

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 Gus Murphy. Absent: Kim Bussell. Also, present: Jeremy Howard, City Manager; Jennifer Kinberg, Deputy City Clerk; Gabe Ambrozaitis, Airport Manager In-Training; Gary Todd, Airport Manager; Vicki Corlew, City Treasurer; Dave Saad, Police Chief; and Diane Lyon, City Clerk

2. CONSENT AGENDA:

Moved by Commissioner Murphy second by Commissioner Bonham to approve the items listed with an asterisk (*), Agenda, Minutes, Communications, Professional Development, Airport Lot Lease Agreements, and Bills) that are considered 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. EMPLOYEE SERVICE RECOGNITION-SARAH SCHUMACHER 15 YEARS OF SERVICE UPON RETIREMENT

Sarah Schumacher began her career with the City of Clare in September 2008 as an assistant in the Assessing office and Treasurer's office; just under a year later, she transitioned to the position of Deputy City Clerk. Sarah has recently retired from her position at the city, and the City Commission is now asked to formally consider publicly recognizing the outstanding public service of Sarah Schumacher with the presentation of a resolution honoring her service to the city residents and the greater Clare community.

Motion by Commissioner Bonham second by Commissioner Jenkins to recognize the service of Sarah Schumacher upon her retirement by adoption of Resolution 2023-093. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: Kim Bussell. *Motion Carried.*

Mayor Humphrey presented a plaque recognizing Sarah for her years of service to the community.

B. MMDC ANNUAL REPORT PRESENTATION

Mr. Jim McBryde presented the annual report and introduced the new Clare County MMDC Representative Allison Heinrich.

C. APPOINTMENT OF CITY TREASURER & FINANCE DIRECTOR AND APPROVAL OF EMPLOYMENT CONTRACTS

With the recent vacancy created by former City Treasurer and Finance Director Shannon Sirpilla taking a position as Beaverton's new City Manager, the City solicited resumes to fill the position. Mayor Pat Humphrey, Mayor Pro Tem Bob Bonham, City Clerk Diane Lyon, and I as the City Manager, made up the interview committee. After conducting the interviews, reference checking, and completing background and financial checks, the interview committee has unanimously chosen to recommend Vicki Corlew for appointment as the new Clare City Finance Director/Treasurer. Due to contractual obligations at the City of Mt. Morris, Vicki is only able to start part-time with the City of Clare during December and will then be able to go full-time on January 1, 2024. Two proposed employment contracts have been drafted (one temporary part-time and one full-time contract) for the Commission's review and consideration. Ms. Corlew has reviewed the proposed contracts and concurs with the terms and conditions.

Vicki is the current Treasurer for the City of Mt. Morris and has held a variety of city positions in her 25-year municipal career with the City of Mt. Morris. If appointed and her contracts are approved, her start date will be Monday, December 4, 2023, for the Temporary Part-Time contract, and January 1, 2024, for the Full-Time contract.

The interview committee is very pleased to recommend Ms. Vicki Corlew for the Finance Director/Treasurer position and we look forward to welcoming her to the city and working with her for many years to come.

Motion by Commissioner Murphy second by Commissioner Jenkins to approve the appointment of Vicki Corlew as City Treasurer/Finance Director and to approve temporary part-time employment contract and full-time employment contract by adoption of Resolutions 2023-094 and 2023-095 respectively. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: Kim Bussell. *Motion Carried.*

D. APPROVAL OF INDEPENDENT CONTRACTOR AGREEMENT FOR AIRPORT MANAGER

Mr. Gary Todd has served as the Clare Airport Manager for the past 10 years. Recently Gary announced his retirement effective December 31, 2023. In Cooperation with Gary, as well as the Airport Advisory Board, we began having conversations with potential applicants to fill the role, and after careful consideration, I have selected Mr. Gabe Ambrozaitis as the City's new Airport Manager. Mr. Ambrozaitis and I subsequently negotiated a contract to attain his services under his business, NordFlight LLC in this capacity.

The City Commission is now asked to approve the proposed contractual agreement to attain the services of Mr. Ambrozaitis as the new Clare Municipal Airport Manager.

Motion by Commissioner Bonham second by Commissioner Jenkins to approve the contractual service agreement with NordFlight LLC by adoption of Resolution 2023-096. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: Kim Bussell. *Motion Carried.*

E. *AIRPORT LOT 108 LEASE AGREEMENT WITH PATRIOT AVIATION LLC

Resolution 2023-097 Approved by Consent Agenda.

F. * AIRPORT LOT 108 LEASE AGREEMENT WITH DON WEISHUHN

Resolution 2023-098 Approved by Consent Agenda.

G. UPDATE BANKING SIGNATORIES, ELECTRONIC BANKING ADMINISTRATOR, AND APPOINT INVESTMENT OFFICER

With the retirement of Deputy Clerk Sarah Schumacher, the departure of Treasurer and Finance Director Shannon Sirpilla, and the departure of DDA Chair Jim Allen, we need to update our bank signatories.

A complete review of all of the City's bank accounts has been completed and is summarized for the Commission's review on a spreadsheet. The City Commission is asked to approve the new list of signatories authorizing Vicki Corlew, Jennifer Kinberg, and Ken Hibel as banking signatories, designate Treasurer & Finance Director Vicki Corlew as the Electronic Banking Administrator, and as the city's Investment Officer.

Motion by Commissioner Jenkins second by Commissioner Murphy to approve the city bank account signatory updates and to designate the City Treasurer/Finance Director as electronic banking administrator and as the city's investment officer by adoption of Resolution 2023-099. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: Kim Bussell. *Motion Carried.*

H. APPROVE MUTUAL AID AGREEMENT-CLARE FIRE DEPARTMENT AND THE MICHIGAN DEPARTMENT OF NATURAL RESOURCES

The Clare Fire Department has been asked to enter into a Mutual Aid Agreement with the Michigan Department of Natural Resources – Forest Resources Division. Response to a request for assistance by either party is voluntary/not mandatory at the call of the respective Fire Chief or their designated representative. Approval of the Agreement is mutually beneficial to both parties.

The proposed Agreement requires the approval of the Clare City Commission. The Fire Chief and I both recommend approval of the Agreement. The Commission is now asked to consider approval of said Agreement.

Motion by Commissioner Bonham second by Commissioner Murphy to approve the mutual aid agreement by adoption of Resolution 2023-100. 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 brief oral report to the Commission.

9. CITY MANAGER'S REPORT

Lake Shamrock Dredging and Dam Project. Mechanical dredging continues in front of Shamrock Park. With the ground getting harder, it makes it easier for the truck to dump the spoils. Savin Lake Services has received a draft permit for the hydraulic dredging from EGLE and is reviewing the final requirements which include a discharge permit and a restrictive covenant for the holding cell. Savin is working on keeping the ice clear by the dam. Both suction dredges are ready for work once the permit is finalized and the pipe is put into the lake. Our meeting on November 28th regarding the Dam feasibility study work went well. Several alternatives were presented and we were able to give some direction to the team. The team is helping us apply for additional funding for the replacement of the Dam. We should know whether we are eligible for funding in a few months.

Chamber of Commerce Events.

The Chamber and Time Out Tavern are hosting a Queen of Hearts progressive raffle to support the annual Fireworks and other Chamber events. Tickets are available only at Timeout Tavern during business hours. Stop in and get your tickets to support the Clare Area Chamber of Commerce City Fireworks and much more. Drawing Dates: Every Wednesday starting on November 22nd, 2023. Time: 8 PM. Location: Timeout Tavern. 601 N. McEwan St., Clare, MI 48617. Questions about the event should be addressed to the Clare Area Chamber of Commerce at 989-386-2442 or to office@claremichigan.com

Christmas in Clare is December 9, 2023, at the Clare Depot – 201 West 4th Street from 10-2. There will be many great events including Santa at the Santa House, Reindeer, Craft Show, Carriage Rides, Doughnuts/Hot Chocolate/Coffee.

Positions Filled. We are happy that we were able to fill three key positions (Treasurer/Finance Director, Airport Manager, and Assistant Deputy Clerk) recently with quality candidates. This speaks volumes about the community that we live in and the reputation that Clare and the City have for being a good place to live and work.

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

12. EXTENDED PUBLIC COMMENT: None.

13. COMMISSION DISCUSSION TOPICS: The Commission discussed enforcement of the City's sign Ordinance. It was suggested that the ordinance governing feather flags could be a topic of discussion at the upcoming joint meeting of the City Commission and Planning Commission since both pros and opposition were voiced regarding businesses using the unlawful feather flags.

14. *APPROVAL OF BILLS: *Approved by Consent Agenda.*

15. *PROFESSIONAL & EDUCATIONAL TRAINING OPPORTUNITIES: *Approved by Consent Agenda.*

16. ADJOURNMENT: Motion by Commissioner Murphy seconded by Commissioner Jenkins to adjourn the meeting. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: Kim Bussell. None. *Motion Carried.* The meeting adjourned at 6:43 p.m.

Pat Humphrey, Mayor

Diane Lyon, City Clerk