

## 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.**

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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

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

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**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.

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

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

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

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

Diane Lyon, FOIA Coordinator



# Diane Lyon

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**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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](http://Michigan.gov/Vote) is accurate.

### Helpful Links



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](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



# 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](http://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](mailto: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](mailto:dlyon@cityofclare.gov), or by calling 989-424-4068.

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

Diane Lyon  
City Clerk

