

AGENDA REPORT

TO: Mayor Pat Humphrey & Clare City Commissioners
FROM: Diane Lyon, City Clerk
DATE: June 13, 2024
RE: *Communications

For the Agenda of June 17, 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 June 17, 2024.**

FOIA Requests & Responses: Smart Procure; Eva Laverty-Wilson; Zachary French; The Warren Group.

Jurisdictional Transfer: Notice has been submitted to the Office of the Great Seal regarding the jurisdictional transfer of 505 Witbeck Drive from Grant Township to the City.

Mobile Food Distribution: July's free Drive-Thru Mobile Food Distribution will take place on Saturday, July 13 at the Clare County Fairgrounds. Registration starts at 9:00 am.

Mid-Michigan Veterans Benefit Fair: Michigan Veterans Affairs and Clare Veterans Services will sponsor the event on July 18, 2024, from 10 am – 2 pm at Larson Elementary School in Harrison, MI.

Charter Communications Upcoming Changes: Charter has announced changes to their channel line-up.

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

- The Summer Tax Notice has been submitted for publication.

Attachments. As noted above.

Jennifer Kinberg

From: Ken Deloian <kdeloian@smartprocure.com>
Sent: Thursday, May 23, 2024 4:38 PM
To: FOIA
Cc: kdeloian@smartprocure.com
Subject: SmartProcure FOIA Request to Clare City For PO/Vendor Information
Attachments: DATA SAMPLE.csv

Good afternoon Ms. Lyon,

SmartProcure is submitting a FOIA request to Clare City for any and all purchasing records from 2/21/2024 to current. The request is limited to readily available records without physically copying, scanning, or printing paper documents. Any editable electronic document is acceptable.

Please advise as to the cost, if any, before any charges are incurred by your Agency.

As means of an example, please see the attached file we have received before from your Agency.

The specific information requested from your record-keeping system is:

1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number
2. Purchase date
3. Line item details (Detailed description of the purchase)
4. Line item quantity
5. Line item price
6. Vendor ID number, name, address, contact person and email address

As an added security and privacy measure, there will be a unique upload link for any new requests moving forward, including this one. We appreciate your assistance with this request. You may also attach the information to this email.

<https://upload.smartprocure.com/?id=c2RqPWEyYlZQMDAwMDAwNkdUVlIBMiZzdD1NSSZvcmc9Q2xhcmVDaXR5Jm9pZD01NTk0OQ%3D%3D>

If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.

If you have any questions, please feel free to respond to this email or I can be reached at the phone number below in my signature.

Best Regards,
Ken Deloian
Data Acquisition Specialist
SmartProcure
Direct: 561-609-6943

Email: kdeloian@smartprocure.com





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

May 28, 2024

Ken Deloian
SmartProcure Data Acquisition Specialist
5000 T-Rex Ave, Ste 200
Boca Raton FL 33431

561-609-6943
kdeloian@smartprocure.com

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

Your request for public record(s) under the Michigan Freedom of Information Act ("FOIA"), dated May 23, 2024, and received May 23, 2024 for the following records is acknowledged and your request is hereby **Granted** for the following information: Purchasing records from 02/21/24 through current 05/28/24. A Fee Schedule 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.

Jennifer Kinberg, Deputy City Clerk



Diane Lyon

From: FOIA@cityofclare.gov
Sent: Wednesday, May 22, 2024 4:15 PM
To: FOIA
Subject: New submission from Request for Examination or Copy of Records (FOIA)

Requestor Information

Name

Eva Lavery-Wilson

Date of Birth

05/14/1989

Street Address

7361 Calhoun Pl, Suite 310

City

Rockville

State

MD

Zip Code

20855

Daytime Phone:

(240) 514-0924

Email

elavery-wilson@historyassociates.com

Request Information

Date/Time of Incident:

N/A

Type of Incident:

Lead service line replacement

Location of Incident:

City of Clare

I am requesting the following record(s):

Records related to lead service line replacements that have utilized trenchless boring within the City of Clare. Lead service line replacements that used boring during the replacement were referenced in Clare City Commission meeting minutes dated July 6, 2020, page 4 of 5: <https://cityofclare.gov/wp-content/uploads/2022/10/070620.pdf>.

I am seeking records that indicate the scope of work that has been done, including, but not limited to: permits, assessments, specifications, plans, maps, descriptions of work, completion reports, as-built drawings, and project summaries that would indicate construction methods, project activities, and whether any lead pipe (full length or fragments) or lead components were abandoned in place during the replacement.

For this request, lead service lines and lead-component service lines are defined as public and private water service lines, water mains, or any potable water transmission pipe that is made of lead or contains lead components, such as (but not limited to) lead joints and lead goosenecks.

Thank you,
Eva Lavery-Wilson

I am requesting the above record(s) for:

Copying

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



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

June 4, 2024

Eva Laverty-Wilson
7361 Calhoun Pl, Ste. 310
Rockville, MD 20855

Phone (240) 514-0924
Elaverty-wilson@historyassociates.com

RE: FOIA Request #2024-042

Your request for public record(s) under the Michigan Freedom of Information Act ("FOIA"), dated May 22, 2024 for the following records is acknowledged and is hereby granted in part:

Records related to lead service line replacements that have utilized trenchless boring within the City of Clare. Lead service line replacements that used boring during the replacement were referenced in Clare City Commission meeting minutes dated July 6, 2020, page 4 of 5: <https://cityofclare.gov/wp-content/uploads/2022/10/070620.pdf>.

I am seeking records that indicate the scope of work that has been done, including, but not limited to: permits, assessments, specifications, plans, maps, descriptions of work, completion reports, as-built drawings, and project summaries that would indicate construction methods, project activities, and whether any lead pipe (full length or fragments) or lead components were abandoned in place during the replacement.

For this request, lead service lines and lead-component service lines are defined as public and private water service lines, water mains, or any potable water transmission pipe that is made of lead or contains lead components, such as (but not limited to) lead joints and lead goosenecks.

Pursuant to MCL 15.234 and the City of Clare's FOIA policy, a public body may charge a fee for the labor associated with fulfilling a Freedom of Information Act request when failure to do so will result in unreasonably high costs to the public body that are excessive and beyond the normal or usual amount for those services compared to the public body's usual FOIA requests.

To process your request, the City of Clare has provided an estimate of fees (attached) to provide the information. The City estimates a FOIA processing fee of \$69.94 to search for, retrieve, review, separate, examine material, and redact the requested records. Mailing of physical records will create an additional charge of approximately \$10.

Under Section 10a of the Freedom of Information Act, you have the right to appeal the fee to the head of the public body. We will begin locating and compiling the requested information upon receipt of the estimated fee. The City of Clare estimates a processing time of 10 business days after receipt of payment. If we do not receive the fee by Monday, July 1, 2024, this request will be considered abandoned, and the City of Clare will not be required to fulfill the request.

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

The City of Clare is an Equal Opportunity Provider and Employer



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 the reversal of the denial. Your appeal should be sent to the City of Clare – City Manager, 202 West Fifth Street, Clare, MI 48617-1490.

Sincerely,

Diane M. Lyon
Clare City Clerk & FOIA Coordinator

Diane Lyon

From: TWG Acquisitions <acquisitions@thewarrengroup.com>
Sent: Wednesday, June 5, 2024 11:37 AM
To: TWG Acquisitions
Subject: 2024 Summer Tax Roll Request
Attachments: Current Season Tax Roll Export using Cloud.docx; Exporting Current Season Tax roll.pdf

Good morning,

We are writing today to request your **2024 Summer Tax Roll in the BS&A format**. We cannot use the mortcomp format. The BS&A format will include the following files: ADJUST, INFO.EQ, LEGALS, NAMES, TAXES, VALUES

If there are costs involved in acquiring this information, I will need to get those approved prior to receiving any files, so please first reply with the cost, if any. I have attached instructions for the export for your convenience.

The tax roll requested can be sent in a digital format to my email listed above or upload the file to <https://twg-acquisitions.wetransfer.com/>

Thank you for your time and assistance.

Best,

Christina

Christina Doucette
Parcel Acquisitions Coordinator

THE WARREN GROUP
RE: Research | Market Analysis | Technical Due Diligence | The Commercial Deal | Supply Review

2 Corporation Way | Suite 250 | Peabody, MA 01960
617-896-5379 | cdoucette@thewarrengroup.com
[LinkedIn](#) | [Twitter](#) | [Facebook](#)

This communication is for its intended recipient only, and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If you are not the intended recipient or the employee or agent responsible for delivering this communication to the intended recipient, you are hereby notified that any unauthorized use, dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify The Warren Group immediately by telephone (617) 428-5100 or email reply, delete it from your system, and destroy any hard copy you may have printed. Thank you.



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

June 3, 2024

Zachary French

**2058 Lac Du Mont Drive
Haslett, MI 48840**

**Phone (517) 392-5820
Frenczachary3@gmail.com**

RE: **FOIA Request #2024-041 & 2024-045**

Your request for public record(s) under the Michigan Freedom of Information Act ("FOIA"), dated May 20, 2024 and again on May 28, 2024 for the following records is acknowledged and is hereby granted in part:

2024-041: I'm looking for a log of the call and the officer who answered the call and CTV footage of the outside of the police station and lobby area from 6:00pm to 7:15pm for court. I'm pretty sure it was officer Brandon, He was with another officer on 05/17/24 driving the newer Chevy Tahoe. He answered a call saying that there was a disturbance call from an Alana Sowers. who is my ex wife's mother. I do pick up and drop off in the Lobby and was unable to successfully do pick up and drop off due to being questioned by the officer due to the false call. I'm looking to either press charges for wasting the PD's time as well as use this most recent case as an example for court on how the defendant and her family use law enforcement to intimidate me from doing my simple duty of dropping off the defendants and I's daughter safely. **Request Denied, information as described does not exist.**

2024-045: Outside footage and Lobby footage with audio from 6:00pm-7:15pm. My ex wife's mother called an emergency call on me on behalf of my ex wife for dropping our daughter off for pick up and drop off (custody exchange) and this is a gross miss use of the 911 system and CPD's time and resources. I'm looking for this evidence and any Officer Notes on the situation so I can use it in court. **Request granted in part.**

Personal information that is exempt under MCL 15.243 Section 13.1(a) & (b)(iii) will be redacted.

To process your request, the City of Clare has provided an estimate of fees (attached) to provide the information. Records will be sent upon receipt of payment.

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

Diane M. Lyon, Clare City Clerk & FOIA Coordinator

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CITY OF CLARE

202 West Fifth Street | Clare, Michigan 48617-1490

Office 989.386.7541 | Fax 989.386.4508

www.cityofclare.org

June 05, 2024

CITY HALL

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

Office of the Great Seal
Michigan Department of State
Lansing Michigan 48918

Re: Transfer of property identified as 505 Witbeck, from Grant Township, Clare County, Michigan to the City of Clare, Michigan.

Dear Office of the Great Seal:

DEPARTMENT OF PUBLIC WORKS

Ph 989.386.2182 or
989.386.7541 x202
Fx 989.386.4508

The City of Clare and Grant Township entered into an Urban Cooperation Agreement (UCA) on September 9, 2008. The City of Clare and Grant Township have received and approved an Agreement for the Transfer of Property at 505 Witbeck on behalf of Mr. Juan S. Gauna, from Grant Township to the City of Clare as provided for under the UCA.

UTILITY BILLING

Ph 989.386.7541 x201

The City of Clare hereby requests that pursuant to the provisions of the agreement you amend the city's boundary and add the identified property to the City of Clare.

W/WWT PLANT

Ph 989.386.2321
Fx 989.386.2387

Copies of the following documents are enclosed for your records:

- A. Copy of Urban Cooperation Agreement between Grant Township and the City of Clare, MI.
- B. District II Transfer Agreement Request for Transfer from Mr. Juan S. Gauna.
- C. Survey of property to be transferred.
- D. City of Clare Public Notice Affidavit of Publication.
- E. Resolution 2024-027 approving the Property Transfer Agreement.
- F. Copy of signed Part II Agreement for Transfer.
- G. Grant Township Resolution 2024-10 approving the transfer request.

POLICE DEPT. NON-EMERGENCY

Ph 989.386.2121
Fx 989.386.0440

FIRE DEPT. NON-EMERGENCY

Ph 989.386.2151
Fx 989.386.3020

If you have any questions, please call me at (989) 424-4068.

Sincerely,

Diane M. Lyon
Clare City Clerk

**PARKS &
RECREATION**
Ph 989.386.7541 x213
Fx 989.386.4508

Cc: Grant Township Clerk
Jaynie Hoerauf, Clare City Attorney
Clare County Clerk

AIRPORT
Ph 989.386.0445
Fx 989.386.4508





Free Drive-Through Mobile Food Distribution

Greater Lansing Food Bank- Clare County

Saturday - July 13, 2024

Registration: Starts at 9:00 a.m.

Distribution: Starts at 10:00 a.m.

Clare County Fairgrounds

418 Fairlane St., Harrison, MI 48625

Please Note:

- Remember Line-up begins at 7:00 AM - NOT BEFORE!
- Don't forget your registration tag!
- 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.
- Everyone who is in need of food are welcome to participate.
- Volunteers are always appreciated.



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

The Greater Lansing Food Bank - Clare County Food is an equal opportunity provider

Presented by:
**MICHIGAN VETERANS AFFAIRS AGENCY and
CLARE COUNTY VETERANS SERVICES OFFICE**



MID MICHIGAN VETERANS BENEFIT FAIR



Register Here:

[HTTPS://MIDMI2024.EVENTBRITE.COM](https://midmi2024.eventbrite.com)

★ **18 JULY, 2024** ★
10AM TO 2PM

**CONNECTING VETERANS & THEIR FAMILIES TO THE
BENEFITS THEY HAVE EARNED**

Larson Elementary School
455 W Spruce St
Harrison, MI 48625



Choose VA

U.S. Department of Veterans Affairs
Veterans Health Administration
Aleda E. Lutz Medical Center, Saginaw, MI

EVENT HIGHLIGHTS:

**VA REPRESENTATIVES
VETERAN SERVICE OFFICERS
EDUCATION RESOURCES
EMPLOYMENT RESOURCES
HEALTH CARE RESOURCES**

**HOUSING RESOURCES
DD-214 RETRIEVAL
COMMUNITY NON-PROFITS
QUALITY OF LIFE RESOURCES
AND MUCH MORE!**



**VENDORS CONTACT: ERIC FISHER AT 989-270-9205
EMAIL: FISHERES@MICHIGAN.GOV
VETERANS CONTACT: KARL HAUSER AT 989-539-3273
EMAIL: HAUSERK@CLARECO.NET**



June 1, 2024

T3 P1 261 *****AUTO**ALL FOR AADC 480
City Of Clare
202 W. Fifth Street
Clare, MI 48617-1490



Re: Charter Communications - Upcoming Changes

Dear Franchise Official:

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

On or around July 1, 2024 Spectrum will launch the following channels:

- **Comedy.TV HD** - Spectrum Tier 1 channel, channel 490.
- **Weather en Espanol HD** - Spectrum Latino Tier, channel 327.
- **TUDN** on Spectrum Sports View & TV Select Plus, channels 331 & 830.

On or around July 8, 2024, Spectrum will remove Russian TV channels slated with the message "Programming is no longer available" including *CR1 Russia*, *CTC Russian Network*, *NTV America*, *Rossiya 24*, and *RTR Planeta* on channels 2657, 2658, 2659, 2660, 2661.

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

Sincerely,

Joan Movrich
Manager, Government Affairs - Michigan
Charter Communications

CITY OF CLARE
NOTICE OF 2024 SUMMER TAX DUE DATE

Summer Property Tax bills will be mailed out on July 1, 2024, and will be due, in accordance with City Charter, on September 3, 2024.

Tax payments may be mailed, paid online with a credit or debit card at www.cityofclare.org, a check or money order can be deposited in the entry way drop box at City Hall or paid in person during regular business hours at 202 W. Fifth St., Clare, Michigan 48617.

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

Vicki Corlew
Clare City Treasurer

