

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, Jennifer Kinberg, Deputy City Clerk; Janiece Raymond, Clerical Assistant; David Saad, Police Chief; and Dale Clark, WWTP Superintendent.

2. CONSENT AGENDA:

Moved by Commissioner Bussell second by Commissioner Bonham to approve the items listed with an asterisk (\*), (Minutes as amended, Agenda, Department Reports, Communications, Approval of Bills, and Professional Development) 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. EMPLOYEE RECOGNITION-DALE CLARK, 30 YEARS OF SERVICE**

Dale Clark has completed thirty (30) years of faithful, dedicated service to the City of Clare as a member of the City's Water Treatment Department. We ask that the City Commission recognize Dale for his outstanding service.

Motion by Commissioner Murphy second by Commissioner Bussell to approve recognize Dale's 30 years of service to the community by adoption of Resolution 2025-077. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

**B. INTRODUCTION OF NEW EMPLOYEE JANIECE RAYMOND**

With upcoming retirement of a member of the clerical staff (Mary Warner), not backfilling the position of Deputy Treasurer, and the departure of the high school intern, the City began the search for an employee to fill a part time position.

After reviewing and conducting interviews, Janiece Raymond was selected to serve as the new part time clerical office professional in the front office of City Hall. Janiece, a Gladwin resident, brings valuable experience from her role as Compliance Coordinator at GLD Management Company, where she worked for the past. She officially started with the City a couple weeks ago and has already proven to be a great asset to the City. New Administrative Assistant Janiece Raymond was introduced to the City Commission

**C. UPDATE OF BANK ACCOUNT SIGNATORIES**

With Mary Warner's pending retirement and changes of duties in the clerk's office, we need to update our bank signatories.

A complete review of the City's bank accounts has been completed and is summarized for the Commission's review on the attached spreadsheet. The City Commission is asked to approve the new list of signatories.

Motion by Commissioner Bonham second by Commissioner Murphy to approve the updated bank signatories by the adoption of Resolution 2025-078. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

**D. SET TRICK-OR-TREAT DATE AND HOURS**

Historically, the City Commission has set the date and time for Halloween trick-or-treating within the City. Generally, these hours are set for 6:00 p.m. to 8:00 p.m. on October 31st – which falls on Friday this year. Recreation Director Joy Simmer recommends that the City Commission set the date and time for the City of Clare Trick or Treating to Friday, October 31, 2025, from 6:00 p.m. to 8:00 p.m.

There is potential for an MHSAA Football Districts football game, but that event is yet to be determined, and it is unknown whether the event (if it occurs) would take place in Clare.

Motion by Commissioner Murphy second by Commissioner Bussell to approve the Trick-or-Treat hours by the adoption of Resolution 2025-079. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

**E. PARK USE REQUEST-PETTIT PARK**

The City has received a Park use request letter from Bekah Glasco (Glasco Photography) to host “Fall Mini Session” photo shoots at Pettit Park on October 11 or 12, 2025, from approximately 4:00 p.m. to 8:00 p.m.

All commercial, for-profit activities in the City’s parks require the City Commission’s sanction and approval (Ordinance Code Extract Sect.30-71(7) att’d) in advance of the event. Bekah has requested the Commission approve this request.

Motion by Commissioner Murphy second by Commissioner Bonham to approve the park use request by the adoption of Resolution 2025-080. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

**F. WINN TELECOM 5 YEAR PHONE & INTERNET SERVICE AGREEMENT EXTENSION**

The City of Clare has an existing contract/agreement with Winn Telecom for our phones and internet services throughout city offices. This agreement has been in place, in some form, for close to 10 years. The city has been very happy with the service and support provided by Winn Telecom over that time.

Recently a representative from Winn Telecom reached out to the city to inform us that our last contract extension has expired and we are operating on a month-to-month contract with them. They have since prepared a new 5-year contract extension and agreement. By taking advantage of the 5-year term and doing a review of the current services, the city was able to work with Winn Telecom to reduce our monthly cost for the services with them by approximately 25%.

Motion by Commissioner Bonham second by Commissioner Murphy to approve the contractual agreement extension by the adoption of Resolution 2025-081. 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. Mechanical dredging by the city is now operating in the far West along the section at the mouth of the lake. The city’s barge operates during normal DPW business hours as time and workload permit. Savin’s hydraulic dredging is currently under a short pause in operations for another job. They will be back soon to complete their work in several areas on Lake Shamrock.

Lake Shamrock Dam Project. For the dam project, our engineering firms, GEI and Spicer, are continuing design work for the new dam, emergency/auxiliary spillway, and the new walkway. GEI anticipates they will submit the preliminary permit application to EGLE this month as they work toward the 90% completion mark on the design. The city will meet with them in October to finalize the design. Bidding should occur over the winter. We are still waiting on the grant agreement with FEMA and will bring that to you at a future meeting. We will be applying for additional funds from DRRGP dollars if they become available, but so far, another round has not been announced.

MDOT Summer Road Project. Just a reminder that this project is scheduled to start September 15<sup>th</sup> and there will be detours in place during construction.. 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 3<sup>rd</sup> Street northerly to State Street (where last year’s mill & fill project began). The project will be approximately 0.309 miles in length. MDOT did not have plans 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.

New Business Opening. Jimmy Johns held their grand opening and ribbon cutting Tuesday, September 9<sup>th</sup>. They are located inside the Shell Gas Station at 10402 South Clare Avenue.

Planning Commission Meeting. The Planning Commission held a meeting on September 10, 2025, holding a Public Hearing and Site Plan Review and Approval for a Renosol Building Addition located in the North Industrial Park.

DDA Meeting. The DDA held their most recent meeting on September 11, 2025. They approved the renewal of the Tax Agreement between Pere Marquette District Library and the DDA; held discussion on soliciting bids for downtown bathrooms to be built at the Depot; and meeting schedule for the rest of the year.

Kiwanis Auction. From the Local Kiwanis Chapter of Clare: The Clare Area Kiwanis Online Auction is being held September 14<sup>th</sup> - 20<sup>th</sup>. More information is available at <https://givebutter.com/clarekiwanis2025>. The site is open for viewing auction items and bidding officially opens at 9am on September 14<sup>th</sup>. Thank you to all the local businesses who supported the auction for this year.

Addendum: RPF Oil will break ground on October 1 to start building the new gas station on the corner of S. Clare Avenue and Colonville Rd.

Jim Paetschow is in the process of cleaning up the old Amoco gas station on S. McEwan Street. He intends to put up a Welcome to Clare sign at the location.

11. \*COMMUNICATIONS: *Approved by Consent Agenda.*
12. EXTENDED PUBLIC COMMENT: None.
13. COMMISSION DISCUSSION TOPICS: Some of the Savin workers have told residents that their work is complete on Lake Shamrock, but that is not accurate. Savin’s owner had to take care of some work on Lake Isabella, but the dredging crew will be back mid-October to complete the rest of the dredging project. Commissioner Bussell will be absent from the next meeting.
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.

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Pat Humphrey, Mayor

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Diane M. Lyon, City Clerk