

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, Pat Humphrey, and Gus Murphy. Absent: Kim Bussell and Maegan Jenkins. Also, present: Jeremy Howard, City Manager; Vicki Corlew, City Treasurer; Diane Lyon, City Clerk; Dave Saad, Police Chief; and Sam Eberhart, Fire Chief.

2. CONSENT AGENDA:

Moved by Commissioner Murphy second by Commissioner Bonham to approve the items listed with an asterisk (*), Agenda, Minutes, Communications, Professional Development, Second Reading of Ordinance 2025-001, and Bills) that are considered routine by the City Commission. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, and Carolyn (Gus) Murphy. Nays: None. Absent: Kim Bussell and Maegan Jenkins. None. *Motion Carried.*

3. *APPROVAL OF MINUTES:

Approved by Consent Agenda.

4. *APPROVAL OF AGENDA:

Approved by Consent Agenda.

5. PUBLIC COMMENT: Diane Sartor of Wilcox Parkway provided a copy of a letter she wrote to the City of Clare Postmaster regarding the unkempt appearance of the grounds of the post office property, and their failure to shovel and salt their sidewalks and steps; she thanked the city for placing a speed limit sign on Wilcox Parkway; commended Larry Kleinhardt and Marvin Heintz for façade improvements to their respective downtown buildings; complained that Mrs. C's food truck is parked on the street on Wilcox Parkway and about the Chamber of Commerce's new reduced business hours; and advocated for a traffic light at McGuirk Street and South Clare Avenue.

Mr. Art Stevens, a former City Council member in the City of Cadillac, commended the Department of Public Works, and specifically Luke Potter, for the work they do on the streets and their prompt response to resident needs.

6. UNFINISHED BUSINESS: None.

7. NEW BUSINESS:

A. SECOND READING AND ADOPTION OF PROPOSED ORDINANCE 2025-001 (DESIGNATION OF FLOODPLAIN MANAGER)

Subsequent to holding a public hearing on May 19, 2025, at the regular commission meeting, the Clare City Commission considered and approved a first reading of a proposed Ordinance 2025-001 to designate the Clare County Building Inspector as the city's floodplain manager, as recommended by the Michigan Department of Environment, Great Lakes, and Energy (EGLE), Water Resources Division, to accurately reflect the individual who is responsible for the city's floodplain management.

As all ordinance changes/amendments require the consideration and approval by the City Commission, we now ask the City Commission to allow a Second Reading of the proposed ordinance amendment and subsequently approve and adopt Ordinance 2025-001 for incorporation to the City's Ordinance Codes.

Motion by Commissioner Bonham second by Commissioner Murphy to approve the second reading and adoption of Ordinance 2025-001 by adoption of Resolution 2025-037. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, and Carolyn (Gus) Murphy. Nays: None. Absent: Kim Bussell and Maegan Jenkins. None. *Motion Carried.*

B. FY25/26 BUDGET, CIP, AND TAX MILLAGE ADOPTION

The Charter of the City of Clare stipulates that the City Commission shall adopt a budget for the upcoming fiscal year at the first scheduled City Commission meeting in June. In preparation for the approval of the Fiscal Year 2025/26 Budget, the City Staff presented the proposed FY2025/26 Capital Improvements Plan (CIP) to the Planning Commission on April 9th to review, discuss and recommend approval of the requested/proposed capital improvement budgets. The City Commission then held two budget workshops on April 21st and May 5th. The Department Heads, the City Manager, and the City Treasurer/Finance Director presented the proposed Fiscal Year 2025/26 budget and CIP to

the Commissioners for input and discussion. The City Commission is now asked to approve those items and to set the millage rate.

Prior to adopting/approving the budget/CIP, and the millage rate, the City Commission is required to hold a public hearing to receive comments regarding the budget, and the CIP, and set the proposed tax millage to be collected for the new fiscal year commencing July 1st. Notice of the hearing has been completed as required.

Motion by Commissioner Bonham second by Commissioner Murphy to open the public hearing. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, and Carolyn (Gus) Murphy. Nays: None. Absent: Kim Bussell and Maegan Jenkins. None. *Motion Carried.*

Public Comment: None.

Motion by Commissioner Murphy second by Commissioner Bonham to close the public hearing. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, and Carolyn (Gus) Murphy. Nays: None. Absent: Kim Bussell and Maegan Jenkins. None. *Motion Carried.*

Motion by Commissioner Bonham second by Commissioner Murphy to approve and adopt the proposed FY25/26 Budget, FY 25/26 Capital Improvements Schedule, and Tax Millage by adoption of Resolutions 2025-2038 & 2025-039. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, and Carolyn (Gus) Murphy. Nays: None. Absent: Kim Bussell and Maegan Jenkins. None. *Motion Carried.*

C. FY25/26 FEE AND RATE SCHEDULE

In conjunction with the annual budget process, the City Staff reviews and recommends appropriate changes to the City's Fee and Rate Schedules. That review has been completed, and the City Staff recommends approval of the changes to the current fee structures as proposed in the FY25-26 Fee and Rate Schedule document.

Motion by Commissioner Murphy second by Commissioner Bonham to approve and adopt the proposed FY25/26 Fee and Rate Schedule by adoption of Resolution 2025-040. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, and Carolyn (Gus) Murphy. Nays: None. Absent: Kim Bussell and Maegan Jenkins. None. *Motion Carried.*

D. SINGLE LOT ASSESSMENTS

City Staff has prepared the single lot assessment roll of charges invoiced (mowing/blight/etc.) but not paid by respective property owners. The City Commission is asked to consider and approve the assessment roll, thereby allowing these charges to be included on the tax bills of the respective parties.

Notice of the public hearing associated with the Assessment Roll has been made, and the property owners listed on the Roll have been notified by first class mail regarding the roll and the scheduled public hearing for comments related to the Roll. To date the City has received no written or verbal comments related to the Roll.

The City Commission is now asked to conduct the scheduled public hearing and consider approving the assessment roll with the charges for each single lot to allow the Treasurer to have the charges placed on the respective property owner's tax bill.

Motion by Commissioner Bonham second by Commissioner Murphy to open the public hearing. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, and Carolyn (Gus) Murphy. Nays: None. Absent: Kim Bussell and Maegan Jenkins. None. *Motion Carried.*

Public Comment: None.

Motion by Commissioner Bonham second by Commissioner Murphy to close the public hearing. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, and Carolyn (Gus) Murphy. Nays: None. Absent: Kim Bussell and Maegan Jenkins. None. *Motion Carried.*

Motion by Commissioner Bonham second by Commissioner Murphy to approve the Single Lot Assessment Roll by adoption of Resolutions 2025-041. Roll call vote: Yeas:

Commissioners Bob Bonham, Pat Humphrey, and Carolyn (Gus) Murphy. Nays: None. Absent: Kim Bussell and Maegan Jenkins. None. *Motion Carried.*

8. TREASURER'S REPORT: The Treasurer provided a report to the Commission.

9. CITY MANAGER'S REPORT

Lake Shamrock Dredging and Dam Project. Mechanical dredging by the city and hydraulic dredging by Savin Lake Services are paused until EGLE permitting will allow at the beginning of July. Savin has started treating aquatic plant life at the end of May to allow the dredges to function more efficiently when they begin hydraulic dredging in July.

Lake Shamrock Dam Project. Our engineering firm is continuing to work on design and options for the type of systems we may be able to utilize. The design is nearly 50% completed and will be submitted to EGLE once completed for their review. The City and GEI have submitted full application for the second phase of the Dam Risk Reduction Grant (DRRG), and we have been preliminarily notified that though the full amount we were requesting was not funded a portion of our request has been awarded. We will have more details soon. We are working with EGLE on the FEMA Grant and the (second) grant agreement for High Hazard Potential Dams – HHPD grant.

Summer Concert Series. The 2025 Summer Concert Series starts June 5th and runs through August 14th every Thursday night from 6-8 at Shamrock Park.

Clare Destination Art Sculpture. The Clare County Arts Council recently shared that the sculpture "My Favorite Thing" aka The Dog has found his "Forever" Home. He will be placed out in front of the Pere Marquette District Library on Fourth St. in Clare. The piece was created by Travis Emmen, and the sculpture was the 2024 People's Choice winner of the Clare Destination Art Sculpture Walk.

11. *COMMUNICATIONS: *Approved by Consent Agenda.*
12. EXTENDED PUBLIC COMMENT: Diane Sartor of Wilcox Parkway informed the Police Chief and City Commission that the Public Safety building doors were left unlocked on Friday.
13. COMMISSION DISCUSSION TOPICS: The City hired Mike Brown on a part time basis as the new janitor for city buildings; Commissioner Bonham noted that a pilot at the City Airport remarked on the cleanliness of the airport terminal. Mayor Humphrey remarked on the blighted property located next to the Little Tobacco Drain on Sixth Street; the new owner was expected to build on the lot but no progress has been made and there is clutter being placed on the lot.
14. *APPROVAL OF BILLS: *Approved by Consent Agenda.*
15. *PROFESSIONAL & EDUCATIONAL TRAINING OPPORTUNITIES: *Approved by Consent Agenda.*
16. ADJOURNMENT: Motion by Commissioner Murphy seconded by Commissioner Bussell to adjourn the meeting. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, and Carolyn (Gus) Murphy. Nays: None. Absent: Kim Bussell and Maegan Jenkins. None. *Motion Carried.* The meeting adjourned at 6:24 p.m.

Pat Humphrey, Mayor

Diane M. Lyon, City Clerk