

The special meeting of the Clare City Planning Commission was called to order by Chair John Kline in the Commission Chambers, at 5:30 p.m., who then led the Pledge of Allegiance. Present were: Commissioners Darren Acton, Steve Barnes, Glenda Carmoney, Josh Clark, John Kline, Jan Winter and Nick Wyman. Absent: Angie Cozat & Elaine Demasi. Elaine Demasi subsequently arrived at 6:08 pm. Also present were City Manager, Ken Hibl; Steve Kingsbury, Treasurer and Finance Director; City Department Supervisors, James Chapman, Al Jessup, Brian Gregory, Gary Todd, Joy Simmer, and Dale Clark; and City Clerk, Diane Lyon.

APPROVAL OF AGENDA:

Moved by Commissioner Barnes second by Commissioner Clark to approve the agenda. Ayes: All. Nays: None. Absent: Angie Cozat & Elaine Demasi. *Motion approved.*

APPROVAL OF AMENDED MINUTES:

Moved by Commissioner Acton second by Commissioner Winter to approve prior meeting minutes of the February 11 Joint Commission Meeting and the March 25 Special Planning Commission meeting. Ayes: All. Nays: None. Absent: Angie Cozat & Elaine Demasi. *Motion approved.*

PUBLIC COMMENT: None.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

A. FY 2015/2016 PROPOSED CAPITAL IMPROVEMENT PROJECTS PRESENTATION

The 2008 Michigan Planning Enabling Act stipulates that the Planning Commission shall review and provide recommendations related to all proposed major capital improvement projects of a municipality to ensure that the proposed projects support the goals and objectives stipulated in the Comprehensive Master Plan of the City. The Clare City Staff has commenced its preparation of the 2015/2016 Fiscal Budget for the budget year July 1, 2015 through June 30, 2016; key components of the budget are the proposed capital projects in each of the respective funds.

We will present the proposed budget to the City Commission’s Fiscal Oversight & Budget Committee on April 23rd and to the full Commission at a regularly scheduled meeting in May by means of a budget workshop; the 2015/2016 budget is scheduled to be adopted by the Commission at its first scheduled meeting in June. The Planning Commission is required by the aforementioned Planning Act to provide its recommendations related to the proposed capital projects schedule prior to adoption of the budget by the City Commission.

Public notice of the scheduled capital project presentation to the Planning Commission has been completed. Each of the City’s department heads will present their respective, FY 2015/2016 capital plans to the Planning Commission. Additionally, Steve Kingsbury, Treasurer/Finance Director and City Manager Ken Hibl will provide additional general budgetary information and planned capital projects for other key elements of our consolidated budget, e.g., DDA, Data Processing, etc.

PROPOSED CAPITAL IMPROVEMENTS:

FUND 208 – PARKS AND RECREATION

<u>FY 2015/16</u>	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Multi-Purpose Recreation Property-3rd of ten annual payments	19,558.00
Loan Payment 1 for initial park construction	20,000.00
Parks paving	20,000.00
General Park Improvements (signs-McIreland Trail, picnic tables, etc)	3,442.00
Total	\$63,000.00
<u>FY 2016/17</u>	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Multi-Purpose Recreation Property -4th of ten annual payments	19,558.00
Loan Payment 2 for initial park construction	20,000.00
Parks paving	20,000.00
General Park Improvements (signs, picnic tables, etc)	3,442.00
Total	\$63,000.00

FY 2017/18

<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Multi-Purpose Recreation Property -5 th of ten annual payments	19,558.00
Loan Payment 3 for initial park construction	20,000.00
Parks paving	20,000.00
General Park Improvements (signs, picnic tables, etc)	3,442.00
Total	<u>\$63,000.00</u>

FY 2018/19

<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Multi-Purpose Recreation Property -6 th of ten annual payments	19,558.00
Loan Payment 4 for initial park construction	20,000.00
Parks paving	20,000.00
General Park Improvements (signs, picnic tables, etc)	3,442.00
Total	<u>\$63,000.00</u>

FY 2019/20

<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Multi-Purpose Recreation Property -7 th of ten annual payments	19,558.00
Loan Payment 5 for initial park construction	20,000.00
Parks paving	20,000.00
General Park Improvements (signs, picnic tables, etc)	3,442.00
Total	<u>\$63,000.00</u>

Joy Simmer presented the Parks and Recreation (P&R) capital improvement projects. Currently the P&R Department is supported through a dedicated millage of three-quarter mills, which raises approximately \$63,000 annually.

Some of the continuous annual capital improvement projects are parks signage, picnic tables, and grills throughout all of the city parks. Imagination Gateway wood chips have been priced out and we intend to replace those in the FY15/16 budget year. The funds allocated for paving are intended for paving at the new multi-purpose recreation property at the south end of the city.

FUND 206 – FIRE DEPARTMENT

FY 2015/16

<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Three Complete Sets of Firefighter Turnout Gear	7,050.00
New Fire Fighting Vehicle-Quint	680,000.00
Total	<u>\$687,050.00</u>

FY 2016/17

<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Three Complete Sets of Firefighter Turnout Gear	7,050.00
Total	<u>\$ 7,050.00</u>

FY 2017/18

<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Three Complete Sets of Firefighter Turnout Gear	7,200.00
Total	<u>\$ 7,200.00</u>

FY 2018/19

<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Three Complete Sets of Firefighter Turnout Gear	7,200.00
Total	<u>\$ 7,200.00</u>

FY 2019/20

<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Three Complete Sets of Firefighter Turnout Gear	7,350.00
Total	<u>\$ 7,350.00</u>

Chief Jim Chapman presented the Fire Departments proposed Capital Improvements Schedule. The ladder truck is nearly 20 years old so the Fire Department is considering the purchase of a new or used (Quint) unit to replace the ladder truck. A new ladder truck would cost around \$750,000 or better. The Fire Department provides service to Grant Township, Sheridan Township, and portions of Wise and Vernon Townships so that has been taken into consideration while looking at purchasing new equipment. Design varies greatly in fire apparatus but the Quint that is being looked at would allow easier access in both urban and rural settings.

FUND 301 –POLICE DEPARTMENT

FY 2015/16

<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Six (6) New Tasers	8,200.00
Total	<u>\$ 8,200.00</u>

Chief Brian Gregory presented the Police Department’s proposed Capital Improvements Schedule. At present we have 3 nine year old tasers. The purchase of additional tasers will enable officers to respond to calls from home when they receive emergency calls. At this time, during festivals we have to borrow from the county. There are no capital improvements listed for FY16/17-19/20 because the Police Department has been very successful in obtaining grant funds to purchase needed equipment and so the intent is to apply for additional grants to obtain replacement gear & equipment.

FUND 537 – AIRPORT

FY 2015/16	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Wetland mitigation for taxiway & 2001 runway project-City's 5% share is \$9,060	183,100.00
Design of the second half of the parallel taxiway-City's 5% share being \$3,035	60,700.00
Total	\$243,800.00
FY 2016/17	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Parallel taxiway construction-City's 5% share being \$47,965	959,300.00
Total	\$959,300.00
FY 2016/17	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Federal Entitlement Held For Future Projects	N/A
FY 2017/18	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Conduct a user survey for an extension of Runway 4/22-City Share 100%	25,000.00
Replace REIL's and Windcone with LED units -City's 5% share being \$975	19,500.00
Total	\$44,500.00
FY 2018/19	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Replace REIL's and Windcone with LED units-City's 5% share being \$15,525	310,500.00
Engineering for environmental-Runway 4/22 extension-City's 5% is \$2,000	40,000.00
Property acquisition for Runway 22 RPZ for Runway 4/22 extension-City's 5% is \$3,100	62,000.00
Complete environmental assessment for Runway 4/22 extension-City's 5% cost is \$4,000	80,000.00
Total	\$492,500.00
FY 2019/20	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Runway 22 Extension Design-City's 5% share being \$3,800	\$76,000.00
Total	\$76,000.00

Gary Todd presented the airport capital improvements plan. Much of the traffic at the airport is business and recreational traffic, generating in excess of \$72k annually in economic activity within the City.

FUND 590 – SEWER SYSTEM FUND

FY 2015/16	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
North Industrial Park (\$1,082,940 provided by EDA grant).	385,486.20
WWTP Basement Sealing	10,000.00
Black Top drive to pole barn	13,000.00
Overhaul Lift Station Number 6 Pump	6,000.00
Total	\$414,486.20
FY 2016/17	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
SCADA upgrades	5,000.00
Blacktop for drying beds	13,000.00
Total	\$18,000.00
FY 2017/18	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Purchase 2 Aerators	20,000.00
Replace WTP Chemical Pumps	6,000.00
Total	\$26,000.00
FY 2018/19	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Purchase 2 Aerators	20,000.00
Screw pump replacement	100,000.00
Total	\$120,000.00
FY 2019/20	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Purchase 2 Aerators	20,000.00
SCADA Upgrades	5,000.00
Total	\$25,000.00

FUND 590 – SEWER SYSTEM FUND – COLLECTION ACTIVITY

FY 2015/16	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Mineral Street Sewer Extension (200')	17,263.76
Manhole rehabilitation	25,000.00
Total	\$42,263.76
FY 2016/17	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Manhole rehabilitation and main line grouting	25,000.00
Total	\$25,000.00

FUND 591 – WATER SYSTEM FUND

FY 2015/16	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
North Industrial Park (\$1,332,420 provided by EDA grant).	1,148,140.48

Roof for Well 6	5,000.00
Roof for Booster Station	5,000.00
Iron Removal Filter Rehab #2 & #4	30,000.00
SCADA System for Well 7 & Water Tower	10,000.00
Clean Well 9 (PRP to reimburse 50%)	30,000.00
	Total
	\$1,228,140.48
FY 2016/17	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Paint Piping Gallery @ WTP	45,000.00
	Total
	\$45,000.00
FY 2017/18	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Iron Removal Filter Rehab #1 & #3	30,000.00
Clean & Repair Well 6 Pump	30,000.00
	Total
	\$60,000.00
FY 2018/19	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Well 8 cleaning/repair (PRP to reimburse 50%)	30,000.00
Rehab High Service Pump #1	15,000.00
	Total
	\$45,000.00
FY 2019/20	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
New well	150,000.00
Well 7 Repair & Cleaning	30,000.00
Clean Well 9 (PRP to reimburse 50%)	30,000.00
Exterior Water Tower Painting	60,000.00
	Total
	\$270,000.00

Evaluations are being done to determine whether we can place new wells at the north end of the city in the future to get out of the remediation area.

FUND 591 – WATER SYSTEM FUND – DISTRIBUTION ACTIVITY

FY 2015/16	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Sunset- Replace 350' of 6" Water Main	48,664.33
Seven fire hydrant replacements	10,000.00
	Total
	\$58,664.33
FY 2016/17	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Seven fire hydrant replacements	10,000.00
	Total
	\$10,000.00
FY 2017/18	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Seven fire hydrant replacements	10,000.00
	Total
	\$10,000.00
FY 2018/19	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Seven fire hydrant replacements	10,000.00
	Total
	\$10,000.00
FY 2019/20	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Seven fire hydrant replacements	10,000.00
	Total
	\$10,000.00

Dale Clark and Al Jessup presented water and sewer fund proposed capital improvements to the Commission.

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

FY 2015/16	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Brick Restoration – City Hall	33,200.00
Replace 14 windows on the south side of City Hall (\$1,200.00/Unit)	16,800.00
	Total
	\$50,000.00
FY 2016/17	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Replace front and rear entrances	50,000.00
	Total
	\$50,000.00

Windows on the north, east, and west sides of the building have been replaced but windows on the south side of City Hall are inefficient and leaking and tuck and pointing of the brick mortar on the exterior at City Hall are needed, however these projects have been put on the back burner in past years as other more pressing improvements come to the forefront.

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

FUND 766 – CEMETERY ACTIVITY

FY 2015/16	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
To Be Determined by Advisory Board	5,000.00
	Total \$5,000.00
FY 2016/17	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
To Be Determined by Advisory Board	5,000.00
	Total \$5,000.00
FY 2017/18	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
To Be Determined by Advisory Board	5,000.00
	Total \$5,000.00
FY 2018/19	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
To Be Determined by Advisory Board	5,000.00
	Total \$5,000.00
FY 2019/20	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
To Be Determined by Advisory Board	5,000.00
	Total \$5,000.00

We need to replace the 30-40 year old irrigation system however with a price tag of 130k it is not affordable at this time. The roadway also needs to be replaced. We were able to obtain 30 trees from a Consumer’s Energy grant which were planted by a group of volunteers.

FUND 728 – ECONOMIC DEVELOPMENT

FY 2015/16	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
North Industrial Park (\$230,514 in EDA Grant Funds)	516,870.20
	Total \$516,870.20

FUND 202 – MAJOR STREETS

FY 2015/16	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
200 Block East Fourth St. Construction-Curb, gutter, approaches, Storm sewer, hydrant, asphalt	91,416.00
	Total \$91,416.00

The streets millage expired this past year and there are no funds to work on streets beyond the 15/16 FY. We don’t yet know what the outcome will be of the May 5, 2015 special election so we have no future projects scheduled at this time.

FUND 203 – LOCAL STREETS – STREET MILLAGE PROJECTS

FY 2015/16	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Resurface, curb and gutter Maple St (between W. State & W. Wheaton	41,000.00
	Total \$41,000.00

FUND 636 – DATA PROCESSING

FY 2015/16	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Technology Improvements/Maintenance/Future Upgrades	5,000.00
	Total \$5,000.00
FY 2016/17	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Technology Improvements/Maintenance/Future Upgrades	5,000.00
	Total \$5,000.00
FY 2017/18	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Technology Improvements/Maintenance/Future Upgrades	5,000.00
	Total \$5,000.00
FY 2018/19	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Technology Improvements/Maintenance/Future Upgrades	5,000.00
	Total \$5,000.00
FY 2019/20	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Technology Improvements/Maintenance/Future Upgrades	5,000.00
	Total \$5,000.00

FUND 641 – MOBILE EQUIPMENT

FY 2015/16	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Replace Patrol Car	38,000.00
Replace Backhoe (Purchase price 105,000 w/trade in of 25,000)	105,000.00

FY 2016/17	Total	\$143,000.00
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>	
New Blade Truck (selling #9 &11 for 9K each)		130,000.00
	Total	\$130,000.00

Moved by Commissioner Winter second by Commissioner Demasi to open a public hearing. Voice Vote: Ayes: All. Nays: None. Absent: Angie Cozat. *Motion approved.*

Public Comment: None.

Moved by Commissioner Barnes second by Commissioner Wyman to close the public hearing. Voice Vote: Ayes: All. Nays: None. Absent: Angie Cozat. *Motion approved.*

Moved by Commissioner Barnes second by Commissioner Winter to approve the FY15/16 Capital Improvements Schedule by adoption of Resolution 2015-013PC. Roll Call Vote: Ayes: Commissioners Darren Acton, Steve Barnes, Glenda Carmoney, Josh Clark, Elaine Demasi, John Kline, Jan Winter and Nick Wyman. Nays: None. Absent: Angie Cozat. *Motion approved.*

Commissioner Winter recommended that Commissioners who had not yet toured the Water/Waste Water facility do so as it is very interesting and enlightening. She also acknowledged city staff for the work that has gone into writing numerous, successful grant applications which has allowed the city to complete many projects and equipment upgrades.

INTRA-COMMISSION COMMUNICATIONS:

Chamber of Commerce Legislative Breakfast.

The Chamber will be hosting a legislative breakfast on April 26 at Brewin on McEwan. Representative Joel Johnson and Senator Judy Emmons will be in attendance at that event. An MML staffer will be there to explain the May 5th ballot proposal.

Downtown Façade Grant.

The city has been successful in obtaining a 75% façade improvement grant from the Michigan Economic Development Corporation (MEDC). There are 8 buildings and 5 storefronts that have applied for this round of grant funds. We hope that after this 1st phase is complete, other downtown business owners will be interested in applying for the façade grant. We are at a point now with MEDC grant that if one owner drops out, we won't have to start the process all over again.

Rezoning Request.

The Planning Commission approved a request for rezoning of 104 West State Street at their last meeting. The City Commission has approved a first reading of the rezoning ordinance and it will go before them again on April 20 for a second reading and adoption.

Wal-mart

We have a tentative date of June to look at a site plan review from Wal-mart.

Consumers Energy

Consumers Energy anticipates a June 2015 completion date.

Special Planning Commission Meeting.

McDonald Chrysler has submitted a site plan application to construct a 30' x 40' addition to the rear of their current facility on West Fifth Street and have requested a special meeting. Commissioners were asked if they are able to attend to ensure we have a quorum prior to holding a meeting on April 29. Jan Winter, Steve Barnes, Nick Wyman, Josh Clark, and John Kline will be present. Darren Acton must check his schedule. Elaine Demasi and Glenda Carmoney are not available that evening. A request was made to schedule the meeting at 5:30pm if possible.

Master Plan Update

We are required to update our Master Plan every five years and are currently overdo. We will begin to work on updates in the fall of 2015 and will ask the City Commission if we can sole source the work.

Code Enforcement

We've not had funds to employ a Code Enforcement Officer, but we are hoping to have a part-time officer in place this spring.

Sign Ordinance

The sign ordinance is in need of revision and we will be working on this as time allows.

Clare Depot

We will begin work on the depot basement soon as the frost is now out of the ground.

ADJOURNMENT:

Moved by Commissioner Acton and seconded by Commissioner Carmoney to adjourn. Ayes: All. Nays: None. Absent: Angie Cozat. *Motion approved.*

Meeting adjourned at 7:54 p.m.

Diane Lyon, City Clerk