

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 & Carolyn (Gus) Murphy. Absent: None. Also, present were: Jeremy Howard, City Manager; Dave Saad, Police Chief; 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 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. SINGLE LOT ASSESSMENTS

City Staff have prepared a single lot assessment roll for mowing service charges invoiced but not paid by respective property owners. The City Commission is asked to consider and approve the assessment roll, thereby allowing these charges to be included on the tax bills of the respective parties.

Public notice of the hearing associated with the Assessment Roll has been made, and the property owners listed on the Roll have been notified by first-class mail regarding the scheduled public hearing. To date, the City has received no written comments related to the roll.

The City Commission is now asked to conduct the scheduled public hearing and consider approving the assessment roll with the charges for each property to allow the Treasurer to place the charges on the respective property owner's tax bill.

Motion by Commissioner Bonham second by Commissioner Murphy to open the public hearing.

Public Comment: None.

Motion by Commissioner Bonham second by Commissioner Murphy to close the public hearing.

Motion by Commissioner Bussell second by Commissioner Jenkins to approve the Single Lot Assessment Roll and Fees by adoption of Resolution 2023-091. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

B. TRAFFIC CONTROL ORDER 002-2023

Parking along the north side of Schoolcrest Avenue in front of Stamina Stadium has been causing significant inconvenience to the residents and a local business in that area. Vehicles have been obstructing the driveways of residences and blocking access to a local business establishment due to parking in front of Stamina Stadium. As such, the residents and the business owner have requested that the City prohibit parking on the north side of the street in the area of Stamina Stadium in Clare to allow access to their driveways.

The City's Traffic & Safety Committee met on November 1, 2023, and have reviewed the request and recommended approval of said request. The City Commission is now asked to approve the request by the issuance of a Traffic Control Order.

Motion by Commissioner Jenkins second by Commissioner Bussell to Traffic Control Order 002-2023 by adoption of Resolution 2023-092. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

8. TREASURER'S REPORT: A report was provided to the Commission.

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

10. CITY MANAGER'S REPORT

Lake Shamrock Dredging. The majority of the lakefront at the beach has been dredged at Shamrock Park and you should make a point to check out the beach area at the park the next time you are in that neighborhood. Savin Lake Services is still waiting on a finalized permit from EGLE but they are ready to go once the permit is issued. The Dam feasibility study work continues and we are on track to have options/prices available by November 28. Luke and I met with dam engineers on the 14<sup>th</sup> to discuss potential design options and we look forward to seeing the final designs so that we can determine what direction we will take on the project.

Treasurer/Finance Director Position. Mayor Humphrey, Mayor ProTem Bonham, Clerk Lyon, and I recently conducted application reviews/interviews for the Treasurer/Finance Director position. We have found a very qualified candidate (25 years in local city government) who had a great interview and glowing references. We have made her a tentative job offer. Vicki Corlew of Mt. Morris has accepted the job offer and is anxious to start work for the city. We will bring a contract for employment for Vicki before the City Commission at the December 4 meeting.

Holiday Decorations. The new holiday decorations selected by the DDA were put up last week in the city and they look great on the main corridors lit up at night.

Holiday Closures and Hours. As a reminder, City Hall hours will be from 8:00 a.m. to 4:30 p.m. the week of Thanksgiving on Monday through Wednesday (20<sup>th</sup> through the 22<sup>nd</sup>) and then the office will be closed on Thursday and Friday (23<sup>rd</sup> and 24<sup>th</sup>) for the holiday. Happy Thanksgiving!

January City Commission Meeting Dates. We will soon be creating the City Commission's Meeting schedule for next year. In 2024, the first Monday falls on the New Year's Day. New Year's Eve and New Year's Day holidays will be observed on Monday and Tuesday of that week. This leaves us with a few options for rescheduling the first meeting in January. Following a discussion by the City Commission, a consensus was reached to hold the first meeting in January on Wednesday, January 3<sup>rd</sup>.

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

12. EXTENDED PUBLIC COMMENT: None.

13. COMMISSION DISCUSSION TOPICS: Mayor Humphrey requested the cul de sac on Eastwood be repaired with gravel. Commissioner Bussell announced that she would be absent from the December 4 City Commission meeting due to employment obligations.

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 Jenkins 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.* The meeting adjourned at 6:22 p.m.