

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; Diane Lyon, City Clerk; Vicki Corlew, City Treasurer; Luke Potter, DPW Director; Dale Clark, WWTP Superintendent; Dave Saad, Police Chief; and multiple members of the city's Fire Department.

2. CONSENT AGENDA:

Moved by Commissioner Bussell second by Commissioner Murphy to approve the items listed with an asterisk (\*), (Agenda, Minutes, Department Reports, Communications, Professional Development, Board & 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: Mr. Daniel Jenkins announced that Elm Creek desires to donate one or two small landscaping projects to the City this year. One suggestion made was for a refresh of the retaining wall area at the DPW Garage because the rail-trail pathway will run directly past that area. Elm Creek would consider donating another small landscaping project to the city if the Commission has one in mind.

6. UNFINISHED BUSINESS: None.

7. NEW BUSINESS:

**A. EMPLOYEE SERVICE RECOGNITION-JIM CHAPMAN-15YRS**

Fire Chief James Chapman has faithfully served the residents of the City of Clare as our fire chief for the past fifteen years. The City Commission is asked to formally recognize Chief Chapman for his exemplary, faithful, courageous, and dedicated public service.

Motion by Commissioner Jenkins second by Commissioner Bonham to approve the recognition of Jim Chapman by the adoption of Resolutions 2024-022 Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

Fire Department members departed the meeting following Mayor Humphrey's presentation of the Resolution to Jim Chapman.

**B. APPROVE AIRPORT LOT LEASE AGREEMENT WITH MR. BERNIE NEVILL**

Bernie Nevill has requested that the City enter into a lease agreement for Lot 106 and the West half of Lot 104 (vacant property) of the Clare Municipal Airport Hangar Plat to allow him to construct a new airport hangar on this lot and a half. It was recently determined that there is an unbuildable lot adjacent to Lot 106 (Lot 104), and at a 2021 Airport Advisory Board meeting, the Board discussed and decided that the best use of Lot 104 was to split it into two halves and then lease and combine those halves with the adjacent lots on each side. This would allow each of the sites to be 1.5 lots and have more usable/buildable space. The Airport Manager and the Airport Advisory Board recommend approval of this lease and I endorse this recommendation.

The City Commission is now asked to consider approving the lease agreement.

Motion by Commissioner Bonham second by Commissioner Murphy to approve the lease agreement by the adoption of Resolutions 2024-023. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

**C. APPROVE ENGINEERING AND CONSTRUCTION OVERSIGHT OF PAPI PROJECT AT CLARE MUNICIPAL AIRPORT**

The city's current airport improvement project includes replacement and installation of the Pilot Approach Path Indicator Lights (PAPI). Recently MDOT Aeronautics determined

that the city put out a new RFQ for the professional consulting and engineering of this portion of the project, thus, an RFQ was prepared and publicly noticed. Mead & Hunt is the City's designated engineering firm for all major airport projects and they have submitted the lone RFQ for this project. The City Commission is asked to review, consider, and approve the proposed RFQ and approve Mead & Hunt for the designated work.

Motion by Commissioner Bussell second by Commissioner Jenkins to approve Mead & Hunt for professional consulting and engineering for the PAPI installation project at the Clare Municipal Airport by the adoption of Resolutions 2024-024. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

**D. EMERALD ISLE PLAYGROUND SURFACING BID AND FUNDING APPROVAL**

The Master Plan for the Emerald Isle Recreation Complex, which was approved by the City's Planning Commission, included the construction of a new playground. Due to the cost of the playground, the Parks & Recreation Advisory Board and the city decided to construct the playground in phases. Phase 1 was completed in 2020, and Phase 2 was completed in 2021. The final phase is now being completed to finish the playground surfacing.

The City Commission previously approved the reservation of funds from the Hammerberg endowment for the playground equipment project. The funds raised and earmarked for the playground equipment are held at the Clare County Community Foundation. In Recreation Director Simmers' memo is a breakdown of the funds for the project (Hammerberg funds, CCCF Emerald Isle Complex Donation Account #742, and MDNR Recreation Passport Grant Funds). The Hammerberg funds were previously approved for the project in 2021 with Resolution 2021-018. Additional approval/acceptance of the funds to be used from the Community Foundation and MDNR grant are now necessary along with the approval of the bid from Sinclair Recreation. This bid is through the State of Michigan MiDeal program which bids out projects like this for the entire state.

Motion by Commissioner Murphy second by Commissioner Jenkins to approve the bid of Sinclair Recreation for the installation of the Pour In Place Playground Surface at Emerald Isle Recreation Complex and the acceptance and expenditure of funds from the Hammerberg Fund, CCCF Emerald Isle Complex Account #742, and the MDNR Recreation Passport Grant by adoption of Resolution 2024-025. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

**E. EMERALD ISLE PLAYGROUND SURFACING BID AND FUNDING APPROVAL**

The Department of Public Works truck fleet is aging rapidly and some trucks are reaching the end of their usable service life. In the attached memo from DPW Director Luke Potter, he explains that in this current fiscal year, we had originally budgeted to replace two trucks. Recently, a truck was found to be available (2024 GMC Sierra 1500 Crew Cab 4X4) from Todd Wenzel Buick-GMC of Westland.

The dealership participates in the MiDeal state program which bids out the cost for municipal purchases of trucks which allows the city to utilize contracts that have already been bid out by MiDeal across the state. The city is then able to take advantage of the discounted prices. The bid amount for the truck is \$49,966.00 and can be covered in this year's budget/CIP.

The City Commission is asked to approve the bid utilizing the MiDeal program and award the contract for the sole source purchase of a new DPW truck to Todd Wenzel Buick-GMC of Westland for \$49,966.00.

Motion by Commissioner Bonham second by Commissioner Murphy to approve the sole source purchase of the truck from Todd Wenzel Buick-GMC of Westland in the amount of \$49,966.00 by adoption of Resolution 2024-026. 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 report to the Commission.

9. \*DEPARTMENT REPORTS: *Approved by Consent Agenda.*

10. CITY MANAGER'S REPORT:

*Planning Commission Meeting.* The April 10<sup>th</sup> Planning Commission agenda included:

- Oath of office of newly appointed Planning Commissioner – Lisa Benic
- Excused absence for the meeting of April 10th for Elaine Demasi
- Approved FY 24/25 Capital Improvement Projects and Recommended Approval

DDA Meeting. The March 14<sup>th</sup> DDA meeting agenda included:

- Approved the site plan for MyMichigan Medical Center Clare Hospital Expansion and renovation
- Excused absence for the meeting of April 11th for Dawn Thomas
- Approved of Minutes, Financials, and the Payment of Bills – March, 2024

Lake Shamrock Dredging and Dam Project. As of April 1<sup>st</sup>, dredging activities are paused for fish spawning until June 1st. The Dam feasibility work is complete and we are waiting to hear back about additional grant funding to help with the next phase of the project.

Rail Trail. We recently met on-site with MDOT, contractors, and some business owners along the route to make sure everyone is coordinating to minimize disruptions to traffic and business activities to the greatest extent possible during the construction phases.

Grant/Project Award. The City Commission recently approved a PILOT for the new owner/developer of Clarendon Glenn Apartments so that they could apply to MSHDA for tax credits. The project proposal was to invest approximately \$1,000,000 into the property in new renovations and updates. We were notified that the developer was successful in obtaining the tax credits and will begin rehabilitation of the Apts. in the Summer of 2025.

City Commission Nominating Petitions. Reminder: The City of Clare is accepting nominating petitions for the non-partisan office of City Commissioner. Nominating Petitions will be accepted up to 4 p.m. on April 23, 2024. City Commissioners serve a four-year term. Applicants to the city commission are to be duly qualified electors of the city who have been residents thereof for at least two years immediately prior to the date of the election, to be held on November 5, 2024. For additional information, contact City Clerk Diane Lyon, dlyon@cityofclare.gov, 989-424-4068.

11. \*COMMUNICATIONS: *Approved by Consent Agenda.*
12. BUDGET WORKSHOPS: FIRST OF TWO  
This is the first of two budget workshops to review the proposed 2024/2025 Capital Improvements and City budget. These workshops provide the City Commission an opportunity to direct changes or amendments to the proposed capital improvements prior to the adoption of the budget at the scheduled June 3rd City Commission meeting. The City's Planning Commission has reviewed the proposed capital improvement schedule included in the budget proposals and has recommended approval. Notices for the workshops and the June budget hearing have been publicly posted.
13. EXTENDED PUBLIC COMMENT: None.
14. COMMISSION DISCUSSION TOPICS: Mayor Humphrey expressed interest in touring Steve Shunk's new facility.
15. \*APPROVAL OF BILLS: *Approved by Consent Agenda.*
16. \*PROFESSIONAL & EDUCATIONAL TRAINING OPPORTUNITIES: *Approved by Consent Agenda.*
17. ADJOURNMENT: Motion by Commissioner Bussell seconded by Commissioner Jenkinsto 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 7:24 p.m.

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Pat Humphrey, Mayor

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Diane M. Lyon, City Clerk