

The regular meeting of the Clare City Planning Commission was called to order in the City Hall Commission Chambers, at 5:30 p.m. by Chairman Jason Lowe, who then led with the Pledge of Allegiance. Present were: Commissioners Lisa Benic, Glenda Carmoney, Angie Cozat, Ken Hibl, Jason Lowe, Brett Moser, Stacy Pechacek, and Nick Wyman. Absent: Elaine Demasi. Also present were Jeremy Howard, City Manager; Dale Clark, WWTP Superintendent; Luke Potter, DPW Director; Gabe Ambrozaitis, Airport Manager; Joy Simmer, Parks & Rec Director; Dave Saad, Police Chief; Jim Chapman, Fire Chief; Sam Eberhart, Asst. Fire Chief; Vicki Corlew, Treasurer; and Diane Lyon, City Clerk.

**APPROVAL OF CONSENT AGENDA:**

Moved by Commissioner Hibl second by Commissioner Pechacek to approve the Consent Agenda items listed with an asterisk (\*) (Agenda, Minutes, Communications, and Professional Development) that are considered to be routine by the Planning Commission. Voice vote: Ayes: All. Nays: None. Absent: Elaine Demasi. *Motion Carried.*

**APPROVAL OF MINUTES:** \*Approved by consent agenda

**APPROVAL OF AGENDA:** \*Approved by consent agenda

**PUBLIC COMMENT:** None.

**OLD/UNFINISHED BUSINESS:** None.

**NEW BUSINESS**

**A. OATH OF OFFICE-MS. LISA BENIC**

Lisa Benic was sworn into office by City Clerk, Diane Lyon.

**B. EXCUSAL OF COMMISSIONER ELAINE DEMASI**

The Planning Commission bylaws stipulate "If a Planning Commissioner shall miss three consecutive meetings or 30% or more of regular scheduled meetings in any calendar year, his/her office shall be considered vacant unless the Planning Commission shall formally excuse such absence in advance and a record of said excusal is annotated in the official proceedings of the Planning Commission."

Commissioner Elaine Demasi has formally requested that she be excused from attending the April 10, 2024, regularly scheduled Planning Commission meeting due to conflicting commitments.

The Planning Commission is asked to formally approve the excusal of Commissioner Demasi.

Motion made by Commissioner Carmoney seconded by Commissioner Moser to approve the excusal of Commissioner Demasi by adoption of Resolution 2024-011PC. Roll call vote: Yeas: Commissioners Lisa Benic, Glenda Carmoney, Angie Cozat, Ken Hibl, Jason Lowe, Brett Moser, Stacy Pechacek, and Nick Wyman. Absent: Elaine Demasi. *Motion Carried.*

**C. Fiscal Year 24/25 Capital Improvements**

The 2008 Michigan Planning Enabling Act stipulates that the Planning Commission shall review and provide recommendations related to all proposed major capital improvement projects of a municipality to ensure that the proposed projects support the goals and objectives stipulated in the Comprehensive Master Plan of the City. The Clare City Staff has commenced its preparation of the Fiscal Year 2024/2025 Budget for the budget year beginning July 1, 2024, and running through June 30, 2025. Included in the budget are the proposed significant capital projects in each of the respective funds.

We will present the proposed budget to the Clare City Commission at a regularly scheduled meeting in April and May, by means of budget workshops. In accordance with the City's Charter, the 2024/2025 budget is scheduled to be adopted by the Commission at its first scheduled meeting in June.

Public notice of the scheduled capital project presentation to the Planning Commission has been completed.

Each of the City's department heads presented their respective FY 2024/2025 capital improvement plans to the Planning Commission. Vicki Corlew, Treasurer/Finance Director and the City Manager provided additional general budgetary information and planned capital projects for other key elements of the consolidated budget, e.g., DDA, Data Processing, etc.

Moved by Commissioner Wyman seconded by Commissioner Pechacek to open a public hearing. Roll call vote: Yeas: Commissioners Lisa Benic, Glenda Carmoney, Angie Cozat, Ken Hibl, Jason Lowe, Brett Moser, Stacy Pechacek, and Nick Wyman. Absent: Elaine Demasi. *Motion Carried.*

Public Comment: None.

Moved by Commissioner Wyman seconded by Commissioner Pechacek to close the public hearing. Roll call vote: Yeas: Commissioners Lisa Benic, Glenda Carmoney, Angie Cozat, Ken Hibl, Jason Lowe, Brett Moser, Stacy Pechacek, and Nick Wyman. Absent: Elaine Demasi. *Motion Carried.*

Motion made by Commissioner Hibl seconded by Commissioner Pechacek to approve the Proposed 2024/2025 Capital Improvement Projects for the City of Clare's 2024/2025 Fiscal Year by adoption of Resolution 2024-010PC. Roll call vote: Yeas: Lisa Benic, Glenda Carmoney, Angie Cozat, Ken Hibl, Jason Lowe, Brett Moser, Stacy Pechacek, and Nick Wyman. *Motion Carried.*

**EXTENDED PUBLIC COMMENT:** None.

**PLANNING COMMISSION DISCUSSION:**

Lake Shamrock: We received the EGLE permit. The Dam feasibility work is complete. We are actively searching for grants to complete the Dam replacement project.

Rail-Trail Gap: Started 18 March with a tentative completion of July 2024.

City Commission Nominating Petitions – Petitions are being accepted until April 23, 2024.

**COMMUNICATIONS:** \*Approved by consent agenda

**PROFESSIONAL & EDUCATIONAL TRAINING OPPORTUNITIES:** \*Approved by consent agenda.

**ADJOURNMENT** - Moved by Commissioner Moser and seconded by Commissioner Wyman to adjourn. Voice Vote: Ayes: All. Nays: None. Absent: Elaine Demasi. *Motion Carried.* The meeting adjourned at 6:28 p.m.

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**Diane M. Lyon, City Clerk**