

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: 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 John Lake, Police Captain; and members of the City's Police Department and Reserves.

2. **CONSENT AGENDA:**

Moved by Commissioner Jenkins second by Commissioner Murphy 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. 10 YEAR SERVICE RECOGNITION-JOHN LAKE**

Police Captain John Lake has faithfully, honorably, and courageously served the residents of the City of Clare and the Greater Clare Area Community for the past ten years as a member of the Clare Police Department. The City Commission is asked to consider formally recognizing John Lake for this distinguished achievement.

Motion was made by Commissioner Jenkins second by Commissioner Murphy to recognize John Lake's 10 years of service by the adoption of Resolution 2024-099. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

Mayor Humphrey presented a plaque to Captain Lake.

**B. REVIEW AND APPROVAL OF FY23-24 AUDIT REPORT**

The public accounting firm of Andrews, Hooper & Pavlik (AHP) of Midland, Michigan conducted an independent audit of the City of Clare's financial records for the City's fiscal year ending June 30, 2024. A qualified representative from the firm is scheduled to publicly present their report and the results of the audit to the Clare City Commission at its regularly scheduled meeting on December 16, 2024. An internal control deficiency was noted during the independent audit. The city administration has made a corrective action plan to correct the deficiency.

The City Treasurer/Finance Director, City Manager, and City Clerk have reviewed the audit report and formally acknowledged the results in writing.

The City Commission has been asked to formally approve the audit findings and results as presented by qualified senior staff member Danielle Hoppe of the public accounting firm Andrews, Hooper & Pavlik, who provided an unqualified audit opinion to the Commission.

Motion was made by Commissioner Bonham second by Commissioner Murphy to approve and accept the audit report by the adoption of Resolution 2024-100. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

**C. 2025 POVERTY POLICY AND GUIDELINES FOR POVERTY EXEMPTIONS**

Public Act 390 of 1994 requires each governing body to approve a Poverty Exemption Policy & Guidelines to be administered by the municipality's appointed Board of Review. Furthermore, Public Act 390 requires the governing body to annually approve income levels for the Board of Review to follow in their review of property tax poverty exemption applications from owners of residential properties. Public Act 390 along with other

applicable bulletins and regulations from the State Tax Commission provide the federal poverty income levels, the required asset tests, and other procedural requirements for the poverty exemption application.

The City's Assessor has provided the Policy and Guidelines for 2025 with the federal poverty levels to be used by the Board of Review and the Poverty Exemption Affidavit to be filed by the requestor. The Assessor will assist the City of Clare's Board of Review in their consideration of applications under the provisions of Public Act 390 to ensure compliance.

The City Commission is asked to review and approve the recommended 2025 Poverty Exemption Policy & Guidelines and Income Levels.

Motion by Commissioner Bonham second by Commissioner Bussell to approve the 2025 Poverty Policy and Guidelines, and income levels for Poverty Exemption by the adoption of Resolution 2024-101. 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 PROPERTY PURCHASE AND SALES AGREEMENT WITH SCANNELL PROPERTIES**

The Clare Industrial Development Corporation has negotiated and voted to execute a purchase and sale agreement with a developer (Scannell Properties) who is interested in potentially purchasing and developing 15.5 acres of land in the newly created Industrial Park #3 at the south end of Clare. This agreement will allow the developer to work with the IDC to complete the developer's due diligence for the project and then if everything lines up, they will purchase the land and begin the development process with the City, including Planning Commission site plan approval. The City Commission has been asked to authorize the Mayor and/or the City Manager to sign the Purchase and Sales Agreement with Scannell Properties authorizing both the agreement and the eventual potential sale of the land at the agreed upon purchase price.

Motion by Commissioner Bussell Second by Commissioner Bonham to approve of the purchase and sales agreement by adoption of Resolutions 2024-102. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

**E. ANNUAL REVIEW OF CITY COMMISSION BYLAWS**

The By-Laws of the City of Clare City Commission govern the procedures and processes followed by the City Commission concerning the rules it adopts and enforces, the conduct of its members, the conduct meetings, and the decisions made by the Commission – in essence, everything the City Commission formally does or does not do. As the last piece of business for this year, it is deemed appropriate to complete the annual review and update those rules before the first meeting of the new year and before conducting any business in the new year to ensure the by-laws are up-to-date and are fulfilling the needs and desires of the City Commission.

Motion by Commissioner Bonham second by Commissioner Murphy to approve the bylaws by adoption of Resolution 2024-103. 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:  
Shamrock Lake. The city continues to dredge mechanically on a limited and weather permitted basis. Currently we are working on the beach area. We are also doing work at the spoils disposal site to clean up the area and make space for additional spoils. Hydraulic dredging by Savin Lake Services is paused due to the ice and they have taken the suction dredges out of the water for the winter due to the sudden freezing of the lake and to avoid damage to the dredges. They will return next year to complete the remaining sections as soon as weather and permits allow (due to fish spawning, work pauses in the spring).

For the dam project, our engineering firm GEI, continues to work on design for the dam. Geotechnical subsurface exploration work (soil boring and ground water monitoring wells) is starting and will last a couple of weeks, so you may see that activity at the dam site. We have submitted the preapplication for the second round of the Dam Risk Reduction Grant (DRRG) and it is currently in the preapplication stage. We have applied for another 2.6 million, with a 2.6 million match from our state allocation funds. If we are awarded this grant, it will get us close to the amount that we need to complete the full project as designed. We are still waiting on a grant agreement for the second grant (High Hazard Potential Dams – HHPD) to cover part of the next phase of the project as well.

Board and Commission Meeting Schedules / Reminder. You will find in the communications report the list of dates for all the 2025 City Commission meetings, as well as the tentative meeting schedules for all the other boards and commissions. There are five Mondays in December so we will have an extra week in between meetings over the holidays, and as a reminder, we will hold the first meeting of the year 2025 on Monday, January 6, 2025, at 6:00 p.m.

Holiday Closures and Hours. Christmas and the New Year are just a couple of weeks away. Just a reminder that City Hall hours for those two weeks will be as follows:

Monday, December 23rd – 7:00 a.m. to 5:30 p.m.  
 Tuesday, December 24th – Closed for the holiday.  
 Wednesday, December 25th – Closed for the holiday.  
 Thursday, December 26th – 7:00 a.m. to 5:30 p.m.  
 Friday, December 27th – Normal Friday Closure.

Monday, December 30th – 7:00 a.m. to 5:30 p.m.  
 Tuesday, December 31st – Closed for the holiday.  
 Wednesday, January 1st – Closed for the holiday.  
 Thursday, January 2nd – 7:00 a.m. to 5:30 p.m.  
 Friday, January 3rd – Normal Friday Closure.

Merry Christmas and Happy New Year!

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 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 6:30 p.m.

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Pat Humphrey, Mayor

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Diane M. Lyon, City Clerk