

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; 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 2025-002, 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: Diane Sartor of Wilcox Parkway offered appreciation that Mr. C's food truck is now parked in a driveway; and after questioning how the city staff's budgeted pay structure works, she expressed a desire to have the city pay for staffing for the Depot when volunteers are not available to man the Depot. Mayor Humphrey informed Ms. Sartor that she could schedule a meeting with himself and the City Manager so that they could explain the budget and pay structures.

Gary Todd voiced concern regarding the number of deer at the airport creating a potential hazard for pilots.

6. UNFINISHED BUSINESS: None.

7. NEW BUSINESS:

A. **SECOND READING AND ADOPTION OF PROPOSED ORDINANCE 2025-002 (COST RECOVERY ORDINANCE)**

Subsequent to holding a public hearing on June 16, 2025, at the regular commission meeting, the Clare City Commission considered and approved a first reading of a proposed ordinance (Ordinance 2025-002) to implement the services of Fire Recovery USA for their assistance in recouping the costs associated with emergency responses by the city's fire department.

As all ordinance changes/amendments require 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 2025-002 for incorporation to the City's Ordinance Codes.

Motion by Commissioner Murphy second by Commissioner Bonham to approve the second reading and adoption of Ordinance 2025-002 by adoption of Resolution 2025-054. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

B. **COST RECOVERY AGREEMENT - FIRE RECOVERY USA**

The City has approved the adoption of Ordinance 2025-002 for the purpose of enabling Fire Recovery USA to bill and collect funds from insurance companies when an emergency response from the Clare Fire Department for their insured policyholder is required.

The City is now asked to approve a contractual agreement with Fire Recovery USA to begin implementation of the billing and collection services upon the effective date of said Ordinance (August 10, 2025).

Motion by Commissioner Jenkins second by Commissioner Murphy to approve the proposed agreement by adoption of Resolution 2025-055. Roll call vote: Yeas:

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

C. USDA GRANT APPLICATION-POLICE VEHICLE AND EQUIPMENT

The City has worked with the USDA to obtain grant funds for public safety for many years. The City recently submitted a preliminary request to be considered for a grant to defray a portion of the cost to purchase a new police vehicle. The City has published the required notice of its notice of intent to formally apply for the grant to purchase the said vehicle. The City Commission is asked to hold the requisite public hearing and subsequently approve the submission of the grant application and acceptance of the funds if awarded. The City Commission is asked to authorize the City Manager to sign all necessary related documents for the grant and allow the Treasurer/Finance Director to apply any and all necessary budget amendments needed to accept the funds.

Motion by Commissioner Murphy second by Commissioner Bussell to open the public hearing to approve the submittal of USDA Grant Application and Accept Funds if awarded for a new police vehicle. Roll call vote: Yeas: Commissioners Meagen Jenkins, 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 Kim Bussell, Carolyn (Gus) Murphy, Maegan Jenkins, Bob Bonham, and Pat Humphrey. Nays: None. Absent: None. *Motion Carried.*

Motion by Commissioner Bussell second by Commissioner Jenkins to approve the submittal of USDA Grant Application and Accept Funds if awarded for a new police vehicle by adoption of Resolution 2025-056. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Meagan Jenkins Carolyn (Gus) Murphy, and Pat Humphrey. Nays: None. Absent: None. *Motion Carried.*

D. USDA GRANT APPLICATION-DPW GARAGE HOIST FOR HEAVY EQUIPMENT

The City recently submitted a preliminary request to be considered for a grant to defray a portion of the cost to purchase a new hoist for the DPW garage. The City has published the required notice of its notice of intent to formally apply for the grant to purchase the said hoist. The City Commission is asked to hold the requisite public hearing and subsequently approve the submission of the grant application and acceptance of the funds if awarded. The City Commission was asked to authorize the City Manager to sign all necessary related documents for the grant and allow the Treasurer/Finance Director to apply any and all necessary budget amendments needed to accept the funds.

Motion by Commissioner Bussell second by Commissioner Bonham to open the public hearing to approve the submittal of USDA Grant Application and Accept Funds if awarded for a new DPW garage hoist. Roll call vote: Yeas: Commissioners Meagen Jenkins, 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 Murphy to close the public hearing. Roll call vote: Yeas: Commissioners Kim Bussell, Carolyn (Gus) Murphy, Maegan Jenkins, Bob Bonham, and Pat Humphrey. Nays: None. Absent: None. *Motion Carried.*

Motion by Commissioner Bonham second by Commissioner Murphy to approve the submittal of USDA Grant Application and Accept Funds if awarded for a new DPW garage hoist by adoption of Resolution 2025-057. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Meagan Jenkins Carolyn (Gus) Murphy, and Pat Humphrey. Nays: None. Absent: None. *Motion Carried.*

E. APPROVE EMPLOYMENT CONTRACT – DPW DIRECTOR LUKE POTTER

The City presently enjoys an employment contract with its Public Works Director, Luke Potter. The contract expired on June 30, 2025; consequently, the City Commission is asked to renew the agreement for a period of three years.

Motion by Commissioner Murphy second by Commissioner Bussell to approve the proposed employment agreement by adoption of Resolution 2025-058. 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 EMPLOYMENT CONTRACT – RECREATION DIRECTOR JOY SIMMER

The City presently enjoys an employment contract with its Recreation Director, Joy Simmer. The contract expired on June 30, 2025; consequently, the City Commission is asked to renew the agreement for a period of three years.

Motion by Commissioner Bussell second by Commissioner Bonham to approve the proposed employment agreement by adoption of Resolution 2025-059. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

G. APPROVE EMPLOYMENT CONTRACT – CHIEF OF POLICE DAVID SAAD

The City presently enjoys an employment contract with its Chief of Police, David Saad. The contract expired on June 30, 2025; consequently, the City Commission is asked to renew the agreement for a period of three years.

Motion by Commissioner Bussell second by Commissioner Murphy to approve the proposed employment agreement by adoption of Resolution 2025-060. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

H. MML WORKERS COMPENSATION FUND BOARD OF DIRECTORS ELECTION

The City of Clare is a member of the Michigan Municipal League's (MML) Workers' Compensation Fund. The Board of is elected from the membership. The City has been informed that four trustee spots are open this year. The City Commission is asked to cast its ballot to fill these four positions by voting for the two incumbents and two new appointees designated on the ballot or by offering write-in candidates.

Motion by Commissioner Bonham second by Commissioner Murphy to approve the re-election of the incumbent candidates and direct its City Clerk to submit the ballot by adoption of Resolution 2025-061. 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 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 now able to operate, as of July 1. Mechanical dredging by the city has begun on the west end of the lake. Clean up along the beach and at the mouth of the lake will be the next focus areas. Hydraulic Dredging by Savin will be ramping back up after they treat the vegetation again and get the barge back in the water and hooked back up.

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 City and GEI met at our regular monthly meeting and discussed recent progress. GEI set up a meeting with EGLE and the City, to begin preliminary review of the project. The meeting took place July 7th. We learned from the mussel survey that there is a dozen different species existing with three species identified not as endangered but rather as being of "special concern", thus, the mussels will have to be relocated (hopefully in August/September) downstream. GEI will also be setting up a time with staff to further review the design in more detail. We are

still working with EGLE to get the acceptance complete for the FEMA grant and the second and most recent HHPD grant.

11. *COMMUNICATIONS: *Approved by Consent Agenda.*
12. EXTENDED PUBLIC COMMENT: Diane Sartor was curious as to when dredging would be completed in the area of Shamrock Park beach.
13. COMMISSION DISCUSSION TOPICS: Commissioner Murphy was approached by a resident regarding the condition of a section of Witbeck Drive; DPW is checking to see if extra funding is available to complete a mill and overlay in that small section of roadway. The same resident voiced concern that none of the fish he caught out of Shamrock Lake has eggs; EGLE regulates and requires permits for all treatments used for reducing weeds within Michigan's waterways. Mayor Humphrey noted that there has been no construction on the vacant lot on 6th Street (next to the drain) even though they pulled a building permit years ago, and the lot is again blighted.
14. *APPROVAL OF BILLS: *Approved by Consent Agenda.*
15. *PROFESSIONAL & EDUCATIONAL TRAINING OPPORTUNITIES: *Approved by Consent Agenda.*
16. 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 6:31 p.m.

Pat Humphrey, Mayor

Diane M. Lyon, City Clerk