

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; Vicki Corlew, City Treasurer; Diane Lyon, City Clerk; Luke Potter, DPW Director; Dave Saad, Police Chief; Dale Clark, WWTP Superintendent; Sam Eberhart, Fire Chief; Chad Michels, Asst. Fire 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 (\*), (Minutes, Agenda, Department Reports, Communications, Approval of Bills, Professional Development, Board and Committee Appointments, and First Reading of Ordinances 2025-002 and 2025-003) that are considered routine by the City Commission. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Carolyn (Gus) Murphy, Maegan Jenkins, and Pat Humphrey. 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: Clare County Arts Council (CCAC) President and city resident Carol Santini expressed gratitude to city staff Luke Potter, the Department of Public Works, and Joy Simmer for their assistance with the art sculpture event. Carol provided information on upcoming CCAC events.

6. UNFINISHED BUSINESS: None.

7. NEW BUSINESS:

A. \*BOARD & COMMITTEE REAPPOINTMENT-TREE ADVISORY BOARD (DANIEL JENKINS). *Approved by Consent Agenda. Resolution 2025-042.*

B. \*BOARD & COMMITTEE REAPPOINTMENT-PARKS AND RECREATION ADVISORY BOARD (MARGIE DILL). *Approved by Consent Agenda. Resolution 2025-043.*

C. \*BOARD & COMMITTEE APPOINTMENT- PARKS AND RECREATION ADVISORY BOARD (WILLIAM HAHN). *Approved by Consent Agenda. Resolution 2025-044.*

D. FIRST READING OF ORDINANCE AMENDMENT 2025-002-COST RECOVERY (FIRE)

The City's public safety entities (particularly fire) are regularly dispatched to respond to accidents or incidents involving individuals or entities. Currently, city staff bill for and attempt to collect/recoup our costs for the services provided for all non-resident emergency responses or dispatches that are outside the Fire Jurisdiction boundaries. Even with the current Public Safety Response Cost Recovery Ordinance in place, on more than one occasion we have been challenged by invoiced parties and insurance companies regarding our right or authority to assess these charges leaving the city to bear the full expense of the use of equipment and labor involved. While we do utilize a collection agency to collect unpaid invoices, we have had limited success in collecting from most individuals/entities, and then, the city recovers only a portion of the funds collected due to the fees assessed by the agency.

As outlined in the Fire Chief's report the cost of operating the fire department continues to rise due to increased training requirements, equipment costs, labor expenses, and uncollected fees, and the financial impact becomes harder to manage. Most insurance policies have a set payout amount for responding fire departments built into their policies. Consequently, the Fire Council discussed these concerns at their meeting in December 2024 and determined that a more effective cost recovery program is needed.

The Fire Department is now looking to partner with Cost Recovery USA to collect funds from the insurance companies when a response from the Fire Department for the insured policyholder, both resident and non-resident, is required. The billing services rate schedule, tailored to the City, was adopted at the June 2, 2025, meeting. Cost Recovery USA will retain 21% of the fees collected and the City will receive the remaining 79% monthly, for the prior month's fire department responses. The City reserves the right to stop the program with Cost Recovery USA at any time.

To implement the services of Cost Recovery USA, the City is required to adopt an amendment to our current Cost Recovery Ordinance. As such, we discussed the matter with our City Attorney who has prepared a proposed ordinance amendment.

The City Commission is asked to review and consider the proposed ordinance amendment; hold a public hearing to receive comment related to the amendment; and consider approving a first reading of the ordinance revision.

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

Public Comment: None.

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

**E. FIRST READING OF ORDINANCE AMENDMENT 2025-003-DDA DISTRICT AND BOUNDARY AMENDMENT**

By adoption of its Resolution 2025-022, the Clare City Commission declared its intent to establish new boundaries for the City of Clare Downtown Development District, designate additional properties within the Downtown Development District, and set a public hearing to hear and consider comment related to the proposed Ordinance 2025-003 establishing the amended Downtown Development Authority (DDA) District.

All ordinance code changes or amendments require the approval of the Clare City Commission, and all ordinances require two readings and approval of the Clare City Commission subsequent to a public hearing. The required public notice announcing the public hearing has been accomplished. Subsequent to the conduct of the hearing, the Commission has the option of allowing a First Reading of the proposed Ordinance or denying the conduct of a First Reading, thereby rejecting the proposed new ordinance.

The City Commission is asked to conduct the required public hearing.

The City Clerk has published the requisite public notices and notified the appropriate taxing jurisdictions and property owners stipulated in the Resolution. The City Commission is now asked to hold the hearing and approve or deny a First Reading of the proposed ordinance which will determine whether to allow the proposed ordinance to proceed to a second reading and potential adoption at a subsequent scheduled public meeting.

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

Public Comment: Carol Santini spoke in favor of the boundary expansion.

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

**F. APPROVE FY24/25 YEAR-END BUDGET AMENDMENTS.**

State Law requires that a budget of the revenues and expenditures of a municipality be annually approved for its general and special revenue funds before the beginning of the fiscal year and that the amendments to the said budget are to be presented for review

when/as required. The Clare City Commission approved the fiscal year 2024/2025 budget on June 3, 2024, and has amended the budget as needed throughout the current fiscal year. However, there remain some additional "housekeeping" type budget amendments that are required for consideration and approval during the final City Commission meeting of the current fiscal year to be held on Monday, June 16, 2025.

Motion by Commissioner Murphy second by Commissioner Bussell to approve the FY24/25 budget amendments by the adoption of Resolution 2025-045. Roll call vote: Yeas: Commissioners Maegan Jenkins, Bob Bonham, Kim Bussell, Carolyn (Gus) Murphy, and Pat Humphrey. Nays: None. Absent: None. *Motion Carried.*

**G. WELL 8 REPLACEMENT ENGINEERING CONTRACT WITH WILLIAMS & WORKS**

The City has been working towards adding additional well sites to allow us to add additional capacity to our water system and start to replace some of our existing wells that are 50 plus years old. Dale Clark, Water/Wastewater Superintendent, has requested the City enter a proposed contract with Williams and Works, Inc. as a sole source contract in the amount of \$26,700 for the two phases to complete the Engineering Support and Groundwater Resource Evaluation for Well 8 Replacement. Williams and Works, Inc. (Dan Whalen) has been used by the City of Clare for many years, and we have been very happy with their work. This work will guide our efforts toward the replacement of Well 8, which is currently inoperable and unrepairable. Pending EGLE approval, which is looking promising, this new replacement well will be next to the existing well 8.

Motion by Commissioner Bussell second by Commissioner Jenkins to approve the sole source contract with Williams & Works by adoption of Resolution 2025-046. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Meagan Jenkins Carolyn (Gus) Murphy, and Pat Humphrey. Nays: None. Absent: None. *Motion Carried.*

**H. HOIST REPLACEMENT FOR DEPARTMENT OF PUBLIC WORKS**

The seals in the rear hoist at the city garage have failed due to age and cannot be replaced, thus the equipment needs to be replaced. The hoist is deemed necessary for the mechanic to safely lift our heavy equipment (dump trucks, fire trucks, etc.) to complete repairs. The Director of Public Works has requested authority to replace the rear post assembly hoist as a sole source purchase. Kessler Equipment Company has historically been the service company used to perform the maintenance on our current equipment and have kept it in service for us for many years; they are also the only provider of this equipment in our region of the state.

Motion by Commissioner Bonham second by Commissioner Murphy to approve the sole source hoist purchase from Kessler Equipment Company by adoption of Resolution 2025-047. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Meagan Jenkins Carolyn (Gus) Murphy, and Pat Humphrey. Nays: None. Absent: None. *Motion Carried.*

**I. AIRPORT FUEL SYSTEM UPGRADE**

The City has been awarded a \$70,000 MDOT Aeronautics grant to upgrade the 100LL fueling system at the airport. The MDOT grant award does not require any matching city funds. Sparling Corporation has provided an estimate of \$69,620.00 to upgrade the fueling system at the City's airport. The 100LL fuel systems are maintained exclusively by Sparling Corporation out of Taylor, Michigan, and Sparling is the leading expert in aviation fuel storage and dispensing systems in our state, thus, Airport Manager Gabe Ambrozaitis is requesting a sole source purchase agreement with Sparling Corporation to complete the upgrade.

The City Commission is asked to approve the sole source request and to authorize the City Manager to sign any and all documents necessary to complete this project.

Motion by Commissioner Murphy second by Commissioner Bussell to approve the services agreement with the Sparling Corporation by the adoption of Resolution 2025-048. Roll call vote: Yeas: Commissioners Maegan Jenkins, Bob Bonham, Kim Bussell, Carolyn (Gus) Murphy, and Pat Humphrey. Nays: None. Absent: None. *Motion Carried.*

**J. CHANGE ORDER-WEED CONTROL-LAKE SHAMROCK DREDGING PROJECT-SAVIN LAKE SERVICES**

Due to the harsher and earlier winter last year, Lake Shamrock froze much earlier. This forced the stoppage of dredging much earlier than anticipated and necessitated the completion being done in 2025 starting in July after the pause required by our permit from EGLE related to fish spawning season. Savin Lake Services has worked with City Staff to create a plan for the treatment of the aquatic vegetation under our permit to facilitate the effectiveness and speed of the dredging process that they will begin again in a few short weeks. These costs are relatively minor in comparison to the overall contract amount and are outlined in the attached Change Order. The City Commission is asked to formally approve the Change Order.

Motion by Commissioner Murphy second by Commissioner Bussell to approve the change order by the adoption of Resolution 2025-049. Roll call vote: Yeas: Commissioners Maegan Jenkins, Bob Bonham, Kim Bussell, Carolyn (Gus) Murphy, and Pat Humphrey. Nays: None. Absent: None. *Motion Carried.*

**K. WATER MAIN REPLACEMENT-200 BLOCK WEST 6<sup>TH</sup> STREET**

The watermain on the 200 block of W. 6th Street is very old and has reached the end of its useful life. Repeated water main breaks have occurred in this area, and the old 4" pit cast iron main needs to be replaced. Consequently, the City solicited bids for the watermain replacement project.

As reflected in the bid tab memo from DPW Director Luke Potter, the city received bids from five contractors. Public Works Director Luke Potter has completed a review of the bid documents submitted and has made a recommendation to award the work to the low bidder, McGuirk Sand & Gravel, in the amount of \$106,617.00 with an additional 10% contingency on the project.

The City Commission is asked to approve the bids and authorize the expenditure of funds to replace the existing watermain with a new watermain, and to authorize the City Manager to sign any and all documents necessary to complete this project.

Motion by Commissioner Bonham second by Commissioner Murphy to approve the bids and award the project work to McGuirk Sand & Gravel by the adoption of Resolution 2025-050. Roll call vote: Yeas: Commissioners Maegan Jenkins, Bob Bonham, Kim Bussell, Carolyn (Gus) Murphy, and Pat Humphrey. Nays: None. Absent: None. *Motion Carried.*

8. TREASURER'S REPORT: The Treasurer provided a 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 will start back up in the beginning of July.

For the 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 design is close to 50% complete. Once complete, GEI will set up a meeting with EGLE and the City to begin a preliminary review of the project. The mussel survey has been completed. There were no endangered species and several species of common mussels. Ultimately, EGLE and DNR will decide on the direction needed, and if we will be able to proceed with or without having to do a plan for mussel relocation downstream. We are still working with EGLE to get the acceptance complete for the FEMA grant and the second and most recent HHPD grant.

Planning Commission Meeting. The Planning Commission held a meeting on June 11, 2025 and approved the following items on their agenda which included:

- Site Plan Review for Façade Improvement and Signage - Jimmy Johns (to be located inside the Shell Gas Station on the north end of town).
- Special Use Permit Approval for a drive through window at the new RPF Oil Gas Station being built on the corner of East Colonville Road and South Clare Avenue

DDA Meeting. The DDA held their most recent meeting on May 8th.

- Approved a 3-month trial for 505 Café to rent a parking space on 4th Street at the NW corner of 4th and McEwan for \$25 a month. They will place a sign at the parking space to designate it for pickup orders that will be delivered curbside to the customer. The sign

will be out during normal business hours. The parking space will revert to a regular parking space before they open and after they close.

•Discussion and updates on new Downtown façade improvements; New businesses coming to downtown; an update on the August 9th Downtown Music Festival; an update on the design work on downtown entrance signs.

Approval of Minutes and Financials.

Summerfest. The 2025 Clare Summerfest is scheduled for June 20th through June 22nd. The events include city wide garage sales, free ice cream, free hot dogs, food trucks, frog jumping, teddy bear races, craft show, live music, community band concert, fireworks, and more. The 1st Annual Central Michigan Truck Show will be part of Summerfest this year.

Reminder: We still need help as usual grilling and serving hot dogs on Saturday at Shamrock Park before the fireworks. Typically, City Commissioners and City Staff assist.

Summer Concert Series. The 2025 Summer Concert Series in Shamrock Park continues through the summer until August 14th every Thursday night from 6-8 at Shamrock Park.

Michigan Green Communities. For the second year in a row, Clare was recognized for the year 2024 for environmental leadership by the statewide Michigan Green Communities program. As part of the Michigan Green Communities (MGC) Challenge, local governments are awarded gold, silver, or bronze seals of achievement reflecting community leadership in areas such as energy efficiency, climate adaptation and resilience, recycling, environmental justice, and more. Last year the City of Clare achieved silver status; this year we have reached Gold status being recognized for exemplary action in multiple categories, including items in categories related to planning, economic development, land use, climate resilience, climate adaptation, energy efficiency, renewable energy, materials management (AKA recycling, composting, waste diversion), water conservation and protection, clean mobility, and community engagement.

MDOT Summer Road Project. Brian Atkinson, Operations Manager for MDOT, recently reached out to the city to let us know they had winter savings in maintenance for our region. As a result, they are adding a 1.5" cold mill and 1.5" resurfacing (Mill & Fill) project along McEwan St (US-127 BR) in the city of Clare. The limits are from 3rd Street northerly to State Street (where last year's Mill & Fill project began). The project will be approximately 0.309 miles in length (see attached sheet). MDOT did not plan to do work in our community over the next several years on this stretch of roadway, but because of the savings in Region Maintenance funds, they are now able to invest an additional \$275,000 to keep this section of roadway in good condition. The project is currently being prepared for advertising, and they anticipate having the bids around July 1st. The construction window would be after July 4th until September 19th, with approximately eleven working days needed for the project.

11. \*COMMUNICATIONS: *Approved by Consent Agenda.*
12. EXTENDED PUBLIC COMMENT: None.
13. COMMISSION DISCUSSION TOPICS: Commissioner Bonham was approached by a citizen who asked why the street sweeper runs so frequently. Commissioner Bonham informed the individual that the city operates the sweeper frequently to keep the trash, and specifically plastics, from going into and polluting our water sources (storm sewers, drains, rivers, lakes, etc.). Commissioner Bussell questions how many sections of Lake Shamrock are left to dredge; there are eight sections remaining for Savin Lake Services to dredge.
14. \*APPROVAL OF BILLS: *Approved by Consent Agenda.*
15. \*PROFESSIONAL & EDUCATIONAL TRAINING OPPORTUNITIES: *Approved by Consent Agenda.*
16. CLOSED SESSION: OMA, 15.268, Section 8.1.(c) POAM/COAM LABOR AGREEMENT NEGOTIATIONS

Motion by Commissioner Bonham second by Commissioner Murphy to go into closed session at 6:21 pm. Roll call vote: Yeas: Commissioners Carolyn (Gus) Murphy, Maegan Jenkins, Bob Bonham, Kim Bussell, and Pat Humphrey. Nays: None. Absent: None. *Motion Carried.*

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

17. APPROVE CLOSED SESSION MINUTES

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

18. APPROVAL OF LABOR AGREEMENTS-POAM & COAM

Motion by Commissioner Bussell second by Commissioner Murphy to approve the negotiated labor agreements with the Police Officers Association of Michigan and the Command Officers Association of Michigan by adoption of Resolutions 2025-051 & 2025-052. Roll call vote: Yeas: Commissioners Maegan Jenkins, Bob Bonham, Kim Bussell, Carolyn (Gus) Murphy, and Pat Humphrey. Nays: None. Absent: None. *Motion Carried.*

19. CLOSED SESSION: OMA, 15.268, Section 8.1.(h) "To consider material exempt from discussion or disclosure by state or federal statute" regarding an Attorney-Client privileged opinion.

Motion by Commissioner Murphy second by Commissioner Bussell to go into closed session at 6:45 pm. Roll call vote: Yeas: Commissioners Carolyn (Gus) Murphy, Maegan Jenkins, Bob Bonham, Kim Bussell, and Pat Humphrey. Nays: None. Absent: None. *Motion Carried.*

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

20. APPROVE CLOSED SESSION MINUTES

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

21. AUTHORIZE SETTLEMENT AGREEMENT

Motion by Commissioner Bussell second by Commissioner Jenkins to authorize the City Manager to enter into a utility settlement agreement by adoption of Resolution 2025-053. Roll call vote: Yeas: Commissioners Maegan Jenkins, Bob Bonham, Kim Bussell, Carolyn (Gus) Murphy, and Pat Humphrey. Nays: None. Absent: None. *Motion Carried.*

22. ADJOURNMENT: Motion by Commissioner Bussell seconded by Commissioner Murphy to adjourn the meeting. Roll call vote: Yeas: Commissioners Kim Bussell, Carolyn (Gus) Murphy, Bob Bonham, Maegan Jenkins, and Pat Humphrey. Nays: None. Absent: None. *Motion Carried.* The meeting adjourned at 7:14 p.m.

---

Pat Humphrey, Mayor

---

Diane M. Lyon, City Clerk