

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; John Lake, Police Captain; and Luke Potter, Director of Public Works.

2. CONSENT AGENDA:

Moved by Commissioner Bussell second by Commissioner Murphy to approve the items listed with an asterisk (*), (Agenda, Minutes, Department Reports, 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, 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 BIDS AND AWARD CONTRACT FOR DPW GARAGE ROOF REPLACEMENT

The roof of the Public Works Department has deteriorated to the point that the integrity of the roof of the building has been compromised and is leaking. The roof needs to be replaced and repaired soon so as not to cause further damage to the structure or the expensive equipment housed there. Consequently, the City solicited bids for a new roof.

The city received bids from six vendors. Public Works Director Luke Potter has completed a review of the bid documents and has made a recommendation to award the bid to the low bidder, Brandle Roofing, for \$59,726 with a contingency up to a not to exceed cost of \$65,000.

The City Commission was asked to approve the bids and authorize the expenditure of funds to repair and replace the roof, and to authorize the City Manager to sign all documents necessary to complete this project.

Motion by Commissioner Bonham second by Commissioner Murphy to approve the bids and award the contract to Brandle Roofing by the adoption of Resolution 2025-005. 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 AMENDMENTS TO PURCHASING POLICY AND PROCEDURES, AND THE FIXED ASSET CAPITALIZATION POLICY

The City of Clare's 2019 Purchasing Policy/Procedures and 2008 Fixed Asset Capitalization Policy require amendments to ensure that we attain maximum efficiency and effectiveness in our day-to-day operations and remain in compliance with accepted standards. Updates include cleaning up outdated language, adding a section for the disposal of city equipment, and elevating the department head and city manager purchasing approval limit levels to address the significant increase in the cost of goods and services in the last six years, in large part due to cost increases because of shortages during and following the Covid epidemic. The only change in the Fixed Asset Capitalization Policy is to increase the capitalization number from \$5,000 to \$10,000 to reflect the change in GASB federal capitalization thresholds that went into effect in late 2024. Following staff discussion and research, Treasurer & Finance Director Viki Corlew is recommending these changes to address these issues. The Commission was asked to approve the proposed amendments in both policies.

Motion by Commissioner Murphy second by Commissioner Bussell to approve the amendments to the City's Purchasing Policy and Procedures, and the Fixed Asset Capitalization Policy by the adoption of Resolutions 2025-006 and 2025-007, respectively. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

C. *BOARD & COMMITTEE REAPPOINTMENT-ANDREW SANTINI, PARKS & RECREATION ADVISORY BOARD

* *Approved by Consent Agenda-Resolution 2025-008.*

8. TREASURER'S REPORT: The Treasurer provided a report to the Commission.
9. *DEPARTMENT REPORTS: *Approved by Consent Agenda.*
10. CITY MANAGER'S REPORT:
Lake Shamrock Dredging and Dam Project. Mechanical dredging and hydraulic dredging of the lake are on pause due to the weather and ice on the lake. Both will start again as soon as weather and EGLE permits allow.

For the dam project, our engineering firm, GEI, is continuing design work on the dam. On-site work includes soil borings and televising storm sewers in the area have continued. We are still working with GEI to submit our full application for the second phase of the DRRG grant that is due by January 31st. We continue to wait for news on the grant agreement for the second approved grant (High Hazard Potential Dams – HHPD) to cover part of the next phase of the project.

Planning Commission Meeting. The Planning Commission held a meeting on January 8, 2025 and acted on the following items on their agenda:

- Elected 2025 Chairperson – Jason Lowe
- Elected 2025 Vice Chairperson – Nick Wyman
- Annual review of bylaws
- Public Hearing and Site Plan Review and Approval – RPF Oil, British Petroleum fueling station and Store (Fleck's Fresh Mart) – Corner of South Clare Ave. and East Colonville Road.

TSC Tour. Tractor Supply Company has been making great progress on the new store at 10600 South Clare Ave. They have almost completed the work needed to open and have scheduled their grand opening for February 1, 2025. As we continue our periodic tours, we have been lucky enough to schedule a tour of the new store for the City Commission on Monday, January 20th following our meeting.

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, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.* The meeting adjourned at 6:17 p.m.

Pat Humphrey, Mayor

Diane M. Lyon, City Clerk