

The regular meeting of the Clare City Commission was called to order at 6:00 p.m. at 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, Nick Loomis, and Carolyn (Gus) Murphy. Absent: Maegan Jenkins who subsequently arrived at 6:03 p.m. Also, present: Jeremy Howard, City Manager; Luke Potter, DPW Superintendent; Dale Clark, WWTP Superintendent; Steve Kingsbury, City Treasurer; Brian Gregory, Police Chief; Jim Chapman, Fire Chief; and Diane Lyon, City Clerk.

2. CONSENT AGENDA:

Moved by Commissioner Murphy second by Commissioner Bonham to approve the items listed with an asterisk (\*) (Agenda, Minutes, Department Reports, Professional Development, Communications, and Bills) that are considered to be routine by the City Commission. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Nick Loomis, 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. PRESENTATION-MIDDLE MICHIGAN DEVELOPMENT CORPORATION ANNUAL REPORT**

The City of Clare is one of Middle Michigan Development Corporation's municipal clients, and we have a seat at the table of its board of directors. Each year MMDC provides an annual report to the City Commission outlining its major accomplishments and achievements. Jim McBryde, MMDC's President and CEO, and Pam O'Laughlin, MMDC's Clare County Director, presented the report to the City Commission.

**B. LEAD SERVICE LINE REPLACEMENT GRANT AGREEMENT WITH EGLE**

We have had continuing conversations with EGLE in relation to the 2.5 million in designated grant funds for the City to replace lead and galvanized services and water service lines for the city. Staff have worked diligently to compile the required information to submit to EGLE to receive the grant funds. EGLE has provided a contractual agreement to the City for acceptance of the grant. The City Attorney and staff have reviewed the contract and are in support of the execution of the agreement as presented by EGLE. The grant agreement allows for the use of the full \$2.5 million for water service infrastructure in the city. In order to officially receive the grant funds, the City is required to approve the grant agreement.

The City Commission is also asked to authorize the City Manager to sign the Agreement on behalf of the City of Clare as requested by EGLE.

Motion by Commissioner Bonham second by Commissioner Loomis to approve the EGLE Grant Agreement and authorize the City Manager to sign the agreement. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Nick Loomis, Maegan Jenkins and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried*

**C. CITY OF CLARE 150<sup>TH</sup> (FOUNDING) ANNIVERSARY TIME CAPSULE**

This year marks the City of Clare's 150<sup>th</sup> Anniversary. One of the ways that we are looking to celebrate is to participate with the burying of a 50-year time capsule. Recently the Clare Area Chamber of Commerce approached the Parks and Recreation Advisory Board for their input on a proposed time capsule to mark the 150th anniversary. Discussion on a site location for the time capsule revolved around two potential locations (Shamrock Park and the Clare Union Railroad Depot). After discussion, the PRAB recommended that the time capsule be placed on the Depot site as they felt that would be a better location for the dedicated space/time needed for the capsule. The Clare Area Chamber of Commerce and Recreation Director provided information detailing the placement of the time capsule. The tentative schedule for placement of the time capsule

is during the events surrounding the 4th of July celebration at the end of June or early July.

Motion by Commissioner Murphy second by Commissioner Jenkins to approve placement of the time capsule on the Clare Depot site. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Nick Loomis, Maegan Jenkins and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried*

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

9. CITY MANAGER'S REPORT

Hiring Processes: In regards to the City Treasurer/Finance Director position, a job posting and job description were completed and sent out to four different newspapers, City of Clare website and social media, Charter Cable Channel, Indeed, Monster, numerous professional associations, and other locations. I have attached the posting and description to this report as well. We have set the timeline for applications to be due to a very short window (end of business, June 1, 2021), so it will be interesting to see how many applications we get and what quality they will be. Once we have the applications in hand, I will be having additional conversations with you regarding the interview and selection process.

City Hall Boiler: Recently while I was working late at City Hall one of the carbon monoxide detectors went off. I took it outside and it shut off immediately and then shortly after that one upstairs near my office went off as well. I called the Fire Chief and DPW Director and they came with a carbon monoxide reader that the fire department has and it was reading over 300 parts per million, which is way above safe levels. We shut off the boiler and gas but it was still being detected. The gas company ended up coming and we determined that the boiler was the cause of the carbon monoxide. The boiler failed and was backing up exhaust into the building. Luke met with the boiler repair person in City Hall the next morning and they said that there isn't any reviving of the 20+ year old boiler. The repairperson said the parts would cost as much as a new boiler. For those that have been down there, the piping is getting in bad shape as well. They are going to get us a quote for options to replace the boiler or utilize other heating methods and then we can figure out how we would like to move forward once we know more. As soon as I have more information from Luke, I will let the commission know.

Joint Meeting with Planning Commission and Regular Planning Commission Meeting: The City Commission and Planning Commission held their annual meeting on Wednesday, May 12th. After a discussion regarding the annual report and other discussion topics the Planning Commission held its regular meeting as well. The only item on the agenda was a further discussion regarding tiny homes in the City of Clare. Our consultant Jill Bahm had prepared some information that she had gathered and she shared that with the Planning Commission.

Airport Trees and Provisional License: We have removed all remaining trees in the runway 04 approach. We have also removed all trees in the runway 09 approach on city property. The only remaining trees for runway 09 are in the 127 corridor on MDOT property. MDOT has assured us they will remove all of the marked trees and cover the cost. This will take some time as they have to bid out the work to a sub-contractor and will push us past the May 31 extension for the Provisional License. We have requested an extension for an additional 60 days to cover the MDOT timeframe. We hope to be ready for a re-inspection in June.

Addendums:

MDHHS Mask Update: MDHHS recently updated the mask requirements which are in contradiction with MIOSHA requirements. Mask requirements are being lifted for individuals attending outdoor gatherings, and in indoor venues for those who are fully vaccinated, under the age of 12, have a medical exemption, and for a few other exceptions. MIOSHA requires that employees continue to wear masks in common areas and when they cannot maintain social distancing requirements.

Mike Becker Police Officer Memorial Dedication: A memorial marker was placed in City Park last Saturday at which time a dedication ceremony was held. Former Police Chief Mike Becker donated the memorial engraved with a poem he wrote to honor Police Officers. A photo of the event was provided to the Commission.

New Excavator: The City received the new dredging excavator today. Photos of the equipment were provided to the Commission.

Paid Employee Covid Leave: The Federal mandate to pay COVID leave time expired December 31, 2020. The City extended the paid COVID leave through the end of the current fiscal year and has notified all employees of the intent to end the paid leave at that time.

10. \*COMMUNICATIONS

FOIA: The most recent FOIA requests & responses were provided for information.

Charter Communications Changes: The City has received notice that Charter Communications will be changing their programming and program pricing.

MDHHS Mask Update: MDHHS has lifted the mask requirements for outdoor gatherings under 100 people.

Consumers Energy Hearing Notice: The City received notice of hearing for Consumers Energy's request for reconciliation of its power supply cost recovery plan from the Michigan Public Service Commission.

Bike Helmet Giveaway: The Clare City Fire Department will be giving away 100 children's bike helmets on a first come, first served basis at the Clare Fire Hall from 2-6pm on May 14, 2021.

Veterans Freedom Park Sponsorships: Veterans Freedom Park is seeking sponsorships for their 9th Annual Golf Outing.

11. BUDGET WORKSHOP – PROPOSED FISCAL YEAR 2021-2022 BUDGET

The City Charter stipulates that the Clare City Commission is required to approve an operating budget for each fiscal year of the City at its first scheduled meeting in June preceding the start of each fiscal year in July. The City has traditionally conducted budget workshops to discuss the proposed annual budget prior to budget adoption. Tonight's meeting is the second of two workshops with continued discussion around the FY2021/2022 proposed budget and the FY2021/2022 recommended Capital Improvement Projects (CIP). Copies of the proposed budget presentation schedule and the published public notice advertising the workshops have been provided. The budget workshops are designed to provide the City Commission an opportunity to direct changes or amendments to the proposed budget and CIP schedule prior to the adoption of the budget at the scheduled June 7th City Commission meeting.

The proposed FY2021/2022 Budget, the CIP Schedule, and the Fee & Rate Schedule are scheduled to be presented to the City Commission for final approval at its regular meeting of June 7th.

The remaining general ledger budget items were presented to the City Commission along with updates to some of the information presented at the last meeting.

The City requires a Master Plan update this year. The expense for Planning services were not included in the original budget provided to the Commission thus the budget to cover that expense must be updated. The cost exceeded \$23K for the prior Master Plan update and we have requested a quote for this year's update so that we can add that figure into the budget.

Prior to presentation of the Fire Department budget, Fire Chief Jim Chapman presented and demonstrated the ease of switching out the new air packs recently purchased by the Fire Department; 25 packs were purchased at a cost of \$6K each. New packs were purchased and the old air packs were sold to the Beaverton Fire Department due to the difficulty locating replacement parts. As the City Treasurer will soon be retiring, Chief Chapman also thanked the Treasurer for his assistance to the department.

New windows and façade improvements have been on City Hall's capital improvements schedule for many years but they have been kicked down the road due to other necessary expenses arising unexpectedly. The same is likely to happen this fiscal year as the boiler at City Hall ceased operating last week.

Police Department and Airport improvements and CIP Expenditures were discussed as were DDA and landfill expenses. The cost for the Shull well will come out of the General Fund; the City is required to maintain \$200K in the landfill account.

There are approximately ten homes in the flood zone along the Little Tobacco Drain that have been purchased by the Intercounty Drain Commission for demolition. Property taxes can no longer be collected on those properties. We believe that the intent of the Intercounty Drain Commission is to turn the vacant properties over to the City however, this means that the City will be required to maintain those properties which would be an added expense to the City's budget and there are very strict limitations as to how the properties can be utilized.

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 Bonham second by Commissioner Murphy to adjourn the meeting. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Nick Loomis, Maegan Jenkins and Carolyn (Gus) Murphy. Nays: None. Absent: None *Motion Carried.* Meeting adjourned at 7:51 p.m.

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Pat Humphrey, Mayor

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Diane Lyon, City Clerk