

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, and Karla Swanson. Absent: Jean McConnell. Also present were Ken Hibl, City Manager; Steven Kingsbury, Treasurer and Finance Director; Stacy Pechacek, Asst. Deputy City Clerk; and Diane Lyon, City Clerk.

2. CONSENT AGENDA:

Moved by Commissioner Swanson second by Commissioner McConnell to approve the items listed with an asterisk (\*) (Amended Agenda, Minutes, First Reading of Ordinance 2016-001, Communications, 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 AMENDED AGENDA:

*Approved By Consent Agenda.*

5. PUBLIC COMMENT: Tom Winarski, current Mayor of the City of Gladwin, announced his candidacy for the 97<sup>th</sup> House of Representatives seat currently held by Joel Johnson.

Representative Joel Johnson announced work being done in Lansing on several local and statewide education initiatives.

6. UNFINISHED BUSINESS: None.

7. NEW BUSINESS:

**A. PRESENTATION OF MMDC ANNUAL REPORT-MR. JIM MCBRYDE, MMDC PRESIDENT & CEO**

The City of Clare is one of Middle Michigan Development Corporation's municipal clients, and we have a seat at the table of its board of directors. Each year MMDC publishes an annual report outlining its major accomplishments and achievements. Mr. Jim McBryde, MMDC's President and CEO, and Ms. Kathy Methner, MMDC's Clare County Director, presented the report to the City Commission.

**B. FACADE GRANT THIRD PARTY ADMINISTRATOR CONTRACTUAL AGREEMENT**

The City of Clare has been awarded a Community Development Block Grant (CDBG) by the Michigan Economic Development Corporation (MEDC) to provide the owners of seven historic buildings in downtown Clare funding assistance to restore the facades of their buildings. The City solicited proposals for a Third Party Administrator to administer the CDBG; Ms. Sarah Adkins, who is an MEDC-certified grant administrator of the MidMichigan Community Action Agency, was selected as the TPA by the City. We are now required to execute a contractual agreement for the services provided by Ms. Adkins.

The proposed agreement is required to be in a format prescribed by the Michigan Economic Development Corporation and must be approved by the MEDC before Sarah can provide the administrative services associated with the grant.

MMDC and the City have reviewed the proposed contract and are in agreement with its content. The City Commission is asked to approve the agreement so it can be forwarded to the MEDC for its endorsement.

Motion by Commissioner Bonham second by Commissioner Swanson to approve the Third Party Administrator Agreement by adoption of Resolution 2016-036. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Carolyn (Gus) Murphy, ~~Jean McConnell~~, and Karla Swanson. Nays: None. Absent: Jean McConnell. *Motion Carried.*

**C. ORDINANCE 2016-001 –AMENDMENT TO ROAD STANDARDS**

We asked Gourdie-Fraser, our engineer of record, to prepare road standards to be used for any streets and roads constructed in Clare in the future – to include streets and roadways constructed by others that will be relinquished to the City for ownership, control, administration, and maintenance. The road standards have been reviewed by the City Staff. Jaynie has drafted Ordinance 2016-001 to incorporate the standards by reference (see proposed changes to Chapter. 40, Sec 40-47 and outlined in 2016-001) and concurrently made other changes related to private roadways in Section 52-317 (also outlined in 2016-001). The current Sec. 52-317 was provided for purposes of comparison.

All ordinance code changes or amendments require the approval of the Clare City Commission. But prior to consideration of any proposed ordinance change, the City Commission is required to conduct a public hearing.

A public hearing has been noticed. Subsequent to the conduct of the hearing, the Commission has the options of allowing a First Reading of the proposed Ordinance or denying the conduct of a First Reading, thereby rejecting the ordinance/zoning change. The ordinance cannot be adopted until a Second Reading is scheduled and conducted by the City Commission.

The City Commission is asked to conduct the required public hearing and direct a First Reading of the proposed Ordinance 2016-001.

Motion by Commissioner Bonham second by Commissioner Murphy to open a public hearing. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Carolyn (Gus) Murphy, ~~Jean McConnell~~, and Karla Swanson. Nays: None. Absent: Jean McConnell. *Motion Carried.*

Public Comment: None.

Motion by Commissioner Bonham second by Commissioner Murphy to close the public hearing. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Carolyn (Gus) Murphy, ~~Jean McConnell~~, and Karla Swanson. Nays: None. Absent: Jean McConnell. *Motion Carried.*

#### **D. STREET MILLAGE BALLOT PROPOSAL**

The City proposed a 3-mil street millage ballot proposal to the Clare electorate in November 2015. The initiative was defeated by four votes. The City Commission provided guidance to the City Staff to wait until either the August primary election or the November presidential election until we again ask Clare voters to consider the ballot proposal. As the deadline to submit ballot proposals to the respective clerks for inclusion on the August ballots is April 26th, the Commission is asked to make a decision whether to submit the proposal for consideration by the electorate at the August 2nd primary election. The deadline for inclusion on the November general election is August 2nd.

Motion by Commissioner Swanson second by Commissioner Murphy to approve the proposed ballot language and its inclusion on the November 8, 2016, General Election ballot by adoption of Resolution 2016-037. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Carolyn (Gus) Murphy, ~~Jean McConnell~~, and Karla Swanson. Nays: None. Absent: Jean McConnell. *Motion Carried.*

#### **E. FIREWORKS PERMIT**

The Summerfest Committee plans to sponsor/host the annual 4th of July event in the City, to include the fireworks display. The State of Michigan requires the governing body hosting fireworks displays to approve a permit for the display. The vendor's property and liability insurance will expire prior to the date of the Summerfest event therefore; we request that the Commission consider approving the permit contingent upon submission by the vendor and review by the City of Clare of an updated insurance certificate that includes insurance coverage for the date of the actual fireworks display.

Motion by Commissioner Murphy second by Commissioner Swanson to approve the conditional fireworks permit by adoption of Resolution 2016-037. Roll call vote:

Yeas: Commissioners Bob Bonham, Pat Humphrey, Carolyn (Gus) Murphy, ~~Jean McConnell~~, and Karla Swanson. Nays: None. Absent: Jean McConnell. *Motion Carried.*

#### **F. ENGINEERING PROPOSALS-GFA**

Proposal #1:

The Clare Northern Group (CNG) intends to construct a sanitary sewer system within the boundaries of a 120-acre parcel of commercially-zoned private property within the geographical boundaries of the City for the purpose of economic development. Upon completion of construction of the sanitary sewer system, CNG intends to transfer ownership of said sanitary sewer system to the City; consequently, the City is required to sign the Michigan Department of Environmental Quality (MDEQ) permit required for the construction of said system

Since the City requires that the sanitary sewer system be constructed to its specifications and requirements, we have requested a proposal from the City's Engineer of Record, GFA (Gourdie-Fraser) of Traverse City. GFA has submitted a proposal to the City for the required design review of the sanitary sewer system and project turnover to ensure that construction has been completed to City standards. GFA proposes to complete these services for \$2,000.00 and invoice the City for time spent for review; fees for the review shall in turn be passed on to CNG.

The Clare City Commission is asked to consider approving the proposal of GFA for the review of the sanitary sewer system design plans on behalf of the City of Clare to facilitate the submittal of a system permit to the Michigan Department of Environmental Quality; to observe construction; and to review reports, close out documents, and the subsequent turnover documentation on behalf of the City of Clare.

Proposal #2:

The City of Clare has asked Gourdie Fraser to design a new 26-acre recreation complex for the City of Clare and provide other engineering services as needed in conjunction with said project. Gourdie-Fraser has provided the City a proposal in the amount of \$75,260.00 for said engineering services and has included a 15% discount to allow the City to use the equivalent of the discount as a local match in submittal of a grant application.

Motion by Commissioner Bonham second by Commissioner Swanson to approve both GFA Engineering proposals by adoption of Resolutions 2016-039 and 2016-040. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Carolyn (Gus) Murphy, ~~Jean McConnell~~, and Karla Swanson. Nays: None. Absent: Jean McConnell. *Motion Carried.*

#### **8. TREASURER'S REPORT**

The Treasurer presented his report.

#### **9. CITY MANAGER'S REPORT**

Recreation Complex Preliminary Construction Coordination Meeting. We conducted a project conference call with Mark Zinser, the Operator's Union representative, on March 29th and discussed all the items iterated on the outline document. The Operator's Union intends to commence staging in early May. There were no issues identified; however, we learned that the subcontractor who submitted a bid to hydro-seed the complex has offered to provide those services to the City pro bono if we provide the grass seed.

Lake Board Meeting. Reminder that the next scheduled meeting is April 12th.

Update – USDA Grant Application for Fire Department New Command Vehicle. We were notified by USDA this week our pre-application for a new CFD Command/Grass Rig Vehicle scored very high, and we will be offered a grant for the purchase of the vehicle. A ten-day notice of a public hearing is required, thus we will make that notice next week and present the request for the Commission to formally approve our grant application at the April 18th meeting.

Small Urban Call for Projects. A preliminary administrative meeting of the Small Urban Task Force voting members (comprised of a representative of the Isabella County and

Clare County Road Commissions, the Clare County Transit Authority, the Village of Farwell, and the City of Clare) was held on March 28th. We discussed a number of potential Farwell, Clare, & Transit Authority projects for the 2018-2021 call period. Due to present funding constraints, only one of our projects will likely be funded during that time period. MDOT has a document which provides a list of eligible projects. The Task Force is scheduled to meet again on April 15th at which time we will hold a public hearing and then vote on our prioritized list of projects to be submitted for the 18-21 call period.

ISO RATING. We've received notice that the results of our most recent ISO inspection for building codes and enforcement was satisfactory and allows us to retain our ISO Rating of 4. These excellent results are testimony to the proficiency and effectiveness of our Building Official, Dave Williams.

10. \*COMMUNICATIONS

*Approved By Consent Agenda.*

The City neither received nor sent any significant correspondence during this reporting period. However, the City Clerk has successfully administered a very significant FOIA request that consumed many days of her time and effort.

11. EXTENDED PUBLIC COMMENT: None.

12. COMMISSION DISCUSSION TOPICS: Commissioner Bonham expressed concerns regarding code enforcement within the trailer park located on West Fifth Street.

13. \*APPROVAL OF BILLS

*Approved By Consent Agenda.*

14. ADJOURNMENT

Motion by Commissioner Bonham second by Commissioner Swanson to adjourn the meeting. Ayes: All. Nays: None. Absent: Jean McConnell. *Motion Carried.* Meeting adjourned at 6:46 p.m.

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Pat Humphrey, Mayor

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Diane Lyon, City Clerk