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CLARE CITY COMMISSION
Meeting to be held at Clare City Hall
202 W. Fifth St., Clare MI

Monday June 17, 2024
6:00 p.m.

AGENDA

- 1. CALL TO ORDER**
 - A. Pledge of Allegiance**
 - B. Roll Call**
- 2. CONSENT AGENDA – All items listed with an asterisk (*) are considered to be routine by the City Commission and shall be enacted by one motion. There will be no separate discussion of these items unless a Commissioner or citizen requests to do so, in which event the item shall be removed from the General Order of Business and considered in its normal sequence on the agenda.**
- 3. *APPROVAL OF MINUTES**
- 4. *APPROVAL OF AGENDA**
- 5. PUBLIC COMMENT**
- 6. OLD/UNFINISHED BUSINESS – None**
- 7. NEW BUSINESS**
 - A. Recognition**
 - 1. Clare Boys Track and Field – MITCA State Champions**
 - 2. Clare Girls Track and Field – MITCA State Champions**
 - B. MMDC Annual Report**
 - C. Airport Lot 309 Lease Agreement – Bolle Aviation, LLC**
 - D. Approve FY23/24 Year-End Budget Amendments**
- 8. TREASURER’S REPORT**
- 9. *DEPARTMENT REPORTS**
- 10. CITY MANAGER’S REPORT**
- 11. *COMMUNICATIONS**

12. EXTENDED PUBLIC COMMENT

13. COMMISSION DISCUSSION TOPICS

14. *APPROVAL OF BILLS

15. *PROFESSIONAL & EDUCATIONAL TRAINING OPPORTUNITIES

16. ADJOURNMENT

The public will be permitted to provide comment during the Public Comment portions of the meeting. The public is asked to identify themselves by providing their name and address when offering public comment.

Written comment may be submitted to dlyon@cityofclare.gov, or placed in the drop box at Clare City Hall, or sent in by postal mail to the City Clerk, Diane Lyon at Clare City Hall, 202 W. Fifth St., Clare MI 48617, prior to 4 p.m. on the date of the meeting and will be read during the public comment portion of the meeting.

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 Maegan Jenkins. Absent: Carolyn (Gus) Murphy. 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 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 Maegan Jenkins. Nays: None. Absent: Carolyn (Gus) Murphy. *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. APPROVAL OF FISCAL YEAR 24/25 BUDGET, CAPITAL IMPROVEMENTS PROGRAM, AND TAX MILLAGE RATE

The Charter of the City of Clare stipulates that the City Commission shall adopt a budget for the upcoming fiscal year at the first scheduled City Commission meeting in June. In preparation for the approval of the Fiscal Year 2024/25 Budget, the City Staff presented the proposed FY2024/25 Capital Improvements Plan (CIP) to the Planning Commission on April 10th to review and discuss the requested/proposed capital improvement budgets. The Planning Commission unanimously recommended approval of the CIP. The City Commission then held two budget workshops on April 15th and May 6th. The Department Heads, the City Manager, and the City Treasurer/Finance Director presented the proposed Fiscal Year 2024/25 budget and CIP to the Commissioners for input and discussion. The City Commission is now asked to approve those items and to set the millage rate.

Prior to adopting/approving the budget/CIP, and the millage rate, the City Commission is required to hold a public hearing to receive comments regarding the budget, and the CIP, and set the proposed tax millage to be collected for the new fiscal year commencing July 1st. Notice of the hearing has been completed.

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

Public Comment: None.

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

Motion by Commissioner Bonham second by Commissioner Bussell to approve the FY24/25 Budget, CIP, and Millage Rate by adoption of Resolution 2024-040 and 2024-041. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, and Maegan Jenkins. Nays: None. Absent: Carolyn (Gus) Murphy. *Motion Carried.*

B. FY24-25 FEE & RATE SCHEDULE

In conjunction with the annual budget process, the City Staff reviews and recommends appropriate changes to the City's Fee and Rate Schedules. That review has been completed, and the City Staff recommends the following changes to our current fee structure to cover the actual costs of services:

- Conditional Use Permit; PA 425 request or District II Transfer Request; Request to Rezone; Site Plan Review; Special Use Permit; or Zoning Variance - \$175.00 or time & materials (whichever is greater)
- Peddler/Solicitor/Vendor Permit – sliding scale per individual representative or employee of any solicitor/vendor/peddler
- T-Hangar (standard) - \$150.00 per month or \$20.00 per day
- Foundations - \$.45/sq. inch
- Cemetery or Utility Customer printout - \$2 per page
- A 10% increase in water/sewer fees and a 3% increase (per contract) in waste hauling service fees this fiscal year

Motion by Commissioner Bonham second by Commissioner Bussell to approve the revised City's Fee and Rate Schedules by the adoption of Resolutions 2024-042. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, and Maegan Jenkins. Nays: None. Absent: Carolyn (Gus) Murphy. *Motion Carried.*

C. APPROVE SINGLE LOT ASSESSMENTS

The City Staff has prepared a single lot assessment roll for charges invoiced but not paid by respective property owners. The City Commission is asked to consider and approve the assessment roll, thereby allowing these charges to be included on the tax bills of the respective parties.

Public Notice of the public hearing associated with the Assessment Roll has been made, and the property owners listed on the Roll have been notified by first class mail regarding the roll and the scheduled public hearing to hear comments related to the Roll. To date, the City has received no written comments related to the Roll.

The City Commission is now asked to conduct the scheduled public hearing and consider approving the assessment roll with the charges for each single lot to allow the Treasurer to have the charges placed on the respective property owner's tax bill.

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

Public Comment: None.

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

Motion by Commissioner Bonham second by Commissioner Bussell to approve the bids and award the work to Robin Harsh Construction and Central Asphalt by the adoption of Resolutions 2024-043. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, and Maegan Jenkins. Nays: None. Absent: Carolyn (Gus) Murphy. *Motion Carried.*

D. TRAFFIC CONTROL ORDER 2024-01 AFFECTING BEECH STREET AND BEECH & SIXTH STREET

Due to the upcoming construction and renovation that will be taking place on the Clare Hospital property for the MyMichigan Clare Health Center, a request was made by the DDA and Planning Commission to make the intersection of 6th Street and Beech Street a four-way stop for increased safety and better traffic control when the new main West entrance/exit for the hospital/emergency room will be created to line up with 6th Street on Beech. In addition, a recommendation was made to address the on-street parking issue on Beech from 5th Street to State Street. The Traffic Safety Committee met on May 16, 2024, and discussed the potential changes. The City's Traffic & Safety Committee has reviewed the request and recommended approval of the request. The City Commission is asked to approve the request by issuance of a Traffic Control Order 2024-01.

Changes include:

- 4-way stop at 6th Street and Beech Street at the new West entrance/exit of the hospital campus.
- Paint yellow no parking on the first parking space south of the southern exit on the west side of the hospital in front of the dentist's office on the east side of Beech (2 or 3 spaces will remain in place in front of the office)
- No parking signs on the East side of Beech Street to 7th Street from North of the Southern most hospital entrance off Beech.

- 2-hour parking on the West side of Beech from 6th Street North to 7th Street (already 2 hours from city hall entrance/exit to 6th Street)
- 2-hour parking on the East and West sides of Beech from 7th Street to State Street.

Motion by Commissioner Bonham second by Commissioner Bussell to approve TCO 2024-01 by the adoption of Resolutions 2024-044. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, and Maegan Jenkins. Nays: None. Absent: Carolyn (Gus) Murphy. *Motion Carried.*

E. CHANGE ORDER-LAKE SHAMROCK DREDGING

As we have continued to move through the process of dredging Lake Shamrock, additional obstacles and costs have arisen due to additional required permitting, testing requirements, and other issues. Savin Lake Services has worked with City Staff to address the issues and has incurred additional time and costs to do so above and beyond their initial contract amount. Those costs are relatively minor in the overall contract amount and are outlined in the attached Change Order. The City Commission is asked to formally approve the Change Order.

Motion by Commissioner Bussell second by Commissioner Jenkins to approve the Change Order by the adoption of Resolution 2024-045. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, and Maegan Jenkins. Nays: None. Absent: Carolyn (Gus) Murphy. *Motion Carried.*

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

9. CITY MANAGER'S REPORT:

Lake Shamrock Dredging and Dam Project. The pause for fish spawning ended on June 1st and Hydraulic and mechanical dredging are on again. The contractor plans on operating both dredges 24 hours a day and 7 days a week as soon as they can get started. We recently met with our dam engineers, GEI and Spicer, regarding our awarded \$600,000 grant and are working on a plan to move forward with the project and the funding that we have while we wait for additional potential funding sources.

Rail Trail. The project is continuing to move forward and appears to be on schedule.

MDOT Summer Road Project. Brian Atkinson, Operations Manager for MDOT, recently reached out to the city to let us know that due to the light winter, they had winter savings in maintenance for our Region. As a result, they are adding a 1.5" cold mill and a 1.5" resurfacing project in the City of Clare. The project will be on McEwan/South Clare Avenue from State Street northerly to north of the Speedway gas station (north of US-127), approximately 1.72 miles in length. MDOT did not have plans to do work in our community over the next several years on this stretch of roadway, but because of the winter savings, they are now able to invest approximately \$1 million in funds to keep this section of roadway in good condition. The project is currently being advertised, and MDOT anticipates having the bids by June 1st. The construction window would be mid-June through August, with approximately 20 working days.

Michigan Green Communities. Clare was again recognized for environmental leadership by the statewide Michigan Green Communities program in 2023. As part of the Michigan Green Communities (MGC) Challenge, local governments were awarded gold, silver, or bronze seals of achievement reflecting community leadership in areas such as energy efficiency, climate adaptation and resilience, recycling, environmental justice, and more. The City of Clare achieved silver status for exemplary action in multiple categories, including categories related to planning, economic development, land use, climate resilience, climate adaptation, energy efficiency, renewable energy, materials management (AKA recycling, composting, waste diversion), water conservation and protection, clean mobility, and community engagement.

Summer Concert Series. The 2024 Summer Concert Series in Shamrock Park starts June 6th and runs through the summer until August 15th every Thursday night from 6-8 at Shamrock Park

11. *COMMUNICATIONS: *Approved by Consent Agenda.*
12. EXTENDED PUBLIC COMMENT: None.
13. COMMISSION DISCUSSION TOPICS: None.

14. *APPROVAL OF BILLS: *Approved by Consent Agenda.*
15. *PROFESSIONAL & EDUCATIONAL TRAINING OPPORTUNITIES: *Approved by Consent Agenda.*
16. ADJOURNMENT: Motion by Commissioner Bussell seconded by Commissioner Jenkins to adjourn the meeting. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, and Maegan Jenkins. Nays: None. Absent: Carolyn (Gus) Murphy. *Motion Carried.* The meeting adjourned at 6:24 p.m.

Pat Humphrey, Mayor

Diane M. Lyon, City Clerk