

The regular meeting of the Clare City Planning Commission was called to order in the city commission chamber of Clare City Hall, 202 W. Fifth St., Clare, MI, at 5:35 p.m. by Commission Vice Chair Darren Acton, who led the Pledge of Allegiance. Present were: Commissioners Darren Acton, Glenda Carmoney, Angie Cozat, Jason Lowe and Nick Wyman. Absent: Brett Moser and Kristin Heintz. Elaine Demasi subsequently arrived at 5:42 pm. Also present were Steve Kingsbury, Acting City Manager; Diane Lyon, City Clerk; Joy Simmer, Parks & Recreation Director; Gary Todd, Airport Manager; Tom Quick, Assistant Water & Waste Water Superintendent; Al Jessup, DPW Director; Luke Potter, Assistant, DPW Director; Brian Gregory, Police Chief; and Police Captain, Dave Saad.

APPROVAL OF AGENDA:

Moved by Commissioner Carmoney second by Commissioner Wyman to approve the agenda. Ayes: All. Nays: None. Absent: Brett Moser and Kristin Heintz. *Motion approved.*

APPROVAL OF MINUTES:

Moved by Commissioner Wyman second by Commissioner Lowe to approve the prior meeting Minutes. Ayes: All. Nays: None. Absent: Brett Moser and Kristin Heintz. *Motion approved.*

UNFINISHED BUSINESS: None.

NEW BUSINESS:

A. SELECTION OF PLANNING COMMISSION CHAIR

The By-Laws of the City of Clare Planning Commission stipulate that the Planning Commission shall annually select its Chairman at the first scheduled meeting of the year. The Planning Commission complied with the by-laws and selected Commissioner Josh Clark to serve in this position. However, a vacancy occurred on the Clare City Commission and the City Commission appointed Commissioner Clark to fill this vacant position for the remainder of the elected term of the commissioner elected to this seat. Consequently, the Planning Commission is asked to take appropriate action to select a new Chairperson for the remainder of 2019.

Motion by Commissioner Wyman second by Commissioner Carmoney to nominate Darren Acton to serve as Chair of the Planning Commission; Motion by Commissioner Lowe second by Commissioner Cozat to close nominations. Motion by Commissioner Wyman second by Commissioner Carmoney to select Darren Acton to serve as Chair of the Planning Commission by adoption of Resolution 2019-009PC. Roll call vote: Ayes: Darren Acton, Glenda Carmoney, Angie Cozat, Jason Lowe and Nick Wyman. Nays: None. Absent: Elaine Demasi, Brett Moser and Kristin Heintz. *Motion approved.*

B. SELECTION OF PLANNING COMMISSION VICE CHAIR

Commissioner Acton was selected as the new Chairperson of the Planning Commission, the Planning Commission is asked to select a new Vice Chairperson.

Motion by Commissioner Carmoney second by Commissioner Lowe to nominate Nick Wyman to serve as Vice Chair of the Planning Commission; Motion by Commissioner Carmoney second by Commissioner Lowe to close nominations. Motion by Commissioner Carmoney second by Commissioner Lowe to select Nick Wyman to serve as Vice Chair of the Planning Commission by adoption of Resolution 2019-010PC. Roll call vote: Ayes: Darren Acton, Glenda Carmoney, Angie Cozat, Jason Lowe and Nick Wyman. Nays: None. Absent: Elaine Demasi, Brett Moser and Kristin Heintz. *Motion approved.*

C. APPROVAL OF FY 2019/2020 CAPITAL IMPROVEMENT PROJECTS

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 City Staff has commenced its preparation of the 2019/2020 Fiscal Budget for the budget year of July 1,

2019 through June 30, 2020 and the proposed budget includes significant proposed capital projects in several of the City's operating funds.

We will present the proposed budget to the Clare City Commission at their regularly scheduled meetings in May by means of budget workshops. In accordance with the City's Charter the 2019/2020 budget is scheduled to be adopted by the Commission at its first scheduled meeting in June. The Planning Commission is required by the 2008 Michigan Planning Act to provide its recommendations related to the proposed capital improvement schedule prior to adoption of the budget by the City Commission.

The Public Notice of the scheduled capital project presentation to the Planning Commission has been published in a local newspaper. The City Treasurer and Finance Director will provide additional general budgetary information and planned capital projects for other key elements of the City's budget to include the Downtown Development Authority, Data Processing, etc. Each of the City's department heads or their assistant department head presented their respective FY2019/2020 recommended capital improvement projects to the Planning Commission. Following the presentation the Planning Commission is asked to hold a public hearing to receive comment.

General Fund			
276	Cemetery	to be determined by Cemetery Board	\$5,000
301	Police	10 body cameras	\$5,548
537	Airport	Taxiway lighting (City Share of total \$17,064.44)	\$341,288.75
		Rehab Runway Lighting (City Share of total \$8,992.78)	\$179,855.50
Major & Local Streets Funds 202 & 203			
		Engineering cost for the John R Road Reconstruction and Water Main Replacement Project if the MDOT Grant is Received - Project Costs are within the 204 and 591 Funds Capital Improvement Schedules.	\$51,800.00
Municipal Streets Funds 204			
		Road Reconstruction - John R. from 406 to Woodlawn new curb, gutter, sidewalks, approaches and asphalt possible MDOT grant	\$169,312.02
		AnnArbor Trail (11'x615' 1-1/2" overlay plus storm sewer installation	\$9,578.00
		Park Street between Forest and Orchard (Some curb work 1-1/2 mill and fill)	\$20,035.05
		Dwyer Street from McEwan west to Isabella bank drive (141' of new curb on south side plus asphalt and approaches)	\$18,222.23
		Sidewalks throughout town (1,737 linear feet of 5' wide sidewalks at \$3.50/sq ft)	\$30,000.00
Fire Department Funds 206			
		Thermal Imaging Camera	\$8,000.00
		Three Complete Sets of Firefighter Turnout Gear	\$7,350.00
Parks & Recreation 208			
		Shamrock Lake Dredging	\$1,250,000.00
		Emerald Isle Playground Equipment (\$60,000 DNR Passport Grant with a \$20,000 Local Match which is being raised as a fund raiser).	\$ 80,000.00
		Rail-Trail Gap Completion - The funding for the City of Clare segment of the project is coming from a DNR Trust Fund Grant. MDOT is providing a Transportation Alternatives Program (TAP) Grant for the remainder of the project outside of the City of Clare.	\$300,000.00
		General Park Improvements (signs, picnic tables, etc)	\$21,000.00
Sewer System Funds 590			
		Screw pump replacement/Overhaul	\$100,000.00
		Discharge UV Disinfectant System Replacement	\$ 80,000.00
		Lift Station 2 Pump Replacement (2 FLYGT Anti-Clog Pumps)	\$17,000.00
		Skid-steer	\$25,000.00
Sewer System Funds 590-Collection Activity			
		Manhole rehabilitation and main line grouting	\$25,000.00
Water System Funds 591			
		Water Plant Rehabilitation Project	\$1,500,000.00
		Emergency Generator for booster station	\$15,000.00
Water System Funds 591-Distribution Activity			
		GFA Engineering for the John R Project	\$2,500.00
		948' of 8" water main replacement on 406 John R to Woodlawn	\$68,716.07
		Seven fire hydrant replacements	\$10,000.00
Data Processing Funds 636			
		Consolidate and replace all telephone and voicemail equipment	\$10,000.00
Data Processing Funds 641			
		2 pick-up plows-one for WWT; one for DPW	\$11,103.68
		New Police Car (Grant 55% of \$27,170 anticipated)	\$49,400.00

Motion by Commissioner Acton second by Commissioner Demasi to open the public hearing. Ayes: All. Nays: None. Absent: Brett Moser and Kristin Heintz. *Motion approved.*

Public Comment: None.

Motion by Commissioner Lowe second by Commissioner Wyman to close the public hearing. Ayes: All. Nays: None. Absent: Brett Moser and Kristin Heintz. *Motion approved.*

Motion by Commissioner Demasi second by Commissioner Lowe to recommend approval of the FY2019/2020 Capital Improvement Projects by adoption of Resolution 2019-011PC. Roll call vote: Ayes: Darren Acton, Glenda Carmoney, Angie Cozat, Jason Lowe and Nick Wyman. Nays: None. Absent: Brett Moser and Kristin Heintz. *Motion approved.*

PUBLIC COMMENT: Steve Kingsbury remarked that the Planning Commission does a good job for the city.

INTRACOMMISSION COMMUNICATIONS: - Apr 17th Special Meeting. This meeting will commence at 5:30pm. The first item of new business will be a request for extension of the previously approved site plan of FCI to construct two medical MJ building.

Subsequently, representatives of Giffels-Webster will join the Planning Commission and hold the first of three scheduled sessions to revise the City's Zoning Codes. This will be a working meeting, and unstructured, open discussion is requested and expected; the public is welcome to attend this meeting. The discussion should last at least 1.5 - 2 hours.

MDOT representatives will host an open house at the Clare Depot from 6pm to 7:30pm on Tuesday, April 9th to offer an overview and answer questions regarding the 2019/2010 road construction projects that will affect Clare residents and businesses.

Commissioner and CPS Band Instructor, Jason Lowe, announced that a jazz concert will take place at the Venue on Friday, April 12.

ADJOURNMENT

Moved by Commissioner Wyman second by Commissioner Lowe to adjourn. Ayes: All. Nays: None. Absent: Brett Moser and Kristin Heintz. *Motion approved.*

Meeting adjourned at 7:12 p.m.

Diane Lyon, City Clerk