

AGENDA REPORT

TO: Mayor Pat Humphrey & the Clare City Commission
FROM: Jeremy Howard, City Manager
DATE: July 2, 2025
RE: Public Hearing and Approval to Submit USDA Grant Application and Accept Funds if Awarded – DPW Hoist

For the Agenda of July 7, 2025

Background. The City has worked with the USDA to obtain grant funds for many years. The City recently submitted a preliminary request (*see att'd memo from DPW Director Luke Potter to USDA*) to be considered for a grant to defray a portion of the cost to purchase a new hoist for DPW. The City has published the required notice (*att'd*) of its notice of intent to formally apply for the grant to purchase the said hoist. The City Commission is asked to hold the requisite public hearing and subsequently approve the submission of the grant application and acceptance of the funds if awarded. The City Commission is also asked to authorize the City Manager to sign all necessary related documents for the grant and allow the Treasurer/Finance Director to apply any and all necessary budget amendments needed to accept the funds.

Issues & Questions Specified. Should the City Commission hold the required public hearing and approve the submittal of the USDA grant application and acceptance of funds if awarded?

Alternatives.

1. Hold the hearing and approve the submittal of the grant application and acceptance of funds if awarded.
2. Deny the submittal of the grant application and acceptance of funds if awarded.
3. Set aside decision regarding this matter to a later date.

Financial Impact. If the grant application is approved, USDA will offer to fund \$25,768.00, of the total cost of approximately \$64,549.00 for the new hoist.

Recommendation. I recommend that the City Commission approve the submittal of the grant application to USDA and approve the acceptance of funds if awarded, authorize the City Manager to sign all necessary related documents for the grant application and acceptance, and allow the Treasurer/Finance Director to apply any and all necessary budget amendments needed to accept the funds by adoption of Resolution 2025-057 (*copy att'd*).

Attachments.

1. DPW Director Memo.
2. Public Notice.
3. Resolution 2025-057.



Where the north begins at the crossroads of Rt 10 and 127.

202 West Fifth Street, Clare, Michigan 48617 phone: (989) 386-7541 fax: (989) 386-4508
www.cityofclare.org

PROJECT NARRATIVE

TO: Bryce Paulsen
FROM: Clare Department of Public Works
SUBJECT: USDA hoist grant

City of Clare Department of Public Works
Luke Potter, Director
207 E. 5th Street, Clare, MI 48617

June 25, 2025

Bryce Paulsen
Loan Specialist
Office of the Michigan State Director | Community Facilities Team
Rural Development
543 Progress Street
West Branch, MI 48661

Dear Mr. Paulsen,

The City of Clare Department of Public Works is requesting consideration and support for a sole source equipment grant related to a critical lift replacement in our vehicle maintenance facility.

The seals on our existing rear hoist have failed due to age and long-term use, and unfortunately, the damaged components can no longer be replaced or repaired. This hoist is essential for our in-house mechanic to perform maintenance on city-owned vehicles, which include DPW, public safety, and utility fleet units. Without a functional hoist, our capacity to safely and efficiently service these vehicles is compromised.

Kessler Equipment has been the long-standing service provider for our current system and is the only company that supplies compatible replacement equipment for this lift. Because of this exclusive compatibility and our established relationship with them, we are pursuing this as a sole source purchase.

We evaluated a full replacement of both front and rear hoists but determined it was not a fiscally sound approach given the front lift remains in good working condition. Replacing only the rear hoist is

the most viable and cost-effective solution. As part of this replacement, the new equipment will include an updated locking system to improve safety standards. In addition, two 8-inch cylinders will be installed in place of the existing 12-inch cylinder, which will increase the overall load capacity of the lift and extend its functional life.

Kessler Equipment has provided a quote of \$64,549.00 for this replacement. To reduce the cost burden on the city, the Clare DPW will remove the existing rear assembly ourselves, eliminating additional labor expenses. We respectfully request funding assistance from USDA Rural Development in the highest amount available to support this critical infrastructure upgrade.

Thank you for your consideration of this request and for your continued support of rural communities like Clare. Please do not hesitate to reach out if additional information is needed.

Sincerely,
Luke Potter
Superintendent
Clare Department of Public Works
(989) 386-7541
lpotter@cityofclare.gov



CITY OF CLARE

202 West Fifth Street | Clare, Michigan 48617-1490

Office 989.386.7541 | Fax 989.386.4508

www.cityofclare.org

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

NOTICE OF INTENT TO APPLY TO USDA RURAL DEVELOPMENT

Please take notice that the City of Clare intends to file a grant application to Rural Development (RD), a division of the United States Department of Agriculture for funding assistance in the amount of \$25,768.00 to purchase a rear hoist for the Department of Public Works Garage. The total anticipated cost of the equipment is \$64,549.00.

A public hearing will be held on July 7, 2025 at 6:00 p.m. in the Clare City Hall located at 202 W. Fifth Street, Clare, Michigan, 48617. Public comments are welcome at the hearing or in writing. Written comments will be accepted up until 4:00 p.m. on the date of the hearing and can be forwarded to the attention of dlvon@cityofclare.gov, by delivery to the City Clerk at 202 W. Fifth St., Clare, Michigan, 48617, or by calling (989) 424-4068 to provide verbal comment.

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

Diane M Lyon
Clare City Clerk



RESOLUTION 2025-057

A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING THE SUBMITTAL OF A UNITED STATES DEPARTMENT OF AGRICULTURE RURAL DEVELOPMENT GRANT APPLICATION FOR THE PURCHASE OF A NEW DPW HOIST AND ACCEPTANCE OF FUNDS IF AWARDED.

WHEREAS, the City of Clare has submitted a preliminary grant application to the United States Department of Agriculture (USDA) for a Rural Development grant to assist in the purchase of a new DPW Hoist; and

WHEREAS, the City has been advised by the USDA that the City’s pre-application has been received; and

WHEREAS, the City has held a requisite public hearing announcing the City’s intent to apply for a USDA grant to assist in the purchase of the new hoist; and

WHEREAS, no stated objections were received at said public hearing; and

WHEREAS, the City Commission has deemed that submittal of said grant application is clearly in the best interests of the City and its residents.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Clare hereby approves the submittal of a formal application for a United States Department of Agriculture Rural Development Grant to defray a portion of the costs, \$25,768.00, associated with the purchase of a new DPW hoist and verifies that the City meets or agrees to meet all eligibility requirements associated with said grant program.

BE IT FURTHER RESOLVED THAT, the Mayor and City Commission of the City of Clare hereby formally accepts the funds if awarded and authorizes the City Manager to sign any necessary and related documents for the grant and allow the Treasurer/Finance Director to apply any and all necessary budget amendments needed to accept the funds.

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 7th day of July, 2025.

Diane M Lyon, City Clerk