

The regular meeting of the Clare City Commission was called to order by Mayor Pro Tem Jean McConnell in the Commission Chambers, at 6:00 p.m., who led the Pledge of Allegiance. Present were: Commissioners Bill Horwood, Jean McConnell, John Koch, and Tom Koch. Absent: Pat Humphrey. Also present were Bob Bonham, Acting City Manager; Steve Kingsbury, Treasurer and Finance Director; James Chapman, Fire Chief; Amandagrace Green, Parks and Recreation Director; and Diane Schmidt, City Clerk.

2. CONSENT AGENDA:

Moved by Commissioner Tom Koch second by Commissioner Bill Horwood to approve the items listed with an asterisk (\*) that are considered to be routine by the City Commission (Minutes, Agenda, Communications, Department Reports, Approval of Bills, and First Reading of Ordinance Revisions 2009-006 and 2009-005). Roll call vote: Yeas: Commissioners Bill Horwood, Jean McConnell, John Koch, and Tom Koch. Nays: None. Absent: Pat Humphrey. *Motion Approved.*

3. \*APPROVAL OF MINUTES:

Consent Agenda Approval.

4. \*APPROVAL OF AGENDA:

Consent Agenda Approval.

5. PUBLIC COMMENT: - None.

6. OLD BUSINESS/UNFINISHED BUSINESS:

A. PRESENTATION OF 2008/2009 AUDIT.

Mark Freed of Andrews, Hooper & Pavlik, P.L.C. (formerly Burnside & Lang, P.C.) presented the Fiscal Year 2008/2009 Audit report to the City Commission. Mr. Freed noted that the audit was "clean" and presented no serious problems or concerns.

Commissioner Tom Koch inquired to what degree the auditing firm would recommend the City adjust the sewer and water rates to cover the cost of future expenditures necessary for maintenance and repair of the water and sewer system infrastructure. Steve Kingsbury remarked that it would be difficult to say at this time but a rate study is scheduled for next year and water and sewer service fees may be restructured in the future.

Commissioner Jean McConnell asked Mr. Freed if there is an industry standard for the amount of funds that municipalities maintain in their fund balance accounts. Mr. Freed replied that there is no state mandate, but typically municipalities set aside three to eight months of operating funds in their fund balance accounts.

Motion by Commissioner Bill Horwood second by Commissioner John Koch to accept the FY08/09 audit report by adoption of Resolution 2009-077. Roll call vote: Yeas: Commissioners Bill Horwood, Tom Koch, John Koch, and Jean McConnell. Nays: None. Absent: Pat Humphrey. *Motion Approved.*

7. NEW BUSINESS:

A. PETTIT PARK BATHROOM DESIGN PROPOSALS.

Motion by Commissioner John Koch second by Commissioner Tom Koch to approve the award of design services for the proposed Pettit Park Shower Facilities to Lapham Associates of Clare for a cost not to exceed \$2,200 by adoption of Resolution 2009-049. Roll call vote: Yeas: Commissioners Bill Horwood, Tom Koch, John Koch, and Jean McConnell. Nays: None. Absent: Pat Humphrey. *Motion Approved.*

B. PURCHASE OF NEW FIRE DEPARTMENT TENDER.

Motion by Commissioner Bill Horwood second by Commissioner Tom Koch to approve the purchase of a new tender for the Clare Fire Department, said purchase to be made from Custom Fab & Body, LLC of Marion, Wisconsin for a purchase price not to exceed \$186,218 by adoption of Resolution 2009-103. Roll call vote: Yeas: Commissioners Bill Horwood, Tom Koch, John Koch, and Jean McConnell. Nays: None. Absent: Pat Humphrey. *Motion Approved.*

C. REVISION OF CHAPTER 8 (ANIMALS) AND CHAPTER 30 (PARKS & RECREATION) OF THE ORDINANCE CODES OF THE CITY OF CLARE; ORDINANCE 2009-006.

Motion by Commissioner Bill Horwood second by Commissioner John Koch to open a public hearing to receive comment regarding a proposed change to the City's current ordinance codes to prohibit animals and pets from sporting events overseen by the City on City property. Roll call vote: Yeas: Commissioners Bill Horwood, Tom Koch, John Koch, and Jean McConnell. Nays: None. Absent: Pat Humphrey. *Motion Approved.*

\*FIRST READING: Consent Agenda Approval.

Public Comment: None

Motion by Commissioner Bill Horwood second by Commissioner John Koch to close the public hearing. Roll call vote: Yeas: Commissioners Bill Horwood, Tom Koch, John Koch, and Jean McConnell. Nays: None. Absent: Pat Humphrey. *Motion Approved.*

D. REVISION OF CHAPTER 52 (ZONING) OF THE ORDINANCE CODES OF THE CITY OF CLARE; ORDINANCE 2009-005.

Motion by Commissioner Bill Horwood second by Commissioner John Koch to open a public hearing to receive comment relating to a proposed zoning Ordinance amendment that would change the currently required 10-foot sign setback requirement to three feet. Yeas: Commissioners Bill Horwood, Tom Koch, John Koch, and Jean McConnell. Nays: None. Absent: Pat Humphrey. *Motion Approved.*

\*FIRST READING: Consent Agenda Approval.

Public Comment: None

Motion by Commissioner Bill Horwood second by Commissioner John Koch to close the public hearing. Roll call vote: Yeas: Commissioners Bill Horwood, Tom Koch, John Koch, and Jean McConnell. Nays: None. Absent: Pat Humphrey. *Motion Approved.*

8. TREASURER'S REPORT

Treasurer's report was received.

9. \*DEPARTMENT REPORTS

Consent Agenda Approval.

10. CITY MANAGER'S REPORT

*City Hall Aesthetic Improvements.* We are in the process of making some aesthetic improvements to the bottom floor of City Hall: new carpeting; removal of 25-year old wall paper; new paint; improved lighting in the hallway and east entrance; and some office "shuffling": (Steve moving to the most westerly office of the first floor; Diane moving to Steve's current office, etc.). The vast majority of the funding for these improvements (carpet and paint) were pre-paid from last year's budget (we had planned to do the work in the last budget year but simply ran out of time to do so), and the majority of the labor (excluding electrical and carpet laying) is being provided by our DPW crews, thus resulting in significant cost savings. The only disadvantage to using our own labor resources is that this project is low-priority in comparison to other critical DPW winter tasks (snow removal; water, storm, and sanitary sewer breaks and back-ups; etc.); consequently, it may take us three to four times the amount of time to complete this project in comparison to using contracted labor for the work and service – which we view as a minor inconvenience that we are gladly willing to accept for the cost savings we achieve.

*New Water/Wastewater Department Part-Time Employee.* As the City Commission is aware, the Water/Wastewater Department is authorized (and budgeted for) a part-time employee. Kim Parker was that part-time employee until her resignation approximately five months ago; the position has been vacant since Kim's departure. Kim's departmental duties were strictly administrative in nature. Upon her departure, John asked that he be allowed to re-designate this position as a part-time operator

position versus administrative; I approved his request. The City advertised the position accordingly while simultaneously providing all current City employees the opportunity to “bid” on the position. While no current employees were interested in the position, we received in excess of 40 applications for the part-time operator position – a great many of them with previous water and wastewater experience (some of them licensed) that have been laid off in other municipalities throughout the state. John is in the process of conducting interviews of those he selected as best-qualified; I anticipate that he will make a decision regarding the hiring of a new part-time employee within the next month.

Central Michigan University (CMU) Internship. We have again been approached by a CMU student (Mr. Andrew Knapp, who is majoring in public administration at CMU) to intern with us. I interviewed him last month and determined he meets the qualifications we require for internship; he is scheduled to start his internship with us in January 2010.

City Office Closures. City offices will be closed on the following days for the Christmas/New Year Holiday period: all day on December 24<sup>th</sup> and December 25<sup>th</sup>; one-half day (afternoon) of December 31<sup>st</sup>; and all day on January 1<sup>st</sup>.

Results of 14-Point Assessing Mini-Review. The Michigan Department of Treasury recently conducted a 14-point review of our Assessing Department. As reflected in their correspondence, we received very high marks.

Absence. I will be out of the office until Thursday, December 31<sup>st</sup>; Bob Bonham will serve as the Acting City Manager during my absence.

11. \*COMMUNICATIONS:

Consent Agenda Approval.

\*MAC 3 Correspondence. MAC 3 TV has issued a public notice related to the recent channel realignment by Charter Communications for local cable TV subscribers.

\*Airport T-Hangar Project Meeting Report. A record of the referenced meeting is attached for the City Commission’s information.

\*City Treasurer Correspondence. Our City Treasurer forwarded correspondence to one of our neighboring governmental entities related to an invoice received by the City.

\*USDA Correspondence. We received correspondence from the USDA related to our pending loan for sanitary sewer system improvements.

\*Tax Tribunal Consent Judgment. The Tax Tribunal has formally issued a Consent Judgment, thereby approving the proposed agreement between the City of Clare and the Doherty Hotel.

12. EXTENDED PUBLIC COMMENT: Fire Chief James Chapman thanked the Commission for supporting the purchase of a new fire tender. Chief Chapman introduced Joe Thomas of Great Lakes Fire and factory representative for Custom Fab & Body, LLC, who will be building the fire tender. Mr. Thomas thanked the City for awarding Custom Fab & Body, LLC the bid for the new fire tender. Mr. Thomas will act as a liaison, providing progress reports and photos to the City during production of the equipment.

13. COMMISSION DISCUSSION TOPIC: None

10. \*APPROVAL OF BILLS:

Consent Agenda Approval.

11. ADJOURNMENT:

Motion by Commissioner Bill Horwood second by Commissioner John Koch to adjourn. Ayes: All. Nays: None. Absent: Pat Humphrey. *Motion Approved.*

Meeting adjourned at 7:12 p.m.

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Pat Humphrey, Mayor

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Diane Schmidt, City Clerk