

TO: Clare City Commission
FROM: Diane Lyon, City Clerk
DATE: April 11, 2019
RE: Department Report
CC: Ken Hibl, City Manager

For the Agenda of April 15, 2019

**This is a Consent Agenda item and is considered as 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 which event it shall be removed from the Consent Agenda and considered and acted upon in its designated sequence on the approved Agenda of the Clare City Commission.*

Meeting & Events

Coordinated a training event for 25 clerks (city, county and townships) with the State of Michigan Bureau of Elections for Proposal 18-3 training at the PMDL on April 9.

Coordinated setup of the MDOT roadwork informational meeting held at the Clare Depot on April 9.

Created a current DDA business map for distribution during St. Patrick's day and throughout the year at downtown businesses and at the Clare Chamber office.

Providing assistance to Amy Kienast, Coordinator for the Buddy-to-Buddy Program, for their upcoming annual volunteer recognition event.

Working with Kalamazoo Flag & Banner to create a city banner to hang at the Clare Welcome Center.

Assisted Joy with ticket sales & counting at the Saint Patrick's Day Event.

Updating and creating city forms as part of the requirements for RRC Certification.

Work with Giffels Webster to provide city information for zoning code updates.

Insurance

Submitted budgetary information to the MML for our Worker's Compensation Fund Renewal. Collecting current information from all departments to update our MML Liability and Property Pool Insurance Policy.

FOIA

We have received and processed twenty-eight (28) FOIA requests in the 1st quarter of 2019.

Review and update of Ordinances

2019-001 Mercantile Bank Rezone Property
2019-002 Ethics
2019-003 Small Cell

Site Plan Review

We received and processed two site plans and one site plan extension this quarter:

Northern Dry Bulk = 24,800 sq ft industrial building

Sharpco = 9,000 sq ft industrial building

THC = site plan extension for a 28,475 sq ft industrial building and three (3) 10,000 sq ft green houses.

Bargaining Unit Contract Review

Provided City Attorney reviews of contract language for all four bargaining unit contracts.

Meetings/Conference

I continue to actively participate in the following monthly city business meetings: Department Head, Planning Commission, Cable Consortium, Clare Railroad Depot Steering Committee, and the Clare County Clerks Association meetings; and meetings held as needed such as Special Event meetings, Safety Committee meetings and Site Plan Review meetings.

Aged Accounts Receivable Report

As attached.

Aged Accounts Receivable Report for CITY OF CLARE
Population: All Records
Aging as of 04/11/19

CUSTOMER # NAME	PARCEL #	CURRENT	OVER 30	OVER 60	OVER 90	OVER 120	TOTAL
051-580-098-00 SANOR LAWRENCE ESTATE OF	051-580-098-00	0.00	0.00	0.00	0.00	940.00	940.00
BLANCO MICHAEL D MICHAEL D BLANCO		0.00	0.00	0.00	0.00	523.00	523.00
CITY OF ITHACA CITY OF ITHACA		10,626.74	0.00	0.00	0.00	0.00	10,626.74
CLARE COUNTY CLARE COUNTY ROAD COMMISSION		25.00	0.00	0.00	0.00	0.00	25.00
COBB, JAMES WILL JAMES WILLIAM COBB		2,532.93	0.00	0.00	0.00	0.00	2,532.93
CONWAY, CATHLYN CATHLYN CONWAY		0.00	0.00	0.00	0.00	1,402.50	1,402.50
DARNALL, TY L TY L DARNALL		0.00	334.00	0.00	0.00	0.00	334.00
DODD WELL DRILLI DODD & SON WELL DRILLING		25.00	0.00	0.00	0.00	0.00	25.00
EIGHT POINT EIGHT POINT LAKE RESORT		50.00	0.00	0.00	0.00	0.00	50.00
GLADWIN CITY OF GLADWIN		75.00	0.00	0.00	0.00	0.00	75.00
HARRISON, CITY CITY OF HARRISON		125.00	0.00	0.00	0.00	0.00	125.00
ISP MGMT JEFF HALL		112.50	0.00	0.00	0.00	0.00	112.50
JOHNSON ANTHONY		0.00	0.00	0.00	0.00	2,252.69	2,252.69
MCCLURE, LAURA L LAURA L MCCLURE		0.00	460.00	0.00	0.00	0.00	460.00
MCCONNELL FREEZE MCCONNELL FREEZER PAC INC		25.00	0.00	0.00	0.00	0.00	25.00
MMCAA MMCAA		75.00	0.00	0.00	0.00	0.00	75.00
PERE MARQUETTE PERE MARQUETTE DISTRICT LIBRARY		26,426.75	0.00	0.00	0.00	0.00	26,426.75
SEITER, RANDY RANDY SEITER		140.00	0.00	0.00	0.00	0.00	140.00
SHERIDAN SHERIDAN TOWNSHIP		52,216.90	0.00	0.00	0.00	0.00	52,216.90

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CUSTOMER # NAME	PARCEL #	CURRENT	OVER 30	OVER 60	OVER 90	OVER 120	TOTAL	
STEPP, MATHEW J MATHEW J STEPP		0.00	225.50	0.00	0.00	0.00	225.50	
TOBACCO RANCH TOBACCO RANCH		278.00	0.00	29,101.75	0.00	0.00	29,379.75	
TOWNSEND, ROBERT ROBERT TOWNSEND		280.00	0.00	0.00	0.00	0.00	280.00	
VERNON TWP VERNON TOWNSHIP		8,657.96	0.00	0.00	0.00	0.00	8,657.96	
VFW HARRISON VFW HARRISON		25.00	0.00	0.00	0.00	0.00	25.00	
VONSPRECKEN, JON JONATHON VONSPRECKEN		140.00	0.00	0.00	0.00	0.00	140.00	
WISE TWP WISE TOWNSHIP		37,702.06	0.00	0.00	0.00	0.00	37,702.06	
GRAND TOTALS:		139,538.84	1,019.50	29,101.75	0.00	5,118.19	174,778.28	
							JOURNALIZED AMOUNTS ONLY:	174,778.28
							NON-JOURNALIZED AMOUNTS ONLY:	0.00