

The special 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 5:43 p.m. by Chair Josh Clark who led the Pledge of Allegiance. Present were: Commissioners Glenda Carmoney, Elaine Demasi, Nick Wyman, Darren Acton and Josh Clark. Absent: Brett Moser who subsequently arrived at 5:45 p.m., Angie Cozat, who subsequently arrived at 5:55 p.m., Jan Winter, who subsequently arrived at 6:30 p.m., and Steve Barnes, Also present were Ken Hibl, City Manager; Steve Kingsbury, Treasurer; Sarah Schumacher, Deputy Clerk, Dale Clark, W.W.W.T. Superintendent; Alan Jessup, D.P.W. Superintendent; Police Captain David Saad; Gary Todd, Airport Manager; Jim Chapman, Fire Chief; and Sam Eberhart, Assistant Fire Chief.

APPROVAL OF AGENDA:

Moved by Commissioner Acton second by Commissioner Demasi to approve the agenda. Ayes: All. Nays: None. Absent: Brett Moser, Angie Cozat, Jan Winter and Steve Barnes. *Motion approved.*

APPROVAL OF MINUTES:

Moved by Commissioner Wyman second by Commissioner Acton to approve the minutes of the previous meeting. Ayes: All. Nays: None. Absent: Brett Moser, Steve Barnes and Josh Clark. *Motion approved.*

PUBLIC COMMENT: None.

UNFINISHED BUSINESS: None

NEW BUSINESS: FY 2016/2017 CAPITAL BUDGET 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 2016/2017 Fiscal Budget for the budget year July 1, 2016 through June 30, 2017; 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 their regularly scheduled meetings in May by means of budget workshops; the 2016/2017 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 2016/2017 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 206 – FIRE DEPARTMENT

FY 2016/17

<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
2016 4-Door ¾ Ton Pickup – Grass Rig/Command Vehicle (Rural Development Grant of \$18,000 – City Net Cost \$15,285 or less	\$33,285.00
Three Complete Sets of Firefighter Turnout Gear	7,050.00
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	Total \$40,335.00

FY 2017/18

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

FY 2018/19

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

FY 2019/20

<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
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Three Complete Sets of Firefighter Turnout Gear	7,350.00
	<u>Total</u> \$ 7,350.00
FY 2020/21	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Three Complete Sets of Firefighter Turnout Gear	7,350.00
	<u>Total</u> \$ 7,350.00

Chief Jim Chapman presented the Fire Departments proposed Capital Improvements Schedule. The current pickup truck has 56,000 miles and needs to be replaced. The new truck will be fully equipped and will utilize the light bars and radio from the old truck.

FUND 301 –POLICE DEPARTMENT

FY 2016/17	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Six (6) Shotgun Replacements	8,200.00
	<u>Total</u> \$8,200.00
FY 2017/8	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Six New Portable Radios (Replacing Obsolete Radios)	11,400.00
	<u>Total</u> \$11,400.00
FY 2018/9	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Twenty Ballistic Vests (Replacement of Outdated)	18,000.00
	<u>Total</u> \$18,000.00
FY 2019/20	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Six Portable Radios (Replacing Obsolete Radios)	11,400.00
	<u>Total</u> \$11,400.00
FY 2020/21	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Five Car Radios (Replacing Obsolete Radios)	9,500.00
	<u>Total</u> \$11,400.00

Captain David Saad presented the Police Department’s proposed Capital Improvements Schedule. Our shotguns are 25-30 years old; they are taken in and out of the cars on a regular basis and are subjected to extreme temperature changes. They are showing their age with surface rust and are becoming unreliable weapons, The new Kel-Tec shotguns are high capacity; shorter, making them more suitable for building searches and a good choice for short to medium range situations. The radios currently being used work, but are obsolete and the software is no longer supported. They will be transitioned over the next several years.

FUND 537 – AIRPORT

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
	<u>Total</u> \$959,300.00
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
	<u>Total</u> \$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
	<u>Total</u> \$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
	<u>Total</u> \$76,000.00
FY 2020/21	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Construct Runway 4/22 Extension (Total cost is \$1,200,000 with the City's Local Match 5% Cost totaling \$60,000)	\$1,200,000.00
	<u>Total</u> \$1,200,000.00

Gary Todd presented the airport capital improvements plan. In a reply to Commissioner Demasi, Gary Todd stated the airport has been budgeting (saving) for the past five years to cover the city's share (\$48,000) of the taxiway construction. In response to Commissioner Acton's question regarding possibly replacing the courtesy car – the car is owned, maintained and funded by the Pilot's Association.

FUND 590 – SEWER SYSTEM FUND

FY2016/17	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
SCADA upgrades	5,000.00
Blacktop for drying beds	13,000.00
	<u>Total</u> \$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
FY 2020/21	
<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 2016/17	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Fourth St Sewer Main Lining (alley to alley)	30,000.00
Manhole rehabilitation	30,000.00
Total	\$60,000.00
FY 2017/18	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Manhole rehabilitation and main line grouting	25,000.00
Total	\$25,000.00
FY 2019/20	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Manhole rehabilitation and main line grouting	25,000.00
Total	\$25,000.00
FY 2020/21	
<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 2016/17	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Water Plant – New Roof	10,000.00
Iron Removal Filter Rehab – #s 2 and 4	300,000.00
SCADA System for Well 7 & South Water Tower	45,000.00
Clean Well 9 (PRP to reimburse 50%)	15,000.00
Paint Piping Gallery @ WTP	45,000.00
Total	\$415,000.00
FY 2017/18	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Iron Removal Filter Rehab #1 & #3	30,000.00
Total	\$30,000.00
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

FUND 591 – WATER SYSTEM FUND – DISTRIBUTION ACTIVITY

FY 2016/17	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Six-Inch Water Main Replacement (Sunset)	50,000.00
Seven fire hydrant replacements	10,000.00
Total	\$60,000.00
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
	<u>Total</u> \$10,000.00
FY 2019/20	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Seven fire hydrant replacements	10,000.00
	<u>Total</u> \$10,000.00
FY 2020/21	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Seven fire hydrant replacements	10,000.00
	<u>Total</u> \$10,000.00

Dale Clark and Al Jessup presented water and sewer fund proposed capital improvements to the Commission. The iron removal filters have a life expectancy of approximately 50 years, we are about 7 years beyond that and many repairs have been previously made. Currently there is no SCADA with the water system, just the waste water system. The SCADA systems will allow us to discontinue the current dedicated phone lines (\$1,100 month) between the water plant, the water tower and well #7.

FUND 265 – BUILDINGS AND GROUNDS

FY16/17	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Replace the front and rear entrances.	\$50,000
	<u>Total</u> \$50,000
FY 2017/18	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Brick restoration - City Hall	\$33,200
Replace 14 windows on the south side of City Hall (\$1,200/Unit)	16,800
	<u>Total</u> \$50,000

FUND 766 – CEMETERY ACTIVITY Total

FY 2016/17	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
To Be Determined by Advisory Board	5,000.00
	<u>Total</u> \$5,000.00
FY2017/18	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
To Be Determined by Advisory Board	5,000.00
	<u>Total</u> 5,000.00
2018/19	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
To Be Determined by Advisory Board	5,000.00
	<u>Total</u> \$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
	<u>Total</u> \$5,000.00

FUND 202 - MAJOR STREETS

FY 2016/17	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
East Fourth St Reconstruction (200 Block) Replace Curb and Gutter, Approaches, Storm Sewer, Hydrant and Asphalt	\$91,416.00
	<u>Total</u> \$91,416.00
FY2017/18	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Ann Arbor (Vinewood to Grant) Thin Overlay 3,080 Feet or Roadway	\$108,050.00
	<u>Total</u> \$108,050.00
FY2018/19	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
East 4th St (Hemlock to E. Fifth St) Mill & Overlay of 493'x34'	\$49,614.00
	<u>Total</u> \$49,614.00
FY2019/20	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
W. 4th St (from alley west to Beech St) Mill & Overlay of 413'x39'	\$21,103.66
	<u>Total</u> \$21,103.66
FY2020/21	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Schoolcrest (McEwan to Cedar) Mill & Overlay of 1581'	\$82,212.00
	<u>Total</u> \$82,212.00

FUND 203 – LOCAL STREETS – STREET MILLAGE PROJECTS

FY 2016/17	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Brookwood (McEwan to Vinewood) 1,850 tons of 22A Road Gravel and Level	\$21,975.00
Maple St (W. State to W. Wheaton) Resurface, Curb & Gutter	37,170.00
	<u>Total</u> \$59,145.00
FY 2017/18	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>

Beech St (between Dunlop and W. 1 st) Resurface, Curb & gutter	\$60,000.00
<u>Total</u>	<u>\$60,000.00</u>
FY 2018/19	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
John R (from Doherty Apts. to Maple St) Resurface, Curb & Gutter	\$90,163.24
<u>Total</u>	<u>\$90,163.24</u>
FY 2019/20	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Witbeck Dr (McEwan to East) Full Overlay of 2,340'	\$125,500.00
<u>Total</u>	<u>\$ 125,500.00</u>
FY 2020/21	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Wheaton Ave (Ann Arbor to Maple) Mill and Overlay of 1,150'	\$63,750.00
<u>Total</u>	<u>\$63,750.00</u>
<u>FUND 208 – PARKS AND RECREATION</u>	
FY 2016/17	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Multi-Purpose Recreation Property -4th of ten annual payments	19,558.00
South Multi-Purpose Sports and Recreation Complex Construction	350,000.00
General Park Improvements (signs, picnic tables, etc)	14,650.00
<u>Total</u>	<u>\$384,208.00</u>
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
Bond Payment 1 for Multi-Purpose Park Phase One Construction	28,790.71
General Park Improvements (signs, picnic tables, etc)	19,470.00
<u>Total</u>	<u>\$67,818.71</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
Bond Payment 2 for Multi-Purpose Park Phase One Construction	28,790.71
General Park Improvements (signs, picnic tables, etc)	22,563.02
<u>Total</u>	<u>\$70,911.73</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
Bond Payment 3 for Multi-Purpose Park Phase One Construction	28,790.71
General Park Improvements (signs, picnic tables, etc)	25,951.23
<u>Total</u>	<u>\$74,299.94</u>
FY 2020/21	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Multi-Purpose Recreation Property -8 th of ten annual payments	19,558.00
Bond Payment 3 for Multi-Purpose Park Phase One Construction	28,790.71
General Park Improvements (signs, picnic tables, etc)	27,211.39
<u>Total</u>	<u>\$75,560.10</u>
<u>FUND 636 – DATA PROCESSING</u>	
FY 2016/17	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Technology Improvements/Maintenance/Future Upgrades	\$5,000.00
<u>Total</u>	<u>\$5,000.00</u>
FY 2017/18	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Technology Improvements/Maintenance/Future Upgrades	5,000.00
<u>Total</u>	<u>\$5,000.00</u>
FY 2018/19	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Technology Improvements/Maintenance/Future Upgrades	5,000.00
<u>Total</u>	<u>\$5,000.00</u>
FY 2019/20	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Technology Improvements/Maintenance/Future Upgrades	5,000.00
<u>Total</u>	<u>\$5,000.00</u>
<u>FUND 641 – MOBILE EQUIPMENT</u>	
FY 2016/17	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
Repair the Large Truck Hoist	\$16,000.00
Zero-Turn Lawn Mower for Parks	9,500.00
<u>Total</u>	<u>\$25,500.00</u>
FY 2018/19	
<u>Project Description</u>	<u>Anticipated Capital Investment Amount</u>
New Blade Truck (selling #9 &11 for 9K each)	130,000.00
<u>Total</u>	<u>\$130,000.00</u>

Treasurer and Finance Director Steve Kingsbury informed the planning commission that the City has been working with Medler Electric to replace all the city's decorative light fixtures with LED lighting. We will utilize grant money of approximately \$14,000 from Consumers' Energy and will finance \$130,000 or less.

Treasurer Steve Kingsbury and City Manager Ken Hibl both reiterated that there are items on the Capital Improvement Budget schedule that will get pushed back a year or two.

Moved by Commissioner Winter second by Commissioner Carmoney to open a public hearing. Voice Vote: Ayes: All. Nays: None. Absent: Steve Barnes. *Motion approved.*

Public Comment: None.

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

Moved by Commissioner Acton second by Commissioner Demasi to approve the FY16/17 Capital Improvements Schedule by adoption of Resolution 2016-007PC. Roll Call Vote: Ayes: Commissioners Darren Acton, Glenda Carmoney, Josh Clark, Elaine Demasi, Brett Moser, Angie Cozat, Jan Winter and Nick Wyman. Nays: None. Absent: Steve Barnes. *Motion approved.*

INTRACOMMUNICATIONS

City Manager Ken Hibl informed the planning commission that the IDC has sold an additional 2.8 acres to business and will likely start construction on this summer.

ADJOURNMENT

Moved by Commissioner Cozat and seconded by Commissioner Winter to adjourn. Ayes: All. Nays: None. Absent: Steve Barnes. *Motion approved.*
Meeting adjourned at 7:29 p.m.

Sarah Schumacher, Deputy City Clerk