

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, Carolyn (Gus) Murphy, and Karla Swanson. Absent: Jean McConnell. Also present were Ken Hibl, City Manager; Steven Kingsbury, Treasurer and Finance Director; Joy Simmer, Parks & Recreation Director; and Diane Lyon, City Clerk.

2. CONSENT AGENDA:

Moved by Commissioner Swanson second by Commissioner Murphy to approve the items listed with an asterisk (\*) (Agenda, Minutes, Communications, Department Reports, Board & Committee Appointments, and Bills) 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 AGENDA:

*Approved By Consent Agenda.*

5. PUBLIC COMMENT: None.

6. UNFINISHED BUSINESS: None.

7. NEW BUSINESS:

**A. REINSTATEMENT OF 401(A) & 457 RETIREMENT PLANS – SECURITY BENEFIT**

The City Commission approved a 457(b) Retirement Plan in 2005 and 401(a) Retirement Plan offered by Security Benefit in 2011, to provide its employees the opportunity to participate in the plans if they desired to do so. We received correspondence from Security Benefit stipulating that the Plans should be reinstated to ensure compliance with federal and state regulations and to provide its participants options that were not previously available under the Plans. The City Commission is asked to reinstate the Plans.

Motion by Commissioner Bonham second by Commissioner Swanson to approve reinstatement of the 457(b) & 401(a) Retirement Plans offered by Security Benefit by adoption of Resolution 2016-030. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Carolyn (Gus) Murphy, and Karla Swanson. Nays: None. Absent: Jean McConnell. *Motion approved.*

**B. SELECTION OF THIRD PARTY ADMINISTRATOR-FAÇADE IMPROVEMENT GRANT**

The City is a recipient of a Community Development Block Grant (CDBG) to rehabilitate seven downtown building facades. This particular grant program requires that all Third Party Administrators must be formally certified by MEDC to allow reimbursement of costs associated with TPA services for the façade grant.

The City does not have any on-staff personnel qualified to administer the grant. Consequently, we solicited proposals for TPA services. We received one proposal and one declination to submit a proposal. The City staff has reviewed and scored the proposal using the criteria outlined in the solicitation. Based on this review, the staff recommends that the City Commission accept the proposal and award the TPA services to Mid Michigan Community Action Agency (MMCAA). Ms. Sarah Adkins of MMCAA was present to hear the Commission's decision on the proposal.

Motion by Commissioner Swanson second by Commissioner Murphy to approve the proposal and award the TPA services to MMCAA by adoption of the proposed Resolution 2016-031. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Carolyn (Gus) Murphy, and Karla Swanson. Nays: None. Absent: Jean McConnell. *Motion Carried.*

**C. APPROVAL TO SUBMIT MDNR TRUST FUND GRANT-NEW RECREATION COMPLEX**

The Michigan Department of Natural Resources (MDNR) Trust Fund Grant Program has a submission deadline of April 1st. The City Staff strongly recommends that the City apply for this grant opportunity to augment currently available fund sources (bond, millage, already-received grant funds, and in-kind support from the Operator's Union) to construct and develop the City's new recreation complex; the City's Parks & Recreation Advisory Board similarly recommends approval of the grant submission.

The maximum amount of funds obtainable for a successful/approved Trust Fund grant application is \$300K. However, Joy has learned through attendance at the recent state-wide recreation conference and dialogue on the MDNR's website that the probability of approval of a Trust Fund grant application is increased with an application amount of approximately \$200K. Consequently, the Commission is asked to support our grant submission in that amount.

Motion by Commissioner Swanson second by Commissioner Murphy to approve the Michigan Department of Natural Resources Trust Fund grant application by adoption of Resolution 2016-032. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Carolyn (Gus) Murphy, and Karla Swanson. Nays: None. Absent: Jean McConnell. *Motion Carried.*

**D. MEETING EXCUSAL-COMMISSIONER JEAN MCCONNELL**

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 Jean McConnell became ill and was hospitalized in early March and consequently missed the scheduled City Commission meeting of March 7, 2016 and is expected to miss a minimum of three subsequent meetings during the months of March and April 2016 due to extended-term rehabilitation. The Commission has a long-standing history to excuse commissioners in otherwise good standing from attendance at scheduled meetings for good cause. The illness and consequential absence of Commissioner McConnell seems to warrant excusal. The City Commission is asked to formally approve the excusal of Commissioner McConnell.

Motion by Commissioner Murphy second by Commissioner Swanson to authorize to City Commission excuse the absence of Commissioner McConnell by adoption of Resolution 2016-033. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Carolyn (Gus) Murphy, and Karla Swanson. Nays: None. Absent: Jean McConnell. *Motion Carried.*

**E. STATE OF THE COMMUNITY PRESENTATION**

The City was invited to participate in a State of the Community Event hosted by MidMichigan Community College in February. Mayor Pro Tem Jean, Diane, & I attended that event. Diane prepared a PowerPoint presentation for us for that event; Commissioner Jean suggested we share it with the full Commission next time we have a fairly light agenda (the presentation takes about 15 minutes). Commissioner Gus has already seen it as we've now shared it with the Planning Commission, the DDA, and Clare Rotary.

**8. TREASURER'S REPORT**

The Treasurer presented his report.

**9. \*DEPARTMENT REPORTS**

Approved by Consent Agenda.

**10. CITY MANAGER'S REPORT**

Close-Out of EDA Grant. We are working on the close-out of this grant – very close to doing so. If we are able to submit all the necessary documentation next week, our grant coordinator in Chicago has offered we should receive our final payment by end-April/early-May. We believe we can make the "next week" time schedule.

Lake Board Meeting. The next scheduled meeting is April 12th. As this is primarily an administrative meeting, and we don't anticipate a large crowd, we are holding the meeting at City Hall.

MML Capitol Conference. I will be out of the office attending the Michigan Municipal League's annual Capitol Conference on March 22nd & 23rd.

Small Urban Call for Projects. We have received correspondence from MDOT regarding a Call for Projects. We will be meeting with the other members of our Small Urban Task Force on March 28th at the Clare County Road Commission to identify and discuss possible projects.

Street Light LED Conversion. We have asked Medler Electric to submit our request for rebate to Consumers Energy to ensure that our conversion project (187 street lights) will be funded for rebate. We should receive a response within the next two to three weeks. Concurrently, Steve has requested funding quotes from our local banks so we can be prepared to submit the project to the Commission for consideration if Consumers Energy gives us a "thumbs-up" on the proposed project. We anticipate providing the Commission a recommendation regarding this possible project in April.

Good Friday Closure. City offices will be closed this Friday for the upcoming holiday.

23.55

Addendums:

Clare County Hazmat Meeting. Clare County Hazmat held a meeting this morning regarding projects identified in Clare County which may be eligible for federal funding. Funding is expected to increase due to the issues with the Flint water crisis. The projects identified are the 2017 tobacco drain cleaning project and the Shamrock Lake dam.

11. \*COMMUNICATIONS

*Approved By Consent Agenda.*

MLive Newsfeed. Two recent news articles covering Downtown Clare's Historic District nomination to the National Register of Historic Places were provided for the Commission's review.

The Loop. MML's most recent newsletter was provided for review.

Letter from Resident. The city received a letter from a resident concerning the postal conversion.

12. EXTENDED PUBLIC COMMENT: Kim Davis introduced herself to the Commission announcing her candidacy for County Clerk/Register of Deeds.

13. COMMISSION DISCUSSION TOPICS: None.

14. \*APPROVAL OF BILLS

*Approved By Consent Agenda.*

15. ADJOURNMENT

Motion by Commissioner Murphy second by Commissioner Swanson to adjourn the meeting. Ayes: All. Nays: None. Absent: Jean McConnell. *Motion Carried.* Meeting adjourned at 6:39 p.m.

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Pat Humphrey, Mayor

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Diane Lyon, City Clerk