

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 Pro Tem Bob Bonham who led with the Pledge of Allegiance. Present: Commissioners Bob Bonham, Kim Bussell, Maegan Jenkins, and Gus Murphy. Absent: Pat Humphrey. Also, present: Jeremy Howard, City Manager; Diane Lyon, City Clerk; Vicki Corlew, City Treasurer; David Saad, Police Chief; Tom Francisco, Police Sergeant; John Lake, Police Captain; Dan Jenkins, Police Reserves; Ken Chinavare, Police Reserves Sergeant; and Travis Gilmore, Police Reserves.

2. CONSENT AGENDA:

Moved by Commissioner Bussell second by Commissioner Murphy 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, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: Pat Humphrey. *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. *BOARD & COMMITTEE REAPPOINTMENT TO THE DOWNTOWN DEVELOPMENT AUTHORITY DAWN THOMAS

**Approved by Consent Agenda-Resolution 2025-023.*

B. EMPLOYEE RECOGNITION POLICE RESERVE OFFICER TRAVIS GILMORE

Reserve Officer, Travis Gilmore 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, Reserves Division. The City Commission is asked to consider formally recognizing Reserve Officer Travis Gilmore for this distinguished achievement.

Motion was made by Commissioner Murphy second by Commissioner Bussell to recognize Travis Gilmore for 10 years of service by the adoption of Resolution 2025-024. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: Pat Humphrey. *Motion Carried.*

Mayor Pro Tem Bob Bonham presented a resolution to Reserve Officer Gilmore.

C. SET PUBLIC HEARING DATE AND DIRECT NOTICE FOR DDA BOUNDARY AMENDMENT

The City's Downtown Development Authority (DDA) was established in 1989 to ensure and promote economic development and improve the aesthetic appearance of the City's downtown commercial district. Testimony to the success of the DDA is easily and readily evident by the vibrancy and appearance of the downtown district today. The DDA utilizes tax increment financing as its primary revenue source by capturing all taxes for capital improvements and resultant increases of taxable value of buildings and properties within its designated geographical boundaries. After recent discussions, the Clare DDA has announced its desire to request an expansion of the current DDA Boundaries to include the parcel that the Clare Union Railroad Depot sits upon. Though this property is owned by the City and therefore would not generate additional tax revenue for the DDA, the desire is to allow the DDA to expend funds in the future on that property to include the construction of public restrooms at that location that would serve as a part of the Downtown and benefit the public good of the district.

To formally initiate amendment of the district boundaries, the Clare City Commission is required to set a public hearing and direct notice of that hearing not less than 20 and

not more than 40 days prior to the hearing date according to statute. The City Commission is asked to set the hearing date for June 16, 2025 and direct that the required hearing notices are published and posted. This will be the first of several steps and procedures that will take place to accomplish the boundary expansion.

Motion was made by Commissioner Murphy second by Commissioner Bussell to set a public hearing date and direct public notice for the proposed DDA Boundary Amendment by the adoption of Resolution 2025-022. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: Pat Humphrey. *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. Mechanical and hydraulic dredging of the Lake are paused until July when permits will allow us to continue the process. Savin plans to have the hydraulic dredging completed by this fall.

Engineering firm GEI continues on the design work for the dam. We hope to hear on whether we will receive the Dam Risk Reduction Grant (DRRG) by April. We are still waiting on our second High Hazard Potential Dams – HHPD grant. City staff and GEI met with the Department of Treasury and EGLE who oversee some of our project funds, to discuss our plans and timeframe for dam completion.

Assessing RFP. the City received notice that our contracted Assessor, Michigan Assessing Coalition, Inc., (MAC) is terminating their contract with the City of Clare due to staffing levels and narrowing their coverage area. Their last day is April 30th. An RFP was sent out for Assessing Services for the City and bids were opened on April 1st. We received two bids which are being reviewed by me, the Clerk, and the Treasurer. We will provide a recommendation to the Commission at the second meeting in April for approval of the new City Assessor.

2025 PILOT Report. The annual PILOT (payment in lieu of taxes) report has recently been completed by the Assessor and is provided for the Commission's review and information.

10. *COMMUNICATIONS: *Approved by Consent Agenda.*

11. EXTENDED PUBLIC COMMENT: None.

12. COMMISSION DISCUSSION TOPICS: None.

13. *APPROVAL OF BILLS: *Approved by Consent Agenda.*

14. *PROFESSIONAL & EDUCATIONAL TRAINING OPPORTUNITIES:
Approved by Consent Agenda.

15. ADJOURNMENT: Motion by Commissioner Jenkins seconded by Commissioner Bussell to adjourn the meeting. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: Pat Humphrey. *Motion Carried.* The meeting adjourned at 6:15 p.m.

Bob Bonham, Mayor Pro Tem

Diane M. Lyon, City Clerk