

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 Gus Murphy. Absent: None. Also, present: Jeremy Howard, City Manager; Jennifer Kinberg, Deputy City Clerk; Gary Todd, Airport Manager; Vicki Corlew, City Treasurer; and Dave Saad, Police Chief.

2. CONSENT AGENDA:

Moved by Commissioner Bussell second by Commissioner Jenkins 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. RETIREMENT RECOGNITION-AIRPORT MANAGER GARY TODD

Following the retirement of Mr. Dick Acker, Gary Todd began his career with the City of Clare in October 2013 as the City's Airport Manager. Gary intends to retire from his position at the city at the end of this year. Since Gary will be leaving the area before the next meeting to spend time in a more tropical climate this winter, the City Commission is asked to formally consider publicly recognizing the outstanding public service of Gary Todd with the presentation of a resolution honoring his service to the city residents, airport patrons, and the greater Clare community.

Motion by Commissioner Murphy second by Commissioner Bonham to recognize the service of Gary Todd upon his retirement by adoption of Resolution 2023-101. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

Mayor Humphrey presented a plaque recognizing Gary for his years of service to the community.

B. 2024 POVERTY EXEMPTION LEVELS

Public Act 390 of 1994 requires each governing body to approve a Poverty Exemption Policy & Guidelines to be administered by the municipality's appointed Board of Review. Furthermore, Public Act 390 requires the governing body to annually approve income levels for the Board of Review to follow in their review of property tax poverty exemption applications from owners of residential properties. Public Act 390 along with other applicable bulletins and regulations from the State Tax Commission provides the federal poverty income levels, the required asset tests, and other procedural requirements for the poverty exemption application.

The City's Assessor has provided the Policy and Guidelines for 2024 with the federal poverty levels to be used by the Board of Review and the Poverty Exemption Affidavit to be filed by the requestor. The Assessor will assist the City of Clare's Board of Review in their consideration of applications under the provisions of Public Act 390 to ensure compliance.

Motion by Commissioner Murphy second by Commissioner Bussell to approve the proposed 2024 Poverty Exemption Policy & Guidelines by the adoption of Resolution 2023-102. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

C. ANNUAL REVIEW OF BY-LAWS

The By-Laws of the City of Clare City Commission govern the procedures and processes followed by the City Commission concerning the rules it adopts and enforces, the conduct of its members, the conduct of meetings, and the decisions made by the Commission – in essence, everything the City Commission formally does or does not do. As the last piece of business for this year, it is deemed appropriate to complete the annual review and update those rules before the first meeting of the new year and before conducting any business in the new year to ensure the by-laws are up-to-date and are fulfilling the needs and desires of the City Commission.

Motion by Commissioner Bonham second by Commissioner Murphy to approve the City Commission by-laws by the adoption of Resolution 2023-103. 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: The Treasurer provided a brief oral report to the Commission.
9. *DEPARTMENT REPORTS: *Approved by Consent Agenda.*
10. CITY MANAGER’S REPORT:
Lake Shamrock Dredging and Dam Project. Mechanical dredging by the City is continuing in front of Shamrock Park and we are making good progress. The cold and ice have not caused any issues for us yet. The City received a draft permit from EGLE For the hydraulic dredging project. I signed the permit and Savin returned it to EGLE. Soon after, EGLE returned the permit with their signatures (and additional permit requirements). We have applied for the additional permits; for the return of the water to the river and a restrictive covenant which will be recorded at the county for the disposal site. Savin is currently fusing pipe in the lake and will soon be dredging. The Dam feasibility study work continues. We had another progress meeting on December 13th. We heard back on the grant pre-submission for additional dollars for the dam, and we have been selected to formally apply for the grant.

Board and Commission Meeting Schedules / Reminder – First City Commission Meeting Date of 2024. The 2024 City business meeting schedules are included in the Communications to the City Commission. As a reminder, City offices are closed for the holiday on January 1st and January 2nd, so the Commission came to a consensus at the previous meeting to hold the first meeting of the year and first meeting of January on Wednesday, January 3, 2024 at 6:00 p.m.

Holiday Closures and Hours. Just a reminder that City Hall hours will be as follows:
December 25th – 26th – Closed for the holiday.
December 27th – 28th – 7:00 a.m. to 5:30 p.m.
January 1st – 2nd – Closed for the holiday.
January 3rd – 4th – 7:00 a.m. to 5:30 p.m.
11. *COMMUNICATIONS: *Approved by Consent Agenda.*
12. EXTENDED PUBLIC COMMENT: None.
13. COMMISSION DISCUSSION TOPICS: The community has inquired as to whether ALDI is coming to Clare. City Manager, Jeremy Howard explained that ALDI is moving forward with their plans on building in 2024.
14. *APPROVAL OF BILLS: *Approved by Consent Agenda.*
15. *PROFESSIONAL & EDUCATIONAL TRAINING OPPORTUNITIES: *Approved by Consent Agenda.*
16. ADJOURNMENT: Motion by Commissioner Jenkins seconded by Commissioner Bonham 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 6:17 p.m.