

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, Maegan Jenkins,, Maegan Jenkins, and Carolyn (Gus) Murphy. Absent: Nick Loomis. Also, present: Jeremy Howard, City Manager; Shannon Sirpilla, City Treasurer; Dale Clark, WWTP Superintendent; Gary Todd, Airport Manager; and Diane Lyon, City Clerk.

2. CONSENT AGENDA:

Moved by Commissioner Jenkins 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, Maegan Jenkins and Carolyn (Gus) Murphy. Nays: None. Absent: 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. APPROVE SOLE SOURCE TO COMPLETE LOCAL LIMITS STUDY

Michigan's department of Environment, Great Lakes & Energy (EGLE) recently contacted the City of Clare Wastewater Treatment Facility to inform that they are now requiring us to do a "Local Limits Study" in the City of Clare. This study, though expensive, will allow the city to accurately set limits on concentration levels and discharges being sent to the plant and provide us with information on our ability to continue to accept new industry and write permits. Dale Clark, Water/ Wastewater Superintendent, has requested authority to contract with Williams and Works and Trace Analytical Laboratories as sole source contracts. Both of these companies have been used by the City of Clare for many years and we have been very happy with their service.

The City Commission is also asked to authorize the City Treasurer/Finance Director Shannon Sirpilla to make all necessary budget amendments in order to complete the required study. We anticipate the cost of the study will be \$39,439.55 however, we are asking for approval of a Not To Exceed amount of \$45,000 to cover unforeseen contingencies. This expense was not budgeted this fiscal year as the study is a new requirement of EGLE. Therefore, we intend to juggle some of the current year's capital improvement projects (CIP's) and move some of our CIP's to the next fiscal year to cover the costs of this unplanned expense.

Motion by Commissioner Bonham second by Commissioner Murphy to approve the sole source agreements and authorize the City Treasurer to complete the necessary budget amendments by adoption of Resolution 2022-014. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins and Carolyn (Gus) Murphy. Nays: None. Absent: Nick Loomis. *Motion Carried.*

B. AIRPORT LOT 404 LEASE AGREEMENT-NORTHERN MICHIGAN LAND & CATTLE COMPANY (MARVIN HEINTZ)

Marvin Heintz has requested that the City enter into a lease agreement for Lot 404 (vacant property) of the Clare Municipal Airport Hangar Plat to permit him to construct a new airport hangar on this lot to hangar an airplane. The Airport Manager and the Airport Advisory Board recommend approval of the lease; I endorse this recommendation. The City Commission is asked to consider approval of the lease agreement.

Motion by Commissioner Murphy second by Commissioner Jenkins to approve the lease agreement by adoption of Resolution 2022-015. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins and Carolyn (Gus) Murphy. Nays: None. Absent: Nick Loomis. *Motion Carried*

C. AUTHORIZE CANCELLATION OF THE STANDARD 401(A) DEFERRED COMPENSATION PLAN

In April 2011, the City of Clare adopted a governmental 401(a) deferred compensation program to replace the 457(b) program for the participants of that section of the City's employee retirement program. The City no longer has employees (present or past) enrolled in that retirement program which is held with The Standard.

As of January, 2022, The Standard has instituted an annual fee of \$1,000 to restate and maintain the 401(a) plan.

With no employees enrolled in the program, a number of other retirement program options available to employees, and the newly instituted annual fee, it doesn't make sense to keep this retirement plan in place.

Therefore, the City Commission is asked to consider cancelling the 401(a) Retirement Plan with The Standard.

Motion by Commissioner Murphy second by Commissioner Bonham to approve cancellation of The Standard 401(a) deferred compensation program by adoption of Resolution 2022-016. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins and Carolyn (Gus) Murphy. Nays: None. Absent: Nick Loomis. *Motion Carried.*

D. SET ALTERNATE DATE/TIME FOR MARCH BOARD OF REVIEW

Historically, the City's Board of Review have held their organizational meeting on the second Monday in March. Section 2-122 of the City Charter authorizes the City to comply with MCL PA 206 of 1893, the General Property Tax Act. Section 211.30 of the Act establishes parameters for the scheduling of times and dates for the March Board of Review meetings. Under the Act, the city may authorize, by adoption of an ordinance or resolution, alternative starting dates in March when the Board of Review may initially meet.

In addition, the number of Board of Review meetings and hours that the meetings have been held in the past have exceeded the requirements of the Act. With increased technology in the public's hands and their ability to speak with the City Assessor prior to the scheduled Board of Review meetings, it has become unnecessary for the Board to hold additional meetings outside of what is required under the law. For scheduling purposes, the City Assessor and the Board of Review members have requested that the number of meetings conform to the requirements of the Act but do not exceed what is required under law due to board member availability. The proposed meeting schedule is as follows: March 8, 2022, Organizational Meeting at 9:00am – No Appeals; March 15, 2022, Appeal Hearing from 1:00pm – 7:30pm; and March 17, 2022, from 1:00pm – 7:30pm.

Motion by Commissioner Murphy second by Commissioner Jenkins to approve alternate dates and times for the March Board of Review by adoption of Resolution 2022-017. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins and Carolyn (Gus) Murphy. Nays: None. Absent: Nick Loomis. *Motion Carried.*

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

9. CITY MANAGER'S REPORT

Planning Commission / City Commission Annual Joint Meeting: Reminder: The City Commission and Planning Commission will be holding their joint meeting to discuss the Planning Commission Annual Report for the previous year along with any other topics of interest this Wednesday, February 9th at 5:30 p.m. before the regular meeting of the Planning Commission. We will hold the meeting in the basement large meeting room at the Pere Marquette Library. I have again attached the approved 2021 Planning Commission Annual Report for you to check out as a preview for the meeting.

Lake Shamrock Dredging. We have submitted the minor revision permit to EGLE a couple weeks ago and are still waiting for approval. It shows in process, but I am not sure how long it will take ultimately.

Commission Chambers Update. As I am sure you noticed, we did some updating to the Commission Chamber. It is amazing what a little wallpaper removal and some paint can do for a space. I think it turned out very well. Most of the work was done by our own DPW staff so thank you to them for their work. As we have talked about in the past, there is some relatively low-cost things that we can do to City Hall to make it look better and feel more updated, so we are working on some of those in the winter months.

City Wide Let Run Water Notice. The City of Clare is now on a 'Let Run' water status for the remainder of the winter due to excessively deep frost levels & extreme cold.

Michigan Municipal Executives Winter Conference. I recently attended the MME Winter Institute conference. This was the first in person version they have had for a couple years due to Covid. It was a great time of networking and they had many informational sessions. It was time well spent working with and learning with other Managers. Thank you to the Commission for prioritizing learning and networking for me and city staff. It truly is so important.

MML Insurance Dividend. Members of the Michigan Municipal League's insurance programs share dividends each year. The City was recently notified that the Liability & Property Pool Board of Directors has authorized dividends again for 2022 for the City of Clare this time in the amount of \$10,342. These dividends help offset the insurance costs paid by the city each year.

Advanced Battery Concepts. Congratulations to ABC, Inc. on their award of a new Electric Vehicle Contract. It is great to see these kinds of things for our phenomenal City of Clare businesses.

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 Bonham second by Commissioner Murphy 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 6:22 p.m.

Pat Humphrey, Mayor

Diane Lyon, City Clerk