

The special meeting of the Clare City Planning Commission was called to order by Chair Dave Prawdzik in the Commission Chambers, at 5:30 p.m., who then led the Pledge of Allegiance. Present were: Commissioners Darren Acton, Glenda Carmoney, Josh Clark, Dave Prawdzik, Ben Walters, and Jan Winter. Absent: Steve Barnes, Elaine Demasi, and John Kline. Also present were City Manager, Ken Hibel; Steve Kingsbury, Treasurer and Finance Director; and City Clerk, Diane Lyon. Commissioner Kline subsequently arrived at 5:35; Commissioner Barnes arrived at 5:36; and Commissioner Demasi arrived at 6:13 pm.

APPROVAL OF AGENDA:

Moved by Commissioner Winter second by Commissioner Carmoney to approve the agenda. Ayes: All. Nays: None. Absent: Steve Barnes, Elaine Demasi, and John Kline. Motion approved.

APPROVAL OF AMENDED MINUTES:

Moved by Commissioner Walters second by Commissioner Acton to approve minutes of the February 12, 2014 Planning Commission meeting. Ayes: All. Nays: None. Absent: Steve Barnes, Elaine Demasi, and John Kline. Motion approved.

PUBLIC COMMENT: None.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

SITE PLAN REVIEW – CLARE NORTHERN GROUP

The City received notification from the Clare Northern Group (CNG) that they intend to construct a new 80,000 square foot industrial spec building in the City's new, still-to-be-constructed industrial park. CNG advised us that they would like to commence construction in late spring 2014, thus we published notice that the Planning Commission would consider the site plan at its scheduled April 9th meeting. CNG provided the required elevation drawings/sketches for presenting the proposed project to the Planning Commission for review. Colonville Road has been designated as the front yard and the Site Plan complies with the City's required setbacks. The Planning Commission is the approval authority of this proposed site plan.

The property is located on the eastern most boundary of the industrial park and southern most lot which is directly across the street (Colonville Road) from the Doherty property.

Steve Stark offered that CNG the building is an 80,000 square foot building expandable to 104,000 with a 20,000 square foot building to be built on the south side of the 7 acre parcel with a shared drive. CNG believes that the spec building will sell quickly and they desire to start the building process as soon as possible as the building has been ordered to be drop shipped on July 1 but construction may not be allowed within the timeframe they desire.

Presently there are no markers to indicate property lines within the industrial park and they may have to wait for wetland delineation; CNG is at the mercy of other variables and bureaucratic challenges that are not within their control but they believe that it is a good site with great potential so they desire to move forward with the Site Plan Review with the hope that everything falls into place.

Moved by Commissioner Walters second by Commissioner Winter to open a public hearing. Ayes: All. Nays: None. Absent: Elaine Demasi. Motion approved.

PUBLIC COMMENT: None.

Moved by Commissioner Kline second by Commissioner Clark to close the public hearing. Ayes: all. Nays: None. Absent: Ben Walters. Motion approved.

Moved by Commissioner Walters second by Commissioner Acton to approve the site plan by adoption of Resolution 2014-003PC. Ayes: All Nays: None. Absent: Elaine Demasi. Motion approved.

NEW BUSINESS:

A. FY 2013/2014 PROPOSED CAPITAL IMPROVEMENT PROJECTS PRESENTATION

The 2008 Michigan Planning Enabling Act stipulates that the Planning Commission shall review and provide recommendations related to all proposed major capital improvement projects of a municipality to ensure that the proposed projects support the goals and objectives stipulated in the Comprehensive Master Plan of the City. The Clare City Staff has commenced its preparation of the 2013/2014 Fiscal Budget for the budget year July 1, 2013 through June 30, 2014; key components of the budget are the proposed capital projects in each of the respective funds. We will present the proposed budget to the City Commission’s Fiscal Oversight & Budget Committee on April 15th and to the full Commission at a regularly scheduled meeting in May by means of a budget workshop; the 2013/2014 budget is scheduled to be adopted by the Commission at its first scheduled meeting in June.

The City’s department heads presented their respective, FY 2013/2014 capital plans to the Planning Commission. Steve Kingsbury and Ken Hibl provided additional general budgetary information and planned capital projects for other key elements of our consolidated budget, e.g., DDA, Data Processing, etc.

PROPOSED CAPITAL IMPROVEMENTS:
FUND 208 – PARKS AND RECREATION

FY 2014/15	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Soccer Field, Exercise Trails & Park Property-2nd annual payment	19,558.00
Initial construction of the new park's excavation and paving	250,000.00
	<hr/>
	Total \$269,558.00
FY 2015/16	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Soccer Field, Exercise Trails & Park Property-3rd annual payment	19,558.00
Loan Payment 1 for initial park construction	20,000.00
Parks paving	20,000.00
General Park Improvements (signs, picnic tables, etc)	3,442.00
	<hr/>
	Total \$63,000.00
FY 2016/17	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Soccer Field, Exercise Trails & Park Property-4th annual payment	19,558.00
Loan Payment 1 for initial park construction	20,000.00
Parks paving	20,000.00
General Park Improvements (signs, picnic tables, etc)	3,442.00
	<hr/>
	Total \$63,000.00
FY 2017/18	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Soccer Field, Exercise Trails & Park Property-4th annual payment	19,558.00
Phase 1 Soccer Property Construction loan payment 1	41,000.00
Trails Land Acquisition & Development	2,442.00
	<hr/>
Total	\$63,000.00
FY 2018/19	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Soccer Field, Exercise Trails & Park Property-1 st annual payment	19,558.00
Loan Payment 1 for initial park construction	20,000.00
Parks paving	20,000.00
General Park Improvements (signs, picnic tables, etc)	3,442.00
	<hr/>
	Total \$63,000.00

Amanda Theunick presented the Parks and Recreation (P&R) capital improvement projects. Currently the P&R Department is supported through a dedicated millage of three-quarter mills, which raises approximately \$66,000 annually.

Property has been purchased at the city's south end for the purpose of developing a new athletic park complex which will include soccer fields, walking and biking trails, a playground, a pavilion, and other recreational amenities thus it has been designated for Parks and Recreation Capital Improvement Projects. The Parks and Recreation Advisory Committee desires to break ground this fiscal year. They applied for a Trust Fund Grant last year but did not receive that grant and therefore have scaled back their original plans. The PRAB have decided to ask the City Commission to bond up to \$150,000 so that

they can break ground this year to be in order to prepare just enough of that property so that the soccer fields can be moved from the airport to the new location. \$100,000 will come from the current parks millage. Future bond payments would come out of the annual parks millage funding.

When queried by Commissioner Winter, Amanda offered that the PRAB would be applying for additional grants for other recreational projects as well as the development of recreational amenities at this location.

C/M Hibl stated that Vernon Township has sponsored a \$100,000 grant application for the new athletic park development from the Saginaw Chippewa Indian Tribe out of their 2% disbursements. Amanda added that if the grant is approved it would reduce the amount of bonding required for development of the complex to \$50,000. Since the grant was written for the development of that park it cannot be used for other projects but any development in the new industrial park will add tax revenues.

Some of the continuous annual capital improvement projects are parks signage, picnic tables, and grills throughout all of the city parks.

FUND 537 – AIRPORT

FY 2014/15	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Wetland mitigation for taxiway & 2001 runway project-City's 5% share is \$10,500	210,000.00
Design of the second half of the parallel taxiway-City's 5% share being \$3,035	60,700.00
Future construction justification study-City's 5% share being \$500	10,000.00
	<hr/>
	Total \$280,700.00
FY 2015/16	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Parallel taxiway construction-City's 5% share being \$47,965	959,300.00
	<hr/>
	Total \$959,300.00
FY 2016/17	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Federal Entitlement Held For Future Projects	N/A
FY 2017/18	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Conduct a user survey for an extension of Runway 4/22-City Share 100%	25,000.00
Replace REIL's and Windcone with LED units-City's 5% share being \$15,525	310,500.00
Replace REIL's and Windcone with LED units -City's 5% share being \$975	19,500.00
	<hr/>
	Total \$355,000.00
FY 2018/19	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Engineering for environmental-Runway 4/22 extension-City's 5% is \$2,000	38,000.00
Property acquisition for Runway 22 RPZ for Runway 4/22 extension-City's 5% is \$3,100	62,000.00
Complete environmental assessment for Runway 4/22 extension-City's 5% cost is \$4,000	80,000.00
	<hr/>
	Total \$180,000.00

Gary Todd presented the airport capital improvements plan and provided a map drawing of the new runway and required safety zone. Chair Prawdzik noted that the aviation industry has a great deal of money for improvement projects but City Manager Hibl offered that it must be a qualified airport in order to receive this grant funding.

Much of the traffic at the airport is business and recreational traffic.

FUND 206 – FIRE DEPARTMENT

FY 2014/15	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Three Complete Sets of Firefighter Turnout Gear	6,600.00
Six Portable Radios with Microphones & Charger & Rack	5,000.00
	<hr/>
	Total \$11,600.00
FY 2015/16	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Three Complete Sets of Firefighter Turnout Gear	6,600.00
New Fire Engine	400,000.00
	<hr/>
	Total \$406,600.00

Chief Chapman was toned out to a fire so Steve Kingsbury presented on his behalf. The ladder truck is starting to have mechanical problems so the Fire Department is considering the purchase of a new or used (Quint) unit to replace the ladder truck. A new ladder truck would cost around \$750,000 or better. The Fire Department provides service to Grant Township, Sheridan Township, and portions of Wise and Vernon Townships so that will be taken into consideration when looking at purchasing new equipment. No projections for FY16/17, 17/18 & 18/19. Upon return from the fire call Chief Chapman informed the Planning Commission that he does intend to install new flooring during the 14/15 fiscal year at a cost of around \$14,000.00.

FUND 590 – SEWER SYSTEM FUND

FY 2014/15	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
North Industrial Park (\$1,082,940 provided by EDA grant).	1,817,957.00

WWTP Basement Sealing	10,000.00
Repair ramps for sludge drying beds	10,000.00
Black Top drive to pole barn	13,000.00
Total	\$1,850,957.00
FY 2015/16	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Black top for drying beds.	13,000.00
Overhaul LS # 6 pump	15,000.00
	<u>\$28,000.00</u>
FY 2016/17	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
SCADA Upgrades	5,000.00
Total	\$5,000.00
FY 2018/19	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Screw pump replacement	100,000.00
Total	\$100,000.00
<u>FUND 591 – WATER SYSTEM FUND</u>	
FY 2014/15	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
North Industrial Park (\$1,332,420 provided by EDA grant).	2,242,535.00
Aerator/Airstripper repair (iron removal system)	30,000.00
Replace 5 doors at WTP	5,000.00
Clean Well 9 (PRP to reimburse 50%)	30,000.00
Total	\$2,307,535.00
FY 2015/16	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Rehab High Service Pump #1	30,000.00
SCADA system for well 7 and Water tower	15,000.00
Clean Well 8 (PRP to reimburse 50%)	30,000.00
Total	\$75,000.00
FY 2016/17	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Iron Removal Filter Rehab #1 & #2	45,000.00
Paint Piping Gallery @ WTP	20,000.00
Clean & Repair Well 6	30,000.00
Total	\$95,000.00
FY 2017/18	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Iron Removal Filter Rehab # & #2	45,000.00
New Well	150,000.00
Clean & Repair Well 6 Pump	30,000.00
Total	\$75,000.00
FY 2018/19	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Aerator/Airstripper repair (iron removal system)	40,000.00
Well 7 cleaning, repair and upgrades	30,000.00
SCADA system upgrades to tower and wells	50,000.00
Total	\$120,000.00

Dale Clark presented the aforementioned 590 & 591 recommended capital improvements to the Commission. No projects are slated at this time for FY17/18. Water tower painting lasts approximately 20 years. Water towers have an extremely long life expectancy – 100 years, provided it's maintained.

FUND 590 – SEWER SYSTEM FUND – COLLECTION ACTIVITY

FY 2014/15	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Manhole rehabilitation	25,000.00
Total	\$25,000.00
FY 2015/16	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Manhole rehabilitation and main line grouting	25,000.00
Total	\$25,000.00
FY 2016/17	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Manhole rehabilitation and main line grouting	25,000.00
Total	\$25,000.00

FUND 591 – WATER SYSTEM FUND – DISTRIBUTION ACTIVITY

FY 2014/15	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Seven fire hydrant replacements	10,000.00
Total	\$10,000.00
FY 2015/16	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Seven fire hydrant replacements	10,000.00

	Total	\$10,000.00
FY 2016/17		
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>	
Seven fire hydrant replacements		10,000.00
	Total	\$10,000.00
FY 2017/18		
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>	
Seven fire hydrant replacements		10,000.00
	Total	\$10,000.00
FY 2018/19		
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>	
Seven fire hydrant replacements		10,000.00
	Total	\$10,000.00

FUND 101 - GENERAL FUND – BUILDING & GROUNDS ACTIVITY (265)

FY 2015/16		
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>	
Brick Restoration – City Hall		33,200.00
Replace 14 windows on the south side of City Hall (\$1,200.00/Unit)		16,800.00
	Total	\$50,000.00
FY 2016/17		
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>	
Replace front and rear entrances		Not Available

Windows on the north, east, and west sides of the building have been replaced but windows on the south side of City Hall are inefficient and leaking and tuck and pointing of the brick mortar on the exterior at City Hall are proposed for future Capital Improvements.

There is a long range desire to continue the restoration of City Hall with the replacement of the front and rear entrances to bring them into ADA compliance.

FUND 766 – CEMETERY ACTIVITY

FY 2014/15		
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>	
To Be Determined by Advisory Board		5,000.00
	Total	\$5,000.00
FY 2015/16		
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>	
To Be Determined by Advisory Board		5,000.00
	Total	\$5,000.00
FY 2016/17		
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>	
To Be Determined by Advisory Board		5,000.00
	Total	\$5,000.00
FY 2017/18		
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>	
To Be Determined by Advisory Board		5,000.00
	Total	\$5,000.00
FY 2018/19		
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>	
To Be Determined by Advisory Board		5,000.00
	Total	\$5,000.00

FUND 203 – LOCAL STREETS – STREET MILLAGE PROJECTS

FY 2014/15		
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>	
Pine Street Resurface, new Curb and Gutter (between State and E. Seventh)		35,000.00
Maple Street Resurface (between Fifth and Sixth)		20,000.00
	Total	\$55,000.00
FY 2015/16		
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>	
Resurface, curb and gutter Beech Street (between Dunlop and W. First)		50,000.00
	Total	\$50,000.00

The local streets millage will expire and a millage renewal may be proposed in 2014. The sidewalks millage dropped this past year.

FUND 641 – MOBILE EQUIPMENT

FY 2014/15		
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>	
One Ton Pickup to replace the Water Service Truck (Vehicle #59)		40,000.00
Front-End Loader Refurbishment		13,000.00
	Total	\$53,000.00
FY 2015/16		
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>	
Replace Patrol Car		25,000.00
Refurbish Backhoe		13,000.00
	Total	\$38,000.00

FY 2016/17

Project Description

New Blade Truck (selling #9&11 for 9K each)

Anticipated Capital Investment Amount

130,000.00

Total \$130,000.00

FUND 636 – DATA PROCESSING

FY 2014/15

Project Description

Technology Improvements/Maintenance/Future Upgrades

Anticipated Capital Investment Amount

5,000.00

Total \$5,000.00

FY 2015/16

Project Description

Technology Improvements/Maintenance/Future Upgrades

Anticipated Capital Investment Amount

5,000.00

Total \$5,000.00

FY 2016/17

Project Description

Technology Improvements/Maintenance/Future Upgrades

Anticipated Capital Investment Amount

5,000.00

Total \$5,000.00

FY 2017/18

Project Description

Technology Improvements/Maintenance/Future Upgrades

Anticipated Capital Investment Amount

5,000.00

Total \$5,000.00

FY 2018/19

Project Description

Technology Improvements/Maintenance/Future Upgrades

Anticipated Capital Investment Amount

5,000.00

Total \$5,000.00

INTRA-COMMISSION COMMUNICATIONS:Clare RR Depot.

A ground-breaking event is scheduled for Wednesday, April 9th @ 8:30am. The actual relocation of the depot is scheduled to occur on Tuesday, April 15th commencing @ 8am. The mover has informed us the building should be at its new home by 10am and the move completed by 2:30pm. All funds that will be expended on the move have been raised by the Clare Railroad Depot Committee. The DDA is looking to encompass the depot property within the DDA District. Mark Bolle has offered to take care of the excavation at no cost; Larry Kleinhart has offered to install the flooring pro bono; and Tom House has been contacting other local electricians and suppliers in an attempt to provide the electrical work at no cost.

Colonville Road Project.

The Michigan Economic Development Corporation has informed us that a \$599,940 Community Development Block Grant for Colonville Road improvements has been approved. Northern Logistics was required to commit to the investment of \$1.5M in capital and create 60 new jobs in a two-year period to qualify for the grant. The estimated cost of the road improvement is \$802K. The City will contribute \$112K to the project; Clare Northern Group, Consumers Energy, and Northern Logistics will contribute the balance of \$100K. We anticipate to commence the project in late June/early July (hopefully sooner) and complete the project by fall. The improved road will be a three-lane, all-weather road.

Industrial Park Project.

We hope to commence this project by July (depends in great part on our ability to obtain the multitude of required state and local permits and detailed review and acceptance of our plans by the EDA). The sanitary sewer portion of the project should be completed in late 2014; the water tower is tentatively scheduled to be completed in 2015. The EDA is providing \$2.6M for the project; the City is contributing approx. \$2.1M.

Joint Meeting for Budget Presentation

It was suggested that perhaps next year the budget workshops could be conducted as part of the annual joint meeting between the City Commission and Planning Commission.

Possible Zoning Change Request

We may have a zoning change request coming to us related to a property on 1st Street. The purchaser of the former Pelcher house is looking to do commercial development.

630 Vangee Demo

The city demolished a blighted residence at 630 Vangee.

Rail-Trail

We just found out that the land swap between the DNR and Railroad fell through so we will start working on finding funds to take the trail through Clare.

ADJOURNMENT:

Moved by Commissioner Walters and seconded by Commissioner Demasi to adjourn. Ayes: All. Nays: None. Absent: None. *Motion approved.*

Meeting adjourned at 7:48 p.m.

Diane Lyon, City Clerk