

The regular meeting of the Clare City Commission was called to order at 6:02 p.m. in the Lower Level of the Pere Marquette District Library, 185 E. Fourth Street, Clare, Michigan, by Mayor Pat Humphrey who led the Pledge of Allegiance. Present were: Commissioners Bob Bonham, Pat Humphrey, Carolyn (Gus) Murphy, Jean McConnell, and Karla Swanson. Absent: None. Also present were Ken Hibl, City Manager; Steven Kingsbury, Treasurer and Finance Director; Alan Jessup, DPW Superintendent; 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, Board & Committee Appointments 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: Dan Dysinger, Grant Township Supervisor, announced the townships intent to pass two new Ordinances at their August 9 meeting; one prohibiting truck traffic on certain paved roadways to prevent bypass traffic and protect the condition of the roadways; the second prohibits the use of steel wheels and steel lugs on paved roads within the township.

Dennis McKee, Communications Director for Consumers Energy, announced that Consumers has begun to replace electric meters across the state. The new meters will enable consumers to receive texts regarding energy use and will automatically send a message to CE when the power goes out. They will be implementing the meter replacement program in the Mid-Michigan area late 2016 and early 2017.

Lake Station resident Tom Pirnstill announced that the Living Hope Lutheran Church of Farwell started a free, quality clothing giveaway which has no income restrictions in order to qualify. They are distributing the clothing from the old Chemical Bank location in Farwell from 9am-3pm on the second Tuesday and on the fourth Friday from 9am-12:30 pm every month.

Mr. Jim Walter is the new Clare Public Schools Superintendent and was welcomed at tonight's meeting.

Mr. Jeremy Zebrowski of Capital Equipment expressed concern regarding the Zero-Turn Mower bid process.

6. UNFINISHED BUSINESS: None.

7. NEW BUSINESS:

A. RECOGNITION – CLARE PUBLIC SCHOOLS GIRLS VARSITY TRACK TEAM STATE CHAMPIONSHIP TITLE

The Clare Public Schools Girls Varsity Track Team won the 2016 State Championship title. We've invited the coaching staff and members of the team to attend the July 18th meeting to allow the Clare City Commission an opportunity to formally recognize the team for this distinctive and prestigious achievement.

Motion by Commissioner Swanson second by Commissioner Murphy to recognize the accomplishment of the CPS girls track team and their coaches by adoption of Resolution 2016-075. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Jean McConnell, Carolyn (Gus) Murphy, and Karla Swanson. Nays: None. Absent: None. *Motion approved.*

B. PRESENTATION OF NORTH SECTOR TRAFFIC STUDY

The City contracted with Gourdie-Fraser (GFA), our engineer of record, in February 2016 (Resolution 2016-018) to conduct a traffic study of the north sector of the City of Clare. The primary reasons for the traffic study were to determine the necessity of the

\$2M round-about recommended by the Mt. Pleasant TSC; to determine possible alternatives to the proposed round-about; to assist the City in determining the best use of the \$375K Small-Urban grant funds earmarked for the City in 2017; to assist the City in forecasting any other needed capital road projects that would be required to support the anticipated commercial and industrial development along E. Colonville Road in Clare; and to determine the potential effect that any increased traffic would have on the existing road infrastructure. GFA subcontracted the bulk of the traffic study work to Progressive Engineering of Grand Rapids, with oversight of the work by Heather Jamison, a traffic engineer with GFA. Progressive Engineering assigned Peter LaMourie, one of their most senior traffic engineers, to this project. The study, identified as two documents – Clare Avenue Subarea Traffic Study Report and Full Appendix which were provided as part of this agenda report.

The study results were presented to and discussed with the City Staff, the Clare County Road Commission engineer, and the Clare Northern Group. The findings were then presented to the Mt. Pleasant Transportation Service Center by Heather Jamison and Pete LaMourie with representatives of the three aforementioned entities in attendance in early June.

As reflected in the report, increased traffic resulting from the new development can, at least in the near term, be accommodated by new signalization and new turn lanes. But we anticipated that MDOT would not likely concur with these conclusions and thus would not favorably consider any request we would make to them to install new traffic signals. Consequently, we asked Gourdie-Fraser to develop possible conceptual alternatives to the signalization and turn lane traffic controls that are supported by the traffic study.

MDOT's reaction to the proposals offered in the traffic study was as we anticipated. Thus we presented a conceptual alternative that extended and realigned the NB off-ramp of US-127 to a point where it created a new four-way intersection at Clare Avenue with Clare Avenue being the north-south legs of that intersection and the NB on-ramp and the newly aligned NB off-ramp of US-127 being the east-west legs of the four-way intersection. This alternative would relocate the existing traffic signal at the three-way intersection of Clare Avenue and E. Colonville northward to the new, previously described four-way intersection while simultaneously configuring all the primary elements of this portion of the MDOT and City road network for incorporation of the new round-about that MDOT is proposing for this area (the round-about would be located at the newly created four-way intersection). In principle and concept, the City supports and endorses the proposed round-about – what we don't support or endorse is MDOT's present insistence that it is our responsibility to fund the round-about.

MDOT has reviewed the alternative proposal we presented to them and has agreed in principle that they support the concept. But to proceed with that alternative will require City Commission agreement and approval to complete the tasks necessary to determine feasibility – the most immediate being to negotiate the purchase of approximately 2.5 acres of some of the most valuable commercial property CNG owns in this sector of the City; the second being that we direct Gourdie-Fraser to commence design of the realignment proposal.

We have initiated preliminary discussions with CNG on the first task with a potential solution that we will pursue with the Commission's agreement to do so. We've asked Heather to prepare probable costs of this alternative and the cost for the design of the project which were presented to the Commission. Our goal is to utilize the \$375K Small-Urban funds available to us for this purpose. While that amount may not be sufficient to fund the entirety of the proposed project, the available monies will defray a significant portion of those costs. We will look at means to either phase the project or seek other revenue sources, but we need to initiate design now to ensure we are ready to bid the project late this fall/early this winter for a spring construction date to maintain our Small-Urban funding eligibility.

Deepak Gupta, Engineer-Manager of the Clare County Road Commission, expressed thanks to the City Commission for completing the traffic study because it has provided the opportunity for all parties to come to the table to discuss all of the alternatives.

Two sidebar informational items: 1. Small-Urban funds cannot be used to purchase property. 2. We will be eligible for another round of Small-Urban funding (\$375K) in two years, thus we have some ability to phase this project so long as phasing will allow us to put in place adequate traffic control measures to accommodate any near-term traffic increases.

Following Pete and Heather's presentation, the City Commission ask any questions they deem pertinent and provide us approval to proceed as outlined above or provide us any guidance in respect to other alternatives we should pursue. Engineering is estimated to come in at a cost of \$140k but if we do a phased design, those costs will be reduced significantly. City Manager Hibl recommended we ask GFA to provide a probable cost of the first phase of the design to determine whether or not it is affordable.

Motion by Commissioner McConnell second by Commissioner Murphy to approve the traffic study; direct the City Staff to continue discussions with the Clare Northern Group for purchase of property; and direct Gourdie-Fraser to provide preliminary numbers for the cost of a phased design for the proposed road realignment project by adoption of Resolution 2016-076. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Jean McConnell, Carolyn (Gus) Murphy, and Karla Swanson. Nays: None. Absent: None. Motion approved.

C. CLARE COUNTRY TRANSIT AUTHORITY MILLAGE PRESENTATION – MR. TOM PIRNSTILL

The Clare Country Transit Authority is asking Clare County voters to consider renewal of the current transportation millage. Mr. Tom Pirnstil, the Authority Director, presented to the City Commission and the public the need for the renewal.

D. APPROVAL OF BIDS – SHAMROCK PARK ROOF BIDS

The shingles on the roofs of the Shamrock Park Pavilion and the storage building/old concession stand building are in need of replacement. The City solicited bids for this work. Three bids were received. We have reviewed the bids to ensure compliance with our bid specifications; they do. We recommend that the bids be approved and the work awarded to the low bidder.

Motion by Commissioner Swanson second by Commissioner McConnell to approve the bids and award the work to Miller Contracting by adoption of Resolution 2016-077. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Jean McConnell, Carolyn (Gus) Murphy, and Karla Swanson. Nays: None. Absent: None. Motion approved.

E. APPROVAL OF BIDS – ZERO-TURN MOWER

To improve our efficiency/save time in maintaining our parks and grounds, we solicited bids for a new zero-turn mower; this equipment is in addition to/augments the mowing equipment we already have in our inventory. As reflected in the Bid Memo and Tabulation Sheet, three bids were received. Due to concerns expressed by one of the bidders regarding the bidding process, the City Manager recommended that this agenda item be set aside until further examination of the bidding process is accomplished.

Motion by Commissioner McConnell second by Commissioner Swanson to set aside the purchase of a Zero Turn Mower. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Jean McConnell, Carolyn (Gus) Murphy, and Karla Swanson. Nays: None. Absent: None. Motion approved.

F. APPROVAL TO EXTEND WATER MAIN –CLARE COMMONS

The City Staff and Gourdie-Fraser reviewed and discussed the proposed infrastructure (roadways, sanitary sewer, water mains, storm drainage) for Clare Commons, the new commercial development in the north sector of the City adjacent to E. Colonville Road, with Clare Northern Group, the developer of the project. During those discussions we noted that the water main coursing through the new development terminated short of Clare Avenue contiguous to the western point of their developable property due to existing wetland. To provide us a fire hydrant at Clare Avenue and concurrently bring the water main to that point for future extension north or south, we

asked the developer to provide us a cost to have their contractor extend the water main across the wetlands to Clare Avenue. The cost for doing so is estimated at \$30,010.00. Gourdie Fraser reviewed the proposed cost and determined it to be reasonable (actually, lower than costs they've seen contractors charge this summer); consequently, we believe it is prudent and wise to accept this cost and ask CNG to proceed with the extension. We ask that the City Commission's approve this extension.

Commissioner Bonham had concern as to whether the C900 pipe being used on this project meets city specifications. Commissioner Bonham recalled that the city used C909 pipe on the State Street project. DPW Director Alan Jessup and CM Ken Hibel will verify the pipe meets specifications.

Motion by Commissioner Bonham second by Commissioner Swanson to s approve the offer and authorize the extension of the water main by CNG's contractor by adoption of Resolution 2016-079. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Jean McConnell, Carolyn (Gus) Murphy, and Karla Swanson. Nays: None. Absent: None. Motion approved.

G. APPROVAL OF PROPOSED CHRISTMAS DECORATIONS CONTRACT-HOMETOWN DECORATION & DISPLAY

The City has used the services of Hometown Decoration & Display (formerly Kenmark) for its Christmas decorations for the past 16 years. The company has offered a new three-year contract with an annual increase of \$282. The City Staff has reviewed the proposal and recommends approval. The new contract was provided to the Clare DDA (pays for all the decorations placed in the downtown – which is the preponderance of the decorations) at its scheduled meeting on July 8th; the DDA unanimously recommended approval of the contract. The City Commission is asked to approve the contract renewal.

Motion by Commissioner Swanson second by Commissioner Bonham to approve the three year Christmas Decoration contract with Hometown Decoration & Display by adoption of Resolution 2016-080. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Jean McConnell, Carolyn (Gus) Murphy, and Karla Swanson. Nays: None. Absent: None. Motion approved.

H. *BOARD & COMMITTEE APPOINTMENT-PARKS & RECREATION ADVISORY BOARD-TONYA WILLMAN & JUDY BRANKEL

Approved by Consent Agenda. Resolution 2016-081.

I *BOARD & COMMITTEE APPOINTMENT-AIRPORT ADVISORY BOARD-NYLE HAGGART, MIKE SMITH & ROD LESLIE

Approved by Consent Agenda. Resolution 2016-082.

J. *BOARD & COMMITTEE APPOINTMENT- CEMETERY ADVISORY BOARD – MARGARET VREDEVELD

Approved by Consent Agenda. Resolution 2016-083.

K. *BOARD & COMMITTEE APPOINTMENT-TREE ADVOCACY GROUP-ED WHITE

Approved by Consent Agenda. Resolution 2016-084.

L. *BOARD & COMMITTEE APPOINTMENT-BUILDING BOARD OF APPEALS-MARK FITZPATRCK

Approved by Consent Agenda. Resolution 2016-085.

M. *BOARD & COMMITTEE APPOINTMENT-LDFA-DAWN THOMAS, STEVE STARK AND STEVE LETHERER

Approved by Consent Agenda. Resolution 2016-086.

8. TREASURER'S REPORT

The Treasurer presented his report.

9. *DEPARTMENT REPORTS

Approved by Consent Agenda.

10. CITY MANAGER'S REPORT

MDEQ Notice of Deficiencies. We've received correspondence from MDEQ citing us for deficiencies (in particular, undersized and aging water mains) in our water system; our required response is attached.

Notice of Termination – Building Inspector Contract. In our continued attempt to reduce costs and improve efficiency, I have advised Dave Williams, our Building Inspector, that we will be moving these services to Clare County effective July 25th. We will meet with the Clare County staff this week to work all the remaining details to ensure a smooth, seamless transition for our residents and customers.

Ordinance 2016-002. We had this ordinance change (downtown signage) noticed for a hearing and a first reading at the July 18th City Commission meeting. But based on discussion at the July 13th meeting of the City Planning Commission, we are taking the proposed ordinance back to the Clare DDA at its scheduled August 5th for further discussion and consideration. Three of the members of the Planning Commission have been designated to join the DDA for those discussions. We will bring the matter back to the Planning Commission for further review in August after the DDA meeting and subsequently reschedule the matter for City Commission consideration.

Request for Qualifications. Based on stipulated requirements of the ICE Grant Program, we have solicited requests for qualifications from engineering firms for this project. Our intent is to submit our recommendation for the engineering firm to complete design of our Ann Arbor Trail project at our August 15th meeting to facilitate the final design to ensure we are prepared to bid the project this winter with a construction start date of spring 2017.

AMAR. We have been notified that we have been selected for audit of our assessing records and program. We have not been notified of the date of our audit, but we anticipate it will be sometime in August.

Michigan Works Youth Job Program. We have been offered and accepted two youth hires that will work for us for six weeks at 30 hours per week; they will commence work on July 19th. There is no cost to the City as they are paid (minimum wage) by Michigan Works.

AirNav Postings. As reflected on the attached AirNav pilot comments page, we continue to receive exceptionally laudatory praise related to the Clare Airport and its services. These comments are reflective of the outstanding job Gary Todd is doing as our airport manager.

11. *COMMUNICATIONS

Approved By Consent Agenda.

DLEG Notification. The City received notice from the Department of Licensing and Regulatory Affairs regarding required postings on Human Trafficking.

MMDC July Newsletter. The most recent newsletter was provided for information.

12. EXTENDED PUBLIC COMMENT: Leonard Strouse informed the Commission that grass clippings from mowing are left on flat stones within Cherry Grove Cemetery. CM Hibl offered that requiring a grass catcher is not within the requirements of the current Cemetery Maintenance Contract agreement, but offered that we could add that requirement to the next contract bid which is slated to go out before next year's mowing season.

13. COMMISSION DISCUSSION TOPICS: None.

14. *APPROVAL OF BILLS

Approved By Consent Agenda.

15. ADJOURNMENT

Motion by Commissioner McConnell second by Commissioner Murphy to adjourn the meeting. Ayes: All. Nays: None. Absent: None. *Motion Carried.* Meeting adjourned at 7:26 p.m.

Pat Humphrey, Mayor

Diane Lyon, City Clerk