

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 Maegan Jenkins, and Carolyn (Gus) Murphy, Kim Bussell, and Pat Humphrey. Absent: None. Also, present: Jeremy Howard, City Manager; Shannon Sirpilla, City Treasurer; Sarah Schumacher, Deputy Clerk; Luke Potter, DPW Director and Dave Saad, Police Chief.

2. CONSENT AGENDA:

Moved by Commissioner Jenkins second by Commissioner Murphy to approve the items listed with an asterisk (\*) (Agenda, Minutes, Airport Lease Agreement, Communications, Professional Development, and Bills) that are considered to be routine by the City Commission. Roll call vote: Yeas: Commissioners Bob Bonham, Maegan Jenkins, Carolyn (Gus) Murphy, Kim Bussell and Pat Humphrey. 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. APPROVAL OF ASSESSING BID AND AWARD CONTRACT**

On January 23, 2023, the owner of the city's current Assessing firm, Ed VanderVries of V&V Assessing, LLC. submitted notice that he will be reducing the number of assessing units that his firm provides service to and will be terminating his assessing contract with the city due to personal health reasons. Thus, as of April 30, 2023, he will no longer provide assessing services for the City of Clare.

The city is required to retain an Assessor of Record therefore, the city drafted and advertised an RFP for city MAAO (Level III) assessing services. Bids were due by 1:00 p.m. on March 15, 2023. At the bid opening, no bids were received that met the requirements of the posted RFP mainly because the bid submittal deadline fell during March Board of Review when all assessors are very busy. After some discussion, we revised the RFP to state that we require an MCAO (Level II) but prefer an MAAO (Level III) assessor and reissued the notice on March 15<sup>th</sup> to be opened on March 29, 2023. At the second bid opening, the city received four bids. After reviewing the bids, checking references, and speaking with assessors, City Staff recommends accepting the bid for services from Michigan Assessing Coalition, Inc. (MAC, Inc.) to become the City's Assessor of Record and provide assessing services for the city. While MAC, Inc. was not the lowest bidder, they do offer the preferred (MAAO) staffing, they have an MMAO (Level III) assessor who will oversee the city's assessment roll, and they were the second lowest bidder.

The City Commission is asked to approve the bids and award the contract to Michigan Assessing Coalition, Inc., authorize the City Manager to sign all necessary and related documents, and authorize the Treasurer/Finance Director to apply all necessary budget amendments.

Motion by Commissioner Murphy second by Commissioner Humphrey to approve the bids and award the assessing contract to Michigan Assessing Coalition, Inc. by the adoption of Resolution 2023-022. Roll call vote: Yeas: Commissioners Bob Bonham, Maegan Jenkins, Carolyn (Gus) Murphy, Kim Bussell and Pat Humphrey. Nays: None. Absent: None. *Motion Carried.*

**B. APPROVE FY23/24 STREET CONSTRUCTION BID AND AWARD CONTRACT**

The City recently solicited bids for the upcoming fiscal year street projects to be funded by the voter-approved street millage in Clare. The proposed street work during the FY23/24 budget year includes the removal of the curb and gutter and install a new (1,389') curb and gutter, the removal of asphalt, undercut the road 18" outside curb area and the approaches,

the installation of 12" of sand base to the outside curb area, furnish and install 6" of 22A gravel base in the road area; and install 1,350 sq ft 7-1/2' approaches on North Rainbow Drive from Glendale to Eastwood. Five bids were received. The low bid was submitted by Malley Construction, Inc. for an amount of \$144,441.00. The bid memo from DPW Director Luke Potter, also requested a 10% contingency with this project to allow for unknowns that may arise during the project construction.

The City Commission is asked to approve the low bid amount of \$144,441.00 along with a standard 10% contingency and award the work to Malley Construction, Inc.

Motion by Commissioner Jenkins second by Commissioner Murphy to approve the bids and award the contract for 23/24 Street Construction by the adoption of Resolution 2023-023. Roll call vote: Yeas: Commissioners Bob Bonham, Maegan Jenkins, Carolyn (Gus) Murphy. Kim Bussell and Pat Humphrey Nays: None. Absent: None. *Motion Carried.*

8. **\*AIRPORT LOT 303 LEASE AGREEMENT:** *Approved by Consent Agenda. Resolution 23-024*
9. **TREASURER'S REPORT:** The Treasurer provided a report to the Commission.
10. **CITY MANAGER'S REPORT**  
*Verizon Cell Tower.* No new updates currently and we are still waiting for Verizon to turn on 5G now that AT&T has placed the fiber.  
  
*Lake Shamrock Dredging.* Mechanical dredging is no paused for fish spawning per our permit with EGLE. The pause starts on April 1<sup>st</sup> and runs through the end of May. We will be able to resume work June 1<sup>st</sup> assuming our new operator is hired and ready to go by that time. We will be doing some maintenance and cleanup work along with some shore work at the barge during the downtime. The hydraulic dredging bids were approved and the contractor has started the processes needed to move forward with permitting.
11. **\*COMMUNICATIONS:** *Approved by Consent Agenda.*
12. **EXTENDED PUBLIC COMMENT:** Julie Albright introduced herself as the new Zoning Administrator for the Village of Farwell.
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 Jenkins second by Commissioner Bussell to adjourn the meeting. Roll call vote: Yeas: Commissioners Bob Bonham, Maegan Jenkins, Kim Bussell, Pat Humphrey, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.* Meeting adjourned at 6:17 p.m.

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Pat Humphrey, Mayor

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Sarah Schumacher, Deputy Clerk