

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 with the Pledge of Allegiance. Present were: Commissioners Bob Bonham, Pat Humphrey, Jean McConnell and Karla Swanson. Absent: Carolyn (Gus) Murphy. Also present were Ken Hibl, City Manager; Steve Kingsbury, Treasurer; Joy Simmer, Park and Recreation Director, Dale Clark, WWT Superintendent; and Sarah Schumacher, Deputy Clerk.

2. CONSENT AGENDA:

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

3. *APPROVAL OF MINUTES:

Approved By Consent Agenda.

4. *APPROVAL OF AGENDA:

Approved By Consent Agenda.

5. PUBLIC COMMENT: None.

6. UNFINISHED BUSINESS: None.

7. NEW BUSINESS:

A. RECOGNITION – FIRE CHIEF JAMES BRINKERHOFF

The City lost Fire Chief Jim Brinkerhoff – a long-term Clare resident, a former member of the Clare Fire Department, and one of the Department’s longest-serving fire chiefs – on February 10, 2018. The City Commission is asked to formally recognize, pay tribute to, and honor the life and civic service of Jim Brinkerhoff. Current and former fire chiefs and fire fighters were in attendance along with numerous family members and friends.

Motion by Commissioner Swanson second by Commissioner McConnell to formally recognize Jim Brinkerhoff by adoption of Resolution 2018-054. Roll call vote: Yeas: Commissioners Bob Bonham, Jean McConnell, Pat Humphrey, and Karla Swanson. Nays: None. Absent: Carolyn (Gus) Murphy. *Motion Carried.*

B. REDEVELOPMENT READY COMMUNITITES REPORT - MEDC

Redevelopment Ready Communities (RRC) is a Michigan Economic Development Corporation (MEDC)-sponsored “certification program supporting community revitalization and the attraction and retention of businesses, entrepreneurs, and talent throughout Michigan.” Michigan communities desiring eligibility to apply for MEDC-sponsored economic development grants and participate in MEDC-sponsored economic development programs are required to apply for and ultimately attain formal RRC certification.

To attain certification, municipal applicants are required to designate at least one of its employees or community members to attend and complete required RRC training; adopt a resolution of intent to participate in the program; complete a self-assessment; and successfully meet the pre-determined criteria of the six program elements of the RRC Program.

We have successfully completed the first three of the aforementioned criteria of the Program and have attained “engaged” status, thereby allowing us to apply for MEDC-sponsored grants and economic development programs. MEDC has reviewed our self-assessment and provided us a Baseline Report outlining the steps we must now take to attain full certification.

Ms. Elizabeth King, Michigan Economic Development Corporation Community Development RRC Planner, presented the Baseline Report to the Commission.

The City Staff has reviewed the Baseline Report and determined the Program is aligned with the City's priorities and vision and remains a good fit. Consequently, we ask that the City Commission pass a resolution of intent to continue with the process.

Motion by Commissioner Swanson second by Commissioner McConnell to formally recognize the importance of the State of Michigan Redevelopment Ready Communities (RRC) program; stating its continuing commitment to the program, advocating the core principles of the program; and providing its formal support for continued participation in the program by adoption of Resolution 2018-055. Roll call vote: Yeas: Commissioners Bob Bonham, Jean McConnell, Pat Humphrey, and Karla Swanson. Nays: None. Absent: Carolyn (Gus) Murphy. Motion Carried.

C. APPROVAL OF GOURDIE FRASER ENGINEERING ENAGEMENT LETTER FOR WASTEWATER PLANT REPAIRS

The outflow/discharge port at our Wastewater Treatment Plant sustained significant erosion damage this spring due to the high water levels of the Tobacco River, which, while difficult to discern from the photos, caused failure of approximately 50' of the last section of the concrete port.

The City does not have the resources or ability to make the needed repairs and a minimum of three MDEQ permits will be required to accomplish the needed repairs. Consequently, we asked Gourdie-Fraser Engineering to provide us a proposal to complete the engineering services that will be required, to obtain the required permits for the repair project, for completion of bid specifications and bid solicitation, and for construction oversight. The City Commission is asked to approve the engagement of Gourdie-Fraser to complete the needed engineering services.

Motion by Commissioner Bonham second by Commissioner Swanson to approve the engineering services proposal of Gourdie-Fraser to facilitate repairs of the discharge/outflow port of the City's Waste Water Treatment Plant by adoption of Resolution 2018-056. Roll call vote: Yeas: Commissioners Bob Bonham, Jean McConnell, Pat Humphrey, and Karla Swanson. Nays: None. Absent: Carolyn (Gus) Murphy. Motion Carried.

D. SPECIAL EVENT PERMIT APPLICATION – SHAMROCK LAKE VENDOR & CRAFT FAIR

The City has received a Special Event Permit Application from Ms. Teresa Pryor to host a "for-profit" craft show and fair at Shamrock Park on September 8, 2018. All commercial, for-profit activities at the City's parks require the City Commission's sanction and approval in advance of the event. Ms. Pryor has requested the Commission approve her request.

Motion by Commissioner McConnell second by Commissioner Swanson to approve the special event permit application of Ms. Teresa Pryor of Farwell, Michigan to organize and host a vendor and craft show at the Shamrock Park Pavilion on September 8, 2018 with the specific stipulations that proof of insurance listing the City of Clare as an Additional Insured be provided to the City and be in effect on the date of the event; with the understanding that the City of Clare prohibits flea market activities within its geographical boundaries and flea market items shall not be allowed at vendor and craft show; and that all other requirements of the City be met in respect to payment of services performed by the City to support the event, by adoption Resolution 2018-057. Roll call vote: Yeas: Commissioners Bob Bonham, Jean McConnell, Pat Humphrey, and Karla Swanson. Nays: None. Absent: Carolyn (Gus) Murphy. Motion Carried.

E. MDOT DESIGNATION OF TRUCK ROUTE

The City has been working with the Mt. Pleasant TSC of MDOT for a number of years to designate a Truck Route in Clare using Clare Industrial Parkway and Clare Industrial Drive. Our Traffic & Safety Committee unanimously and wholeheartedly supports this action.

The TSC has recently informed us they will support our request and have initiated action to do so. However, before they fabricate and install the Truck Route signage and complete this action, they require our assurance that we will hold them harmless

in respect to maintenance of our roadways and for the enforcement of the Truck Route. We've crafted a resolution to that effect. We ask that the City Commission adopt the resolution to facilitate the designation of the Truck Route.

Motion by Commissioner Swanson second by Commissioner McConnell to endorse and support the Mt. Pleasant TSC's proposed actions to designate Clare Industrial Parkway and Clare Industrial Drive as part of an official Truck Route within the City of Clare by adoption of Resolution 2018-058. Roll call vote: Yeas: Commissioners Bob Bonham, Jean McConnell, Pat Humphrey, and Karla Swanson. Nays: None. Absent: Carolyn (Gus) Murphy. Motion Carried.

F. OPTION TO PURCHASE TAX-FORCLOSED PROPERTY

The City has received correspondence from the Isabella County Treasurer advising us of our option to purchase property (Steve's Auto & Glass) within the City prior to offer of the property for purchase at a public tax sale.

The City has declared this site as blighted property and has repeatedly interacted with the now-former business owner of this property in repeated attempts to eliminate the blight for the past two decades, to include numerous actions through the circuit court system. The City presently has an active court order to allow us to take actions necessary to eliminate the blight. However, the City's actions have now been "trumped" by the tax foreclosure actions, thereby transferring the responsibility for clean-up of the property to Isabella County. We are working with Isabella County to ensure the needed clean-up is accomplished. The City Staff recommends that the City "pass" on the opportunity to purchase the property for public use; the City Commission is asked to support the recommendation.

Motion by Commissioner Humphrey second by Commissioner Swanson to reject the offer made by the Isabella County Treasurer for the City to purchase said property within the City of Clare by adoption of Resolution 2018-059. Roll call vote: Yeas: Commissioners Bob Bonham, Jean McConnell, Pat Humphrey, and Karla Swanson. Nays: None. Absent: Carolyn (Gus) Murphy. Motion Carried.

G. APPROVAL OF SUMMERFEST FIREWORKS PERMIT

The Summerfest Committee plans to sponsor/host the annual 4th of July event in the City, to include the fireworks display. The State of Michigan requires the governing body hosting fireworks displays to approve a permit for the display. The Commission has traditionally approved the permit in the past and is asked to do so again this year.

Motion by Commissioner Swanson second by Commissioner McConnell to approve the fireworks permit by adoption of Resolution 2018-061. Roll call vote: Yeas: Commissioners Bob Bonham, Jean McConnell, Pat Humphrey, and Karla Swanson. Nays: None. Absent: Carolyn (Gus) Murphy. Motion Carried.

H. *APPOINT KARLA SWANSON TO PMDL BOARD

Motion approved by Consent Agenda-Resolution 2018-060

8. TREASURER'S REPORT

The Treasurer presented his report.

9. *DEPARTMENT REPORTS

Approved by Consent Agenda

10. CITY MANAGER'S REPORT

Additional Street Fund Project(s). As a reminder, we will ask for the City's Commission's guidance on Monday evening in conjunction with the Budget Workshop regarding the expenditure of approximately \$64K in Street Fund monies that should either be used during our upcoming fiscal year or reserved for a special project in future years. We've previously offered a number of suggested projects and will attach cost estimates to those suggestions and present them to you @ Monday's Budget Workshop. We've also polled our Planning Commission for their input. The overwhelming majority of our Planning Commissioners recommend we use the funds for sidewalks and streetlights, with specific emphasis to install street lights in our central business

district (7th Street to the Tobacco Bridge) similar to those we have in our downtown district to integrate and create seamless continuity between those two commercial districts.

City Office Closure City offices will be closed on Monday, May 28th in commemoration of Memorial Day.

11. *COMMUNICATIONS

FOIA Request. The City provided the attached FOIA requests and responses for the Neumann Law Group, Mid Michigan Community College, James Shurlow, Dingeman & Dancer Law Firm, and The Morning Sun.

MMCAA Fun Day in the Park: Mid Michigan Community Action Agency will host their 15th annual Fun Day in the Park (Shamrock) on Friday, July 20 from 11am-2pm.

DNR Region 5 Newsletter: The most recent edition was provided for information.

Site Plan Letter: The City provided a notice of Site Plan approval with stipulation to the proprietors of Gateway Lanes.

SOS Media Release. The City received notice announcing Secretary of State's office closure for Memorial Day.

Charter Subscribers. The City sent correspondence to Charter Communications requesting the number of subscribers in our jurisdiction.

Blight Letter-205 Maple Street: The City issued blight letters to the current tenant and to the owner of 205 Maple Street.

Blight Letter-213 E. Fifth Street: The City issued a blight letter to the owner of Fifth Street Auto.

Dredging Permit Application: The City has applied to the State of Michigan for a dredging permit for Lake Shamrock. A response from the State could take two – three months.

12. EXTENDED PUBLIC COMMENT: None.

13. BUDGET WORKSHOPS: BUDGET WORKSHOPS:

The second of two Budget Workshops to review the City's proposed Fiscal Year 2018/2019 Budget and direct any changes or amendment to the proposed budget and Capital Improvement Plan (CIP) is scheduled for the meeting of May 21st; a copy of the public notice advertising the Workshop was published.

Each of the Commissioners were provided a copy of the budget for review so that they could review the budget in detail at their leisure and develop a list of questions, comments, and recommendations prior to the June 4th meetings.

Treasurer Steve Kingsbury pointed out a small correction made to the Parks and Recreation 2018-2019 budget.

City Manager Ken Hibl update the Commission on two items - The City has applied for two grants to help fund The Rail Trail Project. We have already received offers of donated time and materials from various individuals and entities. We should be receiving an update at the end of this month from the Drain Commission regarding the Little Tobacco Drain. These two items have the potential to impact our budget, but most likely will not affect the budget until 2019. A brief discussion in relationship to the Little Tobacco Drain was had regarding the cost of replacing bridges compared to converting to concrete culverts.

C/M Hibl briefed the Commission on the fund raising efforts of small group of people for the skate park. The City currently has raised enough funds for the skate park pad.

The commission decided that they would like the City to use any additional dedicated road funds for the following projects, listed by priority: sidewalk replacement up to 50K; repair ½ block of Dwyer Avenue from McEwan Street westward not to exceed 10K; and to install streetlights from the DDA business district to Hamburger Hill. The Commission will be updated on the plausibility of these projects.

14. COMMISSION DISCUSSION TOPICS:

Commissioner Bonham would like Traffic and Safety to assess the safety of the corner of Vinewood and John R as there are overgrown shrubs causing visibility issues.

Commissioners Jean McConnell and Pat Humphrey expressed their concern over various homes in the city that are in blighted condition. A Rental Inspection Ordinance was discussed.

15. *APPROVAL OF BILLS

Approved By Consent Agenda.

16. ADJOURNMENT

Motion by Commissioner Bonham second by Commissioner Swanson to adjourn the meeting. Ayes: All. Nays: None. Absent: Carolyn (Gus) Murphy. *Motion Carried.* Meeting adjourned at 7:20 p.m.

Pat Humphrey, Mayor

Sarah Schumacher, Deputy Clerk