



CITY OF CLARE

202 West Fifth Street | Clare, Michigan 48617-1490

Office 989.386.7541 | Fax 989.386.4508

www.cityofclare.org

CLARE CITY COMMISSION

Monday, August 15, 2016

6:00 pm

AGENDA

CITY HALL

Ph 989.386.7541

Fx 989.386.4508

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. Selection of Engineer – ICE Grant (Ann Arbor Trail) Project
 - B. Appointment of Certifying Officer – ICE Grant Environmental Review
 - C. Engineering Proposal – Farwell-Clare 2017 Small Urban Project
 - D. Amendment of City Manager Contract
 - E. Approval of City Clerk Contract
 - F. Approval of City Treasurer/Finance Director Contract
 - G. Waste Treatment Plant IT Service Connectivity
8. **TREASURER'S REPORT**
9. ***DEPARTMENT REPORTS**
10. **CITY MANAGER'S REPORT**
11. ***COMMUNICATIONS**
12. **EXTENDED PUBLIC COMMENT**
13. **COMMISSION DISCUSSION TOPICS**
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, Pat Humphrey, Carolyn (Gus) Murphy, and Jean McConnell. Absent: Karla Swanson. Also present were Ken Hibl, City Manager; Steven Kingsbury, Treasurer and Finance Director; Jim Chapman, Fire Chief; and Diane Lyon, City Clerk.

2. CONSENT AGENDA:

Moved by Commissioner McConnell second by Commissioner Murphy 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: Karla Swanson. *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 – JOHN PEDJAC

Due to continuing budgetary challenges and constraints, the City was obliged to eliminate the full-time administrative position within the Clare Police Department. John Pedjac has served in this position for the past 13 years – 11 of which have been as a full-time employee of the City. Due to this personnel reduction within the Clare Police Department, John's employment with the City was terminated effective July 1, 2016. The City Commission is asked to formally recognize John for his dedicated service.

Motion by Commissioner Swanson second by Commissioner Murphy to recognize John Pedjac for his service to the City of Clare and its residents by adoption of Resolution 2016-088. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Carolyn (Gus) Murphy, and Jean McConnell. Nays: None. Absent: Karla Swanson. *Motion Carried.*

B. PRESENTATION OF LIFE SAVING PIN-FIREFIGHTER LINDSEY HAZEN

Ms. Lindsey Hazen, who is the manager at the Arby's Restaurant in Clare and one of our probationary firefighters, saved the life of one of her employees, Bob Keller, who coincidentally is a firefighter/first responder with Lincoln Township Fire & Rescue, by administering CPR when Mr. Keller had an apparent heart attack. The Commission is asked to publicly recognize Lindsey's heroic actions by presentation of a life-saving pin and resolution.

Motion by Commissioner Swanson second by Commissioner Murphy to recognize Firefighter Hazen for her heroic actions by adoption of Resolution 2016-087. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Carolyn (Gus) Murphy, and Jean McConnell. Nays: None. Absent: Karla Swanson. *Motion Carried.*

8. TREASURER'S REPORT

The Treasurer presented his report.

9. CITY MANAGER'S REPORT

Depot Crowd Funding Project. Our partronocity website reflects that we have raised \$4,835 of our \$25K goal as of July 27th with 22 days remaining to qualify for the \$25K match from MEDC.

Transition to Clare County Community Development Department for Building Services. We commenced our transition to Clare County's building services on July 26th. With the understanding that we are only in our third day of the transfer of these services, all seems

to be going well thus far – at least we’ve not received any complaints or concerns from our local contractors and property owners to date. In reality the impact to them should be insignificant as three of the four building trades (electrical, plumbing, & mechanical) inspectors remain unchanged as Clare County contracts these services with Isabella County just as we did. The only major changes have been the building inspector (now Mark Fitzpatrick), the approval of permits (now rests with Clare County vs. the City), the permit fee structure (Clare County is \$25 higher than the City for a basic permit – all other fee schedules are essentially identical) and scheduling of inspections (now done with the County, but we will continue scheduling inspections for all permits we issued until final inspections have been completed for those projects). Customers can still come to City Hall to complete a permit application, and we simply forward the app to the county – the County plans to purchase the software to allow on-line permit application in the near future). Clare County has the same philosophy as we have in respect to timely and efficient customer service, e.g., a simple (fence, windows or doors, roofs, decks, etc.) permit is typically approved the same day of applying for a building permit; Mark will conduct inspections on short notice and on weekends if needed. We are in daily contact with Lori Ware’s department to ensure the transition remains smooth and seamless; we are all committed to find a solution to any issue that may arise. As a side bar, our contract for plumbing, electrical, & mechanical permit and inspection services with Isabella County has no termination date. Tim Nieporte, the Isabella County Community Development Director (Lori Ware’s counterpart) and I have agreed that we would leave the contract in effect rather than terminate it in the event we decide in the future that we should again provide our own building department services.

501 Building Board of Appeals Request. The property owner of this building has asked that his request to appeal our building official ruling regarding a construction code interpretation be temporarily set aside pending further consideration and review.

411 Building Update. Construction of the loft apartments in this building (formerly the 415 Building) is scheduled to commence on Monday, August 1st.

Athletic Complex Update. The Operator’s Union has informed us that they will be ceasing work on the athletic complex project next week and will not be able to complete all excavation work on the project as anticipated due to the commitment of their operators to employment opportunities and the need for their equipment to undergo annual maintenance prior to commencement of their annual training period in September. While they were not able to complete the project this year, they will have six fields prepared for hydro-seeding, will have completed the storm water retention basin, and accomplished approximately 70% of the required work on the remaining fields prior to their departure. Remaining excavation work includes the parking lot, the trail system, and other required drainage ditches. We are tremendously grateful for the great work they accomplished and will draft a letter expressing that appreciation. While we will certainly submit a request that they return next year to complete the unfinished work, it is unknown whether they will be able to accommodate our request due to requests from other entities across the state.

Short-Notice Teamsters Audit. Diane received very short notice today of a planned audit of our Teamster Health Care Insurance Program to be conducted next week. Diane requested postponement due to the August 2nd Primary election and the fact that she will be on vacation; her request to postpone was approved. The audit is now scheduled for the last week of August.

August 2nd Primary Election. The City’s polling location (basement of the PMDL) will be open from 7am to 8pm on Tuesday, August 2nd; a copy of the sample ballot has been provided

Tax Tribunal Actions. Documentation related to the settlement of a Tax Tribunal case and a response to a Tax Tribunal Petition have been provided to the Commission.

Addendum:

Walmart. Walmart has expressed a desire to file an extension with the City on their Site Plan. We believe they intend to file that request for the September Planning Commission meeting.

CPS Superintendent Orientation. City Administration and Department Heads held an orientation of the city today for new Clare Schools Superintendent, James Walter II. Commissioners Swanson and McConnell joined the orientation luncheon with Mr. Walter held at the City's Municipal Airport at noon today.

10. *COMMUNICATIONS

Approved By Consent Agenda.

No significant communication other than that attached to the CM report was received or sent during this period.

11. EXTENDED PUBLIC COMMENT: None.

12. COMMISSION DISCUSSION TOPICS: Mayor Humphrey asked what impact the closing of the Police Department office has had on the Clerk's office. There has been some increase in paperwork but it has not significantly increased as the Police Chief and Officers have been picking up the slack in the absence of John Pedjac; there have been some growing pains but they (PD) are making adjustments. We do have more foot traffic of people who have first gone to the police department looking for assistance and those looking for the medication drop box which is now located in City Hall.

Commissioner McConnell wondered what happens to the drugs that are placed in the Medication Drop Box at City Hall. A court appointed officer must pick up the medications which are then taken to a crematory for incineration.

13. *APPROVAL OF BILLS

Approved By Consent Agenda.

14. ADJOURNMENT

Motion by Commissioner Murphy second by Commissioner McConnell to adjourn the meeting. Ayes: All. Nays: None. Absent: Karla Swanson. *Motion Carried.* Meeting adjourned at 6:24 p.m.

Pat Humphrey, Mayor

Diane Lyon, City Clerk

AGENDA REPORT

TO: Mayor & City Commission
FROM: Ken Hibl, City Manager
DATE: August 11, 2016
RE: Selection of Engineer – ICE Grant (Ann Arbor Trail) Project

For the Agenda of August 15, 2016

Background. The City has been invited to submit a Part II application for a Michigan Economic Development Infrastructure Capacity Enhancement (ICE) grant in the amount of \$509K to upgrade three blocks of four-inch water main on Ann Arbor Trail to eight-inch main lines and concurrently reconstruct the three blocks of roadway/street; we accepted the invitation. The City now requires the services of an engineering firm to complete the design of the project and provide oversight of construction during the course of the project. The grant criteria mandate that the engineer must be selected on a competitive basis.

The City solicited (*see copy of att'd notice and RFQ criteria*) Requests for Qualifications (RFQs) of engineers interested in providing the needed services. Six (CES of Milford, MI; Fleis & Vandenbrink of Midland, MI; Gourdie-Fraser of Traverse City, MI; Lapham Associates of Clare, MI; Moore & Bruggink of Grand Rapids, MI; and Rowe Professional Services Company of Mt. Pleasant, MI) RFQ proposals were received; all proposals met the RFQ criteria.

Three members of the City Staff (Steve Kingsbury, Al Jessup, and I) collectively reviewed and individually scored all of the proposals received and then added our individual scores with the mutual understanding that the highest combined score would likely be our recommended candidate engineer.

The engineering firm of Gourdie-Fraser received the highest numerical score. Steve, Al, & I unanimously selected GFA as our individual top choice, and we collectively recommend they be selected to be the company to provide the needed engineering services for this project. The City Commission is asked to affirm the recommendation by selecting Gourdie-Fraser to provide the required services.

Issues & Questions Specified. Should the City Commission designate Gourdie-Fraser to provide engineering services required for the ICE Grant (Ann Arbor Trail) Project?

Alternatives.

1. Designate Gourdie-Fraser to provide the engineering services for this project.
2. Designate one of the other five engineering firms that submitted proposals to provide the engineering services for the project.
3. Direct the solicitation of new/additional proposals.
4. Defer decision regarding the matter to a subsequently scheduled meeting.

Financial Impact. The financial impact is presently unknown; with the approval of the City Commission, the Clare City Manager will negotiate the cost of the needed services with the selected engineer.

Recommendation. I recommend that the City Commission designate Gourdie-Fraser as the firm to provide engineering services for the ICE/Ann Arbor Trail Grant Project and direct the Clare City Manager to negotiate the cost of the engineering services by adoption of Resolution 2016-090 (*copy att'd*).

Attachments.

1. RFQ Notice.
2. RFQ.
3. Resolution 2016-090.

REQUEST FOR QUALIFICATIONS

ENGINEERING SERVICES FOR UPGRADE OF THREE BLOCKS OF 4-INCH WATER MAIN LINES AND CONCURRENT RECONSTRUCTION OF THREE BLOCKS OF CITY STREET

The City of Clare is soliciting a Request for Qualifications for Engineering Services for the upgrade of three blocks of water main line and concurrent reconstruction of three blocks of city street. The purpose of this Request for Qualifications (RFQ) is to seek a qualified engineering firm to review and update completed design for the project; prepare bid documents and oversee/manage the project bid solicitation process; and provide construction engineering services; and to meet all the stipulated requirements of the MEDC and/or other state agencies in respect to design, construction, reporting, and administration associated with this project. The successful proposal will include the full discipline of engineering expertise and services including civil, mechanical, storm water, water, and environmental engineering. Complete requirements for this RFQ may be obtained by contacting the City Clerk at 989-386-7541 and are available at Clare City Hall.

Firms must submit a complete response to this RFQ in the format prescribed **by 5:00 p.m. Eastern time, Friday, August 5, 2016**, to the attention of the City Clerk at the City of Clare, 202 West Fifth Street, Clare, MI 48617.

If you have questions regarding this RFQ, please contact Ken Hibl, City Manager at khibl@cityofclare.org; (989) 386-4469.

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



REQUEST FOR QUALIFICATIONS

**ENGINEERING SERVICES FOR UPGRADE OF THREE BLOCKS OF 4-INCH WATER
MAIN LINES AND CONCURRENT RECONSTRUCTION OF THREE BLOCKS OF CITY
STREET**

CITY OF CLARE

DUE DATE: Friday, August 5, 2016 at 5:00 pm

Issued By

**City of Clare
202 West Fifth Street
Clare, Michigan 48617**

**Point of Contact: Ken Hibl, City Manager
Alternate Point of Contact: Steven Kingsbury**

Phone: 989.386-7541

Fax: 989.386-4508

Email: khibl@cityofclare.org or skingsbury@cityofclare.org

PART I

Scope of Work

- A. Description of Owner.** The City of Clare is an incorporated, full-service municipality and a Michigan Home Rule City.
- B. Project Description.** The City of Clare has received approval of a Part I Application for a \$509,000 Infrastructure Capacity Enhancement (ICE) grant from the Michigan Economic Development Corporation (MEDC) and has been invited to submit a Part II Application for the upgrade of three blocks of 4-inch water main line to 8-inch line and concurrent reconstruction of three blocks of city street. The purpose of this Request for Qualifications (RFQ) is to seek a qualified engineering firm to review and update completed design for the project; prepare bid documents and oversee/manage the project bid solicitation process; and provide construction engineering services; and to meet all the stipulated requirements of the MEDC and/or other state agencies in respect to design, construction, reporting, and administration associated with this project. The successful proposal will include the full discipline of engineering expertise and services including civil, mechanical, storm water, water, and environmental engineering. The selected firm will also have to demonstrate its past experience and list its successfully completed projects utilizing federal and state grant funds and will be required to demonstrate its ability to quickly assimilate and integrate the infrastructure of this project with the City's existing infrastructure. The engineering services to be provided will include:
- Attend City Commission meetings; provide presentations, advice, and recommendations at these meetings.
 - Coordination and meetings with the city staff, members of the MEDC staff, state agencies (MDEQ, etc.), Michigan public service providers (Consumer's Energy, DTE, etc.), other engineering firms, and other agencies and entities as directed by the City.
 - Review and update (as needed) completed design of all infrastructure elements of the project.
 - Provide necessary or required survey services.
 - Provide copies of "as-built" plans to the City upon completion of the project.
 - Retain copies of copies of all project records for a minimum of three years after grant close-out.
 - Prepare and distribute detailed plans for all project infrastructure elements.
 - Prepare, submit, and obtain applicable local, state, and federal permits related to the project or ensure that construction contractors obtain necessary permits.
 - Prepare and submit all required reports mandated by the City and other local and state agencies.

- Provide project construction management, oversight, and construction inspection services during the construction phase(s) of the project.
- Develop bid specifications, solicit bids, review and evaluate bids received, and make recommendations regarding selection of bidders/vendors for the project.
- Perform other duties and provide other project-related services requested by the City of Clare.

Any proposal that is received that does not include the services requested must include an explanation of how these services will be provided.

- C. **Statement of Qualifications Review.** The Clare City Staff will serve as the City's selection committee; will review the Statement of Qualifications received; will select individuals or firms for interviews, as determined necessary; and will conduct all pre-determined interviews. The selection committee will present its recommendation(s) to the Clare City Commission, which is the approval authority for the individual or firm selected and the approval authority for any/all contracts that will result from selection or are required for the project.

PART II

PROJECT CONTROL AND REPORTS

Project Control. Once selection of the individual or firm is approved by the Clare City Commission, the firm/individual (contractor) will report to the City Staff under the direction of the Clare City Manager. The Clare City Manager will determine the need for reports and forward all matters requiring decisions by the City's governing body to the Clare City Commission in accordance with the City's established purchasing policies and procedures. Progress reports will be submitted to the MEDC as required by that agency.

PART III

INFORMATION REQUIRED FROM ENGINEERING FIRMS OR APPLICANTS

All Statements of Qualifications must provide sufficient information to permit a determination that the engineering firm or individual has the expertise to meet the job requirements. The City of Clare reserves full discretion and authority to reject any Statement of Qualifications that it determines does not provide sufficient information to facilitate a determination of qualification for the job requirements. The most qualified bidder and the one that is deemed by the City to provide the most project benefit will be selected. The City's selection is final.

Statements of Qualification must be submitted in the format prescribed below.

- A. **Business Organization.** State the full name and address of your organization and, if applicable, the branch office or other subordinate element that will perform or assist in performing the work requested and to be performed. Indicate whether you operate as an individual, partnership, or corporation. If operating as a corporation, indicate the state in which you are incorporated. State whether you are licensed to operate and perform services in Michigan.
- B. **Statement of Job Requirements.** State in succinct terms your understanding of the job duties, functions, and responsibilities presented in this RFQ.
- C. **Management Summary.** Describe in narrative form the management structure, methods, and principles of your organization to provide the services described in this RFQ.
- D. **Authorized Negotiators.** Include the names, phone number, and any other contact information of personnel in your organization that are authorized to negotiate required contracts for this project.
- E. **Prior Experience Disclosure.** Using the project description and the required engineering services to be provided in this RFQ as a guide, applicants must clearly demonstrate an established competence and proven record of accomplishments – particularly in working with municipalities and on federal grant-funded projects.

The Statement of Qualifications submitted should include a listing of qualifying experience, past project descriptions (including project costs for each project listed), the role the applicant played in each of the past projects listed in the submittal, the starting and ending dates of projects successfully completed, a statement of whether the projects were completed within the timelines and budget parameters established by the client, and whether the client was satisfied by the work accomplished by the applicant. Additionally, the application must include the name, address, and contact information of the responsible official of the client organization who can verify the information submitted for each project listed.

- F. **Personnel.** The applicant must identify the firm that he/she is representing. Include the number of executive and professional personnel by skill and qualifications that will be employed for this specific project should the applicant be selected to complete the scope of work for the City of Clare. Identify key personnel by name and title and include resumes for the professional personnel listed.

- G. Time Frame.** Strictly for planning purposes of the selected applicant, the City of Clare anticipates that the duration of this project shall be three years from contract issuance to grant close-out.
- H. Miscellaneous.** The successful applicant will be subject to 15 C.F.R., Part 28, “New Limitations in Lobbying”. The selected applicant will be required to familiarize themselves with these provisions, to include qualification, and if selected will be required to provide the City of Clare with a completed Form CD-512 and a completed Form SF-LLL. The award is subject to Sub-Part C of 2 C.F.R, Part 1326.

PART IV

INTERVIEW SELECTION CRITERIA

All Statements of Qualifications received shall be subject to an evaluation by the staff of the City of Clare. This evaluation will be conducted in a manner appropriate to select firms for interview that may ultimately result in a recommendation to the Clare City Commission to enter into an agreement/contract to provide and perform the work described herein.

PART V

GENERAL TERMS

- A. Point of Contact.** This Request for Qualifications is issued by the City of Clare. The point of contact for the purposes of contract administration and questions regarding this RFQ is Ken Hibl, City Manager, City of Clare, 202 West Fifth Street, Clare, Michigan 48617; phone # 989.386.4469; khibl@cityofclare.org.
- B. Contract Award.** Interviews will be undertaken with those applicants whose Statement of Qualifications, in the sole discretion of the City of Clare selection committee, show them to be the most qualified, most responsible, most capable of performing the work, and providing the most benefit to the project. The selection will be subject to subsequent successful negotiation of compensation with the applicant considered best qualified. If agreement regarding compensation is not successfully achieved, subsequent negotiations will be undertaken with the next and subsequent best-qualified applicant(s) until compensation agreement is reached.
- C. Rejection of Proposals.** The City of Clare reserves the right to reject any and all proposals received or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the City and provide the most benefit to the project. The City of Clare does not intend to select the best-qualified

applicant solely on the basis of any response made to this solicitation but rather a compilation of all information available to the City.

- D. **Incurring Costs.** The City of Clare is not liable or responsible for any costs incurred by any applicant prior to the issuance of a contract between the City and the selected firm/applicant.
- E. **Inquiries.** Questions that arise as a result of this RFQ which require a written response shall be submitted in writing to the Clare City Manager. All questions must be submitted on or before July 29, 2016, which is one week prior to the August 5th due date for applications.
- F. **Addenda to the RFQ.** In the event it becomes necessary to revise any part of this RFQ, addenda will be provided to all firms who received or requested a copy of the RFQ. It is the applicant's responsibility to notify the Clare City Manager with the names and contact information of the applicant's key individual(s) to receive addenda.
- G. **Statement of Qualifications.** To be considered, firms must submit a complete response to this RFQ using the format prescribed in Part III. Each Statement of Qualifications must be submitted in three (3) copies to the City Clerk of the City of Clare, 202 West Fifth Street, Clare, Michigan 48617. One of the three copies must be unbound. Statements of Qualification must be signed by an official of the applicant firm who is authorized to enter into contracts for the firm.
- H. **Contract Payment Schedule.** Payment schedules will be determined in conjunction with contract negotiations with the selected applicant.
- I. **Disclosure of Contents.** Statements of Qualifications are subject to disclosure under the Michigan Freedom of Information Act (P.A. 1976, Act 442).
- J. **Independent Statement of Qualifications Determination.** By submission of a Statement of Qualifications, and in the case of a joint Statement of Qualifications, each party thereto certifies as to its own organization, that in connection with the Statement of Qualifications no attempt has been made or will be made to induce any other person or firm to submit or not submit a Statement of Qualifications for the purpose of restricting competition.
- K. **Applicant's Liability.** Liability insurance and other liability matters will be stipulated in the contract negotiated between the successful applicant and the City of Clare. Minimum insurance coverage required by the City of Clare will \$5,000,000 per claim and \$10,000,000 aggregate for public and profession liability; \$1,000,000 per claim and \$2,000,000 for property damage/general liability; \$5,000,000 per accident for errors & omissions and worker's compensation; and \$1,000,000 automotive liability.

- L. **City of Clare Liability.** The City of Clare, its officers, agents, and employees shall not, in any manner, be liable for any loss or damage to any person or property connected to or resulting from any work done under this project. Additionally, the selected applicant agrees to indemnify, defend, and save harmless the City of Clare, its officers, agents, and employees from any and all claims and losses accruing or resulting from this RFQ.

RESOLUTION 2016-090

A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING THE SELECTION OF GOURDIE-FRASER TO PROVIDE ENGINEERING SERVICES FOR THE ANN ARBOR TRAIL INFRASTRUCTURE ENHANCEMENT PROJECT.

WHEREAS, the City of Clare applied to the Michigan Economic Development Corporation (MEDC) for a \$509,000 Infrastructure Enhancement Capacity (ICE) grant to upgrade three blocks of four-inch water main on Ann Arbor Trail to eight-inch main lines and concurrently reconstruct the three blocks of roadway/street; and

WHEREAS, the City has been invited to submit a Part II grant application to MEDC for said project; and

WHEREAS, the City now requires the services of an engineering firm to complete the design of the project and provide oversight of construction during the course of the project; the grant criteria mandate that the engineer must be selected on a competitive basis; and

WHEREAS, the City solicited Requests for Qualifications (RFQs) of engineers interested in providing the needed services; six RFQ proposals were received; and

WHEREAS, all proposals met the RFQ criteria; and

WHEREAS, a City Staff selection team comprised of three members reviewed, evaluated, and numerically scored all six RFQs and unanimously recommended that Gourdie-Fraser of Traverse City be designated as the engineering firm to provide the needed engineering services for this project; and

WHEREAS, the City Commission has duly considered and evaluated said recommendation and concurs with the recommendation.

NOW THEREFORE BE IT RESOLVED THAT, the Clare City Commission hereby selects and designates the engineering firm of Gourdie-Fraser of Traverse City, Michigan to perform all required engineering services for the Ann Arbor Trail Infrastructure Enhancement Project.

BE IT FURTHER RESOLVED THAT the City Commission hereby directs its city manager to negotiate the fees for said services and present the results of said negotiations to the City Commission for consideration.

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 15th day of August 2016.

Diane Lyon, Clare City Clerk

AGENDA REPORT

TO: Mayor & City Commission
FROM: Ken Hibl, City Manager
DATE: August 12, 2016
RE: Appointment of Certifying Officer – ICE Grant Environmental Review

For the Agenda of August 15, 2016

Background. The City has been invited to submit a Part II application for a Michigan Economic Development Corporation (MEDC) Infrastructure Capacity Enhancement (ICE) grant in the amount of \$509K to upgrade three blocks of four-inch water main on Ann Arbor Trail to eight-inch main lines and concurrently reconstruct the three blocks of roadway/street; we accepted the invitation. A requirement of the grant criteria is the completion of an environmental review of the project area and the designation of a Certifying Officer (CO) for said review.

I queried MEDC to determine whether I could be designated as the CO for the purposes of this grant. I was advised that the Mayor should be appointed as the Certifying Officer as I would be the individual completing the Environmental Review. The City Commission is asked to appoint the Mayor as the CO for the required Environmental Review.

Issues & Questions Specified. Should the City Commission appoint Mayor Pat Humphrey as the Certifying Officer for the required ICE Environmental Review?

Alternatives.

1. Appoint Mayor Humphrey as the CO.
2. Appoint Mayor Pro Tem McConnell as the CO.
3. Do not appoint either party as the CO, thereby not fulfilling the requirements of the grant.
4. Defer decision regarding the matter to a subsequently scheduled meeting.

Financial Impact. The City is eligible to receive grant funds in the amount of \$509K if we successfully fulfill all elements of the grant criteria.

Recommendation. I recommend that the City Commission appoint Mayor Pat Humphrey as the Environmental Review Certifying Officer and concurrently appoint Mayor Pro Tem Jean McConnell as the Alternate CO by adoption of Resolution 2016-091 (*copy att'd*).

Attachment. Resolution 2016-091.

RESOLUTION 2016-091

A RESOLUTION OF THE CLARE CITY COMMISSION APPOINTING AN ENVIRONMENTAL REVIEW CERTIFYING OFFICER FOR AN INFRASTRURCTURE CAPACITY ENHANCEMENT (ICE) GRANT PROJECT.

WHEREAS, the City of Clare applied to the Michigan Economic Development Corporation (MEDC) for a \$509,000 Infrastructure Enhancement Capacity (ICE) grant to upgrade three blocks of four-inch water main on Ann Arbor Trail to eight-inch main lines and concurrently reconstruct the three blocks of roadway/street; and

WHEREAS, the City has been invited to submit a Part II grant application to MEDC for said project; and

WHEREAS, the City is required to complete an Environmental Review as a required element of said grant; and

WHEREAS, the appointment of an Environmental Review Certifying Officer is mandated for the purposes of validating the required Environmental Review; and

WHEREAS, the Clare City Manager will be completing the Environmental Review; therefore, it is necessary to select an elected official of the City to serve as the Certifying Officer for said Environmental Review; and

WHEREAS, the Mayor of Clare is the senior elected official of the City with the Mayor Pro Tem being the second most senior elected official.

NOW THEREFORE BE IT RESOLVED THAT, the Clare City Commission hereby appoints Mayor Pat Humphrey as the Environmental Review Certifying Officer for the purposes of validating an environmental review of the project area for an MEDC ICE Grant.

BE IT FURTHER RESOLVED THAT the City Commission hereby appoints Mayor Pro Tem Jean McConnell as the Alternate Certifying Officer for the purposes of validating an environmental review of the project area for an MEDC ICE Grant.

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 15th day of August 2016.

Diane Lyon, Clare City Clerk

AGENDA REPORT

TO: Mayor & City Commission
FROM: Ken Hibl, City Manager
DATE: August 12, 2016
RE: Engineering Proposal – Farwell-Clare 2017 Small Urban Project

For the Agenda of August 15, 2016

Background. The City is expected to receive a \$375,000 Farwell-Clare Small Urban Grant for a road project that must be completed in 2017 to assure receipt of the referenced grant funds. The City commissioned Gourdie-Fraser to conduct a traffic study to determine the best use of the Small Urban grant funds to support the anticipated future development in the north sector of the City. Gourdie-Fraser presented the results of the study to the City Commission in July and recommended a project to realign the westernmost portion of East Colonville Road and the northbound off-ramp of US-127 and concurrently relocate the E. Colonville Road/Clare Avenue intersection north of its present location to a point adjacent to the northbound on-ramp of US-127, thereby facilitating the possible future construction of a round-about at this intersection. This proposal has concurrence-in-principle of the Michigan Department of Transportation, but funding is not presently available to complete the entirety of the proposed project.

The City is working with Gourdie-Fraser and the Middle Michigan Development Corporation to develop a phased approach to this project and find additional sources of funding for the project. The primary objective of our discussions with these two entities is to maximize and leverage the Small-Urban grant funds. While we've determined a possible additional funding source, many variables and potential stumbling blocks remain to be ascertained and eliminated, respectively, before we are prepared to make a definitive recommendation to the City Commission regarding the scope of the project that should be undertaken using the Small-Urban grant funds. But regardless of the final scope of the project we recommend, there are a number (six items) of mandatory tasks that need to be taken now to assist us in determining the feasibility of any/all options available to us. Those tasks are outlined in the Gourdie-Fraser proposal (*copy att'd*) that I ask the City Commission to approve to provide us the opportunity to determine and evaluate the best alternatives available and make the best use of any potential funding.

Issues & Questions Specified. Should the City Commission approve the engineering proposal of Gourdie-Fraser?

Alternatives.

1. Approve the engineering proposal.
2. Approve a modified version of the proposal.
3. Do not approve the proposal.
4. Defer decision regarding the matter to a subsequently scheduled meeting.

Financial Impact. The cost of the Gourdie-Fraser engineering services for completion of the work outlined in the proposal is \$8,470.

Recommendation. I recommend that the City Commission approve the Gourdie-Fraser proposal adoption of Resolution 2016-092 (*copy att'd*).

Attachments.

1. GFA Proposal w/Attachments.
2. Resolution 2016-092.

August 11, 2016

Ken Hibl, Manager
City of Clare
202 W Fifth St
Clare, Michigan 48617

RE: Proposal for Preliminary Engineering Services
Colonville Road Extension

Dear Ken:

Thank you for the opportunity to submit this proposal for design services for the referenced road project. As discussed this letter, along with the attached "Standard Terms and Conditions" represents our contract for provision of consultant services for preliminary investigative services to determine the scope of services required for the desired road extension. Should you have any questions regarding the information contained herein please do not hesitate to contact me.

Project Description/Scope of Services

Preliminary investigative services will include a new wetland delineation of the property, soils investigation, and the DEQ site visit review. The wetland delineation will determine the limits of wetland along this parcel and the impacts to the desired alignment of the Colonville Road extension. The soils investigation will include four boring locations, two will be up to 20 feet deep to establish the consistency of the soil conditions within the desired realignment area. The other two will be shallower and nearer to the approach tie-ins with the existing Colonville Road and Clare Ave. This will be determined if consideration shall be given to subgrade undercutting or if geotextile stabilization will be necessary for inclusion in the design. The DEQ on site meeting review will facilitate the coordination to establish the requirements the DEQ will expect upon a permit application for the site improvements, such as if mitigation will be required and to the extents. GFA will attend the on-site meeting with the DEQ.

Clarifications and Assumptions

The project fee budget is based on the assumption that the following work items listed in this section will not be included in the scope of services at this time:

- Easement or right-of-way acquisition.
- Preliminary design services.

- Boundary survey and right of way survey services.
- Full topographic survey
- Construction phase services.
- Additional geotechnical services, if needed.

Responsibilities of Client/Owner

The Client/Owner shall furnish the following minimum information as necessary in reference to the Project:

- Coordinate access to the site with the private property owner.
- Provide previous DEQ applications and wetland delineation if available.
- All information available for the Project regarding explorations, tests, subsurface conditions, environmental assessments/audits/impact statements, and any interpretations thereof not part of the Consultants Services as specifically stated herein or previously provided.
- All information, as the Client/Owner becomes aware of, with regard to hazardous environmental conditions or materials that might affect the Project or Project site.
- Current title work that will identify any existing easements, restrictions or other encumbrances that could impact the work Proposed.

Additional Services

Any work desired by the City of Clare in addition to the work scope described above, can be completed by GFA on an hourly time and material basis in accordance with the attached 2016 Rate Schedule, or as a revision to this proposal.

Time Schedule

GFA can commence services immediately upon approval to commence work.

Fee

GFA will perform the project design services on a lump sum basis with the following budget not to be exceeded without prior written authorization.

Preliminary Engineering Services Colonville Rd Extension	\$ 8,470.00
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Contract Terms and Conditions

Exhibit 1 (attached), "Standard Terms and Conditions," dated April 2007 is incorporated into this proposal by reference.

Acceptance

If this proposal is acceptable to you, your signature on the enclosed copy of this letter and your initials on page 1 of Exhibit 1 "Standard Terms and Conditions" will serve as our authorization to proceed. Thank you for giving us the opportunity to be of service. We look forward to working with you on this project.

Gourdie-Fraser, Inc.
CONSULTANT

City of Clare
CLIENT/OWNER

_____	(Signature)	_____
Heather M. Jamison, P.E.	(Name)	
_____	(Title)	_____
Project Manager		
_____	(Date)	_____
August 11, 2016		

Attachments: Exhibit 1 – Standard Terms and Conditions
Exhibit 2 – 2016 Rate Schedule

EXHIBIT 1
STANDARD TERMS and CONDITIONS



1. BASIC SERVICES: Consultant will provide, or cause to be provided, the services set forth in the attached Proposal Letter and any subsequent services set forth in Client/Owner approved Authorization for Additional Services. Client/Owner shall pay the Consultant for such services in accordance with this Agreement.

2. CLIENT/OWNER'S RESPONSIBILITY: Client/Owner shall provide the Consultant with all available criteria and information regarding the Client/Owner's requirements for the Project including design objectives and performance requirements. The Client/Owner shall furnish copies of any documentation standards, if any, along with the required information noted in the Proposal Letter.

Client/Owner shall provide for safe access to the Project site and make provisions for access to public and private property as required for the Consultant to perform the stated services.

Client/Owner shall provide examination of information from the Consultant and render timely decisions pertaining thereto.

3. TIME FOR RENDERING SERVICES: This Agreement shall remain in effect until terminated as provided herein.

The time for performing services or providing deliverables will be as stated in the Proposal Letter or as adjusted by subsequent Authorizations. For the purposes of this Agreement the term "day" means a calendar day of 24 hours.

The time for a Consultant's performance will be extended to the extent performance was delayed by causes beyond the control of the Consultant.

4. SUSPENSION: If the Consultant's services are delayed or suspended by the Client/Owner for more than 30 days, through no fault of the Consultant, the Consultant shall be entitled to adjustments in rates or amounts of compensation to reflect incremental costs incurred due to the delay.

5. PAYMENTS TO CONSULTANT: Consultant shall prepare invoices for the Consultant's services in conjunction with the Project. Invoices will be prepared using the Consultant's standard format at least monthly and/or at the end of the Project. Invoices will include fees for reimbursable expenses to be invoiced at a rate of cost plus fifteen percent.

Invoices are due and payable upon receipt. If Client/Owner fails to make payment within 15 days of the invoice date, the amount due to the Consultant will increase 1½ % per month (18% per annum) or the maximum rate allowed by law.

In the event of disputed or contested invoices only the portion being contested shall be withheld from payment; the undisputed portion shall be paid.

In the event of termination, the Consultant shall be paid for all authorized services performed or furnished and all reimbursable expenses incurred up to the effective date of termination.

In the event of legislative action that imposes taxes, fees or costs on the Consultant, the Client/Owner shall be invoiced those taxes, fees or costs in addition to the Consultant's fees and reimbursables.

6. STANDARD OF PERFORMANCE: The standard of care for all professional Consultant and related services performed or furnished by the Consultant under this Agreement will be the care and skill ordinarily used by members of the Consultant's profession practicing under similar circumstances at the same time and in the same locality. Consultant makes no warranties, express or implied, under this Agreement or otherwise, in connection with Consultant's services.

Consultant shall serve as Client/Owner's prime professional under this Agreement. Consultant may employ such sub-consultants as Consultant deems necessary to assist in the performance of the services stated herein. Consultant shall not be required to employ any sub-consultant unacceptable to Consultant.

During the Construction Phase of Project, the Consultant shall not supervise, direct, or have control over a Contractor's work. The Consultant shall not have authority over the means, methods, techniques, sequences, or procedures of construction selected by the Contractor. The Consultant shall not have authority over the safety precautions and programs of a Contractor nor for any failure of a Contractor to comply with Laws and Regulations applicable to a Contractor's furnishing and performing work associated with Project. Consultant shall not guarantee the performance of any Contractor with regard to the Contract Documents.

It is understood that if Consultant is not under authorization for supplying Construction Phase services that the Client/Owner assumes all responsibility for interpretations of the Contract Documents and waives any claims against the Consultant connected thereto.

EXHIBIT 1
STANDARD TERMS and CONDITIONS



7. USE OF DOCUMENTS: All Documents are instruments of service. Consultant shall retain an ownership and property interest therein (including right of reuse at the discretion of the Consultant) whether or not the Project is completed.

Digital Project Documents can be provided to the Client/Owner in .pdf or .dwg formats using the Consultants current software. Release of any digital Documents requires the Client/Owner to accept the terms and conditions stated in the Consultants "Digital Information Release Agreement".

Client/Owner may make and retain copies of Documents for information and reference in connection the Project. Such Documents are not to be reused by Client/Owner or others on extensions of the Project for which they were prepared or on any other project. Any such reuse or modification, without written verification or adaptation by Consultant will be at the Client/Owner's sole risk and without liability or legal exposure to Consultant or Consultant's sub-consultants.

8. TERMINATION: Either party may terminate this Agreement upon 30 days notice of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party. The Agreement will remain in affect if the party receiving such notice begins to correct its failure within seven days of receiving such notice and proceeds diligently to cure such failure within no more than sixty days.

The Client/Owner may terminate this Agreement for convenience effective upon the receipt of such notice by Consultant.

9. CONTROLLING LAW: This Agreement is to be governed by the law of the State of Michigan.

10. SUCCESSORS, ASSIGNS, AND BENEFICIARIES: Client/Owner and Consultant each is hereby bound and the partners, successors, executors, administrators, and legal representatives of each are hereby bound to this Agreement.

Neither the Client/Owner nor Consultant may assign, sublet, or transfer any rights under or interest in this Agreement without written consent of the other unless such assignment, subletting or transfer is mandated or restricted by law.

11. DISPUTE RESOLUTION: Client/Owner and Consultant agree to negotiate all disputes between them in

good faith for a period not to exceed 30 days from the date of notice.

If the Client/Owner and Consultant are unable to resolve a dispute through the above stated process, the parties agree that all disputes between them arising out of or relating to this Agreement or the Project shall be submitted to non-binding mediation unless the parties mutually agree otherwise.

12. ALLOCATION OF RISK: To the fullest extent permitted by law, Client/Owner and Consultant (1) waive against each other, and the other's employees, offices, directors, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project, and (2) agree that Consultant's total liability to Client/Owner under this Agreement shall be limited to the amount of the Consultant's fee. Consultant's liability shall be limited only to those damages resulting directly from Gourdie-Fraser, Inc.'s negligence.

The parties acknowledge that Consultant's scope of services does not include any services related to hazardous environmental conditions. If such conditions are encountered the Consultant may, without liability, suspend services.

13. APPLICABILITY OF CONTINUING AGREEMENT: The terms and conditions set forth in this Agreement apply to each future authorization for services unless specifically modified. In the event of conflict between language herein and future authorization language, the authorization language shall take precedence for that authorization. Modifications to this Agreement shall be made in writing.

Any provision or part of the Agreement held to be void or unenforceable under any Laws or Regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding. Such stricken provisions shall be reformed to replace the stricken provision with one that is enforceable and is as close as possible to expressing the intention of the original.

_____ (initials)



2016 BILLING RATES

Classification	Hourly Rate	Classification	Hourly Rate
Principal in Charge	\$150	Director of Surveying	\$145
Engineering Office Manager	\$120	Director of Hydrographic Surveying	\$135
Senior Project Manager	\$120	Professional Surveyor II	\$115
Project Manager	\$115	Project Surveyor	\$85
Structural Engineer	\$120	Survey Crew Chief	\$72
Project Engineer	\$95	Survey Crew Person	\$56
Design Engineer	\$90	1 Person Survey Crew	\$95
Design CAD Leader	\$85	Senior Testing & Inspection Technician	\$70
Design CAD Technician III	\$80	Testing & Inspection Technician II	\$63
Design CAD Technician II	\$75	Testing & Inspection Technician I	\$54
Design CAD Technician I	\$70	Operations & Maint. Proj. Manager	\$95
Construction Layout Technician	\$56	Operations & Maintenance Technician II	\$70
Marketing Coordinator	\$70	Operations & Maintenance Technician I	\$55
		Administrative Assistant	\$55

REIMBURSABLE CHARGES

Reimbursables such as off-site printing, postage, permits, sub consultants, rentals, etc. will be invoiced at cost plus 15%.
Expert Witness Testimony & Preparation will be invoiced at 1.5 x billing rate

Prints, Plots & Copies	B & W	Color	Survey Equipment Rental Cost	
8½ x 11	\$0.10	\$0.20	C10 Scanner	\$1,500.00 Day
8½ x 14	\$0.15	\$0.30	C10 Scanner	\$1,000.00 4 Hours
11 x 17	\$0.20	\$0.40	C10 Scanner	\$400.00 Hour
24 X 36	\$3.00	\$6.00	Digital Level	\$30.00 Day
Other Sizes	\$.50 SF	\$1.00 SF	Static GPS Rental (per Receiver)	\$150.00 Day
Binding	\$3.00	\$3.00	Robotic Total Station	\$30.00 Hour
				\$200.00 Day
				\$30.00 Hour
Travel			Real Time GPS	\$200.00 Day
Mileage	\$0.575 Mile		ATV or Snowmobile	\$350.00 Day
Per Diem (Day)	\$107.00 Day		Hydrographic Sounder (single beam)	\$350.00 Day
			Surveyor Boat I - 14'	\$130.00 Day
Misc.			Surveyor Boat II - 16'	\$175.00 Day
Postage/Shipping Costs	Cost Plus 15%		Surveyor Boat III - 22'	\$300.00 Day
Permit Fees	Cost Plus 15%		Surveyor Kayak	\$25/\$100 Day/Week
Computer	\$14.00 Day		Lath	\$0.37 Each
Rentals	Cost Plus 15%		Curb Stakes and/or Slope Stakes	\$0.49 Each
Generator	\$25.00 Hour		Station Stakes	\$0.98 Each
Materials Testing Equipment				
Beam Breaker	\$50.00 Day			
Concrete Beams	\$25.00 Each			
Coring Machine	\$75.00 Day			
12" Core Bit Extractor	\$100.00 Day			
Concrete Cylinder	\$20.00 Each			
Nuclear Density Gauge	\$54.00 Day			
O & M Equipment	Daily Rate	Weekly Rate	Monthly Rate	
Portable Sampler	\$40	\$200	\$450	
Portable Flow Meter	\$50	\$275	\$600	
Fresh Air Blower	\$20	\$100	\$165	
Gas Meter	\$15	\$75	\$165	
Tripod with Harness	\$15	\$75	\$165	
Rain Gauge with Data logger	NA	\$50	\$110	

05/02/2016

RESOLUTION 2016-092

A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING AN ENGINEERING PROPOSAL OF GOURDIE-FRASER RELATED TO A 2017 SMALL-URBAN GRANT PROJECT.

WHEREAS, the City of Clare is expected to receive a \$375,000 Farwell-Clare Small Urban Grant for a road project that must be completed in 2017; and

WHEREAS, the City commissioned Gourdie-Fraser to conduct a traffic study to determine the best use of the Small Urban grant funds to support the anticipated future development in the north sector of the City; and

WHEREAS, Gourdie-Fraser presented the results of the study to the City Commission in July and recommended a project to realign the westernmost portion of East Colonville Road and the northbound off-ramp of US-127 and concurrently relocate the E. Colonville Road/Clare Avenue intersection north of its present location to a point adjacent to the northbound on-ramp of US-127, thereby facilitating the possible future construction of a round-about at this intersection; and

WHEREAS, while the proposed project has the support of all primarily affected entities in principle, funding is not available to complete the project, thus a phased approach is being considered and developed; and

WHEREAS, regardless of the final scope of the project recommended for consideration, there are a number of essential tasks that need to be completed now to assist in determining the feasibility of any/all options available and to ensure the best utilization of any funding available; and

WHEREAS, Gourdie-Fraser has outlined said essential tasks in a formal proposal for the City's consideration; and

WHEREAS, the City Staff has reviewed said proposal and recommends approval; and

WHEREAS, the City Commission has reviewed and considered said proposal and the recommendation of its staff and determined that said recommendation is sound, reasonable, and prudent; and .

NOW THEREFORE BE IT RESOLVED THAT, the Clare City Commission hereby approves the proposal of Gourdie-Fraser to complete the engineering services outlined in said proposal to support a 2017 Farwell-Clare Small Urban Grant Project.

BE IT FURTHER RESOLVED THAT the City Commission hereby authorizes its city manager to execute any and all documents associated with said Gourdie-Fraser proposal.

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 15th day of August 2016.

Diane Lyon, Clare City Clerk

AGENDA REPORT

To: Mayor Pat Humphrey and the Clare City Commission
From: Ken Hibl, City Manager
Date: August 11, 2016
Re: Amendment to City Manager Contract

For the Agenda of August 15, 2016

Background. My current contract with the City (*copy att'd with amendments*) expires on March 16, 2017. I ask that the City Commission consider amending the contract with a new expiration date of June 30, 2018 and authorizing an additional forty (40) hours of PTO annually (*see copy of att'd amendment*). All other terms of the current contract would remain in effect unless otherwise directed by the Commission.

Issues & Questions. Should the City Commission amend the city manager contract as requested?

Alternatives.

1. Amend the contract as requested.
2. Amend terms of the contract other than requested.
3. Do not amend the current contract.
4. Set the decision aside to a subsequently scheduled public meeting.

Financial Impact. There is no fiscal impact to the City with the proposed contract amendment.

Recommendation. If the City Commission is inclined to favorably consider this request, I ask that you do so by adoption of Resolution 2016-093 (*copy att'd*).

Attachments.

1. Current Contract w/Amendments.
2. Proposed Contract Amendment.
3. Resolution 2016-093.

**AMENDMENT TO CITY MANAGER
EMPLOYMENT AGREEMENT**

WHEREAS, the City of Clare and Ken A. Hibl have executed an employment agreement, said agreement to terminate on March 16, 2017.

WHEREAS, the City of Clare and Ken A. Hibl have mutually agreed to amend said employment agreement.

NOW THEREFORE IT IS AGREED THAT the employment agreement presently in effect between the City of Clare and Ken A. Hibl, to include all amendments, shall again be amended to reflect a change in the termination date from March 16, 2017 to June 30, 2018 and authorize an additional forty (40) hours of PTO annually. All other terms and conditions of the existing agreement with all amendments shall remain in effect.

Witnesses:

City of Clare:

**Pat Humphrey
Mayor**

**Diane Lyon
City Clerk**

Employee:

**Ken Hibl
City Manager**

Signed this _____ day of _____, 2016 in Clare County, Michigan

RESOLUTION 2014-022

A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING AN AMENDMENT TO THE CLARE CITY MANAGER EMPLOYMENT CONTRACT.

WHEREAS, the City of Clare has an employment contract in effect with Ken Hibl, its present city manager; and

WHEREAS, said contractual agreement shall expire on March 16, 2014; and

WHEREAS, Ken Hibl has asked the City Commission to consider amending said employment contract by extending the contract expiration date to March 16, 2017 and allowing 80 additional hours of personal time off (PTO) annually.

WHEREAS, the City Commission has discussed and considered said request.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Clare hereby approves an amendment to the employment contract of Ken Hibl, the Clare City Manager, said amendment extending the expiration date of said employment contract to March 16, 2017 and allowing 80 additional hours of personal time off (PTO) annually.

ALL RESOLUTIONS AND PARTS OF RESOLUTIONS INSOFAR AS THEY CONFLICT WITH THE PROVISIONS OF THIS RESOLUTION BE AND THE SAME ARE HEREBY RESCINDED.

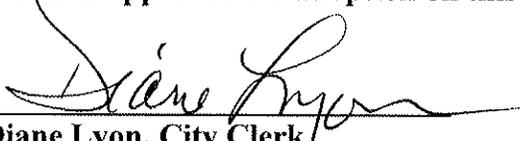
The Resolution was introduced by Commissioner Swanson supported by Commissioner Bonham. The Resolution declared adopted by the following roll call vote:

YEAS: Bob Bonham, Jean McConnell, and Karla Swanson.

NAYS: None.

ABSENT: Pat Humphrey and Carolyn (Gus) Murphy.

Resolution approved for adoption on this 17th day of February 2014.


Diane Lyon, City Clerk

**AMENDMENT TO CITY MANAGER EMPLOYMENT
AGREEMENT**

WHEREAS, the City of Clare (City) Ken A. Hibl have executed an employment agreement, which terminates in March 2014; and

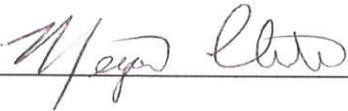
WHEREAS, the City of Clare and Ken Hibl have mutually agreed to amend said employment agreement.

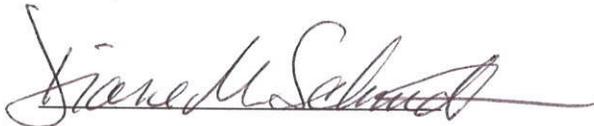
NOW THEREFORE IT IS AGREED THAT the employment agreement presently in effect between the City of Clare and Ken A. Hibl shall be amended to reflect a change to **Section 7 - Salary** as outlined herein. All other terms and conditions of the existing contractual agreement shall not change and shall remain in effect throughout the period of the contractual agreement.

Section 7 - Salary.

- A. A three and a half per cent (3.5%) salary increase shall be applied effective July 1, 2007 and remain in effect through June 30, 2008.
- B. All subsequent salary increases and other benefit increases during the stipulated Agreement period shall be separately negotiated with and approved by the City Commission.

Witnesses:





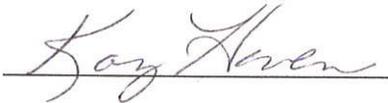
City of Clare

By: 

**Pat Humphrey
Its Mayor**

By: 

**Kay Haven
Its Clerk**



Contractor
By: 

Ken A. Hibl

Signed this 10th day of July, 2007 in Clare County, Michigan.

RESOLUTION 2008-057

A RESOLUTION OF THE CLARE CITY COMMISSION AMENDING AN EXISTING EMPLOYMENT CONTRACT WITH KEN A. HIBL.

WHEREAS, the City of Clare and Ken A. Hibl have executed an employment agreement, which expires in March 2014.

WHEREAS, a stipulation of said agreement mandates that the salary and compensation shall be negotiated annually throughout the term of the contractual agreement; and

WHEREAS, the City has proposed to Ken A. Hibl to amend the terms of said agreement to increase the salary paid to said individual by an amount equal to a 3.5% increase over the current salary paid.; and

WHEREAS, Ken A. Hibl has agreed to the terms of said proposed amendment.

NOW THEREFORE BE IT RESOLVED THAT the City Commission hereby approves an increase to the salary paid to Ken Hibl, its' City Manager, by an amount equal to three and a half per cent (3.5%) above the amount currently paid, said salary increase to become effective on the 1st day of July 2008 and terminating on the 30th day of June 2009.

ALL RESOLUTIONS AND PARTS OF RESOLUTIONS INSOFAR AS THEY CONFLICT WITH THE PROVISIONS OF THIS RESOLUTION BE AND THE SAME ARE HEREBY RESCINDED.

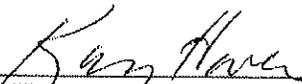
The Resolution was introduced by Commissioner Bill Horwood and supported by Commissioner Jean McConnell. The Resolution declared adopted by the following roll call vote:

YEAS: Jennifer Dancer, Bill Horwood, Tom Koch, Jean McConnell and Pat Humphrey

NAYS: None

ABSENT: None

Resolution approved for adoption on this 7th day of July 2008.



Kay Haven, City Clerk

**CONTRACTUAL AGREEMENT
BETWEEN
THE CITY OF CLARE
AND
KEN A. HIBL**

This Agreement is made and entered into this 20th day of February 2006, by and between the CITY OF CLARE, a municipal corporation, herein and after called "Employer," and KEN A. HIBL, herein and after called "Employee." Both of the aforementioned parties understand and agree to the stipulations, terms, and conditions of this Contractual Agreement described herein.

WHEREAS, the Employer desires to employ the continued services of Ken A. Hibl as the City Manager of the City of Clare as provided by Charter; and

WHEREAS, it is the desire of the City Commission of the City of Clare to provide certain benefits, maintain certain established conditions of employment, and to set working conditions of said Employee; and

WHEREAS, the Employee desires to continue employment as the City Manager of the City of Clare.

NOW THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

Section 1 - Employment Status.

The Employee's status under the terms of this Agreement is simply a restatement of the Charter of the City of Clare, which stipulates that the City Manager is appointed by and serves at the pleasure of the City Commission. He may be discharged with or without cause.

Section 2 - Duties.

The Employer agrees to employ Ken A. Hibl as the City Manager of the City of Clare to perform the functions and duties specified in the City Charter and the City Codes of the City of Clare and to perform other legally permissible and proper duties and functions as the City Commission shall, from time to time, assign.

Section 3 - Termination.

This Contractual Agreement shall cover an eight-year and two-month period commencing February 20, 2006 and terminating on March 16, 2014. The employment and compensation outlined herein may be terminated, with or without cause, and with or without notice, at any time, at the option of the Employer or the Employee. No individual City Commissioner, the City Manager, no City Employee or Administrator, other than by act of the City Commission itself, has any authority to enter into, modify, or make any agreement for employment for any specified

period of time or to make any agreement to the contrary to the terms of this Agreement.

Section 4 - Suspension.

The Employer may, at its discretion, suspend the Employee with full pay and benefits at any time during the term of this Agreement.

Section 5 - Severance Pay.

If the Employer elects to terminate the Employee prior to March 16, 2014 for reason(s) other than founded felony-offense misconduct or for documented, proven, and repetitive failure to meet established and mutually agreed-upon performance standards and objectives during any two consecutive-year period, the Employer shall compensate the Employee three-quarters (equivalent to nine months) of his annual salary at the time of termination, continue existing Life Insurance and Medical Insurance coverage for a 180-day period at City expense, and compensate the Employee for all accrued vacation, all accrued sick time, and all accrued personal time.

Section 6 – Disability.

If the Employee is permanently disabled or is otherwise unable to perform his duties due to non-work related sickness, accident, injury, or mental incapacity for a period of eight (8) weeks beyond any accrued sick leave, the Employer shall have the option to terminate this Agreement, subject to the severance pay requirements of Section 5.

Section 7 - Salary.

The Employee's base salary for the stipulated contract period shall be \$59,117 annually paid in equal installments on a bi-weekly basis. The base salary shall be increased as outlined below:

- A. A three percent salary increase shall be applied effective July 1, 2006 and remain in effect through June 30, 2007. The resultant increase shall become the new base salary upon which future salary increases shall be applied.
- B. All subsequent salary increases and other benefit increases during the stipulated Agreement period shall be separately negotiated with and approved by the City Commission.

Section 8 - Performance Evaluation.

- A. The City Commission shall review and evaluate the performance of the Employee at least once annually. The review and evaluation shall be in accordance with specific criteria and standards developed jointly by the Employer and the Employee. Special evaluations may be provided at any time at the discretion of the City Commission or may be requested once semi-annually by the Employee. The Mayor shall provide the Employee with a signed summary written statement of the findings of the City Commission's evaluation and provide an adequate opportunity for the Employee to discuss his evaluation with the City Commission. The Employee shall have the right

to request that any proceedings under this provision be in closed session under the provisions of the Open Meetings Act. Annual evaluations shall be retained in the personnel files of the Employer.

- B. Every year in conjunction with the approval of the City's operating budget, the City Commission and the Employee shall define such goals and performance objectives determined necessary for the proper operation of the City. The City Commission shall establish a relative priority among the stated performance objectives and goals. Said goals and objectives shall be reduced to writing. The established objectives and goals shall be generally attainable within prescribed time periods, annual operating and capital budgets, appropriations, and resources provided.
- C. In effecting the provisions of this Section, the Employer and Employee mutually agree to abide by the provisions of applicable law.

Section 9 - Hours of Work.

It is recognized that the Employee must devote a great deal of time outside of normal office hours to accomplish the business of the Employer. To that end, the Employee shall be allowed to take time off as he deems appropriate during normal office hours.

Section 10 - Automobile.

The Employer shall provide an automobile to be utilized in the course of day-to-day business of the City. If the Employee utilizes his personal automobile, reimbursement for mileage shall be paid by the Employer at the rate permitted by the Internal Revenue Service.

Section 11 - Vacation, Sick Leave, Court Duty, Personal Time, Funeral Leave, and Holidays.

- A. **Vacation.** The Employee shall be credited with 24 days of vacation time annually. Annual vacation shall not be carried over; it shall be used, purchased by the Employer in accordance with the terms of the contractual agreement, or lost at the end of the City's annual fiscal year. The Employer may compensate the Employee for up to ten days of unused vacation time by purchasing said vacation time from the Employee at the end of the City's fiscal year (June 30th) upon request of the Employee.
- B. **Sick Leave.** The Employee shall be credited with ten days of sick leave annually. Sick leave shall not be carried over; it shall be used, purchased by the Employer in accordance with the terms of the contractual agreement, or lost at the end of the City's annual fiscal year. The Employer may compensate the Employee for up to ten days of unused sick time by purchasing said sick time from the Employee at the end of the City's fiscal year (June 30th) upon request of the Employee.
- C. **Court Duty.** The Employee shall be granted the ability to appear in Court to serve required jury duty or appear in court on behalf of the City. This duty shall be with established pay and benefits normally accorded the Employee.

- D. Funeral Leave.** The Employee shall be granted three (3) days of Funeral Leave to attend a funeral of a member of his immediate family. One (1) day of Funeral Leave shall be granted for attending a funeral of a close relative. Funeral leave shall not be carried over.
- E. Personal Time.** The Employee shall be credited with three (3) days of personal time annually. Personal time will not be carried over – it shall be either used or lost during the period of the Agreement.
- F. Holidays.** The Employee shall receive the paid holidays that are provided other City employees.

Section 12 - Disability, Health, & Life Insurance.

- A.** The Employer agrees to provide hospital, surgical, and comprehensive medical insurance coverage for the Employee and his eligible dependents in an amount equal to that which is provided other City employees. The Employer shall pay for the premiums of said coverage.
- B.** The Employer shall provide dental coverage to the Employee and his eligible dependents in a manner and policy consistent with that afforded regular, full-time employees of the City.
- C.** The Employer shall provide a term life policy paid by the City with the principal sum consistent with that afforded regular, full-time employees of the City.

Section 13 - Retirement.

The Employee shall be entitled to contribute to a retirement program of his choosing. The Employer shall make a monthly contribution in an amount equal to 10% of the Employee's gross wages on behalf of the Employee to a pension fund designated by the Employee; this percentage shall increase to 12% of the Employees gross wages effective on the 1st day of July 2006.

Section 14 - Dues and Subscriptions.

The Employer agrees to pay for professional dues and subscriptions of the Employee in an amount approved and appropriated in the City's annual operating budget.

Section 15 - Professional Development.

- A.** The Employer agrees to pay for the professional development expenses of the Employee in an amount approved and appropriated in the City's annual operating budget. These expenses include registration fees, course attendance fees, and other fees related to the Employee's attendance at professional seminars, meetings, and institutes – to include travel, lodging, and subsistence.
- B.** The Employee agrees that he will not accept any outside long-term (more than one week in duration) employment without the express permission of the City Commission.

Section 12 - Bonding.

The Employer shall bear the full costs of all fidelity bonds or other bonds required of the Employee under any law or ordinance or required in fulfilling the Employer's expressed or implied conditions of Employment.

Section 13 - General Provisions.

- A. The text herein shall constitute the entire Agreement between the Parties.
- B. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of the Employee.
- C. This Agreement shall be come effective commencing January 16, 2006 and shall terminate on March 16, 2014.
- D. If any provision of this Agreement is held unconstitutional, invalid, or unenforceable, the remainder of this Agreement shall be deemed severable; shall not be affected; and shall remain in full force and effect.

This Contractual Agreement was approved by Resolution of the City Commission of the City of Clare on the 20th day of February 2006.

The Agreement is entered into

BY: Pat Humphrey
Pat Humphrey, Mayor

AND

BY: Ken A. Hibel
Ken A. Hibel, City Manager

DATE: 3/6/06

DATE: 03/03/06

RESOLUTION 2016-093

A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING AN AMENDMENT TO THE CLARE CITY MANAGER CONTRACT.

WHEREAS, the City of Clare and its City Manager enjoy a contractual agreement outlining the terms, conditions, and stipulations of employment of the Clare City Manager; and

WHEREAS, said contract and its amendments shall expire on March 17, 2017; and

WHEREAS, the Clare City Manager has requested to extend said contractual agreement until June 30, 2018 and authorize an additional forty (40) hours of PTO annually; and

WHEREAS, the City Commission has duly considered and discussed the request of its City Manager and determined it to be reasonable and acceptable.

NOW THEREFORE BE IT RESOLVED THAT, the Clare City Commission hereby approves an amendment to the Clare City Manager's employment contractual agreement by extending the termination date of said agreement until June 30, 2018 and authorizing an additional forty (40) days of PTO annually.

WHEREAS, all other terms and conditions of said employment agreement and all amendments to said agreement shall remain in effect and remain unchanged unless specifically changed by approval of the Clare City Commission.

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 15th day of August 2016.

Diane Lyon, Clare City Clerk

AGENDA REPORT

To: Mayor Pat Humphrey and the Clare City Commission
From: Ken Hibl, City Manager
Date: August 11, 2016
Re: Approval of City Clerk Contract

For the Agenda of August 15, 2016

Background. The employment contract of Diane Lyon, the Clare City Clerk, has expired. The Clare City Commission is asked to consider approving a new employment agreement (*copy of proposed agreement att'd*). The City Attorney has reviewed the format and content of the proposed agreement and opined it is acceptable and proper.

Issues & Questions. Should the City Commission approve a new employment agreement for its City Clerk?

Alternatives.

1. Approve the employment agreement for its City Clerk.
2. Approve an amended version of the proposed employment agreement for its City Clerk.
3. Do not approve a new employment agreement for its City Clerk.
4. Set the decision aside to a subsequently scheduled public meeting.

Financial Impact. The fiscal aspects of the proposed agreement have already been considered and are incorporated in the approved FY 2016/2017 Operating Budget. Fiscal considerations of the proposed agreement will similarly be addressed and incorporated in future annual budgets.

Recommendation. I recommend the Clare City Commission approve the proposed employment agreement for its City Clerk by adoption of Resolution 2016-094 (*copy att'd*).

Attachments.

1. Proposed Employment Agreement.
2. Resolution 2016-094.

**CONTRACTUAL AGREEMENT
BETWEEN
THE CITY OF CLARE
AND
DIANE M. LYON**

This Agreement is made and entered into this 15TH day of August 2016, by and between the CITY OF CLARE, a municipal corporation, herein and after called “Employer,” and Diane Lyon, herein and after called “Employee.” Both of the aforementioned parties understand and agree to the stipulations, terms, and conditions of this Contractual Agreement described herein.

WHEREAS, the Employer desires to employ the continued services of Diane Lyon as the City Clerk of the City of Clare as provided by Charter; and

WHEREAS, it is the desire of the City Commission of the City of Clare to provide certain benefits, maintain certain established conditions of employment, and to set working conditions of said Employee; and

WHEREAS, the Employee desires to continue employment as the Clerk of the City of Clare.

NOW THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

Section 1 - Employment Status.

The Employee’s status under the terms of this Agreement is simply a restatement of the Charter of the City of Clare, which stipulates that the City Clerk is appointed by and serves at the pleasure of the City Commission. She may be discharged with or without cause.

Section 2 - Duties.

The Employer agrees to employ Diane Lyon as the City Clerk of the City of Clare to perform the functions and duties specified in the City Charter and the City Codes of the City of Clare and to perform other legally permissible and proper duties and functions as the City Commission shall, from time to time, assign.

Section 3 - Termination.

This Contractual Agreement shall cover a period of four (4) years commencing August 15, 2016 and terminating on August 14, 2020. The employment and compensation outlined herein may be terminated, with or without cause, and with or without notice, at any time, at the option of the Employer or the Employee. No individual City Commissioner, the City Manager, no City Employee or Administrator, other than by act of the City Commission itself, has any authority to enter into, modify, or make any agreement for employment for any specified period of time or to make any agreement to the contrary to the terms of this Agreement.

Section 4 - Suspension.

The Employer may, at its discretion, suspend the Employee with full pay and benefits at any time during the term of this Agreement.

Section 5 - Severance Pay.

If the Employer elects to terminate the Employee prior to August 14, 2020, the Employer shall compensate the Employee nine (9) months of her annual salary at the time of termination, continue existing Life Insurance and Medical Insurance coverage for a 180-day period, and compensate the Employee for all accrued personal time off (PTO) and all accrued personal time. The City may elect not to renew the contract at the end of the stipulated contract period. If the contract is not renewed, the City agrees to pay the City Clerk six (6) months aggregate salary and continue all benefits at the City's expense in periodic payments, the same as if the City Clerk maintained employment. The Employer shall compensate the Employee for all accrued personal time off (PTO) and all accrued personal time.

Section 7 – Disability.

If the Employee is permanently disabled or is otherwise unable to perform his duties due to non-work related sickness, accident, injury, or mental incapacity for a period of twelve (12) weeks beyond any accrued sick leave, the Employer shall have the option to terminate this Agreement, subject to the severance pay requirements of Section 5.

Section 6 - Salary.

The Employee's salary for the stipulated contract period shall be \$43,000 annually paid in equal installments on a bi-weekly basis. Annual salary or other benefit changes during the stipulated Agreement period shall follow those negotiated and agreed to within the Teamsters Supervisors Employment Contract unless separately negotiated with and approved by the City Commission.

Section 8 - Performance Evaluation.

- A. The City Commission shall review and evaluate the performance of the Employee at least once annually. The review and evaluation shall be in accordance with specific criteria and standards developed jointly by the Employer and the Employee. Special evaluations may be provided at any time at the discretion of the City Commission or may be requested once semi-annually by the Employee. The Mayor shall provide the Employee with a signed summary written statement of the findings of the City Commission's evaluation and provide an adequate opportunity for the Employee to discuss his evaluation with the City Commission. The Employee shall have the right to request that any proceedings under this provision be in closed session under the provisions of the Open Meetings Act. Annual evaluations shall be retained in the personnel files of the Employer in accordance with the City's retention schedule requirements.
- B. In effecting the provisions of this Section, the Employer and Employee mutually agree to abide by the provisions of applicable law.

Section 9 - Hours of Work.

It is recognized that the Employee must devote a great deal of time outside of normal office hours to accomplish the business of the Employer. To that end, the Employee shall be allowed to take time off as she deems appropriate during normal office hours.

Section 10 – Mileage Reimbursement.

If the Employee utilizes her personal automobile, reimbursement for mileage shall be paid by the Employer at the rate permitted by the Internal Revenue Service.

Section 11 – Paid Time Off, Court Leave, Personal Time, Funeral Leave, and Holidays.

- A. PTO. The Employee shall be credited with PTO annually in an amount equal to that which is provided other City employees under the terms of tenure stipulated in the Teamsters Union Supervisor’s Labor Contract..**
- B. The Employer may compensate the Employee for up to ten days of unused PTO by purchasing said paid time off from the Employee at the end of the City’s fiscal year (June 30th) upon request of the Employee.**
- C. Court Leave. The Employee shall be granted Court Leave with pay to allow the Employee to serve required jury duty or appear in court on behalf of the City.**
- D. Funeral Leave. The Employee shall be granted three (3) days of Funeral Leave to attend a funeral of a member of her immediate family. One (1) day of Funeral Leave shall be granted for attending a funeral of a close relative. An additional two (2) days of funeral leave may be taken at any time during the year following the funeral for the purpose of fulfilling their duties as executor. Funeral leave shall not be carried over.**
- E. Personal Time. The Employee shall be credited with three (3) days of personal time annually. Personal time will not be carried over – it shall be either used or lost during the period of the Agreement.**
- F. Holidays. The Employee shall receive the paid holidays that are provided other City employees under the terms stipulated in the Teamsters Union Supervisor’s Labor Contract.**

Section 12 - Disability, Health, & Life Insurance.

- A. The Employer agrees to provide hospital, surgical, comprehensive medical, and prescription insurance coverage for the Employee and her eligible dependents in an amount equal to that which is provided other City employees under the terms stipulated in the Teamsters Union Supervisor’s Labor Contract. The Employer shall pay for the premiums of said coverage.**
- B. The Employer shall provide dental and vision coverage to the Employee and her eligible dependents in a manner and policy consistent with that afforded regular, full-time employees of the City under the terms of the Teamsters Union Supervisor’s Labor Contract.**
- C. The Employer shall provide a term life policy paid by the City with the principal sum consistent with that afforded regular, full-time employees of the City under the terms of the Teamsters Union Supervisor’s Labor Contract.**

Section 13 - Retirement.

A. The Employer shall provide the same retirement benefits as those provided to other City employees under the terms stipulated in the Teamsters Union Supervisor’s Labor Contract.

Section 14 - Dues and Subscriptions.

The Employer agrees to budget and to pay for professional dues and subscriptions of the Employee.

Section 15 - Professional Development.

- A. The Employer agrees to budget and to pay for the professional development expenses of the Employee. These expenses include registration fees, course attendance fees, and other fees related to the Employee’s attendance at professional seminars, meetings, and institutes – to include travel, lodging, and subsistence.**
- B. The Employee agrees that he will not accept any outside long-term (more than one week in duration) employment that conflict with her normal duties without the express permission of the City Commission.**

Section 12 - Bonding.

The Employer shall bear the full costs of all fidelity bonds or other bonds required of the Employee under any law or ordinance or required in fulfilling the Employer’s expressed or implied conditions of Employment.

Section 13 - General Provisions.

- A. The text herein shall constitute the entire Agreement between the Parties.**
- B. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of the Employee.**
- C. This Agreement shall become effective commencing August 15, 2016 and shall terminate on August 14, 2020.**
- D. If any provision of this Agreement is held unconstitutional, invalid, or unenforceable, the remainder of this Agreement shall be deemed severable; shall not be affected; and shall remain in full force and effect.**

This Contractual Agreement was approved by Resolution of the City Commission of the City of Clare on the 15th day of August 2016.

The Agreement is entered into

**BY: _____
Pat Humphrey, Mayor**

AND

**BY: _____
Diane Lyon, City Clerk**

DATE: _____

DATE: _____

RESOLUTION 2016-094

A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING AN EMPLOMENT CONTRACTUAL AGREEMENT FOR ITS CITY CLERK.

WHEREAS, the City of Clare and its City Clerk enjoy an employer/employee relationship; and

WHEREAS, it is the desire of said parties to enter into a contractual agreement outlining and stipulating the terms of said employer/employee relationship; and

WHEREAS, said parties have outlined the terms, conditions, and stipulations of said employer/employee relationship in the written form of a contractual agreement and have mutually agreed to all provisions outlined therein; and

NOW THEREFORE BE IT RESOLVED THAT, the Clare City Commission hereby approves an employment contract with Diane Lyon, its City Clerk, the terms, conditions, stipulations, and provisions as outlined therein.

AALL 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 15th day of August 2016.

Diane Lyon, Clare City Clerk

AGENDA REPORT

To: Mayor Pat Humphrey and the Clare City Commission
From: Ken Hibl, City Manager
Date: August 11, 2016
Re: Approval of City Treasurer/Finance Director Contract

For the Agenda of August 15, 2016

Background. The employment contract of Steven Kingsbury, the Clare City Treasurer/Finance Director, has expired. The Clare City Commission is asked to consider approving a new employment agreement (*copy of proposed agreement att'd*). The City Attorney has reviewed the format and content of the proposed agreement and opined it is acceptable and proper.

Issues & Questions. Should the City Commission approve a new employment agreement for its City Treasurer/Finance Director?

Alternatives.

1. Approve the employment agreement for the City Treasurer/Finance Director.
2. Approve an amended version of the proposed employment agreement.
3. Do not approve a new employment agreement for its City Treasurer/Finance Director.
4. Set the decision aside to a subsequently scheduled public meeting.

Financial Impact. The fiscal aspects of the proposed agreement have already been considered and are incorporated in the approved FY 2016/2017 Operating Budget. Fiscal considerations of the proposed agreement will similarly be addressed and incorporated in future annual budgets.

Recommendation. I recommend the Clare City Commission approve the proposed employment agreement for its City Treasurer & Finance Director by adoption of Resolution 2016-095 (*copy att'd*).

Attachments.

1. Proposed Employment Agreement.
2. Resolution 2016-095.

**CONTRACTUAL AGREEMENT
BETWEEN
THE CITY OF CLARE
AND
STEVEN J. KINGSBURY**

This Agreement is made and entered into this 15th day of August, 2016, by and between the CITY OF CLARE, a municipal corporation, herein and after called “Employer,” and Steven J. Kingsbury, herein and after called “Employee.” Both of the aforementioned parties understand and agree to the stipulations, terms, and conditions of this Contractual Agreement described herein.

WHEREAS, the Employer desires to employ the continued services of Steven Kingsbury as the City's Treasurer, Finance and Technology Director as provided by the Charter of the City of Clare; and

WHEREAS, it is the desire of the City Commission of the City of Clare to provide certain benefits, maintain certain established conditions of employment, and to set working conditions of said Employee; and

WHEREAS, the Employee desires to continue employment as the City Treasurer, Finance and Technology Director of the City of Clare.

NOW THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

Section 1 - Employment Status.

The Employee's status under the terms of this Agreement is simply a restatement of the Charter of the City of Clare, which stipulates that the City Treasurer, Finance and Technology Director is appointed by and serves at the pleasure of the City Commission. He may be discharged with or without cause.

Section 2 - Duties.

The Employer agrees to employ Steven Kingsbury as the Treasurer, Finance and Technology Director of the City of Clare to perform the functions and duties specified in the City Charter and the City Codes of the City of Clare and to perform other legally permissible and proper duties and functions as the City Commission shall, from time to time, assign.

Section 3 - Termination.

This Contractual Agreement shall cover a period of five (5) years commencing August 15, 2016 and terminating on August 14, 2021. The employment and compensation outlined herein may be terminated, with or without cause, and with or without notice, at any time, at the option of the Employer or the Employee. No individual City Commissioner, the City Manager, no City Employee or Administrator, other than by act of the City Commission itself, has any authority to enter into, modify, or make any agreement for employment for any specified period of time or to make any agreement to the contrary to the terms of this Agreement.

Section 4 - Suspension.

The Employer may, at its discretion, suspend the Employee with full pay and benefits at any time during the term of this Agreement.

Section 5 - Severance Pay.

If the Employer elects to terminate the Employee prior to August 15, 2021, the Employer shall compensate the Employee with six months of his annual salary at the time of termination, continue existing Life Insurance and Medical Insurance coverage for a 180-day period, and compensate the Employee for all accrued personal time off (PTO) and all accrued personal time. The City may elect not to renew the contract at the end of the stipulated contract period. If the contract is not renewed, the Employer shall compensate the Employee three months of his annual salary at the time of contract termination, continue existing Life Insurance and Medical Insurance coverage for a 60-day period, and compensate the Employee for all accrued paid time off (PTO) and all accrued personal time.

Section 7 – Disability.

If the Employee is permanently disabled or is otherwise unable to perform his duties due to non-work related sickness, accident, injury, or mental incapacity for a period of twelve (12) weeks beyond any accrued sick leave, or for twenty (20) working days of a thirty (30) day period, the Employer shall have the option to terminate this Agreement, subject to the severance pay requirements of Section 5.

Section 6 - Salary.

The Employee's salary for the stipulated contract period shall be \$52,811.20 annually paid in equal installments on a bi-weekly basis. Annual salary or other benefit changes during the stipulated Agreement period shall follow those negotiated and agreed to within the Teamsters Supervisors Employment Contract.

Section 8 - Performance Evaluation.

- A. The City Commission shall review and evaluate the performance of the Employee at least once annually. The review and evaluation shall be in accordance with specific criteria and standards developed jointly by the Employer and the Employee. Special evaluations may be provided at any time at the discretion of the City Commission or may be requested once semi-annually by the Employee. The Mayor shall provide the Employee with a signed summary written statement of the findings of the City Commission's evaluation and provide an adequate opportunity for the Employee to discuss his evaluation with the City Commission. The Employee shall have the right to request that any proceedings under this provision be in closed session under the provisions of the Open Meetings Act. Annual evaluations shall be retained in the personnel files of the Employer.
- B. In effecting the provisions of this Section, the Employer and Employee mutually agree to abide by the provisions of applicable law.

Section 9 - Hours of Work.

It is recognized that the Employee may work significant amounts of time outside of normal office hours to accomplish the business of the Employer. To that end, the Employee shall be allowed to take time off as he deems appropriate during normal office hours.

Section 10 – Mileage Reimbursement.

If the Employee utilizes his personal automobile, reimbursement for mileage shall be paid by the Employer at the rate permitted by the Internal Revenue Service.

Section 11 - Vacation, Sick Leave, Court Leave, Personal Time, Funeral Leave, and Holidays.

- A. The Employee shall be credited with 29 days of Paid Time Off (PTO) in the first two years (FY2016/17 and FY2017/18) of this agreement and then in subsequent years with the same number of days of PTO annually provided to members of the Teamsters Union Supervisor's Labor Agreement based upon years of service. The Employer may compensate the Employee for up to five days of unused PTO by purchasing said vacation time from the Employee at the end of the City's fiscal year (June 30th) upon request of the Employee.**
- B. Court Leave. The Employee shall be granted Court Leave with pay to allow the Employee to serve required jury duty or appear in court on behalf of the City.**
- C. Funeral Leave. The Employee shall be granted three (3) days of Funeral Leave to attend a funeral of a member of her immediate family. One (1) day of Funeral Leave shall be granted for attending a funeral of a close relative. Funeral leave shall not be carried over.**
- D. Personal Time. The Employee shall be credited with three (3) days of personal time annually. Personal time will not be carried over – it shall be either used or lost during the period of the Agreement.**
- E. Holidays. The Employee shall receive the paid holidays that are provided other City employees under the terms stipulated in the Teamsters Union Supervisor's Labor Contract.**

Section 12 - Disability, Health, & Life Insurance.

- A. The Employer agrees to provide hospital, surgical and comprehensive medical and prescription insurance coverage for the Employee and his eligible dependents in an amount equal to that which is provided other City employees under the terms stipulated in the Teamsters Union Supervisor's Labor Contract. The Employer shall pay the premiums of said coverage as provided within the aforementioned Teamsters collective bargaining agreement and applicable state law.**
- B. The Employer shall provide dental and vision coverage to the Employee and his eligible dependents in a manner and policy consistent with that afforded regular, full-time employees of the City under the terms of the Teamsters Union Supervisor's Labor Contract.**
- C. The Employer shall provide a term life policy paid by the City with the principal sum consistent with that afforded regular, full-time employees of the City under the terms of the Teamsters Union Supervisor's Labor Contract.**

Section 13 - Retirement.

- F. The Employer shall provide the same retirement benefits that are provided other City employees under the terms stipulated in the Teamsters Union Supervisor's Labor Contract.**

Section 14 - Dues and Subscriptions.

The Employer agrees to budget and to pay for professional dues and subscriptions of the Employee not to exceed \$750 annually.

Section 15 - Professional Development.

- A. The Employer agrees to budget and to pay for the professional development expenses of the Employee not to exceed \$750 annually. These expenses include registration fees, course attendance fees, and other fees related to the Employee’s attendance at professional seminars, meetings, and institutes – to include travel, lodging, and subsistence.
- B. The Employee agrees that he will not accept any outside long-term (more than one week in duration) employment that conflicts with his normal duties without the express permission of the City Commission.

Section 12 - Bonding.

The Employer shall bear the full costs of all fidelity bonds or other bonds required of the Employee under any law or ordinance or required in fulfilling the Employer’s expressed or implied conditions of Employment.

Section 13 - General Provisions.

- A. The text herein shall constitute the entire Agreement between the Parties.
- B. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of the Employee.
- C. This Agreement shall become effective commencing August 15, 2016 and shall terminate on August 14, 2021.
- D. If any provision of this Agreement is held unconstitutional, invalid, or unenforceable, the remainder of this Agreement shall be deemed severable; shall not be affected; and shall remain in full force and effect.

This Contractual Agreement was approved by Resolution of the City Commission of the City of Clare on the 15th day of August, 2016.

The Agreement is entered into

BY: _____
Pat Humphrey, Mayor

AND

BY: _____
Steven J. Kingsbury

DATE: _____

DATE: _____

RESOLUTION 2016-095

A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING AN EMPLOYMENT CONTRACTUAL AGREEMENT FOR ITS CITY TREASURER/FINANCE DIRECTOR.

WHEREAS, the City of Clare and its City Treasurer & Finance Director enjoy an employer/employee relationship; and

WHEREAS, it is the desire of said parties to enter into a contractual agreement outlining and stipulating the terms of said employer/employee relationship; and

WHEREAS, said parties have outlined the terms, conditions, and stipulations of said employer/employee relationship in the written form of a contractual agreement and have mutually agreed to all provisions outlined therein; and

NOW THEREFORE BE IT RESOLVED THAT, the Clare City Commission hereby approves an employment contract with Steven Kingsbury, its City Treasurer & Finance Director, the terms, conditions, stipulations, and provisions as outlined therein.

AALL 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 15th day of August 2016.

Diane Lyon, Clare City Clerk

AGENDA REPORT

To: Mayor Pat Humphrey and the Clare City Commission
From: Ken Hibl, City Manager
Date: August 11, 2016
Re: Waste Water Treatment Plant IT Service Connectivity

For the Agenda of August 15, 2016

Background. Our Wastewater Treatment Plant is wirelessly connected to our IT system via an antenna link between our downtown water tower and the plant. We've been experiencing significant connectivity problems for several months. We've spent considerable time and effort in trouble-shooting the problem with limited success until our wireless service provider, on his own initiative, completed an aerial drone survey and determined our antenna at the plant was the issue – it is not being “seen” by the antenna at the water tower/is far too short to ensure continuous, uninterrupted connectivity.

We've researched the costs associated with increasing the height of the antenna at the plant and determined there are other options that are far more cost-effective – namely cable service.

Neither Charter Communications nor WinnTelcom currently provide cable service to the plant. Charter is approximately two blocks distance from the plant and informed us they would extend their service to us for an installation fee of \$100 and a monthly service fee. But they've reneged on those initial cost estimates and informed us the cost to extend their service to the plant will exceed \$10K (*see copy of att'd cost co-pay document*) with our cost being \$5,676.56.

While the “new” Charter costs are less expensive than a new antenna, we are not ready to commit to Charter until can determine whether WinnTelcom would be willing to extend their service to the plant – and if so, for how much.

Steve has initiated those discussions with WinnTelcom, but we haven't received a definitive thumbs up/down from them. We are hopeful they can provide us an answer on Monday. If their response is that they will not be able to extend the service, then we have little choice but to accept the “held-hostage” offer of Charter and will ask the City Commission to authorize the expenditure of those fees. But if WinnTelcom informs us that they need additional time to evaluate our request and to provide us a cost of providing the service, we will ask that you set this agenda matter aside pending final information from WinnTelcom.

Issues & Questions. Should the City Commission approve the expenditure of funds to extend Charter cable service the City's waste water treatment plant?

Alternatives.

1. Approve the expenditure of funds to extend cable service to the plant.
2. Do not approve the expenditure of funds.
3. Set the decision aside to a subsequently scheduled public meeting.

Financial Impact. Charter's proposal will cost us \$5,676.56 for extension of the service and a subsequent monthly fee.

Recommendation. We will provide you a recommendation on Monday evening pending further discussions with WinnTelecom. If they cannot extend the service to the plant, I recommend that the Commission authorize the expenditure of funds to facilitate the extension of Charter Cable services to our water treatment plant by adoption of 2016-096 (*to be provided Monday evening*).

Attachments.

1. Charter Co-Pay Agreement.
2. Resolution 2016-096 – not attached.

NON-STANDARD INSTALLATION PAYMENT AGREEMENT

Date: 08/11/2016
 Customer Name: **CLARE WATER TREATMENT**
 Customer Address: 11175 S EBERHART AVE
 City, State, Zip Code: CLARE, MI, 48617
 Location Number: 48617961110090

Dear Dale,

Thank you for your interest in becoming a Spectrum Business customer. We have completed a site survey of your address and have determined that your location is accessible only by performing a non-standard installation. Our company’s policy regarding non-standard installation is to offer you the opportunity to pay for a portion of the non-standard installation costs so that we may service your business. Spectrum Business will absorb the first \$5,000 in costs for the non-standard installation.

The estimated cost for the non-standard installation of Spectrum Business Services to your location is \$5384.83

Summary of Spectrum Business Non-Standard Installation Costs

Total Non-Standard Installation Costs:	\$Enter Total Cost of Construction
Spectrum Business pays for the first \$5,000	-\$5,000.00
Total Customer Pays:	\$5676.56

If you wish to proceed with the installation of Spectrum Business Services, please acknowledge your agreement by signing below, as directed. Once Spectrum Business receives this Agreement signed by you, the non-standard installation will be scheduled. In addition, you will see a “Construction Fee” line item on your first bill from Spectrum Business as shown in the above table “Total Customer Pays.”

You understand and agree that Spectrum Business shall own the plant installed and it shall constitute the personal property of Spectrum Business of which Spectrum Business shall exclusive and sole right to control and use such plant.

Please return a signed copy of this letter by selecting one (1) of the following methods:

- U.S. Postal Service**
 Spectrum Business
 Attention: Sales Support Team
 3605 Hwy 52 North, Building 002
 Rochester, MN 55901

2. **Fax:**
Spectrum Business
Attention: Sales Support Team
(877) 813-2307

3. **Email:**
Spectrum Business Sales Support Team
dlspectrumbusinesssalessupport@charter.com

If Spectrum Business does not receive this letter of acceptance within 10 business days, Spectrum Business, will consider this a rejection of this offer for Spectrum Business installation.

If you have any questions or concerns, please call Sales Support at 1-855-558-6793

Sincerely,

Spectrum Business

Customer Acknowledgement: _____ Date: _____

Spectrum Business™ is the brand name for the commercial services of Charter Communications

To: Mayor Pat Humphrey and the Clare City Commission
From: Steven J. Kingsbury, MBA, CPFA, MiCPT
Treasurer, Finance and Technology Director
Date: August 12, 2016
Reference: Treasurer's Report for August 15, 2016

Account Reconciliation Report: All accounts of the City of Clare are in balance as of July 31, 2016.

Cash and Investment Report: Enclosed you will find a summary report of all cash and investment accounts of the City reported by bank of deposit as of July 31, 2016.

Cash Summary By Fund Report: Enclosed you will find a summary report by operating fund of all cash and investment balances of the City as of July 31, 2016.

Revenue and Expenditure Report: Enclosed you will find a Summary Revenue and Expenditure Report (Unaudited) of the City of Clare prepared as of July 31, 2016.

Balance Sheet: Enclosed you will find a Comparative Balance Sheet (Unaudited) of the City of Clare prepared as of July 31, 2016.

FY2016/17 Budget Adjustments: In light of the personnel changes made within the early part of the current fiscal year we are working on preparing a number of budget reductions to reflect those changes. At this time, while preparing for the City's annual fiscal audit, we are working on those adjustments and are planning on presenting them to the City Commission for consider during one of the scheduled meetings in September.

CITY OF CLARE
CASH AND INVESTMENT SUMMARY (UNAUDITED) BY BANK
From 7/01/2016 to 7/31/2016

<u>Financial Institution/Account Description</u>	<u>Interest Rates</u>	<u>Balance 7/1/16</u>	<u>Total Increases</u>	<u>Total Decreases</u>	<u>Balance 7/31/16</u>
<u>City of Clare Accounts</u>					
Chemical Bank/Consolidated Account	0.100%	\$ 292,722.42	\$ 1,337,925.30	\$ 1,199,147.81	431,499.91
Chemical Bank/Rural Development Bond & Interest Acct	0.020%	49,883.27	0.85	-	49,884.12
Chemical Bank/Rural Development RRI Acct	0.020%	43,152.99	0.73	-	43,153.72
Chemical Bank/USDA Sewer Bond Pmt Reserve Acct	0.020%	2,625.24	0.04	-	2,625.28
Chemical Bank/USDA Sewer Bond RRI Reserve Acct	0.020%	8,230.98	0.14	-	8,231.12
Chemical Bank/USDA Water Bond Pmt Reserve Acct	0.020%	4,375.36	0.07	-	4,375.43
Chemical Bank/USDA Water Bond RRI Reserve Acct	0.020%	7,529.11	0.13	-	7,529.24
Mercantile/Money Market Account	0.100%	73,798.29	5.86	-	73,804.15
Chemical Bank/Current Property Tax Account	0.100%	100.50	426,390.49	239,777.66	186,713.33
Petty Cash and Cash on Hand	N/A	450.00	-	-	450.00
Chemical Bank/ACH Receipt Acct	0.02%	1,000.00	-	-	1,000.00
Chemical Bank/Repurchase Agreements	0.2% to 0.45%	1,300,000.00	480,000.00	380,000.00	1,400,000.00
MMCAA - Fiduciary Account for the Railroad Depot	N/A	120,013.63	-	-	120,013.63
Mercantile/Hatton Township Landfill Trust Fund	0.900%	200,005.79	-	-	200,005.79
Total - City of Clare Accounts		<u>\$ 2,103,887.58</u>	<u>\$ 2,244,323.61</u>	<u>\$ 1,818,925.47</u>	<u>\$ 2,529,285.72</u>
<u>City of Clare Component Unit Accounts</u>					
Chemical Bank DDA Account	0.100%	41,022.83	2,862.66	2,823.96	41,061.53
Total - City of Clare Component Unit Accounts		<u>\$ 41,022.83</u>	<u>\$ 2,862.66</u>	<u>\$ 2,823.96</u>	<u>\$ 41,061.53</u>

CASH SUMMARY BY FUND FOR THE CITY OF CLARE

From 7/01/2016 To 7/31/2016

ALL FUNDS (UNAUDITED)

CASH and INVESTMENT ACCOUNTS

FUND	DESCRIPTION	BALANCE 7/1/2016	TOTAL DEBITS	TOTAL CREDITS	BALANCE 7/31/2016	Investment Balances 7/31/2016	Transactional Account Balances 7/31/2016
101	General Fund	256,917.14	717,710.04	745,306.39	229,320.79	\$ 40,000.00	\$ 189,320.79
150	Cemetery Perpetual Care	269,769.81	701.37	0.00	270,471.18	260,000.00	10,471.18
202	Major Streets	97,431.83	69,825.36	19,456.52	147,800.67	85,000.00	62,800.67
203	Local Streets	33,285.43	18,420.67	14,267.75	37,438.35	20,000.00	17,438.35
206	Fire Fund	228,660.88	50,098.26	85,754.92	193,004.22	175,000.00	18,004.22
208	Parks and Recreation	173,977.48	655,009.61	319,817.43	509,169.66	280,000.00	229,169.66
210	Downtown Development Authority (DDA)	41,022.83	2,862.66	2,823.96	41,061.53	-	41,061.53
211	Sidewalk Replacement Fund	623.76	0.04	0.00	623.80	-	623.80
243	Brownfield Redevelopment Authority Fund	4,591.32	0.27	0.00	4,591.59	-	4,591.59
265	Drug Law Enforcement Fund	7.90	746.04	0.00	753.94	-	753.94
590	Sewer System Fund	479,895.84	84,839.15	91,079.40	473,655.59	330,000.00	143,655.59
591	Water System Fund	263,584.18	89,510.21	131,374.61	221,719.78	170,000.00	51,719.78
636	Data Processing Fund	17,314.37	5,454.18	7,540.62	15,227.93	10,000.00	5,227.93
641	Mobile Equipment Fund	40,492.24	28,266.58	19,611.32	49,147.50	30,000.00	19,147.50
703	Property Tax Fund	100.50	426,390.49	239,777.66	186,713.33	-	186,713.33
704	Imprest Payroll Fund	37,229.11	97,351.34	144,938.85	(10,358.40)	-	(10,358.40)
765	Hattan Township Landfill Trust Fund	200,005.79	0.00	0.00	200,005.79	200,005.79	-
TOTAL - ALL FUNDS		\$ 2,144,910.41	\$ 2,247,186.27	\$ 1,821,749.43	\$ 2,570,347.25	\$ 1,600,005.79	\$ 970,341.46

NOTES:

Parks and Recreation Fund - balance includes Grant/Donation Funds reserved for the Soccer Complex of \$31,788.82, the Skate Park of \$11,589.08 and the Depot Restoration Project of \$120,013.63.

Summary

Revenue and Expenditure Report

Prepared as of

July 31, 2016

REVENUE AND EXPENDITURE REPORT FOR CITY OF CLARE

PERIOD ENDING 07/31/2016

% Fiscal Year Completed: 8.49

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

ACCOUNT DESCRIPTION	END BALANCE	2016-17 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
	06/30/2016 NORM (ABNORM)		07/31/2016 NORM (ABNORM)	MONTH 07/31/16 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 101 - GENERAL FUND						
000.000-GENERAL	2,598,933.84	2,539,201.65	189,202.37	189,202.37	2,349,999.28	7.45
931.000-TRANSFERS IN AND OTHER SOURCES	376,596.24	45,000.00	3,200.00	3,200.00	41,800.00	7.11
TOTAL Revenues	2,975,530.08	2,584,201.65	192,402.37	192,402.37	2,391,799.28	7.45
101.000-CITY COMMISSION	35,463.64	42,950.00	25.00	25.00	42,925.00	0.06
172.000-CITY MANAGEMENT/ADMINISTRATION	111,638.98	115,986.19	8,021.02	8,021.02	107,965.17	6.92
191.000-FISCAL SERVICES	134,160.08	143,167.91	8,970.32	8,970.32	134,197.59	6.27
215.000-CLERK	140,727.22	190,502.47	10,983.62	10,983.62	179,518.85	5.77
247.000-BOARD OF REVIEW	1,809.43	1,593.50	0.00	0.00	1,593.50	0.00
257.000-ASSESSOR	85,322.02	101,415.96	6,911.80	6,911.80	94,504.16	6.82
262.000-ELECTIONS	6,856.30	13,257.49	125.88	125.88	13,131.61	0.95
265.000-BUILDING AND GROUNDS	44,062.43	62,923.23	3,583.19	3,583.19	59,340.04	5.69
266.000-ATTORNEY	62,832.35	45,000.00	0.00	0.00	45,000.00	0.00
276.000-CEMETERY	67,817.25	75,494.91	4,826.52	4,826.52	70,668.39	6.39
301.000-POLICE	884,817.45	930,480.25	58,582.30	58,582.30	871,897.95	6.30
371.000-BUILDING INSPECTION DEPARTMENT	39,726.05	46,700.00	2,206.22	2,206.22	44,493.78	4.72
441.000-DEPARTMENT OF PUBLIC WORKS	60,188.61	46,123.90	6,839.33	6,839.33	39,284.57	14.83
445.000-DRAINS - PUBLIC BENEFIT	0.00	2,500.00	0.00	0.00	2,500.00	0.00
448.000-STREET LIGHTING	199,035.53	43,191.51	503.69	503.69	42,687.82	1.17
526.000-LANDFILL CLOSURE	55,845.23	67,403.51	202.16	202.16	67,201.35	0.30
528.000-REFUSE COLLECTION/DISPOSAL	213,285.91	215,498.63	16,808.30	16,808.30	198,690.33	7.80
537.000-AIRPORT	180,455.32	198,659.44	30,391.74	30,391.74	168,267.70	15.30
721.000-PLANNING	38,777.83	36,300.00	12,500.00	12,500.00	23,800.00	34.44
728.018-ECONOMIC DEVELOPMENT - CLARE COUNTY	108,749.05	0.00	0.00	0.00	0.00	0.00
906.000-DEBT SERVICE	66,082.65	44,374.88	0.00	0.00	44,374.88	0.00
955.000-NON DEPARTMENTAL	34,541.87	5,609.75	0.00	0.00	5,609.75	0.00
999.000-TRANSFERS (OUT) AND OTHER USES	392,201.83	345,841.33	36,461.24	36,461.24	309,380.09	10.54
TOTAL Expenditures	2,964,397.03	2,774,974.86	207,942.33	207,942.33	2,567,032.53	7.49
Fund 101 - GENERAL FUND:						
TOTAL REVENUES	2,975,530.08	2,584,201.65	192,402.37	192,402.37	2,391,799.28	7.45
TOTAL EXPENDITURES	2,964,397.03	2,774,974.86	207,942.33	207,942.33	2,567,032.53	7.49
NET OF REVENUES & EXPENDITURES	11,133.05	(190,773.21)	(15,539.96)	(15,539.96)	(175,233.25)	8.15

REVENUE AND EXPENDITURE REPORT FOR CITY OF CLARE

PERIOD ENDING 07/31/2016

% Fiscal Year Completed: 8.49

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

ACCOUNT DESCRIPTION	END BALANCE	2016-17 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
	06/30/2016 NORM (ABNORM)		07/31/2016 NORM (ABNORM)	MONTH 07/31/16 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 150 - CEMETERY PERPETUAL CARE						
000.000-GENERAL	11,538.27	8,705.00	701.37	701.37	8,003.63	8.06
TOTAL Revenues	<u>11,538.27</u>	<u>8,705.00</u>	<u>701.37</u>	<u>701.37</u>	<u>8,003.63</u>	<u>8.06</u>
276.000-CEMETERY	1,200.00	0.00	0.00	0.00	0.00	0.00
999.000-TRANSFERS (OUT) AND OTHER USES	2,500.00	5,000.00	0.00	0.00	5,000.00	0.00
TOTAL Expenditures	<u>3,700.00</u>	<u>5,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,000.00</u>	<u>0.00</u>
Fund 150 - CEMETERY PERPETUAL CARE:						
TOTAL REVENUES	<u>11,538.27</u>	<u>8,705.00</u>	<u>701.37</u>	<u>701.37</u>	<u>8,003.63</u>	<u>8.06</u>
TOTAL EXPENDITURES	<u>3,700.00</u>	<u>5,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,000.00</u>	<u>0.00</u>
NET OF REVENUES & EXPENDITURES	<u>7,838.27</u>	<u>3,705.00</u>	<u>701.37</u>	<u>701.37</u>	<u>3,003.63</u>	<u>18.93</u>

PERIOD ENDING 07/31/2016

% Fiscal Year Completed: 8.49

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

ACCOUNT DESCRIPTION	END BALANCE	2016-17 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
	06/30/2016 NORM (ABNORM)		07/31/2016 NORM (ABNORM)	MONTH 07/31/16 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 202 - MAJOR STREETS						
000.000-GENERAL	275,986.99	446,657.10	384.96	384.96	446,272.14	0.09
TOTAL Revenues	<u>275,986.99</u>	<u>446,657.10</u>	<u>384.96</u>	<u>384.96</u>	<u>446,272.14</u>	<u>0.09</u>
444.000-SIDEWALKS	4,431.93	5,017.38	281.92	281.92	4,735.46	5.62
446.001-STATE TRUNKLINE MAINTENANCE	54,523.54	48,860.83	2,918.77	2,918.77	45,942.06	5.97
449.002-PRESERVATION STREETS	161,922.77	329,935.48	4,582.90	4,582.90	325,352.58	1.39
449.003-WINTER MAINTENANCE	10,958.29	13,300.00	2,069.72	2,069.72	11,230.28	15.56
449.004-ADMIN, ENGINEERING & RECORD KEEPING	33,859.35	16,478.41	1,005.63	1,005.63	15,472.78	6.10
906.000-DEBT SERVICE	0.00	1,125.00	0.00	0.00	1,125.00	0.00
999.000-TRANSFERS (OUT) AND OTHER USES	36,500.00	90,000.00	7,500.00	7,500.00	82,500.00	8.33
TOTAL Expenditures	<u>302,195.88</u>	<u>504,717.10</u>	<u>18,358.94</u>	<u>18,358.94</u>	<u>486,358.16</u>	<u>3.64</u>
Fund 202 - MAJOR STREETS:						
TOTAL REVENUES	275,986.99	446,657.10	384.96	384.96	446,272.14	0.09
TOTAL EXPENDITURES	<u>302,195.88</u>	<u>504,717.10</u>	<u>18,358.94</u>	<u>18,358.94</u>	<u>486,358.16</u>	<u>3.64</u>
NET OF REVENUES & EXPENDITURES	(26,208.89)	(58,060.00)	(17,973.98)	(17,973.98)	(40,086.02)	30.96

REVENUE AND EXPENDITURE REPORT FOR CITY OF CLARE

PERIOD ENDING 07/31/2016

% Fiscal Year Completed: 8.49

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

ACCOUNT DESCRIPTION	END BALANCE	2016-17 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
	06/30/2016 NORM (ABNORM)		07/31/2016 NORM (ABNORM)	MONTH 07/31/16 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 203 - LOCAL STS FUND						
000.000-GENERAL	105,785.82	99,118.26	528.76	528.76	98,589.50	0.53
931.000-TRANSFERS IN AND OTHER SOURCES	89,000.00	90,000.00	7,500.00	7,500.00	82,500.00	8.33
TOTAL Revenues	194,785.82	189,118.26	8,028.76	8,028.76	181,089.50	4.25
444.000-SIDEWALKS	4,477.69	5,017.38	281.91	281.91	4,735.47	5.62
449.001-CONSTRUCTION STREETS (INCL. ENG.& ROW)	2,278.64	2,100.00	200.00	200.00	1,900.00	9.52
449.002-PRESERVATION STREETS	145,783.50	157,684.05	10,820.64	10,820.64	146,863.41	6.86
449.003-WINTER MAINTENANCE	6,240.96	8,600.00	1,869.72	1,869.72	6,730.28	21.74
449.004-ADMIN, ENGINEERING & RECORD KEEPING	11,145.80	13,178.41	805.62	805.62	12,372.79	6.11
955.000-NON DEPARTMENTAL	587.71	0.00	0.00	0.00	0.00	0.00
TOTAL Expenditures	170,514.30	186,579.84	13,977.89	13,977.89	172,601.95	7.49
Fund 203 - LOCAL STS FUND:						
TOTAL REVENUES	194,785.82	189,118.26	8,028.76	8,028.76	181,089.50	4.25
TOTAL EXPENDITURES	170,514.30	186,579.84	13,977.89	13,977.89	172,601.95	7.49
NET OF REVENUES & EXPENDITURES	24,271.52	2,538.42	(5,949.13)	(5,949.13)	8,487.55	234.36

PERIOD ENDING 07/31/2016

% Fiscal Year Completed: 8.49

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

ACCOUNT DESCRIPTION	END BALANCE	2016-17 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
	06/30/2016 NORM (ABNORM)		07/31/2016 NORM (ABNORM)	MONTH 07/31/16 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 206 - FIRE FUND						
000.000-GENERAL	736,517.29	233,798.00	8,716.22	8,716.22	225,081.78	3.73
931.000-TRANSFERS IN AND OTHER SOURCES	97,727.34	94,160.84	0.00	0.00	94,160.84	0.00
TOTAL Revenues	834,244.63	327,958.84	8,716.22	8,716.22	319,242.62	2.66
336.000-FIRE DEPARTMENT	857,326.36	295,887.66	11,289.72	11,289.72	284,597.94	3.82
906.000-DEBT SERVICE	0.00	42,822.23	0.00	0.00	42,822.23	0.00
999.000-TRANSFERS (OUT) AND OTHER USES	21,316.33	21,120.33	17,640.83	17,640.83	3,479.50	83.53
TOTAL Expenditures	878,642.69	359,830.22	28,930.55	28,930.55	330,899.67	8.04
Fund 206 - FIRE FUND:						
TOTAL REVENUES	834,244.63	327,958.84	8,716.22	8,716.22	319,242.62	2.66
TOTAL EXPENDITURES	878,642.69	359,830.22	28,930.55	28,930.55	330,899.67	8.04
NET OF REVENUES & EXPENDITURES	(44,398.06)	(31,871.38)	(20,214.33)	(20,214.33)	(11,657.05)	63.42

PERIOD ENDING 07/31/2016

% Fiscal Year Completed: 8.49

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

ACCOUNT DESCRIPTION	END BALANCE	2016-17 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
	06/30/2016 NORM (ABNORM)		07/31/2016 NORM (ABNORM)	MONTH 07/31/16 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 208 - PARKS AND RECREATION						
000.000-GENERAL	160,905.17	460,962.85	17,244.18	17,244.18	443,718.67	3.74
931.000-TRANSFERS IN AND OTHER SOURCES	210,000.00	220,000.00	355,000.00	355,000.00	(135,000.00)	161.36
TOTAL Revenues	370,905.17	680,962.85	372,244.18	372,244.18	308,718.67	54.66
751.001-PARKS	242,682.55	564,394.84	20,096.20	20,096.20	544,298.64	3.56
751.002-RECREATION	81,025.35	86,079.04	5,774.68	5,774.68	80,304.36	6.71
906.000-DEBT SERVICE	32,805.25	57,693.23	1,103.98	1,103.98	56,589.25	1.91
955.000-NON DEPARTMENTAL	1,041.31	2,000.00	150.00	150.00	1,850.00	7.50
TOTAL Expenditures	357,554.46	710,167.11	27,124.86	27,124.86	683,042.25	3.82
Fund 208 - PARKS AND RECREATION:						
TOTAL REVENUES	370,905.17	680,962.85	372,244.18	372,244.18	308,718.67	54.66
TOTAL EXPENDITURES	357,554.46	710,167.11	27,124.86	27,124.86	683,042.25	3.82
NET OF REVENUES & EXPENDITURES	13,350.71	(29,204.26)	345,119.32	345,119.32	(374,323.58)	1,181.74

REVENUE AND EXPENDITURE REPORT FOR CITY OF CLARE

PERIOD ENDING 07/31/2016

% Fiscal Year Completed: 8.49

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

ACCOUNT DESCRIPTION	END BALANCE	2016-17 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR MONTH 07/31/16 INCR (DECR)	AVAILABLE	% BDGT USED
	06/30/2016 NORM (ABNORM)		07/31/2016 NORM (ABNORM)		BALANCE NORM (ABNORM)	
Fund 210 - DDA (DOWNTOWN DVLPMT AUTHORITY)						
000.000-GENERAL	92,580.78	81,507.88	2,912.66	2,912.66	78,595.22	3.57
TOTAL Revenues	<u>92,580.78</u>	<u>81,507.88</u>	<u>2,912.66</u>	<u>2,912.66</u>	<u>78,595.22</u>	<u>3.57</u>
747.001-DDA - OPERATIONS	47,369.87	47,400.00	375.10	375.10	47,024.90	0.79
747.002-DDA - MAINSTREET	1,156.79	2,016.00	52.81	52.81	1,963.19	2.62
906.000-DEBT SERVICE	36,635.50	36,624.75	0.00	0.00	36,624.75	0.00
TOTAL Expenditures	<u>85,162.16</u>	<u>86,040.75</u>	<u>427.91</u>	<u>427.91</u>	<u>85,612.84</u>	<u>0.50</u>
Fund 210 - DDA (DOWNTOWN DVLPMT AUTHORITY):						
TOTAL REVENUES	92,580.78	81,507.88	2,912.66	2,912.66	78,595.22	3.57
TOTAL EXPENDITURES	<u>85,162.16</u>	<u>86,040.75</u>	<u>427.91</u>	<u>427.91</u>	<u>85,612.84</u>	<u>0.50</u>
NET OF REVENUES & EXPENDITURES	7,418.62	(4,532.87)	2,484.75	2,484.75	(7,017.62)	54.82

PERIOD ENDING 07/31/2016

% Fiscal Year Completed: 8.49

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

ACCOUNT DESCRIPTION	END BALANCE	2016-17 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
	06/30/2016 NORM (ABNORM)		07/31/2016 NORM (ABNORM)	MONTH 07/31/16 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 211 - SIDEWALK REPLACEMENT FUND						
000.000-GENERAL	1.54	0.00	0.04	0.04	(0.04)	100.00
TOTAL Revenues	1.54	0.00	0.04	0.04	(0.04)	100.00
444.000-SIDEWALKS	1,194.51	668.70	0.00	0.00	668.70	0.00
955.000-NON DEPARTMENTAL	2.04	0.00	0.00	0.00	0.00	0.00
TOTAL Expenditures	1,196.55	668.70	0.00	0.00	668.70	0.00
Fund 211 - SIDEWALK REPLACEMENT FUND:						
TOTAL REVENUES	1.54	0.00	0.04	0.04	(0.04)	100.00
TOTAL EXPENDITURES	1,196.55	668.70	0.00	0.00	668.70	0.00
NET OF REVENUES & EXPENDITURES	(1,195.01)	(668.70)	0.04	0.04	(668.74)	0.01

PERIOD ENDING 07/31/2016

% Fiscal Year Completed: 8.49

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

ACCOUNT DESCRIPTION	END BALANCE	2016-17 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR MONTH 07/31/16 INCR (DECR)	AVAILABLE	% BDGT USED
	06/30/2016 NORM (ABNORM)		07/31/2016 NORM (ABNORM)		BALANCE NORM (ABNORM)	
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND						
000.000-GENERAL	3.63	4.00	0.27	0.27	3.73	6.75
TOTAL Revenues	<u>3.63</u>	<u>4.00</u>	<u>0.27</u>	<u>0.27</u>	<u>3.73</u>	<u>6.75</u>
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUNI						
TOTAL REVENUES	3.63	4.00	0.27	0.27	3.73	6.75
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES	<u>3.63</u>	<u>4.00</u>	<u>0.27</u>	<u>0.27</u>	<u>3.73</u>	<u>6.75</u>

REVENUE AND EXPENDITURE REPORT FOR CITY OF CLARE

PERIOD ENDING 07/31/2016

% Fiscal Year Completed: 8.49

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

ACCOUNT DESCRIPTION	END BALANCE	2016-17 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
	06/30/2016 NORM (ABNORM)		07/31/2016 NORM (ABNORM)	MONTH 07/31/16 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 265 - DRUG LAW ENFORCEMENT FUND						
000.000-GENERAL	2,826.78	2,000.00	746.04	746.04	1,253.96	37.30
TOTAL Revenues	<u>2,826.78</u>	<u>2,000.00</u>	<u>746.04</u>	<u>746.04</u>	<u>1,253.96</u>	<u>37.30</u>
301.000-POLICE	3,882.56	3,322.17	0.00	0.00	3,322.17	0.00
TOTAL Expenditures	<u>3,882.56</u>	<u>3,322.17</u>	<u>0.00</u>	<u>0.00</u>	<u>3,322.17</u>	<u>0.00</u>
Fund 265 - DRUG LAW ENFORCEMENT FUND:						
TOTAL REVENUES	2,826.78	2,000.00	746.04	746.04	1,253.96	37.30
TOTAL EXPENDITURES	<u>3,882.56</u>	<u>3,322.17</u>	<u>0.00</u>	<u>0.00</u>	<u>3,322.17</u>	<u>0.00</u>
NET OF REVENUES & EXPENDITURES	(1,055.78)	(1,322.17)	746.04	746.04	(2,068.21)	56.43

PERIOD ENDING 07/31/2016

% Fiscal Year Completed: 8.49

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

ACCOUNT DESCRIPTION	END BALANCE	2016-17 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR MONTH 07/31/16 INCR (DECR)	AVAILABLE	% BDGT USED
	06/30/2016 NORM (ABNORM)		07/31/2016 NORM (ABNORM)		BALANCE NORM (ABNORM)	
Fund 287 - POLICE TRAINING 302 FUND						
000.000-GENERAL	0.00	1,500.00	0.00	0.00	1,500.00	0.00
TOTAL Revenues	<u>0.00</u>	<u>1,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,500.00</u>	<u>0.00</u>
301.000-POLICE	0.00	1,500.00	0.00	0.00	1,500.00	0.00
TOTAL Expenditures	<u>0.00</u>	<u>1,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,500.00</u>	<u>0.00</u>
Fund 287 - POLICE TRAINING 302 FUND:						
TOTAL REVENUES	0.00	1,500.00	0.00	0.00	1,500.00	0.00
TOTAL EXPENDITURES	<u>0.00</u>	<u>1,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,500.00</u>	<u>0.00</u>
NET OF REVENUES & EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF CLARE
 PERIOD ENDING 07/31/2016
 % Fiscal Year Completed: 8.49

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

ACCOUNT DESCRIPTION	END BALANCE 06/30/2016 NORM (ABNORM)	2016-17 AMENDED BUDGET	YTD BALANCE 07/31/2016 NORM (ABNORM)	ACTIVITY FOR MONTH 07/31/16 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 303 - PUBLIC SAFETY BLDG DEBT SERVIC						
931.000-TRANSFERS IN AND OTHER SOURCES	53,290.82	52,800.82	44,102.07	44,102.07	8,698.75	83.53
TOTAL Revenues	53,290.82	52,800.82	44,102.07	44,102.07	8,698.75	83.53
223.000-DEBT SERVICE	53,290.82	52,800.82	44,102.07	44,102.07	8,698.75	83.53
TOTAL Expenditures	53,290.82	52,800.82	44,102.07	44,102.07	8,698.75	83.53
Fund 303 - PUBLIC SAFETY BLDG DEBT SERVIC:						
TOTAL REVENUES	53,290.82	52,800.82	44,102.07	44,102.07	8,698.75	83.53
TOTAL EXPENDITURES	53,290.82	52,800.82	44,102.07	44,102.07	8,698.75	83.53
NET OF REVENUES & EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF CLARE

PERIOD ENDING 07/31/2016

% Fiscal Year Completed: 8.49

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

ACCOUNT DESCRIPTION	END BALANCE	2016-17 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
	06/30/2016 NORM (ABNORM)		07/31/2016 NORM (ABNORM)	MONTH 07/31/16 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 590 - SEWER SYSTEM FUND						
000.000-GENERAL	863,122.27	970,959.74	80,810.38	80,810.38	890,149.36	8.32
TOTAL Revenues	<u>863,122.27</u>	<u>970,959.74</u>	<u>80,810.38</u>	<u>80,810.38</u>	<u>890,149.36</u>	<u>8.32</u>
536.001-SEWER TREATMENT AND PUMPING	533,766.75	529,439.23	31,769.16	31,769.16	497,670.07	6.00
536.002-SEWER COLLECTION	201,790.05	200,378.68	12,443.93	12,443.93	187,934.75	6.21
906.000-DEBT SERVICE	76,948.34	101,452.64	2,047.04	2,047.04	99,405.60	2.02
999.000-TRANSFERS (OUT) AND OTHER USES	0.00	10,000.00	800.00	800.00	9,200.00	8.00
TOTAL Expenditures	<u>812,505.14</u>	<u>841,270.55</u>	<u>47,060.13</u>	<u>47,060.13</u>	<u>794,210.42</u>	<u>5.59</u>
Fund 590 - SEWER SYSTEM FUND:						
TOTAL REVENUES	863,122.27	970,959.74	80,810.38	80,810.38	890,149.36	8.32
TOTAL EXPENDITURES	<u>812,505.14</u>	<u>841,270.55</u>	<u>47,060.13</u>	<u>47,060.13</u>	<u>794,210.42</u>	<u>5.59</u>
NET OF REVENUES & EXPENDITURES	50,617.13	129,689.19	33,750.25	33,750.25	95,938.94	26.02

REVENUE AND EXPENDITURE REPORT FOR CITY OF CLARE
 PERIOD ENDING 07/31/2016
 % Fiscal Year Completed: 8.49

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

ACCOUNT DESCRIPTION	END BALANCE	2016-17 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
	06/30/2016 NORM (ABNORM)		07/31/2016 NORM (ABNORM)	MONTH 07/31/16 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 591 - WATER SYSTEM FUND						
000.000-GENERAL	1,021,943.74	1,088,840.49	67,074.24	67,074.24	1,021,766.25	6.16
TOTAL Revenues	<u>1,021,943.74</u>	<u>1,088,840.49</u>	<u>67,074.24</u>	<u>67,074.24</u>	<u>1,021,766.25</u>	<u>6.16</u>
536.003-TREATMENT, PUMPING AND STORAGE	998,183.51	655,730.13	16,753.07	16,753.07	638,977.06	2.55
536.004-WATER DISTRIBUTION	186,306.76	613,034.80	14,739.87	14,739.87	598,294.93	2.40
536.005-PRINCIPAL RESPONSIBLE PARTY #1	82,665.95	139,102.56	5,654.10	5,654.10	133,448.46	4.06
906.000-DEBT SERVICE	22,279.39	28,611.54	2,157.14	2,157.14	26,454.40	7.54
999.000-TRANSFERS (OUT) AND OTHER USES	0.00	10,000.00	800.00	800.00	9,200.00	8.00
TOTAL Expenditures	<u>1,289,435.61</u>	<u>1,446,479.03</u>	<u>40,104.18</u>	<u>40,104.18</u>	<u>1,406,374.85</u>	<u>2.77</u>
Fund 591 - WATER SYSTEM FUND:						
TOTAL REVENUES	1,021,943.74	1,088,840.49	67,074.24	67,074.24	1,021,766.25	6.16
TOTAL EXPENDITURES	<u>1,289,435.61</u>	<u>1,446,479.03</u>	<u>40,104.18</u>	<u>40,104.18</u>	<u>1,406,374.85</u>	<u>2.77</u>
NET OF REVENUES & EXPENDITURES	(267,491.87)	(357,638.54)	26,970.06	26,970.06	(384,608.60)	7.54

REVENUE AND EXPENDITURE REPORT FOR CITY OF CLARE

PERIOD ENDING 07/31/2016

% Fiscal Year Completed: 8.49

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

ACCOUNT DESCRIPTION	END BALANCE	2016-17 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
	06/30/2016 NORM (ABNORM)		07/31/2016 NORM (ABNORM)	MONTH 07/31/16 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 636 - DATA PROCESSING						
000.000-GENERAL	83,913.90	65,910.00	5,454.18	5,454.18	60,455.82	8.28
TOTAL Revenues	<u>83,913.90</u>	<u>65,910.00</u>	<u>5,454.18</u>	<u>5,454.18</u>	<u>60,455.82</u>	<u>8.28</u>
228.000-DATA PROCESSING, INFORMATION TECHNOLOGY	85,914.78	53,850.00	6,317.12	6,317.12	47,532.88	11.73
999.000-TRANSFERS (OUT) AND OTHER USES	0.00	11,000.00	900.00	900.00	10,100.00	8.18
TOTAL Expenditures	<u>85,914.78</u>	<u>64,850.00</u>	<u>7,217.12</u>	<u>7,217.12</u>	<u>57,632.88</u>	<u>11.13</u>
Fund 636 - DATA PROCESSING:						
TOTAL REVENUES	<u>83,913.90</u>	<u>65,910.00</u>	<u>5,454.18</u>	<u>5,454.18</u>	<u>60,455.82</u>	<u>8.28</u>
TOTAL EXPENDITURES	<u>85,914.78</u>	<u>64,850.00</u>	<u>7,217.12</u>	<u>7,217.12</u>	<u>57,632.88</u>	<u>11.13</u>
NET OF REVENUES & EXPENDITURES	<u>(2,000.88)</u>	<u>1,060.00</u>	<u>(1,762.94)</u>	<u>(1,762.94)</u>	<u>2,822.94</u>	<u>166.32</u>

REVENUE AND EXPENDITURE REPORT FOR CITY OF CLARE

PERIOD ENDING 07/31/2016

% Fiscal Year Completed: 8.49

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

ACCOUNT DESCRIPTION	END BALANCE	2016-17 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR MONTH 07/31/16 INCR (DECR)	AVAILABLE	% BDGT USED
	06/30/2016 NORM (ABNORM)		07/31/2016 NORM (ABNORM)		BALANCE NORM (ABNORM)	
Fund 641 - MOBILE EQUIPMENT						
000.000-GENERAL	379,707.75	340,043.99	26,694.82	26,694.82	313,349.17	7.85
TOTAL Revenues	<u>379,707.75</u>	<u>340,043.99</u>	<u>26,694.82</u>	<u>26,694.82</u>	<u>313,349.17</u>	<u>7.85</u>
441.000-DEPARTMENT OF PUBLIC WORKS	361,641.21	356,300.92	17,585.72	17,585.72	338,715.20	4.94
999.000-TRANSFERS (OUT) AND OTHER USES	0.00	1,000.00	100.00	100.00	900.00	10.00
TOTAL Expenditures	<u>361,641.21</u>	<u>357,300.92</u>	<u>17,685.72</u>	<u>17,685.72</u>	<u>339,615.20</u>	<u>4.95</u>
Fund 641 - MOBILE EQUIPMENT:						
TOTAL REVENUES	<u>379,707.75</u>	<u>340,043.99</u>	<u>26,694.82</u>	<u>26,694.82</u>	<u>313,349.17</u>	<u>7.85</u>
TOTAL EXPENDITURES	<u>361,641.21</u>	<u>357,300.92</u>	<u>17,685.72</u>	<u>17,685.72</u>	<u>339,615.20</u>	<u>4.95</u>
NET OF REVENUES & EXPENDITURES	<u>18,066.54</u>	<u>(17,256.93)</u>	<u>9,009.10</u>	<u>9,009.10</u>	<u>(26,266.03)</u>	<u>52.21</u>

REVENUE AND EXPENDITURE REPORT FOR CITY OF CLARE
 PERIOD ENDING 07/31/2016
 % Fiscal Year Completed: 8.49

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

ACCOUNT DESCRIPTION	END BALANCE	2016-17 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
	06/30/2016 NORM (ABNORM)		07/31/2016 NORM (ABNORM)	MONTH 07/31/16 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 765 - HATTON TOWNSHIP LANDFILL TRUST FUND						
000.000-GENERAL	0.00	750.00	0.00	0.00	750.00	0.00
TOTAL Revenues	<u>0.00</u>	<u>750.00</u>	<u>0.00</u>	<u>0.00</u>	<u>750.00</u>	<u>0.00</u>
999.000-TRANSFERS (OUT) AND OTHER USES	10,500.00	0.00	0.00	0.00	0.00	0.00
TOTAL Expenditures	<u>10,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<hr/>						
Fund 765 - HATTON TOWNSHIP LANDFILL TRUST FUND:						
TOTAL REVENUES	0.00	750.00	0.00	0.00	750.00	0.00
TOTAL EXPENDITURES	<u>10,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
NET OF REVENUES & EXPENDITURES	<u>(10,500.00)</u>	<u>750.00</u>	<u>0.00</u>	<u>0.00</u>	<u>750.00</u>	<u>0.00</u>
<hr/>						
TOTAL REVENUES - ALL FUNDS	7,160,382.17	6,841,920.62	810,272.56	810,272.56	6,031,648.06	6.12
TOTAL EXPENDITURES - ALL FUNDS	<u>7,380,533.19</u>	<u>7,395,502.07</u>	<u>452,931.70</u>	<u>452,931.70</u>	<u>6,942,570.37</u>	<u>6.12</u>
NET OF REVENUES & EXPENDITURES	<u>(220,151.02)</u>	<u>(553,581.45)</u>	<u>357,340.86</u>	<u>357,340.86</u>	<u>(910,922.31)</u>	<u>64.55</u>

City of Clare

Comparative Balance Sheet

Prepared as of

July 31, 2016

Fund 101 GENERAL FUND

GL Number	Description	PERIOD ENDED 07/31/2015	PERIOD ENDED 07/31/2016
*** Assets ***			
101-000.000-001.000	CASH	75,287.05	114,066.64
101-000.000-001.002	CASH ON HAND	350.00	350.00
101-000.000-001.003	PETTY CASH	100.00	100.00
101-000.000-001.009	ACH RECEIPT ACCT	1,000.00	1,000.00
101-000.000-002.001	CASH - MERCANTILE	73,719.98	73,804.15
101-000.000-003.000	CERTIFICATES OF DEPOSIT/ REPURCHASE AGR.	85,000.00	40,000.00
101-000.000-040.000	ACCOUNTS RECEIVABLE	37,846.51	25,786.62
101-000.000-040.210	DUE FROM DDA	832.25	7.69
101-000.000-040.271	ACCOUNTS RECEIVABLE - LIBRARY	336.80	0.00
101-000.000-040.900	LITIGATION CLAIMS RECEIVABLE	0.00	14,500.00
101-000.000-043.000	A/R UTILITIES	13,557.81	15,392.12
101-000.000-043.001	ALLOWANCE FOR UNCOLLECTIBLE ACCOUNTS	1,940.00	2,100.00
101-000.000-078.000	DUE FROM STATE	53,545.00	2,470.00
101-000.000-079.000	DUE FROM FEDERAL GOVERNMENT	21,311.70	10,384.21
101-000.000-084.703	DUE FROM TAX FUND	107.55	114.38
101-000.000-111.000	INVENTORY	1,769.49	1,769.49
101-000.000-111.001	INVENTORY - AIRPORT FUEL	20,028.19	20,028.19
101-000.000-123.000	PREPAID EXPENDITURES	0.00	25,622.98
101-000.000-123.537	PREPAID SALES TAX - AVIATION FUEL	2,193.60	913.97
Total Assets		388,925.93	348,410.44
*** Liabilities ***			
101-000.000-202.000	ACCTS PAYABLE	10,119.04	4,122.22
101-000.000-214.222	DUE TO COUNTY- TR FEES	21.00	21.00
101-000.000-214.225	DUE TO COUNTY - SCHOOL TR FEES	84.01	84.01
101-000.000-214.729	DUE TO OTHER GOV. UNITS	0.00	20,822.74
101-000.000-228.000	DUE TO STATE OF MICHIGAN	1,235.77	1,781.62
101-000.000-273.000	UNDISTRIBUTED RECEIPTS	240.00	240.00
101-000.000-276.000	DUE TO UTILITY CUSTOMERS	19.83	39.15
Total Liabilities		11,719.65	27,110.74
*** Fund Balance ***			
101-000.000-391.000	FISCAL FUND BALANCE	325,706.61	325,706.61
Total Fund Balance		325,706.61	325,706.61
Beginning Fund Balance		325,706.61	325,706.61
Net of Revenues VS Expenditures - 15-16			
*15-16 End FB/16-17 Beg FB		336,839.66	11,133.05
Net of Revenues VS Expenditures - Current Year		51,499.67	(15,539.96)
Ending Fund Balance		377,206.28	321,299.70
Total Liabilities And Fund Balance		388,925.93	348,410.44

* Year Not Closed

Fund 150 CEMETERY PERPETUAL CARE

GL Number	Description	PERIOD ENDED 07/31/2015	PERIOD ENDED 07/31/2016
*** Assets ***			
150-000.000-001.000	CASH	37,578.93	10,471.18
150-000.000-003.000	REPURCHASE AGREEMENTS	225,000.00	260,000.00
Total Assets		262,578.93	270,471.18
*** Liabilities ***			
Total Liabilities		0.00	0.00
*** Fund Balance ***			
150-000.000-390.000	FUND BALANCE	7,316.77	7,316.77
150-000.000-390.001	NONEXPENDABLE FUND BALANCE	254,614.77	254,614.77
Total Fund Balance		261,931.54	261,931.54
Beginning Fund Balance		261,931.54	261,931.54
Net of Revenues VS Expenditures - 15-16			7,838.27
*15-16 End FB/16-17 Beg FB		269,769.81	
Net of Revenues VS Expenditures - Current Year		647.39	701.37
Ending Fund Balance		262,578.93	270,471.18
Total Liabilities And Fund Balance		262,578.93	270,471.18

* Year Not Closed

Fund 202 MAJOR STREETS

GL Number	Description	PERIOD ENDED 07/31/2015	PERIOD ENDED 07/31/2016
*** Assets ***			
202-000.000-001.000	CASH	9,686.88	62,800.67
202-000.000-003.000	REPURCHASE AGREEMENTS	45,000.00	85,000.00
202-000.000-045.000	SPECIAL ASSESSMENTS RECEIVABLE	2,837.15	2,837.15
202-000.000-078.000	DUE FROM STATE	22,881.07	19,681.99
202-000.000-079.000	DUE FROM FEDERAL GOVERNMENT	101,686.75	0.00
202-000.000-123.000	PREPAID EXPENSES	0.00	3,090.43
Total Assets		182,091.85	173,410.24
*** Liabilities ***			
202-000.000-339.000	DEFERRED REVENUES	2,837.15	2,837.15
Total Liabilities		2,837.15	2,837.15
*** Fund Balance ***			
202-000.000-391.000	FISCAL FUND BALANCE	214,755.96	214,755.96
Total Fund Balance		214,755.96	214,755.96
Beginning Fund Balance		214,755.96	214,755.96
Net of Revenues VS Expenditures - 15-16			
*15-16 End FB/16-17 Beg FB		188,547.07	(26,208.89)
Net of Revenues VS Expenditures - Current Year			
Ending Fund Balance		(35,501.26)	(17,973.98)
Ending Fund Balance		179,254.70	170,573.09
Total Liabilities And Fund Balance		182,091.85	173,410.24

* Year Not Closed

Fund 203 LOCAL STS FUND

GL Number	Description	PERIOD ENDED 07/31/2015	PERIOD ENDED 07/31/2016
*** Assets ***			
203-000.000-001.000	CASH	10,571.68	17,438.35
203-000.000-003.000	REPURCHASE AGREEMENTS	0.00	20,000.00
203-000.000-045.000	SPECIAL ASSESSMENTS RECEIVABLE	12,899.13	12,899.13
203-000.000-078.000	DUE FROM STATE	9,288.47	11,729.73
203-000.000-123.000	PREPAID EXPENSES	0.00	3,261.68
Total Assets		32,759.28	65,328.89
*** Liabilities ***			
203-000.000-339.000	DEFERRED REVENUES	12,899.13	12,899.13
Total Liabilities		12,899.13	12,899.13
*** Fund Balance ***			
203-000.000-391.000	FISCAL FUND BALANCE	34,107.37	34,107.37
Total Fund Balance		34,107.37	34,107.37
Beginning Fund Balance		34,107.37	34,107.37
Net of Revenues VS Expenditures - 15-16			24,271.52
*15-16 End FB/16-17 Beg FB		58,378.89	
Net of Revenues VS Expenditures - Current Year		(14,247.22)	(5,949.13)
Ending Fund Balance		19,860.15	52,429.76
Total Liabilities And Fund Balance		32,759.28	65,328.89

* Year Not Closed

Fund 206 FIRE FUND

GL Number	Description	PERIOD ENDED 07/31/2015	PERIOD ENDED 07/31/2016
*** Assets ***			
206-000.000-001.000	CASH	2,488.51	18,004.22
206-000.000-003.000	REPURCHASE AGREEMENTS	235,000.00	175,000.00
206-000.000-040.000	ACCOUNTS RECEIVABLE	6,593.69	6,130.08
206-000.000-043.001	ALLOWANCE FOR UNCOLLECTIBLE ACCOUNTS	0.00	2,381.00
206-000.000-111.000	INVENTORY	1,643.26	1,643.26
206-000.000-123.000	PREPAID EXPENSES	0.00	3,281.59
Total Assets		245,725.46	206,440.15
*** Liabilities ***			
206-000.000-202.000	ACCOUNTS PAYABLE	2,757.05	203.55
206-000.000-339.000	DEFERRED REVENUES	83,217.50	83,217.50
Total Liabilities		85,974.55	83,421.05
*** Fund Balance ***			
206-000.000-391.000	FISCAL FUND BALANCE	187,631.49	187,631.49
Total Fund Balance		187,631.49	187,631.49
Beginning Fund Balance		187,631.49	187,631.49
Net of Revenues VS Expenditures - 15-16			
*15-16 End FB/16-17 Beg FB		143,233.43	(44,398.06)
Net of Revenues VS Expenditures - Current Year		(27,880.58)	(20,214.33)
Ending Fund Balance		159,750.91	123,019.10
Total Liabilities And Fund Balance		245,725.46	206,440.15

* Year Not Closed

Fund 208 PARKS AND RECREATION

GL Number	Description	PERIOD ENDED 07/31/2015	PERIOD ENDED 07/31/2016
*** Assets ***			
208-000.000-001.000	CASH	39,049.04	109,156.03
208-000.000-001.800	CASH HELD BY MMCAA - DEPOT PROJECT	120,013.63	120,013.63
208-000.000-003.000	CERTIFICATES OF DEPOSIT/ REPURCHASE AGR.	0.00	280,000.00
208-000.000-045.000	SPECIAL ASSESSMENTS RECEIVABLE	21,340.00	21,340.00
208-000.000-123.000	PREPAID EXPENDITURES	0.00	3,679.84
Total Assets		180,402.67	534,189.50
*** Liabilities ***			
208-000.000-202.000	ACCTS PAYABLE	1,960.96	11,002.25
208-000.000-283.000	DEPOSITS PAYABLE - PARK RENTALS	700.00	975.00
208-000.000-339.000	DEFERRED REVENUES	21,340.00	21,340.00
Total Liabilities		24,000.96	33,317.25
*** Fund Balance ***			
208-000.000-390.000	FUND BALANCE	142,402.22	142,402.22
Total Fund Balance		142,402.22	142,402.22
Beginning Fund Balance		142,402.22	142,402.22
Net of Revenues VS Expenditures - 15-16			
*15-16 End FB/16-17 Beg FB		155,752.93	13,350.71
Net of Revenues VS Expenditures - Current Year		13,999.49	345,119.32
Ending Fund Balance		156,401.71	500,872.25
Total Liabilities And Fund Balance		180,402.67	534,189.50

* Year Not Closed

Fund 210 DDA (DOWNTOWN DVLPMT AUTHORITY)

GL Number	Description	PERIOD ENDED 07/31/2015	PERIOD ENDED 07/31/2016
*** Assets ***			
210-000.000-001.000	CASH	34,677.35	41,061.53
210-000.000-040.000	ACCOUNTS RECEIVABLE	1,600.00	50.00
Total Assets		36,277.35	41,111.53
*** Liabilities ***			
210-000.000-202.000	ACCTS PAYABLE	1,500.00	0.00
Total Liabilities		1,500.00	0.00
*** Fund Balance ***			
210-000.000-391.000	FISCAL FUND BALANCE	31,208.16	31,208.16
Total Fund Balance		31,208.16	31,208.16
Beginning Fund Balance		31,208.16	31,208.16
Net of Revenues VS Expenditures - 15-16			7,418.62
*15-16 End FB/16-17 Beg FB		38,626.78	
Net of Revenues VS Expenditures - Current Year		3,569.19	2,484.75
Ending Fund Balance		34,777.35	41,111.53
Total Liabilities And Fund Balance		36,277.35	41,111.53

* Year Not Closed

Fund 211 SIDEWALK REPLACEMENT FUND

GL Number	Description	PERIOD ENDED 07/31/2015	PERIOD ENDED 07/31/2016
*** Assets ***			
211-000.000-001.000	CASH	1,551.11	623.80
211-000.000-123.000	PREPAID EXPENDITURES	0.00	215.06
Total Assets		1,551.11	838.86
*** Liabilities ***			
Total Liabilities		0.00	0.00
*** Fund Balance ***			
211-000.000-390.000	FUND BALANCE	2,033.83	2,033.83
Total Fund Balance		2,033.83	2,033.83
Beginning Fund Balance		2,033.83	2,033.83
Net of Revenues VS Expenditures - 15-16			(1,195.01)
*15-16 End FB/16-17 Beg FB		838.82	
Net of Revenues VS Expenditures - Current Year		(482.72)	0.04
Ending Fund Balance		1,551.11	838.86
Total Liabilities And Fund Balance		1,551.11	838.86

* Year Not Closed

Fund 243 BROWNFIELD REDEVELOPMENT AUTHORITY FUND

GL Number	Description	PERIOD ENDED 07/31/2015	PERIOD ENDED 07/31/2016
*** Assets ***			
243-000.000-001.000	CASH	4,587.92	4,591.59
Total Assets		4,587.92	4,591.59
*** Liabilities ***			
Total Liabilities		0.00	0.00
*** Fund Balance ***			
243-000.000-390.000	FUND BALANCE	4,587.69	4,587.69
Total Fund Balance		4,587.69	4,587.69
Beginning Fund Balance		4,587.69	4,587.69
Net of Revenues VS Expenditures - 15-16			3.63
*15-16 End FB/16-17 Beg FB		4,591.32	
Net of Revenues VS Expenditures - Current Year		0.23	0.27
Ending Fund Balance		4,587.92	4,591.59
Total Liabilities And Fund Balance		4,587.92	4,591.59

* Year Not Closed

Fund 265 DRUG LAW ENFORCEMENT FUND

GL Number	Description	PERIOD ENDED 07/31/2015	PERIOD ENDED 07/31/2016
*** Assets ***			
265-000.000-001.000	CASH	1,063.73	753.94
Total Assets		1,063.73	753.94
*** Liabilities ***			
Total Liabilities		0.00	0.00
*** Fund Balance ***			
265-000.000-390.000	FUND BALANCE	1,063.68	1,063.68
Total Fund Balance		1,063.68	1,063.68
Beginning Fund Balance		1,063.68	1,063.68
Net of Revenues VS Expenditures - 15-16			
*15-16 End FB/16-17 Beg FB		7.90	
Net of Revenues VS Expenditures - Current Year		0.05	746.04
Ending Fund Balance		1,063.73	753.94
Total Liabilities And Fund Balance		1,063.73	753.94

* Year Not Closed

Fund 414 FACADE IMPROVEMENT PROGRAM (CDBG)

GL Number	Description	PERIOD ENDED 07/31/2015	PERIOD ENDED 07/31/2016
*** Assets ***			
414-000.000-001.000	CASH	4,000.00	0.00
Total Assets		4,000.00	0.00
*** Liabilities ***			
Total Liabilities		0.00	0.00
*** Fund Balance ***			
Total Fund Balance		0.00	0.00
Beginning Fund Balance		0.00	0.00
Net of Revenues VS Expenditures - 15-16			
*15-16 End FB/16-17 Beg FB		0.00	0.00
Net of Revenues VS Expenditures - Current Year		4,000.00	0.00
Ending Fund Balance		4,000.00	0.00
Total Liabilities And Fund Balance		4,000.00	0.00

* Year Not Closed

Fund 590 SEWER SYSTEM FUND

GL Number	Description	PERIOD ENDED 07/31/2015	PERIOD ENDED 07/31/2016
*** Assets ***			
590-000.000-001.000	CASH	1,848.61	39,761.35
590-000.000-001.012	CASH - 2012 USDA BOND RESERVE ACCT	39,376.02	49,884.12
590-000.000-001.013	CASH - 2012 USDA BOND RRI ACCT	34,096.72	43,153.72
590-000.000-001.014	2014 USDA SEWER BOND PMT RESERVE ACCOUNT	1,125.02	2,625.28
590-000.000-001.015	2014 USDA SEWER BOND RRI RESERVE ACCOUNT	3,527.31	8,231.12
590-000.000-003.000	REPURCHASE AGREEMENTS	300,000.00	330,000.00
590-000.000-034.000	A/R TO TAXES	500.00	500.00
590-000.000-040.000	ACCOUNTS RECEIVABLE	0.00	(1,067.41)
590-000.000-043.000	A/R UTILITIES	46,706.90	66,512.50
590-000.000-043.001	ALLOWANCE FOR UNCOLLECTIBLE ACCOUNTS	(600.00)	(600.00)
590-000.000-045.000	SPECIAL ASSESSMENTS RECEIVABLE	14,836.83	14,836.83
590-000.000-111.000	INVENTORY	48,413.97	48,413.97
590-000.000-123.000	PREPAID EXPENSES	0.00	3,934.72
590-000.000-130.000	LAND	10,756.50	10,756.50
590-000.000-132.000	LAND IMPROVEMENTS	412,516.37	412,516.37
590-000.000-133.000	ACCUMULATED DEPRECIATION - LAND IMPROVEM	(375,722.04)	(375,722.04)
590-000.000-136.000	BUILDINGS, ADDITIONS, ETC.	4,926,614.44	4,926,614.44
590-000.000-137.000	ACCUMULATED DEPRECIATION-BUILDINGS	(3,204,720.86)	(3,204,720.86)
590-000.000-138.000	EQUIPMENT	1,853,881.10	1,853,881.10
590-000.000-145.000	ACCUMULATED DEPRECIATION - EQUIPMENT	(551,809.26)	(551,809.26)
590-000.000-146.000	OFFICE EQUIPMENT AND FURNITURE	17,002.77	17,002.77
590-000.000-147.000	ACCUMULATED DEPR. - OFFICE EQUIPMENT	(17,002.77)	(17,002.77)
590-000.000-154.001	SEWER SYSTEM - LAGOONS	1,424,188.64	1,424,188.64
590-000.000-154.002	SEWER SYSTEM - COLLECTION	3,412,839.03	3,412,839.03
590-000.000-155.000	ACCUMULATED DEPR. - SEWER SYSTEM	(2,626,234.93)	(2,626,234.93)
590-000.000-158.000	CONSTRUCTION IN PROGRESS	1,418,388.55	1,418,388.55
Total Assets		7,190,528.92	7,306,883.74
*** Liabilities ***			
590-000.000-202.000	ACCTS PAYABLE	53,906.60	78,931.60
590-000.000-256.000	ACCRUED INT PAYABLE	13,411.26	13,411.26
590-000.000-276.000	DUE TO SEWER CUSTOMERS	96.76	57.13
590-000.000-285.000	SECURITY DEPOSITS	16,800.00	19,550.00
590-000.000-306.000	2011 USDA RURAL DEVELOPMENT BONDS	2,477,953.69	2,434,953.69
590-000.000-312.000	2012 REFUNDING BONDS - SEWER SYSTEM	185,000.00	155,000.00
590-000.000-314.000	2014 RURAL DEVELOPMENT BONDING	331,000.00	327,000.00
Total Liabilities		3,078,168.31	3,028,903.68
*** Fund Balance ***			
590-000.000-391.000	NET ASSETS	4,115,489.90	4,115,489.90
590-000.000-391.002	BOND RESERVE - 2011 RURAL DEV BOND PMT	39,375.00	39,375.00
590-000.000-391.003	BOND RESERVE - 2011 RURAL DEV - RRI	34,095.53	34,095.53
590-000.000-391.004	BOND RESERVE - 2015 RURAL DEV BOND PMT	1,125.00	1,125.00
590-000.000-391.005	BOND RESERVE - 2015 RURAL DEV RRI	3,527.25	3,527.25
Total Fund Balance		4,193,612.68	4,193,612.68
Beginning Fund Balance		4,193,612.68	4,193,612.68
Net of Revenues VS Expenditures - 15-16			50,617.13
*15-16 End FB/16-17 Beg FB		4,244,229.81	
Net of Revenues VS Expenditures - Current Year		(81,252.07)	33,750.25
Ending Fund Balance		4,112,360.61	4,277,980.06
Total Liabilities And Fund Balance		7,190,528.92	7,306,883.74

* Year Not Closed

Fund 591 WATER SYSTEM FUND

GL Number	Description	PERIOD ENDED 07/31/2015	PERIOD ENDED 07/31/2016
*** Assets ***			
591-000.000-001.000	CASH	4,873.00	39,815.11
591-000.000-001.016	2014 USDA WATER BOND PMT RESERVE ACCOUNT	1,875.03	4,375.43
591-000.000-001.017	2014 USDA WATER BOND RRI RESERVE ACCOUNT	3,226.55	7,529.24
591-000.000-003.000	CERTIFICATES OF DEPOSIT/ REPURCHASE AGR.	410,000.00	170,000.00
591-000.000-040.000	ACCOUNTS RECEIVABLE	27,346.81	(561.41)
591-000.000-043.000	A/R UTILITIES	27,518.76	51,690.71
591-000.000-043.001	ALLOWANCE FOR UNCOLLECTIBLE ACCOUNTS	(200.00)	(200.00)
591-000.000-045.000	SPECIAL ASSESSMENTS RECEIVABLE	1,061.26	1,061.26
591-000.000-111.000	INVENTORY	7,338.90	7,338.90
591-000.000-123.000	PREPAID EXPENSES	0.00	8,879.01
591-000.000-130.000	LAND	42,632.25	42,632.25
591-000.000-136.000	BUILDING, ADDITIONS AND IMPROVEMENTS	454,584.99	454,584.99
591-000.000-137.000	ACCUMULATED DEPRECIATION-BUILDINGS	(393,094.93)	(393,094.93)
591-000.000-138.000	EQUIPMENT	17,852.84	17,852.84
591-000.000-145.000	ACCUMULATED DEPR. - EQUIPMENT	(17,380.64)	(17,380.64)
591-000.000-152.001	WATER SYSTEM - WELLS	777,007.48	777,007.48
591-000.000-152.003	WATER SYSTEM - PUMPING	45,989.93	45,989.93
591-000.000-152.004	WATER SYSTEM - STANDPIPES	973,376.91	973,376.91
591-000.000-152.005	WATER SYSTEM - MAINS	743,113.82	743,113.82
591-000.000-152.007	WATER SYSTEM - TRANSMISSION	196,972.56	196,972.56
591-000.000-153.000	ACCUMULATED DEPR. WATER SYSTEM	(1,572,561.16)	(1,572,561.16)
591-000.000-158.000	CONSTRUCTION IN PROGRESS	1,860,335.45	1,860,335.45
Total Assets		3,611,869.81	3,418,757.75
*** Liabilities ***			
591-000.000-202.000	ACCTS PAYABLE	75,346.44	74,697.44
591-000.000-256.000	ACCRUED INT PAYABLE	3,715.24	3,715.24
591-000.000-276.000	DUE TO WATER CUSTOMERS	49.65	10.76
591-000.000-312.000	2012 REFUNDING BONDS - WATER SYSTEM	190,000.00	165,000.00
591-000.000-314.000	2014 RURAL DEVELOPMENT BONDING	553,000.00	546,000.00
Total Liabilities		822,111.33	789,423.44
*** Fund Balance ***			
591-000.000-391.000	NET ASSETS	2,864,754.62	2,864,754.62
591-000.000-391.004	BOND RESERVE - 2015 RURAL DEV BOND PMT	1,875.00	1,875.00
591-000.000-391.005	BOND RESERVE - 2015 RURAL DEV RRI	3,226.50	3,226.50
Total Fund Balance		2,869,856.12	2,869,856.12
Beginning Fund Balance		2,869,856.12	2,869,856.12
Net of Revenues VS Expenditures - 15-16			(267,491.87)
*15-16 End FB/16-17 Beg FB		2,602,364.25	
Net of Revenues VS Expenditures - Current Year		(80,097.64)	26,970.06
Ending Fund Balance		2,789,758.48	2,629,334.31
Total Liabilities And Fund Balance		3,611,869.81	3,418,757.75

* Year Not Closed

Fund 636 DATA PROCESSING

GL Number	Description	PERIOD ENDED 07/31/2015	PERIOD ENDED 07/31/2016
*** Assets ***			
636-000.000-001.000	CASH	24,164.88	5,227.93
636-000.000-003.000	CERTIFICATES OF DEPOSIT/ REPURCHASE AGR.	0.00	10,000.00
636-000.000-123.000	PREPAID EXPENSES	0.00	171.25
636-000.000-146.000	OFFICE EQUIPMENT AND FURNITURE	385,830.41	385,830.41
636-000.000-147.000	ACCUMULATED DEPR. - OFFICE EQUIPMENT	(339,885.42)	(339,885.42)
Total Assets		70,109.87	61,344.17
*** Liabilities ***			
636-000.000-202.000	ACCOUNTS PAYABLE	2,024.00	0.00
Total Liabilities		2,024.00	0.00
*** Fund Balance ***			
636-000.000-391.000	NET ASSETS	65,107.99	65,107.99
Total Fund Balance		65,107.99	65,107.99
Beginning Fund Balance		65,107.99	65,107.99
Net of Revenues VS Expenditures - 15-16			
*15-16 End FB/16-17 Beg FB		63,107.11	(2,000.88)
Net of Revenues VS Expenditures - Current Year		2,977.88	(1,762.94)
Ending Fund Balance		68,085.87	61,344.17
Total Liabilities And Fund Balance		70,109.87	61,344.17

* Year Not Closed

Fund 641 MOBILE EQUIPMENT

GL Number	Description	PERIOD ENDED 07/31/2015	PERIOD ENDED 07/31/2016
*** Assets ***			
641-000.000-001.000	CASH	23,731.13	19,147.50
641-000.000-003.000	CERTIFICATES OF DEPOSIT/ REPURCHASE AGR.	0.00	30,000.00
641-000.000-043.000	A/R UTILITIES	1,035.19	1,187.98
641-000.000-043.001	ALLOWANCE FOR UNCOLLECTIBLE ACCOUNTS	(50.00)	(50.00)
641-000.000-109.000	INVENTORY - STREET ROAD SALT	7,858.56	7,858.56
641-000.000-109.001	INVENTORY - STREET COLD PATCH	200.25	200.25
641-000.000-111.000	INVENTORY	35,713.65	35,713.65
641-000.000-123.000	PREPAID EXPENSES	0.00	3,144.19
641-000.000-130.000	LAND	85,000.00	85,000.00
641-000.000-136.000	BUILDING, ADDITIONS AND IMPROVEMENTS	667,283.12	667,283.12
641-000.000-137.000	ACCUMULATED DEPRECIATION-BUILDINGS	(431,188.16)	(431,188.16)
641-000.000-138.000	EQUIPMENT	567,530.14	567,530.14
641-000.000-139.000	OTHER EQUIPMENT	16,787.52	16,787.52
641-000.000-145.000	ACCUMULATED DEPR. - EQUIPMENT	(578,139.95)	(578,139.95)
641-000.000-148.000	VEHICLES - DPW	1,050,144.39	1,050,144.39
641-000.000-148.001	VEHICLES - POLICE	136,066.99	136,066.99
641-000.000-149.000	ACCUMULATED DEPRECIATION - VEHICLES	(897,742.99)	(897,742.99)
Total Assets		684,229.84	712,943.19
*** Liabilities ***			
641-000.000-202.000	ACCTS PAYABLE	239.66	92.25
641-000.000-276.000	DUE TO UTILITY CUSTOMERS	23.06	2.61
Total Liabilities		262.72	94.86
*** Fund Balance ***			
641-000.000-391.000	NET ASSETS	685,772.69	685,772.69
Total Fund Balance		685,772.69	685,772.69
Beginning Fund Balance		685,772.69	685,772.69
Net of Revenues VS Expenditures - 15-16			18,066.54
*15-16 End FB/16-17 Beg FB		703,839.23	
Net of Revenues VS Expenditures - Current Year		(1,805.57)	9,009.10
Ending Fund Balance		683,967.12	712,848.33
Total Liabilities And Fund Balance		684,229.84	712,943.19

* Year Not Closed

Fund 703 PROPERTY TAX FUND

GL Number	Description	PERIOD ENDED 07/31/2015	PERIOD ENDED 07/31/2016
*** Assets ***			
703-000.000-001.000	CASH	400,223.55	186,713.33
703-000.000-018.000	TAXES RECEIVABLE - SUMMER	2,066,481.14	2,167,726.63
Total Assets		2,466,704.69	2,354,439.96
*** Liabilities ***			
703-000.000-214.101	DUE TO GENERAL FUND	1,400,100.70	1,318,407.14
703-000.000-214.202	DUE TO MAJOR STREET FUND	818.44	710.93
703-000.000-214.203	DUE TO LOCAL STREET FUND	5,195.57	4,344.98
703-000.000-214.208	DUE TO PARKS FUND	77,599.90	77,314.62
703-000.000-214.590	DUE TO SEWER FUND	4,067.41	3,765.31
703-000.000-214.591	DUE TO WATER FUND	813.22	731.11
703-000.000-214.641	DUE TO MOBILE EQUIPMENT	29.01	797.92
703-000.000-215.001	DUE TO COMPONENT UNIT - DDA	61,808.94	63,884.09
703-000.000-222.001	DUE TO CLARE COUNTY	691,316.90	693,978.21
703-000.000-222.002	DUE TO ISABELLA COUNTY	143,783.48	115,225.62
703-000.000-223.000	DUE TO LIBRARY - PMDL	77,555.90	73,239.92
703-000.000-228.000	DUE TO STATE OF MICHIGAN	2,855.63	2,040.11
703-000.000-274.000	UNDISTRIBUTED TAX COLLECTIONS	111.29	0.00
703-000.000-276.000	DUE TO TAXPAYERS (OVERPAYMENT REFUNDS)	648.30	0.00
Total Liabilities		2,466,704.69	2,354,439.96
*** Fund Balance ***			
Total Fund Balance		0.00	0.00
Beginning Fund Balance		0.00	0.00
Net of Revenues VS Expenditures - 15-16			0.00
*15-16 End FB/16-17 Beg FB		0.00	
Net of Revenues VS Expenditures - Current Year		0.00	0.00
Ending Fund Balance		0.00	0.00
Total Liabilities And Fund Balance		2,466,704.69	2,354,439.96

* Year Not Closed

Fund 704 IMPREST PAYROLL FUND

GL Number	Description	PERIOD ENDED 07/31/2015	PERIOD ENDED 07/31/2016
*** Assets ***			
704-000.000-001.000	CASH	(2,209.36)	(10,358.40)
704-000.000-040.000	ACCOUNTS RECEIVABLE	0.00	(691.22)
Total Assets		(2,209.36)	(11,049.62)
*** Liabilities ***			
704-000.000-228.000	DUE TO STATE OF MICHIGAN	5,011.33	5,081.16
704-000.000-231.001	AFLAC PAYABLE	344.71	(40.68)
704-000.000-231.002	MERS PAYABLE	25,355.57	22,745.17
704-000.000-231.003	BLUE CROSS PAYABLE	(33,635.15)	(39,561.41)
704-000.000-231.005	TEAMSTERS PAYABLE	40.50	(51.00)
704-000.000-231.015	DEFERRED COMP PAYABLE - MERS 457	673.68	777.14
Total Liabilities		(2,209.36)	(11,049.62)
Beginning Fund Balance		0.00	0.00
Net of Revenues VS Expenditures - 15-16		0.00	0.00
*15-16 End FB/16-17 Beg FB		0.00	0.00
Net of Revenues VS Expenditures - Current Year		0.00	0.00
Ending Fund Balance		0.00	0.00
Total Liabilities And Fund Balance		(2,209.36)	(11,049.62)

* Year Not Closed

Fund 765 HATTON TOWNSHIP LANDFILL TRUST FUND

GL Number	Description	PERIOD ENDED 07/31/2015	PERIOD ENDED 07/31/2016
*** Assets ***			
765-000.000-003.000	CERTIFICATES OF DEPOSIT	210,505.79	200,005.79
Total Assets		210,505.79	200,005.79
*** Liabilities ***			
Total Liabilities		0.00	0.00
*** Fund Balance ***			
765-000.000-390.000	FUND BALANCE	210,505.79	210,505.79
Total Fund Balance		210,505.79	210,505.79
Beginning Fund Balance		210,505.79	210,505.79
Net of Revenues VS Expenditures - 15-16			(10,500.00)
*15-16 End FB/16-17 Beg FB		200,005.79	
Net of Revenues VS Expenditures - Current Year		0.00	0.00
Ending Fund Balance		210,505.79	200,005.79
Total Liabilities And Fund Balance		210,505.79	200,005.79

* Year Not Closed

Fund 901 GENERAL FIXED ASSETS

GL Number	Description	PERIOD ENDED 07/31/2015	PERIOD ENDED 07/31/2016
*** Assets ***			
901-000.000-130.101	LAND - GFA, GENERAL FUND	3,333,874.88	3,333,874.88
901-000.000-130.206	LAND - GFA, FIRE DEPARTMENT	5,675.00	5,675.00
901-000.000-130.208	LAND - GFA, PARKS & RECREATION	936,849.24	936,849.24
901-000.000-130.210	LAND - DDA	108,126.20	108,126.20
901-000.000-132.101	LAND IMPROVEMENTS - GFA, GENERAL FUND	43,343.05	43,343.05
901-000.000-132.202	ROAD IMPROVEMENTS - MAJOR STREETS	82,738.71	82,738.71
901-000.000-132.203	ROAD IMPROVEMENTS - LOCAL STREETS	550,763.68	550,763.68
901-000.000-132.208	LAND IMPROVEMENTS - GFA, PARKS AND REC.	1,257,577.27	1,257,577.27
901-000.000-132.210	LAND IMPROVEMENTS - DDA	456,071.51	456,071.51
901-000.000-132.211	SIDEWALK IMPROVEMENTS	90,804.62	90,804.62
901-000.000-132.214	LAND IMPROV - LDFA	94,016.27	94,016.27
901-000.000-133.000	ACCUMULATED DEPRECIATION - LAND IMPROVEM	(352,161.43)	(352,161.43)
901-000.000-133.210	ACCUM DEPR - LAND IMPROV - DDA	(193,444.40)	(193,444.40)
901-000.000-133.214	ACCUM DEPR - LAND IMPROV - LDFA	(24,347.73)	(24,347.73)
901-000.000-136.101	BUILDINGS, ETC. - GFA, GENERAL FUND	1,753,228.03	1,753,228.03
901-000.000-136.206	BUILDINGS, ETC. - GFA, FIRE DEPARTMENT	461,759.56	461,759.56
901-000.000-136.208	BUILDINGS, ETC. - PARKS & RECREATION	360,896.42	360,896.42
901-000.000-137.000	ACCUMULATED DEPRECIATION-BUILDINGS	(1,040,610.53)	(1,040,610.53)
901-000.000-138.101	EQUIPMENT - GFA, GENERAL FUND	200,128.59	200,128.59
901-000.000-138.206	EQUIPMENT - GFA, FIRE DEPARTMENT	617,624.64	617,624.64
901-000.000-138.208	EQUIPMENT - GFA, PARKS & RECREATION	114,322.77	114,322.77
901-000.000-138.210	EQUIPMENT - DDA	138,200.00	138,200.00
901-000.000-138.500	ACCUMULATED DEPRECIATION-EQUIPMENT	(636,979.95)	(636,979.95)
901-000.000-139.210	ACCUM DEPR - EQUIP (DDA)	(138,200.00)	(138,200.00)
901-000.000-146.206	OFFICE EQUIPMENT - GFA, FIRE DEPARTMENT	1,269.00	1,269.00
901-000.000-147.000	ACCUMULATED DEPR. - OFFICE EQUIPMENT	(1,205.55)	(1,205.55)
901-000.000-148.206	VEHICLES - FIRE DEPARTMENT	1,012,553.78	1,012,553.78
901-000.000-149.000	ACCUMULATED DEPRECIATION - VEHICLES	(755,070.17)	(755,070.17)
901-000.000-158.000	CONSTRUCTION IN PROGRESS	2,239,472.67	2,239,472.67
Total Assets		10,717,276.13	10,717,276.13
*** Liabilities ***			
Total Liabilities		0.00	0.00
*** Fund Balance ***			
901-000.000-130.399	INVESTMENT IN LAND	4,384,525.32	4,384,525.32
901-000.000-132.399	INVESTMENT IN LAND IMPROVEMENTS	4,053,270.02	4,053,270.02
901-000.000-136.399	INVESTMENT IN BUILDINGS, ETC.	1,726,837.68	1,726,837.68
901-000.000-138.399	INVESTMENT IN EQUIPMENT	295,096.05	295,096.05
901-000.000-146.399	INVESTMENT IN OFFICE EQUIPMENT&FURNITURE	63.45	63.45
901-000.000-148.399	INVESTMENT IN VEHICLES	257,483.61	257,483.61
Total Fund Balance		10,717,276.13	10,717,276.13
Beginning Fund Balance		10,717,276.13	10,717,276.13
Net of Revenues VS Expenditures - 15-16			0.00
*15-16 End FB/16-17 Beg FB		10,717,276.13	
Net of Revenues VS Expenditures - Current Year		0.00	0.00
Ending Fund Balance		10,717,276.13	10,717,276.13
Total Liabilities And Fund Balance		10,717,276.13	10,717,276.13

* Year Not Closed

Fund 902 GENERAL LONG-TERM DEBT

GL Number	Description	PERIOD ENDED 07/31/2015	PERIOD ENDED 07/31/2016
*** Assets ***			
902-000.000-186.000	AMOUNT TO BE PROVIDED - LTD	1,513,000.00	1,513,000.00
Total Assets		1,513,000.00	1,513,000.00
*** Liabilities ***			
902-000.000-256.000	ACCRUED INT PAYABLE	15,061.49	15,061.49
902-000.000-256.210	ACCRUED INT PAYABLE	2,187.92	2,187.92
902-000.000-304.000	MMCAA INSTALLMENT LOAN	75,712.03	75,712.03
902-000.000-306.001	2006 DDA BOND	302,000.00	302,000.00
902-000.000-312.000	2012 REFUNDING BONDS -PUBLIC SAFETY BLDG	620,000.00	620,000.00
902-000.000-313.000	SOCCER COMPLEX LOAN PAYABLE	139,100.68	139,100.68
902-000.000-315.000	NORTH INFRASTRUCTURE DEBT	331,992.66	331,992.66
Total Liabilities		1,486,054.78	1,486,054.78
*** Fund Balance ***			
902-000.000-391.000	FISCAL FUND BALANCE	26,945.22	26,945.22
Total Fund Balance		26,945.22	26,945.22
Beginning Fund Balance		26,945.22	26,945.22
Net of Revenues VS Expenditures - 15-16			0.00
*15-16 End FB/16-17 Beg FB		26,945.22	
Net of Revenues VS Expenditures - Current Year		0.00	0.00
Ending Fund Balance		26,945.22	26,945.22
Total Liabilities And Fund Balance		1,513,000.00	1,513,000.00

* Year Not Closed

Fund 934 GASB ACCRUALS

GL Number	Description	PERIOD ENDED 07/31/2015	PERIOD ENDED 07/31/2016
*** Assets ***			
934-000.000-084.000	DUE FROM GOVT ACTIVITIES	236,700.00	236,700.00
Total Assets		236,700.00	236,700.00
*** Liabilities ***			
934-000.000-214.000	DUE TO BUS TYPE ACTIVITIES	236,700.00	236,700.00
934-000.000-339.000	DEFERRED REVENUES	(37,076.00)	(37,076.00)
Total Liabilities		199,624.00	199,624.00
*** Fund Balance ***			
934-000.000-390.000	FUND BALANCE	(179,556.00)	(179,556.00)
934-000.000-391.000	FISCAL FUND BALANCE	216,632.00	216,632.00
Total Fund Balance		37,076.00	37,076.00
Beginning Fund Balance		37,076.00	37,076.00
Net of Revenues VS Expenditures - 15-16			0.00
*15-16 End FB/16-17 Beg FB		37,076.00	
Net of Revenues VS Expenditures - Current Year		0.00	0.00
Ending Fund Balance		37,076.00	37,076.00
Total Liabilities And Fund Balance		236,700.00	236,700.00

* Year Not Closed

DIRECTOR'S MONTHLY OPERATING REPORT WATER & WASTEWATER TREATMENT 2016 July

Wastewater Treatment Plant

In addition to their routine duties, our Operators performed the following tasks:

- Took a load of scrap metal to Fair's scrap metal.
- Changed out block bearings on screen.
- Sent in Quarterly wastewater samples.
- Replaced motor on influent sampler.
- Put road gravel down around lagoon
- Repaired gas detector in screen room.
- Repaired lawn mower
- Ran brush hog on back side of lagoon number two and the sludge lagoon
- Installed new Dissolved oxygen caps.
- Sprayed herbicide around buildings and cement.
- Pulled several lift station pumps at several locations

Water Treatment Plant

In addition to their routine duties, our Operators performed the following tasks:

- Because of a crack in the filter, pressure filter number three needed to be welded again.
- Cleaned up well houses.
- Poured new cement pad at well six.
- Installed a new starter for well eight

Administrative Functions

During the month, the following administrative tasks were performed:

- Dale Clark out on short term disability.
- Participated in Water camp with parks and recreation.



Monthly Fire Department Activity Report

July 2016 Incident Response:

P.I. Accident w injuries: 2 w/o injuries: 2

Structure Fire: 1 Mobile Home

Grass Fire: 1

Outside Equipment Fire: 1

Mutual Aid to other agencies Medical Assist: 1

Lawn Mower Fire: 1

False Alarm: 1

Power Lines Down: 3

Good Intent False: 1

Monthly Total: 14

YTD Total: 109

Training:

Officers Meeting: 2 hrs

Truck Check: 2 hrs

Drivers Training: 2.5 hr

FF Right to Know: 2.75 hrs

"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 that the 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 Agenda of the Clare City Commission."

**DEPARTMENT OF PUBLIC WORKS
DEPARTMENT REPORT – JULY 2016
ALAN J. JESSUP, DIRECTOR**

STREET WORK. We had our normal schedule of cold patching. Also dug out areas to hot patch and saw cut an area in the 100 block and 200 block of East Fifth Street to patch. Bladed and brined. Also fixed a bad manhole in the IDC.

WATER & SEWER WORK: Water and sewer work this month included our regular schedule of Miss Digs, meter readings, water shut offs, meter work and sewer preventive maintenance. We dug up sewer on Maple Street to find out it was an old storm sewer. Fixed a water service leak on the corner of 5th and Prairie. We pulled a toilet and located sewer line for 504 Forest then tapped sewer and ran a new line to the property line. We installed a new 1" service for Steve Stark and did a price list for the this new service.

CEMETERY WORK: We dug grave and a cremation grave, had a full burial and did general cemetery work.

MISCELLANEOUS WORK: Work at the Sports Complex included rain reports, went to Cadillac to pick up a 5' concrete cookie, put out straw to slow down erosion, installed new silt fence on the south side and removed the existing fence that was in the wrong spot. Met with GFA at the complex. And did rain report for the DEQ.

We shut down Fourth Street for the Music Festival and attended a meeting for the Old 27 Car Tour. Went through the employment application for new DPW employee.

DPW WORK: DPW work was our normal schedule of equipment/truck repair and maintenance including washing floors and trucks. We fixed the DDA tree grates. Went to MDOT for arrow boards then returned them. Put in a new fire plug at the end of Woodlawn. Worked the burial of ashes. Chipped brush, worked on the hydrant behind the PD that was hit by a car. Painted plywood to be hung on the depot and hung three boards on the outside of the depot for people's names. Fixed the retaining wall in the alley and cut trees at the elevator and removed two small trees at Shamrock park.

Attachments: Manhour Report, Utility Work Order, Report, Fuel Report, Equipment Report

JULY 2016

UTILITY WORK ORDERS

<u>WORK ORDER TYPE</u>	<u># OF CUSTOMERS</u>
<i>Service Turned ON</i>	1
<i>Customer Request Off</i>	0
<i>Sewer Problems</i>	0
<i>Frozen Water</i>	0
<i>New Meter Head</i>	1
<i>New RF</i>	1
	<hr/>
	3

MANNATEC FUEL REPORT FOR PERIOD:

JULY 1-31, 2016

DEPT:	REGULAR			DIESEL			AMOUNT BILLED
	GALLONS	TOTAL COST	AVG COST	GALLONS	TOTAL COST	AVG COST	
Fire Dept	41.244	67.54	1.638	73.490	134.44	1.829	201.98
Police Dept	640.306	1,059.56	1.655				1,059.56
DPW	468.166	762.39	1.628	569.461	1,043.29	1.832	2,010.20
Parks	68.526	106.11	1.548	54.222	98.41	1.815	
Airport							
W/WWT	125.896	203.50	1.616	8.210	15.42	1.878	218.92
TOTALS:	1344.138	2,199.10		705.383	1,291.56	Total Bill:	\$3,490.66
	Average Rate for Regular:		1.617	Average Rate for Diesel:		1.839	

EQUIPMENT RENTAL - JULY 2016

GENERAL FUND

General Operations	101-265.000-943.641	54.20	
Depot	101-265.000-943.641	0.00	
Cemetery	101-276.000-943.641	312.76	
Police	101-301.000-943.641	7,266.31	
Parking Lots/Flags	101-441.000-943.641	1,496.15	
Airport	101-537.000-943.641	508.67	
			101-000.000-001
			-\$9,638.09 cr

MAJOR STREETS & TRUNKLINES

Trunklines	202-446.001-943.641	6,240.01	
Tkline Winter Cleanup	202-446.001-943.641	0.00	
Major Streets	202-449.000-943.641	2,121.75	
			202-000.000-001
			-\$8,361.76 cr

<u>LOCAL STREETS:</u>	203-449.000-943.641	5,447.46	
			203-000.000-001
			-\$5,447.46 cr

PARKS & DAM MTS. &

Parks & Dam Mts	208-751.001-943.641	8,928.73	
			208-000.000-001
			-\$8,928.73 cr

SEWER FUND

Sewer Treatment	590-536.001-943.641	1,538.50	
Sewer Collection	590-536.002-946.641	652.85	
			590-000.000-001
			-\$2,191.35 cr

WATER FUND

Water Trmt/Pumping	591-536.003-946.641	578.29	
Water Dist./Meters	591-536.004-946.641	2,126.23	
			591-000.000-001
			-\$2,704.52 cr

MOBILE EQUIPMENT FUND

Cash Received	641-000-001	\$37,271.91	
General Fund	641-000-669.101		-\$9,638.09
Major Sts/Tklines	641-000-669.202		-\$8,361.76
Local Sts	641-000-669.203		-\$5,447.46
Parks	641-000-669.208		-\$8,928.73
Sewer	641-000-669.590		-\$2,191.35
Water	641-000-669.591		-\$2,704.52

CONSOLIDATED FUND: Checks Written For:

General Fund	102-000-669.101	\$9,638.09
Major Sts/Tklines	102-000-669.202	\$8,361.76
Local Sts	102-000-669.203	\$5,447.46
Parks	102-000-669.208	\$8,928.73
Sewer	102-000-669.590	\$2,191.35
Water	102-000-669.591	\$2,704.52

EQUIPMENT RENTAL,	102-000.000-067	\$37,271.91
<u>ALL DEPOSITS:</u>	102-000.000-001.001	
	102-000.000-067.102	

DPW: PARKS/BLDG & GROUNDS MANHOURL REPORT FOR:

Jul-16

FY 09-10	HOURLY WAGE FUND NAME	FULL TIME EMPLOYEES		FULL TIME EMPLOYEES		SEASONAL EMPLOYEES		SEASONAL EMPLOYEES	
		REGULAR HOURS	OVERTIME HOURS	REGULAR HOURS	OVERTIME HOURS	REGULAR HOURS	OVERTIME HOURS	REGULAR HOURS	OVERTIME HOURS
208-751,001-702	Holiday Funeral	16.00							
	Sick Vacation								
	PARKS	8.00	21.00	48.00	0.00	24.00	164.00	149.00	337.00
	DDA Work		11.00	11.00	0.00		17.00	18.00	35.00
101-537,000-702	BLDG & GROUNDS	45.00	48.00	93.00	0.00	31.00	43.50	74.50	0.00
	Airport			0.00	0.00		27.50	30.50	58.00
	Trunkline Snow			0.00	0.00				0.00
202-499,003-702	Major Sts Snow			0.00	0.00				0.00
	Local Sts Snow			0.00	0.00				0.00
101-537-000-702	Trustee			0.00	0.00		72.00	72.00	144.00
		8.0	80.0	168.0	0.0	24.0	311.5	313.0	648.5
GRAND TOTAL		168.00			0.00	648.50			0.00

PAY PERIOD: JULY 2016													HOURS TOTAL	DOLLAR TOTAL		
EQUIPMENT	2016 RATE	101-265-943 Railroad	101-276-943 Cemetery	101-441-943 Prad/Flg &	101-445-943 Trees/Lights	101-537-943 Airport	202-466.001-943 TK Surface	202-466.001-943 TK Sweep	202-499.002-943 Mj Ss Preservation	203-499.002-943 Lo Ss Preservation	208-751-702 Dam & All Parks	208-751-000-702 Soccer complex			590-536.002-943 Sewer	591-536.004-943 Water
3 - GMC Pickup	\$15.85		2.00						4.00	6.00	4.00		12.00	8.00	36.00	570.60
5 - Dodge Pickup	\$13.55										41.00				41.00	555.55
6 - Pickup 4s4	\$13.55										66.00				66.00	894.30
7 - Chevy Bucket Truck	\$8.93			1.00					1.00		11.00				13.00	116.09
8 - Int'l Dump Truck	\$41.80						3.00				5.00		4.00	4.50	16.50	689.70
9 - Ford Dump Truck	\$25.84										5.00	1.00			6.00	155.04
10- Sterling Dump Truck	\$41.80						2.00				1.00		1.00	1.00	5.00	209.00
11- Ford Dump Truck	\$25.84								11.00		8.00	4.00			23.00	594.32
12- Sterling Dump Truck	\$41.80										1.00				1.00	41.80
13- Aerial Lift	\$4.47								1.00						1.00	4.47
14- Walk Behind Mower	\$21.94			1.00							8.00				9.00	197.46
18- Case Loader	\$36.28		7.00				7.00				0.50	4.00	6.00	8.00	10.50	1,560.04
20- Hyundai Loader	\$59.87			2.00										2.00	4.00	239.48
21- Zero Turn Mower	\$22.68										35.00				35.00	793.80
24- Monroe UB Scraper	\$7.48										1.00				1.00	7.48
36- Brush Chipper	\$26.75								6.00	4.00					10.00	267.50
37- Street Sweeper	\$92.17			9.00				62.00	16.00	48.00	1.00				136.00	12,535.12
39- Chevy Pickup	\$8.93										12.00				12.00	107.16
40- Portable Air Comp	\$11.53										1.00	3.00	2.00	1.00	7.00	80.71
44- Brine Tank	\$10.17										3.00				3.00	30.51
52- Push Mower	\$9.27										10.50				10.50	97.34
53A- Truck Unit	\$41.80			4.00									5.00	6.00	15.00	627.00
53B- Sewer Washer Unit	\$17.53			4.00									5.00	6.00	15.00	262.95
59- Ford Utility Truck	\$8.93			4.00	1.00				2.50	5.00	2.00	3.00	2.00	17.00	36.50	325.95
60- Dodge Pickup 4x4	\$13.55										27.00				27.00	365.85
62- Push Mower	\$9.27										18.00				18.00	166.86
76- Mower Deck	\$22.68										13.50				13.50	306.18
80- Steiner Tractor	\$36.53										19.00				19.00	694.07
81- Trackless Tractor	\$38.54										26.00				26.00	1,002.04
88 - Utility Trailer	\$7.01										0.50				0.50	3.51
89 - Ford Pickup (Parks)	\$13.55										47.50				47.50	643.63
91- Backpack Leaf Blower	\$2.25										2.00				2.00	4.50
93 - Kubota Tractor	\$36.53										26.50	3.00			29.50	1,077.64
95 - Rotary Mower	\$12.01										24.00				24.00	288.24
97- Chevy Pickup	\$8.93			8.00			7.00		7.00	9.00	1.00		33.00	46.00	111.00	991.23
98- Airport Tractor	\$53.87						3.00								3.00	161.61
101- Rotary Mower	\$23.69						2.00								2.00	47.38
104- Cub Cadet Rider	\$21.94						13.00								13.00	285.22
105- Ford Pickup	\$13.55	4.00	2.00	12.00					3.00		7.00	4.00	16.00	25.00	73.00	989.15
106- Meyers Snow Plow	\$7.44														0.00	0.00
107- Trackless Mower	\$12.01										26.00				26.00	312.26
1001- Sidewalk Edger	\$4.18														0.00	0.00
1002- Hand Blower	\$3.32										0.50				0.50	1.66
1004- Trimmer/Edger	\$4.18										25.50				25.50	106.59
1005- Trimmer/Edger	\$4.18										68.00				68.00	284.24
Airport Weed Whip	\$4.82						3.00								3.00	14.46
1006- Hydrant Pump	\$5.10														0.00	0.00
1007- Trimmer/Edger	\$4.18										15.50				15.50	64.79
		4.00	11.00	45.00	1.00	21.00	19.00	62.00	51.50	97.50	550.00	16.00	88.00	127.00	1093.00	28774.46

July-16		2016 RATES	Police Department	Water Treatment	Waste Water Treatment	TOTAL HOURS	TOTAL DOLLARS
EQUIPMENT							
1 - 2012 Ford Pickup		\$13.55	0.00	21.00	35	56.00	758.80
61 - Western Snow Plow		\$7.44	0.00	0.00	0.00	0.00	0.00
47 - Lawn Tractor		\$21.94	0.00	6.00	0.00	6.00	131.64
65 - Push Mower		\$9.27	0.00	4.00	0.00	4.00	37.08
4 - 2009 Ford Pickup		\$8.93	0.00	14.00	20	34.00	303.62
PATROL CARS		\$7.25	1002.25	0.00	0.00	1002.25	7266.31
			1002.25	45.00	55.00	1102.25	\$8,497.45

1102.25 8,497.45

8,497.45
28774.46
\$37,271.91

	1		4		46-3		46-4		46-5	
	WA	WWT	WA	WWT	WA	WWT	WA	WWT	WA	WWT
July 1-2	1.5	2.00	2.00	0.00	0.50	0.50				
July 3-9	6	8.00	3.00	5.00	0.50	0.50				
July 10-16	6	8.00	3.00	5.00	0.50	0.50				
July 17-23	6	8.00	3.00	5.00	0.50	0.50				
July 24-30	1	8.00	3.00	5.00	0.25	0.25				
July 31-31	0.5	1.00	0.00	0.00						
	21	35	14	20	2.25	2.25				

END HOURS 10450 14236 46-2 846 46-3 5036 46-4 11597 46-5 5036
 START HOURS 10287 14180 791 11086 4819 217 1002.25 Total Hrs

Hummer #2 7855 End Miles
 7855 Start Miles
 0 = 0.25 Parade

Hummer #1 9785 End Miles
 9785 Start Miles
 0 = 0.00 Parade

DPW MANHOUR REPORT FOR: Jul-16

FUND	FUND NAME	REGULAR			TOTAL	OVERTIME			TOTAL	CLERICAL			TOTAL	O/T	
101-265.000-702	GF - City Hall			6	6.00				0.00				0.00		
	Railroad														
101-276.000-702	Cemetery		9	3	12.00	2	1		3.00	0.3	0.91	4.54	5.75		
101-528.000-702	Refuse Collection				0.00				0.00	1.53	4.65	23.2	29.38		
101-441.000-702	Par/Flag/Pk Lot	1	15	17	33.00		12		12.00				0.00		
	DDA Pk Lot		4	33	37.00				0.00				0.00		
101-445.000-702	City Trees/Lites				0.00				0.00				0.00		
	DDA Trees/Lites		3		3.00		2		2.00				0.00		
101-537.000-702	Airport				0.00				0.00				0.00		
202-446.001-702	Roadway Inspection				0.00				0.00				0.00		
	TK Surface Mts			38	38.00		2		2.00				0.00		
	TK Shoulder Mts				0.00				0.00				0.00		
	TK Sweeping	7	28	27	62.00				0.00				0.00		
	Drain/Bkslopes				0.00				0.00				0.00		
	TK Signs				0.00				0.00				0.00		
	Snow & Ice				0.00				0.00				0.00		
	Hauling Snow				0.00				0.00				0.00		
202-444.002-702	Major Sts Sidewalks				0.00				0.00				0.00		
202-499.002-702	Major Sts Maint.		10	47.5	57.50				0.00				0.00		
202-499.003-702	Snow & Ice				0.00				0.00				0.00		
202-499.004-702	Administration				0.00				0.00	0.3	0.91	4.54	5.75		
203-444.002-702	Local Sts Sidewalks				0.00				0.00				0.00		
203-499.002-702	Local Sts Maint.		35	78.5	113.50		2		2.00				0.00		
203-499.003-702	Snow & Ice				0.00				0.00				0.00		
203-499.004-702	Administration				0.00				0.00	0.3	0.91	4.54	5.75		
208-751.000-702	Lake Sham/Dam & Pks		17.5	49	66.50		2		2.00				0.00		
	Soccer Complex			5	5.00				0.00				0.00		
590-536.002-702	Sewer	16	66	24	106.00		0.75		0.75	1.56	6.5	23.6	31.66	1	
591-536.004-702	Water	16	109.5	56	181.50		1.5	2	3.50	1.56	6.25	23.6	31.41	1	
641-444.000-702	DPW	4	31	56	91.00				0.00	0.45	1.37	6.73	8.55		
	DPW: EQUIPMENT		42	28	70.00		3	0.5	3.50				0.00		
	DPW: Fire Trucks		14.5		14.50				0.00				0.00		
	DPW: Police Vehicles	4	5	1	10.00				0.00				0.00		
	Holiday/Funeral		56	8	64.00				0.00				0.00		
	PAID TIME OF		34.5	43	77.50				0.00				0.00		
TOTALS		48.00	480.00	520.00	1048.00	2.00	22.25	6.50	30.75	6.00	21.50	90.75	118.25	2.00	
		1048.00			30.75			118.25			2.00				

DEPARTMENT OF PUBLIC WORKS- MANHOUR (JULY 2016)

FUND	% OF HOURS	DEPARTMENT	July-16	
			REG.	O/T
GENERAL FUND	0.53%	General Fund	6.00	
	0.00%	Depot	0.00	
	1.32%	Cemetery	12.00	3.00
	3.96%	Parades/Flags/Pking Lots	33.00	12.00
	3.25%	DDA Parking Lots	37.00	0.00
	0.44%	City Trees/Lites	3.00	2.00
	5.10%	Airport	58.00	
TKLINE'S	3.52%	Surface Maintenance	38.00	2.00
	5.45%	Sweeping	62.00	
	0.00%	Drains/Backslopes	0.00	
	0.00%	Snow & Ice	0.00	0.00
	0.00%	Cleanup winter debris (sand, etc)	0.00	
MAJOR STREETS	5.06%	MJ STS Preservation	57.50	0.00
	0.00%	MJ STS Snow/Ice	0	0
LOCAL STREETS	10.16%	LO STS Preservation	113.50	2.00
	0.00%	LO STS Snow/Ice	0	0
PARKS	6.03%	Lake Shamrock Dam & Park work	66.50	2.00
	0.44%	Sports Complex	5.00	
SEWER	9.39%	Collection	106.00	0.75
WATER	16.27%	Distribution & Meter Mts.	181.50	3.50
DPW	8.01%	DPW Admin/Bldg/Equip	91.00	
	6.47%	DPW: Equip	70.00	3.50
	1.28%	FIRE Truck	14.50	
	0.88%	DPW: PD Equipment	10.00	
	5.63%	Holiday (Birthday)	64.00	
	6.82%	PAID TIME OFF:	77.50	
1136.75	100%	TOTALS:	1106	30.75

FUND	% OF HOURS	DEPARTMENT	July-16	
			REG.	O/T
DPW Clerical	4.78%	Cemetery Admin	5.75	
	24.43%	Refuse Collection	29.38	
	4.78%	Major Sts Admin	5.75	
	4.78%	Local Sts Admin	5.75	
	27.16%	Sewer Collection	31.66	1
	26.95%	Water Distribution	31.41	1
	7.11%	DPW Administration	8.55	
	0.00%	PAID TIME OFF:	0	
120.25	100%	TOTALS:	118.25	2

FUND	% OF HOURS	DEPARTMENT	July-16	
			REG.	O/T
FULL TIME EMPLOYEE PARKS WORK	28.57%	Parks Work	48	
	6.55%	DDA Work	11	
	55.36%	Bldgs & Grounds	93	
	9.52%	Holiday/Funeral	16	
	0.00%	PAID TIME OFF	0	
168	100%	TOTALS:	168	0

FUND	% OF HOURS	DEPARTMENT	July-16	
			REG.	O/T
SEASONAL EMPLOYEES	75.61%	PARKS WORK	446.5	
	24.39%	TRUSTEE SUPERVISION*	144	
590.5	100%	TOTALS:	590.5	0

FUND	% OF HOURS	DEPARTMENT	July-16
			REG.
*TRUSTEE WORK AREAS	25.00%	Transporting from Harrison to Clare & back to Harrison	36
	2.08%	DPW: Washing vehicles, wash down shop floor	3
	9.72%	STREETS: Picking up litter	14
	0.00%	POLICE:	0
	63.19%	PARKS: Weed Whipping, Fixing fence on trail, cleaning, Stacking wood, Mowing	91
144	100%	TOTALS:	144

Airport Manager Report

August 2016

1. Av Fuel sales were up again last month. We have already surpassed 2012, 2013, & 2014 and 2015 complete 12 month sales years. I took a new load of fuel on August 5th and was able to lower the price 21 cent to become the lowest in the state again!
2. Our T- Hangars remain to be full! A hangar sold this month owned by Ron Kunse and sold to Al Schiffer, who owns a local Crop Dusting company in Alma.
3. Private Pilot Ground School Summer Class has one week remaining and a Fall class is scheduled to begin end of September.
4. The annual Ice Cream Social and Band Concert was held on August 8th, at the airport. The weather was great and we had 14 airplanes fly in for the event. The volunteers served around 250 bowls of homemade ice cream. The Central Michigan Concert Band sounded as great as usual. The 20 Lakes Steam Engine Club made the ice cream with a special thanks to Roger Hicks.
5. PK Contracting recently painted our taxiways, ramp and hold short lines at the airport. This item was budgeted for this fiscal year and appears that it will be under the original estimate received.
6. There have been many great comments this Summer of the condition of the airfield from pilots and passengers who visited our little piece of aviation heaven. I personally believe it is in the best shape in a long time, our continued maintenance program is beginning to freshen everything up nicely. We have received many 5 star comments on AirNav.com in the past couple of years, echoing this sentiment.
7. I met with our contracted engineers to discuss our 5 year plan in preparation for the MAP meeting at Aeronautics. I requested to have inserted asphalt maintenance on our existing surfaces. Currently, we did not have any maintenance in the plan, only new projects. They are working on the scope and cost of the new projects.

Sincerely,

Gary Todd

Airport Manager

TO: Clare City Commission
FROM: Diane Lyon, City Clerk
DATE: August 12, 2016
RE: Department Report
CC: Ken Hibl, City Manager

For the Agenda of April 15, 2016

**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 Agenda of the Clare City Commission.*

Elections

Established by City Charter, the City's Election Commission is comprised of the Mayor City Attorney, and City Clerk. The Election Commission met on June 29 for the purpose of appointing Election Inspectors and authorizing testing of election equipment and ballots for the August 2, 2016, State Primary Election as required by law. The Preliminary Election equipment and ballot test was completed on July 18 and the Public Test was held on July 27 in the lower level of the Pere Marquette District Library. Both tests were completed without issue.

The State put out a Request for Proposals (RFP) for new election equipment in the fall of 2015 and we are still waiting to hear the results of those proposals. The latest information from the Bureau of Elections (BOE) is as follows:

RFP Update: The evaluation of voting system proposals continues. The evaluation and negotiation processes are expected to last through the summer, with contracts expected to be finalized and executed in late 2016.

Funding: The State's fiscal year 2017 budget was signed into law by the Governor last week, which included a \$5 million State appropriation for voting systems. This funding will be combined with remaining Federal Help America Vote Act (HAVA) funding to cover as much of the purchase cost as possible. While cost negotiations with vendors have not yet been completed, it is still very likely that counties and local jurisdictions will be responsible for funding a portion of the purchase.

The \$5M appropriated in this budget is in addition to the \$30M in HAVA and \$5M from SB 13 for a total of \$40M (**Note:** This is less than the \$10M the Governor recommended and the \$15M the Senate passed. Additionally, the budget agreement does not include \$5M in any sort of a local match obligation at this point.) Although it appears we are \$10-\$15M short of where we need to be, we continue to move in the right direction. Senator Stamas has stated that he will continue to advocate on our behalf and will be working on additional funding.

Costs per Precinct and Planning for Future Precinct Consolidations: On a per-precinct basis, the total cost of each voting system will be several thousand dollars. Given the fact that local jurisdictions will likely be responsible for a portion of the funding for each voting system,

jurisdictions with a proportionately higher number of precincts will be faced with higher overall local costs. BOE continues to recommend that local jurisdictions budget approximately \$2,000 per precinct to assist with the purchase of new voting systems.

Controversy surrounding [PA 268 of 2015](#), which ended the state's century-plus tradition of allowing voters to cast a straight-party ballot with a single mark, continues. Today's Secretary of State news report offered the following:

SOS Hopes For Straight Ticket Clarity By Sept. 9

The Secretary of State is asking the federal courts to issue a final decision on the straight-ticket voting case by September 9 or else state and local elections divisions will start running into ballot printing troubles.

The request comes as Attorney General Bill **SCHUETTE** today filed two emergency motions requesting stays of the injunctions against Michigan's straight-ticket voting law ordered by U.S. District Court Judge Gershwin **DRAIN**. The motions, which were filed in the 6th Circuit U.S. Court of Appeals, request that these stays be issued through the 2016 General Election.

U.S. Judge Gershwin **DRAIN** three weeks ago handed down a preliminary injunction ordering the straight-ticket bubble to return to local ballots, claiming the state law that eliminated the bubble was unconstitutional (See ["Straight-Ticket Voting Ban Halted By Judge,"](#) 7/21/16).

The Attorney General last week filed an appeal with the 6th Circuit in Cincinnati to preserve the new law that forces voters to cast checkmarks next to the names of those candidates that they prefer and not a political party (See ["Dems Cry Foul As Senate Moves Straight Ticket Voting Repeal,"](#) 12/16/16).

In the meantime, Schuette is asking for a stay on the preliminary injunction be issued by next Wednesday, Aug. 17, because of the tight timeframe before the Nov. 8 election and the ability for all parties to be heard before ballots need to be printed.

The AG also claimed Drain's preliminary injunction on the new law violates a federal rule governing injunctions and due process. The Michigan State A. Phillip Randolph Institute has until Friday to issue its response to the Attorney General's argument that the Drain's injunction wasn't proper.

Elections Director Chris **THOMAS** said he needs a decision on the case in three weeks to ensure an orderly election process. Ballots need to be printed and local clerks want to know whether or not they need include the vignettes next to the ballot choices.

"Our preference is to have it (a decision) early," said Thomas, adding that he believes the courts "recognize" the time line challenges local clerks face if deadlines such as Sept. 9 are missed.

Thomas said he hopes, however, for a timely ruling.

One issue in play is the sending of overseas ballots, but state law addresses that. If the ballots are delayed in getting back to the state, they can still be counted after the election itself.

Local clerks begin the process of laying out the local ballot around August 30, well after the primary election has been certified, he said.

MIRS 8/10/16

Freedom of Information Requests (FOIA)

With the closing of the Police Department there has been a slight increase in processing requests for records. Some requests which were previously processed directly by John were simple requests made by other state and local law enforcement agencies and insurance company's reports for claims processing which are now being processed in the clerk's office. We received and processed eleven FOIA requests in the second quarter of 2016.

Audits

As previously reported by the City Manager, we received short notice of a Teamsters Health & Welfare Fund Field Audit (attached). That audit has been pushed back to August 25 & 26.

I received notice on August 11 that our annual Michigan Municipal League Worker's Compensation Audit (attached).

Miscellaneous Projects

We continue to work with the Village of Farwell to provide learning opportunities (shadowing our staff) for the new Village Clerk who is new to municipal finance, procedures, benefit administration, and BS&A software.

McKenna & Associates provided a draft of the Master Plan for review. A quick review was accomplished last week to allow them to include amended language and provide a clean update to the Planning Commission prior to the Special meeting being held on August 31.

Depot Project

The Depot Doubler Crowdfunding Campaign has been very successful. I have no doubt that we will reach our goal of \$25,000 by August 19, which will be matched by the Michigan Economic Development Corporation.

Insurance Claims

We've not had any Worker's Compensation claims but did have two short term disability claims in the second quarter. Both employees have returned to full duty work.

Industrial Facilities Tax Exemptions & Site Plans

The Clerk's office processed two site plan applications in the second quarter: Gateway Refrigeration and Alro Steel. The Planning Commission will be holding a special meeting on August 31 to review a Site Plan for Heintz Propane and we anticipate a request for extension of the Walmart site plan for next month's meeting.

Meetings

I continue active participation in the following city business meetings:

Monthly Department Head meetings, monthly Planning Commission meetings, monthly Cable Consortium, monthly Clare County Clerks Association meetings, monthly Clare Railroad Depot Steering Committee meetings, Safety Committee meetings.

Aged Accounts Receivable Report

Attached.

Diane Lyon

From: Wrobel, Jake [JWrobel@MCTWF.org]
Sent: Thursday, July 28, 2016 9:38 AM
To: Diane Lyon
Subject: Michigan Conference of Teamster Welfare Fund (Audit)
Attachments: Engagement Letter.pdf

Hi Diane,

Today, I had mailed to your attention an engagement letter specifying an upcoming Teamster Insurance Audit. Attached is the letter mailed. If you are not my contact for the audit, please let me know who I should be in contact with. I would like to schedule the audit for August 4 & 5, 2016 starting at 9 AM. Please let me know if that date and time will work for you.

Below are documents needed for the audit.

1. Seniority List – This list is needed for all bargaining unit employees that worked during the audit period from 1/1/14 – 7/31/16 showing hire date, termination date, and job title. Sometimes employers have only a current seniority list and copies of prior years or will need to generate a seniority list.

2. Employee List – This is a list of all employees that worked during the audit period showing job titles. This document helps to reconcile the Quarterly Unemployment Tax Filings in item #4. If possible, please email me the Employee List when available so that I can get a start on the audit.

3. Payroll Records – I need weekly or bi-weekly payroll that shows regular hours worked for all employees that received Teamster Insurance coverage during the audit period. This can be emailed or paper copy. If possible, I would like a generated report that shows weekly payroll detail, showing regular hours worked, for each employee that received coverage during audit period or for each year of the audit period. Payroll records are used to verify when an employee was hired, terminated, last worked and / or returned to work after a layoff, illness leave, workers comp leave, etc...

There are 10 employees that I need to review payroll records.

4. Quarterly Wage Detail Reports – This document is a quarterly unemployment tax filing that shows all employees that worked in a given quarter with detail of each employees quarterly gross wages. In Michigan, the tax filing is called UIA 1017's or 1028's. If possible, please email me the quarterly's so that I can get started on the audit. I will need only the following quarters;

3rd quarter 2014

1st quarter 2015

2nd quarter 2016

Thanks,

Jake Wrobel, Field Compliance Auditor

Michigan Conference of Teamsters Welfare Fund
2700 Trumbull Ave., Detroit, MI 48216

jwrobel@mctwf.org

tel: 313-964-2400, Ext. 315

fax: 313-748-4331

Michigan Conference of Teamsters Welfare Fund

Serving Teamster families since 1949

UNION TRUSTEES

Ronald E. Holzgen
Kevin D. Moore
Paul M. Kozicki
Gregory W. Nowak

2700 Trumbull Avenue, Detroit, Michigan 48216
(313) 964-2400
www.mctwf.org

Executive Director
Richard Burker

EMPLOYER TRUSTEES

Raymond J. Buratto
Earl D. Ishbia
Robert W. Jones
José C. Rosario

7/28/16

City of Clare
Attn: Diane Lyon
202 W. Fifth Street
Clare, MI 48617

**Re: Health & Welfare Field Audit: Account Numbers 8846,8847,8854,8951,8952. Local 214
Audit period 1/1/14 through 7/31/16**

Dear Ms. Lyon:

It is again time for the periodic compliance audit. This will determine if the employer continues to comply with the Collective Bargaining Agreement and Participation Agreement regarding payment of contributions for all eligible employees to the Michigan Conference of Teamsters Welfare Fund, the 'Fund'.

To facilitate the audit, the following records are required to verify that all eligible employees were properly reported and contributed for:

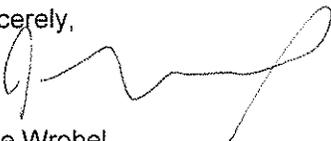
1. A current Teamster seniority list showing date of hire and job classification, including all new hires and terminations for the audit period.
2. A current Employee list showing job classification - 1 & 2 may be combined.
3. Records showing **weekly** payroll detail by eligible employee; whether active, inactive or terminated during the audit period. (Either paper or electronic media is acceptable).
4. Copies of the applicable quarterly unemployment tax filings – broken out by employee.
5. Cash Disbursements Journals in alphabetical order for the audit period. (AP check register detail)
6. Other documentation as required to facilitate the audit process.

Please be advised under ERISA laws that all information gathered by Fund auditors is confidential and cannot, nor will not, be shared with other entities without your express permission. In addition be advised that requests for payroll information cannot be unreasonably withheld under state and federal laws as affirmed by the U. S. Supreme Court.

Please complete the enclosed Pre Audit Questionnaire and return it to my attention as soon as possible. This document allows the staff of the Fund to fully understand your policies, procedures, and systems currently in place; and will help us to better plan the compliance audit.

I will be contacting soon to schedule a mutually convenient date. Thank you in advance for your time and cooperation.

Sincerely,



Jake Wrobel
Compliance Field Auditor
(313) 964-2400, ext 315
jwrobel@mctwf.org

MCTWF Pre-Audit Questionnaire

Employer Name: _____
 Employer Number: _____
 Audit Period: _____

Prepared by: _____
 Title: _____
 Phone #: _____
 Email: _____
 Date: _____

A. AFFILIATED EMPLOYERS

1. Is the audited location the *only* one listed on the State Unemployment Tax forms? (please circle) YES NO

IF NO, Please list the approximate number of locations included on the State Unemployment Tax Forms (Wage Detail Reports) _____

B. PAYROLL INFORMATION

1. How many employees are included on the entire payroll system? _____

2. How many of these employees are bargaining unit employees? _____

3. What classifications (departments) are represented in the payroll? _____ Which are covered by Teamsters? ***

*** *If several departments or classifications are used, then please fax a list of ALL Department Codes and their descriptions, and a notation as to which codes are covered by Teamsters.*

4. Is your payroll system manual or automated? (please circle) MANUAL AUTOMATED

IF AUTOMATED, Is it prepared internally or by an outside service? INTERNAL OUTSIDE SERVICE

IF OUTSIDE SERVICE, Who is the outside service? _____

5. What is the format of the payroll records? (Please circle all that apply)

WEEKLY REGISTERS (skip to # 8)	YEAR-END PAYROLL RUNS (skip to # 6)	WEEKLY CHECK DETAIL HISTORY REPORT (skip to # 8)
BI-WEEKLY REGISTERS (skip to # 8)	EMPLOYEE EARNING RECORDS/ QUARTERLY REGISTERS (skip to # 7)	WEEKLY HOURS WORKED REPORT (skip to # 8)

6. If you have circled YEAR-END PAYROLL RUNS, Does the year-end run include employees who have terminated throughout the year and their wages? YES NO

Does the year-end run have:

Department Code Numbers?	YES	NO
Employee ID Numbers (SSN)?	YES	NO
Hire and termination dates?	YES	NO
Weekly and/or monthly detail?	YES	NO

If yes, please describe (hours, wages, etc.) _____

Is the year-end run in alphabetical order? YES NO
 If no, please specify order _____

7. If you have circled EMPLOYEE EARNING RECORDS OR QUARTERLY REGISTERS, Are they in alphabetical order? YES NO

Do the documents include: (Please circle all that apply) If no, specify order: _____

REGULAR HOURS/WAGES	WEEKLY/MONTHLY DETAIL	EMPLOYEE ID NUMBERS (SSN)
OVERTIME HOURS/WAGES	QUARTERLY WAGE TOTALS	DEPT CODE NUMBERS
OTHER HOURS/WAGES (VAC, HOL, SICK, PERS, MISC)	YEAR-TO-DATE WAGE TOTALS	HIRE AND TERMINATION DATES

8. If you have circled WEEKLY OR BI-WEEKLY PAYROLL RECORDS, WEEKLY CHECK DETAIL HISTORY REPORT, OR WEEKLY HOURS WORKED REPORTS

How are the employees grouped within the payroll registers? (please circle, or specify other)

- ALPHABETICAL ORDER DEPT CODE ORDER, THEN ALPHABETICAL WITHIN DEPT
 DEPT CODE ORDER EMPLOYEE ID# (SSN) ORDER
 OTHER _____

Do the payroll registers show: (Please circle all that apply)

<u>Hours:</u>	REGULAR HOURS	STRAIGHT TIME HOURS	SICK/PERSONAL HOURS
	SHIFT HOURS	OVERTIME (PREMIUM) HOURS	
	VACATION HOURS	HOLIDAY HOURS	
<u>Pay:</u>	REGULAR PAY	STRAIGHT TIME PAY	SICK/PERSONAL PAY
	SHIFT PAY	OVERTIME (PREMIUM) PAY	QUARTER-TO-DATE PAY
	VACATION PAY	HOLIDAY PAY	YEAR-TO-DATE PAY

9. Provide an annual listing for all employees, in alphabetical order, who worked during the year containing the following: employee name, employee ID #'s (SSN), hire and termination dates, and department codes.

10. How long has the present payroll system been in use? _____
 (If not for entire audit period, please provide details of previous payroll system as well)

11. Are all of the payroll and tax records noted above readily available for both hourly and salaried employees? YES NO
 (If no, these need to be made available by the audit start date)
12. Do you remit contributions on employees if they are on leave of absence due to illness or injury? YES NO
13. Do you remit contributions on employees for paid time off? If yes, please circle types below. YES NO

VACATION HOLIDAY SICK PERSONAL OTHER _____

14. What is the waiting period for new employees before they are eligible for MCTWF contributions?
 Bargaining Unit _____
 Non-Bargaining Unit _____

C. JOB CLASSIFICATIONS

1. Are formal personnel files maintained on all employees? YES NO
 IF YES, Do these files denote each employee's original job classification and any changes? YES NO
 IF NO, What other documents/resources are available to verify an employee's job classification?

2. If the answer to 1. is YES, are personnel files for all employees available at your location for our review? YES NO
 (If no, these need to be made available by the audit start date)

D. COMPANY COMMENTS:

Please list any concerns, questions or comments below that can be addressed before the commencement of the audit.

Diane Lyon

From: MML Fund Renewal [support@meadowbrook.ccsend.com] on behalf of MML Fund Renewal [mml-fund@meadowbrook.com]
Sent: Tuesday, August 09, 2016 5:02 AM
To: Diane Lyon
Subject: WORKERS' COMPENSATION FUND PAYROLL AUDIT - FUND YEAR: 7/1/15 - 6/30/16



Member Name: Diane Lyon
Member Number: 5000100

**RE: WORKERS' COMPENSATION FUND PAYROLL AUDIT
FUND YEAR: 7/1/15 - 6/30/16**

Your Workers' Compensation coverage is based on estimated payroll that you provide. At the end of each fund year, we ask you to submit actual payroll information. Your final Workers' Compensation premium will be determined based on the actual payroll for the period 7/1/2015 to 6/30/2016. This self-audit process is available online for your convenience.

You can access the self-audit instructions and payroll form online at:
mmlfund.meadowbrook.com

Your user name and password are shown below.

User Name: 96
Password: clarewcf

Please Note: Your completed Self-Audit Form is due by October 31, 2016. If your response is not received by October 31st, we will automatically compute your audit by applying a 2.5% increase to your estimated payroll for the 2015-16 coverage period. Revisions for late audit submissions will not be made.

If you would like auditor assistance completing your payroll audit, please email: mml-fund@meadowbrook.com. A representative of the workers' compensation auditing firm, The Aprise Group, will contact you to schedule an appointment. There is a charge associated with this choice. Do not return your Self-Audit form if you choose this option.

If you have questions regarding the renewal process, please contact me at (248) 204-8530.

Sincerely,

Laura Martin

Laura Martin, AIS, AU, AINS
Fund Underwriter

MML Workers' Compensation Fund, 26255 American Drive, Southfield, MI 48034

[SafeUnsubscribe™ dlyon@cityofclare.org](mailto:dlyon@cityofclare.org)

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michigan municipal league

WORKERS' COMPENSATION FUND SELF-AUDIT PAYROLL FORM

SECTION ONE

Fund Year 7/1/15-6/30/16		A	B	C	D	
Classification of Operations for		# of Emp.	Actual Payroll @ Straight Time	Payroll @ Time & One-Half	Payroll @ Double-Time	Total Gross Payroll
0042	Landscaping (new installation)					
0106	Tree Pruning					
5192	Parking Meters					
5221	Concrete Work					
5403	Carpentry					
5476	Painting					
5509	Street Operations					
6217	Landfill					
6834	Marina Operations					
7333	Dredging - Inland Waterways only					
7380	Drivers/Ambulance Drivers and Attendants					
7382	Transit Authority Drivers/Dial-A-Ride					
7423	Airport Operations					
7520	Water Operations					
7539	Electric Distribution					
7580	Sewer Operations					
7590	Incineration/Recycling Operations					
7610	Radio/TV					
7704-1	Fire Fighters					
7704-2	On Call/Vol. Firefighters & Underwater Rescue Divers	Please omit here but include under Section 2 (see reverse)				
7704-3	Public Safety					
7720-1	Police Officers					
7720-2	Volunteer/Part-time Police	Please omit here but include under Section 2 (see reverse)				
8395	Garage Operations					
8601	Architects					
8742	Salespersons-Outside					
8810-1	Clerical Office					
8810-2	Elected Officials	Please omit here but include under Section 2 (see reverse)				
8810-3	Libraries/ Museums: Prof/Clerical					
8820	Attorneys/Judges					
8829	Extended Care Facility					
8831	Animal Shelters					
8832	Physicians					
8833	Hospital-Professionals					
8835	Public Health Activities					
8868	Schools-Professionals					
9015	Building Operations					
9016	Ice Rinks					
9033	Housing Authorities					
9040	Hospital-Non-Professionals					
9060	Municipal Golf Course					
9063	YMCA					
9079	Restaurant Operations					
9102	Parks and Recreation					
9103	Crossing Guards					
9104	Lifeguards					
9156	Theater Operations					
9180	Snow Making Equipment Operator					
9220	Cemetery Operations					
9402	Street Cleaning					
9403	Garbage/Refuse Collection					
9410	Municipal Employees					

<i>Totals</i>					
---------------	--	--	--	--	--

SECTION TWO

On-Call / Volunteer Firefighters / Underwater Rescue Divers

Number paid **\$400 or less** annually: # _____

Number paid **more than \$400** annually: # _____ Amount paid \$ _____

Volunteer, PART-TIME, Auxiliary or Reserve Police Officers/Rangers

Number paid **\$400 or less** annually: # _____

Number paid **more than \$400** annually: # _____ Amount paid \$ _____

Elected Officials

NOTE: For this section, elected officials are subject to a minimum annual payroll of \$5,200 each and a maximum of \$26,000 each. If an elected official has responsibilities other than attending meetings and/or performing clerical tasks, their payroll should be included under the applicable class code under Section One.

Total number of elected officials: # _____

Number of elected officials paid **\$5,200 or less** annually: # _____

Number of elected officials paid **between \$5,200 and \$26,000** annually: # _____ Amount paid \$ _____

Number of elected officials paid **\$26,000 or more** annually: # _____

SECTION THREE

Were there any outside Contractors or Subcontractors who worked for you during the reporting period? **(Section Three should not include employees who worked as temporary, seasonal, or part-time employees.)**

___ No ___ Yes (If yes, please complete the attached page three of this self-audit reporting form.)

I certify that the above information is accurate.

Prepared by: _____
(Name)

Date: _____

Title: _____

Phone: _____

Email: _____

Fax: _____

Check here if you are a new Contact Person so we may update our records

Aged Accounts Receivable Report for CITY OF CLARE
Population: All Records
Aging as of 08/10/16

CUSTOMER # NAME	INVOICE #	SERVICE DATE	CURRENT	OVER 30	OVER 60	OVER 90	OVER 120	TOTAL
051-061-014-00 WELLS FARGO BANK 3476 STATEVIEW BLVD FORT MILL, SC 29715	0000003544	05/31/2016	80.00	0.00	0.00	0.00	0.00	80.00
051-420-007-01 MARSHALL ROBERT F P.O. BOX 105 FARWELL, MI 48622	0000003541	05/31/2016	80.00	0.00	0.00	0.00	0.00	80.00
051-440-021-01 WISE ROBERT & ANGELA 1303 HEMLOCK ST CLARE, MI 48617	0000003542	05/31/2016	80.00	0.00	0.00	0.00	0.00	80.00
051-440-040-04 WISE ROBERT & ANGELA 1303 HEMLOCK ST CLARE, MI 48617	0000003543	05/31/2016	80.00	0.00	0.00	0.00	0.00	80.00
051-580-098-00 SANOR LAWRENCE 125 TIMBER VALLEY DR LINN VALLEY, KS 66040	0000003540	05/31/2016	80.00	0.00	0.00	0.00	0.00	80.00
CLARE CHAMBER CLARE CHAMBER OF COMMERCE 202 W FIFTH STREET CLARE, MI 48617	0000003520 0000003535	07/01/2016 08/01/2016	100.00 50.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	100.00 50.00
			150.00	0.00	0.00	0.00	0.00	150.00
COLEMAN, CITY OF CITY OF COLEMAN 201 RAILWAY COLEMAN, MI 48618	0000003547	07/06/2016	76.00	0.00	0.00	0.00	0.00	76.00
HARRISON, CITY CITY OF HARRISON 229 EAST BEECH HARRISON, MI 48625	0000003550	07/13/2016	95.00	0.00	0.00	0.00	0.00	95.00
PERE MARQUETTE PERE MARQUETTE DISTRICT LIBRAR 185 EAST FOURTH STREET CLARE, MI 48617	0000003521 0000003545	06/30/2016 07/31/2016	13,022.57 13,155.89	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	13,022.57 13,155.89
			26,178.46	0.00	0.00	0.00	0.00	26,178.46
SEITER, RANDY RANDY SEITER 5864 S BAILEY LAKE AVE BEAVERTON, MI 48612	0000003529 0000003533	07/01/2016 08/01/2016	140.00 140.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	140.00 140.00
			280.00	0.00	0.00	0.00	0.00	280.00
SUTTON, TIMOTHY TIMOTHY W SUTTON 1880 AUTUMN DR FARWELL, MI 48622	0000003336	10/09/2015	0.00	0.00	0.00	0.00	190.50	190.50

Aged Accounts Receivable Report for CITY OF CLARE
Population: All Records
Aging as of 08/10/16

CUSTOMER # NAME	INVOICE #	SERVICE DATE	CURRENT	OVER 30	OVER 60	OVER 90	OVER 120	TOTAL
TESSNER, LUCAS M LUCAS M TESSNER 900 SIOUX TRAIL ROSCOMMON, MI 48653	0000003553	07/12/2016	304.00	0.00	0.00	0.00	0.00	304.00
TOWNSEND, ROBERT ROBERT TOWNSEND 395 SHAMROCK CT CLARE, MI 48617	0000003539	08/01/2016	140.00	0.00	0.00	0.00	0.00	140.00
VONSPRECKEN, JON JONATHON VONSPRECKEN 402 7TH ST LUDINGTON, MI 49431	0000003536	08/01/2016	140.00	0.00	0.00	0.00	0.00	140.00
WALMART BENHAM DESIGN LLC 60 E PLATO BLVD SAINT PAUL, MN 55107	0000003515	05/13/2016	0.00	1,908.90	0.00	0.00	0.00	1,908.90
WOJCIECHOWSKI, M MICHAEL N WOJCIECHOWSKI 322 SCOTT DR FARWELL, MI 48622	0000003554	07/15/2016	392.50	0.00	0.00	0.00	0.00	392.50
GRAND TOTALS:			28,155.96	1,908.90	0.00	0.00	190.50	30,255.36
JOURNALIZED AMOUNTS ONLY:								30,255.36
NON-JOURNALIZED AMOUNTS ONLY:								0.00

BILLING ITEM BREAKDOWN

MOWING	400.00	0.00	0.00	0.00	0.00	0.00	400.00
EVENTS	50.00	0.00	0.00	0.00	0.00	0.00	50.00
RENT	100.00	0.00	0.00	0.00	0.00	0.00	100.00
WASAM	171.00	0.00	0.00	0.00	0.00	0.00	171.00
LIBR	26,178.46	0.00	0.00	0.00	0.00	0.00	26,178.46
RENTAL	560.00	0.00	0.00	0.00	0.00	0.00	560.00
FVEHIC	696.50	0.00	0.00	0.00	0.00	190.50	887.00
CH FEE	0.00	1,908.90	0.00	0.00	0.00	0.00	1,908.90

Enforcements By Category

As of 8/11/

ABANDON VEHICLE

<u>Enforcement Number</u>	<u>Address</u>	<u>Status</u>	<u>Filed</u>	
EW16-016	205 MAPLE ST	PD NOTIFIED	4/28/2016	
			Total Entries:	1

BLIGHT

<u>Enforcement Number</u>	<u>Address</u>	<u>Status</u>	<u>Filed</u>	
EW16-005	207 E THIRD ST	CLEAN UP IN PROGRESS	3/31/2016	
EW16-010	11210 N MISSION	TURNED OVER TO CITY ATTORNEY	4/14/2016	
EW16-012	205 MAPLE ST	TURNED OVER TO CITY ATTORNEY	4/15/2016	
EW16-019	504 PINE ST	Watching Letter Sent	4/28/2016	
EW16-078	410 W WHEATON AVE	Letter Returned Undeliverable	7/1/2016	
EW16-080	202 E FIFTH ST	Watching - Side yard dug up	7/1/2016	
EW16-093	201 S MCEWAN ST	Letter Sent	8/5/2016	
EW16-094	113 E THIRD ST	Letter Sent	8/5/2016	
EW16-095	313 E FOURTH ST	Letter Sent	8/11/2016	
EW16-098	409 E FOURTH ST	Letter Sent	8/11/2016	
			Total Entries:	10

INOPERABLE VEHICLE

<u>Enforcement Number</u>	<u>Address</u>	<u>Status</u>	<u>Filed</u>	
EW16-089	501 HEMLOCK ST	PD NOTIFIED	7/22/2016	
			Total Entries:	1

MAINTENANCE OF PROP

<u>Enforcement Number</u>	<u>Address</u>	<u>Status</u>	<u>Filed</u>	
EW16-011	207 W THIRD ST	TURNED OVER TO CITY ATTORNEY	4/14/2016	
EW16-091	600 W FIFTH ST	Inspection Sched	8/5/2016	
			Total Entries:	2

WEED CONTROL

<u>Enforcement Number</u>	<u>Address</u>	<u>Status</u>	<u>Filed</u>	
---------------------------	----------------	---------------	--------------	--

EW16-085	106 S MCEWAN ST		Inspection Sched	8/15/2016	
EW16-090	190 WITBECK DR	Backyard - Turned over to AI for Cleanup	Letter Sent	7/22/2016	
EW16-096	410 E FOURTH ST		Letter Sent	8/11/2016	
EW16-097	213 E FIFTH ST		Letter Sent	8/11/2016	
				Total Entries:	4
Total Records:		18			

2016

AGENDA REPORT

To: Mayor Pat Humphrey and the Clare City Commission
From: Ken Hibl, City Manager
Date: August 11, 2016
Regarding: City Manager's Report

For the Agenda of August 15, 2016

Depot Crowd Funding Project. Our patronocity website reflects that we have raised \$23,990 of our \$25K goal as of August 12th with seven days remaining to qualify for the \$25K match from MEDC. The major contributors this week were Isabella Bank, the Clare Rotary Club, and Gourdie-Fraser.

Sale of Used Streetlight Fixtures. We included the following notice in our August newsletter regarding the sale of our used, decorative street light fixtures: *The City recently took advantage of a Consumers Energy Incentive Program to convert all of the City's decorative street lights to LED (light emitting diode) bulbs, thereby reducing the amount of the City's monthly electric bills and decreasing manpower costs. We have saved all of the old street light fixtures and are offering to sell them on a first-come, first served basis with our City taxpayers receiving first option to purchase them. If you are interested in purchasing a small part of Clare's history, here are the ground rules: **For City Tax Payers.** Cost is \$10 per fixture; limit is two fixtures per household or business; must pay in advance @ City Hall between now and Aug 31st; pick up your purchased light fixtures at the Clare Municipal Airport (we'll have signs to direct you) on Sep 6th or Sep 10th between the hours of 9am – 2pm. **For Everyone Else.** If we have not sold all the fixtures by Aug 31st, we will similarly offer them to local residents and businesses who are not City taxpayers for \$15 per fixture on a first-come, first served basis; limit per customer is two fixtures. Check with City Hall anytime after Aug 31st, and we'll inform you whether we have any fixtures remaining. Then go to the Clare Airport on Sep 6th or 10th to pick up your fixtures. We will also offer the fixtures to local non-profit or neighboring governmental units for use at their facilities after Aug 31st; call Mr. Al Jessup, Clare DPW Director, 386-7541, for details. We will place a similar notice on our website, TV access channel, and on our bulletin boards.*

501 Building Board of Appeals Request. The property owner of this building has withdrawn his request for a hearing by the Construction Board of Appeals.

Street Millage. We included the following notice in our August newsletter regarding the City's proposed street millage that will appear on the November ballot: *The City will ask the Clare electorate to consider a street millage on November 8, 2016. This millage request (3mills for five years) was presented to the voters in March 2016 and was declined by three votes. However, the need to improve our streets remains a very important element of the state of our city, and our current revenues simply won't keep pace with needed street repairs. Consequently, the Clare City Commission unanimously decided to place this matter before Clare voters again in November. Please take the time to read the insert to this newsletter that explains the need for the millage and the City's plan to improve our streets with the revenues generated by that millage. If you still have questions after reading the insert, please feel free to stop by City Hall between now and November 8th to discuss your concerns with the city staff. We will also host an Open House at City Hall on Monday, October 17, 2016 @ 7pm to answer questions and provide details of the street improvement plans. In addition to posting this information on our website, on*

our bulletin boards, and on our government access channel, we will also include this information in our next newsletter.

City Planning Commission Activities. The Planning Commission held its regularly scheduled meeting on August 10th. The primary focus of business was to continue work on the Master Plan Update Project. The project is nearing completion with a final review of the draft document scheduled in conjunction with a special meeting the Commission is holding on August 31st. The draft document will then be forwarded to the City Commission to authorize its distribution for review by neighboring governmental entities and the public. State law provides 63 days for that review, upon which time the Planning Commission will consider any recommended changes and subsequently approve the renewed Master Plan unless the Clare City Commission specifically exercises its prerogative to withhold approval authority at the City Commission level. I recommend the Commission not exercise that prerogative and allow the Planning Commission to retain the authority to approve the document. The purpose of the special meeting to be held on August 31st is to consider a site plan request by Heintz Propane to construct a 2200sf addition to its existing building in the south industrial park. The IDC reviewed and recommended approval of the proposed addition at its scheduled meeting of August 9th.

Downtown Design Standards Review. The Clare DDA recently changed a number of provisions of its downtown design standards in respect to signage due to the proliferation of electronic signs and non-compliance with current standards. The changes were drafted as an ordinance amendment by our City Attorney and forwarded to the Planning Commission for review and consideration prior to presentation to the City Commission. The Planning Commission voiced several concerns regarding the proposed changes and designated two of its members to attend the Aug 5th DDA meeting to share their concerns. The DDA listened to the voiced concerns and the concerns of a significant number downtown business owners who also attended the DDA meeting. The discussions expanded into a number of other areas of interest in the downtown business district, to include outside seating areas, outside displays, lighting, and sidewalk clear areas. Based on these discussions, the DDA, Planning Commission and the Chamber of Commerce collectively agreed to form a working group with representatives from all three entities and the City to review all the downtown design guidelines and make recommended changes that will then be presented to the DDA and the Planning Commission for consideration.

State Attorney General Ruling – Prohibition of Charitable Fund-Raising Within Street Rights-of-Way. For as long as I can remember, local fire departments and other fraternal and non-profit organizations (e.g., the Clare Kiwanis Club) have conducted charitable fund-raising events within street rights-of-way. The State Attorney General has opined that this practice is illegal and will no longer be allowed in Michigan.

Zero Turn Mowers. As we are nearing the end of our 2016 mowing season, we have informed the primary bidders that we will re-solicit bids when the new product year commences (anticipate after January 1, 2017), thereby providing all interested bidders an opportunity to bid again with a clean bid sheet while still making the purchase in our present budget year.

Emergency Authorization for Repairs. I authorized the emergency repairs of our truck hoist in the DPW Garage; a copy of the purchase order is attached. Without the hoist, fleet repairs at our DPW Garage would have ceased.

Absence. I will be out of the state for the period August 21-25; Steve will be the Acting CM during my absence.

Attachment. Purchase Order for Truck Hoist.

NJ Corp. dba Kessler Equipment Co.
 Kessler Environmental Exc.
 5180 Mower Rd.
 Saginaw, MI 48601

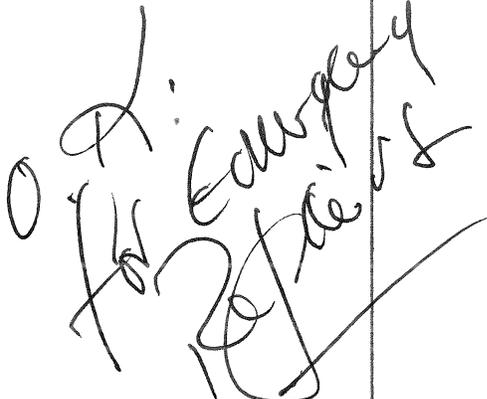
Invoice #: 10640
 Invoice Date: Aug 4, 2016
 Page: 1

(989) 777-3269
 Fax: (989) 777-2180

Sold To:
 City of Clare
 307 Maple
 Clare, MI 48617

Site Location:
 Clare DPW
 307 Maple
 Clare, MI 48617

Customer ID	Customer PO	Payment Terms	Due Date
cla110		Net 10 Days	8/14/16

Qty	Item	Description	Unit Price	Amount
		Replaced defective front rail assembly as per January 2016 cost estimate.		15,460.50
				
APPROVED FOR PURCHASE GL # <u>641-441.000-970</u> DATE <u>8/8/16</u>				

Finance charges (18% per annum) on all past due invoices.

Subtotal 15,460.50
 Sales Tax 0.00
TOTAL 15,460.50

AGENDA REPORT

TO: Mayor & City Commissioners
FROM: Diane Lyon City Clerk
DATE: August 12, 2016
RE: *Communications

For the Agenda of August 15, 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 August 15, 2016.**

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

MAC TV-3 Newsletter. The letter is attached for your reading pleasure.

MML Annual Meeting Notice. The notice is attached. We routinely ask the City Commission to appoint voting delegates. But as we have none of our commissioners registered to attend the convention, we will not do so this year.

USDA Correspondence. Attached for information.

MML Conference Registration. The information is attached for information. If any Commissioner decides they desire to attend, pls inform us, and we will make needed reservations. We will also add to the Monday's agenda the designation of a voting delegate(s) for the annual MML meeting referenced above.

Secretary of State Newsletter. Attached for information.

Zoning Compliance Correspondence. The attached correspondence was transmitted by the City.

Attachments. As outlined above.

Diane Lyon

From: MACTV Network [mactvnewsletter@gmail.com]
Sent: Wednesday, August 03, 2016 1:19 PM
Subject: August MAC TV Newsletter

MAC TV Network Newsletter

Hello and welcome to the newest edition of MAC TV Network's monthly newsletter. We hope you found the previous editions useful and informative. We welcome your continued feedback and would like to know what you would like to see featured in future editions. Since we want the newsletter to be as relevant as possible, we will be sending a new one each month. We intend to use it to keep you in touch with news and developments which relate to the MAC TV Network and its implementation.

MAC TV is a non-commercial community access venue that provides the local communities with access to electronic media, equipment and the ability to engage in the creation of television programming designed to educate, inform and entertain.

Access television provides a forum to share your opinions and ideas in a unique way – through cable! The Mid-Michigan Area Cable Consortium is funded by independent member communities throughout Gratiot, Isabella and Clare counties.

MAC TV Summer Camp

The MAC TV summer video production campers learned every step of video production and produced their own short film complete with a blooper reel and a behind the scenes look at the making of their film.

Here is the finished film the campers made!

<https://vimeo.com/175747145>

While waiting for the editors of their main movie to finish editing, the rest of the campers went to the park and filmed a silent movie. Enjoy!

<https://vimeo.com/176331896>

MAC Gives Back

Part of our new MAC Gives Back campaign, MAC TV would like to get involved in volunteer opportunities in Clare, Gratiot or Isabella counties. With busy lives, it can be hard to find time to volunteer. However, the benefits of volunteering are enormous to you, your family and your community. Volunteers are often the glue that holds a community together. Even helping out with the smallest tasks can make a real difference to the lives of people, animals, and organizations in need.

If you have any events or ideas of ways we can help get involved in our community please let us know!

Community Events Covered

MAC TV covers local events in Gratiot, Isabella and Clare counties. If you know of an event we should cover please do not hesitate to let us know about it!

We made a time lapse of the Yost Park Community Build on July 15th & 16th

<https://vimeo.com/175720015>

We made a Music Video including the Farwell Band located in Clare, MI! Check out the project at claredepot.com!

<https://vimeo.com/175405585>

We made a promo for the county fairs coming up

<https://vimeo.com/175384996>

We made a St. Louis Farmers Market promo

<https://vimeo.com/174398680>

We made a Potter Playground construction time lapse

<https://vimeo.com/174396036>

MAC TV's Game of the Week

MASA State Tournament coverage, provided by MAC TV Network! (June 30th, 2016)

<https://vimeo.com/173657563>

<https://vimeo.com/173657562>

<https://vimeo.com/173657561>

<https://vimeo.com/173657560>

Original Programming

Pleasant Chat- Pleasant Chat is a bi-weekly production of local events covered in Gratiot, Isabella and Clare counties by MAC TV.

On this episode of Pleasant Chat, Demonta and Juwan traveled to the Clare County and Isabella County Fair and finished up simple summer workout tips with Plant Fitness Personal Trainer, Briana.

<https://vimeo.com/177134014>

On this awesome episode of Pleasant Chat, Demonta and Juwan traveled to the St. Louis Farmers Market, played with toy cars at the Chippewa District Library's event "Off to the Races," learned a little bit about the beautiful summer garden dinner that the Camille On the River and Mountain Town Station Restaurants put together, and lastly some MAC TV staff visited the Veterans Freedom Park in Clare.

<https://vimeo.com/174866462>

On this Episode Demonta and Juwan took an inside look at the Bike Fair of Downtown Mount Pleasant, visited the Veterans Memorial Library statue reveal, learned more summer workout tips with Plant Fitness Personal Trainer, Briana and got a tour of the Foster Closet of Mid-Michigan.

<https://vimeo.com/173507067>

Art Review – As you may know, the mid-Michigan area is home to many creative and artistic people. We at MAC TV want to capture as many as these creative people as possible and what better way to do that than in our program, Art Review!

In this episode of Art Review, Nick Boyer makes a visit to Camp Broadway 2016 to see how kids are learning to sing, dance, and act. Then Nick goes to Clare to watch Kevin Chamberlain perform his country music covers at the Clare Summer Concert Series. Nick's last destination is our very own MacTV station where he observes the MacTV Summer Camp students as they create their short film, "You Didn't See That Coming."

<https://vimeo.com/177003811>

Eleanor and Paige are heading to Clare in this episode of Art Review. They finish up their mini series documentary that features Clare's amazing Depression Era art. Then they went to the City Park to see Clare's Summer Concert series where the Harpers, a local band, played for the community.

<https://vimeo.com/175440649>

Sports Attack

In this episode of Sports Attack, intern Cassidy Cobb brings you all the fun and action from the Isabella County Fair! The fair events include the truck and tractor pulls, the Super Kicker Rodeo, and the truck demolition derby! Check it out!

<https://vimeo.com/177119363>

In this episode of Sports Attack, intern Cassidy Cobb sits down with our very own Joe Carravallah to talk about disc golfing. They go over the rules, the types of discs, different ways to throw, and the courses that you can play right here in Mid-Michigan. Enjoy!

<https://vimeo.com/174863448>

In this episode of Sports Attack, intern Cassidy Cobb wraps up high school sports for the year. She got to talk to Ithaca Girls Track Coach Gene Lebron and Clare Girls Track Coach Kyle McKown about their record breaking seasons. The all-state baseball and softball teams were released and she shows us which 2 former Mid-Michigan baseball players are headed to the MLB. Enjoy!

<https://vimeo.com/173077521>

Public Service Announcements

MAC TV Network wishes to help our local communities by playing currently made Public Service Announcements (PSA's) and also helping local organizations create their own PSA's to play on our channel and for them to use on their website or social media.

A PSA is a free short video that MAC TV Network create for free and will distribute to help an organization communicate its message and highlight information about the nonprofit organizations' programs, activities, or events.

The message in the PSA should be clear. Include the date and time of the event and any information that the audience may need, such as a web address or telephone number to learn more. Any organizations interested or wish to have more information please contact Carey at 989-773-9730 or at careyhammel@gmail.com.

Training Opportunities

We provide television production classes and are proud to announce we now have Sony and Panasonic HD chip cameras and will be giving free training to help you stay up-to-date on the ever changing world of technology. MAC TV also allows any trained volunteer access to our production equipment. For more information on taking our upcoming class and becoming a trained volunteer, please contact MAC TV at (989)773-9730.

We Need You!

MAC TV is always looking for upcoming events to cover, if you know of any in Gratiot, Isabella or Clare counties, please do not hesitate to let us know about it. MAC TV is also always looking for volunteers interested in covering any events. If you are already a volunteer or interested in becoming a volunteer, and interested in helping us cover events please call MAC TV at (989)773-9730 or email us at

info@MACTVNetwork.org.

Contact Us

MAC TV Central Office	MAC TV Network—Gratiot	MAC TV Network –Clare
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<p>312 W. Michigan Street Mt. Pleasant, MI 48858 Phone: 989.773.9730 Fax: 989.773.9843 info@MACTVNetwork.org</p> <p>Hours: Monday-Friday 10 a.m. - 4:30 p.m.</p> <p>Or by scheduled appointment</p>	<p>206 Prospect Ave. Alma, MI 48801 Phone: 989.463.5883 Fax: 989.463.5883 Contact: Ian Wood at: info@MACTVNetwork.org</p> <p>Hours: Monday & Wednesday 10 a.m. - 4:30 p.m.</p> <p>Or by scheduled appointment</p>	<p>Pere Marquette District Library 185 E. 4th Street Clare, MI 48617 Phone: 989.386.7576 Fax: 989.386.3576 Contact Ian Wood at: info@MACTVNetwork.org</p> <p>Hours: Tuesday 10 a.m. - 4:30 p.m.</p> <p>Or by scheduled appointment</p>
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www.MACTVNetwork.org

facebook.com/MACTVNetwork

twitter.com/MACTVNetwork or @MACTVNetwork

vimeo.com/MACTVNetwork

Channel 191 & 187 on Charter

Diane Lyon

From: mml.activehosted.com@emsend7.com on behalf of Michigan Municipal League [lgreen@mml.org]
Sent: Friday, August 05, 2016 1:34 PM
To: Diane Lyon
Subject: League Annual Meeting Notice

[Web version of email](#)

[Send to a friend](#)

Share:  



Michigan Municipal League Annual Meeting Notice

The Michigan Municipal League Annual Convention will be held on Mackinac Island, Sept. 14-16, 2016. The League's "**Annual Meeting**" is scheduled for 1:30 pm on Wednesday, Sept. 14 in the Terrace Room at the Grand Hotel. The meeting will be held for the purposes of electing trustees as well as voting on the proposed Core Legislative Principles document and any resolutions presented by the League Board of Trustees.

Designation of Voting Delegates

Pursuant to the provisions of the League Bylaws, you are requested to designate by action of your governing body one of your officials who will be in attendance at the Convention as your official representative to cast the vote of the municipality at the Annual Meeting, and, if possible, to designate one other official to serve as alternate. Please submit this information through the League website by visiting <http://www.mml.org/delegate> **no later than Aug. 15, 2016.**



For more details, the complete version of the Annual Meeting Notice is available at <http://www.mml.org/delegate>.

Thank you for your assistance in designating delegates to the League's Annual Meeting.

Email management

The Michigan Municipal League respects your right to privacy.

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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



July 27, 2016

CLARE CITY OF
202 W. FIFTH STREET
, CLARE, MI 48617-0000

Subject: Compliance with Limited English Proficiency (LEP) Requirements
Regarding Rural Development Loan/Grant

Dear Recipient:

Executive Order 13166, "Improving Access to services for Persons with Limited English Proficiency" requires the United States Department of Agriculture (USDA) Rural Development (RD) to ensure services provided by RD recipients comply with the requirements to examine the services provided, identify any need for services to those with Limited English Proficiency (LEP) and develop and implement a system to provide such services to enable persons with LEP have meaningful access to RD funded programs.

The RD LEP Implementation Strategy for Assisted Programs (available at: <http://www.rd.usda.gov/about-rd/offices/civil-rights>) outlines a step-by-step approach to comply with the LEP requirements. LEP is a National Origin issue covered by Title VI of the Civil Rights Act of 1964 and is part of the requirements associated with your RD funded program. Specifically, the Assurance Agreement (RD 400-4) attached to your project assures compliance with Title VI (42 U.S.C. 2000d), 7 CFR Part 15 and 7 CFR Part 1901.202.

The RD LEP guidance will assist you in conducting an LEP 4-Factor Analysis and developing your Language Access Plan (LAP). To comply with the LEP requirements, you must complete the 4-Factor Analysis, develop the LAP, and implement the LAP in your programs and services.

We at USDA Rural Development must maintain records that we have notified you of this requirement and that you received such notification. Please complete and return the attached document to our office to verify that you did receive this notification. If you prefer, you can email confirmation instead to Natalie.garr@mi.usda.gov.

If you have any questions or concerns, please contact Sonya Trudgeon at 517-324-5193 or sonya.trudgeon@mi.usda.gov.

Sincerely,

Traci J. Smith
Business Programs Director

Rural Development • Michigan

3001 Coolidge Rd., Suite 200 • East Lansing, MI 48823
Voice (517) 324-5221 • Fax (855) 813-7741

USDA is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Please Return to:

USDA, Rural Development
Rural Business Programs
3001 Coolidge Rd., Suite 200
East Lansing, MI 48823

This letter serves as confirmation that CLARE CITY OF received notification that we must comply with Executive Order 13166, "Improving Access to services for Persons with Limited English Proficiency".

Signed: _____

Name Typed or Printed: _____

Title: _____

Diane Lyon

From: mml.activehosted.com@emsend7.com on behalf of Michigan Municipal League [jorr@mml.org]
Sent: Monday, August 08, 2016 1:01 PM
To: Diane Lyon
Subject: Convention Discount for Pool and Fund Members!

[Web version of email](#)

[Send to a friend](#)

Share:  



Big Convention Discount for MML Liability Pool and Workers' Comp Members!

Sept. 14-16
Grand Hotel
Mackinac Island
[Get the details](#) and [register today!](#)

Membership in the Michigan Municipal League's Liability and Property Pool or Workers' Compensation Fund comes with many benefits, one of which is a big discount on our Convention registration fee. Members of the fund and pool are eligible for a **\$100 savings** off the regular price of registration!



We hope you'll join the conversation at the 2016 League Convention on beautiful Mackinac Island! You will have a great opportunity to:

- **Network** with your colleagues
- **Hear from visionary keynote speakers**, such as Michael Shuman, renowned economist, attorney, author, and entrepreneur
- **Dive into strategic topics in breakout sessions**, ranging from self-driving cars and community partnerships to reforming Michigan's municipal finance system
- **Try new things**, like Civic Meet-Ups - informal conversations on Convention topics of subjects of your choice

Join the conversation at Convention! [Get the details](#) and [register today](#).

Email management

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Michigan Municipal League, 1675 Green Road, Ann Arbor, MI 48105, USA

Diane Lyon

From: Michigan Secretary of State [MISOS@govsubscriptions.michigan.gov]
Sent: Friday, August 12, 2016 3:22 PM
To: Diane Lyon
Subject: SOS Express News from Secretary of State Ruth Johnson



"High performer"



Study praises Michigan elections

The Pew Center, a nationally recognized research organization, has praised Michigan's elections systems as a "high performer" based on multiple objective measures of election performance, Secretary of State Ruth Johnson announced on Aug. 10.

"It's no secret that Michigan has an excellent elections system and that's thanks to all of the hard work of our state's county, city and township election officials," Johnson said. "But this national praise shouldn't be a reason to stop improving. We can make Michigan the best by passing full online voter registration and secure absentee voting in the Legislature."

Michigan would have scored even higher if two key reforms proposed by Johnson gained the support of the Legislature. Johnson continues to work with lawmakers to approve expanded secure online voter registration and allowing voters to cast an absentee ballot without having to mark a reason if they show identification at the clerk's office.

Michigan received partial credit for online voter registration



Show your support for Team USA!

With the Olympic Games being held in Rio from August 5-21, the SOS is reminding Michigan motorists that they can support Team USA year-round on their license plate. Of the \$35 purchase price for [Michigan's Olympic plate](#), \$25 goes to benefit the Olympic Education Center at Northern Michigan University.



SOS helps break ground for disaster-relief facility

On Aug. 11, Secretary of State Ruth Johnson and local leaders celebrated the groundbreaking of a new northern Oakland County

because already residents who are registered to vote in the state can update their voter registration address online at ExpressSOS.com.

Pew election researchers in particular complimented Michigan for data completeness, reducing the number of reported absentee ballot issues and for having more ballots from military and overseas voters returned and accepted.



Mobile Office gets a new look

The Secretary of State Mobile Office has been [wrapped with new messaging](#) that promotes Michigan Department of State programs and services, including references to the “Hop Online” campaign and a kangaroo encouraging people to visit ExpressSOS.com. The back of the Mobile Office reminds people about Michigan’s [Recreation Passport](#), one of the best deals you can find anywhere.

facility that will house disaster-relief equipment for southeast Michigan.

The 17,000-square-foot building will house equipment of the state [Mutual Aid Box Alarm System](#), which provides emergency and fire services resources in the event of natural or man-made disasters statewide and in the Great Lakes region. Once built, the warehouse will hold equipment such as mobile hospitals, kitchens and generators.

[WJRT TV-12 story](#)



Campaign finance info at your fingertips

Citizens can search campaign finance records filed by candidates and committees in Michigan online.

[Start a search](#)

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STAY CONNECTED:



This email was sent to dlyon@cityofclare.org using GovDelivery, on behalf of: Michigan Secretary of State · 430 W. Allegan Street · Lansing, MI 48918 · 1-888-767-6424



CITY OF CLARE

202 West Fifth Street | Clare, Michigan 48617-1490

Office 989.386.7541 | Fax 989.386.4508

www.cityofclare.org

August 5, 2016

CITY HALL

Ph 989.386.7541

Fx 989.386.4508

www.cityofclare.org

Manager x102

Assessor x103

Clerk x106

Treasurer x107

Ms. Kimberly Farless
5517 Watson Road
Gladwin, Michigan 48624

Dear Ms. Farless,

Please accept this letter as notice that your zoning compliance permit to operate a health & wellness store at 416 W. Fifth Street in Clare is approved.

I wish you every success with your business venture.

Do not hesitate to contact me if you have questions regarding this permit or any other City-related matter.

Best Wishes,

Ken Hibl
City Manager

cc: Mr. Ed McNeilly, 5704 W. Ludington Drive, Farwell, MI 48622

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



o.k.
H.C.

ZONING COMPLIANCE/OCCUPANCY PERMIT

Property Address: 416 W. 5 th Suite 2	
Property Owner: Ed McMeilly	
Address: 5709 W. Luddington Dr	
City: Farmwell	State: MI
Phone: 989.588-9792	Mobile:
Renter/Business Operator:	
Address: 5517 Watson Rd	
City: Gladwin	State: MI
Phone: 989.329-4545	Mobile:
Proposed Usage: Health & Wellness Store	
TOTAL # OF PARKING :	# OF EMPLOYEES: 1 or 2
TOTAL SQUARE FOOTAGE: 800	ZONING: Res Com
PROPOSED DATE OF OCCUPANCY: August 1, 2016	
Applicant Signature: Kimberly Farless	Date: 8.1.16
Approved By:	Date:
Signature:	



PAYABLES REPORT FOR COMMISSIONERS

EXP CHECK RUN DATES 08/03/2016 - 09/05/2016 BOTH JOURNALIZED AND UNJOURNALIZED OPEN BANK CODE: CONSO

VENDOR	INVOICE #	DESCRIPTION	Entry Date	CK DATE	AMOUNT
21ST CENTURY MEDIA	1063274	ENG QUAL ANN ARBOR TRAIL	08/09/16	08/16/16	146.88
ACE HARDWARE	66542	FLEXOGEN HOSE	08/05/16	08/16/16	100.78
ACE HARDWARE	66543	SPARK PLUG/UPS SHIPPING	08/08/16	08/16/16	39.61
ACE HARDWARE	66616	CONCRETE MIX	08/08/16	08/16/16	29.65
ACE HARDWARE	66617	CONCRETE MIX	08/08/16	08/16/16	39.53
ACE HARDWARE	66570	UPS SHIPPING	08/08/16	08/16/16	9.68
ACE HARDWARE	66635	TOILET SEAT	08/09/16	08/16/16	24.29
ACE HARDWARE	66745	RECIP BLADE/MARKING PAINT	08/12/16	08/16/16	11.05
AMBER MCNALLY	2016-0811	REFUND FOR ISAIAH BIERS WITHI	08/11/16	08/16/16	35.00
APEX SOFTWARE	293685	MAINTENANCE RENEWAL	08/05/16	08/16/16	470.00
AT&T CORPORATION	2016-0801	SERVICE 07/02/16-08/01/16	08/08/16	08/16/16	1,141.08
BADER & SONS CO	262354	OIL/OIL FILTER SPORTS COMPLEX	08/08/16	08/16/16	96.13
BELL EQUIPMENT	0121264	PULLEY, BEARIN, RING AND FREI	08/09/16	08/16/16	282.51
BELL EQUIPMENT	0121205	BUSHING, SPACER - BEARING, FF	08/05/16	08/16/16	53.11
BOLLE, RICHARD	DEP OVERPAY FINA	UB refund for account: 5THW-C	08/05/16	08/16/16	98.89
BS & A SOFTWARE	107847	ANNUAL SERVICE/SUPPORT FEE	08/05/16	08/16/16	1,397.00
CAIN, EDITH (ESTATE OF)	SELLER OVERPAYME	UB refund for account: WHE2-C	08/05/16	08/16/16	10.76
CAPITAL EQUIPMENT	145108	LIFT ARM WITH NUT & WASHER	08/05/16	08/16/16	5.32
CAROL LEIFERMAN	2016-0806	PAVILION RENTAL REFUND	08/10/16	08/16/16	25.00
CAROL SANTINI	2016-0816	ELECTION WORKER	08/05/16	08/16/16	123.90
CINDY HARTON	2016-0805	WITHDRAWL FROM SOCCER PROGRAM	08/09/16	08/16/16	40.00
CINTAS FIRST AID & SAFI	5005671099	CITY HALL CABINET REFRESH	08/09/16	08/16/16	63.90
CINTAS FIRST AID & SAFI	5005783505	DPW CABINET REFRESH	08/09/16	08/16/16	69.55
CINTAS FIRST AID & SAFI	5005783507	WWT CABINET REFRESH	08/12/16	08/16/16	28.50
CLARE AUTOMOTIVE SUPPL	2-743664	AIR FILTER	08/08/16	08/16/16	60.32
CLARE AUTOMOTIVE SUPPL	2-743374	OIL CART/FUEL/AIR FILTERS	08/08/16	08/16/16	212.36
CLARE AUTOMOTIVE SUPPL	2-742810	BLASTER	08/08/16	08/16/16	59.88
CLARE AUTOMOTIVE SUPPL	2-743055	BATTERY CLEANER	08/08/16	08/16/16	4.28
CLARE AUTOMOTIVE SUPPL	2-743363	OXYGEN	08/08/16	08/16/16	42.00
CLARE AUTOMOTIVE SUPPL	2-743483	BRAKE FLUID, CLEAN BRAKE	08/08/16	08/16/16	23.82
CLARE COUNTY REVIEW	55378	2X7 MINUTE AD	08/11/16	08/16/16	143.50
CLARE COUNTY REVIEW	55369	BOR AND POP/MINUTES	08/11/16	08/16/16	182.25
CLARE COUNTY REVIEW	55375	MINUTES/RFQ/SPEC.MINS	08/11/16	08/16/16	325.75
CLARE HARDWARE	353103	HARDWARE	08/08/16	08/16/16	9.66
CLARE HARDWARE	353081	SPRAY PAINT	08/08/16	08/16/16	9.58
CLARE HARDWARE	353026	BRUSH/PAINT	08/08/16	08/16/16	80.97
CLARE HARDWARE	353024	AIM-N-FLAME	08/05/16	08/16/16	4.99
CLARE HARDWARE	352573	CONCRETE MIX	08/05/16	08/16/16	29.94
CLARE HARDWARE	351925	SHOVEL	08/05/16	08/16/16	84.95



PAYABLES REPORT FOR COMMISSIONERS

EXP CHECK RUN DATES 08/03/2016 - 09/05/2016 BOTH JOURNALIZED AND UNJOURNALIZED OPEN BANK CODE: CONSO

VENDOR	INVOICE #	DESCRIPTION	Entry Date	CK DATE	AMOUNT
CLARE HARDWARE	353391	MARKING PAINT	08/12/16	08/16/16	5.99
CONSUMERS ENERGY	205631883211	3333 DUNLOP SERV. 6/22-7/22/1	08/05/16	08/19/16	335.26
CONSUMERS ENERGY	201627180871	STREET LIGHTS SERV. 7/1-7/31/	08/05/16	08/23/16	3,218.54
CONSUMERS ENERGY	201627180867	STREET LIGHTS SERV. 7/1-7/31/	08/05/16	08/23/16	333.48
CONSUMERS ENERGY	201627180855	TRAFFIC LIGHTS SERV. 7/1/16-7	08/05/16	08/23/16	5.56
CONSUMERS ENERGY	601009597848	124 E. 4TH SERV. 12/24/15-1/5	08/05/16	08/24/16	10.24
CONSUMERS ENERGY	205364944540	40 CONSUMERS PKWY A SERV. 7/8	08/12/16	08/30/16	122.47
CONSUMERS ENERGY	205364944618	4715 COLONVILLE SERV. 7/8/16-	08/12/16	08/30/16	238.63
CONSUMERS ENERGY	202428142233	40 CONSUMERS PKWY B SERV. 7/8	08/12/16	08/30/16	60.29
CONSUMERS ENERGY	201360250731	10807 S EBERHART SERV. 7/8/16	08/12/16	08/30/16	25.91
CONSUMERS ENERGY	201271279023	10843 S EBERHART SERV. 7/8/16	08/12/16	08/30/16	22.43
CONSUMERS ENERGY	201271279021	10725 S EBERHART SERV. 7/8/16	08/12/16	08/30/16	433.13
CONSUMERS ENERGY	203229079404	510 N MCEWAN 6/23-7/22/16	07/27/16	08/16/16	40.86
CONSUMERS ENERGY	204474961917	203 W 4TH 6/22-7/22/16	07/27/16	08/16/16	51.48
CONSUMERS ENERGY	203496052791	6/22-7/22/16	07/27/16	08/16/16	25.58
CONSUMERS ENERGY	204563972288	500 BEECH 6/22-7/22/16	07/27/16	08/16/16	22.87
CONSUMERS ENERGY	202695097190	6/22-7/22/16	07/27/16	08/16/16	26.82
CONSUMERS ENERGY	202695097187	207 W 5TH 6/22-7/22/16	07/27/16	08/16/16	1,144.07
CONSUMERS ENERGY	202695097186	202 W 5TH 6/22-7/22/16	07/27/16	08/16/16	625.86
CONSUMERS ENERGY	201805162661	305 W STATE 6/22-7/22/16	07/27/16	08/16/16	23.54
CONSUMERS ENERGY	201805162657	1525 N MCEWAN 6/22-7/22/16	07/27/16	08/16/16	235.68
CONSUMERS ENERGY	201805162655	1603 N MCEWAN 6/22-7/22/16	07/27/16	08/16/16	63.20
CONSUMERS ENERGY	204385999964	221 WILCOX 6/22-7/22/16	07/27/16	08/16/16	86.62
CONSUMERS ENERGY	204385999962	231 WILCOX 6/22-7/22/16	07/27/16	08/16/16	40.03
CONSUMERS ENERGY	201983158805	396 SHAMROCK 6/22-7/22/16	07/27/16	08/16/16	23.41
CONSUMERS ENERGY	203496052797	500 SCHOOLCREST 6/22-7/22/16	07/27/16	08/16/16	148.34
CONSUMERS ENERGY	203496052794	604 SCHOOLCREST 6/22-7/22/16	07/27/16	08/16/16	29.41
CONSUMERS ENERGY	203496052792	820 SCHOOLCREST	07/27/16	08/16/16	184.99
CONSUMERS ENERGY	205542892583	610 W WHEATON 6/22-7/22/16	07/27/16	08/16/16	22.59
CONSUMERS ENERGY	202784070852	820 CEDAR 6/22-7/2/16	07/27/16	08/16/16	23.14
CONSUMERS ENERGY	201805162112	10242 S CLARE AVE 6/22-7/22/1	07/27/16	08/16/16	26.82
CONSUMERS ENERGY	204118998720	507 S MCEWAN 6/22-7/22/16	07/27/16	08/16/16	25.72
CONSUMERS ENERGY	203229079396	299 N MCEWAN 6/22-7/22/16	07/27/16	08/16/16	22.59
CONSUMERS ENERGY	203229079243	405 MAPLE 6/22-7/22/16	07/27/16	08/16/16	375.05
CONSUMERS ENERGY	203229079214	813 INDUSTRIAL 6/22-7/22/16	07/27/16	08/16/16	22.59
CONSUMERS ENERGY	201271257109	315 W FIRST 6/22-7/22/16	07/27/16	08/16/16	309.58
CONSUMERS ENERGY	201801162109	327 BROOKWOOD 6/22-7/22/16	07/27/16	08/16/16	56.78
CONSUMERS ENERGY	204919944157	501 FOREST 6/22-7/22/16	07/27/16	08/16/16	40.86
CONSUMERS ENERGY	201449192215	1532 N MCEWAN 6/22-7/22/16	07/28/16	08/16/16	175.19



PAYABLES REPORT FOR COMMISSIONERS

EXP CHECK RUN DATES 08/03/2016 - 09/05/2016 BOTH JOURNALIZED AND UNJOURNALIZED OPEN BANK CODE: CONSO

VENDOR	INVOICE #	DESCRIPTION	Entry Date	CK DATE	AMOUNT
CONSUMERS ENERGY	203496052730	696 POINT 6/22-7/22/16	07/28/16	08/16/16	33.22
CONSUMERS ENERGY	204830960260	332 WITBECK 6/22-7/22/16	07/28/16	08/16/16	32.81
CONSUMERS ENERGY	202695097175	202 W FOURTH 6/22-7/22/16	07/28/16	08/16/16	56.51
CONSUMERS ENERGY	202695097192	416 W 5TH 6/22-7/22/16	07/28/16	08/16/16	33.49
CONSUMERS ENERGY	201093307881	401 HOLLEY SERV. 6/24/16-7/25	08/01/16	08/16/16	990.93
CRYSTAL PURE WATER INC	71599	WATER	08/08/16	08/16/16	30.00
CUMMINS BRIDGEWAY LLC	015-92301	TRAILER MOUNT, SAFETY SWITCH	08/12/16	08/16/16	107.00
DBI BUSINESS INTERIORS	03JF7548	LABELS, PAPER	08/12/16	08/16/16	73.75
DBI BUSINESS INTERIORS	03JF5231	GL STAMP	08/05/16	08/16/16	25.18
DENMAN STUMP GRINDING	2016-0801	SHAMROCK PARK	08/05/16	08/16/16	856.00
DTE ENERGY	2016-0822	SERVICE 6/24/16-7/26/16	08/05/16	08/22/16	415.10
EASTERN AVIATION FUELS	2592250	AVIATION FUEL	08/12/16	08/16/16	25,688.18
ELHORN ENGINEERING COMI	265880	CHEMICALS	08/05/16	08/16/16	1,673.80
ELM CREEK LAWN AND LANI	11316	LAWN MAINTENANCE POINT & WITE	08/05/16	08/16/16	60.00
ELM CREEK LTD	16684	TREE GATOR	08/05/16	08/16/16	124.95
ELM CREEK LTD	16884	TREE GATOR	08/08/16	08/16/16	89.97
ESRI - ENV SYS RESEARCHI	93165228	DESTOP BASIC CONCURRENT USE F	08/09/16	08/16/16	700.00
ETNA SUPPLY	S101908447.001	CREDIT MEMO	08/10/16	08/16/16	-595.00
ETNA SUPPLY	S101906999.001	SPORTS COMPLEX CORR END SECTI	08/10/16	08/16/16	300.00
ETNA SUPPLY	S101906999.002	SPORTS COMPLEX CORR END SECTI	08/10/16	08/16/16	400.00
ETNA SUPPLY	S101906007.001	SPORTS COMPLEX - NON-WOVEN GE	08/10/16	08/16/16	325.00
EVENING POST	2016-0731	ID# 38-6004529 SPORTS COMPLE	08/05/16	08/16/16	914.80
EVOQUA WATER TECHNOLOG:	02721993	STD POT/STRNG WOUN	08/09/16	08/16/16	328.00
FAMILY FARM & HOME CLAI	1302/24	BLADE	08/12/16	08/16/16	27.98
FASTENAL COMPANY	MIMTP79970	CUTTING OIL, WOOD/METAL HANDI	08/09/16	08/16/16	47.81
FISHER SCIENTIFIC CO IN	2170810	ANNUAL LABORATORY SUPPLY ORDE	08/09/16	08/16/16	4,479.48
GARY L TODD	08/08/2016	AIRPORT MANAGEMENT & PHONE SI	08/08/16	08/15/16	875.00
HERITAGE FLAG & BANNER	50209	SPEARHEAD US	08/11/16	08/16/16	194.40
HUBSCHER & SON INC	56155	ROAD GRAVEL	08/05/16	08/16/16	131.95
JANN WOLF	2016-0802	ELECTION WORKER	08/05/16	08/16/16	117.45
JAYNIE SMITH HOERAUF PC	49619	SERVICES JULY 2016	08/09/16	08/16/16	3,466.36
JIM'S BODY SHOP, INC	62648	SANDBLAST AND LINE-X SCREEN	08/10/16	08/16/16	1,500.00
JIM'S BODY SHOP, INC	9836	AIR COND REFRIGERANT/ REF. OI	08/09/16	08/16/16	65.00
JOHN PEDJAC	20170701A	NARCAN - TRAINING 13 OFFICERS	08/05/16	08/16/16	520.00
JOHNSTON ELEVATOR INC	215675	SALT PELLETS	08/08/16	08/16/16	270.90
JOY SIMMER	2016-0810	MILEAGE	08/11/16	08/16/16	11.56
JOY SIMMER	2016-0802	LUNCH MEETING	08/05/16	08/16/16	12.55
KATHY SNOOKS	2016-0802	ELECTION WORKER	08/05/16	08/16/16	213.07
KAYLEIGH ADEMA	2016-0802	YOUTH SOCCER REFUND	08/05/16	08/16/16	35.00



PAYABLES REPORT FOR COMMISSIONERS

EXP CHECK RUN DATES 08/03/2016 - 09/05/2016 BOTH JOURNALIZED AND UNJOURNALIZED OPEN BANK CODE: CONSO

VENDOR	INVOICE #	DESCRIPTION	Entry Date	CK DATE	AMOUNT
MARK SANGER	2016-0730	PAVILION RENTAL REFUND	08/05/16	08/16/16	25.00
MAURER'S TEXTILE RENTAL	1477862	PANT/SHIRT YODER	08/05/16	08/16/16	23.30
MAURER'S TEXTILE RENTAL	1481943	PANT/SHIRT YODER	08/09/16	08/16/16	23.30
MCCONNELL FARM SUPPLY	137043	WWTP SUPPLIES	08/12/16	08/16/16	285.00
MEADOWBROOK INSURANCE	124685	POLLUTION POLICY	08/09/16	08/16/16	1,574.18
MICHIGAN CONFERENCE OF	2016-0803	SEPTEMBER 2016 COVERAGE	08/11/16	08/16/16	29,001.80
MICHIGAN METER #3650	2616	REG 2T10/ 20' ANTENNA	08/09/16	08/16/16	227.39
MID MICHIGAN COMM ACTIO	2016-0822	AUGUST 2016 LAND PAYMENT	08/08/16	08/16/16	1,103.98
MIDWEST GAS INSTRUMENT	31538	GAS CYLINDER	08/12/16	08/16/16	343.68
MISTI SMITH	2016-0731	PAVILION RENTAL REFUND	08/05/16	08/16/16	50.00
MUNICIPAL CODE CORPORAT	00273419	SUPPLEMENT PAGES, UPDATE ELE.	08/09/16	08/16/16	563.41
MWEA	E17339	MAINTENANCE PRACTICES CLASS	08/05/16	08/16/16	130.00
NATIONAL HOSE TESTING	16-00416	2016 FIRE HOSE TESTING	08/12/16	08/16/16	1,736.50
NJ CORP DBA KESSLER EQU	10643	INSPECTIONS	08/09/16	08/16/16	264.75
NJ CORP DBA KESSLER EQU	10640	REPLACE DEFECTIVE FRON RAIL A	08/09/16	08/16/16	15,460.50
NORTHLAND ELECTRIC L.L.	2016-0801	LABOR	08/05/16	08/16/16	440.00
NORTHLAND ELECTRIC L.L.	2016-0801	INSTALL CIRCUIT/RELOCATE FOR	08/05/16	08/16/16	127.83
OWENS SOFT WATER, INC	393977	WATER	08/09/16	08/16/16	13.00
PAM LIPPOLD	2016-0807	PAVILION RENTAL REFUND	08/10/16	08/16/16	50.00
RADZIALOWSKI, CATHLEEN	2016-0802	ELECTION WORKER	08/05/16	08/16/16	263.80
REIMOLD PRINTING CORPO	44332	REQUEST/COMPLAINT FORM NOTEP	08/05/16	08/16/16	185.63
RESOURCE RENTAL LLC	8170	BOBCAT RENTAL	08/12/16	08/16/16	170.00
ROSE MARY ALLEN	2016-0730	PAVILION RENTAL REFUND	08/05/16	08/16/16	50.00
ROSE MICHELS ARMENTROU	2016-0802	ELECTION WORKER	08/05/16	08/16/16	110.70
SEITER BROTHERS LUMBER	6217	SINCLAIR STUD/ SPF	08/12/16	08/16/16	23.68
SEITER ELECTRIC INC	14234	HAND/OFF/AUTO SWITCHES	08/08/16	08/16/16	336.94
SEITER ELECTRIC INC	14243	FUJI SC-E3	08/05/16	08/16/16	139.98
SEITER ELECTRIC INC	14213	STARTER FOR CEM. SPRINKLER PU	08/05/16	08/16/16	65.00
SEITER ELECTRIC INC	14223	ELECTRICAL CONTRACTING #14223	08/05/16	08/16/16	66.25
SEITER ELECTRIC INC	14282	LABOR TO REMOVE 197 STREET LI	08/05/16	08/16/16	4,200.00
SHARON KLEIST	2016-0802	ELECTION WORKER	08/05/16	08/16/16	117.45
SHERWIN WILLIAMS CO	0E0116894A1317	PRO MAR ALDYD WHITE	08/09/16	08/16/16	271.20
SHERWIN WILLIAMS CO	1101-9	PAINT	08/08/16	08/16/16	335.60
SHERWIN WILLIAMS CO	1367-6	PAINT	08/10/16	08/16/16	674.25
SHIRLEY CONN	2016-0807	PAVILION RENTAL REFUND	08/10/16	08/16/16	50.00
STATE OF MICHIGAN -DEQ	2016-0811	MILLER, JOSH #18892 CERTIFIC	08/12/16	08/16/16	70.00
STATE OF MICHIGAN DEQ	970795	305 MAPLE STREET	08/09/16	08/16/16	18.00
SUSAN ATWOOD	2016-0802	ELECTION WORKER	08/05/16	08/16/16	110.25
TCAA	2016-0805	ASSESSOR REFRESHER 9/14/16	08/09/16	08/16/16	10.00



PAYABLES REPORT FOR COMMISSIONERS

EXP CHECK RUN DATES 08/03/2016 - 09/05/2016 BOTH JOURNALIZED AND UNJOURNALIZED OPEN BANK CODE: CONSO

VENDOR	INVOICE #	DESCRIPTION	Entry Date	CK DATE	AMOUNT
THIELEN TURF IRRIGATION	161162	MATERIALS	08/09/16	08/16/16	76.00
TRIMATRIX LABORATORIES,	1602813	LAB WORK	08/05/16	08/16/16	440.00
UNION WORKER COMMUNICA'	2016-0801	LONG DISTANCE	08/05/16	08/16/16	34.44
USA BLUE BOOK	010386	CHART PAPER	08/05/16	08/16/16	113.07
USA BLUE BOOK	020948	SIGMA SAMPLER, PIPE NIPPLE, F	08/09/16	08/16/16	132.50
VAL LEMEN	2016-0818	SUMMER CONCERT SERIES	08/05/16	08/16/16	300.00
WIELAND TRUCKS	2016-0731	SPORTS COMPLEX	08/05/16	08/16/16	17.88
WITBECK'S FAMILY FOODS	559468	WATER	08/05/16	08/16/16	20.93
WITBECK'S FAMILY FOODS	130681	SUMMER CONCERT SERIES	08/08/16	08/16/16	4.58
				Sub Total:	118,785.92



PAYABLES REPORT FOR COMMISSIONERS

< RUN DATES 08/03/2016 - 08/15/2016 BOTH JOURNALIZED AND UNJOURNALIZED PAID BANK CODE: CONSO - CHECK TYPE: PAI

VENDOR	INVOICE #	DESCRIPTION	EXPECTED CK DATE	AMOUNT	STATUS
CONSUMERS ENERGY CO	9307906879	STREETLIGHTS	08/04/16	1,800.00	Paid
COYNE OIL CORP	85911	DYED DIESEL FUEL/REC COMPLEX	08/04/16	1,383.48	Paid
COYNE OIL CORP	2016-0620	DYED DIESEL	08/04/16	1,860.00	Paid
COYNE OIL CORP	803175	SOCCER FIELDS	08/04/16	1,427.42	Paid
COYNE OIL CORP	505559	SOCCER FIELDS	08/04/16	1,119.30	Paid
FIRST BANKCARD	2016-0802-5240	GREGORY CC STATEMENT	08/04/16	938.56	Paid
GOURDIE FRASER & ASSOC	1425309	PROFESS. SERV. 06/26/16-07/2	08/04/16	2,708.80	Paid
GOURDIE FRASER & ASSOC	1602912110	PROFESS. SERV. 6/26-7/24/16	08/04/16	153.00	Paid
JOHNNY HUNT	2016-0804	SUMMER CONCERT SERIES	08/04/16	200.00	Paid
NATE CRADIT	223	SERVICES JULY 2016	08/04/16	260.80	Paid
NATE CRADIT	221	SERVICES JUNE 2016	08/04/16	349.64	Paid
RYAN EGAN	2016-0811	SUMMER CONCERT SERIES	08/04/16	200.00	Paid
VPS CONVENIENCE STORE	NP 48096801	DPW GAS	08/04/16	2,010.20	Paid
VPS CONVENIENCE STORE	NP 48096802	FD GAS	08/04/16	201.98	Paid
VPS CONVENIENCE STORE	NP 4809803	PD GAS	08/04/16	1,059.56	Paid
VPS CONVENIENCE STORE	NP 48096804	WWT GAS	08/04/16	218.92	Paid
				15,891.66	

OPEN INVOICE TOTAL: 118,785.92

Grand Total: 134,677.58

COMMISSION APPROVAL:



PAYABLES REPORT FOR COMMISSIONERS

CHECK RUN DATES 07/26/2016 - 07/26/2016 BOTH JOURNALIZED AND UNJOURNALIZED PAID BANK CODE: CONSO - CHECK TYPE:

VENDOR	INVOICE #	DESCRIPTION	EXPECTED CK DATE	AMOUNT	STATUS
CONSUMERS ENERGY	201360197414	STREET LIGHTS 6/1/16-6/30/16	07/26/16	3,230.29	Paid
CONSUMERS ENERGY	201360197410	STREET LIGHTS 6/1/16-6/30/16	07/26/16	303.44	Paid
CONSUMERS ENERGY	201360197399	TRAFFIC LIGHTS 6/1/16-6/30/1	07/26/16	5.60	Paid
				3,539.33	

OPEN INVOICE TOTAL: 134,677.58

Grand Total: 138,216.91

COMMISSION APPROVAL:

September 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Siren Testing 3:00-3:30	2 DDA 8:00 am 3 Amish Auction 4th Street Artisan & Marketplace.	Clare's Vintage Weekend.
4	5 Labor Day– City offices Closed	6 City Commission 6 pm Fire Dept 7:00 pm	7 Airport Meeting 7:30 pm	8 Dept Head Mtg 10:30 am	9	10
11	12	13	14 Planning Comm 6:30 pm Business After Hrs Doherty 5-7	15 Parks & Rec 5:30	16	17
18 MMCC Fall BBQ 12-4	19 City Commission 6pm	20	21	22 Dept Head Mtg 8:30 am Clerk's Meeting 5:30 pm	23	24 &
25	26	27	28	29	30	

