

The regular meeting of the Clare City Commission was called to order at 6:00 p.m. in the Commission Chambers by Mayor Pat Humphrey who led with the Pledge of Allegiance. Present were: Commissioners Bob Bonham, Pat Humphrey, Karla Swanson and Carolyn (Gus) Murphy. Absent: Jean McConnell. Also present were Ken Hibl, City Manager; Steve Kingsbury, Treasurer; and Stacy Pechacek, Deputy City Clerk.

2. CONSENT AGENDA:

Moved by Commissioner Swanson second by Commissioner Murphy to approve the items listed with an asterisk (\*) that are considered to be routine by the City Commission. Ayes: All. Nays: None. Absent: Jean McConnell. *Motion Carried.*

3. \*APPROVAL OF MINUTES:

*Approved By Consent Agenda.*

4. \*APPROVAL OF AMENDED AGENDA:

*Approved By Consent Agenda.*

5. PUBLIC COMMENT: Mr. Peter Spitzley voiced concerns over blight within the city limits specifically in regards to properties on Pine Street and 4<sup>th</sup> Street. The Commission and the City Manager assured Mr. Spitzley that the issues would be looked into in a timely manner.

6. UNFINISHED BUSINESS: None.

7. NEW BUSINESS:

**A. RECOGNITION – STACY PECHACEK**

Stacy Pechacek has served as the Assistant Deputy-Clerk for the City of Clare since November 2, 2015. She has been a phenomenal, top-notch employee and an absolute asset to the City. Stacy has been offered a full-time position with Clare County and will be leaving at the end of next week (last day of work for us is Jan 19<sup>th</sup>). We will miss her immensely, but we concurrently wish her every success in her new position. The City Commission is asked to formally recognize Stacy for her outstanding performance during her tenure with us.

Motion by Commissioner Murphy second by Commissioner Swanson to recognize Stacy Pechacek's service to the City by adoption of Resolution 2018-006. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Carolyn (Gus) Murphy, and Karla Swanson. Nays: None. Absent: Jean McConnell. *Motion Carried.*

Mayor Humphrey presented a Key of Excellence Certificate to Stacy Pechacek in honor of her service to the City.

**B. MEETING EXCUSAL-COMMISSIONER KARLA SWANSON**

The City Charter stipulates "...that if a commissioner shall miss five consecutive regular meetings of the commission or twenty-five percent or more of such meetings in any fiscal year of the city, unless such absence shall be excused by the commission and the reason therefore entered in the proceedings, his office shall become vacant."

Commissioner Karla Swanson has requested that she be excused from attending the February 5<sup>th</sup>, 2018 regularly scheduled Commission Meeting due to other obligations.

The Commission has a long-standing history to excuse commissioners in otherwise good standing from attendance at scheduled meetings for good cause. Commissioner Swanson has an excellent attendance record, and her request for excusal seems to warrant approval. The City Commission is asked to formally approve the excusal of Commissioner Swanson.

Motion by Commissioner Murphy second by Commissioner Bonham to excuse the absence of Commissioner Karla Swanson from the February 5<sup>th</sup> regular meeting by adoption of Resolution 2018-007. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Carolyn (Gus) Murphy, and Karla Swanson. Nays: None. Absent: Jean McConnell. *Motion Carried.*

**C. RENEWAL OF FIRST ADVANTAGE ENTERPRISE SCREENING CORPORATION SERVICES CONTRACT**

As a member of the Michigan Municipal League and the League's Insurance & Liability Pool, the City enjoys a service contract with First Advantage Enterprises Screening Corporation to provide screening for our employees whom we require to possess a Commercial Drivers License (CDL). The contract has expired. The Commission is asked to renew the contract to ensure we remain in compliance with MDOT drug testing requirements for our CDL drivers.

Motion by Commissioner Bonham second by Commissioner Swanson to approve the renewal of the First Advantage Enterprise Screening Corporation Service Contract by adoption of Resolution 2018-008. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Carolyn (Gus) Murphy, and Karla Swanson. Nays: None. Absent: Jean McConnell. *Motion Carried.*

**D. AMENDMENT TO APPROVED SOFTWARE PURCHASE**

As outlined in Agenda Report 17-091 and associated Resolution 2017-086, the City Commission approved a sole source purchase of report writing software for a cost of \$7,200. The software has been purchased and delivered, but the final costs associated with installation and purchase exceeded the original cost estimate by \$318. The Commission is asked to amend the purchase cost and authorize the expenditure of the additional \$318.

Motion by Commissioner Murphy second by Commissioner Swanson to approve the amendment to the approved software purchase by adoption of Resolution 2018-009. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Carolyn (Gus) Murphy, and Karla Swanson. Nays: None. Absent: Jean McConnell. *Motion Carried.*

8. TREASURER'S REPORT

The Treasurer presented his report.

9. \*DEPARTMETN REPORTS;

*Approved By Consent Agenda*

10. CITY MANAGER'S REPORT

Clare Police Department's Officers of the Year. The Department's Officers of the Year are Officer Jeremy McGraw (FT Officer) and Officer Travis Gilmore (Reserve Officer of the Year). We intend to ask the City Commission to formally recognize both officers at a future scheduled Commission Meeting in late-March/early-April due to the unavailability of Officer Gilmore until that time period.

MML Events. MML has scheduled its annual Capital Conference (Lansing) and Annual Conference (Grand Rapids). If any of the Commissioners intend to participate in the Lansing conference, please inform us accordingly so we can complete the registration process. Similarly, we ask that the Commission inform us if attendance at the Grand Rapids conference so we can budget for this event accordingly.

Annual Michigan Municipal Executives (MME) Winter Institute. I will be in Ann Arbor attending this annual conference during the period Jan 30 – Feb 2<sup>nd</sup>.

Clare Community Foundation Grant Application. We are applying for a Clare County Community Foundation Grant in the amount of \$8,713 to purchase the flooring materials for the main floor of the Depot. If the application is approved, our remaining goal will only be \$24K away. Our revised schedule for opening the depot to the public is the end of May 2018.

Tentative 2018 ICE Grant Project List. Based on our conversation at the January 2<sup>nd</sup> meeting, the attached map reflects our proposed 2018 ICE Grant project list if the criteria for the application remains unchanged from the past two years.

11. \*COMMUNICATIONS

MML Dividend Correspondence. The MML has published information related to approved insurance dividends for its membership.

MML Leading Edge. The latest copy of the MML's Leading Edge is available for the Commission's information.

12. EXTENDED PUBLIC COMMENT: Mr. Greg Rynearson of Cops & Doughnuts addressed the commission. Mr. Rynearson first praised the City of Clare Department of Public Works for their care of the city. He stated that he has received many positive comments from customers regarding the DPW. Secondly, Mr. Rynearson notified the Commission that he has been invited to attend the State of the Union Address in Washington D.C. on January 30, 2018 with Congressional Representative John Moolenaar of the 4<sup>th</sup> District of Michigan. The Commissioners congratulated Mr. Rynearson on this honor.
13. COMMISSION DISCUSSION TOPICS: Commissioner Swanson asked about the progress of the demolition of the fire damaged 5<sup>th</sup> Street Auto. Mr. Hibl said that he will talk to the owner again.
14. \*APPROVAL OF BILLS  
*Approved By Consent Agenda.*
15. ADJOURNMENT  
Motion by Commissioner Swanson second by Commissioner Bonham to adjourn the meeting. Ayes: All. Nays: None. Absent: Jean McConnell. *Motion Carried.* Meeting adjourned at 6:21 p.m.

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Pat Humphrey, Mayor

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Stacy B. Pechacek, Deputy City Clerk