



CITY OF CLARE

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CLARE CITY COMMISSION

Monday, February 1, 2016

6:00 p.m.

AGENDA

CITY HALL

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Manager x102

Assessor x103

Clerk x106

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DEPARTMENT OF PUBLIC WORKS

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W/WWT PLANT

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POLICE DEPT. NON-EMERGENCY

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PARKS & RECREATION

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AIRPORT

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1. **CALL TO ORDER**
 - A. **Pledge of Allegiance**
 - B. **Roll Call**

2. **CONSENT AGENDA** – All items listed with an asterisk (*) are considered to be routine by the City Commission and shall be enacted by one motion. There will be no separate discussion of these items unless a Commissioner or citizen requests to do so, in which event the item shall be removed from the General Order of Business and considered in its normal sequence on the agenda.

3. ***APPROVAL OF MINUTES**

4. ***APPROVAL OF AGENDA**

5. **PUBLIC COMMENT**

6. **OLD/UNFINISHED BUSINESS** – None

7. **NEW BUSINESS**

- A. **Presentation of Life Saving Pin – Officer Natasha Seymour**
- B. **Traffic Control Order #16-001 (McEwan Street Loading Zone)**
- C. **Amendment to Engineering Contract – North Industrial Park Project**
- D. **Approval to Submit USDA Grant Application - CFD Pick-Up Truck**
- E. ***Board & Committee Appointment - Planning Commission (Mrs. Elaine Demasi)**

8. **TREASURER'S REPORT**

9. **CITY MANAGER'S REPORT**

10. ***COMMUNICATIONS**

11. **EXTENDED PUBLIC COMMENT**

12. **COMMISSION DISCUSSION TOPICS**

13. ***APPROVAL OF BILLS**

14. **CLOSED SESSION** – Provide Guidance & Discuss Strategy for Employee Bargaining Unit Negotiations

15. **ADJOURNMENT**

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, Karla Swanson and Jean McConnell. Absent: None. Also present were Ken Hibl, City Manager; Steven Kingsbury, Treasurer and Finance Director; Dale Clark, WWTP Supervisor; Edie Hunter, Assessor; and Diane Lyon, City Clerk.

2. CONSENT AGENDA:

Moved by Commissioner Swanson second by Commissioner McConnell to approve the items listed with an asterisk (*) (Amended 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: 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. APPROVAL OF HATTON LANDFILL GAS MONITORING PLAN-MR DAN WHALEN

The City is required to develop and implement a gas monitoring plan for the Hatton Township Landfill. Under the umbrella of the contractual agreement we have in place with Williams & Works, we asked Dan Whalen, our designated landfill consultant, to develop the plan. He has done so. The Plan requires the review and approval of the City Commission prior to implementation by the City's Water/Wastewater Department.

Dan presented the Gas Monitoring Plan to the Commission at Monday's meeting.

There will be some initial costs to install the monitoring posts/sites, but those costs will be for materials (PVC pipe, concrete, etc) as we believe we can install the monitoring wells ourselves. These posts typically last around 20 years. The most expensive aspect will be the purchase of gas monitoring equipment (est. \$8K); annual maintenance and calibration costs are expected to be no more than \$1.5K annually. There are eight probe locations at a depth of 15' which are checked twice annually in accordance with DEQ standards. The state's intent is to detect migrating gases as they occur.

Motion by Commissioner Bonham second by Commissioner McConnell to approve the Hatton Landfill Gas Monitoring Plan by adoption of Resolution 2016-006. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Carolyn (Gus) Murphy, Jean McConnell, and Karla Swanson. Nays: None. Absent: None. Motion Carried.

B. REPEAL OF PA 269

The state recently passed legislation that precludes/prohibits local taxing entities (municipalities, townships, schools, libraries, counties, road commissions, etc.) from using any form or source of media (newsletters, television, infomercials, brochures) that is in any way, shape, or manner funded by tax dollars to inform voters regarding ballot or referendum issues. A detailed explanation regarding the background of the new law and its implications on local jurisdictions is outlined in the attached Issue Summary document.

The Michigan Municipal League (MML) has taken the lead in a coalition attempt to repeal or modify the law and have asked local governmental units to adopt a resolution urging their respective legislators to repeal or amend PA 269. The City Commission is asked to adopt the proposed resolution.

Motion by Commissioner McConnell second by Commissioner Swanson to approve the Resolution to Repeal of PA 269 by adoption of Resolution 2016-001. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Carolyn (Gus) Murphy, Jean McConnell, and Karla Swanson. Nays: None. Absent: None. *Motion Carried.*

C. INTERGOVERNMENTAL AGREEMENT FOR ASSESSOR SERVICES

We have been attempting for nearly a decade to find an economical and efficient means to manage our assessing services. We presently (and have been for about eight years) contract for assessing services with BS&A. They are a great company, generally provide great customer service and have a very talented staff. And they provide us a top-notch assessor (Ms. Edie Hunter). But even though we enjoy a contractual agreement with them, we remain at their mercy in respect to costs, scheduling, and management of the assessing services.

Our goal has been to share assessing services with other local municipalities. On two occasions we were within a pen-stroke away from attaining that goal. But each time one or another party backed out for sundry reasons (a city manager moved on; the assessor we were courting received an offer he couldn't refuse). But we believe we finally have all the pieces aligned to attain our goal.

Our proposal is that we hire Edie Hunter, the BS&A employee who presently provides us assessing services one day per week, as our full-time employee and contract her services as an assessor to the City of Ithaca (Edie also provides Ithaca their current assessing services one day per week) through an intergovernmental agreement for two days per week, thereby off-setting our costs to hire her while concurrently providing us an opportunity to expand our assessing services and simultaneously use Edie's talents in the much-needed area of code enforcement that we discussed at the January 13 joint meeting with our Planning Commission.

We discussed the proposal with Ithaca's city manager yesterday. He is in full agreement with the proposal and believes his council will likewise accept the proposal (Ithaca was one of the municipalities who previously attempted to partner with us in this venture). Ithaca will formally consider the proposal at a scheduled meeting on January 19th if we receive your approval to move forward at our January 18th meeting. Edie has agreed to this proposal so long as we allow her to continue additional assessing services she presently provides to the township where her residence is located; allowing her to do so would make her "whole" in respect to the wages and benefits she presently receives from her current employer.

Commissioner Swanson questioned how Edie would be able to work as a full time employee of the city and yet continue working as an assessor in her township.

C/M Hibl explained that Edie would work (2) 10 hour days for the City of Clare, (2) 10 hour days for the City of Ithaca and would then be able to work her fifth day of the week in her home township.

While it would be ideal to have a third municipality share the cost of assessing services, it would have to be a small municipality due to the states limitations on the percentage of commercial and industrial property she is allowed to assess under her MAAO license.

Commissioner McConnell desired the employee contract to be three years rather than five years as requested.

Motion by Commissioner McConnell second by Commissioner Swanson to approve the Intergovernmental Agreement by adoption of Resolutions 2016-008, and to approve a Three-Year Employee Contract with Edie Hunter by adoption of Resolution 2016-009. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Carolyn (Gus) Murphy, Jean McConnell, and Karla Swanson. Nays: None. Absent: None. *Motion Carried.*

D. FISCAL OVERSIGHT & BUDGET COMMITTEE

Mayor Pro Tem Jean McConnell and Commissioner Bob Bonham serve as the City Commission's appointees on the City's Fiscal Oversight & Budget Committee. This committee serves a tremendously important role in oversight and guidance in respect

to the City's annual operating budget. But the City Charter prohibits standing committees – allows only ad hoc committees of the City Commission. Consequently, the City Commission reappoints two of its member annually to comply with the provisions of the City Charter, thus giving the Commission an opportunity to change or retain membership on this ad hoc committee. And as one of the primary functions of the Committee is to provide initial oversight in the preparation of the City's annual budget, we routinely ask the City Commission to appoint this ad hoc committee in January or February to coincide with budget preparation.

Motion by Commissioner Swanson second by Commissioner McConnell to appoint Bob Bonham and Pat Humphrey to the Fiscal Oversight & Budget Committee by adoption of Resolution 2016-010. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Carolyn (Gus) Murphy, Jean McConnell, and Karla Swanson. Nays: None. Absent: None. *Motion Carried.*

E. *BOARD & COMMITTEE APPOINTMENT-PLANNING COMMISSION (BRETT MOSER)

Approved by Consent Agenda. Resolution 2016-010.

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 next-scheduled Planning Commission meeting is scheduled for Wednesday, February 10th. The two primary agenda topics include a request for an amendment to the approved WalMart site plan to change elevation/façade colors of a portion of the proposed project and continuation of the City's Master Plan update with the assistance of McKenna Associates.

Recreation Master Plan. Joy Simmer, our Recreation Director, is scheduled to complete the update of our Recreation Master Plan by January 15. The Plan will then be distributed for review and comment for a required 30-day period. The Plan will subsequently be presented to the City's Parks & Recreation Board for review and recommendations; to the City Planning Commission for review and integration with the City Master Plan; and finally to the City Commission for approval.

Preliminary North Water Assessment Results. Dale has reviewed the preliminary results of the water quality tests taken as part of the overall water assessment being conducted under the auspice of Gourdie-Fraser. The results indicate that the water quality is far worse than our current water supplies in the southern and western sectors of the City. We will await the final Gourdie-Fraser assessment, which will be presented to the City Commission upon completion, before making any final conclusions and/or recommendations.

Tax Tribunal Appraisals. As the deadline for filing documents to the Tax Tribunal for the JD Metalworks appeal is fast-approaching, I authorized the completion of two appraisals with a total cost of \$6K to support us in substantiation of our assessment of these properties.

American Flag Pole Fundraiser. With the receipt of \$700 in Clare Rotary donations this week, we've reached/achieved our fund-raising goal of \$2,500 to allow us purchase the flag pole on behalf of the residents of Clare for the American flag at the Clare County Veteran's Memorial.

Addendum.

Employment Contracts. The City Manager asked the Commission to consider entering in to contracts once again with department heads whose contracts expired years ago; Commissioners verbally agreed to do so.

11. ***COMMUNICATIONS**

Approved By Consent Agenda.

AOPA Newsletter. Kudos for our illustrious Airport Manager for recognition in the attached edition of this national periodical for the aviation ground school he started at the Clare Airport.

Complaint. We received a complaint from a City resident via our website suggesting that the City was clearing snow from the Clare Public School Parking Lots. We provided the attached initial response advising that the City was not clearing these lots. The resident insisted we were; the attached string of emails ensued with the City offering its final response and advising her accordingly. As indicated by her last email, she again insisted that she was correct; we did not respond to her last missive. This particular resident has offered her consistent criticism of the City and its many flaws, to include our poor streets, our wasteful use of taxpayer dollars, the Amish, horse doo-doo on our streets, and dead trees. She is not a City taxpayer but resides in a rental unit with a companion. We've offered to meet with her to discuss her many verbalized concerns regarding our community; to date she has declined our offers.

Letter of Support. The City offered a letter of support to the Clare County Council on Aging for their grant application to construct a Senior Day Care Facility for the County on their owned property in Harrison.

Letters of Support for National Historic District Designation. We've received letters of support from the Clare County Historical Society, State Representative Joel Johnson, and Professor Robert Knapp for our application for National designation. A public hearing is scheduled for January 15, 2016, at 10:00 am in Lansing to receive comment related to our application.

Kudos for DPW Snow Removal Operations. Our DPW crews received accolades from a new Clare resident for their efficient snow removal efforts.

Thank You Note. The City Commissioners and City Staff received a thank you note for personal contributions made to MidMichigan Health.

12. EXTENDED PUBLIC COMMENT: Leonard Strouse announced that there are several townships in Clare County in need of assessing services.
13. COMMISSION DISCUSSION TOPICS: Mayor Pat announced that he would be going out of the area during the month of February and first part of March 2016 and asked the remaining Commissioners to consider excusing him from the regular meetings being held during that time-frame.

Motion by Commissioner Swanson second by Commissioner Bonham to excuse Pat Humphrey from the February 2, 16, and March 7 2016 regularly scheduled City Commission meetings by adoption of Resolution 2016-011. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Carolyn (Gus) Murphy, Jean McConnell, and Karla Swanson. Nays: None. Absent: None. *Motion Carried.*

14. *APPROVAL OF BILLS
Approved By Consent Agenda.

15. CLOSED SESSION
Motion by Commissioner Swanson second by Commissioner Murphy to go into closed session. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Jean McConnell, Carolyn (Gus) Murphy and Karla Swanson. Nays: None. Absent: None. Motion Approved.

Motion by Commissioner Bonham second by Commissioner McConnell to go into open session. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Jean McConnell, Carolyn (Gus) Murphy and Karla Swanson. Nays: None. Absent: None. Motion Approved.

Motion by Commissioner McConnell second by Commissioner Swanson to authorize negotiation on the purchase of property based on a reasonable and affordable timeline. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Jean McConnell,

Carolyn (Gus) Murphy and Karla Swanson. Nays: None. Absent: None. Motion Approved.

ADJOURNMENT

Motion by Commissioner McConnell second by Commissioner Muphy to adjourn the meeting. Ayes: All. Nays: None. Absent: None. *Motion Carried.* Meeting adjourned at 7:24 p.m.

Pat Humphrey, Mayor

Diane Lyon, City Clerk

The joint meeting of the Clare City Commission and Clare City Planning Commission was called to order in the City Commission Chambers, at 6:40 p.m. by Planning Commission Chair Josh Clark who led the Pledge of Allegiance. Present were: Commissioners Steve Barnes, Bob Bonham, Glenda Carmoney, Josh Clark, Angie Cozat, Elaine Demasi, Pat Humphrey, Brett Moser, Jean McConnell, Karla Swanson, Jan Winter and Nick Wyman. Absent: Darren Acton and Carolyn (Gus) Murphy. Also present were Ken Hibl, City Manager; Steve Kingsbury, Treasurer and Finance Director; and Diane Lyon, City Clerk.

APPROVAL OF JOINT AGENDA:

Moved by Commissioner McConnell second by Commissioner Swanson to approve the agenda. Ayes: All. Nays: None. Absent: Darren Acton and Gus Murphy. *Motion approved.*

PUBLIC COMMENT: None.

UNFINISHED BUSINESS: None

NEW BUSINESS:

PLANNING COMMISSION ANNUAL REPORT

The Planning Commission submits an activity report to the Clare City Commission on an annual basis outlining the Commission's major accomplishments; highlighting difficulties (if any) encountered; and offering recommendations for meeting the objectives and goals of the City's Master Plan and enforcement of the City's Zoning Codes. The report was submitted to the City Commission by Chair Josh Clark on behalf of the Planning Commission.

JOINT DISCUSSION

The Clare City Commission and the Clare City Planning Commission were scheduled to hold a joint meeting on Wednesday, January 13, 2016, to discuss a number of important topics of mutual interest and benefit of both governmental entities and the City as a whole.

Introductions were made prior to the Planning Commission presenting their annual report to the City Commission and opening discussion on topics for the evening.

Following presentation of the annual report by Planning Commission Chair Josh Clark, Mayor Humphrey commented that the report was well thought out and complete. He further expressed appreciation to the group for their hard work and dedication as they rely on the Planning Commission's complete review of Ordinances, Master Plan, and other projects and tasks prior to them coming before the City Commission. Mayor Pro Tem McConnell offered that the Planning Commission's thoroughness made it much easier for the City Commission to do their job.

Code Enforcement/Blight/Rental Code

The first and lengthiest topic of discussion was code enforcement. The Planning Commission expressed concern about expending a great deal of time and energy considering and adopting ordinances and then not having those ordinances enforced. Manpower and the allocation of funds have not been available for code enforcement for the last few years and it is evident when you drive through certain areas of the city. The appearance of the city, particularly in our main corridors, affects tourism which in turn impacts all residents. While commissioners agree that city staff is doing the best they can with the resources available, it's just not enough to keep violations in check.

Currently, code enforcement is complaint driven which is not an effective way to address the enforcement. C/M Hibl offered that consistency in enforcement is key. Once residents became aware that there was no code enforcement officer out there checking for violations on a regular basis, blight issues blossomed, primarily in rental areas. Having a code enforcement officer doing rounds once or twice a week puts residents on notice that we are keeping an eye out for violations.

While a formal study has not been completed, it is estimated that it would take a minimum of two full eight hour days to address enforcement issues; once a violation is discovered and noted, the resident or business owner must receive notice (typically a verbal warning first) and allowed time to correct the issue which then requires follow-up. At times there could be multiple notices requiring repeated follow-up. Ideally we would like to find someone who is retired and looking to work two or three days a week, who is familiar with codes, possesses good communication skills, is compassionate, and is able to handle adversity with diplomacy. The C/M estimates it would cost 12-15k a year.

From a financial standpoint, Treasurer Steve Kingsbury pointed out, that we've not yet recovered from the economic downturn of the past few years and while the north industrial park is anticipated to help the city's financial outlook, the Little Tobacco Drain assessment will be coming along soon. The state should be providing additional funds from the road funding package in 2017 which should help relieve pressure on the general fund; however, the city's current staff has not received a wage increase in five years and is paying more for healthcare.

Blight issues are being addressed five at a time right now because that is all we are able to handle at one time. The resident receives notice and is given a period of time to correct the issue. If it isn't corrected they receive a letter from the city attorney and if it still is not corrected within the timeframe allowed it then goes to court.

Much of the blight in the city comes from rental properties. Both the City Commission and Planning Commission would like to see a rental code in place. Rental properties would require an annual inspection and landlords would be required to pay a fee for a permit which then would cover the cost of code enforcement.

The current sign ordinance needs revamping due to inconsistencies and holes in the current ordinance.

Currently the City Manager addresses code enforcement issues when they come up but it takes time away from other duties required of him.

It was suggested that volunteers or high-school interns assist with code enforcement, locating problems and writing letters, however code enforcement would still have to go out and personally view the violation and address it with the homeowner in person and in the event that the violation was taken to court, that person needs to have firsthand knowledge of the violation and issues that have been addressed with the homeowner.

Rehabilitation of the Clare RR Depot.

Thanks to Commissioner Winter's leadership and guidance, construction activity in the basement of the depot is near completion and the Clare County Arts Council will have its first permanent home. The building will not be open to the public until the sprinkler can be turned on without fear of it freezing in the upper level of the depot. There is no heat in the upper level because that portion of the depot has not yet been renovated and the cost of heat tape to cover the lines would be very expensive.

Parks and Recreation Master Plan

Parks & Recreation Director Joy Simmer has been working on updating the P&R Master Plan. The Draft Plan should be complete by January 15th. There is a 30 day public comment period. Once that is complete it will go before Parks & Recreation Board, Planning Commission and City Commission for approval. It should be completed in time to apply for a DNR Trust Fund Grant this spring.

Recreation Complex

An Operators Union has offered to complete the earthwork at no cost to the city except for fuel and mobilization. The estimated value of this service is \$400k.

Master Plan Update

McKenna & Associates are assisting with the Master Plan Update. One of the first actions they took was to hold meetings for five separate focus groups to identify what people like about this community and where we could improve. McKenna then presented the results to the Planning Commission. Some of the negative perceptions brought out were the health and welfare of the residents (Clare County ranked in the top 5 unhealthiest counties), a poor (educational) school system, lack of senior activities, and no indoor recreation complex.

Commissioners recommended capitalizing on and marketing our recreational assets to improve health and wellness within the community. Group events were suggested for rides on the rail-trail and 127 bike trail that will be coming to Clare. The City is currently in the process of creating new recreational facilities. It was suggested that the city might need to increase marketing of recreational activities available in the community via the city's website, MAC TV, and social media for our younger population. During the winter months there is little to do in terms of indoor activities. While an indoor complex would be ideal the expense to build and maintain an indoor facility is cost prohibitive at this time and is not an option. Commissioners discussed working toward a partnership with the school in order for the community to use their recreational facilities. However, school facilities may not be available due to current athletic program schedules in the gymnasiums and workout room. While use of school athletic facilities

have been closed off to the general public for some time, commissioners believe that the subject should be brought up with the new school board.

Pere Marquette Rail-Trail (PMRT)

The city is meeting with Clare County Parks & Recreation, Michigan Economic Development Corporation (MEDC), Michigan Department of Transportation (MDOT), Friends of the Rail-Trail on January 22, 2016. Clare County Parks & Recreation has some money set aside as do Friends of the Rail-Trail. We believe that we have approximately 80k set aside for matching funds for a grant. The State has set aside funding for the Ithaca to Alma and Shepherd to Mt. Pleasant (north/south) rail trail. Funding for the north/south trail will tie in to the PMRT and will be written into the grant application.

Northern Clare Development

Providing a name for development on the north end of Clare will be part of the Master Plan update. The developers who own the commercial property at the north end of Clare where Walmart intends to build have named that development Clare Commons. The developer is building a roadway which will link Clare Avenue, the industrial park, and Colonville Road.

Roundabout

The north roundabout is anticipated to cost 2 million. Middle Michigan Development Corporation (MMDC), Clare County Road Commission, the City and their Engineer of record, the developer, and MDOT are meeting on January 20 at the Mt. Pleasant Transportation Service Center (TSC) to discuss funding for the roundabout. While MDOT is requesting we build this roundabout they don't want to pay for any portion of it even though they own four legs of the roadway and two of those legs are the entrance and exit to US127. The City has been granted 375k to improve the roadway at the north end of Clare but we cannot afford to build a 2 million dollar roundabout. All of the players need to come to the table because after 2017 the 375k grant will go away.

Walmart

City staff will be meeting with Walmart's engineers on January 21 for a staff site plan review. They will be signing off on the property next week and have begun the hiring process for the Clare store.

Road Improvements

To completely redo one block of city streets, including curb and gutter, the estimated cost is 80k-90k. According to the street study conducted two years ago, we would have to put in 450k per year in order to maintain our city streets. The local road millage that will be placed on the ballot is key to the city maintaining the condition of our streets. Brick streets are not affordable. Potholes have a great deal to do with soil conditions. Waves in the roadway (Wilcox) are caused by differing compaction rates after sewer leads are put in and the ground freezes and thaws.

Master Plan Update

The City Commission had no concern with the Master Plan, putting full faith in the Planning Commission's ability to complete any needed updates.

ADJOURNMENT - Moved by Commissioner McConnell and seconded by Commissioner Swanson to adjourn. Ayes: All. Nays: None. Absent: Darren Acton & Gus Murphy. *Motion approved.* Meeting adjourned at 8:14 p.m.

Diane Lyon, City Clerk

AGENDA REPORT

To: Mayor Pat Humphrey and the Clare City Commission
From: Ken Hibl, City Manager
Date: January 28, 2016
Regarding: Presentation of Life Saving Pin – Officer Natasha Seymour

For the Agenda of February 1, 2016

Background Officer Natasha Seymour responded to call for assistance on Washington Road just outside the Clare City limits on January 24th. Upon arriving on scene Officer Seymour found a woman without a noticeable pulse and was not breathing. She immediately administered CPR. Her immediate and unhesitant actions are credited with saving the woman's life. Her performance is deserving of recognition and merit – thus the Mayor will publicly present a Life Saving Pin to Officer Seymour at Monday's scheduled Commission meeting.

Issues & Questions Specified Should Mayor Humphrey present a Life-Saving Pin to Officer Seymour?

Alternatives

1. Present the pin.
2. Do not present the pin.
3. Defer/delay the presentation to a subsequently scheduled City Commission mtg.

Financial Impact Not Applicable.

Recommendation I recommend that Officer Seymour be publicly recognized and presented a Life Saving Pin for her heroic, life-saving actions.

Attachments: Police Report.

Clare City Police Department,
207 W. Fifth St., Clare MI, 48617

P: 989 386-2121
F: 989 386-0440

Incident No: 16-000069
Status: Assist other Agen

Date Reported: 01/24/2016 Time Reported: 13:36

Officer: Seymour, N

Classification: Other Agency Assist -- (9919-8)

Location: 10830 E WASHINGTON RD

Section / Nbh:

Description: Overdose

Clerk: NNS

Witness:

DOB: [REDACTED]

Subject:

DOB: [REDACTED]

Original Narrative:

INFORMATION:

On 01/24/2016 at about 1336hrs, I (Officer Natasha Seymour) was dispatched to ^{10,000 Block} [REDACTED] Washington Rd. in Clare for an unconscious female possible overdose.

SCENE ARRIVAL:

Upon arrival, I announced myself at the door of the residence and I heard a male yell directing me where to go. I observed in the living room area a female laying on her back on the ground. The female was blue/purple in color and cold to the touch. I asked the male how long she has been down and he stated a few minutes.

I knelt down next to the female. I did not observe any breathing. I felt for a radial pulse and felt her chest for a heartbeat. I did not detect either.

I placed my hands in the center of her sternum and began CPR compressions. MMR arrived on scene at the same time as I did, and they were getting the gurney and equipment they needed.

I performed a minute or two of compressions when MMR came inside the residence. MMR began getting equipment set up for the patient. They advised me to continue to perform compressions.

After a couple minutes of compressions, the patient gasped for air, but was still unconscious. MMR then checked some of her vitals. As I placed my hand on her chest to start more compressions, I felt her heart beating. MMR advised me to stop compressions. I checked the patient's mouth to make sure there were not obstructions.

MMR directed me to get the O2 tank off of the gurney. I brought it back and I connected the mask to the oxygen tank and assisted with giving breaths using the bag to the patient.

I continued to give breaths while MMR started an IV and connected electrodes to the patient. The patient began getting color back at this time. MMR then gave NARCAN to the patient. Once the NARCAN took effect, the patient's eyebrows started to move, and she gained back most of her color. Myself and MMR

Officer: Seymour, N

Reviewed By:

Date Printed: 01/28/2016

Original Narrative (continued):

gave a few sternum rubs, and the patient began breathing on her own, and eventually regained consciousness.

The patient identified as [REDACTED] sat up and was able to recognize and say the name of her partner [REDACTED].

Deputy Bailey was present at the scene talking with Mr. Bryson and gathering information on what happened prior to [REDACTED] going unconscious.

After [REDACTED] became alert and coherent, Deputy Bailey asked her what she took. [REDACTED] stated that she took morphine that she is not prescribed. Deputy Bailey asked where the morphine was located. She advised it was in the bedroom. Deputy Bailey found the morphine pills in the bedroom and took possession of the pills. Deputy Bailey also located a green leafy substance that appeared to be marijuana on the bedroom dresser. Deputy Bailey told [REDACTED] to flush the substance down the toilet. Deputy Bailey had me witness the disposal of the substance.

[REDACTED] was placed in the ambulance and was turned over to MMR for transport to Clare ER.

STATUS:

Closed.

AGENDA REPORT

TO: Mayor Pat Humphrey and the Clare City Commission
FROM: Ken Hibl, City Manager
DATE: January 28, 2016
RE: Traffic Control Order 16-001 (McEwan Street Loading & Delivery Zone)

For the Agenda of February 1, 2016

Background. The City's Traffic & Safety Committee met on January 18, 2016 to discuss two specific topics – one of them being complaints received from business proprietors on McEwan Street regarding the location of the McEwan Street Loading and Delivery Zone on the west side (southbound) side of McEwan Street. This delivery/loading zone was established in 2014 (*see copy of att'd Resolution 2014-150*) to eliminate the traffic hazard created by delivery trucks stopping in the westbound travel lane of West Fifth Street for deliveries to Maxwell's Flowers..

After discussion with two of the McEwan Street business owners whose businesses are located immediately adjacent to the loading zone, the Traffic & Safety Committee recommended that the present location of the loading zone be moved to a location just north of The White House Restaurant/south of the exit of the MidMichigan Medical Center's exit, thereby appeasing the business owners by again allowing on-street parking immediately adjacent to their respective businesses and concurrently maintaining a McEwan Street delivery/loading zone that will accommodate all of the businesses on this block of McEwan Street. The proposed relocation of this loading and delivery zone returns the use of three parking spaces that were eliminated when the loading and delivery zone was initially created.

The City Commission is asked to consider and approve the recommended TCO 16-001 (*copy att'd*).

Issues & Questions Specified. Should the City Commission approve Traffic Control Order 016-001?

Alternatives.

1. Approve the TCO.
2. Approve the TCO with modifications/amendment.
3. Disapprove the TCO.
4. Set aside the decision regarding this matter to a later date.

Financial Impact: Cost is minimal (restriping and relocating signage).

Recommendation. I recommend that the City Commission approve Traffic Control Order 16-00 by adoption of Resolution 2016-013 (*copy att'd*).

Attachments.

1. Resolution 2014-150.
2. TCO 16-001.
3. Resolution 2016-013.

RESOLUTION 2014-150

A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING TRAFFIC CONTROL ORDER 004-2014.

WHEREAS, the City's Traffic and Safety Committee met on the 30th day of September 2014 to discuss and provide the Clare City Commission a recommendation(s) related to three parking situations within the City that are presently creating congestion, frustration for drivers, and are creating a public safety hazard; and

WHEREAS, the third of the said situations pertains to delivery truck parking on West Fifth Street adjacent to Maxwell's impeding traffic, producing backups and creating a dangerous situation for loading and delivery drivers; and

WHEREAS, after thorough and lengthy discussion, the Traffic & Safety Committee unanimously recommended that a proposed Traffic Control Order (TCO 004-2014) be drafted; and

WHEREAS, the Downtown Development Authority subsequently reviewed the proposed Traffic Control Order at their meeting held on October 10, 2014, and unanimously recommended approval to the Clare City Commission; and

WHEREAS, the City Commission considered said recommendations of the Traffic & Safety Committee and the Downtown Development Authority and determined them to be prudent and in the best interests of public safety.

NOW THEREFORE BE IT RESOLVED THAT, the Clare City Commission hereby approves Traffic Control Order 004-2014 and directs its City Manager to ensure that appropriate signage is erected to implement the provisions of the Traffic Control Order and that appropriate enforcement actions are taken relative to said Order.

ALL RESOLUTIONS AND PARTS OF RESOLUTIONS INSOFAR AS THEY CONFLICT WITH THE PROVISIONS OF THIS RESOLUTION BE AND THE SAME ARE HEREBY RESCINDED.

The Resolution was introduced by Commissioner Swanson and supported by Commissioner McConnell. The Resolution declared adopted by the following roll call vote:

YEAS: Bob Bonham, Pat Humphrey, Jean McConnell, Gus Murphy, and Karla Swanson.

NAYS: None.

ABSENT: None.

Resolution approved for adoption on this 20th day of October 2014.

Diane Lyon, City Clerk

CITY OF CLARE
TRAFFIC CONTROL ORDER

NO: 16-001

A. ISSUED BY: Brian Gregory Chief DATE: 1-18-2016
(TRAFFIC ENGINEER/CHIEF OF POLICE)

B. SIGN ERECTED
OR WORK DONE BY: DPW DATE: Weather permitting

C. Alan Jessup
(Street Supervisor DPW Supt.)

D. FILED AND ATTESTED: _____ DATE: _____
(CITY CLERK)

E. LOCATION:
McEwan St. just north of 5th St. on the west side. The current unloading/loading space in front of "Brewin on McEwan".

F. CONTENT:
Patron and patient parking spaces will be repainted in place of the loading/unloading zone that currently occupies this area. The new load/unload zone will be moved north to the south side of the hospital exit drive.

DATE OF EXPIRATION: _____

DATE OF RESOLUTION ADOPTION BY CITY COMMISSION _____

RESOLUTION NUMBER _____

RESOLUTION 2016-013

A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING TRAFFIC CONTROL ORDER 16-001.

WHEREAS, the City's Traffic and Safety Committee met on the 18th day of January 2016 to review, discuss, and provide recommendations related to business proprietor complaints related to the elimination of on-street parking availability as a result of the designation of a loading and delivery zone created in 2014; and

WHEREAS, after considerable discussion with the concerned business proprietor and other neighboring business owners regarding the current situation and possible options and alternatives, all parties came to a mutual agreement and recommendation to relocate the loading and delivery zone to a site on McEwan Street north of the existing site and to reinstate the on-street parking spaces eliminated by the creation of the loading and delivery zone in 2014; and

WHEREAS, said recommendation has been incorporated in a proposed Traffic Control Order, said Order being designated as TCO 16-001; and

WHEREAS, said TCO 16-001 has been reviewed and considered by the City Commission and determined to be an appropriate and prudent solution to the aforementioned issues raised by the downtown business proprietor.

NOW THEREFORE BE IT RESOLVED THAT, the Clare City Commission hereby approves Traffic Control Order 16-001 and directs its City Manager to ensure that appropriate signage is relocated to implement the provisions of the Traffic Control Order and that appropriate enforcement actions are taken relative to said Order.

ALL RESOLUTIONS AND PARTS OF RESOLUTIONS INSOFAR AS THEY CONFLICT WITH THE PROVISIONS OF THIS RESOLUTION BE AND THE SAME ARE HEREBY RESCINDED.

The Resolution was introduced by Commissioner _____ and supported by Commissioner _____.. The Resolution declared adopted by the following roll call vote:

YEAS:

NAYS:

ABSENT:

Resolution approved for adoption on this 1st day of February 2016.

Diane Lyon, City Clerk

AGENDA REPORT

TO: Mayor Pat Humphrey and the Clare City Commission
FROM: Ken Hibl, City Manager
DATE: January 28, 2016
RE: Amendment to Engineering Contract – North Industrial Park Project

For the Agenda of February 1, 2016

Background. The City enjoys an engineering services contract (*see copy of att'd Resolution 2014-004*) with its engineering firm of record, Gourdie-Fraser, for design and construction engineering related to the City's new North Industrial Park Project. As reflected in the referenced Resolution, the approved amount of the contract is \$762,850.

We have entered the close-out phase of this project. Unlike other grant agencies we've worked with in the past, the EDA's process requires we defer all change orders and amendments to the end/close-out phase of the project. We've already submitted our change orders and amendments for our two primary construction contractors, but we have not done so for our engineer. Consequently, we ask the Commission to amend the GFA contract to a total not to exceed \$781,468.85 – a cost difference of \$18,618.85 – to allow us to submit this final amendment to the EDA, thereby allowing us to commence close-out of the grant.

Issues & Questions Specified. Should the City Commission approve the requested contract amendment?

Alternatives.

1. Approve the engineering contract amendment.
2. Do not approve the contract amendment.
3. Set aside the decision regarding this matter to a later date.

Financial Impact: The amendment increases the engineering services contract amount by \$18,618.85. The Clare IDC paid \$4,120 of these costs for survey work performed by GFA at the very beginning of this project in 2014. The balance owed to GFA is for their involvement with design and installation of SCADA (they used a subcontractor to accomplish this work) and for after-the-fact design of our requested turn-around point to accommodate a consolidated mail box for the tenants of the industrial park.

Recommendation. I recommend that the City Commission approve an amendment to the engineering services contract by adoption of Resolution 2016-015 (*copy att'd*), thereby allowing additional payment of an amount not to exceed \$18,618.85 and increasing the total not-to-exceed cost of engineering services for the project to \$781,468.85.

Attachments.

1. Resolution 2014-004.
2. Resolution 2016-014.

RESOLUTION 2014-004

A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING A PROPOSED ARCHITECTURAL AND ENGINEERING CONTRACT FOR ENGINEERING SERVICES WITH GOURDIE-FRASER ASSOCIATES.

WHEREAS, by adoption of its Resolution 2014-001, the Clare City Commission competitively selected Gourdie-Fraser Associates of Traverse City, Michigan to provide engineering design and construction oversight services for the development of a new industrial park for the City of Clare; and

WHEREAS, the Clare City Staff subsequently negotiated a contractual agreement with Gourdie Fraser Associates for said services; and

WHEREAS, upon review said proposed contractual agreement meets all the City requirements and stipulations and appears to meet all requirements and stipulations mandated by the Economic Development Administration, which is a required element of the approval process of the proposed contractual agreement.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Clare hereby approves a contractual agreement for engineering design, construction oversight, and project administration services with Gourdie-Fraser & Associates for the purpose of developing a new industrial park for the City of Clare.

BE IF FURTHER RESOLVED THAT the terms and conditions of said contractual agreement are outlined therein and that the maximum cost for said services shall not to exceed \$762,850.

BE IT FURTHER RESOLVED THAT the Clare City Commission authorizes Mr. Ken Hibl, its City Manager, to execute any and all documents related to said contractual agreement on behalf of the City of Clare.

BE IT FURTHER RESOLVED THAT execution and application of any and all elements and terms of this contract is contingent upon the review and concurrence of the Economic Development Administration.

ALL RESOLUTIONS AND PARTS OF RESOLUTIONS INsofar AS THEY CONFLICT WITH THE PROVISIONS OF THIS RESOLUTION BE AND THE SAME ARE HEREBY RESCINDED.

The Resolution was introduced by Commissioner Swanson and supported by Commissioner McConnell. The Resolution declared adopted by the following roll call vote:

YEAS: Bob Bonham, Pat Humphrey, Jean McConnell, Carolyn Murphy and Karla Swanson.

NAYS: None.

ABSENT: None.

Resolution approved for adoption on this 20th day of January 2014.

Diane Lyon, City Clerk

RESOLUTION 2016-016

A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING THE SUBMITTAL OF AN UNITED STATES DEPARTMENT OF AGRICULTURE APPLICATION FOR THE PURCHASE OF A NEW PICK-UP TRUCK FOR THE CLARE FIRE DEPARTMENT.

WHEREAS, the local grant specialist for the United States Department of Agriculture has informed the City that there are presently grant funds available for the purchase of vehicles on a first-come-first-served basis for vehicles not exceeding a specific amount; and

WHEREAS, the Clare Fire Department currently has a 1998 pick-up truck that qualifies for this grant program; and

WHEREAS, the City Staff has recommended that the City Commission approve the submittal of a grant application to determine whether the request for USDA funding would be approved to replace said vehicle; and

WHEREAS, the City Commission has determined that said recommendation is prudent.

NOW THEREFORE BE IT RESOLVED THAT, the Clare City Commission hereby approves the submittal of a USDA grant for the purpose of replacing the Clare Fire Department's 1998-vintage pick-up truck.

ALL RESOLUTIONS AND PARTS OF RESOLUTIONS INSOFAR AS THEY CONFLICT WITH THE PROVISIONS OF THIS RESOLUTION BE AND THE SAME ARE HEREBY RESCINDED.

The Resolution was introduced by Commissioner _____ and supported by Commissioner _____.. The Resolution declared adopted by the following roll call vote:

YEAS:

NAYS:

ABSENT:

Resolution approved for adoption on this 1st day of February 2016.

Diane Lyon, City Clerk

AGENDA REPORT

TO: Mayor Pat Humphrey and the Clare City Commission
FROM: Ken Hibl, City Manager
DATE: January 28, 2016
RE: Approval to Submit USDA Grant Application – CFD Pick-Up Truck

For the Agenda of February 1, 2016

Background. The local grant specialist for the United States Department of Agriculture (USDA) has informed the City that her agency currently has grant funds available for the purchase of small vehicle purchases on a first-come-first-served basis. The Clare Fire Department uses a 1998-vintage pick-up for its command vehicle. While the vehicle is in very good condition, it is not a crew-cab vehicle, thereby limiting its utility – and it is nearly 20 years old. Consequently, the City Staff recommends that the City submit a grant application to replace the vehicle. The City Commission is asked to approve the submittal of the application.

Issues & Questions Specified. Should the City Commission approve the submittal of a grant application to replace the 1998-vintage pick-up truck for the Clare Fire Department?

Alternatives.

1. Approve the submittal of the grant application.
2. Do not approve the submittal of the grant application.
3. Set aside the decision regarding this matter to a later date.

Financial Impact: The grant program is a 55/45 grant (45% being the City's local match requirement). Using the state buying program for a new pick-up truck, we estimate that the City's costs would be a maximum of \$20K for a crew-cab, 4-wheel drive vehicle. These costs would be borne by the Fire Fund; that Fund has a sufficient fund balance to cover these costs. However, submittal of the application does not obligate the City to the expenditure of any funds. If the grant is approved, the City has the prerogative to reject the grant.

Recommendation. I recommend that the City Commission approve the submittal of the grant application by adoption of Resolution 2016-016 (*copy att'd*).

Attachment. Resolution 2016-016.

RESOLUTION 2016-016

A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING THE SUBMITTAL OF AN UNITED STATES DEPARTMENT OF AGRICULTURE APPLICATION FOR THE PURCHASE OF A NEW PICK-UP TRUCK FOR THE CLARE FIRE DEPARTMENT.

WHEREAS, the local grant specialist for the United States Department of Agriculture has informed the City that there are presently grant funds available for the purchase of vehicles on a first-come-first-served basis for vehicles not exceeding a specific amount; and

WHEREAS, the Clare Fire Department currently has a 1998 pick-up truck that qualifies for this grant program; and

WHEREAS, the City Staff has recommended that the City Commission approve the submittal of a grant application to determine whether the request for USDA funding would be approved to replace said vehicle; and

WHEREAS, the City Commission has determined that said recommendation is prudent.

NOW THEREFORE BE IT RESOLVED THAT, the Clare City Commission hereby approves the submittal of a USDA grant for the purpose of replacing the Clare Fire Department's 1998-vintage pick-up truck.

ALL RESOLUTIONS AND PARTS OF RESOLUTIONS INSOFAR AS THEY CONFLICT WITH THE PROVISIONS OF THIS RESOLUTION BE AND THE SAME ARE HEREBY RESCINDED.

The Resolution was introduced by Commissioner _____ and supported by Commissioner _____.. The Resolution declared adopted by the following roll call vote:

YEAS:

NAYS:

ABSENT:

Resolution approved for adoption on this 1st day of February 2016.

Diane Lyon, City Clerk

AGENDA REPORT

To: Mayor Pat Humphrey and the Clare City Commission
From: Ken Hibl, City Manager
Date: January 28, 2016
Regarding: *Board & Committee Appointment – City Planning Commission
(Commissioners Elaine Demasi)

For the Agenda of February 1, 2016

***Note: This is a Consent Agenda item and is considered as routine by the City Commission. As such, this matter shall be automatically enacted by one motion with all other Consent Agenda items unless a Commissioner or citizen requests this item be individually discussed, in which event it shall be removed from the Consent Agenda and considered and acted upon in its designated sequence on the approved Clare City Commission agenda of February 1, 2016.**

Background The term of appointment of Elaine Demasi, who is a long-serving member of the City's Planning Commission, expired on December 5, 2015. Elaine has expressed her consent to continue serving on this board at the will of the Commission; the City Commission is asked to consider renewing her appointment.

Issues & Questions Should the City Commission approve the proposed re-appointment?

Alternatives

1. Approve the re-appointment.
2. Appoint another individual to serve on this Board in lieu of Elaine Demasi.
3. Do not approve an appointment to fill this position.
4. Set the decision aside to a subsequently scheduled public meeting.

Financial Impact N/A.

Recommendation I recommend that the City Commission approve the re-appointment by adoption of attached Resolution 2016- 017 (*copy att'd*).

Attachment Resolution 2016-017.

RESOLUTION 2016-017

A RESOLUTION OF THE CLARE CITY COMMISSION RE-APPOINTING MRS. ELAINE DEMASI TO CONTINUE SERVING AS MEMBERS OF THE CITY OF CLARE PLANNING COMMISSION.

WHEREAS, the appointments of Mrs. Elaine Demasi as a member of the City of Clare Planning Commission expire on the 5th day of December 2015; and

WHEREAS, Mrs. Demasi has agreed to reappointment to said Board at the will of the City Commission; and

WHEREAS, the City Commission considers said individual highly qualified to continue serving as a member of said Board.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Clare hereby re-appoints Mrs. Elaine Demasi to continue serving as a member of the City of Clare Planning Commission, said reappointments being effective on February 1, 2016 and expiring on February 1, 2019.

BE IT FURTHER RESOLVED THAT said appointment is voluntary and without compensation and can be terminated by the Clare City Commission with or without cause.

ALL RESOLUTIONS AND PARTS OF RESOLUTIONS INsofar AS THEY CONFLICT WITH THE PROVISIONS OF THIS RESOLUTION BE AND THE SAME ARE HEREBY RESCINDED.

The Resolution was introduced by Commissioner _____ and supported by Commissioner _____. The Resolution declared adopted by the following roll call vote:

YEAS:

NAYS:

ABSENT:

Resolution approved for adoption on this 1st day of February 2016.

Diane Lyon, City Clerk

To: Mayor Pat Humphrey and the Clare City Commission
From: Steven J. Kingsbury, MBA, CPFA, MiCPT
Treasurer, Finance Director and
Director of Information Technology
Date: January 28, 2016
Reference: Treasurer's Report for February 1, 2016

North Industrial Park/Infrastructure Capital Improvement Summary: Enclosed for the Commission's reference is a summary of the expenditures made and funding sources received/used for the North Industrial Park/Infrastructure Expansion project. This report includes all expenditures made as well as all grant and bond funds received or in the process of being received/requested.

This is close to the final project accounting report with only the final EDA Grant reimbursement and the General Infrastructure Bond draw amounts to complete.

All project expenditures have been completed and even with the extension of Consumers Energy Parkway to the western boundary of the North Industrial Park we are under the original \$4,940,860 project budget by \$174,365.71.

At this time we have calculated the final EDA Grant reimbursement amount to be \$252,326.30 and the final General Infrastructure Bond draw to be at least \$40,213.66. We are currently finalizing the costing of the engineering expenses with Gourdie-Fraser which could slightly increase the final bond draw amount.

City of Clare
2014-2016 Capital Improvement Project Summary
North Industrial Park/Infrastructure Capital Improvement Project
As of January 18, 2016

	<u>Original Budget</u>	<u>Change Orders</u>	<u>Amended Contract/Earned</u>	<u>Paid/Received To Date</u>	<u>Percent Complete</u>
Division A - Dunigan Brothers					
General Infrastructure	\$ 606,977.80	\$ 50,560.70	\$ 657,538.50	\$ 657,538.50	100.00%
Sewer	1,125,922.00	(53,710.20)	1,072,211.80	1,072,211.80	100.00%
Water	548,922.00	(20,583.20)	528,338.80	528,338.80	100.00%
TOTAL	2,281,821.80	(23,732.70)	2,258,089.10	2,258,089.10	100.00%
Dunigan Brothers Consumers Energy Parkway Extension				83,753.50	
Division B - Maguire Iron	1,444,000.00	5,000.00	1,449,000.00	1,449,000.00	100.00%
Engineering					
Contract	762,850.00	18,618.85	781,468.85	769,151.46	99.47%
Reimbursables	-			8,197.39	
Utilities	271,400.00			100,476.50	37.02%
Admin and Legal	55,000.00			47,826.34	86.96%
Contingency	125,788.20			50,000.00	39.75%
	<u>\$ 4,940,860.00</u>	<u>\$ (18,732.70)</u>	<u>\$ 4,488,557.95</u>	<u>\$ 4,766,494.29</u>	<u>96.47%</u>
<u>Funding Sources:</u>					
EDA Grant	2,680,860.00				
Submitted/Received:				2,423,381.26	99.81%
Eligible/In Process:				252,326.30	
Rural Development Grant	50,000.00			50,000.00	100.00%
Bonding	1,460,000.00				
Submitted/Received:				1,383,000.00	97.48%
Eligible/In Process:				40,213.66	
City Funds	751,350.00			617,573.07	82.20%
	<u>\$ 4,942,210.00</u>			<u>\$ 4,766,494.29</u>	<u>96.44%</u>

City of Clare
North Industrial Park/Infrastructure Expansion Project
Contractor Payments and Grant Reimbursement Summary
As of January 18, 2016

	<u>Approved by the City Commission</u>	<u>Signed Pay Appl Received</u>	<u>City's Check Cleared Bank</u>	<u>Reimbursement Requested</u>	<u>Reimbursement Received</u>
<u>Dunigan Brothers</u>					
Pay Application One	11/03/2014	11/05/2014	11/06/2014	11/24/2014	12/18/2014
Pay Application Two	11/17/2014	11/18/2014	11/21/2014	11/24/2014	12/18/2014
Pay Application Three	12/15/2014	12/26/2014	12/30/2014	01/19/2015	02/03/2015
Pay Application Four	02/02/2015	02/04/2015	02/09/2015	02/17/2015	03/06/2015
Pay Application Five	02/16/2015	02/16/2015	02/24/2015	03/25/2015	04/09/2015
Pay Application Six	04/20/2015	04/22/2015	05/01/2015	05/13/2015	05/22/2015
Pay Application Seven	05/18/2015	05/27/2015	05/29/2015	06/10/2015	06/25/2015
Pay Application Eight	07/06/2015	07/13/2015	07/20/2015	07/28/2015	08/07/2015
Pay Application Nine	09/08/2015	09/29/2015	09/15/2015	10/07/2015	11/04/2015
Pay Application Ten	11/17/2015	11/28/2015	11/23/2015		
Pay Application Eleven	12/21/2015	01/22/2016	01/05/2016		
<u>Maguire Iron</u>					
Pay Application One	12/15/2014	12/26/2014	12/30/2014	01/19/2015	02/03/2015
Pay Application Two	01/19/2015	02/16/2015	01/27/2015	02/17/2015	03/06/2015
Pay Application Three	02/02/2015	02/16/2015	02/10/2015	02/17/2015	03/06/2015
Pay Application Four	03/16/2015	03/19/2015	03/24/2015	03/25/2015	04/09/2015
Pay Application Five	04/06/2015	04/16/2015	04/24/2015	05/13/2015	05/22/2015
Pay Application Six	05/04/2015	05/08/2015	05/12/2015	05/13/2015	05/22/2015
Pay Application Seven	06/01/2015	06/05/2015	06/09/2015	06/10/2015	06/25/2015
Pay Application Eight	07/06/2015	07/07/2015	07/14/2015	07/28/2015	08/07/2015
Pay Application Nine	08/03/2015	08/13/2015	08/21/2015	08/27/2015	09/11/2015
Pay Application Ten	09/08/2015	09/18/2015	09/17/2015	10/07/2015	11/04/2015
Pay Application Eleven	10/05/2015	10/15/2015	10/27/2015		
Pay Application Twelve	11/02/2015	11/06/2015	11/10/2015		
Pay Application Thirteen	12/21/2015	01/07/2016	01/20/2016		

Initial engineering invoices through August 2014; legal and administrative invoices through October 2014 were all reimbursed from the EDA Grant within our first request. 10/22/2014 12/08/2014

All other engineering, legal, administrative and other expenses incurred have been included with the contractor pay applications for payment itemized above.

AGENDA REPORT

To: Mayor Pat Humphrey and the Clare City Commission
From: Ken Hibl, City Manager
Date: January 28, 2016
Regarding: City Manager's Report

For the Agenda of February 1, 2016

Planning Commission Meeting. The next-scheduled Planning Commission meeting is scheduled for Wednesday, February 10th. The two primary agenda topics include a request for an amendment to the approved WalMart site plan to change elevation/façade colors of a portion of the proposed project and continuation of the City's Master Plan update with the assistance of McKenna Associates.

Proposed Street Millage. Ballot language for the May election must be approved and submitted to the local county clerks by February 9th. We discussed the possibility of including a street millage proposal for our electorate to consider at this election. But due to the current prohibition imposed by the state's new Public Act 269 that precludes us to use any type of governmental forum to educate voters regarding the various ballot proposals for 60 days preceding a scheduled election, we've deferred this matter to the August election (or later if need be) to allow the state legislature an opportunity to amend or repeal PA 269 and/or to await the outcome of the federal lawsuit filed against the State of Michigan this week to determine whether the law is constitutional.

Water Quality Article - Lead. Due to the public health concerns being raised as a result of recent issues being highlighted with the public drinking water in Flint, I asked Dale Clark, our Water Superintendent, to write a short article to assure our water customers that we do not have similar issues here in Clare; the article is attached. We have offered this piece to our local media in the event they desire to include it in one of their upcoming weekly editions. The article will also be included in our newsletter, aired on our public access channel, and posted to our website.

Temporary Surge – Part-Time Police Coverage. Due to the current public environment and general less-than-positive attitude toward law enforcement in general in our nation, safety of our officers is of critical concern to me. Consequently, I have approved (30-day trial period) the temporary increase of part-time officers to allow us to have back-up coverage for our duty vehicle on weekends.

Michigan Annual Local Government Manager's Conference. I will be attending the annual statewide municipal manager's conference Feb 2-5; this year's conference is being held in Port Huron.

Marketing & Advertising for Sale of Fire Vehicles. I've given Chief Chapman the authority to expand his use of professional marketing and advertising agencies to assist us in selling our currently excess fire vehicles. I've restricted him to expending more than \$1,000 in these efforts without my prior approval.

Blight. We are currently focusing on two primary blight issues (207 W. Third Street and Steve's Auto & Glass). We've referred both of these matters to our City Attorney for action; correspondence related to both cases is attached. Jaynie is concurrently working on a blight case on an East Fifth Street residence that we've referred to her.

Human Resources Training for Supervisors. We've asked Jaynie to arrange an afternoon of HR training for our department heads and their deputies. We've also invited Harrison and PMDL to join us for this training opportunity; they've accepted the offer and concurrently offered to share in the cost of the training. The training will be provided by Mr. Lou Rabaut, an attorney specializing in human resources matters that we have used for all our HR matters for the past 18 years; to date we have never been successfully sued for any matter that Lou has provided us counsel. He will provide us a three-hour block of instruction to be held at the PMDL in late February/early March. The primary topics of discussion will include the top 10 reasons employers are sued, hiring practices, promotions & demotions, performance reviews, union contract issues, attendance & leave, pay practices, and discipline & discharge.

State of the Community Presentation. Mayor ProTem Jean and I will be participating in MidMichigan Community College's first-ever State of the Community event (*see copy of att'd flyer*) on Feb 9th. The event is primarily intended to inform our local community members of activities and actions in our local area. MPT Jean & will be making a ten-minute presentation for the event. We welcome and encourage everyone to attend.

Results of MDEQ Water System Survey. MDEQ conducted a survey of our water system in December; the results are outlined in the attached letter. A copy of the complete report is available in the City Clerk's Office or at our Water Superintendent's Office. The report indicates Dale and the members of his Department should be complemented on the job they are doing. But it also indicates we need to implement a more aggressive capital schedule to facilitate needed improvements in our distribution and iron removal systems – both of which require funding, of course.

Attachments.

1. Water Quality Article.
2. Blight Enforcement Documents.
3. State of the Community Flyer.
4. MDEQ Letter.

Lead In Drinking Water

With lead levels in Flint's water supply receiving national attention, this is a good time to talk about the water supply in the City of Clare. Before you read any further, I want to assure you that Clare's water supply is safe and does not have the lead issues that Flint is presently dealing with. Over the years the uses for lead have been numerous. For example, lead has been used in paint, gasoline, batteries, fishing equipment, and as a protective shield when receiving x-rays; the list goes on and on. The history of using lead in the water industry goes back to the Roman Empire. The Romans used lead for water pipes and as a material in their cooking pots and pans. In more recent years lead was used in solder to join copper pipes together and used for service lines that would carry water from the water mains in to your home. Manufacturers also used lead for the manufacturing of plumbing fixtures. We now know the pitfalls and dangers of lead. Lead is a toxin that causes both immediate and long term health problems, especially in children. So what are we doing to fix the problem? The city adds polyphosphates to our water for corrosion control. Polyphosphates line the water mains in our distribution system and within the pipes of our homes. This stops the lead from leaching into the water. Spring and fall hydrant flushing also helps prevent lead from leaching into our water. In 2014, the Reduction of Lead in Drinking Water Act was implemented. This Act specifies that materials used in the distribution of water may not contain more than .25% lead. You will be relieved to know that 100% of our water samples that were tested for lead this past June (2015) were all under the maximum contaminate level of 15 parts per billion. For more information, or if you have any questions please call or email Dale Clark, Director of Water Treatment for the City of Clare, at (989) 386-2321 or dclark@cityofclare.org.

Ken Hibl

From: Jaynie Hoerauf [jaynie@hoerauflaw.com]
Sent: Wednesday, January 27, 2016 10:06 AM
To: sgreg386@gmail.com
Subject: RE: Case#15-900586ch

Good Morning Mr. Smith,

Thank you for your proposal. I am sorry to report that I view your proposal as only a starting point. At this time, the taxes for the parcel are outstanding, and delinquent, in the tax forfeiture process. The County Treasurer's records as of January 2016 show:

Tax redemption for 2013 taxes of \$ 1,265.86
Delinquent taxes for 2014 of \$1,033.49
Unpaid taxes for 2015 of # 385.29 for winter and \$322.50 for summer.
The total unpaid taxes are \$3,007.14.

Given that the taxes remain unpaid and the property is in within the tax forfeiture process, my assessment is that it is unlikely that you will expend the sums necessary to bring the home into compliance with city codes, even given six or seven months to do so.

Demolition and building improvements both require City permits. The City is amenable to a proposal with closer deadlines.

- Demonstrate an intention to continue ownership of the parcel by paying the 2013 and 2014 taxes.
- Either hire a contractor for demolition, and provide us with a copy of the signed contract, and the contractor pulls the appropriate permit.
- Or, if you are going to demolish the home yourself, obtain the proper permit from the City and undertake to have the home demolished within 30 days.
- Or, if you are going to fix the home to bring it into acceptable condition, provide the proper plans to the City Building Department, obtain the proper permits, and commit to having the work substantially completed within 60 days.

If you desire to contest the City's action you will be required to appear in the court and timely file appropriate documents.

Thank you,

Jaynie Hoerauf

From: sgreg386@gmail.com [<mailto:sgreg386@gmail.com>]
Sent: Tuesday, January 26, 2016 6:20 PM
To: Jaynie Hoerauf <jaynie@hoerauflaw.com>
Subject: Case#15-900586ch

Hi, my name is Alfred Smith Jr.

My son and I will be in Michigan in June or July of this year we plan on putting a roof and siding on house depending on the damage and pricing if cost is to high we will demolished house we really wanna keep it but we was not able to come back last year due to my health and my son had two surgeries neck and shoulder we will pay taxes before deadline please allow us this time we will have it up to codes we truly apologize for the delay thank you and god bless

Sincerely
Alfred Smith jr

ccsf

WILSON LAW

21002 Mack Avenue, Grosse Pointe Woods, MI 48236
(313) 886-5600 - Fax (313) 886-5604

GARY M. WILSON
Also admitted in Massachusetts

Fax Transmittal

TO: JAYNIE SMITH HOERAUF, ESQ.
FROM: GARY M. WILSON, ESQ.
FAX NO: #989-386-3636
RE: CITY OF CLARE vs. STEVE'S AUTO TRIM & GLASS, ETAL
CASE NO. 11-9370-CH
DATE: JANUARY 26, 2016

This fax contains 5 pages (including cover page)

If you do not receive all pages or have any problems with receiving this fax, please call (313) 886-5600 and ask for Julie Block or Gary M. Wilson.

ORIGINAL: NOT TO FOLLOW: XXX TO FOLLOW: _____

MESSAGE: Please see attached.

The information contained in this facsimile message is privileged or confidential information intended only for use of the individual or entity named above. If the reader of this message is not the intended recipient, or the employee or agent responsible to deliver it to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is neither allowed nor intended. If you have received this communication in error, please notify us immediately by telephone at the above listed number, and return the original message to us at the above listed address via the US Postal Service. Thank you.



January 26, 2016

Via: Facsimile – #989-772-7337

Clerk of the Court
Isabella County Circuit Court
300 North Main Street, #67
Mt. Pleasant, MI 48858

Attn: Jody

Re: *City of Clare vs. Steve's Auto Trim & Glass, etal*
Case No. 11-9370-CH

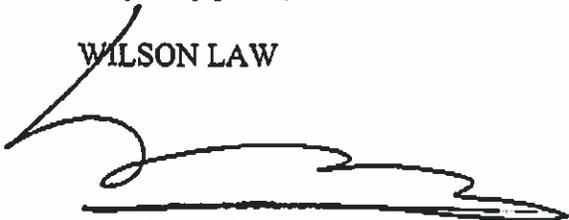
Dear Jody:

Pursuant to my assistant, Julie Block's conversation with you today, please find attached Mr. Wilson's Appearance on behalf of the Defendants and a Stipulation and Order to Adjourn Plaintiff's Motion to Enforce Judgment scheduled for Friday, January 29, 2016 at 2:15 p.m. to Friday, February 26, 2016 at 2:15 p.m. for the reason that Mr. Wilson was just retained by the Defendants and has requested additional time to review the file. I would ask that once the Order has been entered that you please fax or mail a true copy to our office. ✓ NOTED

Thank you for your anticipated cooperation. If you should have any questions, please feel free to contact our office. Thank you.

Very truly yours,

WILSON LAW



Gary M. Wilson

GMW/jab
Enclosures
cc: Jaynie Smith Hoerauf, Esq. (Via Fax)

STATE OF MICHIGAN

IN THE CIRCUIT COURT FOR THE COUNTY OF ISABELLA

CITY OF CLARE,

Plaintiff,

CASE NO. 11-9370-CH

vs.

STEVE'S AUTO TRIM & GLASS,
AUDIE W. WINSETT, STEVEN H.
LALONDE,

Defendants.

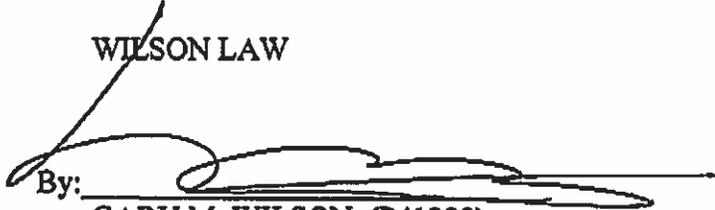
JAYNIE SMITH HOERAUF (P47885)
Attorney for Plaintiff
Jaynie Smith Hoerauf, P.C.
601 Beech, P.O. Box 67
Clare, MI 48617
(989) 386-3434

GARY M. WILSON (P41288)
Attorney for Defendants
WILSON LAW
21002 Mack Avenue
Grosse Pointe Woods, MI 48236
(313) 886-5600

APPEARANCE

PLEASE TAKE NOTICE that GARY M. WILSON hereby enters his Appearance on behalf of the above-named Defendants, STEVE'S AUTO TRIM & GLASS, AUDIE W. WINSETT, STEVEN H. LALONDE.

WILSON LAW

By: 

GARY M. WILSON (P41288)
Attorney for Defendants
21002 Mack Avenue
Grosse Pointe Woods, MI 48236
(313) 886-5600

Dated: January 26, 2016

STATE OF MICHIGAN

IN THE CIRCUIT COURT FOR THE COUNTY OF ISABELLA

CITY OF CLARE,

Plaintiff,

CASE NO. 11-9370-CH

vs.

STEVE'S AUTO TRIM & GLASS,
AUDIE W. WINSETT, STEVEN H.
LALONDE,

Defendants.

JAYNIE SMITH HOERAUF (P47885)
 Attorney for Plaintiff
 Jaynie Smith Hoerauf, P.C.
 601 Beech, P.O. Box 67
 Clare, MI 48617
 (989) 386-3434

GARY M. WILSON (P41288)
 Attorney for Defendants
 WILSON LAW
 21002 Mack Avenue
 Grosse Pointe Woods, MI 48236
 (313) 886-5600

**STIPULATION TO ADJOURN PLAINTIFF'S
MOTION TO ENFORCE JUDGMENT**

IT IS HEREBY STIPULATED by and between the parties hereto, through their respective counsel, that Plaintiff's Motion to Enforce Judgment scheduled for Friday, January 29, 2016 at 2:15 p.m. be adjourned to Friday, February 26, 2016 at 2:15 p.m. for the reason that attorney, Gary M. Wilson, has just been retained by the Defendants and is reviewing the case history and discovery.

JSH / w/ permission by GMLW

JAYNIE SMITH HOERAUF (P47885)
 Attorney for Plaintiff
 Jaynie Smith Hoerauf, P.C.
 601 Beech, P.O. Box 67
 Clare, MI 48617



GARY M. WILSON (P41288)
 Attorney for Defendants
 WILSON LAW
 21002 Mack Avenue
 Grosse Pointe Woods, MI 48236

**ORDER ADJOURNING PLAINTIFF'S
MOTION TO ENFORCE JUDGMENT**

At a session of said Court held in the City of Mt.
Pleasant, County of Isabella, State of Michigan,

On: _____.

PRESENT: HON. _____
TRIAL COURT JUDGE

UPON reading and filing the foregoing Stipulation and the Court being otherwise fully
advised in the premises;

IT IS HEREBY ORDERED AND ADJUDGED that Plaintiff's Motion to Enforce
Judgment scheduled for Friday, January 29, 2016 at 2:15 p.m. be adjourned to Friday, February
26, 2016 at 2:15 p.m. for the reason that attorney, Gary M. Wilson, has just been retained by the
Defendants and is reviewing the case history and discovery.

TRIAL COURT JUDGE



Mid Michigan
Community College

State of the Community Event

We invite you to attend our first State of the Community event, which will bring community leaders together for a night of information sharing. Join us for an opportunity to learn more about your community - and those around you.

February 9, 2016
6:00 p.m.

Mid Michigan Community College
Cafeteria - Harrison Campus



Invited to participate:

- City of Clare
- City of Beaverton
- Village of Farwell
- City of Gladwin
- City of Harrison
- Gladwin County EDC
- Middle Michigan Development Corporation

For more information, contact Tonya Clayton at (989) 386-6601 or tmclayton@midmich.edu.



Mid Michigan
Community College



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF ENVIRONMENTAL QUALITY
SAGINAW BAY DISTRICT OFFICE



KEITH CREAGH
DIRECTOR

January 20, 2016

Mr. Ken Hibl, Manager
City of Clare
202 West Fifth Street
Clare, Michigan 48617-1490

WSSN: 1420

Dear Mr. Hibl:

SUBJECT: City of Clare - Water System Sanitary Survey

This letter will confirm my visit with Mr. Dale Clark on December 15, 2015, and subsequent conversations review and discussion of the water supply facilities serving the City of Clare (City). The purpose of this meeting was to evaluate the water system with respect to the requirements of the Michigan Safe Drinking Water Act, 1976 PA 399, as amended (Act 399). In addition, the enclosed Water System Review form was updated to gather information on the City water supply system.

The City has proactively performed routine maintenance of the water system including the wells, iron removal plant and air strippers. The City also has installed a new fluoride feed system which should result in more accurate dosing of the water supply. Another improvement to the system the City made was switching from chlorine gas to sodium hypochlorite.

The following table summarizes our findings from our survey of the water system:

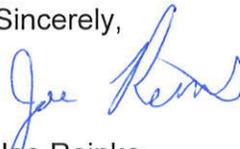
Survey Element	Findings
Source	No deficiencies/recommendations
Treatment	No deficiencies/recommendations
Distribution System	Recommendations made
Finished Water Storage	Recommendations made
Pumps	No deficiencies/recommendations
Monitoring & Reporting	No deficiencies/recommendations
Management & Operations	Recommendations made
Operator Compliance	No deficiencies/recommendations
Security	No deficiencies/recommendations
Financial	No deficiencies/recommendations
Other	-

It is hoped that the following recommendations will prove useful in enhancing the operation and maintenance of your water supply.

1. Planning should begin now for the replacement of the iron removal filters. The life expectancy of the filter tank is 30-35 years, the City's tanks are currently 52 years old. Filter No. 4 has been experiencing cracking that has needed repaired which is a sign of excessive corrosion in that area of the tank. The condition of the rest of the tank, especially the welded seams is currently unknown. With the failure at tank No. 4 it is an indication that the filter tank is reaching the end of its useable life.
2. We understand that operational constraints make it difficult to perform valve maintenance, but a routine valve maintenance program should be implemented to ensure that valves operate properly when needed. Inoperable valves can result in unnecessary service interruptions and wasted water during water main installation, repair, and maintenance activities. As a result of inoperable valves, larger portions of the distribution system must be depressurized for repairs. Without pressure, these portions of the distribution system are more susceptible to ground water infiltration and backflow from cross connections. It is recommended that valve locations be documented and basic valve information be recorded. Also, valves should be operated periodically to determine their condition.
3. The number of annual cross connection inspections being performed is not sufficient to meet the minimum frequency requirements. Additional inspections need to be performed to meet the cross connection inspection requirements.
4. The City should also begin considering the replacement of old, undersized watermains. It is our understanding that over one-half of the City's watermains are cast-iron and approximately 8 miles of 4-inch watermain exists in the system. Undersized, cast iron watermains are subject to increased breakage, low pressures, and poorer water quality. It is likely that replacement of these watermains would assist in reducing the amount of lost water.

If you have any questions, or desire to discuss the contents of this letter, feel free to contact me at 989-894-6261; or email to reinkej1@michigan.gov.

Sincerely,



Joe Reinke
District Engineer
Office of Drinking Water and Municipal Assistance
Saginaw Bay District Office

Enclosure

cc: Central Michigan District Health Department, Clare County
cc/enc: Mr. Dale Clark, City of Clare

AGENDA REPORT

TO: Mayor & City Commissioners
FROM: Ken Hibl, City Manager
DATE: January 28, 2016
RE: *Communications

For the Agenda of February 1, 2016

***Note: This is a Consent Agenda item and is considered as routine by the City Commission. As such, this matter shall be automatically enacted by one motion with all other Consent Agenda items unless a Commissioner or citizen requests this item be individually discussed, in which event it shall be removed from the Consent Agenda and considered and acted upon in its designated sequence on the approved Clare City Commission agenda of February 1, 2016.**

The following major items of correspondence were either received by or transmitted by the City since the last regularly scheduled City Commission meeting:

Census Bureau Correspondence. We received the enclosed letter from the Census Bureau advising us of an impending survey.

January 21st Edition of The Loop The aforementioned periodical is attached.

EDA Correspondence. The City received the attached approval letter from the EDA approving our two requested end-of-project construction change orders .

Termination Notice – BS&A Assessing Services. The City forwarded the attached letter of termination to BS&A as required by our contractual agreement with that firm.

Attachments. As outlined above.

Diane Lyon

From: esmd.gus.psfcb@census.gov
Sent: Thursday, January 14, 2016 8:49 AM
To: Diane Lyon
Subject: Upcoming 2016 Government Units Survey from U.S. Census Bureau

Workflow Notification



A message from the Director, U.S. Census Bureau...

Government Name: CLARE
User ID: 262166655

The U.S. Census Bureau will be conducting the 2016 Government Units Survey (Form GUS-1) in preparation for the 2017 Census of Governments. In a few weeks, we will send a formal request to all county, municipal, township, and special district governments to participate in this survey. This survey gathers information on the basic characteristics of all local, general purpose, and special district governments. Government analysts use this information to update the universe of all county, municipal, township, and special district governments and produce the official count of local governments in the U.S. This survey is an integral part of maintaining the frame from which all public sector surveys are drawn. Responding to this survey in a timely manner helps us process data more efficiently, and save taxpayer money by reducing follow-up contacts.

The Census Bureau conducts and requests your voluntary assistance under the authority of Title 13 U.S.C., Section 161; and Title 13 U.S.C., Section 193. We estimate this survey to take an average of 15 minutes to complete. Below you will find disclosure descriptions regarding the Office of Management and Budget number; authority and confidentiality; and burden estimate statement. **When you receive the formal request, please read the instructions and complete your survey online by the due date on the log-in screen. You can complete the form and return it by the due date printed on the formal request.**

Information you provide compiled from or customarily provided in public records are exempt from confidential treatment as cited in Title 13 U.S.C., Section 9(b).

Thank you in advance for participating in the 2016 Government Units Survey. If you feel that this email has reached you in error or if you have any other questions, please call 1-888-202-2691, or contact us by email at esmd.gus.psfcb@census.gov .

Sincerely,

John H. Thompson
Director

OMB Number and Expiration

You are not required to respond to this collection of information if it does not display a valid approval number from the Office of Management and Budget (OMB). The eight-digit OMB number is 0607-0930 (Approval Expires: 12/31/2017) and appears in the upper right corner of the report form/login screen.

Authority and Confidentiality

Title 13 U.S.C., Section 161; and Title 13 U.S.C., Section 193 authorizes the Census Bureau to conduct this collection and to request your voluntary assistance. Information provided in this collection tool compiled from or customarily provided in public records are exempt from confidential treatment as cited in Title 13 U.S.C., Section 9(b).

Burden Estimate Statement

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: ECON Survey Comments 0607-0930, U.S. Census Bureau, 4600 Silver Hill Road, Room EMD-6K064, Washington, DC 20233. You may e-mail comments to ECON.Survey.Comments@census.gov. Be sure to use ECON Survey Comments 0607-0930 as the subject.

Diane Lyon

From: mml.activehosted.com@emsend7.com on behalf of Michigan Municipal League [lgreen@mml.org]
Sent: Thursday, January 21, 2016 9:02 AM
To: Diane Lyon
Subject: Register for Capital Conference Today!

[Web version of email](#) [Send to a friend](#)

Share:  



Jan. 21, 2016

2016 League Capital Conference

March 22-23 | Lansing

Registration is now open for this year's enlightening Capital Conference! It's the premier event to keep you informed on legislative issues that affect Michigan communities. How will your municipality's finances be affected by changes in pension funding and revenue sharing? Do you need to begin thinking about how car sharing services, taxi alternatives, self-driving vehicles, and other new mobility options will impact your community? Join us at Capital Conference for answers to these and other federal and state issues that impact local communities. [Get the details](#) and [register today!](#)



How to Effectively Use Social Media

Feb. 17 | Ann Arbor

You're probably on Facebook and other social media, but are you using it right? Is there a right way? This program will explore the various social media platforms and the benefits and pitfalls. We'll discuss social media etiquette, policies, First Amendment rights, and much more. [Register now.](#)



Elected Officials Academy

Feb. 26-27 | Frankenmuth

Looking for more advanced training? Register for one of the two-day sessions listed below.

[EOA Core Weekender](#) - Offers the most critical information in four short courses - legal framework, leadership roles and responsibilities, financial management, and planning and zoning.

[EOA Advanced Weekender](#) - Provides more in-depth knowledge on advanced planning and zoning issues, financial modeling, intergovernmental cooperation, and more.



Upcoming Trainings

Feb. 9 - [Local Government 101](#) (webinar)

Feb. 10 - [Newly Elected Officials Training](#) (Grayling)

Feb. 11 - [The Lobbyist 2.0](#) (webinar)

Feb. 16 - [Open Meetings Act](#) (webinar)

Feb. 23 - [Freedom of Information Act](#) (webinar)

March 2 - [Priority Based Budgeting](#) (Lansing)





MML Calendar

Stay up-to-date on all the League events and trainings.



Nominate Your Town for a \$500,000 Makeover

Shark Tank's Robert Herjavec, through Small Business Revolution, is helping Deluxe Corp. give a \$500,000 revitalization to one small town's Main Street business district. The transformation will be captured and shown in a video series. Nominations are open through Jan. 28. [Read more.](#)

MLGMA Winter Institute

Join your colleagues for enlightening sessions on marketing your community, regional collaboration, mentoring, and more. Port Huron, Feb. 2-5, 2016. [Register now.](#)

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[Click here](#) to manage your Michigan Municipal League email subscription preferences.

If you no longer wish to receive any type of email notice from the Michigan Municipal League, [click here.](#)

Michigan Municipal League, 1675 Green Road, Ann Arbor, MI 48105, USA

JAN 21 2016



U.S. DEPARTMENT OF COMMERCE
Economic Development Administration
CHICAGO REGIONAL OFFICE
230 SOUTH DEARBORN STREET
CHICAGO, ILLINOIS 60604

Ken Hibl, City Manager
City of Clare
202 W. Fifth Street
Clare, MI 48617

Subject: EDA Project No. 06-79-05874
Change Order No. 1 and 2

Dear Mr. Hibl:

The Economic Development Administration (EDA) acknowledges receipt of Change Order Number 1 related to the construction contract with Maguire Iron, Inc. for the Storage Tank project and Change Order No. 2 related to the construction contract with Dunigan Brothers, Inc. for the Industrial Park project.

Based on our review of the documents submitted and the justification provided we have determined that the requested changes are within the EDA project scope and guidelines as approved in the Grant Award.

The change order modifies the EDA eligible contract price as follows:

Summary of Change Order

Change Order No.	Contractor	Description	Amount Proposed	Amount Approved	Revised Contract
1	Maguire Iron, Inc. (Storage Tank project)	Added City logo to tank.	\$5,000.00	\$5,000.00	\$1,449,000.00
2	Dunigan Brothers, Inc. (Industrial Park project)	Final balancing and additional work.	\$(23,732.70)	\$(23,732.70)	\$2,258,089.10

EDA approval of the change order is to assure compliance with terms of the Grant Agreement and does not imply nor attest to the accuracy or completeness of the design, dimensions, details, proper selection of materials, nor compliance with required codes or ordinances. This responsibility rests with the Grantee.

Ken Hibl Project No. 06-79-05874

Page 2

Should you have any questions regarding the contents of this letter, please do not hesitate to contact Jerry Figliulo at (312) 789-9748.

Sincerely,



Donald Kathan
Area Director



CITY OF CLARE

202 West Fifth Street | Clare, Michigan 48617-1490

Office 989.386.7541 | Fax 989.386.4508

www.cityofclare.org

January 22, 2016

CITY HALL

Ph 989.386.7541
Fx 989.386.4508
www.cityofclare.org
Manager x102
Assessor x103
Clerk x106
Treasurer x107

Mr. Tom Szur, CEO
BS&A Assessing & Equalization
14965 Abbey Lane
Bath Township, Michigan 48808

Dear Mr. Szur,

DEPARTMENT OF PUBLIC WORKS

Ph 989.386.2182 or
989.386.7541 x202
Fx 989.386.4508

I offer this letter as Notice of Termination of the current agreement for Assessing Services the City of Clare enjoys with your firm.

UTILITY BILLING

Ph 989.386.7541 x201

Please know that were pleased with the level of service we have received from BS&A the past eleven years, and our decision to terminate our agreement is not reflective of any customer service issues we've experienced with your firm.

W/WWT PLANT

Ph 989.386.2321
Fx 989.386.2387

We remain pleased with your wide range of governmental software services that we subscribe to and utilize and have every intention to remain one of your most loyal customers of these services.

POLICE DEPT. NON-EMERGENCY

Ph 989.386.2121
Fx 989.386.0440

Best Wishes,

Ken Hibl
City Manager

FIRE DEPT. NON-EMERGENCY

Ph 989.386.2151
Fx 989.386.3020

PARKS & RECREATION

Ph 989.386.7541 x213
Fx 989.386.4508

AIRPORT

Ph 989.386.0445
Fx 989.386.4508





PAYABLES REPORT FOR COMMISSIONERS

EXP CHECK RUN DATES 01/28/2016 - 02/15/2016 BOTH JOURNALIZED AND UNJOURNALIZED OPEN BANK CODE: CONSO

VENDOR	INVOICE #	DESCRIPTION	Entry Date	CK DATE	AMOUNT
1ST CHOICE OFFICE OUTLI	102730	BINDER	01/27/16	02/02/16	2.33
88 TACTICAL	VCQB	VCQB INSTRUCTOR 4-DAY TRAININ	01/28/16	02/02/16	500.00
ACE HARDWARE	063205	KEY/SHIPPING/SOAP	01/27/16	02/02/16	131.14
ACE HARDWARE	063167	DRANO/SHIPPING/UTILITY KNIFE	01/27/16	02/02/16	53.68
ACE HARDWARE	063134	UPS SHIPPING	01/27/16	02/02/16	29.09
AWOL - ALWAYS WORKING (2016-0202	JANITORIAL SERVICES MONTH OF	01/20/16	02/02/16	2,333.34
BROWNELLS, INC	12065054	GUN COLLECTOR SOFTWARE	01/28/16	02/02/16	58.62
CCI	120001042-1	ROOFTOP KIT/ANTENNA/CABLE/BRP	01/20/16	02/02/16	61.35
CCI	120001043-1	SERVICE WORK/ANTENNA/ ORING/C	01/20/16	02/02/16	60.09
CCI	120001044-1	SERVICE WORK/LABOR	01/20/16	02/02/16	45.00
CCI	120001041-1	SERVICE WORK/LABOR	01/20/16	02/02/16	405.00
CCI	120001040-2	SERVICE WORK/LABOR	01/20/16	02/02/16	45.00
CHAD MICHELS	2016-0127 MICHEL	BOOT ALLOWANCE	01/27/16	02/02/16	174.70
CHARTER COMMUNICATIONS	2016-0206	SERVIES 01/27/16-02/26/16	01/27/16	02/02/16	42.38
CINTAS FIRST AID & SAFI	5004329679	FIRE DEPARTMENT SUPPLIES	01/27/16	02/02/16	35.41
CITY OF CLARE	DPW 2016-003	RF READING DEVICE/ 1" METER	01/27/16	02/02/16	300.00
CLARE AUTOMOTIVE SUPPL	2-713889	SCENTED CANISTER/MAX CLEAN	01/27/16	02/02/16	9.42
CLARE AUTOMOTIVE SUPPL	2-713468	LIGHT BULB	01/27/16	02/02/16	5.50
CLARE AUTOMOTIVE SUPPL	2-714128	EXTRACTOR SET	01/27/16	02/02/16	17.96
CLARE AUTOMOTIVE SUPPL	2-713641	O-RING	01/27/16	02/02/16	5.16
CLARE AUTOMOTIVE SUPPL	2-714190	BODY HARDWARE	01/28/16	02/02/16	5.40
CLARE COUNTY REVIEW	54364	ZBA AD/PC AD/MINUTES	01/20/16	02/02/16	256.25
CLARE HARDWARE	346511	ZINC PISTOL NOZZLE	01/20/16	02/02/16	6.99
CLARE HARDWARE	346646	DRILL BIT/NUTS/BOLTS/FASTENEF	01/27/16	02/02/16	7.41
CLARE HARDWARE	346704	WINTER BAR/CHAIN OIL	01/28/16	02/02/16	13.99
CLARE HIGH SCHOOL YEARI	2016-CHSYB	1/2 PAGE AD IN 2016 YEARBOOK	01/28/16	02/02/16	150.00
CLARE ROTARY CLUB #5960	2030	QDUES/INTERNDUES/CHARTERNIGHT	01/20/16	02/02/16	144.50
CONSUMERS ENERGY	601008796469	40 CONSUMERS PKWY 11/25-12/07	12/29/15	02/03/16	58.50
CONSUMERS ENERGY	205008668432	10725 D EBERHART SERV.12/09/1	01/15/16	02/03/16	294.91
CONSUMERS ENERGY	205008668434	10843 S EBERHART SERV. 12/09/	01/15/16	02/03/16	22.59
CONSUMERS ENERGY	207143899596	10807 S EBERHART #310 SERV. 1	01/15/16	02/03/16	26.33
CONSUMERS ENERGY	202160860810	4715 S COLONVILLE RD SERV.12/	01/15/16	02/03/16	274.54
CONSUMERS ENERGY	201626889224	40 CONSUMERS PARKWAY 12/08/15	01/18/16	02/03/16	180.79
CONSUMERS ENERGY	201093016628	40 CONSUMERS PKWY #B 12/10/15	01/18/16	02/03/16	87.77
CONSUMERS ENERGY	204474695323	305 MAPLE SERV. 12/09/15-01/1	01/27/16	02/09/16	4,143.66
CONSUMERS ENERGY	201004247286	11175 S EBERHART 12/09/15-01/	01/27/16	02/09/16	5,823.69
COUNTY WIDE SEPTIC TANI	2508	SERVICE 11/4-11/25/15	01/20/16	02/02/16	240.00
CUMMINS BRIDGEWAY LLC	003-87165	GENERATOR MAINTENANCE	01/28/16	02/02/16	677.12
DAVE WILLIAMS	2016-0202 BUILDI	BUILDING INSPECTOR SERVICES	01/20/16	02/02/16	1,100.00



PAYABLES REPORT FOR COMMISSIONERS

EXP CHECK RUN DATES 01/28/2016 - 02/15/2016 BOTH JOURNALIZED AND UNJOURNALIZED OPEN BANK CODE: CONSO

VENDOR	INVOICE #	DESCRIPTION	Entry Date	CK DATE	AMOUNT
DBI BUSINESS INTERIORS	03JA8342	FOLDERS	01/27/16	02/02/16	6.99
DBI BUSINESS INTERIORS	03JA8343	SCISSORS/ENVELOPES/PAPER	01/27/16	02/02/16	44.38
DBI BUSINESS INTERIORS	03JA8341	INDEX FOR BILLING CYCLE BILLS	01/27/16	02/02/16	9.00
DBI BUSINESS INTERIORS	03JA7261	BADGES CREDIT (RETURN)	01/27/16	02/02/16	-20.46
DBI BUSINESS INTERIORS	03JA7299	TOWELS	01/20/16	02/02/16	35.63
DBI BUSINESS INTERIORS	03JA7300	THERMAL RECEIPT PAPER	01/20/16	02/02/16	18.99
DBI BUSINESS INTERIORS	03JB0138	STICK IT NOTES	01/28/16	02/02/16	1.59
DBI BUSINESS INTERIORS	03JB0139	ADDING MACH. RIBBON	01/28/16	02/02/16	2.99
DBI BUSINESS INTERIORS	03JA7647	NAME BADGE POUCHES	01/20/16	02/02/16	7.49
DTE ENERGY	122115-0129	201 W 4TH ST 12/09/15-12/21/1	01/15/16	02/01/16	51.25
EASTERN AVIATION FUELS	2277830	JULY FUEL PURCHASE	01/28/16	02/02/16	31,793.32
EASTERN AVIATION FUELS	2324400	SEPTEMBER 2015 AVATION FUEL	01/28/16	02/02/16	26,772.00
FUSSMAN DESIGNS	21612	LETTERING ON CAR	01/27/16	02/02/16	300.00
GARY L TODD	2016-0202 AIRPOR	AIRPORT MANAGER SERVICES	01/20/16	02/02/16	875.00
GRAINGER	9933760275	CAPACITOR/POTENTIAL RELAY	01/27/16	02/02/16	131.78
HEATH MASON	2016-0104 MASON	BOOT ALLOWANCE FOR INTERNSHIP	01/20/16	02/02/16	95.39
HRDIRECT	3551707	POSTER GUARD 1 YEAR STATE/FEE	01/20/16	02/02/16	69.99
ISABELLA COUNTY TREASUR	2016-17	CODERED SERVICE	01/27/16	02/02/16	10.81
KENNEDY INDUSTRIES, INC	567001	FIELD SERVICE	01/27/16	02/02/16	1,171.25
LACAL EQUIPMENT, INC	0227502-IN	PLOW BLADE RUBBER	01/27/16	02/02/16	226.60
MAMC	2016-0127	REGISTRATION FOR 3/29-3/31/16	01/27/16	02/02/16	450.00
MARTIN, DAVID & CINDY	DEPOSIT O/P FINA	UB refund for account: COTG-C	01/28/16	02/02/16	83.95
MICHIGAN ASSOC OF PLANN	23834	MEMBERSHIP FEES	01/27/16	02/02/16	228.00
MICHIGAN METER TECHNOL	96168	REG.DIGITAL TURB/DIGI DISC	01/20/16	02/02/16	1,885.51
MID MICHIGAN EMERGENCY	728	REAR WINDOW ARMOR/CARGO BOX	01/20/16	02/02/16	354.49
MIDWEST GAS INSTRUMENT	30636	CALIBRATE MICROCLIP	01/27/16	02/02/16	133.28
PAT HUMPHREY	2016-0202	ELECTRONIC COMM STIPEND	01/20/16	02/02/16	25.00
PRINTING SYSTEMS INC	92446	W-2/W-3 INFO	01/27/16	02/02/16	204.45
PROGRESSIVE ARCHITECTUI	00156288	LAKE SHAMROCKE PROJECT - MANA	01/20/16	02/02/16	1,000.00
PROGRESSIVE ARCHITECTUI	00156483	SHAMROCK DREDGING STUDY 2016	01/20/16	02/02/16	10,000.00
SCHNEIDER TIRE OUTLET	1380847	TIRES	01/27/16	02/02/16	600.00
SEITER BROTHERS LUMBER	179028	SILICA SAND	01/28/16	02/02/16	26.97
SEITER BROTHERS LUMBER	16669	TREATED PLYWOOD	01/27/16	02/02/16	103.80
SHULTS EQUIPMENT LLC	0101786-IN	ANCHOR END PIN/POLY SHIM/END	01/27/16	02/02/16	363.50
STANDARD INSURANCE COMI	2016-0201 301000	FEBRUARY INS. FIRE	01/27/16	02/02/16	149.40
STANDARD INSURANCE COMI	2016-0201 301000	INS. FEBRUARY CITY	01/27/16	02/02/16	882.56
STANDARD INSURANCE COMI	2016-0201 301000	INS. FEBRUARY POLICE	01/27/16	02/02/16	472.20
STAPLES CREDIT PLAN	1465369731	USB HUB	01/27/16	02/02/16	26.89
STAPLES CREDIT PLAN	1466333271	LITE USB	01/27/16	02/02/16	9.99



PAYABLES REPORT FOR COMMISSIONERS

EXP CHECK RUN DATES 01/28/2016 - 02/15/2016 BOTH JOURNALIZED AND UNJOURNALIZED OPEN BANK CODE: CONSO

VENDOR	INVOICE #	DESCRIPTION	Entry Date	CK DATE	AMOUNT
STAPLES CREDIT PLAN	1466420891	6 INNOVERA 7 12 NATURAL RUB	01/27/16	02/02/16	22.74
STAPLES CREDIT PLAN	1475209891	WIRE MESH	01/27/16	02/02/16	27.49
TIME EMERGENCY EQUIPME	115448	FIRE LINE BARRICADE TAPE	01/20/16	02/02/16	65.70
TRIMATRIX LABORATORIES,	1600182	COPPER/MERCURY/SELENIUM	01/27/16	02/02/16	336.00
USA BLUE BOOK	841751	3-WAY BALL VALVES	01/27/16	02/02/16	186.12
USA BLUE BOOK	838244	CRAMER AC VOLT HOUR METER	01/27/16	02/02/16	80.06
WASTE MANAGEMENT	7442765	DECEMBER 2015 INVOICE	01/28/16	02/02/16	16,017.82
WITBECK'S FAMILY FOODS	366952	BAGS OF ICE	01/27/16	02/02/16	5.80
WITBECK'S FAMILY FOODS	227224	OFFICE SUPPLIES - TP/TISSUE/S	01/27/16	02/02/16	33.32
WITBECK'S FAMILY FOODS	178722	WATER/CUPS	01/27/16	02/02/16	4.05
WITBECK'S FAMILY FOODS	273389	FOOD COLORING	01/27/16	02/02/16	11.37
				Sub Total:	113,224.06



PAYABLES REPORT FOR COMMISSIONERS

EXP CHECK RUN DATES 01/20/2016 - 02/01/2016 BOTH JOURNALIZED AND UNJOURNALIZED PAID BANK CODE: CONSO

VENDOR	INVOICE #	DESCRIPTION	EXPECTED CK DATE	AMOUNT	STATUS
AT&T CORPORATION	754101/044501	SERVICE 12/11/15-011016	01/22/16	2,304.82	Paid
CONSUMERS ENERGY	202694801969	STREET LIGHTS	01/26/16	624.12	Paid
CONSUMERS ENERGY	202694801973	STREET LIGHTS	01/26/16	3,161.37	Paid
CONSUMERS ENERGY	202694801956	TRAFFIC LIGHTS	01/26/16	5.55	Paid
DTE ENERGY	012015-00022	307 MAPLE SERVICE 11/19/15-12/01/15	01/20/16	871.38	Paid
DTE ENERGY	012016-00015	207 W 5TH SERV. 11/20/15-12/01/15	01/20/16	740.38	Paid
DTE ENERGY	012016-00013	202 W 5TH SERV/11/20/15-12/01/15	01/20/16	498.36	Paid
DTE ENERGY	012016-00111	4715 COLONVILLE 11/19/15-12/01/15	01/20/16	37.93	Paid
DTE ENERGY	012015-00020	11175 S.EBERHART SERV 11/20/15-12/01/15	01/20/16	412.18	Paid
DTE ENERGY	012016-00012	1532 N MCEWAN SERV 11/20/15-12/01/15	01/20/16	94.33	Paid
DTE ENERGY	012016-00038	305 MAPLE SERV 11/20/15-12/01/15	01/20/16	52.28	Paid
DTE ENERGY	012016-00046	305 MAPLE SERV 11/20/15-12/01/15	01/20/16	85.37	Paid
DTE ENERGY	012016-00087	1551 MCEWAN SERV 11/20/15-12/01/15	01/20/16	30.21	Paid
VERIZON WIRELESS	9758487985	WWT AFTER HOURS PHONE 12/09/15	01/22/16	38.70	Paid
VETERANS FREEDOM PARK	012615	FLAG POLE-DONATED BY CITY OF CLARE	01/26/16	2,500.00	Paid

11,456.98

OPEN INVOICE TOTAL: 113,224.06

Grand Total: 124,681.04

COMMISSION APPROVAL:

FEBRUARY 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 City Commission 6 pm	2	3 Airport Meeting 7:30 pm	4 Dept Head Mtg 8:30 am	5	6
7	8	9 State of the Com- munity Address 6pm MMCC	10 Planning Comm 5:30 pm	11	12 DDA 8:00 am Beat the Winter Blues Festival	13 Beat the Winter Blues Festival
14 Valentine's Day	15 President's Day City Commission 6 pm	16	17	18 Dept Head Mtg 8:30 am Parks & Rec 5:30 pm	19	20
21	22	23	24 Elections Public Accuracy Test 11:00 am	25	26	27
28						

Birthdays:

James Chapman—February 07

Bob Bonham—February 18

