

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

2. CONSENT AGENDA:

Moved by Commissioner McConnell second by Commissioner Swanson to approve the items listed with an asterisk (\*) (Amended Agenda, Board & Committee Appointments, Minutes, Communications, Department Reports, and Bills) that are considered to be routine by the City Commission. Ayes: All. Nays: None. Absent: Carolyn (Gus) Murphy. *Motion Carried.*

3. \*APPROVAL OF MINUTES:

*Approved By Consent Agenda.*

4. \*APPROVAL OF AGENDA:

*Approved By Consent Agenda.*

5. PUBLIC COMMENT: The following individuals announced their candidacy for public office: Lori Martin, candidate for Clare County Clerk/Register of Deeds. Pamela Mayfield, incumbent candidate for Clare County Clerk/Resister of Deeds.

6. UNFINISHED BUSINESS: None.

7. NEW BUSINESS:

**A. PRIVATE WELL REQUEST – LONE PINE MOTEL**

The City received a request from the Lone Pine Motel to allow the drilling of a well for irrigation and gardening. The City Commission is the approval authority for all private wells drilled within the City. The City Staff has reviewed the request and recommended approval of the request. The Commission is asked to consider the request.

Motion by Commissioner Swanson second by Commissioner Bonham to grant the private well request for the Lone Pine Motel by adoption of Resolution 2016-108. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Jean McConnell, and Karla Swanson. Nays: None. Absent: Carolyn (Gus) Murphy. *Motion approved.*

**B. PROPOSAL FOR VOICE & FIBER-BASED SERVICES**

Our Waste Water Treatment Plant and the Clare Municipal Airport on Eberhart Road are both presently serviced by a wireless provider with whom the City has a symbiotic relationship. The servicing antenna array for this service is located on the City's water tower. Both locations (but particularly the Treat Plant) have been experiencing outages and connectivity issues for many months. Our wireless provider used his drone in attempt to discover the source of the problem and discovered that in order to improve the service, we would need to install a new antenna at our two serviced locations; we determined that the cost of installing new antenna systems of the height required would be cost-prohibitive and potentially be a hazard to local aviation at our airport. Concurrently our dedicated phone line service provided by AT&T has become increasingly costly. Consequently, we reached out to Charter Communications and found the costs of their service to be far more reasonable than those of AT&T's while concurrently providing us internet service. We were prepared to change our service provider for these two sites to Charter but then were informed they had erred in their initial quotation to us and informed us that there would be an additional cost of \$5,676.56.

Based on this new information from Charter, we solicited a quotation from Winn Telecom for these services. We received a proposal for phone service and for fiber-based internet services. We have determined that the Winn Telecom proposal is a better package proposal than that offered by Charter and recommend approval of the proposed services agreement.

Motion by Commissioner Swanson second by Commissioner McConnell to approve the proposal for voice & fiber-based services by adoption of Resolution 2016-109. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Jean McConnell, and Karla Swanson. Nays: None. Absent: Carolyn (Gus) Murphy. *Motion approved.*

**C. HALLOWEEN TRICK OR TREAT HOURS**

Historically, the City Commission has always set the date and time for Halloween Trick or Treat. Generally, the Trick or Treat hours are set for 6:00 p.m. to 8:00 p.m. on October 31st, which falls on a Monday this year; last year we changed the hours from 5:30-7:30pm and received a significant number of comments that the time was too early – it did not provide families sufficient time to arrive home from work, complete the dinner meal, and still accommodate the trick or treat hours.

We have coordinated with our neighboring municipalities to determine their hours for trick or treat. The predominant time is 5:30 – 7:30; however, Farwell, our nearest neighbor, has set their times for 6:00-8:00pm. Consequently, we suggest that we follow suit – particularly in light of the “too early” comments we received last year. The City Commission is asked to set the hours and the date for 2016 Trick or Treat activities within the City as Monday, October 31st from 6:00pm to 8:00pm.

Motion by Commissioner Bonham second by Commissioner McConnell to approve Trick or Treating Hours of 6:00pm to 8:00pm on October 31, 2016, by adoption of Resolution 2016-110. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Jean McConnell, and Karla Swanson. Nays: None. Absent: Carolyn (Gus) Murphy. *Motion approved.*

**D. AUTHORITY TO PURCHASE FORK-TRUCK**

The 1960’s-vintage, Army Surplus fork-truck used in our Water & Waste Water Department has “died” and repair costs will exceed \$6K. We’ve received quotations for used fork-trucks from multiple dealers. In the quotations received that were less than \$10K, all the trucks are very high-hour pieces of equipment versus those listed on the quote sheets in the \$10K - \$13K grouping. Consequently, we believe it is in our best interest to spend the additional monies to purchase a used fork truck in the latter (\$10-\$13K) grouping.

As these are used items of equipment, the dealers are not able to guarantee that they will not be sold within the next day, week, or month – they are sold on a first-come, first-served basis. Therefore, we ask the City Commission provide us the authorization to purchase a lower-hour truck in the \$10K to \$13K range with a not-to-exceed authority of \$13K. With that authority, the City Staff will purchase the “best value for the money” truck that is available at the time with a cost not to exceed the \$13K price limit.

Motion by Commissioner McConnell second by Commissioner Swanson to approve the authority to purchase a fork truck by adoption of Resolution 2016-111. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Jean McConnell, and Karla Swanson. Nays: None. Absent: Carolyn (Gus) Murphy. *Motion approved.*

**E. AUTHORIZATION TO PURCHASE SCADA EQUIPMENT**

We are constantly pursuing means and methods to become as efficient as possible, thereby conserving and/or saving our often-limited but always much-valued resources. We are trying to utilize more and more advanced technology in our public water and sanitary sewer systems and have made significant strides installing SCADA systems in significant portions of those two systems.

We earmarked monies in our 2016/2017 Capital Improvements Schedule and corresponding budget to expand our use of SCADA. Our SCADA vendor has provided us a detailed outline of the costs of the new equipment we recommend for purchase and installation. The City Commission is asked to authorize the purchase of the equipment.

Commissioner Bonham questioned whether the SCADA system could be “hacked” through the phone system. While IT Director Steven Kingsbury did not have the answer to that question immediately available without checking with the cell provider, he informed the Commission that SCADA is a closed system which is not connected to the internet or to the network system of the City. The system has limited access but a hacker could potentially create an impact on the water system. The Commission will be provided information regarding the potential for hackers to access the system once we learn that information.

Motion by Commissioner McConnell second by Commissioner Swanson to approve the authorization to purchase SCADA Equipment by adoption of Resolution 2016-112. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Jean McConnell, and Karla Swanson. Nays: None. Absent: Carolyn (Gus) Murphy. *Motion approved.*

**F. EXCUSED ABSENCE – COMMISSIONER GUS MURPHY**

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 Gus Murphy is out of the state on vacation and has requested that she be excused from attending the September 19th regularly scheduled Commission Meeting.

The Commission has a long-standing history to excuse commissioners in otherwise good standing from attendance at scheduled meetings for good cause. Commissioner Murphy has an excellent attendance record, and her request for excusal seems to warrant approval. The City Commission is asked to formally approve the excusal of Commissioner Murphy.

Motion by Commissioner Bonham second by Commissioner Swanson to approve the absence of Commissioner Gus Murphy by adoption of Resolution 2016-114. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Jean McConnell, and Karla Swanson. Nays: None. Absent: Carolyn (Gus) Murphy. *Motion approved.*

**G. WATER TREATMENT PLANT ROOF BIDS**

The roof of the City’s Water Treatment Plant is in dire need of replacement. The City solicited bids for this work. As reflected in the attached Bid Memo and Tabulation Sheet, three bids were received. We have reviewed the bids to ensure compliance with our bid specifications; they do. We recommend that the bids be approved and the work awarded to the low bidder.

Motion by Commissioner Swanson second by Commissioner Bonham to approve the Water Treatment Plant Roof Bids and award the work to Britton Roofing by adoption of Resolution 2016-115. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Jean McConnell, and Karla Swanson. Nays: None. Absent: Carolyn (Gus) Murphy. *Motion approved.*

**H. \*BOARD & COMMITTEE APPOINTMENT- CLARE DDA (MR. DEAN DOHERTY)**

*Approved By Consent Agenda. Resolution 2016-113.*

**8. TREASURER’S REPORT**

The Treasurer presented his report.

A Fiscal & Budget Oversight Committee meeting will be scheduled for October 3 @ 5:00 pm as Commissioner Bonham and Mayor Humphrey stated that they will be available to meet at that date and time.

**9. \*DEPARTMENT REPORTS**

*Approved by Consent Agenda.*

10. CITY MANAGER'S REPORT

Depot Funding Project. In addition to our recent success with the MEDC crowd-funding efforts, we have been informed that our most recent application to the Gerstacker Foundation was also approved in the amount of \$25K, thereby providing us sufficient funds to complete the siding on the depot this year and complete the vast majority of the main floor rehabilitation, thereby potentially meeting our goal of moving the Clare Chamber of Commerce into the depot by Christmas. We have also submitted a grant application to the Consumers Energy Foundation in the amount of \$50K.

MML Property Pool Dividend. The MML Property Pool Board approved a dividend distribution to all its members again this year.

Recreation Complex Update. Gourdie-Fraser has consulted with two landscape companies to determine whether we are best served to plant grass on the field now or wait until spring next year. Both companies have informed GFA that we should achieve better probability of success in germination in spring and that the fields should still be available for use by soccer season 2017. Based on this recommendation, we have deferred the grass-seeding portion of this project to next year and are proceeding only with the four elements approved by the City Commission at the September 6<sup>th</sup> meeting.

Absence. I will be out of the state on vacation during the period Sep 21 – Oct 2; Steve will be the Acting CM during my absence.

Addendums:

MML Cup of Excellence. This year's Cup of Excellence went to our neighboring community of Beaverton for their new activity center.

Streetlight Sales. We opened up the streetlight sales to a quantity of 10 per person. Of the original 187 fixtures, we are now nearly completely sold out.

11. \*COMMUNICATIONS

*Approved By Consent Agenda.*

Bureau of Elections. The most recent newsletter was provided to the Commission.

CPS Homecoming Parade Permit. We received an application for a permit for the Clare Public Schools Homecoming Parade.

12. EXTENDED PUBLIC COMMENT: Pam Mayfield expressed thanks to the City Commission and special thanks to City Manager Ken Hibl regarding a condolence letter received following the passing of her mother.

13. COMMISSION DISCUSSION TOPICS: Pat Humphrey and Gary Todd attended this year's annual FAA MAP meeting with the State's Bureau of Aeronautics on September 7. Rules have changed with FAA funding so the runway extension will be placed on hold until we are able to demonstrate an increase in air traffic and airplanes on site at the airport to justify a runway extension.

14. \*APPROVAL OF BILLS

*Approved By Consent Agenda.*

15. ADJOURNMENT

Motion by Commissioner Bonham second by Commissioner Swanson to adjourn the meeting. Ayes: All. Nays: None. Absent: Carolyn (Gus) Murphy. *Motion Carried.* Meeting adjourned at 6:38 p.m.

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Pat Humphrey, Mayor

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Diane Lyon, City Clerk