

## AGENDA REPORT

TO: Mayor Pat Humphrey & Clare City Commission  
FROM: Jeremy Howard, City Manager  
DATE: November 27, 2024  
RE: Approval of Invoices for Services – Emergency Repairs to Depot Elevator

For the Agenda of December 2, 2024

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**Background.** Earlier this year, during a major storm, parts of the City of Clare had power knocked out for several days. This storm caused power outages and spikes that in turn destroyed several components of the elevator at the City’s Historic Railroad Depot Building. The repair costs and invoices have been slowly coming and were delayed due to the long lead times of some of the parts for the repair. One of the invoices (*att’d*) from Seiter Electric includes a phase converter, which with labor, makes the invoice higher than my approval authority. The elevator is a critical item at the depot with many meetings and classes held downstairs, so I authorized an “emergency” repair of the elevator knowing that likely some of the costs would need to come before the City Commission for approval after the fact. The repair parts and services for this portion of the elevator repair total \$8,962.20. The City Commission is now asked to approve the payment of the invoice as well as authorize the Treasurer to make any and all necessary budget amendments for the elevator repairs.

**Note:** The City has turned the invoices and repair costs in to our insurance carrier. Some of the parts and labor are covered, but so far this invoice has not been approved according to their exclusions on our policy. We are still working with them to see if we can get them covered. I have also reached out to the Clare Area Chamber of Commerce and the Clare Area Arts Council who are housed in the depot, to start discussions of potentially splitting the cost of repairs that are not covered by the insurance company as they are the primary users of the elevator.

**Issues & Questions Specified.** Should the City Commission approve the invoice payment for emergency repairs to the elevator at the Depot?

**Alternatives.**

1. Approve payment of the invoice.
2. Do not approve payment of the invoice.
3. Set the matter aside for further consideration and/or deliberation.

**Financial Impact.** This portion of the emergency repairs completed by Seiter Electric is \$8,962.20 (*invoice att’d*). The costs for the elevator repair were unanticipated and not budgeted; consequently, a budget amendment will be required. Portions have been covered by our insurance as well and other portions may have some cost sharing with the entities housed in the Depot.

**Recommendation.** I recommend that the City Commission approve the payment of the invoice and concurrently authorize the City Treasurer to make any and all required budget amendments for the repairs of the elevator at the Depot by adoption of Resolution 2024-095 (*copy attached*).

**Attachments.**

1. Seiter Electric Invoice.
2. Resolution 2024-095.

SEITER ELECTRIC, INC.

2615 E Ludington Drive  
 Clare MI 48617  
 989-386-2851

# Invoice

|            |           |
|------------|-----------|
| Date       | Invoice # |
| 10/31/2024 | FINAL     |

|   |
|---|
| <b>Bill To</b>  |
| Clare City Hall<br>202 W. 5th Street<br>Clare, MI 48617 |

APPROVED FOR PURCHASE

GL # 208-751.003-930

DATE 10-4-24

*L.P.*

|          |        |         |
|----------|--------|---------|
| P.O. No. | Terms  | Project |
|          | Net 30 |         |

| Item     | Description  | Est Amt  | Prior Amt | Prior % | Qty | Curr %  | Total % | Amount   |
|----------|--|----------|-----------|---------|-----|---------|---------|----------|
| Contract | Phase Technologies - Phase Converter for the elevator at the Depot. 1 - PTE020 | 6,982.20 |           |         |     | 100.00% | 100.00% | 6,982.20 |
| Contract | Labor to install the converter & misc parts that maybe required.               | 1,980.00 |           |         |     | 100.00% | 100.00% | 1,980.00 |

|                       |                         |            |
|-----------------------|-------------------------|------------|
| All work is complete! | <b>Total</b>            | \$8,962.20 |
|                       | <b>Payments/Credits</b> | \$0.00     |
|                       | <b>Balance Due</b>      | \$8,962.20 |

**RESOLUTION 2024-095**

**A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING THE PAYMENT OF AN INVOICE FOR EMERGENCY REPAIR SERVICES FOR THE ELEVATOR AT THE CLARE HISTORIC RAILROAD DEPOT BUILDING AND CONCURRENTLY APPROVING ANY AND ALL REQUIRED BUDGET AMENDMENTS FOR SAID EXPENDITURES.**

**WHEREAS**, the City experienced an unanticipated failure of the elevator at the Clare Historic Railroad Depot Building in August 2024; and

**WHEREAS**, the Clare City Manager approved the emergency expenditure of funds for the cost of required repairs to said elevator; and

**WHEREAS**, the invoice of a portion of said expenditures to complete emergency repairs to said transmission line exceeds the routine approval authority of the City Manager, thus requiring formal approval of said invoice by the Clare City Commission; and

**WHEREAS**, said costs were unanticipated and were not included in the City's approved 2024/2025 Fiscal Year Operating Budget, thus requiring a budget amendment.

**NOW, THEREFORE BE IT RESOLVED THAT** the Clare City Commission hereby approves the payment of an invoice from Seiter Electric totaling \$8,962.20 for parts and repair services for the elevator at the Depot.

**BE IT FURTHER RESOLVED THAT** the Clare City Commission hereby approves an amendment of the City's approved 2024/2025 Budget for any and all repairs to the elevator and directs its Treasurer & Finance Director to take all necessary and required actions to execute said budget amendments.

**ALL RESOLUTIONS AND PARTS OF RESOLUTIONS INSOFAR AS THEY CONFLICT WITH THE PROVISIONS OF THIS RESOLUTION BE AND THE SAME ARE HEREBY RESINDED.**

The Resolution was introduced by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_.  
The Resolution declared adopted by the following roll call vote:

**YEAS:**

**NAYS:**

**ABSENT:**

**Resolution approved for adoption on this 2<sup>nd</sup> day of December 2024.**

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**Diane M. Lyon, City Clerk**