

AGENDA REPORT

TO: Mayor Pat Humphrey & Clare City Commissioners
FROM: Diane Lyon, City Clerk
DATE: January 30, 2025
RE: *Communications

For the Agenda of February 3, 2025

***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 February 3, 2025.**

FOIA Requests & Responses: Robert Perry; and Open the Books.

DTE Energy Hearing: The Michigan Public Service Commission (MPSC) will hold a public hearing on February 12, 2025, to consider the approval of a Gas Cost Recovery Plan, 5-year Forecast and Monthly GCR Factor for the 12 months ending March 31, 2026.

Clare County Mobile Food Bank-February 2025: The February Drive-Thru Mobile Food Bank Distribution will take place February 1, 2025, at the Clare County Transit Building, 1473 Transportation Drive, Harrison, MI. Line-up begins at 7:00 am.

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

- Sealed Bid Notice for a General Contractor for the DPW Garage Repairs.
- Sealed Bid Notice for a Water Main Replacement.
- Sealed Bid Notice for Well 8 Rehab.
- Let Water Run Notice.

Attachments. As noted above.

Jennifer Kinberg

From: FOIA@cityofclare.gov
Sent: Monday, January 27, 2025 11:50 AM
To: FOIA
Subject: New submission from Request for Examination or Copy of Records (FOIA)

Requestor Information

Name

Robert Perry

Birth Year

1,962

Street Address

1930 Autumn Dr

City

Farwell

State

Michigan

Zip Code

48622

Daytime Phone:

(941) 779-5449

Email

perry_robert54@yahoo.com

Request Information

Date/Time of Incident:

August 2023

Type of Incident:

Neighbor dispute

Location of Incident:

11173 Deer Lake St Clare,MI 48617

I am requesting the following record(s):

Police reports both city police and county sheriff responded even though it is a county address.

I am requesting the above record(s) for:

Copying



CITY OF CLARE

202 West Fifth Street | Clare, Michigan 48617-1490
Office 989.386.7541 | Fax 989.386.4508
www.cityofclare.gov

January 30, 2025

Robert Perry
1930 Autumn Drive
Farwell, MI 48622

Phone (989) 779-5449
perry_robert54@yahoo.com

RE: **FOIA Request #2025-010**

Your request for public record(s) under the Michigan Freedom of Information Act ("FOIA"), dated January 23, 2025, for the following records is acknowledged and is hereby granted in part: **Police reports both city police and county sheriff for neighbor dispute in August 2023 at 1175 Deer Lake Street, Clare, MI 48617.**

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

The City of Clare's FOIA Procedures and Guidelines and Summary are 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:

- (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.

Jennifer Kinberg
Deputy City Clerk & FOIA Coordinator Assistant

From: Michigan@OpenTheBooks.com <Michigan@OpenTheBooks.com>

Sent: Thursday, January 23, 2025 2:54 PM

To: Diane Lyon <DLyon@cityofclare.gov>

Subject: New FOIA - City of Clare submitted on 01/23/2025

01/23/2025

Diane Lyon

Pursuant to the FOIA, this is a request for a copy of the following records: An electronic file (ie Excel, PDF, Word) of any and all City of Clare employees including part-time, temporary, seasonal employees and elected officials for year of 2024 (fiscal or calendar year). Each employee record should contain the year of compensation, first name, middle initial, last name, hire date (mm-dd-yyyy), base salary amount, bonus amount, overtime amount, gross annual wages and position title.

The principal purpose of this is to make this information more accessible to the public and to access and disseminate information regarding the health, safety, and welfare of the general public. This request is not principally for personal or commercial benefit. Our agency is just exercising the general rights of the public. For these reasons, we are requesting a waiver of fees. If there is a charge for this service, please obtain my approval in writing prior to proceeding with request.

All documents can be e-mailed to Michigan@OpenTheBooks.com or mailed in electronic format (preferred format would be .csv or .xls). If any documents are not provided in the format specified, please provide the state or federal statutes relied upon for that decision. If any record or portion of a record responsive to this request is contained in a record or portion of a record deemed unresponsive to the request, I would like to inspect the entire document. Under the Open Records Act/Freedom of Information Act, all non-exempt portions of any partially-exempt documents must be disclosed. If any records or portions of records are withheld, please state the exemption on which you rely, the basis on which the exemption is invoked, and the name of the individual responsible for the decision.

Thank you for your prompt consideration of my request. If you have any questions, or if I can be of any assistance, please e-mail me at Michigan@OpenTheBooks.com.

Sincerely,

Christopher Schreiner
American Transparency
P.O. Box 970999
Boca Raton, FL 33497-0999



CITY OF CLARE

202 West Fifth Street | Clare, Michigan 48617-1490
Office 989.386.7541 | Fax 989.386.4508
www.cityofclare.gov

January 29, 2025

Christopher Schreiner
American Transparency
michigan@openthebooks.com
Boca Raton, FL 33497-0999

RE: **Freedom of Information Act (“FOIA”) Request Response – FOIA #2025-009**

Your request for public record(s) under the Michigan Freedom of Information Act (“FOIA”), as stated in your email dated January 23, 2025, and received on January 23, 2025, for an electronic file (ie Excel, PDF, Word) of any and all City of Clare employees including part-time, temporary, seasonal employees and elected officials for year of 2024 (fiscal or calendar year). Each employee record should contain the year of compensation, first name, middle initial, last name, hire date (mm-dd-yyyy), base salary amount, bonus amount, overtime amount, gross annual wages and position title is hereby **Granted in Part**, as elected officials are not compensated per chapter 3, section 3.4 of the city’s charter.

A fee schedule is attached. Under Section 10a of the Freedom of Information Act, you have the right to appeal the fee to the public body.

The City of Clare’s FOIA Procedures and Guidelines and Summary are 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:

- (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.

Please forward all future FOIA requests to FOIA@cityofclare.gov.

Jennifer Kinberg
Deputy City Clerk & FOIA Coordinator Assistant



CITY TREASURER
CITY OF CLARE, CLARE COUNTY
202 W. 5TH STREET
CLARE, MI 48617

**BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION NOTICE
OF HEARING
FOR THE GAS CUSTOMERS OF
DTE GAS COMPANY
CASE NO. U-21608**

- DTE Gas Company requests Michigan Public Service Commission for approval of a Gas Cost Recovery Plan, 5-year Forecast and Monthly GCR Factor for the 12 months ending March 31, 2026.
- The information below describes how a person may participate in this case.
- You may call or write DTE Gas Company One Energy Plaza, Detroit, MI 48226, 800-477-4747, for a free copy of its application. Any person may review the documents at the offices of DTE Gas Company or on the Commission's website at: <https://mi-psc.my.site.com/s/>.
- A pre-hearing will be held:

DATE/TIME: Wednesday, February 12, 2025 at 10:00 AM

BEFORE: Administrative Law Judge Sally L. Wallace

LOCATION: Video/Teleconference

PARTICIPATION: Any interested person may participate. Persons needing any assistance to participate or who are seeking access to the video/teleconference should contact the Administrative Law Judge's secretary at (517) 284-8130 or by email at LARA-MOHR-PSC@michigan.gov in advance of the hearing.

The Michigan Public Service Commission (Commission) will hold a pre-hearing to consider DTE Gas Company's (DTE Gas) December 20, 2024 application requesting the Commission to: 1) approve a maximum base Gas Cost Recovery (GCR) factor of \$3.84 per Mcf that can be adjusted to a new maximum GCR rate by the monthly NYMEX-based contingency factor matrix, to be reflected in DTE Gas's monthly gas customer billings beginning April 1, 2025, and continuing through March 31, 2026, and further approves a Supplier of Last Resort (SOLR) Reservation Charge of an additional \$0.36 per Mcf that is billed to GCR customers while the Reservation Charge billed to Gas Cost Choice customers will be \$0.24 per Mcf; 2) find that DTE Gas's 5-Year (April 2025–March 2030) Forecast of Gas Requirements, Supplies and Costs, and Gas Supply Plan does not include any cost items that the Commission would be unlikely to permit DTE Gas to recover in the future; and 3) grant DTE Gas other and further relief as the Commission may find appropriate.

All documents filed in this case shall be submitted electronically through the Commission's E-Dockets website at: <https://mi-psc.my.site.com/s/>. Requirements and instructions for filing can be found in the User Manual on the E-Dockets help page. Documents may also be submitted, in PDF format, as an attachment to an email sent to: mpscedockets@michigan.gov. If you require assistance prior to e-filing, contact Commission staff at (517) 284-8090 or by email at: mpscedockets@michigan.gov.

Any person wishing to intervene and become a party to the case shall electronically file a petition to intervene with this Commission by February 5, 2025. (Interested persons may elect to file using the traditional paper format.) The proof of service shall indicate service upon DTE Gas Company's attorney, Carlton D. Watson, One Energy Plaza, 1650 WCB, Detroit, MI 48226.

The prehearing is scheduled to be held remotely by video conference or teleconference. Persons filing a petition to intervene will be advised of the process for participating in the hearing.

Any person wishing to appear at the hearing to make a statement of position without becoming a party to the case may participate by filing an appearance. To file an appearance, the individual must attend the hearing and advise the presiding administrative law judge of their wish to make a statement of position. Mich Admin Code, R 792.10413 (Rule 413).

Any person wishing to file a public comment may do so by filing a written statement in this docket. The written statement may be mailed or emailed and should reference Case No. **U-21608**. Statements may be emailed to: mpscedockets@michigan.gov. Statements may be mailed to: Executive Secretary, Michigan Public Service Commission, 7109 West Saginaw Hwy., Lansing, MI 48917.

All information submitted to the Commission in this matter becomes public information, thus available on the Michigan Public Service Commission's website, and subject to disclosure. Please do not include information you wish to remain private. For more information on how to participate in a case, you may contact the Executive Secretary at the above address or by telephone at (517) 284-8090.

Requests for adjournment must be made pursuant to Michigan Office of Administrative Hearings and Rules R 792.10422 and R 792.10432. Requests for further information on adjournment should be directed to (517) 284-8130.

The Utility Consumer Representation Fund has been created for the purpose of aiding in the representation of residential utility customers in various Commission proceedings. Contact the Chairperson, Utility Consumer Participation Board, Department of Licensing and Regulatory Affairs, P.O. Box 30004, Lansing, Michigan 48909, for more information.

Jurisdiction is pursuant to 1909 PA 300, as amended, MCL 462.2 et seq.; 1919 PA 419, as amended, MCL 460.54 et seq.; 1939 PA 3, as amended, MCL 460.1 et seq.; 1969 PA 306, as amended, MCL 24.201 et seq.; 1982 PA 304, as amended, MCL 460.6h et seq.; and Parts 1 & 4 of the Administrative Hearing Rules of the Michigan Office of Administrative Hearings and Rules, Mich. Admin Code, R 792.10106(2), (3), (4), (5), (6), and (7); R 792.10121; and R 792.10401 through R 792.10448.

U-21608

Free Drive-Through Mobile Food Distribution

Greater Lansing Food Bank- Clare County

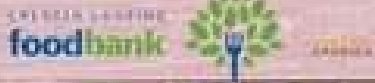
Saturday - February 1, 2025

Registration: Starts at 9:00 a.m.


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

Clare County Transit Building

1473 Transportation Dr., Harrison MI 48625



Please Note:

- Remember Line-up begins at 7:00 AM - NOT BEFORE!
- LIMIT OF 6 FAMILIES PER VEHICLE
- 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





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

2025 General Contractor – DPW Garage Repairs

The City of Clare is accepting sealed bids for a 2025 General Contractor to oversee and schedule repair to block wall and garage door at the DPW Garage. Specifications may be obtained at the City of Clare, 202 W. Fifth St., Clare MI 48617, or by contacting DPW Director Luke Potter at 989-424-4072 or 989-329-5092. Sealed bids will be accepted on or before Monday, February 10, 2025, at 2:00 p.m. and must be submitted to:

City of Clare

SEALED BID:

2025 General Contractor – DPW Garage

202 West Fifth Street

Clare, MI 48617

The City of Clare is an equal opportunity employer and provider. The City reserves the right to accept and/or reject any and/or all bids.

Luke Potter, DPW Director





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

2025 Water Main Replacement

The City of Clare is accepting sealed bids for 2025 Water Main Replacement. Specifications may be obtained at the City of Clare, 202 W. Fifth St., Clare MI 48617, or by contacting DPW Director Luke Potter at 989-424-4072 or 989-329-5092. Sealed bids will be accepted on or before Monday, February 10, 2025, at 2:00 p.m. and must be submitted to:

City of Clare
SEALED BID:
2025 Water Main Replacement
202 West Fifth Street
Clare, MI 48617

The City of Clare is an equal opportunity employer and provider. The City reserves the right to accept and/or reject any and/or all bids.

Luke Potter, DPW Director





CITY OF CLARE

202 West Fifth Street | Clare, Michigan 48617-1490

Office 989.386.7541 | Fax 989.386.4508

www.cityofclare.org

CITY HALL

Ph 989.386.7541

Fx 989.386.4508

www.cityofclare.org

Manager x102

Assessor x103

Clerk x106

Treasurer x107

City of Clare – Well 8 Rehabilitation

The City is accepting bids to rehabilitate Well 8. For additional information please contact Dale Clark, Director of Water Treatment for the City of Clare at dclark@cityofclare.gov or 989-424-4095. Proposals are to be placed in a sealed envelope mailed or delivered to the City Hall, and clearly marked “sealed bid well 8 Rehabilitation” at the address below.

DEPARTMENT OF PUBLIC WORKS

Ph 989.386.2182 or

989.386.7541 x202

Fx 989.386.4508

City of Clare Water treatment Department

Sealed Bid

Well 8 Rehabilitation Proposal

202 W Fifth Street

Clare, MI 48617

UTILITY BILLING

Ph 989.386.7541 x201

Proposals are due at City Hall on 1/30/25 at 10:00 am.

W/WWT PLANT

Ph 989.386.2321

Fx 989.386.2387

The City reserves the right to reject any and all proposals, to waive irregularities and nonconformities in proposals, to accept and reject proposals based on what the City Council deems is in the best interests of the City, to negotiate with the selected contractor, and to award a contract as the City Council deems is in the best interests of the City. This may not necessarily be the lowest bidder.

POLICE DEPT. NON-EMERGENCY

Ph 989.386.2121

Fx 989.386.0440

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

FIRE DEPT. NON-EMERGENCY

Ph 989.386.2151

Fx 989.386.3020



Equal Housing
Opportunity

PARKS & RECREATION

Ph 989.386.7541 x213

Fx 989.386.4508

AIRPORT

Ph 989.386.0445

Fx 989.386.4508





ATTENTION

THE CITY OF CLARE IS NOW UNDER A 'LET RUN' WATER STATUS DUE TO EXCESSIVELY DEEP FROST LEVELS & EXTREME COLD. 'LET RUN' CONSISTS OF THE FOLLOWING:

1. The City of Clare is NOT responsible for thawing frozen water lines!
2. Water is to be run from the time the consumer is informed by Clare DPW until the City notifies you to stop the 'let run'. The water is to be run 24 hours a day, a stream the size of a pencil lead or slightly larger (between 1/8 and 1/4").
3. The Customer is liable to pay all charges relating to the thawing of water lines if water freezes after being placed on the 'let run' order.
4. Your water bill (during this let run period) will be averaged on your past consumption. Warning: **Do not shut the water off** until directed to do so by the City of Clare. Be especially careful in the springtime - with the sun out daily, it tends to drive the frost down deeper, not out as many people believe!
5. If you have questions about this 'let run' order, please call the Utility Billing department at 989-424-4071.

◆◆◆IMPORTANT◆◆◆

DO NOT SHUT YOUR WATER OFF UNTIL NOTIFIED TO DO SO BY THE CITY OF CLARE!



LET WATER RUN NOTICE



**The City of Clare has issued a 'Let Water Run' order.
Please do the following to ensure your water lines do not freeze:**

- Water is to run 24 hours a day from ONE faucet.
- Stream is to be the size of a pencil lead or slightly larger.
- Do NOT shut water off until directed to do so by the City of Clare.
- The City of Clare is NOT responsible for thawing frozen water lines.
- Water bill will be averaged on past consumption during the 'Let Run' order.

Contact the Utility Billing Department for questions about the 'Let Run' order at:
(989) 424-4071.