

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 Carolyn (Gus) Murphy. Absent: Nick Loomis. Also, present: Jeremy Howard, City Manager; Shannon Sirpilla, City Treasurer; Dale Clark, WWT Superintendent; Luke Potter, DPW Director; Dave Saad, Police Chief; Cheryl Coon, Deputy Treasurer; John Lake, Police Captain; Joy Simmer, Parks & Rec Director; 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 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. ORDINANCE 2022-002-PARK RULES**

Over the years the City, from time to time, has dealt with complaints of inappropriate and sometimes even criminal behavior at our City Parks and Pettit Campground. City staff have discussed this matter with our City Attorney, and she has provided some recommended ordinance changes that, if adopted, would provide the City a mechanism to deal with such behaviors and deter future incidents of this nature by allowing the city to trespass/ban individuals from the parks system for up to a year at a time if they violate park rules, ordinances, or commit criminal acts. Language has also been added that will allow the City Commission to add/change park rules from time to time as needed without having to amend the actual Code of Ordinances each time.

It should be noted that the Parks and Recreation Advisory Board will be meeting before the Second Reading of the Ordinance amendment to make their official recommendation, but they have already been made aware of the changes and have given informal support to the Recreation Director on the changes proposed.

All ordinance code changes or amendments require the approval of the Clare City Commission. And all ordinances require two readings and approval of the Clare City Commission subsequent to a public hearing. The required 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 or denying the conduct of a First Reading, thereby rejecting the proposed ordinance.

The City Commission is asked to conduct the required public hearing, consider and discuss the proposed new ordinance, and direct a First Reading of that proposed Ordinance.

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

Jenkins and Carolyn (Gus) Murphy. Nays: None. Absent: Nick Loomis. *Motion Carried.*

**B. UPDATE OF BANKING ACCOUNT SIGNATORIES AND ELECTRONIC BANKING ADMINISTRATION**

With the recent hire of new Deputy Treasurer Cheryl Coon, the personnel approved to sign checks and other documents on the City's bank accounts needs to be updated.

A complete review of all of the City's bank accounts has been completed and is summarized for the Commission's review on the attached spreadsheet. The City Commission is asked to approve the list of signatories and designate Deputy City Treasurer Cheryl Coon as a signatory and an Electronic Banking user.

Motion by Commissioner Murphy second by Commissioner Bonham to approve the change of bank signatories and electronic banking administration by adoption of Resolution 2022-085. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins and Carolyn (Gus) Murphy. Nays: None. Absent: Nick Loomis. *Motion Carried.*

**C. APPROVE BID FOR HOLIDAY DECORATIONS**

The City's contract for holiday decoration services expired at the end of 2021, so staff solicited bids for the continuance of these services. The City received only one bid in the amount of \$8,433 which was submitted by Hometown Decoration & Display, LLC.

The DDA reimburses the City for a major portion of the costs for holiday decoration services as the preponderance of the decorations are installed within the DDA District. The proposed contract was reviewed by the DDA at their September 8th meeting. The DDA desires to improve the holiday decoration display this year, thus they have made a recommendation for the approval of the contract in an amount not to exceed \$10K.

Hometown Decoration & Display, LLC is well-known to the City as they have previously performed this service for us and consequently, the City Staff offers its recommendation to award the holiday decorating services contract to Hometown Decoration & Display, LLC.

The City Commission is asked to approve the bid and designate Hometown Decoration & Display, LLC as the vendor to complete this work and authorize the City Treasurer to make any and all budget amendments needed.

Motion by Commissioner Jenkins second by Commissioner Murphy to approve the bid and award the contract in an amount not to exceed \$10K to Hometown Decorations LLC and authorize the Treasurer to make all necessary budget amendments by adoption of Resolution 2022-086. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins and Carolyn (Gus) Murphy. Nays: None. Absent: Nick Loomis. *Motion Carried.*

**D. APPROVE SOLE SOURCE BID FOR WWTP CONVEYOR SPIRALS AND DRIVE SHAFT**

In 2005 (17 years ago), the City bid out and replaced the screenings compactor and conveyor made by Vulcan Industries at the Wastewater Treatment Plant. The spiral conveyors and drive shaft used to separate solids from liquids have now reached the end of their useful life. Dale Clark, Water/Wastewater Superintendent, has requested authority to purchase replacement spirals and drive shaft for the conveyors as a sole source purchase. Vulcan Industries is being recommended for the purchase due to the uniqueness of the conveyor and the fact that it will match the current Vulcan Industries system.

Motion by Commissioner Bonham second by Commissioner Murphy approve the requested sole source purchase request for Wastewater Treatment Plant Conveyor Spirals and Drive Shaft from Vulcan Industries by adoption of Resolution 2022-087. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins and Carolyn (Gus) Murphy. Nays: None. Absent: Nick Loomis. *Motion Carried.*

**E. MEDC CDBG WRI GRANT-APPROVAL OF ENVIRONMENTAL REVIEW AND SHPO REVIEW CONTRACT**

As you remember from earlier this year, the City Commission authorized the submittal of a grant to MEDC for their CDBG WRI grant. Per the requirements of the grant, the city solicited bids for the completion of the required Environmental Assessment and SHPO Section 106 Review as required. Only 2 bids were submitted. Of the two bids, Triterra was the only bidder that was able to submit a bid to complete both the Environmental and SHPO components. I am now asking the City Commission to authorize the selection and contracting of Triterra as the City's selected firm for Environmental Assessment and SHPO Section 106 Review. MEDC has reviewed the bids and has given written approval to enter into contract with Triterra.

Motion by Commissioner Jenkins second by Commissioner Murphy to approve the contract with Triterra for Environmental and SHPO review services by adoption of Resolution 2022-088. 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 Treasurer provided a report to the Commission.

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

10. CITY MANAGER'S REPORT

DDA Meeting. The DDA met on September 8th with one item on their agenda. It was the recommendation to approve the holiday decorations bid that was also on the agenda for the City Commission to approve on September 19th. The recommendation was unanimous and it was also recommended that addition or "nicer" decorations be added to downtown and that the Christmas banners be placed at the roundabout. The board also discussed the status of the wayfinding signs that are being made for downtown. The signs are getting close to completion and will hopefully be arriving soon for installation. I have attached the latest design to this report (48" long with 6" letters). They also discussed and got an update on the downtown camera project and some issues that have come up as MDOT will not allow the placement of the cameras on their poles so other options are being looked into to complete the project.

Planning Commission/Master Plan. The Planning Commission had no business for the September 14th agenda so they were able to cancel their meeting.

MDOT 5th Street (M-115) Project. MDOT is continuing work to resurface 1.2 miles of M-115 from Pioneer Parkway to Sunset Avenue in the city. Work includes sidewalk and improvements to meet ADA compliance. Update: The Contractor is proposing to complete the mill and fill work during the daytime vs night work as was originally planned. This will require some lane closures and detours. The work is anticipated to begin in late September/early October. They will be using flaggers as needed, including around the McEwan/5th St intersection which will have some challenges & cause delays as the milling and paving conveyor are at this intersection, but they are committed to keeping the intersection safe. Also, the ADA ramp replacements have been completed including the installation of cast iron instead of plastic at the corner of 5th and McEwan which should hold up much better to truck traffic and snow plowing.

Street Millage Projects. The work scheduled on Schoolcrest and Beech for ultrathin placement will start on Monday, September 19th.

City Hall Windows. Work on replacing the old windows at City Hall has finally begun as they recently arrived after many weeks on back order. The windows on the north side are nearly complete with the exception of some finish work. The windows look great and DPW is doing a great job replacing them. Work will be moving to the south side of the building with the removal of the aluminum and wood. DPW will soon begin replacement of the windows on the south wall of the building. This will be a welcome update to City Hall aesthetically, it will be much more efficient for heating and cooling, and they will finally keep the rain on the outside of the building.

City Hall Boiler System. Gateway Heating & Cooling have begun installation of the new boiler system. This too will be a welcome addition when installation is complete so that there is a better & more reliable heat source for the first floor of the building this winter.

Lake Shamrock Dredging Project. EGLE's public hearing phase on the 3 sites is still ongoing and we have continued to work with EGLE and our Engineer to move the process forward. EGLE is now requiring further testing of the lake material and that has been collected and sent to the lab for analysis. Results will be given to EGLE for review. We have also begun the process of preparing an RFP for the Dam and Spillway replacement/construction. The hydraulic dredging conversation and likely RFP are also in the works.

Verizon Cell Tower. No new news. We are still eagerly awaiting the arrival of the monopole.

Industrial Park #3. On September 9th the IDC and Steve Letherer were able to facilitate the purchase and closing of the approximately 80 acres from the Russell family. This property was deeded to the city at closing and the IDC will be meeting in the very near future to discuss how to move forward with marketing the property (including the 15 acres contiguous that the city already owns) to potential buyers and also how to seek funds to facilitate the development and infrastructure needed for the new industrial park. This is all exciting news. Thank you again to the Letherer family for helping us make this possible.

Deputy Treasurer Position. We recently hired Cheryl Coon as the new Deputy Treasurer. Cheryl started part time with the city on Wednesday, September 7th. Cheryl was in attendance at tonight's meeting to meet the Commission. Welcome Cheryl!

Addendum: Match on Main. The City recently received their Redevelopment Ready Community (RRC) Essential status which enables DDA businesses to be eligible for Match on Main grant dollars in the amount of \$25K. This is a competitive program where projects compete with other regional projects submitted. Only one or two projects are selected to receive these grant dollars which do require a \$2,500 match.

11. \*COMMUNICATIONS: *Approved by Consent Agenda.*
12. EXTENDED PUBLIC COMMENT: None.
13. COMMISSION DISCUSSION TOPICS: Commissioner Bonham is unhappy with MDOT contractors because they are leaving the sidewalks and streets a mess when they leave for the day, and they continue to block sidewalks with their signage even when they are not working in that area. The DPW Director will contact the MDOT Supervisor regarding these issues to rectify the problem.
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 Bonham 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 6:25 p.m.

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Pat Humphrey, Mayor

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Diane Lyon, City Clerk