

CITY MANAGER REPORT

TO: Mayor Pat Humphrey & Clare City Commission
FROM: Jeremy Howard, City Manager
DATE: February 26, 2026
RE: City Manager's Report

For the Agenda of March 2, 2026

Lake Shamrock Dredging. Mechanical dredging by the city will continue at the west end of the lake as time and weather permit. Savin's hydraulic dredging continues to be paused due to the temperature and ice formation on the lake. They have pulled the barge for the season and will be back to start work in 2026 as soon as possible, weather permitting. I did speak to Savin recently and with the cold hard winter that we have had the ice does not look to be opening anytime soon on the lake so there is very little chance that they will be able to get on the lake to start, let alone finish, their remaining work before the March 15th through June 30th fish spawning pause occurs. This means that they will be back the beginning of July to complete the dredging when the fish spawning restriction is lifted. They estimate about 4 to 6 weeks of dredging remaining with completion by mid to late August hopefully.

Lake Shamrock Dam Project. For the dam project, our engineering firms, GEI and Spicer, have completed the design work for the new dam, emergency/auxiliary spillway, and the new walkway. The project has been out to bid for the last several weeks. Sealed bids were opened at 2:00 p.m. on Tuesday, February 24, 2026 and two bid were received (Fisher Contracting and Anlaan Corporation). Unfortunately, the bids came in higher than anticipated by 2 or 3 million dollars. Fisher Contracting was low bid at \$8,891,895 and Anlaan Corporation was \$9,970,000. This will require the engineers to do a detailed review to make sure the bid items are correct and to potentially look at ways to allow the city to reduce the costs by changing the scope or phases if possible. Currently, we do not have enough funding in place with the grant dollars we currently have received to fully fund both phases of the project at those amounts. We will be talking to EGLE and FEMA to see if there are additional grants or funding sources available. Once the bids are fully reviewed, I will be bringing a recommendation to the City Commission for approval as soon as we can. The project will hopefully still commence this Spring. We are still waiting on the grant agreement with FEMA and will bring that to you at a future meeting.

DDA Meeting. The DDA held their most recent meeting on February 12, 2026. They had several items and discussion topics on their agenda which included:

- Approved the renewal of a contract with Hometown Decoration & Display for downtown holiday decorations.
- Discussion regarding the possible establishment of a DDA Social District.
- Discussion on the status of the future downtown entry/gateway signs.
- Discussion on the status of the Downtown/Depot Public Restrooms project.
- Approved the attendance excusal of two members of the DDA Board.
- Approval of Minutes and Financials.

Planning Commission Meeting. The Planning Commission held a meeting on February 11, 2026 and acted on items on their agenda which included:

- Elected 2026 Chairperson – Jason Lowe
- Elected 2026 Vice Chairperson – Nick Wyman
- Annual review of bylaws
- Public Hearing and Special Use Permit Review and Approval – K-Berger, LLC (Culvers) – Expansion to add a second drive-thru at the current location.
- Public Hearing and Site Plan Review and Approval – 7-Eleven, LLC (Speedway) – Update to gas tanks, canopy, and drives.
- Approval of 2025 Planning Commission Annual Report (attached).
- Approved the attendance excusal of two members of the Planning Commission.

Note: There is no requirement in either the Charter or the Planning/Zoning Enabling Act that requires a joint meeting of the City Commission and the Planning Commission. We have not held one the last couple years as the Annual Report has sufficed, but if at any time the City Commission feels that it would be beneficial, we can look at scheduling a joint meeting in the future.

City Wide Let Run Water Notice. The City of Clare remains under a ‘Let Water Run’ order that went into effect January 26, 2026 and continues until further notice. See attached flyer.

Please do the following to ensure water lines do not freeze:

- Water is to run 24 hours a day from ONE faucet.
- Stream is to be the size of a pencil lead or slightly larger.
- Do NOT shut water off until directed to do so by the City of Clare.
- The City of Clare is NOT responsible for thawing frozen water lines.
- Water bill will be averaged on past consumption during the ‘Let Run’ order.

Contact the Utility Billing Department for questions about the ‘Let Run’ order at: (989) 424-4071.

City Commission Nominating Petitions. Reminder: The City of Clare is accepting nominating petitions for the non-partisan offices of City Commissioner (2 seats). Nominating Petitions will be accepted up to 4 p.m. on April 21, 2026. City Commissioners serve a four-year term. Qualifications require applicants of the office of the city commission to be duly qualified electors of the city who have been residents thereof for at least two years immediately prior to the date of the election, to be held on Tuesday, November 3, 2026. For additional information, contact City Clerk Diane Lyon, dlyon@cityofclare.gov, 989-424-4068. I have also attached the public notice which contains more information.

Attachments:

1. 2025 Planning Commission Annual Report.
2. Let Run Order Flyer.
3. Public Notice – City Commission Nominating Petitions.

*City of Clare Planning Commission
2025 Annual Report
Encompassing the Period January to December 2025
Reviewed and adopted by Resolution 2026-006PC, February 11, 2026*

Purpose. The Michigan Planning Act of 2008 mandates the submittal of an annual report of the municipal Planning Commission to the legislative body of the municipality regarding the operations and status of planning activities, including recommendations to the legislative body related to municipal planning and development.

Period of Report. This report is inclusive of actions of the City of Clare Planning Commission during the period January 1, 2025, to December 31, 2025.

General. The City of Clare Planning Commission consists of nine members appointed by the Mayor of the City of Clare with the approval of the majority of the Clare City Commission. Six of the nine members are required to be qualified electors of the City; the other three members are not required to be qualified electors. The current composition of the Clare Planning Commission is seven qualified electors of the City and two non-resident Clare business owners; the current slate of commissioners is attached to this report. The Planning Commission elects its chairperson and vice chairperson annually. In 2025, Commissioner Jason Lowe served as Chairperson and Commissioner Nick Wyman served in the position of vice-chairperson. The Planning Commission Chair concurrently serves as a representative on the Clare Zoning Board of Appeals. The commission is scheduled to meet once monthly on the second Wednesday of the month at 6:30 p.m. at Clare City Hall. Special meetings may be called by the commission chairperson, the city manager, or the city clerk. All meetings are required to be open to the public. The City of Clare Planning Commission met on five (5) occasions during the period of this report. The Planning Commission reviews the Annual Report prior to making a recommendation for submittal to the City Commission.

Public Engagement, Primary Accomplishments, and Notable Activities.

- A. **Ordinance Amendments.** The City Planning Commission had no Ordinance Amendments to consider this year.
- B. **Site Plans, Façade Changes, & Special Use Permits.** The Planning Commission conducted public hearings for and approved four (4) site plans, one (1) Façade Improvement Plan, and one (1) Special Use Permit.
 - 1. **RPF Oil Company Site Plan.** The Planning Commission approved construction of a new 3,955-square-foot convenience store and gas and diesel station at 9899 South Clare Avenue.
 - 2. **SPA Properties (Amazon) Site Plan.** The Planning Commission approved the construction of a new 83,360 square-foot distribution facility and a 20,499 square foot canopy at 580 Industrial Parkway.

3. Jimmy Johns Façade Improvement. The Planning Commission approved façade improvements and signage for a new Jimmy Johns restaurant at 10400 South Clare Avenue. The restaurant is housed within the Blarney Castle gas station and convenience store at that location.
 4. RPF Oil Company Special Use. The Planning Commission approved a special use permit for a drive-through at the previously approved convenience store and gas and diesel station at 9899 South Clare Avenue.
 5. Renosol Addition Site Plan. The Planning Commission approved the construction of a 15,345 square-foot addition to the existing Renosol facility for storage purposes at 14 Consumers Energy Parkway.
 6. Clare Public Schools Site Plan. The Planning Commission approved a site plan for school renovations and additions, and a new parking lot at 201 East State Street. This is a \$17 million expansion and renovation project.
- C. Review of Proposed Capital Projects. The Michigan Planning Enabling Act requires that the Planning Commission review all public capital projects recommended for construction or implementation within the City's geographical boundaries each fiscal year. The Planning Commission conducted a review of all proposed capital projects for the City's 2025-2026 fiscal year prior to submittal to the City Commission in conjunction with the City's budget approval process and determined that the projects appear to support the goals and objectives outlined in the current Comprehensive Master Plan of the City.

Professional Development & Budgetary Considerations. The Planning Commission's professional development budget is used to further the education and knowledge of Planning Commission members at various training events and educational classes. The City's funding for public professional development appears to be adequate.

Recommendations/Other Comments. The Clare City Commission and the City's Planning Commission continue to work well together to meet the goals of the Master Plan. The continued growth and development in the City of Clare are markers of the successful relationship and the development-friendly environment that has been fostered by the City.

Attachment. Planning Commission Member Slate.

Respectfully Submitted,

City of Clare Planning Commission Chairperson

PLANNING COMMISSION: Nine members appointed Mayor, approved by Commission – Act 285, Section 125.33 of 1931. Charter 52-51. Members representative of various community interests. 3-year terms. Board meets 2nd Tuesday of the month.

Jason Lowe - Chair
Term expires: 09/17/26
720 Forest Ave.
Clare MI 48617

Nick Wyman
Term expires: 02/04/27
628 N. Rainbow Dr.
Clare MI 48617

Angie Cozat
Term Expires: 10/01/26
608 S. Rainbow Dr.
Clare MI 48617

Glenda Carmoney
Term expires: 10/01/26
504 Forest
Clare MI 48617

Elaine Demasi
Term expires: 03/02/28
417 Wilcox Pkwy
Clare MI 48617

Lisa Benic
Term expires 3/31/27
2393 E Elm Rd
Clare MI 48617

Brett Moser
Term expires: 03/02/28
2700 W. Maple Grove Rd.
Farwell, MI 48622

Kenneth A. Hibl
Term expires: 01/18/29
800 N. Witbeck Dr.
Clare, MI 48617

Stacy Pechacek
Term expires: 05/18/28
707 N. Rainbow Dr.
Clare, MI 48617



LET WATER RUN NOTICE



**The City of Clare has issued a 'Let Water Run' order.
Please do the following to ensure your water lines do not freeze:**

- Water is to run 24 hours a day from ONE faucet.
- Stream is to be the size of a pencil lead or slightly larger.
- Do NOT shut water off until directed to do so by the City of Clare.
- The City of Clare is NOT responsible for thawing frozen water lines.
- Water bill will be averaged on past consumption during the 'Let Run' order.

Contact the Utility Billing Department for questions about the 'Let Run' order at:
(989) 424-4071.



**CITY OF CLARE
PUBLIC NOTICE**

CITY HALL

Ph 989.386.7541
Fx 989.386.4508
www.cityofclare.org
Manager x102
Assessor x103
Clerk x106
Treasurer x107

**DEPARTMENT OF
PUBLIC WORKS**

Ph 989.386.2182 or
989.386.7541 x202
Fx 989.386.4508

UTILITY BILLING

Ph 989.386.7541 x201

W/WWT PLANT

Ph 989.386.2321
Fx 989.386.2387

**POLICE DEPT.
NON-EMERGENCY**

Ph 989.386.2121
Fx 989.386.0440

**FIRE DEPT.
NON-EMERGENCY**

Ph 989.386.2151
Fx 989.386.3020

**PARKS &
RECREATION**

Ph 989.386.7541 x213
Fx 989.386.4508

AIRPORT

Ph 989.386.0445
Fx 989.386.4508

Nominating petitions for the office of City Commissioner will be accepted in the office of Clare City Clerk, 202 West Fifth Street, Clare, MI **until 4:00 p.m. on Tuesday, April 21, 2026.**

REQUIREMENTS FOR FILING NOMINATING PETITIONS

1. The nominee shall be qualified elector of the City of Clare
2. The petition shall be signed by not less than 25 nor more than 50 qualified registered electors of the City of Clare
3. Separate nominating petition forms must be filed for each county (Isabella and Clare) in which signatures are obtained from qualified voters within the city limits. If the qualified voter resides in the Isabella County portion of the city, they must sign a nominating petition form with Isabella County listed in the header. Qualified residents residing in the Clare County portion of the city must sign a nominating petition form with Clare County listed in the header.
4. No person shall sign his/her name to a greater number of petitions for any one office than there will be persons elected. For example, if there are two (2) Commissioners to be elected, a qualified voter may only sign two (2) petitions.
5. At the time of filing nominating petitions, two copies of an "Affidavit of Identity" must be filed by all candidate seeking office.
6. A "Campaign Finance Statement" must be completed by the petitioner and filed with the County Clerk's Office (Lori Mott) after nominating petitions are returned to the City. Contact the County Clerk's office at 989-539-7131 for more information.
7. Nominating petitions & accompanying paperwork for the city office will be accepted in the office of the Clare City Clerk, 202 West Fifth Street, Clare, MI until **4:00 p.m. on Tuesday, April 21, 2026.**
8. **It is the responsibility of the candidate or the authorized representative to assure that these requirements are fulfilled.**

Please contact the City Clerk, Diane Lyon, dlyon@cityofclare.gov, (989) 424-4068 if you would like to file for office or if you have questions about filing for office.



Posted February 5, 2026

