

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: Kim Bussell. Also, present: Jeremy Howard, City Manager; Shannon Sirpilla, City Treasurer; Diane Lyon, City Clerk; Tom Quick, Asst. WWTP Superintendent; Joy Simmer, Parks & Rec Director; Gary Todd, Airport Manager; Luke Potter, DPW Director; Jim Chapman, Fire Chief; and Dave Saad, Police Chief.

2. CONSENT AGENDA:

Moved by Commissioner Murphy second by Commissioner Bonham to approve the items listed with an asterisk (\*) (Agenda, Minutes, Department Reports, Communications, Professional Development, Recurring Contracts, 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: Kim Bussell. *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. \*CLARE COUNTY EQUALIZATION DEPARTMENT CONTRACT**

*Approved by Consent Agenda. Resolution 2023-030.*

**B. ISABELLA COUNTY HAZARDS MITIGATION PLAN ADOPTION**

Marc Griffis, Isabella County Director of 911 & Emergency Management, and the Isabella County Emergency Planning Committee have prepared a hazard mitigation plan for Isabella County. The Plan has been approved by appropriate state and federal agencies as well as Isabella County and enables Isabella County and any local governmental entities within Isabella County that adopt the Plan as theirs to apply for state and federal emergency assistance funds in the event of a qualifying disaster. The City Commission is asked to review and adopt the Isabella County Hazard Mitigation Plan.

Motion by Bonham Commissioner second by Commissioner Murphy to approve the adoption of the Isabella County Hazards Mitigation Plan by adoption of Resolution 2023-031. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: Kim Bussell. *Motion Carried.*

Following consideration and discussion of the proposed Ordinance, the City Commission determined that a change to the proposed storage dates would best serve the interests of City residents. Specifically, changing the required storage dates from October 16 thru May 14 each year to November 1 thru April 14 each year.

**C. RAIL-TRAIL REDESIGN CONTRACT WITH PREIN&NEWHOF**

The design for the completion of the Pere Marquette Rail Trail and closure of the “Clare Gap” has gone through several changes and hurdles. Recent changes to the design of the trail to accommodate railroad right of way involve directing the trail around the south side of the DPW building. This change requires the additional survey and design work of Prein&Newhof whom MDOT has contracted for the project. MDOT has requested that the City of Clare contract directly with Prein&Newhof in order to expedite the process and allow work to continue and stay on track for a fall bidding of the overall project. The proposal is for a Not to Exceed cost of \$39,860. The funds to pay for this work are coming from a recent trails grant that the City of Clare was able to obtain in order to further this project so no additional city funds are needed.

Motion by Murphy Commissioner second by Commissioner Bonham to approve the design services contract with Prein&Newhof, authorize its City Manager to sign any and

all documents or related contracts and authorize the City Treasurer to complete any and all budget additions or amendments necessary on behalf of the City of Clare by adoption of Resolution 2023-032. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: Kim Bussell. *Motion Carried.*

**D. ABANDON CIRCLE TO LAND APPROACHES FOR RUNWAY 9/27 AT THE CLARE MUNICIPAL AIRPORT**

Clare Airport Manager Gary Todd recently had a conversation with MDOT Aeronautics after the City's most recent Airport Compliance Report Card for 2022 was received. Following the discussion he learned of a new widened approach that the FAA had added to our existing GPS approach. The new widened approach would be a change to our existing approach clearances and would therefore require extensive tree clearing in areas that we do not currently own or have avigation easements in place. Gary drafted a memo to explain the instrument approaches in general terms that would make sense and give more detail on what is being requested. MDOT Aeronautics has verified that if the City abandons the circle-to-land approaches, our remaining GPS 04 approach will not be affected. This is our most valuable highly used approach at the airport. It is the recommendation of the Airport Manager and the Airport Advisory Board to abandon the circle-to-land approach for runway 9/27.

Motion by Bonham Commissioner second by Commissioner Murphy to approve the abandonment of the circle-to-land approach for runway 9/27 by adoption of Resolution 2023-033. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: Kim Bussell. *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

Planning Commission Meeting. The Planning Commission had the following items on its most recent agenda which included:

- Recommendation to the City Commission for approval of Ordinance Amendment to Section 52-308 – Vehicle Storage and Parking and add Section 52-310 – Parking and storage of recreational vehicles, including trailers (enclosed, open, flatbed, etc.), campers, boats, or other similar objects.
- 2023/2024 Capital Improvement Plan public hearing/review/discussion/recommendation to the City Commission for adoption.

Lake Shamrock Dredging Project. Mechanical dredging is still paused due to frost laws and weight restrictions. Posting for the Dredging Operator position has been completed and we ended up with 25 applications. We will be reviewing the applications and scheduling interviews soon. We are still paused per our permit for fish spawning in April and May. Hydraulic dredging contracts were signed and the contractor met with me and city staff at City Hall, the Airport, and then at Lake Shamrock to discuss options and the process for moving forward. They have commenced with permitting and are going to try to modify our original permit which may speed up the process. They will complete soil testing and test pits at the Airport to determine a pit site.

Verizon Cell Tower. We are still waiting on the fiber to be activated and switched on the tower from 4G to 5G.

Rail Trail. At a recent Michigan Trails Fund Board meeting, a grant in the amount of \$150,000 for the Clare Gap Project was approved. Joy Simmer, Parks and Recreation Director, applied for the grant to help offset additional costs for the project. Thank you to Joy and the Michigan Trails Fund Board.

2023 Art in Sculpture: Sculpture Walk. The 2nd Annual 2023 Art in Sculpture: Sculpture Walk is to begin soon.

11. \*COMMUNICATIONS: *Approved by Consent Agenda.*

12. EXTENDED PUBLIC COMMENT: None.

13. BUDGET WORKSHOP #2 -Proposed Fiscal Year 2023/2024 Budget and Capital Improvement Projects Schedules (CIP)

The City Charter stipulates that the Clare City Commission is required to approve an operating budget for each fiscal year of the City at its first scheduled meeting in June preceding the start of each fiscal year in July. The City has traditionally conducted budget workshops to discuss the proposed annual budget prior to budget adoption. Tonight's meeting is the second of two workshops in order to finalize a discussion around the FY2023/2024 proposed budget and the FY2023/2024 recommended Capital Improvement Projects (CIP). A copy of the published public notice advertising the workshops has been accomplished. These budget workshops are designed to provide the City Commission an opportunity to direct changes or amendments to the proposed budget and CIP schedule prior to the adoption of the budget at the scheduled June 5th City Commission meeting.

A copy of the proposed FY2023/2024 budget and the FY2023/2024 recommended CIP schedule as well as the six-year projected CIP were provided, along with a draft of both the Utility Rate & Fee Schedule and the Master Fee Rate Schedule.

The proposed FY2023/2024 Budget, the CIP Schedule, Millage Adoption, and the Fee & Rate Schedules are all scheduled to be presented to the City Commission for approval at its regular meeting on June 5th.

City Staff was present to take questions from the City Commission. A question posed was whether the \$5K annual placeholder in the CIP schedule for cemetery improvements could be rolled over from year to year. The cemetery fund is part of the General Fund so dollars would not be carved out specifically for cemetery projects. The cemetery Board could recommend a specific improvement to be submitted on the CIP schedule and if (General) funds are available, the project could be completed. The next question raised was regarding much interest is collected annually on the Perpetual Care fund, because the interest can be used to fund cemetery improvements. The Perpetual Care funds are currently held in a very low interest-bearing account established many years ago. The Commission expressed a desire to earn better interest on the funds in that account, therefore, the Treasurer will check into other bank account options.

13. COMMISSION DISCUSSION TOPICS: The owner of the Antique Mall has expressed interest in opening a storefront, warehouse, and single-family apartment at 210 Wilcox Parkway, a Clare County-owned vacant, for sale property in the city. The property is zoned R2 with commercial use, and while there are some commercial uses allowed within an R2 district, sales are not one of those commercial uses. The Commission does have the prerogative to amend the ordinance to allow this use in a residential district, but an Ordinance amendment would also affect all other residential areas in the City that are zoned R2. Additionally, the Future Land Use map identifies this property to be zoned single-family residential, which is the most restrictive in zoning.

The Commission desires to schedule department tours following City Commission meetings.

14. \*APPROVAL OF BILLS: *Approved by Consent Agenda.*
15. \*PROFESSIONAL & EDUCATIONAL TRAINING OPPORTUNITIES: *Approved by Consent Agenda.*
16. ADJOURNMENT: Motion by Commissioner Bonham second by Commissioner Murphy to adjourn the meeting. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: Kim Bussell. *Motion Carried.* Meeting adjourned at 6:40 p.m.

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Pat Humphrey, Mayor

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Diane Lyon