



CITY OF CLARE

202 West Fifth Street | Clare, Michigan 48617-1490

Office 989.386.7541 | Fax 989.386.4508

www.cityofclare.org

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

**Monday, April 1, 2024
6:00 p.m.**

AGENDA

CITY HALL

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

DEPARTMENT OF PUBLIC WORKS

Ph 989.386.2182 or
989.386.7541 x202
Fx 989.386.4508

UTILITY BILLING

Ph 989.386.7541 x201

W/WWT PLANT

Ph 989.386.2321
Fx 989.386.2387

POLICE DEPT. NON-EMERGENCY

Ph 989.386.2121
Fx 989.386.0440

FIRE DEPT. NON-EMERGENCY

Ph 989.386.2151
Fx 989.386.3020

PARKS & RECREATION

Ph 989.386.7541 x213
Fx 989.386.4508

AIRPORT

Ph 989.386.0445
Fx 989.386.4508

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. ***Board & Committee Appointment** – Planning Commission (Lisa Benic)
 - B. **Decertification/Vacation of a Portion of Jackson Street and South Rainbow Between East Fourth Street and East Fifth Street**
8. **TREASURER'S REPORT**
9. **CITY MANAGER'S REPORT**
10. ***COMMUNICATIONS**
11. **EXTENDED PUBLIC COMMENT**
12. **COMMISSION DISCUSSION TOPICS**
13. ***APPROVAL OF BILLS**
14. ***PROFESSIONAL & EDUCATIONAL TRAINING OPPORTUNITIES**



15. ADJOURNMENT

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

Written comment may be submitted to dlyon@cityofclare.gov, 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 Pro Tem Bob Bonham who led with the Pledge of Allegiance. Present were: Commissioners Bob Bonham, Kim Bussell, Maegan Jenkins, and Gus Murphy. Absent: Pat Humphrey. Also, present: Jeremy Howard, City Manager; Diane Lyon, City Clerk; Vicki Corlew, City Treasurer; Luke Potter, DPW Director; and Dave Saad, Police Chief.

2. **CONSENT AGENDA:**

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

3. ***APPROVAL OF MINUTES;**

Approved by Consent Agenda.

4. ***APPROVAL OF AGENDA;**

Approved by Consent Agenda.

5. **PUBLIC COMMENT:** Mr. Brian Coon has worked for the Clare County Road Commission for more than 30 years. Brian will soon be retiring, and because he has years of experience working on roadways and enjoys public service, Brian has decided to run for the office of Drain Commissioner.

6. **UNFINISHED BUSINESS:** None.

7. **NEW BUSINESS:**

A. APPROVE PARKS SPECIAL USE APPLICATION

The City has received a Parks Special Use Application from Mr. Damon Dubois to host a “for-profit” craft show and fair at City Park on August 24, 2024, from 8:00 a.m. to 6:00 p.m. All commercial, for-profit activities at the City’s parks require the City Commission’s sanction and approval (Ordinance Code Extract Sect.30-71(7)) in advance of the event. Mr. Dubois has requested the Commission approve his request.

One of the stipulations for the approval of the request is that Mr. Dubois must obtain and provide a copy of liability insurance listing the city and its officers as additional insured for this event.

Motion by Commissioner Murphy second by Commissioner Jenkins to approve the Special Use Request by the adoption of Resolutions 2024-016 Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: Pat Humphrey. *Motion Carried.*

B. PRIVATE WELL REQUEST 752 BLOSSOMWOOD DRIVE

Section 46-312 of the Ordinance Codes of the City of Clare requires that a permit be approved by the City Commission for any private well drilled within the City’s boundaries.

Aaron and Ellison Olson are constructing a new residence at 752 Blossomwood Drive in Clare. They plan to install a geothermal environmental system for their new residence and have requested permission via application, to construct a private water well to use as the water source for a geothermal heating and cooling system for their residence. The residence will concurrently be connected to available public water and sanitary sewer service. The private well will not be located within the City’s Wellhead Protection Area.

The Commission is asked to approve the request.

Motion by Commissioner Murphy second by Commissioner Bussell to approve the private well request by the adoption of Resolutions 2024-017. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: Pat Humphrey. *Motion Carried.*

C. *BOARD & COMMITTEE REAPPOINTMENT-LDFA-MR. STEVE STARK

Resolution 2024-018 Approved by Consent Agenda.

8. TREASURER'S REPORT: The Treasurer provided a brief report to the Commission.
9. *DEPARTMENT REPORTS: *Approved by Consent Agenda.*
10. CITY MANAGER'S REPORT:

DDA Meeting. The DDA held a meeting on March 14th. Topics of discussion included:

 - Discussion regarding ways to better reach DDA District Business Owners.
 - Approval of the site plan/façade improvement for Jay Trucks and Associates – 600 Pine Street.
 - Discussed and approved the draft budget for the DDA for FY24/25.
 - Approval of Financials and Payment of Bills – February 2024.

Planning Commission Meeting. The Planning Commission held a meeting on March 13th. Items on their last agenda included:

 - Appointed a new 2024 Vice Chairperson – Nick Wyman.
 - Approval of the site plan/façade improvement for Jay Trucks and Associates – 600 Pine Street.
 - Excused absence for the meeting of March 13th for Ken Hibl.

Lake Shamrock Dredging and Dam Project. Mechanical dredging and hydraulic dredging are currently on pause while waiting for a new permit from EGLE. They had told us they hoped to get it to us the week of the 10th. The Dam feasibility study work is essentially complete and we are waiting to hear back about additional grant funding possibilities to help with the next phases of the project.

Rail Trail. Completion of the “Clare Gap” Rail Trail Project is slated to start this Spring. It was tentatively scheduled to begin in April but has been moved up to Monday, March 18th. The new tentative completion date is the end of July 2024. The completion of the longstanding “Clare Gap” will allow users continuous access to the shared-use path safely from both the East and West into and through the City of Clare without having to navigate directly on any high-traffic main roads. The establishment of a trailhead and new signage at the City of Clare Union Railroad Depot will also be a welcome addition. The City is thankful for all the hard work of city staff, other state, and private agencies, as well as project funding from the Michigan Department of Transportation, Michigan Department of Natural Resources, Michigan Trails Fund, and Friends of Clare County Parks and Rec, along with private donations, endowments, and fundraisers that helped make up the city’s required matching funds. MDOT has provided a press release regarding the project as well as some simple schematic maps showing the path from the Moose Lodge to the Depot.

Equipment Purchases. The new mower purchased for the Cemetery and the new UTV grass rig for the Fire Department was available for the Commission and the public to view.
11. *COMMUNICATIONS: *Approved by Consent Agenda.*
12. EXTENDED PUBLIC COMMENT: None.
13. COMMISSION DISCUSSION TOPICS: The City is looking into the possibility of kayak rentals once the Lake has been dredged.
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, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: Pat Humphrey *Motion Carried.* The meeting adjourned at 6:20 p.m.

Bob Bonham, Mayor Pro Tem

Diane Lyon, City Clerk

AGENDA REPORT

TO: Mayor Pat Humphrey and the Clare City Commission
FROM: Jeremy Howard, City Manager
DATE: March 28, 2023
RE: *Board & Committee Appointment – Clare Planning Commission – Lisa Benic

For the Agenda of April 1, 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 agenda of the Clare City Commission for April 1, 2024.**

Background. A vacancy presently exists on the City Planning Commission created by the resignation of Josh Clark from his current term as a Planning Commissioner. Mayor Pat Humphrey has recommended the appointment of Lisa Benic, a Clare business owner (Ideal Theater) to fill this vacant position. The City Commission is asked to approve this appointment.

Issues & Questions Specified. Should the City Commission approve the appointment of Lisa Benic to serve as a member of the City Planning Commission?

Alternatives.

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

Financial Impact. There is no direct financial impact on City. However, having a full complement of appointed members to the Planning Commission is considered essential as this body approves all business site and special use plans; is primarily responsible for overseeing Chapter 52 (Zoning) of the City’s Ordinance Codes, and is the regulator of the City’s Master Plan.

Recommendation. I recommend that the City Commission approve the appointment Lisa Benic by the adoption of Resolution 2024-019 (*copy att’d*).

Attachment.

1. Resolution 2024-019.

RESOLUTION 2024-019

A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING THE APPOINTMENT OF LISA BENIC TO SERVE AS A VOTING MEMBER OF THE CITY OF CLARE PLANNING COMMISSION.

WHEREAS, a vacancy presently exists on the City’s Planning Commission due to the resignation of Josh Clark from the Planning Commissioner; and

WHEREAS, Mayor Pat Humphrey has recommended appointment of Lisa Benic, a Clare business owner (Ideal Theater), to serve in said vacant position; and

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

NOW THEREFORE BE IT RESOLVED that the City Commission of the City of Clare hereby approves the appointment of Lisa Benic as a member of the City of Clare Planning Commission and stipulates that said appointment is effective the 1st day of April, 2024 and terminates on the 31st day of March 2027.

BE IT FURTHER RESOLVED that said appointment is voluntary and without compensation and that said appointee may resign said appointment by providing the Mayor of Clare written notice of their intention to do so.

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

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

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

YEAS:

NAYS:

ABSENT:

Resolution approved for adoption on this 1st day of April, 2024.

Diane Lyon, City Clerk

AGENDA REPORT

TO: Mayor & City Commissioners
FROM: Jeremy Howard, City Manager
DATE: March 29, 2024

RE: Decertify/Vacate portions of Jackson Street and South Rainbow Drive Between 4th and 5th Street

For the Agenda of April 1, 2024

Background. In 2003, the Michigan Department of Transportation (MDOT) informed the City of its intention to complete a major reconstruction project in 2004 for U.S. Business Route 10/Michigan 115 through the City of Clare. In conjunction with that project, MDOT requested the City's permission to close two street openings, Jackson Street and South Rainbow Drive, for reasons of public safety. The City Commission approved the street closures with the adoption of Resolution 2003-140 (copy att'd).

MDOT recently informed us that an audit was completed of the certified Act 51 map. It was discovered that the aforementioned streets were not updated on the Act 51 map to show that they are no longer open to public traffic, and Resolution 2003-140 does not meet all of their requirements for decertifying the roadways, thus MDOT has requested the City submit new MDOT approved Resolutions, to officially decertify/vacate those portions of Jackson Street (77 feet) and South Rainbow Drive (100 feet) that were affected by the reconstruction project in 2004.

The Commission is now asked to officially decertify and vacate portions of Jackson Street and South Rainbow Drive as requested by MDOT.

Issues & Questions Specified. Should the City Commission decertify/vacate portions of Jackson Street and South Rainbow Drive that were abandoned years ago as requested by MDOT?

Alternatives.

1. Approve the street decertifications.
2. Disapprove the decertifications.
3. Set aside a decision regarding this matter to another meeting.

Financial Impact. None.

Recommendation. I recommend that the City Commission decertify/vacate the portions of Jackson Street and South Rainbow Drive that were abandoned at the request of MDOT in conjunction with the BR10/M115 reconstruction project of 2004 by adoption of Resolutions 2024-020 and 2024-021 (*copies att'd*).

Attachments.

1. Resolution 2003-140.
2. Resolution 2024-020.
3. Resolution 2024-021.

RESOLUTION 2003-140

A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING TWO MICHIGAN DEPARTMENT OF TRANSPORTATION PERMITS FOR STREET ENTRANCE CLOSURES.

WHEREAS, the Michigan Department of Transportation (MDOT) has scheduled a major road reconstruction project for U.S. Business Route 10/Michigan 115 through the City of Clare in 2004; and

WHEREAS, MDOT has requested that, in conjunction with said project, the City approve permits to close existing City street entrances, specifically, Jackson Street and East Fourth Street, onto said highway; and

WHEREAS, the City Commission has determined that said closures are in the best public interest and safety of the City and its residents.

NOW THEREFORE BE IT RESOLVED THAT the Clare City Commission hereby approves the permits to close the existing entrances of East Fourth Street and Jackson Street onto U.S. Business Route 10/Michigan 115 in conjunction with a scheduled MDOT construction project in 2004.

BE IT FURTHER RESOLVED THAT the Clare City Manager is hereby authorized to execute all MDOT documents related to said permits on behalf of the City of Clare.

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

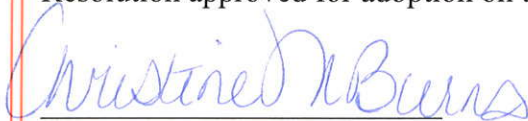
The Resolution was introduced by Commissioner Steven Kingsbury and supported by Commissioner Renee Crawford. The Resolution declared adopted by the following roll call vote:

YEAS: Commissioners Renee Crawford, Steven Kingsbury, Jim Allen, & John Panches.

NAYS: None.

ABSENT: Commissioner Pat Humphrey.

Resolution approved for adoption on this 18th day of August 2003.



Christine M. Burns, City Clerk

RESOLUTION 2024-020

A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING THE DECERTIFICATION/VACATION OF A PORTION OF JACKSON STREET

WHEREAS, under ACT 51, the Michigan Department of Transportation requires a municipality to decertify portions of streets that have been vacated.

WHEREAS, the City of Clare does wish to decertify/vacate a portion of Jackson Street.

WHEREAS, this decertification/vacation of Jackson Street is located between East Fourth Street and East Fifth Street, from South Rainbow Drive to East Fifth Street, for a total decertification/vacation length of 77 feet.

NOW THEREFORE BE IT RESOLVED THAT at a regular meeting of the Clare City Commission of Clare, Michigan, held at the Clare City Hall on April 1, 2024, the Clare City Commission hereby approved the decertification/vacation of the aforementioned portion of Jackson Street in Clare, Michigan.

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

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

YEAS:

NAYS:

ABSENT:

Resolution approved for adoption on this 1st day of April 2024.

Diane M. Lyon, City Clerk

I hereby certify that the foregoing is a true and complete copy of the City of Clare approved Resolution as adopted by the City Commission of the City of Clare, Counties of Clare and Isabella, State of Michigan at a regular Clare City Commission meeting held on April 1, 2024; and that said meeting was conducted and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended.

Diane M. Lyon, City Clerk

RESOLUTION 2024-021

A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING THE DECERTIFICATION/VACATION OF A PORTION OF SOUTH RAINBOW DRIVE

WHEREAS, under ACT 51, the Michigan Department of Transportation requires a municipality to decertify portions of streets that have been vacated.

WHEREAS, the City of Clare does wish to decertify/vacate a portion of South Rainbow Drive.

WHEREAS, this decertification/vacation of South Rainbow Drive is located between East Fourth Street and East Fifth Street, from Jackson Street to East Fifth Street for a total decertification/vacation length of 100 feet.

NOW THEREFORE BE IT RESOLVED THAT at a regular meeting of the Clare City Commission of Clare, Michigan, held at the Clare City Hall on April 1, 2024, the Clare City Commission hereby approved the decertification/vacation of the aforementioned portion of South Rainbow Drive in Clare, Michigan.

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

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

YEAS:

NAYS:

ABSENT:

Resolution approved for adoption on this 1st day of April 2024.

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Diane M. Lyon, City Clerk

To: Mayor Pat Humphrey and the Clare City Commission
From: Vicki Corlew
Treasurer and Finance Director
Date: March 28, 2024
Reference: Treasurer's Report for April 1, 2024

Property Taxes:

The property taxes for 2023 have been settled with both Clare and Isabella Counties.

Budget:

The CIP for the upcoming FY 24/25 budget will be presented to the Planning Commission at their meeting on April 10th. Then the entire budget will be presented to the Commission at the meeting on April 15th and we will have our first budget workshop at that meeting.

City Financials:

I had a meeting with Mercantile Bank on March 20th where they informed me that when they originally put together the bid for the City, they were giving us an Interest Credit of 1%. As of March 1, 2024 they have increased the Interest Credit to 3.5%. This rate will stay in effect for the next year at which time we will meet again to review the City's accounts.

CITY MANAGER REPORT

TO: Mayor Pat Humphrey & Clare City Commission
FROM: Jeremy Howard, City Manager
DATE: March 28, 2024
RE: City Manager's Report

For the Agenda of April 1, 2024

Lake Shamrock Dredging and Dam Project. At the time of writing of this report, the City had received the new expedited permit from EGLE and both Mechanical dredging by the City and hydraulic dredging by Savin had resumed. However, we are required to again pause for fish spawning as in past permits, so as of April 1st dredging activities are paused until June 1st. The Dam feasibility work is complete and we are still waiting to hear back about additional grant funding to help with the next phases of the project.

Rail Trail. The project started on the 18th of March and has a tentative completion date of the end of July 2024. Progress is continuing to be made and work is continuing. Work signs and temporary lane closure signs have started to go up as well as markings for some of the extensive changes in front of the depot. It is very exciting to see this project moving forward.

Positions. Recently the city had two openings posted for part-time clerical positions. One was in the Clerk's office and one is in Water/Wastewater. Both positions were posted at the same time with their respective job duties. The city received around 75 applications for the positions. Applicant reviews and interviews are currently taking place for the position in the Water/Wastewater Department. Interviews for the job in the Clerk's office were conducted and a candidate has been hired for the part-time position. Ms. Laurie Jackson started work on March 25. Laurie and her family moved from Idaho to Michigan a year ago and they reside in the Rosebush area.

City Commission Nominating Petitions. The City of Clare is accepting nominating petitions for the non-partisan office of City Commissioner. Nominating Petitions will be accepted up to 4 p.m. on April 23, 2024. City Commissioners serve a four-year term. Qualifications require applicants of the office of the city commission to be duly qualified electors of the city who have been residents thereof for at least two years immediately prior to the date of the election, to be held on November 5, 2024. For additional information, contact City Clerk Diane Lyon, dlyon@cityofclare.gov, 989-424-4068.

Attachments:

1. Public Notice for City Commission Nominating Positions.

PUBLIC NOTICE FOR NOMINATING PETITIONS

The City of Clare is accepting nominating petitions for the non-partisan office of City Commissioner. Nominating Petitions will be accepted up to 4 pm on April 23, 2024. City Commissioners serve a four-year term on the board. Qualifications require applicants of the office of the city commission to be duly qualified electors of the city who have been residents thereof for at least two years immediately prior to the date of the election, to be held on November 5, 2024. For additional information, contact City Clerk Diane Lyon, dlyon@cityofclare.gov, 989-424-4068, City of Clare, 202 W Fifth Street, Clare, MI 48617. The City of Clare is an equal-opportunity employer and provider.

Diane M. Lyon
Clare City Clerk



CITY MANAGER REPORT

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Diane M. Lyon
Clare City Clerk



AGENDA REPORT

TO: Mayor Pat Humphrey & Clare City Commissioners
FROM: Diane Lyon, City Clerk
DATE: 03.28.2024
RE: *Communications

For the Agenda of April 1, 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 April 1, 2024.**

FOIA Requests & Responses: Tod Nichols; Tom Dunn; Jennifer Helmer & Kathy Hopkins.

Michigan Bureau of Election News Update 2024-11: The most recent edition is attached for review.

Clare County Food Distribution: Clare County will hold their monthly food distribution at the Transit Building at 1473 Transportation Drive in Harrison Michigan on April 6, 2024, with registration starting at 9:00am.

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

- Fiscal Year 24-25 budget CIP review, budget workshops, and budget hearing notice is attached.

Attachments. As noted above.

Diane Lyon

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

From: Nichols, Tod <Nichols.Tod@aoins.com>
Sent: Tuesday, March 26, 2024 12:52 PM
To: Diane Lyon <DLyon@cityofclare.gov>
Subject: RE: FW: New submission from Request for Examination or Copy of Records (FOIA)

Thank you very much Diane, I really appreciate your help 😊

Tod Nichols SCLA

SENIOR BRANCH CLAIMS REPRESENTATIVE
MICHIGAN BODILY INJURY CLAIM BRANCH
AUTO-OWNERS INSURANCE

p: 866-488-1550 ext. 56566

f: 844-454-1092

hours: 8:00 a.m. to 4:30 p.m. EST



Auto Owners Insurance now offers its customers the opportunity to track their claims online. You can view updates such as contact information for your adjusters/appraisers, payments being made, and rental reservations (if applicable.) If you are interested in using this service, please follow the following link to create an account using your policy number and zip code: <https://customercenter.auto-owners.com/cp/login>

If you have any questions regarding Customer Center, you can contact Customer Support at 1-800-288-8740.

From: Diane Lyon <DLyon@cityofclare.gov>
Sent: Monday, March 25, 2024 2:01 PM
To: Nichols, Tod <Nichols.Tod@aoins.com>
Cc: Jennifer Kinberg <JKinberg@cityofclare.gov>; Laurie Jackson <LJackson@cityofclare.gov>
Subject: [EXTERNAL] FW: New submission from Request for Examination or Copy of Records (FOIA)

Hello Mr. Nichols,

I apologize for the delay in getting this information to you. The body Camera video will take some time to redact and there will likely be a small fee to complete that task. We'll get it done as soon as possible. The accident investigation was completed by the MSP so you will need to contact them regarding the reconstruction report.

From: FOIA@cityofclare.gov <FOIA@cityofclare.gov>
Sent: Tuesday, March 12, 2024 4:31 PM
To: FOIA <FOIA@cityofclare.gov>
Subject: New submission from Request for Examination or Copy of Records (FOIA)

Requestor Information

Name

Tod Nichols
Date of Birth
10/16/1968
Street Address
21800 Haggerty Rd. Suite 107
City
Northville
State
Michigan
Zip Code
48167-9051
Daytime Phone:
(866) 488-1550
Email
nichols.tod@aoins.com
Request Information
Date/Time of Incident:
10/10/2023 at 18:55
CPD Comp #:
23-637
Type of Incident:
Auto Accident
Location of Incident:
W 5th St. and Maple St. in Clare, Michigan
I am requesting the following record(s):
The complete officer narrative, the accident reconstruction report, and any available dash cam/body cam footage,
I am requesting the above record(s) for:
Inspection
Please check this box if you wish to receive a "True Copy" of the requested record(s):
<input type="checkbox"/> Check Here



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

March 26, 2024

Thomas Dunn
425 Cottage Ave.
Clare, MI 48617

E: tomdun@gmx.com

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

Your request for public record(s) under the Michigan Freedom of Information Act (“FOIA”), dated March 26, 2024, and received March 26, 2024, for the following records is acknowledged: **Please provide a certified copy of the OATH OF OFFICE of the City Assessor Sharon Frischman.** Your request for information is hereby **Granted. A copy of the information is attached.**

The City of Clare’s FOIA Procedures and Guidelines and Summary are available for review on our website at www.cityofclare.org.

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

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

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

Diane Lyon, FOIA Coordinator



Diane Lyon

From: FOIA@cityofclare.gov
Sent: Tuesday, March 26, 2024 11:15 AM
To: FOIA
Subject: New submission from Request for Examination or Copy of Records (FOIA)

Requestor Information

Name

Thomas Dunn

Date of Birth

05/27/1946

Street Address

425 Cottage St.

City

Clare

State

MI

Zip Code

48617

Daytime Phone:

(989) 709-8079

Email

TOMDUN@GMX.COM

Request Information

Date/Time of Incident:

2024

Type of Incident:

OATH OF OFFICE

Location of Incident:

CITY OF CLARE

I am requesting the following record(s):

Pleas provide a certified copy of the OATH OF OFFICE of the City Assessor Sharon Frischman.

I am requesting the above record(s) for:

Copying

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

Clare County: Keep original and provide copy of both sides, along with Public Summary, to Requestor at no charge.



Clare County

225 W. Main St., P.O. Box 438 Harrison, Michigan 48625
Phone: (989) 539-2510

Request Form

Note: Requestors are not required to use this form. The County may complete one for recordkeeping if not used.

FOIA Request for Public Records Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Request No.: _____ Date Received: _____ Check if received via: Email Fax Other Electronic Method
Date delivered to junk/spam folder: _____
(Please Print or Type) Date discovered in junk/spam folder: _____

Name	Jennifer Helmer / Kathy Hopkins		Phone	989-386-6441
Firm/Organization	Briarwood Apartments / GLD Management		Fax	989-283-7487
Street			Email	Countryside2@gldmanagement.com
City	State	Zip		

Request for: Copy Certified copy Record inspection Subscription to record issued on regular basis

Delivery Method: Will pick up Will make own copies onsite Mail to address above Email to address above
 Deliver on digital media provided by the County: _____

Note: The County is not required to provide records in a digital format or on digital media if the County does not already have the technological capability to do so.

Describe the public record(s) as specifically as possible. You may use this form or attach additional sheets:

In the past 30 days police reports pertaining to Brandi Hovis / Corbin Rose at 304 Briarwood Apt. #216 Clare, MI 48617.

Consent to Non-Statutory Extension of County's Response Time

I have requested a copy of records or a subscription to records or the opportunity to inspect records, pursuant to the Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq. I understand that the County must respond to this request within five (5) business days after receiving it, and that response may include taking a 10-business day extension. However, I hereby agree and stipulate to extend the County's response time for this request until: _____ (month, day, year).

Requestor's Signature *Jennifer Helmer*

Date 3/27/14
(Complete both sides)

From: Michigan Bureau of Elections <MISOS@public.govdelivery.com>
Sent: Friday, March 15, 2024 3:45 PM
To: Diane Lyon
Subject: 3/15/24 News Update - May MOVE deadline, Changes to EV plans, Early absent voter ballot processing, and more

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



Michigan Bureau of Elections
News Update
for Election Administrators

March 15, 2024

Regular Edition News Update #2024-11



MOVE deadline for May

Both federal law and the Michigan Constitution require that, no later than 45 days before the election, clerks transmit ballots to MOVE voters who have applied for ballots prior to the 45-day deadline. The deadline to transmit ballots for the May 7, 2024, election is **Saturday, March 23, 2024**. This deadline always falls on a Saturday and requires strict compliance, meaning that, unlike other deadlines in the Election Law, the Saturday MOVE deadline **does not** get bumped back to Monday. You **must** transmit ballots by the Saturday deadline. The QVF Helpdesk will be available from 9 a.m. to 2 p.m. on Saturday, March 23 to assist clerks with questions about utilizing the QVF to issue MOVE ballots.

If something occurs in your jurisdiction that prohibits you from meeting this deadline (for example, litigation delays or ballot printing), please email BOE's Regulatory Section at BOERegulatory@Michigan.gov as soon as possible.

Download the MOVE Compliance Report

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

In this issue:

- MOVE deadline for May
- Changes to EV plans
- Early absent voter ballot processing deadlines for May election
- Reminder: August election filing deadlines
- Accessibility spotlight
- Reminders:
 - Time change – Daylight Savings Time
 - April 15 is deadline to join/create county or municipal EV agreements
 - BOE is hiring
 - Combining precincts for the May Consolidated Election



Accessibility spotlight

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

Verify the information on the MOVE Compliance Report

Once you have located the Compliance Report, ensure that every MOVE voter is properly entered into QVF. If you have a MOVE voter who does not appear on the spreadsheet, then the MOVE status in the voter's profile needs to be updated. A voter appearing on this report is currently registered as a MOVE voter. If the voter is an overseas civilian that has returned to the U.S., you should clear their UOCAVA status. Otherwise, the voter should receive a ballot. **All requests for a MOVE ballot submitted on or after Nov. 7, 2023, are valid for every election in 2024.** In other words, MOVE voters are not required to submit a separate request for each election in 2024.

Note that with the passage of Proposal 2022-2, all voters (including MOVE voters) may now complete a single application in order to obtain a mailed absent voter ballot for all future elections. However, MOVE voters should submit a federal postcard application (FPCA), or other application, each year to ensure MOVE protections can be properly fulfilled and to allow enough time for the ballot to be returned.

What happens if the deadline is missed?

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

Update your contact information

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

Be sure to contact us with any questions you may have. We are here to support you, so if you are running into problems, do not hesitate to email BOE's Regulatory Section at BOERegulatory@Michigan.gov.

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 a repeat of our ninth installment, we are featuring a webinar entitled *Accessibility and Elections: How to Better Serve Voters with Disabilities*. This webinar is hosted by The Elections Group and will take place on March 21 at 12 p.m. Eastern Daylight Time. A panel of experts will discuss accessibility and elections, and the important role that election administrators play in creating an inclusive voting environment. [Webinar registration link](#).

Reminders:

Time change – Daylight Savings Time

Clocks went ahead one hour at 2 a.m. on Sunday, March 10. Most tabulators and voter assist terminals must be manually adjusted to the correct time. Review the [Time Adjustment Instructions for step-by-step instructions for each vendor system](#).

April 15 is deadline to join/create county or municipal EV agreements

Municipalities that provided early voting as a single municipality for the Presidential Primary have until [April 15](#) to enter into a municipal or county agreement to provide early

CHANGE Changes to EV plans

Countywide EV plans covering state and federal elections for 2024 and 2025 were submitted to BOE in 2023. Those plans included copies of each EV plan that was submitted to the county—those providing EV as single municipalities and those providing EV under municipal or county agreements.

Following the Presidential Primary, we understand that some would like to adjust their hours and locations and other items. Any changes to [single municipality/ municipal/ county](#) plans should be submitted to Elections@Michigan.gov to ensure BOE has the most updated information. Additionally, changes to single municipality and municipal plans should be submitted to the applicable county clerk.

The plan templates are linked in the previous paragraph. Please ensure that any revisions to EV plans contain the information required by [section 720h\(3\)](#) of Michigan election law.



Early absent voter ballot processing deadlines for May election

April 9 - Clerks intending to process or tabulate AV ballots before

Election Day must submit written notice to the Secretary of State by completing the [Early Tabulation Declaration form in eLearning](#).

April 19 – Deadline to post notice on website (if available) and in clerk’s office of the location, dates, hours, and number of election inspectors for AV counting place if processing and tabulating AV ballots before Election Day.

April 26 - 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.

April 29 - Cities or townships with a population of at least 5,000 may begin processing and tabulating AV ballots.

May 6 - Any city or township may begin processing and tabulating AV ballots.

voting for the remaining local, state and federal elections in 2024 and 2025. The agreement may be a new agreement or an amendment to an existing agreement, as long as all the parties to that agreement agree to the amendment. BOE recommends municipalities review local turnout data (understanding that turnout in November will increase) and consider this option. Combined sites could provide substantial savings in cost and staffing.

After April 15, the only other change that can be made to an existing agreement in 2024 is withdrawal from the agreement, which is allowed until June 7; a municipality that withdraws during this time must provide early voting as a single municipality for the remainder of 2024 and 2025.

Additional questions about these options may be directed to Elections@Michigan.gov.

BOE is hiring

[Training and Election Assistance Departmental Analyst 12 - Lead Worker - Training Programs](#) – This position is a lead analyst for the Training & Election Assistance Section. As a lead analyst, this position will be responsible for guiding, directing, and reviewing the work of employees within the section. This position will also assist the Training & Elections Assistance Section in handling complex issues that arise within the section, and in creating and implementing new training programs based on best practices in education and training technologies. This position will also develop and adapt training materials for Michigan election officials, conduct training sessions (both online and in person) covering election administration and related technologies/tools, and educate and oversee the performance of Michigan’s 1,600+ county and local election officials to ensure proper practices and procedures.

For processing instructions, see the [“Early Absent Voter Ballot Processing and Tabulating Guide”](#) in the eLearning Center.

Reminder: August election filing deadlines

Monday, March 25, 2024, at 5 p.m.	Deadline for incumbent Appeals Court, Circuit Court, District Court, and Probate Court judges to file Affidavit of Candidacy and Affidavit of Identity for the August primary. Withdrawal deadline elapses at 5 p.m. on March 28.
Tuesday, April 23, 2024, at 4 p.m.	Nominating petitions and Affidavits of Identity for partisan and nonpartisan candidates due. Withdrawal deadline elapses at 4 p.m. on April 26.
Monday, April 29, 2024	Deadline for local clerk to forward names and addresses of partisan and nonpartisan candidates to county clerk.
Tuesday, April 30, 2024, at 5 p.m.	Deadline for petitions to place county or local ballot question on the August ballot to be filed with the applicable local or county clerk.
Tuesday, May 14, 2024, at 4 p.m.	Deadline for ballot wording of proposals qualified to appear on August ballot certified to local or county clerks. 168.646a

[Training and Election Assistance Departmental Analyst 12 - Lead Worker - Integrating Training](#) –This position is a lead analyst for the Training & Election Assistance Section. As a lead analyst, this position will be responsible for guiding the work of employees within the section related to the integration of procedural and technical training documents and serve as the liaison with relevant sections of BOE. This position will also assist the Training & Elections Assistance Section in handling complex issues that arise within the section, and in creating and implementing new training programs based on best practices in education and training technologies. This position will also develop and adapt training materials for Michigan election officials, conduct training sessions (both online and in person) covering election administration and related technologies/tools, and educate and oversee the performance of Michigan’s 1,600+ county and local election officials to ensure proper practices and procedures.

Combining precincts for the May Consolidated Election

Jurisdictions that plan to operate a combined precinct per their county’s school plan must go to the QVF’s Election Geography module to create the combined precinct (and update the polling location if necessary) prior to April 7. Temporarily combining precincts in QVF is a critical step in preparing for Election Day, ensuring that the information in the Election Day e-pollbook and online at Michigan.gov/Vote is accurate.

Helpful Links



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

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

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



Questions?
[Contact Us](#)

SUBSCRIBER SERVICES:

[Subscribe](#) | [Help](#)

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



Free Drive-Through Mobile Food Distribution

Greater Lansing Food Bank- Clare County

Saturday - April 6, 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**
- **Don't forget your registration tag! Lines will be split to speed up distribution.**
- 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,
GLFoodBank1 (on Facebook) or call 517/908-3680



**CITY OF CLARE
NOTICE OF PUBLIC HEARINGS ON
PROPOSED 2024-2025 BUDGET**

The City of Clare Planning Commission will hold a public hearing on Wednesday, April 10, 2024, at 5:30 p.m., to receive public comment pertaining to Fiscal Year 2024-25 Capital Improvement Projects as part of the budget process.

Following the recommendations made by the City's Planning Commission, the capital improvements schedule will be presented to the City Commission as part of the budget workshop process. The City will be conducting budget workshops for the Fiscal Year 2024-25 during the regularly scheduled meetings on April 15 & May 6, 2024, City Commission meetings.

PLEASE TAKE NOTICE that on June 3rd, 2024, the Clare City Commission will hold a public hearing to consider the adoption of the City's Fiscal Year 2024-25 budget, amendments to the City's fee and rate schedule, and single lot assessments at 6:00 p.m.

A copy of the proposed budget is available for public inspection by contacting fiscal services at vcorlew@cityofclare.gov or by calling (989) 424-4069.

The public is encouraged to provide input during the public comment period or public hearing portions of the meetings. Written and verbal comments will be accepted until 4 p.m. on the date of the meetings and may be submitted to the City Clerk at Clare City Hall, 202 W. Fifth St., Clare, MI 48617, via email to dlyon@cityofclare.gov, or by calling 989-424-4068.

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

Diane Lyon
City Clerk





PAYABLES REPORT FOR COMMISSIONERS

EXP CHECK RUN DATES 03/20/2024 - 04/02/2024 BOTH JOURNALIZED AND UNJOURNALIZED OPEN BANK CODE: CONSO

VENDOR	VENDOR ID	INVOICE #	DESCRIPTION	POSTING DATE	AMOUNT
ACE HARDWARE	3207	101300/1	SHIPPING TO TRACE ANALYTICAL	04/02/2024	84.27
AMAZON CAPITAL SERVICE	7089	1CFJF46F1N4	FEPINC DUCT FAN WITH PLUG QT	04/02/2024	186.96
AMBROZAITIS, GABE	7275	26389	REINBURSEMENT FOR REPAIR FUE	04/02/2024	10.60
AT&T MOBILITY	7208	7429X031920	JIM CHAPMAN 02/12/24-03/11/2	04/02/2024	51.34
AWOL, INC	1671	MARCH 2024	JANITORIAL SERVICES: MARCH 20	04/02/2024	3,441.67
BEAR PACKAGING & SUPPL	1016	77963	DRUM LINERS 2 BLCK 2 COLORS	04/02/2024	145.94
BUCCILLI'S PIZZA	1232	BCP03152024	CPD PIZZA FROM 03/15/2024	04/02/2024	165.44
CAPITAL EQUIPMENT	3803	355509	WHEEL GAUGES - DPW	04/02/2024	44.67
CITY OF CLARE	1418	03192024	WATER/SEWER: MARCH 2024	04/02/2024	936.87
CLARE AUTOMOTIVE SUPPL	1021	10053106527	HYDRAULIC HOSE FITTING - DPW	04/02/2024	11.09
CLARE AUTOMOTIVE SUPPL	1021	10053106536	FILTERS: OIL, AIR, FUEL; HOSI	04/02/2024	783.13
CLARE AUTOMOTIVE SUPPL	1021	10053106643	2016 FOD POLICE INTERCEPTOR	04/02/2024	40.89
CLARE AUTOMOTIVE SUPPL	1021	10053106550	OIL,	04/02/2024	67.29
CLARE AUTOMOTIVE SUPPL	1021	10053106568	PRIMEGUARD OIL	04/02/2024	44.28
CLARE AUTOMOTIVE SUPPL	1021	10053106550	PRIMEGUARD OIL	04/02/2024	44.28
CLARE AUTOMOTIVE SUPPL	1021	10053106562	TRANS FILTER	04/02/2024	62.12
CLARE COUNTY SHERIFF D	1581	02/02/24	REINBURSEMENT FOR MODEM. CEL	04/02/2024	494.42
CLARE HARDWARE	1075	449789	SHALLOW FLANGES (3); GROUND	04/02/2024	13.46
CLARE HARDWARE	1075	449818	SILICONE SEALANT - DPW	04/02/2024	8.99
CLARE HARDWARE	1075	449833	PAINT TRAY LINERS & BRUSH; W	04/02/2024	23.94
CLARE HARDWARE	1075	449868	BATTERIES - DPW/WATER LOCATO	04/02/2024	81.96
CLARE HARDWARE	1075	449888	MICROFIBER COVER - DPW	04/02/2024	6.99
CLARE HARDWARE	1075	449905	FCT CONNECTORS - DPW	04/02/2024	17.98
CLARE HARDWARE	1075	449908	SILVR BINDER - DPW	04/02/2024	7.49
CLARE HARDWARE	1075	449918	EMTSS CONNECTOR - DDA	04/02/2024	4.99
CLARE HARDWARE	1075	449923	ADHESIVE CAULK; CONNECTOR -	04/02/2024	20.47
CLARE HARDWARE	1075	449924	RETURN: EMTSS CONNECTOR (INV	04/02/2024	-4.99
CLARE HARDWARE	1075	449941	P-TRAP; PURPLE PRIMER & PVC	04/02/2024	29.47
CLARE HARDWARE	1075	449955	MIRROR; NUTS, BOLTS, FASTENE	04/02/2024	104.94
CLARE HARDWARE	1075	450061	GARDEN RAKE - PARKS/REC	04/02/2024	28.99
CLARE HARDWARE	1075	450073	32OZ CHEM RESIST SPRAY BOTTL	04/02/2024	13.98
CLARE HARDWARE	1075	450104	PAVER SEALER; FLAT SOAPSTONE	04/02/2024	67.98
CLARE HARDWARE	1075	450144	SHARPIE MARKER; MOPSTICK & M	04/02/2024	30.86
CLARE HARDWARE	1075	450220	MALE ADAPTER - PETTIT PARK	04/02/2024	12.49
CLARE HARDWARE	1075	450277	NUTS, BOLTS, FASTENERS; HAND	04/02/2024	3.33
CLARE HARDWARE	1075	CHRDW032120	NUTS, BOLTS, FASTNERS	04/02/2024	0.58
CORE & MAIN LP	MISC	U427512	ELECTRIC EVACUATION PUMP #EE	04/02/2024	420.00
COYNE OIL CORP	2688	1089334	PC ENDURATEX EP220 (5GAL PAI	04/02/2024	275.88
DORNBOS SIGN & SAFETY	3159	INV74649-2	FREIGHT OUTSTANDING	04/02/2024	24.50



PAYABLES REPORT FOR COMMISSIONERS

EXP CHECK RUN DATES 03/20/2024 - 04/02/2024 BOTH JOURNALIZED AND UNJOURNALIZED OPEN BANK CODE: CONSO

VENDOR	VENDOR ID	INVOICE #	DESCRIPTION	POSTING DATE	AMOUNT
FAMILY FARM & HOME	6716	05093/Q	8' T-POSTS (5) - CHAMBER IRI	04/02/2024	37.95
FERGUSON WATERWORKS #3	6978	0183904	KORNERHORN METERS - DPW/WATE	04/02/2024	862.99
FIRST NATIONAL BANK OF	6654	41820419202	LYON-MICHIGAN CLERKS	04/02/2024	50.00
FIRST NATIONAL BANK OF	6654	28140321202	LAKESIDE MOTOR SPORTS, FIRE	04/02/2024	1,001.07
FISHER CONSTRUCTION AG	1629	417366	WASHED FILL SAND	04/02/2024	1,016.68
FOUR SEASONS EXTERMINA	7211	426601	MONTHLY EXTERMINATING AT PSB	04/02/2024	125.00
GALLS, LLC	1791	027459065	JA2620 DKNV LG STRATOS 1/4 Z	04/02/2024	69.48
GOURDIE-FRASER, INC.	1429	2225314	2022 WATER SYSTEM IMPROVEMEN	04/02/2024	1,695.00
HACH COMPANY	1116	13973167	AA PHOSPHORUS TNT + LR PK/25	04/02/2024	179.70
HACH COMPANY	1116	13971861	AA PHOSPHORUS TNT +UHR/25 (2)	04/02/2024	179.90
HERSHBERGER'S HARDWARE	7085	82100	3/4" CDX PLYWOOD (25 BOARDS)	04/02/2024	922.25
JX ENTERPRISES, INC	7227	362354S	REPAIR SENSOR & HARNESS; LAB	04/02/2024	2,329.14
MAURER'S TEXTILE RENTA	3566	2838999	YODER UNIFORMS - DPW	04/02/2024	33.85
NATIONAL INSURANCE SER	6938	1615334	APRIL/24 LIFE/ACC/STD INSUR	04/02/2024	2,324.33
NATIONAL RECREATIONAL	MISC	300281	NRPA MEMBERSHIP	04/02/2024	180.00
NORDFLIGHT LLC	7263	AG03112024	REINBURSEMENT FOR DOMAIN	04/02/2024	44.34
NORTHERN MI MUTUAL AID	7273	2024SPCLASS	2024 NORTHERN MI MUTUAL TASK	04/02/2024	400.00
NORTHERN MI MUTUAL AID	7273	NMMATF24	2024 NORTHERN MICHIGAN MUTUA	04/02/2024	800.00
OAKLAND COMMUNITY COLL	MISC	10890	RESCUE TASK FORCE ADV - ADVAI	04/02/2024	150.00
PAT HUMPHREY	6436	04022024-PH	ELECTRONIC COMMUNICATION SER	04/02/2024	25.00
PERE MARQUETTE DISTRIC	1156	475	CO-SPONSOR EVENT: EVAN HALLE	04/02/2024	125.00
PRECISE MRM, LLC.	7024	IN200-10481	5MB FLAT DATA PLAN US WITH N	04/02/2024	20.00
ROBERT BONHAM	1153	04022024-RB	ELECTRONIC COMMUNICATION SER	04/02/2024	25.00
SEITER BROTHERS LUMBER	1087	107635	QUIKCRETE GRAVEL MIX 80#	04/02/2024	81.00
SEITER ELECTRIC INC	1083	62739	LIGHT POLE PARTS - DDA	04/02/2024	55.16
SHERWIN WILLIAMS CO	1595	5870-5	0.0TM5712 5 GAL-STOP BAR PAI	04/02/2024	155.70
SOUND PRODUCTIONS	MISC	SP03302024	3 HOUR DJ SERVICE FOR EGGSTR	04/02/2024	250.00
STANDARD ELECTRIC COMP.	7276	6064257-00	BUSS FRS-R-5 600V RK TD FUSE	04/02/2024	328.76
STAPLES	7174	3562141725	8.5X11 3HOLE COPY CS	04/02/2024	58.55
STAPLES	7174	3561876678	FORM TIMECARD, PADS, STPLS, (04/02/2024	94.50
STATE OF MICHIGAN	7057	WKS-3531	BASIC CROSS CONNECTIONS SHOR	04/02/2024	90.00
TRACE ANALYTICAL LABOR	7053	4030740	VOC 524.2 DW ENVIROMENTAL RE	04/02/2024	244.75
TRACE ANALYTICAL LABOR	7053	4030854	PFAS DRINKING WATER-EGLE LIS	04/02/2024	612.00
UNEMPLOYMENT INSURANCE	3250	L0139389376	2022 BALANCE ON ACCT - EAN: (04/02/2024	1.86
WITBECK'S FAMILY FOODS	1784	00368779	PACKAGED ICE	04/02/2024	1.99
WITBECK'S FAMILY FOODS	1784	00369354	EGG DROP	04/02/2024	18.75

22,399.24



PAYABLES REPORT FOR COMMISSIONERS

POST DATES 03/20/2024 - 04/02/2024 BOTH JOURNALIZED AND UNJOURNALIZED PAID

VENDOR	VENDOR ID	INVOICE #	DESCRIPTION	POSTING DATE	AMOUNT
VC3 INC	3552	140031	CORRECTION : BILL ERROR #1389	03/20/2024	-39.00
CITY OF CLARE	1418	FEBRUARY 16 2023	TAX DISTRIBUTION: FEB 16	03/20/2024	8,498.16
ISABELLA COUNTY TREASURER	6512	FEBRUARY 16 2023	TAX DISTRIBUTION: FEB 16	03/20/2024	5,333.17
CLARE DDA	3122	FEBRUARY 16 2023	TAX DISTRIBUTION: FEB 16	03/20/2024	142.40
ISABELLA COUNTY TRANSPORTATION	1930	FEBRUARY 16 2023	TAX DISTRIBUTION: FEB 16	03/20/2024	612.23
PERE MARQUETTE DISTRICT	1156	FEBRUARY 16 2023	TAX DISTRIBUTION: FEB 16	03/20/2024	289.09
CLARE PUBLIC SCHOOLS	1157	FEBRUARY 16 2023	TAX DISTRIBUTION: FEB 16	03/20/2024	28,597.84
CLARE COUNTY TREASURER	1011	2023TAXSETT 2023	TAX DISBURSEMENT TO CLARE	03/25/2024	16,130.09
CONSUMERS ENERGY	1031	20625865983 48617	LED LIGHT RD	03/25/2024	1,679.77
CONSUMERS ENERGY	1031	20634753440	TRAFFIC LIGHTS	03/25/2024	6.64
CONSUMERS ENERGY	1031	20634753440	STREET LIGHTS	03/25/2024	678.44
CONSUMERS ENERGY	1031	20634753440	STREET LIGHTS	03/25/2024	2,628.26
					64,557.09

Total \$86,956.33

Commission's Approval

AGENDA REPORT

TO: Mayor Pat Humphrey & Clare City Commissioners
FROM: Diane Lyon, City Clerk
DATE: 03.28.2024
RE: *Professional & Education Training Opportunities

For the Agenda of April 1, 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 April 1, 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

Education & Events

Jump to...



League Calendar

[Sign up to receive the Leading Edge Newsletter](#)

DATE	EVENT	LOCATION
2024		
Apr 3	Michigan Municipal League CMU Virtual Infosession	Virtual
Apr 6	LEAGUE EVENT: Newly Elected Official Training	Virtual
Apr 8	LEAGUE EVENT: Live with the League	Cancelled

May 17-18	LEAGUE EVENT: Core Elected Officials Academy Spring Summit	Mt. Pleasant
May 17-18	LEAGUE EVENT: Advanced Elected Officials Academy Spring Summit	Mt. Pleasant
Jun 10	LEAGUE EVENT: Live with the League	Virtual
Jun 20	Michigan Municipal League CMU Virtual Infoessionion	Virtual
Jun 21-22	MAMA-GLS Joint Meeting	Mackinac Island
Jun 24	LEAGUE EVENT: Live with the League	Virtual
Jul 8	LEAGUE EVENT: Live with the League	Virtual
Jul 16-19	MME Summer Workshop	Marquette
Jul 22	LEAGUE EVENT: Live with the League	Virtual
Aug 7-9	MAM Summer Workshop	Big Rapids
Aug 12	LEAGUE EVENT: Live with the League	Virtual
Aug 26	LEAGUE EVENT: Live with the League	Virtual
Sep 9	LEAGUE EVENT: Live with the League	Virtual
Sep 11-13	LEAGUE EVENT: Convention	Mackinac Island
Sep 23	LEAGUE EVENT: Live with the League	Virtual

Oct 21	LEAGUE EVENT: Live with the League	Virtual
Nov 11	LEAGUE EVENT: Live with the League	Virtual
Nov 25	LEAGUE EVENT: Live with the League	Virtual
Nov 30	LEAGUE EVENT: Newly Elected Officials Academy	Lansing
Dec 9	LEAGUE EVENT: Live with the League	Virtual
Dec 13	LEAGUE EVENT: Newly Elected Officials Academy	Virtual
2025		
Mar 18- 19	LEAGUE EVENT: CapCon	Lansing
Sep 17- 19	LEAGUE EVENT: Convention	Grand Rapids

For **Human Resources-related trainings and seminars**, League members can attend programs hosted by the American Society of Employers (ASE) at the ASE member rate. Visit www.aseonline.org for a calendar of their events.

Contact

info@mml.org

734.662.3246



American Planning Association **Michigan Chapter**

Creating Great Communities for All

Upcoming Events

March 2024

Planning and Zoning Essentials Workshop Part Two

Wed
27
2024

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

Via Zoom

[view event details](#) 

April 2024

Rural Bikeways Planning and Design

Wed
10
2024

April 10, 2024
1:00PM - 4:00PM

Bicycle Facility Training

Virtual

[view event details](#)

Michigan Chapter Networking Reception at APA's National Planning Conference

Sun
14
2024

April 14, 2024
7:00PM - 9:00PM CST

Finnegans Pub, 817 5th Avenue South Minneapolis, MN 55404

[view event details](#)

Planners Night Out

Wed
17
2024

April 17, 2024
5:00PM - 9:00PM EDT

The Congregation, 9321 Rosa Parks Blvd, Detroit

[view event details](#)

Rural Bikeways Planning and Design

Tue
30
2024

April 30, 2024
1:00PM - 4:00PM

Bicycle Facility Training

Virtual

[view event details](#) ▶

May 2024

Deadline for Planning Excellence Award Nominations

Fri
3
2024

May 3, 2024

[view event details](#) ▶

2024 Spring Institute

Wed
8
2024

May 8, 2024
8:30AM - 4:30PM EDT

Resilience Summit

East Lansing Marriott

[view event details](#) ▶

Deadline for Planning Leadership Award Nominations

Fri
10
2024

May 10, 2024

[view event details](#) 

Deadline for Student Award Nominations

Fri
10
2024

May 10, 2024

[view event details](#) 

Deadline for Student Memorial Scholarship Applications

Fri
17
2024

May 17, 2024

[view event details](#) 

June 2024

Safe Routes to Parks Webinar

Thu
13
2024

June 13, 2024
10:30AM - 11:45AM EDT

Virtual

[view event details](#) 

September 2024

Planning Michigan 2024 Conference

Wed
25

2024

September 25 - 27, 2024

Grand Rapids

[view event details](#) 

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Ann Arbor, MI 48103

Tel: 734.913.2000 | Fax: 734.913.2061 | Email: info@planningmi.org