CITY OF CLARE

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Manager x102
Assessor x103
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Treasurer x107

DEPARTMENT OF PUBLIC WORKS
Ph 989.386.2182 or
989.386.7541 x202
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UTILITY BILLING
Ph 989.386.7541 x201

W/WWT PLANT
Ph 989.386.2321
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POLICE DEPT. NON-EMERGENCY
Ph 989.386.2121
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FIRE DEPT. NON-EMERGENCY
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PARKS & RECREATION
Ph 989.386.7541 x213
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CLARE CITY COMMISSION

Meeting to be held at Clare City Hall
202 W. Fifth St., Clare MI

Monday, February 7, 2022
6:00 p.m.

AGENDA

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. **Sole Source – Local Limits Study**
   B. **Airport Lot 404 – Lease Agreement with Marvin Heintz**
   C. **Employee Retirement Program Change-Cancellation of The Standard 401(a) Plan**
   D. **March Board of Review – Set Alternate Date/Time**

8. **TREASURER'S REPORT**

9. **CITY MANAGER'S REPORT**

10. ***COMMUNICATIONS**

11. **EXTENDED PUBLIC COMMENT**

12. **COMMISSION DISCUSSION TOPICS**

13. ***APPROVAL OF BILLS**

14. ***PROFESSIONAL & EDUCATIONAL TRAINING OPPORTUNITIES**

This Institution is an Equal Opportunity Provider & Employer

15. ADJOURNMENT

The public will be permitted to provide comment during the Public Comment portions of the meeting. The public is asked to identify themselves by providing their name and address when offering public comment.

Written comment may be submitted to dlyon@cityofclare.org, or placed in the drop box at Clare City Hall, or sent in by postal mail to the City Clerk, Diane Lyon at Clare City Hall, 202 W. Fifth St., Clare MI 48617, prior to 4 p.m. on the date of the meeting and will be read during the public comment portion of the meeting.

The regular meeting of the Clare City Commission was called to order at 6:00 p.m. in the City Commission Chambers of Clare City Hall, 202 West Fifth Street, Clare, Michigan by Mayor Pat Humphrey who led with the Pledge of Allegiance. Present were: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins, Nick Loomis and Carolyn (Gus) Murphy. Absent: None. Also, present: Jeremy Howard, City Manager; Shannon Sirpilla, City Treasurer; Jaynie Hoerauf, City Attorney; Luke Potter, DPW Director; Jim Chapman, Fire Chief; Sam Eberhart, Assistant Fire Chief; and Diane Lyon, City Clerk.

2. CONSENT AGENDA:
Moved by Commissioner Murphy second by Commissioner Jenkins to approve the items listed with an asterisk (*) (Agenda, Minutes, Department Reports, Communications, Professional Development, Board & Committee Appointments, and Bills) that are considered to be routine by the City Commission. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins, Nick Loomis, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *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. APPROVAL OF CLASS C LIQUOR LICENSE APPLICATION-BUCCILLI'S PIZZA, 1541 NORTH MCEWAN STREET

The City has received a request for the approval of a Michigan Liquor Control Commission (MLCC) Class C license from Shari Buccilli to allow her to make application to the LCC to serve beer and wine to dine-in customers at Buccilli's Pizza of Clare.

Motion by Commissioner Bonham second by Commissioner Murphy to approve the application by adoption of Resolution 2022-006. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins, Nick Loomis, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

B. APPROVAL OF MDNR GRANT FOR THE FIRE DEPARTMENT

The Clare Fire Department has been awarded a Michigan DNR Volunteer Fire Assistance Grant for the third year in a row. It is a 50/50 matching grant. In the past two years the grant award was $2,500; however, this year the city has been awarded the maximum amount of nearly $4,999 ($9,998 total with our match) to help cover the costs involved in upgrading some of the fire radios and replacing a flatbed box for the grass truck (1846). In order to officially receive the grant funds, the City is required to approve the attached grant agreement between the City of Clare and MDNR.

In addition to approving the grant agreement, I ask that the Commission authorize the City Manager to sign the Agreement on behalf of the City of Clare.

Motion by Commissioner Murphy second by Commissioner Bonham to approve the grant agreement by adoption of Resolution 2022-007. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins, Nick Loomis, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

C. APPROVAL OF UPDATED 5-YEAR PARKS AND RECREATION MASTER PLAN

The City's Parks & Recreation Master Plan is required to be updated every five years to ensure eligibility to any and all programs available through the Michigan Department of Natural Resources (MDNR), to include all grant and loan programs. Additionally, it is simply good management sense and good practice to periodically update our Master Plan to ensure that our ever-changing community recreation priorities and needs are being addressed and met.

Joy Simmer, Recreation Director, has updated the Plan and has submitted it to our Parks & Recreation Advisory Board for consideration. She has provided copies to our neighboring governmental entities having recreation programs for review and comment and has asked the City Clerk to publish notice for the requisite public hearing to allow public comment to be heard and thereby facilitate the City Commission's approval of the Plan to allow us to submit the Plan to MDNR.

The City Commission is asked to consider holding the requisite public hearing to receive comment and then approve the Plan as presented.

Motion by Commissioner Bonham second by Commissioner Murphy to open the public hearing. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins, Nick Loomis, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

Public Comment: None.

Motion by Commissioner Bonham second by Commissioner Murphy to close the public hearing. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins, Nick Loomis, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

Motion by Commissioner Murphy second by Commissioner Loomis to approve the Parks and Recreation Master Plan by adoption of Resolution 2022-008. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins, Nick Loomis, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

D. APPROVAL OF PARKS AND RECREATION MILLAGE RENEWAL BALLOT LANGUAGE

The voter-approved .75mill parks and recreation millage expires at the end of FY22/23. The millage has enabled the City to make extraordinary improvements to its parks properties (the purchase of the property at 303 Pinecrest to develop a new park and home for the Clare Youth Soccer Program; development within the Emerald Isle Recreation Complex such as placement of a skate and bike park and the purchase of related equipment; obtaining property to relocate the historic Clare Union Railroad Depot and help fund rehabilitation of the facility and railcars; and for the purchase of numerous park benches and tables; etc.) since this dedicated, voter-approved millage was instituted. There remains a long list of proposed recreation capital improvements to include the continued development at the Emerald Isle Recreation Complex and at the skate & bike park; closing the 2.3 mile gap that exists within the Pere Marquette Rail-Trail; campground improvements at Pettit Park; a dog park; park improvements to the adult softball field; completion of Lake Shamrock dredging and beach restoration; a community center, etc., as identified in the City's Parks & Recreation Master Plan that simply will not be accomplished or will be long-delayed if the millage is not again approved by the electorate of Clare.

The City Staff and the City's Parks & Recreation Advisory Board consider the proposed future capital improvements essential to maintaining and improving quality of life for Clare residents and suggest that the continuance of this dedicated millage is imperative to continue the type of improvements that have been made to date as a result of the millage.

If this millage is to continue, the Clerk's office must provide the proposed ballot language to the Clare County Clerk by February 8, 2022, for inclusion on the May ballot. Therefore, the City Commission is asked to consider approving this topic as an item on the May ballot.

The proposed ballot language for this millage is: "Shall the City of Clare, Clare and Isabella Counties continue to levy three-quarter (3/4) mill ($.75 per $1,000.00) on taxable value of property located in the City of Clare for four years beginning with the 2023 tax year and running through 2026 tax levy year (inclusive), which will raise in the first year of such levy an estimated revenue of $70,592.55 to be used for parks and recreation purposes. This is a renewal of a millage that will otherwise expire in 2023. Taxes within

the Downtown Development Authority (DDA) and Tax Increment Finance Authority (TIFA) districts will be distributed as prescribed by law."

The Commission is asked to approve the proposed ballot language.

The entrance to Emerald Isle Recreation Complex (EIRC) is located on Pinecrest Street and while the city owns the EIRC property, Pinecrest Street is under Vernon Township's jurisdiction. The City Commission desires to take jurisdiction of Pinecrest Street so that the roadway can be paved and added to the city's Act 51 map however, water and sewer services need to be installed prior to paving.

Motion by Commissioner Loomis second by Commissioner Murphy to approve the Parks and Recreation ballot language by adoption of Resolution 2022-009. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins, Nick Loomis, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

E. APPROVAL OF STREETS IMPROVEMENTS MILLAGE RENEWAL BALLOT LANGUAGE

The voter-approved 3-mill street millage expires June 30, 2022. The City has been able to make much needed improvements to our city streets including John R. Street, Wilcox Parkway, Second Street, Forest Avenue, Ann Arbor Trail, Beech Street, Seventh Street, Dunlop Road, Hillcrest Street, Fourth Street, Park Street, Witbeck Drive, 6,290' of curb and gutter, and 7,300' of sidewalk since this dedicated, voter-approved millage was instituted. There remains a long list of proposed capital improvements for streets improvements yet to be completed over the next several years including Rainbow Drive from Glendale Drive to Glendale Drive reconstruction, East Fourth Street 200 Block reconstruction, a thin overlay on Schoolcrest Avenue, mill and fill on Maple Street from Seventh Street to State Street, reconstruction of the 200 Block of East Sixth Street including sidewalks, and the 200 and 300 Blocks of East Seventh Street with sidewalks, that are listed in the City's Capital Improvements Plan, which simply will not be accomplished or will be long-delayed if the millage is not again approved by the electorate of Clare.

The proposed future capital improvements are essential to maintaining and improving quality of life for Clare residents and continuance of this dedicated millage is imperative to accomplish the types of improvements that have been made to date as a result of the millage.

If this millage is to continue, the Clerk's office must provide the proposed ballot language to the Clare County Clerk by February 8, 2022, for inclusion on the May ballot. Therefore, the City Commission is asked to consider approving this topic as an item on the May ballot. Suggested ballot language for this millage proposal is attached. The Commission is asked to approve the proposed ballot language.

The proposed ballot language for this millage is: Shall the City of Clare, Clare and Isabella Counties continue to levy three mills ($3.00 per $1,000.00) on taxable value of property located in the City of Clare for five years beginning with the 2022 tax year and running through 2026 tax levy year (inclusive), which will raise in the first year of such levy an estimated revenue of $282,370.22 to be used for the purpose of street improvements authorized by law. This is a renewal of a millage that will otherwise expire in 2022. Taxes within the Downtown Development Authority (DDA) and Tax Increment Finance Authority (TIFA) districts will be distributed as prescribed by law.

The Commission is asked to approve the proposed ballot language.

Motion by Commissioner Loomis second by Commissioner Murphy to approve the Parks and Recreation ballot language by adoption of Resolution 2022-010. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins, Nick Loomis, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

F. *BOARD & COMMITTEE APPOINTMENTS: *Approved by Consent Agenda*

Resolution 2022-011**,** Mr. Andrew Santini, PRAB

G. *BOARD & COMMITTEE APPOINTMENTS: *Approved by Consent Agenda*

Resolution 2022-012**,** Messrs. Dennis Purkis, Wayne Terpening, Izak Post & Mrs. Carol Santini.

8. TREASURER'S REPORT: A report was provided by the City Treasurer.

9. CITY MANAGER'S REPORT
Planning Commission / City Commission Annual Joint Meeting: Every year the City Commission and Planning Commission hold a joint meeting to review the Planning Commission's Annual Report for the previous year along with other topics of interest. After talking with the Planning Commission about scheduling the joint meeting at their January 12 meeting, I would suggest the City Commission meet with them on the night of their next regularly scheduled meeting on Wednesday, February 9th. The Planning Commission's regular meeting will start at 6:30 p.m. so I recommend that the two councils hold their joint meeting at 5:30 p.m. that evening before their regular meeting.

Planning Commission. The Planning Commission approved a site plan at their last meeting for Renosol Corporation, who intend to fabricate polyurethane components at a new facility they intend to build at 14 Consumers Energy Parkway. The Planning Commission selected their 2022 Chairperson (Jason Lowe) and Vice Chairperson (Nick Wyman); completed a review and approved their bylaws; and a reviewed and approved of their 2021 annual report.

Lake Shamrock Dredging. EGLE is now considering allowing our new location for placement of spoils to be considered a minor permit change. Luke and I are meeting with our engineer to try and work that out and we intend to bring you the contractual agreement for siting the spoils.

Shamrock Park Ice Rink. The ice rink at Shamrock Park is open for the first time in a couple of years. The flyer was provided to the Commission and has been shared on our social media platforms.

Police Tahoe/Buy-Back Program DPW Service Trucks. The Police Tahoe that was ordered and partially grant funded almost 2 years ago has finally been received. Due to the delay in receiving the Tahoe, the vehicle was not in the budget for FY21/22. However, no budget amendment is needed because we had budgeted for the purchase of a DPW service truck (Buy Back Program) this year but cannot get a vehicle until FY22/23 at the earliest. Therefore, we will be using the money that was slated for DPW service truck to pay for the city's proportional cost of the Tahoe. We then hope to purchase 2 new service trucks in the buy-back program in FY22/23.

Police Vehicles – Hummers. The Police Department is getting rid of the Hummers that were obtained from the military surplus years ago. With almost all of the current fleet being four-wheel drive, it makes sense to create garage space for patrol vehicles thus, the Hummers are being given to the City of St. Louis and Bay City.

10. *COMMUNICATIONS: *Approved by Consent Agenda.*

11. EXTENDED PUBLIC COMMENT: None.

12. COMMISSION DISCUSSION TOPICS: None.

13. *APPROVAL OF BILLS: *Approved by Consent Agenda.*

14. *PROFESSIONAL & EDUCATIONAL TRAINING OPPORTUNITIES: *Approved by Consent Agenda.*

15. CLOSED SESSION- DISCUSS LABOR NEGOTIATIONS STRATEGY:
Motion by Commissioner Bonham second by Commissioner Murphy to closed session. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins, Nick Loomis, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

Motion by Commissioner Bonham second by Commissioner Murphy to go back into open session. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins, Nick Loomis, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

Motion by Commissioner Bonham second by Commissioner Murphy to approve the labor negotiation strategy as discussed in closed session. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins, Nick Loomis, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

17. APPROVAL OF CLOSED SESSION MINUTES:
Motion by Commissioner Murphy second by Commissioner Loomis to approve the minutes of the closed session. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins, Nick Loomis, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

18. ADJOURNMENT: Motion by Commissioner Murphy second by Commissioner Jenkins to adjourn the meeting. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins, Nick Loomis, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.* Meeting adjourned at 7:03 p.m.

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Pat Humphrey, Mayor Diane Lyon, City Clerk

The special meeting of the Clare City Commission was called to order at 2:00 p.m. in the City Commission Chambers of Clare City Hall, 202 West Fifth Street, Clare, Michigan by Mayor Pat Humphrey who led with the Pledge of Allegiance. Present were: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins, Nick Loomis and Carolyn (Gus) Murphy. Absent: None. Also, present: Jeremy Howard, City Manager; Shannon Sirpilla, City Treasurer; and Diane Lyon, City Clerk.

2. AGENDA:
Moved by Commissioner Murphy second by Commissioner Jenkins to approve the agenda. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins, Nick Loomis, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

3. PUBLIC COMMENT: None

4. NEW BUSINESS:

B. AUTHORIZATION TO SELL CITY PROPERTY-2001 FIRE ENGINE AND DONATE USED AND SURPLUS FIRE EQUIPMENT

Last year the City Commission approved the bid and awarded a contract for the purchase of a new fire apparatus (2022 Spartan Pumper Engine) to CSI Emergency Apparatus, LLC. using the sale of bonds at a price not to exceed $600,000. The sale of the old engine was intended to offset some of the expense of purchasing a new engine. The city has been approached by contacts of the Fulton County Fire Protection District in Kentucky to purchase our old fire engine. Fulton County was devastated by tornados last year and currently do not have a fire fleet. The City Commission is asked to approve the sale of the 2001 Fire Apparatus (Spartan Saulsbury Pumper Engine).

The Fire Chief is also asking for approval to donate some of the departments used/surplus equipment that we have at the fire station. The equipment selected for donation is not being used and will likely never be used again by the City of Clare. Other surrounding Fire Stations in Clare County are bringing their used/surplus equipment to donate to Fulton County as well.

Motion by Commissioner Bonham second by Commissioner Jenkins to approve the donation of excess used and surplus equipment to Fulton Fire Department and to concurrently approve the sale of the 2001 Fire Engine. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins, Nick Loomis and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried*

5. EXTENDED PUBLIC COMMENT: None.

6. COMMISSION DISCUSSION TOPICS: None.

7. ADJOURNMENT: Motion by Commissioner Murphy second by Commissioner Jenkins to adjourn the meeting. Roll call vote: Yeas: Commissioners Bob Bonham, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.* Meeting adjourned at 2:04 p.m.

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Pat Humphrey, Mayor Diane Lyon, City Clerk

AGENDA REPORT

TO: Mayor Pat Humphrey & the Clare City Commission
FROM: Jeremy Howard, City Manager
DATE: February 3, 2022
RE: Sole Source – Local Limits Study

For the Agenda of February 7, 2022

Background. Recently EGLE contacted the City of Clare Wastewater Treatment Facility and has let us know that they are now requiring us to do a "Local Limits Study" in the City of Clare. This study, though expensive, will allow the city to accurately set limits on concentration levels and discharges being sent to the plant and provide us with information on our ability to continue to accept new industry and write permits. As you can see in the memo from Dale Clark, Water/ Wastewater Superintendent, he has requested authority to contract with Williams and Works and Trace Analytical Laboratories (*see copy of att'd memo & price quote*) as a sole source contracts. Both of these companies have been used by the City of Clare for many years and we have been very happy with their service.

I am also asking for the City Commission to approve any and all budget amendments necessary for this project to be completed by the City Treasurer/Finance Director Shannon Sirpilla. We are moving some money from the current Wastewater CIP and moving some items to next fiscal year so that funding will be used to pay for this unplanned expense. As reflected on the attached quotations, the cost of the study will hopefully be $39,439.55, however, we are asking for approval of a Not To Exceed amount of $45,000 for possible unforeseen contingencies. The funds for this purchase were not budgeted this fiscal year as this is a new requirement by EGLE so we are moving some money from the current Wastewater CIP and moving some items to next fiscal year so that funding will be used to pay for this unplanned expense.

Issues & Questions Specified. Should the City Commission approve the request to contract with Williams and Works and Trace Analytical Laboratories for the completion of a Local Limits Study?

Alternatives.

1. Approve the request to contract with Williams and Works and Trace Analytical Laboratories for the completion of a Local Limits Study.
2. Disapprove the request to contract with Williams and Works and Trace Analytical Laboratories for the completion of a Local Limits Study.
3. Set aside decision regarding this matter to a later date.

Financial Impact. As reflected on the attached quotations, the cost of the study will hopefully be $39,439.55, however, we are asking for approval of a Not To Exceed amount of $45,000 for possible unforeseen contingencies. The funds for this purchase were not budgeted this fiscal year as this is a new requirement by EGLE so we are moving some money from the current Wastewater CIP and moving some items to next fiscal year so that funding will be used to pay for this unplanned expense.

Recommendation. I recommend that the City Commission approve the requested sole source contracts as requested for the Local Limits Study by adoption of Resolution 2022-014 (*copy att'd*).

Attachments.

1. Memo from Dale Clark.
2. Williams and Works Quote.
3. Trace Analytical Laboratories Quote.
4. Resolution 2022-014.

INTEROFFICE MEMORANDUM

TO: JEREMY HOWARD

FROM: DALE CLARK

SUBJECT: LOCAL LIMIT STUDY

DATE 1/25/22

CC:

Jeremy,

Because of the addition of a septage receiving facility to the waste water treatment system, EGLE is requiring us to complete a local limit study. There are several benefits of the requirement:

- This study will help us set discharge limits for POCs like PFAS and 1,4 Dioxane from industrial users that discharge to the WWTP
- Establishes new concentrations for levels of nutrients/contaminants that are being discharged to the WWTP
- The study also demonstrates the ability to accept new industries
- Local limits are also used as a basis for writing industrial pretreatment permits

I am requesting approval of a Not To Exceed amount of $45,000 with a likely expense amount of $39,439.55 to conduct this study barring any additional requirements by EGLE or any incidents with testing. This will cover the engineering and lab costs. The quotes are attached. Williams and Works conduct these studies and has been working with the city for the past 26 years. GL 590-536.001.970.000. Thanks.

williams&works
engineers | surveyors | planners

January 11, 2022

Mr. Dale Clark, Director of Water Treatment [via Email: DClark@cityofclare.org]
Clare Water Treatment Facility
11175 S. Eberhart Ave.
Clare, MI 48617

Re: 2022 Industrial Pretreatment Program
Local Limits Determination

Dear Mr. Clark:

The city desires to proceed with the development of Maximum Allowable Headworks Loading (MAHL) at their wastewater treatment plant (WWTP) to determine local limits for wastewater pollutants during the current fiscal year, which ends on June 30, 2022. This letter presents our proposed services to the City of Clare for the necessary professional services to accomplish that task.

Project Scope

The primary scope of the proposed professional services includes calculating MAHL to determine local limits for the following wastewater pollutants, or as directed by the Michigan Department of Environment, Great Lakes, and Energy (EGLE):

Pollutants of Concern (POCs)
Antimony, Arsenic, Benzene, Beryllium, Cadmium, Chromium, Copper, Cyanide, Ethylbenzene, Lead, Mercury, Methylene chloride, Molybdenum, Nickel, PFOS, PFOA, Phenol, Phosphorus, Selenium, Silver, Thallium, Toluene, Xylene, Zinc, 111 Trichloroethane, and 1,4, Dioxane.

Compatible Pollutants
Carbonaceous Biochemical Oxygen Demand (CBOD5)
Total Suspended Solids
Ammonia Nitrogen
Total Kjeldahl Nitrogen (TKN)
Phosphorus

It is understood that samples will be collected by the City of Clare in the following locations; WWTP Influent, WWTP Effluent, and Lift Station #2. The results of the testing at Lift Station #2 will be used as the basis of the residential loading. Samples of the biosolids will also be collected by the city. Samples will be tested by Trace Analytical Laboratories in Muskegon, Michigan. The costs for testing have previously been submitted by Trace, and are not included in this proposal. The cost of sample collection is also not included in this proposal, as it will be performed by the city or others.

Work Plan

- **Data Compiling and Review** – Sampling data will be compiled by date and location and reviewed. Data that doesn't make sense will be highlighted and discussed. We will work closely with EGLE in this phase to make a final determination of what pollutants require a local limit.

- **Calculate Plant Removal Efficiency** – The effluent sample results will be compared to the influent sample results to calculate the WWTP removal efficiency for applicable pollutants. Removal efficiency is one of the factors used in determining the MAHL and subsequent local limits.

- **Maximum Allowable Headworks Loading and Local Limits Calculation** – Using the sampling data, calculated WWTP removal efficiencies, permit limits, sludge limits and total maximum daily loads (TMDLs) provided by EGLE for the South Branch of the Tobacco River, the MAHL for each pollutant into the WWTP will be calculated. The MAHL will then be used to calculate local limits for industrial users using the uniform allocation method. Once complete, we will review the limits with the city. After review, we will submit the calculations and limits to EGLE for review**.**

Schedule

Williams & Works can begin work on this project immediately upon authorization. It is assumed the necessary sampling and laboratory testing will be completed and all results submitted electronically by March 4, 2022. That will allow us to submit the MAHL and local limits calculations by April 22, 2022 to the City of Clare and later to EGLE for review.

Proposed Fee

We propose to provide the engineering services as defined above for the following fees: Seven Thousand One Hundred Sixty dollars and No cents ($7,160.00).

Thank you for this opportunity to be of service and please feel free to contact us should you have any questions.

Respectfully,

Williams & Works

Brandon Mieras, P.E.
Principal

Cc: Dan Whalen P.E., Williams & Works [via Email whalen@williams-works.com]
File

Trace Analytical Laboratories, Inc.
2241 Black Creek Road
Muskegon, MI 49444-2673

TRACE ANALYTICAL LABORATORIES, INC.

231-773-5998 Phone
888-979-4469 Fax
www.trace-labs.com

Analytical Price Quotation

Quote #: City of Clare WWTP Local Limits Study 21-1130 REVISED 2-1-2022

Please reference the quote number on the chain of custody to ensure correct billing.

Attention:	Dale Clark	**Trace Contacts:**	
Client:	City of Clare WWTP	**Senior Project Manager:**	Jon Mink Ext. 224
Address:	202 W. Fifth St.	**Email:**	jmink@trace-labs.com
	Clare. MI 48617	**Cell:**	231-578-2687
Phone:	989-386-2321	**Project Manager:**	Tim Brewer Ext 238
Email:	dclark@cityofclare.org	**Email:**	tbrewer@trace-labs.com
		Cell:	231-215-0932
Project Name:	Local Limits Study		
Matrix:	Wastewater / Biosolids	**Business Development Specialist:**	Dan Sroka
		Email:	dsroka@trace-labs.com
		Cell:	231-215-4561

REVISED 2/1/2022

TAT: *5-10 Days **Quote Date:** 11/30/2021 **Expiration Date:** 12/31/2022

Line Item		Description	Method	Unit Price	# Sample Points	Quantity (days)	Total
		C.W.A. Organics, Compatibles, & Other Analysis					
1		1,4, Dioxane	EPA 8270	$79.00	3	7	$1,659.00
2	#	2,3,7,8-TCDD TICK Scan	EPA 625	Incl.	3	7	$0.00
3		Ammonia Nitrogen	EPA 350.1	$17.60	3	7	$369.60
4		Benzidines	EPA 625SIM	$188.00	3	7	$3,948.00
5		BOD5	SM 5210B	$26.80	3	7	$562.80
6		Chlorinated Hydrocarbons	EPA 612	$109.25	3	7	$2,294.25
7		Cyanide, Total	ASTM D7511	$26.80	3	7	$562.80
8		PCBs	EPA 608	$79.00	3	7	$1,659.00
9		Pesticides	EPA 608/8081	$129.40	3	7	$2,717.40
10		PFAS 28 Cmp. W/ Isotope Dil.	Subcontract	$400.00	3	7	$8,400.00
11		Phenolics, Total	EPA 420.4	$40.00	3	7	$840.00
12		Mercury, Low Level	EPA 1631E	$55.00	3	7	$1,155.00
13		Mercury, Low Level - Field Blank	EPA 1631E	$55.00	3	7	$1,155.00
14		Metals Digestion	EPA 200.2	$7.00	3	7	$147.00
15	##	Metals, Total (14)	EPA 200.7/8	$84.00	3	7	$1,764.00
16		SVOCs- Full List	EPA 625	$110.00	3	7	$2,310.00
17		TKN	EPA 351.2	$26.80	3	7	$562.80
18		TSS- Total Suspended Solids	SM 2540D	$13.40	3	7	$281.40
19		VOCs- Full List	EPA 624	$60.00	3	7	$1,260.00
		Biosolids					
20		PFAS- Biosolids 28 Cmp.	Subcontract	$400.00	1	1	$400.00
21		Metals Digestion	EPA 3051	$7.00	1	1	$7.00
22		MI 10 Metals	Various	$100.00	1	1	$100.00
23		Percent Solids	EPA 24	$11.50	1	1	$11.50
						Analytical Total:	$32,166.55
		Misc. Fees					
24	**	Std. Sample Pickup Services, per Pickup		$15.00		7	$105.00
25		Sample H,S,&D Fee, per INVOICE		$8.00		1	$8.00
						GRAND TOTAL:	$32,279.55

NOTES:

~ **Sampling will be handled by the City of Clare WWTP Staff. Samples will be 24 Hr. Composites representing each day of the week at 3 locations (WWTP Influent, WWTP Effluent, & Lift Station #2), completed over a few weeks time.**

~ **Project Manager Contact is Brandon Mieras, P.E from Williams & Works. 616-644-8520**

A charge of $8.00 for Sample Handling, Storage & Disposal is applied to each invoice.

*** The standard turnaround time is 5-10 business days. Shorter turnaround times are available with prior approval and may incur a surcharge per sample. Please contact a Trace Project Manager for scheduling.**

 # Tick Scan only, included in EPA 625 Scan at no additional charge.

Metals Included (EPA Priority Pollutants List & Molybdenum, & Phosphorus): Antimony, Arsenic, Beryllium, Cadmium, Chromium, Copper, Lead, Molybdenum, Nickel, Phosphorus, Selenium, Silver, Thallium, Zinc.

Sample containers, coolers, labels, chain-of-custody forms and shipment to the client via normal freight are included in Trace's fees. Additional fees may apply for expedited shipments via Fed Ex, UPS or USPS.

****Samples must be returned to the laboratory on ice and in a timeframe that meets EPA Hold Time Requirements. To assist in meeting these requirements, Trace Labs offers a $15 Sample Pickup fee. Sample Pickups must be scheduled in advance. Additional fees may apply for expedited shipments via Trace Labs, Fed Ex, UPS or USPS.**

Payment Terms – Net 30 Days - If not paid within 30 days, the invoice shall be subject to 1.5% per month service charge effective as of the date of delivery. In the event it is necessary to commence collection proceedings, buyer shall pay all collection costs incurred including reasonable attorney's fees.

Pricing is subject to change after the expiration date of this quote.

RESOLUTION 2022-014

A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING THE SOLE SOURCE CONTRACTS WITH WILLIAMS AND WORKS AND TRACE ANALYTICAL LABORATORIES FOR THE COMPLETION OF A LOCAL LIMITS STUDY AND APPROVE THE ASSOCIATED BUDGET AMENDMENTS.

WHEREAS, EGLE is requiring the City of Clare to conduct a Local Limits Study; and

WHEREAS, City Staff has recommended that the city enter into sole source contracts with Williams and Works and Trace Analytical Laboratories for the completion of a Local Limits Study; and

WHEREAS, the City of Clare has successfully worked with both companies for many years; and

WHEREAS, the City Commission has reviewed and considered said recommendations and determined approval of sole source contracts with Williams and Works and Trace Analytical Laboratories for the completion of a Local Limits Study is reasonable, and in the best interests of the City.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Clare hereby approves the sole-source contracts for a Local Limits Study to be conducted by Williams and Works and Trace Analytical Laboratories for a likely cost of $39,439.55 with a Not To Exceed cost of $45,000.

BE IT FURTHER RESOLVED THAT the City Commission approves a budget amendment to facilitate the unplanned expense and directs its Treasurer/Finance Director to take all actions necessary to execute said budget amendment.

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 February, 2022.

_____

Diane Lyon, City Clerk

AGENDA REPORT

To: Mayor Pat Humphrey and the Clare City Commission
From: Jeremy Howard, City Manager
Date: February 3, 2022
Regarding: Airport Lot Lease – Northern Michigan Land & Cattle Company

For the Agenda of February 7, 2022

Background. Marvin Heintz has requested that the City enter a lease agreement for Lot 404 (vacant property) of the Clare Municipal Airport Hangar Plat to permit him to construct a new airport hangar on this lot to hangar an airplane. The Airport Manager and the Airport Advisory Board recommend approval of the lease; I endorse this recommendation. The City Commission is asked to consider approval of the lease agreement (*copy attached*).

Issues & Questions Specified. Should the City Commission approve a lease agreement with Marvin Heintz for Lot 404 of the Clare Municipal Airport Hangar Plat?

Alternatives.

1. Approve the lease.
2. Approve the lease with modifications and/or stipulations.
3. Deny/disapprove the lease agreement.
4. Set the matter aside for further consideration and/or deliberation.

Financial Impact. Approval of the lease agreement assures the City of lease revenue (presently $158.13) plus any applicable, levied property taxes once the construction of the new hangar is completed for the duration of the lease.

Recommendation. I recommend that the City Commission approve the lease agreement by adoption of Resolution 2022-015 (*copy attached*).

Attachments.

1. Lease Agreement.
2. Resolution 2022-015.

CITY OF CLARE
CLARE MUNICIPAL AIRPORT
PROPERTY LEASE AGREEMENT

This agreement is made on February 7, 2022, by and between the CITY OF CLARE, a Michigan Municipal Corporation, of Clare, Michigan 48617, (hereinafter called "Lessor"), and Northern Michigan Land and Cattle Company, (Lessee), 750 Industrial Drive, Clare, MI 48617 (hereinafter called "Lessee").

I. DESCRIPTION, USE, AND TERM

A. Lessor hereby leases to Lessee and Lessee hereby leases from Lessor certain property hereinafter called the "Leased Premises" situated in the Clare Municipal Airport, County of Clare, and State of Michigan described as follows:

_____Lot 404_____
(Property ID)

B. Said Leased Premises are to be used and occupied as, and for, an aviation hangar including any and all activities normally incident thereto and for no other purposes.

C. The term of this Lease shall be for ten (10) years, commencing on the 7th day of February, 2022 and ending on the 6th day of February, 2032. The lease is renewable for additional ten (10) year periods.

II. RENT

A. Lessee shall pay to Lessor for the Leased Premises, the minimum annual sum of one hundred fifty-eight and 13/100 dollars ($158.13 as of January 1, 2022), in a single annual installment on the day of signing of this lease and thereafter annually until termination of this Lease.

B. The Lessor reserves the right to annually adjust the lease rate by a cost-escalator. This will be determined by the end of year National Consumer Price Index (CPI). Annual adjustments will not exceed the annual CPI or 3% of the lease amount, whichever is less. There will be no annual adjustment to the lease rate if the annual CPI falls below zero.

III. TAXES

A. Lessee shall pay and discharge all personal property taxes, general and special assessments, and other charges of every description which, during the term hereof and any extension thereof, may be levied on or assessed against the Leased Premises and all improvements thereon.

B. Lessee agrees to and shall protect and hold harmless Lessor and the Leased Premises from liability for any and all such taxes, assessments, and charges, together with any interest, penalties, or other sums thereby imposed.

IV. INDEMNITY

The lessee shall indemnify the City of Clare and hold the City of Clare (including all of its subordinate bodies, officials, officers and employees) harmless from any and all liabilities, claims, damages whatsoever, arising from Lessee's exercise of its rights under this lease.

V. UTILITIES

Lessee shall, during the term of this Lease Agreement and any extensions thereof, pay all charges for electricity, telephone gas water, and sewer used in or on the Leased Premises.

VI. WASTE AND NUISANCE

Lessee shall not commit, or cause to be committed, any waste upon or within the Leased Premises, nor shall it maintain, commit, or permit the commission of any nuisance on the Leased Premises.

VII. RIGHTS RESERVED TO THE LESSOR

A. During time of war or national emergency, Lessor shall have the right to enter into an agreement with the United States Government for military or naval use of part or all of the landing area, the publicly owned air navigation facilities and/or other areas or facilities of the airport. If any such agreement is executed, the provisions of this instrument, insofar as they are inconsistent with the provisions of the agreement with the Government shall be suspended.

B. This Lease Agreement shall be subordinate to the provisions of any outstanding agreement between the Lessor and the United States relative to the maintenance, operation, or development of the airport.

C. It is hereby specifically understood and agreed that nothing herein contained shall be construed to grant or authorize the granting of an exclusive right to provide aeronautical services to the public as prohibited in Section 308 (a) of the Federal Aviation Act of 1958, as amended, and the Lessor reserves the right to grant to others the privilege and right of conducting any one or all activities of an aeronautical nature.

D. The Lessor reserves the right to further develop or improve the landing area of the airport as it sees fit, regardless of the desires or view of the Lessee, and without interference or hindrance.

E. The Lessor reserves the right, but shall not be obligated to the Lessee, to maintain and keep in repair the landing area of the airport and all publicly-owned facilities of the airport, together with the right to direct and control all activities of the Lessee in this regard.

F. There is hereby reserved to the Lessor, its successors, and assigns, for the use and benefit of the public, a right of flight for the passage of aircraft in the airspace above the surface of the premises herein leased. This public right of flight shall include the right to cause in said airspace any noise inherent in the operation of any aircraft used for navigation or flight through the said airspace or landing at, taking off from, or operation on the Clare Municipal Airport.

VIII. IMPROVEMENTS

A. The Lessee shall have the right to construct a building on the leased premises. The Lessee shall be required to submit plans for any proposed construction on the leased parcel. Said plans must be submitted and approved prior to any construction. Further, the Lessor shall have the right to refuse or deny approval of any plans submitted for good cause.

B. It is specifically provided that such building shall not be used for any purpose other than the Lessee's private aviation related use unless written permission for any nonconforming use is received by the Lessee from the Lessor in advance. The Lessor reserves the right to deny permission for any nonconforming use. If permission for nonconforming use is granted by the Lessor, the Lessor reserves the right to demand reasonable additional charges above the stipulated annual rental fee for the nonconforming use.

IX. RIGHT OF INSPECTION

The Lessor shall have reasonable rights of inspection of the premises during normal business hours.

X. SURRENDER OF PREMISES

A. All buildings placed upon the land leased by the Lessee shall remain his own personal property, and at the expiration of the term of this lease agreement or any renewal therein, the Lessee will have 120 days in which the Lessee may remove such improvements or buildings provided that he restores the premises to their condition at the time of making this Lease, insofar as practicable. In the event the buildings are not removed within 120 days, past the expiration of the term or any renewal thereof, the building shall become the property of the Lessor, and the Lessor may retain, remove, or demolish said building without any liability on its part. Any costs of restoring the premises to their previous condition shall be borne by the Lessee.

B. It is further agreed that in the event Lessee remains in possession of the Leased Premises after the expiration of the lease, or any renewal thereof, the Lessee shall be deemed to be occupying said premises as a tenant from month to month, subject to all conditions, provisions, and obligations of this lease insofar as the same is applicable to a month-to-month tenancy.

XI. DEFAULTS AND REMEDIES

If Lessee shall allow the rent to be in arrears more than thirty (30) days after written notice of such delinquency, Lessor may at its option, without notice to Lessee, terminate this Lease Agreement and re-enter and take possession of said premises and remove all property there from without being deemed guilty of any manner of trespass and relet the Leased Premises.

XII. ADDITIONAL COVENANTS BY LESSEE

A. The lessee, for himself, his heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree as a covenant running with the land that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this Lease for a purpose for which a Department of Transportation (DOT) program or activity is extended or for another purpose involving the provision of similar services or benefits, the Lessee shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to 49 CFR Part 21, Nondiscrimination in Federally Assisted Programs of the DOT, and as said Regulations may be amended.

B. The Lessee, for himself, his heirs, his personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree as a covenant running with the land that: (a) no person on the grounds of race, color, or national origin shall be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities; (b) that in the construction of any improvements on, over, or under such land and the furnishing of services thereon, no person on the grounds of race, color, or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination; and (c) that the Lessee shall use the premises in compliance with all other requirements imposed by or pursuant to 49 CFR part 21, Nondiscrimination in Federally Assisted Programs of the DOT, and as said Regulations may be amended.

C. The Lessee agrees, if applicable, to furnish service on a fair, equal, and not unjustly discriminatory basis to all users thereof, and to charge fair, reasonable, and no unjustly discriminatory prices for each unit or service, provided, that the Lessee may be allowed to make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers.

D. The Lessee covenants that it will comply with pertinent statutes, Executive Orders, and such rules as are promulgated to assure that no person shall, on the grounds

of race, creed, color, national origin, sex, age, or handicap be excluded from participating in any activity conducted with or benefiting from Federal assistance. This provision obligates the Lessee or its transferee for the period during which Federal assistance is extended to the airport program, except where Federal assistance is to provide or is in the form of personal property or real property or interest therein or structures or improvements thereon. In these cases, the Provision obligates the Lessee or any transferee for the longer of the following periods: (a) the period during which the property is used by the Lessee or any transferee for a purpose for which Federal assistance is extended, or for another purpose involving the provision of similar services of benefits; of (b) the period during which the Lessor or any transferee retains ownership or possession of the property.

E. The Lessee agrees that it will practice nondiscrimination in their activities and will provide Disadvantaged Business Enterprise (DBE) participation in any sublease as required by the Lessor, in order to meet the goals of the Lessor, or required by the Federal Aviation Agency in order to obtain an exemption from the prohibition against Long-term exclusive leases.

F. The Lessee agrees that it shall insert the above five (5) provisions in any sublease or consign by which said lessee grants a right or privilege to any person, firm, or corporation to render accommodations and/or services to the public on the premises herein leased or owned.

G. The Lessee agrees to comply with the notification and review requirements covered in Part 77 of the Federal Aviation Regulations in the event any future structure or building is planned for the leased premises, or in the event of any planned modification or alteration of any present or future building or structure situated on the leased premises.

H. The Lessee, by accepting this Lease expressly agrees for itself, its successors and assigns that it will not erect nor permit the erection of any structure or object nor permit the growth of any tree on the land leased hereunder such that it penetrates the safety zones surrounding the airport. In the event the aforesaid covenants are breached, the Lessor reserves the right to enter upon the land leased hereunder and remove the offending structure, object or tree, all of which shall be at the expense of the Lessee.

I. The Lessee, by accepting this Lease, agrees for itself, its successors, and assigns that it will not make use of the leased premises in any manner which might interfere with the landing and taking off of aircraft from the Clare Municipal Airport or otherwise constitute a hazard. In the event the aforesaid covenant is breached, the Lessor reserves the right to enter upon the premises hereby leased and cause the abatement of such interference at the expense of the Lessee.

J. Any person, firm, or corporation operating aircraft on the airport may perform any services on its own aircraft, including but not limited to, maintenance and repair that the Lessee may choose to perform.

XIII. Bankruptcy

Neither this Lease, nor any interest herein nor any estate thereby created shall pass to any trustee or receiver or assignee for the benefit of creditors or otherwise by operation of law.

In the event the estate created hereby shall be taken in execution or by other process of law or if Lessee shall be adjudicated insolvent or bankrupt pursuant to the provisions of any State or Federal insolvency or bankruptcy act, or if a receiver trustee of the property of Lessee shall be appointed by final order un-appealed from by reason of Lessee's insolvency or inability to pay its debts, or if any assignment shall be made of Lessee's property for the benefit of creditors, then and in any of such events, Lessor may, at its option, terminate this Lease and all rights of Lessee hereunder, by giving to Lessee, notice in writing, of the election of Lessor to so terminate.

Lessee shall not ensue or give cause for institution of legal proceedings seeking to have Lessee adjudicated bankrupt, reorganized or rearranged under the bankruptcy laws of the United States, and shall not cause or give cause for the appointment of a trustee or receiver for Lessee's assets, and shall not make an assignment for the benefit of creditors, or become or be adjudicated insolvent. The allowance of any petition under the bankruptcy law, or the appointment of a trustee or receiver of Lessee or its assets, shall be conclusive evidence that Lessee caused, or gave cause, thereof, unless such allowance of the petition, or the appointment of a trustee or receiver, is appealed from or has not become final.

XIV. MISCELLANEOUS

A. This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective heirs, executors, administrators, legal representatives, successors, and assigns when permitted by this Agreement.

B. This Agreement shall be construed under and in accordance with the laws of the State of Michigan.

C. No amendment, modification, or alteration of the terms of this Lease Agreement shall be binding unless the same is in writing, dated subsequent to the date hereof and duly executed by the Parties hereto.

D. No waiver by any Party hereto of any default or breach of any term, condition, or covenant of this Lease Agreement shall be deemed to be a waiver of any other breach of the same or any other term, condition, or covenant contained herein.

E. The Lessor may grant or withhold its permission for assignment, in its sole discretion. Any assignment or sublet shall not relieve the Lessee hereunder of its obligations.

F. The Lessee has one (1) year from the signing of this lease to complete construction of an approved Hangar. The hangar occupancy permit is the final inspection of the completed hangar. If construction is not substantially completed

prior to the 1-year timeframe, the lot will revert back to the City of Clare and the lease will be terminated.

G. This lot does come with a height restriction based upon the proximity to the approach to Runway 9. Any portion of the proposed building shall not exceed 20' in height AGL. Application will have to be made with the FAA Tall Structures online tool. MDOT Aeronautics will also need a copy of the building prints and approve that they adhere to the lot requirements.

Signed in Clare, Michigan, by:

LESSOR	LESSEE(S)
City Of Clare_____	Northern Michigan Land and Cattle Name (printed)
BY _____ Pat Humphrey, Mayor	BY _____ (Lessee Signature)
	_____ Phone Number

RESOLUTION 2022-015

A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING A LEASE AGREEMENT FOR AIRPORT PROPERTY LOT 404 WITH NORTHERN MICHIGAN LAND & CATTLE COMPANY (MR. MARVIN HEINTZ).

WHEREAS, the City of Clare owns all the property at the Clare Municipal Airport and leases specific portions of said property to allow the construction and maintenance of airplane hangars by private owners; and

WHEREAS, Lot 404 of the Clare Municipal Airport Plat is currently an un-leased, vacant lot; and

WHEREAS, Mr. Marvin Heintz desires to lease Lot 404 of the Clare Municipal Airport Plat from the City of Clare for the purpose of constructing a new airplane hangar on said lot;

NOW THEREFORE BE IT RESOLVED THAT, the Clare City Commission hereby approves a lease agreement with Northern Michigan Land & Cattle Company for Lot 404 of the Clare Municipal Airport Plat, the terms, conditions, and stipulations of said lease agreement as outlined therein.

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 February, 2022.

_____

Diane Lyon, City Clerk

AGENDA REPORT

To: Mayor Pat Humphrey and the Clare City Commission
From: Jeremy Howard, City Manager
Date: February 2, 2022
Regarding: Employee Retirement Program Change-Cancellation of The Standard 401(a) Plan

For the Agenda of February 7, 2022

Background. In April 2011, the City of Clare adopted a governmental 401(a) deferred compensation program to replace the 457(b) program for the participants of that section of the City's employee retirement program. The City no longer has employees (present or past) enrolled in that retirement program which is held with The Standard.

As of January, 2022, The Standard has instituted an annual fee of $1,000 to restate and maintain the 401(a) plan.

With no employees enrolled in the program, a number of other retirement program options available to employees, and the newly instituted annual fee, it doesn't make sense to keep this retirement plan in place.

Therefore, the City Commission is asked to consider cancelling the 401(a) Retirement Plan with The Standard.

Issues & Questions Specified. Should the Clare City Commission adopt a resolution to cancel the 401(a) Retirement Plan with The Standard?

Alternatives.

1. Approve cancellation of the deferred compensation plan;
2. Do not approve cancellation of the deferred compensation plan;
3. Defer/delay decision to a subsequently scheduled City Commission meeting.

Financial Impact. The City will save $1,000 annually with the cancellation of the 401(a) plan.

Recommendation. I recommend that the City Commission approve the cancellation of the 401(a) deferred compensation plan with The Standard by adoption of Resolution 2022-016 (*att'd*).

Attachments.

1. Resolution 2022-016.

RESOLUTION 2022-016

A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING THE CANCELLATION OF THE STANDARD 401(a) RETIREMENT PLAN.

WHEREAS, the Clare City Commission initially established a 401(a) Retirement Plan for the benefit of its eligible employees on April 18, 2011; and

WHEREAS, The Standard has instituted an annual fee of $1,000 to restate and maintain said Plan to be in compliance with IRS regulations; and

WHEREAS, no current or former employees are presently enrolled in said Plan with The Standard; and

WHEREAS, the Clare City Commission has determined that it is in the best interest of the City to cancel the 401(a) Plan with The Standard;

NOW, THEREFORE, BE IT RESOLVED, that the Clare City Commission hereby approves the termination of The Standard 401(a) Retirement Plan, effective immediately and authorizes its City Treasurer to execute all documents associated with said termination.

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 February, 2022.

_____

Diane Lyon, City Clerk

AGENDA REPORT

TO: Mayor Pat Humphrey & the Clare City Commission
FROM: Jeremy Howard, City Manager
DATE: February 2, 2022
RE: March Board of Review – Set Alternate Date/Time

For the Agenda of February 7, 2022

Background Historically, the City's Board of Review have held their organizational meeting on the second Monday in March. Section 2-122 of the City Charter (att'd) authorizes the City to comply with MCL PA 206 of 1893, the General Property Tax Act. Section 211.30 of the Act (*att'd*) establishes parameters for the scheduling of times and dates for the March Board of Review meetings. Under the Act, the city may authorize, by adoption of an ordinance or resolution, alternative starting dates in March when the Board of Review may initially meet.

In addition, the number of Board of Review meetings and hours that the meetings have been held in the past have exceeded the requirements of the Act. With increased technology in the public's hands and their ability to speak with the City Assessor prior to the scheduled Board of Review meetings, it has become unnecessary for the Board hold additional meetings outside of what is required under the law. For scheduling purposes, the City Assessor and the Board of Review members have requested that the number of meetings conform to the requirements of the Act but do not exceed what is required under law due to board member availability. The proposed meeting schedule is as follows: March 8, 2022, Organizational Meeting at 9:00am – No Appeals; March 15, 2022, Appeal Hearing from 1:00pm – 7:30pm; and March 17, 2022, from 1:00pm – 7:30pm.

Issues & Questions Specified Should the Clare City Commission adopt a resolution to set alternative March Board of Review meeting dates and times?

Alternatives

1. Approve alternative meeting dates and times.
2. Do not approve alternative meeting dates and times.
3. Defer/delay decision to a subsequently scheduled City Commission meeting.

Financial Impact If approved, there will be a reduction in Board of Review payroll hours submitted, thus a decrease in the amount of funds paid out of the general fund.

Recommendations I recommend that the City Commission formally approve the alternate starting dates and times for the March Board of Review by adoption of Resolution 2022-017 (*att'd*).

Attachments

1. City Charter 2-122.
2. MCL PA 206 of 1893, Section 211.30.
3. Resolution 2022-017.

Sec. 2-122. Board of review.

Notwithstanding the meeting requirements for the board of review in the charter, in order to comply with the requirement of section 30a of Public Act No. 206 of 1893 (MCL 211.30a) to complete the review of assessments on or before the first Monday in April, the board of review shall meet at the times set out in section 30 of Public Act No. 206 of 1893 (MCL 211.30).

(Code 1985, § 1.42)

THE GENERAL PROPERTY TAX ACT (EXCERPT)
Act 206 of 1893

211.30 Board of review; meetings; alternative dates; sessions; request, protest, or application for correction of assessment; hearing; examination of persons under oath; filing by nonresident taxpayer; notice; filing, hearing, and determination of objection; right of appeal; approval or disapproval of personal property exemption; indorsement and signed statement; delivery of assessment roll; ordinance or resolution authorizing filing of protest by letter; notice of option.

Sec. 30. (1) Except as otherwise provided in subsection (2), the board of review shall meet on the second Monday in March.

(2) The governing body of the city or township may authorize, by adoption of an ordinance or resolution, alternative starting dates in March when the board of review shall initially meet, which alternative starting dates shall be the Tuesday or Wednesday following the second Monday of March.

(3) The first meeting of the board of review shall start not earlier than 9 a.m. and not later than 3 p.m. and last for not less than 6 hours. The board of review shall also meet for not less than 6 hours during the remainder of that week. Persons or their agents who have appeared to file a protest before the board of review at a scheduled meeting or at a scheduled appointment shall be afforded an opportunity to be heard by the board of review. The board of review shall schedule a final meeting after the board of review makes a change in the assessed value or tentative taxable value of property, adds property to the assessment roll, or exempts personal property under section 9m, 9n, or 9o and removes it from the assessment roll. The board of review shall hold at least 3 hours of its required sessions for review of assessment rolls during the week of the second Monday in March after 6 p.m.

(4) A board of review shall meet a total of at least 12 hours during the week beginning the second Monday in March to hear protests. At the request of a person whose property is assessed on the assessment roll or of his or her agent, and if sufficient cause is shown, the board of review shall correct the assessed value or tentative taxable value of the property in a manner that will make the valuation of the property relatively just and proper under this act. For the appeal of a denial of a claim of exemption for personal property under section 9m, 9n, or 9o, or for an appeal under section 9o(7), if an exemption is approved, the board of review shall remove the personal property from the assessment roll. The board of review may examine under oath the person making the application, or any other person concerning the matter. A member of the board of review may administer the oath. A nonresident taxpayer may file his or her appearance, protest, and papers in support of the protest by letter, and his or her personal appearance is not required. The board of review, on its own motion, may change assessed values or tentative taxable values or add to the roll property omitted from the roll that is liable to assessment if the person who is assessed for the altered valuation or for the omitted property is promptly notified and granted an opportunity to file objections to the change at the meeting or at a subsequent meeting. An objection to a change in assessed value or tentative taxable value or to the addition of property to the tax roll shall be promptly heard and determined. Each person who makes a request, protest, or application to the board of review for the correction of the assessed value or tentative taxable value of the person's property or for the exemption of that person's personal property under section 9m, 9n, or 9o shall be notified in writing, not later than the first Monday in June, of the board of review's action on the request, protest, or application, of the state equalized valuation or tentative taxable value of the property, and of information regarding the right of further appeal to the tax tribunal. Information regarding the right of further appeal to the tax tribunal shall include, but is not limited to, a statement of the right to appeal to the tax tribunal, the address of the tax tribunal, and the final date for filing an appeal with the tax tribunal.

(5) If an exemption for personal property under section 9m, 9n, or 9o is approved, the board of review shall file an affidavit with the proper officials involved in the assessment and collection of taxes and all affected official records shall be corrected. If the board of review does not approve an exemption under section 9m, 9n, or 9o, the person claiming the exemption for that personal property may appeal that decision in writing to the Michigan tax tribunal. A correction under this subsection that approves an exemption under section 9o may be made for the year in which the appeal was filed and the immediately preceding 3 tax years. A correction under this subsection that approves an exemption under section 9m or 9n may be made only for the year in which the appeal was filed.

(6) After the board of review completes the review of the assessment roll, a majority of the board of review shall indorse the roll and sign a statement to the effect that the roll is the assessment roll for the year in which it has been prepared and approved by the board of review.

(7) The completed assessment roll shall be delivered by the appropriate assessing officer to the county

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equalization director not later than the tenth day after the adjournment of the board of review, or the Wednesday following the first Monday in April, whichever date occurs first.

(8) The governing body of the township or city may authorize, by adoption of an ordinance or resolution, a resident taxpayer to file his or her protest before the board of review by letter without a personal appearance by the taxpayer or his or her agent. If that ordinance or resolution is adopted, the township or city shall include a statement notifying taxpayers of this option in each assessment notice under section 24c and on each notice or publication of the meeting of the board of review.

History: 1893, Act 206, Eff. June 12, 1893;—CL 1897, 3853;—Am. 1907, Act 326, Eff. Sept. 28, 1907;—CL 1915, 4024;—CL 1929, 3418;—CL 1948, 211.30;—Am. 1949, Act 285, Eff. Sept. 23, 1949;—Am. 1951, Act 48, Eff. Sept. 28, 1951;—Am. 1964, Act 275, Eff. Aug. 28, 1964;—Am. 1982, Act 539, Eff. Mar. 30, 1983;—Am. 1994, Act 9, Imd. Eff. Feb. 24, 1994;—Am. 1994, Act 415, Imd. Eff. Dec. 29, 1994;—Am. 2000, Act 210, Imd. Eff. June 27, 2000;—Am. 2003, Act 194, Imd. Eff. Nov. 10, 2003;—Am. 2013, Act 153, Imd. Eff. Nov. 5, 2013.

Popular name: Act 206

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Courtesy of www.legislature.mi.gov

RESOLUTION 2022-017

A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING AN ALTERNATE START DATE FOR THE MARCH BOARD OF REVIEW.

WHEREAS, the General Property Tax Act, MCL 211.30, requires the Board of Review to meet on the second Monday in March to hold its first meeting for taxpayer appeals; and

WHERAS, MCL Section 211.30(2) allows the municipality to authorize, by adoption of an ordinance or resolution, an alternative starting date in March when the Board of Review shall initially meet, which alternative starting date shall be the Tuesday or Wednesday following the second Monday of March; and

NOW THEREFORE BE IT RESOLVED that March 15, 2022, the Tuesday following the second Monday of March, has been selected as the first meeting date of the 2022 Board of Review by the Clare City Commission on February 7, 2022.

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 February, 2022.

_____

Diane Lyon, City Clerk

To: Mayor Pat Humphrey and the Clare City Commission
From: Shannon Sirpilla
Treasurer and Finance Director
Date: February 1, 2022
Reference: Treasurer's Report for February 7, 2022

MDOT News:
MDOT sent out an email on January 26, 2022 to announce that during a performance audit for Administration of Act 51-related Funds for fiscal years 2019 and 2020, a combined total of $16 million in undistributed MTF funds were identified. Also, to announce that the Michigan Department of Treasury allocated $49 million in Recreational Marijuana Tax Revenues to the MDOT fiscal year end 2021 to be distributed to State Trunklines. These adjustments will be included in our February 2022 payment, which will be roughly $9,000. A copy of the email received is located below for reference.

Revenue Sharing:
Calendar year Revenue Sharing reporting

	2019	2020	2021	2020 - 2021 Amount Change	2020 - 2021 Percentage Change
January/February	$ 53,456	$ 57,547	$ 59,438	$ 1,891	3.3%
March/April	54,235	51,683	61,283	9,600	18.6%
May/June	59,087	39,408	69,622	30,214	76.7%
July/August	61,069	67,341	69,029	1,688	2.5%
September/October	63,189	64,923	68,513	3,590	5.5%
Total of Above	$ 291,036	$ 280,902	$ 327,885	$ 46,983.00	16.7%

Act 51 Distribution:
Below you will find information for the Act 51 funding received to date, along with its corresponding chart data. We still have January through June funds yet to be received this current fiscal year.

Dot Gov:
Step one of the application process to acquire the domain of "cityofclare.gov" has been completed.

USDA Compliance Review:
USDA has requested an ADA compliance review of the Police Department, Fire Department, Airport, Water & Wastewater Departments. I'm currently working with each department to get all documents completed.

USDA also submitted a timeline for City Hall that is still out of compliance. All USDA funding weighs heavily on being compliant.

Additional ARPA NEU Reallocation Payments:
Due to other Non-Entitlement Units of Local Government declining ARPA funds, just over $1.2 million was redistributed to 1,696 NEU's that previously accepted funding. On Friday, January 28, 2022 our additional share of $648.33 was received electronically from the State. See email notification below.

Shannon Sirpilla

From: Michigan Dept of Transportation <MDOT@govsubscriptions.michigan.gov>
Sent: Wednesday, January 26, 2022 3:07 PM
To: Shannon Sirpilla
Subject: MTF Adjustments for December 2021 Earning's Month

To: Michigan Counties

Michigan Cities and Villages

The purpose of this communication is to provide some information regarding the two adjustments made to the December 2021 MTF's earnings for payments to be disbursed in early February 2022 that will make this month's payments higher than usual.

1. During the Performance Audit for Administration of Act 51-related Funds for FY19 and FY20, a combined $16 million in undistributed MTF funds were identified that are included in this month's MTF revenues for distribution.

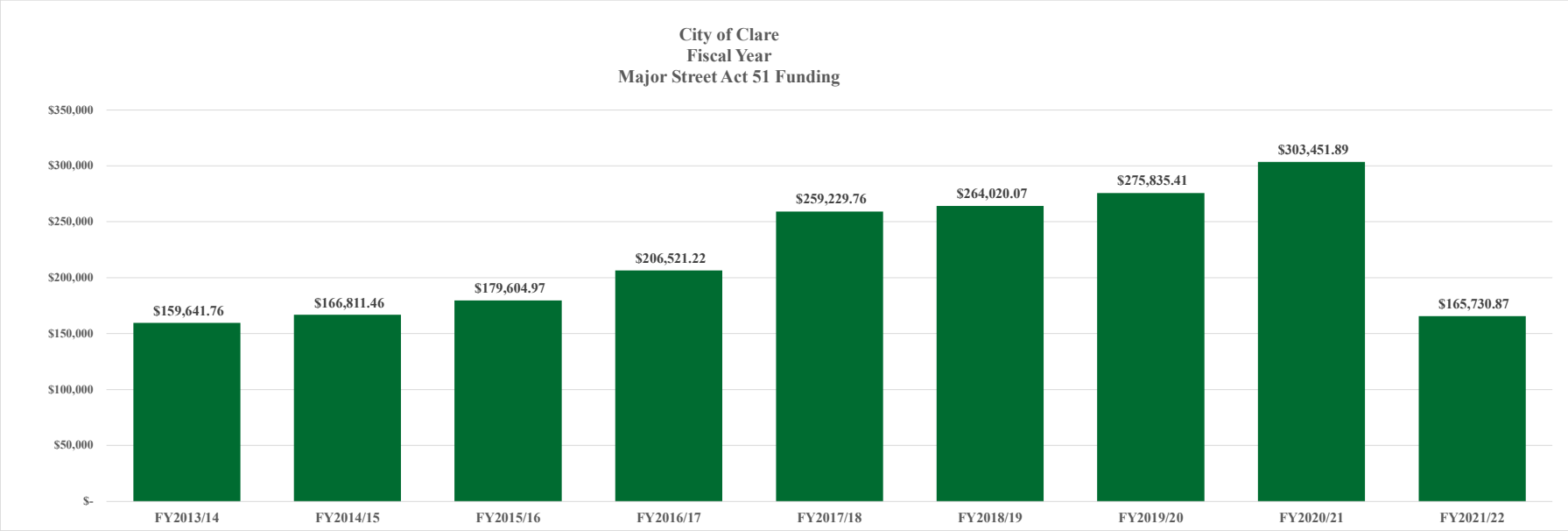
2. The Department of Treasury allocated $49 million Recreational Marijuana Tax Revenues to the Michigan Transportation Fund at Fiscal Year 2021 year end to be distributed to the State Trunkline, Counties and Cities and Villages based on their applicable shares (39.1/39.1/21.8%).

If you have any questions or need further information, please contact Jingjing Chang at changj2@michigan.gov or Laura Loomis at loomisl2@michigan.gov.

*** DO NOT REPLY TO THIS MESSAGE ***

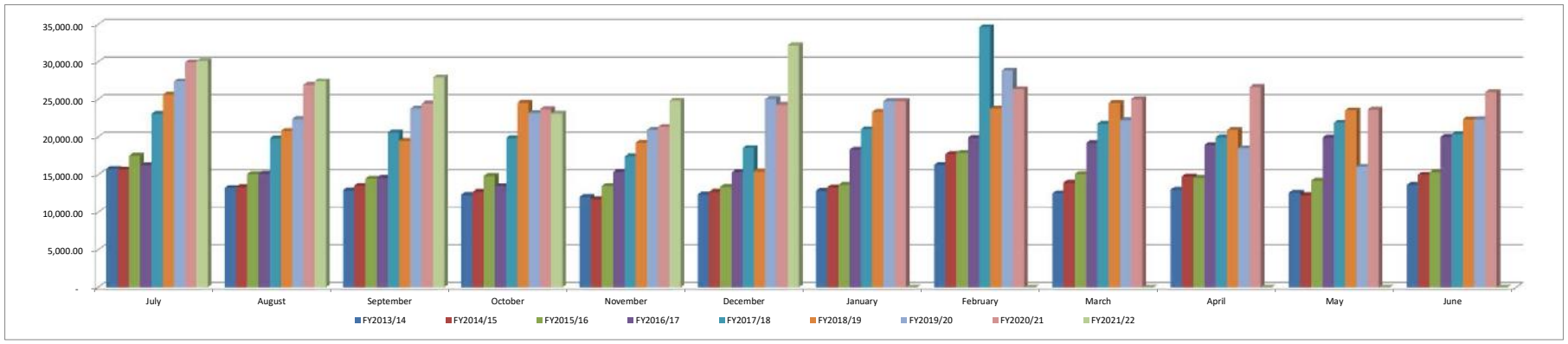
The Michigan Department of Transportation:
Providing the highest quality integrated transportation services for economic benefit and improved quality of life.
www.Michigan.gov/MDOT | *Contact MDOT* |

Manage Subscriptions | Subscriber Help |



Increase/(Descrease) from Previous Fiscal Year:	**$ 7,170**	**12,793.51**		**$ 26,916**	**$ 52,709**	**4,790.31**	**11,815.34**	**27,616.48**	

CITY OF CLARE
ACT 51 DISTRIBUTIONS RECEIVED
MAJOR STREETS



	July	August	September	October	November	December	January	February	March	April	May	June	TOTAL
FY2013/14	**15,780.18**	**13,225.92**	**12,923.12**	**12,330.25**	**12,035.83**	**12,385.29**	**12,857.74**	**16,294.21**	**12,543.79**	**12,997.53**	**12,617.62**	**13,650.28**	**159,641.76**
FY2014/15	**15,672.64**	**13,348.55**	**13,513.67**	**12,708.21**	**11,739.83**	**12,724.00**	**13,298.21**	**17,735.85**	**13,955.84**	**14,784.17**	**12,306.16**	**15,024.33**	**166,811.46**
	-0.7%	0.9%	4.6%	3.1%	-2.5%	2.7%	3.4%	8.8%	11.3%	13.7%	-2.5%	10.1%	4.5%
FY2015/16	**17,523.85**	**15,106.77**	**14,495.36**	**14,855.56**	**13,497.75**	**13,368.58**	**13,646.81**	**17,876.09**	**15,112.87**	**14,585.10**	**14,223.56**	**15,312.67**	**179,604.97**
	11.8%	13.2%	7.3%	16.9%	15.0%	5.1%	2.6%	0.8%	8.3%	-1.3%	15.6%	1.9%	7.7%
FY2016/17	**16,239.53**	**15,153.32**	**14,604.26**	**13,460.51**	**15,378.07**	**15,309.70**	**18,331.68**	**19,906.24**	**19,245.12**	**18,943.64**	**19,936.16**	**20,012.99**	**206,521.22**
	-7.3%	0.3%	0.8%	-9.4%	13.9%	14.5%	34.3%	11.4%	27.3%	29.9%	40.2%	30.7%	15.0%
FY2017/18	**23,101.50**	**19,835.62**	**20,621.98**	**19,881.25**	**17,441.31**	**18,544.18**	**21,068.59**	**34,634.74** [1]	**21,807.03**	**19,960.12**	**21,950.48**	**20,382.96**	**259,229.76**
	42.3%	30.9%	41.2%	47.7%	13.4%	21.1%	14.9%	74.0%	13.3%	5.4%	10.1%	1.8%	25.5%
FY2018/19	**25,664.13**	**20,830.50**	**19,543.01**	**24,596.50**	**19,272.53** [3]	**15,464.22** [3]	**23,380.95** [3]	**23,806.30** [1, 2, 3]	**24,557.19** [3]	**20,950.54** [3, 4]	**23,574.17** [3]	**22,380.03**	**264,020.07**
	11.1%	5.0%	-5.2%	23.7%	10.5%	-16.6%	11.0%	-31.3%	12.6%	5.0%	7.4%	9.8%	1.8%
FY2019/20	**27,410.42** [3]	**22,433.24** [3]	**23,824.48**	**23,199.35**	**20,960.94**	**25,075.08**	**24,774.61**	**28,882.62**	**22,259.61**	**18,518.08**	**16,086.58**	**22,410.40**	**275,835.41**
	6.8%	7.7%	21.9%	-5.7%	8.8%	62.1%	6.0%	21.3%	-9.4%	-11.6%	-31.8%	0.1%	4.5%
FY2020/21	**29,970.30**	**26,962.69**	**24,464.64**	**23,736.22**	**21,395.51**	**24,339.80**	**24,776.55**	**26,417.61**	**25,042.02**	**26,660.15**	**23,692.03**	**25,994.37**	**303,451.89**
	9.3%	20.2%	2.7%	2.3%	2.1%	-2.9%	0.0%	-8.5%	12.5%	44.0%	47.3%	16.0%	10.0%
FY2021/22	**30,128.47**	**27,439.05**	**27,948.59**	**23,134.96**	**24,836.76**	**32,243.04**							**165,730.87**
	0.5%	1.8%	14.2%	-2.5%	16.1%	32.5%							

FY2019/20 to 2020/21 Increase/(Decrease):

Monthly =	**158.17**	**476.36**	**3,483.95**								**-**	**(25,994.37)**	
Cumulativ													

Footnotes:

1 - The February 2018 Act 51 Receipts <u>include $11,777.27 in a one-time lump sum disbursement</u> from the State of Michigan in accordance with Public Act 82 of 2018. Excluding the PA 82 disbursement the February 2018 ACT 51 funding was up $2,951.23 or 14.8% from the same period in 2017.

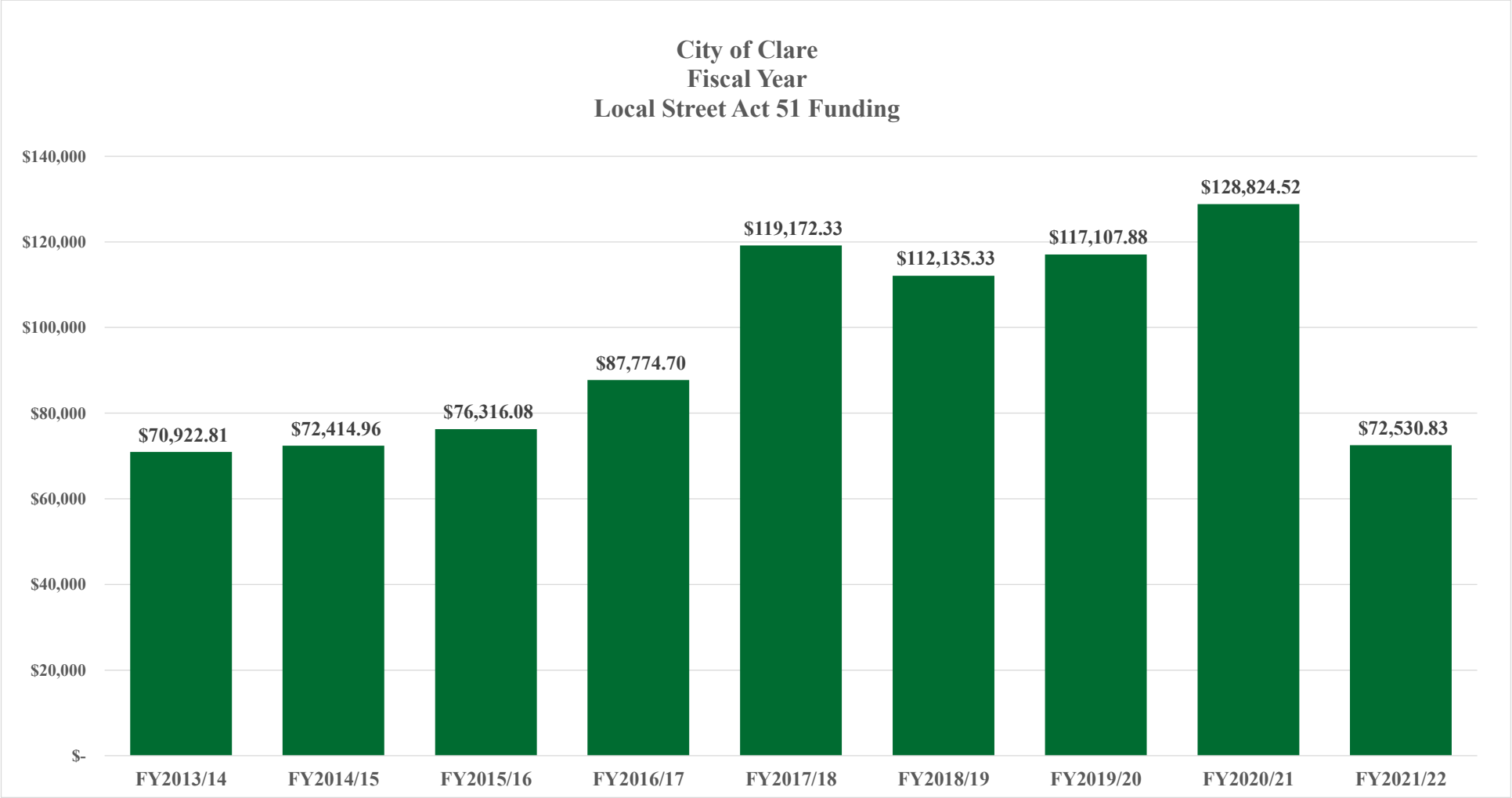
2 - On February 28, 2019 MDOT informed all Counties, Cities and Villages that the December 2018 Act 51 disbursements were overstated and that a one-time correction (reduction) was included within the February 2019 disbursements. The amount of this correction for the City of Clare was $4,175.35 for major streets and $1,772.61 for local streets or a total of $5,947.96.

3 - Also within the February 28th communication MDOT informed all local road agencies that:

"During 2018 a Department of State revenue report provided to MDOT was changed, without MDOT's knowledge, which caused an overstatement of the monthly revenues to be distributed to STF, Counties, Cities and Villages."

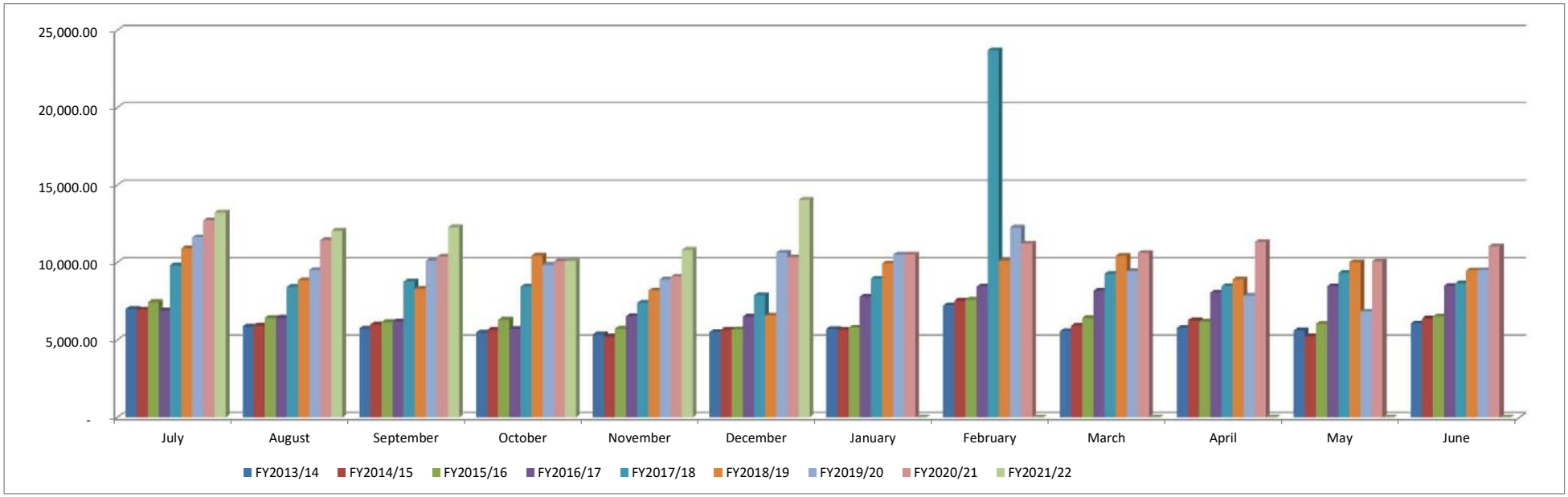
To correct the 2018 overpayment MDOT is recovering it over ten disbursement months from November 2018 through August 2019. For the City of Clare this correction included $5,101.77 for the major street fund and $2,167.70 for the local street fund or a total of $7,269.47. This results in a $726.95 reduction per month for the ten months ($510.18 for major streets and $216.77 for local streets).

4 - On March 29, 2019 MDOT informed all Counties, Cities and Villages that the Michigan Treasury of an additional correction to the 2018 revenue disbursements which will result in another correction (decrease) of Act 51 revenues distributed in April 2019.



Increase/(Decrease) from Previous Fiscal Year:		**$ 1,492**	**$ 3,901**	**$ 11,459**		**$ 31,398**	**(7,037.00)**	**$ 4,973**	**$ 11,717**

CITY OF CLARE
ACT 51 DISTRIBUTIONS RECEIVED
LOCAL STREETS



	July	August	September	October	November	December	January	February	March	April	May	June	TOTAL
FY2013/14	**7,002.90**	**5,869.28**	**5,734.93**	**5,471.83**	**5,349.13**	**5,505.56**	**5,715.57**	**7,243.17**	**5,576.02**	**5,777.71**	**5,608.83**	**6,067.88**	**70,922.81**
FY2014/15	**6,965.20**	**5,932.33**	**6,005.72**	**5,647.41**	**5,217.07**	**5,654.49**	**5,647.68**	**7,532.22**	**5,927.08**	**6,278.72**	**5,226.33**	**6,380.71**	**72,414.96**
	-0.5%	1.1%	4.7%	3.2%	-2.5%	2.7%	-1.2%	4.0%	6.3%	8.7%	-6.8%	5.2%	2.1%
FY2015/16	**7,446.01**	**6,418.93**	**6,159.13**	**6,312.19**	**5,735.25**	**5,680.33**	**5,798.55**	**7,595.57**	**6,421.92**	**6,197.66**	**6,044.03**	**6,506.51**	**76,316.08**
	6.9%	8.2%	2.6%	11.8%	9.9%	0.5%	2.7%	0.8%	8.3%	-1.3%	15.6%	2.0%	5.4%
FY2016/17	**6,901.90**	**6,440.31**	**6,206.95**	**5,720.85**	**6,535.85**	**6,506.91**	**7,791.31**	**8,460.53**	**8,179.54**	**8,051.41**	**8,473.24**	**8,505.90**	**87,774.70**
	-7.3%	0.3%	0.8%	-9.4%	14.0%	14.6%	34.4%	11.4%	27.4%	29.9%	40.2%	30.7%	15.0%
FY2017/18	**9,821.03**	**8,432.62**	**8,766.92**	**8,452.02**	**7,415.15**	**7,884.04**	**8,953.86**	**23,709.05** [1]	**9,267.15**	**8,482.28**	**9,327.14**	**8,661.07**	**119,172.33**
	42.3%	30.9%	41.2%	47.7%	13.5%	21.2%	14.9%	180.2%	13.3%	5.4%	10.1%	1.8%	35.8%
FY2018/19	**10,904.84**	**8,850.87**	**8,303.82**	**10,451.04**	**8,188.90** [2]	**6,570.64** [2]	**9,926.63** [2]	**10,107.23** [1, 2, 3]	**10,426.03** [2]	**8,894.78** [3, 4]	**10,008.67** [2]	**9,501.88** [2]	**112,135.33**
	11.0%	5.0%	-5.3%	23.7%	10.4%	-16.7%	10.9%	-57.4%	12.5%	4.9%	7.3%	9.7%	-5.9%
FY2019/20	**11,637.10** [2]	**9,524.04** [2]	**10,114.72**	**9,849.32**	**8,899.01**	**10,645.67**	**10,518.10**	**12,262.50**	**9,450.56**	**7,862.21**	**6,829.87**	**9,514.78**	**117,107.88**
	6.7%	7.6%	21.8%	-5.8%	8.7%	62.0%	6.0%	21.3%	-9.4%	-11.6%	-31.8%	0.1%	4.4%
FY2020/21	**12,723.72**	**11,446.43**	**10,385.93**	**10,076.77**	**9,083.07**	**10,332.83**	**10,518.25**	**11,214.92**	**10,630.95**	**11,317.88**	**10,057.85**	**11,035.92**	**128,824.52**
	9.3%	20.2%	2.7%	2.3%	2.1%	-2.9%	0.0%	-8.5%	12.5%	44.0%	47.3%	16.0%	10.0%
FY2021/22	**13,229.09**	**12,048.20**	**12,271.94**	**10,089.14**	**10,831.29**	**14,061.17**							**72,530.83**
	4.0%	5.3%	18.2%	0.1%	19.2%	36.1%							

CITY OF CLARE
ACT 51 DISTRIBUTIONS RECEIVED
LOCAL STREETS

FY2020/21 to 2021/22 Increase/(Decrease):

Monthly =	**505.37**	**601.77**	**1,886.01**
Cumulative =			

Footnotes:

1 - The February 2018 Act 51 Receipts include $13,994.94 in a one-time lump sum disbursement from the State of Michigan in accordance with Public Act 82 of 2018. Excluding the PA 82 disbursement the February 2018 ACT 51 funding was up $2,951.23 or 14.8% from the same period in 2017.

2 - On February 28, 2019 MDOT informed all Counties, Cities and Villages that the December 2018 Act 51 disbursements were overstated and that a one-time correction (reduction) was included within the February 2019 disbursements. The amount of this correction for the City of Clare was $4,175.35 for major streets and $1,772.61 for local streets or a total of $5,947.96.

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> **"During 2018 a Department of State revenue report provided to MDOT was changed, without MDOT's knowledge, which caused an overstatement of the monthly revenues to be distributed to STF, Counties, Cities and Villages."**

To correct the 2018 overpayment MDOT is recovering it over ten disbursement months from November 2018 through August 2019. For the City of Clare this correction included $5,101.77 for the major street fund and $2,167.70 for the local street fund or a total of $7,269.47. This results in a $726.95 reduction per month for the ten months ($510.18 for major streets and $216.77 for local streets).

4 - On March 29, 2019 MDOT informed all Counties, Cities and Villages that the Michigan Treasury of an additional correction to the 2018 revenue disbursements which will result in another correction (decrease) of Act 51 revenues distributed in April 2019.

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

January 26, 2022

.Gov Domain Registration
c/o Verisign, Inc.
12061 Bluemont Way
Reston, Virginia 20190

To the .gov Program:

As authorizing authority for the City of Clare, I request that responsibility for the domain name "cityofclare.gov" be delegated to my municipality.

We are a municipality in the State of Michigan with the current domain of "cityofclare.org". The .gov verifies we are an official government website within the United States.

In order to obtain and maintain "cityofclare.gov" the City of Clare within both Clare & Isabella Counties, will meet the general and specific requirements for federal agencies, found at https://home.dotgov.gov/registration/requirements.

The following will be listed as contacts for the cityofclare.gov, which the City of Clare within both Clare & Isabella Counties will keep up to date in the .gov registrar.

Administrative contact
Jeremy Howard
Clare City Manager
202 W. Fifth Street, Clare, MI 48617
(989) 386-7541 ext. 102
JHoward@cityofclare.org

Technical contact
Kyle Shumaker
Webmaster
3721 W Michigan Ave, Lansing, MI 48917
(517) 325-3121
kps@shumakergroup.com

Security contact
ssirpilla@cityofclare.org

I understand that if I wish to retire "cityofclare.gov", I must submit a written request to registrar@dotgov.gov.

Sincerely,

Patrick Humphrey
Clare City Mayor

ACCESSIBILITY TRANSITION PLAN

A. Project Legal Name and Location: City of Clare

B. Inspection Performed by: Troy Shank, Area Specialist
Print Name and Title

C. Inspection Date: 05/09/19

D. Implementation Responsibility: Steven Kingsbury, Treasurer and Finance Director
Print Name and Title

DEFICIENT ITEM	COST/SOURCE	ESTIMATED DATE OF COMPLETION
The employee bathrooms in the City offices are not compliant. Lacks disability access and touch signage.	$30,000	2023
The entrance doors to the City offices are narrower than required.	$10,000	2023
Disable ramp is not compliant. Lacks acceptable hand and guard rails.	$2,000	2020
• See letter dated 8/13/19		

Shannon Sirpilla

From: Michigan Department of Treasury <MITreasury@govsubscriptions.michigan.gov>
Sent: Friday, January 28, 2022 11:02 AM
To: Shannon Sirpilla
Subject: ARPA NEU Reallocation Payments Underway

Michigan Department of TREASURY
LOCAL GOVERNMENT UPDATE

ARPA NEU Reallocation Payments Underway

January 28, 2022

Intended Audience: Non-Entitlement Units of Local Government requesting or declining Coronavirus Local Fiscal Recovery Fund under the American Rescue Plan Act (ARPA). Non-entitlement units are defined as primary local governments (cities, villages, townships) other than federally defined metropolitan cities and counties under ARPA.

Non-Entitlement Units (NEUs) of Local Government that accepted funding available under the Coronavirus Local Fiscal Recovery Fund (CLFRF) will receive a small additional payment. Over $1.2 million was redistributed to the 1,696 NEUs that accepted funding. Funding was reallocated from NEUs that declined funding or were nonresponsive.

NEUs can use SIGMA Vendor Self Service to identify the payment amounts. The payments can be identified by the “Check Description” field as “ARPA Coronavirus Local Fiscal Recovery Fund - Tranche 1 RA.” Payments will be issued by either check or Electronic Fund Transfer (EFT), depending on how the NEU elected to receive the first payment. EFT payments have been processed. Those NEUs that elected to receive checks should receive them in the next week.

NEUs with questions about these additional funds should contact the Michigan Department of Treasury at Treas-ARPA@michigan.gov or call 517-335-0155.

This service is provided to you at no charge by the Michigan Department of Treasury.

CITY MANAGER REPORT

TO: Mayor Pat Humphrey & Clare City Commission
FROM: Jeremy Howard, City Manager
DATE: January 13, 2022
RE: City Manager's Report

For the Agenda of January 17, 2022

Planning Commission / City Commission Annual Joint Meeting: Reminder: The City Commission and Planning Commission will be holding their joint meeting to discuss the Planning Commission's Annual Report for the previous year along with any other topics of interest this Wednesday, February 9th at 5:30 p.m. prior to the regular meeting of the Planning Commission. We will hold the meeting in the lower level of the Pere Marquette Library in the large meeting room (LLA). I have again attached the approved 2021 Planning Commission Annual Report for you as a preview for the upcoming meeting.

Lake Shamrock Dredging. We have submitted the minor revision permit to EGLE a couple weeks ago and are still waiting for approval. It shows in progress, but I am not sure how long it will ultimately take before we receive approval.

Commission Chambers Update. As I am sure you noticed, we did some updating to the Commission Chambers. It is amazing what a little paint and the removal of wallpaper can do for a space. I think it turned out very well. Most of the work was done by our own DPW staff so thank you to them for their work. As we have talked about in the past, there is some relatively low-cost things that we can do to City Hall to make it look better and feel more updated, so we are working on some of those in the winter months.

City Wide Let Run Water Notice. The City of Clare is now on a 'Let Run' water status for the remainder of the winter due to excessively deep frost levels & extreme cold. 'Let Run' consists of the following:

1. The City of Clare is **NOT** responsible for thawing frozen water lines!
2. Water is to be run from the time the consumer is informed by Clare DPW until the City notifies you to stop the 'let run'. The water is to be run 24 hours a day, a stream the size of a pencil lead or slightly larger (between 1/8 and 1/4").
3. The Customer is liable to pay all charges relating to the thawing of water lines if water freezes after being placed on the 'let run' order.
4. Your water bill (during this let run period) will be averaged on your past consumption. Warning: **Do not shut the water off** until directed to do so by the City of Clare. Be especially careful in the springtime - with the sun out daily, it tends to drive the frost down deeper, not out as many people believe!
5. If you have questions about this 'let run' order, please call the Utility Billing department at 989-424-4071.

Michigan Municipal Executives Winter Conference. I recently attended the MME Winter Institute conference. This was the first in person version they have had for a couple years due to Covid. It was a great time of networking and they had many informational sessions. It was time well spent working with and learning with other Managers. Thank you to the Commission for prioritizing learning and networking for me and city staff. It truly is so important.

MML Insurance Dividend. Members of the Michigan Municipal League's insurance programs share dividends each year. The City was recently notified that the Liability & Property Pool Board of Directors has authorized dividends again for 2022 for the City of Clare this time in the amount of $10,342. These dividends help offset the insurance costs paid by the city each year.

Advanced Battery Concepts. Congratulations to ABC, Inc. on their award of a new Electric Vehicle Contract. It is great to see these kinds of things for our phenomenal City of Clare businesses. See the attached article for more information.

Attachments:

1. 2021 Planning Commission Annual Report.
2. Advanced Battery Concepts News Article.
3. City Wide Let Run Water Notice.

Annual Report
City of Clare Planning Commission
Encompassing the Period January to December 2021

Purpose. The Michigan Planning Act of 2008 mandates the submittal of an annual report of the municipal planning commission to the legislative body of the municipality regarding the operations and status of planning activities, to include recommendations to the legislative body related to municipal planning and development.

Period of Report. This report is inclusive of actions of the City of Clare Planning Commission during the period January 1, 2021 to December 31, 2021.

General. The City of Clare Planning Commission consists of nine members appointed by the Mayor of the City of Clare with the approval of the majority of the Clare City Commission. Six of the nine members are required to be qualified electors of the City; the other three members are not required to be qualified electors. The current composition of the Clare Planning Commission is eight qualified electors of the City and one non-resident Clare business owner; the current slate of commissioners is attached to this report. The Planning Commission elects its own chairperson annually; the current chair being Commissioner Jason Lowe. The Planning Commission Chair concurrently serves as a representative on the Clare Zoning Board of Appeals. Commissioner Nick Wyman serves in the position of vice chair. The commission is scheduled to meet once monthly on the second Wednesday of the month at 6:30 p.m. at Clare City Hall. Special meetings may be called by the commission chairperson, the city manager, or the city clerk. All meetings are required to be open to the public. The City of Clare Planning Commission met on twelve (12) occasions during the period of this report. The City Commission and Planning Commission will conduct the required annual combined meeting in the beginning of 2022 to review the Planning Commission's 2021 Annual Report to the City Commission and discuss other topics of mutual interest.

Primary Accomplishments and Activities.

a. *Ordinance Amendments*. The City Planning Commission considered and made recommendations regarding six (6) ordinance changes.

   1. *Ordinance 2021-001 - Zoning, Chapter 52 - Signs*. Provided language to Regulate signs and to minimize outdoor advertising within the city so as to protect public safety, health and welfare; minimize abundance and size of signs to reduce visual clutter, motorist distraction, and loss of sight distance; promote public convenience; preserve property values; support and complement land use objectives as set forth in the city master plan and this chapter; and enhance the aesthetic appearance and quality of life within the city.

   2. *Ordinance 2021-002 - Chapter 52 – Rezoning Commercial (C-2) to Industrial (I)*. Rezoned a 6-acre parcel into two lots on the corner of Consumers Energy Parkway and Rebak Way from Commercial (C-2) to Industrial (I) for the future construction of two spec buildings.

3. *Ordinance 2021-003 - Chapter 52 – Rezoning Commercial (C-2) to Industrial (I).* Rezoned Lot 9 of 211 East Second Street from Industrial (I) to Residential (R2) to match Lot 10 of that same parcel and that of the surrounding properties.

4. *Ordinance 2021-004 – Repeal a section in Chapter 52 and restate a part of Chapter 42 – Small Wireless Communications Facilities Deployment - Small Cells*. Provided language for the regulation of small cell wireless infrastructure in the City of Clare, and the activities of wireless infrastructure providers and wireless services providers regarding the siting of certain wireless facilities.

5. *Ordinance 2021-005 - Chapter 52 – Lighting Standards*. Provided language to change the wording in our current code to call for the use of LED lights instead of the older style Metal Halide lights.

6. *Ordinance 2021-006 - Chapter 10 and 52 – Tiny Homes*. Provided language for the allowance and regulation of the placement of Tiny Homes in the City of Clare.

b. *Site Plans, Façade Changes, & Special Use Permits*. The Planning Commission approved fourteen (14) site plans (increase of 6 from 2020), one (1) Façade Improvement Plan, and seven (7) Special Use Permits (increase of 2 from 2020).

1. *Site Plan and Special Use Permits – Annual Renewal of Medical Marijuana Facility Licenses – 535, 545, 555 Industrial Drive – Vault MI, LLC.* Approved the annual renewal of the previously approved Special Use Permits and Site Plans for Medical Marijuana Facilities.

2. *Site Plan and Special Use Permit – Recreational Marijuana Facility License – 555 Industrial Drive – Vault MI, LLC.* Approved Site Plan and Special Use Permit and for Recreational Marijuana Grow Facility.

3. *Site Plan and Special Use Permit – Recreational Marijuana Facility License – 380 Industrial Drive – Total Holistic Cultivation, LLC.* Approved Site Plan and Special Use Permit and for Recreational Marijuana Grow.

4. *Site Plan – Clare Northern Group – Corner of Consumers Energy Parkway and Rebak Way*. Approved a site plan for a 6-acre parcel being divided into two lots and rezoned from Commercial (C-2) to Industrial (I) for the future construction of two 60,000 square foot spec buildings.

5. *Façade Improvement – Dr. Scott & Dr. Trommater Optometry Office – 605 North McEwan.* Approved proposed façade improvements to significantly improve the exterior of the existing optometry office at 605 North McEwan and the building now matches the surrounding properties.

6. *Site Plan and Special Use Permit – Recreational Marijuana Facility License – 545 Industrial Drive – Vault MI, LLC.* Approved Site Plan and Special Use Permit and for Recreational Marijuana Grow Facility.

7. *Site Plan – Peterbilt-JX Enterprise – 9989 Rebak Way*. Approved a site plan for a 6-acre parcel for a 29,000 square foot Peterbilt Sales and Service Center to be built.

8. *Site Plan – Fred and Lori Nehring-Superior Title Company – 11210 North Mission Road*. Approved a site plan for a parking lot expansion and addition of a pedestal sign.

9. *Site Plan and Special Use Permit – Brenda Davis-Group Day Care Facility – 1203 Park Street.* Approved the operation of a group day care facility for no more than 12 children at the residence located at 1203 Park Street.

10. *Site Plan – Bolle Contracting-Mark Bolle – Clare Municipal Airport*. The Planning Commission approved a site plan application from Bolle Contracting (Mr. Mark Bolle) to construct a new 4,800 square foot airplane hangar at the Clare Municipal Airport on Lot 106 & West ½ of Lot 104.

11. *Site Plan – J&J 327-Jay Hoffman – Clare Municipal Airport*. The Planning Commission approved a site plan application from J&J 327 (Mr. Jay Hoffman) to construct a new 3,600 square foot airplane hangar at the Clare Municipal Airport on Lot 202.

12. *Site Plan – Amy Shindorf and Gordon Risbridger – 504 Riverside Drive*. The Planning Commission approved a site plan application from Amy Shindorf and Gordon Risbridger for the placement of a Tiny House at 504 Riverside Drive. This site plan review by the Planning Commission was added to the Tiny Home ordinance when it was passed earlier in the year.

13. *Site Plan – Doherty Hotel – 604 North McEwan*. The Planning Commission approved a site plan application from the Doherty Hotel to build an open sided pavilion over their outdoor patio at 604 North McEwan to replace the temporary tent that had been in place.

14. *Site Plan and Special Use Permits –Medical Marijuana Facility Licenses – 690 Industrial Drive – FCI, LLC.* Approved the site plan and special use permits of the previously approved Medical Marijuana Facilities for FCI, LLC to open a Medical Marijuana Provisioning Center, Medical Marijuana Processing Facility, and two Medical Marijuana Class C Grow Facility.

15. *Site Plan and Special Use Permits – Verizon Wireless – 202 West Fifth Street.* The Planning Commission approved a Site Plan Application and Special Use Permit from the Verizon Wireless to allow the construction of a 130-foot cell tower at 202 West Fifth Street (City Hall Parking Lot).

c. *Review of Proposed Capital Projects*. The Planning Act requires that the planning commission review all public capital projects recommended for construction or implementation within the City's geographical boundaries. The planning commission conducted a preliminary review of all proposed capital projects for the City's 2021/2022 fiscal year prior to submittal to the City Commission in conjunction with the City's budget approval process and determined that the projects appear to support the goals and objectives outlined in the Comprehensive Master Plan of the City.

d. *Master Plan Process*. The City entered into a contract with McKenna Associates to conduct the Review/Update of the Comprehensive Master Plan. It is a five-year plan and ended at the end of 2021. The Planning Commission has already met with the consultant and begun the discussions for the review and updating of the plan for the next 5 years. This process will last for 6-8 months and will be complete during 2022.

Budgetary Considerations. The current professional development budget allocated for the continued education of the Planning Commission members has and continues to be adequate. The City's funding for public capital projects appears adequate.

Recommendations. See **Other Comments** below.

Other Comments. The Clare City Commission and the City's Planning Commission are tentatively scheduled to conduct an annual joint meeting in conjunction with the City's scheduled meeting in early 2022 to discuss items of mutual importance and to review general philosophy, vision, and objectives for the City. The Planning Commission continues to view this annual meeting of significant importance and strongly recommends that these annual meetings continue. As in years past, the Planning Commission again suggests continuing discussions related to a Rental Ordinance, though this has become a much tougher discussion with the recent action in the Legislature to allow for short term rentals. The Planning Commission also recommends the review of items related to the odor issues with Marijuana facilities in the south industrial park and also a review of the sign ordinance in conjunction with the recent ZBA variance given for sign height on the North end of Clare (currently waiting until the Peterbilt sign is installed to have a better perspective of what it will look like). The review and update of the Master Plan is also a very large project that the Planning Commission will be working on in 2022 and will require the input and coordination with the City Commission and the community at large.

Attachment. Planning Commission Member Slate.

Respectfully Submitted,

Jason Lowe
Chairperson, City of Clare Planning Commission

January 12, 2022

GREENCORE HAS SELECTED ADVANCED BATTERY CONCEPTS' ENERGY STORAGE SYSTEMS FOR ITS PLANNED NETWORK OF 10,000+ SOLAR EV CHARGING PLAZAS

READ MORE NEWS

January 24, 2022

CLARE, Mich., Jan. 24, 2022 /PRNewswire/ — Today, Advanced Battery Concepts, LLC ("ABC") and GreenCore EV Services LLC ("GreenCore") announced they have signed a Memorandum of Understanding whereby ABC will begin supplying its patented GreenSeal® storage batteries to thousands of Solar Electric Vehicle (EV) Charging Plazas being installed by GreenCore across the United States. Under this arrangement, ABC will manufacture and supply the energy storage systems for an estimated 10,000 Solar EV Charging Plazas by the end of the decade.

The ABC "GreenSeal® Technology" represents a vital new approach to producing lead storage batteries for an optimal energy storage system regardless of electrical source—grid power, fuel cell, wind or solar farm. Their batteries recharge twice as fast as standard lead storage batteries, provide higher power and offer an increased cycle life by about 300 percent compared to conventional storage batteries. GreenSeal batteries continue to be 100 percent recyclable while offering the EV charging industry a domestically sourced energy storage solution. Currently manufactured in Michigan, the ABC team will be installing additional

manufacturing capacity to meet this ongoing demand for their GreenSeal batteries as well as other energy storage opportunities.

"We are delighted to partner with a leading EV infrastructure developer like GreenCore. It is great to be working with a developer whose first priority is a superior customers experience in an environmentally sound and responsible way", said Dr. Edward Shaffer, Founder and CEO of Advanced Battery Concepts. "We look forward to working together to support the energy storage needs of GreenCore for many years to come".

"ABC provides an ideal battery solution for cleaner and greener EV charging", says Frank Baumann, CEO of GreenCore. "They enable us to harness solar electricity generated on site to minimize our impact on the world with a game-changing, 100 percent recyclable battery".

"Advancements in ABC's ability to recycle and reuse battery components and materials significantly reduce manufacturing costs as well as related carbon footprint and environmental impacts", Baumann further stated.

Both Advanced Battery Concepts and GreenCore understand that demand is growing rapidly for EV charging facilities. Electric Vehicle sales increased by 39 percent in 2020 up to 2.1 million units, globally, (Canalys). Projected growth figures cannot predict the exact "when" and "where" of EV demand, but GreenCore's team has extensive experience in the EV Infrastructure & Renewable Energy industry that ABC recognizes as a crucial factor in this cooperative venture.

With thousands of installations in their future, both GreenCore and their energy storage supply partner, ABC, are looking forward to safe and easily installed and maintained Solar EV Charging Plazas for the retailers and community locations that are interested in facilitating such customers.

About GreenCore

By the end of the decade, Greencore will build and operate a network of more than 10,000 premium Solar EV Charging Plaza's throughout the United States. Their Solar EV Charging Plazas will accommodate consumer and commercial

vehicles. Partnering with retail establishments and property owners, GreenCore's Solar EV Charging Plaza's will provide a superior experience for drivers. Perpetual charging will replace range anxiety as drivers will be able to reliably charge their vehicles in safe and convenient locations.

GreenCore's team leveraged its decades of experience in solar and EV infrastructure, to develop environmentally friendly techniques and technologies that align with its mission to contribute towards a greener planet. GreenCore's team members have constructed hundreds of EV stalls across the United States including the two largest and most complicated solar EV charging stations in North America.

For more information contact media@greencore.global.

READ MORE NEWS

ATTENTION

THE CITY OF CLARE IS NOW ON A 'LET RUN' WATER STATUS FOR THE REMAINDER OF THE WINTER DUE TO EXCESSIVELY DEEP FROST LEVELS & EXTREME COLD. 'LET RUN' CONSISTS OF THE FOLLOWING:

1. The City of Clare is **NOT** responsible for thawing frozen water lines!

2. Water is to be run from the time the consumer is informed by Clare DPW until the City notifies you to stop the 'let run'. The water is to be run 24 hours a day, a stream the size of a pencil lead or slightly larger (between 1/8 and 1/4").

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5. If you have questions about this 'let run' order, please call the Utility Billing department at 989-424-4071.

♦♦♦IMPORTANT♦♦♦

DO NOT SHUT YOUR WATER OFF UNTIL NOTIFIED TO DO SO BY THE CITY OF CLARE!

AGENDA REPORT

TO: Mayor Pat Humphrey & Clare City Commissioners
FROM: Diane Lyon, City Clerk
DATE: February 2, 2022
RE: *Communications

For the Agenda of February 7, 2022

***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 February 7, 2022.**

FOIA Requests & Responses: None since the last meeting date.

Site Plans, Special Use Permits, Variance Requests & Public Notices:
A city-wide Let Run Notice was issued on January 31, 2022.

MMDC Annual Report:
Middle Michigan Development Corporation has prepared their 2021 Annual Report for its members.

Attachments. As noted above.

Clare, Michigan
A Cool City Michigan Main Street Community

PAYABLES REPORT FOR COMMISSIONERS

EXP CHECK RUN DATES 02/08/2022 - 02/21/2022BOTH JOURNALIZED AND UNJOURNALIZED OPEN BANK CODE: CONSO

VENDOR	INVOICE #	DESCRIPTION	osting Dat	Check Run	AMOUNT
1ST CHOICE OFFICE OUTLI	160719	PLASTIC KNIVES (1 BOX) - WWTF	02/08/2022	02/08/2022	17.02
ACE HARDWARE	93935	SNOW SHOVEL & HANDLE - WWTP	02/08/2022	02/08/2022	35.08
ACE HARDWARE	93911	UPS SHIPPING - WWTP	02/08/2022	02/08/2022	12.47
ACE HARDWARE	93900	3" RED FLAPPER; NUTS, BOLTS,	02/08/2022	02/08/2022	13.86
ACE HARDWARE	93822	UPS SHIPPING - WWTP	02/08/2022	02/08/2022	11.93
ACE HARDWARE	93863	#4 STARTER ROPE - FIRE DEPT	02/08/2022	02/08/2022	3.24
ACE HARDWARE	93302	FLUSH-ALL FLUSH VALVE - WWTP	02/08/2022	02/08/2022	17.99
ACE HARDWARE	93969	1/4" BALL VALVE - WWTP	02/08/2022	02/08/2022	12.59
ACE HARDWARE	93956	CM FILTER RED PUSH ON - FIRE	02/08/2022	02/08/2022	21.59
AMAZON CAPITAL SERVICES	17FC-VH9Y-4ND	LAPTOP POWER CORD - ASSESSOR	02/08/2022	02/08/2022	35.99
ANDREWS HOOPER & PAVLII	168472	PROFESSIONAL SERVICES: AUDITS	02/08/2022	02/08/2022	7,000.00
ATLAS BUSINESS SOLUTION	INV320640	SCHEDULE ANYWHERE LICENSE - F	02/08/2022	02/08/2022	576.00
AWOL, INC	JANUARY 2022	JANITORIAL SERVICES: JAN 2022	02/08/2022	02/08/2022	2,433.33
BRIAN DAVID	02022022 REIM	MEALS & FUEL REIMBURSEMENT: A	02/08/2022	02/08/2022	109.82
BROADCAST MUSIC INC	41886183	2022 ANNUAL LICENSE FEE - PAF	02/08/2022	02/08/2022	391.00
CAPITAL EQUIPMENT	296701	OIL SEAL - DPW #93	02/08/2022	02/08/2022	6.97
CAPITAL EQUIPMENT	296787	4 PINS & SPRINGS - DPW #93	02/08/2022	02/08/2022	3.14
CAPITAL EQUIPMENT	296946	18" CHAIN - DPW	02/08/2022	02/08/2022	37.99
CAPITAL EQUIPMENT	296957	20" CHAIN; RET: 18" CHAIN (IN	02/08/2022	02/08/2022	5.00
CCI	11775200	2 ANTENNA RODS & COUPLING NUT	02/08/2022	02/08/2022	26.60
CCI	11789500	4 COAXIAL CABLES, 1 CONNECTOF	02/08/2022	02/08/2022	73.55
CHARTER COMMUNICATIONS	0058568011622	CABLE SERVICES - PUBLIC SAFET	02/08/2022	02/08/2022	133.66
CLARE AUTOMOTIVE SUPPLY	100530987537	GENERATOR HEATER HOSE - WWTP	02/08/2022	02/08/2022	7.14
CLARE AUTOMOTIVE SUPPLY	100530987668	GENERATOR BATTERY TIE-DOWN -	02/08/2022	02/08/2022	3.79
CLARE AUTOMOTIVE SUPPLY	100530986303	BODY MOUNT KIT - WWTP #4	02/08/2022	02/08/2022	171.18
CLARE AUTOMOTIVE SUPPLY	100530986318	8 SPARK PLUGS - WWTP #4	02/08/2022	02/08/2022	95.92
CLARE AUTOMOTIVE SUPPLY	100530986588	2 HD BOXED CLAMPS; OIL FILTEF	02/08/2022	02/08/2022	10.93
CLARE AUTOMOTIVE SUPPLY	100530986603	2 HD BOXED CLAMPS; RTN: 2 BOX	02/08/2022	02/08/2022	-0.40
CLARE AUTOMOTIVE SUPPLY	100530982266	BATTERY RETURN - CPD 46-3	02/08/2022	02/08/2022	-144.90
CLARE AUTOMOTIVE SUPPLY	100530986038	OIL FILTER - WWTP FORKLIFT	02/08/2022	02/08/2022	11.36
CLARE AUTOMOTIVE SUPPLY	100530987057	SLEEVE RETAINER; 2 PEAK GLOBA	02/08/2022	02/08/2022	23.56
CLARE AUTOMOTIVE SUPPLY	100530987197	PIN PUNCHES (3/16"; 1/4") - D	02/08/2022	02/08/2022	14.96
CLARE AUTOMOTIVE SUPPLY	100530987209	HOSE MALE PIPE; BRASS FERRULE	02/08/2022	02/08/2022	6.07
CLARE AUTOMOTIVE SUPPLY	100530987322	OXYGEN - DPW SHOP	02/08/2022	02/08/2022	49.00
CLARE HARDWARE	422859	ROPE; QUICK LINKS - LK SHAMRC	02/08/2022	02/08/2022	58.58
CLARE HARDWARE	422883	4 WIRE ROPE CLIPS - LK SHAMRC	02/08/2022	02/08/2022	19.96
CLARE HARDWARE	422902	FASTENERS - LK SHAMROCK DREDG	02/08/2022	02/08/2022	3.50
CLARE HARDWARE	423130	CAULK, RECEPTICLE, WALL PLATE	02/08/2022	02/08/2022	29.90
CLARE HARDWARE	423150	INSULATED STAPLES; MOUNTING T	02/08/2022	02/08/2022	13.48
CLARE HARDWARE	423202	RAZOR BLADES; 2 GROUND SWITCH	02/08/2022	02/08/2022	17.97

Clare, Michigan
A Cool City Michigan Main Street Community

PAYABLES REPORT FOR COMMISSIONERS

EXP CHECK RUN DATES 02/08/2022 - 02/21/2022BOTH JOURNALIZED AND UNJOURNALIZED OPEN BANK CODE: CONSO

VENDOR	INVOICE #	DESCRIPTION	›sting Dat	Check Run	AMOUNT
CLARE HARDWARE	423206	CORDMATE KIT; 2" TRIM NAILS (	02/08/2022	02/08/2022	38.48
CLARE HARDWARE	423225	WALL PLATES - CITY HALL	02/08/2022	02/08/2022	5.97
CLARE HARDWARE	423161	2 DRILL BITS (9/64"); FASTENE	02/08/2022	02/08/2022	16.27
CLARE HARDWARE	422839	1500W RECIR UTILITY HEATER -	02/08/2022	02/08/2022	49.99
CLARE HARDWARE	422944	JOINT COMPOUND; COVER; WALL C	02/08/2022	02/08/2022	44.44
CLARE HARDWARE	422954	SANDING SPONGE - CITY HALL	02/08/2022	02/08/2022	3.49
CLARE HARDWARE	422963	POLE BARN SCREWS - CITY HALL	02/08/2022	02/08/2022	9.59
CLARE HARDWARE	422981	PAINT (1 GAL); SANDING SPONGE	02/08/2022	02/08/2022	40.48
CLARE HARDWARE	422930	VINYL TUBING; FASTENERS - FIF	02/08/2022	02/08/2022	4.02
CLARE HARDWARE	422964	TOE WARMERS (8PK); BULLS EYE	02/08/2022	02/08/2022	9.98
CLARE HARDWARE	422965	GMAX FLAPPER; RET: BULLSEYE F	02/08/2022	02/08/2022	7.50
CLARE HARDWARE	K21317	AA BATTERIES (16PK) - POLICE	02/08/2022	02/08/2022	15.49
CLARE HARDWARE	423320	PEX STICKS, CINCH CLAMPS, ELE	02/08/2022	02/08/2022	57.78
CLARE HARDWARE	423325	COUPLINGS (BARB & PUSH); CINC	02/08/2022	02/08/2022	26.02
CLARE HARDWARE	423328	9X1/2 DOVE COVER - CITY HALL	02/08/2022	02/08/2022	3.99
CLARE HARDWARE	423331	COUPLING, CINCH CLAMPS; RET:	02/08/2022	02/08/2022	-5.63
CLARE HARDWARE	423258	2 VIKING DRILL BITS (3/16") -	02/08/2022	02/08/2022	6.20
COKER, DAVID & SARAH	12 MONTHS/NO	UB deposit refund for account	02/08/2022	02/08/2022	150.00
CONSUMERS ENERGY	203232010786	813 INDUSTRIAL DR (12/20/21-0	02/10/2022	02/10/2022	29.36
CONSUMERS ENERGY	203232010792	510 N MCEWAN ST (12/20/21-01/	02/10/2022	02/10/2022	62.75
CONSUMERS ENERGY	203320980605	507 S MCEWAN ST (12/20/21-01/	02/10/2022	02/10/2022	32.89
CONSUMERS ENERGY	202964994648	10242 S CLARE AVE (12/20/21-0	02/10/2022	02/10/2022	44.63
CONSUMERS ENERGY	203765923800	820 CEDAR ST (12/20/21-01/18/	02/10/2022	02/10/2022	29.36
CONSUMERS ENERGY	204299896832	610 W WHEATON AVE #1 (12/20/2	02/10/2022	02/10/2022	29.36
CONSUMERS ENERGY	204299896696	700 SCHOOLCREST AVE (12/20/21	02/10/2022	02/10/2022	31.62
CONSUMERS ENERGY	204299896697	604 SCHOOLCREST AVE (12/20/21	02/10/2022	02/10/2022	32.89
CONSUMERS ENERGY	204299896698	500 SCHOOLCREST AVE (12/20/21	02/10/2022	02/10/2022	29.36
CONSUMERS ENERGY	204477852486	231 WILCOX PKWY (12/20/21-01/	02/10/2022	02/10/2022	48.60
CONSUMERS ENERGY	204477852487	221 WILCOX PKWY (12/20/21-01/	02/10/2022	02/10/2022	33.17
CONSUMERS ENERGY	205634687577	1603 N MCEWAN ST (12/20/21-01	02/10/2022	02/10/2022	130.36
CONSUMERS ENERGY	205634687578	1525 N MCEWAN ST (12/20/21-01	02/10/2022	02/10/2022	71.87
CONSUMERS ENERGY	203232010928	202 W 5TH ST (12/19/21-01/14/	02/10/2022	02/10/2022	449.42
CONSUMERS ENERGY	203232010929	207 W 5TH ST (12/20/21-01/18/	02/10/2022	02/10/2022	916.13
CONSUMERS ENERGY	203232010930	601 W 5TH ST (12/20/21-01/18/	02/10/2022	02/10/2022	36.43
CONSUMERS ENERGY	201007570546	500 BEECH ST (12/20/21-01/18/	02/10/2022	02/10/2022	57.44
CONSUMERS ENERGY	204566863478	203 W 4TH ST (12/20/21-01/18/	02/10/2022	02/10/2022	134.02
CONSUMERS ENERGY	204299896693	696 POINT DR (12/20/21-01/18/	02/10/2022	02/10/2022	50.14
CONSUMERS ENERGY	205189799477	332 WITBECK DR (12/20/21-01/1	02/10/2022	02/10/2022	38.82
CONSUMERS ENERGY	202342082796	3333 DUNLOP DR (12/20/21-01/1	02/10/2022	02/10/2022	518.28

Clare, Michigan
A Cool City Michigan Main Street Community

PAYABLES REPORT FOR COMMISSIONERS

EXP CHECK RUN DATES 02/08/2022 - 02/21/2022BOTH JOURNALIZED AND UNJOURNALIZED OPEN BANK CODE: CONSO

VENDOR	INVOICE #	DESCRIPTION	›sting Dat	Check Run	AMOUNT
CONSUMERS ENERGY	203232010923	202 W FOURTH ST (12/20/21-01/	02/10/2022	02/10/2022	74.19
CONSUMERS ENERGY	203232010931	416 W 5TH ST (12/20/21-01/18/	02/10/2022	02/10/2022	40.61
CONSUMERS ENERGY	204566862869	401 HOLLEY ST (12/20/21-01/18	02/10/2022	02/10/2022	1,102.19
DBI BUSINESS INTERIORS	242218-0	PRINTER TONER - DPW/UTILITIES	02/08/2022	02/08/2022	180.02
DTE ENERGY	02152022 3680	207 W 5TH ST (12/23/21-01/24/	02/15/2022	02/15/2022	1,654.79
DTE ENERGY	02152022 3692	202 W 5TH ST (12/23/21-01/24/	02/15/2022	02/15/2022	996.81
DTE ENERGY	02152022 1145	1532 N MCEWAN ST (12/23/21-01	02/15/2022	02/15/2022	167.77
DTE ENERGY	02152022 1158	11175 S EBERHART AVE (12/23/2	02/15/2022	02/15/2022	1,764.48
DTE ENERGY	02152022 1171	305 MAPLE ST (12/23/21-01/24/	02/15/2022	02/15/2022	208.22
DTE ENERGY	02152022 1184	305 MAPLE ST (12/23/21-01/24/	02/15/2022	02/15/2022	5,801.08
DTE ENERGY	02152022 1199	1551 MCEWAN ST (12/23/21-01/2	02/15/2022	02/15/2022	40.73
DTE ENERGY	02152022 2413	4715 COLONVILLE RD (12/23/21-	02/15/2022	02/15/2022	53.74
DTE ENERGY	02152022 2429	201 W 4TH ST (12/23/21-01/24/	02/15/2022	02/15/2022	242.92
DTE ENERGY	02152022 9024	307 MAPLE ST (12/23/21-01/24/	02/15/2022	02/15/2022	3,168.15
EMBLEM ENTERPRISES INC	840233	300 CLARE POLICE PATCHES - PC	02/08/2022	02/08/2022	611.48
ETNA SUPPLY	S104406158.00	3 1" CURB W/MINN. PATTERN VAL	02/08/2022	02/08/2022	509.55
ETNA SUPPLY	S104387541.00	TUBING & FITTINGS - DPW/SEWEF	02/08/2022	02/08/2022	196.20
ETNA SUPPLY	S104401664.00	12 COUPLINGS (3/4X1; 3/4) - D	02/08/2022	02/08/2022	393.39
ETNA SUPPLY	S104401664.00	3 CURB STOPS; 8 COUPLINGS - D	02/08/2022	02/08/2022	737.11
EVOQUA WATER TECHNOLOG:	905209996	LAB SUPPLIES - WWTP	02/08/2022	02/08/2022	790.58
FAMILY FARM & HOME	4137	K-9 OFFICER FOOD - POLICE DEF	02/08/2022	02/08/2022	52.99
FIRST NATIONAL BANK OF	8077 02192022	SIRPILLA: BOARD OF REVIEW TRA	02/08/2022	02/08/2022	400.00
FIRST NATIONAL BANK OF	3880 02192022	HOWARD: MME WINTER INSTITUTE	02/08/2022	02/08/2022	290.95
FIRST NATIONAL BANK OF	3599 02192022	POTTER: LK SHAMROCK WINCHES &	02/08/2022	02/08/2022	1,072.68
FIRST NATIONAL BANK OF	8738 02192022	CLARK: WALL CABINET (HOME DEF	02/08/2022	02/08/2022	79.97
FIRST NATIONAL BANK OF	7936 02192022	SIMMER: SUPPLIES (OFFICE/DEPC	02/08/2022	02/08/2022	585.37
FIRST NATIONAL BANK OF	4093 02192022	GREGORY: TRANSUNION, WIN 22 C	02/08/2022	02/08/2022	579.21
FIRST NATIONAL BANK OF	2814 02192022	CHAPMAN: PARKING (GR FORD); F	02/08/2022	02/08/2022	452.99
FISHER SCIENTIFIC CO IN	7687542	FLUTED ALUM DISH (2PK) LAB SU	02/08/2022	02/08/2022	32.24
GALLS, LLC	020206081	4 PAIR CARGO PANTS - PD (LAKE	02/08/2022	02/08/2022	264.35
GALLS, LLC	020246737	2 HT PULLOVERS (THOMPSON & LA	02/08/2022	02/08/2022	328.71
GARY L TODD	02082022-GT	AIRPORT MANAGER SERVICES	02/08/2022	02/08/2022	1,300.00
GRAINGER	9172055379	UPS SDU500B - WWTP	02/08/2022	02/08/2022	447.10
HAMILTON ELECTRIC CO IN	0058302	MOTOR REPAIR - WWTP	02/08/2022	02/08/2022	1,015.00
HAYNES, BRANDON	REFUND FOR IN	WATER & SEWER OVERCHARGE - 60	02/08/2022	02/08/2022	388.75
HEIMLICH, JAMES	12 MONTHS/NO	UB deposit refund for account	02/08/2022	02/08/2022	150.00
ISABELLA COUNTY FIRE CH	680	ANNUAL DUES: ISABELLA CO FIRE	02/08/2022	02/08/2022	100.00
ISABELLA COUNTY FIRE CH	710	ANNUAL DUES: ISABELLA CO HAZA	02/08/2022	02/08/2022	250.00
ISABELLA COUNTY TREASUI	01262022	MICHIGAN TAX TRIBUNAL	02/08/2022	02/08/2022	7,439.42
JAY'S SPORTING GOODS IN	9954692	WORK BOOTS - DPW (F. KRELL)	02/08/2022	02/08/2022	231.98

PAYABLES REPORT FOR COMMISSIONERS

EXP CHECK RUN DATES 02/08/2022 - 02/21/2022BOTH JOURNALIZED AND UNJOURNALIZED OPEN BANK CODE: CONSO

VENDOR	INVOICE #	DESCRIPTION	osting Dat	Check Run	AMOUNT
JAY'S SPORTING GOODS IN	9938035	GUN GRIP SLEEVES - POLICE DEP	02/08/2022	02/08/2022	19.98
KENNEDY INDUSTRIES, INC	629117	CWT PUMP - WWTP	02/08/2022	02/08/2022	2,546.14
KRAPOHL FORD LINCOLN MI	65000	REAR VIEW MIRROR ASSEMBLY - D	02/08/2022	02/08/2022	581.86
MAURER'S TEXTILE RENTAI	2498197	YODER UNIFORMS - DPW	02/08/2022	02/08/2022	32.88
MAURER'S TEXTILE RENTAI	2495153	YODER UNIFORMS - DPW	02/08/2022	02/08/2022	32.88
MCKENNA ASSOCIATES, INC	21-049-2	MASTER PLAN REVIEW SERVICES 1	02/08/2022	02/08/2022	600.00
MICHIGAN CONFERENCE OF	03012022	HEALTH INSURANCE: MAR 2022	02/08/2022	02/08/2022	36,826.40
MICHIGAN MUNICIPAL TREA	5591	2022 BASIC INSTITUTE CONFEREN	02/08/2022	02/08/2022	550.00
NATIONAL INSURANCE SERV	1479401		02/08/2022	02/08/2022	2,029.02
OWENS SOFT WATER, INC	546001	5 BOTTLES PURIFIED WATER (5GA	02/08/2022	02/08/2022	58.75
PAT HUMPHREY	02082022-PH	ELECTRONIC COMMUNICATION SERV	02/08/2022	02/08/2022	25.00
PEERLESS-MIDWEST, INC.	65153	REHAB WELL 8 (RES #2021-091)	02/08/2022	02/08/2022	30,118.00
PERCEPTIVE CONTROLS INC	15320	REMOTE SUPPORT: PAC DISPLAY I	02/08/2022	02/08/2022	67.50
PILAND, TROY	12 MONTHS/NO	UB deposit refund for account	02/08/2022	02/08/2022	150.00
PRECISE MRM, LLC.	200-1035065	SALT TRUCKS DATA PLAN: DEC 20	02/08/2022	02/08/2022	20.00
PROGRESSIVE ARCHITECTUI	00184718	PROFESSIONAL SERVICES:THRU 10	02/08/2022	02/08/2022	6,000.00
ROBERT BONHAM	02082022-RB	ELECTRONIC COMMUNICATION SERV	02/08/2022	02/08/2022	25.00
SEITER BROTHERS LUMBER	85928	INSULATION - CITY HALL	02/08/2022	02/08/2022	21.50
SEITER ELECTRIC INC	61578	LAMPS & BULBS - POLICE DEPT	02/08/2022	02/08/2022	68.71
SEITER ELECTRIC INC	61594	78 SATCO BULBS - DPW GARAGE	02/08/2022	02/08/2022	624.00
SEITER ELECTRIC INC	61602	100 SATCO BULBS - DPW	02/08/2022	02/08/2022	800.00
SEITER ELECTRIC INC	61616	2 LIGHT SWITCHES - CITY HALL	02/08/2022	02/08/2022	7.32
SHARPCO WELDING AND FAI	3984	METAL BARS & AIRPORT SNOW BOX	02/08/2022	02/08/2022	199.96
SHERWIN WILLIAMS CO	1073-0	CITY HALL CONFERENCE ROOM PAI	02/08/2022	02/08/2022	121.71
TED EBERHART	02012022-REIM	REIMBURSE: DEF FLUID (55GAL)	02/08/2022	02/08/2022	136.84
THERMCO PRODUCTS, INC	192978	RECERTIFICATION: S/N1208 (2YF	02/08/2022	02/08/2022	126.00
TITAN AVIATION FUELS	3546665	AVIATION FUEL - AIRPORT	02/08/2022	02/08/2022	36,669.40
TRACE ANALYTICAL LABORA	2010331	SAMPLE TESTING, HANDLING, STC	02/08/2022	02/08/2022	423.00
TRACE ANALYTICAL LABORA	2010362	SAMPLE TESTING, HANDLING, STC	02/08/2022	02/08/2022	1,208.00
TRACE ANALYTICAL LABORA	2010445	SAMPLE TESTING, STORAGE, HANI	02/08/2022	02/08/2022	471.00
TRACE ANALYTICAL LABORA	2010469	SAMPLE TESTS, HANDLING, STORA	02/08/2022	02/08/2022	478.00
TRUCK & TRAILER SPECIAI	BSO015951	5 SKID SHOE/CURB GUARDS - DPW	02/08/2022	02/08/2022	732.55
USA BLUE BOOK	844336	DIGITAL DUAL-INPUT CONTROLLEF	02/08/2022	02/08/2022	2,628.00
USA BLUE BOOK	844337	DISSOLVED OXYGEN SENSOR (LDO	02/08/2022	02/08/2022	2,511.00
WARNER NORCROSS & JUDD	2269383	LEGAL SERVICES: DEC 2021	02/08/2022	02/08/2022	96.00
WINN TELECOM	02012022	TELEPHONE & COMMUNICATIONS: F	02/08/2022	02/08/2022	2,533.09
WITBECK'S FAMILY FOODS	00216433	ICE (2 7LB BAGS) - FD OPEN HC	02/08/2022	02/08/2022	3.38
				Sub Total:	178,400.37

Clare, Michigan
A Cool City Michigan Main Street Community

PAYABLES REPORT FOR COMMISSIONERS

(RUN DATES 01/19/2022 - 02/07/2022BOTH JOURNALIZED AND UNJOURNALIZED PAID BANK CODE: CONSO - CHECK TYPE: PAI

VENDOR	VENDOR ID	INVOICE #	DESCRIPTION	POSTING DATE	AMOUNT
CSI EMERGENCY APPARATU	3661	5043A	SPARTAN CUSTOM PUMPER - FIRE	01/24/2022	589,516.00
MERCANTILE BANK OF MIC	3784	3455 011522	INTEREST ONLY PAYMENT 3455	01/19/2022	3,601.00
VERIZON WIRELESS	6408	9896801926	WWT AFTER HOURS PHONE & ASSE	01/19/2022	77.58
					593,194.58

OPEN INVOICE TOTAL: 178,400.37

Grand Total: 771,594.95

COMMISSION APPROVAL:

_____

_____

_____

_____

_____

AGENDA REPORT

TO: Mayor Pat Humphrey & Clare City Commissioners
FROM: Diane Lyon, City Clerk
DATE: February 2, 2022
RE: *Professional & Education Training Opportunities

For the Agenda of February 7, 2022.

***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 February 7, 2022.**

Commissioners are encouraged to attend training events and activities. To comply with the rules of the Ready Redevelopment Community program, Commissioners are asked to provide a brief overview of the training received at the meeting following the training event you attended so that your fellow board members and staff can learn from your newly acquired knowledge. Please submit the attached Professional Development Training Request to the City Clerk if you are interested in attending any educational or training event(s). If there are specific professional development topics or areas of interest in which you desire training, please contact the City Clerk.

1. Michigan Municipal League Upcoming Events. The MML provides many opportunities for training and professional development to include a vast selection of webinars available for viewing. The current offerings are attached for review & consideration.

2. American Planning Association-Michigan Chapter. The Michigan APA likewise offers training sessions and onsite workshops for city officials. If you are interested in having the City host an onsite workshop, please contact the City Clerk. The most current opportunities for professional development are attached for your consideration.

3. National League of Cities. The National League of Cities professional development offerings are attached for your consideration.

Attachments: as outlined above.

Clearly another way of life.

CITY OF CLARE
Professional Development Training Request

Today's Date:_____

Your Name & Title:_____

Name of Training Event:_____

Location of Training Event: _____

Date(s) & Times of Training Event:_____

If you are required to sign up for break-out sessions, which break-out sessions & times would you like to attend:

_____

_____

_____

_____

Do you have and special food requirements (if the event is serving food)?

_____

Will you need a city vehicle to attend this event? Yes ☐ No ☐
(If the answer is no, a mileage reimbursement form will be provided)

Will you need overnight accommodations? Yes ☐ No ☐

Do you have special needs regarding accommodations? _____

Please return this completed form to: Diane Lyon, City Clerk
202 W. Fifth St.
Clare, MI 48617

Or you may email the form to: dlyon@cityofclare.org

Elected Officials Academy Core Weekender

Elected Officials Academy Core Weekender
Friday & Saturday, February 11-12, 2022

All elected municipal officials must have a basic foundation of knowledge upon which to build their effectiveness as community leaders. This weekend seminar offers the most critical information in four short courses—Legal Framework, Leadership Roles & Responsibilities, Financial Management, and Planning & Zoning—in a compact format that facilitates achievement of Level One of the Michigan Municipal League's Elected Officials Academy. The Elected Officials Academy (EOA) is a voluntary continuing education program established to encourage and recognize the efforts of local elected officials to become effective leaders. Learn more about the EOA at eoa.mml.org. Upon completion of this program attendees will be able to differentiate between the role of the councilmember and the role of the mayor/president, discuss the Uniform Budgeting and Accounting Act, identify where taxes and revenue sharing come from, use zoning checks and balances, and make effective zoning decisions.

About the Speakers
A panel of experienced speakers

Full Agenda

Agenda
Friday, February 11, 2022
Check-in 5:30 pm; A light dinner; Begin 6:00 pm;
Adjourn 9:00 pm

Saturday, February 12, 2022
Check-in 7:30 am; Begin 8:00 am; Lunch; Adjourn 3:00 pm

Cost Per Person
League Member communities, $195
Nonmember Government, $260

Registration Form

Location
H Hotel
111 W Main St, Midland, MI 48640

Housing
Group reservations are available at the H Hotel.

H Hotel
111 W Main St, Midland, MI 48640

Group room rate: $140

To make a reservation, **follow this link,** and select "Attendee".

Education Credits Approved For This Program
8 EOA

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Password

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EOA Budgeting and Finance Advanced Weekender

Elected Officials Academy Budget & Finance Advanced Weekender
Friday & Saturday, February 11-12, 2022

Seasoned elected officials who have attended the EOA "Core Weekender" are ready to jump up to the next level of service with more in-depth knowledge of municipal issues. Formal presentations about municipal budgeting, understanding financial statements and audits, priority based budgeting, utility rate settings, overview of the League's ServeMI City program, funding community projects and discussion in a relaxed environment that is often the most effective way for local elected officials to develop and enhance their knowledge and capabilities.

Upon completion of this program, attendees will be able to:
1. Have a deeper understanding of municipal finance
2. Learn how understanding financial documents will help ensure your community's fiscal stability
3. Develop an understanding of your utility rate setting objectives, operational costs, cash outflow, establishing adequate reserves, and developing a multi-year tool for your community
4. Have a deeper knowledge of funding agencies and the resources and programs these agencies provide
5. Learn about the ServeMI City program and what services they provide for your community

Registratants *must attend* the EOA Core Weekender before registering for the EOA Advanced Weekender.

About the Speakers
A panel of experienced speakers

Full Agenda

Agenda
Friday, February 11, 2022
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(http://blogs.mml.org/wp/cc)

Partnerships and Policy: Fueling a Community Revival

MARCH 15-16, 2022

CapCon 2022 is all about getting our members to think deeply about partnerships and their effectiveness for changing and creating policy that builds community wealth. The event will dovetail Convention 2021, Trust and Belonging: Sparking a Community Revival, by helping attendees convert the energy and inspiration they got from that engagement into practical and actionable tools that support their community's vision.

Objective

CapCon 2022 attendees will leave this year's event with:

- Tangible information and tools that help them access extensive federal and state resources
- The latest news on priority policy issues in Lansing and DC
- Stronger or new relationships with key policy leaders such as legislators and state cabinet heads (e.g. MSHDA, LEO, MEDC, etc.)
- The latest information on MML partnerships via our coalition efforts such as State ARP, City Business Collaborative, ServeMi City, and philanthropy
- New inspiration from community leaders representing big and small cities who've used partnerships to achieve something special

Overview

- Preconference Workshops = 3
- General Sessions = 3
- Breakout Sessions = 10
- Welcome Reception at Expo Hall
- Awards Gala
- "Office Hours"
- MML Board Meeting
- AFFL Meetings
    - MAMA
    - MWIMG

(http://blogs.mml.org/wp/cc)

Conference Agenda-at-a-glance

Tuesday, March 15, 2022

8:00 am – 6:00 pm	Conference Registration
9:00 am – 12:00 pm	Workshops (http://blogs.mml.org/wp/cc/conference-workshops-2/)
9:00 am – 4:30 pm	MAMA Mid-Winter Institute (https://www.mml.org/sites/Members/Event_Display.aspx?EventKey=20C01&WebsiteKey=6c903230-4a06-4cc8-8cd2-d7c66df022f1) *
10:00 am – 1:00 pm	MML Board of Trustees Meeting & Lunch
12:00 – 1:15 pm	Michigan Women in Municipal Government Luncheon*
12:00 – 1:30 pm	Open Office Hours with State Agencies (http://blogs.mml.org/wp/cc/general-information/) Meetings with Legislators (on your own)
1:45 – 3:30 pm	Capital Conference Welcome General Session
3:30 – 4:30 pm	General Session: Legislative Team Breaks It Down
4:30 – 6:30 pm	MML Liability & Property Pool (http://blogs.mml.org/wp/cc/general-information/) Capital Conference Welcome Reception (http://blogs.mml.org/wp/cc/general-information/)

Wednesday, March 16, 2022

7:30 am – 3:30 pm	Conference Registration
7:30 – 8:30 am	Legislative Breakfast (http://blogs.mml.org/wp/cc/general-information/)

8:00 am – 3:00 pm	Annual Expo
8:30 – 10:00 am	General Session: Meet the Leaders Helping Shape the Future of Michigan
10:00 – 10:30 am	Networking Break in Expo Hall
10:45 -Noon	Breakout Sessions (http://blogs.mml.org/wp/cc/breakout-sessions/)
Noon – 1:00 pm	Networking Luncheon Michigan Black Caucus of Local Elected Officials Meeting/Lunch
1:00 – 1:30 pm	Dessert & Networking Break in Expo Hall
1:30 – 2:45 pm	General Session: Leveraging the Power of Community Capital
2:45 – 3:30 pm	Networking Break in Expo Hall
2:45 – 4:30 pm	Open Office Hours with State Agencies Meetings with Legislators (on your own)
3:30 – 4:30 pm	Breakout Sessions (http://blogs.mml.org/wp/cc/breakout-sessions/)

*Indicates additional fee

Share:

(http://blogs.mml.org/wp/cc/conference-agenda-at-a-glance/?share=facebook&nb=1)

(http://blogs.mml.org/wp/cc/conference-agenda-at-a-glance/?share=twitter&nb=1)

(http://blogs.mml.org/wp/cc/conference-agenda-at-a-glance/?share=linkedin&nb=1)

(http://blogs.mml.org/wp/cc/conference-agenda-at-a-glance/#print)

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Event Calendar

Emerging Planning Professionals: Working with the Media 101

Wednesday, February 09, 2022
12:00 PM - 1:00 PM EST
Category: Emerging Planning Professional

Kimberly Marrone, Director of Economic Development and Planning for the City of Oak Park, will share tips on how to navigate media and communications in the planning field and how social platforms can impact urban planning.

Contact Wendy Rampson for the Zoom link.

Contact: Wendy Rampson at wrampson@planningmi.org

Event Calendar

Food Systems Planning: Resilience, Relationships & Policy

Friday, February 11, 2022
12:00 PM - 1:30 PM EST
Category: Partner Events

This webcast tells the story of the Michigan Local Food Council Network, an organization that brings together food councils to build their individual and collective capacities to work on food and food policy issues, operate effectively, and engage their communities, through peer-to-peer learning. In this presentation, Megan Masson-Minock (Carlisle Wortman Associates, Inc.) and Rachael Pressley (Western U.P. Planning & Development Region) will share lessons of building relationships and resilience through this statewide network and strategies for integrating food systems planning into local municipal government efforts.

Quick Links

Thank you Corporate Members

Donate to MAP

Contact MAP Staff

Upcoming Events

Sat Feb 5, 2022
Student MAP Conference
Category: MAP Events

Wed Feb 9, 2022
Emerging Planning Professionals: Working with the Media 101
Category: Emerging Planning Professional

Fri Feb 11, 2022

American Planning Association
Michigan Chapter

Michigan Association of Planning
1919 W. Stadium Blvd, Suite 4.
Ann Arbor, MI 48103
www.planningmi.org | (734) 913-2000

TRANSPORTATION BONANZA

February 16, 2022 FI 9 a.m. - 4:30 p.m.

The Michigan Association of Planning, in partnership with the Michigan Safe Routes to School Program and the Michigan Department of Transportation, designed this annual event to bring together professionals from the fields of planning, education, transportation, health, engineering, natural resource and environmental protection, architecture, landscape architecture, and others to connect around the topic of community building for health and accessibility.

Register now for $50 here.

Sessions recorded & available until Aug 1, 2022

Thank you to our partners:

MDOT Michigan Department of Transportation

Safe Routes to School

MICHIGAN FITNESS FOUNDATION

Special free virtual presentation for health professionals who attend this event on **March 17, 2022, from 2-3:30 pm** to learn more about Michigan Fitness Foundation's Promoting Active Communities (PAC) Assessment, a tool that can help communities better understand their barriers to active living and solutions to those barriers.

Thank you to our sponsors:

MICHIGAN ECONOMIC DEVELOPMENT CORPORATION

MKSK
Planning
Urban Design
Landscape Architecture

MCKENNA

giffels webster

TRANSPORTATION BONANZA AGENDA | Morning sessions on Wednesday, February 16th, 2022

Opening Remarks | 9:00 - 9:30 a.m.

Andrea Brown, AICP, Executive Director Michigan Association of Planning | ***Katie Alexander***, SRTS | ***Terri Slaughter***, Michigan Department of Transportation
Dr. Alexis Travis, Michigan Department of Health and Human Services

General Session | 9:30 - 10:30 a.m.

Transportation policy has the potential to drive our work as planners, engineers, and health professionals. There has been tremendous progress and innovation at the federal and state level and a heightened recognition that our transportation systems are integral to building a prosperous, successful, and equitable nation, a competitive Michigan, and vibrant and connected municipalities. This session covers policy and practice at every level of government and highlights an aspirational vision for our transportation future.

Tony Kratifil, PE, COO and Chief Engineer, MDOT | Christopher Coes, Principal Deputy Assistant Secretary for Transportation Policy, US DOT
Jason Jordan, Policy Director, American Planning Association

Breakout sessions | 11:00 a.m. - 12 p.m.

Advancing Equitable Transportation Planning: Strategies for Success from the Joe Louis Greenway Process

Detroit's Joe Louis Greenway is a 27.5-mile pathway system passing through eight city council districts and the cities of Dearborn, Hamtramck, and Highland Park, reconnecting neighborhoods previously separated by freeway development. The vision for the pathway and its priorities were established through a planning process that prioritized community participation and authorship, focusing on an equitable and inclusive representation of Detroit's racially, culturally, and economically diverse neighborhoods. Learn how to apply these effective, community-centered engagement methods from a panel of project and community leaders.

Brian Charlton, PLA, LEED AP, SmithGroup,
Christina Peltier, City of Detroit
Alicia Adams, PLA, SmithGroup
Ru Shann Long, Joe Louis Greenway Advisory Council
Moderated by ***Adam Jenks***, Michigan Fitness Foundation

What Are Planning and Environmental Linkage Studies (PELs) and What Can We Learn From Them?

Planning and Environment Linkages (PELs) represent a collaborative and integrated approach to transportation decision-making that considers environmental, community, and economic goals early in the transportation planning process and uses the information, analysis, and products developed during planning to inform the environmental review process. The purpose of PELs is to create a more seamless decision-making process that minimizes duplication of effort, promotes environmental stewardship, and streamlines project delivery. Learn more about this innovative approach and where PELs are planning to be utilized next in Michigan.

Eric Dryer, OHM Advisors
Christina Ignasiak, Federal Highway Administration – Michigan Division
Carissa McQuiston, PE, MDOT - Davison TSC
Moderated by ***Sarah Binkowski, PE, PTOE,*** HNTB

Living Longer and Healthier by (Community) Design: Blue Zone Projects

Inspired by the world's longest-lived cultures, Blue Zones help communities live better and longer by improving the environment. Becoming a Blue Zones Community is a three-phase process. Communities are assessed for readiness in phase 1 and in phase 2: Activate work with policy, projects and programs in the areas of built environment and food systems. This structured systems wide exploration of your community is powered by the collaboration to build a plan for change. Learn how Barry County partnered with Blue Zones to tackle challenges and to create a plan to provide healthier options to residents. This program helps communities create walkable places and adopt healthier lifestyles.

Allison Troyer Wiswell, Blue Zones Activate Barry County
Additional panelists to be announced.
Moderated by ***Colleen Synk***, Michigan Fitness Foundation

Lunch Break (optional networking) | 12:00 - 1:00 p.m.

Breakout sessions | 1:00 - 2:00 p.m.

Moving forward with the MM2045 Active Transportation Plan: A Bold Vision. Implementing Mobility in Michigan (pre-recorded)

MDOT, with significant input from citizens and stakeholders from around the state, recently completed the state's federally mandated long-range transportation plan – Michigan Mobility 2045 (MM2045). While developing the plan, Michigan took the opportunity to build the state's first Active Transportation Plan and a statewide Transit Strategic Plan. These documents, while not mandated at the federal level are some of the first in the nation and demonstrate Michigan's level of commitment to advancing active transportation for all Michiganders. Attend this session to learn more about these two policy documents and the vision for advancing mobility in Michigan.

Josh DeBruyn, AICP, MDOT
Ellen Kent, MDOT
Janet Geissler, MDOT

Charles Brown: Transportation & Equity

Mr. Brown is founder and managing principal of Equitable Cities, LLC — a nationally known consulting firm working at the intersection of transportation, health, and equity. He serves as a senior researcher with the Alan M. Voorhees Transportation Center (VTC) and adjunct professor at the Edward J. Bloustein School of Planning and Public Policy, both at Rutgers University. As a "street-level researcher," he has 17 years of experience in urban and regional planning, public policy, and community outreach and engagement across the US and abroad. He has developed and led courses on transportation equity, environmental justice, complete streets, crime prevention through environmental design (CPTED), and public involvement for the National Transit Institute, Federal Transit Administration, Federal Highway Administration, Smart Growth America, and state, regional, and local transportation and health departments. He recently authored 12 Strategies for Centering and Prioritizing Equity in Transportation for the Institute of Transportation Engineers Journal. This session will focus in on Mr. Brown's work at the intersection of Transportation and Equity.

Charles Brown, Equitable Cities, LLC

Moderated by ***Katie Alexander,*** Michigan Fitness Foundation

Safe Routes to School Success: East Bay Township Case Study

East Bay Connections: The Three Mile Plan is a collaborative planning effort that brings together five schools, East Bay Township, The Grand Traverse County Road Commission, the Grand Traverse Regional Land Conservancy, and TART Trails, to transform the Three Mile and Hammond area into a more walkable and bike-able place for all. The vision of this pathway is to extend the three-mile multi-use trail, safe crossings of Three Mile and Hammond, and connector trails to and from the schools. Discussion of the Three Mile Trail project; the collaborative efforts between non-profits, the Grand Traverse County Road Commission, and Township; lessons learned; and SRTS connections will be highlighted during this session.

Beth Friend, Supervisor, East Bay Township
Elizabeth Calcutt, TART Trails, Inc.
Facilitated by ***Max Fulkerson***, Michigan Fitness Foundation

Breakout sessions | 2:30 - 3:30 p.m.

The New Mobilities: Smart Planning for Emerging Transportation Technologies

New transportation technologies are coming online faster than ever. While many of these emerging technologies are helping to expand our world, they need to be evaluated critically. Todd Litman, author of the new book *New Mobilities: Smart Planning for Emerging Transportation Technologies*, will discuss 12 emerging transportation modes and services that will likely significantly affect our lives as they become more commonplace. Litman will explain how these modes and services, including bike and car sharing, micro-transit, and electric vehicles, may affect travel activity, costs and affordability, infrastructure design and cost, and other elements.

Todd Litman, Founder and Executive Director, Victoria Transport Policy Institute
Moderated by ***Mike Smith,*** MDOT

Improving Signal Systems

Ever feel like you catch one red light after another, never getting a green light break? And are the lights timed to give pedestrians adequate time to safely cross? This session will address a holistic approach to signal system design that meets the needs of all users. Learn about advanced pedestrian times, when to extend all red signal phases, Smart Signals, and timing for signals at rail crossings.

Charles Alexander, PE, AICP, RSP1, Fehr and Peers
Kiel McIntosh, PE, Carrier & Gable
Jeremy Papuga, HNTB Michigan, Inc.
Moderated by ***Lauren Warren, PE, PTOE, PMP,*** Cincar Consulting Group

Integrating Health Data into Transportation Planning

The Nashville Area Metropolitan Planning Organization (MPO) is among the first MPOs in the United States to recognize the interplay of transportation and public health, particularly regarding physical activity, air pollution, and traffic crashes. This session will explain how the Nashville MPO has taken a multifaceted approach to identify their health priority areas and how they use this information to prioritize funding and active transportation initiatives to simultaneously improve the transportation system, quality of life, and health status of the region's population.

Leslie Meehan, MPA, AICP, Tennessee Department of Health

Ask an Expert | 3:45 - 4:30 p.m.

Join us to meet with experts from today's program (and others within the industry) for an opportunity to have your questions answered. We encourage everyone to join this interactive session with questions they have about the presentations or topics discussed today.

Join the Safe Routes to School movement. Develop your school's active transportation program and apply for non-infrastructure funding with the SRTS mini-grant. Funds can pay for programs that help educate and encourage students in grades K-8 to walk and bike to school safely. Deadline is March 5th. Learn more at www.saferoutesmichigan.org

Thank you to our planning team:

Katie Alexander, MFF	Andrea Brown, MAP	Bradley Peterson, MDOT
Bryan Armstrong, MDOT	Joshua DeBruyn, MDOT	Mike Smith, MDOT
Ashley Bradshaw, MDHHS	Amy Jordan, MAP	Wendy Rampson, MAP

PLANNING & ZONING TRAINING For Elected and Appointed Officials

Michigan Association of Planning
A Chapter of the American Planning Association

WHO SHOULD ATTEND?

- **Planning commissioners**
- **Zoning board of appeals members**
- **Elected and appointed officials**
- **Zoning administrators**
- **Emerging planning professionals**
- **Planning students** ***(special member rate!)***
- **Michigan State University Extension Master Citizen Planners**

The Michigan Association of Planning's education programs provide participants with the skills to make better land use decisions. Our knowledgeable and experienced instructors enable elected and appointed officials to better understand their roles and responsibilities, and innovative planning tools and techniques. Most classes will be offered via zoom and materials will be mailed to attendees in advance of the training. We will offer two workshops in Frankenmuth on March 16. A meal is included in that registration.

REGISTRATION POLICY

For cancellations received in writing 10 business days prior to the workshop, a refund (minus a $25 administration fee) will be given. Those received less than 10 days prior will not be refunded. You may identify a substitute or view the recorded workshop.

Students: The student discount is intended to make the workshops affordable for all full-time student members. Student members enrolled in a minimum of 12 undergrad credit hours or 9 grad hours are eligible. We will verify enrollment and course load.

Register online at: www.planningmi.org
Send this form to: info@planningmi.org
OR 1919 West Stadium, Ste 4 | Ann Arbor, MI 48103
OR Fax to: (734) 913-2061

Questions? Call us at: (734) 913-2000

REGISTRATION FORM

Complete one form per registrant.

CONTACT INFORMATION:

NAME

AFFILIATION

EMAIL (confirmations and directions will be sent via email)

PHONE (with area code)

BILLING ADDRESS (include apt. or suite #)

CITY STATE ZIP

Please list any special needs

REGISTRATION INFORMATION:

❑ I'm a MAP Member
❑ Join MAP now for $60 and receive the member discount. As a bonus, you will receive membership through June 2023.

MEMBER RATES	NON-MEMBER RATES	*Apply a $25 late fee if you register LESS THAN 5 business days before workshop*
❑ $115 ❑ $80	❑ $145 ❑ $110	**Planning & Zoning Essentials** March 16th | 12 - 4:30 PM ***Frankenmuth, meal included*** March 21st and 22nd | 6 - 8 PM | Virtual
❑ $95	❑ $125	**Zoning Administration** March 1st and 2nd | 2 - 4 PM | Virtual
❑ $70	❑ $110	**Managing Risk** March 8th | 6 - 8:30 PM | Virtual
❑ $80	❑ $110	**Zoning Ordinance: A to Z** March 10th | 2 - 4:30 PM | Virtual
❑ $80	❑ $110	**Zoning Board of Appeals** March 15th | 6 - 8:30 PM | Virtual
❑ $115	❑ $145	**Capital Improvements Program** March 16th | 5:30 - 8:00 PM ***Frankenmuth, meal included***
❑ $25, virtual only		**Student (Full time) Member Rate** List workshop and date: _____

PAYMENT INFORMATION: **TOTAL:** _____

❑ Check enclosed ❑ Invoice Me ❑ Visa ❑ Master Card
(Make checks payable to: Michigan Association of Planning)

NAME ON CREDIT CARD

CARD #

EXPIRATION DATE SECURITY CODE

SIGNATURE CARD HOLDER ZIP CODE

TRAINING FOR OFFICIALS by Michigan Association of Planning

PLANNING & ZONING ESSENTIALS

This program counts toward one session of the MSU Extension Citizen Planner Program

March 16th | 12-4:30 PM | in Frankenmuth | ***Member fee: $115***
Instructors: Doug Piggott, AICP, and Jason Ball, AICP, Rowe Professional Services

March 21st and 22nd | 6-8 PM | VIA ZOOM | ***Member fee: $80***
Instructor: Adam Young, AICP, Wade Trim

The most requested training product we offer. This course is designed to boost confidence by sharpening skills, examining roles and responsibilities, identifying conflicts of interest, understanding legal foundations, and more!

This program is a robust introduction for new planning commissioners and zoning board of appeals, but also a great refresher for more experienced officials looking to build upon existing knowledge. Public hearing procedures, site plan review, master planning, zoning ordinances, variances, how to determine practical difficulty, and standards for effective decision-making are covered.

This program also provides a broad overview for students and emerging planners who want to learn about planning procedures in Michigan. ***Course includes a guidebook.***

ZONING BOARD OF APPEALS

2.5 Master Citizen Planner Credits

March 15th | 6-8:30 PM | VIA ZOOM | ***Member fee: $80***
Instructor: Vidya Krishnan, McKenna

This interactive, case study based workshop goes into greater depth on the issues of practical difficulty and unnecessary hardship. A summary of voting and membership requirements and other procedural requirements unique to ZBA operations are reviewed. ***Course includes a guidebook.***

ZONING ADMINISTRATION

3.5 Master Citizen Planner Credits | 3.5 AICP CM Credits

March 1st and 2nd | 2-4 PM | VIA ZOOM | ***Member fee: $95***
Instructor: Jacob Kain, AICP

This program is for zoning administrators in rural, suburban, or urban settings as well as municipal officials, other staff members, or citizens interested in a more complete understanding of all facets of zoning administration from legal basis to record keeping to enforcement. This four hour program is divided into two presentations. ***Course includes a guidebook.***

MANAGING RISK: MAKING SOUND PLANNING & ZONING DECISIONS

2.5 Master Citizen Planner Credits

March 8th | 6 - 8:30 PM | VIA ZOOM | ***Member fee: $70***
Instructor: Emily Palacios, JD

As communities face litigation related to planning and zoning decisions, this is essential training for all elected officials, planning commissioners, zoning board of appeals members and emerging planning professionals. Topics include identifying a conflict of interest, applying discretionary standards during special land use reviews, reasonable expectations of a developer and how your comprehensive plan can minimize risk. ***Course includes guidebook.***

ZONING ORDINANCE: A to Z

2.5 Master Citizen Planner Credits

March 10th | 2 - 4:30 PM | VIA ZOOM | ***Member fee: $80***
Instructor: Kathleen Duffy, AICP, SmithGroup

This brand new MAP workshop to provide local decision makers with everything they need to know about this important regulatory, police power tool. A brief history of zoning, alternative ways to zone, a tour of a typical zoning ordinance including tips and best practices, zoning approval processes, and enforcement are all on the agenda. ***Course includes a guidebook.***

CAPITAL IMPROVEMENTS PROGRAMS

2.5 Master Citizen Planner Credits

March 16th | 5:30 - 8 PM | in Frankenmuth | ***Member fee: $115***
Instructor: Amy M. Vansen, AICP

This program explains-- from start to finish-- everything you need to know to prepare and adopt a Capital Improvement Program, including: who should be involved in the Capital Improvement Program process; the accounting and budgetary requirements of a CIP; how to tie the program into your infrastructure capacity; and how to handle controversial topics. Included is a hands on workshop where participants work in groups to prepare their own CIP. ***Course includes a guidebook.***

2022 Congressional City Conference

The Congressional City Conference (CCC) provides local leaders with the tools and connections to help build a brighter future for our nation's cities, towns and villages. Join us March 14-16, 2022 in Washington, DC with pre-conference activities happening on March 12-13.

REGISTER TODAY

CONGRESSIONAL CITY CONFERENCE

CITY SUMMIT

UPCOMING CONFERENCES & MEETINGS

Program

Topic

Event Type

Leadership FEB 2ND, 2022, 12:00PM – 1:00PM

New Member Orientation

Housing FEB 2ND, 2022, 1:00PM – 2:15PM

Survey Findings on Mayors and Homelessness:

Skip to Content

Homelessness is an urgent and complex crisis facing cities across the United States. But according to the 2021 Menino Survey of Mayors' first report on homelessness, mayors believe they are...

Census, Civic Engagement, Education and Early Childhood Success, Expanded Learning, Leadership, Sustainability & Resilience, Voting, Youth Engagement

FEB 2ND, 2022, 2:00PM – 3:00PM

Local Democracy Initiative Webinar Series

Infrastructure FEB 3RD, 2022, 2:30PM – 3:30PM

Ready to Rebuild: Bipartisan Infrastructure Law Webinar Series

American Rescue Plan Act FEB 9TH, 2022, 1:00PM – 2:00PM

ARPA Office Hour: Storytelling + Advocacy

Community & Economic Development, Innovation

FEB 9TH, 2022, 2:00PM – FEB 10TH, 2022, 4:00PM

Capstone Challenge Showcase & Awards

Education and Early Childhood Success FEB 14TH, 2022, 2:00PM – 3:30PM

CCCN Early Childhood Nature Connection Info Session

Economic Opportunity & Workforce Development, Entrepreneurship

FEB 16TH, 2022, 3:00PM – 4:00PM

City Innovation Ecosystems Speaker Series

Community & Economic Development, Infrastructure, Innovation, Technology

FEB 18TH, 2022, 2:00PM – 3:00PM

Cybersecurity in 2022: Be Cyber Smart

View Past Events

VIEW ALL

660 N. Capitol St. NW
Washington, DC 20001

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