

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. Also, present: Jeremy Howard, City Manager; Steve Kingsbury, City Treasurer; 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, Department Reports, Professional Development, Communications, First Reading of Ordinance 2021-002, 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. ORDINANCE 2021-002, REQUEST FOR REZONING-CLARE NORTHERN GROUP

The City has received a rezoning request and site plan application along with supporting documents from Clare Northern Group / North Ten LLC to construct two new 60,000 square foot spec buildings at the corner of Consumers Energy Parkway and Rebak Way.

The City Staff conducted a formal staff review of the rezoning request and proposed site plan on May 6, 2021 and recommended approval of the site plan and rezoning of the two parcels from Commercial (C-2) to Industrial (I). The request to rezone the property from C-2 to Industrial was looked at by staff and determined that it did meet the criteria for rezoning. While the property is identified as Regional Commercial on the Future Land Use Map, the parcels that are requested to be rezoned are nearly contiguous to the City's North Industrial Park with only a small strip of land separating the property from the Industrial Park to allow access to areas in the north and east of the parent parcel. In addition, the property is located on the same road where both sides of the street are zoned industrial and with the North Industrial Park being nearly full with only one buildable lot remaining in the park at this time thus it makes sense to expand industrial zoning in that area. The surrounding area to the North and the West is currently undeveloped property and would remain C-2 for the time being.

All changes to zoning within the City must be accomplished by ordinance change. The approval authority for all ordinance changes in the City is the City Commission but in matters related to Chapter 52 (Zoning), the City Planning Commission is required to provide a formal recommendation to be considered by the City Commission regarding the proposed ordinance change.

The Planning Commission met on June 9th to consider the site plan application and the request for rezoning and hold the required and properly noticed public hearing. The Planning Commission voted to approve the site plan and zoning designation change by adoption of Resolution 2021-011PC, thereby recommending the adoption of Ordinance 2021-002 by the City Commission.

All ordinance code amendments require the approval of the City Commission, and all ordinances require a public hearing and two readings of the proposed ordinance amendment. The public notice announcing the hearing has been published. Subsequent to the conduct of the hearing, the Commission has the option of allowing a First Reading of the proposed Ordinance 2021-002 or denying the conduct of a First Reading, thereby rejecting the proposed new ordinance.

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

Public Comment: None.

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

B. APPROVE STATE CHARITABLE GAMING LICENSE RESOLUTION FOR UNITED WAY OF CLARE COUNTY

United Way of Clare County has requested that the City Commission consider adopting a Resolution enabling them to apply for the issuance of a State Gaming License, thereby allowing their organization to conduct fund raising events to support the local non-profit organizations.

Motion by Commissioner Loomis second by Commissioner Murphy to approve the Charitable Gaming License by adoption of Resolution 2021-040. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Nick Loomis, Maegan Jenkins and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried*

C. FY2020-2021 ANNUAL BUDGET AMENDMENTS

State Law requires that a budget of the revenues and expenditures of a municipality be annually approved for its general and special revenue funds prior to the beginning of the fiscal year and that amendments to said budget be presented for review when/as required. The Clare City Commission approved the fiscal year 2020/2021 budget on June 1, 2020 and has amended the budget as needed throughout the year. However, there remain some additional "housekeeping" type budget amendments that will be required to be considered during the final City Commission meeting of the current fiscal year to be held on Monday, June 21, 2021.

Due to the costing/allocating of expenditures throughout the City's various funds and activities the final budget amendments were not yet been completed when the meeting packet was distributed to the Commission and was therefore presented in paper form during the Commission meeting.

<u>Fund/Activity</u> <u>Fund - Activity</u>	<u>Prior</u> <u>Number</u>	<u>Amended</u> <u>Budget</u>	<u>Increase</u> <u>Budget</u>	<u>(Decrease)</u>
General Fund				
Other Federal Grants	101-000.000-528.000	-0-	114,314.29	114,314.29
Local Community Stabilization				
Share Appropriation	101-000.000-573.000	104,000.00	217,857.03	113,857.03
Sale of Fixed Assets	101-000.000-673.000	-0-	139,700.00	139,700.00
City Commission	101-101.000-956.000	2,000.00	10,000.00	8,000.00
Assessing-Contracted Svcs	101-257.000-801.000	6,000.00	10,000.00	4,000.00
Police Department	101-301 – Personnel	702,316.68	750,000.00	47,683.32
Drains – Public Benefit	101-445.000-801.000	-0-	7,300.00	7,300.00
Street Lighting – Electricity	101-448.000-922.000	45,000.00	57,000.00	12,000.00
Refuse Collection – Svcs	101-528.000-801.000	187,982.95	192,000.00	4,017.05
Aviation Fuel	101-537.000-731.000	48,490.43	106,000.00	57,509.57
Planning – Contracted Svcs	101-721.000-801.000	5,000.00	10,000.00	5,000.00
Land Lease/Sales (IDC)	101-955.000-951.003	1,100.00	109,700.00	108,600.00
BOR/Tribunals	101-955.000-964.101	-0-	3,284.63	3,284.63
Transfer Out – Local Streets	101-999.000-999.203	-0-	20,000.00	20,000.00
Major Street Fund				
Trunkline Maintenance	202-000.000-568.000	50,000.00	53,120.00	3,120.00
Trunkline – Operating Supplies	202-446.001-728.000	3,100.00	5,600.00	2,500.00
Preservation – Drain	202-449.002-801.970	-0-	8,533.25	8,533.25
Transfer Out – Local Streets	202-999.000-999.000	120,000.00	150,000.00	30,000.00
Fire Fund				
Other Federal Grants	206-000.000-528.000	-0-	30,321.14	30,321.14
First Responder Hazard Pay	206-336.000-702.020	-0-	24,000.00	24,000.00

Local Street Fund

Transfer In – General Fund	203-931.000-699.101	-0-	20,000.00	20,000.00
Transfer In – Major Streets	203-931.000-699.202	120,000.00	150,000.00	30,000.00
Preservation – Contracted Svcs	203-449.002-801.000	3,000.00	6,000.00	3,000.00
Preservation – Drains	203-449.002-801.970	-0-	39,274.76	39,274.76

Parks & Recreation Fund

Railroad Depot	208-751.003-970.000	-0-	12,000.00	12,000.00
Lake Shamrock Dredging	208-751.004-970.000	-0-	225,000.00	225,000.00

Downtown Development Authority Fund

Bond Proceeds	210-931.000-698.000	290,000.00	480,000.00	190,000.00
Operations/Maintenance	210-747.001-801.000	4,500.00	34,500.00	30,000.00
Debt – Principal	210-906.000-991.000	30,000.00	233,000.00	203,000.00

Local Development Finance Authority Fund

Electricity	214-223.000-922.000	-0-	70.00	70.00
Transfer to General Fund	214-999.000-999.101	4,678.58	4,940.49	261.91

Sewer System Fund

Collection – Personnel	590-536.002-Personnel	99,964.68	130,000.00	30,035.32
Drain Improvements	590-536.002-801.970	-0-	5,480.56	5,480.56
Buy-in Fee Refund	590-999.000-964.000	-0-	4,500.00	4,500.00

Water System Fund

Drain Improvements	591-536.004-801-970	-0-	11,598.10	11,598.10
Buy-in Fee Refund	591-999.000-964.000	-0-	4,500.00	4,500.00

Data Processing Fund

Reimbursements	636-000.000-676.000	-0-	28,814.93	28,814.93
Supplies	636-228.000-728.000	7,500.00	10,000.00	2,500.00
Contracted Services	636-228.000-801.000	30,000.00	45,000.00	15,000.00
Repairs – Equipment	636-228.000-931.000	2,500.00	14,000.00	11,500.00
Capital Improvements	636-228.000-970.000	5,000.00	26,000.00	21,000.00

Mobile Equipment Fund

Insurance	641-441.000-963.000	12,000.00	27,836.93	15,836.93
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Motion by Commissioner Murphy second by Commissioner Loomis to approve the FY2020-2021 budget amendments by adoption of Resolution 2021-041. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Nick Loomis and Carolyn (Gus) Murphy. Nays: None. Absent: Maegan Jenkins. *Motion Carried*

8. **TREASURER’S REPORT:** The Treasurer presented his final report to the City Commission.
9. **CITY MANAGER’S REPORT**

Hiring Process: The interview team (Mayor Humphrey, Commissioner Loomis, City Manager Howard, City Clerk Lyon, Finance Director Kingsbury), conducted interviews for the City Treasurer/Finance Director position over the course of two days (June 14, 15). We had invited four candidates to participate in the interview process but there was one no call/no show. We did interview the other three candidates and are in the process of conducting further evaluation and reference checking. The interview group will meet again for additional discussion and to determine whether any of the interviewed candidates will be hired to fill the position.

Invasive Species Testing: MSU Extension completed an invasive species study in 2020 at Stamina Stadium and McIreland Trail. Thankfully no nonnative invasive species were identified. MSU is currently in the process of completing a second study this year.

City Hall Building: We have completed the removal of the blue inlays and metal on the south side of the City Hall and have covered up the areas where there were openings with stained wood that had only insulation, or that were void of any construction materials, or that had the old original windows. I continue to work on determining if we can fully replace the windows if funding is available in the budget. As a side note, at the recent event in Art Alley a question was raised by the Arts Council as to whether the Commission had any desire to allow the placement of some type of art work on the boards that were stained and placed above and beneath the windows (where the blue inlays were previously). The art work would be tacked to the wood so that they could be removed. The Commission was

asked to provide direction as to whether they would consider placing art work on the facade or if they prefer to keep it as it is right now with just the stained wood.

The Commission is not opposed to displaying temporary artwork on the building but they do desire to have final approval of the art work displayed to avoid displaying offensive or controversial pieces.

Planning Commission Meeting. The most recent Planning Commission meeting was held June 9, 2021. We were able to hold the meeting at City Hall for the first time since I became City Manager. It was great to be able to be back to some form of normal for the Planning Commission. The Planning Commission approved a Site Plan and Request for Rezoning for Clare Northern Group presented on tonight's agenda. Additionally, the board held a very lengthy discussion on projects going on throughout the city. It was a very informative and productive meeting.

Next City Commission Meeting. As a reminder the next City Commission meeting will on Tuesday, July 6, as City Offices will be closed on Monday, July 5th in celebration of the 4th of July holiday.

10. *COMMUNICATIONS

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

Mobile Food Distribution: The Greater Lansing Foodbank will hold a free drive-thru mobile food distribution at the Clare County Fairgrounds on July 10, 2021 from 9 a.m. to noon.

Clare County Broadband Network Group: The CCBNG will hold a mid-year meeting on July 12, 2021 at 10:00 am at the Clare County RESD facility on East Mannsiding Road.

Retirement of Steve Kingsbury. I would be remiss if I didn't mention that tonight is Steve's last City Commission meeting as the City's Finance Director. He is retiring at the end of this week after many years of dedicated service to the City of Clare both as a City Commissioner and as an employee. His knowledge and expertise will be missed, and I would like to thank him for his help over the last year as I began my role as the City Manager. I know that I speak for the entire city staff in saying that we wish you well in your well-deserved retirement.

11. EXTENDED PUBLIC COMMENT: None.

12. COMMISSION DISCUSSION TOPICS: The lack of blight control and code enforcement in the city and the lack of police presence continue to pose concerns. The desire is to have code enforcement working proactively in the city on a regular basis. The City Manager will discuss the concerns with our Code Enforcement officer.

The frequency of street sweeping on local streets and at Imagination Gateway is a problem as it doesn't appear that the local streets are on a regular sweeping schedule.

The question was raised as to whether Verizon still intends to erect a tower in the City as their cellular service is less than adequate in the area. The City Manager continues to hold discussion with Verizon but their install date is not until 2022.

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 Loomis to adjourn the meeting. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Nick Loomis and Carolyn (Gus) Murphy. Nays: None. Absent: Maegan Jenkins. *Motion Carried.* Meeting adjourned at 6:53 p.m.