

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 the Pledge of Allegiance. Present were: Commissioners Bob Bonham, Pat Humphrey, Carolyn (Gus) Murphy, Karla Swanson and Jean McConnell. Absent: None. Also present were Ken Hibl, City Manager; Steven Kingsbury, Treasurer and Finance Director; Brian Gregory, Police Chief; Sergeant Ken Chinavare, Reserve Officer; and Diane Lyon, City Clerk.

2. CONSENT AGENDA:

Moved by Commissioner McConnell second by Commissioner Murphy to approve the items listed with an asterisk (*) (Agenda, Minutes, Board and Committee Appointments, Communications, and Bills) that are considered to be routine by the City Commission. Ayes: All. 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. RECOGNITION-CLARE POLICE DEPARTMENT OFFICER OF THE YEAR & RESERVE OFFICER OF THE YEAR

Each year the Clare Police Department selects its officers of the year and those officers are invited to a scheduled City Commission meeting for appropriate acknowledgement and recognition. Selection is based on a broad spectrum of criteria, to include performance and accomplishments. This year, the CPD took a totally different approach. As they felt it would be improper to select only one officer for each of the two categories (full & part-time and reserve), they've designated the entire full & part-time force and the entire reserve force as its 2015 Officer of the Year and Reserve Officer of the Year, respectively. Chief Gregory and SGT Chinavare were present at Monday's meeting to represent all the full-time, part-time, and reserve officers of the Department for acknowledgement by presentation of a Mayor's Key of Excellence.

B. 2016 POVERTY EXEMPTION INCOME LEVELS

Public Act 390 of 1994 requires each governing body to approve a Poverty Exemption Application to be administered by the municipalities appointed Board of Review. Furthermore, Public Act 390 requires the governing body to annually approve income levels for the Board of Review to follow in their review of property tax poverty exemption applications from owners of residential properties. Public Act 390 along with other applicable bulletins and regulations from the State Tax Commission provide the federal poverty income levels, the required asset tests and other procedural requirements for the poverty exemption application.

The City's Assessor, Mrs. Edie Hunter, has prepared the Poverty Exemption Application for 2016 including the federal poverty levels to be used by the Board of Review. Mrs. Hunter will assist the City of Clare's Board of Review in their consideration of applications under the provisions of Public Act 390 to insure compliance.

Motion by Commissioner Bonham second by Commissioner Swanson to approve the 2016 Poverty Exemption Income Levels and Poverty Exemption Application by adoption of Resolution 2016-001. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Carolyn (Gus) Murphy, Jean McConnell, and Karla Swanson. Nays: None. Absent: None. *Motion Carried.*

C. RENEWAL OF FARM LEASE AGREEMENTS WITH RAWSON FARMS

The City currently enjoys two lease agreements with Rawson Farms to allow Rawson Farms to farm 152.89 acres of property at the Clare Airport and to farm 15.07 acres in

the South Industrial Park owned by the Clare Industrial Corporation. Both leases have expired. The City Commission is asked to renew both leases.

Motion by Commissioner McConnell second by Commissioner Murphy to approve the renewal of the farm lease agreements by adoption of Resolutions 2016-002 & 2016-003. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Carolyn (Gus) Murphy, Jean McConnell, and Karla Swanson. Nays: None. Absent: None. *Motion Carried.*

D. SALE OF CITY PROPERTY-USED POLICE VEHICLE

The City solicited bids for the sale of an excess 2010 used police vehicle. Four bids were received. The City Commission is asked to approve the bids and authorize the sale of the property.

Motion by Commissioner Swanson second by Commissioner Murphy to approve the bids and authorize the sale of the vehicle by adoption of Resolution 2016-004. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Carolyn (Gus) Murphy, Jean McConnell, and Karla Swanson. Nays: None. Absent: None. *Motion Carried.*

I. *BOARD & COMMITTEE APPOINTMENT-PLANNING COMMISSION (BRETT MOSER)

Approved by Consent Agenda. Resolution 2016-005.

8. **TREASURER'S REPORT**

The Treasurer presented his report.

9. **CITY MANAGER'S REPORT**

ZBA & Planning Commission Meetings. The ZBA and the Planning Commission will both meeting in January: the ZBA on Jan 11th to consider a use variance for the former 415 Building to consider a request to allow six apartments to be housed in the building. The DDA and Planning Commission will also meet to consider the request: the former on Jan 8th and the latter on Jan 13th. As a reminder, the Planning Commission and City Commission will also hold their joint meeting on Jan 13th.

Clare Depot Final Report. The basement project is essentially completed; the final report is provided for information.

City Office Holiday Hours. City offices will be closed on Dec 31st & Jan 1st for the holidays.

Addendum(s)

Downtown District Historic Designation

A hearing will be held on Friday, January 15 at 10:00 am at the Michigan State Housing Authority in Lansing, to consider nomination of the Clare Downtown Historic District to the National Register of Historic Places by the Michigan Historic Preservation Review Board.

Clare Depot. The caboose purchased by Clare Depot Preservation, Inc. will be delivered to the depot site on Tuesday, January 5, 2016.

MMDC Meeting. MMDC will be hosting an informational meeting at 8:00 am the Doherty Hotel on Tuesday, January 19th, 2016.

10. ***COMMUNICATIONS**

Approved By Consent Agenda.

Charter Newsletter. The most recent Charter Communicator was provided for information.

Notice of Dismissal. The City received an order of dismissal related to a petition concerning property located at 1602 North McEwan.

Zoning Compliance. The City issued a letter of zoning compliance approval to Witch's & Wizards Ice Cream.

Bureau of Elections News. The City's most recent newsletter was provided for information.

MAMC Notice of Pending Legislation. The Michigan Association of Municipal Clerks has provided information pertaining to proposed legislation relating to elections.

2016 Board and Committee Meeting Schedules. The 2016 Board and Committee Meeting schedules were provided for information.

11. EXTENDED PUBLIC COMMENT: Mr. Jacob Link introduced himself and announced his candidacy for State Representative.
12. COMMISSION DISCUSSION TOPICS: None.
13. *APPROVAL OF BILLS
Approved By Consent Agenda.
14. ADJOURNMENT
Motion by Commissioner McConnell second by Commissioner Swanson to adjourn the meeting. Ayes: All. Nays: None. Absent: None. *Motion Carried.* Meeting adjourned at 6:25 p.m.

Pat Humphrey, Mayor

Diane Lyon, City Clerk