

The regular meeting of the Clare City Commission was called to order at 6:00 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 and Nick Loomis. Absent: Carolyn (Gus) Murphy. Also, present: Jeremy Howard, City Manager; Steve Kingsbury, City Treasurer; Diane Lyon, City Clerk; Dale Clark, WWTP Superintendent; and Fire Department Chief Jim Chapman.

2. CONSENT AGENDA:

Moved by Commissioner Jenkins second by Commissioner Loomis to approve the items listed with an asterisk (*) (Agenda, Minutes, Communications, 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 and Nick Loomis and. Nays: None. Absent: Carolyn (Gus) Murphy. *Motion Carried.*

3. *APPROVAL OF MINUTES:

Approved by Consent Agenda.

4. *APPROVAL OF AGENDA:

Approved by Consent Agenda.

5. PUBLIC COMMENT: Carol Santini, Clare County Arts Council President, provided an update on fundraising events taking place to raise money for Clare's Sculpture Walk. There will be a free Art After Hours event in Art Alley on June 16th from 5-7 pm. Raffle tickets are being sold at this event to raise money for the Sculpture Walk. Buccilli's Pizza will donate 10% of sales on July 8th toward the Sculpture Walk. A Crowdfunding Campaign will be held in July with matching funds provided through MEDC.

6. UNFINISHED BUSINESS: None.

7. NEW BUSINESS:

APPROVAL OF FISCAL YEAR 2021/2022 BUDGET, CAPITAL IMPROVEMENTS & TAX MILLAGE

The Charter of the City of Clare stipulates that the City Commission shall adopt a budget for the upcoming fiscal year at the first scheduled City Commission meeting in June. In preparation for the approval of the Fiscal Year 2021/22 Budget, the City Staff presented the proposed FY2021/22 Capital Improvement Program Schedule to the Planning Commission on April 14th to review and discuss their requested/proposed capital improvement budgets. Following the presentations, the full City Commission held budget workshops during the month of May during which the department heads, the city manager, and the city treasurer/finance director presented the proposed Fiscal Year 2021/22 budget. The City Commission is now asked to approve the proposed budget.

Prior to adopting/approving the budget the City Commission is required to hold a public hearing to receive comment regarding the proposed budget and the proposed tax millage to be collected for the new fiscal year commencing July 1st. Notice of the hearing (copy attached) has been completed as required.

Motion by Commissioner Loomis second by Commissioner Jenkins to open the public hearing. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins and Nick Loomis. Nays: None. Absent: Carolyn (Gus) Murphy. *Motion Carried.*

Public Comment: None.

Motion by Commissioner Bonham second by Commissioner Loomis to close the public hearing. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins and Nick Loomis. Nays: None. Absent: Carolyn (Gus) Murphy. *Motion Carried.*

Motion by Commissioner Bonham second by Commissioner Jenkins to approve the Fiscal Year 2021/2022 Budget, Millage Rates & Capital Improvements by adoption of Resolution 2020-037 & 2020-038. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins and Nick Loomis. Nays: None. Absent: Carolyn (Gus) Murphy. *Motion Carried.*

APPROVAL OF FISCAL YEAR 2021/2022 FEE & RATE SCHEDULE

In conjunction with the annual budget process, the City Staff reviews and recommends appropriate changes to the City's Fee and Rate Schedule. That review has been completed, and the City Staff recommends the following changes to our current fee structure:

- Addition of WWTP lab testing service for ammonia nitrogen.
- An increase in WWTP lab fees.
- A slight reduction in the cost of Saturday burial fees at Cherry Grove Cemetery.
- A \$50 increase across the board (except requests for reports) for Fire Department response service fees is proposed as there has been no rate change in more than 10 years.
- A 3% rate increase in water service charges and 2% rate increase in sanitary sewer service charges for an overall City Utility Rate increase of 2.33%.
- We did not receive notice of a rate increase for residential waste services from Waste Management by the May deadline so there will be no change in the rate for that service.

Motion by Commissioner Bonham second by Commissioner Loomis to approve the fee & rate schedule by adoption of Resolution 2020-039. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins and Nick Loomis. Nays: None. Absent: Carolyn (Gus) Murphy. *Motion Carried*

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

9. CITY MANAGER'S REPORT

Treasurer/Finance Director Hiring Process: In regards to the City Treasurer/Finance Director position, the application period closed at the end of business, June 1, 2021. We received around 10 applications/resumes. Diane and I will be reviewing them to see if there are any viable candidates for interview. We can scan and send all the applications to the entire commission if so desired or we can do as MML would have done and just forward what appear to be viable candidates. I recommend that the commission select one or two of its members who would be willing to sit on the interview committee along with myself and one or two staff members. That group could then conduct the interviews and then provide a report and recommendation to the full commission for official action to appoint the selected applicant to the position of City Treasurer/Finance Director. Commissioner Loomis and Mayor Humphrey offered to sit on the interview committee and asked Steve Kingsbury to participate in an advisory capacity. They also directed city staff to forward copies of the top four candidate's resumes for review.

Lake Shamrock Dredging Project: The project is continuing to move forward. We have not received an update on the construction or time of delivery of the barge. We continue to have conversations with our project engineer regarding the prep work for the project. We are working on purchasing other required items such as the turbidity curtains that will be around the dredging area and at the dam to control the movement of sediment. I continue to field a number of calls each week regarding the project, especially from the lake property owners. To help address some of those questions I drafted and sent out a letter at the end of last month to all lakefront property owners. A copy of that letter was provided to the City Commission. The recent lake bottom survey showed a depth of 3.5' vs. 4.5' last year.

City Hall Building: Over the years many discussions have been had regarding the aging building being used as City Hall. We are at a point where there are certainly some areas that need to be addressed in order to maintain a safe workplace and attractive building for staff and citizens. While there are some minor repairs that we can do that are relatively inexpensive such as painting and new carpet, many of the projects come with a large price tag. Likely the only way these very large items will be addressed is if we find grant money to help pay for the repair costs. I continue to look for those opportunities and will let you know if we find available grant funding. One item that has been on the list for many years and is on the CIP, is to finish replacing the very inefficient windows. We are currently gathering information on what it would cost to replace them in 2021. At the same time that we are looking at the window replacement, I asked DPW to look into what it would take to make the North side of City Hall look better. I was hopeful that under the metal and blue that maybe the original brick still existed. Happily, it does in some places on the facade. If you haven't noticed the difference on your way in tonight, stop and take a look when you leave tonight's meeting. It really does look better and is a nice intermediary step until we can finalize the project with new windows.

Consumers Energy Street Lights: Recently Consumers Energy reached out to the city to introduce a new program for reporting street light outages. It is a web-based streetlight outage reporting tool to help easily locate and report streetlight outages. It is available at <http://ConsumersEnergy.com/outages> and they you click on “Streetlight Outage”. This will be a great tool for city staff to use to report outages. Consumers Energy is also encouraging city residents to report outages of lights on the site. The infographic put together by Consumers Energy was provided to the City Commission and we will push this information out to the public through city channels.

Miscellaneous Items:

DPW Director Luke Potter let me know at the end of May and beginning of June that DPW staff will be spraying for weeds in the city streets and city owned parking lots. This issue/question has come up at previous City Commission meeting so I just wanted to let you know that we are doing that routine maintenance again right now.

Peninsula Fiber Network LLC has pulled a Metro Act Permit and will be doing some underground fiber work in the city right of way. This work will be done primarily on 4th Street and across the parking lot to the water tower.

Members of the Michigan Municipal League’s insurance programs will share dividends totaling \$13.6 million in 2021. The Workers’ Compensation Fund Board of Trustees voted to return \$12 million in dividends to its member-owners. The Liability & Property Pool Board of Directors has authorized dividends that will return \$1.6 million to member-owners who renew coverage in 2021. The City of Clare received dividend credits of \$20,172 and \$6,751 respectively. These dividends help offset the insurance costs paid by the city each year.

Addendum: We have received notice that crews will be here this week to power wash the south water tower.

10. *COMMUNICATIONS

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

Charter Communications Changes: The City received notice that Charter Communications will be making changes to their programming.

LARA Notice of Update for MIOSHA COVID-19 Rules: LARA has released information regarding MIOSHA’s current rules related to COVID-19.

11. EXTENDED PUBLIC COMMENT: None.

12. COMMISSION DISCUSSION TOPICS: None.

13. *APPROVAL OF BILLS: *Approved by Consent Agenda.*

14. *PROFESSIONAL & EDUCATIONAL TRAINING OPPORTUNITIES: *Approved by Consent Agenda.*

15. ADJOURNMENT: Motion by Commissioner Loomis second by Commissioner Bonham to adjourn the meeting. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins and Nick Loomis. Nays: None. Absent: Carolyn (Gus) Murphy. *Motion Carried.* Meeting adjourned at 6:29 p.m.

Pat Humphrey, Mayor

Diane Lyon, City Clerk