

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, Board and Committee Appointments, Communications, Department Reports 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. UNITED STATES POST OFFICE (USPS) PRESENTATION-POSTAL DELIVERY CONVERSION**

The United States Postal Service is changing the way it delivers mail commencing in 2016. The new delivery method will eliminate “to the doorstep/inside the door” delivery of mail in residential and business districts; require all residential mailboxes to be moved to the curb or be consolidated to a central delivery location; and centralize postal delivery for all commercial businesses. The USPS will be picking up the tab for the new mail boxes, placement, and breakaway posts for curb-line boxes. Regional USPS teams have been designated to implement the changes; our team leaders are two local postmasters: Kasee Garske, the Postmaster for Sebewaing; our current Clare Postmaster, Greg Harger; and Clare’s new Postmaster, Paul Borninski, who will take office after the first of the year. Kasee has completed this conversion program in several municipalities including East Tawas, Cass City, Sebewaing, Pigeon, and Saginaw’s east side. The Clare conversion is expected to be complete by April 2016.

Kasee provided the City Commission an overview of the proposed changes and the options available to implement the changes. The Commission was asked to provide Kasee and Greg preliminary guidance for implementing the changes in Clare. Kasee and Greg also plan to make multiple presentations throughout the community (fraternal organizations, informal coffee “clutches”, etc.), explaining the changes.

The schedule for implementing the changes is quite aggressive, thus it is important that their team receive the City Commission’s guidance at tonight’s scheduled meeting.

Kasee noted that this program will take place in phases:

1. Curb-line Placement
2. Centralized Mailbox Units (locked CBU’s) installed
3. Porch Boxes Moved

Residents in some neighborhoods may want CBU’s and some areas may want curb line boxes, it’s their choice. However, once the initial mailbox installations have been completed, the Post Office will no longer pick up the cost to change them out to a different mail box system. Residents currently on a motor route will not be affected by this change; however, if the current box is not on a breakaway post or the box location is problematic for snow removal, or not aesthetically appropriate, the USPS will replace those boxes. Curb-line boxes become the property of the homeowner once they have been installed. The USPS will request a maintenance agreement with the city for snow removal. It

**B. RENEWAL OF FIRE SERVICE AGREEMENTS**

The City has long-enjoyed formal agreements with four surrounding townships (Grant, Sheridan, Vernon, & Wise) that outline the basic terms of responsibilities and compensation for fire services provided to those townships by the Clare Fire Department. Grant Township decided to enter into an agreement in perpetuity with the City three years, thereby precluding the necessity to renew; the other three of the agreements will expire on December 31st.

All three townships with expiring agreements desire to renew without revision except for the term of the agreement – and each of those vary from five years to two years dependent upon the desires of the respective Township.

The City Commission is asked to approve all three expiring agreements.

Motion by Commissioner McConnell second by Commissioner Murphy to approve renewal of the Sheridan, Wise, and Vernon Township Fire Service Agreements by adoption of Resolution 2015-137, 2015-138, & 2015-139. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Carolyn (Gus) Murphy, and Jean McConnell. Nays: None. Absent: Karla Swanson. *Motion Carried.*

**C. APPROVE PARTICIPATION IN MULTI-FIRE DEPARTMENT GRANT SUBMITTAL FOR THE PURCHASE OF SCBAS.**

The Clare Fire Department and all other fire departments within Clare and Isabella Counties have been invited by the Isabella County Fire Chiefs Association to participate in a multi-department grant application to purchase new Self-Contained Breathing Apparatus (SCBAs). The expectation is that all participating departments will provide a 15% local match for the purchase if the grant is approved.

While our SCBAs are relatively new (purchased in Aug 2008, we view this as an opportunity that makes infinite sense to take advantage of. Consequently, we ask for the City Commission's approval to participate in the grant application.

We have 25 SCBA units. The anticipated local match (per the participation agreement) is 15%. However, we do not know the actual purchase price of the new SCBAs, and there could be departments that withdraw from the purchase if the cost is higher than anticipated. Consequently, we cannot provide a guaranteed exact dollar amount of the local match requirement. We have been informed that all but two departments in Clare County are participating and all departments in Isabella County are participating. If the grant is approved and the local match is considerably higher or at a level that we don't believe makes sense/we can't afford, we always have the option to withdraw from the actual purchase.

Motion by Commissioner Murphy second by Commissioner McConnell to approve our participation in the grant application by adoption of Resolutions 2015-140. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Carolyn (Gus) Murphy, and Jean McConnell. Nays: None. Absent: Karla Swanson. *Motion Carried.*

**D. WATER ASSESSMENT STUDY**

We previously had a general discussion with the City Commission regarding the need to make a future decision regarding our water treatment plant. Our preliminary discussion had two central themes: we know that we will have to spend significant resources (approx. \$800K) to upgrade and make necessary repairs to our existing plant, and drill at least one new water well within the next ten years. So does it make sense to invest the funds to upgrade our existing plant and find new water wells here? Or should we consider finding a new water source(s) and build a new water treatment plant in the vicinity of the City's north water tower?

We need to determine whether the aforementioned second alternative has any viability and potential – particularly in respect to whether there is sufficient and good quality water in the north sector of the City – to allow us to make sound future decisions regarding our public water system.

We've asked GFA to complete an assessment for us as the first step in this process. We ask that the City Commission approve the proposed work to allow us to facilitate

subsequent recommendations and courses of action for maintenance and improvement of our water system. The total cost to complete the preliminary water assessment is \$10,100. The Water Fund has sufficient fund balance to cover these costs.

Motion by Commissioner McConnell second by Commissioner Bonham to approve the GFA proposal by adoption of Resolutions 2015-141. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Carolyn (Gus) Murphy, and Jean McConnell. Nays: None. Absent: Karla Swanson. *Motion Carried.*

**E. LISTENING EAR AGREEMENT**

The Listening Ear Crisis Center is required to have agreements in place in order to maintain its standards accreditation. They have repeatedly asked the City to support the request of the agreement in the past, and we have supported their request by signing the proffered agreement. The City Commission is asked to approve this continued relationship with this organization.

Motion by Commissioner Bonham second by Commissioner Murphy to approve the requested Listening Ear Agreement by adoption of Resolutions 2015-142. Roll call vote: Yeas: Commissioners Pat Humphrey, Bob Bonham, Carolyn (Gus) Murphy, and Jean McConnell. Nays: None. Absent: Karla Swanson. *Motion Carried.*

**F. CONTRACTOR'S APPLICATION FOR PAYMENT-DUNIGAN BROTHERS**

The general contractor that has been working on the Division A portion of the City's North Industrial Park and Utility Infrastructure project has submitted their eleventh and final application for payment. The City's engineer for this project Gourdie-Fraser has reviewed the application for payment and has verified that all indicated work has in fact been satisfactorily completed and that all invoices/purchases included within the contractor's application for payment have in fact been purchased by the contractor for the City of Clare's 2014/15 North Industrial Park/Infrastructure project.

Based upon our project engineer's review and approval of the enclosed application for payment we recommend that the City Commission approve \$109,436.28 payment to Dunigan Brothers, Inc. which represents the balance of the contract less a \$23,732.70 savings on the project and also the performance retainage from all prior pay applications.

Motion by Commissioner Bonham second by Commissioner McConnell to approve the payment application by adoption of Resolutions 2015-143. Roll call vote: Yeas: Commissioners Pat Humphrey, Bob Bonham, Carolyn (Gus) Murphy, and Jean McConnell. Nays: None. Absent: Karla Swanson. *Motion Carried.*

**G. CONTRACTOR'S APPLICATION FOR PAYMENT-MAGUIRE IRON**

The contractor that has been working on the Division B portion (the water tower) of the City's North Industrial Park and Utility Infrastructure project has submitted their thirteenth and final application for payment. The City's engineer for this project Gourdie-Fraser has reviewed the application for payment and has verified that all indicated work has in fact been satisfactorily completed and that all invoices/purchases included within the contractor's application for payment have in fact been purchased by the contractor for the City of Clare's 2014/15 North Industrial Park/Infrastructure project.

Based upon our project engineers review and approval of the enclosed application for payment we recommend that the City Commission approve the \$110,925.00 payment to Maguire Iron, Inc. which represents the balance of the contract including a \$5,000.00 change order adding two additional Clare logos to the top of the water tower and also the performance retainage from all prior pay applications.

Motion by Commissioner Bonham second by Commissioner McConnell to approve the payment application by adoption of Resolutions 2015-144. Roll call vote: Yeas: Commissioners Pat Humphrey, Bob Bonham, Carolyn (Gus) Murphy, and Jean McConnell. Nays: None. Absent: Karla Swanson. *Motion Carried.*

**H. CLARE DEPOT FIRE SUPPRESSION SYSTEM**

To date the Clare Depot Committee has raised in excess of \$260,000 to move and rehabilitate the historic railroad depot; in-kind trade and volunteer labor amounts to more than \$86,000 since we commenced the project. The only significant cost borne by the City to date has been the purchase and demolition of the former CarQuest site – and even those funds were loaned to us by the MidMichigan Community Action Agency with a generous ten-year repayment schedule.

We are in the final two weeks of reconstructing the basement of the depot to accommodate the Clare County Arts Council. Heat, plumbing and electric are all functioning; the elevator is installed; the entire basement has been insulated, dry-walled, mudded and painted; and the grid for the drop ceiling is in place. Barring any major, unplanned challenges, the site will be move-in ready as the new Clare

County Arts Council home by December 30th – our mandatory deadline to complete all this work to qualify for our last payment from the Michigan Arts Council grant.

One of the tasks completed to facilitate occupancy of the depot was the installation of a fire suppressions system at a cost of \$19K. Grant funds were not available for this portion of the project as the approved grant amount was approximately \$20K less than requested. A significant portion (\$8.5K) of the fire suppression costs will be paid by a depot supporter who desires to remain anonymous/without recognition. We ask that the City Commission approve the expenditure of funds to cover the rest (\$10.5K) of these costs.

The primary reason for this recommendation is this is a City-owned building/asset. And the primary reason for and function of the fire suppression system is to protect this City structure.

Motion by Commissioner McConnell second by Commissioner Murphy to approve the recommended expenditure of \$10.5K. Roll call vote: Yeas: None. Nays: Commissioners Pat Humphrey, Bob Bonham, Carolyn (Gus) Murphy, and Jean McConnell. Absent: Karla Swanson. *Motion Defeated.*

Motion by Commissioner McConnell second by Commissioner Bonham to approve the loan of \$10.5K for this purpose with the caveat that the Depot Committee repay this loan from additional fund-raising efforts within the next six months by adoption of Resolutions 2015-145. Roll call vote: Yeas: Commissioners Pat Humphrey, Bob Bonham, Carolyn (Gus) Murphy, and Jean McConnell. Nays: None. Absent: Karla Swanson. *Motion Carried.*

**I. \*BOARD & COMMITTEE REAPPOINTMENT-PLANNING COMMISSION (JAN WINTER)**

*Approved by Consent Agenda. Resolution 2015-146.*

**8. TREASURER'S REPORT**

The Treasurer presented his report.

**9. \*DEPARTMENT REPORTS**

Approved by Consent Agenda.

**10. CITY MANAGER'S REPORT**

*Planning Commission.* The Planning Commission formally commenced the Master Plan Update process on Dec 16<sup>th</sup>. McKenna Associates held five focus group meetings attended by Clare residents and business owners/managers throughout the day on Wednesday. An overview of that information was shared with the Planning Commission at their scheduled meeting and will also be incorporated within the update process. The Planning Commission approved a schedule for completion of the Update with a tentative completion date of April 2016.

*Annual Joint Meeting.* The date of the annual City Commission/Planning Commission meeting has been set for Wednesday, January 13<sup>th</sup>. The time of the meeting will be determined by other business the Planning Commission has that evening; we will notify all concerned accordingly as soon as we can.

Abatement Action. Our City Attorney has forwarded a letter to the owner of another frequently-blighted properties within the City. Jaynie has also filed a court action on our behalf regarding another blighted structure in Clare.

MMDC Quarterly Board Meeting. The MMDC's next quarterly board meeting is scheduled for January 19<sup>th</sup> @ 8am. The keynote breakfast speaker will be Mr. Dave Lorenz, the MEDC Travel Michigan (think Pure Michigan campaign) Vice President. We've reserved a number of seats for the breakfast for the City, to include seats for the City Commission. We have to inform MMDC nlt Jan 12<sup>th</sup> of the exact # of seats we will use and the names of the attendees. Please inform Diane whether you will/will not attend by that date to allow us to RSVP to MMDC.

Neighboring Community News. Great news for Farwell and our local community as they are the recipients of a \$60K USDA grant for their farmer's market. Harrison has been selected as the Region 5 nominee for the Governor's Rising Tide award. And Mr. Brian Smith, who has served as the Union Township Administrator for the past six years, has taken a new position. The Township has commenced the search process for a replacement. Roy Atkins, our most recent CMU intern, has been nominated to serve in the position on an interim basis pending the selection of a permanent replacement for Brian.

Update – Recreation Complex. Joy provided a background letter and Mayor Pat offered a letter of support to Operators Union Local 324 formally asking for their consideration in assisting with our new recreation complex. We were informed last evening by a representative of Operator's Union Local 324 that they have made the decision to proceed with the City's new recreation complex as one of their major projects for 2016. While we don't yet know the full scope their support (we will meet with them within the next two months to coordinate the details), this offer provides us tremendous leverage and an opportunity to complete this entire community project years in advance of the original phased schedule and concurrently realize a tremendous savings.

City Office Holiday Hours. City offices will be closed on Dec 24<sup>th</sup> & 25<sup>th</sup> and on Dec 31<sup>st</sup> & Jan 1<sup>st</sup> for the holidays. I will be out of the office during the period Dec 23 – 29. I will be out of the state Dec 26-28; Steve will serve as the Acting CM during the period I am out of the state.

Internships. We will host another CMU intern commencing Jan 4<sup>th</sup>; we have been contacted by others who are similarly seeking internships with us, consequently, we continue to be quite selective. Our internships remain unpaid, and we continue to rotate them through all of our departments – they are required to work within our departments and are treated very similarly to our other employees, but without compensation. As a side bar, the MPA students at CMU have applied to the International City & County Manager's Association to form an ICMA Student Chapter. They are required to have a Faculty Advisor and a serving ICMA local government manager to serve as the Chapter mentor; I've agreed to serve in that role for them.

National Historic District Public Notice. A public hearing related to our application for national historic district designation for our downtown has been scheduled for January 15<sup>th</sup> in Lansing. This is the last required step before the application is forwarded to Washington, DC for consideration.

Female Self Defense Program. Last year's ladies self-defense program was extremely successful; so much so that the Clare City Police will be hosting additional classes this February. We will provide dates once they have been set.

#### 11. \*COMMUNICATIONS

Approved By Consent Agenda.

Another Charter Rate Increase. We've been notified that Charter Communications intends to impose another rate increase.

Consumers Energy Correspondence. The City received an informational letter outlining several topics from Consumers Energy.

Clare Newsletter. The City's most recent newsletter was provided for information.

Bureau of Elections News. The Bureau's most recent newsletter was provided for information.

Thank You Note. The City received a thank you note from the family Goodrich family.

12. EXTENDED PUBLIC COMMENT: None.

13. COMMISSION DISCUSSION TOPICS: None.

14. \*APPROVAL OF BILLS  
*Approved By Consent Agenda.*

15. ADJOURNMENT  
Motion by Commissioner McConnell second by Commissioner Murphy to adjourn the meeting. Ayes: All. Nays: None. Absent: Karla Swanson. *Motion Carried.* Meeting adjourned at 7:22 p.m.

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Pat Humphrey, Mayor

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Diane Lyon, City Clerk