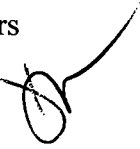


AGENDA REPORT

TO: Mayor & City Commissioners
FROM: Diane Schmidt, City Clerk
DATE: July 14, 2010
RE: *Communications



For the Agenda July 19, 2010

***Note: This is a Consent Agenda item and is considered as routine by the City Commission. As such, this matter shall be automatically enacted by one motion with all other Consent Agenda items unless a Commissioner or citizen requests this item be individually discussed, in which event it shall be removed from the Consent Agenda and considered and acted upon in its designated sequence on the approved Clare City Commission agenda of July 19, 2010.**

The following major items of correspondence were either received by or transmitted by the City since the last regularly scheduled City Commission meeting:

URS Final Inspection Meeting. The City received the attached T-Hangar final inspection report.

Resident Complaint. A letter of complaint regarding garage sale signs is attached.

Notice of Retirement. We received the attached letter from Director of Public Works Bob Bonham notifying us of his intentions to retire at the end of the year.

Resident Complaint. We received a verbal complaint regarding dogs at Summerfest and smoking in the park and park restrooms.

Annual Picnic. The Isabella Council of Governments forwarded the attached invitation to their annual family picnic.

Attachments. As noted above.



Project Meeting Report

Meeting Date: **June 25, 2010**
Time: **10:00 a.m.**
Location: **Terminal Building**
From: **William M. Malinowski, P.E.**
Subject: **Final Inspection Meeting**

Client: **City Of Clare**
Project Name: **Clare Municipal Airport
Seven-Unit T-Hangar**
Location: **Clare, Michigan 48617**
URS Project No.: **12941630**
Project No.: **B-26-0020-2109**
Contract No.: **FM 18-2-C21**
Issue Date: **July 8, 2010**

Attendees: **Clare Municipal Airport**
Richard Acker, Airport Manager
MDOT Aviation Division
Laura Wise, PE
J. R. Heineman & Sons, Inc
Mike Gaffke
URS Corporation
Bill Malinowski

Distribution: **Clare Municipal Airport**
Ken Hibl / Richard Acker, Airport Manager
MDOT Aviation Division
Laura Wise, PE
J. R. Heineman & Sons, Inc
Mike Gaffke
URS Corporation
Bill Malinowski

This report will confirm those items discussed and/or decisions reached.

By email I advised Mike that I needed copies of sub-contracts or purchase orders for Smith Electric, Prince & Walters Concrete, and F. Fedak Construction. He brought them to the meeting.

By email I advised Mike that I needed written confirmation that the concrete meet specification. I have verbal confirmation that it met specifications and need the documentation.

I advised Mike by email that I needed payrolls from Smith Electric. These are still outstanding.

URS Corporation
3950 Sparks Drive SE
Grand Rapids, MI 49546-2420
T: 616.574.8500
F: 616.574.8542
www.urscorp.com

A site inspection was conducted and it appeared all previous punch list work was completed. Dick Acker pointed out that there were still holes in the siding where the power entered the building. He advised he will take care of the problem.

The wash out on the west side of the hangar has been repaired to the satisfaction of the City. Hangar door No.1 is still hard to close. The stop on the east side of the door may need another washer to allow the door to close a little easier. Dick Acker will make the adjustment if he feels it is a problem.

Mike was asked to provide final waiver of liens and consent of surety to make final payment. Laura Wise was given estimate No.5 which reduced the retainage to \$5,000. When the waiver of liens and consent of surety are received a final pay request for the \$5,000 will be prepared and sent to the City. When the LD check is received by the City this final payment will be forwarded to MDOT for payment.

Hangar 7 still has a problem with the added overhead door leaking. Dick will work with the tenant to resolve it.

Copies of As Construction drawings were given to Laura Wise for record keeping. The ALP and final construction manual will be issued after the final check has been processed.

Dick Acker signed the Attachment 5 Acceptance form signifying he is satisfied with the completion of the project.

Unless information to the contrary is received within five (5) working days, the writer will assume all participants agree with the contents of this memorandum.

Signed: William M. Malinowski, P.E.
URS Corporation

CITY OF CLARE
RESIDENT COMPLAINT

Complainant Information:

Name: Sheila Kiefer Date: 10.25.10
Address: 315 John St Received By: Carlene Sysek
Phone Number: (989) 381-2052 Complaint #: 2008
Home Work Message

Does Complainant wish to remain anonymous? YES NO

Location of Complaint:

Name/Owner or Occupant (if known): Same as above

Address: "

Nearest Cross Roads: Mary: John

Nature of Complaint: see attached

Department Referred To: ASSESSOR BLDG CODE CM CFD CLERK CPD
DPW PARKS TREASURER WWT

Date of Response to Complainant: _____ Resolved? YES NO

Action Taken: _____ Date: _____

Action Taken: _____ Date: _____

Action Taken: _____ Date: _____

*A copy of this complaint has been forwarded to the City Manager.
Please return this form to the City Clerk's Office upon resolution of complaint.*

January 28, 2010

City of Clare
Attn: Ken Hibl
202 W. Fifth Street
Clare, MI 48617

RE: Posting of Garage Sale Signs in City Limits

Dear Mr. Hibl;

I would like to start this letter by stating that I am very proud of our little city and am very grateful to our city employees and elected city officials for doing such a fantastic job, not only running our city, but also taking such great care of it's residents.

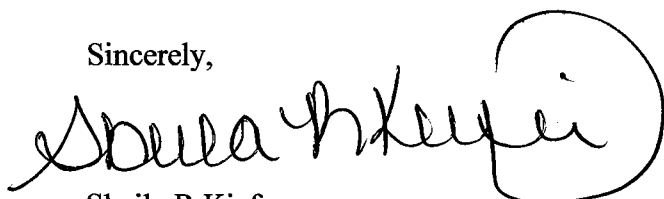
Having stated that, I am a little frustrated about a City rule regarding garage sales. I recently held a garage sale at my residence (the first time in 10 years) and posted garage sale signs at three major intersections and a couple of side streets. On the second day of our sale, the building inspector showed up with a few of said signs in his hand. Mr. Williams, the building inspector, informed me that we were not allowed to hang any signs, advertising garage sales, anyplace other than our driveway. He also stated that this was noted on our garage sale permit. He was very kind and handled my frustration well and explained that he did not enjoy this job, nor did he agree with this 'law' and that if I were to contact you, Mr. Hibl, that you did a fantastic job of working with us residents and that he was sure you would do your best to adjust this 'law'. He then went on to explain that the reason this was a rule was because residents weren't taking down signs after their sales were over. I can understand this frustration but feel it is not fair to punish all residents because of the few who don't follow the rules or care to keep our city tidy and clean. This is really a disadvantage for those of us who live on John Street because our street does not connect to any 'major' roads such as McEwan or US 10. The only way to access our street is by other side streets. The odds of someone driving down our street and happening upon a garage sale sign, that is only posted at the end of our drive, is pretty null.

As a city resident I would like to make a suggestion. I can concede that signs probably shouldn't be put up on light poles for the safety of our drivers and understand that is also not cost effective for city employees to run around pulling left over garage sale signs down all over town. Why couldn't we make it a requirement that signs have to state the date of sales, address of sale, and cannot be put on any city poles? Also that the signs must only be put in the ground where right of ways are not blocked. If these signs are then not pulled by residents after said dates of sales, city employees pull them and fine the residents at the address on signs? If dates and address are not on signs, or any signs are found on poles, then those signs would be pulled immediately.

I realize that I am making this sound more simple than it probably is. I am aware that these things aren't ever black and white, especially when dealing with the public, but I really do think this 'law' needs to be changed. I plan on having another sale again this year and would love to be able to post signs for this sale. (By the way, I did go out Saturday early am and pull ALL of MY signs).

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Sheila R Kiefer". The signature is written in a cursive style with a large, circular flourish at the end of the last name.

Sheila R Kiefer

July 6, 2010

Dear Ken,

My wife and I have decided that it is finally time to give my official notice that I will retire completely from the City of Clare effective December 31, 2010. As you know this is not an easy decision for me to make and possibly the wrong one but right now I think it is the best one. I cannot tell you how much I have enjoyed working with you and how much you have taught me over the last several years. Your service to this community and our country has been very inspirational to me.

Thank you again,

A handwritten signature in cursive script that reads "Bob Donahue". The signature is written in black ink and is positioned below the "Thank you again," text.

From: Sarah Schumacher [sschumacher@cityofclare.org]
Sent: Tuesday, July 06, 2010 9:13 AM
To: 'Ken Hibel'
Cc: 'Diane Schmidt'; Amanda; 'Bob Bonham'
Subject: Resident Complaint

Good Morning,

City resident, Ralph Eagley, came in this morning to air a couple complaints concerning Summerfest in the park.

- 1) Several people were smoking in the park and in the restrooms. He feels there should be NO SMOKING signs posted.
- 2) Some people had dogs. Even though the dogs were on leashes, he felt they should not be allowed for this type of event.

Sarah Schumacher
Deputy Clerk
sschumacher@cityofclare.org

The Council of Governments
*Cordially Invites You and Your
Family to Our*

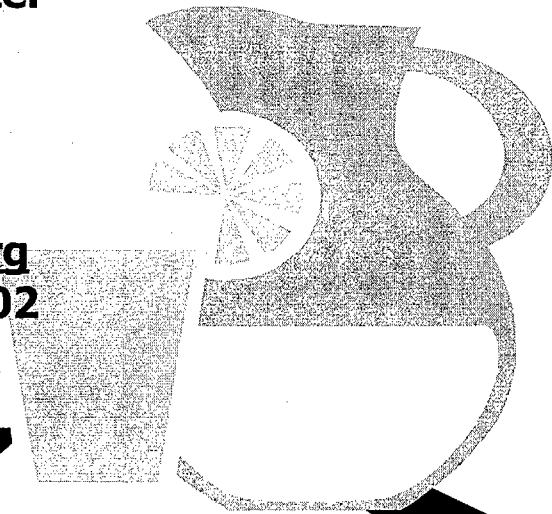
Annual Picnic

**A Scrumptious Steak &
Chicken Barbeque**

**Dinner tickets \$15 each
available from Christy Cotter
at Isabella County
Administration**

Questions:

**ccotter@isabellacounty.org
or call (989) 772-0911 x202**



When: August 18, 2010

At 6:00 pm

**Isabella Township Park
4151 North Mission Rd
Rosebush, MI 48878**

Figure 1