

The regular meeting of the Clare City Commission was called to order at 6:00 p.m. via remote audio and visual (Zoom) public meeting attendance as authorized under the Open Meetings Act by Mayor Pat Humphrey who lead with the Pledge of Allegiance. Present were: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins, Nick Loomis and Carolyn (Gus) Murphy. Absent: None. Also, present: Jeremy Howard, City Manager; Steve Kingsbury, City Treasurer, and Diane Lyon, City Clerk.

Rules for Public Comment during the conduct of remote electronic meetings were read to the audience by the City Clerk

2. **CONSENT AGENDA:**

Moved by Commissioner Murphy second by Commissioner Bonham to approve the items listed with an asterisk (*) (Agenda, Minutes, Communications, Board & Committee Appointments, Professional Development, and Bills) that are considered to be routine by the City Commission. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins, Nick Loomis, 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. OATH OF OFFICE-COMMISSIONERS BOB BONHAM, CAROLYN (GUS) MURPHY AND MAEGAN JENKINS

The City of Clare's residents have re-elected incumbents Mr. Bob Bonham and Ms. Gus Murphy to serve a four-year term as Commissioners on the Clare City Commission; and they have newly elected Ms. Maegan Jenkins to serve a four-year term on the Clare City Commission; the Clare County Board of Canvassers has certified the election results.

City Clerk Diane Lyon administered the oath of office to Commissioners Bob Bonham, Gus Murphy and Maegan Jenkins.

B. 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 Bonham second by Commissioner Loomis to approve the current by-laws by adoption of Resolution 2021-001. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins, Nick Loomis, and Carolyn (Gus) Murphy. Nays: None. Absent: None. Motion Carried.

C. RECOGNITION OF MR. JOSHUA CLARK

Josh Clark is a respected member of the City of Clare and the Greater Clare Area Community. His active involvement in the advancement and betterment of community life evolved to his appointment as a member of the City of Clare Planning Commission in May of 2012, serving as Planning Commission Chair from 2015 until his appointment to the Clare City Commission in March of 2019 where he served as an active member the remainder of his term through December of 2020. The City Commission is asked to consider formally recognizing Josh for his outstanding service to the City and its residents and to recognize him for his many contributions to Clare as a community leader.

Motion by Commissioner Murphy second by Commissioner Loomis to recognize Josh Clark for his service to the city by adoption of Resolution 2021-002. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins, Nick Loomis, and Carolyn (Gus) Murphy. Nays: None. Absent: None. Motion Carried.

D. APPROVAL OF 2021 POVERTY EXEMPTION POLICY & GUIDELINES AND 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, Mrs. Edie Hunter, has provided the Policy & Guidelines for 2021 including the federal poverty levels to be used by the Board of Review. Mrs. Hunter 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 2021 Poverty Exemption Policy & Guidelines and Income Levels by adoption of Resolution 2021-003. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins, Nick Loomis, and Carolyn (Gus) Murphy. Nays: None. Absent: None. Motion Carried.

E. WATER SERVICE CONTROLS REPLACEMENT – SOLE SOURCE ACQUISITION

According to Water/Wastewater Treatment Superintendent Dale Clark, the controls in use at the city water plant are antiquated, are no longer fully functioning, and are unable to be repaired due to their extreme age. Currently the lag wells will no longer turn on. In Dale's opinion it is just a matter of time before the high service pumps stop working all together resulting in a questionable quantity of water being available to city residents. In the past the city has converted other water/wastewater controls to SCADA. Each SCADA company is very proprietary so this purchase is being requested as sole source so that the same hardware and software can be installed to match what is currently being used.

Perceptive Controls is the SCADA vendor that the city has worked with in the past and they have provided a quote for replacement of the controls in the amount of \$13,221.83. Also provided is a quote from Seiter Electric for the additional electric work needed in a NTE amount of \$2,500 for the electrical work needed.

Motion by Commissioner Loomis second by Commissioner Bonham to approve the Sole Source Purchase by adoption of Resolution 2021-004. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins, Nick Loomis, and Carolyn (Gus) Murphy. Nays: None. Absent: None. Motion Carried.

F. *BOARD & COMMITTEE APPOINTMENT-MS. LINDA GUILIANI-PRAB
Approved by Consent Agenda. Resolution 2021-005.

G. *BOARD & COMMITTEE APPOINTMENT-MS. MARY WARNER-LDFA
Approved by Consent Agenda. Resolution 2021-006.

8. TREASURER'S REPORT: *The Treasurer presented his report.*

9. CITY MANAGER'S REPORT

DDA Meeting. The January DDA meeting was cancelled by Chairman Allen as there are no items for discussion. The next meeting will be in the first week of February.

Planning Commission / City Commission Annual Joint Meeting: Historically, the City Commission and Planning Commission hold a joint meeting at the beginning of each year. With COVID restrictions and MDHHS orders in place, we need to postpone this meeting.

It would not be easy to facilitate a good discussion with the full Planning Commission and City Commission on a zoom call so we will hold off until a time we can meet face to face. One future option, if available at the time, may be for us to meet in a larger space (school cafeteria or gym) where social distancing is possible. I will keep you updated.

Board and Commission Meetings: Earlier this month the legislature passed revisions to the Open Meetings Act to allow virtual meetings through the end of March 2021. After that date there are further options, if needed, including the local municipality declaring a state of emergency. At this time the MDHHS orders do not allow face to face meetings or gatherings so it is my recommendation that we continue to hold virtual meetings until such time as the order allows and it is safe for us to do so. There may still be some limitations once the order is lifted, but the Commission could look at options as we were doing before the MDHHS orders where the commissioners were meeting face to face (social distanced) and the public participated via zoom.

Drinking Water Asset Management (DWAM) Grant Application. The city has been working with Jennifer Hodges, engineer with GFA, on a grant that was submitted to the state for drinking water asset management. The amount of the grant submitted was just over \$500,000 to help fund an asset management program, GIS mapping, as well as pay for equipment and staffing. I always think it is worth applying for any grants that we are eligible for and this would be a great help to the city. I will let you know as soon as we hear any results on the grant award.

City Buildings Closed to Public: City offices have been closed to the public since November 18th in compliance with MDHHS orders. The current order is scheduled to expire January 15, 2021 at 11:59 p.m. City staff are working remotely when possible and essential staff have been continuing to work as normal. We are accommodating requests for appointments when absolutely necessary for the public. The most recent press conference from the Governor did acknowledge a reduction in COVID numbers, but no shortening or extension of the order has been given at this time.

10. *COMMUNICATIONS

FOIA Requests: We've had a number of FOIA requests recently. The requests & responses are attached for information.

Transmittal of Designated Assessor Agreements: The City has forwarded the approved Designated Assessor Agreements to Clare and Isabella Counties.

Certificate of Appreciation: We received a Certificate of Appreciation from US Vote for our work during the 2020 election cycle.

11. EXTENDED PUBLIC COMMENT: None.

12. COMMISSION DISCUSSION TOPICS: Commissioner Bonham inquired about whether Police and Fire personnel have received the COVID 19. The vaccination was offered to fire personnel in Harrison today with some firefighters taking advantage of the offer and others refusing. We have not received information as to whether the police have received an offer to receive the vaccination. MDOT requested the number of essential employees within the Department of Public works who need the vaccination and the Central Michigan Health Department distributed a survey requesting the number of all essential employees who need of the vaccination.

Commissioner Bonham remarked that the ordinance for on street parking during winter months needs to be enforced as there were numerous vehicles parked in the streets during the last big snowfall creating difficulty for plowing city streets.

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 Loomis to adjourn the meeting. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins, Nick Loomis, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.* Meeting adjourned at 6:24 p.m.

Pat Humphrey, Mayor

Diane Lyon, City Clerk