

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 Jean McConnell. Absent: Karla Swanson. Also present were Ken Hibl, City Manager; Steven Kingsbury, Treasurer and Finance Director; Jim Chapman, Fire Chief; 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, Communications, and Bills) that are considered to be routine by the City Commission. Ayes: All. Nays: None. Absent: Karla Swanson. *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 – JOHN PEDJAC**

Due to continuing budgetary challenges and constraints, the City was obliged to eliminate the full-time administrative position within the Clare Police Department. John Pedjac has served in this position for the past 13 years – 11 of which have been as a full-time employee of the City. Due to this personnel reduction within the Clare Police Department, John's employment with the City was terminated effective July 1, 2016. The City Commission is asked to formally recognize John for his dedicated service.

Motion by Commissioner Swanson second by Commissioner Murphy to recognize John Pedjac for his service to the City of Clare and its residents by adoption of Resolution 2016-088. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Carolyn (Gus) Murphy, and Jean McConnell. Nays: None. Absent: Karla Swanson. *Motion Carried.*

**B. PRESENTATION OF LIFE SAVING PIN-FIREFIGHTER LINDSEY HAZEN**

Ms. Lindsey Hazen, who is the manager at the Arby's Restaurant in Clare and one of our probationary firefighters, saved the life of one of her employees, Bob Keller, who coincidentally is a firefighter/first responder with Lincoln Township Fire & Rescue, by administering CPR when Mr. Keller had an apparent heart attack. The Commission is asked to publicly recognize Lindsey's heroic actions by presentation of a life-saving pin and resolution.

Motion by Commissioner Swanson second by Commissioner Murphy to recognize Firefighter Hazen for her heroic actions by adoption of Resolution 2016-087. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Carolyn (Gus) Murphy, and Jean McConnell. Nays: None. Absent: Karla Swanson. *Motion Carried.*

8. TREASURER'S REPORT

The Treasurer presented his report.

9. CITY MANAGER'S REPORT

Depot Crowd Funding Project. Our Patronocity website reflects that we have raised \$4,835 of our \$25K goal as of July 27th with 22 days remaining to qualify for the \$25K match from MEDC.

Transition to Clare County Community Development Department for Building Services. We commenced our transition to Clare County's building services on July 26th. With the understanding that we are only in our third day of the transfer of these services, all seems

to be going well thus far – at least we've not received any complaints or concerns from our local contractors and property owners to date. In reality the impact to them should be insignificant as three of the four building trades (electrical, plumbing, & mechanical) inspectors remain unchanged as Clare County contracts these services with Isabella County just as we did. The only major changes have been the building inspector (now Mark Fitzpatrick), the approval of permits (now rests with Clare County vs. the City), the permit fee structure (Clare County is \$25 higher than the City for a basic permit – all other fee schedules are essentially identical) and scheduling of inspections (now done with the County, but we will continue scheduling inspections for all permits we issued until final inspections have been completed for those projects). Customers can still come to City Hall to complete a permit application, and we simply forward the app to the county – the County plans to purchase the software to allow on-line permit application in the near future). Clare County has the same philosophy as we have in respect to timely and efficient customer service, e.g., a simple (fence, windows or doors, roofs, decks, etc.) permit is typically approved the same day of applying for a building permit; Mark will conduct inspections on short notice and on weekends if needed. We are in daily contact with Lori Ware's department to ensure the transition remains smooth and seamless; we are all committed to find a solution to any issue that may arise. As a side bar, our contract for plumbing, electrical, & mechanical permit and inspection services with Isabella County has no termination date. Tim Nieporte, the Isabella County Community Development Director (Lori Ware's counterpart) and I have agreed that we would leave the contract in effect rather than terminate it in the event we decide in the future that we should again provide our own building department services.

501 Building Board of Appeals Request. The property owner of this building has asked that his request to appeal our building official ruling regarding a construction code interpretation be temporarily set aside pending further consideration and review.

411 Building Update. Construction of the loft apartments in this building (formerly the 415 Building) is scheduled to commence on Monday, August 1st.

Athletic Complex Update. The Operator's Union has informed us that they will be ceasing work on the athletic complex project next week and will not be able to complete all excavation work on the project as anticipated due to the commitment of their operators to employment opportunities and the need for their equipment to undergo annual maintenance prior to commencement of their annual training period in September. While they were not able to complete the project this year, they will have six fields prepared for hydro-seeding, will have completed the storm water retention basin, and accomplished approximately 70% of the required work on the remaining fields prior to their departure. Remaining excavation work includes the parking lot, the trail system, and other required drainage ditches. We are tremendously grateful for the great work they accomplished and will draft a letter expressing that appreciation. While we will certainly submit a request that they return next year to complete the unfinished work, it is unknown whether they will be able to accommodate our request due to requests from other entities across the state.

Short-Notice Teamsters Audit. Diane received very short notice today of a planned audit of our Teamster Health Care Insurance Program to be conducted next week. Diane requested postponement due to the August 2nd Primary election and the fact that she will be on vacation; her request to postpone was approved. The audit is now scheduled for the last week of August.

August 2nd Primary Election. The City's polling location (basement of the PMDL) will be open from 7am to 8pm on Tuesday, August 2nd; a copy of the sample ballot has been provided

Tax Tribunal Actions. Documentation related to the settlement of a Tax Tribunal case and a response to a Tax Tribunal Petition have been provided to the Commission.

Addendum:

Walmart. Walmart has expressed a desire to file an extension with the City on their Site Plan. We believe they intend to file that request for the September Planning Commission meeting.

CPS Superintendent Orientation. City Administration and Department Heads held an orientation of the city today for new Clare Schools Superintendent, James Walter II. Commissioners Swanson and McConnell joined the orientation luncheon with Mr. Walter held at the City's Municipal Airport at noon today.

10. \*COMMUNICATIONS

*Approved By Consent Agenda.*

No significant communication other than that attached to the CM report was received or sent during this period.

11. EXTENDED PUBLIC COMMENT: None.

12. COMMISSION DISCUSSION TOPICS: Mayor Humphrey asked what impact the closing of the Police Department office has had on the Clerk's office. There has been some increase in paperwork but it has not significantly increased as the Police Chief and Officers have been picking up the slack in the absence of John Pedjac; there have been some growing pains but they (PD) are making adjustments. We do have more foot traffic of people who have first gone to the police department looking for assistance and those looking for the medication drop box which is now located in City Hall.

Commissioner McConnell wondered what happens to the drugs that are placed in the Medication Drop Box at City Hall. A court appointed officer must pick up the medications which are then taken to a crematory for incineration.

13. \*APPROVAL OF BILLS

*Approved By Consent Agenda.*

14. ADJOURNMENT

Motion by Commissioner Murphy second by Commissioner McConnell to adjourn the meeting. Ayes: All. Nays: None. Absent: Karla Swanson. *Motion Carried.* Meeting adjourned at 6:24 p.m.

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Pat Humphrey, Mayor

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Diane Lyon, City Clerk