

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, Nick Loomis and Carolyn (Gus) Murphy. Absent: None. Also, present: Jeremy Howard, City Manager; Shannon Sirpilla, City Treasurer; Dale Clark, WWT Superintendent; Luke Potter, DPW Director; Dave Saad, Police Chief; Jim Chapman, Fire Chief; several members of the Clare City Fire Department; 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, Department Reports, 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, 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. EMPLOYEE SERVICE RECOGNITION-MR. CHAD MICHELS**

Mr. Chad Michels has completed ten years of faithful, dedicated service to the City of Clare as a member of the City's Public Works Department for ten years and fifteen years of dedicated service on the City's Fire Department serving, as an officer for that department for the past several years. The City Commission is asked recognize Chad for his extraordinarily outstanding service.

Motion by Commissioner Bonham second by Commissioner Murphy to recognize Chad Michels service to the community by adoption of Resolution 2022-074. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins, Nick Loomis and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

Mayor Humphrey presented a service award to Mr. Chad Michels.

Chief Chapman expressed accolades for Chad's dedication and service.

**B. INDUSTRIAL PARK #3-IDC LAND PURCHASE**

The Industrial Development Corporation sold the last lot in the North Industrial Park to Renosol earlier this year. This leaves the City of Clare without any open Industrial Park ground to offer or sell to potential developers looking to relocate or open up shop in Clare. The IDC immediately began holding discussions to investigate the possibility of acquiring land to start a 3rd Industrial Park following the success of our first two parks. The options for large, relatively close pieces of land in and around the city are limited, but an even greater issue is to find funding to purchase property.

After several discussions among IDC members and meetings with the EDA, MMDC, and the MEDC, an option became available. It was clear throughout the meetings that state, and perhaps federal dollars, may be available to enable the IDC and the City to establish a third industrial park, but the catch is that state & federal funds are not available for the purchase of land. State and federal programs also require the city to hold clear title to the land in order to access a potential grant or low interest loans that are available for infrastructure like roads, sewer, water, storm sewer, etc.

The IDC has always thought that the property owned by the Russell's on the South end of Clare off Industrial Parkway would be an excellent place for a third Industrial Park. Its proximity to our first industrial park and the fact that the City owns approximately 15 acres of landlocked property adjoining the Russell's property makes it an ideal location.

As luck would have it, the Russell property is now for sale. The IDC began a dialogue regarding the 80 acres that is for sale and they were able to negotiate a price of \$1,060,000 for the entire parcel including mineral rights and the billboards on the property. If the purchase can be made, it will create an approximately 95-acre parcel (including the 15 the city already owns) for the creation of Industrial Park #3(IP3). However, the IDC does not have the funds to make this purchase.

Soon after the property price was identified, IDC member Steve Letherer came to the IDC board with a proposal to front the funds needed for the property purchase, and then at closing, the land would be deeded free and clear to the City of Clare. The IDC will then, at the same time, enter into an agreement that stipulates that as the IP3 lots are sold to developers, the funds will be used to pay Steve and the Letherer family back over the timeframe that it takes to sell all of the lots.

At this time, a purchase agreement has been entered into for the negotiated price to be funded by Steve Letherer. At the property closing, the title will be deeded to the City which will therefore allow the IDC, under its agreement with the City of Clare, to continue marketing and selling Industrial properties as it has for decades since 1961. The City's current agreement is that the IDC is empowered on behalf of the City to sell the property and capture the funds from those sales to further Industrial development in the City. The IDC will be able to continue this directive with this new property (IP3) and use the proceeds of the sale of the lots/land to pay back the Letherer family as the sales occur.

This amazing gesture made by Steve and the Letherer family cannot go unspoken or unrecognized. It would have been very difficult for the City and the IDC to round up enough funding to acquire this land and it would have most certainly taken a significant amount time to do so without the extreme generosity of Steve and his idea to individually fund the property purchase. The City of Clare, the IDC, and the community thank Steve Letherer and his family for this amazing generosity.

At this time, the City Commission is simply asked to pass a resolution that proclaims support for the IDC to work with Mr. Letherer and the sellers, to complete the transaction to purchase the land and at the same time, the IDC will enter into an agreement for the repayment of the funds from the sale of the land over time to repay the Letherer family until the debt is paid in full.

Motion by Commissioner Bonham second by Commissioner Jenkins to support the IDC's proposal to purchase the 80-acre parcel, to develop a third industrial park, and to enter in to an agreement with Mr. Letherer by adoption of Resolution 2022-075. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins, Nick Loomis and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

**C. MEDC CDBG WRI GRANT-APPROVAL AND AWARD OF ENGINEERING CONTRACT**

The City Commission authorized the submittal of a grant to Michigan Economic Development Corporation (MEDC) for their Community Development Block Grant (CDBG) Water Resources Infrastructure (WRI) grant. The City Commission is asked to authorize the selection of Gourdie-Fraser & Associates (GFA) as the City's engineering firm for design, construction oversight and other engineering services for said grant in the amount of 2.77 million dollars (2 million in grant funds and 770,00 in city matching funds), contingent upon the final approval of grant by MEDC. The City Staff met with GFA staff and negotiated the proposed contracts for this project.

Our review of the negotiated contract with GFA meets all of our purchasing policy requirements as a sole source contract. An approval based on our long-time work and history with GFA and our agreement with the firm as our contracted engineer of record also meets the requirements of the MEDC.

The City Commission is asked to approve the proposed contractual agreement with GFA.

Motion by Commissioner Loomis second by Commissioner Murphy to approve the contract with GFA for engineering services by adoption of Resolution 2022-076. 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 FIRE DEPARTMENT ROOF REPAIR & REPLACEMENT BIDS AND AWARD OF CONTRACT**

The metal roof of the City's Fire Department has deteriorated to the point that the integrity of the roof of the building has been compromised and is leaking. The roof needs to be replaced and repaired soon so as not to cause further damage to the structure or the very expensive equipment housed within the building. Consequently, the City solicited bids to have a metal roof overlaid on the existing roof. The Fire Council provided a recommendation in favor of approving the roof replacement and repairs at their August 3, 2022, meeting.

The city received four bids. Fire Chief Jim Chapman has completed a review of the bid documents submitted and has made a recommendation to award the bid to Beyer Roofing Company. The recommended bidder is the second lowest bid, but because all requisite documents were included in the bid, the product has a twenty-year warranty, and 100 square feet of repairs was included in Beyers bid, I concur with Jim's recommendation.

The City Commission is asked to approve the bids and authorize the expenditure of funds to repair and replace the roof, and to authorize the City Manager to sign any and all documents necessary to complete this project.

Motion by Commissioner Murphy second by Commissioner Loomis to approve the bids and award the contract to Beyer Roofing Company by adoption of Resolution 2022-077. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins, Nick Loomis and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

**E. APPROVE A WAGE INCREASE FOR THE FIRE DEPARTMENT CHIEF**

At the August 3, 2022, Clare Area Fire Council (an advisory council comprised of the Supervisors of Grant, Sheridan, Vernon, and Wise Townships; the Mayor of Clare; the Clare Fire Chief; a Clare Firefighter; the Clare City Manager; and the City Treasurer) meeting, members considered a per hour wage increase for the Clare Fire Chief. The suggested wage increase is now being presented to the City Commission for discussion and action.

Chief Chapman has not received an hourly wage increase since his hire date in 2009. The Fire Council recommended and I am not concurring to recommend an hourly pay increase from \$20.00 per hour to \$25.00 which equates to approximately a 2% per year increase during that period. It is also recommended that the same standard that was set for hourly firefighters (2% increase per year) also be implemented for the Fire Chief to prevent having to catch the wages up after years of having no wage increase.

The City Commission is now asked to approve the proposed hourly wage increase and an annual 2% wage increase, along with any necessary budget amendments.

Motion by Commissioner Jenkins second by Commissioner Loomis to approve the Fire Chief's wage increase by adoption of Resolution 2022-078. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Nick Loomis and Carolyn (Gus) Murphy. Nays: None. Absent: None. Abstain: Clare City Firefighter Maegan Jenkins. *Motion Carried.*

**F. APPROVE A CHARITABLE GAMING LICENSE FOR THE CLARE YOUTH FOOTBALL PROGRAM**

The Clare Youth Football program 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 various fund-raising events to support the community youth football program.

The City Commission is now asked to approve the charitable gaming license.

Motion by Commissioner Jenkins second by Commissioner Bonham to approve the charitable gaming license by adoption of Resolution 2022-079. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins, Nick Loomis and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

**G. DESIGNATE MERS 2022 CONFERENCE DELEGATES**

The Michigan Employees Retirement System (MERS) will hold its annual conference in Traverse City, Michigan on September 26th & 27th, 2022. The City Commission has traditionally sent two delegates to the conference, an employee representative elected by the City's employees to represent their interests at the conference, and a management delegate (City Manager, City Treasurer, or City Clerk) to represent management's interests at the conference.

This year the employees eligible to vote have selected Josh Shuster as their primary delegate and Sarah Schumacher as the alternate. I have offered to be the management delegate and Shannon Sirpilla will serve as alternate.

MERS requires the City's delegates be appointed by the respective municipal governing body in order to vote on policy matters presented to the delegation for decision. Therefore, the City Commission is asked to formally designate these individuals to represent the employees and the City at the annual conference.

Motion by Commissioner Jenkins second by Commissioner Murphy to approve and designate the MERS 2022 conference delegates by adoption of Resolution 2022-080. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins, Nick Loomis and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

**H. DESIGNATE MML 2022 CONFERENCE DELEGATES**

The Michigan Municipal League will hold its annual business meeting on Wednesday, October 19 at 4:30 pm in Muskegon, Michigan in conjunction with its annual conference from October 19-21. The City is requested to designate its voting delegation for that meeting. Mayor Pat Humphrey, Mayor Pro Tem Bob Bonham, and Commissioner Maegan Jenkins are scheduled to attend the conference. The Commission is asked to designate one of those city commissioners as its primary representative and the other as its alternate representative to cast the City's vote on all business brought before the MML Board of Directors and slated on the agenda for the scheduled meeting.

Motion by Commissioner Jenkins second by Commissioner Murphy to designate May Pat Humphrey as the primary delegate and designate Maegan Jenkins as the alternate delegate to vote on all business on behalf of the City of Clare at the MML 2022 conference by adoption of Resolution 2022-080. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins, Nick Loomis and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

**I. ANNUAL REVIEW AND RENEWAL OF THE TITLE VI POLICY PLAN**

MDOT requires that all recipients of Federal-aid highway funds (which includes the City of Clare) to have a Title VI Plan and Policy. The respective Plan and Policy is required to be submitted for review and renewed annually by the governing body of the respective governmental entity. The City Commission is asked to review and renew the Title VI Plan and Policy to ensure compliance with Federal and State requirements.

Motion by Commissioner Loomis second by Commissioner Bonham to authorize the review and approve the renewal of the Title VI Policy Plan by adoption of Resolution 2022-081. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins, Nick Loomis and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

8. TREASURER'S REPORT: The Treasurer provided a report to the Commission.

9. \*DEPARTMENT REPORTS: *Approved by Consent Agenda.*

9. CITY MANAGER'S REPORT

DDA Meeting. The DDA met on August 11th and had one item on its agenda. MidMichigan Michigan Health has hired a consulting group to discuss the economic impact of the hospital being in the downtown and the impact it would have if the hospital moved to the north or south end of town. The discussion was very productive and the consultants will be continuing further discussions with stakeholders. They hope to complete the study in the next couple months.

Planning Commission/Master Plan. The Planning Commission had one item on their agenda which was to approve the final draft of the 2022 Master Plan. The Planning Commission spent 9 months working on this project and the result is an updated plan and maps for the city to use for the next 5 years. The PC did a yeoman's job working with McKenna on the plan. The newly approved document will soon be available to the public on the city's website.

Little Tobacco Drain Project. The overall project is wrapping up with just a few punch-list items yet to complete.

Lake Shamrock Dredging Project. We worked with our engineers and submitted permits for 3 new sites to place spoils from the lake. All 3 permits were submitted to EGLE and they have recently let us know that they have conducted site inspections of 2 of the 3 sites. The process is still moving way slower than I would like, but at least we are now finally seeing some progress from EGLE.

Spongy Moth Program Public Hearing. Attached to this report is a letter from Clare County Administrator Lori Phelps announcing a Public Hearing on the Spongy Moth Program to be held on August 17th at 10 a.m. in the County Board of Commissioners room.

Old 27 Motor Tour 2022. Get ready for the 16th Annual Old U.S. 27 Motor Tour! There's going to be hundreds of classic cars touring through Michigan and stopping in Downtown Clare on McEwan Street, August 25th, 2022. You can follow the event on Facebook at <https://www.facebook.com/events/585636413039661> for more details and current information.

10. \*COMMUNICATIONS: *Approved by Consent Agenda.*
11. EXTENDED PUBLIC COMMENT: None.
12. COMMISSION DISCUSSION TOPICS: A resident contacted Commissioner Bonham regarding sprinkling Cherry Grove Cemetery. The resident is willing to donate money toward a sprinkling system however, installing a new sprinkling system will be very expensive (likely greater than \$100K). Commissioner Bonham inquired as to whether it is possible for the City to start a Go-Fund-Me page for a sprinkling system. City Staff will check into feasible options to fund a cemetery sprinkling system.
14. \*APPROVAL OF BILLS: *Approved by Consent Agenda.*
15. \*PROFESSIONAL & EDUCATIONAL TRAINING OPPORTUNITIES: *Approved by Consent Agenda.*
16. ADJOURNMENT: Motion by Commissioner Murphy second by Commissioner Jenkins 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 6:45 p.m.

---

Pat Humphrey, Mayor

---

Diane Lyon, City Clerk