

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; Luke Potter, DPW Director; Dale Clark, WWTP Superintendent; Dave Saad, Police Chief; and Joy Simmer, Parks & Recreation Director.

2. CONSENT AGENDA:

Moved by Commissioner Murphy second by Commissioner Bussell to approve the items listed with an asterisk (*), (Agenda, Minutes, 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, 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. **REQUEST FOR JURISDICTIONAL TRANSFER OF PROPERTY 015-580-010-00**

The City enjoys the provisions of an Urban Cooperation Agreement (UCA) with Grant Township. The Agreement, which was approved by both governmental entities in 2008, outlines the process, terms, and procedures of transfer of jurisdictional control of property from Grant Township to the City for those lands within District I of the UCA to the area designated as District II of the Urban Cooperation Agreement.

We have received a request from Juan Gauna to transfer jurisdictional control of property commonly known as 505 Witbeck Drive from Grant Township to the City of Clare.

In condensed terms, the UCA provides any property owner within the geographical boundaries of the area defined as District I the opportunity to request the transfer of jurisdictional control of their property to the City. Once the transfer is approved, it moves the property to District II which enables the property owner to receive available city services. If such a request is received, both governmental entities are required to post a notice of a public hearing in order to receive comments pertaining to the request. Following the conduct of the hearing, the governmental units are obliged to enter into an agreement transferring the jurisdictional control of the property within 30 days. In 2013, our City Attorney provided a more detailed memo outlining the highlights of the UCA for the City Commission's information and consideration.

The City has posted notice of the requisite hearing. Grant Township has received notice of the public hearing.

The City Commission is requested to hold the hearing and approve the agreement for the transfer of jurisdictional control of the requested property.

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 Bonham 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 Bussell to approve the request for jurisdictional transfer by adoption of Resolution 2024-027. Roll call vote: Yeas:

Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, and Carolyn (Gus) Murphy.
Nays: None. Absent: Maegan Jenkins. *Motion Carried.*

B. APPROVE INCREASE IN SOCCER PROGRAM FEES

The Parks and Recreation Department and the City's Parks & Recreation Advisory Board (PRAB) recently met to discuss Soccer Program Fees and are now recommending changes to those fees requiring City Commission approval. As you can see in Recreation Director Joy Simmer's memo there will still be a distinction between City Resident and Non-Resident costs for the program. The fee is only increasing by \$5.00 per child and it has not been raised for almost a decade.

Soccer fees are currently \$30 for resident/\$35 for non-residents for early registration and \$35 for resident/\$40 for non-residents for late registration. The Recreation Department and PRAB recommend the fees be increased to \$35 for residents/\$40 for non-residents for early registration, and \$40 for residents/\$45 for non-residents for late registration.

Motion by Commissioner Bussell second by Commissioner Murphy to approve the revised soccer program fees by the adoption of Resolutions 2024-028. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, and Carolyn (Gus) Murphy. Nays: None. Absent: Maegan Jenkins. *Motion Carried.*

C. APPROVE STATE STREET PROJECT BIDS AND CONSTRUCTION

The City recently solicited bids for an additional street project to be funded by the voter-approved street millage in Clare this fiscal year. There were cost savings on the original project (North Rainbow) as well as unused funds generated by the millage, so the DPW Director recommended completing an additional section of a street this fiscal year. Treasurer Vicki Corlew concurs with the recommendation and the availability of funding. The recommended project is the reconstruction and paving of the 100 block of State Street. This is the street area that we had to recently replace an old water line on and it has been gravel since that time. Five bids were received on the reconstruction portion and four bids were received on the asphalt piece of the project. Robin Harsh Excavating, Inc. submitted the low bid for the street reconstruction for \$24,593.15; the low bidder for the asphalt was Central Asphalt, Inc. for \$33,742.32. DPW Director Potter is also requesting a 10% contingency on each bid with this project to allow for unknowns that may arise during the project construction.

The City Commission is asked to approve the low bid amounts of \$24,593.15 (street reconstruction) and \$33,742.32 (asphalt) along with a standard 10% contingency for each and award the work to Robin Harsh Excavating, Inc. and Central Asphalt, Inc. respectively.

Motion by Commissioner Murphy second by Commissioner Bonham to approve the bids and award the work to Robin Harsh Construction and Central Asphalt by the adoption of Resolutions 2024-029. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, and Carolyn (Gus) Murphy. Nays: None. Absent: Maegan Jenkins. *Motion Carried.*

D. APPROVE SOUTH RAINBOW DRIVE PROJECT BIDS AND CONSTRUCTION

The City recently solicited bids for the upcoming fiscal year street projects to be funded by the voter-approved street millage in Clare. The proposed street work during the FY24/25 budget year includes the removal of curb and gutter and haul offsite and install 1688' curb and gutter, removal of asphalt and haul off-site, undercut the road 18" outside curb area and approaches, furnish and install 12" sand base to outside curb area, furnish and install 6" of 22A gravel base in road area, and install 1415 sq ft 7-1/2' approaches along with a single course 2.5 inch lift of asphalt on South Rainbow Drive from Eastwood to Glendale. Four bids were received for the street reconstruction and three bids were received for the asphalt. The low bid for the street reconstruction was submitted by Robin Harsh Excavating, Inc. for an amount of \$154,625.05 and the low bidder for the asphalt was Pyramid Paving & Contracting for an amount of \$50,699.95. DPW Director Potter is also requesting a 10% contingency on each bid with this project to allow for unknowns that may arise during the project construction.

The City Commission is asked to approve the low bids of \$154,625.05 (street reconstruction) and \$50,699.95 (asphalt) along with a standard 10% contingency for each and award the work to Robin Harsh Excavating, Inc. and Pyramid Paving & Contracting respectively.

Motion by Commissioner Bonham second by Commissioner Murphy to approve the bids and award the work to Robin Harsh Construction and Pyramid Paving by the adoption of Resolutions 2024-030. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, and Carolyn (Gus) Murphy. Nays: None. Absent: Maegan Jenkins. *Motion Carried.*

E. SALE OF OBSOLETE FIXED ASSETS

The City recently purchased a new F350 for Wastewater and a new police patrol vehicle to replace two vehicles that had reached the end of their useful life for the city. Subsequently, the city solicited public sealed bids to dispose of the vehicles (a 2008 Ford Crown Victoria and a 2009 Ford F350) that were replaced.

The City received 4 bids for the Crown Vic and 3 bids for the F350. The highest bid for the Crown Vic was received from Mr. Jason Phillips for \$1,050. The highest bid for the F350 was received from Mr. Jason Phillips for \$2,850. The City Commission is asked to consider approving the sale of both obsolete vehicles to Mr. Phillips.

Motion by Commissioner Murphy second by Commissioner Bonham approve the sale of the 2008 Ford Crown Victoria for \$1,050 and the 2009 Ford F350 in the amount of \$2,850 to the highest bidder on both vehicles, Mr. Jason Phillips, by the adoption of Resolution 2024-031. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, and Carolyn (Gus) Murphy. Nays: None. Absent: Maegan Jenkins. *Motion Carried.*

F. ASSESSING CONTRACT AMENDMENT

The City hired MAC, Inc. as our Assessor of Record in May of 2023. The RFP and resulting contract were initiated as a multi-year contract which was approved by the City Commission in April of 2023. Now that we have completed the first year of the contract a review of how the year went and any changes needed moving forward was completed with me, the Treasurer, and the Clerk. MAC, Inc. is requesting a modification to the contract. Currently, we are paying \$36,400 for the original services per the contract/bid last year.

After review and further discussion, MAC, Inc. has provided a proposed amendment to the existing contract to allow for additional time and duties to be added to our existing contract. The new contract amount for the year starting May 1, 2024, through April 30, 2025, would be \$45,000. This is an increase of \$8,600 for the next year. As the Commission is aware, there has been a great deal of cleanup needed on our assessing records with the turnover of assessing staff in the city over the past few years. I agree that the additional work and the more complicated assessing issues do warrant a slight increase in the contractual amount. MAC, Inc. will continue to offer onsite hours as well as Monday through Friday email and phone service to City Staff and Residents. They also offer the preferred (MAAO) staffing, and they have an MMAO (Level III) assessor who will oversee the city's assessment roll with many years of experience that is hard to find. The city has already seen an increase in taxable value and therefore tax dollars in the last year of over \$50,000 from corrections, omissions, and additions found by MAC which will provide a yearly increase to our tax revenue. This increase more than pays for the amendment to the original contracted amount, and I believe that we will see further additions/corrections that will result in additional tax revenue in the future.

The City Commission is asked to approve the amendment to the contract with Michigan Assessing Coalition, Inc., authorize the City Manager to sign all necessary and related documents, and authorize the Treasurer/Finance Director to apply all necessary budget amendments.

Motion by Commissioner Bonham second by Commissioner Murphy to approve the contract amendment by the adoption of Resolution 2024-031. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, and Carolyn (Gus) Murphy. Nays: None. Absent: Maegan Jenkins. *Motion Carried.*

G. *BOARD & COMMITTEE REAPPOINTMENT-DDA & BRA, MR. VINCE DEMASI

Resolution 2024-032 Approved by Consent Agenda.

8. TREASURER'S REPORT: The Treasurer provided a report to the Commission.
9. CITY MANAGER'S REPORT:

Lake Shamrock Dredging and Dam Project. We are still paused for fish spawning until June 1st. We have been tentatively awarded a \$600,000 grant from EGLE's Dam Safety Unit. This will help cover some of the design costs for the proposal submitted, but certainly not the full cost of the dam. We had requested \$4,000,000. While this is exciting news it appears their funding dollars were such that they were spread thin and we were not awarded our full asking amount. There is another funding round for this grant in the fall that we could apply for. We are still waiting to hear back from the FEMA dam grant that we applied for as well.

Rail Trail. The project is still making good progress and some significant work has been completed. City Staff and I continue to meet regularly with MDOT and the contractors to discuss project progress. Concrete work should begin the week of the 5th on Pioneer Parkway and the city has been doing work in preparation for the changes at the Depot trailhead. We have removed the parking lot on the west side as the new parking will be in front of the depot on the street with angle parking. We have also taken the opportunity to extend water and sewer lines south into the old parking lot area so that we have them there if/when we can build public restrooms the lines will be stubbed out and we will not need to disturb the trail or any signs.

DPW Truck. The City Commission approved the purchase of a new truck to replace some of the very old vehicles in that fleet. We recently took possession of the truck so we took pictures to share with you. The vehicle still needs to be numbered, safety lights and radio installed, decals on the doors, etc.

City Commission Nominating Petitions. Nominating Petitions were due at 4 p.m. on April 23, 2024. Four petitions were filed and verified and those candidates will appear on the November ballot running for 3 available seats. The candidates are Bob Bonham, Carolyn (Gus) Murphy, Maegan Jenkins, and Karl Hauser.

2024 PILOT Report. The annual PILOT (payment in lieu of taxes) report has recently been completed by the Assessor and is attached for your review and information.

11. *COMMUNICATIONS: *Approved by Consent Agenda.*
12. BUDGET WORKSHOPS: SECOND OF TWO
This is the second 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 before the adoption of the budget at the scheduled June 3rd City Commission meeting. The City's DPW Director, WWTP Director, and the Parks & Recreation Director presented their proposed capital improvement schedules which were included in the budget proposals recommended for approval. Notices for the workshop and the June budget hearing have been publicly posted.
13. EXTENDED PUBLIC COMMENT: None.
14. COMMISSION DISCUSSION TOPICS: None.
15. *APPROVAL OF BILLS: *Approved by Consent Agenda.*
16. *PROFESSIONAL & EDUCATIONAL TRAINING OPPORTUNITIES: *Approved by Consent Agenda.*
17. 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 7:52 p.m.

Pat Humphrey, Mayor

Diane M. Lyon, City Clerk