

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 The property owner of this building has withdrawn his request for a hearing by the Construction Board of Appeals.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

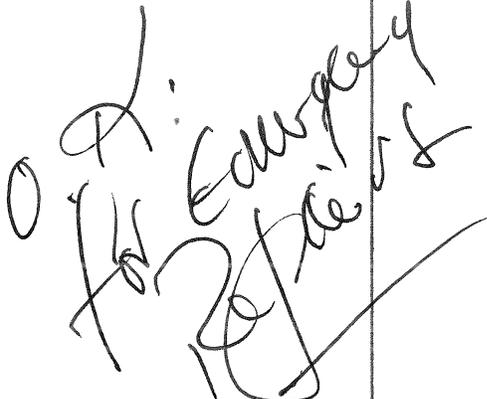
Invoice #: 10640
 Invoice Date: Aug 4, 2016
 Page: 1

(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