

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, and Gus Murphy. Absent: Maegan Jenkins. Also, present: Jeremy Howard, City Manager; Diane Lyon, City Clerk; Vicki Corlew, City Treasurer; and Dave Saad, Police Chief.

2. CONSENT AGENDA:

Moved by Commissioner Bussell second by Commissioner Bonham 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, and Carolyn (Gus) Murphy. Nays: None. Absent: Maegan Jenkins. *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. **APPROVE SOLE SOURCE AGREEMENT FOR SCADA EQUIPMENT -WWT LIFT STATIONS**

As an integral part of the city's wastewater infrastructure, SCADA is used to monitor equipment and processes as a part of normal operations and in emergency conditions. The City plans to replace the aging/failing radios currently in Lift Stations 2, 3, 7, 8, and 10 with new cellular modem technology which should be much more reliable and integrate with our full SCADA system.

We are seeking approval for a sole source contract after receiving a quote for the equipment and installation from Perceptive Controls, Inc., which is the City's designated provider of SCADA equipment, controls, and installation. The City currently uses equipment, computer software, and processes designed, installed, and maintained by Perceptive for all of the City's wastewater lift stations, as well as for monitoring operation controls at the City's wastewater treatment plant, the north water tower; the Water Plant and city wells remain to have SCADA installed in the near future. The quote for the cost of the equipment, design, installation, and integration of the new equipment is \$29,348.00. The City Commission is asked to authorize this contract and the budgeted CIP expenditure.

Our review of the negotiated contract/quote meets all of the City's purchasing policy requirements as a sole source contract approval based on our long-time working history with Perceptive. The City Commission is asked to approve the proposed agreement and authorize the Mayor and/or the City Manager to execute all documents related to said contractual agreements on behalf of the City of Clare, and to authorize the City Treasurer/Finance Director to make any necessary budget amendments.

Motion by Commissioner Bonham second by Commissioner Murphy to approve the sole source agreement with Perceptive Controls, authorize the Mayor and/or the City Manager to sign all necessary and related documents to said grant, and authorize the City Treasurer to make any necessary budget amendments related to said agreement by the adoption of Resolutions 2024-009 Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, and Carolyn (Gus) Murphy. Nays: None. Absent: Maegan Jenkins. *Motion Carried.*

B. **USDA GRANT APPLICATION-POLICE TASERS AND BODY CAMERAS**

The City has worked with the USDA to obtain grant funds for Public Safety for many years. The City has submitted a preliminary request to be considered for a grant to defray the majority portion of the cost to purchase new tasers and body cameras to replace our current ones that have reached the end of their useful life. The new tasers and body cameras will work seamlessly with the equipment used by the Clare County Sheriff's Department and will enable the CPD to share videos directly with the Prosecuting attorney's office.

The City has published the required notice of its application to USDA for grant funds to purchase said tasers and body cameras. The City Commission is asked to hold the requisite public hearing and subsequently approve the submission of the grant application and acceptance of grant funds. The City Commission is also asked to authorize the Mayor or the City Manager to sign all necessary and related documents for the grant and to allow the Treasurer/Finance Director to complete any necessary budget amendments to purchase said equipment.

The Police Department will forego some of their scheduled Capital Improvements for the current fiscal year to cover the city's cost share of the required funding in order to receive the grant funds.

Motion by Commissioner Bonham second by Commissioner Murphy to open a public hearing. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, and Carolyn (Gus) Murphy. Nays: None. Absent: Maegan Jenkins. *Motion Carried.*

Public Comment: None.

Motion by Commissioner Murphy second by Commissioner Bussell to close the public hearing. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, and Carolyn (Gus) Murphy. Nays: None. Absent: Maegan Jenkins. *Motion Carried.*

Motion by Commissioner Bonham second by Commissioner Murphy to approve the submittal of the USDA grant application, authorize the acceptance of grant funds once awarded, approve the expenditure of city funds for the grant match, authorize the Mayor and/or the City Manager to sign all necessary and related documents to said grant, and authorize the City Treasurer to make any necessary budget amendments related to said grant by the adoption of Resolutions 2024-010. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, and Carolyn (Gus) Murphy. Nays: None. Absent: Maegan Jenkins. *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 still paused under frost law restrictions at the time of this writing. For the hydraulic dredging project, Savin is also paused because of the ice on the lake and cold temperatures. As I mentioned at the last meeting, we did recently hear from EGLE that they are requiring us to pause all dredging (mechanical and hydraulic) because the original permit that was applied for and approved 5 years ago expired at the beginning of February. EGLE had issued us "new" permits with 5-year timeframes for both the mechanical and hydraulic work the city and our contractor are doing and we were operating under the assumption that was what was needed moving forward. However, EGLE is now requiring us to apply for a new permit that would encompass the work as written in the original permit, as well as the new work and spoils locations. After receiving this information, I requested an in-person meeting with EGLE at their Bay City office to facilitate this process. Luke and I and Savin Lake Services met with EGLE staff on February 14<sup>th</sup> and the meeting went well. We will be submitting a new permit within the week and requesting an expedited time frame for review and the requisite public comment period. EGLE is hopeful that this process can be completed and that they will be able to issue a new permit by the early part of March so that we can begin dredging as soon as the frost laws come off and the weather allows. I am thankful the timing seems to be working out so that we will not lose much dredging time and the project can stay on track. The Dam feasibility study work is continuing and we have not heard any more information on our grant submissions at this time.

Frost – Let Water Run Order. We continue to monitor the levels and will take appropriate action if necessary.

Ice Rink. The ice rink at the large pavilion at Shamrock Park opened for use on Friday, January 19<sup>th</sup> for a short period but the warm weather had melted the ice. It is unlikely that we will have a long enough stretch of cold weather again to freeze and maintain ice for the rink this season, so we will likely take the boards down and try again next year.

Rail Trail. As you know the rail trail project to close the “Clare Gap” is slated to begin this spring and finish this fall. MDOT and the contractors have already begun to mobilize and bring equipment into the area ahead of the frost laws going into place. This is an exciting project and long-awaited by the community and surrounding area.

March Board of Review. The March Board of Review will meet at Clare City Hall, 202 W. Fifth Street, Clare MI 48617, at the following times:

March 5, 2024 (2:00 pm) – Organizational Meeting – No Appeals

March 11, 2024 (9:00 am – 3:00 pm) – Appeal Hearing

March 12, 2024 (2:00 pm – 5:00 pm and 6:00 pm – 9:00 pm) – Appeal Hearing

If you have questions about your Tax Assessment Change Notice or wish to schedule an appointment, contact the City Assessor’s Office at 989-424-4066 or 517-940-2823, or email Assessor@cityofclare.gov.

Planning Commission / City Commission Annual Joint Meeting: The City Commission and Planning Commission held their joint meeting to discuss the Planning Commission Annual Report for the previous year along with any other topics of interest on Wednesday, February 14<sup>th</sup> at 5:30 p.m. The meeting was very productive and the Planning Commission has several discussion topics/ordinances to begin working on in 2024.

11. \*COMMUNICATIONS: *Approved by Consent Agenda.*
12. EXTENDED PUBLIC COMMENT: None.
13. COMMISSION DISCUSSION TOPICS: Joshua Clark submitted his resignation from the Planning Commission on February 14. AWOL. the city’s hired cleaning crew need to clean the windows on both entryways.
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 Bussell to adjourn the meeting. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, and Carolyn (Gus) Murphy. Nays: None. Absent: Maegan Jenkins. *Motion Carried.* The meeting adjourned at 6:47 p.m.

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Pat Humphrey, Mayor

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Diane Lyon, City Clerk