

## AGENDA REPORT

TO: Mayor Pat Humphrey & Clare City Commissioners  
FROM: Diane Lyon, City Clerk  
DATE: April 11, 2024  
RE: \*Communications

For the Agenda of April 15, 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 15, 2024.**

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FOIA Requests & Responses: Tod Nichols; Helmer & Hopkins, Gld Management; Kenneth Merse; and Jeremy Rothig.

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

- Cemetery Clean-up Notice
- Bid Notice-Fire Department Garage Doors
- Cemetery Clean-up Notice
- MyMichigan Health Site Plan

*Attachments.* As noted above.



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

April 1, 2024

Tod Nichols  
Auto Owners Insurance  
21800 Haggerty Rd., Ste 107  
Northville, MI 48167-9051

Phone: 866-488-1550  
Email: [Nichols.tod@aoins.com](mailto:Nichols.tod@aoins.com)

RE: **Freedom of Information Act ("FOIA") Request Response to FOIA #2024-021**

1. Your request for public record(s) under the Michigan Freedom of Information Act ("FOIA") received in this office on December 5, 2023, for the following records is acknowledged and is hereby granted in part: **The complete officer narrative, the accident reconstruction report, and any available dash cam/body cam footage, #23-637.** All non-exempt information is being provided to you at this time. Some information is redacted under the provisions of **MCL 15.243 Section 13(1)(a) and 13(1)(b)(v).**

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

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

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

A handwritten signature in black ink that reads "Diane M. Lyon".

Diane M. Lyon  
City Clerk & Freedom of Information Coordinator

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





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

April 2, 2024

Jennifer Helmer/Kathy Hopkins  
Briarwood Apts/Gld Management  
[CountrySide2@gldmanagement.com](mailto:CountrySide2@gldmanagement.com)

989-386-6441  
989-283-7487

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

Your request for public record(s) under the Michigan Freedom of Information Act ("FOIA"), dated March 27, 2024, and received March 27, 2024, for the following records is acknowledged: Police reports from the last 30 days pertaining to Brandi Hovis/Corbin Rose, 304 Briarwood Apt. 216, Clare MI 48617.

Your request for information is hereby **Granted. A copy of the fee schedule is attached along with the documentation.**

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

  
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Diane M. Lyon, FOIA Coordinator

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## Diane Lyon

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**From:** FOIA@cityofclare.gov  
**Sent:** Wednesday, April 10, 2024 2:32 PM  
**To:** FOIA  
**Subject:** New submission from Request for Examination or Copy of Records (FOIA)

### Requestor Information

**Name**

Jeremy Rothig

**Date of Birth**

08/19/1993

**Street Address**

701 S Elmwood Ave Ste 19

**City**

Traverse City

**State**

MI

**Zip Code**

49684

**Daytime Phone:**

(989) 245-2937

**Email**

[rothigj@michigan.gov](mailto:rothigj@michigan.gov)

### Request Information

**Date/Time of Incident:**

03/14/2024

**Type of Incident:**

lost child

**Location of Incident:**

11173 Deer Lake Clare, MI

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

Minor child, Calvin Cartwright had gotten out of his daycare. Ms. Teresa Gaffner is the daycare provider.

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

Inspection

# Diane Lyon

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**From:** FOIA@cityofclare.gov  
**Sent:** Wednesday, April 10, 2024 7:44 PM  
**To:** FOIA  
**Subject:** New submission from Request for Examination or Copy of Records (FOIA)

## Requestor Information

### Name

kenneth mense

### Date of Birth

06/29/1967

### Street Address

108sw chestnut ave

### City

iroquois

### State

Illinois

### Zip Code

60945

### Daytime Phone:

(815) 383-5156

### Email

[kmense1967@gmail.com](mailto:kmense1967@gmail.com)

## Request Information

### Date/Time of Incident:

04/07/2024 around 7pm

### Type of Incident:

arrest

### Location of Incident:

city of clare. a tobacco store

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

Josh rayan grant and Conner Adrian grant . I am requesting their arrest report for the date of 04/07/2024

### 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):**

## **Notice of Cherry Grove Cemetery Spring Cleanup**

Please take notice that the annual Cherry Grove Cemetery Spring Cleanup is scheduled for April 1-15, 2024. In accordance with the Rules & Regulations, any person having winter decorations they wish to keep should remove them prior to April 1, 2024; and spring/summer decorations may be placed after April 15<sup>th</sup>. Thank you.

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

Luke Potter, Director of Public Works



## **BID NOTICE**

The City of Clare is accepting sealed bids for insulated overhead doors, commercial door controls, and curtains for the Clare Fire Department. Specifications may be obtained from Fire Chief Jim Chapman.gov, or (989) 386-2151. Sealed bids should be submitted to:

City of Clare  
**Sealed Bid: Fire Department Overhead Doors**  
202 West Fifth Street  
Clare, MI 48617

Sealed bids will be accepted until 10:00 am on Monday, April 29, 2024, at which time the bids will be opened. The City of Clare reserves the right to accept and/or reject any and/or all bids. Postmarks will not be accepted.

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

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

### 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

### CITY OF CLARE PUBLIC NOTICE

The City of Clare Planning Commission will hold a public hearing on Wednesday, May 8, 2024, at 6:30 p.m. at 202 W. Fifth St., Clare, Michigan, to receive public comment pertaining to the site plan application of MyMichigan Medical Center Clare for the proposed revitalization of the facility located at 703 N. McEwan Street, Clare, Michigan. The Planning Commission will accept comments at the hearing or in writing if the written comments are received by the City Clerk not later than 5:00 p.m. on the date of the hearing. A copy of the site plan application is available for review in the City Clerk's Office. The City of Clare is an equal opportunity employer and provider.

**Diane Lyon**  
City Clerk



EQUAL HOUSING  
OPPORTUNITY

