

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; Vicki Corlew, City Treasurer; Dave Saad, Police Chief; and Diane Lyon, City Clerk

2. CONSENT AGENDA:

Moved by Commissioner Bussell second by Commissioner Murphy to approve the items listed with an asterisk (\*), Agenda, Minutes, Communications, Professional Development, Board and Committee Appointments, 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. PRESENTATION AND APPROVAL OF THE FISCAL YEAR-23 AUDIT REPORT

The public accounting firm of Andrews, Hooper & Pavlik (AHP) of Midland, Michigan conducted an independent audit of the City of Clare's financial records for the City's fiscal year ending June 30, 2023. A qualified representative from the firm is scheduled to publicly present their report and the results of the audit to the Clare City Commission at its regularly scheduled meeting on January 3, 2024. An internal control deficiency was noted during the independent audit. The city administration has made a corrective action plan to correct the deficiency. A draft copy of the complete audit report was provided to the Commission for review.

The City Treasurer/Finance Director, City Manager, and City Clerk have each reviewed the audit report before the meeting and have formally acknowledged the results in writing.

The City Commission is asked to formally approve the audit findings and results as presented by a qualified senior staff member of the public accounting firm Andrews, Hooper & Pavlik.

Duane Reyhl and Danielle Hoppe presented the audit report to the City Commission. Duane noted that it was an unqualified report meaning that the financial statements are fairly and appropriately presented, without any identified exceptions, and in compliance with generally accepted accounting principles (GAAP). Mr. Reyhl and Ms. Hoppe acknowledged the City Clerk and Deputy Treasurer for their assistance in completing the audit in the absence of a City Treasurer.

Motion by Commissioner Bonham second by Commissioner Murphy to accept and approve the FY22-23 audit report by adoption of Resolution 2024-001. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

B. \*BOARD & COMMITTEE REAPPOINTMENT-PRAB-LINDA GUILIANI

*Resolution 2024-002 Approved by Consent Agenda.*

C. \*BOARD & COMMITTEE REAPPOINTMENT-LDFA-RICK FANCON & MARY WARNER

*Resolution 2024-003 Approved by Consent Agenda.*

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

9. CITY MANAGER'S REPORT

Lake Shamrock Dredging and Dam Project. We continue to make good progress mechanically dredging in front of Shamrock Park. Savin has been finalizing preparations and testing the two dredges in the lake for the hydraulic dredging project and will soon move forward at full capacity. Mild has been a contributing factor to allow us to continue dredging during the winter months. Progress has slowed the last couple of weeks due to the holidays but will pick up again in the new year. The Dam feasibility study work is continuing and there is no new update other than we are continuing to work with them on the preparation of the full submission of the additional 3 million dollar grant we are applying for now that we have made it past the first round.

State Street Sewer Main Repair. Just before the holidays, the city was notified of a potential sewer issue around the intersection of Beech and State. After further investigation, DPW crews discovered sand in the main sewer line that was coming from a collapsed pipe. They were able to determine a location in the road that was being undermined and began investigating. Unfortunately, they discovered that the sewer main had suffered a complete collapse, and the very old concrete pipe needed to be replaced from the intersection of Beech and State heading East toward McEwan for 240 feet. DPW crews were able to excavate and repair the pipe themselves, replacing the old disintegrated concrete pipe with new 8-inch plastic pipe which they were able to attach to good pipe on both ends. The repair took several days and some long hours, but was accomplished with little to no interruption to residents. The road where it was open cut for the repair has been filled with gravel and is back fully open. The asphalt will be repaired in 2024 after the plant opens back up so we will maintain the gravel through the winter. Great job to the DPW crews for their work and special thanks to the City of Coleman for assisting by televising the lines with their camera.

11. \*COMMUNICATIONS: *Approved by Consent Agenda.*
12. EXTENDED PUBLIC COMMENT: None.
13. COMMISSION DISCUSSION TOPICS: None.
14. \*APPROVAL OF BILLS: *Approved by Consent Agenda.*
15. \*PROFESSIONAL & EDUCATIONAL TRAINING OPPORTUNITIES: *Approved by Consent Agenda.*
16. ADJOURNMENT: Motion by Commissioner Bussell seconded 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. None. *Motion Carried.* The meeting adjourned at 6:24 p.m.

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Pat Humphrey, Mayor

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Diane Lyon, City Clerk