

AGENDA REPORT

TO: Mayor & City Commissioners
FROM: Diane Schmidt, City Clerk
DATE: August 12, 2009
RE: *Communications



For the Agenda of August 17, 2009

***Note: 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 Clare City Commission agenda of August 17, 2009.**

The following major items of correspondence were either received by or transmitted by the City since the last regularly scheduled City Commission meeting:

Notice of Permanent Numbering Policy from Michigan Secretary of State. The City received the enclosed letter from the State of Michigan regarding a permanent identification numbering policy.

Memo from City Clerk on Aged Accounts Receivable. The City received the enclosed memorandum regarding aged accounts receivables as of July 15, 2009.

Correspondence from and Response to Angela Martin. The City received the enclosed correspondence and forwarded a response regarding the mowing of grass at a rental property located at 603 Cottage Street.

Notice of New Project Manager at Lapham Associates. The City received the enclosed correspondence notifying the City of Mr. Tim Lapham's appointment as the City's new project manager due to Mr. Jim Klein's departure from Lapham Associates.

MMDC Correspondence. The latest editions of weekly *MMDC Bullets* are attached for the Commission's information.

Attachments. As noted above.



STATE OF MICHIGAN
TERRI LYNN LAND, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

**MICHIGAN DRIVER'S LICENSE AND
PERSONAL IDENTIFICATION CARD CHANGES**

July 31, 2009

Dear Public Safety Official:

To improve service for our customers, the Michigan Department of State (MDOS) is redesigning its business processes and associated technical infrastructure. A cornerstone of this new system is the institution of a single, non-changing customer ID number for Michigan residents.

Effective September 12, 2009, all existing and newly issued driver's license numbers (DLNs) will become permanent regardless of a future change of name or correction to a date of birth. As a result, the letter that begins each DLN (i.e. D-000-000-000-000) will no longer always match the first letter in the driver's last name. This permanent numbering policy will also apply to new personal identification cards (PIDs) issued by the department.

In addition, all PID numbers will change from 11 characters to a 13-character format that parallels DLNs (one letter followed by 12 digits). Original PID numbers in the new format will be determined through Soundex coding using the applicant's name, date of birth and other identifiers, as currently is the case with DLNs. PID customers will be issued a new card with 13 characters at their normal renewal time or when otherwise replacing a card. This means that 11- and 13-character PID numbers will coexist for at least four years.

In a second stage of changes scheduled for early 2010, MDOS will discontinue the Soundex method of coding new DLN and PID numbers. From that point forward, all new driver's licenses and PIDs will have a randomly generated number that will begin with the first letter of the applicant's last name at the time his or her first DLN or PID is created. If you have computer programs that use Soundex logic and/or use an 11-character field for PID customers, changes may be needed to your system to accommodate the new approach.

Enclosed are samples and additional information that describes these upcoming changes in more detail. Please share this information with others in your organization who may need to know. Direct any questions to the Department of State Information Center at the toll-free number (888) SOS-MICH (767-6424) or e-mail Sandy Aguirre at AguirreS@michigan.gov.

Through this project, we are moving MDOS to a customer-centered, online, real-time system that will allow us to provide more up-to-date information and services around the clock and to be even more responsive to law enforcement needs. These changes will enable the department to provide its millions of customers with an even higher level of convenience.

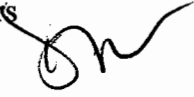
Sincerely,

Michael L. Wartella
Administration Director

Enclosures

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In addition, all PID numbers will change from 11 characters to a 13-character format that parallels DLNs (one letter followed by 12 digits). Original PID numbers in the new format will be determined through Soundex coding using the applicant's name, date of birth and other identifiers, as currently is the case with DLNs. PID customers will be issued a new card with 13 characters at their normal renewal time or when otherwise replacing a card. This means that 11- and 13-character PID numbers will coexist for at least four years.

In a second stage of changes scheduled for early 2010, MDOS will discontinue the Soundex method of coding new DLN and PID numbers. From that point forward, all new driver's licenses and PIDs will have a randomly generated number that will begin with the first letter of the applicant's last name at the time his or her first DLN or PID is created. If you have computer programs that use Soundex logic and/or use an 11-character field for PID customers, changes may be needed to your system to accommodate the new approach.

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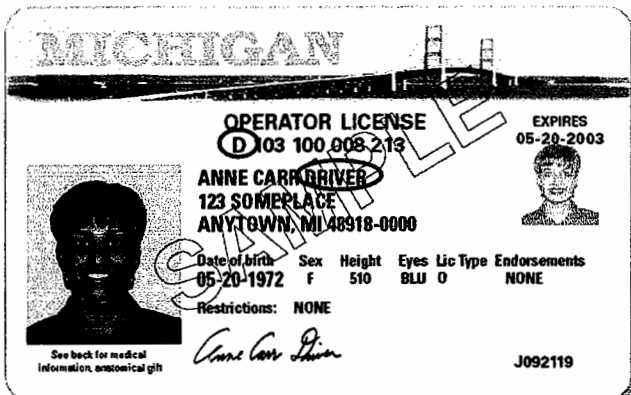
Through this project, we are moving MDOS to a customer-centered, online, real-time system that will allow us to provide more up-to-date information and services around the clock and to be even more responsive to law enforcement needs. These changes will enable the department to provide its millions of customers with an even higher level of convenience.

Sincerely,

Michael L. Wartella
Administration Director

Enclosures

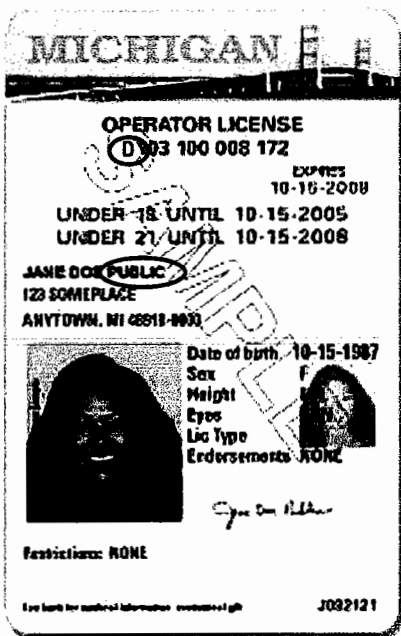
**Effective Sept. 12, 2009
Standard and Enhanced Driver's License
Permanent Driver's License Number**



Currently, the first letter of the driver's last name is the same as the first character of the driver's license number (see illustration on the left).

Driver's license numbers are generated by the Soundex coding system, which uses the driver's name, date of birth and other identifiers to create the DLN. A new number is issued if a driver's name is changed or date of birth is corrected.

Note that the last name of the applicant and the driver's license number correspond. A new number would be issued if the last name changes or the date of birth was corrected.



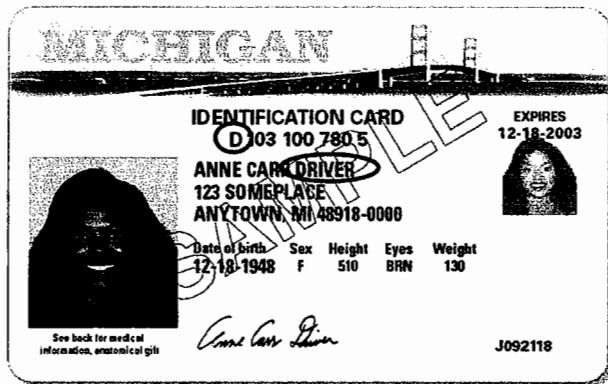
Beginning Sept. 12, 2009, all existing driver's license numbers become permanent. They will never change, even if the driver's last name is changed or date of birth is corrected.

The Michigan Department of State will continue to use the Soundex coding system when issuing new driver's license numbers.* Once these numbers are issued, they are permanent and will not change.

A sample of a vertical, permanent 13-character driver's license. Note that the last name of the applicant and the driver's license number do not correspond.

*Please note: In 2010, the Michigan Department of State will switch from the Soundex coding system to one that randomly generates the 12 numerals of the driver's license or PID card number. The first letter of a new applicant's last name will continue to be used as the starting alpha character. All numbers issued will be permanent. More information will be provided closer to the implementation date.

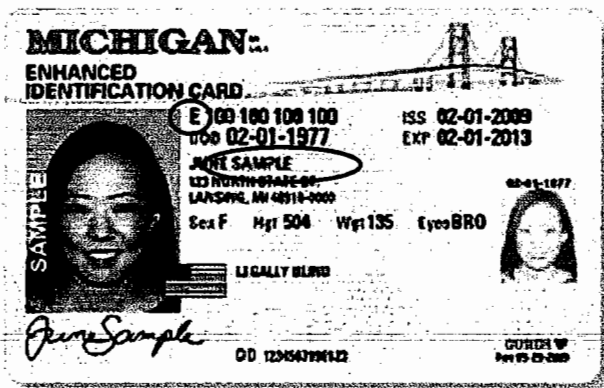
Effective Sept. 12, 2009
Standard and Enhanced Personal Identification Card
Permanent ID Number



PID card with an 11-character number. Note that the applicant's last name and the PID number correspond. Eleven-character PID card numbers will be phased out over the next four years.

Currently, all personal identification (PID) cards issued by the Michigan Department of State contain an 11-character number of one letter and 10 digits. The first letter of the applicant's last name is the same as the first character of the ID number (see illustration on the left).

PID card numbers are generated using the Soundex coding system, which uses the individual's name, date of birth and other identifiers to generate the PID number. A new number is issued if the applicant's name changes or the date of birth is corrected.



PID card with a permanent 13-character number. In this example, because of a name change, the applicant's last name and PID card number do not correspond.

Beginning Sept. 12, 2009, the Michigan Department of State will no longer issue PID cards with an 11-character number. All new cards will have a 13-character number.

Existing PID cards with an 11-character number will continue to be valid. They will be assigned a permanent 13-character number at renewal or during a transaction that requires the production of a new card, whichever comes first. Because the renewal cycle is four years, cards with 11-character numbers won't be completely phased out of circulation until 2013.

The department will continue to use the Soundex coding system when issuing new PID cards.* Once these numbers are issued, they are permanent and will not change even if the applicant's name is changed or date of birth is corrected.

***Please note:** In 2010, the Michigan Department of State will switch from the Soundex coding system to one that randomly generates the 12 numerals of the driver's license or PID card number. The first letter of a new applicant's last name will continue to be used as the starting alpha character. All numbers issued will be permanent. More information will be provided closer to the implementation date.

Effective Sept. 12, 2009 Changes to a Personal ID (PID) Card Searches

Beginning Sept. 12, 2009, all personal ID card numbers issued by the Michigan Department of State will be 13 characters and both PIDs and driver's license numbers will be permanently assigned to the applicant. Once issued, the permanent 13-character number will not change, even if the applicant's name changes or the date of birth is corrected.

Existing PIDs with an 11-character number will continue to be valid. They will be assigned a permanent 13-character number at renewal or during a transaction that requires the production of a new card, whichever comes first. Because the renewal cycle is four years, cards with 11-character numbers won't be completely phased out of circulation until 2013.

The transition to the permanent 13-character PID number will affect the search results generated when conducting a PID name search (69;2;) and results (66;1 or 63;1). The following examples illustrate how PID searches generated after Sept. 12 will differ from those generated now.

69;2;JANE NELSON

The PID query for a "Jane Nelson" was run and five names were returned. Note that the record will show whether an individual has an 11-character or 13-character PID number. All other information remains the same.

Janet Ilene Nelson has a PID with the permanent 13-character number N425388235702.

Janelle Deloris Nelson's current PID has an 11-character number. She will be issued the permanent 13-character number N425388539385 at renewal or during a transaction that requires the production of a new card, whichever comes first.

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A SOS 4 09/30/2009 8:50:15 IP10_28_6_183/MIPC.  
69;2;JANE NELSON;P.  
N-425-388-235-702 JANET ILENE NELSON 04161948 DEARBORN HEIGHTS  
N-425-388-385-3 JANELLE DELORIS NELSON 07311993 DETROIT  
N-425-388-539-385  
N-425-388-525-187 JANET MARIE NELSON 03111960 NILES  
N-425-388-666-6 JANET LAURA NELSON 09081956 MUSKEGON  
N-425-388-630-696  
N-425-388-825-9 JANET NELSON 09201960 DETROIT N-425-388-055-825  
  
TOTAL: 5 HITS  
MI SOS
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66;1;N425388235702.

The inquiry on the permanent 13-character PID number N 425 388 235 702 returned the following record.

Janet Ilene Nelson's PID, which is expired, has a permanent 13-character number – N 425 388 235 702. If she ever reapplies for a new one, her card will have the same 13-character number as shown here.

A SOSTEST 75 09/30/2009 09:21:11/MPIC

66;1;N425388235702.

N-425-388-235-702 PID EXPIRED* R-PERSONAL ID 2004 04/16/1947 F

JANET ILENE NELSON 6214 DETROIT ST

DEARBORN HEIGHTS MI 48127-3206 82

01/22/2001

HGT: 5 FT 8 IN WGT: 185 EYE COLOR: BLK

IMAGE

PREV NAME JANET ILENE-MARIE NELSON N-425-388-585-7

PREV NAME JANET ILENE NELSON N-425-388-295-7

MI SOS

Under the Soundex coding system, any time a name is changed or a date of birth is corrected, a new card number is issued. This record shows that Janet has had two 11-character PID numbers issued to her – the first because of a middle name change and the last to show the previous name and 11-character number before the new 13-character number was issued.

Janet's current 13-character PID number was also generated using the Soundex coding system. This is a permanent number and will never change, even if she changes her name or corrects her date of birth.

(Note: A search on one of Janet's previous 11-character numbers, would return her 13-character ID number.)

66;1;N4253883853.

The inquiry on the 11-character PID number N 425 388 385 3 returned the following record.

When conducting a search on an 11-character PID number, the return line will display a number ending with two zeroes. In this example, the 66;1 search returned N 425 388 385 300.

The zeroes *do not* indicate that the PID number has been converted to a permanent 13-character number. The zeroes are only there as place holders because the system's programming requires that a 13-digit number be displayed in the return line.

The 11-character PID number is shown as normal in the body of the record.

Use the 11-character number **without** the zeroes when conducting a PID search.

A SOSTEST 217 07/28/2009 10:08:23/MPIC.

66;1;N425388385300.

TEST DB (MDCS)MDCSDBUT1

N-425-388-385-3 *PID EXPIRED* R-PERSONAL ID 2006 07/31/1993 F

JANELLE DELORIS NELSON

14110 8 MILE RD APT 200

DETROIT, MI 49202-1411 50 03/17/2003

HGT: 5 FT 7 IN

WGT: 220

EYE COLOR: BRO

IMAGE

MI SOS

MEMORANDUM

TO: Ken Hibl, City Manager
FROM: Diane Schmidt, City Clerk
SUBJECT: Quarterly Delinquent Account Report
DATE: July 15, 2009

The following is an Aged Accounts Receivable Report for the City of Clare, Miscellaneous Receipts as of July 15, 2009:

Current: \$62, 275.50
Over 30: None
Over 60: None
Over 90: None
Over 120: None

Four delinquent invoices were sent to CBC Credit Services Inc. for collection during FY08/09.

<u>Invoice</u>	<u>Name</u>	<u>City Service Provided</u>	<u>Amount</u>
0919	Edward Frank Altenritter	Fire Department Vehicle Response	\$355.00
0920	Bret James Freeman	Fire Department Vehicle Response	\$270.00
1105	Gary Meyers	Fire Department Vehicle Response	\$354.00
1152	Lauree Montney	Fire Department Vehicle Response	\$432.00
		Total	\$1,411.00

Angela Martin
116 West Wheaton Ave.
Clare, MI 48617

Cell 989-429-7963

July 14, 2009

Ken Hibl, City Manager
202 West Fifth Street
Clare, MI 48617

RE: NUMBER EN09-0103

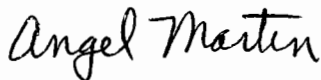
Dear Mr. Hibl,

This is in regards to my rental property at 603 Cottage Street. I don't remember the exact date I received the letter from Dave Williams, but it was either Thursday the 11th or Friday the 12th of June being that the letter was written on the 10th. I called my renter, Cassie Green, immediately upon reading the warning that the weeds were too tall. Cassie went out that very day and cut her lawn and trimmed around the house and yard. I drove by the next day to check it out, and it looked good.

It was totally unnecessary to be cut again on the 18th. Cassie, her neighbors and I are all upset at the unfairness of it. I would say if Cassie didn't go out and work on the yard, she would deserve to be charged \$80.00 for someone else to do it. But the fact is she went right out and took care of it.

I will be out of town until the 7th of August, otherwise I would have come to you in person. My cell phone number is 989-429-7963 if you have any questions, or if I can be of any help. Thank you.

Sincerely,



Angela Martin



CITY OF CLARE

202 West Fifth Street • Clare, Michigan 48617-1490
989/386-7541 • Fax 989/386-4508

www.cityofclare.org

July 31, 2009

CITY HALL

Ph 989/386-7541
Fx 989/386-4508
www.cityofclare.org

Mrs. Angela Martin
116 West Wheaton Avenue
Clare, Michigan 48617

Dear Angel,

DEPARTMENT OF PUBLIC WORKS

Ph 989/386-2182
Fx 989/386-3445

Thank you for your letter of July 14th regarding the mowing of weeds and grass at your rental property at 603 Cottage. You indicated that you would be out of town until August 7th and offered your cell phone number if I had questions related to this matter – but I will presume that you are on vacation and hope that you are somewhere having fun, so I opted not to call you.

W/WWT PLANT

Ph 989/386-2321
Fx 989/386-2387

According to the City's files, mowing of grass at this address appears to be a recurring issue as we have issued three notice letters within the past year: August 6th, 2008; May 12th, 2009; and June 10th, 2009. On the first two occasions, the resident mowed the grass, but on the last occasion (the one in question) the City's contractor, Elm Creek Ltd., mowed the grass, and we issued an invoice of \$80 for this service. I don't know whether Ms. Cassie Green was your renter on the first two occasions.

POLICE DEPT.

Non-emergency
Ph 989/386-2121
Fx 989/386-0440

Please be assured that it is not the City's intent to be unreasonable or unjust in the enforcement of this or any of its ordinance codes. Our goal is to always make every reasonable attempt to work with our residents to ensure that they understand what the ordinance code standards are and to provide them adequate opportunity to comply with those standards if they are not being met.

FIRE DEPT. NON-EMERGENCY

Ph 989/386-2151
Fx 989/386-3020

I have no way of knowing whether Elm Creek Ltd cut the grass when it did not need mowing, but they have worked for the City in this capacity for several years now and are specifically instructed not to mow where it is not needed and have always complied with those instructions. But I also respect and do not question that you personally checked whether Cassie mowed the grass. So I have directed that the \$80 invoice for mowing be voided. Please advise Ms. Green that she does not have to pay the invoiced amount.

PARKS & RECREATION

Ph 989/386-7541
Fx 989/386-4508

Thank you again for your letter. Kindly contact me if I can be of further assistance in this or any other City-related matter.

AIRPORT

Ph 989/386-0445
Fx 989/386-4508

Best Wishes,

MAIN STREET MANAGER

Ph 989/386-9190
Fx 989/386-9190

Ken Hibl
City Manager



LAPHAM
ASSOCIATES

ENGINEERING
PLANNING
ENVIRONMENTAL
SURVEYING

July 21, 2009

City of Clare
Mr. Bob Bonham
202 West Fifth
Clare, MI 48617

Dear Mr. Bonham:

I wanted to take a moment to let you know that I have left my position at Lapham Associates. Tim Lapham has been appointed as your new project manager and client contact. Tim can be reached at our Clare office at (989) 386-7774 or via email at tim.lapham@laphamassoc.com. Tim will be contacting you in the near future to introduce himself.

I plan to do everything possible to assist Lapham Associates during this exchange insuring a seamless transition for your project. I will remain in direct contact with Tim throughout the next several months to assure all pertinent project data is retained.

I'm very thankful for the opportunities provided to me throughout my tenure with Lapham Associates and I am confident the professional relationship I have nurtured with you and your organization can continue with Lapham Associates in my absence.

Sincerely,

Jim Klein, P.E.

Tim Lapham, P.E., P.S.

Ken Hibi

From: George Dunn [gdunn@mmdc.org]
Sent: Thursday, August 06, 2009 5:15 PM
To: info@mmdc.org
Subject: MMDC Bullets for August 7, 2009

- **DID YOU KNOW. . .MMDC was principally responsible for the creation of the Mt. Pleasant Revolving Loan Fund (monies which can be applied for by qualified businesses in Mt. Pleasant); the Mt. Pleasant Area International Relations Council which is currently hosting 4 students and an advisor from Mt. Pleasant's Sister City - Okaya, Japan; and the initial concept for the M-20 Alliance, the "grass roots" organization that spearheaded the 18-mile widening of M-20 between Midland and Mt. Pleasant, now a heavily traveled connector which has helped foster the spirit of regionalization.**
- **From the July 31st issue of the Detroit Free Press: "Many of the state's working-age adults are not prepared for 21st century jobs, including modern manufacturing that requires higher levels of reading and math than the factory work of old". Another reason MMDC has been committed to workforce development.**
- **MMDC is working with the East Central Michigan Council of Governments to apply for an Energy Efficiency and Conservation Block grant. If received, the grant will assist in creating an energy efficient plan for local governments and communities.**
- **Just a gentle reminder - any industrial property or facility for sale or lease can be added to the MMDC website simply by contacting Gige at 989-772-2858 and completing an inventory form. Since the last posting, 5 properties have been sold or leased and 5 new have just been added.**