

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 with the Pledge of Allegiance. Present were: Commissioners Bob Bonham, Pat Humphrey, Jean McConnell, Karla Swanson and Carolyn (Gus) Murphy. Absent: None. Also present were City Manager Ken Hibl; City Treasurer Steve Kingsbury; Police Captain Dave Saad; WWTP Superintendent Dale Clark; and Diane Lyon, City Clerk.

2. CONSENT AGENDA:

Moved by Commissioner Swanson second by Commissioner Murphy to approve the items listed with an asterisk (*) (Amended Agenda-addition of item I (Sole Source Acquisition), Minutes, Department Reports, First Reading of Ordinance 2018-005, 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 AMENDED AGENDA:

Approved By Consent Agenda.

5. PUBLIC COMMENT: None.

6. UNFINISHED BUSINESS: None.

7. NEW BUSINESS:

A. RECOGNITION OF JOSH MILLER FOR 10 YEARS OF SERVICE TO THE CITY

Mr. Josh Miller has faithfully served the residents of the City of Clare as a member of the Clare Water & Wastewater Department for the past ten years. The City Commission is asked to formally recognize Josh for his exemplary, faithful, and dedicated public service.

Motion by Commissioner Murphy second by Commissioner Bonham to formally recognize Mr. Miller by adoption Resolution 2018-090. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Jean McConnell and Carolyn (Gus) Murphy and Karla Swanson. Nays: None. Absent: None. *Motion Carried.*

B. IFTE APPLICATION-SHARPCO

Sharpco Welding & Fabrication, LLC. has filed an application with the City of Clare for issuance of a twelve (12) year Industrial Facilities Exemption Certificate for abatement of real and personal property taxes for cost of machinery and equipment in the amount of \$425,160.00 and real property improvements equaling \$31,000.00.

The City Commission is asked to formally consider the tax abatement request of Sharpco Welding & Fabrication, LLC. In doing so, the Commission is required to hold a public hearing to receive public comment related to the requests. Upon conclusion of the public hearing, the Commission should deliberate the merits of the application and, if deemed appropriate by the Commission, act on the application by adoption of the separate Resolutions: one for the Exemption Certificate and one for the related, requisite Agreement between the City of Clare and Sharpco Welding & Fabrication, LLC..

Supporting documentation (application, equipment list, lease agreement, etc.) for the application is attached. The requisite notice for the public hearings has been accomplished, and property owners and taxing units have been notified of the request. To date one of the taxing jurisdictions has responded; none have objected. We've received no other stated public objections.

Motion by Commissioner Bonham second by Commissioner Swanson to approve the application for the Exemption Certificate by adoption of Resolution 2018-091 and the related Agreement with Sharpco Welding & Fabrication, LLC. by adoption of Resolution 2018-092. Roll call vote: Yeas: Commissioners Bob Bonham, Pat

Humphrey, Jean McConnell and Carolyn (Gus) Murphy and Karla Swanson. Nays: None. Absent: None. *Motion Carried.*

C. APPROVE BIDS FOR SKATE PARK PROJECT

The City's approved Fiscal Year 2018/2019 Budget and Capital Improvement Program Schedule includes the construction of a concrete skate park pad at the Emerald Isle Sports Complex. To accomplish this work, the City solicited bids for the concrete work. The City Commission is asked to approve the bids and authorize the expenditure of funds to construct the skate park pad.

Motion by Commissioner Murphy second by Commissioner Swanson to approve the bids and award the work to Gamble's Concrete of Harrison and further recommend the expenditure of funds in the amount of \$39,500 by adoption of Resolution 2018-093. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Jean McConnell and Carolyn (Gus) Murphy and Karla Swanson. Nays: None. Absent: None. *Motion Carried.*

D. PURCHASE CONFINED SPACE EQUIPMENT

The City's approved Fiscal Year 2018/2019 Budget and Capital Improvement Program Schedule includes the purchase of new fall restraint equipment for the City's Water & Wastewater Department. In completing its due diligence to procure these radios, our Water Department secured quotations for the purchase of the equipment; three quotations were received – the lowest being from Fastenal. The City Commission is asked to approve the purchase of the equipment from Fastenal, the vendor offering the lowest price quote.

Motion by Commissioner Bonham second by Commissioner Swanson to approve the purchase of equipment from Fastenal for a cost not to exceed \$5,989 by adoption of Resolution 2018-0894. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Jean McConnell and Carolyn (Gus) Murphy and Karla Swanson. Nays: None. Absent: None. *Motion Carried.*

E. APPROVE SALE OF CITY EQUIPMENT

The City's approved Fiscal Year 2018/2019 Budget and Capital Improvement Program Schedule includes the purchase of new zero-turn mower for the Clare Municipal Airport. This item of equipment has been purchased, thereby replacing the aged, well-used and worn-out existing airport zero-turn mower obsolete and excess to the City's needs. The City solicited bids to sell the old mower. Two bids were received, the highest bid submitted by Luke Potter for \$401. The City Commission is asked to accept the bids and authorize the sale of the zero turn mower to the high bidder.

Motion by Commissioner McConnell second by Commissioner Murphy to approve the sale of equipment to Luke Potter by adoption of Resolution 2018-095. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Jean McConnell and Carolyn (Gus) Murphy and Karla Swanson. Nays: None. Absent: None. *Motion Carried.*

F. ORDINANCE 2018-005 (ZONING)-FIRST READING

Clare's City Attorney has drafted the attached ordinance 2018-005 for consideration and adoption. The proposed ordinance eliminates the current 7,500sf maximum size restriction for commercial buildings in the Commercial-1 (C-1) zoning districts of the City.

As the proposed ordinance falls under the purview of the Planning Commission, a review of the proposed ordinance by that entity is required. The Planning Commission completed the required review at its scheduled meeting of August 8, 2018 and recommended the proposed ordinance be approved (Planning Commission Resolution 2018-17pc).

The City Commission is the approval authority of all ordinance code changes or amendments. And all ordinances require two readings and a public hearing conducted by the City Commission before the City Commission can consider an

ordinance for adoption. The required public notice announcing the hearing has been published. 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 City Commission is asked to conduct the required public hearing, consider and discuss the proposed amendment, and direct a First Reading of the proposed Ordinance.

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

Public Comment: None.

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

G. DESIGNATION OF VOTING DELEGATES-MML ANNUAL MEETING

The MML will hold its annual meeting on September 21, 2018 @ 3:45pm on Friday, September 21st in Grand Rapids, Michigan in conjunction with its annual conference. As indicated in the attached notice, the City is requested to designate its voting delegation for that meeting. Mayor Humphrey and Commissioner Bonham are scheduled to attend the conference. The Commission is asked to designate one of those city commissioners as its primary representative and the other as its alternate representative to cast the City's vote on all business brought before the MML Board of Directors and slated on the agenda for the scheduled meeting.

Motion by Commissioner Bonham second by Commissioner Murphy to nominate Pat Humphrey as primary voting delegate and Bob Bonham as secondary voting delegate by adoption of Resolution 2018-096. No other nominations were received. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Jean McConnell and Carolyn (Gus) Murphy and Karla Swanson. Nays: None. Absent: None. *Motion Carried.*

H. PUBLIC HEARING-INTENT TO APPLY-USDA GRANT FOR THE PURCHASE OF TECHNOLOGY EQUIPMENT AND ZERO TURN MOWER

The City's approved Fiscal Year 2018/2019 Budget and Capital Improvement Program Schedule includes the replacement of all technology equipment for the City and the purchase of a zero-turn mower for the City's new recreation complex. The City had coordinated with USDA to determine the potential of receiving grant funds to offset a significant portion (55%) of the purchase price for the technology equipment and the zero turn mower. USDA provided us a favorable response. Consequently, the City posted notice of its intentions to apply for the grant. The notice has been published. The City Commission is now asked to hold the requisite public hearing to facilitate the submittal of the grant application.

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

Public Comment: None.

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

Motion by Commissioner Bonham second by Commissioner Murphy to approve submittal of the Grant Application by adoption of Resolution 2018-097. Roll call

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

I. SOLE SOURCE ACQUISITION-MATERIALS FOR EMERALD ISLE RECREATION COMPLEX

We are in the home stretch of preparing the Emerald Isle Recreation Complex for its inaugural soccer season. Practice commences on Monday, August 27th, and the first day of season play is Saturday, September 8th. Three hundred and eighteen (318) youth are registered to play this year.

Our DPW crews, with the assistance of Harsh Excavating, have done extensive work on the roadway drainage and removal of the large hedge row immediately adjacent to the road. We are in the process of lining (painting) & flagging the fields and installing the goals. The Murin Company has done a great job in respect to mowing the fields multiple times this summer and just applied the final course of fertilizer/weed killer last week. The one major remaining task we need to complete is to apply another two-inch layer (approx. 220 yards) of crushed limestone to the pedestrian walkways along the perimeter of the complex to ensure unimpeded accessibility.

Harsh Excavating has offered to loan (for no charge) his equipment (truck and skid-steer) to our DPW for the cost of the materials to allow us to accomplish this task. The City Commission is asked to approve the sole source acquisition of the materials from Harsh Excavating to allow our DPW crews to complete this task.

Motion by Commissioner McConnell second by Commissioner Murphy to approve the sole source purchase by adoption of Resolution 2018-098. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Jean McConnell and Carolyn (Gus) Murphy and Karla Swanson. Nays: None. Absent: None. *Motion Carried.*

8. TREASURER'S REPORT

The Treasurer presented his report.

9. *DEPARTMENT REPORTS

Approved By Consent Agenda.

10. CITY MANAGER'S REPORT

Planning Commission Meeting. The Commission met on August 8th and considered and recommended approval of the proposed Ordinance 2018-005 regarding the elimination of the current square foot restriction for commercial buildings in the City's C-1 zoning district; the next-scheduled meeting is September 12, 2018.

ZBA Meeting. A ZBA meeting has been scheduled for August 21st @ 6pm to consider a request for a parking variance for a new Dollar General Store that has been proposed for construction on the former Tri-R Hotel property on West Fifth Street. The Planning Commission is tentatively scheduled to consider the site plan for the building at its October meeting dependent on the decision (s) of the ZBA.

US-27 Auto Tour. The 12th annual event is scheduled for Thursday, August 23rd. The Tour will likely arrive about 6pm and again remain overnight in Clare with a tentative departure time of 10am on Friday, August 24th. We will be closing McEwan Street commencing from 3rd Street to State Street (excluding the Fifth Street intersection) from 2pm on Friday until the tour's departure time the next morning; Fifth Street will be closed approximately 15 minutes prior to the tour's arrival; reopen approx 10pm; then close again just prior to the departure of the tour until the tour has cleared our downtown. The closure will be one block further north this year due to the ongoing construction on East Seventh to accommodate the detour route. A small portion of East Fourth Street will be closed to accommodate the bands that are scheduled to play during the course of the event.

Clare RR Depot Ribbon Cutting. The ribbon cutting for this event has tentatively been set for Friday, September 28th. The event date is dependent upon approval of the state's

inspection of the elevator and completion of the Chamber of Commerce office space. We should be able to confirm the date by the end of August.

10. *COMMUNICATIONS

FOIAs. The most recent responses are attached: Juan Carlos Rincon-Perez & Naomi Davis.

11. EXTENDED PUBLIC COMMENT: Pat Maurer requested clarification on the tentatively scheduled date for the Depot grand opening event.

12. COMMISSION DISCUSSION TOPICS: Commissioner McConnell requested clarification on the computation of the breakout for the liaison officer's salary between the City and CPS; and to know how much time the liaison officer spends covering the schools versus the City. The salary and benefits costs are split 50/50 between CPS and the City per agreement between the two entities. Approximately 75% of the liaison officer's time is spent at Clare Public Schools during the school year however if the officer is needed by the City, the officer can be pulled from the school to respond to needs within the City.

13. *APPROVAL OF BILLS

Approved By Consent Agenda.

14. ADJOURNMENT

Motion by Commissioner McConnell second by Commissioner Murphy to adjourn the meeting at 6:38. Ayes: All. Nays: None. Absent: None. *Motion Carried.*

Pat Humphrey, Mayor

Diane Lyon, City Clerk