

The regular meeting of the Clare City Commission was called to order at 6:00 p.m. in the City Commission Chambers of Clare City Hall, 202 West Fifth Street, Clare, Michigan by Mayor Pat Humphrey who led with the Pledge of Allegiance. Present were Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Gus Murphy. Absent: None. Also, present: Jeremy Howard, City Manager; Diane Lyon, City Clerk; Vicki Corlew, City Treasurer; Luke Potter, DPW Director; Sam Eberhart, Fire Chief; Eric Isaac, Fire Captain; Dave Saad, Police Chief; and Gabe Ambrozaitis, Airport Manager.

2. CONSENT AGENDA:

Moved by Commissioner Bussell second by Commissioner Murphy to approve the items listed with an asterisk (*), (Agenda, Minutes, Department Reports, Communications, Professional Development, Board & Committee Appointments, and Bills) that are considered routine by the City Commission. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

3. *APPROVAL OF MINUTES;
Approved by Consent Agenda.

4. *APPROVAL OF AGENDA;
Approved by Consent Agenda.

5. PUBLIC COMMENT: None.

6. UNFINISHED BUSINESS: None.

7. NEW BUSINESS:

A. PROCLAMATION RECOGNIZING PATRICIA MAURER (POSTHUMOUSLY)

After the recent untimely passing of Patricia Maurer, the Mayor has issued a Proclamation expressing the City's appreciation for Pat's long-time service to the City of Clare and the surrounding community through her work as a respected journalist for Clare County. The Commission is asked to consider having the proclamation read aloud; entered into the formal minutes of the City Commission meeting of April 21, 2025 and provide a copy of the Proclamation to her family.

Motion by Commissioner Murphy second by Commissioner Bussell to recognize Patricia Maurer by Proclamation for her service to the community. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

Mayor Humphrey presented the proclamation to Patricia Maurer's family.

B. FIRE DEPARTMENT MUTUAL AID AGREEMENT WITH THE MICHIGAN DEPARTMENT OF NATURAL RESOURCES

The Clare Fire Department has had a Mutual Aid Agreement with the Michigan Department of Natural Resources – Forest Resources Division for several years. MDNR is now requesting that we renew and amend that agreement reflect Sam Eberhart as the city's current Fire Chief. As a reminder, responses to a request for assistance by either party are voluntary/not mandatory at the call of the respective Fire Chief or their designated representative. Approval of the Agreement is mutually beneficial to both signatories.

The proposed Agreement requires the approval of the Clare City Commission. The Fire Chief and I both recommend approval of the Agreement. The Commission is now asked to consider approval of said Agreement.

Motion by Commissioner Jenkins second by Commissioner Murphy to approve the intergovernmental agreement by the adoption of Resolutions 2025-025. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

C. RENEW FARMING LEASE AGREEMENTS FOR AIRPORT AND IP3 PROPERTIES

The City currently enjoys two lease agreements with Kremsreiter Farms to farm approximately 130 acres of property at the Clare Municipal Airport and approximately seventy-two acres in the new Industrial Park #3 on the South end of Clare. The City Commission has been asked to renew both leases.

Motion by Commissioner Bussell second by Commissioner Bonham to approve renewal of the agreements by the adoption of Resolutions 2025-026 & 2025-027. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

D. APPROVE INTERGOVERNMENTAL AGREEMENT FOR FLOODPLAIN MANAGEMENT

On March 19, 2025, select members of the city staff and the Clare County Community Development Building Inspector met with staff from the Michigan Department of Environment, Great Lakes, and Energy (EGLE), Water Resources Division, for a review of city processes and procedures for commercial and residential development under FEMA guidelines. The discussion included Flood Insurance Rate Maps (FIRMs), Letters of Map Change (LOMC) as they relate to construction with and without Base Flood Elevation (BFE); obtaining Light Detection and Ranging data (LiDAR) for Lake Shamrock so that FEMA can update the FIRM floodplain boundaries; Dam repairs and capacity, and other areas relating to floodplain management.

Following the March meeting, EGLE provided a recommendation to update the city's Codes of Ordinance to designate the Clare County Building Inspector as the floodplain manager. The Ordinance is scheduled to come to you for consideration next month. EGLE has also recommended the city update its 2010 Intergovernmental Agreement with Clare County Community Development which provides for building inspections and permitting services, to reflect that the Clare County Building Inspector is designated as the city's Floodplain Manager. The Commission is now asked to consider approving the amendment of said Agreement.

Motion by Commissioner Jenkins second by Commissioner Murphy to approve the amended Intergovernmental Agreement with Clare County Community Development to designate the County's Building Inspector as the city's Floodplain Manager by adoption of Resolution 2025-028. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

E. APPROVE ACCEPTANCE OF GRANT FUNDING FOR CLARE MUNICIPAL AIRPORT PROJECT

The city was notified that we were successful in being awarded grant funds for the City of Clare Municipal Airport through State Local Program Funding. The City had requested two projects and was awarded funding for both. The first is a 100LL Fuel Dispenser and System Upgrade (\$70,000) and the second is to Seal Pavement Surface/Pavement Joints (\$6,480).

The Clare City Commission is now asked to consider authorizing acceptance of the grant award and the terms therein, and to authorize the City Manager and/or City Treasurer to sign all necessary related documents and allow all required budget amendments necessary to accept the funds.

Motion by Commissioner Bonham second by Commissioner Murphy to approve the acceptance of the grant by adoption of Resolution 2025-029. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

F. APPROVE ACCEPTANCE OF ASSESSING BIDS AND AWARD THE CONTRACT TO BLAKE ASSESSING, LLC.

The city's current Assessing firm, Michigan Assessing Coalition, Inc. submitted notice that they will be ending their assessing contract with the city at the end of April. The city is required to retain an Assessor of Record; therefore, the city drafted and advertised an RFP for city assessing services. Bids were due by 1:00 p.m. on April 1, 2025. The city received two bids. After reviewing the bids, checking references, and speaking with both assessors via zoom interviews, city staff recommend accepting the bid for services from Terri Blake Assessing Services, LLC to provide assessing services as outlined in the RFP for the City.

The City Commission has been asked to approve the bids and award the contract to Blake Assessing Services, LLC, authorize the City Manager to sign all necessary and related documents, and authorize the Treasurer/Finance Director to apply all necessary budget amendments.

Motion by Commissioner Bonham second by Commissioner Murphy to approve the acceptance of the grant by adoption of Resolution 2025-029. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

8. TREASURER'S REPORT: The Treasurer provided a brief report to the Commission.
9. *DEPARTMENT REPORTS: *Approved by Consent Agenda.*
10. CITY MANAGER'S REPORT:
Lake Shamrock Dredging and Dam Project. Mechanical dredging by the city and hydraulic dredging by Savin Lake Services are still paused. Both will return as soon as permitting will allow, which is the beginning of July.

Dam project. our engineering firm, GEI, is continuing design work for the dam and options for the type of systems we may be able to utilize. The City and GEI have submitted the full application for the second phase of the Dam Risk Reduction Grant (DRRG), and we still hope to hear back in April. We are still waiting on the grant agreement for the second approved grant (High Hazard Potential Dams – HHPD).

Planning Commission Meeting. The Planning Commission held a meeting on April 9, 2025 and acted on items on their agenda which included:
 - Public Hearing and Site Plan Review and Approval – Project Pioneer – SPA Properties, LLC
 - Approval of Fiscal Year 25/26 Capital Improvement Projects
 Approval of 2024 Planning Commission Annual Report

Addendum: MDOT has recommended an amendment to approved TCO 002-2024 to move the temporary island further north to allow northbound traffic to turn west on Wheaton Street to prevent drivers from using private drives just north of the island from making u turns so that they can then go west on Wheaton.
11. *COMMUNICATIONS: *Approved by Consent Agenda.*
12. BUDGET WORKSHOPS: FIRST OF TWO
 This is the first of two budget workshops to review the proposed 2025/2026 Capital Improvements and City budget. These workshops provide the City Commission with an opportunity to direct changes or amendments to the proposed capital improvements prior to the adoption of the budget at the scheduled June 2nd City Commission meeting. The City's Planning Commission has reviewed the proposed capital improvement schedule included in the budget proposals and has recommended approval. Notices for the workshops and the June budget hearing were publicly posted.
13. EXTENDED PUBLIC COMMENT: None.
14. COMMISSION DISCUSSION TOPICS: The Commission inquired about maintenance of the Little Tobacco Drain - an island is forming in the middle of the Drain on Sixth Street. Jeremy will contact the Drain Commission regarding this matter.
15. *APPROVAL OF BILLS: *Approved by Consent Agenda.*
16. *PROFESSIONAL & EDUCATIONAL TRAINING OPPORTUNITIES: *Approved by Consent Agenda.*
17. ADJOURNMENT: Motion by Commissioner Bussell seconded by Commissioner Murphy to adjourn the meeting. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.* The meeting adjourned at 7:09 p.m.

Pat Humphrey, Mayor

Diane M. Lyon, City Clerk