

AGENDA REPORT

TO: Mayor & City Commission
FROM: Jeremy Howard, City Manager
DATE: October 2, 2025
RE: Employee Retirement Recognition – Mary Warner

For the Agenda of October 6, 2025

Background. Mary Warner has faithfully served the residents of the City of Clare for the past ten years as the Utility Billing Clerk in the Department of Public Works, and for four years prior as an assistant in the Clerk's office. Mary has tendered her letter of resignation and retirement effective as of October 4, 2025. The City Commission is asked to consider formally recognizing Mary for this distinguished achievement.

Issues & Questions Specified. Should the City Commission formally recognize the loyal service of Mary Warner upon the occasion of her retirement?

Alternatives.

1. Formally recognize this selfless service.
2. Do not formally recognize this selfless service.
3. Defer/delay decision of this matter to a subsequently scheduled City Commission meeting.

Financial Impact. The cost to the City is approximately \$275.00 (the cost of a framed resolution, \$25, and \$250 stipend).

Recommendation. I recommend that the City Commission formally recognize the faithful service of Mary Warner by adoption of Resolution 2025-082 (*copy att'd*).

Attachments.

1. Resolution 2025-082.

RESOLUTION 2025-082

A RESOLUTION OF THE CLARE CITY COMMISSION RECOGNIZING MARY WARNER FOR FOURTEEN YEARS OF FAITHFUL SERVICE.

WHEREAS, Mary Warner has faithfully served the City of Clare and its residents for the past fourteen years; and

WHEREAS, the City Commission deems it appropriate to honor and recognize Mary Warner for said service.

NOW THEREFORE BE IT RESOLVED that the Clare City Commission hereby recognizes Mary for fourteen years of faithful, dedicated service to the City of Clare while serving as the Utility Billing Clerk and DPW Secretary in the Department of Public Works for the past ten years, and previously as an Administrative Assistant in the City Clerk's office.

BE IT FURTHER RESOLVED that the Clare City Commission honors Mary Warner for her devotion and dedication to the City and its residents in completing her many assigned responsibilities and offers its sincere wishes for happiness and good health upon her resignation and retirement.

ALL RESOLUTIONS AND PARTS OF RESOLUTIONS INSOFAR AS THEY CONFLICT WITH THE PROVISIONS OF THIS RESOLUTION BE AND THE SAME ARE HEREBY RESCINDED.

The Resolution was introduced by Commissioner _____ and supported by Commissioner _____. The Resolution declared adopted by the following roll call vote:

YEAS:

NAYS:

ABSENT:

Resolution approved for adoption on this 6th day of October, 2025.

Diane M. Lyon, City Clerk