

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; Gabe Ambrozaitis, Airport Manager; Dave Saad, Police Chief; and Jim Chapman, Fire Chief.

2. CONSENT AGENDA:

Moved by Commissioner Jenkins second by Commissioner Bussell 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, 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. APPROVE FIREWORKS PERMIT FOR CHAMBER OF COMMERCE

The Clare Area Chamber of Commerce plans to sponsor the annual summer fireworks show in the City on Saturday, June 22, 2024 (inclement weather date: Sunday, June 23, 2024) as part of the annual Clare Summerfest event. To lock in the selected date for the show, the Chamber must submit the approved permit to the fireworks vendor. The State of Michigan requires the governing body hosting fireworks displays to approve said permit for the display. The Commission has traditionally approved the permit in the past and is asked to do so again this year.

Motion by Commissioner Murphy second by Commissioner Bussell to approve the fireworks permit by the adoption of Resolutions 2024-034 Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

B. APPROVE CONTRACT WITH MDOT AERONAUTICS FOR PAINT MARKING PROJECT AT CLARE MUNICIPAL AIRPORT

In 2023, the Michigan Department of Transportation Office of Aeronautics (MDOT Aero) learned that they would be receiving Fiscal Recovery Funds (FRF), as such, MDOT Aero planned to complete crack seal and/or paint marking projects at those jurisdictions that applied for funding. The City of Clare submitted an application to MDOT Aero to complete a runway and taxiway paint-marking project. That application required us to provide an estimate of the costs to complete the paint marking work. The city received an estimate to complete work in the amount of \$52,600 in 2023.

Aero has since received the Fiscal Recovery Funds, thus, MDOT Aero plans to complete the paint marking project at the Clare Municipal Airport utilizing these funds. MDOT Aero has offered the City a contract authorizing MDOT Aero to coordinate with a contractor to complete crack seal and /or paint marking work. MDOT Aero will cover a maximum amount of \$40,000 of the paint marking project the City would then be responsible to pay for costs over and above that amount. The Airport Manager is requesting approval to expend up to \$55,000 to complete the paint marking project in the event that there has been a price increase since 2023.

If the Commission approves the contract, better than 70% of the total cost (\$40,000) will be paid by MDOT from federal and state funds; the City's cost will be less than 30% of the total project cost. The project and the related costs have been included in our proposed 2024/2025 budget, which is slated to be adopted on June 3, 2024.

The City Commission is asked to approve the contract, authorize the city to expend up to \$15,000 with \$40,000 of project costs to be paid for with FRF to complete said painting

project, and to authorize the City Manager and/or Airport Manager to execute all documents related to said project.

Motion by Commissioner Bonham second by Commissioner Murphy to approve the contract by the adoption of Resolutions 2024-035. 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 CONTRACT WITH CLARE COUNTY EQUALIZATION**

The City received a proposed contract renewal for equalization services from the Clare County Equalization Department. This is a one-year contract that expires on June 30<sup>th</sup> each year. Option 2 (which includes all of Option 1 items as well) would allow the city to utilize Clare County's Fetch GIS to view detailed information for use by the City and the City Assessor. Option 2 also provides for updated digital mapping data associated with parcel splits and combinations to be distributed annually (.SHP files – shape files). The cost for this service is a flat rate of \$500 per year.

Motion by Commissioner Jenkins second by Commissioner Murphy to approve the contract by the adoption of Resolutions 2024-036. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

**D. APPROVE FIRE DEPARTMENT GARAGE DOOR BIDS & AWARD THE BID**

The six doors at the City's Fire Department need replacement at this time. The Fire Department budgeted the purchase for FY23/24 and recently solicited bids for the new garage bay doors. The city received four bids for the project.

A review of the bid documents submitted has been completed by the Fire Chief. The recommended bid is the second lowest bid and there are multiple reasons for the Fire Chief's recommendation. I concur with his assessment and am recommending the purchase and installation of Cadillac Garage Door, Inc. in the amount of the bid price of \$44,104. The budgeted amount in this year's fiscal budget was \$70,000 so the project will be completed well under budget luckily.

The City Commission is asked to approve the bids and authorize the expenditure of funds for the purchase and installation of 6 new garage doors, authorize the City Manager to sign all documents necessary to complete this purchase, and authorize the City Treasurer to make any necessary budget amendments related to the purchase.

We intend to see if any of the old panels are in good enough shape or are salvageable to replace any of the panels/doors at the police station or any other city buildings that are in bad condition.

Motion by Commissioner Murphy second by Commissioner Bonham to approve the bids and award the bid to Cadillac Door by adoption of Resolution 2024-037. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

**E. APPROVE THE PURCHASE OF TURNOUT GEAR FOR THE FIRE DEPARTMENT**

As noted in the memo from Fire Chief Jim Chapman, the Clare Fire Department's approved FY2024/2025 Budget & CIP included the purchase of 3 sets of turn-out gear in the amount of \$3,300.00 per set for a total cost of \$9,900.00. The Department has purchased the gear from Dinges Fire Company in past years as they have historically provided the lowest pricing for this equipment. The city received an invoice from Dinges Fire Company for the 3 sets of turn-out gear in the amount of \$9,900. The City Commission is asked to authorize the expenditure of funds for the purchase of the equipment along with any needed budget amendments. The Fire Department has ample funds available within the budget to cover the cost of the expenditure.

Motion by Commissioner Bussell second by Commissioner Murphy to approve the bids and award the bid to Cadillac Door by adoption of Resolution 2024-038. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

**F. MEETING EXCUSALS-COMMISSIONER GUS MURPHY**

The City Charter and City Commission Bylaws stipulate that if a commissioner shall miss five consecutive regular meetings of the commission or twenty-five percent or more of such meetings in any fiscal year of the city, unless such absence shall be excused by the commission and the reason, therefore, entered in the proceedings, their office shall become vacant.

Commissioner Gus Murphy is scheduled to be out of the country and has requested that she be excused from attending the regularly scheduled Commission Meetings on June 3, 2024; June 17, 2024; and July 1, 2024.

The Commission has a long-standing history of excusing commissioners in otherwise good standing from attendance at scheduled meetings for good cause. The City Commission is asked to formally approve the excusal.

Motion by Commissioner Jenkins second by Commissioner Bussell to excuse Commissioner Murphy from the next three commission meetings by adoption of Resolution 2024-039. 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 report to the Commission.

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

10. CITY MANAGER'S REPORT:

DDA and LDFA Meetings. The city recently conducted the first of two annual mandated public meetings for both boards. The meetings were held at Cops and Doughnuts at 521 North McEwan Street to allow for Downtown Businesses to easily attend and give comments and feedback solicited by the DDA on future projects in the DDA District. We will hold the second required annual meeting for both boards this fall.

Planning Commission Meeting. The Planning Commission held a meeting on April 10<sup>th</sup> and their agenda included:

- Approved an Airport Hanger Site Plan Application for Bernie Nevill to be built at the Clare Municipal Airport on Lot 106 & West ½ Of Lot 104
- Approved the site plan application for MyMichigan Medical Center Clare for the first two phases of the hospital additions and renovations
- Excused absences of Stacy Pechacek and Angie Cozat

Lake Shamrock Dredging and Dam Project. We are still under the pause for fish spawning, so as of April 1<sup>st</sup> dredging activities are paused until June 1<sup>st</sup>. We met with Savin Lake Services, our hydraulic dredging vendor, on May 16<sup>th</sup> to discuss the restarting of dredging activities and our permits (current with EGLE and also additional for East Finger and by the dam). Letters were sent out to all lake property owners regarding aquatic plant treatment that is currently happening. As a reminder, this is part of the dredging process and makes it much easier to do hydraulic dredging when the suction head is not getting clogged with invasive plant life. We will be meeting in the next couple of weeks with our dam engineers, GEI and Spicer, regarding our awarded \$600,000 grant. We will be discussing how to utilize those funds and how to move forward with the project timeline. We are still waiting to hear back on the FEMA dam grant that we applied for.

Rail Trail. The project is moving steadily forward and more significant work has been completed. City Staff and I continue to meet regularly with MDOT and the contractors to discuss project progress. Some concrete work has taken place on Pioneer Parkway and work continues to travel easterly toward the depot.

Fiscal Year 2024/2025 Budget Adoption. This is a reminder that the City Commission is required by Charter to adopt a Budget and CIP at the first meeting in June. This will be at our next meeting held on June 3, 2024. We will be adopting the FY2024/2025 Budget, CIP Schedule, Fee Schedule, Utility Rate Schedule, and Setting the Millage Rate so if there are any questions or specific directions, please feel free to bring them up at tonight's meeting. Thank you to Treasurer/Finance Director Vicki Corlew, Department Heads and staff, and the City Commissioner for their input and direction allowing the city to once again present a budget that is fiscally responsible, and continues to move the City of Clare forward.

11. \*COMMUNICATIONS: *Approved by Consent Agenda.*
12. EXTENDED PUBLIC COMMENT: None.
13. COMMISSION DISCUSSION TOPICS: Mayor Humphrey noted that a dead tree has fallen into another much smaller tree at the turnaround on Eastwood Drive and DPW should remove it if it is on City property.
14. PRESENTATION-MYMICHIGAN MEDICAL CENTER CLARE SITE PLAN  
Marita Hattem-Schiffman presented the revitalization plans to the City Commission.
15. \*APPROVAL OF BILLS: *Approved by Consent Agenda.*
16. \*PROFESSIONAL & EDUCATIONAL TRAINING OPPORTUNITIES: *Approved by Consent Agenda.*
17. ADJOURNMENT: Motion by Commissioner Bonham seconded by Commissioner Murphy 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. *Motion Carried.* The meeting adjourned at 7:32 p.m.

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Pat Humphrey, Mayor

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Diane M. Lyon, City Clerk