

The regular meeting of the Clare City Commission was called to order at 6:00 p.m. in the Commission Chambers by Mayor Pat Humphrey who led the Pledge of Allegiance. Present were: Commissioners Bob Bonham, Pat Humphrey, Carolyn (Gus) Murphy, Karla Swanson and Jean McConnell. Absent: None. Also present were Ken Hibl, City Manager; Steven Kingsbury, Treasurer and Finance Director; Al Jessup, DPW Superintendent; Dale Clark, WWTP Superintendent; and Diane Lyon, City Clerk.

2. CONSENT AGENDA:

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

3. *APPROVAL OF MINUTES:

Approved By Consent Agenda.

4. *APPROVAL OF AGENDA:

Approved By Consent Agenda.

5. PUBLIC COMMENT: Mayor Humphrey welcomed the large number of students, parents, and supporters who were present at tonight's meeting in support and of Clare Public Schools music program.

6. UNFINISHED BUSINESS: None.

7. NEW BUSINESS:

A. RECOGNITION-CLARE PUBLIC SCHOOLS MUSIC PROGRAM

Clare Public Schools was recently recognized (*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.

Mayor Humphrey thanked and welcomed the large number of students, parents, and supporters who were present at the meeting in support and recognition of the Clare Public Schools music program and it's Director.

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

Motion by Commissioner McConnell second by Commissioner Bonham to formally recognize Adam Cable and the CPS Music Program by adoption of Resolution 2016-044. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Carolyn (Gus) Murphy, Jean McConnell, and Karla Swanson. Nays: None. Absent: None. *Motion Carried.*

B. ACCEPT USDA GRANT OFFER-LED STREETLIGHT CONVERSION PROJECT

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 3rd.

A public hearing to facilitate the receipt of public comment regarding the grant application is required by USDA. 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 to off-set a portion of the costs of the streetlight conversion project.

Motion by Commissioner Bonham second by Commissioner Swanson to open a public hearing. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Carolyn (Gus) Murphy, Jean McConnell, and Karla Swanson. Nays: None. Absent: None. *Motion Carried.*

Public Comment: None.

Motion by Commissioner McConnell second by Commissioner Murphy to close the public hearing. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Carolyn (Gus) Murphy, Jean McConnell, and Karla Swanson. Nays: None. Absent: None. *Motion Carried.*

The savings in electricity will be realized immediately once Consumers Energy is notified.

Motion by Commissioner Bonham second by Commissioner Murphy to approve the submittal of the USDA grant application by adoption of Resolution 2016-045. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Carolyn (Gus) Murphy, Jean McConnell, and Karla Swanson. Nays: None. Absent: None. *Motion Carried.*

C. NORTH INDUSTRIAL PARK/INFRASTRUCTURE BUILD PROJECT-FINAL BOND DRAW

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.

Motion by Commissioner Swanson second by Commissioner McConnell to approve the final \$38,000 to be drawn from the General Infrastructure Bond by adoption of Resolution 2016-046. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Carolyn (Gus) Murphy, Jean McConnell, and Karla Swanson. Nays: None. Absent: None. *Motion Carried.*

D. APPROVAL TO SUBMIT USDA GRANT APPLICATION-CFD PICK-UP TRUCK

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 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 was asked to consider the proposed lease renewal offered by Lamar.

Motion by Commissioner Murphy second by Commissioner McConnell to approve the proposed five-year lease agreement with Lamar OCI Corporation by adoption of Resolution 2016-047. Roll call vote: Yeas: Commissioners Bob Bonham, Pat

Humphrey, Carolyn (Gus) Murphy, Jean McConnell, and Karla Swanson. Nays: None. Absent: None. *Motion Carried.*

E. SELECTION OF ELECTRICAL CONTRACTOR – LED STREETLIGHT CONVERSION PROJECT

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, DPW Director, Al Jessup, solicited bids from local electrical contractors to complete the work. We received five bids, 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. Mr. Jessup recommends approving the bids and awarding the work to Seiter Electric. I concur.

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

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

8. TREASURER'S REPORT

The Treasurer presented his report.

9. CITY MANAGER'S REPORT

Preliminary Results of North Sector Traffic Study. We participated in a teleconference with Progressive Engineering and Gourdie-Fraser on April 27th 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 16th or Jun 6th 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. As reflected in the Clare-Farwell Small Urban Board meeting 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.

Fiscal Oversight & Budget Committee. The Committee met from 9:00 am to 4 pm today 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 2nd City Commission meeting.

Landfill Meeting. We are scheduled to conduct a staff-level landfill meeting with Lisa Chadwick of MDEQ on Tue, May 3rd @ 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. WWTP Superintendent, Dale Clark, and Dan Whalen 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.

10. *COMMUNICATIONS

Approved By Consent Agenda.

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

The Loop. The most recent addition provides information regarding the MML summer conference.

Zoning Compliance Letter. The City issued a Zoning Compliance Letter and approved an application for a new Chiropractic business in the 100 block of East Fourth Street.

11. EXTENDED PUBLIC COMMENT: None.

12. COMMISSION DISCUSSION TOPICS: None.

13. *APPROVAL OF BILLS

Approved By Consent Agenda.

15. BUDGET WORKSHOPS-

The first of two budget workshops to review a significant portion of the proposed 2016/2017 City budget is scheduled for the meeting of May 2nd. 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 1st City Commission meeting. The proposed budget was presented to the Commission's Fiscal & Oversight Committee on May 2nd in advance of our night meeting. We have posted notice 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.

Mayor Humphrey made a request to streamline the budget presentation process since the budget has already been presented, reviewed, and discussed in great detail during the Fiscal & Oversight Committee meeting held today. Since each of the Commissioners are provided a copy of the budget for review, Commissioners will be able to review the budget in detail at their leisure and develop a list of questions and comments prior to the May 16th and June 6th meetings.

14. ADJOURNMENT

Motion by Commissioner McConnell second by Commissioner Murphy to adjourn the meeting. Ayes: All. Nays: None. Absent: None. *Motion Carried.* Meeting adjourned at 8:05 p.m.

Pat Humphrey, Mayor

Diane Lyon, City Clerk