

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; David Saad, Police Chief; and Luke Potter, DPW Director.

2. **CONSENT AGENDA:**

Moved by Commissioner Bussell second by Commissioner Murphy to approve the items listed with an asterisk (*), (Agenda, Minutes, First Reading of Ordinance 2024-001, 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. ELECTION OF MAYOR

The Charter of the City of Clare stipulates that the Clare City Commission shall elect a member of the commission to serve as Mayor of the City at the first meeting following the regularly scheduled November election. General Elections are now conducted only in even years to coincide with scheduled state and national elections, the term of Mayor is a two-year term to coincide with the even-year elections.

The commission is asked to take the steps necessary to elect the city's Mayor in accordance with the provisions of the Charter by calling for nominations and subsequently electing a commissioner to serve in this capacity.

Commissioner Bonham nominated Pat Humphrey to serve as Mayor.

With no other nominations being heard, the motion was made by Commissioner Bonham second by Commissioner Murphy to approve the election of Pat Humphrey to serve as Mayor of the City of Clare by the adoption of Resolution 2024-088. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

B. SELECTION OF MAYOR PRO TEM

The Charter of the City of Clare stipulates that the City Commission may, at its discretion, designate one of its members to serve as the City's Mayor Pro Tem to fulfill the duties of the City of Clare Mayor during any absences of the mayor. General Elections are now conducted only in even years to coincide with scheduled state and national elections, the term of Mayor Pro Tem is a two-year term to coincide with the even-year elections.

The City Commission has traditionally designated a Mayor Pro Tem and is asked to consider whether it desires to continue this tradition.

Commissioner Murphy nominated Bob Bonham to serve as Mayor Pro Tem.

With no other nominations being heard, the motion was made by Commissioner Murphy second by Commissioner Bonham to approve the selection of Bob Bonham to serve as Mayor Pro Tem of the City of Clare by the adoption of Resolution 2024-089. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

C. ORDINANCE 2024-001-REZONING REQUEST-506 WEST FIFTH STREET

Mr. James Frank has submitted a request for a zoning change for his property located at 506 West Fifth Street. The property is currently zoned Commercial (C2). Mr. Frank

moved out of state and had the commercial property listed for sale in July 2023. Mr. Frank recently had the listing taken down because he has not received any offers from buyers for this commercial property; he has, however, received inquiries from individuals who have an interest in purchasing the building to transform it into a residence. The property bordering the northern boundary along with multiple properties located in the immediate area are designated R2 zoning. Thus, Mr. Frank has submitted a Request for Rezoning application to change the zoning from Commercial (C2) to Residential (R2) to allow the property to be zoned for residential purposes.

Building uses change over time as markets shift and demands change. Adaptive reuse promotes sustainable development by reusing existing structures, which reduces construction waste, and leveraging the embodied carbon already invested in the building. It is one of the single most effective ways to reduce climate impact. By utilizing existing structures and converting previously non-residential buildings to housing, already-invested materials and labor can be redeployed. The requested zoning changes are consistent with the City's Future Land Use map of the City Master Plan.

All zoning changes within the City of Clare are accomplished by ordinance change. The City Commission is the approval authority for all ordinance changes. Requests for zoning changes must first be presented to the Planning Commission for consideration and recommendation before the request can be referred to the City Commission.

The City Planning Commission held a public hearing regarding the rezoning request and Ordinance amendment at a regularly scheduled meeting on November 13, 2024. Subsequent to the public hearing, the Planning Commission unanimously recommended that the City Commission approve the request to rezone the property from Commercial (C2) to Residential (R2).

All ordinance code changes or amendments require the approval of the Clare City Commission, and all ordinances require two readings and approval of the Clare City Commission subsequent to a public hearing. The required public notice announcing the hearing has been published. Property owners within 300' of the property in question were notified via first-class mail. To date, the city has received no public comment pertaining to the requests. Subsequent to the conduct of the hearing, the Commission has the option of allowing a First Reading of the proposed Ordinance or denying the conduct of a First Reading, thereby rejecting the proposed ordinance and denying the request for rezoning.

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

Public Comment: None.

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

D. RESIDENTIAL SOLID WASTE CONTRACT EXTENSION-GFL ENVIRONMENTAL

The City's current contract for residential waste services with GFL Environmental expires at the end of June 2025. City staff have worked with GFL to allow the city to continue these services for our residents under contract extension language in the current contract. The City Commission is asked to consider approving the 5-year contract extension and continue the services contract for trash, recycling, and yard waste pickup with GFL Environmental, based out of Harrison here in Clare County. GFL has submitted a proposal for said five-year extension with a proposed fee schedule through June 2030. The cost increase per year will remain the same as the existing contract at 3% per year. Executing this contract extension with GFL is in the best interest of the City of Clare due to the excellent performance they have provided the city with as well as the historical knowledge that they have of our system and the city.

Motion by Commissioner Murphy second by Commissioner Bussell to approve the contract extension by adoption of Resolutions 2024-090. 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 SOLE SOURCE CONTRACT WITH CORE TECHNOLOGIES

CORE Technologies is the company that exclusively provides the software that hosts the Clare Police Departments report writing and LEIN (Law Enforcement Information Network) services and is critical to integral daily operations at the Police department. The City of Clare Police Department has used CORE for many years for this service and historically the motion and approval for the cost of the services have not been brought to the City Commission as there have not been significant changes and the cost has been under the threshold of City Manager approval. The normal incremental increases in the fees have now just moved it barely over the \$7,500 threshold and requires approval of the City Commission per our Purchasing Policy and as a sole source purchase. Therefore, Chief Saad has requested the City Commissions approval to pay the annual fee of \$7,662 along with approval for future years as the small yearly increase will still be above the threshold per our current Purchasing Policy.

Note: This item brings to light an issue discussed briefly with you in the past. As times have changed and costs for goods and services have steadily risen, we need to discuss increasing some of the existing thresholds in our current Purchasing Policy which was last updated more than 5 years ago in 2019. A draft update to the Purchasing Policy will be provided to you in the near future that will include increases to the department head and Manager levels of approval for invoices and services and also increase the thresholds at which we would be required to perform sealed bid RFP's.

Motion by Commissioner Bonham second by Commissioner Bussell to approve sole source purchase by adoption of Resolutions 2024-091. 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:

DDA Meeting. The DDA held their meeting on November 14th. Their agenda included:

- Final approval and budget amendment for replacement of downtown trees on McEwan Street
- Discussion regarding ways to better reach new DDA District Business Owners
- Discussion regarding upcoming 2nd annual PA57 meeting to be held in December.
- Discussion on Doherty Hotel 100th Anniversary Celebration
- Discussion on the letters sent to DDA businesses regarding the replacement of trees downtown on McEwan Street
- Approval of Minutes, Financials, and Payment of Bills

Planning Commission Meeting. The Planning Commission held a meeting on November 13th; their agenda which included:

- Approved recommendation for zoning change request at 506 West Fifth Street from C-2 to R-2 (Ordinance 2024-001)

Lake Shamrock Dredging and Dam Project. Mechanical and hydraulic dredging both continue to make good progress. Mechanical dredging by the city operates 10 hours a day Monday through Thursday each week for the time being. Hydraulic dredging by Savin Lake Services switched back to operating Monday through Friday 24 hours a day. One barge is working on the north side of Barnes Island and continues to make progress on the west finger of the lake.

Our engineering firm GEI, is continuing design work for the dam. We had a productive meeting with them regarding the project on Tuesday, November 12th. The project will be quite extensive and should finish up late Summer or early Fall next year. We are still waiting on a grant agreement for the second grant (High Hazard Potential Dams – HHPD) to cover the next phase of the project. We are working with GEI to submit a 2nd round grant application in hopes of receiving additional grant dollars for the project.

November General Election. Now that the November election is complete, I would like to congratulate Bob Bonham, Gus Murphy, and Maegan Jenkins on being the top 3 voted candidates in the City Commission election, where they each were elected to new 4-year terms. Thank you as well to the Clerk's office for all their many hours before, during, and after election day and to all the election workers who worked on election day. If you would

like detailed information on any or all the races in Clare County, the County Clerk has a website that has all the most up to date information and “unofficial” results. You can find that information at: <https://app.enhancedvoting.com/results/public/clare-county-mi/elections/2024General>.

Holiday Closures and Hours. Thanksgiving will be soon upon us, so I wanted to give the Commission and the public a reminder that City Hall hours will be from 8:00 a.m. to 4:30 p.m. the week of Thanksgiving on Monday through Wednesday (25th through the 27th) and then the office will be closed on Thursday and Friday (28th and 29th) for the holiday. Happy Thanksgiving!

11. *COMMUNICATIONS: *Approved by Consent Agenda.*
12. EXTENDED PUBLIC COMMENT: None.
13. COMMISSION DISCUSSION TOPICS: New water well. Engineer Dan Whalen is currently working on the water study. The study will be presented to the commission upon completion.
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 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 6:35 p.m.

Pat Humphrey, Mayor

Diane M. Lyon, City Clerk