

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; Dale Clark, WWT Superintendent; and Luke Potter, DPW Director.

2. CONSENT AGENDA:

Moved by Commissioner Bonham 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 WELL 8 REHAB**

The City solicited bids for scheduled rehabilitation of our Public Well #8. Only one bid was received and was therefore the low bid submitted by Peerless-Midwest. This is the same company that completed the rehab for us 3 years ago. As reflected in Dale's memo, Peer-less-Midwest is our primary well contractor and always does a creditable job for us. The City Commission was asked to approve the bid and designate Peerless-Midwest to complete the work.

Motion by Commissioner Bussell second by Commissioner Bonham to approve the bids and award the contract to Peerless Midwest by the adoption of Resolution 2025-010. 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 BIDS AND AWARD CONTRACT FOR GENERAL CONTRACTOR FOR THE DPW GARAGE REPAIRS**

The Garage Door and building frame of the Public Works Department was damaged due to an accident. The city staff contacted the city's insurance agency who recommended that we solicit bids for a general contractor to oversee and make the repairs. Consequently, the city solicited bids for the project.

The city received bids from two general contractors. Public Works Director Luke Potter has completed a review of the bid documents submitted and has made a recommendation to award the bid to the low bidder, Quality Environmental Services, LLC, for \$21,900.00 with a 10% contingency.

The City Commission was asked to approve the bids and authorize the expenditure of funds to repair the DPW Garage Building, and to authorize the City Manager to sign all documents necessary to complete the repairs and authorize the City Treasurer to make any necessary budget amendments.

Motion by Commissioner Murphy second by Commissioner Bussell to approve the bids and award the contract to Quality Environmental Services, LLC. by the adoption of Resolution 2025-011. 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 BIDS AND AWARD CONTRACT FOR A 2025 WATERMAIN PROJECT IN THE 700 BLOCK OF SUNSET AVENUE**

The watermain in the 700 block of Sunset Avenue has reached the end of its useful life. Repeated water main breaks have occurred in this section of roadway, and the old pit cast

iron main needs to be replaced. Consequently, the City solicited bids for the watermain replacement project.

The city received bids from four contractors. Public Works Director Luke Potter has completed a review of the bid documents submitted and has made a recommendation to award the bid to the low bidder, Robbin Harsh Excavating, Inc., in the amount of \$78,350.00 with a 10% contingency for the project.

The City Commission is asked to approve the bids and authorize the expenditure of funds to replace the existing pipe with a new watermain, and to authorize the City Manager to sign all documents necessary to complete this project and authorize the City Treasurer to make any necessary budget amendments.

Motion by Commissioner Bussell second by Commissioner Bonham to approve the bids and award the contract to Robbin Harsh Excavating, Inc. by the adoption of Resolution 2025-012. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

**D. PRIVATE WELL REQUEST-505 WITBECK DRIVE**

Section 46-312 of the Ordinance Codes of the City of Clare requires the City Commission to approve all private wells within the City's boundaries.

Mr. Juan Gauna, the owner of the residential property located at 505 Witbeck Drive in Clare, had an existing private well to supply drinking water to his residential property. Mr. Gauna resides in the residence. The well failed, leaving him without a potable water source. The city is unable to supply public water to this residence for a reasonable cost, as we must extend the water main a significant distance to do so. Consequently, we provided permission to drill a new private well on an emergency basis. Mr. Gauna was informed that he would have to apply to the City Commission to obtain a permit for the well. The City Commission was asked to approve the permit request.

Motion by Commissioner Bonham second by Commissioner Jenkins to approve the Private Well Request by the adoption of Resolution 2025-013. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

**E. \*BOARD & COMMITTEE APPOINTMENTS-BOARD OF REVIEW (WAYNE TERPENING, DENNIS PURKIS, CAROL SANTINI, & IZAK POST**

\* *Approved by Consent Agenda-Resolution 2025-014.*

8. TREASURER'S REPORT: The Treasurer provided a report to the Commission. Vicki intends to present the FY25/26 budget to the Planning Commission on April 9, then to the City Commission on April 21 and May 5, 2025, with budget adoption taking place at the June 2, 2025 meeting.

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

10. CITY MANAGER'S REPORT:

Lake Shamrock Dredging and Dam Project. Mechanical dredging by the city and hydraulic dredging by Savin Lake Services are paused for the winter due to the ice and cold temperatures. Both will return as soon as weather and permits allow.

Our engineering firm, GEI, continues to complete design work on the dam. The city and GEI have submitted the full application for the second phase of the Dam Risk Reduction Grant (DRRG); we hope to hear back by April. We are still waiting on the grant agreement for the second approved grant (High Hazard Potential Dams – HHPD).

March Board of Review. The March Board of Review will meet at Clare City Hall, 202 W. Fifth Street, Clare MI 48617, at the following times:

March 4, 2025 (1:00 pm) – Organizational Meeting – No Appeals  
 March 10, 2025 (9:00 am – 3:00 pm) – Appeal Hearing  
 March 11, 2025 (3:00 pm – 9:00 pm) – Appeal Hearing

If you have questions about your tax assessment change notice or wish to schedule an appointment, contact the City Assessor's Office at 989-424-4066 or 517-940-2823, or email [assessor@cityofclare.gov](mailto:assessor@cityofclare.gov).

If you do not make an appointment, you may have to wait for an available time. Residents and non-residents may protest by letter; the written appeal must be received prior to 12:00 pm, on March 11th, 2025. Appeals delivered via email will not be accepted, please drop it off in person or mail it to City of Clare, 202 W. Fifth St., Clare, MI 48617.

Let Water Run Order. We are continuing to monitor the frost levels. At this time, the let water run notice is still in place for the City of Clare. Residents have questioned whether they should continue to let their water run; the answer is yes, please continue to do so until you see a city notice directing that the order is lifted.

Lead/Galvanized Line Grant Funds. The funding used to replace the water main on Sunset that is on the agenda for 2/17/25 is the same funding source that the city used to replace our lead and galvanized service lines over the last couple years. That money can also be utilized for other water line improvements. Sunset will use a portion of the remaining funds, but DPW Director, Luke Poter, and City Treasurer, Vick Corlew, are also working to find additional projects before the funding expires this fall. One potential project that I would like the City Commission to weigh in on as a possibility, is Witbeck Drive. Currently the city residents around the lake predominantly utilize private wells for their water sources. The remaining funding could start to run a new 8-inch line down Witbeck from McEwan. We would not have enough funds to make it all the way around the lake, but we could make it around the first couple of curves. Residents would then be able to hook up if desired, or if their well fails. We could extend it further as future funds allow.

The Commission would rather see the funds used for the replacement of the 4" lines on 6<sup>th</sup> Street, or 7<sup>th</sup> Street, or 3<sup>rd</sup> Street or hydrant replacement.

11. \*COMMUNICATIONS: *Approved by Consent Agenda.*
12. EXTENDED PUBLIC COMMENT: None.
13. COMMISSION DISCUSSION TOPICS: The city should look at enacting an ordinance limiting curb cuts and driveways in commercial areas because at present, the volume of driveways on the north end of Clare (hamburger hill area) and the speed limit at 50mph, a hazardous driving situation has been created. MDOT will complete a traffic study and speed study in that area once the weather cooperates.
14. \*APPROVAL OF BILLS: *Approved by Consent Agenda.*
15. \*PROFESSIONAL & EDUCATIONAL TRAINING OPPORTUNITIES:  
*Approved by Consent Agenda.*
16. 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 6:47 p.m.

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Pat Humphrey, Mayor

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Diane M. Lyon, City Clerk