

## CITY OF CLARE BOARDS AND COMMISSIONS

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Boards, Committees, and Commissions in the City of Clare are comprised of residents and corporate citizens of the community who selflessly give their time to assist all facets of the operation of City government and the Clare community. With exception to the Board of Review, none of the Board, Committee or Commission members receive compensation for the role they serve.

The Boards, Committee, and Commissions members, appointed by the Mayor and/or City Commission, represent over 100 civic-minded, volunteer individuals who give their time for the betterment of Clare. Some hear and decide appeals from the strict application of Codes and Ordinances; others assist City departments by providing direction and establishing policy; and still others examine a variety of matters and formulate recommendations to the City Commission.

Meetings of public bodies are conducted in accordance with Robert's Rules of Order; comply with all provisions and requirements of the Michigan Open Meetings Act.; are publicly noticed; and are open to the public.

The following alphabetically lists all Boards, Committees and Commissions and provides a brief summary of their activities.

### AIRPORT ADVISORY BOARD

The Airport Advisory Board was established by City Commission on March 10, 1998, with the adoption of Resolution 1998-014, to propose and provide recommendations to the City Commission regarding all aspects of present and projected/future management and operations to include operating rules, regulations, policies, procedures, and standards-of the Clare Municipal Airport. The Board is charged with developing the five-year plan for the airport. Members serve a three-year term.

The composition of the eight-member Airport Advisory Board is as follows:

- a. two voting members who are either airplane owners or pilots, or electors of the City of Clare, who either hangar their airplane(s) at the Clare Municipal Airport if an airplane owner, or utilize the airport as their primary base of operations if a pilot.
- b. two voting members who are electors of the City of Clare and are not either pilots or airplane owners.
- c. one voting member who concurrently serves on the City of Clare Downtown Development Authority.
- d. one voting member who concurrently serves as a member of the Clare Industrial Development Corporation.
- e. one voting member who is an airplane owner with an airplane housed in a hangar at the Clare Municipal Airport but is not an elector of the City of Clare.
- f. the Clare Municipal Airport Manager, who is the only non-voting member.

Meetings: The Board meets the first Wednesday of the month in the conference room at the Airport Terminal Building, 10725 S. Eberhart Ave., Clare, MI. Meetings begin at 7:30 p.m. Staff liaison: Gary Todd, Airport Manager, 989-424-4104, gtodd@cityofclare.org.

### BOARD OF REVIEW (BOR)

The Board of Review consists of three city residents appointed annually by the City Commission. The Board meets in March to hear specific appeals from the citizens relative to their individual property assessments

and to make, if necessary, appropriate adjustments. The July and December Board of Review meetings are special meetings of the board convened by the assessing officer to consider administrative corrections to tax rolls and correct clerical errors or mutual mistake of fact. No valuation appeals are heard at this meeting. The Board of Review must operate within the confines of the City Charter and the Constitution of the State of Michigan, specifically the general property tax laws.

Meetings: The Board of Review meets annually in March, July and December as required by state law at Clare City Hall, 202 West Fifth Street, Clare, MI meetings are posted in compliance with state regulation. Staff liaisons: Kathryn Wright, City Assessor, 989-424-4066, assessor@cityofclare.org & Shannon Sirpilla, City Treasurer, 989-424-4069, ssirpilla@cityofclare.org.

#### BROWNFIELD REDEVELOPMENT AUTHORITY (BRA)

The Clare Brownfield Redevelopment Authority was created on November 1, 1999, under the authority of Public Act 381 of 1996. The City Commission designated the board of the Clare Industrial Development Corporation as the acting board of the BRA. The purpose of the BRA is to promote the revitalization, redevelopment and reuse of certain contaminated, blighted or obsolete properties primarily through the use of tax increment financing. The Authority is empowered to establish redevelopment districts within which environmentally blighted properties are located, and then collect taxes within that district for improvements to fund redevelopment projects. Members serve a three-year term.

Meetings: The Brownfield Redevelopment Authority meets as necessary and in compliance with State regulations. Staff liaison: Jeremy Howard, City Manager, 989-424-4065, jhoward@cityofclare.org.

#### CHERRY GROVE CEMETERY ADVISORY BOARD

The Clare Cherry Grove Cemetery Advisory Board is a five-member board created on August 21, 2000, to advise the City Commission regarding practices, policies, and procedures to be promulgated for the Cherry Grove Cemetery and to develop and submit to the City Commission for approval any plans deemed necessary and appropriate by said Board to promote and ensure the orderly and prosperous future growth of the Cherry Grove Cemetery. There are no residency requirements to serve on this board and members serve a three-year term..

Meetings: The Cherry Grove Cemetery Advisory Board meets every other month or as needed, at Clare City Hall, 202 West Fifth Street, Clare, MI 48617. Staff liaison: Mary Warner, Cemetery Board Secretary, 989-424-4071, mwarner@cityofclare.org.

#### CLARE CITY COMMISSION

The Clare City Commission is the legislative body of the city, overseeing and making decisions on all aspects of city business. The City Commission has the power and authority, except as otherwise provided by charter, to exercise all powers conferred upon or possessed by the city, and has the power and authority to adopt laws, ordinances and resolutions as it deems proper.

Qualified voters of the city elect the five-member city commission, one of whom is elected annually by the commission to serve as mayor for a term expiring at the first commission meeting following the next regular city election. Members of the city commission must be qualified electors of the city who have been residents of the city for at least two years immediately prior to the date of their election and serve a four-year term.

The Mayor is the presiding officer of the commission who is recognized as the head of the city and has an equal voice and vote in the proceedings of the commission, but has no veto power. a)

Additionally, the city commission designates a Mayor Pro Tem to perform the duties of the mayor when, because of absence from the city, disability, or otherwise, the mayor is temporarily unable to perform the duties of his office.

Meetings: The Clare City Commission meets on the first and third Monday of the month at Clare City Hall 202 West Fifth Street, Clare, MI 48617. Staff liaisons: Jeremy Howard, City Manager, 989-424-4065, jhoward@cityofclare.org & Diane Lyon, City Clerk, 989-424-4068, dlyon@cityofclare.org.

#### CLARE RAILROAD DEPOT GOVERNING BOARD

The Clare Railroad Depot Governing Board was established on April 2, 2018, to oversee the remaining work that is required to complete the depot rehabilitation project, to include landscaping and the construction of a trailhead, and to concurrently oversee the day-to-day operations of the depot once it is occupied and open to the public. There are no residency requirements to serve on this board and membership of said body is comprised of the President or Chairperson of the Clare County Arts Council or in his/her absence a representative designated by the President or Chairperson; the President of the Clare Area Chamber of Commerce or in his/her absence a representative designated by the President; a representative of the local railroad historic group; the Clare City Manager, who serves as chair of the board; the Treasurer/Finance Director of the City of Clare; the Clare City Clerk; the City of Clare Recreation Director; and other ad hoc members of the City Staff or local organizations or entities as determined necessary by the chairperson of the Clare Railroad Depot Governing Body.

Meetings: The Clare Railroad Depot Governing Board meets quarterly or as needed at the Clare Depot, 201 West Fourth Street, Clare, MI 48617. Staff liaison: Diane Lyon, Board Secretary, 989-424-4068, dlyon@cityofclare.org.

#### DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

The Downtown Development Authority was established on March 21, 1988, by adoption of Ordinance 1988-1, under P.A. 197 of 1975, as amended, to halt property value deterioration and increase property tax valuation where possible in its business district, to eliminate the causes of deterioration, and to promote economic growth. The DDA is empowered to tax property owners within a designated tax increment financing commercial district to raise funds to make improvements within the established district. The Authority focuses on the revitalization and development of the "downtown area" generally the area bounded by First Street, Beech Street, Third Street, Maple Street, Ann Arbor Railroad Right-of-Way, Fifth Street, Beech Street, Seventh Street, Pine Street, Sixth Street, Hemlock Street, Fourth Street, Pine Street and back to First Street of Sections 34 & 35, City of Clare, including all Lots of Blocks 9 & 10, Lots 8, 9, 10, 11, 12, 13 & 14 of Block 14, all Lots of Blocks 15, 16, 19, 20, 21, 22, 23, 27, 28, 32 & 33, 38 & 39, Original Plat of the Village of Clare. The Authority has broad powers including taxation, bonding, and tax increment financing which are intended to assist development through planning and promotion, housing and public facility development and economic development projects.

The DDA has a twelve-member board appointed by the Mayor and approved by the City Commission; all members serve 4-yr terms. Members are selected from those who are majority property owners in DDA district, and at least one member is to be a DDA resident for every 100 residents in the district. The City Manager serves as secretary and is a voting member of the DDA.

Meetings: The DDA meets at Clare City Hall, 202 West Fifth Street, Clare, MI, on the second Thursday of each month at 8:00 a.m. Staff liaisons: Jeremy Howard, City Manager, 989-424-4065, jhoward@cityofclare.org & Shannon Sirpilla, City Treasurer, 989-424-4069, ssirpilla@cityofclare.org.

## ECONOMIC DEVELOPMENT CORPORATION (EDC)

Clare's Economic Development Corporation was established on July 7, 1980, under the EDC Act 338 of 1974, by the Clare County Industrial Development Corporation to expand and strengthen the city's economic base. The EDC, oversees economic development for the City and has the authority to adopt resolutions pertaining to economic development. The board consists of nine members selected by the Mayor and confirmed by the City Commission to serve a six-year term.

*Meetings:* This autonomous board meets as needed. Staff liaison: Jeremy Howard, City Manager, 989-424-4065, [jhoward@cityofclare.org](mailto:jhoward@cityofclare.org).

## ELECTION COMMISSION

The City's Election Commission, consisting of the City Clerk, the Mayor, and the City Attorney, is governed by city charter Section 4.10 and state statute MCL 168.25. The Clerk serves as chairman of the commission. The commission has charge of all activities and duties required of it by state law and the city charter relating to the conduct of elections in the city. In any case where election procedure is in doubt, the election commission is charged with prescribing the procedure to be followed.

*Meetings:* Meeting dates are held within the parameters as prescribed by state law. Meetings are held at Clare City Hall, 202 West Fifth Street, Clare, MI 48617. Public election ballot and equipment testing is held at both Clare City Hall and the Pere Marquette District Library, 185 East Fourth Street, Clare, MI 48617. Staff liaison: Diane Lyon, City Clerk, 989-424-4068, [dlyon@cityofclare.org](mailto:dlyon@cityofclare.org).

## FIRE COUNCIL

This Fire Council was established on December 17, 2001, by adoption of Resolution 2001-164, to serve in an advisory role to the City Commission in all matters related to fire protection services except such matters as may be specifically reserved for the City Commission, City Manager, or the Fire Chief by the Charter and/or Ordinance Codes of the City of Clare, the By-Laws of the Clare Fire Department, and/or other applicable governing or binding laws or covenants. The primary function of the Council is to formulate and make recommendations related to fiscal expenditures of the Clare Fire Department, to include wages and capital purchases. The Council composition includes the Mayor, the city's Fire Chief, a city firefighter selected by the members of the Clare Fire Department, the Clare City Manager, and representatives from the Fire District which encompass Grant Township, Sheridan Township, and portions of Vernon Township and Wise Township. Township taxpayers within the Fire District pay 1.1 mills to receive fire services from the Clare City Fire Department. The City Manager serves as a non-voting member.

*Meetings:* The Fire Council meets monthly or on an as needed basis at the Clare Public Safety Building, 207 West Fifth Street, Clare, MI 48617. Staff liaison: Jim Chapman, Clare Fire Chief, 989-424-4084, [jchapman@cityofclare.org](mailto:jchapman@cityofclare.org).

## INDUSTRIAL DEVELOPMENT CORPORATION (IDC)

This autonomous 12-member entity oversees the operations, development, and management of the Clare Industrial Parks.

*Meetings:* This group meets as needed. Staff liaison: Jeremy Howard, City Manager, 989-424-4065, [jhoward@cityofclare.org](mailto:jhoward@cityofclare.org).

## LOCAL DEVELOPMENT FINANCE AUTHORITY (LDFA)

The Clare Local Development Finance Authority was established June 16, 2014 by adoption of Resolution 2014-073, to support economic development, facilitate growth, nurture existing and new industrial businesses, and finance needed development projects within Clare's North Industrial Park. This eleven-member board consists of seven members from the City, two representatives from Clare Public Schools, one representative from Mid Michigan College, and one member from Clare County. City representatives are appointed by the Mayor and approved by the City Commission to serve four-year terms.

Meetings: This board meets twice annually and on an as needed basis. Staff liaisons: Jeremy Howard, City Manager, 989-424-4065, [jhoward@cityofclare.org](mailto:jhoward@cityofclare.org) & Shannon Sirpilla, City Treasurer, 989-424-4069, [ssirpilla@cityofclare.org](mailto:ssirpilla@cityofclare.org).

## PERE MARQUETTE DISTRICT LIBRARY BOARD

While the Pere Marquette District Library Board is not an entity of the city, the city works hand in hand with the library on many projects and activities, from Parks and Recreation events to hosting the city's polling location for all city elections. The Clare Library Board is an autonomous board consisting of five members. The City's representative is appointed by the Mayor for a one-year term to serve as Trustee. The Trustee is appointed on a rotating basis with the Townships of Vernon and Wise. Board members are residents within the district.

Meetings: This board meets monthly at the Library, 185 East Fourth Street, Clare, MI 48617. Contact Library Director Sheila Bissonnette for more information, 989-386-7576, [sbissonnette@pmdl.org](mailto:sbissonnette@pmdl.org)

## PARKS AND RECREATION ADVISORY BOARD

This seven-member board was established by the Clare City Commission on March 17, 1975. The composition of the board includes six members appointed by the mayor and confirmed by the city commission, and one member appointed by the city school system. The members appointed by the city commission serve a three-year term. The city school system appointee is appointed by the school board on an annual basis, or as the school board otherwise provides. The City Treasurer serves as ex-officio Treasurer. The primary responsibility is to review the activities of the Parks and Recreation Department to ensure diversified programming and quality recreational facilities for the residents of Clare. This appointed board is also responsible for developing the City's Recreation Master Plan, which is five-year recreation development plan that is a component of the City's Comprehensive Master Plan. In concert with the City's Recreation Director, the Board formulates and makes recommendations to the City Commission regarding the City's various recreation programs; annually updates a prioritized, recommended list of needed recreation capital improvements which is then incorporated in the City's annual budget appropriation; and makes recommendations to the City Commission related to the expenditure of ear-marked recreation funds.

Meetings: This board meets on the third Tuesday of the month at 5:30 pm at Clare City Hall, 202 West Fifth Street, Clare, MI 48617. Staff liaison: Joy Simmer, Parks & Recreation Director, 989-424-4074, [jsimmer@cityofclare.org](mailto:jsimmer@cityofclare.org).

## PLANNING COMMISSION

The City of Clare Planning Commission was established on October 2, 1978, by adoption of Ordinance 28, in accordance with the Municipal Planning Commission Act, PA 285 of 1931, as amended. This nine-member body is appointed by the Mayor, subject to the approval of the Clare City Commission. Members serve a three-year term. The Planning Commission is responsible for developing the City's Comprehensive Master

Plan and the Future Land Use Map; is the approval authority for all site plans related to commercial, industrial, and multi-family residential development within the City; is the approval authority of special use permits; and is responsible for reviewing and providing recommendations to the City Commission related to zoning matters of the City.

Meetings: This board meets on the second Wednesday of the month at 6:30 pm at Clare City Hall, 202 West Fifth Street, Clare, MI 48617. Staff liaisons: Jeremy Howard, City Manager, 989-424-4065, jhoward@cityofclare.org & Diane Lyon, City Clerk, 989-424-4068, dlyon@cityofclare.org.

#### TRAFFIC & SAFETY COMMITTEE

First established September 29, 1977, this five-member body makes recommendations to the City Planning Commission and City Commission related to all matters regarding traffic and safety matters.

Meetings: This committee meets on an as needed basis. Staff liaison: Brian Gregory, Chief of Police, 989-424-4075, bgregory@cityofclare.org.

#### TREE ADVOCACY GROUP

The Clare Tree Advocacy Tree Group was established on February 8, 2008, by adoption of Ordinance 2008-001 to assist the director of public works in the development of a comprehensive plan for the City of Clare, including but not limited to planning, tree planting, and maintenance programs for all public trees; promote the goals of the municipal tree program; participate in and/or coordinate annual Arbor Day celebrations; coordinate with citizens groups—Tree plantings, volunteer efforts to install or maintain plantings or other beautification projects on public land; provide a means to involve the public in a community forestry management plan; and to promote new and existing tree programs by motivating both local government and the public to support community forestry management.

The Tree Advocacy Group consists of five members who are citizens, and residents of Clare. Group members are appointed by the mayor with the approval of the city commission. Members serve a three-year term. The Director of Public Works serves as an ex-officio, nonvoting, member. Members come from different interest groups including homeowners, tree professionals, street department, and municipal government.

Meetings: The Tree Advocacy Group meets quarterly or on an as needed basis at Clare City Hall, 202 West Fifth Street, Clare, MI 48617. Staff liaisons: Mary Warner, Board Secretary, 989-424-4071, mwarner@cityofclare.org & Luke Potter, Director of Public Works, 989-424-4089, lpotter@cityofclare.org.

#### ZONING BOARD OF APPEALS (ZBA)

The first ZBA members were appointed on June 15, 1959. The Zoning Boards of Appeals is a five-member body with three members being appointed by Mayor and confirmed by the City Commission for three-year terms. The other two members are the Chair of Planning Commission and the Mayor Pro Tem who are designated to serve by the position they serve on each respective board. The Board's primary responsibility is to hear and decide appeals from the public and to grant variances from the Zoning Ordinance where the Board feels the strict application of this Chapter would create an undue hardship or where there is practical difficulty in meeting the Ordinance.

Meetings: The ZBA meets on an as needed basis at Clare City Hall, 202 West Fifth Street, Clare, MI 48617. Staff liaisons: Jeremy Howard, City Manager, 989-424-4065, jhoward@cityofclare.org & Diane Lyon, City Clerk, 989-424-4068, dlyon@cityofclare.org.

