

AGENDA REPORT

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

For the Agenda of August 19, 2024

*Note: This is a Consent Agenda item and is considered routine by the City Commission. As such, this matter shall be automatically enacted by one motion with all other Consent Agenda items unless a Commissioner or citizen requests this item be individually discussed. In this event, it shall be removed from the Consent Agenda and considered and acted upon in its designated sequence on the approved Clare City Commission agenda of August 19, 2024.

FOIA Requests & Responses: WSP-Ashlee Charters; Alexander Caron, Dugan & Kirkpatrick, Deborah Bova; Deloitte.

September Mobile Food Distribution: A free drive-thru mobile food distribution will take place on September 7, 2024, from 9:00 am-11:30 am, at the Clare County Fairgrounds.

City Attorney's Retirement Party: Jaynie Hoerauf has served the city as the City Attorney since April 15, 1996. Jaynie has announced her retirement and a celebration event will be held on September 12, 2024, from 5-7 pm.

Attachments. As noted above.



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

August 5, 2024

DENIAL OF REQUEST FOR PUBLIC RECORD

Alexander Caron
132 E Grand River Rd
Brighton MI 48116

(810) 623-7798
acaron@michenv.com

RE: **FOIA Request #2024-067 via email dated 08/05/2024 for records related to environmental concerns for the property located at 9434 Terry St., Lake, MI 48632.**

X Your request as described is denied because it does not exist under information. The Village of Lake is not located in the City of Clare thus it is not within our jurisdiction.

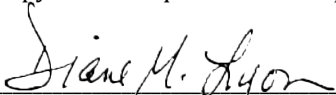
NOTICE: This correspondence constitutes a certification that the public records, as indicated, do not exist. You have the right to appeal this denial to the City Manager in writing that specifically states the word "APPEAL" and indicates the reason or reasons for reversal of the denial, or seek judicial review in the Circuit Court within 180 days of a final determination to deny a request. If the Court determines a public record is not exempt from disclosure, it shall order its release or production. The burden of proof in Court is on the public body. If the Court determines that the public body has been arbitrary and capricious in not disclosing a public record, it may award, in addition to actual and compensatory damages, punitive damages not exceeding \$500.00

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 M. Lyon, FOIA Coordinator

August 5, 2024
Date Denial Approved

The City of Clare is an Equal Opportunity Provider and Employer



Diane Lyon

From: FOIA@cityofclare.gov
Sent: Monday, August 5, 2024 12:11 PM
To: FOIA
Subject: New submission from Request for Examination or Copy of Records (FOIA)

Requestor Information

Name

Alexander Caron

Date of Birth

/1994

Street Address

132 E Grand River Rd

City

Brighton

State

MI

Zip Code

48116

Daytime Phone:

Email

acaron@michenv.com

Request Information

Date/Time of Incident:

NA

Type of Incident:

NA

Location of Incident:

NA

I am requesting the following record(s):

I am requesting any records related to environmental concerns for the property located at 9434 Terry St., Lake, MI 48632.

I am requesting the above record(s) for:

Inspection



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

August 5, 2024

Andrew P. Kirkpatrick
503 South Jackson Street
Jackson MI 49203

RE: FOIA# 2024-062. Any and all incident reports/records/videos related to a vehicle/motorcycle hit and run OWI accident that occurred on or about July 18, 2024, involving Joseph Richard Ousley and Jessica Lynn Ousley. All non-exempt information is being provided to you at this time. Some information has been redacted under the provisions of **MCL 15.243 Section 13(1)(a); 15.243 (1)(l); 15.243 (1)(u); and LEIN 28.214.**

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. 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:

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

Diane M. Lyon
City Clerk & Freedom of Information Coordinator

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Diane Lyon

Subject: FW: 406 E 5th Street

From: Charters, Ashlee <ashlee.charters@wsp.com>

Sent: Wednesday, August 7, 2024 5:10 PM

To: assessor

Cc: Miller, Greg

Subject: RE: 406 E 5th Street

Hello,

Is it possible to also get historical assessor cards for the properties located at 408 E 4th street, and 403 E 4th street, they are part of our investigation.

Thank you,

Ashlee



Ashlee Charters, CPG

Technical Professional - Geology

T+ 1 231-922-9050

M+ 1 231-944-9403

WSP USA

41 Hughes Drive

Traverse City, Michigan 49696

wsp.com

From: Charters, Ashlee
Sent: Wednesday, August 7, 2024 12:47 PM
To: assessor@cityofclare.gov
Subject: 406 E 5th Street

Hello,

I am looking for historical tax assessor cards for the property located at 406 E 5th Street. Looking for assessor cards starting in the 1950's until present, especially any with photos. WSP is currently working with the Michigan Department of Environmental, Great Lakes and Energy to clean up the Site. Please let me know if you need anything additional.

Thank you,

Ashlee



Ashlee Charters, CPG

Technical Professional - Geology

T+ 1 231-922-9050

M+ 1 231-944-9403

WSP USA

41 Hughes Drive

Traverse City, Michigan 49696

wsp.com

NOTICE: This communication and any attachments ("this message") may contain information which is privileged, confidential, proprietary or otherwise subject to restricted disclosure under applicable law. This message is for the sole use of the intended recipient(s). Any unauthorized use, disclosure, viewing, copying, alteration, dissemination or distribution of, or reliance on, this message is strictly prohibited. If you have received this message in error, or you are not an authorized or intended recipient, please notify the sender immediately by replying to this message, delete this message and all copies from your e-mail system and

Diane Lyon

Subject: FW: Request for Business Personal Property Workpapers

From: Walker, Jocelyn <jocwalker@deloitte.com>

Sent: Monday, August 12, 2024 5:51:58 PM

To: assessor

Subject: Request for Business Personal Property Workpapers

Request for Assessor Workpapers

Attn: County

Owner(s): **Quidel Corporation**
Ortho-Clinical Diagnostics, Inc.

Account Number(s): ALL

To properly assign and allocate the rendered assets and values to the correct assessor account number, we are requesting a copy of the assessment workpapers electronically on the referenced client and account number(s).

If possible, please submit the workpapers in Excel format at your earliest convenience.

Please include the following information in your workpapers:

- Account Number
- Asset ID/Number
- Reported Cost
- Assessed Value
- Estimated Tax Rate (if available)
- Appeal Deadlines (if available)

Your immediate assistance will be greatly appreciated.

Please feel free to respond back to this email or contact us at usquidelorthopropertytax@deloitte.com.

Thank you,



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www.cityofclare.org
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August 5, 2024

DENIAL OF REQUEST FOR PUBLIC RECORD

Deborah Bova
400 Story Brook Ct, Ste. 2N
Newburgh NY 12550

(845) 522-5813
debbova@dollargeneral.com

RE: **FOIA Request #2024-055 via email dated 07/02/2024. crash report from 8/1/24 at 1:30am that happened near the Dollar General @ 303 W 5TH ST, CLARE, MI 48617. The accident involved a driver who hit the electric poles and took out the power to the store. Report #Case# 24-214-1**

X Your request as described is denied because it does not exist under information in the City of Clare. You may want to contact the Clare County Sheriff's Department to request the report as it is their case number.

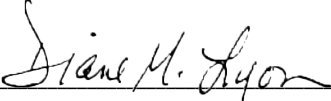
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Diane M. Lyon, FOIA Coordinator

August 5, 2024
Date Denial Approved

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Diane Lyon

From: FOIA@cityofclare.gov
Sent: Friday, August 2, 2024 11:49 AM
To: FOIA
Subject: New submission from Request for Examination or Copy of Records (FOIA)

Requestor Information

Name

Deborah Bova

Date of Birth

/1983

Street Address

400 Stony Brook Ct Suite 2N

City

Newburgh

State

NY

Zip Code

12550

Daytime Phone:

Email

debbova@dollargeneral.com

Request Information

Date/Time of Incident:

8/1/2024

CPD Comp #:

Case# 24-214-1

Type of Incident:

1:30 am

Location of Incident:

near Dollar General #20200 at 303 W 5TH ST CLARE, MI 48617

I am requesting the following record(s):

I am looking for a crash report from 8/1/24 at 1:30am that happened near the Dollar General @ 303 W 5TH ST, CLARE, MI 48617
The accident involved a driver who hit the electric poles and took out the power to the store
Report #Case# 24-214-1

Free Drive-Through Mobile Food Distribution

Greater Lansing Food Bank- Clare County

Saturday - September 7, 2024

Registration: Starts at 9:00 a.m.

Distribution: 10:00 a.m. - 11:30 a.m.



Clare County Fairgrounds

418 Fairlane St., Harrison, MI 48625

GREATER LANSING
foodbank




AMERICA



clarecofood@gmail.com

Please Note:

- Remember Line-up begins at 7:00 AM - NOT BEFORE!
- Don't forget your registration tag! 
- Anyone in need of food can attend a GLFB mobile distribution.
- You do not need to provide identification or proof of residency to receive food.
- If you are unable to attend a distribution, someone else may pick up food on your behalf.
- Drivers and passengers are required to stay in vehicles at all times. Restrooms are not available.
- Food will be placed in your trunk or backseat.
- If you are feeling sick, please stay home and arrange for someone to pick up food for you.
- 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





CELEBRATE THE

Retirement of

JAYNIE

HOERAUF

DESSERTS WILL BE SERVED

SEPTEMBER


THURSDAY | **12** | 5-7 PM

2024

HOERAUF & NEVILL, P.C.
601 BEECH ST
CLARE, MI 48617

We can't wait to celebrate with you!

PLEASE RSVP BY AUG. 29TH WITH OUR OFFICE BY CALLING
(989) 386-3434 OR EMAILING MONTANA@HOERAUFLAW.COM



JAYNIE HAS
REQUESTED NO
GIFTS. YOUR
PRESENCE IS
PRESENT ENOUGH.

