

AGENDA REPORT

TO: Mayor Pat Humphrey & the Clare City Commission
FROM: Ken Hibl, City Manager
DATE: April 12, 2018
RE: Project Design & Budget Amendment – Downtown Gateway Project

For the Agenda of April 16, 2018

Background. North Ten, LLC donated a portion of the former Consumers Energy Service Center site located at the intersection of 3rd & McEwan to the City with the understanding the property is to be used to develop a gateway to the City's downtown district; a provision of the donation is failure on the City's part to use the property for the designated purpose will result in ownership of the property reverting to North Ten.

As the City did not have the funds available to hire a licensed architect to design the gateway project, we reached out to the Michigan State University (MSU) School of Planning, Design, & Construction to determine whether they'd have interest in developing a design for the site as a student project. MSU agreed to complete the design work for a cost of \$3K and assigned three students (one doctorate student and two master's degree students) under the tutelage of Dr. Patricia Crawford to complete the design work.

The City asked for volunteers from the DDA, the Arts Council, and the downtown business community to form an informal working group (Gus Murphy, Amy Kunse, Linda Guiliana, Greg Rynearson, Carol Santini, Kim Kleinhardt, Shari Buccilli, Mary Ann Shurlow) to work with MSU's student design team.

The two groups met on three occasions – first to obtain desired design features from the City's Working Group; second to present preliminary design options incorporating the desired design features; and third to present the final design for the site. The proposed design will be presented to the City Commission on Monday evening at the Commission's scheduled meeting.

After presentation of the design to our Working Group, Dr. Crawford asked how the City intended to fund the project; we advised her we would likely submit applications to numerous foundations in the state and discussed one in particular with whom MSU has a working relationship. Just prior to departure, Dr. Crawford shared with us that the agreed-upon fees of \$3K will be waived by MSU if the City agrees to use the funds as seed money to develop/construct the project. Professor Crawford affirmed this donation by email (*copy att'd*). Consequently, I ask that the City Commission approve a budget amendment to transfer funds in this amount to the DDA; the funds will be designated specifically to be used only for costs associated with development and/or construction of the gateway project.

To move this project forward, we intend to take two immediate steps: share the project with the community and ask for input regarding the proposed project design and to enter

discussions with an engineering firm to discuss structural engineering, estimated costs, and project specifications. We've had one preliminary conversation with GFA; they've agreed to look at the design. To date we've shared the proposed design in the community with the DDA, the IDC, the Planning Commission, and the Clare Rotary Club. We will present the design to the Clare Area Chamber of Commerce at its board meeting on April 18th. We will initially display the design at City Hall and then ask our local business community to display it in their respective businesses on a rotational basis. At this point (regardless if one loves or hates the design), we don't know if the project is "doable"/affordable. Once the engineering aspect of the design is completed, we can make needed decisions related to design modification (if any) and funding sources.

Issues & Questions Specified. Should the City Commission provide guidance related to the project and approve the requested budget amendment?

Alternatives.

1. Provide guidance in respect to the downtown gateway project and approve the recommended budget amendment.
2. Do not approve the recommended budget amendment.
3. Set aside the decision regarding this matter to a later date.

Financial Impact. The City had already "ear-marked" these funds to pay MSU for the design services for the downtown gateway project.

Recommendation. I recommend that the City Commission provide the City Staff any guidance it deems appropriate in respect to the downtown gateway project and approve the requested budget amendment by adoption of Resolution 2018-045 (*copy att'd*).

Attachments.

1. MSU Donation of Services Email.
2. Resolution 2018-045.

From: Crawford, Patricia [crawf203@anr.msu.edu]
Sent: Wednesday, April 04, 2018 3:28 PM
To: Ken Hibl
Subject: Entryway Park project

Hi Ken,

Thanks for involving MSU and giving our students the opportunity to work with you on creating a design concept for the Clare entryway park. As we discussed, the standard fee is \$3,000.

Please accept this email as a donation of the design concept work for the Clare entryway park project.

If possible within your funding structures, please explore using the \$3,000 cash (that was set aside for the project fee) towards advancing the park project to its next level.

Sincerely, Pat Crawford

School of Planning, Design & Construction
Landscape Architecture
Michigan State University

RESOLUTION 2018-045

A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING A BUDGET AMENDMENT FOR A DOWNTOWN GATEWAY PROJECT.

WHEREAS, North Ten, LLC donated a portion of the former Consumers Energy Service Center site located at the intersection of 3rd & McEwan Streets to the City with the understanding said property is to be used to develop a gateway to the City's downtown district; and

WHEREAS, a provision of said donation is failure on the City' part to use the property for said designated purpose will result in ownership of the property reverting to North Ten; and

WHEREAS, the City did not have the funds available to hire a licensed architect to design said gateway project thus reached out to the Michigan State University (MSU) School of Planning, Design, & Construction to determine whether said university have interest in developing a design for the site as a student project; and

WHEREAS, MSU agreed to complete the design work for a cost of \$3,000 and assigned three students (one doctorate student and two master's degree students) under the tutelage of Dr. Patricia Crawford to complete the design work; and

WHEREAS, upon completion of said design work, MSU waived the payment of the agreed-upon fee with the stipulation the City would use the funds as "seed" money to develop and construct the gateway project using MSU's design as the basis for said project; and

WHEREAS, the City agreed to said benevolent offer; and

WHEREAS, the Clare Downtown Development Authority is in the process of amending its boundaries to include incorporating the site for the proposed downtown gateway project; and

WHEREAS, the Clare DDA will provide primary oversight and management of the proposed project once the site is incorporated within the jurisdictional and geographical boundaries of the DDA; and

WHEREAS, the City Commission fully supports said project and DDA's oversight of said project upon inclusion of the gateway project site within the DDA's boundaries.

NOW THEREFORE BE IT RESOLVED THAT the Mayor and City Commission of the City of Clare, hereby approves a budget amendment to transfer \$3,000 from the City's General Fund to the Clare DDA Fund with the specific stipulation and understanding that said funds can only be used for direct payment related to the development and/or construction of the proposed downtown gateway project.

BE IT FURTHER RESOLVED THAT should any actions or decisions be made to not proceed with the proposed downtown gateway project, the remaining balance of the \$3,000 shall be returned to the City of Clare.

BE IT FURTHER RESOLVED THAT the City's Treasurer & Finance Director is hereby directed to take any and all necessary actions to facilitate said budget amendment and transfer of funds.

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 16th day of April 2018.

Diane Lyon, City Clerk