

The special meeting of the Clare City Commission was called to order at 6:01 p.m. in the Commission Chambers by City Clerk Diane Lyon who led with the Pledge of Allegiance. Present were: Commissioners Karla Swanson, Jean McConnell, Carolyn (Gus) Murphy, and Pat Humphrey. Absent: Bob Bonham. Also present were Ken Hibl, City Manager; and Diane Lyon, City Clerk.

2. CONSENT AGENDA:

Moved by Commissioner Swanson second by Commissioner Murphy to approve the items listed with an asterisk (*) (Amended Agenda, Department Reports, Bills, Communications and Minutes) that are considered to be routine by the City Commission. Ayes: All. Nays: None. Absent: Bob Bonham. *Motion Carried.*

3. *APPROVAL OF MINUTES:

Approved By Consent Agenda.

4. *APPROVAL OF AMENDED AGENDA:

Approved By Consent Agenda.

5. PUBLIC COMMENT: None.

6. UNFINISHED BUSINESS: None.

7. NEW BUSINESS:

A. OATH OF OFFICE-COMMISSIONERS KARLA SWANSON & PAT HUMPHREY

The City of Clare's residents have reelected Ms. Karla Swanson and Mr. Pat Humphrey to serve another three-year term as City Commissioners of the Clare City; the Clare County Board of Canvassers has certified the election results.

The City Clerk administered the oath of office to Commissioners Swanson and Humphrey.

B. ELECTION OF MAYOR

The Charter of the City of Clare stipulates that the Clare City Commission shall elect a member of the commission to serve as the City's mayor at the first meeting following the scheduled November election. The commission is asked to take the necessary steps to elect the city's mayor by calling for nominations and subsequently electing a commissioner to serve in this capacity.

Nomination by Commissioner Swanson second by Commissioner Murphy for Commissioner Pat Humphrey to serve as the City's Mayor.

Motion by Commissioner McConnell second by Commissioner Swanson to close nominations. Ayes: All. Nays: None. Absent: Bob Bonham. *Motion Carried.*

Motion by Commissioner Swanson second by Commissioner Murphy to elect Pat Humphrey of the City Commission to serve as the Mayor of the City of Clare by adoption of Resolution 2015-126. Roll call vote: Yeas: Commissioners Pat Humphrey, Jean McConnell, Gus Murphy, and Karla Swanson. Nays: None. Absent: Bob Bonham. *Motion Carried.*

C. ELECTION OF MAYOR PRO TEM

The Charter of the City of Clare stipulates that the City Commission may, at its discretion, designate one of its members to serve as the City's Mayor Pro Tem to accomplish mayoral duties during any absences of the Mayor. The City Commission has traditionally designated a Mayor Pro Tem and is asked to consider whether it desires to continue this tradition.

Nomination by Commissioner Murphy second by Commissioner Swanson for Commissioner Jean McConnell to serve as the City's Mayor Pro Tem.

Motion by Commissioner Swanson second by Commissioner Murphy to close nominations. Ayes: All. Nays: None. Absent: Bob Bonham. *Motion Carried.*

Motion by Commissioner Murphy second by Commissioner Swanson to elect Jean McConnell of the City Commission to serve as the Mayor Pro Tem of the City of Clare by adoption of Resolution 2014-127. Roll call vote: Yeas: Commissioners Pat Humphrey, Jean McConnell, Gus Murphy, and Karla Swanson. Nays: None. Absent: Bob Bonham. *Motion Carried.*

D. CONTRACTOR'S APPLICATION FOR PAYMENT-DUNIGAN BROTHERS

The general contractor that is working on the Division A portion of the City's North Industrial Park and Utility Infrastructure project has submitted their tenth application for payment for work completed through October 31, 2015. The City's engineer for this project Gourdie-Fraser has reviewed the application for payment and has verified that all indicated work has in fact been satisfactorily completed and that all invoices/purchases included within the contractor's application for payment have in fact been purchased by the contractor for the City of Clare's 2014/15 North Industrial Park/Infrastructure project.

Motion by Commissioner McConnell second by Commissioner Murphy to approve the contractor payment of \$41,800.00 to Dunigan Brothers by adoption of Resolution 2015-128. Roll call vote: Yeas: Commissioners Pat Humphrey, Jean McConnell, Gus Murphy and Karla Swanson. Nays: None. Absent: Bob Bonham. *Motion Carried.*

E. PAYROLL PROCESSING AGREEMENT RENEWAL-PMDL

Prior to the establishment of the Pere Marquette District Library, the Garfield Memorial Library was a City library. The personnel employed at the library were at that time City employees and they received all their human resource services from the City. When the district library was established in 2005 the City continued providing the majority of HR services to PMDL's employees through an informal, mutual agreement. This relationship has continued to be beneficial to both entities and most recently was reaffirmed by the City Commission on November 5, 2012 by adoption of Resolution 2012-106. Both PMDL Director Sheila Bissonnette and the City believe that this relationship continues to be mutually beneficial and therefore recommend its reaffirmation.

Motion by Commissioner Swanson second by Commissioner Murphy to approve the payroll services agreement with the Pere Marquette District Library by adoption of Resolution 2015-129. Yeas: Commissioners Pat Humphrey, Jean McConnell, Gus Murphy and Karla Swanson. Nays: None. Absent: Bob Bonham. *Motion Carried.*

F. PROPOSAL FOR ROOF REPAIRS-DPW GARAGE

In August 2007, the City approved the expansion the existing DPW Garage on Maple Street in Clare and awarded the bid to JBS Contracting, Inc. of Mt. Pleasant, Michigan. Nucore, the largest supplier of recycled steel in the world, was the supplier of the metal roofing materials for this job. The metal roof is now leaking severely. Nucor will provide new roof panels, trims, sealants and fasteners but no warranty will be offered on their product. JBS has provided a quote of \$15,240.00 to reroof the garage.

Motion by Commissioner McConnell second by Commissioner Swanson to approve the agreement with JBS Contracting by adoption of Resolution 2015-130. Yeas: Commissioners Pat Humphrey, Jean McConnell, Gus Murphy and Karla Swanson. Nays: None. Absent: Bob Bonham. *Motion Carried.*

8. **TREASURER'S REPORT:**

The Treasurer was not present at tonight's scheduled meeting.

9. ***DEPARTMENT REPORTS:**

Approved by Consent Agenda.

10. **CITY MANAGER'S REPORT:**

North Projects. Project Manager Dan Drake from Maguire Iron reported that their electrical sub-contractor is currently working on the new north elevated water tower and that they anticipate being done with their work next week or the first part of the following week. Following that work the water tower will be disinfected and filled shortly after the Thanksgiving holiday. Dunigan Brothers is also close to completing all of their work having addressed the remaining items of their contract during the week of November 2-6, 2015. The Colonville Road Project is nearing completion following the satisfactory lowering and repaving of one residential driveway due to the widening of Colonville Road.

MML Risk Management Annual Visit. Mr. Jerry Graczyk, Risk Manager for the Michigan Municipal League, made his annual visit to the City on Tuesday, November 10th. During Jerry's visit he reported favorably on the City's liability, property and human resource related insurance claims providing a review of all claims from the past five years. He also provided resources that the MML provides to participating municipalities to help in the management of risk exposure.

Water Treatment Operator Opening. Mr. Ron Schmidt who has been employed by the City of Clare since October 2013 in our Water Treatment Department announced his resignation this week to accept a teaching position with the Marion Public School system. We have posted a Notice to Employees in accordance with our collective bargaining agreement announcing the opening and concurrently published the opening a local paper and trade journals.

American Flag Pole Donations. As of Thursday, November 12, 2015 a total of \$680 has been donated for the Clare County Freedom Park American Flag Pole.

Clare Leadership Institute. On Friday, November 13, 2015 we participated in a review of industrial and community development efforts in Clare County with participants of the Clare County Leadership Institute. This program was started several years ago to help in the development of future leaders in business, education and government.

Road Millage. Since the road millage vote was so close at the last election, we are considering placing it back on the ballot for the March Primary, provided HB 4904 passes. Ballot language must be approved and submitted to the county prior to December 15, 2015, which means it will have to come before the Commission at the December 7 meeting.

ZBA Meeting. A ZBA meeting has been scheduled for November 20, 2015. The agenda includes the approval of minutes and the adoption of bylaws.

Recreation Complex. Chemical Bank has pledged \$10,000 toward the construction of the complex. An operators union out of Midland has offered to do all of the excavation work pro bono. The city will be required to provide fuel and stake the grounds.

Façade Grant. We have received notice from MEDC that the façade grant has been approved. We now need to prepare an RFP (Request for Proposal) to send to state qualified/certified TPA's (Third Party Administrator) as the next step of the grant process. Construction must begin by January 1, 2016, or an extension request will be required.

11. *COMMUNICATIONS:

BOE News. The October 30, 2015, Michigan Bureau of Elections News Update was provided.

Request to MDEQ The City sent correspondence to the MDEQ requesting the use of accrued interest earnings from the Hatton Township Landfill Contingency Fund.

Zoning Correspondence. The City sent a Zoning Verification letter regarding the proposed Wal-Mart store and fuel station.

12. EXTENDED PUBLIC COMMENT: None.

13. COMMISSION DISCUSSION TOPICS: None.

14. ADJOURNMENT:

Motion by Commissioner McConnell second by Commissioner Murphy to adjourn the meeting. Ayes: All. Nays: None. Absent: Bob Bonham. *Motion Carried*. Meeting adjourned at 6:32 p.m.

Pat Humphrey, Mayor

Diane Lyon, City Clerk