

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

2. CONSENT AGENDA:

Moved by Commissioner Bonham second by Commissioner Murphy to approve the items listed with an asterisk (*) (Agenda, Minutes, Communications, Professional Development, and Bills) that are considered to be routine by the City Commission. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, 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. APPROVAL OF FISCAL YEAR 2023/2024 BUDGET, CAPITAL IMPROVEMENTS PROGRAM, AND TAX MILLAGE

The Charter of the City of Clare stipulates that the City Commission shall adopt a budget for the upcoming fiscal year at the first scheduled City Commission meeting in June. In preparation for the approval of the Fiscal Year 2023/24 Budget, the City Staff presented the proposed FY2023/24 Capital Improvements Plan (CIP) to the Planning Commission on April 12th to review and discuss the requested/proposed capital improvement budgets. The City Commission then held two budget workshops on April 17th and May 15th during which the Department Heads, the City Manager, and the City Treasurer/Finance Director presented the proposed Fiscal Year 2023/24 budget and CIP to the Commissioners for input and discussion. The City Commission is now asked to approve those items and to set the millage rate.

Prior to adopting/approving the budget/CIP, and the millage rate, the City Commission is required to hold a public hearing to receive comments regarding the budget, and the CIP, and set the proposed tax millage to be collected for the new fiscal year commencing July 1st. Notice of the hearing (copy attached) has been completed as required.

Motion by Commissioner Bonham second by Commissioner Bussell to approve the FY2023/2024 Budget, CIP Projects, adoption of Resolution 2023-034, and approve the Tax Millage by the adoption of Resolution 2023-035. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

B. APPROVAL OF FISCAL YEAR 2023/2024 FEE & RATE SCHEDULE

In conjunction with the annual budget process, the City Staff reviews and recommends appropriate changes to the City's Fee and Rate Schedules. That review has been completed, and the City Staff recommends the following changes to our current fee structure to cover actual costs of services:

- Change PA 425 request item to District II Transfer Request
- Tax Exemption Program Application price from \$150 to \$200
- False Alarm Fees from \$35 for 3rd & subsequent alarms to \$50
- Parking between sidewalk & curb infraction from \$15 to \$25
- Parking too far from curb infraction from \$15 to \$25
- Fire supplies/miscellaneous rates to be determined per incident.
- Increase in utility deposit fees.
- A 3% increase in waste service fees this fiscal year.
- A perpetual water and sewer service rate increase of 3% annually until such time that enterprise funds become sufficient to cover water and sewer infrastructure improvements, at which time the amount of increase will be evaluated.

Motion by Commissioner Bussell second by Commissioner Murphy to approve the FY2023/2024 Fee & Rate Schedule by the adoption of Resolution 2023-036. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

C. CLARE COUNTY INTERGOVERNMENTAL SERVICES AGREEMENT-NINE DAYS EARLY VOTING CONSOLIDATION

In November 2022, Michigan voters approved Proposal 22-2, amending Article II of the Michigan Constitution, which established a registered voter's right to vote in person in statewide and Federal elections at an early voting site. The site is required to be open for at least nine consecutive days for at least eight hours a day, beginning on the second Saturday before the election and ending on the Sunday before the election. The proposal specified that early voting sites are governed like election-day polling places, except that an early voting site could serve voters from more than six precincts and from more than one municipality within a county.

This new unfunded mandate has proved to be of great concern to townships and cities on how to implement and pay for nine days of early voting on top of the expense and coordination efforts of operating a precinct on Election Day. If the City ran early voting our City Clerk, Diane Lyon, estimates the cost to run approximately \$6,500 on top of approximately \$5,900 to operate on Election Day for one election. The City will hold a minimum of three elections in 2024.

To assist Clare County townships and cities with the expense of conducting early voting, the Clare County Board of Commissioners has approved the hiring of an Elections Coordinator at the County to manage and run consolidated early voting for the nine days prior to an election at the County with no cost attributable to the jurisdictions. County Clerk, Lori Martin and Clare County Administrator, Lori Phelps, have developed a proposed intergovernmental services agreement for the County to provide the required nine days of early voting for all State and Federal Elections for the City of Clare and all other Clare County jurisdictions desiring to enter into this agreement. This intergovernmental agreement expires on December 31, 2024.

Motion by Commissioner Bonham second by Commissioner Murphy to approve the Intergovernmental Agreement by the adoption of Resolution 2023-037. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

D. WAIVER OF FIRST RIGHT OF REFUSAL-PROPERTY TAX FORECLOSURES

The City has received a Notice of Judgment of Foreclosure on two parcels (051-180-028-00 & 051-624-003-00) located within the City of Clare. The City Commission is asked to determine whether it wishes to waive its right of first refusal for the property. The City Staff recommends the City Commission exercise that right, thereby allowing the County to dispose of the property through foreclosure proceedings. This will also allow the property to remain on the tax roll rather than the city taking ownership and therefore not being able to collect future taxes on the parcels.

Motion by Commissioner Murphy second by Commissioner Jenkins to approve a waiver of the First Right of Refusal to purchase the property by the adoption of Resolution 2023-038. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

E. WATER/WASTEWATER GLASSWARE CLEANER BID APPROVAL

The Glassware Cleaner at the City's Waste Water Plant recently experienced a complete and unplanned failure. City staff utilizes this equipment for lab glassware cleaning and disinfection daily and it is an integral part of testing and lab use. City staff, therefore, solicited sealed bids to allow the city to purchase and replace this piece of equipment. The City Commission is asked to consider approving the bids and award the bid to the low bidder, USA Blue Book, in the amount of \$10,268.

Motion by Commissioner Murphy second by Commissioner Bonham to approve the bids and purchase of a glassware cleaner from USA Blue Book by the adoption of Resolution 2023-039. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

F. CLARE COUNTY HAZARD MITIGATION PLAN APPROVAL

The City has received notice from the Clare County Director of 911 & Emergency Management, that the Clare County Hazard Mitigation Plan has been approved by Clare County as well as by appropriate state and federal agencies. Said Plan enables Clare County and any local

governmental entities within Clare 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 adopt the Clare County Hazard Mitigation Plan.

Motion by Commissioner Jenkins second by Commissioner Bussell to approve the Clare County Hazard Mitigation Plan by the adoption of Resolution 2023-040. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, and Carolyn (Gus) Murphy. Nays: None. Absent: Maegan Jenkins. *Motion Carried.*

G. INTRODUCTION OF NEW EMPLOYEE-HEAVY EQUIPMENT OPERATOR/DREDGE OPERATOR – KURT LEHMKUHLE

The City's Dredging Operator recently took another position in Oregon, thus the City initiated a search to find a new Heavy Equipment Operator / Dredging Operator. After interviewing several candidates, Kurt Lehmkuhle was selected as the new operator. Kurt comes to us from K&S Underground out of Midland where he has been working as an operator since June of 2020. Previous to his work for K&S, he worked several other labor/construction jobs. Kurt graduated from Shepherd and now lives in Harrison. He is excited to be working for the City of Clare and we feel he will be an asset to the city for many years to come. Kurt was present at tonight's meeting for introduction to the Commission.

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

9. CITY MANAGER'S REPORT

Lake Shamrock Dredging Project. Mechanical dredging is back on now that we are into June and the fish spawning pause is over. Our new dredging operator is doing great and is learning the process quickly. Lake spoils are being hauled out to the north side of the airport under our current EGLE mechanical dredging permit. The hydraulic dredging contractor is hard at work preparing and submitting permits to EGLE. He is hopeful to get a revised permit and after looking at the airport site and digging test holes, he would like to use the very south end of the property for the holding cells if allowed as this would shorten the distance we would need to pump the material.

City Hall Windows. The new windows on City Hall are now finished. The flashing has been completed around all the windows on the South and East side of the building where the aluminum was placed many years ago. It looks very nice now and the city crews did an excellent job. I am hoping to have the remaining cement window sills painted white on the other two sides of the building to match the flashing.

Michigan Green Communities. Clare was again recognized this year for environmental leadership by the statewide Michigan Green Communities program. As part of the Michigan Green Communities (MGC) Challenge, local governments were awarded gold, silver, or bronze seals of achievement reflecting community leadership in areas such as energy efficiency, climate adaptation and resilience, recycling, environmental justice, and more. The City of Clare achieved silver status for exemplary action in multiple categories, including items in categories related to planning, economic development, land use, climate resilience, climate adaptation, energy efficiency, renewable energy, materials management (AKA recycling, composting, waste diversion), water conservation and protection, clean mobility, and community engagement. You can also find more information in the recent press release from the Michigan Municipal League at the following address: <https://mml.org/news/press-releases/48-michigan-communities-recognized-sustainability-accomplishments>

Summer Concert Series. The 2023 Summer Concert Series starts on June 8th and runs through the summer every Thursday night from 6-8. It is once again being held at Shamrock Park following another extensive survey. Attendees stated that they liked the shade at Shamrock Park, the pavilions if it rains, as well as the bathrooms and play area for kids.

City Department Tours. At the last City Commission meeting, the Commission requested that we implement tours of the city departments directly following future City Commission meetings. I think this is a great idea and will allow our departments and employees to show some of the amazing work they do as well as share any problems or concerns that they feel are important for the Commission to see and have a better understanding of when having conversations. Tonight, we will be starting those tours with the Department of Public Works. After the meeting is adjourned, we will head over to the DPW building for an informal tour. I will continue to schedule these department tours for future meetings as well.

10. *COMMUNICATIONS: *Approved by Consent Agenda.*

11. EXTENDED PUBLIC COMMENT: None.
12. COMMISSION DISCUSSION TOPICS: The Commission directed staff to request that Consumers Energy install a street light at the intersection of Rainbow Drive and Eastwood.
13. *APPROVAL OF BILLS: *Approved by Consent Agenda.*
14. *PROFESSIONAL & EDUCATIONAL TRAINING OPPORTUNITIES: *Approved by Consent Agenda.*
15. ADJOURNMENT: Motion by Commissioner Bonham second by Commissioner Bussell to adjourn the meeting. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.* Meeting adjourned at 6:37 p.m.

Pat Humphrey, Mayor

Diane Lyon, City Clerk