



# 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)

## CLARE CITY COMMISSION

Monday, May 2, 2016

6:00 pm

AGENDA

### CITY HALL

Ph 989.386.7541

Fx 989.386.4508

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

Manager x102

Assessor x103

Clerk x106

Treasurer x107

### DEPARTMENT OF PUBLIC WORKS

Ph 989.386.2182 or

989.386.7541 x202

Fx 989.386.4508

### UTILITY BILLING

Ph 989.386.7541 x201

### W/WWT PLANT

Ph 989.386.2321

Fx 989.386.2387

### POLICE DEPT. NON-EMERGENCY

Ph 989.386.2121

Fx 989.386.0440

### 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

#### 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. Recognition – Clare Public Schools Music Program

B. Accept USDA Grant Offer – LED Streetlight Conversion Project  
(1) Public Hearing

(2) Acceptance of Grant Offer

C. North Industrial Park/Infrastructure Build Project - Final Bond Draw

D. Property Lease Agreement – Lamar OCI North Corporation

E. Selection of Electrical Contractor – LED Streetlight Conversion Project

#### 8. TREASURER'S REPORT

#### 9. CITY MANAGER'S REPORT

#### 10. \*COMMUNICATIONS

#### 11. EXTENDED PUBLIC COMMENT

#### 12. COMMISSION DISCUSSION TOPICS

#### 13. BUDGET WORKSHOPS



**14. \*APPROVAL OF BILLS**

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

2. CONSENT AGENDA:

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

3. \*APPROVAL OF MINUTES:

*Approved By Consent Agenda.*

4. \*APPROVAL OF AGENDA:

*Approved By Consent Agenda.*

5. PUBLIC COMMENT: Mr. Jason Wentworth, who is running on the republican ticket for the 97<sup>th</sup> District House of Representatives seat, introduced himself and his Campaign Manager, Mr. Greg Gardner, to the City Commission.

6. UNFINISHED BUSINESS: None.

7. NEW BUSINESS:

**A. CTE PRESENTATION-MS. SHERYL PRESLER, SUPERINTEDENT, CLARE;GLADWIN RESD**

The Clare-Gladwin RESD is asking local voters (Clare and Gladwin Counties) to support a proposed 1-mill Career & Technical Education (CTE) millage to allow them to offer and provide local high school students with an opportunity to pursue technical trade training as part of their formal curriculum; the proposal will appear on the May 3rd ballot. Sheryl Presler, the Clare-Gladwin RESD Superintendent, provided an informational overview of the referendum topic.

Motion by Commissioner Swanson second by Commissioner Murphy to endorse and support the proposed millage by adoption of Resolution 2016-035. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Carolyn (Gus) Murphy, and Karla Swanson. Nays: None. Absent: Jean McConnell. *Motion approved.*

**B. BID SOLICITATION-ENTRANCE DOORS FOR PUBLIC SAFETY BUILDING**

Five of the pedestrian doors at the Public Safety Building have deteriorated (doors and frames have rusted) to the point they need to be replaced. Consequently, the City solicited bids to facilitate this purchase. We received three bids; the low bid was submitted by RAM Builders. All three bids met our bid specifications; consequently, the City Commission is asked to approve the bids and allow us to use the low bidder to complete the installation of the needed doors.

Motion by Commissioner Murphy second by Commissioner Bonham to approve the bids and award the bid to RAM Builders by adoption of the proposed Resolution 2016-041. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Carolyn (Gus) Murphy, and Karla Swanson. Nays: None. Absent: Jean McConnell. *Motion Carried.*

**C. ACCEPT USDA GRANT OFFER-CFD PICK-UP TRUCK**

By adoption of its Resolution 2016-016, the City Commission approved the submittal of a grant pre-application to the USDA for the potential purchase of a new pick-up truck for the Clare Fire Department; the vehicle will be used as a command vehicle & grass rig. We received notice approximately three weeks ago that our application scored very well and that we were invited to submit a full grant application – which is generally tantamount to receiving the grant if we apply.

We have publicly noticed our intent to submit the full grant application as required by USDA. The City Commission is now asked to hold the requisite public hearing and subsequently consider approving our submittal of the full grant application for the new Clare Fire Department vehicle.

Motion by Commissioner Bonham second by Commissioner Swanson to open the public hearing.

Public Comment: None.

Motion by Commissioner Bonham second by Commissioner Swanson to close the public hearing.

Motion by Commissioner Swanson second by Commissioner Murphy to approve submittal of the formal grant application by adoption of Resolution 2016-042. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Carolyn (Gus) Murphy, and Karla Swanson. Nays: None. Absent: Jean McConnell. *Motion Carried.*

#### **D. STREETLIGHT LED CONVERSION PROJECT**

By adoption of its Resolution 2016-020, the City Commission approved the solicitation of bids/proposals to finance the LED Streetlight Conversion Project to take advantage of the Consumers Energy Rebate Program, thereby significantly decreasing the cost of a conversion project while concurrently saving energy costs and manpower costs associated with maintaining (no anticipated maintenance or light bulb changes for the next 25 years) our (City-owned) existing 186 decorative street lights.

The Treasurer solicited and we received proposals from three of our local banks to finance this project for the City; the most favorable proposal proffered is from Isabella Bank. Our Treasurer has also coordinated with our Bonding Attorney, who has reviewed the proposals and prepared the necessary documentation (Resolution 2016-043) to implement the Act 99 financing mechanism.

We've received the rebate offer from Consumers Energy. The lay-out plan depicting the types and locations of the LED light fixtures as well as the savings estimate have been provided to the Commission.

Our USDA representative was in Clare this week coordinating details related to our grant application for the CFD pick-up truck. By coincidence she discovered that we were working on the LED street light project. On her own initiative she coordinated with her director in Lansing, and we have been offered a \$20K USDA grant to assist us and further reduce our costs for this streetlight conversion project. So unless the City Commission provides us direction to the contrary, we intend to pursue the process necessary (publish notice of our intent and ask the Commission to approve the grant application at our scheduled May 2nd Commission meeting subsequent to the requisite public hearing) to pursue this grant opportunity offer. But regardless of the action taken on the grant opportunity, we ask the Commission to adopt the required resolution to allow us to proceed with the Act 99 Funding mechanism, thus allowing us to proceed with the streetlight conversion project.

Motion by Commissioner Bonham second by Commissioner Swanson to approve the proposed finance offers; select Isabella Bank to fund the streetlight project; and authorize Act 99 Funding implementation by adoption of Resolution 2016-043. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Carolyn (Gus) Murphy, and Karla Swanson. Nays: None. Absent: Jean McConnell. *Motion Carried.*

#### **8. TREASURER'S REPORT**

The Treasurer presented his report.

#### **9. \*DEPARTMENT REPORTS**

Approved by Consent Agenda.

#### **10. CITY MANAGER'S REPORT**

Capital Schedule Presentation to Planning Commission. We presented our proposed 2016/2017 Capitol Schedule to the Planning Commission at their scheduled meeting of

April 13th; the Commission unanimously recommended approval of the proposed Schedule without any changes.

Lake Board Meeting. The Lake Board held a scheduled meeting on April 12th. The Board selected its officers (Mayor Pat Humphrey as President and Mr. Dave Coker as its Secretary/Treasurer); approved the Lake Shamrock Dredging Feasibility Study and the 2016 Aquatic Plant Control Plan; and received an update of work completed on the feasibility study to day. The Board anticipates meeting again in August, which is the anticipated completion date of the feasibility study.

Fiscal Oversight & Budget Committee. The Fiscal & Budget Oversight Committee was scheduled to meet on April 21st to review the City's proposed 2016/2017 Budget. The date for that meeting has been changed to May 2.

City Assessor's Annual PILOT Report. Our City Assessor has provided the required annual Payment in Lieu of Taxes (PILOT) report to City Commission; *Addendum:* Pebblestone Limited Dividend Housing Association was missing from the original report provided but is included in the final report.

11. \*COMMUNICATIONS

*Approved By Consent Agenda.*

MDEQ Correspondence. We received correspondence from MDEQ regarding lead and copper standards in public drinking water.

MDOT Correspondence. We received communication from MDOT related to budgetary restrictions related to road maintenance.

Ballot Proposals. Ballot initiatives for the slated November elections are outlined in correspondence from Department of State.

12. EXTENDED PUBLIC COMMENT: None.

13. COMMISSION DISCUSSION TOPICS: None.

14. \*APPROVAL OF BILLS

*Approved By Consent Agenda.*

15. ADJOURNMENT

Motion by Commissioner Bonham second by Commissioner Swanson to adjourn the meeting. Ayes: All. Nays: None. Absent: Jean McConnell. *Motion Carried.* Meeting adjourned at 6:38 p.m.

---

Pat Humphrey, Mayor

---

Diane Lyon, City Clerk

## AGENDA REPORT

TO: Mayor & City Commissioners  
FROM: Ken Hibl, City Manager  
DATE: April 28, 2016  
RE: Recognition – Clare Public Schools Music Program

For the Agenda of May 2, 2016

---

Background. Clare Public Schools was recently recognized (see copy of att'd *Clare County Review* article) by the National Association of Music Merchants Foundation (NAMM) as having one of the 16 best Music Education Programs (Best Communities Music Education designation) in the state of Michigan. While there were many elements (the Clare High School Band – to include its concert, jazz, & pep bands – the Gateway Community Band, and the entire CPS music education program and all who are involved with it) that contributed to this distinctive designation, a significant portion of the credit for receipt of the award must go to Mr. Adam Cable, the CPS first-year band director. Adam has made tremendous strides and a significant positive impact on the entire community music program and was the author of the nomination for the award.

The Commission is asked to formally recognize Adam and the CPS Music Program by presentation of a resolution and a Mayoral Key of Excellence.

Issues & Questions Specified. Should the City Commission formally recognize Mr. Cable and the CPS Music Program?

Alternatives.

1. Formally recognize Adam and the CPS Music Program.
2. Do not formally recognize Adam and the Music Program
3. Set aside decision regarding this matter to a later date.

Financial Impact. Minimal – the cost of two frames.

Recommendation. I recommend that the City Commission formally recognize Adam Cable and the CPS Music Program by adoption of Resolution 2016-044 (*copy att'd*) and a Mayoral Key of Excellence (*not att'd – to be provided Monday evening*).

Attachments.

1. News Article.
2. Resolution 2016-044 – the Mayoral Excellence Certificate will be provided Monday evening.



HOME NEWS COLUMNS VIDEOS LETTERS TO THE EDITOR COMMUNITY CLASSIFIEDS HOW TO SUBMIT NEWS ABOUT US

## Clare Public Schools music program recognized nationally



Clare Public Schools band program was honored with the best communities for music education award. The award demonstrates outstanding achievement in efforts to provide music access and education to all of it's students.

Clare Public Schools has been honored with the Best Communities for Music Education designation from the NAMM Foundation for its outstanding commitment to music education. This year, out of the nation's 13,515 school districts, the NAMM Foundation chose just 16 in the state of Michigan.

The Best Communities Music Education designation is awarded to districts that demonstrate outstanding achievement in efforts to provide music access and education to all students.

"This award helps us showcase our incredible K-4 music program that Michael Wright has put his heart and soul into, our Gateway Community Band that allows community members the opportunity to continue performing after high school, a 6-12 band program that encourages leadership, musicianship, and having fun, and a variety of other musical opportunities that our community participates in" said first-year director of bands, Adam Cable. "As a first-year director, I have been supported since day one of my arrival to Clare which I am certainly grateful for. Our program is extremely lucky to have support from our administrators and community to provide CPS students with the opportunity to participate in general music and band."

The Clare High School band currently has 75 members which have the opportunity to participate in concert band, pep band, and jazz band. "2015-2016 has been a very special year for our program. The Pioneer Marching Band was able to honor our hometown heroes at our September 11th football game,

they were able to Skype Ray Dalton from Macklemore to learn about overcoming performance anxiety, and have performed at a CMU football and basketball game" said Cable.

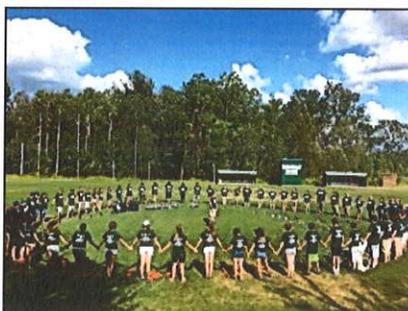
In addition to the NAMM award, the 8th grad band program received straight 1's at district band festival, and senior Peter DeRoche was named a member of the All-State band. Students in grades 7-12 participate in solo & ensemble at the district and state level, and are constantly raising the bar. "Our students are simply incredible. They are involved in athletics, student congress, art, drama, and still find time to create moving experiences for our audiences."

To qualify for the Best Communities designation, Clare Public Schools answered detailed questions about funding, graduation requirements, music class participation, instruction time, facilities, support for the music program, and community music-making programs. Responses were verified with school officials and reviewed by The Music Research Institute at the University of Kansas.

This award recognizes that Clare Public Schools is leading the way with learning opportunities as outlined in the new federal education legislation, the Every Student Succeeds Act (ESSA). The legislation, signed into law in December 2015, replaces No Child Left Behind Act (NCLB), which was often criticized for an overemphasis on testing—while leaving behind subject such as music. ESSA recommends music and the arts as important elements of well-rounded education for all children.



The Clare High School band currently has 75 members which have the opportunity to participate in concert band, pep band, and jazz band pictured above.



Complete this 5-minute assessment to calculate your weight category, see if weight loss is recommended, and discover if weight-loss surgery may be an option for you.



**RESOLUTION 2016-044**

**A RESOLUTION OF THE CLARE CITY COMMISSION RECOGNIZING AND HONORING THE CLARE PUBLIC SCHOOLS MUSIC PROGRAM.**

**WHEREAS**, Clare Public Schools was recently recognized by the National Association of Music Merchants Foundation (NAMM) as having one of the 16 best Music Education Programs (Best Communities Music Education designation) in the state of Michigan; and

**WHEREAS**, said distinct recognition and honor encompasses many elements of the Clare Public Schools Music Program, to include the Clare High School Band with its concert, jazz, & pep bands; the Gateway Community Band; the K-4 Music Program orchestrated by Mr. Michael Wright; the CPS 6-12 Band Program; the CPS 8<sup>th</sup> Grade Band for its receipt of straight 1s at the district band festival; to Mr. Peter DeRoche for his selection as a member of the Michigan All-State Band, and the entire CPS Music Education Program and all who are involved with said Program; and

**WHEREAS**, a significant portion of the credit for receipt of said distinctive award must go to Mr. Adam Cable, the CPS first-year Band Director, who has made tremendous strides and has significantly influenced the progression and importance of the CPS Music Program as it relates to the entire community and who was the author of the nomination for the award; and

**WHEREAS**, the Clare City Commission deems it appropriate to formally recognize and offers its praise for said distinctive award and to all who are involved in the CPS Music Education Program.

**NOW THEREFORE BE IT RESOLVED THAT** the Mayor and City Commission of the City of Clare, on behalf of the residents and business community of the Greater Clare Area Community, hereby offers its heartfelt congratulations to the Clare Public Schools Music Program and to all who are involved with, participate in, or have a leadership, management, supporting, or funding role in said Program for its distinct achievement of receiving National Association of Music Merchants Foundation (NAMM) recognition as one of the 16 best Music Education Programs in the state of Michigan.

**BE IF FURTHER RESOLVED THAT** the Mayor and Clare City Commission specifically recognizes Mr. Adam Cable, the Clare Public Schools Music Program and Band Director, for the tremendous strides and significantly positive impact he has had on the entire community music program and for authoring the nomination which resulted in said distinctive and special award.

**BE IF FURTHER RESOLVED THAT** the Mayor and Clare City Commission encourages and supports the continuance of excellence in the Clare Public School Music Program.

**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 2nd day of May 2016.

---

Diane Lyon, City Clerk

## AGENDA REPORT

TO: Mayor Pat Humphrey and the Clare City Commission  
FROM: Ken Hibel, City Manager  
DATE: April 28, 2016  
RE: Accept USDA Grant Offer – LED Streetlight Conversion Project

For the Agenda of May 2, 2016

---

**Background** The City has received notice that we have been invited to submit a formal grant application for a \$20K USDA grant to assist in defraying a portion of the total \$131K project costs to convert all (187) of the City-owned street lights to LED. The application must be submitted nlt May 3<sup>rd</sup>.

A public hearing to facilitate the receipt of public comment regarding the grant application is required by USDA. We have publicly noticed (*copy of notice att'd*) our intent to submit the full grant application as required by USDA. The City Commission is now asked to hold the requisite public hearing and subsequently consider approving our submittal of the full grant application to off-set a portion of the costs of the streetlight conversion project.

**Issues & Questions Specified** Should the City Commission hold the requisite hearing and subsequently approve submittal of the grant application?

### **Alternatives**

1. Hold the hearing and approve submittal of the grant application.
2. Hold the hearing but do not approve submittal of the application.
3. Do not hold the hearing and disapprove the submittal of the grant application.
4. Set this matter aside for further discussion, consideration, and decision at a future, scheduled meeting.

**Financial Impact** The grant amount is for \$20,000. The cost to purchase the LED fixtures is \$131K. The cost of a licensed electrician to install the new fixtures is \$4,200 (if the Commission approves the low-bid received and awards the work for electrical services to the low bidder). This grant, if received, will pay for the cost of the electrician and offset a portion (approx. \$15K) of the purchase costs of the new LED fixtures.

**Recommendations** I recommend that the City Commission hold the requisite hearing and subsequently approve the submittal of the USDA grant application by adoption of the proposed Resolution 2016-045 (*copy att'd*).

### **Attachments**

1. Public Notice.
2. Resolution 2016-045.

NOTICE OF INTENT TO APPLY TO USDA  
RURAL DEVELOPMENT

Please take notice that the City of Clare intends to file an application for funding assistance in the amount of \$20,000.00 to Rural Development (RD), a division of the United States Department of Agriculture not later than May 3, 2016.

The City is applying for Rural Development grant funds for the purchase of LED Street Lighting for the Streetlight Conversion Project in the City of Clare.

A public hearing will be held on May 2, at 6:00 p.m. at Clare City Hall, 202 W. Fifth Street, Clare, Michigan, 48617. Public comments are welcome. Written comments will be accepted up until the time of the hearing and can be forwarded to the attention of Diane Lyon, 202 W. Fifth St., Clare, Michigan, 48617 or call (989) 386-7541 ext. 106.

*The City of Clare is an equal opportunity provider and employer.*

Diane Lyon  
Clare City Clerk



**RESOLUTION 2016-045**

**A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING THE SUBMITTAL OF A UNITED STATES DEPARTMENT OF AGRICULTURE GRANT TO DEFRAY A PORTION OF THE COSTS ASSOCIATED WITH THE LED CONVERSION OF CITY-OWNED, DECORATIVE STREET LIGHTS.**

**WHEREAS**, the City of Clare has been invited by the United States Department of Agriculture (USDA) to submit a grant application for \$20,000 to assist in defraying a portion of the costs associated with a Streetlight LED Conversion Project, said Project formally approved by the Clare City Commission at its scheduled meeting of April 18, 2016 ; and

**WHEREAS**, based on said invitation, the City noticed a public hearing of its intention to submit said grant application; and

**WHEREAS**, the City Commission held a formal public hearing at its publicly scheduled meeting of May 2<sup>nd</sup> to receive public comment related to the City's submittal of a grant application for said grant amount for said Project; no adverse or derogatory comments were received at said hearing; and

**WHEREAS**, the City Staff recommended that the City Commission approve the submittal of the grant application; and

**WHEREAS**, the City Commission has considered and concurs with said recommendations.

**NOW THEREFORE BE IT RESOLVED THAT** the City Commission of the City of Clare hereby approves the submittal of a formal grant application and all related and/or required USDA documents to the United States Department of Agriculture in the amount of \$20,000 to assist in defraying a portion of the costs associated with the City's Streetlight LED Conversion Project.

**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 2<sup>nd</sup> day of May 2016.

---

Diane Lyon, City Clerk

## AGENDA REPORT

To: Mayor Pat Humphrey and the Clare City Commission  
From: Steven J. Kingsbury, MBA, CPFA, MiCPT  
Treasurer, Finance and Technology Director  
Date: April 26, 2016  
Regarding: North Industrial Park/Infrastructure Build Project - Final Bond Draw  
  
For the Agenda of May 2, 2016

---

**Background** The City's North Industrial Park and Infrastructure Extension Project has been completed and we are in the process of closing the \$2,680,870 EDA Grant that was awarded to the City for this project. With all contractor applications for payment processed, paid and submitted to the EDA for reimbursement we also simultaneously submitted them to Rural Development to draw funds from the three bonds issued for the project.

The \$335,000 Sewer and \$560,000 Water bonds were fully drawn during the project and therefore the advance period has been closed. However, the full \$565,000 amount of the General Infrastructure Bond was not needed for the project and there remains \$38,000 available. Rural Development requires that bond be fully drawn and in the case of the General Infrastructure Bond they have requested that we draw the remaining available funds and then immediately issue a principal reduction payment to Rural Development on that bond.

**Financial Impact** With the approval of the City Commission we will request the final \$38,000 be advanced from the General Infrastructure Bond and then simultaneously we will issue a payment to Rural Development in this same amount to pay down the bond. Effectively there will be no impact to the City for this transaction.

**Recommendation** We recommend that the City Commission approve resolution 2016-046 authorizing the final \$38,000 to be drawn from the General Infrastructure Bond. We also recommend that the City Commission authorize the payment of \$38,000 to Rural Development to be applied to the General Infrastructure Bond.

### **Attachments**

1. City of Clare Resolution 2016-046.

**RESOLUTION 2016-046**

**A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING THE FINAL NORTH INDUSTRIAL PARK AND INFRASTRUCTURE EXTENSION PROJECT BOND DRAW AND CONCURRENTLY A PAYMENT TO RURAL DEVELOPMENT ON THE SAME BOND.**

**WHEREAS**, the City of Clare, Counties of Clare and Isabella, State of Michigan (the "City") undertook in 2014 a capital improvement project to construct a new North Industrial Park and to extend public utilities to provide service to the property; and

**WHEREAS**, this capital improvement project was funded by a \$2.7 million Grant from the United States Economic Development Administration; a \$560,000 water revenue bond, a \$335,000 sewer revenue bond and a \$565,000 capital improvement bond each of which were purchased by the United States Department of Agriculture Rural Development; along with existing funds from the sewer and water funds; and

**WHEREAS**, the entire project has now been successfully and fully completed; and

**WHEREAS**, the City has submitted the final closing documents to both the EDA and Rural Development; and

**WHEREAS**, the sewer and water bonds were fully drawn during the project, however the full amount of the general infrastructure bond was not needed for the project leaving an available balance of \$38,000; and

**WHEREAS**, Rural Development requires that the bonds be fully drawn during the construction period prior to them going into repayment and has requested that the City request a draw of the final available balance and then issue payment back to Rural Development to be applied to the General Infrastructure Bond.

**NOW THEREFORE BE IT RESOLVED THAT** the Clare City Commission hereby approves the final General Infrastructure Bond draw in the amount of \$38,000; and

**BE IT FURTHER RESOLVED THAT** the Clare City Commission hereby authorizes the payment of \$38,000 to Rural Development from said bond draw to be applied to the General Infrastructure Bond as a principal payment.

**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 2<sup>nd</sup> day of May 2016.

---

Diane Lyon, Clare City Clerk

## AGENDA REPORT

TO: Mayor & City Commissioners  
FROM: Ken Hibl, City Manager  
DATE: April 28, 2016  
RE: Property Lease Agreement – Lamar OCI North Corporation

For the Agenda of May 2, 2016

---

Background. The City has leased the property it owns adjacent to US-10/US-127 Right-of-Way (the property lies between Eberhart Road and US-10 just south of the Clare Rod & Gun Club and directly across the road from the Clare Municipal Airport – immediately west of the intersection of Washington Road and Eberhart Road) to sign/billboard companies since 1995. Most recently, the property has been leased to Lamar OCI North Corporation. That lease has expired.

Lamar has proposed a new five-year lease (*see copy of att'd correspondence and lease agreement*) for an annual lease payment of \$1,600 or 20% of sign revenue (whichever is greater) generated by Lamar at this sight.

The City Commission is asked to consider the proposed lease renewal offered by Lamar.

Issues & Questions Specified. Should the City Commission approve the lease agreement with Lamar OCI North Corporation?

Alternatives.

1. Approve the proposed lease agreement.
2. Approve a modified or amended version of the proposed lease agreement.
3. Discontinue the lease arrangement with Lamar OCI North Corporation.
4. Set aside decision regarding this matter to a later date.

Financial Impact. The renewed lease will continue to generate a minimum of \$1,600 annually in revenue for the City.

Recommendation. I recommend that the City Commission approve the proposed five-year lease agreement with Lamar OCI corporation by adoption of Resolution 2016-047 (*copy att'd*).

Attachments.

1. Correspondence & Proposed Lease Agreement.
2. Resolution 2016-047.



OCI North Corporation

This Instrument Prepared by:  
James R. McIlwain  
5551 Corporate Boulevard  
Baton Rouge, Louisiana 70808

Co. - 155  
Renewal  
Lease # 205  
Panel #<sup>s</sup> 15353, 15354  
15361, 15363

James R. McIlwain

## SIGN LOCATION LEASE

THIS LEASE AGREEMENT, made this 18th day of March, 2016, by and between:

City of Clare

(hereinafter referred to as "Lessor") and **Lamar OCI North Corporation** (hereinafter referred to as "Lessee"), provides

### WITNESSETH

"LESSOR hereby leases to LESSEE, its successors or assigns, as much of the hereinafter described lease premises as may be necessary for the construction, repair and relocation of an outdoor advertising structure ("sign"), including necessary structures, advertising devices, utility service, power poles, communications devices and connections, with the right of access to and egress from the sign by LESSEE'S employees, contractors, agents and vehicles and the right to survey, post, illuminate and maintain advertisements on the sign, and to modify the sign to have as many advertising faces, including changeable copy faces or electronic faces, as are allowed by local and state law, and to maintain telecommunications devices or other activities necessary or useful in LESSEE'S use of the sign. Any discrepancies or errors in the location and orientation of the sign are deemed waived by LESSOR upon LESSOR's acceptance of the first rental payment due after the construction of the sign.

The Premises are a portion of the property located in the County/Parish of Clare State of Michigan, more particularly described as:

11175 South Eberhart Road. East side of US-10 .2 miles & .5 miles northeast of US-127 interchange. Existing single pole stacked 12'x36' (2 faces) sign structure, and existing single pole "V" 12'x48' (2 faces) sign structure.

1. This Lease shall be for a term of five (5) years commencing on the first day of the calendar month following the date of completion of construction of the sign, or, if this is a renewal Lease, the term and payments begin June 1, 2015 ("commencement date").

LESSEE may renew this Lease, for an additional term, of equal length, on the same terms and conditions. Said renewal term shall automatically go into effect unless LESSEE shall give to LESSOR written notice of non-renewal at least sixty (60) days prior to the expiration of the original term.

2. LESSEE shall pay to LESSOR an annual rental of (See Addendum) Dollars, payable yearly in advance in equal installments of two (See Addendum) each, with the first installment due on the first day of the month following commencement. Rent shall be considered tendered upon due mailing or attempted hand delivery during reasonable business hours at the address designated by LESSOR, whether or not actually received by LESSOR. Should LESSEE fail to pay rent or perform any other obligation under this lease within thirty (30) days after such performance is due, LESSEE will be in default under the lease. In the event of such default, LESSOR must give LESSEE written notice by certified mail and allow LESSEE thirty (30) days thereafter to cure any default.

3. LESSOR agrees not to erect or allow any other off-premise advertising structure(s), other than LESSEE's, on property owned or controlled by LESSOR within two thousand (2000) feet of LESSEE's sign. LESSOR further agrees not to erect or allow any other obstruction of highway view or any vegetation that may obstruct the highway view of its sign. LESSEE is hereby authorized to remove any such other advertising structure, obstruction or vegetation at its option.

4. LESSEE may terminate this lease upon giving thirty (30) days written notice in the event that the sign becomes entirely or partially obstructed in any way or in LESSEE's opinion the location becomes economically or otherwise undesirable. If LESSEE is prevented from constructing or maintaining a sign at the premises by reason of any final governmental law, regulation, subdivision or building restriction, order or other action, LESSEE may elect to terminate this lease. In the event of termination of this Lease prior to expiration, LESSOR will return to LESSEE any unearned rentals on a pro rata basis.

5. All structures, equipment and materials placed upon the premises by the LESSEE or its predecessor shall remain the property of LESSEE and may be removed by LESSEE at any time prior to or within a reasonable time after expiration of the term hereof or any renewal. At the termination of this lease, LESSEE agrees to restore the surface of the premises to its original condition. The LESSEE shall have the right to make any necessary applications with, and obtain permits from, governmental bodies for the construction and maintenance of LESSEE's sign, at the sole discretion of LESSEE. All such permits and any nonconforming rights pertaining to the premises shall be the property of LESSEE.

6. LESSOR represents that he is the owner or lessee under written lease of the premises and has the right to make this agreement and to grant LESSEE free access to the premises to perform all acts necessary to carry on LESSEE's business activities related to the sign. LESSOR is not aware of any unrecorded rights, servitudes, easements, subdivision or building restrictions, or agreements affecting the premises that prohibit the erection, posting, painting, illumination or maintenance of

the sign. **LESSOR** acknowledges that the terms and conditions of this agreement are confidential and proprietary and shall not be disclosed to any third-party without the written consent of **LESSEE**.

7. In the event of any change of ownership of the property herein leased, **LESSOR** agrees to notify **LESSEE** promptly of the name, address, and phone number of the new owner, and **LESSOR** further agrees to give the new owner formal written notice of the existence of this lease and to deliver a copy thereof to such new owner at or before closing. In the event that **LESSEE** assigns this lease, assignee will be fully obligated under this Lease and **LESSEE** will no longer be bound by the lease. This lease is binding upon the personal representatives, heirs, executors, successors, and assigns of both **LESSEE** and **LESSOR**.

8. In the event of condemnation of the subject premises or any part thereof by proper authorities, or relocation of the highway, the **LESSOR** grants to the **LESSEE** the right to relocate its sign on **LESSOR**'s remaining property adjoining the condemned property or the relocated highway. Any condemnation award for **LESSEE**'s property shall accrue to **LESSEE**.

9. **LESSEE** agrees to indemnify **LESSOR** from all claims of injury and damages to **LESSOR** or third parties caused by the installation, operation, maintenance, or dismantling of **LESSEE**'s sign during the term of this lease. **LESSEE** further agrees to repair any damage to the premises or property at the premises resulting from the installation, operation, maintenance, or dismantling of the sign, less ordinary wear and tear.

10. **LESSOR** agrees to indemnify **LESSEE** from any and all damages, liability, costs and expenses, including attorney's fees, resulting from any inaccuracy in or nonfulfillment of any representation, warranty or obligation of **LESSOR** herein.

11. If **LESSOR** desires to sell or otherwise transfer any interest in the property upon which the sign is situated, **LESSOR** grants **LESSEE** an option to purchase a perpetual easement (servitude) encompassing the sign and the access, utility service and visibility rights set forth herein. **LESSEE** must elect to exercise this option within thirty (30) days after written notification of **LESSOR**'s desire to sell. **LESSEE**'s failure to exercise this option within said period shall be a waiver of this option. The price for such easement (servitude) shall be six (6) times the previous Lease year's annual rental paid by **LESSEE** pursuant to the terms hereof. Closing shall be within thirty (30) days of **LESSEE**'s exercise of this option.

12. Prior to **LESSEE** removing its sign, and for five (5) years after such removal, **LESSOR** grants **LESSEE** a first right of refusal to match any bona fide agreement of **LESSOR** with a third party for the purpose of permitting off-premise outdoor advertising on any portion of the leased premises. **LESSEE** has seven (7) days after **LESSOR** provides to **LESSEE** a copy of such agreement executed by such third party to match the terms of such agreement.

13. If required by **LESSEE**, **LESSOR** will execute and acknowledge a memorandum of Lease suitable for recordation.

14. This Lease is **NOT BINDING UNTIL ACCEPTED** by the General Manager of a Lamar Advertising Company. **LESSEE** and **LESSOR** are not bound by any stipulations or agreements not written in this lease

**Lamar OCI North Corporation, LESSEE:**

**LESSOR:**

BY: \_\_\_\_\_  
Doug Elchuk

BY: \_\_\_\_\_  
For the City of Clare

VICE-PRESIDENT/GENERAL MANAGER

BY: \_\_\_\_\_

DATE:     /     /

DATE:     /     /

Need  
LESSOR'S TELEPHONE NUMBER

On File  
LESSOR'S SOCIAL SECURITY NUMBER/  
EMPLOYER IDENTIFICATION NUMBER

On File  
Tax ID Parcel # (for land on which sign is located)

**Address of LESSEE:**

**Address of LESSOR:**

Lamar Advertising Company-155  
10100 Thor Drive  
Freeland, MI 48623

202 West Fifth Street  
Clare, MI 48617

Witnesses (**LESSEE**)

Witnesses (**LESSOR**)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



**Addendum Lease 205**

Yearly land rental payment shall be \$1600.00 per year or 20% of the advertising sales dollars whichever is greater on this sign structure.

The percent payment will be calculated after the last month of each lease year and the difference (if any) will be paid to the lessor retroactively.

LESSOR:

BY: \_\_\_\_\_  
For the City of Clare

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

LESSEE:

BY: \_\_\_\_\_  
Doug Elchuk  
Vice-President/General Manager

DATE: \_\_\_\_\_

**RESOLUTION 2016-047**

**A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING A LEASE AGREEMENT WITH LAMAR OCI NORTH CORPORATION.**

**WHEREAS**, the City of Clare has enjoyed a lease arrangement with Lamar OCI North Corporation since 2009 wherein said corporation has leased City-owned property upon which to construct and display billboard advertisements for an annual lease payment of \$1,600 annually or 20% of sign revenue generated by Lamar annually, whichever of said amounts is greater; and

**WHEREAS**, said lease agreement has expired; and

**WHEREAS**, said corporation has proposed a new five-year lease agreement with an annual lease payment of \$1,600 or 20% of sign revenue generated by Lamar; and

**WHEREAS**, the City Staff recommends continuance of the lease arrangement with said corporation; and

**WHEREAS**, the City Commission has reviewed the proposed lease agreement and the recommendation of the City Staff and concurs with said recommendation.

**NOW THEREFORE BE IT RESOLVED THAT** the Clare City Commission hereby approves a lease agreement with Lamar OCI North Corporation to lease City-owned property for the purposes of billboard advertisements for a period of five years, said agreement to be effective June 1, 2015 and terminate on May 31, 2020 unless mutually modified or amended.

**BE IF FURTHER RESOLVED THAT** the revenues paid to the City of Clare on annual basis shall be \$1,600 or 20% sign revenue generated by Lamar annually, whichever of said amounts is greater.

**BE IF FURTHER RESOLVED THAT** all other terms and conditions of said lease agreement shall be as stated within said agreement executed by both parties.

**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 \_\_\_\_\_ and supported by \_\_\_\_\_. The Resolution declared adopted by the following roll call vote:**

**YEAS:**

**NAYS:**

**ABSENT:**

Resolution approved for adoption on this 2<sup>nd</sup> day of May 2016.

---

Diane Lyon, City Clerk

## AGENDA REPORT

TO: Mayor Pat Humphrey and the Clare City Commission  
FROM: Ken Hibel, City Manager  
DATE: April 28, 2016  
RE: Selection of Electrical Contractor – LED Streetlight Conversion  
For the Agenda of May 2, 2016

---

**Background** We've determined that a licensed electrician (a journeyman) is required to make the electrical connections to "electrify" the new LED street light fixtures. Consequently, Al solicited bids from local electrical contractors to complete the work. We received five bids (*see copy of att'd bid memo*), one of which submitted only an hourly rate vs. a cumulative cost, thereby resulting in four bids that meet the City's bid specifications. The low bid was submitted by Seiter Electric for \$4,200. Al recommends approving the bids and awarding the work to Seiter Electric. I concur.

The City Commission is asked to approve the bids and award the work to facilitate installation of the LED fixtures.

**Issues & Questions Specified** Should the City Commission approve the bids (to include the rejection of the bid that did not meet specifications) and award the electrical work to install the new LED streetlight fixtures?

### **Alternatives**

1. Approve the bids, to include disqualifying the bid that did not meet specifications, and award the work to the qualified low bidder.
2. Approve the bids and award the work to a qualified contractor/vendor other than the low bidder.
3. Reject all bids and direct new bids be solicited.
4. Reject all bids and direct the project not be completed.
5. Set this matter aside for further discussion, consideration, and decision at a future, scheduled meeting.

**Financial Impact** The low bid was submitted by Seiter Electric for \$4,200. The City will waive the permit and inspection fees, is providing its bucket truck and one laborer to assist the journeyman, thus resulting in the total installation costs of \$4,200 if the work is awarded to Seiter Electric. The USDA grant will defray these costs and leave approximately \$15K that can be applied to offset the fixture purchase costs, resulting in the total project costs to the City to be approximately \$120K.

**Recommendations** I recommend that the City Commission approve the bids, to include disqualifying the bid that did not meet specifications, and award the work to Seiter Electric by adoption of the proposed Resolution 2016-048 (*copy att'd*).

**Attachments**

1. Bid Memo.
2. Resolution 2016-048.

## MEMORANDUM

**TO:** Ken Hibl, Clare City Manager  
**FROM:** Alan J. Jessup, Director of Public Works  
**DATE:** April 28, 2016  
**SUBJECT:** LED Light Bids

We recently accepted sealed bids to remove old and replace 197 top section of street lights with LED.

Five bids were received as follows

|                        |                           |
|------------------------|---------------------------|
| Northland Electric LLC | \$ 7,880.00               |
| Master Electric Inc    | \$ 9,850.00               |
| Seiter Electric Inc    | \$ 4,200.00               |
| C & R Electric LLC     | \$55 Per Hour plus Permit |
| J Ranck Electric Inc   | \$10,365.00               |

After reviewing the bids carefully, I have determined that the lowest bidder closest meeting our specifications is Seiter Electric Inc in the amount of \$4,200.00.

I have attached the detailed bid tabulation. I recommend we accept the bid from Seiter Electric Inc to remove old and replace 197 top sections of street lights with LED in the amount of \$4,200.00

AJ:mw

# BID TABULATION FOR LED Street Lights

Remove old and replace 197 top section of street lights with LED.

| 197 LED Street Lights   | BIDDER INFORMATION |                                 |
|---|--------------------|---------------------------------|
| <b>\$7880.00</b><br><b>1 Journeyman</b>                           | <i>Name:</i>       | Northland Electric LLC          |
|   | <i>Address:</i>    | 4261 Mockingbird Circle         |
|   | <i>City/Zip</i>    | Farwell, MI 48622               |
|   | <i>Phone:</i>      | 989-588-7150 cell: 989-429-2468 |
| <b>\$9850.00</b><br><b>1 Journeyman</b>                           | <i>Name:</i>       | Master Electric Inc             |
|   | <i>Address:</i>    | 2350 W M-62 - PO Box 404        |
|   | <i>City/Zip</i>    | Gladwin, MI 48624               |
|   | <i>Phone:</i>      | 989-426-9860                    |
| <b>\$4200.00</b><br><b>1 Journeyman</b>                           | <i>Name:</i>       | Seiter Electric Inc             |
|   | <i>Address:</i>    | 2615 E Ludington Drive          |
|   | <i>City/Zip</i>    | Clare, MI 48617                 |
|   | <i>Phone:</i>      | 989-386-2851                    |
| <b>\$55.00 per hour</b><br><b>+ permit</b><br><b>1 Journeyman</b> | <i>Name:</i>       | C & R Electric LLC              |
|   | <i>Address:</i>    | 6960 E Blanchard Road           |
|   | <i>City/Zip</i>    | Shepherd, MI 48883              |
|   | <i>Phone:</i>      | 989-828-4020                    |
| <b>\$10,365.00</b><br><b>1 Journeyman</b>                         | <i>Name:</i>       | J Ranck Electric Inc            |
|   | <i>Address:</i>    | 1993 Gover Parkway              |
|   | <i>City/Zip</i>    | Mt Pleasant, MI 48858           |
|   | <i>Phone:</i>      | 989-775-7393                    |

Bids were opened on Monday, April 28, 2016 at 12:05 p.m. by  
 Alan J. Jessup, Public Works Director,  
 assisted by Mary Warner, Public Works Secretary.

**RESOLUTION 2016-048**

**A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING THE ELECTRICAL BIDS AND AWARDING ELECTRICAL WORK FOR THE CLARE STREETLIGHT LED CONVERSION PROJECT.**

**WHEREAS**, the City of Clare solicited bids from local area electrical contractors to accomplish the conversion of the 187 City-owned decorative street lights to LED; and

**WHEREAS**, five bids were received; and

**WHEREAS**, all bids received excluding one, said bid being submitted by C & R Electric, LLC, meet stipulated bid specifications; and

**WHEREAS**, the City Staff has reviewed said bids and has recommended that the bid not meeting bid specifications be disqualified; that the City accept and approve all other bids; and that the City Commission award the electrical work for said streetlight conversion to the low bidder, Seiter Electric; and

**WHEREAS**, the City Commission has reviewed, discussed, and duly considered the bids and the recommendations of the City Staff and concurs with said recommendations.

**NOW THEREFORE BE IT RESOLVED THAT** the Clare City Commission hereby disqualifies the electrical bid received from C& R Electric, LLC; approves all other electrical bids received; and awards the electrical work required for the conversion of the City's streetlights to LED fixtures to Seiter Brothers Electric for a cost not to exceed \$4,200.

**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 \_\_\_\_\_ and supported by \_\_\_\_\_. The Resolution declared adopted by the following roll call vote:**

**YEAS:**

**NAYS:**

**ABSENT:**

Resolution approved for adoption on this 2<sup>nd</sup> day of May 2016.

---

Diane Lyon, City Clerk

**To:** Mayor Pat Humphrey and the Clare City Commission  
**From:** Steven J. Kingsbury, MBA, CPFA, MiCPT  
Treasurer, Finance and Technology Director  
**Date:** April 26, 2016  
**Reference:** Treasurer's Report for May 2, 2016

**Annual Escheat Processing:** We have initiated the annually escheat processing to identify all old checks that have not been negotiated within the established requirements. We have mailed ten letters to the last known address of the payees requesting that they either cash the outstanding check or contact us to initiate the process to reissue the instrument if it has been lost or misplaced. All but one of the checks are for amounts under \$100 and the last check is to a vendor for just over \$300. Attached for the Commission's reference you will find a brief overview of the escheatment process along with a chart of the dormancy periods required under the law.

**North Industrial Park and Infrastructure Extension Project:** With the EDA Grant in the process of being closed we submitted our final draw from the general infrastructure bond and started the process of closing the three bonds (General Infrastructure \$565,000; Sewer \$335,000; and Water \$560,000). Both the sewer and the water bonds were fully drawn for the project, however, \$38,000 of the General Infrastructure Bond was not needed for the project.



## Reporting Unclaimed Property

Most businesses have unclaimed property resulting from normal operations. Any asset, tangible or intangible, belonging to a third party that remains unclaimed for a specified period of time is considered unclaimed property. For example, uncashed payroll checks must be turned over to the State after one year; most other property types, such as vendor checks and accounts receivables credit balances, must be turned over after three years. Government entities must turn over all unclaimed property, regardless of property type, after one year.

Michigan's Uniform Unclaimed Property Act, Public Act 29 of 1995, as amended, requires businesses and government entities to report and remit to the Michigan Department of Treasury abandoned and unclaimed property belonging to owners whose last known address is in Michigan. In addition, every business or government entity that is incorporated in Michigan must report and remit abandoned property belonging to owners where there is no known address.

For a complete list of property dormancy periods, see the [dormancy chart](#) in Appendix A.

### What's New:

Senate Bill 538 amends the Uniform Unclaimed Property Act of 1995 effective 12/22/2015:

- Properties with a value of \$25.00 or less are not required to be escheated per Section 567.224a Sec. 4a.
  - Does not apply to dividends or stock-related properties defined in Section 567.231a Sec. 11a.
  - These properties can still be voluntarily escheated.
- New streamlined audit option described in Section 567.251b Sec. 31b. for businesses whose principal place of business is in Michigan as defined by Section 567.222 Sec. 2.
  - This is retroactive and applies to audits in progress as of August 15, 2015, but does not retroactively apply to contested determinations in litigation before the date of enactment of this amendatory act.

### Due Date

The due date for filing the unclaimed property annual report is July 1, 2016 for property reaching its dormancy period as of March 31, 2016.

## How to Report

Complete instructions and forms are available in the [Manual for Reporting Unclaimed Property](#). The amount of properties that a holder reports determines the method for reporting.

- Those reporting 10 or more properties - File using **free** [third-party software](#)
- Those reporting less than 10 properties - File using **free** [third-party software](#) or [paper forms](#)

## Possible Penalty and Interest Charges

If a property holder fails to properly file a report, penalty and interest may be assessed as follows:

- Interest at one percentage point above the adjusted prime rate per annum per month on the property or value of the property from the date the property should have been paid or delivered, and/or
- Penalty at 25 percent of the value of the property that should have been paid or delivered.

## How to Pay Electronically

Holders who have previously filed unclaimed property reports with the State of Michigan now have the ability to [remit payment](#) for their unclaimed property report. Since this payment method requires validation, this payment method is not available to first time filers.

## Voluntary Disclosure Agreement

Treasury is providing entities that have not previously reported or have underreported unclaimed property in the past with an opportunity to voluntarily comply with the requirements of the Michigan Unclaimed Property Act (Act) by offering a Voluntary Disclosure Agreement.

Entities that submit a Voluntary Disclosure Agreement indicate their desire to be compliant with the Act. Accordingly, the holder agrees to voluntarily comply with the Act by reporting and remitting previously unreported unclaimed property due the State of Michigan. In accordance with the Voluntary Disclosure Agreement, the holder agrees to accurately complete and file unclaimed property reports and remit payments for the current reporting year and the previous 4 reporting years within 6 months from the date the form is filed with the Unclaimed Property Division. Holders will not be assessed penalties or interest.

- Link to [Voluntary Disclosure Agreement \(Form 4869\)](#)

## Resources

- [Frequently Asked Questions](#)
- [Key Dates](#)
- [Public Act 29 of 1995](#)
- [NAUPA](#)
- [Forms](#)

## Contact Us

Unclaimed Property Division  
Michigan Department of Treasury  
P.O. Box 30756  
Lansing, MI 48909

Overnight delivery address:

7285 Parsons Dr  
Dimondale, MI 48821

E-mail: [TreasUPDReporting@michigan.gov](mailto:TreasUPDReporting@michigan.gov)

Telephone: (517) 636-6940

Fax: (517) 322-5986

### Key Reporting Dates

|                     |  |
|---------------------|--|
| March 31            | Identify properties that may be reportable as unclaimed property as of March 31.   |
| April 15            | Prepare and mail due diligence letters to those property owners identified as inactive.  |
| May 15              | Determine property owners with whom contact has not occurred (i.e. returned mail, no response, etc.).  |
| June 1              | Begin preparing the annual unclaimed property report using <a href="#">free reporting software</a> .   |
| On or Before July 1 | Mail the electronic media containing the annual unclaimed property report, <i>Michigan Holder Transmittal for Annual Report of Unclaimed Property (Form 2011)</i> and remittance to the Unclaimed Property Division. |

Unclaimed Property Reporting Forms

**Filing Requirements and Forms for Reporting Unclaimed Property to the Michigan Dept. of Treasury**

|                      |   |
|----------------------|---|
| <a href="#">2013</a> | Manual for Reporting Unclaimed Property |
|----------------------|---|

|                      |  |
|----------------------|--|
| <a href="#">1223</a> | Annual Report of Unclaimed Cash and Safe Deposit Boxes                   |
| <a href="#">2011</a> | Holder Transmittal and Checklist for Annual Report of Unclaimed Property |
| <a href="#">3164</a> | Annual Report of Unclaimed Securities                                    |
| <a href="#">3165</a> | Holder Request for Refund  |
| <a href="#">3167</a> | Report of Unclaimed Property: Safe Deposit Boxes                         |
| <a href="#">3277</a> | Claim for Refund of Unclaimed Property                                   |

|                      |   |
|----------------------|---|
| <a href="#">4869</a> | Unclaimed Property Voluntary Disclosure Agreement |
|----------------------|---|

**About Treasury**

- Treasurer Nick A. Khouri
- Deputy Treasurers
- Public Meetings
- Treasury Organization Chart

**Communications**

- Treasury Contact Information
-  Sign up for Treasury
- Email Alerts
- Press Releases

**Other Resources**

- Investments
- Michigan Lottery
- Michigan Gaming Control Board

**State of Michigan**



More About Flint Water



[FOIA](#)

[Transparency](#)  
[Michigan.gov Home](#)

[Office of Regulatory Reinvention](#)  
[ADA](#)      [Michigan News](#)

[State Web Sites](#)  
[Policies](#)

Copyright 2016 State of Michigan

# State of Michigan - Department of Treasury, Unclaimed Property Division

## APPENDIX A PROPERTY TYPE CODES AND ABANDONMENT PERIODS

### ACCOUNT BALANCES DUE

| <u>Yrs</u> | <u>Code</u> | <u>Description</u>                       |
|------------|-------------|--|
| 3          | AC01        | CHECKING ACCOUNTS                        |
| 3          | AC02        | SAVINGS ACCOUNTS                         |
| 3          | AC03        | MATURED CD OR SAVINGS CERTIFICATE        |
| 3          | AC04        | CHRISTMAS CLUB FUNDS                     |
| 3          | AC05        | MONEY ON DEPOSIT TO SECURE FUND          |
| 3          | AC06        | SECURITY DEPOSITS                        |
| 3          | AC07        | UNIDENTIFIED DEPOSITS                    |
| 3          | AC08        | SUSPENSE ACCOUNTS                        |
| 15         | AC10        | AUTOMATIC RENEWABLE CD                   |
| 3          | AC11        | UGMA ACCOUNT                             |
| 3          | AC99        | AGGREGATE ACCOUNT BALANCES UNDER \$50.00 |

### UNCASHED CHECKS

| <u>Yrs</u> | <u>Code</u> | <u>Description</u>                      |
|------------|-------------|---|
| 3          | CK01        | CASHIER'S CHECKS                        |
| 3          | CK02        | CERTIFIED CHECKS                        |
| 3          | CK03        | REGISTERED CHECKS                       |
| 3          | CK04        | TREASURER'S CHECKS                      |
| 3          | CK05        | DRAFTS-CHECKS                           |
| 3          | CK06        | WARRANTS                                |
| 3          | CK07        | MONEY ORDERS                            |
| 15         | CK08        | TRAVELER'S CHECKS                       |
| 3          | CK09        | FOREIGN EXCHANGE CHECKS                 |
| 3          | CK10        | EXPENSE CHECKS                          |
| 3          | CK11        | PENSION CHECKS                          |
| 3          | CK12        | CREDIT CHECKS OR MEMOS                  |
| 3          | CK13        | VENDOR CHECKS                           |
| 3          | CK14        | CHECKS WRITTEN OFF TO INCOME            |
| 3          | CK15        | OTHER OUTSTANDING OFFICIAL CHECKS       |
| 3          | CK16        | CD INTEREST CHECKS                      |
| 3          | CK99        | AGGREGATE UNCASHED CHECKS UNDER \$50.00 |

### IRA ACCOUNTS/ HEALTH SAVINGS ACCOUNTS

| <u>Yrs</u> | <u>Code</u> | <u>Description</u>      |
|------------|-------------|-------------------------|
| 3          | IR01        | IRA CASH                |
| 3          | IR08        | IRA STOCKS AND BONDS    |
| 3          | IR13        | IRA MUTUAL FUNDS        |
| 3          | HS01        | HEALTH SAVINGS ACCOUNTS |

### MINERAL PROCEEDS & MINERAL INTEREST

| <u>Yrs</u> | <u>Code</u> | <u>Description</u>                       |
|------------|-------------|--|
| 3          | MI01        | NET REVENUE INTEREST                     |
| 3          | MI02        | ROYALTIES                                |
| 3          | MI03        | OVERRIDING ROYALTIES                     |
| 3          | MI04        | PRODUCTION PAYMENTS                      |
| 3          | MI05        | WORKING INTEREST                         |
| 3          | MI06        | BONUSES                                  |
| 3          | MI07        | DELAY RENTALS                            |
| 3          | MI08        | SHUT-IN ROYALTIES                        |
| 3          | MI09        | MINIMUM ROYALTIES                        |
| 3          | MI99        | AGGREGATE MINERAL INTEREST UNDER \$50.00 |

### MISC. CHECKS & INTANGIBLE PERSONAL PROPERTY

| <u>Yrs</u> | <u>Code</u> | <u>Description</u>                       |
|------------|-------------|--|
| 1          | MS01        | WAGES, PAYROLL, SALARY                   |
| 1          | MS02        | COMMISSIONS                              |
| 3          | MS03        | WORKERS' COMPENSATION BENEFITS           |
| 3          | MS04        | PAYMENT FOR GOODS & SERVICES             |
| 3          | MS05        | CUSTOMER OVERPAYMENT                     |
| 3          | MS06        | UNIDENTIFIED REMITTANCES                 |
| 3          | MS07        | UNREFUNDED OVERCHARGES                   |
| 3          | MS08        | ACCOUNTS PAYABLE                         |
| 3          | MS09        | CREDIT BALANCES-ACCTS. REC.              |
| 3          | MS10        | DISCOUNTS DUE                            |
| 3          | MS11        | REFUNDS DUE                              |
| 3          | MS12        | UNREDEEMED GIFT CERTIFICATES             |
| 3          | MS13        | UNCLAIMED LOAN COLLATERAL                |
| 3          | MS14        | PENSION & PROFIT SHARE PLANS (IRA,KEOGH) |
| 1          | MS15        | DISSOLUTION OR LIQUIDATION               |
| 3          | MS16        | MISC. OUTSTANDING CHECKS                 |
| 3          | MS17        | MISC. INTANGIBLE PROPERTY                |
| 3          | MS18        | SUSPENSE LIABILITIES                     |
| 3          | MS99        | AGGREGATE MISC. PROPERTY UNDER \$50.00   |

### SAFE DEPOSIT BOXES & SAFEKEEPING

| <u>Yrs</u> | <u>Code</u> | <u>Description</u>        |
|------------|-------------|---------------------------|
| 3          | SD01        | SAFE DEPOSIT BOX CONTENTS |
| 3          | SD02        | OTHER SAFEKEEPING         |
| 3          | SD03        | OTHER TANGIBLE PROPERTY   |

### COURT DEPOSITS

| <u>Yrs</u> | <u>Code</u> | <u>Description</u>                     |
|------------|-------------|--|
| 1          | CT01        | ESCROW FUNDS                           |
| 1          | CT02        | CONDEMNATION AWARDS                    |
| 1          | CT03        | MISSING HEIRS FUNDS                    |
| 1          | CT04        | SUSPENSE ACCOUNTS                      |
| 1          | CT05        | OTHER COURT DEPOSITS                   |
| 1          | CT06        | CHILD SUPPORT PAYMENTS                 |
| 1          | CT07        | ABANDONED VEHICLE PROCEEDS             |
| 1          | CT99        | AGGREGATE COURT DEPOSITS UNDER \$50.00 |

### INSURANCE

| <u>Yrs</u> | <u>Code</u> | <u>Description</u>                                      |
|------------|-------------|---|
| 3          | IN01        | INDIVIDUAL POLICY BENEFITS OR CLAIM PAYMENTS            |
| 3          | IN02        | GROUP POLICY BENEFITS OR CLAIM PAYMENTS                 |
| 3          | IN03        | PROCEEDS DUE BENEFICIARIES                              |
| 3          | IN04        | PROCEEDS FROM MATURED POLICIES, ENDOWMENTS OR ANNUITIES |
| 3          | IN05        | PREMIUM REFUNDS   |
| 3          | IN06        | UNIDENTIFIED REMITTANCES                                |
| 3          | IN07        | OTHER AMOUNTS DUE UNDER POLICY TERMS                    |
| 3          | IN08        | AGENT CREDIT BALANCES                                   |
| 2          | IN77        | LIMITING AGE POLICIES                                   |
| 3          | IN99        | AGGREGATE INSURANCE PROPERTY UNDER \$50.00              |

### SECURITIES

| <u>Yrs</u> | <u>Code</u> | <u>Description</u>   |
|------------|-------------|--|
| 3          | SC01        | DIVIDENDS  |
| 3          | SC02        | REGISTERED BOND INTEREST (CORP.)                                 |
| 3          | SC03        | REGISTERED BOND PRINCIPAL (CORP.)                                |
| 3          | SC04        | EQUITY PAYMENTS  |
| 3          | SC06        | FUNDS PAID TO PURCHASE SHARES                                    |
| 1          | SC07        | MUNICIPAL BOND PRINCIPAL AND INTEREST                            |
| 3          | SC08        | SHARES OF STOCK (RETURNED BY P.O.)                               |
| 3          | SC09        | CASH FOR FRACTIONAL SHARES                                       |
| 3          | SC10        | UNEXCHANGED STOCK OF SUCCESSOR CORP.                             |
| 3          | SC11        | OTHER CERTIFICATES OF OWNERSHIP                                  |
| 3          | SC12        | UNDERLYING SHARES OR OTHER OUTSTANDING CERTIFICATES              |
| 3          | SC13        | FUNDS FOR LIQUIDATION/REDEMPTION OF UNSURRENDERED STOCK OR BONDS |
| 3          | SC14        | DEBENTURES   |
| 1          | SC15        | US GOVERNMENT SECURITIES   |
| 3          | SC16        | MUTUAL FUND SHARES   |
| 3          | SC17        | WARRANTS (RIGHTS)  |
| 3          | SC19        | DIVIDEND REINVESTMENT PLANS                                      |
| 3          | SC20        | CREDIT BALANCES  |
| 3          | SC99        | AGGREGATE SECURITY RELATED CASH UNDER \$50.00                    |

### TRUST, INVESTMENT & ESCROW ACCOUNTS

| <u>Yrs</u> | <u>Code</u> | <u>Description</u>                     |
|------------|-------------|--|
| 3          | TR01        | PAYING AGENT ACCOUNTS                  |
| 3          | TR02        | UNDELIVERED OR UNCASHED DIVIDENDS      |
| 3          | TR03        | FUNDS HELD IN FIDUCIARY CAPACITY       |
| 3          | TR04        | ESCROW ACCOUNTS                        |
| 3          | TR05        | TRUST VOUCHERS                         |
| 3          | TR99        | AGGREGATE TRUST PROPERTY UNDER \$50.00 |

### UTILITIES

| <u>Yrs</u> | <u>Code</u> | <u>Description</u>                       |
|------------|-------------|--|
| 1          | UT01        | UTILITY DEPOSITS                         |
| 3          | UT02        | MEMBERSHIP FEES                          |
| 3          | UT03        | REFUNDS OR REBATES                       |
| 3          | UT04        | CAPITAL CREDIT DISTRIBUTIONS             |
| 3          | UT99        | AGGREGATE UTILITY PROPERTY UNDER \$50.00 |

Regardless of property types, all government entities must report all properties after one year of dormancy.

## 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

---

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  
Fx 989.386.4508  
[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,

### UTILITY BILLING

Ph 989.386.7541 x201

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.

### 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  
Fx 989.386.4508

### AIRPORT

Ph 989.386.0445  
Fx 989.386.4508





## 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  
Fx 989.386.4508  
[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, 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

The City of Clare point of contract is Ken Hibl, 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,

### FIRE DEPT. NON-EMERGENCY

Ph 989.386.2151  
Fx 989.386.3020

Ken Hibl  
City Manager

cc: Al Jessup, DPW Director

### PARKS & RECREATION

Ph 989.386.7541 x213  
Fx 989.386.4508

### AIRPORT

Ph 989.386.0445  
Fx 989.386.4508





# 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

DRAFT

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.

---

Deepak Gupta

---

Date

DRAFT

## AGENDA REPORT

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

For the Agenda of May 2, 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 May 2, 2016.**

---

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

Political Offices Ballot. A list of all Clare County candidates who have met the qualifications and deadlines for inclusion on the November ballot is attached.

The Loop. The most recent addition is attached.

Zoning Compliance Letter. The City issued the attached Zoning Compliance Letter and approved the attached application.

Attachments. As outlined above.

2016 Clare County Candidates

04/21/2016

| Name on Ballot          | Address                    | City        | State | Zip   | Party      | City or Township | Office                    | District   |
|-------------------------|----------------------------|-------------|-------|-------|------------|------------------|---------------------------|------------|
| Michelle Ambrozaitis    | P.O. Box 179               | Harrison    | MI    | 48625 | Republican |                  | Prosecuting Attorney      |            |
| John S. Wilson          | 385 Westlawn Street        | Harrison    | MI    | 48625 | Republican |                  | Sheriff                   |            |
| Barney Ledford          | 411 Sunny Ridge            | Harrison    | MI    | 48625 | Democratic |                  | Sheriff                   |            |
| Kimberly G. Davis       | 1904 Mina Road             | Harrison    | MI    | 48625 | Republican |                  | Clerk / Register of Deeds |            |
| Lori Martin             | P.O. Box 131               | Harrison    | MI    | 48625 | Republican |                  | Clerk / Register of Deeds |            |
| Pamela Mayfield         | 2851 N. Harding Avenue     | Harrison    | MI    | 48625 | Democratic |                  | Clerk / Register of Deeds |            |
| Jenny Beemer-Fritzinger | 2090 E. Mannsiding Road    | Harrison    | MI    | 48625 | Democratic |                  | Clerk / Register of Deeds |            |
| Rickey Craven           | 806 Byfield Drive          | Harrison    | MI    | 48625 | Republican |                  | Treasurer                 |            |
| Timothy C. Haskin       | 875 E. Monroe              | Harrison    | MI    | 48625 | Republican |                  | Road Commissioner         |            |
| Don Kolerander          | 445 Old County Farm Street | Harrison    | MI    | 48625 | Democratic |                  | Road Commissioner         |            |
| Mark Lightfoot          | 1571 Spring Avenue         | Lake        | MI    | 48632 | Democratic |                  | Road Commissioner         |            |
| Carl J. Parks           | 6026 Shadowbrook Drive     | Lake        | MI    | 48632 | Democratic |                  | Drain Commissioner        |            |
| Paul B. Lapham          | 310 W. Wheaton Avenue      | Clare       | MI    | 48617 | Republican |                  | Surveyor                  |            |
| Dale Majewski           | P.O. Box 335               | Lake George | MI    | 48633 | Democratic |                  | County Commissioner       | District 1 |
| Samantha Pitchford      | 10328 Bringold Avenue      | Lake        | MI    | 48632 | Republican |                  | County Commissioner       | District 2 |
| Patrick Uhrig           | 8950 Old State Avenue      | Farwell     | MI    | 48622 | Democratic |                  | County Commissioner       | District 2 |
| Leonard Ray Strouse     | 6508 E. Colonville Road    | Clare       | MI    | 48617 | Republican |                  | County Commissioner       | District 3 |
| Jack Kleinhardt         | 4890 S. Cornwell           | Clare       | MI    | 48617 | Republican |                  | County Commissioner       | District 4 |
| Sandra Bristol          | 7800 N. Athey Avenue       | Harrison    | MI    | 48625 | Democratic |                  | County Commissioner       | District 5 |
| Rick R. LaBoda          | 4666 N. Athey              | Harrison    | MI    | 48625 | Democratic |                  | County Commissioner       | District 5 |
| Karen E. Lipovsky       | 6740 N. Eberhart Avenue    | Harrison    | MI    | 48625 | Democratic |                  | County Commissioner       | District 6 |
| Jim Gelios              | P.O. Box 154               | Harrison    | MI    | 48625 | Democratic |                  | County Commissioner       | District 7 |

## Diane Lyon

---

**From:** mml.activehosted.com@emsend7.com on behalf of Michigan Municipal League [lgreen@mml.org]  
**Sent:** Thursday, April 14, 2016 9:01 AM  
**To:** Diane Lyon  
**Subject:** Save the Date for Convention!

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

Share:  



Your One-Stop Spot for League Events & Education Training

## April 14, 2016

### Save the Date for Convention

Sept. 14-16 | Mackinac Island

This year's Convention will be held at the Grand Hotel on beautiful Mackinac Island. Mark your calendars for Sept. 14-16 and plan to join us for an exciting blend of education and networking. You might even find a little time to ride in a horse-drawn carriage, sample some world-class fudge, or just enjoy the amazing scenery. The League is hard at work planning this event, so stay tuned for details.



---

### Upcoming Webinars

April 27 - [Local Government Ethics](#)

May 19 - [Meetings 'R Us for Mayors and Village Presidents](#)



# Congress for the New Urbanism

June 8-11 | Detroit

For the past two years, the League has partnered with CNU to plan and promote the 24th annual Congress for the New Urbanism in Detroit. This event provides an opportunity to connect and engage with over 1,500 placemakers from across the world, explore innovative solutions to local challenges, and test drive cutting-edge placemaking resources. You won't want to miss this exciting event! [Register today.](#)



# U.P. Education Summit

June 9-10 | Ironwood

Get together with your fellow Upper Peninsula city and village officials to share experiences and ideas. We'll provide a variety of sessions on topics relevant to effectively leading your community. Hotel reservations can be made at the [Ironwood Comfort Inn](#). The Michigan Municipal League group rate of \$83/night is available for reservations made by May 8.



**Lost in bureaucracy?**  
Cut through the red tape. Attend a League education session.



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

## MI Innovation Lab: Civic Engagement & Trust

[Alliance for Innovation](#), in partnership with the League, is hosting **MI Innovation Lab: Civic Engagement and Trust Panel**. This workshop will bring together action-leaders from the private, nonprofit, and academic sectors to explore challenges, ideas, and practices for building civic engagement and trust. [Get more information and register now.](#)

## Recycling Summit & Conf

Engage with 500 public and private sector colleagues and decision-makers at the Governor's Recycling Summit, held in conjunction with the Michigan Recycling Coalition Annual Conference, Plymouth, MI, May 3-5. [Get the details.](#)



**Email management:** The Michigan Municipal League respects your right to privacy. [Click here to unsubscribe](#) [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



## 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 28, 2016

### CITY HALL

Ph 989.386.7541  
Fx 989.386.4508  
[www.cityofclare.org](http://www.cityofclare.org)  
Manager x102  
Assessor x103  
Clerk x106  
Treasurer x107

### DEPARTMENT OF PUBLIC WORKS

Ph 989.386.2182 or  
989.386.7541 x202  
Fx 989.386.4508

### UTILITY BILLING

Ph 989.386.7541 x201

### W/WWT PLANT

Ph 989.386.2321  
Fx 989.386.2387

### POLICE DEPT. NON-EMERGENCY

Ph 989.386.2121  
Fx 989.386.0440

### 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

Ms. Kristin Heintz  
2787 South Harrison Avenue  
Harrison, Michigan 48625

Dear Kristin,

Please accept this letter as approval of your Zoning Compliance application regarding your request to operate a chiropractor's office at 104 East Fourth Street in Clare.

On behalf of the City, I offer our wishes for success of your new business at this location. We welcome you to our downtown business community.

Thank you for submitting the Zoning Compliance Permit request. Do not hesitate to call if we can be of further assistance in this or any other City-related matter.

Best Wishes,

Ken Hibl  
City Manager

Enclosure

cc: Ms. Gus Murphy, 708 N. Rainbow, Clare, MI



## AGENDA REPORT

TO: Mayor & City Commission  
FROM: Ken Hibl, City Manager  
DATE: April 28, 2016  
RE: Budget Workshops – Proposed 2016/2017 Budget

For the Agenda of May 2, 2016

---

Background. The first of two budget workshops to review a significant portion (*see copy of att'd schedule*) of the proposed 2016/2017 City budget is scheduled for the meeting of May 2<sup>nd</sup>. This will provide the City Commission an opportunity to direct changes or amendments to the proposed budget prior to the adoption of the budget at the scheduled June 1<sup>st</sup> City Commission meeting. The proposed budget was presented to the Commission's Fiscal & Oversight Committee on May 2<sup>nd</sup> in advance of our night meeting. We have posted notice (*copy att'd*) of the Workshops and adoption of the proposed budget. The City's Planning Commission has, subsequent to a noticed hearing, reviewed the proposed capital schedule included in the budget proposals and has recommended approval of the schedule.

Issues & Questions Specified. Should the City Commission participate in the first of two scheduled budget workshops?

Alternatives.

1. Participate in the proposed budget workshop.
2. Direct that a different workshop schedule or different budget process be used this year.
3. Defer decision regarding the matter to a subsequently scheduled meeting.

Financial Impact. The City is required by City Charter to adopt an annual budget to continue normal municipal operations.

Recommendation. I recommend that the City Commission participate in the first of two scheduled budget workshops and direct any changes to the proposed 2016/2017 budget to allow adoption of the budget on June 6<sup>th</sup>.

Attachments.

1. Budget Workshop Schedule.
2. Budget Public Notice.

**City of Clare**  
**Fiscal Year 2016-17 Budget**

**Presentations to the City Commission**

**May 2<sup>nd</sup>**

**Ken Hibl and Steve Kingsbury**

- Overview of the Budget Process

**Al Jessup**

- Local Streets Fund
- Major Streets Fund
- Sidewalk Replacement Fund
- Mobile Equipment Fund (Operating and Capital Improvement)
- Water Distribution and Sewer Collection Activities

**Dale Clark**

- Sewer Fund (Operating and Capital)
- Water Fund (Operating and Capital)
- Landfill Activity

**May 16<sup>th</sup>**

**Al Jessup and Joy Simmer**

- Parks and Recreation Fund

**Gary Todd**

- Airport Activity (A component of the General Fund)

**Police Chief Brian Gregory**

- Police Department Activity (A component of the General Fund)
- Drug Law Enforcement Fund

**Fire Chief James Chapman**

- Fire Department Fund

**Ken Hibl, Al Jessup and Steve Kingsbury**

- General Fund (Remaining Components)

**Ken Hibl**

- Downtown Development Authority (DDA) Fund

**Steve Kingsbury**

- Cemetery Perpetual Care Fund
- Public Safety Building Debt Service Fund
- Facade Improvement Fund
- Cost Allocation Plan
- Data Processing Fund (Operating and Capital)

**Ken Hibl and Steve Kingsbury**

- Reconciliation of Interfund activity
- Presentation of the city-wide 2016/17 Budget

**June 6<sup>th</sup>** – Public Hearing and Adoption of the 2016/17 Budget

**CITY OF CLARE  
SCHEDULE OF BUDGET WORKSHOPS AND  
NOTICE OF PUBLIC HEARING ON  
PROPOSED 2016-2017 BUDGET**

The City will be conducting budget workshops for the Fiscal Year 2016-17 at the regularly scheduled May 2nd and May 16th, 2016 City Commission meetings. Department heads will be reviewing their various departmental needs and the City Commission will give guidance for capital improvements projects. The public is encouraged to attend or if you have input you would like considered, you may submit written communication to the City Clerk at 202 W. Fifth St., Clare, MI 48617 or verbal communication by calling (989) 386-7541 ext. 106.

**PLEASE TAKE NOTICE** that on June 6th, 2016, at 6:00 p.m. at the Clare City Hall Commission Chambers, 202 W. Fifth Street, Clare, Michigan, the Clare City Commission will hold a public hearing to consider adoption of the City's 2016-2017 budget. A copy of the proposed 2016-2017 budget is available for public inspection during normal business hours in the Office of the City Treasurer, 202 W. Fifth St., Clare, Michigan.

*The City of Clare is an equal opportunity provider and employer.*

Diane Lyon  
City Clerk





**PAYABLES REPORT FOR COMMISSIONERS**

EXP CHECK RUN DATES 04/20/2016 - 05/17/2016 BOTH JOURNALIZED AND UNJOURNALIZED OPEN BANK CODE: CONSO

| VENDOR                  | INVOICE #    | DESCRIPTION                   | Entry Date | CK DATE  | AMOUNT |
|-------------------------|--------------|-------------------------------|------------|----------|--------|
| 1ST CHOICE OFFICE OUTLI | 105529       | 3 HOLE PUNCH PAPER            | 04/20/16   | 05/03/16 | 31.25  |
| 1ST CHOICE OFFICE OUTLI | 105509       | INK                           | 04/20/16   | 05/03/16 | 90.46  |
| ACE HARDWARE            | 64596        | CANOPY/ROPE & CLIPS/EYE HOOK  | 04/26/16   | 05/03/16 | 75.02  |
| ACE HARDWARE            | 64626        | GRASS SEED                    | 04/26/16   | 05/03/16 | 11.69  |
| ACE HARDWARE            | 64545        | ROLLER/PLASTICK/TRIAZ         | 04/20/16   | 05/03/16 | 28.80  |
| ACE HARDWARE            | 64556        | FAUCET                        | 04/20/16   | 05/03/16 | 35.99  |
| ACE HARDWARE            | 64701        | LYSOL/FLINT/UPS               | 04/28/16   | 05/03/16 | 41.22  |
| ACE HARDWARE            | 64656        | UPS/LABOR                     | 04/28/16   | 05/03/16 | 40.95  |
| BOLLE, RICHARD          | 04/27/2016   | UB refund for account: MAPL-C | 04/27/16   | 05/03/16 | 94.00  |
| CALIBRE PRESS           | 32626        | TACTICS IN TRAFFIC            | 04/27/16   | 05/03/16 | 139.00 |
| CAPITAL EQUIPMENT       | 134605       | SPHERICAL RELUBE              | 04/26/16   | 05/03/16 | 17.09  |
| CATHY DAVIS             | 2016-0427    | PROFESSIONAL SERVICES         | 04/27/16   | 05/03/16 | 240.00 |
| CHARTER COMMUNICATIONS  | 2016-0417    | 4/27/16 - 5/26/16             | 04/26/16   | 05/03/16 | 42.38  |
| CINTAS FIRST AID & SAFI | 5004929942   | WWT CABINET REFRESH           | 04/26/16   | 05/03/16 | 28.24  |
| CINTAS FIRST AID & SAFI | 5004929947   | PD CABINET REFRESH            | 04/26/16   | 05/03/16 | 23.79  |
| CINTAS FIRST AID & SAFI | 500492948    | CABINET REFRESH - DPW         | 04/20/16   | 05/03/16 | 81.95  |
| CINTAS FIRST AID & SAFI | 5004929946   | CABINET REFRESH - CITY HALL   | 04/20/16   | 05/03/16 | 44.34  |
| CLARE AUTOMOTIVE SUPPL  | 2-726319     | BALL JOINTS/CHASSIS           | 04/26/16   | 05/03/16 | 91.28  |
| CLARE AUTOMOTIVE SUPPL  | 2-726391     | PIGTAIL & SOCKET              | 04/26/16   | 05/03/16 | 7.64   |
| CLARE AUTOMOTIVE SUPPL  | 2-726477     | BALL JOINT SET                | 04/26/16   | 05/03/16 | 139.84 |
| CLARE AUTOMOTIVE SUPPL  | 2-726221     | CLEAR HOSE                    | 04/26/16   | 05/03/16 | 14.08  |
| CLARE AUTOMOTIVE SUPPL  | 2-726223     | HOSE CLAM                     | 04/26/16   | 05/03/16 | 3.10   |
| CLARE AUTOMOTIVE SUPPL  | 2-7266888    | FITTING/RAGS IN A BOX         | 04/26/16   | 05/03/16 | 16.76  |
| CLARE AUTOMOTIVE SUPPL  | 2-727044     | PLAT PWR                      | 04/26/16   | 05/03/16 | 8.38   |
| CLARE AUTOMOTIVE SUPPL  | 2-727019     | BLADERUNNER BELT              | 04/26/16   | 05/03/16 | 29.57  |
| CLARE HARDWARE          | 349439       | ADJUSTABLE FLAPPER            | 04/26/16   | 05/03/16 | 6.79   |
| CLARE HARDWARE          | 349215       | NUTS/BOLTS/FASTENER           | 04/22/16   | 05/03/16 | 9.08   |
| CLARE HARDWARE          | 349325       | NAIL ON REFLECTORS            | 04/22/16   | 05/03/16 | 13.74  |
| CLARE HARDWARE          | 349045       | CLEANER/ACID                  | 04/22/16   | 05/03/16 | 16.01  |
| CLARE HARDWARE          | 349044       | CLEANER/ACID                  | 04/22/16   | 05/03/16 | 9.98   |
| CLARE HARDWARE          | 349021       | CONDUIT/CLAMP/U-BOLT          | 04/22/16   | 05/03/16 | 22.35  |
| CLARE HARDWARE          | 348941       | PICKUP STICK/LAWN RAKE        | 04/20/16   | 05/03/16 | 28.48  |
| CLARE STARTER INC       | 70943        | SOLENOID/LABOR                | 04/26/16   | 05/03/16 | 79.00  |
| CONSUMERS ENERGY        | 206165684551 | 40 CONSUMERS ENERGY PKY#B 03/ | 04/18/16   | 05/02/16 | 68.10  |
| CONSUMERS ENERGY        | 201893996387 | 40 CONSUMERS ENERGY PKY A 03/ | 04/18/16   | 05/02/16 | 166.41 |
| CONSUMERS ENERGY        | 204296843100 | 10807 S EBERHART #310 03/10-C | 04/18/16   | 05/02/16 | 26.14  |
| CONSUMERS ENERGY        | 202605959844 | 10843 S EBERHART 03/10-04/08/ | 04/18/16   | 05/02/16 | 22.59  |
| CONSUMERS ENERGY        | 202605959842 | 10725 S EBERHART 03/10/16-04/ | 04/18/16   | 05/02/16 | 258.35 |
| CONSUMERS ENERGY        | 201893996473 | 4715 COLONVILLE 03/10/16-04/C | 04/18/16   | 05/02/16 | 258.32 |



**PAYABLES REPORT FOR COMMISSIONERS**

EXP CHECK RUN DATES 04/20/2016 - 05/17/2016 BOTH JOURNALIZED AND UNJOURNALIZED OPEN BANK CODE: CONSO

| VENDOR           | INVOICE #    | DESCRIPTION                    | Entry Date | CK DATE  | AMOUNT   |
|------------------|--------------|--------------------------------|------------|----------|----------|
| CONSUMERS ENERGY | 201182113761 | STREET LIGHTS 03/01/16-03/31/  | 04/18/16   | 05/03/16 | 484.28   |
| CONSUMERS ENERGY | 201182113763 | STREET LIGHTS 03/01-03/31/16   | 04/18/16   | 05/03/16 | 3,179.92 |
| CONSUMERS ENERGY | 201182113757 | TRAFFIC LIGHTS 03/01/16-03/31  | 04/18/16   | 05/03/16 | 5.53     |
| CONSUMERS ENERGY | 601009259608 | 11175 S EBERHART SERV. 03/10/  | 04/22/16   | 05/10/16 | 6,795.91 |
| CONSUMERS ENERGY | 601009259675 | 305 MAPLE, SERV. 3/10/16-4/8/  | 04/26/16   | 05/10/16 | 3,952.40 |
| CONSUMERS ENERGY | 204741832533 | 700 SCHOOLCREST SERV. 3/24/16  | 04/27/16   | 05/17/16 | 26.39    |
| CONSUMERS ENERGY | 205364799195 | 203 W 4TH SERV. 3/24/16-4/22/  | 04/27/16   | 05/17/16 | 53.43    |
| CONSUMERS ENERGY | 204207873992 | 500 BEECH SERV. 3/24/16-4/22/  | 04/27/16   | 05/17/16 | 48.16    |
| CONSUMERS ENERGY | 205097777932 | 601 W 5TH SERV. 3/24/19-4/25/  | 04/27/16   | 05/17/16 | 28.35    |
| CONSUMERS ENERGY | 205097777929 | 207 W 5TH SERV. 3/24/16-4/22/  | 04/27/16   | 05/17/16 | 871.09   |
| CONSUMERS ENERGY | 205097777928 | 202 W 5TH SERV. 3/24/16-4/22/  | 04/27/16   | 05/17/16 | 434.01   |
| CONSUMERS ENERGY | 202961937088 | 305 W STATE SERV. 3/24/16-4/2  | 04/27/16   | 05/17/16 | 24.03    |
| CONSUMERS ENERGY | 202961937084 | 1525 N MCEWAN SERV. 3/23/16-4  | 04/27/16   | 05/17/16 | 71.66    |
| CONSUMERS ENERGY | 202961937082 | 1603 N MCEWAN SERV. 3/23/16-4  | 04/27/16   | 05/17/16 | 93.16    |
| CONSUMERS ENERGY | 205987742697 | 221 WILCOX SERV. 3/24/16-4/25  | 04/27/16   | 05/17/16 | 36.09    |
| CONSUMERS ENERGY | 205987742695 | 231 WILCOX SERV. 3/24/16-4/25  | 04/27/16   | 05/17/16 | 27.70    |
| CONSUMERS ENERGY | 205008821971 | 396 SHAMROCK SERV. 3/24/16-4/  | 04/27/16   | 05/17/16 | 22.59    |
| CONSUMERS ENERGY | 204741832539 | 500 SCHOOLCREST SERV. 3/24/16  | 04/27/16   | 05/17/16 | 22.59    |
| CONSUMERS ENERGY | 204741832537 | 604 SCHOOLCREST SERV. 3/24/16  | 04/27/16   | 05/17/16 | 31.24    |
| CONSUMERS ENERGY | 204741832534 | 820 SCHOOLCREST SERV. 3/24/16  | 04/27/16   | 05/17/16 | 64.55    |
| CONSUMERS ENERGY | 204652838995 | 610 W WHEATON SERV. 3/23/16-4  | 04/27/16   | 05/17/16 | 23.38    |
| CONSUMERS ENERGY | 205097777202 | 820 CEDAR SERV. 3/24/16-4/25/  | 04/27/16   | 05/17/16 | 22.59    |
| CONSUMERS ENERGY | 202161014030 | 10242 S CLARE AVE SER. 3/25/1  | 04/27/16   | 05/17/16 | 34.01    |
| CONSUMERS ENERGY | 201004406491 | 507 S MCEWAN SERV 3/25/16-4/2  | 04/27/16   | 05/17/16 | 25.60    |
| CONSUMERS ENERGY | 206877473594 | 299 N MCEWAN SERV. 3/24/16-4/2 | 04/27/16   | 05/17/16 | 22.59    |
| CONSUMERS ENERGY | 206877473444 | 405 MAPLE SERV. 3/24/16-4/23/  | 04/27/16   | 05/17/16 | 271.48   |
| CONSUMERS ENERGY | 206877473413 | 813 INDUSTRIAL SERV. 3/24/16-  | 04/27/16   | 05/17/16 | 22.59    |
| CONSUMERS ENERGY | 205097777934 | 416 W 5TH SERV. 3/24/16-4/22/  | 04/27/16   | 05/17/16 | 33.01    |
| CONSUMERS ENERGY | 205097777917 | 202 W FOURTH SERV. 3/24/16-4/  | 04/27/16   | 05/17/16 | 58.28    |
| CONSUMERS ENERGY | 206788515846 | 3333 DUNLOP SERV. 3/24/16-4/2  | 04/27/16   | 05/17/16 | 166.52   |
| CONSUMERS ENERGY | 205453770559 | 332 WITBECK SERV. 3/24/16-4/2  | 04/27/16   | 05/17/16 | 36.35    |
| CONSUMERS ENERGY | 204741832476 | 696 POINT SERV. 3/24/16-4/25/  | 04/27/16   | 05/17/16 | 37.93    |
| CONSUMERS ENERGY | 201449063322 | 1532 N MCEWAN SERV. 3/24/16-4  | 04/27/16   | 05/17/16 | 137.98   |
| CONSUMERS ENERGY | 204474835044 | 501 FOREST SERV. 3/24/16-4/25  | 04/27/16   | 05/17/16 | 72.68    |
| CONSUMERS ENERGY | 202161014027 | 327 BROOKWOOD SERV. 3/23/16-4  | 04/27/16   | 05/17/16 | 90.78    |
| CONSUMERS ENERGY | 202694966508 | 315 W FIRST SERV. 3/24/16-4/2  | 04/27/16   | 05/17/16 | 126.70   |
| CONSUMERS ENERGY | 206877473600 | 510 N MCEWAN SERV. 3/24/16-4/  | 04/27/16   | 05/17/16 | 84.51    |
| CONSUMERS ENERGY | 203584916785 | 401 HOLLEY SERV. 3/24/16-4/25  | 04/28/16   | 05/17/16 | 856.04   |
| DAVE WILLIAMS    | 04/27/2016   | BUILDING INSPECTION SERVICES   | 04/27/16   | 05/03/16 | 1,100.00 |



**PAYABLES REPORT FOR COMMISSIONERS**

EXP CHECK RUN DATES 04/20/2016 - 05/17/2016 BOTH JOURNALIZED AND UNJOURNALIZED OPEN BANK CODE: CONSO

| VENDOR                  | INVOICE #        | DESCRIPTION                   | Entry Date | CK DATE  | AMOUNT    |
|-------------------------|------------------|-------------------------------|------------|----------|-----------|
| DBI BUSINESS INTERIORS  | 03JD3538         | ENVELOPE, PERF. PAPER         | 04/28/16   | 05/03/16 | 32.91     |
| DBI BUSINESS INTERIORS  | 03JC8261         | ENVELOPES/CALC RIBBON         | 04/20/16   | 05/03/16 | 15.58     |
| DBI BUSINESS INTERIORS  | 03JD0640         | CREDIT FOR ENVELOPES RETURNED | 04/20/16   | 05/03/16 | -12.59    |
| DBI BUSINESS INTERIORS  | 03JD0437         | BATH TISSUE                   | 04/26/16   | 05/03/16 | 56.94     |
| DBI BUSINESS INTERIORS  | 03JD2507         | DEODORIZER                    | 04/26/16   | 05/03/16 | 61.53     |
| DBI BUSINESS INTERIORS  | 03JD2506         | GLOVES, SOAP, TISSUE, BAGS, W | 04/26/16   | 05/03/16 | 456.82    |
| DBI BUSINESS INTERIORS  | 03JD1368         | FOLDERS                       | 04/22/16   | 05/03/16 | 6.49      |
| ELHORN ENGINEERING COMI | 264500           | ACID DRUMS                    | 04/28/16   | 05/03/16 | 405.50    |
| ETNA SUPPLY             | S101788497.001   | SEWER SADDLES                 | 04/22/16   | 05/03/16 | 339.75    |
| FASTENAL COMPANY        | MIMTP77475       | DRILL SET/ WING-NUT RED JAR   | 04/20/16   | 05/03/16 | 146.42    |
| GARY L TODD             | 04/27/2016       | AIRPORT MANAGEMENT & PHONE ST | 04/27/16   | 05/03/16 | 875.00    |
| GENE'S TRUCK SALES      | 40110            | PARTS & LABOR                 | 04/27/16   | 05/03/16 | 155.97    |
| GENE'S TRUCK SALES      | 01-40110         | PARTS AND LABOR               | 04/26/16   | 05/03/16 | 155.97    |
| HERITAGE FLAG & BANNER  | 49977            | FLAG                          | 04/20/16   | 05/03/16 | 105.50    |
| HILLS, MARCY            | 04/27/2016       | UB refund for account: 2NDE-C | 04/27/16   | 05/03/16 | 38.47     |
| I.T. RIGHT, INC         | 20147824         | PD DATA HARD DRIVE/INTERNAL F | 04/20/16   | 05/03/16 | 1,018.01  |
| JACK DOHENY COMPANIES,  | A92567           | HAND SPOTLIGHT - SHIPPING/HAN | 04/20/16   | 05/03/16 | 134.48    |
| JIM'S BODY SHOP, INC    | 62619            | REPAIR TO LADDER TRUCK        | 04/20/16   | 05/03/16 | 500.00    |
| JIM'S BODY SHOP, INC    | 8525             | LABOR                         | 04/28/16   | 05/03/16 | 130.00    |
| KLENKE, KORUM           | 04/28/2016       | UB refund for account: 1STW-C | 04/28/16   | 05/03/16 | 100.00    |
| KNAACK, KIM             | 12 MONTH/NO LATE | UB deposit refund for account | 04/28/16   | 05/03/16 | 150.00    |
| LOWCO PULLING & SMALL I | 2016-0422        | DECK WHEEL & WHEEL BOLT       | 04/22/16   | 05/03/16 | 86.22     |
| MCKENNA ASSOCIATES, INC | 2016-0420        | PROF SERV: MASTER PLAN        | 04/20/16   | 05/03/16 | 1,897.50  |
| MICHIGAN CONFERENCE OF  | 2016-0425        | JUNE 2016 HEALTH INSURANCE    | 04/26/16   | 05/03/16 | 31,727.20 |
| MID MICHIGAN URGENT CAI | 2016-0405        | DRUG/PHYSICAL PD EMPLOYEE     | 04/26/16   | 05/03/16 | 109.00    |
| MID MICHIGAN URGENT CAI | 2016-0415        | FD PHYSICAL                   | 04/27/16   | 05/03/16 | 115.00    |
| MILLER, JOSH            | 2016-0420        | SHOE ALLOWANCE                | 04/26/16   | 05/03/16 | 31.66     |
| NSF INTERNATIONAL       | 6276868          | TESTING/PROFESSIONAL SERVICES | 04/28/16   | 05/03/16 | 615.00    |
| OWENS SOFT WATER, INC   | 385911           | WATER                         | 04/26/16   | 05/03/16 | 19.50     |
| PITTMAN, JOANNE         | 12 MONTH/NO LATE | UB deposit refund for account | 04/28/16   | 05/03/16 | 150.00    |
| PRINTING SYSTEMS INC    | 94986            | ENVELOPES                     | 04/20/16   | 05/03/16 | 104.00    |
| PSTGP, LLC.             | 165              | COURSE: POLICE SUPERVISOR LEG | 04/26/16   | 05/03/16 | 150.00    |
| PVS TECHNOLOGIES        | 208081           | 4,000 GALLONS OF 37-42% LIQUI | 04/26/16   | 05/03/16 | 4,510.33  |
| REIMOLD PRINTING CORPOI | 43382            | BILL ENCLOSED ENVELOPES       | 04/28/16   | 05/03/16 | 478.15    |
| RESOURCE RENTAL LLC     | 7280             | 40' PLATFORM W/SAFETY HARNESS | 04/26/16   | 05/03/16 | 120.00    |
| RESOURCE RENTAL LLC     | 7265             | DIAMOND BLADE                 | 04/20/16   | 05/03/16 | 239.99    |
| SCHOOL TECH SUPPLY      | 26439            | DELL COMPUTER PD              | 04/26/16   | 05/03/16 | 1,805.00  |
| SEITER BROTHERS LUMBER  | 43               | SOFTFIT/DRY SCREW/FURRING STF | 04/26/16   | 05/03/16 | 56.85     |
| SEITER BROTHERS LUMBER  | 179809           | MORTAR                        | 04/22/16   | 05/03/16 | 20.20     |



**PAYABLES REPORT FOR COMMISSIONERS**

EXP CHECK RUN DATES 04/20/2016 - 05/17/2016 BOTH JOURNALIZED AND UNJOURNALIZED OPEN BANK CODE: CONSO

| VENDOR                  | INVOICE #  | DESCRIPTION                   | Entry Date | CK DATE    | AMOUNT     |
|-------------------------|------------|-------------------------------|------------|------------|------------|
| SEITER BROTHERS LUMBER  | 179843     | COUPLING/TILE                 | 04/22/16   | 05/03/16   | 16.98      |
| SEITER BROTHERS LUMBER  | 215        | GRAVEL MIX                    | 04/28/16   | 05/03/16   | 27.30      |
| SEITER BROTHERS LUMBER  | 248        | GRAVEL MIX/PALLET DEPOSIT     | 04/28/16   | 05/03/16   | 206.10     |
| STANDARD INSURANCE COMI | 2016-05011 | MAY 2016 INSURANCE PD         | 04/22/16   | 05/03/16   | 482.70     |
| STANDARD INSURANCE COMI | 2016-05012 | MAY 2016 INSURANCE CITY       | 04/22/16   | 05/03/16   | 1,034.69   |
| STANDARD INSURANCE COMI | 2016-05013 | MAY 2016 INSURANCE FIRE       | 04/22/16   | 05/03/16   | 191.40     |
| STAPLES CREDIT PLAN     | 1544645881 | TONER                         | 04/26/16   | 05/03/16   | 116.62     |
| STATE OF MICHIGAN - MDC | SE 387071  | SE BILLING FOR 01/01/16-03/30 | 04/26/16   | 05/03/16   | 33.77      |
| TOBACCO RIVER RUSTICS   | 727137     | WILD LAND FORSTRY BOOT        | 04/20/16   | 05/03/16   | 235.00     |
| TRIMATRIX LABORATORIES, | 1601341    | WASTEWATER ANALYSIS           | 04/26/16   | 05/03/16   | 301.00     |
| TRIMATRIX LABORATORIES, | 1601296    | DRINKING WATER VOLATILES      | 04/26/16   | 05/03/16   | 330.00     |
| UNITED STATES OF AMERIC | 92-08      | SEWER LOAN 92-08              | 04/07/16   | 05/01/16   | 73,974.42  |
| USA BLUE BOOK           | 921665     | PUMP TUBE/BUFFER/TUBING/CO    | 04/20/16   | 05/03/16   | 462.96     |
| USA BLUE BOOK           | 925438     | PETRI DISH W/PADS             | 04/28/16   | 05/03/16   | 66.95      |
| WILLIAMS & WORKS        | 79136      | PROF SERV: GM WELLS AT LANDFI | 04/20/16   | 05/03/16   | 623.64     |
| WITBECK'S FAMILY FOODS  | 518556     | ASPIRIN                       | 04/22/16   | 05/03/16   | 3.98       |
| WITBECK'S FAMILY FOODS  | 152184     | SUPPLIES CC FIRE CHIEF'S MEET | 04/22/16   | 05/03/16   | 34.77      |
| WITBECK'S FAMILY FOODS  | 00228586   | CITY HALL SUPPLIES            | 04/28/16   | 05/03/16   | 25.45      |
|                         |            |                               |            | Sub Total: | 147,134.34 |



### PAYABLES REPORT FOR COMMISSIONERS

< RUN DATES 04/20/2016 - 05/02/2016 BOTH JOURNALIZED AND UNJOURNALIZED PAID BANK CODE: CONSO - CHECK TYPE: PAI

| VENDOR                 | INVOICE #    | DESCRIPTION                  | EXPECTED CK DATE | AMOUNT     | STATUS |
|------------------------|--------------|------------------------------|------------------|------------|--------|
| MEDLER ELECTRIC COMPAN | S3925487.001 | LED STREET LIGHTS & FIXTURES | 04/21/16         | 145,370.00 | Paid   |
| STATE CHEMICAL SOLUTIO | 97683363     | CAR & TRUCK WASH             | 04/25/16         | 156.22     | Paid   |
|                        |              |                              |                  | 145,526.22 |        |

OPEN INVOICE TOTAL: 147,134.34

Grand Total: 292,660.56

COMMISSION APPROVAL:

---

---

---

---

---

---