

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, Kim Bussell, Pat Humphrey, and Carolyn (Gus) Murphy. Absent: Maegan Jenkins. Also, present: Jeremy Howard, City Manager; Shannon Sirpilla, City Treasurer; Diane Lyon, City Clerk; Dale Clark, WWTP Superintendent; Joy Simmer, Parks & Rec Director; Gary Todd, Airport Manager; Luke Potter, DPW Director; Sam Eberhart, Asst. Fire Chief; and Dave Saad, Police Chief.

2. CONSENT AGENDA:

Moved by Commissioner Murphy second by Commissioner Bonham to approve the items listed with an asterisk (*) (Amended Agenda, Minutes, Department Reports, Communications, Professional Development, and Bills) that are considered to be routine by the City Commission. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, and Carolyn (Gus) Murphy. Nays: None. Absent: Maegan Jenkins. *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. APPROVE SOLE SOURCE SCADA CONTRACT-MEDC CDBG WRI GRANT

In October of 2022, the City of Clare was awarded a \$2.77 million dollar grant (2 million in grant funds and 770,000 in city matching funds) from the MEDC CDBG WRI program for the construction of a new water well, water treatment facility improvements, new chemical feed system, electrical updates, lab updates, new backwash and retention tanks, new and integrated SCADA system, replacement of high service pumps and other water-related infrastructure improvements.

As an integral part of the city's water infrastructure project, SCADA equipment is used to monitor equipment and processes for emergency conditions as well as normal operations. The City plans to install and integrate new SCADA equipment at the water treatment plant on Maple Street. This work was intentionally not included in the MEDC-funded grant portion of the project as the SCADA technology is propriety in nature and does not integrate well from one provider to another. By not including this equipment directly in that portion of the project it allows the City discretion in awarding the SCADA work on a sole-source basis, thereby eliminating potential issues.

In consultation with the engineering staff of Gourdie-Fraser, the necessary SCADA controls have been designed for the water plant/Towers/Wells/etc. and a quote for the equipment and installation has been received from Perceptive Controls, Inc., which is the City's designated provider of SCADA equipment, controls, and installation. The City currently uses equipment, computer software, and processes designed, installed, and maintained by Perceptive for all of the City's wastewater lift stations as well as monitoring operation controls at the City's wastewater treatment plant, and the north water tower. The new water plant equipment will integrate with our existing monitoring/computer equipment. The quote for the cost of the equipment, design, installation, and integration of the SCADA controls for the water plant came in at \$323,345.00. The City Commission is asked to authorize a Not To Exceed cost of \$325,000.

Our review of the negotiated contract/quote meets all of the City's purchasing policy requirements as a sole source contract approval based on our long-time work and history with Perceptive Controls and also meets the requirements of MEDC. The City Commission is asked to approve the proposed agreement and authorize the Mayor and/or the City Manager to execute any and all documents related to said contractual agreements on behalf of the City of Clare and authorize the City Treasurer/Finance Director to make any and all necessary budget amendments.

Motion by Commissioner Bonham second by Commissioner Murphy to approve the sole source contract, designate the Mayor and/or City Manager to execute any and all documents and authorize the City Treasurer to make any and all necessary budget amendments by the adoption of Resolution 2023-025. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, and Carolyn (Gus) Murphy. Nays: None. Absent: Maegan Jenkins. *Motion Carried.*

B. FIRST READING OF PROPOSED ORDINANCE 2023-002 PARKING AND STORAGE OF BOATS, TRAILERS, CAMPERS, RECREATION VEHICLES, ETC.

*First Reading Approved by Consent Agenda

The approval authority for all ordinance changes in the City is the Clare City Commission. But in matters related to Chapter 52 (Zoning), the City Planning Commission is required to provide a formal recommendation(s) to be considered by the City Commission in its discussions regarding the proposed ordinance change(s).

At the request of the City Commission, the city's Planning Commission took on the task of reviewing and amending Section 52-308, Vehicle Storage and Parking, and Section 52-310 Parking and Storage of Recreational Vehicles, Trailers, Campers, Boats, and Other similar objects. At the April 12, 2023 meeting, the Planning Commission completed a final review and consideration of the draft Ordinance Amendment 2023-002 and unanimously made a formal recommendation (Resolution 2023-010PC) for the City Commission to adopt the Ordinance 2023-002.

All changes to zoning within the City must be accomplished by ordinance change. All ordinance code changes or amendments require the approval of the City Commission, and all ordinances require two readings and approval of the City Commission subsequent to a public hearing. The required public notice announcing the hearing was published.

The City Commission is asked to commence the process for ordinance adoption by directing a First Reading of the Ordinance and holding a public hearing.

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

Public Comment: None.

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

Following consideration and discussion of the proposed Ordinance, the City Commission determined that a change to the proposed storage dates would best serve the interests of City residents. Specifically, changing the required storage dates from October 16 thru May 14 each year to November 1 thru April 14 each year.

C. AGENDA ADDENDUM -AUTHORIZING RESOLUTION FOR AN MEDC CDBG WRI GRANT

The City applied for a \$2,000,000 Water Related Infrastructure Grant in May 2022. In order for the City Manager to sign the associated grant documents, the grant terms require that the City Commission authorize by Resolution, that the City Manager be the Environmental Review Certifying Officer, the person authorized to certify the Michigan CDBG Application, the person authorized to sign the Grant Agreement and payment requests, and the person authorized to execute any additional documents required to carry out and complete the grant.

Motion by Bussell Commissioner second by Commissioner Murphy to authorize the City Manager to be the Environmental Review Certifying Officer, the person authorized to certify the Michigan CDBG Application, the person authorized to sign the Grant Agreement and payment requests, and the person authorized to execute any additional documents required to carry out and complete the grant by adoption of Resolution 2023-

026. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, and Carolyn (Gus) Murphy. Nays: None. Absent: Maegan Jenkins. *Motion Carried.*

8. TREASURER'S REPORT: The Treasurer provided a report to the Commission.

9. *DEPARTMENT REPORTS: *Approved by Consent Agenda.*

10. CITY MANAGER'S REPORT

Planning Commission Meeting. The Planning Commission had the following items on its most recent agenda which included:

- Recommendation to the City Commission for approval of Ordinance Amendment to Section 52-308 – Vehicle Storage and Parking and add Section 52-310 – Parking and storage of recreational vehicles, including trailers (enclosed, open, flatbed, etc.), campers, boats, or other similar objects.

- 2023/2024 Capital Improvement Plan public hearing/review/discussion/recommendation to the City Commission for adoption.

Lake Shamrock Dredging Project. Mechanical dredging is still paused due to frost laws and weight restrictions. Posting for the Dredging Operator position has been completed and we ended up with 25 applications. We will be reviewing the applications and scheduling interviews soon. We are still paused per our permit for fish spawning in April and May. Hydraulic dredging contracts were signed and the contractor met with me and city staff at City Hall, the Airport, and then at Lake Shamrock to discuss options and the process for moving forward. They have commenced with permitting and are going to try to modify our original permit which may speed up the process. They will complete soil testing and test pits at the Airport to determine a pit site.

Verizon Cell Tower. We are still waiting on the fiber to be activated and switched on the tower from 4G to 5G.

Rail Trail. At a recent Michigan Trails Fund Board meeting, a grant in the amount of \$150,000 for the Clare Gap Project was approved. Joy Simmer, Parks and Recreation Director, applied for the grant to help offset additional costs for the project. Thank you to Joy and the Michigan Trails Fund Board.

2023 Art in Sculpture: Sculpture Walk. The 2nd Annual 2023 Art in Sculpture: Sculpture Walk is to begin soon.

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

12. EXTENDED PUBLIC COMMENT: None.

13. BUDGET WORKSHOP-Proposed Fiscal Year 2023/2024 Budget and Capital Improvement Projects Schedules (CIP)

Presentations of departmental CIPs and associated budget data were provided by Dave Saad, Police Chief; Gary Todd, Airport Manager; Luke Potter, Director of Public Works; Sam Eberhart, Assistant Fire Chief; Joy Simmer, Parks & Recreation Director; Dale Clark, WWTP Superintendent; Shannon Sirpilla, City Treasurer; and Jeremy Howard, City Manager.

13. COMMISSION DISCUSSION TOPICS: None.

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

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

16. ADJOURNMENT: Motion by Commissioner Bonham second by Commissioner Murphy to adjourn the meeting. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, and Carolyn (Gus) Murphy. Nays: None. Absent: Maegan Jenkins. *Motion Carried.* Meeting adjourned at 7:34 p.m.