

The regular meeting of the Clare City Commission was called to order at 6:00 p.m. in the Commission Chambers by Mayor Pat Humphrey who led the Pledge of Allegiance. Present were: Commissioners Bob Bonham, Bill Horwood, Pat Humphrey, Tom Koch, and Jean McConnell. Also present were Ken Hibl, City Manager; Steve Kingsbury, Treasurer & Finance Director; James Chapman, Fire Chief; Dwayne Miedzianowski, Police Chief; and Diane Lyon, City Clerk.

2. CONSENT AGENDA:

Moved by Commissioner Jean McConnell second by Commissioner Bill Horwood to approve the items listed with an asterisk (*) (Agenda, Minutes, Department Reports, Communications, and Bills) that are considered to be routine by the City Commission. Ayes: All. Nays: None. Absent: None. *Motion Carried.*

3. *APPROVAL OF MINUTES:

Consent Agenda Approved.

4. *APPROVAL OF AGENDA:

Consent Agenda Approved.

5. PUBLIC COMMENT: None.

6. OLD BUSINESS/UNFINISHED BUSINESS: None.

7. NEW BUSINESS:

A. 2012 POVERTY EXEMPTION APPLICATION & INCOME LEVELS

Public Act 390 of 1994 requires each governing body to approve a Poverty Exemption Application to be administered by the municipalities appointed Board of Review. Furthermore, Public Act 390 requires the governing body to annually approve income levels for the Board of Review to follow in their review of property tax poverty exemption applications from owners of residential properties. Public Act 390 along with other applicable bulletins and regulations from the State Tax Commission provide the federal poverty income levels, the required asset tests and other procedural requirements for the poverty exemption application.

The City's Assessor, Mrs. Edie Hunter, has prepared the Poverty Exemption Application for 2012 including the federal poverty levels to be used by the Board of Review. Mrs. Hunter will assist the City of Clare's Board of Review in their consideration of applications under the provisions of Public Act 390 to insure compliance.

Motion by Commissioner Jean McConnell second by Commissioner Tom Koch to approve the Poverty Exemption Application and Income Levels for the upcoming calendar year as required by state law by adoption of Resolution 2011-119. Roll call vote: Yeas: Commissioners Bob Bonham, Bill Horwood, Pat Humphrey, Tom Koch and Jean McConnell. Nays: None. Absent: None. *Motion Carried.*

B. CHANGE OF POLLING LOCATION

The City currently converts the police garage of the City's Public Safety Building for use as the polling location for all scheduled elections (to include school elections) for the two voting precincts of the City. The use of this facility minimally meets acceptable access, convenience, and comfort requirements while concurrently disrupting public safety operations and requiring significant city resources to set up and dismantle the site to use as a polling location. The Pere Marquette District Library completed the build-out of the basement of the library building last year to maximize this space for public and use. The site provides an opportunity to vastly improve the polling experience for the City's electorate – improved lighting, improved ambience and comfort, improved parking, improved accessibility for elderly and handicapped electors while concurrently improving the working conditions for polling officials.

MCL 168.662 stipulates that the respective municipal governing body is responsible for determining the location of polling places at least 60 days prior to a scheduled election. The next-scheduled election is the Presidential Primary on February 28, 2012. The City Commission is asked to designate the Pere Marquette District Library as the polling location in the City of Clare.

Motion by Commissioner Tom Koch second by Commissioner Bob Bonham to approve the Pere Marquette District Library as the polling location in the City of Clare adoption of Resolution 2011-116. Roll call vote: Yeas: Commissioners Bob Bonham, Bill Horwood, Pat Humphrey, Tom Koch and Jean McConnell. Nays: None. Absent: None. *Motion Carried.*

C. PURCHASE OF ONE-TON CREW CAB TRUCK-CLARE FIRE DEPARTMENT

The Clare Fire Department's 2011/2012 budget and capital purchase plan includes the purchase of a 1-Ton Crew Cab Truck to be concurrently used as a firefighter transport vehicle and the Department's primary grass fire response vehicle. However, we anticipated that we would be eligible to apply for grant funds that would defer all or part of the cost of this vehicle. Chief Chapman has since determined that the anticipated grant/revenue source is no longer available. Consequently, the Fire Fund will have to absorb the full cost of this vehicle. The Fund can readily do so and still maintain a comfortable cash reserve. However, the Fire Council has set the Target Fund Balance for the Fire Fund at \$75K. We estimate that the purchase of the vehicle could result in a year-end fund balance of approximately \$60-\$65K. As the Commission is aware, the Target Fund Balance is an arbitrary figure.

CFD routinely has frequent operational requirements to transport firefighters for wire-down, lift assist, mutual aid, and similar emergency response where a pumper is not required. But the only asset the Department currently has in its inventory that is capable of transporting four or five firefighters is a pump truck, which costs significantly more to operate than the proposed crew cab truck. Consequently, Chief Chapman proposed to the Fire Council that we solicit bids for the purchase of a new one-ton crew cab truck; the Council unanimously approved the proposal during the course of its budget formulation meeting in February 2011 and again at a recent Fire Council meeting in October. Based on that approval, Chief Chapman solicited bids for the purchase of a new vehicle.

We have received three bids. The Clare Area Fire Council met on November 16th and reviewed the bids* received for the purchase of a new one-ton crew cab truck for the fire department. The Council unanimously approved the purchase of the truck from the low bidder and concurrently recommended approval of the purchase of additional equipment (light bar, steps, lettering, & bed liner) for the truck for a total purchase cost not to exceed \$30,844.82. The City Commission is asked to approve the recommended purchase.

**Note: A third bid was received but was disqualified due to late submission.*

Motion by Commissioner Bob Bonham second by Commissioner Bill Horwood to approve the purchase of a new one-ton crew cab truck from Krapohl Ford Lincoln Mercury by adoption of Resolution 2011-117. Roll call vote: Yeas: Commissioners Bob Bonham, Bill Horwood, Pat Humphrey, Tom Koch and Jean McConnell. Nays: None. Absent: None. *Motion Carried.*

D. USDA PAYMENT RESOLUTION-WWT UPGRADE PROJECT

The general contractor that is working on the ammonia remediation and electrical upgrade division of the City of Clare's WWTP improvement project has submitted its first application for payment for work completed through October 25, 2011. The City's project engineer Gourdie-Fraser has reviewed the application for payment of \$518,890.10 payment to J. R. Heineman and has verified that all indicated work has in fact been satisfactorily completed and that all equipment listed as having been purchased by the contractor has been in fact purchased.

Motion by Commissioner Jean McConnell second by Commissioner Bill Horwood to approve the application for payment to J. R. Heineman by adoption of resolution 2011-118. Roll call vote: Yeas: Commissioners Bob Bonham, Bill Horwood, Pat Humphrey, Tom Koch and Jean McConnell. Nays: None. Absent: None. *Motion Carried.*

E. EXTENDED PUBLIC COMMENT: None.

F. COMMISSION DISCUSSION TOPICS: Commissioner Bonham requested city staff contact the Buyer's Guide distributor regarding unwrapped papers distributed in the City due to the resulting street litter.

G. ADJOURNMENT

Motion by Jean McConnell second by Bill Horwood to adjourn the meeting. Ayes: All. Nays: None. *Motion Carried.* Meeting adjourned at 6:34 p.m.

Pat Humphrey, Mayor

Diane Lyon, City Clerk