

The regular meeting of the Clare City Commission was called to order at 6:02 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, and Gus Murphy. Absent: Maegan Jenkins who subsequently arrived at 6:12 p.m. Also, present: Jeremy Howard, City Manager; Vicki Corlew, City Treasurer; Diane Lyon, City Clerk, Dale Clark, WWTP Superintendent; and David Saad, Police Chief.

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, and Professional Development) that are considered routine by the City Commission. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, and Carolyn (Gus) Murphy. Nays: None. Absent: Maegan Jenkins. *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. FY24/25 AUDIT APPROVAL

The public accounting firm of Andrews, Hooper & Pavlik (AHP) of Midland, Michigan conducted an independent audit of the City of Clare's financial records for the City's fiscal year ending June 30, 2025. A draft copy of the complete audit report was provided for review. AHP Representative, Danielle Hoppe, presented the audit report to the City Commission.

The City Treasurer/Finance Director, City Manager, and City Clerk have reviewed the preliminary audit report and will formally acknowledge the results in writing after a review of the final draft.

The City Commission is asked to formally approve the audit findings and results as presented.

Motion by Commissioner Bonham second by Commissioner Murphy to approve the audit report and results by adoption of Resolution 2025-099. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None *Motion Carried.*

B. ANNUAL REVIEW OF BY-LAWS

The By-Laws of the City of Clare City Commission govern the procedures and processes followed by the City Commission concerning the rules it adopts and enforces, the conduct of its members, the conduct of meetings, and the decisions made by the Commission – in essence, everything the City Commission formally does or does not do. As the last piece of business for this year, it is deemed appropriate to complete the annual review and update those rules before the first meeting of the new year and before conducting any business in the new year to ensure the by-laws are up-to-date and are fulfilling the needs and desires of the City Commission.

Motion by Commissioner Bonham second by Commissioner Bussell to approve the City Commission by-laws by the adoption of Resolution 2025-100. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

C. APPROVE VERNON TOWNSHIP FIRE SERVICES AGREEMENT

The City has long-enjoyed formal agreements with four surrounding townships (Grant, Sheridan, Vernon, & Wise) that outline the basic terms of responsibilities and compensation for fire services provided to those townships by the Clare Fire Department. Vernon Township's agreement will expire at the end of 2025, and they now desire to renew

that agreement without revision except for the term of the agreement (January 1, 2026 through December 31, 2026).

The City Commission is asked to approve renewal of the agreement.

Motion by Commissioner Bussell second by Commissioner Murphy to approve the one-year Fire Services Agreement with Vernon Township by adoption of Resolution 2025-101. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

**D. APPROVE VERNON TOWNSHIP FIRE SERVICES AGREEMENT**

The City has long-enjoyed formal agreements with four surrounding townships (Grant, Sheridan, Vernon, & Wise) that outline the basic terms of responsibilities and compensation for fire services provided to those townships by the Clare Fire Department. Vernon Township's agreement will expire at the end of 2025, and they now desire to renew that agreement without revision except for the term of the agreement (January 1, 2026 through December 31, 2026).

The City Commission is asked to approve renewal of the agreement.

Motion by Commissioner Bussell second by Commissioner Murphy to approve the one-year Fire Services Agreement with Vernon Township by adoption of Resolution 2025-101. 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 continues at the west end of the lake and will continue as long as the excavator can break the ice in the area. Savin's hydraulic dredging has resumed operations but unfortunately they are no longer able to keep the ice broken up to continue due to the extreme temperatures. They have now pulled the barge for the season and will be back to start work in 2026 as soon as possible, weather permitting, to complete the work before the March 15<sup>th</sup> through June 30<sup>th</sup> fish spawning pause goes into effect. They project their work schedule to be 6 days a week / 24 hours a day at minimum.

Lake Shamrock Dam Project. Engineering firms, GEI and Spicer continue work toward completion on the design work for the new dam, emergency/auxiliary spillway, and the new walkway. City staff meet weekly with the design engineers and project managers to prepare the RFP for the project so that it can be sent out in the next month or so. We are still waiting on the grant agreement with FEMA and will bring that to you at a future meeting.

Christmas in Clare. The annual Christmas in Clare event is scheduled for Sunday, December 14th. There will be events during the day at the Depot and around town and a lighted Christmas Parade through Clare at dark. The Clare Area Chamber of Commerce website and social media also have more information and additional event information.

Board and Commission Meeting Schedules for 2026. The dates and times for the 2026 City Commission Meetings and other boards and commissions has been provided. The first meeting of 2026 will be on Monday, January 5, 2026 at 6:00 p.m.

Airport Fence RFP Bids. Airport Manager Gabe Ambrozaitis and City Treasurer Vicki Corlew opened the bids for Airport Fencing proposal; 7 bids were received. The City requested two bids from the vendors. The first option was to fence off the entire perimeter of the airport and the second option was to fence just the west side of the main runway and along the north end of Eberhart Avenue. Due to airport regulations, addendums to the original RFP were required for additional gated areas and cattle gate sections. The proposed cost of the project ranged from \$427,606 to \$971,098 for the full perimeter fencing and from \$87,052 to \$322,498 for the partial fencing. The information is still being analyzed by the Airport Manager, Engineers, and staff. Once reviewed and after the beginning of the new year, we can provide additional information to you for discussion and direction.

Ice Rink. The ice rink at the large pavilion at Shamrock Park will be open for use in the near future. The City has started putting water on the rink and the cold temperatures seem to be cooperating to keep the layers freezing. Look for an announcement on City Social Media (Parks and Recreation Facebook Page) when the ice is thick enough to open the rink for use for the season, weather permitting.

2025 “State of the City” Letter From Mayor and City Manager. The Mayor and I drafted a letter to city residents and businesses as an end of the year “State of the City” report that highlights a few of the accomplishments this year and some of the many things that make the City of Clare a great place to live, work, and visit.

Holiday Closures and Hours. are just a couple weeks away. City Hall hours for Christmas and the New Year will be as follows:

Monday, December 22<sup>nd</sup> – 7:00 a.m. to 5:30 p.m.  
Tuesday, December 23<sup>rd</sup> – 7:00 a.m. to 5:30 p.m.  
Wednesday, December 24<sup>th</sup> – Closed for the holiday.  
Thursday, December 25<sup>th</sup> – Closed for the holiday.  
Friday, December 26<sup>th</sup> – Normal Friday Closure.

Monday, December 29<sup>th</sup> – 7:00 a.m. to 5:30 p.m.  
Tuesday, December 30<sup>th</sup> – 7:00 a.m. to 5:30 p.m.  
Wednesday, December 31<sup>st</sup> – Closed for the holiday.  
Thursday, January 1<sup>st</sup> – Closed for the holiday.  
Friday, January 2<sup>nd</sup> – Normal Friday Closure.

11. \*COMMUNICATIONS: *Approved by Consent Agenda.*
12. EXTENDED PUBLIC COMMENT: None.
13. COMMISSION DISCUSSION TOPICS: None.
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 Bonham to adjourn the meeting at 6:38 p.m.. Roll call vote: Yeas: Commissioners Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

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Pat Humphrey, Mayor

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Diane M. Lyon, City Clerk