

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 Maegan Jenkins. Absent: Carolyn (Gus) Murphy. Also, present: Jeremy Howard, City Manager; Shannon Sirpilla, City Treasurer; Diane Lyon, City Clerk; Dale Clark, WWTP Superintendent; Gary Todd, Airport Manager; Luke Potter, DPW Director; and Dave Saad, Police Chief.

2. CONSENT AGENDA:

Moved by Commissioner Jenkins second by Commissioner Bussell to approve the items listed with an asterisk (*) (Agenda, Minutes, Department Reports, Communications, Professional Development, Board & Committee Appointments, and Bills) that are considered routine by the City Commission. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, and Maegan Jenkins. Nays: None. Absent: Carolyn (Gus) Murphy. *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. RECOGNITION-CLARE HIGH SCHOOL BOY'S TRACK & FIELD, 2023 STATE CHAMPIONS

The Clare High School Boy's Track and Field team won the State Championship title. We have invited the coaching staff and team to attend tonight's meeting to allow the Clare City Commission an opportunity to formally recognize the team and coaching staff for this distinctive and prestigious achievement.

Motion by Commissioner Bonham second by Commissioner Bussell to approve the adoption of the Isabella County Hazards Mitigation Plan by adoption of Resolution 2023-041. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, and Maegan Jenkins. Nays: None. Absent: Carolyn (Gus) Murphy. *Motion Carried.*

Mayor Humphrey and the City Commission recognized the group for their accomplishment with the Key of Excellence.

B. APPROVE FY22/23 YEAR-END BUDGET AMENDMENTS

State Law requires that a budget of the revenues and expenditures of a municipality be annually approved for its general and special revenue funds prior to the beginning of the fiscal year and that the amendments to the said budget are to be presented for review when/as required. The Clare City Commission approved the fiscal year 2022/2023 budget on June 5, 2023, and has amended the budget as needed throughout the year. However, there remain some additional "housekeeping" type budget amendments that will be required to be considered during the final City Commission meeting of the current fiscal year to be held on Monday, June 19, 2023.

Motion by Bonham Commissioner second by Commissioner Bussell to approve the budget amendments by adoption of Resolution 2023-042. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, and Maegan Jenkins. Nays: None. Absent: Carolyn (Gus) Murphy. *Motion Carried.*

C. AIRPORT TERMINAL ROOF REPLACEMENT BIDS AND CONTRACT

The roof of the City's Municipal Airport Terminal has been leaking for years and although we have completed repairs with patches and temporary fixes in the past, it has deteriorated to a point that it needs to be replaced. Consequently, the City solicited bids for a new roof.

As reflected in the bid tab, the city received bids from four vendors. Airport Manager Gary Todd has completed a review of the bid documents submitted and has made a

recommendation to award the bid to Raymond Beachy Roofing for the reasons outlined in the attached memo. I concur with Gary's recommendation in awarding the bid to Raymond Beachy Roofing.

The City Commission is asked to approve the bids and authorize the expenditure of funds to repair and replace the roof, and to authorize the City Manager and/or Airport Manager to sign any and all documents necessary to complete this project.

Motion by Commissioner Bussell second by Commissioner Jenkins to approve the roof bids and award the contract to Raymond Beachy Roofing by adoption of Resolution 2023-043. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, Maegan Jenkins, and Carolyn (Gus) Murphy. Nays: None. Absent: None. *Motion Carried.*

D. PSB POLICE DEPARTMENT ROOF BIDS AND CONTRACT

The roof of the City Police Department has deteriorated to the point that the integrity of the roof of the building has been compromised and is leaking. The roof needs to be replaced and repaired soon so as not to cause further damage to the structure or the expensive equipment housed there. Consequently, the City solicited bids for a new roof.

As reflected in the bid tab, the city received bids from four vendors. Police Chief David Saad has completed a review of the bid documents submitted and has made a recommendation to award the bid to Raymond Beachy Roofing for the reasons outlined in the attached Bid Memo. The recommended bidder is the second lowest bid, but I concur with the Chief due to the reasons outlined in his memo and am recommending the bid be awarded to Raymond Beachy Roofing.

The City Commission is asked to approve the bids and authorize the expenditure of funds to repair and replace the roof, and to authorize the City Manager to sign any and all documents necessary to complete this project.

Motion by Commissioner Bonham second by Commissioner Bussell to approve roof bids and award the contract to Raymond Beachy Roofing by adoption of Resolution 2023-044. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, and Maegan Jenkins. Nays: None. Absent: Carolyn (Gus) Murphy. *Motion Carried.*

E. APPROVE MEDC CDBG WRI PROJECT CONSTRUCTION BID

In October of 2022, the City of Clare was awarded a \$2.77 million dollar grant from the MEDC CDBG WRI program for the construction of a new water well, water treatment facility improvements, a 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. The City's match of the 2.77M grant was \$770,000 which increased earlier this year to \$954,490 due to price changes related to SCADA for the project.

In consultation with the engineering staff of Gourdie-Fraser, the construction component of the project was bid out and bids were received on April 27, 2023. Per the memo from Gordie-Fraser, the city received bids from only one vendor. The original bid estimate for construction costs for this project was just over 2 million and was based on cost estimates gathered in 2022. The sole bid received for the project was just under 3.55 million from RCL Construction, Inc. based out of Sanford, MI. GFA and staff completed an extensive review of the bid documents submitted. GFA undertook the process of value engineering the project. That work resulted in a reduction of just under \$600,000 to the bid costs to just under. RCL is in agreeance to reduce their bid based on the value engineering changes; GFA and staff are now making a recommendation to award the bid to RCL Construction, Inc. in the amount of \$2,953,281.

The City Commission is asked to approve the bid and authorize the expenditure of funds for the project, to authorize the City Manager and/or Mayor to sign any and all documents necessary to complete this project, and authorize the City Treasurer/Finance Director to make any and all necessary budget amendments.

The City Commission is also asked to approve a resolution with the updated matching fund amount for the grant and the source of funding for that match.

Motion by Commissioner Bonham second by Commissioner Jenkins to approve the construction bid by adoption of Resolution 2023-045 and the revised matching fund amount by adoption of Resolution 2023-046. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, and Maegan Jenkins. Nays: None. Absent: Carolyn (Gus) Murphy. *Motion Carried.*

F. *BOARD & COMMITTEE APPOINTMENTS-AIRPORT ADVISORY BOARD (MARTIN ELZROTH AND RODGER HICKS)

**Approved by Consent Agenda-Resolution 2023-047.*

8. TREASURER'S REPORT: The Treasurer provided a report to the Commission.
9. *DEPARTMENT REPORTS: *Approved by Consent Agenda.*
10. CITY MANAGER'S REPORT
DDA and LDFA Meetings. The city recently conducted the first annual mandated public meetings for the DDA and LDFA. Both meetings went well and were held in person at City Hall. We will hold the second required annual meeting for both boards this fall.

Lake Shamrock Dredging Project. Mechanical dredging is continuing. This past week we made repairs to the water bank where we have the barge come to shore to offload material. We were able to use sheet piling to shore up the edge where the excavator and trucks meet. Our city crew did an excellent and these temporary items will be movable to our next location on the lake. Our new operator is doing a great job and will be starting to dredge 10 hours a day, four days a week, which also works well for our hauling company too. This should allow us to get even more loads out per day and week as we lose less time for start and finish times daily for the week. DPW, Airport and I met with the hydraulic dredging contractor to confirm the holding cell location on the south end of the airport and it looks like they have a plan that will work and will be submitting permits to EGLE hopefully in the next couple weeks. They are still hopeful to be able to get a revised permit and if they can do that, they would like to begin dredging yet this summer/fall.

Summerfest. The 2023 Clare Summerfest is the week of June 19th through June 25th. There will be lots of great events throughout the community the entire week. Check out the flyer attached to this report and look on the Chamber website for more information (<https://www.claremichigan.com/summerfest>). Reminder: We still need help as usual grilling and serving hot dogs on Saturday at Shamrock Park before the fireworks. Typically, we are able to get some City Commissioners, City Department Heads, and City Staff to do this so hopefully you can join in the fun this year again.

Summer Concert Series. The 2023 Summer Concert Series in Shamrock Park starts June 8th and runs through the summer every Thursday night from 6-8. It is once again being held at Shamrock Park after we did another extensive survey. Attendees stated they liked the shade at Shamrock Park and the pavilions if it rains, as well as the bathrooms and play area for kids. See the attached flyer for more information on who will be playing at each concert.

City Department Tours. The last meeting's Department tour after our meeting went really well. Thanks to DPW for showing the Commission around the facility and equipment. As I mentioned, we will try and do these maybe every other meeting so we do not have one tonight but do hope to tour the Wastewater Treatment Facility at our next meeting (July 3rd).

11. *COMMUNICATIONS: *Approved by Consent Agenda.*
12. EXTENDED PUBLIC COMMENT: None.
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 Jenkins second by Commissioner Bussell

to adjourn the meeting. Roll call vote: Yeas: Commissioners Bob Bonham, Kim Bussell, Pat Humphrey, and Maegan Jenkins. Nays: None. Absent: Carolyn (Gus) Murphy. *Motion Carried.* Meeting adjourned at 6:39 p.m.

Pat Humphrey, Mayor

Diane Lyon, City Clerk