth Street, Clare, MI 48617

(Address)

ATTEST:

(Signature of Attesting Official)

City Manager

(Title of Attesting Official)

CERTIFICATION FOR CONTRACTS, GRANTS AND LOANS


The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant or Federal loan, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant or loan.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant or loan, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including contracts, subcontracts, and subgrants under grants and loans) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

  
\_\_\_\_\_  
City of Clare  
(name)

1/8/2024  
(date)

\_\_\_\_\_  
Mayor  
(title)

000

EQUAL OPPORTUNITY AGREEMENT

This agreement, dated \_\_\_\_\_ between  
City of Clare \_\_\_\_\_

(herein called "Recipient" whether one or more) and United States Department of Agriculture (USDA), pursuant to the rules and regulations of the Secretary of Labor (herein called the 'Secretary') issued under the authority of Executive Order 11246 as amended, witnesseth:

In consideration of financial assistance (whether by a loan, grant, loan guaranty, or other form of financial assistance) made or to be made by the USDA to Recipient, Recipient hereby agrees, if the cash cost of construction work performed by Recipient or a construction contract financed with such financial assistance exceeds \$10,000 - unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965.

1. To incorporate or cause to be incorporated into any contract for construction work, or modification thereof, subject to the relevant rules, regulations, and orders of the Secretary or of any prior authority that remain in effect, which is paid for in whole or in part with the aid of such financial assistance, the following "Equal Opportunity Clause":

During the performance of this contract, the contractor agrees as follows:

- (a) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited, to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the USDA setting forth the provisions of this nondiscrimination clause.
- (b) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.
- (c) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the USDA, advising the said labor union or workers' representative of the contractor's commitments under this agreement and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (d) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of all rules, regulations and relevant orders of the Secretary of Labor.
- (e) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, rules, regulations, and orders, or pursuant thereto, and will permit access to his books, records, and accounts by the USDA Civil Rights Office, and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (f) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation or order of the Secretary of Labor, or as otherwise provided by Law.
- (g) The contractor will include the provisions of paragraph 1 and paragraph (a) through (g) in every subcontract or purchase order, unless exempted by the rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the USDA may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the USDA, the contractor may request the United States to enter into such litigation to protect the interest of the United States.

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 0575-0018. Public reporting for this collection of information is estimated to be approximately 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are voluntary. However, in order to obtain or retain a benefit, the information in this form is required 7 CFR 1901-E. Rural Development has no plans to publish information collected under the provisions of this program. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Rural Development Innovation Center, Regulations Management Division at [ICRMTRequests@usda.gov](mailto:ICRMTRequests@usda.gov).

2. To be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, that if the organization so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.
3. To notify all prospective contractors to file the required 'Compliance Statement', Form RD 400-6, with their bids.
4. Form AD-425, Instructions to Contractors, will accompany the notice of award of the contract. Bid conditions for all nonexempt federal and federally assisted construction contracts require inclusion of the appropriate "Hometown" or "Imposed" plan affirmative action and equal employment opportunity requirements. All bidders must comply with the bid conditions contained in the invitation to be considered responsible bidders and hence eligible for the award.
5. To assist and cooperate actively with USDA and the Secretary in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and rules, regulations, and relevant orders of the Secretary, that will furnish USDA and the Secretary such information such as , but not limited to, Form AD-560, Certification of Nonsegregated Facilities, to submit the Monthly Employment Utilization Report, Form CC-257, as they may require for the supervision of such compliance, and that it will otherwise assist USDA in the discharge of USDA's primary responsibility for securing compliance.
6. To refrain from entering into any contract or contract modification subject to such Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and Federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by USDA or the Secretary of Labor pursuant to Part II, Subpart D, of the Executive Order.
7. That if the recipient fails or refuses to comply with these undertakings, the USDA may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the organization under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such organization; and refer the case to the Department of Justice for appropriate legal proceedings.

Signed by the Recipient on the date first written above.

City of Clare

\_\_\_\_\_  
Recipient

City of Clare

\_\_\_\_\_  
Recipient

(CORPORATE SEAL)

City of Clare

\_\_\_\_\_  
Name of Corporate Recipient

Attest:

*Jeremy Howard*

\_\_\_\_\_  
City Manager

By

*Pat [Signature]*

\_\_\_\_\_  
Mayor

Attachment regarding assistance provided to Rural Development  
Employees as required by RD Instruction 1900-D

APPLICANT City of Clare

I hereby certify that:

There are no relatives or close associates that are currently USDA –  
Rural Development employees.

There are relatives or close associates that are currently USDA –  
Rural Development employees, which are listed below:

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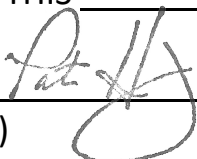
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CERTIFIED THIS 8th DAY OF January, 2024

  
\_\_\_\_\_  
(Signature)

Mayor  
\_\_\_\_\_  
(Title)

## Availability of Other Commercial Credit Certification

Applicants must certify in writing that they are unable to finance the proposed project from their own resources or through commercial credit at reasonable rates and terms that will allow them to maintain user rates comparable to other similar systems.

Applicants must sign this certification which provides documentation of contact with a lending institution. Offers or denials of commercial credit should be documented below with the name of lending institution, name of contact, rates and terms available and reason why credit would not be available.

Commercial credit financing in the amount of \$ 70,690.00 was discussed with the following lending institutions:

Lender:		Interest Rate:		Term:	
Contact:					
Lender:		Interest Rate:		Term:	
Contact:					
Lender:		Interest Rate:		Term:	
Contact:					

The undersigned certifies, to the best of their knowledge and belief, that:

1. The organization is unable to finance the proposed project from its own resources or through commercial credit at reasonable rates and terms.
2. No outstanding judgment has been obtained and recorded by the United States of America in a Federal Court (other than in the United States Tax Court).

City of Clare

Name of Organization

Pat Humphrey



1/8/2024

Name and Signature of Authorized Official

Date



## To be on Letterhead

### Example Project Narrative

United States Department of Agriculture  
West Branch Area Office, Rural Development  
543 Progress Street, West Branch, MI 48661

#### **Re: Village of XXXXX- CF Grant- Name of Equipment**

The Village of XXXX was established in YYYY. We are respectfully requesting grant assistance in purchasing a 2021, 4x4, Regular Cab Truck with Plow and essential add-ons.

Currently, the Village Department of Public Works utilizes a 2007 Chevy with 215,000 miles. The truck has numerous issues such as electric problems, motor and transmission problems, dash board non-functioning and the transmission is slipping. The truck is not being used because it is costing us more in maintenance than the vehicle is worth. The Village needs to replace this vehicle. We intend to purchase a new vehicle through the MI Bid process.

The Village of xxxx budget generally is limited with our needs exceeding our revenues especially within the Motor Vehicle fund. This will help the Village to work towards the necessary replacement of a DPW truck.

The purchase of this vehicle will help both residents and staff in regards to the service and duties expected and deserved. The Village of xxx provides services to the Village of xxxx only.

The Village is unable to secure commercial credit at reasonable rates and terms or pay for the equipment with its own resources.

Sincerely,

*Sign*

Print Name  
Title

## To be on Letterhead

### Example Applicant Contribution Letter

West Branch Area Office, Rural Development  
United States Department of Agriculture  
Phone: 989-345-5470

Re: Village of XXXXX- CF Grant- Name of Equipment

As part of the application process, this letter is in the form of a statement declaring that the Village of xxxx has the funds to contribute the difference between the grant amount and the purchase price of the DPW Truck with plow. Applicant contribution to be provided in the amount of xxxxx (needs to be exact).

Sincerely,

Sign  
Print Name  
Title

## CITY OF CLARE POLICE DEPARTMENT

207 W 5th St, Clare, MI 48617 | Phone: (989) 386-2121 | Fax: (989) 386-0440



Subject: Request for Financial Assistance – Purchase of Body Cameras and Tasers for the City of Clare Police Department

Dear Bryce Paulson,

I hope this letter finds you well. I am writing to you on behalf of the City of Clare Police Department to request financial assistance from the USDA to address critical issues related to our current law enforcement equipment. The City of Clare Police Department is committed to ensuring the safety and well-being of our community, and we believe that the acquisition of updated body cameras and Tasers is essential to enhance our capabilities.

The current Tasers in use by our department have reached the end of their serviceable life and can no longer be adequately maintained. Simultaneously, our existing body cameras are no longer recognized by our computer systems and are barely functional. These technological deficiencies hinder our officers' ability to carry out their duties effectively and compromise the safety of both law enforcement personnel and the public we serve.

The integration of both Tasers and body cameras is paramount to our law enforcement operations. Our officers have experienced firsthand the benefits of these devices working in conjunction.

We have identified Axon as a reliable and proven provider for both Tasers and body cameras. Axon offers full replacement for damage and regular use, assuring the City of Clare Police Department that our investment will be protected. Furthermore, the Clare County Sheriff Department, with whom we have established mutual aid agreements, also utilizes Axon. This shared platform allows for seamless collaboration, enabling us to share videos and integrate our systems efficiently in the event of an incident. Axon Tasers automatically activate the associated body camera. This synchronized system ensures that all critical moments are recorded accurately, providing an invaluable resource for reviewing incidents and ensuring accountability. No other system has this capability.

An additional advantage of adopting Axon technology is the ability to share videos directly with the Clare County Prosecutors office. This integration streamlines the legal process, saving valuable time and labor by eliminating the

need to create physical copies for court purposes. The system's accessibility ensures that relevant information is promptly delivered.

In light of the above, we kindly request financial assistance from the USDA to fund the purchase of updated Tasers and body cameras for the City of Clare Police Department. This investment will not only enhance the safety and efficiency of our law enforcement operations but also contribute to the overall security and well-being of our community.

We appreciate your attention to this matter and would be grateful for any support the USDA can provide. Please feel free to contact me at 989 429-9179 or [dsaad@cityofclare.gov](mailto:dsaad@cityofclare.gov) if you require any additional information or if there are further steps we need to take to facilitate this request.

I have attached a recent quote from Axon for this equipment.

Thank you for your consideration and support.

Sincerely,



**Chief David Saad**  
City of Clare Police Department



# CLARE CITY POLICE DEPARTMENT

Chief David Saad  
207 West Fifth Street  
Clare, Michigan 48617  
Phone: 989-386-2121



## Applicant Contribution Letter

West Branch Area Office, Rural Development  
United States Department of Agriculture  
Phone: 989-345-5470

Date: 1-22-2024

Re: City of Clare – Taser and Body Cameras

As part of the application process, this letter is in the form of a statement declaring that the City of Clare has the funds to contribute the difference between the grant amount and purchase Taser and Body Cameras. Applicant contribution to be provided in the amount of \$31,890.00.

Sincerely,

A handwritten signature in blue ink that reads "Vicki Corlew".

Vicki Corlew  
Treasurer/Finance Director

**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](mailto: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



**RESOLUTION 2024-010**

**A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING THE SUBMITTAL OF A UNITED STATES DEPARTMENT OF AGRICULTURE RURAL DEVELOPMENT GRANT APPLICATION AND FOR THE ACCEPTANCE OF SAID GRANT ONCE AWARDED, TO PURCHASE NEW POLICE TASERS AND BODY CAMERAS.**

**WHEREAS**, the City of Clare has submitted a grant application to the United States Department of Agriculture (USDA) for a Rural Development grant to assist in the purchase of new City of Clare police tasers and body cameras; and

**WHEREAS**, the City has been advised by the USDA that the City’s grant application has been received; and

**WHEREAS**, the City has held a requisite public hearing announcing the City’s application for a USDA grant to assist in the purchase of the new police tasers and body cameras; and

**WHEREAS**, no stated objections were received at said public hearing; and

**WHEREAS**, the City Commission has deemed that the submittal of said grant application and the acceptance of said grant funding once awarded is clearly in the best interests of the City and its residents.

**WHEREAS**, the City of Clare has provided written acknowledgment to USDA that funding is available to cover the costs associated with the purchase of said equipment that is not covered by USDA grant funds; and

**NOW THEREFORE BE IT RESOLVED THAT** the City Commission of the City of Clare hereby approves the submittal of said grant application for a United States Department of Agriculture Rural Development Grant to defray a portion of the costs associated with the purchase of new City of Clare police tasers and body cameras, authorizes the acceptance of said grant, and verifies that the City meets or agrees to meet all eligibility requirements associated with said grant program.

**BE IT FURTHER RESOLVED THAT** the Mayor and City Commission of the City of Clare hereby formally authorizes the Mayor or the City Manager to sign any necessary and related documents for the grant, and authorize the Treasurer/Finance Director to make any necessary budget amendments to accept the grant funds.

**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 19<sup>th</sup> day of February 2024.

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Diane M. Lyon, Clare City Clerk

**To: Mayor Pat Humphrey and the Clare City Commission**  
**From: Vicki Corlew**  
**Treasurer and Finance Director**  
**Date: February 14, 2024**  
**Reference: Treasurer's Report for February 19, 2024**

**Property Taxes:**

The last day to pay property taxes here at City Hall is February 29<sup>th</sup>. Working with Clare and Isabella Counties on what the balancing procedures are for settlement.

**Budget:**

Budget preparations are being done sooner this year. All department heads were emailed a spreadsheet to complete budget line items for their upcoming department budget requests.

**City Financials:**

All accounts are reconciled through January 31, 2024. Financial information is provided below.



**CITY OF CLARE**  
**CASH AND INVESTMENT SUMMARY (UNAUDITED) BY BANK**  
**FROM 1/01/2024 TO 1/31/2024**

<u>Account Number</u>	<u>Financial Institution/Account Description</u>	<u>Balance 1/01/2024</u>	<u>Total Increases</u>	<u>Total Decreases</u>	<u>Balance 1/31/2024</u>
<b><u>City of Clare Accounts</u></b>					
	Mercantile/Consolidated Account	\$ 4,472,559.74	\$ 631,390.71	\$ 1,015,353.85	4,088,596.60
	Mercantile/Rural Development Bond & Interest Acct	120,645.78	215.97	-	120,861.75
	Mercantile/Rural Development RRI Acct	116,749.01	209.00	-	116,958.01
	Mercantile/USDA Sewer Bond Pmt Reserve Acct	13,205.32	2.98	-	13,208.30
	Mercantile/USDA Sewer Bond RRI Reserve Acct	41,403.20	9.36	-	41,412.56
	Mercantile/USDA Water Bond Pmt Reserve Acct	43,032.78	9.73	-	43,042.51
	Mercantile/USDA Water Bond RRI Reserve Acct	128,971.12	230.88	-	129,202.00
	Mercantile/Money Market Account	76,073.29	136.18	-	76,209.47
	Mercantile Property Tax Account	356,129.89	689,489.40	675,316.97	370,302.32
	Petty Cash and Cash on Hand	750.00	-	-	750.00
	Mercantile/Hatton Township Landfill Trust Fund	210,055.60	-	-	210,055.60
	<b>Total - City of Clare Accounts</b>	<b><u>\$ 5,579,575.73</u></b>	<b><u>\$ 1,321,694.21</u></b>	<b><u>\$ 1,690,670.82</u></b>	<b><u>\$ 5,210,599.12</u></b>
<b><u>City of Clare Component Unit Accounts</u></b>					
	Mercantile/DDA Account	177,339.44	4,366.56	10,093.71	171,612.29
	<b>Total - City of Clare Component Unit Accounts</b>	<b><u>\$ 177,339.44</u></b>	<b><u>\$ 4,366.56</u></b>	<b><u>\$ 10,093.71</u></b>	<b><u>\$ 171,612.29</u></b>
	<b>TOTALS</b>	<b><u>\$ 5,756,915.17</u></b>	<b><u>\$ 1,326,060.77</u></b>	<b><u>\$ 1,700,764.53</u></b>	<b><u>\$ 5,382,211.41</u></b>

PERIOD ENDING 01/31/2024

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDG USED
		AMENDED BUDGET	01/31/2024 NORMAL (ABNORMAL)	MONTH 01/31/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Revenues						
Dept 000.000 - GENERAL						
101-000.000-403.000	CURRENT PROPERTY TAXES	1,805,965.20	1,676,848.47	3,968.42	129,116.73	92.85
101-000.000-412.000	DELINQUENT PERSONAL PROPERTY TAXES	1,000.00	440.04	0.00	559.96	44.00
101-000.000-445.000	INTEREST AND PENALTIES TAXES	5,000.00	1,961.86	120.09	3,038.14	39.24
101-000.000-447.000	ADMIN. FEES - TAXES	56,199.54	40,384.96	5,736.50	15,814.58	71.86
101-000.000-490.003	YARD SALE PERMITS	100.00	50.00	0.00	50.00	50.00
101-000.000-490.004	ZONING VARIANCES	100.00	0.00	0.00	100.00	0.00
101-000.000-490.005	REZONING APPLICATIONS	0.00	150.00	0.00	(150.00)	100.00
101-000.000-490.006	PEDDLER/SOLICITOR PERMITS	150.00	425.00	110.00	(275.00)	283.33
101-000.000-490.007	SITE PLANS AND SPECIAL USE PERMITS	9,000.00	6,275.00	200.00	2,725.00	69.72
101-000.000-502.000	FEDERAL GRANTS	774,025.00	0.00	0.00	774,025.00	0.00
101-000.000-539.000	STATE GRANTS	0.00	2,934.16	0.00	(2,934.16)	100.00
101-000.000-567.000	STATE LIQUOR LICENSES	6,000.00	6,308.50	0.00	(308.50)	105.14
101-000.000-568.000	STATE REVENUE SHARING	428,063.00	157,491.55	0.00	270,571.45	36.79
101-000.000-568.301	STATE REVENUE SHARING CVTRS-PS	0.00	536.00	0.00	(536.00)	100.00
101-000.000-573.000	LOCAL COMMUNITY STABILIZATION SHARE APPR	120,000.00	119,347.77	0.00	652.23	99.46
101-000.000-606.002	PUBLIC FACILITY RENTAL FEES	100.00	25.00	0.00	75.00	25.00
101-000.000-607.000	CHARGES FOR SERVICES	2,000.00	2,841.83	315.83	(841.83)	142.09
101-000.000-610.301	YOUTH POLICE ACADEMY	0.00	15.00	0.00	(15.00)	100.00
101-000.000-626.257	CHARGES FOR SERVICES - ASSESSOR	0.00	150.00	0.00	(150.00)	100.00
101-000.000-626.301	CHARGES FOR SERVICES - POLICE	85,855.32	477.75	93.75	85,377.57	0.56
101-000.000-626.304	CHARGES FOR SERVICES - PD SALVAGE INSP	2,000.00	7,200.00	700.00	(5,200.00)	360.00
101-000.000-633.000	CEMETERY FOUNDATIONS	3,000.00	2,632.80	0.00	367.20	87.76
101-000.000-634.000	GRAVE OPENINGS	6,000.00	6,226.46	1,750.00	(226.46)	103.77
101-000.000-636.001	COLUMBARIUM NICHE SALES	600.00	2,400.00	1,800.00	(1,800.00)	400.00
101-000.000-636.002	COLUMBARIUM ENGRAVING FEES	500.00	250.00	0.00	250.00	50.00
101-000.000-640.000	GARBAGE COLLECTION FEES	194,000.00	97,412.65	16,366.62	96,587.35	50.21
101-000.000-643.000	CEMETERY LOT SALES	0.00	2,100.00	0.00	(2,100.00)	100.00
101-000.000-646.000	COLOR TRASH BAGS	2,000.00	682.61	175.35	1,317.39	34.13
101-000.000-647.000	LAWN WASTE BAGS	500.00	349.05	0.00	150.95	69.81
101-000.000-657.000	ORDINANCE FINES - CITY	200.00	320.00	170.00	(120.00)	160.00
101-000.000-657.001	ORDINANCE FINES - COUNTY	2,000.00	690.64	25.00	1,309.36	34.53
101-000.000-660.000	LATE FEES - UTIL	3,000.00	1,811.82	275.97	1,188.18	60.39
101-000.000-663.000	CIVIL INFRACTION FINES	300.00	0.00	0.00	300.00	0.00
101-000.000-664.000	INTEREST AND DIVIDENDS	500.00	7,096.65	1,104.87	(6,596.65)	1,419.33
101-000.000-670.000	WIRELESS-RENTAL	12,000.00	7,000.00	1,000.00	5,000.00	58.33
101-000.000-671.000	CABLE FRANCHISE FEES	45,000.00	22,970.32	0.00	22,029.68	51.05
101-000.000-671.001	TRAILER PARK FEES	350.00	324.96	110.96	25.04	92.85
101-000.000-671.003	LAND LEASES	17,000.00	29,844.80	0.00	(12,844.80)	175.56
101-000.000-671.005	IN LIEU OF TAXES	9,000.00	0.00	0.00	9,000.00	0.00
101-000.000-671.008	AIRPORT FUEL SALES	110,000.00	80,485.39	3,028.23	29,514.61	73.17
101-000.000-671.011	AIRPORT T-HANGAR RENT	11,000.00	7,605.00	2,670.00	3,395.00	69.14
101-000.000-675.305	POLICE DEPT DONATIONS	500.00	500.00	500.00	0.00	100.00
101-000.000-675.307	PD CAMERA DONATIONS	500.00	0.00	0.00	500.00	0.00
101-000.000-675.308	YOUTH POLICE ACADEMY DONATIONS	500.00	0.00	0.00	500.00	0.00
101-000.000-676.000	REFUNDS AND REIMBURSEMENTS	500.00	3,028.24	0.00	(2,528.24)	605.65
101-000.000-676.262	REFUNDS AND REIMBURSEMENTS - ELECTIONS	0.00	24,742.01	0.00	(24,742.01)	100.00
101-000.000-692.000	MISCELLANEOUS	100.00	221.80	50.00	(121.80)	221.80
101-000.000-692.001	CASH OVER	0.00	40.00	0.00	(40.00)	100.00
Total Dept 000.000 - GENERAL		3,714,608.06	2,322,598.09	40,271.59	1,392,009.97	62.53

PERIOD ENDING 01/31/2024

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GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2024 NORMAL (ABNORMAL)	MONTH 01/31/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Revenues						
Dept 931.000 - TRANSFERS IN AND OTHER SOURCES						
101-931.000-699.151	TRANSFER IN - PERPETUAL CARE	6,000.00	3,500.00	500.00	2,500.00	58.33
101-931.000-699.202	TRANSFER IN - MAJOR STREET FUND	2,000.00	1,169.00	167.00	831.00	58.45
101-931.000-699.203	TRANSFER IN - LOCAL STREETS	2,000.00	1,169.00	167.00	831.00	58.45
101-931.000-699.206	TRANSFER IN - FIRE FUND	2,000.00	1,335.67	167.00	664.33	66.78
101-931.000-699.208	TRANSFERS IN - PARKS & REC	2,000.00	1,335.67	167.00	664.33	66.78
101-931.000-699.214	TRANSFER IN - LDFA	4,588.69	2,674.00	382.00	1,914.69	58.27
101-931.000-699.248	INTERFUND TRANSFER - FROM THE DDA	2,000.00	1,335.67	167.00	664.33	66.78
101-931.000-699.590	TRANSFERS IN - SEWER FUND	10,000.00	6,664.33	833.00	3,335.67	66.64
101-931.000-699.591	TRANSFERS IN - WATER FUND	10,000.00	6,664.33	833.00	3,335.67	66.64
101-931.000-699.636	TRANSFERS IN - DATA PROCESSING	11,000.00	7,335.69	917.00	3,664.31	66.69
101-931.000-699.640	TRANSFERS IN - MOBILE EQUIPMENT	1,000.00	664.33	83.00	335.67	66.43
Total Dept 931.000 - TRANSFERS IN AND OTHER SOURCES		52,588.69	33,847.69	4,383.00	18,741.00	64.36
TOTAL REVENUES		3,767,196.75	2,356,445.78	44,654.59	1,410,750.97	62.55
Expenditures						
Dept 101.000 - CITY COMMISSION						
101-101.000-716.000	FRINGE BENEFITS	750.00	404.54	41.31	345.46	53.94
101-101.000-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	0.00	3,658.76	0.00	(3,658.76)	100.00
101-101.000-808.000	CABLE CONSORTIUM FRANCHISE FEES	17,000.00	9,188.13	0.00	7,811.87	54.05
101-101.000-943.636	INTERNAL SERVICE FUND - DATA PROCESSING	700.00	406.00	58.00	294.00	58.00
101-101.000-956.000	MISCELLANEOUS	1,000.00	195.35	0.00	804.65	19.54
101-101.000-956.101	ELECTRONIC COMMUNICATION SERVICE STIPEND	900.00	350.00	50.00	550.00	38.89
101-101.000-958.000	PROFESSIONAL DEVELOPMENT	3,000.00	3,169.97	0.00	(169.97)	105.67
101-101.000-963.000	INSURANCE	23,000.00	19,481.27	0.00	3,518.73	84.70
Total Dept 101.000 - CITY COMMISSION		46,350.00	36,854.02	149.31	9,495.98	79.51
Dept 172.000 - CITY MANAGEMENT/ADMINISTRATION						
101-172.000-702.000	WAGES	102,788.06	63,427.07	8,739.72	39,360.99	61.71
101-172.000-715.001	PAYROLL TAXES	7,863.29	4,986.13	668.59	2,877.16	63.41
101-172.000-716.000	FRINGE BENEFITS	1,064.32	746.52	69.90	317.80	70.14
101-172.000-718.000	RETIREMENT	29,503.00	18,522.02	2,469.60	10,980.98	62.78
101-172.000-727.000	SUPPLIES	250.00	182.95	0.00	67.05	73.18
101-172.000-943.636	INTERNAL SERVICE FUND - DATA PROCESSING	700.00	406.00	58.00	294.00	58.00
101-172.000-956.000	MISCELLANEOUS	500.00	403.48	40.61	96.52	80.70
101-172.000-958.000	PROFESSIONAL DEVELOPMENT	6,000.00	3,893.73	1,400.80	2,106.27	64.90
Total Dept 172.000 - CITY MANAGEMENT/ADMINISTRATION		148,668.67	92,567.90	13,447.22	56,100.77	62.26
Dept 191.000 - FISCAL SERVICES						
101-191.000-702.000	WAGES	87,791.65	41,079.86	6,028.49	46,711.79	46.79
101-191.000-715.001	PAYROLL TAXES	6,716.06	3,047.55	434.38	3,668.51	45.38
101-191.000-716.000	FRINGE BENEFITS	18,712.99	9,994.69	1,995.81	8,718.30	53.41
101-191.000-718.000	RETIREMENT	19,444.54	7,368.52	1,067.38	12,076.02	37.90
101-191.000-727.000	SUPPLIES	2,000.00	338.83	286.09	1,661.17	16.94
101-191.000-741.000	POSTAGE	1,000.00	925.49	28.56	74.51	92.55
101-191.000-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	26,000.00	16,924.23	15,000.00	9,075.77	65.09

PERIOD ENDING 01/31/2024

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GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2024	MONTH 01/31/2024	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
101-191.000-824.000	BANK SERVICE CHARGES	1,000.00	194.02	0.00	805.98	19.40
101-191.000-943.636	INTERNAL SERVICE FUND - DATA PROCESSING	4,200.00	2,450.00	350.00	1,750.00	58.33
101-191.000-956.000	MISCELLANEOUS	1,000.00	311.59	0.00	688.41	31.16
101-191.000-958.000	PROFESSIONAL DEVELOPMENT	2,000.00	1,386.87	0.00	613.13	69.34
<b>Total Dept 191.000 - FISCAL SERVICES</b>		<b>169,865.24</b>	<b>84,021.65</b>	<b>25,190.71</b>	<b>85,843.59</b>	<b>49.46</b>
Dept 215.000 - CLERK						
101-215.000-702.000	WAGES	152,080.44	85,812.01	10,699.94	66,268.43	56.43
101-215.000-715.001	PAYROLL TAXES	11,634.15	6,337.22	780.78	5,296.93	54.47
101-215.000-716.000	FRINGE BENEFITS	36,962.73	18,970.28	1,645.76	17,992.45	51.32
101-215.000-718.000	RETIREMENT	33,154.55	19,228.58	2,413.16	13,925.97	58.00
101-215.000-727.000	SUPPLIES	1,200.00	105.45	0.00	1,094.55	8.79
101-215.000-727.001	OFFICE SUPPLIES - CITY WIDE	2,300.00	878.99	214.30	1,421.01	38.22
101-215.000-741.000	POSTAGE	2,500.00	994.66	131.92	1,505.34	39.79
101-215.000-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	300.00	52.80	0.00	247.20	17.60
101-215.000-900.000	PRINTING & PUBLISHING	10,000.00	3,708.56	0.00	6,291.44	37.09
101-215.000-930.000	REPAIR AND MAINTENANCE	100.00	0.00	0.00	100.00	0.00
101-215.000-943.636	INTERNAL SERVICE FUND - DATA PROCESSING	4,200.00	2,450.00	350.00	1,750.00	58.33
101-215.000-956.000	MISCELLANEOUS	300.00	0.00	0.00	300.00	0.00
101-215.000-958.000	PROFESSIONAL DEVELOPMENT	2,100.00	1,708.25	700.00	391.75	81.35
<b>Total Dept 215.000 - CLERK</b>		<b>256,831.87</b>	<b>140,246.80</b>	<b>16,935.86</b>	<b>116,585.07</b>	<b>54.61</b>
Dept 247.000 - BOARD OF REVIEW						
101-247.000-702.000	WAGES	1,500.00	90.00	0.00	1,410.00	6.00
101-247.000-715.001	PAYROLL TAXES	114.75	6.88	0.00	107.87	6.00
101-247.000-716.000	FRINGE BENEFITS	0.00	(0.05)	0.00	0.05	100.00
101-247.000-900.000	PRINTING & PUBLISHING	300.00	0.00	0.00	300.00	0.00
101-247.000-958.000	PROFESSIONAL DEVELOPMENT	700.00	30.00	30.00	670.00	4.29
<b>Total Dept 247.000 - BOARD OF REVIEW</b>		<b>2,614.75</b>	<b>126.83</b>	<b>30.00</b>	<b>2,487.92</b>	<b>4.85</b>
Dept 257.000 - ASSESSOR						
101-257.000-727.000	OFFICE SUPPLIES	700.00	484.14	0.00	215.86	69.16
101-257.000-741.000	POSTAGE	1,500.00	173.96	110.39	1,326.04	11.60
101-257.000-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	37,000.00	18,117.00	2,917.00	18,883.00	48.96
101-257.000-943.636	INTERNAL SERVICE FUND - DATA PROCESSING	4,400.00	2,450.00	350.00	1,950.00	55.68
101-257.000-956.000	MISCELLANEOUS	50.00	25.00	0.00	25.00	50.00
101-257.000-958.000	PROFESSIONAL DEVELOPMENT	0.00	435.00	435.00	(435.00)	100.00
<b>Total Dept 257.000 - ASSESSOR</b>		<b>43,650.00</b>	<b>21,685.10</b>	<b>3,812.39</b>	<b>21,964.90</b>	<b>49.68</b>
Dept 262.000 - ELECTIONS						
101-262.000-703.000	PER DIEMS	36,208.00	2,257.97	0.00	33,950.03	6.24
101-262.000-727.000	SUPPLIES	7,500.00	155.40	0.00	7,344.60	2.07
101-262.000-741.000	POSTAGE	650.00	1,485.53	238.41	(835.53)	228.54
101-262.000-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	0.00	857.55	857.55	(857.55)	100.00
101-262.000-900.000	PRINTING & PUBLISHING	1,600.00	0.00	0.00	1,600.00	0.00

PERIOD ENDING 01/31/2024

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GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDGT USED
		AMENDED BUDGET	01/31/2024 NORMAL (ABNORMAL)	MONTH 01/31/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
101-262.000-956.000	MISCELLANEOUS	800.00	0.00	0.00	800.00	0.00
Total Dept 262.000 - ELECTIONS		46,758.00	4,756.45	1,095.96	42,001.55	10.17
Dept 265.000 - BUILDING AND GROUNDS						
101-265.000-702.000	WAGES	23,368.36	11,183.69	400.77	12,184.67	47.86
101-265.000-715.001	PAYROLL TAXES	1,787.68	874.23	28.39	913.45	48.90
101-265.000-716.000	FRINGE BENEFITS	6,203.28	5,826.41	159.39	376.87	93.92
101-265.000-718.000	RETIREMENT	1,568.16	846.12	116.67	722.04	53.96
101-265.000-727.000	OFFICE SUPPLIES	0.00	14.72	0.00	(14.72)	100.00
101-265.000-728.000	OPERATING SUPPLIES	5,000.00	631.40	0.00	4,368.60	12.63
101-265.000-728.001	OPERATING SUPPLIES - ROAD SALT	2,000.00	651.43	0.00	1,348.57	32.57
101-265.000-801.000	PROFESSIONAL AND CONTRACTED SERVICES	6,500.00	3,441.66	573.61	3,058.34	52.95
101-265.000-850.000	TELEPHONE AND COMMUNICATIONS	6,000.00	3,264.08	446.99	2,735.92	54.40
101-265.000-920.000	SEWER	1,600.00	0.00	0.00	1,600.00	0.00
101-265.000-921.000	WATER	2,000.00	5.79	5.79	1,994.21	0.29
101-265.000-922.000	ELECTRICITY	8,500.00	5,411.62	512.14	3,088.38	63.67
101-265.000-923.000	NATURAL GAS	4,500.00	1,326.19	598.18	3,173.81	29.47
101-265.000-930.000	REPAIRS - BUILDING AND GROUNDS	10,600.00	4,170.77	0.00	6,429.23	39.35
101-265.000-931.000	REPAIRS - EQUIPMENT	500.00	0.00	0.00	500.00	0.00
101-265.000-943.000	EQUIPMENT RENTAL - OUTSIDE SERVICES	100.00	0.00	0.00	100.00	0.00
101-265.000-943.640	INTERNAL SERVICE FUND - MOBILE EQUIPMENT	2,200.00	1,281.00	183.00	919.00	58.23
101-265.000-956.000	MISCELLANEOUS	500.00	0.00	0.00	500.00	0.00
101-265.000-963.000	INSURANCE	3,750.00	3,310.75	0.00	439.25	88.29
Total Dept 265.000 - BUILDING AND GROUNDS		86,677.48	42,239.86	3,024.93	44,437.62	48.73
Dept 266.000 - ATTORNEY						
101-266.000-801.000	CITY ATTORNEY	20,000.00	5,624.00	462.50	14,376.00	28.12
101-266.000-801.001	OTHER ATTORNEYS	2,500.00	254.00	0.00	2,246.00	10.16
Total Dept 266.000 - ATTORNEY		22,500.00	5,878.00	462.50	16,622.00	26.12
Dept 268.000 - CEMETERY						
101-268.000-702.000	WAGES	46,137.28	25,553.34	1,259.37	20,583.94	55.39
101-268.000-715.001	PAYROLL TAXES	3,529.50	1,971.08	88.78	1,558.42	55.85
101-268.000-716.000	FRINGE BENEFITS	9,071.87	3,118.70	415.58	5,953.17	34.38
101-268.000-718.000	RETIREMENT	4,539.56	2,576.47	367.78	1,963.09	56.76
101-268.000-728.000	OPERATING SUPPLIES	8,500.00	3,763.97	28.46	4,736.03	44.28
101-268.000-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	1,500.00	220.00	0.00	1,280.00	14.67
101-268.000-921.000	WATER	14,500.00	812.39	0.00	13,687.61	5.60
101-268.000-922.000	ELECTRICITY	1,700.00	749.65	90.56	950.35	44.10
101-268.000-930.000	REPAIR - BUILDINGS AND GROUNDS	3,500.00	1,099.91	0.00	2,400.09	31.43
101-268.000-943.636	INTERNAL SERVICE FUND - DATA PROCESSING	700.00	406.00	58.00	294.00	58.00
101-268.000-943.640	INTERNAL SERVICE FUND - MOBILE EQUIPMENT	15,000.00	8,750.00	1,250.00	6,250.00	58.33
101-268.000-956.000	MISCELLANEOUS	250.00	0.00	0.00	250.00	0.00
101-268.000-963.000	INSURANCE	1,500.00	1,274.27	0.00	225.73	84.95
101-268.000-970.000	CAPITAL OUTLAY	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 268.000 - CEMETERY		115,428.21	50,295.78	3,558.53	65,132.43	43.57

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PERIOD ENDING 01/31/2024

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
			NORMAL (ABNORMAL)	MONTH 01/31/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
Dept 301.000 - POLICE						
101-301.000-702.000	WAGES	519,033.79	295,636.57	46,095.20	223,397.22	56.96
101-301.000-715.001	PAYROLL TAXES	39,706.08	21,916.91	3,339.81	17,789.17	55.20
101-301.000-716.000	FRINGE BENEFITS	139,379.18	73,683.61	10,238.33	65,695.57	52.87
101-301.000-718.000	RETIREMENT	143,520.97	88,647.74	13,644.71	54,873.23	61.77
101-301.000-727.000	OFFICE SUPPLIES	5,500.00	1,671.20	0.00	3,828.80	30.39
101-301.000-728.000	OPERATING SUPPLIES	14,000.00	9,036.59	573.68	4,963.41	64.55
101-301.000-741.000	POSTAGE	300.00	97.73	7.79	202.27	32.58
101-301.000-758.000	UNIFORMS & CLEANING	5,700.00	3,945.43	193.45	1,754.57	69.22
101-301.000-801.000	PROFESSIONAL AND CONTRACTED SERVICES	30,000.00	27,233.45	1,257.98	2,766.55	90.78
101-301.000-835.000	EMPLOYEE PHYSICALS	1,500.00	166.00	0.00	1,334.00	11.07
101-301.000-850.000	TELEPHONE/COMMUNICATIONS	8,500.00	4,080.15	558.85	4,419.85	48.00
101-301.000-899.001	DRUG TESTING	1,350.00	0.00	0.00	1,350.00	0.00
101-301.000-920.000	SEWER	1,500.00	891.09	174.57	608.91	59.41
101-301.000-921.000	WATER	1,200.00	899.94	164.31	300.06	75.00
101-301.000-922.000	ELECTRICITY	7,500.00	3,937.50	825.86	3,562.50	52.50
101-301.000-923.000	NATURAL GAS	4,500.00	1,147.67	549.07	3,352.33	25.50
101-301.000-930.000	REPAIRS - BUILDINGS AND GROUNDS	15,000.00	993.65	0.00	14,006.35	6.62
101-301.000-931.000	REPAIRS - EQUIPMENT	5,500.00	2,128.98	0.00	3,371.02	38.71
101-301.000-943.000	EQUIPMENT RENTAL - OUTSIDE SERVICES	800.00	0.00	0.00	800.00	0.00
101-301.000-943.636	INTERNAL SERVICE FUND - DATA PROCESSING	11,100.00	6,475.00	925.00	4,625.00	58.33
101-301.000-943.640	INTERNAL SERVICE FUND - MOBILE EQUIPMENT	25,000.00	14,581.00	2,083.00	10,419.00	58.32
101-301.000-953.000	TRAINING 302	2,000.00	0.00	0.00	2,000.00	0.00
101-301.000-954.000	AUXILARY POLICE	7,500.00	3,215.94	174.86	4,284.06	42.88
101-301.000-956.000	MISCELLANEOUS	5,000.00	1,654.77	0.00	3,345.23	33.10
101-301.000-956.301	YOUTH POLICE ACADEMY	0.00	120.00	0.00	(120.00)	100.00
101-301.000-956.304	SALVAGE INSPECTION SUPPLIES	0.00	2,988.36	36.83	(2,988.36)	100.00
101-301.000-956.307	CITY CAMERA PROJECT	0.00	4,483.34	792.74	(4,483.34)	100.00
101-301.000-958.000	PROFESSIONAL DEVELOPMENT	8,700.00	5,429.24	1,589.94	3,270.76	62.41
101-301.000-963.000	INSURANCE	18,000.00	14,621.59	0.00	3,378.41	81.23
101-301.000-970.000	CAPITAL OUTLAY	64,000.00	20,085.30	0.00	43,914.70	31.38
Total Dept 301.000 - POLICE		1,085,790.02	609,768.75	83,225.98	476,021.27	56.16
Dept 371.000 - BLDG INSPECTION / CODE ENFORCEMENT						
101-371.000-741.000	POSTAGE	100.00	16.95	2.16	83.05	16.95
101-371.000-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	19,000.00	11,805.00	1,500.00	7,195.00	62.13
Total Dept 371.000 - BLDG INSPECTION / CODE ENFORCEMENT		19,100.00	11,821.95	1,502.16	7,278.05	61.90
Dept 441.000 - DEPARTMENT OF PUBLIC WORKS						
101-441.000-702.000	WAGES	26,454.98	15,215.53	3,162.27	11,239.45	57.51
101-441.000-715.001	PAYROLL TAXES	2,023.81	1,144.08	229.57	879.73	56.53
101-441.000-716.000	FRINGE BENEFITS	6,721.33	4,300.09	1,142.71	2,421.24	63.98
101-441.000-718.000	RETIREMENT	7,984.93	4,636.80	922.99	3,348.13	58.07
101-441.000-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	5,000.00	3,400.00	0.00	1,600.00	68.00
101-441.000-930.000	REPAIRS - BUILDINGS AND GROUNDS	100.00	0.00	0.00	100.00	0.00
101-441.000-943.640	INTERNAL SERVICE FUND - MOBILE EQUIPMENT	12,500.00	5,600.00	800.00	6,900.00	44.80
101-441.000-956.000	MISCELLANEOUS	50.00	0.00	0.00	50.00	0.00
101-441.000-958.000	PROFESSIONAL DEVELOPMENT	700.00	0.00	0.00	700.00	0.00
101-441.000-963.000	INSURANCE	0.00	3,485.27	0.00	(3,485.27)	100.00

PERIOD ENDING 01/31/2024

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GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2024 NORMAL (ABNORMAL)	MONTH 01/31/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
Total Dept 441.000 - DEPARTMENT OF PUBLIC WORKS		61,535.05	37,781.77	6,257.54	23,753.28	61.40
Dept 445.000 - DRAINS - PUBLIC BENEFIT						
101-445.000-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	17,000.00	13,087.74	0.00	3,912.26	76.99
Total Dept 445.000 - DRAINS - PUBLIC BENEFIT		17,000.00	13,087.74	0.00	3,912.26	76.99
Dept 448.000 - STREET LIGHTING						
101-448.000-702.000	WAGES	732.72	400.60	56.99	332.12	54.67
101-448.000-715.001	PAYROLL TAXES	56.05	29.69	4.10	26.36	52.97
101-448.000-716.000	FRINGE BENEFITS	275.26	1,326.99	19.20	(1,051.73)	482.09
101-448.000-718.000	RETIREMENT	221.87	124.96	16.67	96.91	56.32
101-448.000-728.000	SUPPLIES	500.00	0.00	0.00	500.00	0.00
101-448.000-922.000	ELECTRICITY	55,000.00	35,534.06	5,641.35	19,465.94	64.61
101-448.000-943.640	INTERNAL SERVICE FUND - MOBILE EQUIPMENT	2,900.00	1,694.00	242.00	1,206.00	58.41
Total Dept 448.000 - STREET LIGHTING		59,685.90	39,110.30	5,980.31	20,575.60	65.53
Dept 526.000 - LANDFILL CLOSURE						
101-526.000-702.000	WAGES	2,983.01	1,592.84	230.37	1,390.17	53.40
101-526.000-715.001	PAYROLL TAXES	228.20	120.60	16.89	107.60	52.85
101-526.000-716.000	FRINGE BENEFITS	623.44	480.06	42.85	143.38	77.00
101-526.000-718.000	RETIREMENT	775.99	428.48	57.78	347.51	55.22
101-526.000-728.000	SUPPLIES	1,000.00	103.48	0.00	896.52	10.35
101-526.000-741.000	POSTAGE AND SHIPPING	200.00	45.46	0.00	154.54	22.73
101-526.000-801.000	PROFESSIONAL AND CONTRACTED SERVICES	40,000.00	18,054.53	0.00	21,945.47	45.14
101-526.000-931.000	REPAIRS - EQUIPMENT	1,000.00	19.37	0.00	980.63	1.94
101-526.000-956.000	MISCELLANEOUS	250.00	0.00	0.00	250.00	0.00
Total Dept 526.000 - LANDFILL CLOSURE		47,060.64	20,844.82	347.89	26,215.82	44.29
Dept 528.000 - REFUSE COLLECTION/DISPOSAL						
101-528.000-702.000	WAGES	11,523.58	6,229.30	904.14	5,294.28	54.06
101-528.000-715.001	PAYROLL TAXES	881.55	437.62	61.84	443.93	49.64
101-528.000-716.000	FRINGE BENEFITS	1,223.24	1,929.46	98.61	(706.22)	157.73
101-528.000-718.000	RETIREMENT	3,489.63	1,931.63	257.07	1,558.00	55.35
101-528.000-741.000	POSTAGE	2,200.00	1,363.91	193.75	836.09	62.00
101-528.000-759.000	COLOR TRASH BAGS	2,000.00	1,374.00	0.00	626.00	68.70
101-528.000-759.001	YARD WASTE BAGS	2,000.00	1,287.53	0.00	712.47	64.38
101-528.000-801.000	CONTRACTED SERVICES	191,700.00	109,237.54	15,138.00	82,462.46	56.98
101-528.000-943.636	INTERNAL SERVICE FUND - DATA PROCESSING	1,400.00	819.00	117.00	581.00	58.50
Total Dept 528.000 - REFUSE COLLECTION/DISPOSAL		216,418.00	124,609.99	16,770.41	91,808.01	57.58
Dept 595.000 - AIRPORT						
101-595.000-702.000	WAGES	11,528.47	4,962.83	355.93	6,565.64	43.05
101-595.000-715.001	PAYROLL TAXES	881.93	379.57	25.09	502.36	43.04
101-595.000-716.000	FRINGE BENEFITS	1,833.11	1,838.69	157.08	(5.58)	100.30

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PERIOD ENDING 01/31/2024

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GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDGT USED
		AMENDED BUDGET	01/31/2024	MONTH 01/31/2024	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
101-595.000-718.000	RETIREMENT	1,128.20	693.38	104.48	434.82	61.46
101-595.000-728.000	SUPPLIES	700.00	119.67	50.00	580.33	17.10
101-595.000-731.000	AVIATION FUEL	112,500.00	71,204.35	31,380.85	41,295.65	63.29
101-595.000-731.001	AVIATION FUEL CREDIT CARD FEE	3,000.00	1,998.23	66.68	1,001.77	66.61
101-595.000-801.000	PROFESSIONAL AND CONTRACTED SERVICE	40,000.00	25,631.99	6,134.91	14,368.01	64.08
101-595.000-850.000	TELEPHONE AND COMMUNICATIONS	5,200.00	3,127.06	458.54	2,072.94	60.14
101-595.000-922.000	ELECTRICITY	5,200.00	2,538.13	359.55	2,661.87	48.81
101-595.000-923.000	NATURAL GAS/PROPANE	3,000.00	2,784.50	0.00	215.50	92.82
101-595.000-930.000	REPAIRS - BUILDINGS AND GROUNDS	15,500.00	30,503.38	0.00	(15,003.38)	196.80
101-595.000-931.000	REPAIR - EQUIPMENT	8,000.00	402.33	31.00	7,597.67	5.03
101-595.000-943.636	INTERNAL SERVICE FUND - DATA PROCESSING	700.00	406.00	58.00	294.00	58.00
101-595.000-943.640	INTERNAL SERVICE FUND - MOBILE EQUIPMENT	2,000.00	1,169.00	167.00	831.00	58.45
101-595.000-956.000	MISCELLANEOUS	500.00	149.89	0.00	350.11	29.98
101-595.000-958.000	PROFESSIONAL DEVELOPMENT	500.00	0.00	0.00	500.00	0.00
101-595.000-960.000	PERMIT FEES AND LICENSING	400.00	50.00	0.00	350.00	12.50
101-595.000-963.000	INSURANCE	7,300.00	4,609.50	0.00	2,690.50	63.14
101-595.000-970.000	CAPITAL OUTLAY	894,001.00	4,469.83	0.00	889,531.17	0.50
Total Dept 595.000 - AIRPORT		1,113,872.71	157,038.33	39,349.11	956,834.38	14.10
Dept 701.000 - PLANNING						
101-701.000-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	5,000.00	0.00	0.00	5,000.00	0.00
101-701.000-880.000	COMMUNITY PROMOTION	20,000.00	17,535.00	0.00	2,465.00	87.68
101-701.000-958.000	PROFESSIONAL DEVELOPMENT	800.00	0.00	0.00	800.00	0.00
Total Dept 701.000 - PLANNING		25,800.00	17,535.00	0.00	8,265.00	67.97
Dept 906.000 - DEBT SERVICE						
101-906.000-991.000	PRINCIPAL	22,706.41	0.00	0.00	22,706.41	0.00
101-906.000-995.000	INTEREST EXPENSE/AGENT FEES	20,675.21	8,699.85	0.00	11,975.36	42.08
Total Dept 906.000 - DEBT SERVICE		43,381.62	8,699.85	0.00	34,681.77	20.05
Dept 955.000 - NON DEPARTMENTAL						
101-955.000-801.000	EMERGENCY WARNING SIRENS/SYSTEMS	250.00	1,116.56	0.00	(866.56)	446.62
101-955.000-951.000	GRANT TWP MILL REIM	700.00	0.00	0.00	700.00	0.00
101-955.000-951.001	VERNON TWP. REVENUE SHARING	3,000.00	8,061.98	0.00	(5,061.98)	268.73
101-955.000-951.003	LAND LEASE/SALES DUE TO THE IDC	1,100.00	0.00	0.00	1,100.00	0.00
101-955.000-951.004	GRANT TWP UCA MILLAGE REIMBURSMENT	0.00	10,185.45	0.00	(10,185.45)	100.00
Total Dept 955.000 - NON DEPARTMENTAL		5,050.00	19,363.99	0.00	(14,313.99)	383.45
Dept 999.000 - TRANSFERS (OUT) AND OTHER USES						
101-999.000-999.203	TRANSFER (OUT) - LOCAL STREET	5,000.00	2,919.00	417.00	2,081.00	58.38
101-999.000-999.206	TRANSFER (OUT) - FIRE FUND	105,206.25	62,538.00	8,934.00	42,668.25	59.44
101-999.000-999.208	TRANSFER (OUT) - PARKS AND RECREATION	390,000.00	227,500.00	32,500.00	162,500.00	58.33
101-999.000-999.303	TRANSFER (OUT) - PUBLIC SAFETY DEBT SERV	28,962.49	27,485.84	2,414.00	1,476.65	94.90
Total Dept 999.000 - TRANSFERS (OUT) AND OTHER USES		529,168.74	320,442.84	44,265.00	208,725.90	60.56



PERIOD ENDING 01/31/2024

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GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2024 NORMAL (ABNORMAL)	MONTH 01/31/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
TOTAL EXPENDITURES		4,163,206.90	1,858,777.72	265,405.81	2,304,429.18	44.65
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		3,767,196.75	2,356,445.78	44,654.59	1,410,750.97	62.55
TOTAL EXPENDITURES		4,163,206.90	1,858,777.72	265,405.81	2,304,429.18	44.65
NET OF REVENUES & EXPENDITURES		(396,010.15)	497,668.06	(220,751.22)	(893,678.21)	125.67

PERIOD ENDING 01/31/2024

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GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2024 NORMAL (ABNORMAL)	MONTH 01/31/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 151 - CEMETERY TRUST FUND						
Revenues						
Dept 000.000 - GENERAL						
151-000.000-643.000	LOT SALES	1,500.00	1,700.00	100.00	(200.00)	113.33
151-000.000-664.000	INTEREST	600.00	5,673.70	1,085.90	(5,073.70)	945.62
Total Dept 000.000 - GENERAL		2,100.00	7,373.70	1,185.90	(5,273.70)	351.13
TOTAL REVENUES		2,100.00	7,373.70	1,185.90	(5,273.70)	351.13
Expenditures						
Dept 268.000 - CEMETERY						
151-268.000-956.000	MISCELLANEOUS	50.00	600.00	0.00	(550.00)	1,200.00
Total Dept 268.000 - CEMETERY		50.00	600.00	0.00	(550.00)	1,200.00
Dept 999.000 - TRANSFERS (OUT) AND OTHER USES						
151-999.000-999.101	TRANSFER (OUT) - GENERAL FUND	6,000.00	3,500.00	500.00	2,500.00	58.33
Total Dept 999.000 - TRANSFERS (OUT) AND OTHER USES		6,000.00	3,500.00	500.00	2,500.00	58.33
TOTAL EXPENDITURES		6,050.00	4,100.00	500.00	1,950.00	67.77
Fund 151 - CEMETERY TRUST FUND:						
TOTAL REVENUES		2,100.00	7,373.70	1,185.90	(5,273.70)	351.13
TOTAL EXPENDITURES		6,050.00	4,100.00	500.00	1,950.00	67.77
NET OF REVENUES & EXPENDITURES		(3,950.00)	3,273.70	685.90	(7,223.70)	82.88

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PERIOD ENDING 01/31/2024

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GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDGT USED
		AMENDED BUDGET	01/31/2024 NORMAL (ABNORMAL)	MONTH 01/31/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 202 - MAJOR STREETS						
Revenues						
Dept 000.000 - GENERAL						
202-000.000-548.000	ACT 48 STATE OF MI METRO ACT	10,000.00	0.00	0.00	10,000.00	0.00
202-000.000-550.000	TRUNKLINE MAINTENANCE	40,000.00	5,638.54	0.00	34,361.46	14.10
202-000.000-551.000	ACT 51	328,619.00	143,112.98	26,878.10	185,506.02	43.55
202-000.000-569.000	GRANTS - OTHER	0.00	1,300.00	1,300.00	(1,300.00)	100.00
202-000.000-664.000	INTEREST AND DIVIDENDS	0.00	722.49	119.19	(722.49)	100.00
202-000.000-676.000	REFUNDS AND REIMBURSEMENTS	0.00	1,206.17	0.00	(1,206.17)	100.00
202-000.000-692.000	MISCELLANEOUS	0.00	933.31	133.33	(933.31)	100.00
Total Dept 000.000 - GENERAL		378,619.00	152,913.49	28,430.62	225,705.51	40.39
TOTAL REVENUES		378,619.00	152,913.49	28,430.62	225,705.51	40.39
Expenditures						
Dept 444.000 - SIDEWALKS						
202-444.000-702.000	WAGES	3,378.88	1,685.58	242.99	1,693.30	49.89
202-444.000-715.001	PAYROLL TAXES	258.48	121.86	17.15	136.62	47.14
202-444.000-716.000	FRINGE BENEFITS	1,530.63	864.93	89.33	665.70	56.51
202-444.000-718.000	RETIREMENT	1,025.42	524.93	70.18	500.49	51.19
202-444.000-728.000	OPERATING SUPPLIES	2,500.00	2,004.47	975.00	495.53	80.18
202-444.000-943.640	INTERNAL SERVICE FUND - MOBILE EQUIPMENT	1,700.00	994.00	142.00	706.00	58.47
Total Dept 444.000 - SIDEWALKS		10,393.41	6,195.77	1,536.65	4,197.64	59.61
Dept 446.001 - STATE TRUNKLINE MAINTENANCE						
202-446.001-702.000	WAGES	20,077.06	11,258.50	2,421.78	8,818.56	56.08
202-446.001-715.001	PAYROLL TAXES	1,535.90	814.66	171.97	721.24	53.04
202-446.001-716.000	FRINGE BENEFITS	8,559.49	5,469.62	1,107.17	3,089.87	63.90
202-446.001-718.000	RETIREMENT	6,095.91	3,502.72	718.86	2,593.19	57.46
202-446.001-728.000	OPERATING SUPPLIES	5,500.00	1,292.20	0.00	4,207.80	23.49
202-446.001-728.001	OPERATING SUPPLIES - ROAD SALT	15,500.00	6,249.08	0.00	9,250.92	40.32
202-446.001-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	1,100.00	0.00	0.00	1,100.00	0.00
202-446.001-922.000	ELECTRICITY	600.00	45.50	6.79	554.50	7.58
202-446.001-943.640	INTERNAL SERVICE FUND - MOBILE EQUIPMENT	34,300.00	20,006.00	2,858.00	14,294.00	58.33
Total Dept 446.001 - STATE TRUNKLINE MAINTENANCE		93,268.36	48,638.28	7,284.57	44,630.08	52.15
Dept 449.002 - PRESERVATION STREETS						
202-449.002-702.000	WAGES	44,156.45	23,412.33	3,640.33	20,744.12	53.02
202-449.002-715.001	PAYROLL TAXES	3,377.97	1,694.78	257.76	1,683.19	50.17
202-449.002-716.000	FRINGE BENEFITS	17,980.92	11,015.96	1,338.94	6,964.96	61.26
202-449.002-718.000	RETIREMENT	13,400.30	7,289.61	1,061.99	6,110.69	54.40
202-449.002-728.000	OPERATING SUPPLIES	8,000.00	4,884.63	0.00	3,115.37	61.06
202-449.002-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	6,800.00	5,185.00	0.00	1,615.00	76.25
202-449.002-801.208	PROFESSIONAL SERVICES - TREES	2,500.00	1,315.00	0.00	1,185.00	52.60
202-449.002-801.970	DRAIN IMPROVEMENTS	13,540.81	12,991.52	0.00	549.29	95.94
202-449.002-943.640	INTERNAL SERVICE FUND - MOBILE EQUIPMENT	24,700.00	14,406.00	2,058.00	10,294.00	58.32
202-449.002-956.000	MISCELLANEOUS	200.00	0.00	0.00	200.00	0.00

PERIOD ENDING 01/31/2024

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDGT USED
		AMENDED BUDGET	01/31/2024	MONTH 01/31/2024	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 202 - MAJOR STREETS						
Expenditures						
Total Dept 449.002 - PRESERVATION STREETS		134,656.45	82,194.83	8,357.02	52,461.62	61.04
Dept 449.003 - WINTER MAINTENANCE						
202-449.003-728.000	OPERATING SUPPLIES	5,000.00	0.00	0.00	5,000.00	0.00
202-449.003-728.001	OPERATING SUPPLIES - ROAD SALT	5,000.00	1,760.36	0.00	3,239.64	35.21
202-449.003-943.640	INTERNAL SERVICE FUND - MOBILE EQUIPMENT	12,500.00	7,294.00	1,042.00	5,206.00	58.35
Total Dept 449.003 - WINTER MAINTENANCE		22,500.00	9,054.36	1,042.00	13,445.64	40.24
Dept 449.004 - ADMIN, ENGINEERING & RECORD KEEPING						
202-449.004-702.000	WAGES	8,121.30	4,425.53	633.14	3,695.77	54.49
202-449.004-715.001	PAYROLL TAXES	621.28	322.70	44.86	298.58	51.94
202-449.004-716.000	FRINGE BENEFITS	2,441.92	1,215.46	172.90	1,226.46	49.77
202-449.004-718.000	RETIREMENT	2,459.20	1,378.58	183.72	1,080.62	56.06
202-449.004-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	2,000.00	0.00	0.00	2,000.00	0.00
202-449.004-943.101	TRANSFERS OUT - GENERAL FUND	2,000.00	1,169.00	167.00	831.00	58.45
202-449.004-943.640	INTERNAL SERVICE FUND - MOBILE EQUIPMENT	3,900.00	2,275.00	325.00	1,625.00	58.33
202-449.004-956.000	MISCELLANEOUS	100.00	0.00	0.00	100.00	0.00
Total Dept 449.004 - ADMIN, ENGINEERING & RECORD KEEPING		21,643.70	10,786.27	1,526.62	10,857.43	49.84
Dept 999.000 - TRANSFERS (OUT) AND OTHER USES						
202-999.000-999.000	TRANSFERS OUT - LOCAL STREETS	164,000.00	95,669.00	13,667.00	68,331.00	58.33
Total Dept 999.000 - TRANSFERS (OUT) AND OTHER USES		164,000.00	95,669.00	13,667.00	68,331.00	58.33
TOTAL EXPENDITURES		446,461.92	252,538.51	33,413.86	193,923.41	56.56
Fund 202 - MAJOR STREETS:						
TOTAL REVENUES		378,619.00	152,913.49	28,430.62	225,705.51	40.39
TOTAL EXPENDITURES		446,461.92	252,538.51	33,413.86	193,923.41	56.56
NET OF REVENUES & EXPENDITURES		(67,842.92)	(99,625.02)	(4,983.24)	31,782.10	146.85

PERIOD ENDING 01/31/2024

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	NORMAL	01/31/2024 (ABNORMAL)	MONTH 01/31/2024 INCREASE (DECREASE)	BALANCE (ABNORMAL)	
Fund 203 - LOCAL STS FUND							
Revenues							
Dept 000.000 - GENERAL							
203-000.000-403.000	CURRENT PROPERTY TAXES	0.00		25.00	0.00	(25.00)	100.00
203-000.000-445.000	INTEREST AND PENALTIES TAXES	0.00		3.51	0.00	(3.51)	100.00
203-000.000-548.000	ACT 48 STATE OF MI METRO ACT	3,000.00		0.00	0.00	3,000.00	0.00
203-000.000-551.000	ACT 51	143,303.00		62,509.90	11,740.00	80,793.10	43.62
203-000.000-569.000	GRANTS - OTHER	0.00		1,300.00	1,300.00	(1,300.00)	100.00
203-000.000-664.000	INTEREST AND DIVIDENDS	2.00		212.54	40.43	(210.54)	0.627.00
203-000.000-676.000	REFUNDS AND REIMBURSEMENTS	0.00		1,758.72	0.00	(1,758.72)	100.00
Total Dept 000.000 - GENERAL		146,305.00		65,809.67	13,080.43	80,495.33	44.98
Dept 931.000 - TRANSFERS IN AND OTHER SOURCES							
203-931.000-699.101	TRANSFER IN - GENERAL FUND	5,000.00		2,919.00	417.00	2,081.00	58.38
203-931.000-699.202	TRANSFER IN - MAJOR STREET FUND	164,000.00		95,669.00	13,667.00	68,331.00	58.33
Total Dept 931.000 - TRANSFERS IN AND OTHER SOURCES		169,000.00		98,588.00	14,084.00	70,412.00	58.34
TOTAL REVENUES		315,305.00		164,397.67	27,164.43	150,907.33	52.14
Expenditures							
Dept 444.000 - SIDEWALKS							
203-444.000-702.000	WAGES	3,378.88		1,685.71	242.98	1,693.17	49.89
203-444.000-715.001	PAYROLL TAXES	258.48		121.95	17.15	136.53	47.18
203-444.000-716.000	FRINGE BENEFITS	1,530.63		864.96	89.33	665.67	56.51
203-444.000-718.000	RETIREMENT	1,025.42		524.93	70.18	500.49	51.19
203-444.000-728.000	OPERATING SUPPLIES	2,500.00		0.00	0.00	2,500.00	0.00
203-444.000-943.640	INTERNAL SERVICE FUND - MOBILE EQUIPMENT	1,700.00		994.00	142.00	706.00	58.47
Total Dept 444.000 - SIDEWALKS		10,393.41		4,191.55	561.64	6,201.86	40.33
Dept 449.001 - CONSTRUCTION STREETS (INCL. ENG.& ROW)							
203-449.001-728.000	OPERATING SUPPLIES	50.00		66.63	0.00	(16.63)	133.26
203-449.001-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	600.00		0.00	0.00	600.00	0.00
203-449.001-943.640	INTERNAL SERVICE FUND - MOBILE EQUIPMENT	3,800.00		2,219.00	317.00	1,581.00	58.39
Total Dept 449.001 - CONSTRUCTION STREETS (INCL. ENG.& ROW)		4,450.00		2,285.63	317.00	2,164.37	51.36
Dept 449.002 - PRESERVATION STREETS							
203-449.002-702.000	WAGES	86,871.44		46,195.77	6,889.78	40,675.67	53.18
203-449.002-715.001	PAYROLL TAXES	6,645.67		3,345.12	487.25	3,300.55	50.34
203-449.002-716.000	FRINGE BENEFITS	35,448.96		21,985.61	2,496.77	13,463.35	62.02
203-449.002-718.000	RETIREMENT	26,334.58		14,386.49	2,004.22	11,948.09	54.63
203-449.002-728.000	OPERATING SUPPLIES	8,000.00		4,724.14	0.00	3,275.86	59.05
203-449.002-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	9,100.00		100.00	0.00	9,000.00	1.10
203-449.002-801.208	PROFESSIONAL SERVICES - TREES	2,500.00		845.00	0.00	1,655.00	33.80
203-449.002-801.970	DRAIN IMPROVEMENTS	57,526.73		34,902.86	0.00	22,623.87	60.67
203-449.002-922.000	ELECTRICITY	500.00		215.13	30.24	284.87	43.03
203-449.002-943.640	INTERNAL SERVICE FUND - MOBILE EQUIPMENT	50,000.00		29,169.00	4,167.00	20,831.00	58.34
203-449.002-956.000	MISCELLANEOUS	300.00		0.00	0.00	300.00	0.00

PERIOD ENDING 01/31/2024

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	01/31/2024 NORMAL (ABNORMAL)	MONTH 01/31/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 203 - LOCAL STS FUND						
Expenditures						
Total Dept 449.002 - PRESERVATION STREETS		283,227.38	155,869.12	16,075.26	127,358.26	55.03
Dept 449.003 - WINTER MAINTENANCE						
203-449.003-728.000	OPERATING SUPPLIES	3,400.00	0.00	0.00	3,400.00	0.00
203-449.003-728.001	OPERATING SUPPLIES - ROAD SALT	2,800.00	990.21	0.00	1,809.79	35.36
203-449.003-943.640	INTERNAL SERVICE FUND - MOBILE EQUIPMENT	7,200.00	4,200.00	600.00	3,000.00	58.33
Total Dept 449.003 - WINTER MAINTENANCE		13,400.00	5,190.21	600.00	8,209.79	38.73
Dept 449.004 - ADMIN, ENGINEERING & RECORD KEEPING						
203-449.004-702.000	WAGES	8,121.30	4,425.74	633.16	3,695.56	54.50
203-449.004-715.001	PAYROLL TAXES	621.28	322.64	44.83	298.64	51.93
203-449.004-716.000	FRINGE BENEFITS	2,441.92	1,215.49	172.90	1,226.43	49.78
203-449.004-718.000	RETIREMENT	2,459.20	1,378.63	183.73	1,080.57	56.06
203-449.004-728.000	OPERATING SUPPLIES	100.00	0.00	0.00	100.00	0.00
203-449.004-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	2,000.00	0.00	0.00	2,000.00	0.00
203-449.004-943.101	TRANSFERS OUT - GENERAL FUND	2,000.00	1,169.00	167.00	831.00	58.45
Total Dept 449.004 - ADMIN, ENGINEERING & RECORD KEEPING		17,743.70	8,511.50	1,201.62	9,232.20	47.97
TOTAL EXPENDITURES		329,214.49	176,048.01	18,755.52	153,166.48	53.48
Fund 203 - LOCAL STS FUND:						
TOTAL REVENUES		315,305.00	164,397.67	27,164.43	150,907.33	52.14
TOTAL EXPENDITURES		329,214.49	176,048.01	18,755.52	153,166.48	53.48
NET OF REVENUES & EXPENDITURES		(13,909.49)	(11,650.34)	8,408.91	(2,259.15)	83.76

PERIOD ENDING 01/31/2024

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2024 NORMAL (ABNORMAL)	MONTH 01/31/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 204 - MUNICIPAL STREET FUND						
Revenues						
Dept 000.000 - GENERAL						
204-000.000-403.000	CURRENT PROPERTY TAXES	296,219.16	271,918.05	643.53	24,301.11	91.80
204-000.000-445.000	INTEREST AND PENALTIES TAXES	300.00	0.00	0.00	300.00	0.00
204-000.000-664.000	INTEREST	50.00	814.23	139.58	(764.23)	1,628.46
Total Dept 000.000 - GENERAL		296,569.16	272,732.28	783.11	23,836.88	91.96
TOTAL REVENUES		296,569.16	272,732.28	783.11	23,836.88	91.96
Expenditures						
Dept 449.001 - CONSTRUCTION STREETS (INCL. ENG.& ROW)						
204-449.001-970.000	CAPITAL OUTLAY	199,392.50	186,904.12	0.00	12,488.38	93.74
Total Dept 449.001 - CONSTRUCTION STREETS (INCL. ENG.& ROW)		199,392.50	186,904.12	0.00	12,488.38	93.74
Dept 955.000 - NON DEPARTMENTAL						
204-955.000-964.204	BOR AND TAX TRIBUNAL REFUNDS	500.00	0.00	0.00	500.00	0.00
Total Dept 955.000 - NON DEPARTMENTAL		500.00	0.00	0.00	500.00	0.00
TOTAL EXPENDITURES		199,892.50	186,904.12	0.00	12,988.38	93.50
Fund 204 - MUNICIPAL STREET FUND:						
TOTAL REVENUES		296,569.16	272,732.28	783.11	23,836.88	91.96
TOTAL EXPENDITURES		199,892.50	186,904.12	0.00	12,988.38	93.50
NET OF REVENUES & EXPENDITURES		96,676.66	85,828.16	783.11	10,848.50	88.78

User: VCORLEW

DB: Clare

PERIOD ENDING 01/31/2024

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2024 NORMAL (ABNORMAL)	MONTH 01/31/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 206 - FIRE FUND						
Revenues						
Dept 000.000 - GENERAL						
206-000.000-539.000	STATE GRANTS	20,000.00	0.00	0.00	20,000.00	0.00
206-000.000-607.100	VEHICLE RESPONSES	9,000.00	14,444.40	8,436.90	(5,444.40)	160.49
206-000.000-637.633	GRANT TOWNSHIP	130,000.00	0.00	0.00	130,000.00	0.00
206-000.000-637.634	SHERIDAN TOWNSHIP	70,000.00	0.00	0.00	70,000.00	0.00
206-000.000-637.635	WISE TOWNSHIP	25,000.00	0.00	0.00	25,000.00	0.00
206-000.000-637.636	VERNON TOWNSHIP	32,000.00	20,094.96	0.00	11,905.04	62.80
206-000.000-664.000	INTEREST AND DIVIDENDS	75.00	1,210.30	198.80	(1,135.30)	1,613.73
206-000.000-673.000	SALE OF FIXED ASSETS	10,000.00	0.00	0.00	10,000.00	0.00
206-000.000-675.000	DONATIONS - FIRE DEPARTMENT	200.00	1,180.00	0.00	(980.00)	590.00
206-000.000-676.000	REFUNDS AND REIMBURSEMENTS	0.00	1,230.50	0.00	(1,230.50)	100.00
206-000.000-692.000	MISCELLANEOUS	0.00	70.00	0.00	(70.00)	100.00
Total Dept 000.000 - GENERAL		296,275.00	38,230.16	8,635.70	258,044.84	12.90
Dept 931.000 - TRANSFERS IN AND OTHER SOURCES						
206-931.000-699.101	TRANSFER IN - CITY OF CLARE GENERAL FUND	107,208.26	62,538.00	8,934.00	44,670.26	58.33
Total Dept 931.000 - TRANSFERS IN AND OTHER SOURCES		107,208.26	62,538.00	8,934.00	44,670.26	58.33
TOTAL REVENUES		403,483.26	100,768.16	17,569.70	302,715.10	24.97
Expenditures						
Dept 336.000 - FIRE DEPARTMENT						
206-336.000-702.000	WAGES	144,960.00	58,657.02	11,222.34	86,302.98	40.46
206-336.000-715.001	PAYROLL TAXES	11,089.44	4,824.79	858.53	6,264.65	43.51
206-336.000-716.000	FRINGE BENEFITS	11,379.53	6,671.27	261.10	4,708.26	58.63
206-336.000-727.000	OFFICE SUPPLIES	700.00	71.84	0.00	628.16	10.26
206-336.000-728.000	OPERATING SUPPLIES	5,000.00	7,942.10	675.07	(2,942.10)	158.84
206-336.000-728.002	OPERATING SUPPLIES-NON-DEPRECIABLE EQUIP	2,500.00	0.00	0.00	2,500.00	0.00
206-336.000-732.000	SUPPLIES - GAS, OIL AND LUBRICANTS	8,000.00	4,451.78	761.20	3,548.22	55.65
206-336.000-741.000	POSTAGE	100.00	27.39	3.83	72.61	27.39
206-336.000-758.000	UNIFORMS & CLEANING	2,000.00	540.00	0.00	1,460.00	27.00
206-336.000-801.000	PROFESSIONAL AND CONTRACTED SERVICES	25,000.00	9,275.94	1,340.12	15,724.06	37.10
206-336.000-835.000	EMPLOYEE PHYSICALS	3,500.00	452.00	0.00	3,048.00	12.91
206-336.000-850.000	TELEPHONE AND OTHER COMMUNICATIONS	4,000.00	1,939.71	274.87	2,060.29	48.49
206-336.000-880.000	COMMUNITY PROMOTION	4,500.00	2,763.00	0.00	1,737.00	61.40
206-336.000-920.000	SEWER	1,400.00	891.10	174.57	508.90	63.65
206-336.000-921.000	WATER	1,200.00	899.95	164.30	300.05	75.00
206-336.000-922.000	ELECTRICITY	6,000.00	2,516.93	63.51	3,483.07	41.95
206-336.000-923.000	NATURAL GAS	3,000.00	765.12	366.04	2,234.88	25.50
206-336.000-930.000	REPAIRS - BUILDINGS AND GROUNDS	6,000.00	155.19	0.00	5,844.81	2.59
206-336.000-931.000	REPAIRS - EQUIPMENT	8,000.00	6,900.31	1,402.00	1,099.69	86.25
206-336.000-943.101	TRANSFERS OUT - GENERAL FUND	5,000.00	1,335.67	167.00	3,664.33	26.71
206-336.000-943.636	INTERNAL SERVICE FUND - DATA PROCESSING	2,100.00	1,225.00	175.00	875.00	58.33
206-336.000-943.640	INTERNAL SERVICE FUND - MOBILE EQUIPMENT	3,900.00	2,275.00	325.00	1,625.00	58.33
206-336.000-956.000	MISCELLANEOUS	5,000.00	1,077.04	0.00	3,922.96	21.54
206-336.000-958.000	PROFESSIONAL DEVELOPMENT	5,000.00	2,272.78	1,580.00	2,727.22	45.46
206-336.000-963.000	INSURANCE	20,000.00	20,591.82	0.00	(591.82)	102.96
206-336.000-970.000	CAPITAL OUTLAY	109,000.00	7,800.00	0.00	101,200.00	7.16



PERIOD ENDING 01/31/2024

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2024	MONTH 01/31/2024	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 206 - FIRE FUND						
Expenditures						
Total Dept 336.000	- FIRE DEPARTMENT	398,328.97	146,322.75	19,814.48	252,006.22	36.73
Dept 906.000	- DEBT SERVICE					
206-906.000-991.000	PRINCIPAL	47,000.00	25,043.48	0.00	21,956.52	53.28
206-906.000-995.000	INTEREST EXPENSE/AGENT FEES	14,000.00	3,565.39	0.00	10,434.61	25.47
Total Dept 906.000	- DEBT SERVICE	61,000.00	28,608.87	0.00	32,391.13	46.90
Dept 999.000	- TRANSFERS (OUT) AND OTHER USES					
206-999.000-999.303	TRANSFER (OUT) - PUBLIC SAFETY DEBT SERV	23,507.00	23,956.56	2,414.00	(449.56)	101.91
Total Dept 999.000	- TRANSFERS (OUT) AND OTHER USES	23,507.00	23,956.56	2,414.00	(449.56)	101.91
TOTAL EXPENDITURES		482,835.97	198,888.18	22,228.48	283,947.79	41.19
Fund 206 - FIRE FUND:						
TOTAL REVENUES		403,483.26	100,768.16	17,569.70	302,715.10	24.97
TOTAL EXPENDITURES		482,835.97	198,888.18	22,228.48	283,947.79	41.19
NET OF REVENUES & EXPENDITURES		(79,352.71)	(98,120.02)	(4,658.78)	18,767.31	123.65

User: VCORLEW

PERIOD ENDING 01/31/2024

DB: Clare

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
			NORMAL (ABNORMAL)	MONTH 01/31/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
<b>Fund 208 - PARKS AND RECREATION</b>						
Revenues						
Dept 000.000 - GENERAL						
208-000.000-403.000	CURRENT PROPERTY TAXES	74,050.20	68,039.51	160.86	6,010.69	91.88
208-000.000-445.000	INTEREST AND PENALTIES TAXES	50.00	11.59	0.00	38.41	23.18
208-000.000-539.000	STATE GRANTS	5,800,000.00	0.00	0.00	5,800,000.00	0.00
208-000.000-569.000	GRANTS - OTHER	0.00	36,174.20	0.00	(36,174.20)	100.00
208-000.000-626.001	CHARGES FOR SERVICES - PARKS	23,000.00	17,275.68	355.00	5,724.32	75.11
208-000.000-626.002	CHARGES FOR SERVICES - RECREATION	10,000.00	6,656.00	50.00	3,344.00	66.56
208-000.000-653.000	SPONSORSHIPS	500.00	123.52	0.00	376.48	24.70
208-000.000-664.000	INTEREST	62.50	839.50	0.00	(777.00)	1,343.20
208-000.000-664.208	INTEREST INCOME-LAKE SHAMROCK 2021 BONDS	62.50	1,223.22	0.00	(1,160.72)	1,957.15
208-000.000-671.005	IN LIEU OF TAXES	325.00	0.00	0.00	325.00	0.00
208-000.000-671.208	DEPOT LEASE/UTILITY REIMBURSEMENT	2,500.00	2,113.36	660.76	386.64	84.53
208-000.000-672.000	SPECIAL ASSESSMENTS	49,409.76	54,586.75	(34,748.11)	(5,176.99)	110.48
208-000.000-675.001	DONATIONS-SOUTH REC/SOCCER COMPLEX	10,000.00	0.00	0.00	10,000.00	0.00
208-000.000-675.005	DONATIONS - RAILROAD DEPOT	400.00	645.00	100.00	(245.00)	161.25
208-000.000-676.000	REFUNDS AND REIMBURSEMENTS	0.00	315.18	(25.00)	(315.18)	100.00
<b>Total Dept 000.000 - GENERAL</b>		<b>5,970,359.96</b>	<b>188,003.51</b>	<b>(33,446.49)</b>	<b>5,782,356.45</b>	<b>3.15</b>
Dept 931.000 - TRANSFERS IN AND OTHER SOURCES						
208-931.000-699.000	TRANSFERS IN - GENERAL FUND	390,000.00	227,500.00	32,500.00	162,500.00	58.33
<b>Total Dept 931.000 - TRANSFERS IN AND OTHER SOURCES</b>		<b>390,000.00</b>	<b>227,500.00</b>	<b>32,500.00</b>	<b>162,500.00</b>	<b>58.33</b>
<b>TOTAL REVENUES</b>		<b>6,360,359.96</b>	<b>415,503.51</b>	<b>(946.49)</b>	<b>5,944,856.45</b>	<b>6.53</b>
Expenditures						
Dept 751.001 - PARKS						
208-751.001-702.000	WAGES	106,450.07	55,074.43	5,373.11	51,375.64	51.74
208-751.001-715.001	PAYROLL TAXES	8,143.43	4,343.20	410.68	3,800.23	53.33
208-751.001-716.000	FRINGE BENEFITS	9,069.40	2,506.17	118.81	6,563.23	27.63
208-751.001-718.000	RETIREMENT	14,361.98	7,502.86	1,013.22	6,859.12	52.24
208-751.001-728.000	OPERATING SUPPLIES	10,400.00	5,405.25	113.41	4,994.75	51.97
208-751.001-741.000	POSTAGE	30.00	12.59	1.79	17.41	41.97
208-751.001-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	14,300.00	4,154.75	0.00	10,145.25	29.05
208-751.001-801.100	CONTRACTED SERVICES - LAKE SHAMROCK	30,000.00	0.00	0.00	30,000.00	0.00
208-751.001-850.000	TELEPHONE AND COMMUNICATION	500.00	0.00	0.00	500.00	0.00
208-751.001-900.000	PRINTING & PUBLISHING	800.00	0.00	0.00	800.00	0.00
208-751.001-920.000	SEWER	1,500.00	2,082.06	0.00	(582.06)	138.80
208-751.001-921.000	WATER	2,500.00	2,408.14	0.00	91.86	96.33
208-751.001-922.000	ELECTRICITY	5,000.00	4,613.91	294.73	386.09	92.28
208-751.001-923.000	NATURAL GAS	1,000.00	385.66	50.06	614.34	38.57
208-751.001-930.000	REPAIRS - BUILDINGS AND GROUNDS	3,500.00	2,994.74	0.00	505.26	85.56
208-751.001-931.000	REPAIRS - EQUIPMENT	500.00	0.00	0.00	500.00	0.00
208-751.001-940.000	LEASE/RENT	1,100.00	0.00	0.00	1,100.00	0.00
208-751.001-943.640	INTERNAL SERVICE FUND - MOBILE EQUIPMENT	38,500.00	22,456.00	3,208.00	16,044.00	58.33
208-751.001-956.000	MISCELLANEOUS	2,200.00	0.00	0.00	2,200.00	0.00
208-751.001-958.000	PROFESSIONAL DEVELOPMENT	300.00	0.00	0.00	300.00	0.00
208-751.001-963.000	INSURANCE	3,600.00	2,714.36	0.00	885.64	75.40
208-751.001-970.000	CAPITAL OUTLAY - DEPRECIABLE	340,000.00	41,072.07	2,199.58	298,927.93	12.08
208-751.001-970.208	CAPITAL OUTLAY - NON-DEPRECIABLE	21,000.00	0.00	0.00	21,000.00	0.00

PERIOD ENDING 01/31/2024

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GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2024 NORMAL (ABNORMAL)	MONTH 01/31/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 208 - PARKS AND RECREATION Expenditures						
Total Dept 751.001 - PARKS		614,754.88	157,726.19	12,783.39	457,028.69	25.66
Dept 751.002 - RECREATION						
208-751.002-702.000	WAGES	50,217.63	29,582.48	3,780.00	20,635.15	58.91
208-751.002-715.001	PAYROLL TAXES	3,841.65	2,129.00	262.38	1,712.65	55.42
208-751.002-716.000	FRINGE BENEFITS	24,885.67	14,213.05	1,982.05	10,672.62	57.11
208-751.002-718.000	RETIREMENT	14,236.51	8,057.10	1,074.28	6,179.41	56.59
208-751.002-728.000	SUPPLIES	11,500.00	5,001.50	13.59	6,498.50	43.49
208-751.002-741.000	POSTAGE	30.00	13.81	2.20	16.19	46.03
208-751.002-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	7,000.00	10,753.96	435.00	(3,753.96)	153.63
208-751.002-943.636	INTERNAL SERVICE FUND - DATA PROCESSING	700.00	406.00	58.00	294.00	58.00
208-751.002-956.000	MISCELLANEOUS	500.00	160.05	0.00	339.95	32.01
208-751.002-958.000	PROFESSIONAL DEVELOPMENT	1,200.00	475.00	475.00	725.00	39.58
Total Dept 751.002 - RECREATION		114,111.46	70,791.95	8,082.50	43,319.51	62.04
Dept 751.003 - RAILROAD DEPOT						
208-751.003-728.000	OPERATING SUPPLIES	1,500.00	34.09	0.00	1,465.91	2.27
208-751.003-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	7,100.00	1,133.00	340.00	5,967.00	15.96
208-751.003-850.000	TELEPHONE AND COMMUNICATION	1,400.00	816.03	111.77	583.97	58.29
208-751.003-920.000	SEWER	650.00	355.20	51.74	294.80	54.65
208-751.003-921.000	WATER	650.00	381.85	55.37	268.15	58.75
208-751.003-922.000	ELECTRICITY	2,200.00	1,141.59	142.40	1,058.41	51.89
208-751.003-923.000	NATURAL GAS	1,100.00	518.62	168.91	581.38	47.15
208-751.003-930.000	REPAIRS - BUILDINGS AND GROUNDS	3,000.00	3,655.60	0.00	(655.60)	121.85
208-751.003-956.000	MISCELLANEOUS	1,200.00	0.00	0.00	1,200.00	0.00
208-751.003-963.000	INSURANCE	2,500.00	1,471.27	0.00	1,028.73	58.85
Total Dept 751.003 - RAILROAD DEPOT		21,300.00	9,507.25	870.19	11,792.75	44.63
Dept 751.004 - LAKE SHAMROCK DREDGING/IMPROVEMENTS						
208-751.004-702.000	WAGES	40,214.58	21,796.94	3,433.60	18,417.64	54.20
208-751.004-715.001	PAYROLL TAXES	3,076.42	1,505.58	235.88	1,570.84	48.94
208-751.004-716.000	FRINGE BENEFITS	21,712.83	13,825.45	1,919.61	7,887.38	63.67
208-751.004-718.000	RETIREMENT	12,191.24	6,801.91	973.52	5,389.33	55.79
208-751.004-728.000	OPERATING SUPPLIES	2,500.00	929.35	0.00	1,570.65	37.17
208-751.004-732.000	SUPPLIES - GAS, OIL AND LUBRICANTS	25,800.00	4,540.26	0.00	21,259.74	17.60
208-751.004-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	17,000.00	0.00	0.00	17,000.00	0.00
208-751.004-931.000	REPAIRS - EQUIPMENT	2,200.00	885.53	0.00	1,314.47	40.25
208-751.004-963.000	INSURANCE	1,100.00	1,368.51	0.00	(268.51)	124.41
208-751.004-970.000	CAPITAL OUTLAY	2,319,000.00	1,689,276.20	201,843.89	629,723.80	72.85
Total Dept 751.004 - LAKE SHAMROCK DREDGING/IMPROVEMENTS		2,444,795.07	1,740,929.73	208,406.50	703,865.34	71.21
Dept 906.000 - DEBT SERVICE						
208-906.000-991.000	PRINCIPAL	88,000.00	88,000.00	0.00	0.00	100.00
208-906.000-991.001	PRINCIPAL - MILLAGE PURCHASES	33,907.50	15,094.61	0.00	18,812.89	44.52
208-906.000-995.000	INTEREST EXPENSE/AGENT FEES	22,776.00	10,958.99	0.00	11,817.01	48.12
208-906.000-995.001	INTEREST EXPENSE - MILLAGE PURCHASES	7,519.32	6,522.38	3,211.00	996.94	86.74

PERIOD ENDING 01/31/2024

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GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2024 NORMAL (ABNORMAL)	MONTH 01/31/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 208 - PARKS AND RECREATION						
Expenditures						
Total Dept 906.000	- DEBT SERVICE	152,202.82	120,575.98	3,211.00	31,626.84	79.22
Dept 955.000	- NON DEPARTMENTAL					
208-955.000-943.101	TRANSFERS OUT - GENERAL FUND	3,000.00	1,335.67	167.00	1,664.33	44.52
Total Dept 955.000	- NON DEPARTMENTAL	3,000.00	1,335.67	167.00	1,664.33	44.52
TOTAL EXPENDITURES		3,350,164.23	2,100,866.77	233,520.58	1,249,297.46	62.71
Fund 208 - PARKS AND RECREATION:						
TOTAL REVENUES		6,360,359.96	415,503.51	(946.49)	5,944,856.45	6.53
TOTAL EXPENDITURES		3,350,164.23	2,100,866.77	233,520.58	1,249,297.46	62.71
NET OF REVENUES & EXPENDITURES		3,010,195.73	(1,685,363.26)	(234,467.07)	4,695,558.99	55.99

PERIOD ENDING 01/31/2024

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GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2024 NORMAL (ABNORMAL)	MONTH 01/31/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 214 - LOCAL DEVELOPMENT FINANCE AUTH						
Revenues						
Dept 000.000 - GENERAL						
214-000.000-428.000	CAPTURED TAXES	4,587.19	5,320.19	703.92	(733.00)	115.98
214-000.000-664.000	INTEREST	1.50	7.09	1.56	(5.59)	472.67
Total Dept 000.000 - GENERAL		4,588.69	5,327.28	705.48	(738.59)	116.10
TOTAL REVENUES		4,588.69	5,327.28	705.48	(738.59)	116.10
Expenditures						
Dept 222.000 - DEBT SERVICE						
214-222.000-922.000	ELECTRICITY	0.00	329.45	46.56	(329.45)	100.00
Total Dept 222.000 - DEBT SERVICE		0.00	329.45	46.56	(329.45)	100.00
Dept 999.000 - TRANSFERS (OUT) AND OTHER USES						
214-999.000-999.101	TRANSFER (OUT) - GENERAL FUND - DEBT SVC	4,588.69	2,674.00	382.00	1,914.69	58.27
Total Dept 999.000 - TRANSFERS (OUT) AND OTHER USES		4,588.69	2,674.00	382.00	1,914.69	58.27
TOTAL EXPENDITURES		4,588.69	3,003.45	428.56	1,585.24	65.45
Fund 214 - LOCAL DEVELOPMENT FINANCE AUTH:						
TOTAL REVENUES		4,588.69	5,327.28	705.48	(738.59)	116.10
TOTAL EXPENDITURES		4,588.69	3,003.45	428.56	1,585.24	65.45
NET OF REVENUES & EXPENDITURES		0.00	2,323.83	276.92	(2,323.83)	100.00

PERIOD ENDING 01/31/2024

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GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2024 NORMAL (ABNORMAL)	MONTH 01/31/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND						
Revenues						
Dept 000.000 - GENERAL						
243-000.000-664.000	INTEREST	2.00	16.51	3.02	(14.51)	825.50
Total Dept 000.000 - GENERAL		2.00	16.51	3.02	(14.51)	825.50
TOTAL REVENUES		2.00	16.51	3.02	(14.51)	825.50
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND:						
TOTAL REVENUES		2.00	16.51	3.02	(14.51)	825.50
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		2.00	16.51	3.02	(14.51)	825.50

PERIOD ENDING 01/31/2024

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GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	01/31/2024 NORMAL (ABNORMAL)	MONTH 01/31/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000.000 - GENERAL						
248-000.000-428.000	CAPTURED PROPERTY TAXES	103,016.97	105,606.08	4,366.56	(2,589.11)	102.51
248-000.000-573.000	LOCAL COMMUNITY STABILIZATION SHARE APPR	5,000.00	0.00	0.00	5,000.00	0.00
248-000.000-664.000	INTEREST	20.00	0.00	0.00	20.00	0.00
Total Dept 000.000 - GENERAL		108,036.97	105,606.08	4,366.56	2,430.89	97.75
TOTAL REVENUES		108,036.97	105,606.08	4,366.56	2,430.89	97.75
Expenditures						
Dept 737.001 - DDA - OPERATIONS						
248-737.001-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	5,500.00	5,222.00	5,222.00	278.00	94.95
248-737.001-900.000	PRINTING & PUBLISHING	0.00	102.00	102.00	(102.00)	100.00
248-737.001-930.000	REPAIR AND MAINTENANCE	10,000.00	8,943.08	4,602.71	1,056.92	89.43
248-737.001-956.000	MISCELLANEOUS	4,000.00	300.00	0.00	3,700.00	7.50
248-737.001-963.000	INSURANCE	1,000.00	0.00	0.00	1,000.00	0.00
248-737.001-970.000	CAPITAL OUTLAY	0.00	4,239.98	0.00	(4,239.98)	100.00
Total Dept 737.001 - DDA - OPERATIONS		20,500.00	18,807.06	9,926.71	1,692.94	91.74
Dept 737.002 - DDA - MAINSTREET						
248-737.002-741.000	POSTAGE	30.00	0.00	0.00	30.00	0.00
248-737.002-956.000	MISCELLANEOUS	300.00	197.70	0.00	102.30	65.90
248-737.002-967.001	MAINSTREET PROGRAMS	200.00	0.00	0.00	200.00	0.00
Total Dept 737.002 - DDA - MAINSTREET		530.00	197.70	0.00	332.30	37.30
Dept 737.003 - DDA - ART ALLEY						
248-737.003-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	200.00	0.00	0.00	200.00	0.00
Total Dept 737.003 - DDA - ART ALLEY		200.00	0.00	0.00	200.00	0.00
Dept 906.000 - DEBT SERVICE						
248-906.000-991.000	PRINCIPAL	63,000.00	37,000.00	0.00	26,000.00	58.73
248-906.000-995.000	INTEREST EXPENSE/AGENT FEES	6,398.10	2,568.70	0.00	3,829.40	40.15
Total Dept 906.000 - DEBT SERVICE		69,398.10	39,568.70	0.00	29,829.40	57.02
Dept 999.000 - TRANSFERS (OUT) AND OTHER USES						
248-999.000-943.248	INTERFUND TRANSFER - CITY SERVICES	3,000.00	1,835.68	167.00	1,164.32	61.19
Total Dept 999.000 - TRANSFERS (OUT) AND OTHER USES		3,000.00	1,835.68	167.00	1,164.32	61.19
TOTAL EXPENDITURES		93,628.10	60,409.14	10,093.71	33,218.96	64.52

PERIOD ENDING 01/31/2024

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GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2024 NORMAL (ABNORMAL)	MONTH 01/31/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		108,036.97	105,606.08	4,366.56	2,430.89	97.75
TOTAL EXPENDITURES		93,628.10	60,409.14	10,093.71	33,218.96	64.52
NET OF REVENUES & EXPENDITURES		14,408.87	45,196.94	(5,727.15)	(30,788.07)	313.67



PERIOD ENDING 01/31/2024

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GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2024 NORMAL (ABNORMAL)	MONTH 01/31/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 265 - DRUG LAW ENFORCEMENT FUND						
Revenues						
Dept 000.000 - GENERAL						
265-000.000-664.000	INTEREST	1.00	0.00	0.00	1.00	0.00
Total Dept 000.000 - GENERAL		1.00	0.00	0.00	1.00	0.00
TOTAL REVENUES		1.00	0.00	0.00	1.00	0.00
Fund 265 - DRUG LAW ENFORCEMENT FUND:						
TOTAL REVENUES		1.00	0.00	0.00	1.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		1.00	0.00	0.00	1.00	0.00

PERIOD ENDING 01/31/2024

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	01/31/2024 NORMAL (ABNORMAL)	MONTH 01/31/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 287 - POLICE TRAINING 302 FUND						
Revenues						
Dept 000.000 - GENERAL						
287-000.000-675.301	POLICE TRAINING 302	0.00	1,329.72	0.00	(1,329.72)	100.00
Total Dept 000.000 - GENERAL		0.00	1,329.72	0.00	(1,329.72)	100.00
TOTAL REVENUES		0.00	1,329.72	0.00	(1,329.72)	100.00
Fund 287 - POLICE TRAINING 302 FUND:						
TOTAL REVENUES		0.00	1,329.72	0.00	(1,329.72)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	1,329.72	0.00	(1,329.72)	100.00

PERIOD ENDING 01/31/2024

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2024	MONTH 01/31/2024	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 303 - PUBLIC SAFETY BLDG DEBT SERVIC						
Revenues						
Dept 931.000 - TRANSFERS IN AND OTHER SOURCES						
303-931.000-699.101	TRANSFER IN - GENERAL FUND	28,962.49	27,485.84	2,414.00	1,476.65	94.90
303-931.000-699.206	TRANSFER IN - FIRE FUND	23,507.00	23,956.56	2,414.00	(449.56)	101.91
Total Dept 931.000 - TRANSFERS IN AND OTHER SOURCES		52,469.49	51,442.40	4,828.00	1,027.09	98.04
TOTAL REVENUES		52,469.49	51,442.40	4,828.00	1,027.09	98.04
Expenditures						
Dept 222.000 - DEBT SERVICE						
303-222.000-991.000	PRINCIPAL	35,000.00	0.00	0.00	35,000.00	0.00
303-222.000-995.000	BOND INTEREST/FEES	13,130.00	3,594.06	0.00	9,535.94	27.37
Total Dept 222.000 - DEBT SERVICE		48,130.00	3,594.06	0.00	44,535.94	7.47
TOTAL EXPENDITURES		48,130.00	3,594.06	0.00	44,535.94	7.47
Fund 303 - PUBLIC SAFETY BLDG DEBT SERVIC:						
TOTAL REVENUES		52,469.49	51,442.40	4,828.00	1,027.09	98.04
TOTAL EXPENDITURES		48,130.00	3,594.06	0.00	44,535.94	7.47
NET OF REVENUES & EXPENDITURES		4,339.49	47,848.34	4,828.00	(43,508.85)	1,102.63

PERIOD ENDING 01/31/2024

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	01/31/2024 NORMAL (ABNORMAL)	MONTH 01/31/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 590 - SEWER SYSTEM FUND						
Revenues						
Dept 000.000 - GENERAL						
590-000.000-502.000	FEDERAL GRANTS	90,000.00	0.00	0.00	90,000.00	0.00
590-000.000-539.000	STATE GRANTS	423,000.00	0.00	0.00	423,000.00	0.00
590-000.000-629.000	SERV METERED OM	1,014,173.37	564,668.80	91,377.53	449,504.57	55.68
590-000.000-642.000	TAPINS AND GENERAL SERVICE	1,000.00	0.00	0.00	1,000.00	0.00
590-000.000-642.001	SYSTEM BUY-IN FEES	5,500.00	4,300.00	0.00	1,200.00	78.18
590-000.000-660.000	LATE FEES - UTIL	8,000.00	6,239.61	907.92	1,760.39	78.00
590-000.000-664.000	INTEREST AND DIVIDENDS	5,000.00	4,142.66	637.73	857.34	82.85
590-000.000-676.000	REFUNDS AND REIMBURSEMENTS	0.00	3,465.89	0.00	(3,465.89)	100.00
Total Dept 000.000 - GENERAL		1,546,673.37	582,816.96	92,923.18	963,856.41	37.68
TOTAL REVENUES		1,546,673.37	582,816.96	92,923.18	963,856.41	37.68
Expenditures						
Dept 536.001 - SEWER TREATMENT AND PUMPING						
590-536.001-702.000	WAGES	161,082.66	90,015.10	13,419.88	71,067.56	55.88
590-536.001-715.001	PAYROLL TAXES	12,322.82	6,814.68	983.11	5,508.14	55.30
590-536.001-716.000	FRINGE BENEFITS	33,666.00	19,938.35	2,703.07	13,727.65	59.22
590-536.001-718.000	RETIREMENT	41,903.59	24,461.19	3,422.93	17,442.40	58.37
590-536.001-727.000	OFFICE SUPPLIES	500.00	75.99	0.00	424.01	15.20
590-536.001-728.000	OPERATING SUPPLIES	20,000.00	18,952.53	10,729.09	1,047.47	94.76
590-536.001-729.000	SUPPLIES - CHEMICALS	40,000.00	(25,733.40)	(17,000.00)	65,733.40	(64.33)
590-536.001-730.000	SUPPLIES - LABORATORY	18,000.00	8,202.05	370.08	9,797.95	45.57
590-536.001-741.000	POSTAGE AND SHIPPING	1,000.00	56.24	18.47	943.76	5.62
590-536.001-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	20,000.00	8,240.00	1,265.14	11,760.00	41.20
590-536.001-801.006	CONTRACTED SERVICES - LABORATORY	10,000.00	710.00	0.00	9,290.00	7.10
590-536.001-850.000	TELEPHONE AND COMMUNICATION	10,000.00	4,070.96	541.08	5,929.04	40.71
590-536.001-920.000	SEWER	250.00	179.29	25.72	70.71	71.72
590-536.001-922.000	ELECTRICITY	125,000.00	65,724.84	7,398.95	59,275.16	52.58
590-536.001-923.000	NATURAL GAS	8,000.00	2,000.13	756.44	5,999.87	25.00
590-536.001-930.000	REPAIRS - BUILDINGS AND GROUNDS	20,000.00	3,622.00	427.00	16,378.00	18.11
590-536.001-931.000	REPAIRS - EQUIPMENT	40,000.00	10,180.34	8,600.00	29,819.66	25.45
590-536.001-943.636	INTERNAL SERVICE FUND - DATA PROCESSING	13,900.00	8,106.00	1,158.00	5,794.00	58.32
590-536.001-943.640	INTERNAL SERVICE FUND - MOBILE EQUIPMENT	40,000.00	23,331.00	3,333.00	16,669.00	58.33
590-536.001-956.000	MISCELLANEOUS	500.00	50.00	0.00	450.00	10.00
590-536.001-958.000	PROFESSIONAL DEVELOPMENT	4,000.00	1,170.45	96.05	2,829.55	29.26
590-536.001-960.000	PERMIT FEES AND LICENSING	5,500.00	3,000.00	0.00	2,500.00	54.55
590-536.001-963.000	INSURANCE	13,500.00	14,241.13	0.00	(741.13)	105.49
590-536.001-970.000	CAPITAL OUTLAY	423,230.00	310,628.50	0.00	112,601.50	73.39
Total Dept 536.001 - SEWER TREATMENT AND PUMPING		1,062,355.07	598,037.37	38,248.01	464,317.70	56.29
Dept 536.002 - SEWER COLLECTION						
590-536.002-702.000	WAGES	93,242.97	50,718.70	7,094.39	42,524.27	54.39
590-536.002-715.001	PAYROLL TAXES	7,133.09	3,690.45	502.00	3,442.64	51.74
590-536.002-716.000	FRINGE BENEFITS	35,946.39	19,181.85	2,063.58	16,764.54	53.36
590-536.002-718.000	RETIREMENT	28,313.94	15,901.00	2,047.38	12,412.94	56.16
590-536.002-727.000	OFFICE SUPPLIES	1,800.00	435.78	435.78	1,364.22	24.21
590-536.002-728.000	OPERATING SUPPLIES	8,000.00	6,431.49	4,113.21	1,568.51	80.39
590-536.002-741.000	POSTAGE	3,000.00	1,363.92	193.75	1,636.08	45.46

PERIOD ENDING 01/31/2024

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GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	01/31/2024 NORMAL (ABNORMAL)	MONTH 01/31/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 590 - SEWER SYSTEM FUND						
Expenditures						
590-536.002-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	3,000.00	7,475.00	0.00	(4,475.00)	249.17
590-536.002-801.970	DRAIN IMPROVEMENTS	10,000.00	8,343.93	0.00	1,656.07	83.44
590-536.002-931.000	REPAIRS - EQUIPMENT	3,000.00	983.89	477.62	2,016.11	32.80
590-536.002-943.640	INTERNAL SERVICE FUND - MOBILE EQUIPMENT	81,500.00	47,544.00	6,792.00	33,956.00	58.34
590-536.002-956.000	MISCELLANEOUS	100.00	0.00	0.00	100.00	0.00
590-536.002-958.000	PROFESSIONAL DEVELOPMENT	600.00	0.00	0.00	600.00	0.00
590-536.002-970.000	CAPITAL OUTLAY	92,500.00	600.00	0.00	91,900.00	0.65
Total Dept 536.002 - SEWER COLLECTION		368,136.39	162,670.01	23,719.71	205,466.38	44.19
Dept 906.000 - DEBT SERVICE						
590-906.000-995.000	INTEREST EXPENSE/AGENT FEES	65,224.28	6,186.90	0.00	59,037.38	9.49
590-906.000-995.590	RURAL DEVELOPMENT BOND RESERVE FUNDS	25,753.00	26,261.92	0.00	(508.92)	101.98
Total Dept 906.000 - DEBT SERVICE		90,977.28	32,448.82	0.00	58,528.46	35.67
Dept 999.000 - TRANSFERS (OUT) AND OTHER USES						
590-999.000-801.000	LITTLE TOBACCO INTERCOUNTY DRAIN - MAINS	8,500.00	0.00	0.00	8,500.00	0.00
590-999.000-943.101	TRANSFERS OUT - GENERAL FUND	15,000.00	6,664.33	833.00	8,335.67	44.43
Total Dept 999.000 - TRANSFERS (OUT) AND OTHER USES		23,500.00	6,664.33	833.00	16,835.67	28.36
TOTAL EXPENDITURES		1,544,968.74	799,820.53	62,800.72	745,148.21	51.77
Fund 590 - SEWER SYSTEM FUND:						
TOTAL REVENUES		1,546,673.37	582,816.96	92,923.18	963,856.41	37.68
TOTAL EXPENDITURES		1,544,968.74	799,820.53	62,800.72	745,148.21	51.77
NET OF REVENUES & EXPENDITURES		1,704.63	(217,003.57)	30,122.46	218,708.20	2,730.24

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\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2024 NORMAL (ABNORMAL)	MONTH 01/31/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 591 - WATER SYSTEM FUND						
Revenues						
Dept 000.000 - GENERAL						
591-000.000-502.000	FEDERAL GRANTS	2,000,000.00	0.00	0.00	2,000,000.00	0.00
591-000.000-539.000	STATE GRANTS	1,000,000.00	98,216.08	16,924.83	901,783.92	9.82
591-000.000-628.001	PRP AIR STRIPPER REIMB	166,659.74	81,628.30	36,159.56	85,031.44	48.98
591-000.000-629.000	SERV METERED OM	700,000.00	456,477.32	70,138.51	243,522.68	65.21
591-000.000-629.002	LAB SERVICE	10,000.00	3,275.00	125.00	6,725.00	32.75
591-000.000-630.000	METER REPLACEMENT REVENUES	1,000.00	0.00	0.00	1,000.00	0.00
591-000.000-642.000	TAPINS AND GENERAL SERVICE	1,000.00	0.00	0.00	1,000.00	0.00
591-000.000-642.001	SYSTEM BUY-IN FEES	2,000.00	4,300.00	0.00	(2,300.00)	215.00
591-000.000-642.002	ON/OFF FEES	3,000.00	1,878.00	180.00	1,122.00	62.60
591-000.000-642.003	CROSS CONNECTION FEES	900.00	548.00	77.00	352.00	60.89
591-000.000-644.000	HYDRANT RENTAL	250.00	0.00	0.00	250.00	0.00
591-000.000-660.000	LATE FEES - UTIL	4,500.00	4,584.40	618.71	(84.40)	101.88
591-000.000-664.000	INTEREST AND DIVIDENDS	100.00	7,828.29	1,376.68	(7,728.29)	7,828.29
591-000.000-670.000	WATER TOWER LEASE - AT&T	20,000.00	14,424.52	2,086.69	5,575.48	72.12
591-000.000-670.001	WATER TOWER LEASE - SPRINT	17,622.36	13,245.34	1,916.11	4,377.02	75.16
591-000.000-670.002	WATER TOWER LEASE - ISP MGT	1,350.00	900.00	0.00	450.00	66.67
591-000.000-676.000	REFUNDS AND REIMBURSEMENTS	0.00	858.39	0.00	(858.39)	100.00
Total Dept 000.000 - GENERAL		3,928,382.10	688,163.64	129,603.09	3,240,218.46	17.52
TOTAL REVENUES		3,928,382.10	688,163.64	129,603.09	3,240,218.46	17.52
Expenditures						
Dept 536.003 - TREATMENT, PUMPING AND STORAGE						
591-536.003-702.000	WAGES	89,490.37	49,968.63	7,445.68	39,521.74	55.84
591-536.003-715.001	PAYROLL TAXES	6,846.01	3,782.92	545.50	3,063.09	55.26
591-536.003-716.000	FRINGE BENEFITS	18,703.33	10,890.46	1,444.13	7,812.87	58.23
591-536.003-718.000	RETIREMENT	23,279.77	13,576.39	1,898.59	9,703.38	58.32
591-536.003-727.000	OFFICE SUPPLIES	500.00	75.99	0.00	424.01	15.20
591-536.003-728.000	OPERATING SUPPLIES	13,000.00	4,274.69	1,107.58	8,725.31	32.88
591-536.003-729.000	SUPPLIES - CHEMICALS	16,000.00	7,328.00	1,518.00	8,672.00	45.80
591-536.003-730.000	SUPPLIES - LABORATORY	10,000.00	4,357.45	0.00	5,642.55	43.57
591-536.003-741.000	POSTAGE AND SHIPPING	200.00	43.39	0.00	156.61	21.70
591-536.003-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	20,000.00	7,794.23	0.00	12,205.77	38.97
591-536.003-801.006	CONTRACTED SERVICES - LABORATORY	7,000.00	1,366.00	0.00	5,634.00	19.51
591-536.003-850.000	TELEPHONE AND COMMUNICATION	7,000.00	792.85	80.00	6,207.15	11.33
591-536.003-900.000	PRINTING & PUBLISHING	1,000.00	0.00	0.00	1,000.00	0.00
591-536.003-922.000	ELECTRICITY	55,000.00	22,350.39	3,084.27	32,649.61	40.64
591-536.003-923.000	NATURAL GAS	2,500.00	476.44	140.01	2,023.56	19.06
591-536.003-930.000	REPAIRS - BUILDINGS AND GROUNDS	10,000.00	180.00	0.00	9,820.00	1.80
591-536.003-931.000	REPAIRS - EQUIPMENT	15,000.00	20,513.21	1,162.42	(5,513.21)	136.75
591-536.003-943.636	INTERNAL SERVICE FUND - DATA PROCESSING	13,900.00	8,106.00	1,158.00	5,794.00	58.32
591-536.003-943.640	INTERNAL SERVICE FUND - MOBILE EQUIPMENT	21,200.00	12,369.00	1,767.00	8,831.00	58.34
591-536.003-956.000	MISCELLANEOUS	500.00	50.00	0.00	450.00	10.00
591-536.003-958.000	PROFESSIONAL DEVELOPMENT	4,000.00	987.50	0.00	3,012.50	24.69
591-536.003-960.000	PERMIT FEES AND LICENSING	4,000.00	1,768.08	0.00	2,231.92	44.20
591-536.003-963.000	INSURANCE	5,000.00	5,401.89	0.00	(401.89)	108.04
591-536.003-970.000	CAPITAL OUTLAY	2,819,490.00	197,339.56	82,688.14	2,622,150.44	7.00
Total Dept 536.003 - TREATMENT, PUMPING AND STORAGE		3,163,609.48	373,793.07	104,039.32	2,789,816.41	11.82

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\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDGT USED
		AMENDED BUDGET	01/31/2024 NORMAL (ABNORMAL)	MONTH 01/31/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 591 - WATER SYSTEM FUND						
Expenditures						
Dept 536.004 - WATER DISTRIBUTION						
591-536.004-702.000	WAGES	133,241.66	71,246.73	10,129.41	61,994.93	53.47
591-536.004-715.001	PAYROLL TAXES	10,192.99	5,153.34	715.99	5,039.65	50.56
591-536.004-716.000	FRINGE BENEFITS	49,720.73	27,157.09	3,051.73	22,563.64	54.62
591-536.004-718.000	RETIREMENT	40,425.69	22,181.36	2,926.87	18,244.33	54.87
591-536.004-727.000	OFFICE SUPPLIES	1,800.00	435.78	435.78	1,364.22	24.21
591-536.004-728.000	OPERATING SUPPLIES	34,700.00	13,014.49	452.48	21,685.51	37.51
591-536.004-741.000	POSTAGE	3,000.00	1,363.92	193.75	1,636.08	45.46
591-536.004-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	4,500.00	8,975.00	0.00	(4,475.00)	199.44
591-536.004-801.970	DRAIN IMPROVEMENTS	0.00	17,657.63	0.00	(17,657.63)	100.00
591-536.004-931.000	REPAIRS - EQUIPMENT	300.00	0.00	0.00	300.00	0.00
591-536.004-943.640	INTERNAL SERVICE FUND - MOBILE EQUIPMENT	67,100.00	39,144.00	5,592.00	27,956.00	58.34
591-536.004-956.000	MISCELLANEOUS	500.00	0.00	0.00	500.00	0.00
591-536.004-958.000	PROFESSIONAL DEVELOPMENT	1,200.00	0.00	0.00	1,200.00	0.00
591-536.004-970.000	CAPITAL OUTLAY	77,500.00	20,073.84	6,427.00	57,426.16	25.90
Total Dept 536.004 - WATER DISTRIBUTION		424,181.07	226,403.18	29,925.01	197,777.89	53.37
Dept 536.005 - PRINCIPAL RESPONSIBLE PARTY #1						
591-536.005-702.000	WAGES	44,745.18	24,984.10	3,722.80	19,761.08	55.84
591-536.005-715.001	PAYROLL TAXES	3,423.01	1,891.37	272.75	1,531.64	55.25
591-536.005-716.000	FRINGE BENEFITS	9,351.67	5,610.50	679.94	3,741.17	59.99
591-536.005-718.000	RETIREMENT	11,639.89	6,788.16	949.29	4,851.73	58.32
591-536.005-728.000	OPERATING SUPPLIES	2,000.00	0.00	0.00	2,000.00	0.00
591-536.005-741.000	POSTAGE AND SHIPPING	500.00	26.54	0.00	473.46	5.31
591-536.005-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	5,000.00	410.00	0.00	4,590.00	8.20
591-536.005-801.006	CONTRACTED SERVICES - LABORATORY	10,000.00	3,430.00	0.00	6,570.00	34.30
591-536.005-922.000	ELECTRICITY	40,000.00	26,867.80	3,874.68	13,132.20	67.17
591-536.005-923.000	NATURAL GAS	15,000.00	1,453.23	827.63	13,546.77	9.69
591-536.005-931.000	REPAIRS - EQUIPMENT	10,000.00	17,880.69	0.00	(7,880.69)	178.81
591-536.005-970.000	CAPITAL OUTLAY	15,000.00	2,613.00	0.00	12,387.00	17.42
Total Dept 536.005 - PRINCIPAL RESPONSIBLE PARTY #1		166,659.75	91,955.39	10,327.09	74,704.36	55.18
Dept 906.000 - DEBT SERVICE						
591-906.000-995.000	INTEREST EXPENSE/AGENT FEES	47,991.20	24,428.13	0.00	23,563.07	50.90
591-906.000-995.591	RURAL DEVELOPMENT BOND RESERVE FUNDS	36,160.00	0.00	0.00	36,160.00	0.00
Total Dept 906.000 - DEBT SERVICE		84,151.20	24,428.13	0.00	59,723.07	29.03
Dept 999.000 - TRANSFERS (OUT) AND OTHER USES						
591-999.000-801.000	LITTLE TOBACCO INTERCOUNTY DRAIN - MAINS	18,404.39	0.00	0.00	18,404.39	0.00
591-999.000-943.101	TRANSFERS OUT - GENERAL FUND	15,000.00	6,664.33	833.00	8,335.67	44.43
Total Dept 999.000 - TRANSFERS (OUT) AND OTHER USES		33,404.39	6,664.33	833.00	26,740.06	19.95
TOTAL EXPENDITURES		3,872,005.89	723,244.10	145,124.42	3,148,761.79	18.68

PERIOD ENDING 01/31/2024

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2024	MONTH 01/31/2024	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 591 - WATER SYSTEM FUND						
Fund 591 - WATER SYSTEM FUND:						
TOTAL REVENUES		3,928,382.10	688,163.64	129,603.09	3,240,218.46	17.52
TOTAL EXPENDITURES		3,872,005.89	723,244.10	145,124.42	3,148,761.79	18.68
NET OF REVENUES & EXPENDITURES		56,376.21	(35,080.46)	(15,521.33)	91,456.67	62.23



PERIOD ENDING 01/31/2024

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDGT USED
		AMENDED BUDGET	01/31/2024 NORMAL (ABNORMAL)	MONTH 01/31/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 636 - DATA PROCESSING						
Revenues						
Dept 000.000 - GENERAL						
636-000.000-664.000	INTEREST AND DIVIDENDS	5.00	149.58	26.67	(144.58)	2,991.60
636-000.000-676.000	REFUNDS AND REIMBURSEMENTS	0.00	21.74	0.00	(21.74)	100.00
636-000.000-676.101	CHARGES FOR SERVICES - GENERAL FUND	27,900.00	16,268.00	2,324.00	11,632.00	58.31
636-000.000-676.206	CHARGES FOR SERVICES - FIRE FUND	2,100.00	1,225.00	175.00	875.00	58.33
636-000.000-676.208	CHARGES FOR SERVICES - PARKS & RECREATIO	700.00	406.00	58.00	294.00	58.00
636-000.000-676.590	CHARGES FOR SERVICES - SEWER FUND	13,900.00	8,106.00	1,158.00	5,794.00	58.32
636-000.000-676.591	CHARGES FOR SERVICES - WATER FUND	13,900.00	8,106.00	1,158.00	5,794.00	58.32
Total Dept 000.000 - GENERAL		58,505.00	34,282.32	4,899.67	24,222.68	58.60
TOTAL REVENUES		58,505.00	34,282.32	4,899.67	24,222.68	58.60
Expenditures						
Dept 228.000 - DATA PROCESSING, INFORMATION TECHNOLOGY						
636-228.000-728.000	SUPPLIES	7,500.00	1,923.56	0.00	5,576.44	25.65
636-228.000-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	30,000.00	24,481.81	1,441.50	5,518.19	81.61
636-228.000-931.000	REPAIRS - EQUIPMENT	2,500.00	85.00	0.00	2,415.00	3.40
636-228.000-956.000	MISCELLANEOUS	100.00	161.99	0.00	(61.99)	161.99
636-228.000-958.000	PROFESSIONAL DEVELOPMENT	250.00	0.00	0.00	250.00	0.00
636-228.000-963.000	INSURANCE	1,500.00	1,112.27	0.00	387.73	74.15
636-228.000-970.000	CAPITAL OUTLAY	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 228.000 - DATA PROCESSING, INFORMATION TECHNOLOGY		46,850.00	27,764.63	1,441.50	19,085.37	59.26
Dept 999.000 - TRANSFERS (OUT) AND OTHER USES						
636-999.000-943.101	TRANSFERS OUT - GENERAL FUND	16,000.00	7,335.66	917.00	8,664.34	45.85
Total Dept 999.000 - TRANSFERS (OUT) AND OTHER USES		16,000.00	7,335.66	917.00	8,664.34	45.85
TOTAL EXPENDITURES		62,850.00	35,100.29	2,358.50	27,749.71	55.85
Fund 636 - DATA PROCESSING:						
TOTAL REVENUES		58,505.00	34,282.32	4,899.67	24,222.68	58.60
TOTAL EXPENDITURES		62,850.00	35,100.29	2,358.50	27,749.71	55.85
NET OF REVENUES & EXPENDITURES		(4,345.00)	(817.97)	2,541.17	(3,527.03)	18.83

PERIOD ENDING 01/31/2024

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDGT USED
		AMENDED BUDGET	01/31/2024 NORMAL (ABNORMAL)	MONTH 01/31/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 640 - DPW EQUIPMENT REVOLVING FUND						
Revenues						
Dept 000.000 - GENERAL						
640-000.000-502.000	FEDERAL GRANTS	0.00	62,300.00	62,300.00	(62,300.00)	100.00
640-000.000-539.000	STATE GRANTS	62,300.00	0.00	0.00	62,300.00	0.00
640-000.000-630.000	METER REPLACEMENT REVENUES	17,456.65	11,655.41	1,956.58	5,801.24	66.77
640-000.000-660.000	LATE FEES - UTIL	300.00	191.57	27.90	108.43	63.86
640-000.000-664.000	INTEREST AND DIVIDENDS	30.00	425.29	108.66	(395.29)	1,417.63
640-000.000-669.101	EQUIPMENT RENTAL - GENERAL FUND	56,700.00	33,075.00	4,725.00	23,625.00	58.33
640-000.000-669.202	EQUIPMENT RENTAL - MAJOR STREET FUND	77,100.00	44,975.00	6,425.00	32,125.00	58.33
640-000.000-669.203	EQUIPMENT RENTAL - LOCAL STREET FUND	62,700.00	36,582.00	5,226.00	26,118.00	58.34
640-000.000-669.206	EQUIPMENT RENTAL - FIRE DEPARTMENT	3,900.00	2,275.00	325.00	1,625.00	58.33
640-000.000-669.208	EQUIPMENT RENTAL - PARKS AND RECREATION	38,500.00	22,456.00	3,208.00	16,044.00	58.33
640-000.000-669.590	EQUIPMENT RENTAL - SEWER FUND	121,500.00	70,875.00	10,125.00	50,625.00	58.33
640-000.000-669.591	EQUIPMENT RENTAL - WATER FUND	88,300.00	51,513.00	7,359.00	36,787.00	58.34
640-000.000-676.000	REFUNDS AND REIMBURSEMENTS	0.00	291.99	0.00	(291.99)	100.00
640-000.000-692.000	MISCELLANEOUS	0.00	150.00	0.00	(150.00)	100.00
Total Dept 000.000 - GENERAL		528,786.65	336,765.26	101,786.14	192,021.39	63.69
TOTAL REVENUES		528,786.65	336,765.26	101,786.14	192,021.39	63.69
Expenditures						
Dept 441.000 - DEPARTMENT OF PUBLIC WORKS						
640-441.000-702.000	WAGES	76,958.55	42,275.61	6,668.08	34,682.94	54.93
640-441.000-715.001	PAYROLL TAXES	5,887.33	3,065.16	473.84	2,822.17	52.06
640-441.000-716.000	FRINGE BENEFITS	25,763.69	17,081.65	2,217.30	8,682.04	66.30
640-441.000-718.000	RETIREMENT	23,488.54	13,188.40	1,996.74	10,300.14	56.15
640-441.000-727.000	OFFICE SUPPLIES	1,600.00	560.69	0.00	1,039.31	35.04
640-441.000-728.000	OPERATING SUPPLIES	10,000.00	4,897.07	24.60	5,102.93	48.97
640-441.000-732.000	SUPPLIES - GAS, OIL AND LUBRICANTS	94,600.00	50,609.34	5,353.33	43,990.66	53.50
640-441.000-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	7,500.00	6,784.13	593.61	715.87	90.46
640-441.000-801.301	VEHICLE REPAIRS - POLICE	7,500.00	613.05	0.00	6,886.95	8.17
640-441.000-850.000	TELEPHONE AND COMMUNICATION	3,800.00	2,798.09	385.31	1,001.91	73.63
640-441.000-861.000	MILEAGE REIMBURSEMENT	100.00	0.00	0.00	100.00	0.00
640-441.000-900.000	PRINTING & PUBLISHING	200.00	0.00	0.00	200.00	0.00
640-441.000-920.000	SEWER	2,700.00	0.00	0.00	2,700.00	0.00
640-441.000-921.000	WATER	3,000.00	0.00	0.00	3,000.00	0.00
640-441.000-922.000	ELECTRICITY	4,500.00	2,296.53	285.68	2,203.47	51.03
640-441.000-923.000	NATURAL GAS	8,600.00	3,127.12	1,975.19	5,472.88	36.36
640-441.000-930.000	REPAIRS - BUILDINGS AND GROUNDS	25,000.00	2,925.31	62.90	22,074.69	11.70
640-441.000-931.000	REPAIRS - EQUIPMENT	55,000.00	26,947.50	1,419.09	28,052.50	49.00
640-441.000-931.301	EQUIP REPAIRS - POLICE VEHICLES	7,500.00	10,239.96	6,773.14	(2,739.96)	136.53
640-441.000-956.000	MISCELLANEOUS	800.00	(225.99)	298.50	1,025.99	(28.25)
640-441.000-958.000	PROFESSIONAL DEVELOPMENT	1,500.00	0.00	0.00	1,500.00	0.00
640-441.000-963.000	INSURANCE	12,000.00	9,305.06	0.00	2,694.94	77.54
640-441.000-970.000	CAPITAL OUTLAY	155,961.36	92,187.54	0.00	63,773.82	59.11
Total Dept 441.000 - DEPARTMENT OF PUBLIC WORKS		533,959.47	288,676.22	28,527.31	245,283.25	54.06
Dept 906.000 - DEBT SERVICE						
640-906.000-991.000	PRINCIPAL	48,498.63	64,519.32	0.00	(16,020.69)	133.03
640-906.000-995.000	INTEREST EXPENSE/AGENT FEES	15,284.25	20,608.40	0.00	(5,324.15)	134.83

PERIOD ENDING 01/31/2024

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2024 NORMAL (ABNORMAL)	MONTH 01/31/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 640 - DPW EQUIPMENT REVOLVING FUND						
Expenditures						
Total Dept 906.000 - DEBT SERVICE		63,782.88	85,127.72	0.00	(21,344.84)	133.46
Dept 999.000 - TRANSFERS (OUT) AND OTHER USES						
640-999.000-943.101 TRANSFERS OUT - GENERAL FUND		2,000.00	664.33	83.00	1,335.67	33.22
Total Dept 999.000 - TRANSFERS (OUT) AND OTHER USES		2,000.00	664.33	83.00	1,335.67	33.22
TOTAL EXPENDITURES		599,742.35	374,468.27	28,610.31	225,274.08	62.44
Fund 640 - DPW EQUIPMENT REVOLVING FUND:						
TOTAL REVENUES		528,786.65	336,765.26	101,786.14	192,021.39	63.69
TOTAL EXPENDITURES		599,742.35	374,468.27	28,610.31	225,274.08	62.44
NET OF REVENUES & EXPENDITURES		(70,955.70)	(37,703.01)	73,175.83	(33,252.69)	53.14

PERIOD ENDING 01/31/2024

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2024 NORMAL (ABNORMAL)	MONTH 01/31/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 703 - PROPERTY TAX FUND						
Revenues						
Dept 000.000 - GENERAL						
703-000.000-692.000	MISCELLANEOUS	0.00	14,644.36	0.00	(14,644.36)	100.00
Total Dept 000.000 - GENERAL		0.00	14,644.36	0.00	(14,644.36)	100.00
TOTAL REVENUES		0.00	14,644.36	0.00	(14,644.36)	100.00
Fund 703 - PROPERTY TAX FUND:						
TOTAL REVENUES		0.00	14,644.36	0.00	(14,644.36)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	14,644.36	0.00	(14,644.36)	100.00

PERIOD ENDING 01/31/2024

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2024 NORMAL (ABNORMAL)	MONTH 01/31/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 765 - HATTON TOWNSHIP LANDFILL TRUST FUND						
Revenues						
Dept 000.000 - GENERAL						
765-000.000-664.000	INTEREST	500.00	0.00	0.00	500.00	0.00
Total Dept 000.000 - GENERAL		500.00	0.00	0.00	500.00	0.00
TOTAL REVENUES		500.00	0.00	0.00	500.00	0.00
Fund 765 - HATTON TOWNSHIP LANDFILL TRUST FUND:						
TOTAL REVENUES		500.00	0.00	0.00	500.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		500.00	0.00	0.00	500.00	0.00
TOTAL REVENUES - ALL FUNDS		17,751,578.40	5,290,529.12	457,957.00	12,461,049.28	29.80
TOTAL EXPENDITURES - ALL FUNDS		15,203,739.78	6,777,763.15	823,240.47	8,425,976.63	44.58
NET OF REVENUES & EXPENDITURES		2,547,838.62	(1,487,234.03)	(365,283.47)	4,035,072.65	58.37



## **Airport Manager Report**

**February 2024**

Although this time of year is slow, we are enjoying moderate weather that has helped our fuel sales. We continue to see frequent flights in to visit local attractions.

We are still on the MDOT's list for this year to have our airport runways and taxi ways re-painted. We are also preparing the quantities we will need for our annual crack sealing project on both runways and taxiways. More to follow as the warmer weather approaches and MDOT begins the construction/repair season.

3-Point Aviation is hosting an Aviation Ground School from 20 Feb until 23 April each Tuesday night from 6-9 pm in the Terminal Building.

Lastly, preparations are being made with Parks and Recreation for the upcoming Egg Drop on 30 March.

Thanks!

Gabe Ambrozaitis

48D Airport Manager

*“This is a Consent Agenda item and is considered as routine by the City Commission. As such, this matter shall be automatically enacted by one motion with all other Consent Agenda items unless a Commissioner or citizen requests that the item be individually discussed, in which event it shall be removed from the Consent Agenda and considered and acted upon in its designated sequence on the approved Agenda of the Clare City Commission.”*

**DEPARTMENT OF PUBLIC WORKS  
DEPARTMENT REPORT  
JANUARY 2024  
LUKE POTTER, DIRECTOR**

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**STREET WORK.** We cut a tree on State and Maple, and trimmed trees on the plow route and we did some cold patching. We did a lot of plowing and cleanup with the 28” of snow we got in January. On the 6<sup>th</sup> we salted highways, majors and lots, plowed 6” of snow both 9<sup>th</sup> and 10<sup>th</sup>. Hauled snow from downtown on both 11<sup>th</sup> and 12<sup>th</sup>. Also plowed 4” snow on the 12<sup>th</sup> and came in early to plow 8” of snow and blow the wind row from downtown. On the 15<sup>th</sup> we plowed routes to get snow over and pushed back dead ends. The 16<sup>th</sup> we hauled snow, plowed the airport and plowed parks (catch up). On the 18<sup>th</sup> we hauled snow and scraped streets. On the 19<sup>th</sup> we salted highways, lots, majors of 1” of snow, cleaned up radius’, dug out hydrants and plowed the airport. On the 22<sup>nd</sup> we cleaned radius’, hydrants, plowed 2” of snow, salted highways, majors and lots. On the 23<sup>rd</sup> we hauled snow from dead ends, plowed 1” of snow, plowed airport and cleaned up parking lots. On the 25<sup>th</sup> thru the 31<sup>st</sup> we cleaned radius’, hydrants, storm drains and hauled snow from lots.

**WATER & SEWER WORK:** Water and sewer work this month included our regular schedule of Miss Digs, meter readings, shut offs for non-payment, manual reads, meter work, and washing sewers/preventive maintenance, and cleaned storm sewers. We washed and televised the sewer at Stageright. Fixed 6” watermain break at Brookwood and Woodlawn. And assisted with a 6” tap for Bishop GMC on the 30<sup>th</sup>.

**CEMETERY WORK:** We had three full burials and one double cremation burial this month at Cherry Grove. And we turned topsoil and cut trees at the cemetery.

**DREDGING:** Dredged all month, and pushed spoils on several days.

**MISCELLANEOUS WORK:** We chipped brush, cleaned, washed and waxed trucks, and cleaned and worked on trucks and did maintenance, prepared trucks for the snow storm and cleaned at the garage on several days. We fixed the urinals at Shamrock park and took down the Christmas banners. Also, we enjoyed a couple days for the New Year’s holiday.

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

# January 2024

## UTILITY WORK ORDERS

<u>WORK ORDER TYPE</u>	<u># OF CUSTOMERS</u>
<i>Service Turned ON</i>	5
<i>Customer Request Off</i>	1
<i>Sewer Problems</i>	1
<i>Off for Non Payment</i>	5
<i>New Meter</i>	1
<i>New Meter Head</i>	0
<i>Estimated Meters</i>	27
<i>High Usage Check</i>	1
<i>New RF</i>	2
	43

### MANNATEC FUEL REPORT FOR PERIOD: JANUARY 1-31, 2024

DEPT:	REGULAR			DIESEL			AMOUNT BILLED
	GALLONS	TOTAL COST	AVG COST	GALLONS	TOTAL COST	AVG COST	
Fire Dept	66.031	151.82	2.299	78.957	241.46	3.058	393.28
Police Dept	688.283	1,585.62	2.304			#DIV/0!	1,585.62
DPW	253.144	582.77	2.302	2121.838	6,488.45	3.058	7,707.17
Parks	81.502	178.86	2.195	149.473	457.09	3.058	
Airport							
W/WWT	210.372	480.82	2.286				480.82
<i>TOTALS:</i>	<i>1299.332</i>	<i>2,979.89</i>				<b>Total Bill:</b>	<b>\$10,166.89</b>
	Average Rate for Regular:		2.277	Average Rate for Diesel:		2.799	



# EQUIPMENT RENTAL - January 2024

**GENERAL FUND**

General Operations	101-265.000-943.641	704.68	
Depot	101-265.000-943.641	0.00	
Cemetery	101-276.000-943.641	719.35	
Police	101-301.000-943.641	10,478.06	
Parking Lots/Flags	101-441.000-943.641	12,072.30	
Airport	101-537.000-943.641	6,198.74	
		101-000.000-001	-\$30,173.13 cr

**MAJOR STREETS & TRUNKLINES**

Trunklines	202-446.001-943.641	4,819.16	
Tkline Winter Cleanup	202-446.001-943.641	1,338.83	
Major Streets	202-449.000-943.641	10,974.33	
		202-000.000-001	-\$17,132.32 cr

**LOCAL STREETS:**

203-449.000-943.641		14,003.98	
		203-000.000-001	-\$14,003.98 cr

**PARKS & DAM MTS.:**

Dam Mts	208-751.001-943.641	125.75	
Parks	208-751.001-943.641	12,292.66	
Dredging	208-741-004-702	3,927.00	
		208-000.000-001	-\$125.75 cr

**SEWER FUND**

Sewer Treatment	590-536.001-943.641	1,193.04	
Sewer Collection	590-536.002-946.641	1,237.07	
		590-000.000-001	-\$2,430.11 cr

**WATER FUND**

Water Trmt/Pumping	591-536.003-946.641	831.03	
Water Dist./Meters	591-536.004-946.641	2,742.23	
		591-000.000-001	-\$3,573.26 cr

**MOBILE EQUIPMENT FUND**

Cash Received	641-000-001	\$83,658.21	
General Fund	641-000-669.101		-\$30,173.13
Major Sts/Tklines	641-000-669.202		-\$17,132.32
Local Sts	641-000-669.203		-\$14,003.98
Parks	641-000-669.208		-\$125.75
Sewer	641-000-669.590		-\$2,430.11
Water	641-000-669.591		-\$3,573.26

**CONSOLIDATED FUND: Checks Written For:**

General Fund	102-000-669.101	\$30,173.13
Major Sts/Tklines	102-000-669.202	\$17,132.32
Local Sts	102-000-669.203	\$14,003.98
Parks	102-000-669.208	\$125.75
Sewer	102-000-669.590	\$2,430.11
Water	102-000-669.591	\$3,573.26

<b>EQUIPMENT RENTAL,</b>	<b>102-000.000-067</b>	<b>\$67,438.55</b>
<b><u>ALL DEPOSITS:</u></b>	<b>102-000.000-001.001</b>	
	<b>102-000.000-067.102</b>	

**DPW MANHOUR REPORT FOR: Jan-24**

FUND	FUND NAME	REGULAR			TOTAL	OVERTIME			TOTAL	CLERICAL			TOTAL	O/T
101-265.000-702	GF - City Hall		3	4.5	7.50		1		1.00				0.00	
	Railroad		2											
101-276.000-702	Cemetery	2	28	12	42.00		4	1	5.00	1	4	3.5	8.50	
101-528.000-702	Refuse Collection				0.00				0.00	5.1	19.15	17.6	41.85	
101-441.000-702	Par/Flag/Pk Lot	2.5	13	6	21.50		4		4.00				0.00	
	DDA Pk Lot	2	114.5	30.5	147.00	0.5	28	5.5	34.00				0.00	
101-445.000-702	City Trees/Lites	8	5		13.00				0.00				0.00	
	DDA Trees/Lites	3			3.00				0.00				0.00	
101-537.000-702	Airport		32	28.5	60.50		2	1.5	3.50				0.00	
202-446.001-702	Roadway Inspection				0.00				0.00				0.00	
	TK Surface Mts			5.5	5.50				0.00				0.00	
	TK Shoulder Mts				0.00				0.00				0.00	
	TK Sweeping				0.00				0.00				0.00	
	Drain/Bkslopes			4	4.00				0.00				0.00	
	TK Signs				0.00				0.00				0.00	
	Snow & Ice		36.75	9.5	46.25	3	13.5	5	21.50				0.00	
	Hauling Snow		4	2	6.00		10		10.00				0.00	
202-444.002-702	Major Sts Sidewalks				0.00		6.5		6.50				0.00	
202-499.002-702	Major Sts Maint.	6	3	18	27.00				0.00				0.00	
202-499.003-702	Snow & Ice		83.5	39	122.50	0.5	9.25	3.5	13.25				0.00	
202-499.004-702	Administration				0.00				0.00	1	4	3.5	8.50	
203-444.002-702	Local Sts Sidewalks				0.00				0.00				0.00	
203-499.002-702	Local Sts Maint.	11	21.5	27	59.50	1.5			1.50				0.00	
203-499.003-702	Snow & Ice		49.5	108.5	158.00		8.5	10	18.50				0.00	
203-499.004-702	Administration				0.00				0.00	1	4	3.5	8.50	
208-751.000-702	Lake Sham/Dam		2		2.00				0.00				0.00	
208-751.000-702	Lake Sham Pks	18	13	4.5	35.50				0.00				0.00	
208-751.000-702	Dredging	54.5	56	24	134.50				0.00				0.00	
590-536.002-702	Sewer	26	1	8	35.00		2		2.00	5.2	20.8	18.2	44.20	
591-536.004-702	Water	6	52	50.5	108.50		1		1.00	5.2	20.8	18.2	44.20	
641-444.000-702	DPW	33	87	75	195.00		4		4.00	1.5	6	5.25	12.75	
	DPW Equip	24	70	51	145.00		15.5	3.75	19.25				0.00	
	Fire Equip			13	13.00			1.75	1.75				0.00	
	Police Equip		2		2.00				0.00				0.00	
	Holiday/Funeral	156			156.00				0.00	20			20.00	
	OFF TIME	8	41.25	61	110.25				0.00		1.25	0.25	1.50	
<b>TOTALS</b>		360.00	720.00	582.00	1660.00	5.50	109.25	32.00	146.75	40.00	80.00	70.00	190.00	0.00
		1662.00				146.75				190.00				0.00

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

Jan-24

FY 22-23 FUND	HOURLY WAGE		FULL TIME EMPLOYEES REGULAR HOURS				FULL TIME EMPLOYEES OVERTIME HOURS				SEASONAL EMPLOYEES REGULAR HOURS				SEASONAL EMPLOYEES OVERTIME HOURS			
	FUND NAME																	
208-751.001-702	Holiday	Funeral	16.00			16.00												
	Sick	Vacation																
	PARKS		22.00	7.00	4.00	33.00		0.25		0.25	24.00	15.00	15.00	54.00				0.00
	DDA Work		2.00	12.00	12.50	26.50				0.00				0.00				0.00
	BLDG & GRUNDS			61.00	47.50	108.50		1.50		1.50	65.00	49.00	114.00					0.00
101-276.000-702	Cemetery					0.00			0.00				0.00				0.00	
101-265.000-702	Trustees					0.00			0.00				0.00				0.00	
101-537.000-702	Airport Maint					0.00			0.00				0.00				0.00	
						0.00			0.00				0.00				0.00	
						0.00			0.00				0.00				0.00	
			40.0	80.0	64.0	184.0	0.0	1.8	0.0	1.8	24.0	80.0	64.0	168.0	0.0	0.0	0.0	0.0
<b>GRAND TOTAL</b>			184.00				1.75				168.00				0.00			

# WATER MAIN BREAK REPORT

DATE BREAK NOTED	DATE BREAK REPAIRED	LOCATION OF BREAK	EQUIPMENT COST	LABOR COST	ESTIMATED WATER LOSS PER DAY	X DAYS
01/11/24	01/11/24	Brookwood & Woodlawn	\$369.62	\$412.72	111[571]	1

PAY PERIOD: January 2024																						HOURS TOTAL	DOLLAR TOTAL							
EQUIPMENT	2023-24 RATE	101-265-943 General Op	101-265-943 Railroad	101-276-943 Cemetery	101-441-943 Prad/Flg & PKLots	101-445-943 Trees/Lights	101-537-943 Airport	202-466.001-943 Roadway Inspection	202-466.001-943 TK Surface	202-466.001-943 TK Shoulders	202-466.001-943 TK Sweep	202-466.001-943 TK	202-466.001-943 Drain/Backslopes	202-466.001-943 TK Signs/Signals	202-466.001-943 TK Snow & Ice	202-444.002-943 Mj Ss Sidewalks	202-499.002-943 Mj Ss Preservation	202-499.002-943 Mj Ss Snow & Ice	203-444.002-943 Lo Ss Sidewalks	203-499.002-943 Lo Ss Preservation	203-499.002-943 Lo Ss Snow & Ice	208-751-702 Dam	208-751-702 All Parks	208-751.004-702 Dredging Lake Shamrock	590-536.002-943 Sewer	591-536.004-943 Water				
3 - GMC Pickup	\$16.87			8.00	1.50	6.00			3.50								7.00			6.00							2.00	34.00	573.58	
5 - Dodge Pickup	\$13.41				12.00													4.50			5.50				5.00		2.00	29.00	388.89	
7 - Chevy Bucket Truck	\$12.27																			2.00			1.50					3.50	42.95	
8 - Int'l Dump Truck	\$56.15				28.00		7.00							2.50	20.00			24.00		5.00	39.00						5.00	130.50	7,327.58	
9 - Ford Dump Truck	\$56.15			1.00	32.00		3.00							5.00	13.50		3.00	31.25		9.00	47.00					5.00	149.75	8,408.46		
10- Sterling Dump Truck	\$56.15	0.50			4.00									9.50	13.00			42.00			32.00							101.00	5,671.15	
12- Sterling Dump Truck	\$56.15	1.00			21.00		6.00							1.00	14.50			35.00		2.00	33.00							113.50	6,373.03	
18- Case Loader	\$42.70			6.00														2.00			28.00		3.00	4.00		3.00	46.00	1,964.20		
20- Hyundai Loader	\$83.83	7.00			75.00								4.00	2.00	6.50			19.50		2.00	21.50	1.50	2.00	16.00	8.00		165.00	13,831.95		
23- Root UB Scraper	\$8.29						3.00							3.00	9.00			15.50			17.50							48.00	397.92	
24- Monroe UB Scraper	\$8.29						6.00							1.00	11.00			25.50			20.00							63.50	526.42	
25- Root UB Scraper	\$8.29													0.75	7.25			27.50			23.00							58.50	484.97	
36- Brush Chipper	\$29.00			1.00													3.00			9.00								13.00	377.00	
39- Chevy Pickup	\$12.27																											9.00	110.43	
53A- Truck Unit	\$56.15																									7.00	12.00	19.00	1,066.85	
53B- Sewer Washer Unit	\$21.10																									7.00	12.00	19.00	400.90	
59- Ford Utility Truck	\$12.27			0.50	2.00													5.00		1.00			1.00		1.00	12.00	22.50	276.08		
60- Dodge Pickup 4x4	\$13.41																			1.00					3.50			4.50	60.35	
73- Wausau UB Scraper	\$8.29				14.00		7.00								20.00			13.00			19.00						5.00	78.00	646.62	
74- Snow Blower	\$19.83															6.50													36.50	723.80
75- Tailgate Spreader	\$6.14																				2.00							2.00	12.28	
81- Trackless Tractor	\$53.00															6.50													124.00	6,572.00
82- Snow Plow	\$14.14																												32.00	452.48
83- Cyclone Mower	\$34.37																												52.50	1,804.43
86- Salt Spreader	\$18.81																												3.00	56.43
89 - Ford Pickup (Parks)	\$13.41																												60.00	804.60
93 - Kubota Tractor	\$49.16			1.00																									47.00	2,310.52
94 - Bucket Attachment	\$5.51																												39.00	214.89
96- Swenson Spreader	\$13.64	0.50			4.00													13.50			9.00								40.50	552.42
98- Airport Tractor	\$63.47						52.25																						52.25	3,316.31
99 - Snow Blower Attachment	\$19.85						52.25																						52.25	1,037.16
100- Snow Box Blade	\$15.07						52.25																						52.25	787.41
105- Ford Pickup	\$13.41	2.00		14.00	39.50		2.00														2.00	11.50				1.00	3.00	83.50	1,119.74	
110 - Hydr Excavator	\$50.57																												45.50	2,300.94
113 - Toro Push Snow Blower	\$4.89																												33.00	161.37
1009- Trimmer/Edger	\$4.16																												0.00	0.00
		11.00	0.00	31.50	233.00	6.00	190.75	0.00	3.50	0.00	0.00	4.00	38.25	114.75	13.00	13.00	258.25	0.00	39.00	308.00	1.50	413.00	74.00	24.00	86.00	1862.50	71156.06			



January-24		Police		Water		Waste Water		TOTAL	TOTAL
EQUIPMENT	2024 RATES	Department		Treatment		Treatment		HOURS	DOLLARS
1 - 2012 Ford Pickup	\$12.75	0.00		27.00	344.25	36	459.00	63.00	803.25
61- Western Snow Plow	\$13.45	0.00			0.00		0.00	0.00	0.00
16- 2008 Ford	\$11.89	0.00		27.00	321.03	36	428.04	63.00	749.07
65- Push Mower	\$11.89	0.00			0.00		0.00	0.00	0.00
4 - 2009 Ford Pickup	\$12.75	0.00		13.00	165.75	24	306.00	37.00	471.75
PATROL CARS	\$11.89	881.25	10478.06		0.00		0.00	881.25	10478.06
		881.25	10478.06	67.00	831.03	96.00	1193.04	1044.25	\$12,502.13

1044.25      12,502.13

	1		4		16		
	WA	WWT	WA	WWT	WA	WWT	
Jan 1-6	5.5	7.00	3.00	5.00	5.50	7.00	12,502.13
Jan 7-13	6	8.00	3.00	5.00	6.00	8.00	71156.06
Jan 14-20	6	8.00	3.00	5.00	6.00	8.00	
Jan 21-27	6	8.00	3.00	5.00	6.00	8.00	
Jan 28-31	3.5	5.00	1.00	4.00	3.50	5.00	<b>\$83,658.19</b>
	27	36	13	24	27	36	

	46-1	46-2	46-3	46-6	46-4	46-5
END HOURS	9718	18600	25241	747	18860	3293
START HOURS	<u>9500</u>	<u>18565</u>	<u>25172</u>	<u>363</u>	<u>18685</u>	<u>3058</u>
	218	35	69	384	175	235
	881.25 Total Hrs					

**DEPARTMENT OF PUBLIC WORKS- MANHOUR January 2024)**

FUND	% OF HOURS	DEPARTMENT	January-24	
			REG.	O/T
<b>GENERAL FUND</b>	2.82%	General Fund	44.50	
	0.06%	Depot	1.00	
	2.50%	Cemetery	35.50	4.00
	0.13%	Refuse Collection	2.00	
	0.00%	Parades/Flags/Pking Lots		
	2.40%	DDA Parking Lots	32.00	6.00
	0.19%	City Trees/Lites	3.00	
	0.00%	DDA Trees/Lites		
	0.41%	Airport	1.00	5.50
<b>TKLINE'S</b>	0.13%	Surface Maintenance	2.00	
	0.13%	TK Signs	2.00	
	0.51%	TK Sweeping	8.00	
	0.95%	Snow & Ice	6.50	8.50
	0.57%	Cleanup winter debris (sand, etc)	9.00	
<b>MAJOR STREETS</b>	2.31%	MJ STS Preservation	36.50	
	1.96%	MJ STS Snow/Ice	26	5
<b>LOCAL STREETS</b>	6.55%	LO STS Preservation	103.50	
	1.84%	LO STS Snow/Ice	23	6
<b>PARKS</b>	0.19%	Lake Shamrock Dam	3.00	
<b>PARKS</b>	0.25%	Lake Shamrock Park work	4.00	
	6.23%	Dredging Lake Shamrock	98.50	
<b>SEWER</b>	15.73%	Collection	218.00	30.50
<b>WATER</b>	10.79%	Distribution & Meter Mts.	167.50	3.00
<b>DPW</b>	15.63%	DPW Admin/Bldg/Equip	239.00	8.00
	8.46%	DPW: Equip	132.00	1.75
	0.13%	FIRE Truck	1.00	1.00
	0.70%	DPW: PD Equipment	11.00	
	0.00%	COVID 19		
	9.62%	Holiday (Birthday)	152.00	
	8.83%	PAID TIME OFF:	139.50	
<i>1580.25</i>	<b>100%</b>	<b>TOTALS:</b>	<b>1501</b>	<b>79.25</b>



FUND	% OF HOURS	DEPARTMENT	January-24	
			REG.	O/T
DPW Clerical	3.56%	Cemetery Admin	5.7	
	18.17%	Refuse Collection	29.07	
	3.56%	Major Sts Admin	5.7	
	3.56%	Local Sts Admin	5.7	
	18.53%	Sewer Collection	29.64	
	18.53%	Water Distribution	29.64	
	5.34%	DPW Administration	8.55	
	10.00%	Holiday (Birthday)	16	
	18.75%	PAID TIME OFF:	30	
160	<b>100%</b>	<b>TOTALS:</b>	<b>160</b>	<b>0</b>

FUND	% OF HOURS	DEPARTMENT	January-24	
			REG.	O/T
FULL TIME EMPLOYEE PARKS WORK	52.38%	Parks Work	88	
	0.60%	DDA Work	1	
	27.98%	Bldgs & Grounds	47	
	9.52%	Holiday/Funeral	16	
	9.52%	PAID TIME OFF	16	
168	<b>100%</b>	<b>TOTALS:</b>	<b>168</b>	<b>0</b>

FUND	% OF HOURS	DEPARTMENT	January-24	
			REG.	O/T
SEASONAL EMPLOYEES	72.48%	PARKS WORK	108	
	1.34%	DDA WORK	2	
	26.17%	BLDG & GROUNDS	39	
	0.00%	TRUSTEE SUPERVISION*		
	0.00%	CEMETERY MAINTENANCE		
	0.00%	DPW		
	0.00%	AIRPORT MAINTENANCE		
149	<b>100%</b>	<b>TOTALS:</b>	<b>149</b>	<b>0</b>

FUND	% OF HOURS	DEPARTMENT	January-24
			REG.
*TRUSTEE WORK AREAS	#DIV/0!		
	#DIV/0!		
	#DIV/0!		
	#DIV/0!		
	#DIV/0!		
0	100%	TOTALS:	0



## Monthly Fire Department Activity Report

### January 2024 Incident Response:

**Monthly Total: 22 Year End Total: 22**

January was an average month number wise. We responded to 6 vehicle accidents. There were 3 accidents with injuries and 3 accidents without injuries. We had a close call on Beaver Rd. where we respond to report of a fire in the wall. The home owner had a chimney fire the night before that resulted in a fire in the wall the next morning. Fortunately, the home owner had extinguished the majority of the fire on our arrival. We extinguished the remaining hot spots and checked for extension. The home was not insured and suffered only minor damage to the kitchen wall. We respond to four mutual aid requests from HCFD for structure fires. We had 5 wire down / tree down related incidents. Other incident as listed. JC

### Training:

1.5 hrs. Truck Check

2.0 hrs. General building construction





# Clare Fire Department

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

## Incident Reports by Incident Number

Incident	Alarm Date/Time	Incident Type	Address
2400001	1/2/2024 18:08	324 - Motor vehicle accident with no injuries.	E Fifth ST & Pine ST, Clare, MI
2400002	1/4/2024 09:42	111 - Building fire	3571 Ash Rd., Harrison, MI 48625
2400003	1/9/2024 10:53	322 - Motor vehicle accident with injuries	E. Stevenson Lk.Rd. & N. Whiteville Rd., Clare, MI 48617
2400004	1/9/2024 12:34	322 - Motor vehicle accident with injuries	NB 127 / N of S10 split, Clare, MI 48617
2400005	1/9/2024 13:11	322 - Motor vehicle accident with injuries	1588 E Ludington DR, Farwell, MI 48622
2400006	1/9/2024 14:49	324 - Motor vehicle accident with no injuries.	E. Surrey Rd./ W. of Grant, Clare, MI 48617
2400007	1/10/2024 13:33	8132 - Tree down	Colonville / Athey, Clare, MI 48617
2400008	1/10/2024 15:01	444 - Power line down	11280 Genuine RD, Clare, MI 48617
2400009	1/13/2024 12:34	8132 - Tree down	684 E Ludington DR, Farwell, MI 48622
2400010	1/16/2024 11:13	444 - Power line down	11453 N Mission RD, Clare, MI 48617
2400011	1/16/2024 00:11	111 - Building fire	435 Fairlane, Harrison, MI 48625
2400012	1/18/2024 13:09	445 - Arcing, shorted electrical equipment	505 S McEwan ST, Clare, MI 48617
2400013	1/17/2024 12:21	324 - Motor vehicle accident with no injuries.	Beaverton Rd. E. of Athey, Clare, MI 48617
2400014	1/17/2024 17:26	8132 - Tree down	E. Surrey Rd E. of Coolidge. , Farwell, MI 48622
2400015	1/19/2024 07:50	9002 - Lift Assist	2484 E Stevenson Lake RD, Clare, MI 48617
2400016	1/19/2024 14:10	611 - Dispatched & canceled en route	10358 S Clare AVE, Clare, MI 48617
2400017	1/19/2024 18:54	6112 - Dispatched & cancelled at Hall	Beaverton RD & S Cornwell AVE, Clare, MI
2400018	1/21/2024 06:53	611 - Dispatched & canceled en route	4171 Janet Dr., Harrison, MI 48625
2400019	1/22/2024 04:44	111 - Building fire	11145 Beaver RD, Farwell, MI 48622
2400020	1/24/2024 16:30	9002 - Lift Assist	8891 Clarion Rd., Farwell 48622
2400021	1/26/2024 08:38	611 - Dispatched & canceled en route	3126 E. Long Lake Rd., Harrison, MI 48625
2400022	1/30/2024 15:27	551 - Assist police or other governmental agency	NB 127 ? MM 160, Clare, MI 48617

**Total Number of Incidents: 22**

**Incident Alarm Date/Time Incident Type**

**Address**

**Report Filter Settings**

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

**Filter Name:** Last Month

**Filter Expression:** (Not Is Null [IncidentNumber]) And ([AlarmDateTime] is between '1/1/2024 00:00' and '1/31/2024 23:59')



Monthly Director's Report, February 2024  
City of Clare Parks and Recreation  
Prepared by Joy Simmer

Continued, Current and Upcoming Programs and Events

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

**Art in Sculpture** is a collaboration between Clare Parks and Recreation, Middle Michigan Development Corporation, the Clare County Arts Council, local artist Jeff Best and is headed by C. Santini. The current art pieces will be at their current location until April 30, 2024.

**Time for Tea** is collaboration with the Pere Marquette District Library and Clare Parks and Recreation. The Alice in Wonderland themed event will be held in the lower level of the library on Sunday, February 18, 2024 at 3 p.m. It is open to all ages. We will have hors d'oeuvres, tea, juice, pamper crafts and games. Elaine's Hair and Nails and Shear Indulgence will be there to provide a pamper session. There will be 40 tickets available and can be purchased at the Pere Marquette District Library for \$16/pp.

**St. Patrick's Day** activities for 2024 include; The Lucky Leprechaun Storywalk, the Leprechaun Trap Contest and the Irish Pet Photo Contest.

The **Lucky Leprechaun Storywalk** will take place along the Pere Marquette Rail-Trail and will feature the book "How to Catch a Leprechaun" and afterwards the participants will be able to come into the Pere Marquette District Library and search for the Leprechaun Door. The people who find the leprechaun door in the library, will get a small prize. The Irish-themed storywalk will take place from March 4 – March 18, 2024.

The **Leprechaun Trap Contest** is a fun contest for people of all ages to show us who can design and make the best leprechaun trap. The trap that captures the leprechaun will win a prize. The traps can be dropped off February 19 until March 16, 2024.

The **Irish Pet Photo Contest** is currently running and entries will be accepted until Wednesday, March 13, 2024 at 3 p.m. The cost is \$5 to enter and the proceeds from the contest will go to the Spay-Neuter Animal Project (S-NAP) and assist them with their 2024 projects. The winners will be selected by members of the S-NAP and the top three have the opportunity to win one of three prizes. 1<sup>st</sup> Place - \$50 Clare Cash, 2<sup>nd</sup> Place - \$25 Clare Cash and 3<sup>rd</sup> Place \$10 - Clare Cash.

There are multiple storywalk collaborations that are back-to-back for the months of March, April and May. Clare Parks and Recreation made scavenger hunt sheets for the participants to complete while they are on their walk. The participants pick up the sheets at the Pere Marquette

District Library and when they return them, they are entered into a prize drawing. The dates are listed on the Clare Parks and Recreation 2024 Outlook Calendar. This is a great way to get people out on the rail-trail.

The **Great EGGstravaganza** (collaboration with the Clare Municipal Airport) will take place on March 30, 2024. The event will be complete with crafts, games, a deejay and three timed egg drops with over 1,800 plastic eggs being dropped from an airplane! The eggs will be able to be recycled in for candy and there will be some specially marked prize eggs that the kids can turn in for prizes donated by local businesses and organizations. Jay's Sporting Goods will have their staff assist with bagging the candy. In addition to the normal scheduled festivities, the Easter Bunny will fly in for a visit and Smokey the Bear will make an appearance with his Clare Fire Department friends! Last year (2023) there were over 850 people who confirmed and registered at the event with over 465 kids in attendance.

#### Additional Information

- Updated Outlook Calendar for Clare Parks and Recreation and placed on Facebook, City of Clare website and in entry way of Clare City Hall.
- Clare Union Railroad Depot – updated informational brochures and thank you's.
  - Designed and printed a new brochure for the Clare Union Railroad Depot. Brochures will be available at Clare City Hall and the Clare Union Railroad Depot.
  - Designed a new brick sponsorship brochure and designed new thank you's and sent them out to current brick sponsors.
  - Looking into getting postcards of the Depot to have available to purchase from the Depot giftshop with D.G.
  - Working on getting PIP (Pour in Place) Surfacing completed at the Emerald Isle Recreation Complex. Looking to have in place by before the end of March. Need a week of 40+ temperatures.
  - New open flag was purchased. There will be a flag holder mounted onto the railing. This will replace the feather flag that the tenants cannot have outside of the building.
- The Clare-Gladwin RESD Parent Coalition received a grant for storywalk signs and Clare will be getting the sign holders and will also be getting a couple talking is teaching signs for out at Emerald Isle. One sign is nature based and the other is sport related. They will need to be installed in the spring.
- The city has been meeting and corresponding with MDOT to keep the project moving for the Pere Marquette Rail-Trail extension. Current project schedule: Letting – 10/6/23 and estimated construction start date is 4/1/24.

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



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

Clearly another way of life.

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

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## **MEMORANDUM**

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**TO:** Jeremy Howard and the Clare City Commission

**FROM:** Clare Police Department

**SUBJECT:** January police activity

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

Happy New Year to each and every one of you. I extend my heartfelt wishes for a year filled with prosperity, joy, and success for our city and its residents.

Unfortunately, our New Year begins on a somber note as we mourn the recent loss of Trooper Joel Popp. Trooper Popp tragically passed away after being struck by a vehicle while conducting what was deemed a "routine" traffic stop. His dedication to duty and commitment to keeping our roads safe will be forever remembered and cherished. Our thoughts and prayers go out to Trooper Popp's family, friends, and colleagues during this difficult time. Let us honor his memory by continuing to uphold the values he exemplified in his service to our community.

We obtained a training and evaluation from Axon of the most recent less lethal Taser. Tasers and body cameras from Axon will hopefully replace our existing equipment which is long passed its expected service life.

As always, if there are any concerns, questions, or matters that require attention from the Police Department or myself, please do not hesitate to reach out. Your input and support are invaluable as we strive to make our city a safer and better place for everyone.

Thank you for your continued dedication to the betterment of our community.

January 24<sup>th</sup>-25<sup>th</sup> Daylen Garver attended ARIDE training (Advanced Roadside Impaired Driving Enforcement)

Events:

January 17<sup>th</sup> lockdown drill Clare school

January 31<sup>st</sup> Chief Saad and Reserve Officer Lori Fassett attended MSP officer Joel Popp funeral

See attached report from Liaison Officer Brian David

David Saad  
Clare Police Chief

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# CLARE POLICE DEPT

## INCIDENTS BY INCIDENT TYPE JANUARY 2024

02/13/2024

INCIDENT TYPE	DESCRIPTION	NUMBER THIS TYPE
13001	Non-Aggravated Assault	5
13003	Intimidation/ Stalking	9
22001	Burglary - Forced Entry	2
23007	Larceny - Other	1
26006	Fraud - Bad Checks	1
29000	Damage to Property	4
35001	Violation of Controlled Substance	1
38001	Family - Abuse/ Neglect Non-Violent	1
38003	Family - Other	1
48000	Obstructing Police	1
50000	Obstructing Justice	7
53002	Public Peace - Other	2
54002	Operating Under the Influence of Liquor or Drugs	6
54003	Traffic Violations	1
73000	Miscellaneous Criminal Offense	1
91001	Juvenile Delinquent	4
93001	Traffic Accident	13
93001CD	Car/ Deer Accident	3
93002	Accident, Non-Traffic/ Private Property	1
94001	Valid Alarm Activation	2
94002	False Alarm Activation	8
98007	Suspicious Persons	7
98008	Lost & Found Property	1
99001	Suicide	1
99008	General Assistance	58
99009	General Non-Criminal	4
ACO	Animal Control Complaint	2
AMBRUN	Ambulance Run	13
BOL	Be On the Look Out	5
EJA	Elder Justice Abuse required reporting	2
GP	GENERAL PATROL	2
LI	LIQUOR INSPECTION	3
LINES DN	LINES DOWN	1
LOCK	SCHOOL LOCKDOWN DRILL	2
MA	Motorist Assist	7
PC	Property Check	226
RD HAZAR	Vehicle/Object Road Hazard	5
SALV INS	SALVAGE INSPECTION	8
TP	TRAFFIC PATROL	55
TSTOP	Traffic Stop	102
<b>Total Incidents</b>		<b>578</b>

# Ticket Totals Report

From 1/1/2024 12:00:00 AM to 1/31/2024 12:00:00 AM

Agency Name	Voided Ticket Count	Warning Violation Count	Total Ticket Count	Total Violation Count
Clare City Police Dept	0	6	10	16

## Auxiliary Division

2024

JANUARY	Road Hours	Special Events	Meeting Hours	Training Hours	Other	Monthly Totals
Blackwell, Doug						0
Chinavare, Ken	8				2	10
Defoy, Mick		3.5				3.5
Fassett, Lori	9	5			1	15
Gilmore, Travis	10					10
Gregory, Brendan	21				8.5	29.5
Hahn, Bill	8.5					8.5
Harger, Greg	9.5				7	16.5
Jenkins, Dan	9.5					9.5
Lemke, Shane	8.5					8.5
Lynch, Steve	8					8
Marshall, Orrin	10.5					10.5
Papenfus, Joel	9.5					9.5
Pedjac, John						0
Winter, Nick	9.5					9.5
0						0
0						0
0						0
0						0
0						0
0						0
0						0
0						0
0						0
0						0
0						0
<b>Officer Totals</b>	<b>121.5</b>	<b>8.5</b>	<b>0</b>	<b>0</b>	<b>18.5</b>	<b>148.5</b>

## **Clare School Liaison Officer Report: Jan-Feb 2023-2024**

- Attended two staff/parent meetings
- Responded to two disruptive student incidents
- Initiated three traffic safety incidents
- Conducted four traffic assists
- Conducted two home visit/welfare/truancy checks
- Conducted five staff/student meetings
- Assisted with two MIP vape incident
- Assisted with one MIP marijuana
- Attended seven attendance meetings
- Conducted seven parent meetings
- Attended two Wrap Around meetings (DHHS)
- Attended three staff meetings
- Started one truancy investigation
- Initiated one incorrigible complaint
- Conducted three student meetings
- Investigated two suspicious situations
- Chaperoned one school dance
- Assisted with a knife at school (multi-tool)
- Assisted with a possible threat at school (unfounded)
- Conducted one class presentation
- Assisted with two complaints of drivers disregarding bus stop lights
- Conducted one general assists to school
- Teaching 3<sup>rd</sup> hour Intro to Flight (drone) class at CHS
- Continue to conduct regular foot patrol thru all Clare schools

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

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

- Attended one staff/parent meetings
- Responded to seven disruptive student incidents
- Initiated eleven traffic safety incidents
- Conducted two home visit/welfare/truancy checks
- Conducted two staff/student meetings
- Assisted with two MIP vape incident
- Attended five attendance meetings
- Conducted two parent meetings
- Attended four Wrap Around meetings (DHHS)
- Attended six staff meetings
- Started two truancy investigations
- Initiated one incorrigible complaint
- Conducted eight student meetings
- Investigated two suspicious situations
- Attended one school security group meeting
- Conducted one general assist to a parent
- Conducted one general assist to a student
- Conducted one assist to another department
- Conducted three general assists to school
- Teaching 3<sup>rd</sup> hour Intro to Flight (drone) class at CHS
- Continue to conduct regular foot patrol thru all Clare schools

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

# WATER TREATMENT DIRECTOR'S MONTHLY OPERATING REPORT JANUARY 2024

## **Wastewater Treatment Plant**

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

- Repaired dishwasher in the WWTP lab
- Performed generator maintenance:
  - Replaced control board at WWTP, and control board and transfer switch at LS 10
  - Fixed warning lights on generator
  - Vacuumed debris from generator
- New hard drive installed in lagoon effluent sampler
- Placed backup batteries in lift station 2 and 3
- Performed QA/QC on new Idexx bottles

## **Water Treatment Plant**

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

- RCL completed upgrades and renovations to WTP
- Gilboe's changed lock and key at airstripper building to match WTP
- New faucet in WTP lab passed inspection by county
- Hatch cover installed on backwash tank
- Cleaned up oil in airstripper building
- Winter weather work:
  - Snow removal from WTP and WWTP properties
  - Changed oil in snowblower

## **Landfill**

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

- Distributed 2023 Landfill Report to EGLE and Clare County CMDHD; mailed report to Hatton Township

## **Administrative Functions**

During the month, the following administrative tasks were performed:

- Had meeting with MEDC regarding grant
  - New filter at WTP will be installed in lieu of new well
- Met with MEDC regarding SCADA
- Prepared memo for cellular radio service at lift stations
- Held meeting with PRPs

## CITY MANAGER REPORT

TO: Mayor Pat Humphrey & Clare City Commission  
FROM: Jeremy Howard, City Manager  
DATE: February 15, 2024  
RE: City Manager's Report

For the Agenda of February 19, 2024

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Lake Shamrock Dredging and Dam Project. Mechanical dredging by the City is still paused under frost law restrictions at the time of this writing. For the hydraulic dredging project, Savin is also paused because of the ice on the lake and cold temperatures. As I mentioned at the last meeting, we did recently hear from EGLE that they are requiring us to pause all dredging (mechanical and hydraulic) because the original permit that was applied for and approved 5 years ago expired at the beginning of February. EGLE had issued us “new” permits with 5-year timeframes for both the mechanical and hydraulic work the city and our contractor are doing and we were operating under the assumption that was what was needed moving forward. However, EGLE is now requiring us to apply for a new permit that would encompass the work as written in the original permit, as well as the new work and spoils locations. After receiving this information, I requested an in-person meeting with EGLE at their Bay City office to facilitate this process. Luke and I and Savin Lake Services met with EGLE staff on February 14<sup>th</sup> and the meeting went well. We will be submitting a new permit within the week and requesting an expedited time frame for review and the requisite public comment period. EGLE is hopeful that this process can be completed and that they will be able to issue a new permit by the early part of March so that we can begin dredging as soon as the frost laws come off and the weather allows. I am thankful the timing seems to be working out so that we will not lose much dredging time and the project can stay on track. The Dam feasibility study work is continuing and we have not heard any more information on our grant submissions at this time.

Frost – Let Water Run Order. We continue to monitor the levels and will take appropriate action if necessary.

Ice Rink. The ice rink at the large pavilion at Shamrock Park opened for use on Friday, January 19<sup>th</sup> for a short period but the warm weather had melted the ice. It is unlikely that we will have a long enough stretch of cold weather again to freeze and maintain ice for the rink this season, so we will likely take the boards down and try again next year.

Rail Trail. As you know the rail trail project to close the “Clare Gap” is slated to begin this spring and finish this fall. MDOT and the contractors have already begun to mobilize and bring equipment into the area ahead of the frost laws going into place. This is an exciting project and long-awaited by the community and surrounding area.

March Board of Review. The March Board of Review will meet at Clare City Hall, 202 W. Fifth Street, Clare MI 48617, at the following times:

March 5, 2024 (2:00 pm) – Organizational Meeting – No Appeals  
March 11, 2024 (9:00 am – 3:00 pm) – Appeal Hearing  
March 12, 2024 (2:00 pm – 5:00 pm and 6:00 pm – 9:00 pm) – Appeal Hearing

If you have questions about your Tax Assessment Change Notice or wish to schedule an appointment, contact the City Assessor’s Office at 989-424-4066 or 517-940-2823, or email Assessor@cityofclare.gov.

Planning Commission / City Commission Annual Joint Meeting: The City Commission and Planning Commission held their joint meeting to discuss the Planning Commission Annual Report for the previous year along with any other topics of interest on Wednesday, February 14<sup>th</sup> at 5:30 p.m. The meeting was very productive and the Planning Commission has several discussion topics/ordinances to begin working on in 2024.

Attachments: None.

## AGENDA REPORT

TO: Mayor Pat Humphrey & Clare City Commissioners  
FROM: Diane Lyon, City Clerk  
DATE: February 15, 2024  
RE: \*Communications

For the Agenda of February 19, 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 19, 2024.**

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FOIA Requests & Responses: Kathy Dickinson, Scott Minkoff.

2024-5 BOE News Updates: The most recent information updates for Election processes and procedures are attached.

Letter from the State Director of Elections Jonathan Brater: Director Brater has provided a letter to Clerks outlining the newest procedures for voter challenges.

News Release from SOS Jocelyn Benson: The SOS office has announced a 67% increase over 2020 for absent voter ballots already cast in this Presidential Primary.

Charter Communications Programming Change: Charter has announced several changes to their programming line-up.

Congratulatory Letter from Congressman John Moolenaar: US Representative John Moolenaar Sent a letter congratulation the city on receiving USDA grant funds for a new law enforcement vehicle and equipment.

MML Dividend Notice: The MML has announced the total 2024 Member Dividends to be distributed to member communities.

Free Drive-Thru Mobile Food Distribution: Clare County's March Drive Through Food Distribution will take place on March 2, 2024, at 1473 Transportation Dr., Harrison, MI.

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

- March Board of Review Notice
- Notice for Bids-Fire Department Utility Task Vehicle

Attachments. As noted above.



REQUEST FOR PUBLIC RECORD (FOIA)

NAME OF REQUESTOR: Kathy Dickinson DATE FILED: 2/7/2024

COMPANY \_\_\_\_\_ REQUEST FORM: WRITTEN X ELECTRONIC \_\_\_\_\_

MAILING ADDRESS: 607 Orchard Ave Clare, Mi 48617

DAYTIME PHONE NUMBER: 989-339-4862 EMAIL: colabear1081@yahoo.com

I REQUEST TO HAVE THE PUBLIC RECORD(S) SUPPLIED TO ME IN THE FOLLOWING FORM:

INSPECTION: \_\_\_\_\_ COPIES: X

NAME AND DESCRIPTION OF THE MATERIAL, INFORMATION, DOCUMENTS, ETC. IDENTIFYING THE PUBLIC RECORD(S) DESIRED. DESCRIPTIONS MUST BE SPECIFIC IN ORDER TO PROVIDE THE CORRECT INFORMATION:

Police reports having to do with my address (607 Orchard Ave Clare, Mi 48617) and Matthew Hughes. Matthew Hughes lived at our home and the police were called on several occasions.

Reports from  
May 2020 - Current

PAYMENT MUST BE RECEIVED PRIOR TO DELIVERY OF PUBLIC RECORDS.

DELIVERY TO ABOVE ADDRESS: Yes X No \_\_\_\_\_

LIST ALTERNATE DELIVERY ADDRESS, IF APPLICABLE: \_\_\_\_\_

I understand a public body must respond to my request with five (5) business days after it is received and is allowed one (1) additional day to respond if it is received by Email, fax or other electronic means. The public body must grant or deny all or a portion of my request, or issue a notice extending for ten (10) business days, the period in which the public body must respond to my request. In place of these deadlines, I agree to allow the public body a reasonable time to process my request. I further understand that if I withdraw my request after the City has begun work on the request, I will be responsible for all costs incurred by the City of Clare up until the point of withdrawal.

Kathy Dickinson  
SIGNATURE

OFFICE USE ONLY

COST: IN ADVANCE (OVER \$50.00)

ESTIMATE \_\_\_\_\_

- 50% \_\_\_\_\_

AMOUNT DUE \$ \_\_\_\_\_

DATE AVAILABLE: \_\_\_\_\_

FINAL ACCOUNT:

MAILING \_\_\_\_\_

LABOR \_\_\_\_\_

COPIES @ \_\_\_\_\_

TOTAL \_\_\_\_\_

(-) DEPOSIT \_\_\_\_\_

## Diane Lyon

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**From:** Scott Minkoff <scott@voteamerica.com>  
**Sent:** Thursday, February 8, 2024 1:46 PM  
**To:** Diane Lyon  
**Subject:** Re: Permanent Ballot List Questions

Diane,

Thank you for your prompt response.

Take care,  
Scott

On Thu, Feb 8, 2024 at 1:34 PM Diane Lyon <[DLyon@cityofclare.gov](mailto:DLyon@cityofclare.gov)> wrote:

Permanent Ballot List	359
Permanent Absentee Application List	No option to print this list so zero is the answer
Total Registered Voters	2,447

Diane Lyon, City Clerk

Clare City Hall

202 W. Fifth St.

Clare, MI 48617

Phone: (989) 386-7541 x106

Fax: (989) 386-4508

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

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

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**From:** Scott Minkoff <[scott@voteamerica.com](mailto:scott@voteamerica.com)>

**Sent:** Thursday, February 8, 2024 12:30 PM

**To:** Elections <[Elections@cityofclare.gov](mailto:Elections@cityofclare.gov)>

**Subject:** Permanent Ballot List Questions

Hello,

I am a researcher at VoteAmerica, a nonpartisan voting and democracy organization. One of our goals for this year is to help get voters in Michigan signed up for the Permanent Ballot List. As part of that process, we are checking whether the lists we have align with those of election offices in the state. Are you able to tell me how many people Clare has on each of the following lists?

Permanent Ballot List

Permanent Absentee Application List

Total Registered Voters

Please don't hesitate to email if you have any questions or concerns. Knowing these numbers would be a big help.

Thanks,

Scott Minkoff

--

Scott L. Minkoff, PhD

Associate Professor, Dept of Political Science, SUNY New Paltz (on leave AY 2023-24)

Research Fellow, VoteAmerica

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

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

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[Unsubscribe](#)

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Scott L. Minkoff, PhD

Associate Professor, Dept of Political Science, SUNY New Paltz (on leave AY 2023-24)

Research Fellow, VoteAmerica

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

**From:** Michigan Bureau of Elections <MISOS@public.govdelivery.com>  
**Sent:** Thursday, February 1, 2024 4:40 PM  
**To:** Diane Lyon  
**Subject:** 2/1/24 News Update - Early voting EPB setup instructions, February virtual training calendar, Election mail issues, and more

Having trouble viewing this email? [View it as a Web page.](#)



Michigan Bureau of Elections  
**News Update**  
for Election Administrators

February 1, 2024

**Regular Edition News Update #2024-5**



**Challenger document updated with absent voter counting board changes**

As part of the early voting legislation, several changes were made to the conduct of an absent voting counting board (AVCB), including the following:

- End of sequestration: Previously, with a few exceptions, an individual could not leave an AVCB after tallying began until the polls closed. Sequestration no longer applies, but it is still a felony to disclose election results before the close of polls.
- Use of devices: Previously, electronic devices capable of sending or receiving information, including phones, could not be used in an AVCB until the close of polls. Now, those devices may be used as long as they are not disruptive, but an individual may not photograph, or audio or video record, within an AVCB, with the exception of posted election results.
- The oath to be administered to election inspectors, challengers, and any other individual in attendance at an AVCB or combined AVCB, has changed to include

In this issue:

- Challenger document updated with absent voter counting board changes
- Accessibility spotlight
- Early voting EPB setup instructions
- Announcing: BOE February virtual training calendar
- Election mail issues
- Election Day Electronic Pollbook Practice Day
- Signature cure notices
- Receipt Acceptance Testing for new EV equipment
- Reminders
  - Early absent voter ballot processing deadlines
  - Election inspector appointments
  - Presidential Primary reimbursement
  - Alternate addresses for AV applications and ballots
  - Presidential Primary: contacting voters who failed to make

references to photographing and recording in the AVCB.

BOE's instructional document [\*The Appointment, Rights, and Duties of Election Challengers and Poll Watchers\*](#) has been updated to incorporate these statutory changes.

## Early voting EPB setup instructions



Clerks coordinating an early voting region (for either single-municipality, municipal, or county agreements) are now able to configure early voting EPB devices in QVF. These steps include the following:

- Adding election inspectors as EV EPB users
- Configuring multifactor authentication
- Identifying computers as EV EPB devices
- Assigning precincts and jurisdictions to EV site tabulators
  - (Optional, only for regions with multiple tabulators in an EV site)

For instructions on adding this information, see the [“Early Voting EPB QVF Setup Guide”](#) in the eLearning Center.

Before completing these steps, clerks and EV coordinators must establish early voting regions and sites in the “Early Voting” module under “Elections” in QVF. For instructions on setting up the regions and entering sites and hours, see the [“Early Voting Region QVF Setup Guide”](#) in the eLearning center.

All of these steps must be completed prior to accessing the early voting EPB during the early voting period. Please note that, unlike the **Election Day** EPB, the **Early Voting** EPB does not require software or file download. Similar to QVF, the Early Voting EPB is accessed through a browser with a secure connection. Information about using the Early Voting EPB will be shared in the training sessions.

a ballot selection



## Accessibility spotlight

BOE is continuing to feature a series of videos, events, 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.

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 eighth installment, we are featuring ADA guidelines for polling places. This article is prepared by the U.S. Department of Justice Civil Rights Division. It focuses on Polling Place Accessibility and the Americans with Disability Act. Elections officials should find this useful in completing the polling place accessibility checklist that we highlighted in an earlier installment. The article can be found here: [ada.gov/resources/polling-places-checklist/](https://ada.gov/resources/polling-places-checklist/).

## Reminders:



### Early absent voter ballot processing deadlines

Jurisdictions wishing to process and tabulate AV ballots must have sent written notice to the Bureau of Elections by Jan. 30.

Feb. 9 - Deadline to post notice on website (if available) and in



## Announcing: BOE February virtual training calendar

BOE will be hosting a number of virtual training sessions throughout February in preparation for the Presidential Primary election. All of the following events can be found in your "Events Calendar" in the eLearning Center.

### *Early voting EPB virtual training*

BOE will be conducting multiple sessions of virtual training for the early voting electronic pollbook starting Tuesday, Feb. 6 through Friday, Feb. 9. To facilitate statewide access, this training is limited to election administrators serving as early voting supervisors or those who expect to train election inspectors to use the early voting EPB. Where possible, we encourage jurisdictions wishing to have multiple election staff participate in the training to consolidate their sign-up for the session to one administrator and viewing as a group locally. To sign up, please visit the [eLearning Center](#).

There will also be a sandbox environment for the early voting EPB for training purposes that will be available next week. We will provide more information in a future communication.

### *Early voting procedure virtual training*

BOE will also be hosting virtual training sessions focusing on early voting site procedures on Feb. 12 and Feb. 14. Sessions will highlight early voting opening procedures, processing voters in the early voting EPB, suspending the polls and securing materials between days, closing the polls on election night, and more.

This training is intended for clerks who have not yet been trained on early voting procedures through the Proposal 2022-2 Regional Training or 2024 Train the Trainer tours. To sign up, please visit the [eLearning Center](#).

Election administrators seeking additional resources to support election inspector training programs can find an [extended training PowerPoint](#) including early voting specific procedures and procedures covering the changes in law going into effect for the Feb. 27 Presidential Primary. A recording of the BOE's virtual Train the Trainer session can be found in [eLearning](#) for viewing by interested election administrators.

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.

### **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).

### **Presidential Primary reimbursement**

Immediately after the Presidential Primary, county and local clerks may 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.



## Election mail issues

If you experience a delay, mail being held because of a billing issue, or other problem with United States Postal Service delivering election mail to your office, please submit this issue to ElectionMail.org using the following form: <https://electionmail.org/report>.

After doing so, if you could forward your confirmation email to [MDOS-EASupport@michigan.gov](mailto:MDOS-EASupport@michigan.gov), this will assist BOE in following up with USPS on the issue



## Election Day Electronic Pollbook Practice Day

BOE staff will be available on Feb. 13 and Feb. 15 in Election Day EPB Practice Day sessions. Clerks can join the virtual meeting space at any point during the sessions for guidance in preparing and using the Election Day electronic pollbook before, during, and after Election Day. To sign up, please visit the [eLearning Center](#). Again, please note that this is for the **Election Day** EPB. For information about training on the **Early voting** EPB, refer to the other articles in the News Update.

## Signature cure notices

As described in the Oct. 12, 2023, News Update, voters have until 4 p.m. on the fourth day before Election Day to cure a signature deficiency on an AV ballot **application** and 5 p.m. on the third day after Election Day to cure a signature deficiency on an AV ballot **return envelope**. BOE has updated the [Absent Voter Ballot Application Signature Cure Notice](#) and the [Absent Voter Ballot Return Envelope Signature Cure Notice](#) templates to incorporate early voting and



## 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.

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

Jan. 18 was the 40<sup>th</sup> day before the Feb. 27 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. 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

the new spoilage deadline, and those templates are available on eLearning.

You may also refer to BOE's [Signature Verification Training](#) and [Signature Verification and Voter Notification](#) document for guidance on signature matching.



## Receipt Acceptance Testing for new EV equipment

Just a reminder, as EV equipment is being delivered by vendors, Receipt Acceptance

Testing is a county/jurisdiction responsibility and should be performed within 15 days of delivery. Some vendors may have an equipment checklist to help; however, the following procedures should be performed on all newly received equipment from the EV equipment purchase, including tabulators, VATs and ballot on demand (BOD). Acceptance testing will consist of accuracy tests as prescribed under the Electronic Voting System Promulgated Rules, Mich. Admin. Code R 168.771 et seq., and the standard test deck processes. It is recommended a primary or general election be used; however, a demo election provided by the vendor may also be used. Acceptance Testing is a responsibility of the county/jurisdiction and should not be performed by the vendor. Vendors can assist as needed but the actual testing needs to be done by the county/jurisdiction. Receipt Acceptance Testing has two parts outlined below.

### 1) Physical inspection

- Review all equipment for any damage that may have occurred during transport.
- Verify all the cords, media, peripherals, etc. were included.

### 2) Testing of equipment

- For tabulators, Standard Logic and Accuracy Testing procedures, including a test deck, should be run and verified on the equipment. Vendors, in cooperation with counties, need to make sure locals have the programming they need for acceptance testing.
- For VATs, set up equipment and make sure it performs as expected. Vendors, in

make a selection in time for ballots to be mailed and return.

Additionally, 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.

In this outreach, clerks can also direct voters to [Michigan.gov/Vote](http://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 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.](#)"

## Helpful Links





cooperation with counties, need to make sure locals have the programming they need for acceptance testing. It is required that you duplicate some Test Deck ballots with the VAT and ensure they tabulate properly.

- For BOD, set up equipment and make sure it performs as expected. Select random ballot styles and make sure they print correctly. It is also required that you replace some of the tabulator Test Deck ballots with ballots created from the BOD system to ensure they tabulate properly. NOTE: Printers which come with the BOD system should only be used for BOD purposes and should never be used for any other printing purposes.

The [Voting System Receipt/Acceptance Form](#) needs to be completed and signed by each jurisdiction receiving EV equipment indicating the equipment is in working condition and is performing as expected. The form has a section to indicate the total number of each equipment type received for the Receipt Acceptance Testing process. The completed signed forms can be emailed to [BOEOperations@Michigan.gov](mailto:BOEOperations@Michigan.gov)

Questions regarding testing procedures should be directed to David Tarrant, Bureau of Elections, at (517) 335-3230 or by e-mail at [tarrantd2@michigan.gov](mailto:tarrantd2@michigan.gov).



Questions? Please contact the Bureau of Elections at 1-800-292-5973 or [elections@michigan.gov](mailto: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](mailto:misos@govsubscriptions.michigan.gov) and [MISOS@public.govdelivery.com](mailto:MISOS@public.govdelivery.com) to your safe senders list.



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This email was sent to dlyon@cityofclare.org using GovDelivery Communications Cloud on behalf of: Michigan Secretary of State · 430 W. Allegan Street · Lansing, MI 48918 · 1-888-767-6424



STATE OF MICHIGAN  
JOCELYN BENSON, SECRETARY OF STATE  
DEPARTMENT OF STATE  
LANSING

February 12, 2024

Dear Clerks and Election Directors:

The Bureau of Elections is aware that clerks have received documents from individuals seeking to challenge the registrations of Michigan voters under Section 512 of the Michigan Election Law, MCL 168.512. This letter describes the formal elements required for a valid voter registration challenge and the requirements that must be followed before certain voter registrations can be cancelled because a voter may have changed residence. In summary:

- All voter registration challenges under MCL 168.512 must meet formal requirements for the challenge to be processed:
  - Submitted by registered voter in the municipality of the voter challenged;
  - Submitted to the municipal clerk;
  - A written, notarized affidavit for each voter challenged;
  - Grounds of ineligibility stated for each voter challenged;
  - Not made indiscriminately and without good cause, or for the purpose of harassment.
- For challenges made to a voter's residency under MCL 168.512, on grounds of reliable information that an individual *may* have changed residency:
  - Clerk must review the information and determine if the information is reliable;
  - Clerk must send notice that complies with the notice requirements of MCL 168.509aa and the National Voter Registration Act (NVRA);
  - Voter must not be cancelled unless either the voter confirms the voter has changed residency or the voter does not respond to the notice and does not vote during the period of two federal general elections following the notice.

### **Formal requirements for a voter registration challenge**

In order for a clerk to consider a voter registration challenge, the challenge must be formally valid, which includes jurisdictional limitations. First, a challenge to a voter registration in a municipality must be submitted "to the clerk of that municipality." MCL 168.512. Only city and township clerks can consider voter registration challenges and only to voters within their jurisdiction. Second, the challenger must be an "elector of the municipality"; i.e., an individual who is registered to vote in the same municipal jurisdiction as the challenged voter. MCL 168.512.

A voter registration challenge must be in the form of a "written affidavit" corresponding to each individual voter challenge. MCL 168.512. An affidavit is a written statement of fact that is

verified by oath or affirmation.<sup>1</sup> An affidavit must be notarized.<sup>2</sup> Additionally, as further explained in my prior letter from July 2022,<sup>3</sup> an individual may not submit a single challenge to multiple registered voters within a single affidavit. Specifically, an “elector may challenge the registration of any registered elector by submitting to the clerk ... a written affidavit that such elector is not qualified to vote, which affidavit shall specify the grounds upon which the challenged elector is disqualified.” MCL 168.512 (emphases added).

In the emphasized language, this section uses the singular, rather than the plural. A challenger can make an individual challenge against an “elector,” and made with regard to “such elector”; that is, an individualized challenge to a single voter, not a mass challenge to multiple voters. If an individual wishes to challenge multiple voters’ registrations, the individual must provide a separate notarized affidavit corresponding to each voter challenged.

The written affidavit must also “specify the grounds upon which the challenged elector is disqualified.” MCL 168.512 (emphases added). A challenger must specify the grounds for the challenge because challenges cannot be made “indiscriminately and without good cause[.]” MCL 168.512. Therefore, a challenger must swear in an affidavit that the individual does not meet one of the qualifications for registration in Michigan and the jurisdiction (age, citizenship, residency). This will be discussed in greater detail below.

Upon receipt of a formally sufficient challenge, the clerk must send the challenged voter the challenge by registered or certified mail and the challenged voter has 30 days to indicate eligibility by appearing before the clerk and taking an oath or by submitting a notarized affidavit.

### **Attempted challenges citing reliable information of a possible change of residency**

Even if it comes in the form of a sworn affidavit, an MCL 168.512 challenge that cites reliable information indicating that a voter *may* have changed voting residence outside of the jurisdiction cannot result in an immediate cancellation if the voter does not respond within the 30 days after a notice is sent under MCL 168.512. Rather, reliable information that a voter may have changed residence triggers more recently enacted statutory requirements under the Michigan Election Law, including action by the clerk to determine that the information is reliable, formal notice under the National Voter Registration Act (NVRA), and a two-federal election waiting period before cancelling a voter’s registration unless a voter personally confirms the move.

Both state and federal law have separate provisions governing the method by which systematic, large scale voter list maintenance activities, as well as removals based on third-hand information indicating a voter may have moved, are conducted. Specifically, MCL 168.509aa provides: “a clerk may use change of address information supplied by the United States Postal Service or other reliable information received by the clerk that identifies registered electors whose addresses *may* have changed as provided in this section.” (Emphasis added). The section further provides that if the clerk receives such information, the clerk first provides an NVRA confirmation notice to the voter. If the voter confirms the move, the voter’s registration may be cancelled immediately. Otherwise, the voter can be cancelled only after failing to respond to

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<sup>1</sup> See *Wood v Bediako*, 272 Mich App 558, 562-563 (2006). See also Michigan Judicial Institute, Handbook of Legal Terms, <https://www.courts.michigan.gov/4a838f/siteassets/offices/mji/resources-for-trial-court-staff/holt.pdf>.

<sup>2</sup> See *Detroit Leasing Co v City of Detroit*, 269 Mich App 233, 236 (2005).

<sup>3</sup> Attached for reference.

the notice and failing to engage in voting activity for a period of two federal elections following the notice.

This section of the Michigan Election Law mirrors the NVRA. 52 USC 20507. Thus, both state and federal law specifically require this notice, confirmation, and waiting period process prior to cancelling voters based on the receipt of reliable, but third-hand, information indicating that the voter *may* have changed their voting residence. Only after the residency change is determined following the required legal process – confirmation from the voter or the elapsing of the required two-federal election waiting period – can the clerk cancel the voter registration based on a change of residency.

For this reason, if a clerk receives a challenge under Section 512 based on third-hand information, such as mail returned as undeliverable or a claim that a voter's name appears on a United States Postal Service list, the clerk must not bypass the requirements of Section 509aa and the NVRA. In this situation, the clerk can independently verify that the voter's name appears on a list – for example, the clerk can conduct their own review of United States Postal Service data or election mail returned undeliverable – and then begin the notice and two-federal election waiting period process. However, this process must be followed before cancellation to comply with state and federal law.

The same is true if a challenge is based on the claim that the challenger conducted a house-to-house “canvass” or purports to have been told by a resident of a household that the voter is a former resident who no longer lives in the house. This is third-hand information indicating that an individual may have changed their voting residency. As with presence on a United States Postal Service list, voter list maintenance based on a house-to-house canvass requires the notice and two-federal election waiting period be followed before a cancellation can occur. See MCL 168.509dd(3)(a).

State and federal law require these protections when someone *may* have changed residency because of the possibility that a voter, despite some initial reliable evidence indicating a move, may still maintain voting jurisdiction in Michigan. For example, an individual may have changed their mailing address because they are temporarily out of state for work, school, or military service, but still maintain their voting residence in Michigan. Additionally, military and overseas voters maintain the right to vote in Michigan at their residence listed in the Qualified Voter File, even if they no longer physically reside at that address. MCL 168.769a(4). For this reason, even if a current resident of a house believes that the “former” resident no longer lives there, that individual may still be qualified to vote. Following state and federal legal requirements ensure that these voters' registrations are not improperly cancelled without sufficient notice and opportunity to demonstrate voting residency.

The Michigan Election Law provides for this election waiting period even in the event that the voter is challenged. MCL 158.509cc provides:

If a clerk does not independently determine that a challenged voter is qualified to vote or if the challenged voter does not respond to the challenge or fails to prove in his or her response to the challenge that he or she is qualified to vote during the period beginning on the date of the notice of challenge under this act and ending on the first business day immediately *following the second November general election that is held after the date of the notice*, the clerk shall cancel the registration of the voter and remove his or her name from the registration record of the city or township. [MCL 168.509cc(2) (emphasis added).]

This notice and waiting period mirrors the process for voters who may have changed address outside of the jurisdiction based on reliable information.

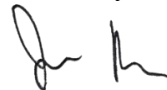
Thus, challenges to voters based on the claim that they are no longer residents of a jurisdiction do not trigger the immediate cancellation provision under MCL 168.512. Rather clerks may review the information and, following the clerk’s own independent determination that reliable information exists that the voter *may* have changed residence, initiate the notice and two-federal election waiting period requirements of federal law. Residency-based challenges would result in immediate cancellation after 30 days only when a formally valid, sworn, and notarized affidavit asserts that the challenger has first-hand knowledge that a registered voter is no longer a resident of the jurisdiction. Such a situation would only occur when a challenger is in regular contact with the challenged voter and can credibly assert that the challenged voter is no longer a resident for voting purposes. Again, if the challenger merely can assert that they are aware of reliable information that a voter may have changed residency, the two-federal election waiting period must be observed.

Finally, please note that many voters challenged on the basis of residency may already have a “verify” or “challenged” inactive status if the municipality or state has received initial reliable evidence of a move outside the jurisdiction (which could include United States Postal Service data, returned mail, a surrendered driver’s license, registering in another state, or other information). When the registrations are restored to their prior status, they will remain on inactive status, and will be cancelled following the second federal election after notice was sent to the voter unless they demonstrate residency by responding to the notice or engaging in voting activity.<sup>4</sup> There are currently more than 500,000 registered voters slated for potential future cancellation under these procedures.<sup>5</sup>

If your jurisdiction is aware of any voters who have been improperly cancelled based on a voter registration challenge under MCL 168.512, please restore their voter registration to its prior status (active, verify, or challenge, as appropriate) in the Qualified Voter File. If a voter has personally confirmed to your office that the voter has changed their residence outside of the jurisdiction, the registration can remain cancelled. If you sent the voter mail that was returned as undeliverable, and the voter is not already on “verify” or “challenge” status, you should send the voter a NVRA notice as provided above.

Thank you very much for your attention to this matter. Please contact the Bureau of Elections if you have any questions.

Sincerely,



Jonathan Brater  
Director of Elections

Attachment

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<sup>4</sup> For more information, see <https://www.michigan.gov/sos/elections/voting/voters/voter-registration-cancellation-procedures>.

<sup>5</sup> <https://mvic.sos.state.mi.us/VoterCount/Index>.



STATE OF MICHIGAN  
JOCELYN BENSON, SECRETARY OF STATE  
DEPARTMENT OF STATE  
LANSING

July 29, 2022

Dear Clerks and Election Directors:

Clerks have contacted the Bureau of Elections regarding emails sent by a third-party group attempting to “challenge” voters who received absent voter ballots for the upcoming election. As you know, clerks verify the registration of voters prior to issuing absent voter ballots. These emails do not constitute permissible challenges and clerks should not reject or challenge ballots on the basis of these emails.

Challenges – whether to a voter’s registration or to a voter attempting to cast a ballot – cannot be submitted in this format. Challenges to a voter’s eligibility at the polling place must be made at the time the voter is applying to vote, and a pre-election challenge to a voter’s registration must be made at the individual voter level, not in batches of names on a spreadsheet (MCL 168.512).

Even if they were not formally invalid, the specific reasons for the “challenges” listed in the emails sent to clerks are impermissible bases for challenges. The presence of a voter’s address on the National Change of Address (NCOA) database does not eliminate voting residency. A voter may temporarily receive mail at an address other than the address at which they are registered to vote. Voters may move to another address for a limited duration – for example for college, military service, or employment – and request that their mail be sent to that that address. Although a clerk’s *independent* verification (not a third-party’s claim) that a voter is on the NCOA list may be used as initial reliable evidence that a voter *might* have changed voting residency, the registration is not cancelled until the voter has failed to respond to a confirmation notice and has failed to vote for two federal elections.

Challenging on the basis of a voter’s inactive status is also impermissible. Voters may be inactive for a variety of reasons, including having not voted in the past 6 years. The inactive voter designation alone does not cancel a voter’s registration, and inactive voters are eligible to vote. (MCL 168.509r).

The fact that the Qualified Voter File includes a placeholder date (for example 01/01/1900) for a voter’s effective registration date, because the actual date predates the modern Qualified Voter File or is unknown, does not affect that voter’s eligibility and is not a valid basis for a challenge.

Challenges made in the polling place must be based on one of four permissible bases: the person is not registered to vote; the person is less than 18 years of age; the person is not a United States citizen; the person is not a 30-day resident of city or township in which they are attempting to vote as of election day.

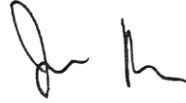
Challenges made to voter registrations must be submitted in the form of a written affidavit. (MCL 168.512). Upon receipt of that affidavit, the clerk notifies the challenged voter of the challenge and the challenged voter has 30 days to indicate eligibility by oath or affidavit.

July 29, 2022

Page 2

An emailed spreadsheet of names of voters does not comply with either of those statutory requirements. These “challenges” are thus impermissible and should not be accepted. Please do not hesitate to contact the Bureau with any questions you may have.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jonathan Brater', with a stylized flourish at the end.

Jonathan Brater, Director  
Bureau of Elections



**From:** Michigan Secretary of State <MISOS@govsubscriptions.michigan.gov>  
**Sent:** Tuesday, February 13, 2024 3:32 PM  
**To:** Diane Lyon  
**Subject:** NEWS RELEASE: Two weeks before Election Day, absent voter ballots already cast in Presidential Primary are up 67% over 2020



**FOR IMMEDIATE RELEASE**  
Feb. 13, 2024  
Contact: Cheri Hardmon  
(517) 643-7236

**Two weeks before Election Day, absent voter ballots already cast in Presidential Primary are up 67% over 2020**

*Citizens can still register to vote at their local clerk's office until 8 p.m. on Election Day*

**LANSING, Mich.** – With two weeks left before Michigan’s Feb. 27 Presidential Primary, more than 600,000 voters have already cast their vote and submitted their absentee ballot to be counted – a 67% increase over the same time in 2020.

Absentee ballot requests also continue to outpace those in the 2020 Presidential Primary. Two weeks before Election Day, absentee ballot requests are up 71% over the same time in 2020. An updated breakdown of absentee ballot numbers by jurisdiction is [available online](#)

	<b>14 Days Before Election Day (Feb. 13, 2024)</b>	<b>14 Days Before Election Day (Feb. 25, 2020)</b>
<b>Number of applications received</b>	1,343,481	781,919
<b>Number of ballots issued</b>	1,166,980	781,019
<b>Number of completed ballots returned</b>	605,814	362,409

Voters who still have their absentee ballot should hand deliver it to their local clerk’s office or secure ballot drop box to avoid postal delays. Voters can find their clerk’s office and ballot drop box locations at [Michigan.gov/Vote](#). Absentee ballots can only be returned to drop boxes within the voter’s jurisdiction. All absentee ballot return envelopes must be signed by the voter with a signature matching the signature the clerk has on file with the voter’s registration. Ballots must be received by clerks no later than 8 p.m. on Election Day to be counted. Voters who have already submitted their absentee ballot can track it at [Michigan.gov/Vote](#) to ensure it has been received.

**Eligible Michiganders who still need to register to vote or update their registration must now do so in person.** Under Michigan law, online and mail registration is not permitted within 14 days of an election. Those registering in person may request, complete, and submit an absentee ballot in the same visit to their clerk's office.

Those wishing to vote in person in the Presidential Primary can do so at an [early voting site](#) [Saturday, Feb. 17 through Sunday, Feb. 25](#) or at their polling place on Election Day from 7 a.m. to 8 p.m. Information about early voting, including locations and hours of early voting sites, is available at [Michigan.gov/EarlyVoting](#).

For more information about Michigan elections visit [Michigan.gov/Vote](#).

###

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STAY CONNECTED:



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This email was sent to [dlyon@cityofclare.org](mailto:dlyon@cityofclare.org) using GovDelivery Communications Cloud on behalf of: Michigan Secretary of State · 430 W. Allegan Street · Lansing, MI 48918 · 1-888-767-6424



January 26, 2024

City of Clare  
202 W. Fifth Street  
Clare, MI 48617-1490

Re: Charter Communications – Upcoming Changes

Dear Franchise Official:

Spectrum Mid-America, LLC (“Spectrum”), is noticing its customers that on January 1, 2024 *WJRT 3 Circle TV* located on Spectrum Channel 193 rebranded to **theGrio** on the Clare, MI channel lineup serving your community.

Should you have any questions about this change, please feel free to contact me at (906) 553-7866.

Sincerely,

*Joan Movrich*

Joan Movrich  
Manager, Government Affairs – Michigan  
Charter Communications



February 2, 2024

T1 P1 81 \*\*\*\*\*AUTO\*\*ALL FOR AADC 480  
City Of Clare  
202 W. Fifth Street  
Clare, MI 48617-1490



Re: Charter Communications - Upcoming Changes

Dear Franchise Official:

Spectrum Mid-America, LLC ("Spectrum"), is making its customers aware of the upcoming changes to the Clare, MI channel line up serving your community.

- On or around March 4, 2024, Spectrum will launch carriage of **Newsmax (HD)** on Select Packages, channel 177.
- On or around February 1, 2024, five *Music Choice* services were rebranded:
  - *Music Choice Dance/EDM* located on Spectrum Channels 905 & 1903 will become **Music Choice Dance**.
  - *Music Choice Indie* located on Spectrum Channels 906 & 1904 will become **Music Choice 60s**.
  - *Music Choice Metal* located on Spectrum Channels 916 & 1914 will become **Music Choice Yacht Rock**.
  - *Music Choice Teen Beats* located on Spectrum Channels 924 & 1923 will become **Music Choice Teen Hits**.
  - *Music Choice Musica Urbana* located on Spectrum Channels 938 & 1937 will become **Music Choice Relaxing Vibes**.
- On or around February 28, 2024, *Hallmark Drama* on Spectrum Channel(s) 179, will be rebranded to **Hallmark Family**.
- On or around March 6, 2024, *Hallmark Movies & Mysteries* on Spectrum Channel(s) 94 & 124, will be rebranded to **Hallmark Mystery**.
- On or around March 25, 2024, *AXS TV* on Spectrum Channel 820, will be rebranded to **Anthem**.
- TV Japan has notified us that it will discontinue programming on or around March 31, 2024. Accordingly, Spectrum will cease carriage on channels 399, 880, & 2587.

Should you have any questions about this change, please feel free to contact me at (906) 553-7866.

Sincerely,

Joan Movrich  
Manager, Government Affairs - Michigan  
Charter Communications

JOHN R. MOOLENAAR  
2ND DISTRICT, MICHIGAN

HOUSE COMMITTEE  
ON APPROPRIATIONS

SUBCOMMITTEES ON

AGRICULTURE, RURAL DEVELOPMENT,  
FOOD AND DRUG ADMINISTRATION, AND  
RELATED AGENCIES

LABOR, HEALTH AND HUMAN SERVICES,  
EDUCATION AND RELATED AGENCIES

FINANCIAL SERVICES AND GENERAL  
GOVERNMENT

SELECT COMMITTEE ON

STRATEGIC COMPETITION BETWEEN THE  
UNITED STATES AND THE CHINESE  
COMMUNIST PARTY

**Congress of the United States**  
**House of Representatives**  
**Washington, DC 20515-2204**

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WASHINGTON, DC 20515  
(202) 225-3561  
FAX: (202) 225-9679

CALEDONIA OFFICE:  
8980 NORTH RODGERS COURT SE  
SUITE H  
CALEDONIA, MICHIGAN 49316  
(616) 528-7100

CLARE OFFICE:  
431 NORTH McEWAN STREET  
CLARE, MICHIGAN 48617  
(989) 802-6040

February 1, 2024


Mr. Patrick Humphrey  
Mayor  
City of Clare  
207 West 5th Street  
Clare, Michigan 48617

Dear Patrick,

I would like to take this opportunity to congratulate the City of Clare on receiving grants through the USDA Rural Development Program. It is my understanding the incentives will be used to acquire a new law enforcement vehicle and replacement equipment for the police department's fleet. This is great news!

Again, congratulations and best wishes for continued success. If I may ever be of assistance, please do not hesitate to contact me.

Sincerely,

  
JOHN MOOLENAAR  
Member of Congress

JM/kw

**Diane Lyon**

---

**From:** Michigan Municipal League <jappleberry@mml.org>  
**Sent:** Wednesday, February 7, 2024 11:46 AM  
**To:** Diane Lyon  
**Subject:** MML Insurance Boards Announce 2024 Member Dividends



## **Michigan Municipal League Insurance Boards Announce 2024 Member Dividends**

The Michigan Municipal League Workers' Compensation Fund and Liability & Property Pool will issue dividends totaling \$16.3 million to member communities in 2024, benefiting almost 1,000 Michigan cities, villages, counties, townships, and other public entities.

The Fund and Pool are owned and governed by their member organizations—including yours!

Members of the Workers' Compensation Fund will receive about \$14 million in dividends. Fund members have received a total of \$63.2 million in dividends over the previous five years, corresponding to about 37 percent of member premiums during the same period.

Members of the Liability & Property Pool will receive about \$2.3 million in dividends upon coverage renewal. Over the previous five years, Pool members have received a total of \$9.9 million in dividends, representing about 8 percent of member premiums during the same period.

"These dividend payments demonstrate just one benefit of member-owned programs like the Fund and the Pool," said Michael Forster, Director of Risk Management Services at the League. "When our members work diligently to

reduce risks and improve safety, the resulting savings in claims expenses are returned to them in the form of dividends.”

The Michigan Municipal League is dedicated to inspiring positive change for Michigan’s communities. For more than 100 years, the League has sought to represent, inspire, and educate its members through legislative and legal advocacy, redevelopment and civic innovations assistance, grants, trainings, conferences, resources, self-insurance pools, and risk management loss control.

Contact: Michael Forster, Director, Risk Management Services; 734-669-6340 or [mforster@mml.org](mailto:mforster@mml.org).

### **MML Liability & Property Pool Directors**

**Chair: Dave Post**  
Manager  
Village of Hillman

**Robert E. Clark**  
Mayor  
City of Monroe

**Dan Swallow**  
Manager  
City of Tecumseh

**Thad Beard**  
Manager  
City of Rockford

**Sue Osborn**  
Mayor  
City of Fenton

**Dan Gilmartin (Ex Officio)**  
Executive Director/CEO  
Michigan Municipal League

**George Bosanic**  
Manager  
City of Greenville

**Brenda Stumbo**  
Supervisor  
Ypsilanti Charter Township

### **MML Workers’ Compensation Fund Trustees**

**Chair: Adam Smith**  
Manager/Municipal  
Executive  
City of Grand Ledge

**Bridget Dean**  
Mayor  
City of Berkley

**Devin Olson**  
Manager  
City of Munising

**Vice Chair: Lee Kilbourn**  
Mayor  
City of Auburn

**Maureen Donker**  
Mayor  
City of Midland

**David Tossava**  
Mayor  
City of Hastings

**Brian Boggs**  
City Councilmember  
City of Durand

**Juan Ganum**  
Manger  
City of Bridgman

**Dan Gilmartin (Ex Officio)**  
Executive Director/CEO  
Michigan Municipal League

**Victor Cardenas**  
Manager  
City of Novi

**Kevin Klynstra**  
Mayor  
City of Zeeland



Michigan Municipal League | 1675 Green Road, Ann Arbor, MI 48105

[Unsubscribe dlyon@cityofclare.org](mailto:dlyon@cityofclare.org)

[Constant Contact Data Notice](#)

Sent by [jappleberry@mml.org](mailto:jappleberry@mml.org)





# Free Drive-Through Mobile Food Distribution

Greater Lansing Food Bank- Clare County

**Saturday - March 2, 2024**

**Registration: Starts at 9:00 a.m.**

**Distribution: Starts at 10:00 a.m.**

**Clare County Transit Building**

**1473 Transportation Dr., Harrison, MI 48625**

## **Please Note:**

- **Distribution will be a single lane pick up, so wait time may be extended**
- Food will be placed in your trunk/hatchback, so please make room in advance.
- Please stay in your vehicle for registration and food distribution.
- Restrooms will NOT be available.
- If you are not feeling well, please have someone pick up food for you.
- Everyone who is in need of food are welcome to participate.

For more information contact:

Clare County Food Facebook page or

Greater Lansing Food Bank at:

[www.greaterlansingfoodbank.org](http://www.greaterlansingfoodbank.org),

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

The Greater Lansing Food Bank - Clare County Food

is an equal opportunity provider

**CITY OF CLARE MARCH BOARD OF REVIEW**

The March Board of Review will meet at  
 Clare City Hall, 202 W. Fifth Street, Clare MI 48617

March 5, 2024 (2:00 pm) = Organizational Meeting – No Appeals

March 11, 2024 (9:00 am – 3:00 pm) = Appeal Hearing

March 12, 2024 (2:00 pm – 5:00 pm and 6:00 pm – 9:00 pm) = Appeal Hearing

If you have questions about your Tax Assessment Change Notice or wish to schedule an appointment, you may contact the City Assessor’s Office at 989-424-4066 or 517-940-2823, or email Assessor@cityofclare.gov.

**If you do not make an appointment, you may have to wait for an available time.** Residents and non-residents may protest by letter, the written appeal must be received prior to 5:00 pm, March 12<sup>th</sup>, 2024. Appeals delivered via email will not be accepted, please drop it off or mail it to City of Clare, 202 W Fifth St., Clare, MI 48617. Meetings are subject to the Open Meetings Act.

Ratios and Tentative Multipliers\*:

Ratios and Multipliers for City of Clare					
Clare County			Isabella County		
Property Class	Ratio	Tentative Multiplier	Property Class	Ratio	Tentative Multiplier
100, Ag	N/C		100, Ag	0.4357	1.1476
200, Commercial	0.4897	1.0210	200, Commercial	0.4131	1.2104
300, Industrial	0.4628	1.0804	300, Industrial	0.4558	1.0970
400, Residential	0.4482	1.1156	400, Residential	0.4482	1.1156
500, Timber, Cutover	N/C		500, Timber, Cutover	N/C	
600, Developmental	N/C		600, Developmental	N/C	
Personal Property	0.5	1.0000	Personal Property	0.5	1

\*Posted according to MCL 211.34a

**American with Disabilities (ADA) Notice**

The City will provide necessary, reasonable services to individuals with disabilities at the Board of Review meetings upon 5 days’ notice. Contact the City Clerk at [dlyon@cityofclare.gov](mailto:dlyon@cityofclare.gov) or (989) 424-4068 if accommodation will be needed. The City of Clare is an equal opportunity provider and employer.



Sharon Frischman, MMAO, AI-GRS  
 Michigan Assessing Coalition, Inc.  
 Clare City Assessor

Diane Lyon  
 Clare City Clerk



## CITY OF CLARE

202 West Fifth Street | Clare, Michigan 48617-1490

Office 989.386.7541 | Fax 989.386.4508

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

### **CITY HALL**

Ph 989.386.7541  
Fx 989.386.4508  
[www.cityofclare.org](http://www.cityofclare.org)  
Manager x102  
Assessor x103  
Clerk x106  
Treasurer x107

### **NOTICE FOR BIDS**

The City of Clare is accepting sealed bids for a new 4-wheel drive utility vehicle for wild land fire-fighting and off-road rescue. Bid Specs can be obtained by contacting Fire Chief Jim Chapman at [jchapman@cityofclare.gov](mailto:jchapman@cityofclare.gov) or calling 989-326-2263. Sealed bids should be submitted to:

### **UTILITY VEHICLE SEALED BID**

City of Clare  
202 West Fifth Street  
Clare, MI 48617

### **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

Sealed bids will be accepted until 1:00 pm on Monday, February 26, 2024, at which time they will be opened at Clare City Hall. The City of Clare reserves the right to accept and/or reject any and/or all bids. The City of Clare is an equal opportunity provider and employer.

Diane Lyon  
Clare City Clerk





**PAYABLES REPORT FOR COMMISSIONERS**

EXP CHECK RUN DATES 02/07/2024 - 03/04/2024 BOTH JOURNALIZED AND UNJOURNALIZED OPEN BANK CODE: CONSO

VENDOR	INVOICE #	DESCRIPTION	Posting Date	Check Run	AMOUNT
1ST CHOICE OFFICE OUTLET	172075	MISC ITEM: PD	02/20/2024	02/20/2024	4.79
ACE HARDWARE	100910/1	PICTURE HANGER STRIP	02/20/2024	02/20/2024	5.39
ACE HARDWARE	100972/1	STRIPPER BLADES: DPW	02/20/2024	02/20/2024	3.59
ACE HARDWARE	100893/1	UPS SHIPPING	02/20/2024	02/20/2024	15.38
AMAZON CAPITAL SERVICES	1JYT-1WX4-KYH	DEPOSIT ONLY STAMP	02/20/2024	02/20/2024	10.79
AMAZON CAPITAL SERVICES	1JJL-YMKH-C36	APPROVED AND DEPOSIT ONLY STAMP	02/20/2024	02/20/2024	38.17
AMAZON CAPITAL SERVICES	16WV-6Q4Q-D4R	OFFICE CALCULATOR'S:CLERK	02/20/2024	02/20/2024	216.26
AMAZON CAPITAL SERVICES	1V9Q-M169-4PH	RETURN CREDIT	02/20/2024	02/20/2024	-50.99
AMAZON CAPITAL SERVICES	1LCQ-MV7L-TCD	BATTERIES:PD	02/20/2024	02/20/2024	17.01
AMAZON CAPITAL SERVICES	1QFG-7NLR-X7C	3V MEDICAL BATTERY, AA BATTERIES	02/20/2024	02/20/2024	48.28
AMAZON CAPITAL SERVICES	17G4-CFWX-XXH	4PK TONER CARTRIDGES: PD	02/20/2024	02/20/2024	243.51
BELL EQUIPMENT	018176	DRIVELINE ASST, END YOKE ASSEMBLY	02/20/2024	02/20/2024	1,509.03
CCI	12433800	RADIO PROGRAMMING-L PD	02/20/2024	02/20/2024	60.00
CCI	12433900	RADIO PROGRAMMING-PD	02/20/2024	02/20/2024	60.00
CCI	12395800	DEPOT REPAIR - XTS 2500	02/20/2024	02/20/2024	375.00
CENTER MASS INC	42653	TRAINING, KIRTLAND COLLEGE: FORTY	02/20/2024	02/20/2024	1,098.00
CINTAS FIRST AID & SAFETY	5196876434	SERVICE, ORGANIZE, CHECK DATE	02/20/2024	02/20/2024	47.33
CLARE AUTOMOTIVE SUPPLY	10053-1061644	GALLON OIL: DPW	02/20/2024	02/20/2024	17.59
CLARE AUTOMOTIVE SUPPLY	10053-1061487	BATTERY: DPW	02/20/2024	02/20/2024	355.90
CLARE AUTOMOTIVE SUPPLY	10053-1061442	CALIPER #7: DPW	02/20/2024	02/20/2024	79.19
CLARE AUTOMOTIVE SUPPLY	10053-1061148	CORE RETURN: DPW	02/20/2024	02/20/2024	-25.00
CLARE AUTOMOTIVE SUPPLY	10053-1061563	BRAKE HOSE:DPW	02/20/2024	02/20/2024	14.52
CLARE AUTOMOTIVE SUPPLY	10053-1061505	OIL FILTER: DPW	02/20/2024	02/20/2024	8.79
CLARE AUTOMOTIVE SUPPLY	10053-1061927	1 GAL TRAILER BRIGHT	02/20/2024	02/20/2024	83.29
CLARE COUNTY CLEAVER INDUSTRIES	5860	DEPOT BROCHURES	02/20/2024	02/20/2024	217.00
CLARE HARDWARE	448903	BOLTS, FASTENERS: DPW	02/20/2024	02/20/2024	0.66
CLARE HARDWARE	448982	1/4' OFF SET SCREWDRIVER:DPW	02/20/2024	02/20/2024	5.49
CLARE HARDWARE	449106	CIRCUIT BREAKER: DPW	02/20/2024	02/20/2024	15.49
COUNTY WIDE SEPTIC, LLC	1186169	PUMP OUT UNIT - 01/02/2024 THROUGH	02/20/2024	02/20/2024	180.00
COUNTY WIDE SEPTIC, LLC	1186168	PUMP OUT UNITS: 12/05/24- 12/05/24	02/20/2024	02/20/2024	300.00
EMBLEM ENTERPRISES INC	911722	300 PATCHES:PD	02/20/2024	02/20/2024	716.14
ETNA SUPPLY	S105518566.00	PARK IMPROVEMENTS: DPW	02/20/2024	02/20/2024	226.93
FAMILY FARM & HOME	005068/Q	SPORT REFORM 50# DOG FOOD:PD	02/20/2024	02/20/2024	89.99
FORWARD INTELLECT LLC	2024-01-329	IP CAMERA SUPPORT, NVR SERVER	02/20/2024	02/20/2024	299.99
GFL ENVIRONMENTAL	0064480770	FEBRUARY -24 COLLECTION	02/20/2024	02/20/2024	15,138.00
GRAINGER	9972726211	ELECTRODE STORAGE SOLUTION, FORTY	02/20/2024	02/20/2024	127.49
HERITAGE FLAG & BANNER	52284	GRAVE MARKERS, NYLON FLAGS: FORTY	02/20/2024	02/20/2024	432.00
HERRICK HOUSE	19952	GIFT CARD: PD	02/20/2024	02/20/2024	200.00
JAY'S SPORTING GOODS INC	1037351/10373	3 INCH PATCHES/TURBO SONIC CLOTHING	02/20/2024	02/20/2024	1,853.95
JNR ENGRAVING	10074	ENGRAVING:PD	02/20/2024	02/20/2024	30.00



**PAYABLES REPORT FOR COMMISSIONERS**

EXP CHECK RUN DATES 02/07/2024 - 03/04/2024 BOTH JOURNALIZED AND UNJOURNALIZED OPEN BANK CODE: CONSO

VENDOR	INVOICE #	DESCRIPTION	Posting Date	Check Run	AMOUNT
JX ENTERPRISES, INC	3699003P/3623	#8 REPAIRS	02/20/2024	02/20/2024	1,831.13
LEXISNEXIS RISK SOLUTIONS	I100177-20240	IYE TEK MAINTENANCE FEE (01/20/2024)	02/20/2024	02/20/2024	625.50
MAURER'S TEXTILE RENTAL	2816058	YODER UNIFORMS - DPW	02/20/2024	02/20/2024	33.85
MAURER'S TEXTILE RENTAL	2807490	YODER UNIFORMS - DPW	02/20/2024	02/20/2024	33.85
MAURER'S TEXTILE RENTAL	2818943	YODER UNIFORMS - DPW	02/20/2024	02/20/2024	33.85
MERS	00152146-5	EMPLOYER/EMPLOYEE CONTRIBUTION	02/20/2024	02/20/2024	104.62
MIDLAND ENGINE, INC	CM11030	PARTS FOR #20 PLUS FREIGHT:DF	02/20/2024	02/20/2024	92.76
MILL BROOK WATER COMPANY	13141	5 GALLON BOTTLE ARTESIAN WATER	02/20/2024	02/20/2024	36.25
MUNICIPAL EMERGENCY SERVICES	IN1998725	PORTABLE MONITOR 500 GPM, TIF	02/20/2024	02/20/2024	1,686.46
MUNICIPAL EMERGENCY SERVICES	IN2001888	TIPS 3-STACKED 1.5,1.25,1.0:	02/20/2024	02/20/2024	555.65
ON DUTY GEAR	32540	ARMOR EXPRESS ID TAGS:PD	02/20/2024	02/20/2024	50.00
ON DUTY GEAR	32532	ARMOR EXPRESS ID TAGS: PD	02/20/2024	02/20/2024	39.00
PITNEY BOWES INC	3318695070	RELAY 1000 INSERTING SYSTEM	02/20/2024	02/20/2024	343.35
PITNEY BOWES INC	3318706954	ACCT:0013095834 SENDPRO C SE	02/20/2024	02/20/2024	207.63
PRINTING SYSTEMS INC	231924	AP CHECKS	02/20/2024	02/20/2024	263.96
SCHUMACHER AGENCY INC.	102018	NOTARY BOND	02/20/2024	02/20/2024	45.00
SEITER ELECTRIC INC	62695	7 WATT BULBS:DEPOT	02/20/2024	02/20/2024	32.00
SHANNON ZIETZ	02142024 REIM	MILEAGE & NOTARY APP	02/20/2024	02/20/2024	82.36
STAPLES	3557550383	PERFORATED PAPER: DPW	02/20/2024	02/20/2024	239.98
STATE OF MICH WITHHOLDING	JANUARY 2024	W/H & SALES/USE TAX: JAN 2024	02/20/2024	02/20/2024	4,794.00
STATE OF MICHIGAN	761-11178848	STORM WATER ANNUAL PERMIT FEE	02/20/2024	02/20/2024	260.00
STITCHES FOR BRITCHES	1718	2 PATCHES: PD	02/20/2024	02/20/2024	12.00
TRACE ANALYTICAL LABORATORY	4020191	PFAS-BIOSOLIDS_EGLE LIST, WAS	02/20/2024	02/20/2024	1,362.00
UNITED STATES PLASTIC COMPANY	7296697	1/2' PVC, LABCOCK PVC, BALL V	02/20/2024	02/20/2024	215.57
USA BLUE BOOK	00268979	CHEMICALS	02/20/2024	02/20/2024	531.75
VC3 INC	138384	(4) MS 365 LICENSES & ONEDRIVE	02/20/2024	02/20/2024	20.00
VC3 INC	138907	MULTIFACTOR AUTH. LICENSES (4)	02/20/2024	02/20/2024	52.00
VC3 INC	138385	CLOUD PROTECTION (5) & DATA F	02/20/2024	02/20/2024	16.00
VERIZON WIRELESS	9956134928	WWT AFTER HOURS PHONE	02/20/2024	02/20/2024	77.59

Open Payables Total: 37,747.06



**PAYABLES REPORT FOR COMMISSIONERS**

EXP CHECK RUN DATES 02/07/2024 - 02/19/2024 BOTH JOURNALIZED AND UNJOURNALIZED PAID BANK CODE: CONSO

VENDOR	VENDOR ID	INVOICE #	DESCRIPTION	POSTING DATE	AMOUNT
AMERICAN WATER WORKS A	1094	7002172669	RENEW MEMBERSHIP 01067859 (L	02/08/2024	263.00
CONSUMERS ENERGY	1031	20376701183	1532 N MCEWAN 12/19/23-01/18	02/13/2024	190.93
CONSUMERS ENERGY	1031	20225419574	202 W4TH 12/19/23-01/18/24 1	02/13/2024	82.22
CONSUMERS ENERGY	1031	20563574248	3333 DUNLOP RD 12/19/23-01/18	02/13/2024	364.14
CONSUMERS ENERGY	1031	20225419574	416 W 5TH 12/19/23-01/18/24	02/13/2024	29.24
CONSUMERS ENERGY	1031	20403399200	696 POINT DR 12/19/23-01/18/	02/13/2024	49.00
CONSUMERS ENERGY	1031	20421198273	332 WITBECK DR 12/19/23-01/18	02/13/2024	39.49
CONSUMERS ENERGY	1031	20314408906	813 INDUSTRIAL DR 12/19/23-0	02/13/2024	29.24
CONSUMERS ENERGY	1031	20225419574	601 W 5TH ST 12/19/23-01/18/	02/13/2024	44.97
CONSUMERS ENERGY	1031	20599169373	305 W STATE ST 12/19/23-01/18	02/13/2024	30.53
CONSUMERS ENERGY	1031	20421198330	500 BEECH ST 12/19/23-01/18/	02/13/2024	62.48
CONSUMERS ENERGY	1031	20332206842	820 CEDAR ST 12/19/23-01/18/	02/13/2024	29.38
CONSUMERS ENERGY	1031	20403399201	500 SCHOOLCREST AVE 12/19/23	02/13/2024	29.24
CONSUMERS ENERGY	1031	20403399201	604 SCHOOLCREST AVE 12/19/23	02/13/2024	33.71
CONSUMERS ENERGY	1031	20109739008	10242 S CLARE AVE 12/19/23-0	02/13/2024	31.54
CONSUMERS ENERGY	1031	20225419574	207 W 5TH ST 12/19/23-01/18/	02/13/2024	810.66
CONSUMERS ENERGY	1031	20225419574	202 W 5TH ST 12/19/23-01/18/	02/13/2024	396.85
CONSUMERS ENERGY	1031	20403399200	700 SCHOOLCREST 12/19/23-01/	02/13/2024	31.68
CONSUMERS ENERGY	1031	20403399201	231 WILCOX PKWY 12/19/23-01/	02/13/2024	149.33
CONSUMERS ENERGY	1031	20403399201	820 SCHOOLCREST AVE 12/19/23	02/13/2024	31.82
CONSUMERS ENERGY	1031	20599169373	1525 N MCEWAN 12/19/23-01/18	02/13/2024	167.23
CONSUMERS ENERGY	1031	20403399201	221 WILCOX PKWY 12/19/23-01/	02/13/2024	33.86
CONSUMERS ENERGY	1031	20492389451	203 W 4TH ST 12/19/23-01/18/	02/13/2024	137.07
CONSUMERS ENERGY	1031	20278810936	507 S MCEWAN ST 12/19/23-01/	02/13/2024	32.99
CONSUMERS ENERGY	1031	20314408907	510 N MCEWAN ST 12/19/23-01/	02/13/2024	66.05
CONSUMERS ENERGY	1031	20314408906	405 MAPLE ST 12/19/23-01/18/	02/13/2024	257.60
CONSUMERS ENERGY	1031	20599169373	1603 N MCEWAN ST 12/19/23-01	02/13/2024	165.07
CONSUMERS ENERGY	1031	60101350919	610 WHEATON AVE #1 (12/19/23	02/15/2024	58.03
CONSUMERS ENERGY	1031	20714741520	401 HOLLEY ST: (12/19/2023 -	02/15/2024	882.66
DTE ENERGY	1088	02152024-36	202 W 5TH ST (12/23/23-01/24	02/15/2024	736.95
DTE ENERGY	1088	021524 1115	11175 S EBERHART AVE (12/23/	02/15/2024	962.21
DTE ENERGY	1088	021524-1171	305 MAPLE ST (12/23/23 - 01/	02/15/2024	194.20
DTE ENERGY	1088	021524 1184	305 MAPLE ST APT FP (12/23/2	02/15/2024	1,666.22
DTE ENERGY	1088	021524 1199	1551 MCEWAN ST (12/23/23 - 0	02/15/2024	57.05
DTE ENERGY	1088	021524 2413	4715 COLONVILLE RD (12/23/24	02/15/2024	67.52
DTE ENERGY	1088	021524 2429	201 W 4TH ST	02/15/2024	198.81
DTE ENERGY	1088	021524 6605	307 MAPLE ST (12/23/23 - 01/	02/15/2024	2,313.32
DTE ENERGY	1088	021524 1145	1532 MCEWAN ST (12/23/23 - 0	02/15/2024	162.68
DTE ENERGY	1088	021524 3680	207 W 5TH ST (12/23/23 - 01/	02/15/2024	1,160.04



### PAYABLES REPORT FOR COMMISSIONERS

EXP CHECK RUN DATES 02/07/2024 - 02/19/2024 BOTH JOURNALIZED AND UNJOURNALIZED PAID BANK CODE: CONSO

VENDOR	VENDOR ID	INVOICE #	DESCRIPTION	POSTING DATE	AMOUNT
MICHIGAN ASSESSING COA	7238	1018	ASSESSING SERVICES:01/24	02/08/2024	2,917.00
STATE OF MICH WITHHOLD	1123	2023	ANNUAL 2023 ANNUAL SALES TAX (AIRPO]	02/14/2024	540.92

**Paid Payables Total 15,506.93**

**Open Payables Total 37,747.06**

Grand Total: \$ 53,253.99

**CITY COMMISSION APPROVAL:**

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## AGENDA REPORT

TO: Mayor Pat Humphrey & Clare City Commissioners  
FROM: Diane Lyon, City Clerk  
DATE: February 15, 2024  
RE: \*Professional & Education Training Opportunities

For the Agenda of February 19, 2024.

**\*Note: This is a Consent Agenda item and is considered as routine by the City Commission. As such, this matter shall be automatically enacted by one motion with all other Consent Agenda items unless a Commissioner or citizen requests this item be individually discussed, in which event it shall be removed from the Consent Agenda and considered and acted upon in its designated sequence on the approved Clare City Commission agenda of February 19, 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 to include a vast selection of webinars available for viewing. The current offerings are attached for review & consideration.
2. American Planning Association-Michigan Chapter. The Michigan APA likewise offers training sessions and onsite workshops for city officials. If you are interested in having the City host an onsite workshop, please contact the City Clerk. The most current opportunities for professional development are attached for your consideration.

Attachments: as outlined above.



Clearly another way of life.



CITY OF CLARE  
Professional Development Training Request

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

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

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

Will you need overnight accommodations? Yes  No

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

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

## 2024

Feb 23-24	<b>LEAGUE EVENT:</b> <a href="#">Virtual Core Winter Summit</a>	Virtual
Feb 23-24	<b>LEAGUE EVENT:</b> <a href="#">Virtual Advanced Winter Summit</a>	Virtual
Feb 26	<b>LEAGUE EVENT:</b> <a href="#">Live with the League</a>	Virtual
Mar 11	<b>LEAGUE EVENT:</b> <a href="#">Live with the League</a>	Virtual
Mar 12	<a href="#">MAMA Advanced Institute</a>	Lansing
Mar 12-13	<b>LEAGUE EVENT:</b> <a href="#">CapCon</a>	Lansing
Mar 25	<b>LEAGUE EVENT:</b> <a href="#">Live with the League</a>	Virtual
Apr 6	<b>LEAGUE EVENT:</b> <a href="#">Newly Elected Official Training</a>	Virtual
Apr 8	<b>LEAGUE EVENT:</b> <a href="#">Live with the League</a>	Virtual

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

Sep 20	MINISTERS' Fall Law Program	Lansing
Oct 7	<b>LEAGUE EVENT:</b> <a href="#">Live with the League</a>	Virtual
Oct 21	<b>LEAGUE EVENT:</b> <a href="#">Live with the League</a>	Virtual
Nov 11	<b>LEAGUE EVENT:</b> <a href="#">Live with the League</a>	Virtual
Nov 25	<b>LEAGUE EVENT:</b> <a href="#">Live with the League</a>	Virtual
Nov 30	<b>LEAGUE EVENT:</b> Newly Elected Officials Academy	Lansing
Dec 9	<b>LEAGUE EVENT:</b> <a href="#">Live with the League</a>	Virtual
Dec 13	<b>LEAGUE EVENT:</b> Newly Elected Officials Academy	Virtual
<b>2025</b>		
Mar 18-19	<b>LEAGUE EVENT:</b> CapCon	Lansing
Sep 17-19	<b>LEAGUE EVENT:</b> Convention	Grand Rapids



American Planning Association  
**Michigan Chapter**

*Creating Great Communities for All*

## Upcoming Events

February 2024

### 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](mailto:info@planningmi.org)





American Planning Association  
**Michigan Chapter**

*Creating Great Communities for All*

## Workshops for Officials

In March 2024, we will offer mix of in person and virtual workshops that provide participants with the skills to make better land use decisions.

[Register Now!](#)

Or, [click here to download a pdf form](#). Complete it and email it back to us at [rgoldstein@planningmi.org](mailto:rgoldstein@planningmi.org).

Workshop Topic

Dates and Places

## Planning and Zoning Essentials

This course is designed to boost confidence by sharpening skills, identifying conflicts of interest, understanding legal foundations, examining roles and responsibilities, and more!

This program is ideal for introducing new planning commissioners and zoning board of appeals members to their roles and responsibilities, and also for more experienced officials looking to refresh their skills and build upon existing knowledge.

Roles and responsibilities, site plan review, comprehensive planning, zoning ordinances, variances, how to determine practical difficulty, and standards for decision-making are covered. *Softbound reference book included.* This program counts toward one session of the MSU Extension Citizen Planner Program.

March 5

*Kirtland Community College, Grayling area*

11:30 AM - 4:30 PM, light lunch included

MAP Member Price: \$130

Non Member Price: \$160

March 21

*Bavarian Inn Lodge, Frankenmuth*

11:30 AM - 4:30 PM, light lunch included

MAP Member Price: \$130

Non Member Price: \$160

March 26 and 27

*Via Zoom*

6 PM - 8 PM

MAP Member Price: \$90

Non Member Price: \$120

## Getting the Development You Want

Good development is achieved when a municipality plans for it, and then adopts codes and a development review process to implement the plan. Learn how the master plan and zoning ordinance inform the development review process, how to balance the needs of everyone, and best practices for a productive process.

March 5

*Kirtland Community College, Grayling area*

5:30 PM - 8:00 PM, light dinner included

MAP Member Price: \$115

Non Member Price: \$145

2 Master Citizen Planner Credits

## Zoning Administration

This program is for zoning administrators in rural, suburban, or urban settings as well as municipal officials, other staff members, or citizens interested in a more complete understanding of all facets of zoning administration from legal basis to record keeping to enforcement. *Softbound reference book included.*

March 6 and 7

Via Zoom

2 PM - 4 PM

MAP Member Price: \$100

Non Member Price: \$130

### *3.5 Master Citizen Planner Credits | 3.5 AICP CM Credits*

## Zoning Board of Appeals

This interactive, case study based workshop goes into greater depth on the issues of practical difficulty and unnecessary hardship. A summary of voting and membership requirements and other procedural requirements unique to ZBA operations are reviewed. *Softbound reference book included.*

March 6

Via Zoom

6 PM - 8:30 PM

MAP Member Price: \$90

Non Member Price: \$120

### 2.5 Master Citizen Planner Credits

## Nonconformities

Nonconformities can be vexing and how planners have approached them has changed over time. Join MAP for a deep dive into all types of nonconformities. The latest case law on the subject will also be covered.

March 14

Via Zoom

6 PM - 8:30 PM

MAP Member Price: \$85

### 1.5 Master Citizen Planner Credits

Non Member Price: \$115

### 1 AICP Law Credit + .5 CM Credit

## Zoning Ordinance: A to Z

March 19

Learn everything you need to know about this important regulatory tool. A history of zoning, alternative ways to zone, a tour of a typical zoning ordinance including tips and best practices, zoning approval processes, and enforcement are all on the agenda. *Softbound reference book included.*

*Kalamazoo Valley Community College, Texas Township*

12:30 PM - 4:30 PM, light lunch included

MAP Member Price: \$125

Non Member Price: \$155

2.5 Master Citizen Planner Credits

2.5 AICP CM Credits

*Deadline to register: March 3, 2024*

## Advanced ZBA: Beyond The Fundamentals

March 19

A high level, interactive session for ZBA members, where recent court cases and statutes are reviewed and where participants will dig into four different case studies and discuss their findings. Basic ZBA knowledge is necessary to best participate. *Softbound reference book included.*

*Kalamazoo Valley Community College, Texas Township*

5:30 PM - 8:00 PM, light dinner included

MAP Member Price: \$125

Non Member Price: \$155

2.5 Master Citizen Planner Credits

2.5 AICP CM Credits

*Deadline to register: March 3, 2024*

## Housing Supply, Choice & Affordability

March 21

A fast paced, 2.5 hour program that reviews master planning for housing, community engagement, zoning reforms, including a deep dive into one missing middle type--ADUs, plus how to tackle the approval processes and meetings that can stop the development a community has planned for. *Softbound reference book included.*

*Bavarian Inn Lodge, Frankenmuth*

5:30 PM - 8:30 PM, light dinner included

MAP Member Price: \$130

Non Member Price: \$160

2.5 Master Citizen Planner Credits

2.5 AICP CM Credits

[Register Now!](#)

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Check out our [Event calendar](#) for other great learning opportunities. The calendar is updated regularly with new events.

In addition, [MAP's onsite workshops can be scheduled in your community](#).

Interested in hosting a watch party in your community or want to brush up on a particular topic on your own? MAP offers a number of recorded webinars from signs to clean energy to utility basics and asset management and more. Check out our [Build Your Own workshop offerings](#) (these are shorter sessions) or [Planning Law Webinars](#),

Can't find exactly what you are looking for? Please contact [Amy Vansen, MAP's Director of Information and Programs](#) with questions.

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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](mailto:info@planningmi.org)