

AGENDA REPORT

To: Mayor Pat Humphrey and the Clare City Commission
From: Ken Hibl, City Manager
Date: June 16, 2016
Regarding: City Manager's Report

For the Agenda of June 20, 2016

Update – LED Streetlight Conversion. We were rapidly on our way to completing the LED conversion well in advance of the required date (June 30th) to qualify for the Consumers Energy rebate (*see copy of att'd letter*) when we encountered a slight a “hiccup” that has stalled our progress: specifically, four blocks (81 lights) of light poles are a different diameter than the remainder, thus the purchased fixtures do not fit. We have engaged JDMetalworks to fabricate an adapter for \$50 each; they are in the process of constructing the adapters. *As a side bar, we also obtained a quotation from the fixture manufacturer for a similar adapter; their cost was \$75 per fixture, thus we engaged JDM to construct the item.* As reflected in Steve’s att’d email on this topic, Medler Electric, the vendor we worked with to purchase the fixtures and coordinate the rebate with Consumers Energy, has already obtained a 30-day extension to complete the project to ensure we remain qualified to receive the rebate.

Elimination of Clare Police Department Administrative Officer Position. Due to budgetary reasons, the administrative position within the Clare Police Department will be eliminated effective July 1, 2016. A direct consequence of this action will be a significant reduction of services (*see copy of Chief Gregory’s email and att’d list admin functions*) to the public – none of which were significant revenue generators for the City but did offer a service to the public; closure of the police department office to the public; and redistribution of some of the duties amongst its officers. We anticipate there will be “growing pains” and a period of adjustment associated with the need to eliminate this position, but we will work through any issues that develop.

North Sector Traffic Study. We’ve received the preliminary response from MDOT related to our traffic study and the proposed recommendations for needed traffic control measures (road realignment, traffic signals, turn lanes, turn restrictions, etc.) for the anticipated commercial development in the City’s north sector. Based on the MDOT response, we need to complete a thorough assessment of probable costs and impact with Gourdie-Fraser and Clare Northern Group. We intend to have that assessment completed and provide MDOT a reply to their recommendations by Jul 12th. We have tentatively scheduled a presentation for the City Commission by our traffic consultant for our scheduled July 18th meeting. In addition to the traffic study, we intend to concurrently provide the Commission our recommendations regarding the use of our Small-Urban grant allocation of \$375K, which we intend to use to implement the recommendations of the traffic consultant, our engineer, and MDOT. We are required to obligate the grant funds not later than Sep 30, 2017. Consequently, we will use the Jul 18th meeting as the basis for our guidance to Gourdie-Fraser to design the needed improvements this year, thereby allowing us to solicit bids and construct next spring.

Absence. I will be attending an MML Board and MML Property Pool in-state conference June 22-24 and will be on vacation during the period Jun 27-Jul 2. I will be in Michigan throughout

the entire period except on Jul 1st & 2nd; Steve will be the Acting CM on the day(s) I am out of state.

Fourth Street Sanitary Sewer Project. This pipe insertion project was completed on Monday, June 13th. The total time to complete the project was approximately six hours (from time of arrival of the LiquiForce crews to completion). We would have needed a minimum of 3-4 days to complete the project in the conventional fashion at a cost of approximately 75% more than the price routinely charged with the pipe insertion method.

Water Tower Painting and Valve Repair. The contractor has been here most of the week to repair a leaking valve in the new tower and to paint two additional logos on the tank. The valve work has been completed, but rain has delayed the logo painting. The painting crew is now scheduled to return on Monday, June 20th to make another attempt to complete the logo-painting project.

Waste Management Rate Increase. Our current contractual agreement with Waste Management stipulates they are required to provide us a formal request via certified mail not later than May 1st each year of the contract if they desire a rate increase. They did not request a rate increase last year. We received an email request for a 4% increase two weeks ago. I denied the request due to its tardiness and the fact it was not submitted in accordance with the terms of the contract.

Attachments.

1. Consumers Energy Correspondence.
2. Steve's Email.
3. Chief Gregory's Email.
4. List of CPD Admin Functions.

Thursday, March 31, 2016

Doug Jenkins
Medler Electric Company
2155 Redman Dr
Alma, MI 48801

RE: Project Funds Reserved
Consumers Energy Business Energy Efficiency Project ID# CE-16-137150
Project Location: 510 N MCEWAN ST
Applicant Business: City of Clare

Dear Doug Jenkins,

We are pleased to inform you that the Consumers Energy Business Energy Efficiency Program received your Pre-notification Application. After reviewing your application we have reserved \$14,769.12 of incentive funds for your project until **7/30/2016**. If you applied for a Multiple Measure or Buy Michigan bonus, they are included in the reservation amount. Please be aware Multi Measure and Buy Michigan bonus program funding is limited. The bonus incentives are paid on a first-come, first served basis until funds are exhausted for the current program year.

Reserved funds are not transferable to other projects, facilities, and/or customers. This letter ensures that we will process your application for payment provided that, after review, your project :

- Remains eligible for incentives
- Is completed within the 90-day time period
- Is accompanied with the appropriate supporting documentation

Incentive amounts are not guaranteed and actual incentive amounts will be based on the final qualifying amount based on a review of the final application and project documentation (and may be capped at the reserved amount). Please be aware that incentive amounts may change between program years. To ensure your project qualifies for current year incentive levels, your project must be completed and appropriate supporting documentation submitted by November 30th of the current year. The Business Energy Efficiency Team will conduct inspections periodically throughout the application process and may contact you to schedule an inspection.

To facilitate timely processing of your final application, please submit all requested supporting documentation as listed in the specification pages of the application. If you're applying for a Buy Michigan incentive, please include an affidavit from the manufacturer to ensure incentive payment. The most recent versions of the applications are available on the Consumers Energy Web site at www.consumersenergy.com/mybusiness.

We appreciate your interest in the Business Energy Efficiency Program and the energy efficiency efforts you are undertaking. If you have questions, please call the Business Energy Efficiency Team at 1-877-607-0737, or e-mail us at ConsumersEnergyBusinessSolutions@cmsenergy.com.

Sincerely,



Rudy Chahine
Consumers Energy
Program Manager, Business Energy Efficiency

Ken Hibl

From: Steven Kingsbury
Sent: Wednesday, June 15, 2016 7:02 PM
To: Ken Hibl
Subject: FW: Extension letter
Attachments: 137150.pdf; ATT00001.htm

Evening Ken,

Earlier today Doug from Medler Electric stopped by and during his visit I asked him what needed to be done to extend our deadline with Consumers Energy for the LED light fixture project. He said that in light of the couple of challenges that we had encountered that he had already asked for the extension and it was granted. Attached is an updated project incentive approval letter with a new deadline of July 31, 2016.

On another related subject, Doug said that the price for JD Metalworks to make the reduction sleeve for the 65 light poles needing them is \$50 each or a total of \$3,250. Doug was going to check on the availability of the prototype to insure that it fits properly, that the price includes powder coating the pieces as we requested and he was also to ask his contact when the sleeves will be available. I told Doug that we approve the \$50 per unit price as it is less than the \$75 per unit from the manufacturer of the fixtures. I also told Doug that if he didn't get a reasonable delivery timeframe for the sleeves to let us know and we would contact either John or Duane and ask for some assistance in getting them made quicker.

Let me know if you have any questions.

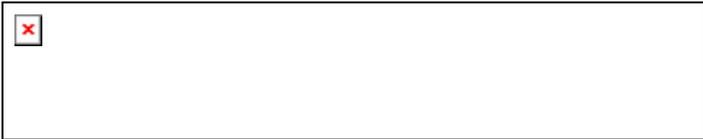
Thanks,

Steve

Steven J. Kingsbury, MBA, CPFA, MiCPT
Treasurer, Finance and Technology Director
skingsbury@cityofclare.org
City of Clare
www.cityofclare.org
989-386-7541, extension 107

From: Doug Jenkins [<mailto:dougje@medlerelectric.com>]
Sent: Wednesday, June 15, 2016 1:09 PM
To: Steven Kingsbury
Subject: Fwd: Extension letter

Doug Jenkins
Medler Electric Company
Mt. Pleasant
Cell:(989)430-8620
dougje@medlerelectric.com



Sent from my iPhone

Begin forwarded message:

From: "Carter, Carrie" <Carrie.Carter@dnvgl.com>
Date: June 15, 2016 at 1:07:48 PM EDT
To: Doug Jenkins <dougje@medlerelectric.com>
Cc: "eric.weinberg@cmsenergy.com" <eric.weinberg@cmsenergy.com>
Subject: Extension letter

For City of Clare – Street Lighting, CE-16-137150-thanks!

Carrie Carter | Project Administrator
Consumers Energy Business Energy Efficiency Programs
3965 Okemos Road, Suite A1
Okemos, MI 48864

877.607.0737 Ext. 1962 Phone | 877.607.0738 Fax | www.consumersenergy.com

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Ken Hibl

From: Brian Gregory
Sent: Wednesday, June 15, 2016 2:29 PM
To: Ken Hibl
Subject: Office duties

Ken, we are going to have a box in the front lobby for people to fill out a request of what they need that would be clerical. We will check the box daily and get back to them for their request. The only thing that we will need from Diane is to handle the FOIA's. They will also be advised if they have an immediate request for an officer to pick up the phone in the yellow box and call central dispatch. Items 1,2,3,4,6,8,9,12 will be discontinued. The internal effect items will be distributed amongst the officers and command staff and others will be "farmed" out. I am going to bring Sgt. Kolhoff to days for a short period until we get these duties distributed.

Chief BG

Brian Gregory

Chief of Police

Clare Michigan

Public / Outside of Department Effect

1. PBT - Preliminary Breath Test
2. Sex Offender Registration and Updates
3. Gun Purchase Permits
4. Livescan
5. FOIA Requests - *Diane*
6. Oversee Drug Drop-Off Program
7. Court / Probation / Parole Liaison - Daily Point of Contact - *daily*
8. Public Walk-in Point of Contact
9. Public Phone - Point of Contact
10. Public Report Requests - *Diane*
11. Process of Mail In Report Requests - Insurance Companies etc. - *Diane*
12. Media closed (FB)

Internal Effect

ITEX

1. DDP Maint and Admin
2. RIMs Maint and Admin
3. DEMS (Body Camera) Maint and Admin
4. LEIN Maint, Admin, TAC, and LASO
5. IT Contact for Dept Personnel
6. Back Up Dispatch for City of Clare and Clare County Central Dispatch
7. Radio Maint
8. Video (building) Camera Maint and Admin
9. Quartermaster and Primary Inventory of Daily Supplies
10. Medical Officer - Oversee Medical Training of Department Personnel - *AED/CPR/BASIC First Aid Recert*
11. Blood Borne Pathogen Training - Yearly per OSHA