

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; Dave Saad, Police Chief; and Diane Lyon, City Clerk.

2. CONSENT AGENDA:

Moved by Commissioner Murphy second by Commissioner Jenkins to approve the items listed with an asterisk (*) (Agenda, Minutes, Department Reports, Communications, Professional Development, First Reading of Ordinance 2022-003, Board & Committee Appointments, 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. ELECTION OF MAYOR

The Charter of the City of Clare stipulates that the Clare City Commission shall elect a member of the commission to serve as Mayor of the City at the first meeting following the regularly scheduled November election. The commission is asked to take the necessary steps to elect the city's Mayor in accordance with the provisions of the Charter by calling for nominations and subsequently electing a commissioner to serve in this capacity.

Reminder: As elections of City Commissioners are now conducted only in even years to coincide with scheduled state and national elections, the term of Mayor is a two-year term to coincide with the even-year elections.

Commissioner Bonham nominated Pat Humphrey to serve as Mayor.

With no other nominations being heard, the motion was made by Commissioner Bonham second by Commissioner Murphy to approve the election of Pat Humphrey to serve as Mayor of the City of Clare by the adoption of Resolution 2022-097. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins, Nick Loomis, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

B. SELECTION OF MAYOR PRO TEM

The Charter of the City of Clare stipulates that the City Commission may, at its discretion, designate one of its members to serve as the City's Mayor Pro Tem to fulfill the duties of the City of Clare Mayor during any absences of the Mayor. The City Commission has traditionally designated a Mayor Pro Tem and is asked to consider whether it desires to continue this tradition.

Reminder: As elections of City Commissioners are now conducted only in even years to coincide with scheduled state and national elections, the term of Mayor Pro Tem is a two-year term to coincide with the even-year elections.

Commissioner Murphy nominated Bob Bonham to serve as Mayor Pro Tem.

With no other nominations being heard, the motion was made by Commissioner Murphy second by Commissioner Loomis to approve the selection of Bob Bonham to serve as Mayor Pro Tem of the City of Clare by the adoption of Resolution 2022-098. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins, Nick Loomis, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

C. ORDINANCE 2022-003-REQUEST FOR REZONING (IP3)

The Clare Industrial Development Corporation has requested that the City rezone three parcels of property from Commercial-1 to Industrial to facilitate the expansion of the City's South Industrial Park. The properties are immediately adjacent to the current boundaries of the South Industrial Park. The city has owned the two smaller parcels for a number of years and the larger parcel was recently purchased and deeded to the city by Steve Letherer and his family for industrial development. The requested zoning changes are consistent with the City's Future Land Use map of the City Master Plan.

All zoning changes within the City of Clare are accomplished by ordinance change. Requests for zoning changes must first be presented to the Planning Commission for consideration and recommendation before the request can be referred to the City Commission.

The City Planning Commission held a public hearing regarding the rezoning request at a regularly scheduled meeting on November 9, 2022. Subsequent to the public hearing, the Planning Commission unanimously recommended (Resolutions 2022-016PC) that the City Commission approve the request to rezone these properties from Commercial-1 to Industrial.

All ordinance code changes and 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. Affected contiguous property owners were notified via first-class mail. To date, the City has received no public comment pertaining to the requests. 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 and denying the IDC request for rezoning.

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

D. *BOARD & COMMITTEE APPOINTMENT RENEWALS

(1) *Tonya Willman-Parks & Rec Advisory Board, Approved by Consent Agenda (2022-099).*

(2) *Dean Doherty-Downtown Development Authority, Approved by Consent Agenda (2022-100).*

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 and LDFA Meetings. The city recently conducted the second annual mandated public comment meeting for the DDA & LDFA.

Planning Commission Meeting. The Planning Commission had several items on its last agenda which included:

- A site plan review and approval for an Airport hangar addition by Donald Nevill.
- Review and Recommendation of Ordinance 2022-003 to rezone properties for the future site of Industrial Park #3.
- Discussion on Ordinance Amendment to Section 52-308 – Vehicle Storage and Parking. The Planning Commission was provided feedback from the City Commissions' recent discussion as well as information gathered by staff. They had a brief discussion and will

be continuing to consider revisions in more depth at future meetings to address the issues.

Lake Shamrock Dredging Project. We continue to work with our engineers and EGLE on the permits for 3 new sites for spoils to be taken to from the lake. Following additional testing required by EGLE on the dredge material (previously done in the original permit), we revised the permit at the request of EGLE to allow dredging to start at the first section of the lake (from McEwan Street to the east edge of Shamrock Park). EGLE has said they are preparing the permit but it has not yet been received by the city as of this writing. As soon as we receive the permit, we intend to begin dredging activities as the weather allows.

Wayfinding Signs. The wayfinding signs have finally been completed and have arrived for installation. DPW crews have begun installing the signs as time permits. They turned out really well and will be a great addition to the Downtown and surrounding city entryways.

Verizon Cell Tower. More progress has been made on the tower site. Since my last update, the monopole has been delivered and installed. It arrived in 3 pieces and took about half a day to get it up in the air. We are now waiting on Consumers Energy to come and install a new power pole at the road and bore in to connect the power. After that, it will be up to Verizon to get the antennas up and active. There is a lot of excitement on social media surrounding the tower and the recent post that was shared by the city. The post reached almost 14,000 people and was shared over 75 times.

Holiday Decorations. The holiday decorations are going up at this time though it isn't even Thanksgiving yet. We have had our first major snow and Christmas is around the corner. The decorations changed a little this year and they look really nice lit up at night throughout the main corridors.

Holiday Closures and Hours. Speaking of holidays, Thanksgiving is upon us. Just a reminder that City Hall hours will be from 8:00 a.m. to 4:30 p.m. the week of Thanksgiving on Monday through Wednesday and then the office will be closed on Thursday and Friday for the holiday. Happy Thanksgiving.

11. *COMMUNICATIONS: *Approved by Consent Agenda.*
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 Loomis second by Commissioner Murphy 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 6:15 p.m.

Pat Humphrey, Mayor

Diane Lyon, City Clerk