

The regular meeting of the Clare City Commission was called to order at 6:00 p.m. via remote audio and visual (Zoom) public meeting attendance as authorized under the Open Meetings Act, by Mayor Pat Humphrey who led with the Pledge of Allegiance. Present were: Commissioners Bob Bonham, Pat Humphrey, Carolyn (Gus) Murphy and Nick Loomis. Josh Clark subsequently arrived during the presentation of item A of the agenda. Absent: None. Also, present: Jeremy Howard, City Manager; Luke Potter, DPW Director; Jim Chapman, Fire Chief; Steve Kingsbury, City Treasurer, and Diane Lyon, City Clerk.

Rules for Public Comment during the conduct of remote electronic meetings were read to the audience by the City Clerk

2. CONSENT AGENDA:

Moved by Commissioner Bonham second by Commissioner Murphy to approve the items listed with an asterisk (\*) (Agenda as Amended with the removal of item D from the Agenda, Minutes, Communications, Department Reports, Professional Development, and Bills) that are considered to be routine by the City Commission. Roll call vote: Yeas: Commissioners Bob Bonham, Josh Clark, Pat Humphrey, Nick Loomis, 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. PRESENTATION AND APPROVAL OF FY 2019/2020 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, 2020. Duane Reyhl and Danielle Angst, qualified representatives from the firm presented the results of the audit to the Clare City Commission at tonight's scheduled meeting. The audit results are unqualified meaning that no adverse findings were discovered or noted during the course of the independent audit.

The City Commission is asked to formally approve the audit findings and results as presented by the qualified senior staff member of the public accounting firm Andrews, Hooper & Pavlik.

Motion by Commissioner Bonham second by Commissioner Clark to approve the audit report by adoption of Resolution 2020-150. Roll call vote: Yeas: Commissioners Bob Bonham, Josh Clark, Pat Humphrey, Nick Loomis, and Carolyn (Gus) Murphy. Nays: None. Absent: None. Motion Carried.

**B. LAKE SHAMROCK DREDGING & DAM SPILLWAY PROJECT-  
CONFIRMATION OF SPECIAL ASSESSMENT ROLL**

The steps at this meeting are the last actions needed in the multi-step, multi-meeting special assessment process so that the project can begin early next year with the issuance of the bonds and the purchasing of necessary equipment.

At this meeting, we are proceeding with the following steps:

1. Conduct the scheduled public hearing for the purpose of reviewing the Assessment Roll and hearing any objections thereto.
2. Final determination of the necessity of public improvements to Lake Shamrock.
3. Confirm the proportion and terms of the cost of the improvements to be paid by special assessment upon properties especially benefitted.
4. Confirm the special assessment district and special assessment roll designated as "Lake Shamrock Improvement Project Special Assessment Roll."
5. Order and direct collection of the assessments made on the Assessment Roll.

The City has worked with the City Attorney and its Bond Counsel, Miller Canfield, to prepare and complete resolution 2020-159 which lays out all of the necessary pieces for to complete the aforementioned steps.

The City Commission is now being asked to hold the required public hearing and adopt the proposed resolution.

Motion by Commissioner Loomis second by Commissioner Murphy to open the public hearing. Roll call vote: Yeas: Commissioners Bob Bonham, Josh Clark, Pat Humphrey, Nick Loomis, and Carolyn (Gus) Murphy. Nays: None. Absent: None. Motion Carried.

Public Comment: The city received an emailed communication dated December 13, 2020, from Mr. Jeremy Fassett, Post Adjutant for the Pettit-Kapplinger VFW Post 5738, opposing the Special Assessment. Mr. Fassett was also in attendance at tonight's meeting providing verbal opposition to the Special Assessment.

Motion by Commissioner Clark second by Commissioner Murphy to close the public hearing. Roll call vote: Yeas: Commissioners Bob Bonham, Josh Clark, Pat Humphrey, Nick Loomis, and Carolyn (Gus) Murphy. Nays: None. Absent: None. Motion Carried.

Motion by Commissioner Murphy second by Commissioner Clark to approve the Confirm and Approve the Special Assessment Roll for the Lake Shamrock Dredging and Dam Spillway Project by adoption of Resolution 2020-159. Roll call vote: Yeas: Commissioners Bob Bonham, Josh Clark, Pat Humphrey, Nick Loomis, and Carolyn (Gus) Murphy. Nays: None. Absent: None. Motion Carried.

**C. INTERLOCAL AGREEMENTS-DESIGNATION OF COUNTY ASSESSOR**

Public Act 260 OF 2018 set forth the requirement that the County must maintain an individual to serve as the "County Designated Assessor". The appointment must be approved by means of an inter-local agreement between the County Board of Commissioners and a majority of the local units within the county. The appointment is also subject to the final approval of the Michigan State Tax Commission. The selection and majority approval by local units of government must be completed and submitted and approved by The Michigan State Tax Commission ("STC") no later than December 31, 2020. A draft inter-local agreement was presented to and approved by both the Clare County Board of Commissioners and the Isabella County Board of Commissioners at recent meetings. It is now being presented to local assessing jurisdictions for formal approval.

Motion by Commissioner Bonham second by Commissioner Clark to approve the Interlocal Assessor Agreements by adoption of Resolutions 2020-151 and 2020-152. Roll call vote: Yeas: Commissioners Bob Bonham, Josh Clark, Pat Humphrey, Nick Loomis, and Carolyn (Gus) Murphy. Nays: None. Absent: None. Motion Carried.

**D. BUY-BACK OF CEMETERY SPACES**

Item removed from the Agenda.

**E. UPDATE OF BANK SIGNATORIES**

With the retirement of Ken Hibl and the hiring of Jeremy Howard to serve as the City Manager it is necessary to update the authorized signers for the Downtown Development Authority and Local Development Finance Authority bank accounts maintained at TCF Bank. These are the only two bank accounts that the City Manager has historically been authorized to sign checks and other documents.

Historically when the City has updated bank account signers it also reaffirms or reappoints as appropriate the City's Investment Officer and Electronic Banking Administrator. Also, historically the City Commission has designated the City Treasurer and Finance Director to fulfill the duties and responsibilities of these two positions.

Motion by Commissioner Murphy second by Commissioner Clark to approve the updating of bank signatories and reaffirmation of the city's investment officer and electronic banking administrator by adoption of Resolution 2020-154. Roll call vote:

Yeas: Commissioners Bob Bonham, Josh Clark, Pat Humphrey, Nick Loomis, and Carolyn (Gus) Murphy. Nays: None. Absent: None. Motion Carried.

**F. AIRPORT LOT 305 LEASE AGREEMENT-DON WEISHUHN**

The City owns all of the property at the Clare Municipal Airport and leases specific portions of that property to allow the construction and maintenance of airplane hangars by private owners. The hangar on Lot 305 of the Clare Municipal Airport Plat has been sold to Don Weishuhn by the previous owner, Cook's Properties (Doug Cook). The City Commission is asked to approve the lease agreement for the property upon which the hangar is located.

Motion by Commissioner Loomis second by Commissioner Bonham to approve the lease agreement by adoption of Resolution 2020-155. Roll call vote: Yeas: Commissioners Bob Bonham, Josh Clark, Pat Humphrey, Nick Loomis, and Carolyn (Gus) Murphy. Nays: None. Absent: None. Motion Carried.

**G. APPROVE BIDS/PURCHASE OF VACUUM TRUCK-DPW**

Earlier this year the commission was informed of an upcoming purchase of a new vacuum truck to replace the aging one that is currently in use. The current truck is a 1992 model and was purchased by the City as a refurbished vehicle around 2000. It has reached the end of its useful life for the type of use needed by the City. The new vacuum truck has been budgeted and planned for replacement in the current 2020/2021 CIP in the amount of \$425,000.

The City also authorized the use of a new multi-state purchasing program (Sourcewell). Sourcewell allows the city to utilize contracts that have already been bid out by Sourcewell across the country for items such as vacuum trucks. The city is then able to take advantage of often discounted prices. The Sourcewell bid for vacuum trucks is currently held by Jack Doheny Company out of Northville, MI. The truck is Vactor brand truck and the bid amount is \$395,381.12 which is a savings of nearly \$30,000 over what was originally budgeted. The city's plan is to sell the old vacuum truck and return those funds to the mobile equipment fund.

The City Commission is asked to approve the bids utilizing the Sourcewell program and award the contract for the purchase of a new vacuum truck to Jack Doheny Company.

Motion by Commissioner Bonham second by Commissioner Loomis to approve the bids and award the contract purchase to Jack Doheny by adoption of Resolution 2020-156. Roll call vote: Yeas: Commissioners Bob Bonham, Josh Clark, Pat Humphrey, Nick Loomis, and Carolyn (Gus) Murphy. Nays: None. Absent: None. Motion Carried.

**H. APPROVE BIDS/PURCHASE OF FIRE PUMPER**

The Fire Department recently went out to bid for a new pumper truck which is intended to replace the truck currently in use. The current truck has reached the end of its useful life for the type of use needed by the City. The new truck has been budgeted for replacement this year in the in the amount of \$600,000.

Seven bids were received and the bid amount of \$555,301 submitted by CSI Emergency Apparatus, LLC in Grayling, MI, is being recommended for approval. This bid is the second lowest bid and is being recommended for several reasons as provided by the Fire Department Apparatus Committee. The Committee is also asking the Commission to approve up to an additional \$45,000 over the bid amount to allow for potential additions to the truck. This amount would still be under the approved bond amount of \$600,000. The old engine will be sold (anticipate \$40,000 - \$60,000) to help defray the cost.

The City Commission is asked to approve the bids and award the contract for the purchase of a new fire apparatus (pumper) to CSI Emergency Apparatus, LLC.

In addition, the City Commission is asked to consider approving the expenditure of up to \$45,000 for the potential purchase and installation of supplemental equipment on the pumper.

Motion by Commissioner Murphy second by Commissioner Loomis to approve the bids and award the contract purchase to CSI Emergency Apparatus, LLC. by adoption of Resolution 2020-156. Roll call vote: Yeas: Commissioners Bob Bonham, Josh Clark, Pat Humphrey, Nick Loomis, and Carolyn (Gus) Murphy. Nays: None. Absent: None. Motion Carried.

**I. APPROVE BIDS/PURCHASE OF SELF-CONTAINED BREATHING APPARATUS (SCBA)**

Earlier this year the commission was informed of an upcoming purchase of a new vacuum truck to replace the aging one that is currently in use. The current truck is a 1992 model and was purchased by the City as a refurbished vehicle around 2000. It has reached the end of its useful life for the type of use needed by the City. The new vacuum truck has been budgeted and planned for replacement in the current 2020/2021 CIP in the amount of \$425,000.

The City also authorized the use of a new multi-state purchasing program (Sourcewell). Sourcewell allows the city to utilize contracts that have already been bid out by Sourcewell across the country for items such as vacuum trucks. The city is then able to take advantage of often discounted prices. The Sourcewell bid for vacuum trucks is currently held by Jack Doheny Company out of Northville, MI. The truck is Vactor brand truck and the bid amount is \$395,381.12 which is a savings of nearly \$30,000 over what was originally budgeted. The city's plan is to sell the old vacuum truck and return those funds to the mobile equipment fund.

The City Commission is asked to approve the bids utilizing the Sourcewell program and award the contract for the purchase of a new vacuum truck to Jack Doheny Company.

Motion by Commissioner Clark second by Commissioner Murphy to approve the bids and award the purchase to Jack Doheny by adoption of Resolution 2020-156. Roll call vote: Yeas: Commissioners Bob Bonham, Josh Clark, Pat Humphrey, Nick Loomis, and Carolyn (Gus) Murphy. Nays: None. Absent: None. Motion Carried.

8. TREASURER'S REPORT: *The Treasurer presented his report.*

9. CITY MANAGER'S REPORT

2019 CDC Water Fluoridation Quality Award: Recently the city received news of the receipt of the 2019 CDC Water Fluoridation Quality Award from the MDHHS Oral Health Program. This award is given to municipalities whose public water systems adjust the fluoride concentration in drinking water and achieve a monthly average fluoride level that is in the optimal range for 12 consecutive months in a year. Congratulations to Water/Wastewater Treatment Superintendent Dale Clark and the employees in the Water Department for their excellent work done to achieve this award.

Meeting Schedules: As we close out 2020, we are already preparing for 2021. Attached to this report is the meeting schedules for the following boards and commissions. The many other boards and commissions are typically conducted on an as needed basis and will be posted as required when scheduled.

1. City Commission
2. Planning Commission
3. Parks and Recreation Commission
4. Downtown Development Authority
5. Airport Advisory Board

Hiring: Water/Wastewater recently finished interviews to fill the Part Time Water/Wastewater Administrative Assistant position. They have chosen Tonya Roe to fill the position. Please join me in welcoming Tonya to the city and we wish her much success in her new position.

City Buildings Closed to Public: City offices have been closed to the public the last few weeks in order to comply with the most recent MDHHS order that was issued. That order ends at midnight on December 20th. City staff have been working remotely when possible and essential staff have been continuing to work as normal. We have been accommodating requests for appointments when absolutely necessary for the public. Though there were several recent press conferences from the Governor at this time the order has not been

extended. If it is extended, the city and staff will continue to comply with the order while still maintaining the important services that are provided each and every day to the citizens of Clare.

Covid-19 Documents: The City was recently contacted by MIOSHA to reach out and remind the city of current requirements and best practices in relation to COVID-19. Current regulations require the City have a written COVID response and preparedness plan as well a written implementation plan. I am working on these documents with the City Attorney and staff and they will be distributed very soon. There will be requirements for employees to sign off on receipt of the documents and also some short training videos. The documents will outline the requirements at both the Federal and State level and the formalized implementation of daily employee screenings as required by law.

Holiday Closures: Reminder that City offices are closed for the holidays on December 24th and 25th for Christmas Eve and Christmas Day and on December 31st and January 1st for New Year's Eve and New Year's Day. Myself and the rest of the City staff would like to wish all of the Commission, citizens and businesses a Happy, Healthy and Safe Holiday.

10. \*COMMUNICATIONS

Consumers Energy Notice of Construction: Consumers Energy will be conducting construction projects on city property at various locations throughout the city.

Transmittal Notices to State and County Offices: We have submitted paperwork to the State of Michigan and to Clare County notifying them of an approved transfer of property request from Grant Township to the City of Clare.

Charter Communications: Charter Communications has provided notice of upcoming changes to their programming.

FOIA Requests & Responses: The most recent FOIA requests and responses were provided for information.

11. EXTENDED PUBLIC COMMENT: Chief Chapman thanked the Commission for their support for the purchase of new equipment for the Fire Department.

12. COMMISSION DISCUSSION TOPICS: Mayor Humphrey provided the following acknowledgements: the DPW for their work on clearing the roads during the last snow fall; to Michelle and Steve for their work on the audit; and to Commissioner Josh Clark for his service on the City Commission as this is his last meeting before leaving office.

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

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

15. ADJOURNMENT: Motion by Commissioner Murphy second by Commissioner Clark to adjourn the meeting. Roll call vote: Yeas: Commissioners Bob Bonham, Josh Clark, Pat Humphrey, Nick Loomis, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.* Meeting adjourned at 6:50 p.m.

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Pat Humphrey, Mayor

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Diane Lyon, City Clerk