

AGENDA REPORT

TO: Mayor Pat Humphrey & Clare City Commissioners
FROM: Diane Lyon, City Clerk
DATE: April 17, 2025
RE: *Communications

For the Agenda of April 21, 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 April 21, 2025.**

FOIA Requests & Responses: AKT Peerless Environmental, Tom Dunn.

DTE Public Notice: DTE has provided information on Natural Gas Pipeline Safety.

Department of Great Lakes & Energy (EGLE): EGLE has sent out notification to owners of campgrounds regarding permanent residency in campgrounds.

Charter Communications Programming Change: Charter has provided notice of programming changes.

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

- Single Lot Assessment notice of hearing

Attachments. As noted above.



ASSESSING and BUILDING DEPARTMENTS FOIA

DATE: April 17, 2025
CONTACT: Assessing and Building Departments
MUNICIPALITY: City of Clare
TITLE: FOIA Response Division

TARGET PROPERTY: West Industrial Parkway, Clare Michigan (18-002-10-013-20)
PROJECT NUMBER: 20109s-1-17

AKT Peerless is conducting a Phase I Environmental Site Assessment on the above-referenced property. I am requesting the following information:

1. Historical and current assessing record cards for the parcel(s)
2. A list of building permits, as applicable
3. Demolition dates of former structures, as applicable
4. Any other applicable historical information

Please don't hesitate to contact me if you have any questions.

I thank you for your time,

Jaclyn Oliver
AKT Peerless Environmental Services
P (989) 754-9896 | C (989) 751-6976
oliverj@aktpeerless.com



FIRE DEPARTMENT FOIA

DATE: April 17, 2025
CONTACT: Clare Fire Department
MUNICIPALITY: City of Clare
TITLE: FOIA Response Division

TARGET PROPERTY: West Industrial Parkway, Clare Michigan (18-002-10-013-20)
PROJECT NUMBER: 20109s-1-17

Please provide the following documentation (as applicable) regarding the above referenced target Property.

1. Reports of releases/spills of hazardous substances or petroleum products on or near the Property.
2. Records of underground storage tanks (USTs) or aboveground storage tanks (ASTs) located on or near the Property.
3. Records regarding historical operations on the Property pertaining to hazardous materials and/or operations, if known.
4. Response reports of fires at the Property or neighboring properties.
5. Reports on the current use and storage of hazardous materials on the Property, as applicable.

DATE COMPLETED _____ COMPLETED BY _____

Diane Lyon

From: Tom Dunn <tomdun@gmx.com>
Sent: Thursday, April 17, 2025 12:13 PM
To: info; Diane Lyon
Subject: FOIA REQUEST

City Clerk

202 W. Fifth St.

Clare MI 48617

Dear FOIA Officer:

4-17-2025

This is a formal request under the Michigan Freedom of Information Act (FOIA), P.A. 442 of 1976 as amended; Open Meetings Act, P.A. 267 of 1976 as amended; Privacy Act of 1974 [Public Law 93-579]; and Title 5 U.S.C. §552 & §552(a) [Public Law 104-98].

I request to *view/copy*, or upon further request receive certified copies of the requested documentation, as prescribed in M.C.L. 15.233 §3(1)(2)(5) of the FOIA. A copy of **any and all documents, including records, reports, logs, letters, memoranda, notes of telephone conversations, journal entries, e-mails, faxes, or any other documentation of any kind pertaining to the following:**

Requested Document:

1. ASSESSOR APPLICATION FOR PROPERTY TAX EXEMPTION STATUS; PLEASE PROVIDE A COMPLETE LIST OF PROPERTIES THAT THIS APPLICATION WAS SENT FOR 2025 EXEMPTIONS WITHIN THE CITY OF CLARE BY ASSESSORS OFFICE.
2. Provide names and addresses of Board of Review Members for 2025 review and their Oaths of Office.

3. Provide all documents as above for reasons that the religious exemption was not extended to 2025 and declined for no change of parcel 051-300-037-00 taxes.

If you claim an exemption and deny my request in whole or in part, you must provide me with factually based reasons for your decision. You are also obligated to separate or redact exempt materials from nonexempt materials and disclose the latter.

If no such documents exist or are unavailable, please disclose such in writing and signed by an authorized official.

I will expect your response to my request within (5) five business days. Thank you.

Email response acceptable to: tomdun@gmx.com

Sincerely

/s/ Thomas Dunn, Pastor

Yahweh's Liberty & Freedom Church, 425 Cottage Ave., Clare, Michigan 48617

989-709-8079 email tomdun@gmx.com

This transmission is intended to be delivered only to the named addressee(s) and may contain information that is confidential, proprietary, attorney work-product or attorney-client privileged. If this information is received by anyone other than the named addressee(s), the recipient should immediately notify the sender by E-MAIL and by telephone 989-709-8079. In no event shall this material be read, used, copied, reproduced, stored or retained by anyone other than the named addressee(s) Thanks.



DTE

Natural Gas Pipeline Safety

Public Officials: What You Need To Know

Be Safe and Report

If a pipeline leak or emergency occurs, from a safe distance, call 911
and then DTE Energy at 800.947.5000





Dear Public Official,

For more than a century, DTE Energy has maintained a safe and reliable natural gas delivery system for its customers. Today, that commitment continues.

We deliver natural gas to 1.3 million families and businesses in a 20,000 square-mile service area. This vast network of underground pipelines carries clean-burning natural gas from production and storage facilities to residential and business customers throughout Michigan. It also helps to fuel our economy and way of life.

DTE diligently monitors thousands of miles of natural gas pipelines. We inspect gas delivery systems, both by air and land, to look for evidence of a pipeline leak or damage. In fact, U.S. Department of Transportation records show that pipelines consistently have the highest safety record among all major transportation systems.

Since DTE Energy's natural gas pipelines run underneath roadways and through yards and parking lots in your community, we need your cooperation to continue this stellar safety record. Please keep the areas around and above these pipelines clear of trees, extra soil, roads, trees, shrubs, swimming pools, decks, sheds, swing sets or other play equipment, above-ground structures and underground structures, such as drainage tiles and sewer lines. We recommend that you become familiar with the following information and share it with others in your community. Thank you.

FACTS ABOUT NATURAL GAS

Natural gas is non-toxic and lighter than air. In large concentrations it will displace the air in enclosed spaces and cause suffocation because of the lack of oxygen. However, it will rise and disperse if released into open air. Natural gas is odorless, so DTE adds a "rotten egg" smell to the gas, making leaks easier to detect.



Michigan's unique geology allows us to store up to 132 billion cubic feet of gas in naturally occurring, underground rock formations. This enables us to purchase large quantities of natural gas when prices are lower and pass along that savings to you.

WE NEED YOUR ASSISTANCE

In the interest of public safety, we ask local officials to establish rules and procedures regarding development and construction near natural gas pipelines. Guidelines should include:

- Involving pipeline operators early in the planning of potential development or construction in the vicinity of a pipeline or pipeline easement
- Requiring review and approval of all development or construction from impacted easement holders
- Requesting residents, excavators and developers to contact the pipeline operator regarding questions about pipelines
- Limiting development activities in the vicinity of a pipeline or pipeline easement that could impair pipeline operation and maintenance

You can also help us identify high consequence areas (HCA). HCAs typically are densely populated areas or rural areas containing identified sites adjacent to the pipeline. Identified sites include churches, schools, hospitals, day-care centers, assisted-living facilities, campgrounds or other buildings and outside areas where people congregate. You can help by alerting us to these sites. Go to dteenergy.com, scroll to the bottom and click on Municipalities. Then, click "ensure pipeline safety" in the Pipeline Safety section. Fill out the form and click Submit. If you have questions or suspicious activity to report near our pipelines, please call us at **800.363.9541**.

Be Safe and Report

If a pipeline leak or emergency occurs, from a safe distance, call **911** and then DTE's gas leak hotline at **800.947.5000**



WHAT HAPPENS IF A PIPELINE IS DAMAGED?

When a pipeline is damaged, the supply of natural gas to homes and businesses could be interrupted. A damaged pipeline can leak natural gas – possibly causing fires, explosions or asphyxiation. These hazards could be caused by:

- Extreme natural events, such as floods and tornadoes
- Fire or explosion near a pipeline
- Collapsed buildings that break or damage gas pipelines
- Water main breaks that weaken roadways and pavement, damaging gas pipelines
- Under or overpressure in the gas system
- Equipment failure
- Uncontrolled escaping gas

DTE Energy quickly responds to any natural gas emergency. We continuously monitor our natural gas system using sensors, computers and remote telemetry equipment that detect changes in pressure that might indicate a concern.

HOW TO AVOID DAMAGING A NATURAL GAS PIPELINE

Most often, pipelines are damaged because people begin digging without knowing what is beneath their digging site. Damaging a pipeline could result in a fine. If someone in your community is planning to excavate, please remind them to dig safely using four simple steps:

1. **Contact MISS DIG at 811 or missdig811.org** at least three business days before excavating. This organization works with energy companies to send someone out to indicate where the natural gas utilities are buried. This service is fast, it's free, and it's the law.
2. **Wait until the flags are placed.** Once flags are in position, it is safe to begin excavation projects.



- 3. Expose utility lines by hand-digging.** Before using any power equipment, carefully hand-dig where the utility lines are marked to expose them. If you are unable to locate the utility lines, please contact MISS DIG and wait for assistance from the utility company.
- 4. Respect the marks.** Be aware of all underground utility line locations, even if you're not working near them. And never drive heavy vehicles or store materials over marked utility lines. Remind children not to remove the flags. If a child does so, do not attempt to reposition the flags. Contact MISS DIG to indicate the utility lines need to be marked again.

Also, remind all excavators to notify DTE Energy if their digging equipment or tools contact our underground pipelines. Minor damage, such as nicks, scratches, cuts, scrapes, dents or gouges, can result in pipeline failure or a major incident in the future if not properly examined soon after the occurrence. Contact DTE Energy before back-filling your excavation.

FARM SAFETY

811 is for farmers, too. If they are doing any deep trenching or post installation on their land, please instruct them to call MISS DIG at least three business days beforehand to keep them and family members safe and avoid an inconvenient disruption of utility services.

HOW TO IDENTIFY A PIPELINE

Our natural gas pipelines are buried, so it's easy to forget about them. Sometimes the approximate route of an underground pipeline is marked with yellow pipeline markers. The markers do not indicate the exact location of the pipeline. The markers also list the name of the company that operates the natural gas pipeline and a phone number to call in case of an emergency.



Be Safe and Report

If a pipeline leak or emergency occurs, from a safe distance, call 911 and then DTE Energy at **800.947.5000**



However, it is important to note that some pipelines are not marked. Also, pipeline markers do not indicate how deep the pipeline is buried beneath the ground.

POSSIBLE SIGNS OF A GAS PIPELINE LEAK

- A blowing or hissing sound
- Dust blowing from a hole in the ground
- Continuous bubbling in wet or flooded areas
- An odor similar to the smell of rotten eggs
- Dead or discolored vegetation in an otherwise green area
- Abnormally dry or hardened soil
- Flames, if a leak has ignited

WHAT TO DO IF A PIPELINE LEAK OR EMERGENCY OCCURS

- Do not use any telephones (including cell phones), doorbells, light switches, pagers or any other electronic devices
- Avoid all open flames. Do not smoke.
- Do not start up or shut down any machinery, vehicles or equipment

Leave the area immediately. Upwind of a leak is the safest place to be. From a location where you no longer smell natural gas, call 911 and then DTE's gas leak hotline at **800.947.5000***

- Keep people at a safe distance from the area
- Do not attempt to stop the leak. If the gas is burning, let it burn.
- Do not attempt to extinguish the flame. Burning gas will not explode.
- Do not re-enter the area of the leak until you are informed to do so by DTE Energy

** If you are a DTE Energy customer experiencing a non-pipeline gas emergency (such as a gas leak inside your home or business), call 800.947.5000.*



HOW WE KEEP OUR PIPELINES SAFE

DTE Energy has established a Pipeline Integrity Management program in conjunction with federal and state regulations. Inspection and maintenance work is performed regularly, such as leak surveys and corrosion control. Pipeline segments are replaced if necessary. This program enhances preventive and mitigative measures DTE Energy already has in place to maintain the continued safe and reliable operation of our pipeline system. These measures include:

- Upgrading more than 500 miles of pipeline for our customers this year
- Conducting more than 300,000 gas meter safety inspections annually
- Performing routine inspections inside some pipeline sections, using a sophisticated electronic device sent through pipelines to identify internal problems
- Continuously monitoring our natural gas system using sensors, computers and remote telemetry equipment that detect changes in pressure that might indicate a concern
- Surveying nearly 10,000 miles of pipeline each year

DAMAGE PREVENTION INFORMATION AND CONTACTS:

DTE ENERGY - dteenergy.com/gassafety

ADDITIONAL INFORMATION:

MISS DIG - www.missdig811.org

EMERGENCY PREPAREDNESS INFORMATION:

American Gas Association - www.aga.org

U.S. Department of Transportation Pipeline and Hazardous Materials Safety Administration
- <http://phmsa.dot.gov/pipeline>

To view a list of pipeline operators in your area, visit <https://www.npms.phmsa.dot.gov>

Be Safe and Report

If a pipeline leak or emergency occurs, from a safe distance, call 911 and then DTE Energy at **800.947.5000**



DTE



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF
ENVIRONMENT, GREAT LAKES, AND ENERGY
DRINKING WATER AND ENVIRONMENTAL HEALTH DIVISION



PHILLIP D. ROOS
DIRECTOR

April 1, 2025

City of Clare
202 W Fifth Street
Clare, MI 48617

Dear Campground Owner:

SUBJECT: Permanent Residency in Campgrounds—Additional Information

In October 2024, the Department of Environment, Great Lakes, and Energy (EGLE) sent a memorandum to all licensed campgrounds in the state of Michigan regarding permanent residency at campgrounds. This memorandum was intended to provide campgrounds with an awareness of the regulations surrounding permanent residency/year-round occupancy at campgrounds, as well as guidance on common indicators of permanent resident status. The memorandum resulted in a number of questions received by EGLE. As a result, EGLE is releasing this letter to provide additional information and clarity. This letter is being sent to all licensed campgrounds in the state of Michigan and is not meant to single out any individual campground.

Campgrounds in the state of Michigan are regulated under Part 125, Campgrounds, Public Health Code, 1978 PA 368, as amended (Act 368), and the administrative rules promulgated under Part 125 (R 325.1551 to R 325.1599).

MCL 333.12501a, Section 12501 of Act 368, defines a campground, in part, as, “...a parcel or tract of land under the control of a person in which sites are offered for the use of the public or members of an organization, either free of charge or for a fee, for the establishment of **temporary living quarters**...” (emphasis added). Since campgrounds are intended only as temporary living quarters, it is unlawful to reside in a campground on a permanent or year-round basis. As the state agency with responsibility for regulating campgrounds in the state of Michigan, EGLE is obligated to enforce the requirements of the statute.

Caretakers, security guards, and similar year-round employees residing in permanent structures in the campground are not considered permanent residents for purposes of the statutory campground definition. Furthermore, if your campground is seasonal and does not have campers residing there year-round, you do not have permanent residents. This letter applies to campgrounds that have the same occupants year-round. Caretakers, security guards, and similar year-round employees residing in permanent structures are not considered permanent occupancy and are exempt from the scope of this letter.

In the past several years, EGLE has received a growing number of reports of individuals living at campgrounds as their permanent, year-round, residence. Not only is this

unlawful under the statute, but it poses problems for individuals residing at the campground and for the campground itself. Consider the following public health and safety concerns:

- Many campgrounds in the state do not have sufficient depth of bury for water lines to allow for winter use, depriving residents of running water and restroom facilities during portions of the year.
- Many campgrounds have wastewater disposal systems that are not designed for sustained year-round use.
- Temporary living quarters such as travel trailers or recreational vehicles are not required to meet the same building standards as a manufactured home or other structure designed for year-round residency and may become unsafe with year-round use.
- Campgrounds operating with permanent residency may violate zoning and land use regulations, disrupt local emergency services plans, and fall under different taxation plans than they otherwise would.
- Local emergency services may have difficulty reaching and servicing areas that are not designed and intended to be used for year-round living.

In determining permanent residency, EGLE considers the totality of the circumstances in every situation. Examples of factors that may be considered in determining permanent residency include, but are not limited to the following:

- Whether rents are paid to occupy the campground for more than 183 days in a calendar year.
- Whether a person's driver's license lists the campground address as their home address.
- Whether a person receives bills or other mail at the campground address.
- Whether a person's voter registration lists the campground as their home address.
- Whether children enrolled in the local school district have bus service provided to the campground.
- Whether there are utility services such as telephone or internet provided to the campsite.
- Whether the individual has another place of lodging.
- Whether the individual maintains possessions elsewhere.

The above list is not exhaustive, nor is any one factor conclusive evidence of permanent residency. EGLE considers each report on a case-by-case basis. For instance, a seasonal resident may have mail temporarily forwarded to the campsite for a period of time or may access their seasonal site for maintenance or repairs during the off-season without being considered a permanent resident.

City of Clare
Page 3
April 1, 2025

To be clear, this letter is not intended to apply to situations that are seasonal; for example, a camper resides in the campground from April to November but then leaves for other housing during the winter. EGLE does not consider seasonal inhabitants as permanent, year-round residents.

If you have a question as to whether you may have permanent residents at your campground, or for any other questions regarding this notification, please contact the Campground Program at 517-898-6388 or by email at EGLE-DWEHD-CampgroundProgram@Michigan.gov for more guidance.

Sincerely,



Matthew Allen, REHS
Enforcement Unit Supervisor
Drinking Water and Environmental Health Division
269-924-1869
AllenM38@Michigan.gov

cc: Michigan Association of Local Environmental Health Administrators
Jeremy Hoeh, EGLE
Kisha Bayes, EGLE
Jessica Rosane, EGLE
Carrie Rau, EGLE

April 4, 2025

T3 P1 273 *****AUTO**ALL FOR AADC 480
City of Clare
202 W. Fifth Street
Clare, MI 48617-1490



Re: Upcoming Changes to Clare, MI Channel Line Up

Dear Franchise Official,

Spectrum Mid-America, LLC ("Spectrum") is noticing its customers that on or around April 15, 2025, Spectrum will launch **Spectrum Noticias National feed**, on SPP Basic, channel 299 serving your community.

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

Sincerely,

A handwritten signature in blue ink that reads "Joan Movrich".

Joan Movrich
Manager, State Government Affairs - Michigan
Charter Communications



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 PUBLIC NOTICE

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

The City Commission of Clare will hold a public hearing on Monday, June 2, 2025, at 6:00 p.m. at Clare City Hall, 202 W Fifth Street, to receive public comments pertaining to the approval of the Single Lot Assessment Roll for 2024 delinquent accounts. A copy of the assessment roll is available for review in the Clerk's office, Monday through Thursday, 7:00 a.m. to 5:30 p.m. Written and verbal comments will be accepted until 4:00 p.m. on the date of the meeting 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, or by calling (989) 424-4068.

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



Diane Lyon
Clare City Clerk





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

**CITY OF CLARE
NOTICE OF PUBLIC HEARINGS ON
PROPOSED 2025-2026 BUDGET**

The City of Clare Planning Commission will hold a public hearing on Wednesday, April 9, 2025, at 5:30 p.m., to receive public comment pertaining to Fiscal Year 2025-26 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 2025-26 during the regularly scheduled meetings on April 21st & May 5th, 2025, City Commission meetings.

PLEASE TAKE NOTICE that on June 2nd, 2025, the Clare City Commission will hold a public hearing to consider the adoption of the City's Fiscal Year 2025-26 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 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, or by calling (989) 424-4068.

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

Diane Lyon
City Clerk

