

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, Jean McConnell, Carolyn (Gus) Murphy, and Karla Swanson. Absent: None. Also present were Ken Hibel, City Manager; Steve Kingsbury, Treasurer; Dave Saad, Police Captain; 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, Department Reports, 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. CHANGES TO 401(K) AND 457(B) RETIREMENT PLANS – MR. TIM ROZELLE

The City presently offers its employees an opportunity to voluntarily participate in 401(A) and 457(B) retirement plans managed by Retirement Plan Advisors. Mr. Tim Rozelle, the long-serving RPA agent for the City, has informed us that RPA is changing its underwriting agency for these retirement plans to The Standard. Tim is scheduled to provide the City Commission a presentation for the reason(s) for the recommended changes. Subsequent to Tim's presentation, the City Commission will be asked to approve the recommendation to amend the RPA-managed retirement plans for the City by changing to The Standard.

Motion by Bonham second by Commissioner Murphy to approve the 401(A) and 457(B) retirement plan change to The Standard by adoption of Resolution 2017-038. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Jean McConnell, Carolyn (Gus) Murphy, and Karla Swanson. Nays: None. Absent: None. *Motion Carried.*

B. APPROVE SALE OF CITY PICK-UP TRUCK

The City approved the purchase of a new crew-cab pick-up truck for the Clare Fire Department during the current fiscal year, thereby providing an opportunity for the City to "re-use" the CFD regular cab pick-up within the City's DPW/Parks vehicle fleet – which in turn allowed us to sell the oldest pick-up in our fleet: a 1998 GMC ¾-Ton truck.

As reflected in Al's attached bid memo and the attached notice, we solicited bids for the sale of the truck; seven bids were received. The City Commission is asked to approve the bids and the sale of the truck to the high bidder.

The City Commission recommended setting a minimum bid when selling City assets in the future.

Motion by McConnell second by Commissioner Swanson to approve the bids and award the purchase of the pick-up truck to Dorothy Davis by adoption of Resolution 2017-039. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Jean McConnell, Carolyn (Gus) Murphy, and Karla Swanson. Nays: None. Absent: None. *Motion Carried.*

C. APPROVAL OF AIRPORT LEASE

The City owns all 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 207 of the Clare Municipal Airport Plat has been sold to

Donald &/or Andrew Nevill by the previous owner (Mr. Mapes). The City Commission is asked to approve the lease agreement for the property upon which the hangar is located.

Motion by McConnell second by Commissioner Swanson to approve the lease agreement by adoption of Resolution 2017-040. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Jean McConnell, Carolyn (Gus) Murphy, and Karla Swanson. Nays: None. Absent: None. *Motion Carried.*

D. APPROVAL OF LIQUOR LICENSE-THE EVENING POST (MR. TRACY BOLLE)

Mr. Tracy Bolle, the proprietor of The Evening Post, is renewing and expanding his liquor license to incorporate the new addition he has added to his lounge adjacent to the 4th/5th Street Alleyway. The Liquor Control Commission requires local government approval before they will consider issuance of the new license. The Commission is asked to provide its approval.

Motion by Bonham second by Commissioner Murphy to provide local government approval for the liquor license by adoption of Resolution 2017-041. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Jean McConnell, Carolyn (Gus) Murphy, and Karla Swanson. Nays: None. Absent: None. *Motion Carried.*

E. APPROVE THE SOLE SOURCE PURCHASE OF VFD

As reflected in a memo from Dale Clark, we need to take our north water tower offline for a warranty inspection, thus we will need a variable frequency drive to ensure we are able to maintain continuous, proper water pressure in our entire system during the time the tower is off-line. We've traditionally rented the VFDs when we needed them in the past, but we've learned that the frequency of need for the VFDs is increasing due in part to the increase in size of our water system, and we can purchase and have the VFDs installed for the cost of four rentals – thus it makes infinite fiscal sense to simply purchase this VFD (others to follow as we need them) and install them in the locations where we need them most frequently.

The VFDs must be integrated and synchronized with our SCADA system. We learned the hard way that if we rent or purchase the VFD from one vendor and have that vendor install it, the probability is extremely high that the two components (VFD and SCADA) will likely not be compatible and is a formula for frustration, failure, and inoperability – in short, it becomes a finger-pointing exercise with the SCADA vendor pointing the finger at the VFD vendor and the VFD vendor pointing the finger at the SCADA vendor with us caught in the middle not having the expertise to determine who is really to blame if the systems are not compatible. Consequently, if we purchase the VFD from the SCADA vendor, that vendor assumes all the responsibility. Consequently, we ask the Commission's approval for a sole source purchase of this equipment. We consider the quotation we received to be fair and reasonable.

Motion by Swanson second by Commissioner Murphy to approve a sole source purchase of the VFD by adoption of Resolution 2017-042. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Jean McConnell, Carolyn (Gus) Murphy, and Karla Swanson. Nays: None. Absent: None. *Motion Carried.*

F. APPROVE THE SOLE SOURCE PURCHASE OF FLYGT LIFT STATION PUMP

The City's Water & Wastewater Department spends an inordinate amount of time (resources) in removing solid materials (disposable diapers, sanitary napkins, etc.) from clogged lift pumps. Two years ago, Dale Clark, our Water Superintendent, asked the City Commission to approve a sole source purchase of a Flygt pump that he had recently seen at a conference he attended. The pump vendor, Kennedy Industries, who at the time and remains today the sole provider of this pump, guaranteed that the pump would not clog.

The Commission approved the sole source purchase. We've been operating the pump ever since. And as reflected in Dale's memo, the pump has lived up to its claim and has never clogged. Consequently, the Commission is asked to approve the purchase of a second pump from Kennedy Industries.

Motion by McConnell second by Commissioner Bonham to approve a sole source purchase of a second Flygt Pump from Kennedy Industries by adoption of Resolution 2017-043. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Jean McConnell, Carolyn (Gus) Murphy, and Karla Swanson. Nays: None. Absent: None. *Motion Carried.*

8. TREASURER'S REPORT

The Treasurer provided his report.

9. *DEPARTMENT REPORTS

Approved By Consent Agenda.

10. CITY MANAGER'S REPORT

Planning Commission Meeting. The City Planning Commission met on April 12th to consider the City's proposed Fiscal Year 2017/2018 Capital Improvement Schedule as required by the Michigan Zoning Enabling Act. The Commission unanimously recommended approval of the proposed Capital Schedule. The Planning Commission will meet in special session on April 26th to consider a special use permit request of Vicki Farrell to allow her to operate a Group Day Care facility at 1312 Vinewood.

Certified Grant Administrator Training. MEDC has announced that a certified grant administrator (CGA) will be required to administer all future community development block grants approved by that entity. This will have a significant impact on us as we've previously administered all but the current façade grant with our own in-house resources. As the timing of the training and our current staffing levels and workload presently precludes us from sending anyone from the Clerk's Office or Treasurer's Office to the proffered CGA training in May, I've designated Joy Simmer, our Recreation Director, to attend the training. She applied and has been accepted. Her successful completion of the training will allow us to continue administering grants using our own resources while significantly expanding Joy's knowledge-base, expertise, and experience level.

ZBA Meetings. The ZBA met on April 3rd to consider a use variance for the placement of a storage building on vacant, non-buildable property on Riverside Drive in Clare; the variance was unanimously approved. The ZBA is scheduled to meet again on May 1, 2017 at 5:15pm to consider a use variance to allow the use of a commercial building (807 Industrial Drive) for a medical marijuana provisioning center.

Request for Amendment to Façade Grant. We have requested an amendment for the Venue, and we intend to submit a similar request for Four Leaf Brewing. We will request a one-year extension for the façade grant for the current Brewin' on McEwan due to the change in management of that entity. MEDC representatives are scheduled to be in Clare on April 20th to meet with three downtown business owners to discuss potential future façade and rental rehabilitation grants.

New CMU Intern. We've accepted a request for an internship from Mr. Ryan Brooke, who is a CMU MPA student. He will intern with us for 300 hours; we are working the final details of his schedule, but I anticipate he will commence his internship within the next two weeks for a minimum of three days per week. We will rotate him through all the departments as we have our past Public Administration interns. And similar to our past internships, it will be an unpaid internship except that Mr. Brooke will be covered under our insurance policies, and we will purchase a pair of safety shoes for him. Mr. Brooke has completed Firefighter 1, Firefighter 2, and HAZMAT training and previously served as a member of the Petoskey Fire Department; he has expressed interest in serving as a member of the Clare Fire Department during his tenure as student at CMU (anticipated to be for the next 18 months).

ICE Grant Bids. The City received eight bids for the Ann Arbor ICE Grant Project. The low bidder submitted a bid for \$224,622 – less than half the total engineer estimate for the project. GFA is in the process of reviewing all bids to ensure the bids meet specifications; we intend to present the bids for Commission consideration and approval at the May 1st meeting. GFA will query MEDC to determine whether we can extend the scope of the project to utilize the entire amount of the approx. \$500K grant/\$600K project amount. If we are able to do so, we will have an opportunity to “jump start” our street projects this summer in a major way.

Clare Pride Day. This great annual event is scheduled for April 20th from noon to 3pm.

Annual PILOT Report. Edie's annual PILOT (Payment in Lieu of Taxes) Report is attached for information.

BOR Report. Edie has also provided a report of this year's Board of Review activities and actions for the Commission's review and information.

Notice of Escrow Claim. Diane has issued notice of the City's escrow claim to the insurer of the recently destroyed (by fire) residence at 714 Cottage Street to ensure expeditious demolition and clean-up of the property.

11. *COMMUNICATIONS

Approved By Consent Agenda.

LCC Liquor License. We received a letter from the MLCC advising us of an SDM license transfer from J.P.S., Inc.

PA495 Correspondence. The City sent a letter requesting the allocation of funds to an escrow account for a personal property fire loss at 714 Cottage Ave.

Update of Contact Information. The City issued a letter to the State Department of Insurance and Finance Services to provide updated contact information.

12. EXTENDED PUBLIC COMMENT: None.

13. COMMISSION DISCUSSION TOPICS: None.

14. *APPROVAL OF BILLS

Approved By Consent Agenda.

15. ADJOURNMENT

Motion by Commissioner Murphy second by Commissioner McConnell to adjourn the meeting. Ayes: All. Nays: None. Absent: None. *Motion Carried.* Meeting adjourned at 6:58 p.m.

Pat Humphrey, Mayor

Diane Lyon, City Clerk