

## AGENDA REPORT

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

For the Agenda of May 2, 2016

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Preliminary Results of North Sector Traffic Study. We participated in a teleconference with Progressive Engineering and Gourdie-Fraser on April 27<sup>th</sup> to discuss the preliminary results of the north sector traffic study. Based on this study (traffic projections thru 2026) and the Small-Urban funding (see discussion in Small-Urban Board Meeting topic below) we are scheduled to receive in 2017 and 2020, we are very comfortable that we can accommodate any and all challenges (aside from those already in place on W. Colonville and the “Hamburger Hill” area) resulting from the expected north sector development – and we should be able to do so without the \$2M round-about project that MDOT previously proposed. Our comfort level is enhanced by the fact that if we complete the traffic-study recommended improvements (essentially, two new traffic signals and lane tweaking/new turning lane construction) to the Clare Ave/E. Colonville corridor using Small-Urban funding in 2017/2018, we will have time to evaluate whether those improvements have met the traffic needs associated with any new development in this area. If the improvements we make in 2017/2018 are not adequate/sufficient, we can use the Small-Urban funding we are scheduled to receive in 2020/2021 to address any new or unexpected/unanticipated traffic issues. We will schedule Progressive Engineering (our traffic study consultant) and Gourdie Fraser to present their study results and recommendations to the City Commission at either the May 16<sup>th</sup> or Jun 6<sup>th</sup> meeting with another presentation to MDOT, CCRC, & CNG in close proximity to the commission presentation.

Unapproved Minutes of the Clare-Farwell Small Urban Board Meeting – 2018-2020 MDOT Call for Projects. The unapproved minutes of the meeting are attached. As reflected in the minutes, a Board Chair and Vice Chair was selected and a prioritized list of projects was approved for submittal to MDOT. The minutes reflect that the #2 Priority Project (which is tentatively expected to be funded by MDOT in 2020 with a 2021 construction date) approved by the Board is the construction of traffic control measures/road project improvements in the Clare Avenue/East Colonville Road corridor to accommodate expected, new commercial and industrial development in the City’s northern sector. As the Commission is aware, we are tentatively approved to construct initial road improvements on E. Colonville and Clare Ave in 2017 using this MDOT Funding Program (\$375K in MDOT funds and a required local match of \$93,750 = total project funding of \$468,750) in 2017 (fund obligation)/2018 (construction). Based on these board-approved projects, we have submitted the required local match commitment letters and MDOT Form 2606 (*copies att’d*).

Fiscal Oversight & Budget Committee. The Committee is scheduled to meet on May 2<sup>nd</sup> to review the City’s proposed 2016/2017 Budget in advance of the Commission’s first budget workshop meeting scheduled in conjunction with the May 2<sup>nd</sup> commission meeting.

Landfill Meeting. We are scheduled to conduct a staff-level landfill meeting with Lisa Chadwick of MDEQ on Tue, May 3<sup>rd</sup> @ 1:30pm in Clare. The primary purpose of the meeting is to discuss

plans and work to be accomplished at the landfill in 2016/2017. Dan Whalen, our landfill consultant, is scheduled to join us. Dale and Dan completed their preliminary landfill assessment for placement and installation of the gas monitoring equipment last month. Dan is completing the Request for Proposals to install the monitoring wells (beyond our capability/we don't have the required equipment).

Absence. I will be out of the state May 4-8 attending the annual National League of Cities Insurance Conference in my role as an MML Property & Liability Pool Trustee. There is no cost to the City (all costs are borne by MML) for my attendance other than my absence from Clare. Steve will be the Acting CM during my absence.

Attachments.

1. Local Match Commitment Letters.
2. MDOT 2606.
3. Clare-Farwell Small Urban Board Draft Minutes.



# CITY OF CLARE

202 West Fifth Street | Clare, Michigan 48617-1490

Office 989.386.7541 | Fax 989.386.4508

[www.cityofclare.org](http://www.cityofclare.org)

April 27, 2016

## CITY HALL

Ph 989.386.7541  
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[www.cityofclare.org](http://www.cityofclare.org)  
Manager x102  
Assessor x103  
Clerk x106  
Treasurer x107

Michigan Department of Transportation  
Statewide Planning Division  
Attn: Ms. Pam Boyd  
PO Box 30050  
Lansing, Michigan 48909

## DEPARTMENT OF PUBLIC WORKS

Ph 989.386.2182 or  
989.386.7541 x202  
Fx 989.386.4508

RE: Small Urban Program, Local Match Commitment, 2017 Project List

Dear Ms. Boyd,

The City of Clare hereby provides its commitment to provide any local match requirements for approved projects associated with the 2017 Small Urban Project List previously submitted on MDOT Form 2606.

## UTILITY BILLING

Ph 989.386.7541 x201

## W/WWT PLANT

Ph 989.386.2321  
Fx 989.386.2387

The City of Clare point of contract is Ken Hibel, Clare City Manager, Ph: 989.386-7541, [khibl@cityofclare.org](mailto:khibl@cityofclare.org) or Al Jessup, Director of Public Works/Street Administrator, Ph: 989-386.7541, [ajessup@cityofclare.org](mailto:ajessup@cityofclare.org).

## POLICE DEPT. NON-EMERGENCY

Ph 989.386.2121  
Fx 989.386.0440

Sincerely yours,

Ken Hibel  
City Manager

## FIRE DEPT. NON-EMERGENCY

Ph 989.386.2151  
Fx 989.386.3020

cc: Al Jessup, DPW Director

## PARKS & RECREATION

Ph 989.386.7541 x213  
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## AIRPORT

Ph 989.386.0445  
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989.386.7541 x202  
Fx 989.386.4508

RE: Small Urban Program, Local Match Commitment, 2018-2020 Project List

Dear Ms. Boyd,

The City of Clare hereby provides its commitment to provide any local match requirements for approved projects associated with the 2018-2021 call for Small Urban Projects reflected on the applications submitted on MDOT Form 2606.

### UTILITY BILLING

Ph 989.386.7541 x201

### W/WWT PLANT

Ph 989.386.2321  
Fx 989.386.2387

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## MDOT SMALL URBAN PROGRAM PROJECT APPLICATION

*ALL FIELDS MUST BE COMPLETED*

### REQUESTING AGENCY INFORMATION

AGENCY NAME	CONTACT PERSON	TELEPHONE NUMBER
STREET ADDRESS	CITY/ZIP	E-MAIL ADDRESS

### PROJECT INFORMATION

SMALL URBAN AREA	SMALL URBAN AREA PRIORITY	YEAR OF IMPROVEMENT	
ROAD NAME/TRANSIT PROJECT	PROJECT LIMITS/LOCATION	LENGTH (MILES)	WORK TYPE CODE

DESCRIPTION

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- IS THE ROAD SEGMENT/PROJECT FEDERAL-AID ELIGIBLE?                      YES [ ]                      NO [ ]
- IS SIDEWALK WORK TO BE INCLUDED IN THE PARTICIPATING COSTS?                      YES [ ]                      NO [ ]
- IS RIGHT-OF-WAY/LAND ACQUISITION REQUIRED?                      YES [ ]                      NO [ ]

If Yes, please explain: \_\_\_\_\_

- DOES THE ROAD HAVE TRUCK RESTRICTIONS (Road Projects)?                      YES [ ]                      NO [ ]

If Yes, please explain: \_\_\_\_\_

### COST INFORMATION

Include participating construction or transit capital costs only. DO NOT include non-participating costs, including charges related to feasibility studies, design, testing, preliminary engineering, construction engineering, or right-of-way acquisition.

STP-URBAN REQUESTED..... \$ \_\_\_\_\_

LOCAL MATCH ..... \$ \_\_\_\_\_

MDOT-BUS MATCH (Transit Projects) ..... \$ \_\_\_\_\_

OTHER (Describe: \_\_\_\_\_) .... \$ \_\_\_\_\_

**PARTICIPATING CONSTRUCTION/TRANSIT CAPITAL TOTAL ..... \$ \_\_\_\_\_**

### OTHER COMMENTS

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SUBMITTED BY	TITLE	DATE
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# Clare-Farwell Small Urban Program

1:00 p.m., April 15, 2016

1. Call to Order 1:00 p.m.
2. Introductions
3. Minutes of March 28, 2014: Review and Approve
4. Election of Officers – Chair, Vice Chair .....
5. Rules/Procedures
6. Explanation and Overview of Task Force and Fed/State Aid Process:
7. Explanation of Fed/State Aid Eligible Routes
8. 2014-2017 Project History
  - FY 2015 Ludington Drive/ Surrey Road by Road Commission - completed
  - FY 2017 Colonville Road Traffic Flow Improvement Project
9. Voting Members
  - a. City of Clare
  - b. Village of Farwell
  - c. Clare County Transit
  - d. Isabella CRC
  - e. Clare CRC
10. Project Presentation 2018-2021
11. Public Comment
12. Small Urban Project Priority Selection 2018-2020

## Clare-Farwell Area Small Urban Meeting Minutes

April 15, 2016

Meeting was called to order at 1:00 pm by Deepak Gupta, Chair

### Members Present:

Deepak Gupta, Clare County Road Commission  
Allan Leonard, Clare County Road Commission  
Dave Engelhardt, East Michigan Council of Governments  
Ken Hibil, City of Clare  
Gina Hamilton, Village of Farwell  
Pat Gaffney, Isabella County Road Commission  
Tom Pirstill, Clare County Transit  
Cory Barz, Clare County Transit

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Guest Present: Mark Irwin, Garfield Township

The public hearing meeting was published in The Clare Cleaver and posted on the Clare CRC website prior to meeting.

Motion made by Ken Hibil to approve the 3-28-16 minutes, supported by Hamilton and carried unanimously.

There was no written correspondence for this meeting.

Election of officers: Motion made by Gaffney to elect Ken Hibil as Chair, supported by Hamilton and motion carried unanimously. Motion made by Gaffney to elect Deepak Gupta as vice chair, supported by Hamilton and motion carried unanimously.

At this point Gupta requested Ken Hibil to take over meeting as Chair.

Rules and Procedures were discussed.

Dave Engelhardt discussed the small urban program and stated that a letter by each agency should be sent to Pamela Boyd at MDOT indicating that the required match is available as

needed per project. Also Engelhardt encouraged the agencies to have alternates designated for this committee. Primary representatives and alternates were decided as follows:

Clare CRC: Deepak Gupta and Allan Leonard

City of Clare: Ken Hibil and Steven Kingsbury

Village of Farwell: Gina Hamilton and alternate to be determined

Isabell CRC: Pat Gaffney and Tony Casali

County Transit: Tom Pirnstill and Cory Barz

Engelhardt further clarified that Major collector are eligible for funding and Minors can be with approval from MDOT.

2014-2017 Project History was discussed as follows by each agency:

FY 2015 Ludington Drive/ Surrey Road by Road Commission - completed

FY 2017 Colonville Road Traffic Flow Improvement Project

Hibil requested that a motion be made that if the 2017 Colonville project is unable to proceed, that the STP Urban monies be transferred to the next prioritized project as selected by this committee. Gaffney made this motion and supported by Hamilton and motion carried unanimously. It was further agreed, that if this situation arises to change projects, that a simple majority of the voting members could do so through email communication.

Voting members was discussed and agreed upon as already listed in the minutes above as the primary and alternates.

All projects were discussed by all agencies for 2018 to 2021. After much friendly discussion, Gupta made a motion for prioritization of projects as follows:

CCRC: Vandecar over Mill Creek Bridge Replacement - \$375,000 with \$93,750 match.

City of Clare: Colonville/Clare Avenue Traffic Improvements - \$375,000 with \$93,750 match.

Transit: Repeater by for \$20,000.

Transit: Clare Shelter for \$10,000.

Transit: Farwell Shelter for \$10,000.

CCRC: Vandecar (Washington to M-115) - \$41,000 with \$10,250 match.

Village of Farwell: Corning (RR tracks north to Maple Grove) - \$27,200 with \$6,900 match.

CCRC: Old State (Maple Grove to Surrey) - \$71,000 with \$18,000 match.

CCRC: Old State (Surrey to Scott) - \$37,600 with \$9,400 match.

CCRC: Rail Trail Connector (Moose lodge, Farwell to Clare) – \$480,000 with \$120,000 match

Transit: Floor Sealant \$87,000

Transit: Bus Sanitizer \$50,000

Pirnstill made motion to accept prioritization list, supported by Hibil and motion carried unanimously.

After more discussion a motion was made by Gaffney to allow the Road commission jointly with the Village of Farwell to combine any of the 4 projects as shown below, based on available fund. Motion was supported by Hibil and carried unanimously.

CCRC: Vandecar (Washington to M-115) - \$41,000 with \$10,250 match.

Village of Farwell: Corning (RR tracks north to Maple Grove) - \$27,200 with \$6,900 match.

CCRC: Old State (Maple Grove to Surrey) - \$71,000 with \$18,000 match.

CCRC: Old State (Surrey to Scott) - \$37,600 with \$9,400 match.

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Deepak Gupta

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Date

DRAFT



# Clare County Road Commission

SUBJECT \_\_\_\_\_ DATE \_\_\_\_\_ PAGE \_\_\_\_\_ OF \_\_\_\_\_ PAGES \_\_\_\_\_

Clare Small Urban Program  
April 15 2016

Deepak Gupta 989-859-1016 Gupta48603@gmail.com  
Clare County Road Commission

DAVE ENGLISH 989-797-0800  
✓ TOM PIRVISTILL 989-539-1474

Patrick J. Gaffney 989-773-7131 Pgaffney@isabelareeds.com

✓ Cory Bartz 989-539-1474 cpsmga@ClareCountyTransit.org

Mark Irwin 989-429-3284 trustee Irwin@gunfield

✓ Gina Hamilton 989-339-4945 gina@villageof-farmell <sup>town</sup> <sub>ship</sub> <sub>net</sub>

Ken Hill 989-386-7541 x102 khill@clare.org