

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, Pat Humphrey and Carolyn (Gus) Murphy. Maegan Jenkins subsequently arrived at 6:05 p.m. Absent: Nick Loomis. Also, present: Jeremy Howard, City Manager; Shannon Sirpilla, City Treasurer; Dale Clark, WWTP Superintendent; and Diane Lyon, City Clerk.

2. **CONSENT AGENDA:**

Moved by Commissioner Bonham second by Commissioner Murphy to approve the items listed with an asterisk (\*) (Agenda, Minutes, Communications, Professional Development, Board & Committee Appointments, and Bills) that are considered to be routine by the City Commission. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, and Carolyn (Gus) Murphy. Nays: None. Absent: Maegan Jenkins and Nick Loomis. *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. ANNUAL REVIEW OF CITY COMMISSION BY-LAWS**

The By-Laws of the City of Clare City Commission govern the procedures and processes followed by the City Commission in respect to the rules it adopts and enforces, in respect to the conduct of its members, in respect to the conduct of its meetings, in respect to the decisions made by the Commission – in essence, everything the City Commission formally does or does not do. Consequently, it is deemed appropriate to review and update those rules annually at the Commission's first meeting prior to conducting any other business to ensure the by-laws are up-to-date and are in fact fulfilling the needs and desires of the City Commission.

Motion by Commissioner Murphy second by Commissioner Bonham authorize a review and approval of the City Commission By-Laws as presented by adoption of Resolution 2022-001. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, and Carolyn (Gus) Murphy. Nays: None. Absent: Maegan Jenkins and Nick Loomis. *Motion Carried.*

**B. APPROVAL OF 2022 POVERTY EXEMPTION POLICY, GUIDELINES & INCOME LEVELS**

Public Act 390 of 1994 requires each governing body to approve a Poverty Exemption Policy & Guidelines to be administered by the municipalities appointed Board of Review. Furthermore, Public Act 390 requires the governing body to annually approve income levels for the Board of Review to follow in their review of property tax poverty exemption applications from owners of residential properties. Public Act 390 along with other applicable bulletins and regulations from the State Tax Commission provide the federal poverty income levels, the required asset tests, and other procedural requirements for the poverty exemption application.

The City's Assessor has provided the Policy & Guidelines for 2022 including the federal poverty levels to be used by the Board of Review. The Assessor will assist the City of Clare's Board of Review in their consideration of applications under the provisions of Public Act 390 to ensure compliance.

Motion by Commissioner Bonham second by Commissioner Murphy to approve the 2022 Poverty Exemption Policy, Guidelines & Income Levels by adoption of Resolution 2022-002. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins and Carolyn (Gus) Murphy. Nays: None. Absent: Nick Loomis. *Motion Carried*

**C. NORTH WATER TOWER CHEMICAL FEED BIDS**

The City of Clare owns and operates a municipal water system including treatment, storage and distribution infrastructure. As a component of the treatment plant and to ensure quality water to the customers, the City injects 12.5% chlorine into the system at the treatment plant to protect against bacteriological contamination. When chlorine is added to water, some of the chlorine reacts first with inorganic and organic materials and metals in the water and is not available for disinfection (chlorine demand), some remains to be used for disinfectant and the latter is what is left over (free chlorine). As part of the routine monitoring of the system, the City is responsible to conduct testing to ensure a sufficient amount of free chlorine in the distribution system (known as chlorine residual) is detected to ensure the water is protected from any recontamination during storage. Typically, this value ranges from 0.2 to 1.0 mg/L.

As part of the Northern Industrial project, Gourdie-Fraser, Inc.(GFA) assisted the City with expanding utility infrastructure (water / sewer) to service the northern portion of the City. The project included the installation of a 500,000-gallon elevated water storage tank to improve domestic supply and fire suppression. The tank was sized to meet the 20-year growth demands projected for the area. Although a necessary project to meet both the existing and future storage needs of the service area, this additional volume of storage has had impact on the free chlorine levels in the northern service area. The City has been monitoring the chlorine residual levels in this area with results at 0.2 or less. It is however important to note that this occurrence is common and easily remedied. In an effort to counter the lower levels, tank elevations have been adjusted and chlorine injections increased to improve the levels. We have had some success but overall, a supplement chemical system is needed.

GFA recently solicited bids on behalf of the City for the installation of a Chemical Feed System at the North Water Tower. GFA received two bids, with the low bid being submitted by John E. Green. After review and reference checking GFA is recommending the approval of the bid from John E. Green in the amount of \$126,750. The City Commission is asked to approve the bids and award the contract for this work to John E. Green.

Dale Clark offered that the system will be placed in the booster station and in conjunction with existing pumps.

Motion by Commissioner Murphy second by Commissioner Bonham to approve the chemical feed system bids and award the bid to John E. Green Company. by adoption of Resolution 2022-003. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins and Carolyn (Gus) Murphy. Nays: None. Absent: Nick Loomis.  
*Motion Carried.*

**D. \*BOARD & COMMITTEE APPOINTMENTS: *Approved by Consent Agenda***

Resolution 2022-004, Mr. Dave Maxwell, DDA

Resolution 2022-005, Mr. JJ Klaus, LDFA

8. TREASURER'S REPORT: The City Treasurer provided her report.

**9. CITY MANAGER'S REPORT**

*Planning Commission / City Commission Annual Joint Meeting:* Every year the City Commission and Planning Commission hold a joint meeting at the beginning of the year. Last year we had to delay the joint meeting due to Covid regulations. Hopefully this year we will be able to meet early in the year to review the Planning Commissions Annual Report and have any other relevant discussions. I will keep you updated on a possible date/time for the meeting after the PC finishes their Annual Report.

*Lake Shamrock Dredging.* No update from EGLE still as of the writing of this report. We are still waiting on them for approval of our spoils location. I did however ask DPW Director Luke Potter to continue to make sure we are ready as soon as we receive the approval. We are installing and testing the winches for the spuds as we decided that that would be a better solution than raising and lowering them with the excavator arm. We also are finalizing the placement of our spoils container on the barge using an existing storage container that we already owned. We may even try and do some moving of lake material into some piles in the river (we can't remove it yet as we have to location to place them) so that we are able to get the barge fully floating and able to spin around at its docking

location. I appreciate the lake owners and public's patience as we continue to move this project forward, albeit much slower than I would like.

Clare named #1 in 10 Must-Visit Small Towns in Michigan. Hotels.com recently posted an article naming Clare as the #1 Must Visit Small Town in Michigan. This comes as no surprise to anyone that lives, works, or visits Clare, but it is certainly nice to be recognized by outside sources. You can check out the article at the following link: <https://www.hotels.com/go/usa/us-must-visit-small-towns-michigan>  
Clare really is a spectacular little City!

10. \*COMMUNICATIONS: *Approved by Consent Agenda.*
11. EXTENDED PUBLIC COMMENT: None.
12. COMMISSION DISCUSSION TOPICS:  
Mayor Humphrey presented a 15-year service award plaque to City Clerk Diane Lyon.
13. \*APPROVAL OF BILLS: *Approved by Consent Agenda.*
14. \*PROFESSIONAL & EDUCATIONAL TRAINING OPPORTUNITIES: *Approved by Consent Agenda.*
15. ADJOURNMENT: Motion by Commissioner Murphy second by Commissioner Jenkins to adjourn the meeting. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: Nick Loomis. *Motion Carried.* Meeting adjourned at 6:20 p.m.

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Pat Humphrey, Mayor

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Diane Lyon, City Clerk