

AGENDA

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL TO BE HELD AT WEST BRANCH CITY HALL, 121 N. FOURTH ST. ON MONDAY, JANUARY 22, 2024, BEGINNING AT 6:00 P.M.

- I. Call to order
- II. Roll call
- III. Pledge of Allegiance
- IV. Scheduled Matters from the Floor
 - A. County Update
 - B. Auditors Presentation
- V. Public hearing
- VI. Additions to the agenda
- VII. Public comment on agenda items only (limited to 3 minutes)
- VIII. Bids
- IX. Unfinished Business
- X. New Business
 - A. Bills
 - B. Annual joint meeting of the City Council, Planning Commission, and DDA
 - C. Ordinance 24-01 Rezone Parcels
 - D. Council Chamber Rental Request
- XI. Approval of the minutes and summary from the regular meeting held January 8, 2023.
- XII. Consent Agenda
 - A. Treasurer's Report and Investment Summary
 - B. West Branch Police Department December 2023 report
 - C. Minutes from the special Planning Commission meeting held November 7, 2023
 - D. Minutes from the WB Park and Recreation Committee meeting held November 21, 2023
 - E. Minutes from the Airport Board meeting held December 20, 2023
- XIII. Communications
- XIV. Reports
 - A. Mayor
 - 1. Reappointment of Rusty Showalter and Kara Fachting to the Planning Commission for a three-year term
 - B. Council
 - C. Manager

XV. Public comment any topic

XVI. Adjournment

PLEASE NOTE: All guests and parties in attendance are asked to sign in if they will be making any comments during meetings, so that the City Clerk may properly record your name in the minutes. Public comments are limited to 3 minutes in length while matters from the floor are limited to 10 minutes. All in attendance are asked to silence all cell phones and other electronic devices. Accommodations are available upon request to those who require alternately formatted materials or auxiliary aids to ensure effective communication and access to City meetings or hearings. All request for accommodations should be made with as much advance notice as possible, typically at least 10 business days in advance by contacting City Clerk Lori Ann Clover at (989) 345-0500. [DISCLAIMER: Views or opinions expressed by City Council Members or employees during meetings are those of the individuals speaking and do not represent the views or opinions of the City Council or the City as a whole.] [NOTICE: Audio and/or video may be recorded at public meetings of the City Council.]

UPCOMING MEETINGS-EVENTS

January 23 DDA 12:00 pm
January 29 Election Inspector Training 6:00 pm
January 30 Election Commission 10:00 am
February 5 City Council 6:00 pm
February 7 NCMCF 7:30 am
February 13 Planning Commission 6:00 pm
February 13 Summer Music Series 3:30 pm
February 19 City Council 6:00 pm
February 21 Airport Board 12:15 pm
February 27 Presidential Primary Election
February 27 DDA 12:00 pm
February 29 MTA 6:00 pm (Richland)

2023 Audit Results

City of West Branch

Audit Opinion Letter

Unmodified Opinion – Highest Level of Assurance

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Begins on Page 3

Management's recap of the current year activity in layman's terms

Financial Highlights

Details the Capital Outlay Additions (See Page 8)

Discusses Economic Factors and Next Year's Budget

Encourage you to read through it page by page when time permits

Management's Discussion and Analysis

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Government-Wide Financial Statements

Begins on Page 10

- Combines all Funds of the City
- Incorporates all Long-Term Activity (Fixed Assets, Long Term Debt, etc.)
- Ending Net Position –
 - \$12,015,663 for the Primary Government
 - \$638,710 for the West Branch DDA
- Many Governments are in the RED

Government-Wide Financial Statements

Big Changes from 2022 – Primary Government:

- Cash & Investments are up about \$600,000
- Capital Assets (Net) increased about \$1,950,000
- Net Pension Liability increased about \$850,000
- Long Term Debt increased about \$780,000
- Total Revenues increased about \$1,100,000
- Total Expenses increased about \$340,000

Government-Wide Financial Statements (Big Changes from 2022 – Continued)

- Total Revenues increased about \$1,100,000
 - Operating Grants and Contributions increased about \$60,000
 - Capital Grants and Contributions increased about \$970,000

Government-Wide Financial Statements (Big Changes from 2022 – Continued)

- Total Expenses Increased about \$340,000
 - Payroll and Related Expenses Increased about \$250,000
 - Increased FTE's of 1.75 along with pay increases across the board
 - Offset by the sidewalk replacement expenses in the PY of about \$85,000
 - Increased Pension Expenses Related to the Net Change in the Net Pension Liability at Year End (and related deferrals) of about \$100,000

Big Changes from 2022 – DDA:

- Cash Increased by about \$80,000
- Total Revenues Increased by about \$20,000
 - Primarily related to Increased PPT funds from the State
- Total Expenses Decreased by about \$20,000
 - Prior Year Christmas Decorations for Downtown of about \$23,000

Government-Wide Financial Statements

Fund Financial Statements

Begins on Page 13

- These are the Funds you Monitor and Budget!
- Major Governmental Funds:
 - General Fund
 - Major Street Fund
- Non-Major Governmental Funds:
 - Local Street Fund
 - Industrial Park Fund
 - Housing Resource Fund
 - Brownfield Authority
 - Marijuana Fund
 - Cemetery Perpetual Care Fund



Fund Financial Statements

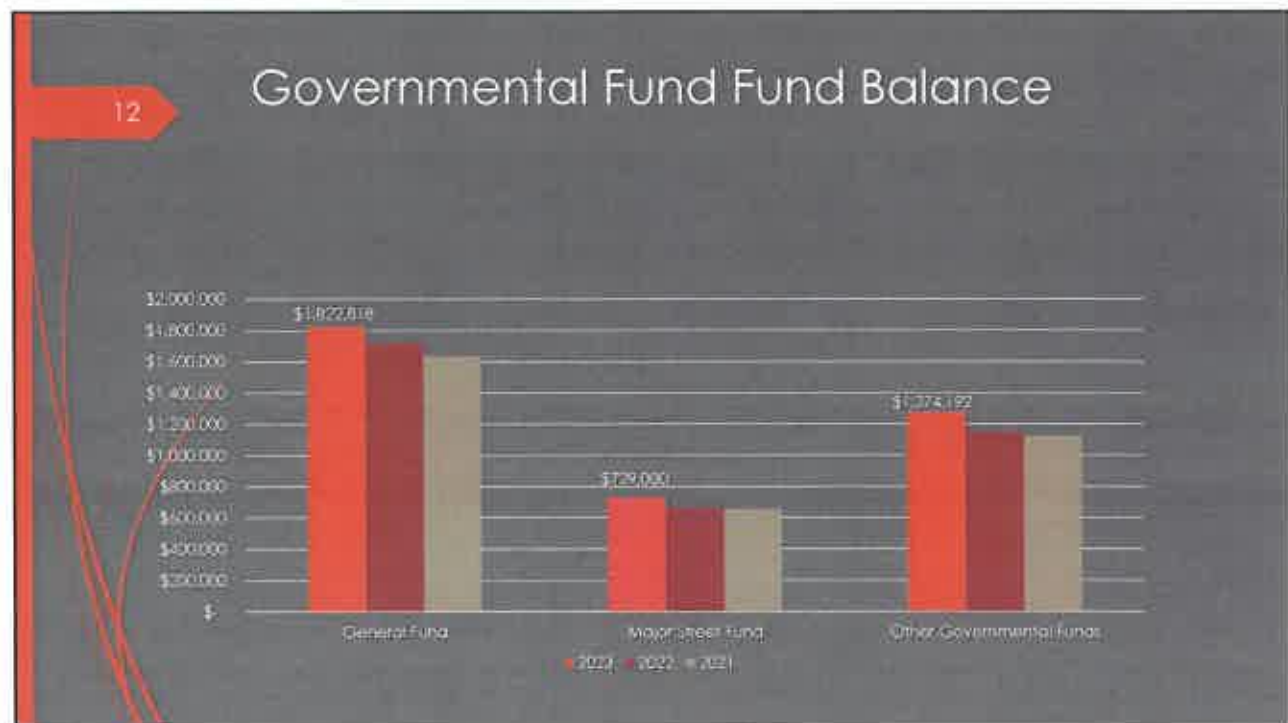
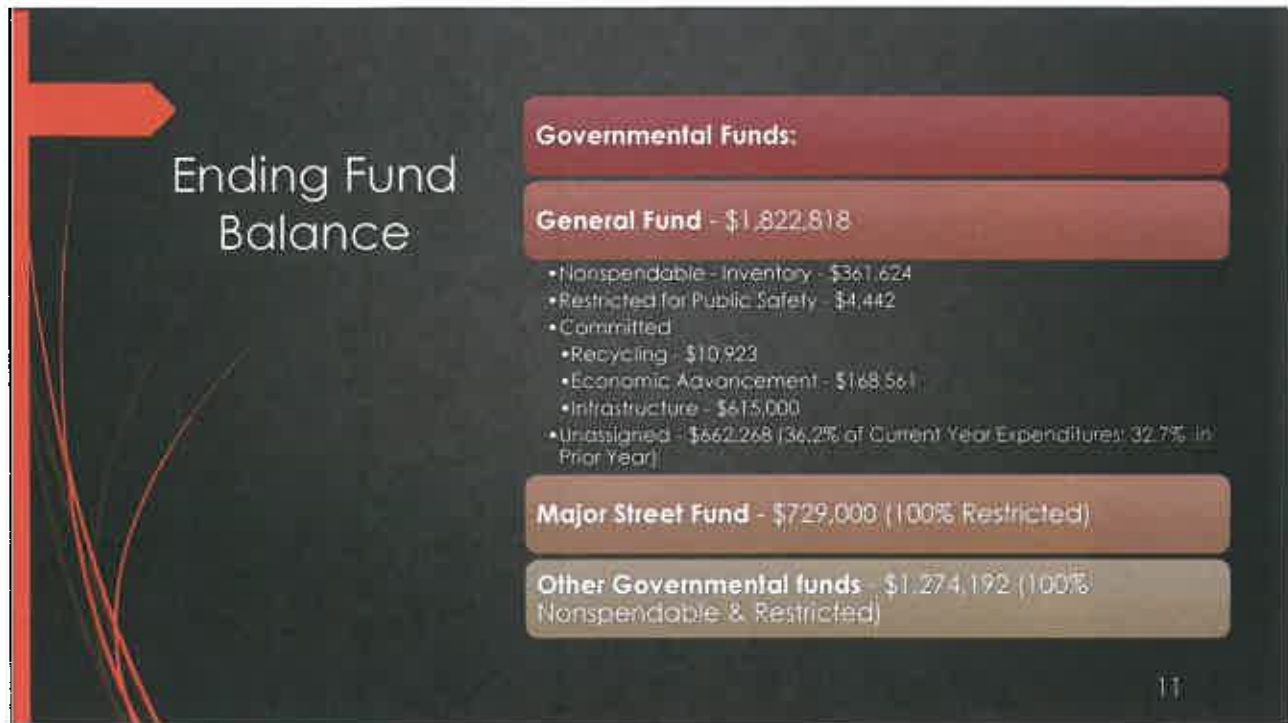
Major Proprietary Funds:

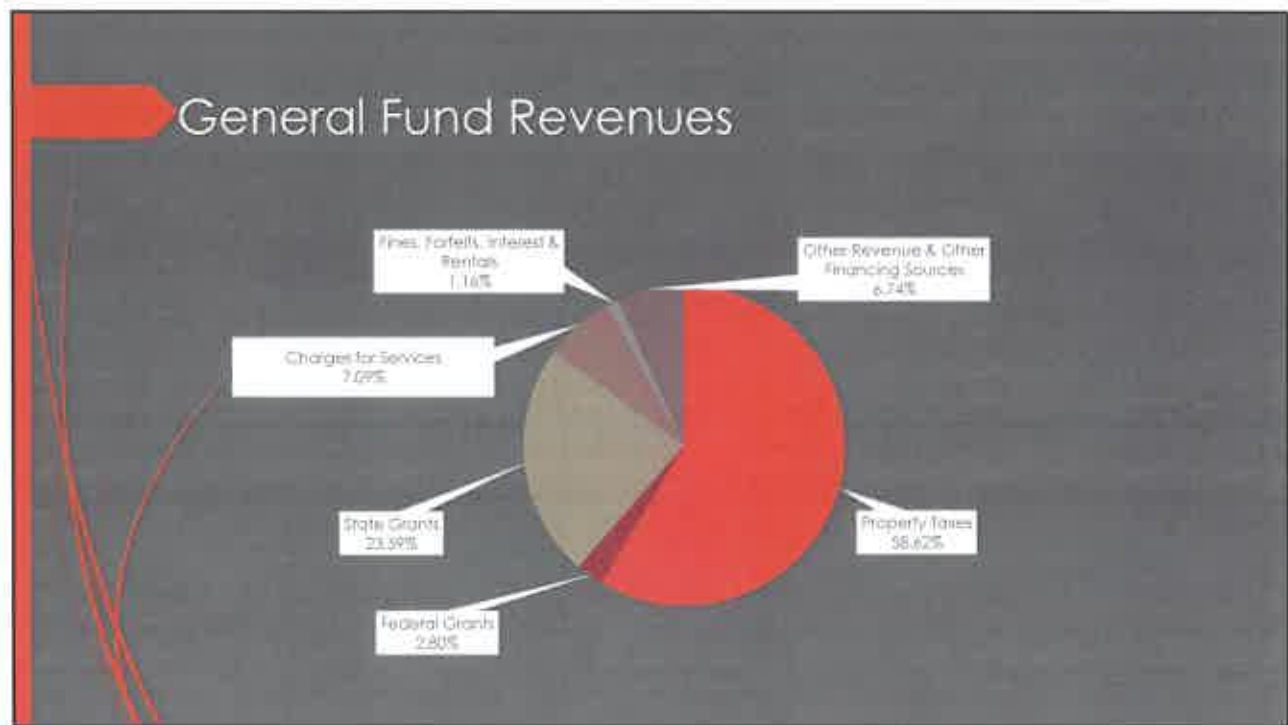
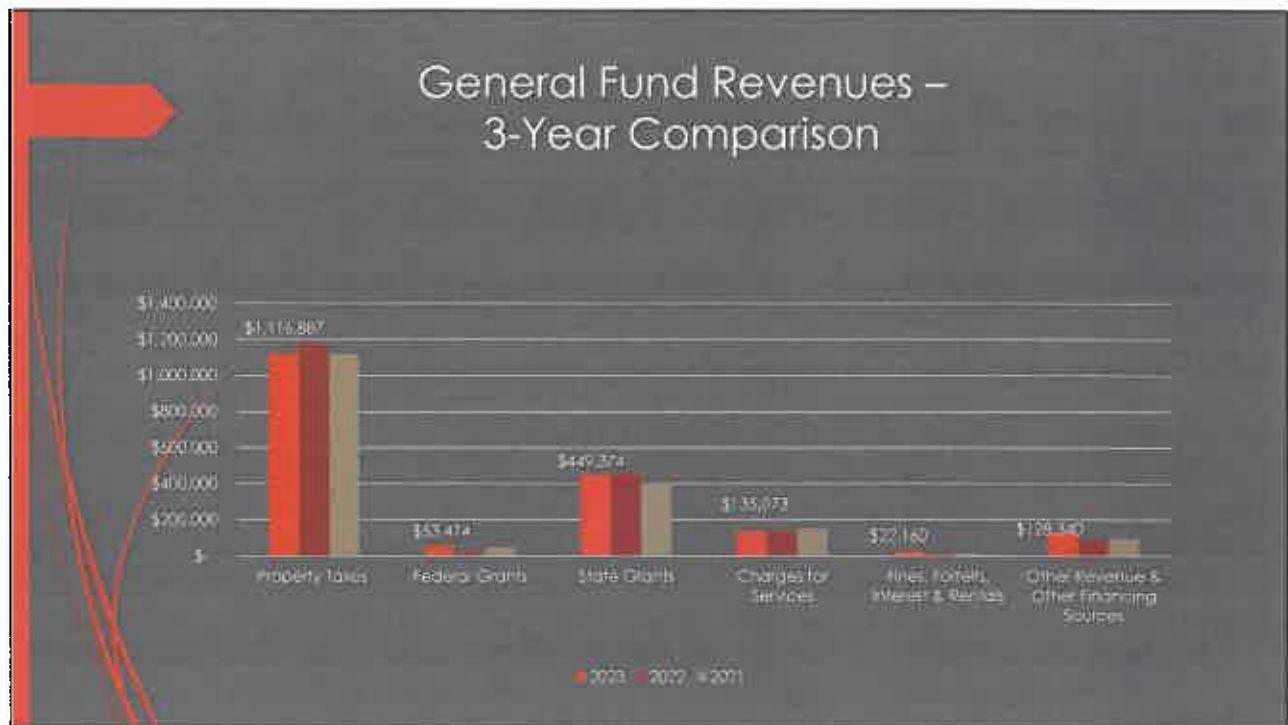
- Sewer Fund
- Water Fund
- Sewer Debt Fund

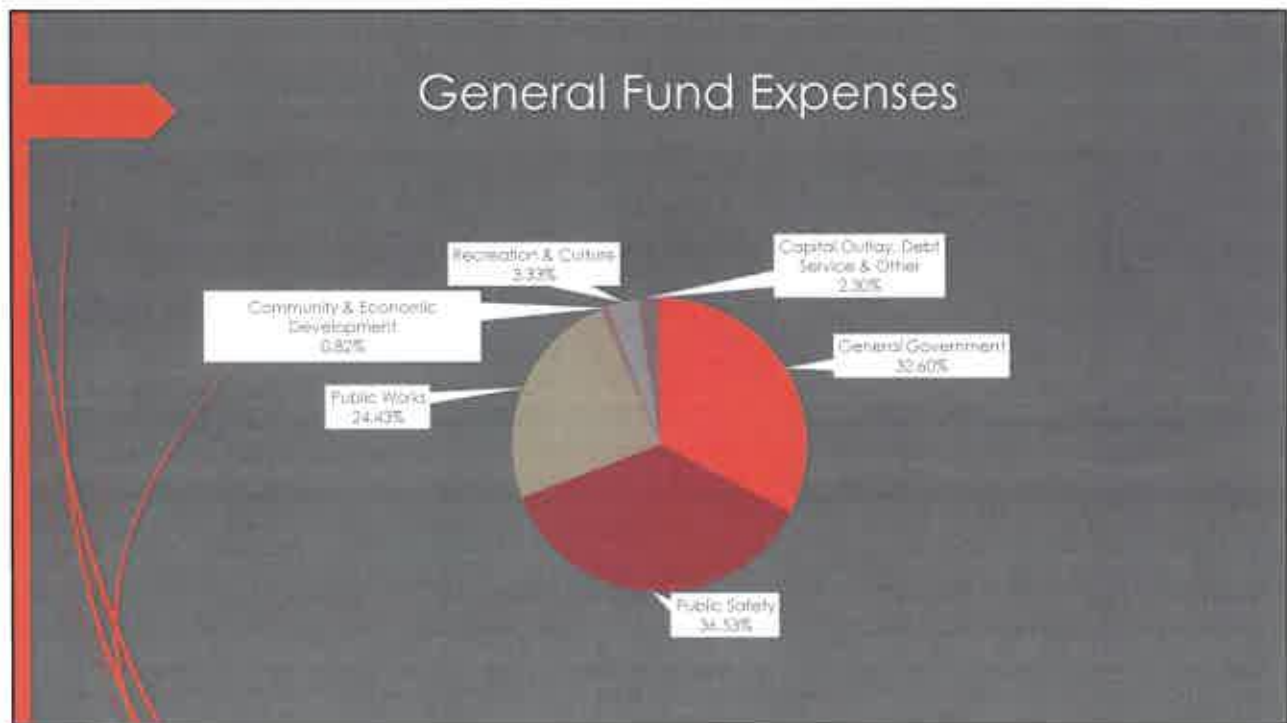
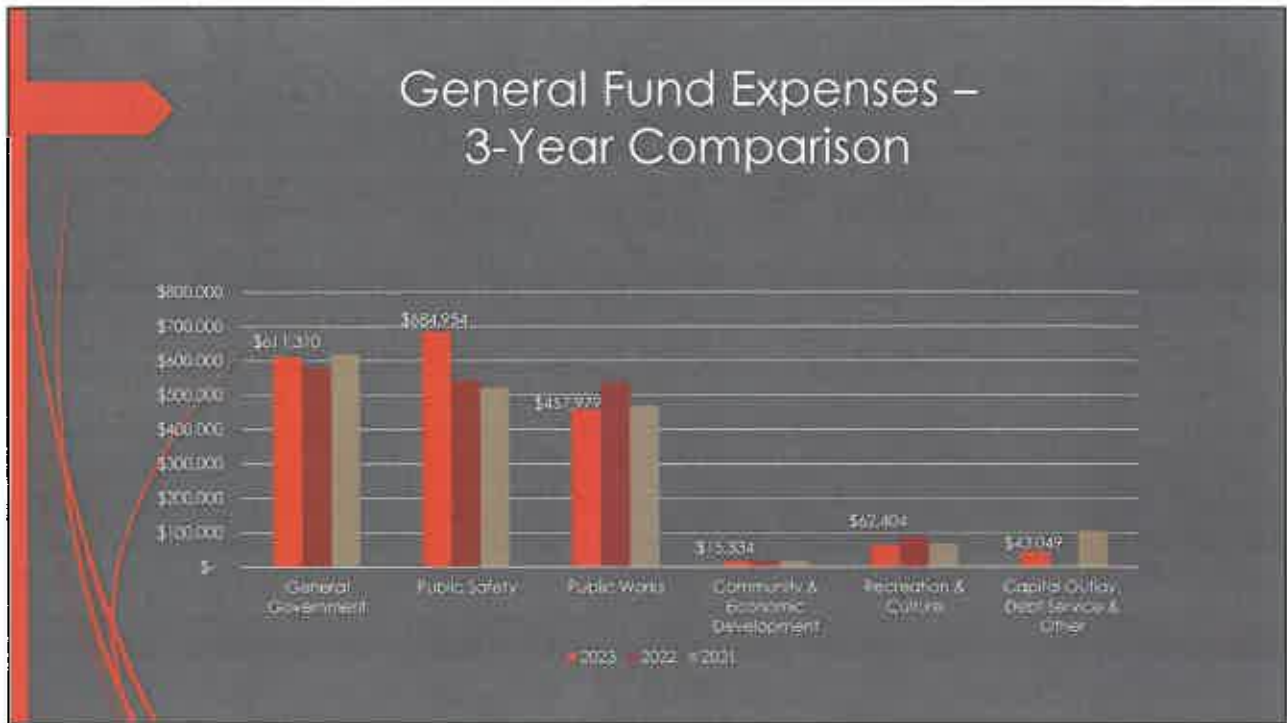
Non-Major Proprietary Funds:

- None

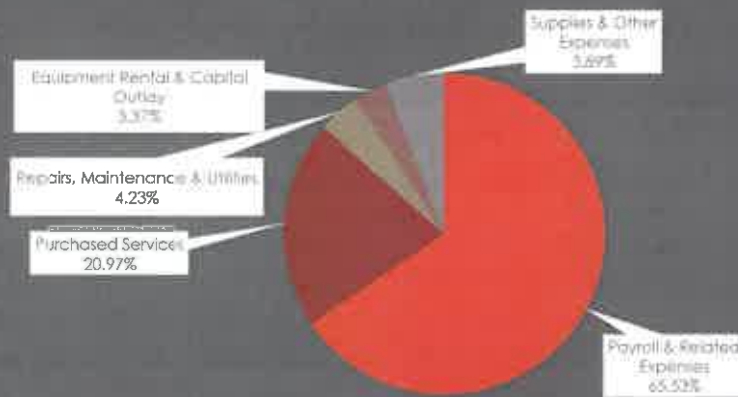
There is also an Internal Service Fund for the Motor Vehicles Fund







General Fund Expenses



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Ending Net Position

Proprietary Funds:

Sewer Fund - \$249,666

- Net Investment in Capital Assets - \$29,759
- Unrestricted - \$219,907

Water Fund - \$3,334,243

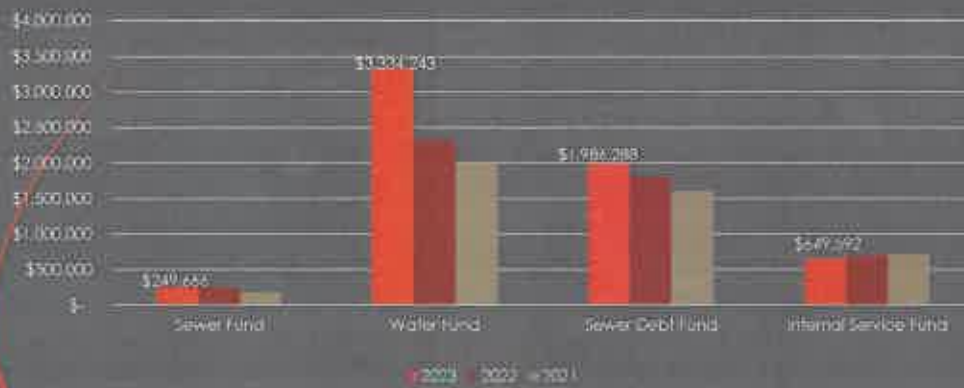
- Net Investment in Capital Assets - \$1,807,905
- Unrestricted - \$1,526,338

Sewer Debt Fund - \$1,986,288 (100% Unrestricted)

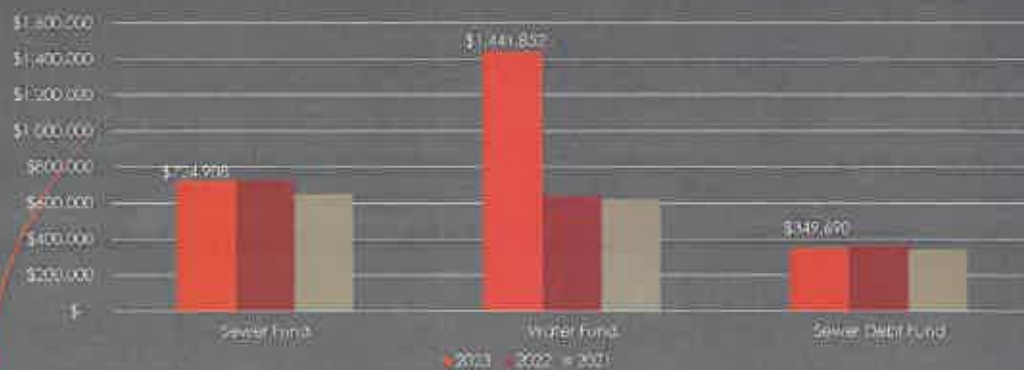
Internal Service Fund - \$649,592

- Net Investment in Capital Assets - \$273,169
- Unrestricted - \$376,423

Proprietary Fund Net Position



Proprietary Fund Revenues

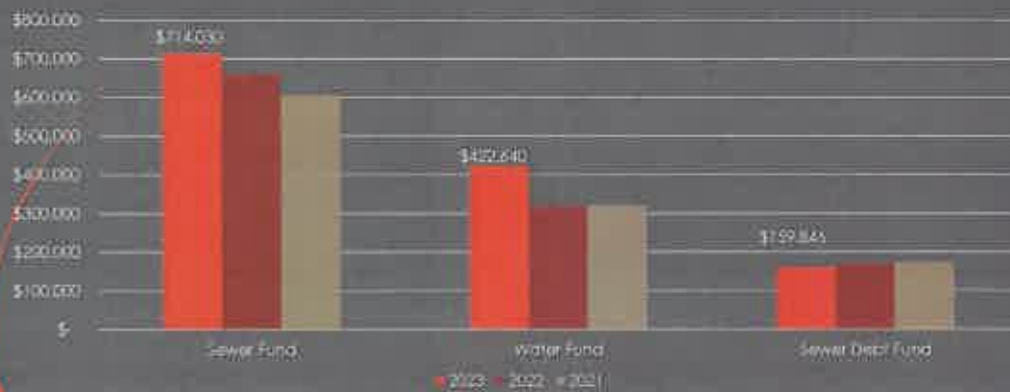


Slide 20

A2 Should a pie chart be added?

Author, 10/30/2020

Proprietary Fund Expenses



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Notes to the Financial Statements

Begins on page 22

Important Notes for 2023 –

Current Year Change in Accounting Principle: GASB 96:

- For 2023, the City implemented GASB Statement No. 96 "Subscription-Based Information Technology Arrangements" (SBITA). None of the City's agreements were material enough to require a change to the financial statements.

Notes to the Financial Statements

Commitments

As of June 30, 2023, the City had the following construction contracts in progress:

Project	Total Contract	Remaining Construction Commitment at June 30, 2023	Contract Payable at June 30, 2023
Service Line Inventory Project - Fleis & Vanderbrink, Inhouse Labor & Equipment	\$ 412,624	\$ 375,485	\$ 0
Service Line Replacement Project - Five Star Energy Services	1,810,000	874,883	0
Water Plant Infrastructure Project - Fleis & Vanderbrink, Baker Tilly, Miller Canfield, Ogemaw Herald, J&N Construction	2,289,460	1,279,705	0
Houghton Avenue Watermain & Well Project - Fleis & Vanderbrink, J&N Construction	2,610,000	2,533,100	0
Total Commitments	\$ 7,122,084	\$ 5,063,173	\$ 0

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NOTE 14 - SUBSEQUENT EVENTS

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- At the July 10, 2023, Council Meeting, the City approved a contract with the Michigan Department of Transportation for watermain, sanitary, sewer, and sidewalk construction along Highway M-55, within the City limits of Margaret Road to Fairview Road, for \$3,734,000. When it is determined that work may begin, a deposit of \$261,400 is to be paid in full to the Department within 30 days after the City's receipt of invoice.
- In addition, at the July 10, 2023, Council Meeting, the City approved a bid for bond council work from Miller Canfield for an amount to not exceed \$17,500.
- At the November 6, 2023, Council Meeting, the City approved 20-year capital bonds in an amount not exceeding \$1,750,000 to be issued on November 15, 2023, in order to finance the Michigan Department of Transportation project. Interest will accrue at the rate of 5.55% per annum, payable November 15, 2043.

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Required Supplementary Information

Begins on Page 48

- Required Pension Information
 - Plan fiduciary net position as a percentage of total pension liability – 56%
 - (was 67% in the Prior Year)

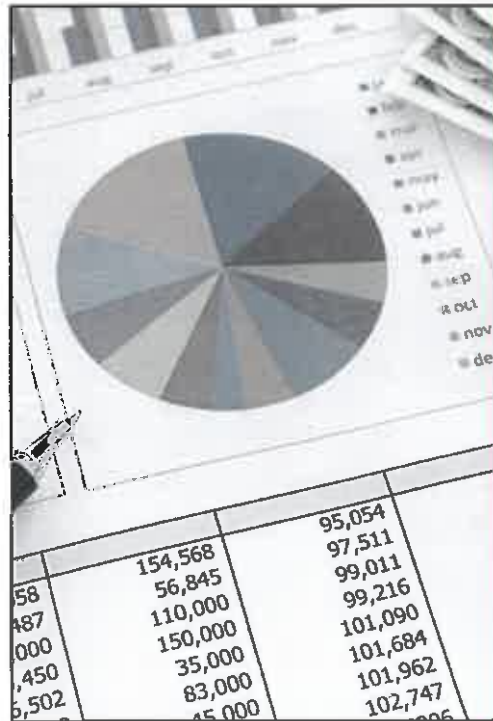
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Required Supplementary Information

Budget to Actual Comparisons

General Fund:

- General Fund Revenues:
 - Original Budget - \$1,816,212
 - Final Budget - \$1,983,431
 - Actual - \$1,971,648
 - Variance - \$11,783 (0.59%)
- General Fund Expenses:
 - Original Budget - \$1,824,115
 - Final Budget - \$1,916,666
 - Actual - \$1,831,981
 - Variance - \$84,685 (4.42%)



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Supplementary Information

Begins on Page 52

Combining
Nonmajor Fund
Financial
Statements

Component Unit
Governmental
Fund &
Reconciliation
Schedules

Management Letter – Appendix I

Significant Audit Matters

New Accounting Standards (GASB 96)

Significant Estimates (Net Pension Liability)

Difficulties Encountered (None)




Corrected & Uncorrected Misstatements (None)

Disagreements with Management (None)

Management Representations (Provided)

Consultations with Other Independent Accountants (None)

Other Issues or Matters (Appendix II Only)

<div>Management Letter – Appendix II</div>		Material Weakness:	Financial Statement Preparation
		Significant deficiency:	Data Entry Self-Review
		Other Comments	None

► Status of Prior Year Comments:

- Financial Statement Preparation Controls
 - Management Decision To Not Implement
- Data Entry Self-Review
 - Situation Still Exists

Management Letter – Appendix II

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Any Questions?

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Manager
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nathanm@scopc.com

 ***Stephenson & Company, P.C.***
Certified Public Accountants & Consultants

*ATTACHED IS A
LIST OF THE
BILLS TO BE APPROVED
AT THIS COUNCIL MEETING*

BILLS	\$44,579.19
<i>BILLS AS OF 1/18/24</i>	\$44,579.19
<i>Additions to Bills as of</i>	<i>\$0</i>
<i>Paid but not approved</i>	<i>\$145.52</i>
TOTAL BILLS	\$44,724.71

**BILLS ARE AVAILABLE
AT THE MEETING
FOR COUNCIL'S REVIEW**

Vendor Name	Amount	Description
AKTPEERLESS	5,646.96	508 E HOUGHTON AVE PROJECT
COLUMN SOFTWARE PBC	106.63	SUMMARY 1/8 & ORD 23-03
DO ALL INC	517.21	RECYCLING DECEMBER
ELECTION SOURCE	585.34	ELECTION SUPPLIES
ELHORN ENGINEERING COMPANY	715.00	WATER SUPPLIES
GFL ENVIRONMENTAL	12,791.33	GARBAGE SERVICE JANUARY
MESSA	1,075.47	M/L PORTION INSURANCE FEBRUARY
MESSA	19,212.49	HEALTH INSURANCE FEBRUARY
MILLER OFFICE MACHINES	511.21	POLICE & CITY HALL COPIERS
MY MICHIGAN HEALTH	78.00	KILE & CLARK DRUG SCREENS
OGEMAW COUNTY TREASURER	175.00	POLICE VPN REMOTE ACCESS
TRITERRA, LLC	1,690.00	BROWNFIELD GRANT
TRUCK & TRAILER SPECIALTIES	338.01	DPW PARTS
UNUM LIFE INSURANCE CO OF AMERICA	1,128.33	LT ST DISABILITY & LIFE FEBRUARY
UPS	8.21	WWTP SHIPPING
TOTAL	44,579.19	

As one of the requirements of the redevelopment ready communities' program, City Council, the Planning Commission, and the DDA are to hold an annual joint meeting. It was voted upon by Council to hold the meeting annually on the first Monday of February. Typically, in the past, we have moved this meeting to the Police Station. We will need a motion to move it again this year if Council so chooses.

AN ORDINANCE TO AMEND SECTION 4.6 (MIXED USE DISTRICT), SECTION 4.8 (CENTRAL BUSINESS DISTRICT), 4.9 (GENERAL BUSINESS DISTRICT), AND SECTION 4.11 (FULL TABLE OF PERMITTED USES AND SPECIAL LAND USES) AND TO AMEND THE CITY OF WEST BRANCH ZONING MAP TO REZONE PARCEL 052-455-004-00 FROM SINGLE-FAMILY RESIDENTIAL DISTRICT TO GENERAL BUSINESS DISTRICT, PARCEL 052-458-001-00 FROM CENTRAL BUSINESS DISTRICT TO GENERAL BUSINESS DISTRICT, AND PARCEL 052-630-040-00 FROM GENERAL BUSINESS DISTRICT/MULTIPLE FAMILY DISTRICT TO GENERAL BUSINESS DISTRICT.

Section 1: Amendments to the Zoning Ordinance.

Proposed rezoning from R-1 to General Business District (052-455-004-00)

Proposed rezoning from Central Business District to General Business District (052-458-001-00)

Zoning Districts

- R-1 (Single-Family Residential District)
- R-2 (Multiple Family District)
- MU (Mixed Use District)
- D-S (Office Service District)
- CBD (Central Business District)
- G-B (General Business District)
- IND (Industrial District)

Proposed rezoning of R-2 portion of the parcel to General Business District (052-830-040-00)

That the City of West Branch Zoning Ordinance Section 4.6 (Mixed Use District), 4.8 (Central Business District), and Section 4.9 (General Business District) is hereby amended as follows:

4.6 B. Uses Allowed

TABLE OF PERMITTED USES & SPECIAL LAND USES	
P = Permitted by right S = Permitted with a Special Use Permit *supplemental development regulations	MU
Miscellaneous	
Mixed Uses (Commercial/Residential in one building & in separate buildings on one lot)	S
Residential Uses	
Dwelling Units above a Commercial Establishment Mixed Uses (Commercial/Residential in one building & in separate buildings on one lot) (Commercial use will dictate if the use is permitted by right or special land use.)	P P/S

4.8 B. Uses Allowed

TABLE OF PERMITTED USES & SPECIAL LAND USES	
P = Permitted by right S = Permitted with a Special Use Permit *supplemental development regulations	CBD
Miscellaneous	
Mixed Uses (Commercial/Residential in one building & in separate buildings on one lot)	R
Residential Uses	
Dwelling Units above a Commercial Establishment. (Commercial use will dictate if the use is permitted by right or special land use.)	R P/S

4.9 B. Uses Allowed

TABLE OF PERMITTED USES & SPECIAL LAND USES	
P = Permitted by right S = Permitted with a Special Use Permit *supplemental development regulations	G-B
Residential Uses	
Dwelling Units above a Commercial Establishment (Commercial use will dictate if the use is permitted by right or special land use.)	P P/S

That the City of West Branch Zoning Ordinance Section 4.11 (Full Table of Permitted & Special Land Uses) is hereby amended as follows:

Table 4.11 - Full Table of Permitted Uses & Special Land Uses							
P = Permitted by right S = Permitted with a Special Use Permit *supplemental development regulations	R-1	R-M	MU	O-S	CBD	G-B	IND
Miscellaneous							
Mixed Uses (Commercial/Residential in one building & in separate buildings on one lot)			S		R		
Residential Uses							
Dwelling Units above a Commercial Establishment Dwelling Units above a Commercial Establishment. (Commercial use will dictate if the use is permitted by right or special land use.)			P		R P/S	P P/S	
Mixed Uses (Commercial/Residential in one building & in separate buildings on one lot) (Commercial use will dictate if the use is permitted by right or special land use.)			P/S				

Section 2: Severability

If any clause, sentence, paragraph or part of this Ordinance shall for any reason be finally adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder of this Ordinance but shall be confined in its operation to the clause, sentence, paragraph or part thereof directly involved in the controversy in which such judgment is rendered.

Section 3: Saving Clause

The City of West Branch Ordinance, except as herein or heretofore amended, shall remain in full force and effect. The amendments provided herein shall not abrogate or affect any offense or act committed or done, or any penalty or forfeiture incurred, or any pending fee, assessments, litigation, or prosecution of any right established, occurring prior to the effective date hereof.

Section 4: Effective Date

The ordinance changes shall take effect upon the expiration of seven days after the publication of the notice of adoption.

Mayor, City of West Branch

Clerk, City of West Branch

I, Lori Ann Clover, Clerk for the City of West Branch, hereby certify that the foregoing is a true and correct copy of Ordinance No. 2 of 2023 of the City of West Branch, adopted by at a meeting of the City Council held on .

A copy of the complete ordinance text may be inspected or purchased at the West Branch City Hall at 121 N. Fourth St. West Branch, MI.

Adopted: Published: Effective: , subject to PA 110 of 2006 as amended.

Zoning Administrator notes on ordinance 24-01

MAP CHANGES

The recommended zoning map changes have come up in response to two separate requests that I have received. The changes will result in three parcels being changed.

The first two came about with the site plan request to change the Bachelder Law Office to a dental clinic. In review of the map, it was determined the Bachelder property is currently zoned as single family residential, making it a nonconforming use. It is my understanding that the building was constructed as, and has always been used for commercial purposes. In addition, the parcel just to the south of it, which is City owned, is zoned Central Business District. That zoning also does not make sense to me for that parcel since it has general business to the South and Single Family Residential to the North. If it is going to be commercial in nature, it makes more sense to me to have it zoned General Business District to match the adjoining property to the south. It will also match the Bachelder property, if we rezone that, so all of those adjoining parcels are General Business. We don't want Central Business District in that area which would allow zero lot lines. Zero lot lines are meant for the main downtown area only.

The third came about from a request from a company working with the Villas asking for a zoning compliance letter. In review of the map, it was determined their parcel actually has a switch in zoning running through the center of it with the north part being Multi-Family Residential and the south part being General Business. The zoning split actually runs through the center of the building. Not sure if there was a lot combination possibly done at one time without the map actually being changed or how that came about. I asked Denise if we possibly made that mistake in our rewrite but she checked and said our old map had the exact same issue. This amendment would remove the Multi Family designation and make it all General Business. It would be impossible to have any correct zoning options for them unless this is corrected as you can not zone one building with two separate set of requirements.

USE CHANGES

The use changes came about when reviewing the uses allowed for the old police department building that we recently changed to mixed use. When reviewing the allowed uses, I realized the residential uses allows residential units above a commercial unit, townhomes, duplexes, and condos. It makes not mention of apartments nor does it allow commercial and residential to be on the same floor which is exactly what you are trying to achieve by the mixed use. Central Business is the only location we have ever discussed as not wanting the mixed use on the first floor. I discussed this with Denise and we came up with the recommended changes.

In the Mixed use table of permitted uses

- It will remove mixed uses from the miscellaneous heading so all mixed uses and residential type uses are under the residential heading. This is where they are held in the other districts
- In the residential heading it will change the dwelling units above a commercial establishment to say Mixed Uses (Commercial/Residential in one building and separate buildings on one lot)(Commercial will dictate if the use is permitted by right or special use). The last part means that if you have a mixed use building the decision if it will be allowed by right or special use will be decided on based on the type of business going in. If the business is allowed by right, the n

the mixed use will be allowed by right. If the business was to be approved by special use, then the mixed use has to be approved by special use.

In the Central Business District

- It will remove mixed uses from the miscellaneous heading so all mixed uses and residential type uses are under the residential heading. This is where they are held in the other districts
- Changes the dwelling above a commercial establishment so that the permitted by right or special use will be dictated by the commercial use of the building.

In the General Business District

- Changes the dwelling above a commercial establishment so that the permitted by right or special use will be dictated by the commercial use of the building.

City of West Branch Planning Commission

From Homeowner 430 W. River Park

I object the rezoning 052-630-040-00

It is not proper for a Business

I did not buy this for Business. The Wildlife is negative affected

If you made this unwise decision, assurances must be done to prevent any sewer system problems.

Trees or steps hide any development. The maintenance cost is for the City or The Owners
Further done from noise and reduces chance from criminal activity.

George H Foust 12/19/2023

George H Foust

Council Chamber Rental Application Agreement

1. Board and Commissions appointed by the City Council shall be permitted to make use of Council Chambers at no charge (schedule permitting).
2. City Hall is open to the general public from 8am to 4pm, Monday through Friday, except for the Following holidays: New Year's Day, Good Friday, Memorial Day, 4th July, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day and New Year's Eve Day.
3. Recurring meetings (scheduled continuously on specific nights/weeks/months) shall not be permitted without the express consent of City Council (schedule permitting).
4. One time only or limited meetings of non-profit groups shall be permitted at the discretion of the City Manager (schedule permitting).
5. Rental rates shall be:
\$50.00 – ½ day (4 hours and less)
\$100.00 – full day (more than 4 and less than 8 hours)
\$25.00 – fee charged for every ½ hour over reserved time
6. A \$100.00 deposit is required.
7. The City Clerk shall maintain a current calendar of events at the facility.
8. No smoking restrictions to be observed by all groups using the facility.
9. To the fullest extent permitted by law, Lori Ann Clover agrees to defend, pay on Behalf of, and hold harmless the City of West Branch, its elected and appointed officials, employees And volunteers and all others working on behalf of the City of West Branch, against any and all claims, Demands, suits, loss, including all costs connected therewith, for any damage which may be asserted, Claimed or recovered against or from the City of West Branch, by reason of personal injury, including Bodily injury and death; and/or property damage, including loss of use thereof, which arises out of the Alleged negligence of the City of West Branch, and/or in any way connected or associated with this Contract.

Lori Ann Clover
Signature of Renter

Jan 9, 2024
Date

Name	<u>Lori Ann Clover</u>
Organization/Company	<u>Clover - Gambrel Wedding</u>
Address	<u>1156 Cedar Lane Luzerne MI 48636</u>
Telephone	<u>(989) 390-5382</u>
Purpose	<u>Wedding ceremony</u>
Date needed	<u>Feb 9, 2024</u>
One Time Request?	<u>1x</u>
If no, weekly, monthly, basis	
must be approved by City Council _____	
Fee	_____
Deposit	_____
= Total Due _____	

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET ON MONDAY, JANUARY 8, 2023.

Mayor Frechette called the meeting to order at 7:00 p.m.

Present: City Mayor Paul Frechette, Council Members Carol Adair, Joanne Bennett, Mike Jackson, Ellen Pugh, Rusty Showalter, and Cathy Zimmerman.

Absent: None

Other officers present: City Manager John Dantzer, City Clerk Lori Ann Clover, DPW Supervisor Mike Killackey, Ogemaw County Commissioner Craig Scott, and City Realtor Yvonne DeRoso.

All stood for the Pledge of Allegiance.

* * * * *

Commissioner Scott gave an update on county activities. Committee appointments were reviewed. The transit director and assistant job descriptions were reviewed in preparation for hiring an assistant. The meeting schedule for 2024 was reviewed. A transit rate map is being developed although the rate fees only make up approximately 25% of the transits budget. The Ogemaw recreation area on M-55 and Dam Rd. was leased to the Recreation Committee.

* * * * *

Penny Payea gave a presentation on the EDC. She shared a magazine the committee created to celebrate successes and explain who the committee is made up of and is partnered with. Current focuses include business education and workforce development, the revolving loan fund, childcare and housing. They will be hosting workshops and events in 2024. There is also a section on surviving the downtown project this summer.

* * * * *

Yvonne DeRoso updated council on the city's real estate. Friday will hopefully be the closing date for the M-30 property. A parcel in the Industrial Park was sold this past year. She provided a list of properties that are still up for sale.

MOTION BY ZIMMERMAN, SECOND BY BENNETT, TO RENEW THE CITY REAL ESTATE CONTRACT WITH YVONNE DEROSO.

Yes —Adair, Bennett, Frechette, Jackson, Pugh, Showalter, Zimmerman

No – None

Absent – None

Motion carried

* * * * *

Manager Dantzer informed Council that he used a public service program for the sale of the backhoe to see if the City could get a better deal. The winning bid of \$14,000 was what they would have given as a trade in. The bid was won by someone local.

MOTION BY PUGH, SECOND BY SHOWALTER, TO APPROVE THE BID FOR \$14,000 FOR THE BACKHOE.

Yes —Adair, Bennett, Frechette, Jackson, Pugh, Showalter, Zimmerman

No – None

Absent – None

Motion carried

* * * * *

MOTION BY BENNETT, SECOND BY ZIMMERMAN, TO APPROVE PAYMENT OF THE BILLS IN THE AMOUNT OF \$78,387.87.

Yes —Adair, Bennett, Frechette, Jackson, Pugh, Showalter, Zimmerman

No – None

Absent – None

Motion carried

* * * * *

Manager Dantzer explained the enactment of Ordinance 23-03 Building Department is in follow up to the introduction and if the enactment is approved it will be sent to the state for processing.

MOTION BY SHOWALTER, SECOND BY JACKSON, TO APPROVE THE ENACTMENT OF ORDINANCE 23-03 BUILDING DEPARTMENT.

Yes —Adair, Bennett, Frechette, Jackson, Pugh, Showalter, Zimmerman

No – None

Absent – None

Motion carried

* * * * *

MOTION BY BENNETT, SECOND BY JACKSON, TO APPROVE RESOLUTION 24-01 MEETING PLACE AND TIME.

Yes —Adair, Bennett, Frechette, Jackson, Pugh, Showalter, Zimmerman

No – None

Absent – None

Motion carried

RESOLUTION #24-01

WHEREAS, the West Branch City Charter requires that the Council adopt a resolution stating the time and place of its regular meetings, and

WHEREAS, it is recommended that this be done on an annual basis,

NOW, THEREFORE, BE IT RESOLVED, that the West Branch City Council will hold its regular meetings in the Council Chamber of City Hall, 121 N. Fourth St. unless there is a motion to change the meeting location due to special circumstances, and

FURTHER BE IT RESOLVED, that all regular Council meetings will begin at 6:00 p.m. unless the Charter dictates otherwise or there is a motion to change the meeting time due to special circumstances, and

FURTHER BE IT RESOLVED, that the West Branch City Council shall meet on the 1st and 3rd Monday of each month unless there is a motion to change the meeting date due to special circumstances.

* * * * *

MOTION BY SHOWALTER, SECOND BY ADAIR, TO APPROVE RESOLUTION 24-02 STREET ADMINISTRATOR.

Yes —Adair, Bennett, Frechette, Jackson, Pugh, Showalter, Zimmerman

No – None

Absent – None

Motion carried

Resolution # 24-02

Whereas, Section 13(9) of Act 51, Public Acts of 1951 provided that each incorporated city and village to which funds are returned under the provisions of this section, that, “the responsibility for street improvements, maintenance, and traffic operations work, and the development , construction, or repair of off-street parking facilities and construction or repair of street lighting shall be coordinated by a single administrator to be designated by the governing body who shall be responsible for all shall represent the municipality in transactions with the State Transportation Department pursuant to this act.”

Now, therefore, be it resolved the Honorable Body designate City Manager, John Dantzer as the single Street Administrator for the City of West Branch for the calendar year of 2024 in all transactions with the State Transportation Department as provided in Section 13 of the Act.

* * * * *

MOTION BY ADAIR, SECOND BY SHOWALTER, TO APPROVE RESOLUTION 24-03 ANNUAL BANKS AND CHECK SIGNERS.

Yes —Adair, Bennett, Frechette, Jackson, Pugh, Showalter, Zimmerman

No – None

Absent – None

Motion carried

RESOLUTION #24-03

WHEREAS, for audit purposes, at the first meeting of every year, it is recommended the City annually names all banks the City is allowed to conduct business with, and

WHEREAS, it is also recommended to approve all authorized signers and depositors for City funds, and

NOW, THEREFORE, BE IT RESOLVED, that the West Branch City Council hereby approves the following as authorized banks: Huntington Bank, Mercantile Bank, PNC Bank, Huron Community Bank, and Northland Area Federal Credit Union, and

FURTHER BE IT RESOLVED, that the City approves Manager, John Dantzer; Treasurer, Michelle Frechette; Mayor, Paul Frechette, and Mayor Pro Term, Mike Jackson as authorized signers and depositors for the City.

* * * * *

Manager Dantzer explained that the Ogemaw County Board of Commissioners is establishing a Housing Committee made up of several different townships and the EDC. They are asking for two representatives from the City. Manager Dantzer would like to participate in this committee and Member Zimmerman has also expressed interest.

MOTION BY PUGH, SECOND BY SHOWALTER, TO APPOINT MANAGER DANTZER AND MEMBER ZIMMERMAN TO REPRESENT THE CITY ON THE NEW HOUSING COMMITTEE.

Yes —Adair, Bennett, Frechette, Jackson, Pugh, Showalter, Zimmerman

No – None

Absent – None

Motion carried

* * * * *

Manager Dantzer announced that the DWSRF Grant of \$18,000,000 has been awarded to pay for 100% of the City's water upgrades. EGLE needs a motion to authorize a signer on the City's behalf. Council congratulated Manager Dantzer and Supervisor Killackey on their efforts and success with the work on this grant.

MOTION BY PUGH, SECOND BY FRECHETTE, TO AUTHORIZE MANAGER DANTZER TO SIGN THE DWSRF GRANT ON BEHALF OF THE CITY.

Yes —Adair, Bennett, Frechette, Jackson, Pugh, Showalter, Zimmerman

No – None

Absent – None

Motion carried

* * * * *

MOTION BY JACKSON, SECOND BY BENNETT TO APPROVE THE MINUTES AND SUMMARY FROM THE REGULAR MEETING HELD DECEMBER 18, 2023.

Yes —Adair, Bennett, Frechette, Jackson, Pugh, Showalter, Zimmerman

No – None

Absent – None

Motion carried

* * * * *

MOTION BY SHOWALTER, SECOND BY BENNETT TO RECEIVE AND FILE THE TREASURER'S REPORT AND INVESTMENT SUMMARY; AND MINUTES FROM THE ZONING BOARD OF APPEALS MEETING HELD AUGUST 14, 2023.

Yes —Adair, Bennett, Frechette, Jackson, Pugh, Showalter, Zimmerman

No – None

Absent – None

Motion carried

* * * * *

Communications shared included a letter from State Representative Mike Hoadley.

* * * * *

MOTION BY FRECHETTE, SECOND BY SHOWALTER TO RE-APPOINT LOIS BERGQUIST TO THE RECREATION COMMITTEE FOR A THREE-YEAR TERM; APPOINT KIM ERVANS TO THE BOARD OF REVIEW FOR A PARTIAL TERM TO END 12/31/24; AND RE-APPOINT JOZANN BURGIN TO THE ZBA FOR A THREE-YEAR TERM.

Yes —Adair, Bennett, Frechette, Jackson, Pugh, Showalter, Zimmerman

No – None

Absent – None

Motion carried

* * * * *

Mayor Frechette wished everyone a very happy new year and thanked City employees and Board Members for all their hard work.

Member Pugh reported that the bell ringing raised \$47,200 this year for the Salvation Army. There was a total of 464 bell ringers this year. Donations have gone up considerably from last years total of approximately \$35,000.

Member Bennett echoed Mayor Frechette and thanked Member Pugh for her hard work with the Salvation Army.

Manager Dantzer announced that the well sample came back for Well #5 and was fine so the well is up and running effective today.

Sean Gilbert thanked the City for the post on Facebook and is looking forward to helping get the sign in place.

Amy Hensel from the Herald introduced herself and will be attending Council meetings to report on City activities.

Mayor Frechette adjourned the meeting at 7:32 pm.

Paul Frechette, Mayor

Lori Ann Clover, Clerk

SUMMARY OF THE REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET ON MONDAY, JANUARY 8, 2024.

Mayor Frechette called the meeting to order at 7:00 p.m.

Present: Mayor Frechette, Council Members Adair, Bennett, Jackson, Pugh, Showalter, and Zimmerman.

Absent: None

Other officers present: Manager Dantzer, Clerk Clover, DPW Supervisor Killackey, Commissioner Scott, and City Realtor DeRoso.

All stood for the Pledge of Allegiance.

Commissioner Scott gave an update on county activities.

Penny Payea updated Council on EDC activities.

Realtor DeRoso informed Council the status of real estate owned by the City. Council approved Realtor DeRoso's contract renewal.

Council approved the bid for the backhoe in the amount of \$14,000.

Council approved bills in the amount of \$78,387.87.

Council approved the enactment of Ordinance 23-03 Building Department.

Council approved Resolution 24-01 meeting place and time.

Council approved Resolution 24-02 street administrator.

Council approved Resolution 24.03 annual banks and check signers.

Council approved Manager Dantzer and Member Zimmerman to sit on the Housing Committee.

Council approved Manager Dantzer to sign the DWSRF Grant.

Council approved the minutes and summary from the regular meeting held December 18, 2023.

Council received and filed the treasurers report and investment summary; and minutes from the Zoning Board of Appeals meeting held August 14, 2023.

Communications were shared.

Council approved re-appointment of Lois Bergquist to the Recreation Committee for a three-year term, Kim Ervans to the Board of Review for a partial term to expire 12/31/24, and re-appointment of Jozann Burgin to the ZBA for a three-year term.

Mayor Frechette, Members Pugh and Bennett, and Manager Dantzer gave updates.

Sean Gilbert thanked the City for the Facebook post and is looking forward to helping get the sign into place.

Amy Hensel from the Herald introduced herself and will be attending Council meetings to report on City activities.

Mayor Frechette adjourned the meeting at 7:32 pm.

CASH SUMMARY BY ACCOUNT FOR WEST BRANCH
FROM 01/01/2024 TO 01/31/2024
FUND: ALL FUNDS
INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 01/01/2024	Total Debits	Total Credits	Ending Balance 01/31/2024
Fund 101 GENERAL FUND					
004.300	CERTIFICATE OF DEPOSIT A	100,000.00	0.00	0.00	100,000.00
004.400	CERTIFICATE OF DEPOSIT B	150,000.00	0.00	0.00	150,000.00
	GENERAL FUND	250,000.00	0.00	0.00	250,000.00
Fund 150 CEMETERY PERPETUAL CARE					
004.300	CERTIFICATE OF DEPOSIT C	112,499.74	0.26	0.00	112,500.00
004.400	CERTIFICATE OF DEPOSIT D	113,500.06	0.00	0.06	113,500.00
	CEMETERY PERPETUAL CARE	225,999.80	0.26	0.06	226,000.00
Fund 251 INDUSTRIAL PARK FUND					
004.300	CERTIFICATE OF DEPOSIT A	100,000.00	0.00	0.00	100,000.00
004.400	CERTIFICATE OF DEPOSIT B	25,000.00	0.00	0.00	25,000.00
	INDUSTRIAL PARK FUND	125,000.00	0.00	0.00	125,000.00
Fund 661 EQUIPMENT FUND					
004.300	CERTIFICATE OF DEPOSIT A	150,000.00	0.00	0.00	150,000.00
004.400	CERTIFICATE OF DEPOSIT B	100,000.00	0.00	0.00	100,000.00
	EQUIPMENT FUND	250,000.00	0.00	0.00	250,000.00
	TOTAL - ALL FUNDS	850,999.80	0.26	0.06	851,000.00

Bank Code		Beginning Balance 01/01/2024	Total Debits	Total Credits	Ending Balance 01/31/2024
Fund	Description				
GEN1	GEN1 - GENERAL CHECKING				
101	GENERAL FUND	1,058,128.77	31,046.32	69,110.51	1,020,064.58
150	CEMETERY PERPETUAL CARE	41,876.20	0.00	0.00	41,876.20
209	CEMETERY FUND	1,833.30	0.00	1,090.95	742.35
237	MARIJUANA FUND	4,538.19	0.00	0.00	4,538.19
243	BROWNFIELD REDEVELOPMENT AUTHORITY FU	(11,830.69)	0.00	0.00	(11,830.69)
248	DDA OPERATING FUND	384,980.32	11.81	200.00	384,792.13
251	INDUSTRIAL PARK FUND	37,243.81	4,122.56	169.85	41,196.52
276	HOUSING RESOURCE FUND	196,220.27	418.00	0.00	196,638.27
318	SEWER DEBT FUND	141,051.92	13,335.30	223.94	154,163.28
319	WATER DEBT FUND	113,894.57	2,916.30	46.68	116,764.19
572	PLANT REPLACEMENT FUND (R&I)	1.84	0.00	0.00	1.84
590	SEWER FUND	348,879.47	18,494.76	36,148.66	331,225.57
591	WATER FUND	633,996.62	20,626.76	14,658.73	639,964.65
592	WATER REPLACEMENT FUND	2,330,724.48	0.00	0.00	2,330,724.48
593	SEWER COLLECTION	295,560.68	3,362.31	3,370.68	295,552.31
561	EQUIPMENT FUND	18,771.70	26,638.35	8,637.81	36,772.24
704	PAYROLL CLEARING	(21,230.64)	45,727.48	0.00	24,496.84
705	IRONS PARK ENTERTAINMENT FUND	14,442.01	0.00	100.00	14,342.01
707	YOUTH SAFETY PROGRAM	115.69	0.00	0.00	115.69
	GEN1 - GENERAL CHECKING	5,589,198.51	166,699.95	133,757.81	5,622,140.65
M/LST	MAJOR/ LOCAL STREETS				
202	MAJOR STREET FUND	738,765.70	20,933.95	9,007.22	750,692.43
203	LOCAL STREET FUND	476,126.82	12,271.01	1,052.10	487,345.73
	MAJOR/ LOCAL STREETS	1,214,892.52	33,204.96	10,059.32	1,238,038.16
PAY	PAYROLL				
704	PAYROLL CLEARING	92,903.35	0.00	46,066.74	46,836.61
	PAYROLL	92,903.35	0.00	46,066.74	46,836.61
CHEM	SAVINGS				
101	GENERAL FUND	461,431.67	0.00	0.00	461,431.67
150	CEMETERY PERPETUAL CARE	1,688.83	0.00	0.00	1,688.83
251	INDUSTRIAL PARK FUND	245.89	0.00	0.00	245.89
571	COLLECTION REPLACEMENT FUND	0.65	0.00	0.00	0.65
591	WATER FUND	26,633.12	0.00	0.00	26,633.12
592	WATER REPLACEMENT FUND	19,963.27	0.00	0.00	19,963.27
593	SEWER COLLECTION	3,208.80	0.00	0.00	3,208.80
561	EQUIPMENT FUND	103,642.73	0.00	0.00	103,642.73
	SAVINGS	616,814.96	0.00	0.00	616,814.96
TAX	TAXES				
701	TAX AGENCY	97,128.37	143,268.75	189,160.68	51,236.44
	TAXES	97,128.37	143,268.75	189,160.68	51,236.44
	TOTAL - ALL FUNDS	7,610,937.71	343,173.66	379,044.55	7,575,066.82



West Branch Police Department

Chief Kenneth W. Walters

130 Page St.

West Branch, Michigan 48661

Phone: 989-345-2627 Fax: 989-345-0083

E-mail: police@westbranch.com

1/11/2024

Honorable Mayor and Council,

This is the December and 2023 end report. For the month of December, the department handled 106 Law Enforcement complaints. The most serious complaint being a Domestic Assault with injuries. The department further handled 3 blight complaints.

During the month of December, our officers participated in numerous community events in the spirit of giving back. Officers participated the Shop with a Hero program and raised over \$3,000 in grant / donations for this program. Our officers further donated time to assist the Salvation Army bell ringing and the Santa Train.

In regards to the overall year, we saw an increase of 235 Law Enforcement complaints. Unfortunately, assaults and malicious property destruction were up significantly. Oddly enough, aggressive animal complaints were up significantly as well.

We further lost two seasoned officers, both towards the end of the year to different career choices. Although they both parted on good terms and were extremely appreciative to the council and administration for their time here, it hurts to lose experience. Officers leaving law enforcement and recruiting new ones is a problem, not only here, but on a state and national level. On a positive note, we have two new recruits currently in the police academy that will be

coming to us upon graduation, but it will take us some time to rebuild and gain valuable experience. I thank you for your continued support and the support of all the city's employees. Looking forward to a great 2024!

Respectfully,

A handwritten signature in black ink, consisting of several fluid, overlapping strokes that form a stylized representation of the name Kenneth W. Walters.

Chief Kenneth W. Walters

December 2023 Blight and Ordinance Violations

<u>Date</u>	<u>Address</u>	<u>Offense</u>
12/4/2023	243 N. Burgess St.	Blight/Trash
12/19/2023	243 N. Burgess St.	Blight/Trash
12/28/2023	243 N. Burgess St.	Blight/Trash

Synopsis: 243 N. Burgess St.

December 4th was the initial contact (ref. this complaint) with owner of 243 N. Burgess regarding trash and “junk” in yard, photos were taken. On December 19th a follow up check was conducted and deficiencies were still found with little to no action taken, updated photos taken. Upon return on December 28th, owner had still not cleaned refuse in yard. Owner was advised that officers would return in one hour with citations. Upon return, yard was cleaned and cleared. Incident closed.

400 E Houghton Ave	1/3/2023	City Charter Violation	Sidewalk cleared/ Closed	JA
	2/18/2023	City Charter Violation	Snow Violation/ Sidewalk- City Manager Notified	JA
	3/4/2023	City Charter Violation	Snow Violation/ Sidewalk/ Ongoing- City Manager Notified	JA
	3/29/2023	City Charter Violation	Sidewalk cleared/ Closed	JA
419 N 3rd Street	1/10/2023	Blight- Trash Complaint	Trash brought into City limits for pickup/ Photos taken/ Advised was not allowed	JA
	1/20/2023	Blight- Trash Complaint	Trashed removed/ Closed	JA
	5/16/2023	Blight- Lawn Violation	Previously Noticed/ Photos taken/ Contractor notified	JA
	5/18/2023	Blight- Lawn Violation	Contractor cut the lawn/ Closed	JA
	6/19/2023	Blight- Lawn Violation	Previously Noticed/ Photos taken/ Contractor notified	JA
	6/21/2023	Blight- Lawn Violation	Contractor cut the lawn/ Closed	JA
	7/17/2023	Blight- Lawn Violation	Previously Noticed/ Photos taken/ Contractor notified	JA
	7/19/2023	Blight- Lawn Violation	Contractor cut the lawn/ Closed	JA
607 S Valley Street (Update)	1/12/2023	Dangerous / Unsafe Building	Email received- another contractor coming to give bid on exterior repair this coming week.	JA
	5/16/2023	Dangerous / Unsafe Building	Emailled for an update on the project.	JA
	5/17/2023	Dangerous / Unsafe Building	Email received- Contractor bids too high- requesting additional bids	JA
394 N 2nd Street (Update)	1/17/2023	Dangerous / Unsafe Building	Property sold- Notice/ CAP sent to new owner.	JA
	2/28/2023	Dangerous / Unsafe Building	Received CAP from the owner	JA
	9/12/2023	Dangerous / Unsafe Building	Tx with the owner/ Working on removing rear part of the building	JA
115 Sidney Street (Update)	1/20/2023	Blight- Trash Complaint	Trashed removed/ Closed	JA
110 E Houghton Ave	1/31/2023	City Charter Violation	Snow Violation/ Sidewalk- Notice mailed	JA
	2/17/2023	City Charter Violation	Sidewalk cleared/ Closed	JA
307 E Houghton Ave	1/31/2023	City Charter Violation	Snow Violation/ Sidewalk- Notice mailed	JA
	2/17/2023	City Charter Violation	Sidewalk cleared/ Closed	JA
105 W Houghton Ave	1/31/2023	City Charter Violation	Snow Violation/ Sidewalk- Notice mailed	JA
	2/17/2023	City Charter Violation	Sidewalk cleared/ Closed	JA
140 State Street	2/7/2023	City Charter Violation	Snow Violation/ Sidewalk- Previously noticed on 12/28/2022- City Hall advised.	JA
372 State Street	2/7/2023	City Charter Violation	Snow Violation/ Sidewalk- Previously noticed on 12/28/2022- City Hall advised.	JA
376 State Street	2/7/2023	City Charter Violation	Snow Violation/ Sidewalk- Previously noticed on 12/28/2022- City Hall advised.	JA
406 State Street	2/7/2023	City Charter Violation	Snow Violation/ Sidewalk- Previously noticed on 12/28/2022- City Hall advised.	JA
426 State Street	2/7/2023	City Charter Violation	Snow Violation/ Sidewalk- Previously noticed on 12/28/2022- City Hall advised.	JA
295 Fairview Road	2/7/2023	City Charter Violation	Snow Violation/ Sidewalk- Previously noticed on 12/28/2022- City Hall advised.	JA
317 Fairview Road	2/7/2023	City Charter Violation	Snow Violation/ Sidewalk- Previously noticed on 12/28/2022- City Hall advised.	JA
325 Fairview Road	2/7/2023	City Charter Violation	Snow Violation/ Sidewalk- Previously noticed on 12/28/2022- City Hall advised.	JA
279 N Burgess Street	2/7/2023	City Charter Violation	Snow Violation/ Sidewalk- Previously noticed on 12/28/2022- City Hall advised.	JA
	5/16/2023	Blight- Lawn Violation	Photos taken/ Notice sent	JA
	5/27/2023	Blight- Lawn Violation	Received notice back from USPS- Not deliverable	JA
	5/28/2023	Blight- Lawn Violation	Phone message delivered to the owner	JA

	5/30/2023	Blight- Lawn Violation	Lawn cut/ Closed	JA
	6/27/2023	Blight- Lawn Violation	Photos taken/ Notice sent	JA
	7/7/2023	Blight- Lawn Violation	Lawn cut/ Closed	JA
284 N Burgess Street	2/7/2023	City Charter Violation	Snow Violation/ Sidewalk- Previously noticed on 12/28/2022- City Hall advised.	JA
335 E Houghton Ave	2/7/2023	City Charter Violation	Snow Violation/ Sidewalk- Previously noticed on 12/28/2022- City Hall advised.	JA
234 N 1st Street	2/7/2023	City Charter Violation	Snow Violation/ Sidewalk- Notice mailed	JA
	2/17/2023	City Charter Violation	Sidewalk cleared/ Closed	JA
240 N 1st Street	2/7/2023	City Charter Violation	Snow Violation/ Sidewalk- Notice mailed	JA
	2/17/2023	City Charter Violation	Sidewalk cleared/ Closed	JA
720 Annie Street	2/22/2023	Blight- Trash Complaint	Reported Trash and furniture in the yard. Checked, reproted items set out for trash pickup- No violation/ Closed	JA
City of West Branch	3/4/3023	Prohibited Signs	Business signs on utility poles/ Rightaway- Called/ No answer/ No return call/ Sent notice	JA
	3/14/2023	Prohibited Signs	Signs removed/ Closed	JA
243 N Burgess Street	3/29/2023	Blight- Trash Complaint	Accumulation of trash/ Photos taken/ Notice sent	JA
	4/10/2023	Blight- Trash Complaint	Progress/ Updated photos taken	JA
	4/24/2023	Blight- Trash Complaint	Owner working on solution for weekly trash accumulation	JA
	5/16/2023	Blight- Lawn violation	Previously Noticed/ Photos taken/ Contractor notified	JA
	5/18/2023	Ordinance Violation	Dog at large- Previous warnings & citations- Owner cited	JA
	5/22/2023	Blight- Lawn violation	Contractor cut the lawn/ Closed	JA
	6/27/2023	Blight- Lawn violation	Photos taken/ Spoke with owner- will cut	JA
	7/7/2023	Blight- Lawn violation	Lawn cut/ Closed	JA
	10/28/2023	Blight- Trash Complaint	Trash in the yard/ Verbal notice to the owner	JA
	11/8/2023	Blight- Trash Complaint	Report of a couch in the front yard/ At the curb for large item pickup	JA
	11/9/2023	Blight- Trash Complaint	Couch picked up by GFL/ Closed	JA
	12/4/2023	Blight- Trash Complaint	Trash in the yard/ Photos taken/ Notice sent	JA
	12/19/2023	Blight- Trash Complaint	Updated photos/ Spoke with the owner	JA
	12/28/2023	Blight- Trash Complaint	Trash removed/ Closed	JA
347 N 3rd Street	4/24/2023	Blight- Trash Complaint	Accumulation of junk/ trash/ Photos taken/ Notice sent	JA
	5/23/2023	Blight- Trash Complaint	Called owner for an update/ Sending crew over today.	JA
	5/30/2023	Blight- Trash Complaint	Junk/ trash removed/ Closed	JA
226 N 2nd Street	4/24/2023	Blight- Incomplete exterior of a structure	Partially sided home for excess of 12 months/ Photos taken/ Notice & CAP sent	JA
	5/16/2023	Blight- Incomplete exterior of a structure	I have not received a CAP/ TX owner- working on home/ Will drop off CAP	JA
	5/23/2023	Blight- Incomplete exterior of a structure	I have not received a CAP/ TX owner- Will drop off CAP by Friday	JA
	5/30/2023	Blight- Incomplete exterior of a structure	I have not received a CAP/ TX owner- No answer/ left a message	JA
	6/1/2023	Blight- Incomplete exterior of a structure	I have not received a CAP/ TX owner- No answer/ left a message requesting CAP by 6pm today, or would move forward with violation process	JA
	6/6/2023	Blight- Incomplete exterior of a structure	Still no response/ Citation posted and mailed	JA
	6/9/2023	Blight- Incomplete exterior of a structure	Owner came into WBPd/ Met owner at the property/ Working on home/ 2nd copy of CAP provided	JA
	6/13/2023	Blight- Incomplete exterior of a structure	Received CAP from the owner	JA
	9/12/2023	Blight- Incomplete exterior of a structure	Tx with the owner/ Progress noted/ Should be complete soon	JA
	10/4/2023	Blight- Incomplete exterior of a structure	Project completed/ Closed	JA
119 S 3rd Street	5/2/2023	Blight- Junk Auto/ Unregistered Vehicles	2 vehicles unregistered / Photos taken/ Notice	JA

	5/16/2023	Blight- Junk Auto/ Unregistered Vehicles	Clearing out garage for vehicles/ CAP mailed to WBPD	JA
	5/23/2023	Blight- Junk Auto/ Unregistered Vehicles	Received CAP from the owner	JA
	6/9/2023	Blight- Junk Auto/ Unregistered Vehicles	1 or 2 vehicles removed	JA
	6/14/2023	Blight- Junk Auto/ Unregistered Vehicles	Spoke with the owner, has someone coming to tow the other vehicle away	JA
	6/27/2023	Blight- Junk Auto/ Unregistered Vehicles	2nd vehicle removed/ Closed	JA
134 S 2nd Street				
	5/16/2023	Blight- Lawn Violation	Previously Noticed/ Photos taken/ Contractor notified	JA
	5/18/2023	Blight- Lawn Violation	Contractor cut the lawn/ Closed	JA
	6/19/2023	Blight- Lawn Violation	Previously Noticed/ Photos taken/ Contractor notified	JA
	6/21/2023	Blight- Lawn Violation	Contractor cut the lawn/ Closed	JA
	7/17/2023	Blight- Lawn Violation	Previously Noticed/ Photos taken/ Contractor notified	JA
	7/19/2023	Blight- Lawn Violation	Contractor cut the lawn/ Closed	JA
	8/9/2023	Blight- Lawn Violation	Previously Noticed/ Photos taken/ Contractor notified	JA
	8/9/2023	Blight- Lawn Violation	Contractor cut the lawn/ Closed	JA
	9/11/2023	Blight- Lawn Violation	Previously Noticed/ Photos taken/ New owner/ Verbal notice given	JA
403 S 4th Street	5/23/2023	Blight- Lawn Violation	Photos taken/ Notice sent	JA
	5/31/2023	Blight- Lawn Violation	Lawn cut/ Closed	JA
114 McGregor Ct	6/1/2023	Blight- Lawn Violation	Photos taken/ Notice sent	JA
	6/9/2023	Blight- Lawn Violation	Lawn cut/ Closed	JA
129 S 4th Street	6/14/2023	Blight- Lawn Violation	Photos taken/ verbal notice given	JA
	6/19/2023	Blight- Lawn Violation	Lawn cut/ Closed	JA
377 State Street	6/15/2023	Blight- Lawn Violation	Photos taken/ verbal notice given	JA
	6/19/2023	Blight- Lawn Violation	Lawn cut/ Closed	JA
351 State Street	6/19/2023	Blight- Lawn Violation	Photo taken/ Verbal notice given	JA
	6/27/2023	Blight- Lawn Violation	Lawn cut/ Closed	JA
312 E Houghton Ave	6/27/2023	Blight- Lawn Violation	Photos taken/ Notice sent	JA
	7/7/2023	Blight- Lawn Violation	Lawn cut/ weeds still long in roads	JA
	7/18/2023	Blight- Lawn Violation	Spoke with admin/ Will have lawn care service remove weeds	JA
	7/27/2023	Blight- Lawn Violation	Weeds removed/ Closed	JA
235 S 5th Street	7/3/2023	Blight- Lawn Violation	Photos taken/ Notice sent	JA
	7/18/2023	Blight- Lawn Violation	Lawn cut/ closed	JA
429 N 1st Street	7/25/2023	Blight- Trash Complaint	No trash located/ Items from recent yard sale/ Photos taken/ Owner currently removing items from the yard/ Will follow-up later	JA
	8/22/2023	Blight- Trash Complaint	Items removed/ closed	JA
180 Alto Court	7/31/2023	Blight- Trash Complaint	Trash/ junk at the roadway/ Photos taken/ Notice sent	JA
	8/10/2023	Blight- Trash Complaint	All removed, except two items/ will recheck	JA
	8/22/2023	Blight- Trash Complaint	Trash/ junk removed/ closed	JA
Victorian Court Condos	8/4/2023	Blight- Brush Violation	Brush set out in roadway/ Photo/ Verbal notice/ Will move	JA
	8/10/2023	Blight- Brush Violation	Brush removed/ closed	JA
323 N 3rd Street	8/9/2023	Blight- Lawn Violation	Photos taken/ Notice sent	JA
	8/14/2023	Blight- Lawn Violation	Lawn cut/ closed	JA
129 S 3rd Street	8/9/2023	Blight- Lawn Violation	Photos taken/ Notice sent	JA

	8/22/2023	Blight- Lawn Violation	Lawn cut/ closed	JA
133 S 3rd Street	8/9/2023	Blight- Lawn Violation	Photos taken/ Notice sent	JA
	8/22/2023	Blight- Lawn Violation	Lawn cut/ closed	JA
234 N Burgess Street	9/11/2023	Blight- Lawn Violation	Photos taken/ Notice sent	JA
	9/20/2023	Blight- Lawn Violation	Lawn cut/ Closed	JA
228 S 1st Street	9/12/2023	Blight- Trash Complaint	Report of junk/ rubbish/ Checked- none found/ Noise complaints/ Advised to call when noise violation is occurring/ Closed	JA
	10/9/2023	Ord. Violation- Barking dog	Owner in the process of finding a new home for the dog.	JA
	10/10/2023	Ord. Violation- Barking dog	Dog let out to use restroom/ Brought back inside	JA
	10/13/2023	Ord. Violation- Barking dog	1st citation issued	JA
316 Lindsay Street	9/20/2023	Blight- Lawn Violation	Photos taken/ Notice sent	JA
	10/1/2023	Blight- Lawn Violation	Lawn cut/ Closed	JA
234 N 3rd Street	10/4/2023	Blight- Brush Violation	Photos taken/ Warning notice sent/ Closed	JA
300 N 3rd Street	10/4/2023	Blight- Brush Violation	Photos taken/ Warning notice sent/ Closed	JA
136 S 5th Street	10/4/2023	Blight- Trash	Complaint of 2 mattresses curbside over 1 week and on callers property/ Not on callers property/ Advised items were not picked up by trash company/ Advised City Hall/ Closed	JA
426 N 2nd Street	10/11/2023	Blight- Brush Violation	Photos taken/ Warning notice sent/ Closed	JA
411 N 4th Street	10/29/2023	Ord. Violation- Burning leaves	Report of leaves being burnt- excessive smoke/ Burning leaves in portable fire pit/ Warning given/ advised on the ordinance/ Closed	JA
Lieutenant Joseph Adams:		Date: 11/2/2024		
West Branch Police Department				

Offense Count Report

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Report Criteria:

Start Offense	End Offense	Officer	
01000	99009	ALL	
DEC2023	TOTAL2023	TOTAL2022	TOTAL2021
12/01/2023-12/31/2023	01/01/2023-12/31/2023	01/01/2022-12/31/2022	01/01/2021-12/31/2021

Offense	Description	DEC2023	TOTAL2023	TOTAL2022	TOTAL2021
11001	SEXUAL PENETR'N PENIS/VAGINA CSC1	0	0	1	1
11005	SEXUAL PENETRATION OBJECT CSC1	0	1	0	0
11007	SEXUAL CONTACT FORCIBLE CSC2	0	2	1	0
11008	SEXUAL CONTACT FORCIBLE CSC4	0	3	1	1
13001	NONAGGRAVATED ASSAULT	1	32	19	19
13002	AGGRAVATED/FELONIOUS ASSAULT	0	2	2	4
13003	INTIMIDATION/STALKING	0	0	3	2
20000	ARSON	0	1	0	0
22001	BURGLARY - FORCED ENTRY	0	0	1	1
22002	BURGLARY - ENTRY W/OUT FORCE(INTENT	0	0	0	1
22003	BURGLARY - UNLAWFUL ENTRY(NO INTENT	0	1	3	0
23002	LARCENY - PURSE SNATCHING	0	0	0	2
23003	LARCENY - THEFT FROM BUILDING	0	1	1	2
23005	LARCENY - THEFT FROM MOTOR VEHICLE	0	3	3	9
23007	LARCENY - OTHER	0	8	9	8
24001	MOTOR VEHICLE THEFT	0	0	1	1
25000	FORGERY/COUNTERFEITING	0	0	1	1
26001	FRAUD - FALSE PRETENSE/SWINDLE/CONF	0	2	0	0
26002	FRAUD - CREDIT CARD/ATM	0	2	1	1
26003	FRAUD - IMPERSONATION	0	1	1	1
26005	FRAUD - WIRE	0	0	0	1
26006	FRAUD - BAD CHECKS	0	1	2	1
26007	FRAUD - IDENTITY THEFT	0	3	4	0
27000	EMBEZZLEMENT	0	0	3	0
28000	STOLEN PROPERTY	0	0	1	0
29000	DAMAGE TO PROPERTY	1	30	12	15
30002	RETAIL FRAUD - THEFT	0	2	1	0
35001	VIOLATION OF CONTROLLED SUBSTANCE	0	0	9	4
36004	SEX OFFENSE - OTHER	0	1	0	3
38001	FAMILY - ABUSE/NEGLECT NONVIOLENT	0	3	0	2
38003	FAMILY - OTHER	0	0	0	1
41002	LIQUOR VIOLATIONS - OTHER	0	0	1	1
42000	DRUNKENNESS	0	1	0	1
48000	OBSTRUCTING POLICE	0	0	2	5
49000	ESCAPE/FLIGHT	0	0	1	0
50000	OBSTRUCTING JUSTICE	2	32	37	29
52001	WEAPONS OFFENSE - CONCEALED	0	0	1	0
52003	WEAPONS OFFENSE - OTHER	0	1	0	2
53001	DISORDERLY CONDUCT	2	6	0	1
53002	PUBLIC PEACE - OTHER	0	1	0	0
54001	HIT & RUN MOTOR VEHICLE ACCIDENT	0	1	0	0
54002	OUIL OR OUID	0	5	13	4
54003	DRIVING LAW VIOLATIONS	3	29	46	10
55000	HEALTH AND SAFETY	0	1	0	0
57001	TRESPASS	4	21	14	21
62000	CONSERVATION	0	1	0	0
70000	JUVENILE RUNAWAY	0	2	6	0

Offense Count Report

Page: 2

Report Criteria:

Start Offense	End Offense	Officer	
01000	99009	ALL	
DEC2023	TOTAL2023	TOTAL2022	TOTAL2021
12/01/2023-12/31/2023	01/01/2023-12/31/2023	01/01/2022-12/31/2022	01/01/2021-12/31/2021

Offense	Description	DEC2023	TOTAL2023	TOTAL2022	TOTAL2021
70001	Incorrigible	0	1	1	0
70003	Juvenile Truancy	0	2	0	0
70004	Juvenile Issues	3	15	1	3
72000	ANIMAL CRUELTY	0	0	1	0
73000	MISCELLANEOUS CRIMINAL OFFENSE	0	5	2	4
75000	SOLICITATION	0	0	1	0
90001	Vehicle Lockouts	7	84	69	88
90002	Motorist Assists	1	13	9	15
90003	Assist E.M.S.	11	160	108	120
90005	City Ordinance Violations	0	25	7	29
90006	Prisoner Transports	0	0	1	0
90007	Parking Complaints	0	3	2	4
90008	ANIMAL COMPLAINTS	1	21	12	13
91001	Delinquent Minors	0	7	8	15
91002	Runaway	0	0	1	2
91003	K-9 Assists	0	9	16	7
91004	Abandoned Vehicle	0	0	3	2
92003	Walk Away (Ment. & Host.)	0	2	4	5
92004	Insanity	2	23	23	30
92005	MIP Civil	1	20	1	0
93001	PROPERTY DAMAGE ACCIDENT/PI	8	65	54	51
93002	Accident, Non-Traffic	2	24	26	32
93003	Civil Traffic Violations	0	0	1	0
93004	Parking Violations	0	0	1	1
93006	Traffic Policing	0	2	5	21
93007	Traffic Safety Public Relations	2	7	11	35
93008	Inspections/Investigations -Breathalyzer	0	0	0	1
94001	Valid Alarm Activations	0	2	0	3
94002	False Alarm Activations	4	82	81	63
95001	Accident, Fire	0	2	3	1
95003	Inspection, Fire	0	0	1	3
95004	Hazardous Condition	0	0	1	6
97001	Accident, Traffic	0	0	1	0
97003	Accident, Other Shooting	0	0	1	0
97006	Accident, All Other	0	0	0	2
98002	Inspections/Investigations -Motor Vehicles	0	1	1	0
98003	Inspections/Investigations -Property	0	0	1	7
98004	Inspections/Investigations -Other	0	20	27	7
98006	Civil Matters/Family Disputes	6	75	47	88
98007	Suspicious Situations/Subjects	9	175	109	178
98008	Lost/Found Property	0	15	13	13
98009	Inspections/Investigations -Drug Overdose	0	1	2	3
99002	Natural Death	0	4	5	5
99007	PR Activities	4	22	14	4
99008	General Assistance	32	421	384	283
99009	General Non-Criminal	0	23	36	35
Totals:		106	1531	1296	1334

SPECIAL MEETING OF THE WEST BRANCH PLANNING COMMISSION HELD IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET, ON TUESDAY, NOVEMBER 7, 2023.

Chairperson Cori Lucynski called the meeting to order at 6:00 p.m.

Present: Bob David, Yvonne DeRoso, Josh Erickson, Kara Fachting, Mike Jackson, Cori Lucynski, and Rusty Showalter.

Absent: None

Others officers in attendance: Acting secretary/zoning administrator, John Dantzer

All stood for the Pledge of Allegiance.

At 6:02, Chairperson Lucynski opened the public hearing to take comment on ordinance 23-02 which would amend the zoning of several parcels through out the City.

No one wished to speak on the subject.

MOTION BY FACHTING, SECOND BY JACKSON, TO CLOSE THE PUBLIC HEARING.

Yes — David, DeRoso, Erickson, Fachting, Jackson, Lucynski, Showalter

No – None

Absent –None

Motion carried

MOTION BY DEROSO, SECOND BY SHOWALTER, TO APPROVE THE MINUTES FROM THE MEETING HELD OCTOBER 10, 2023.

Yes — David, DeRoso, Erickson, Fachting, Jackson, Lucynski, Showalter

No – None

Absent –None

Motion carried

MOTION BY SHOWALTER, SECOND BY FACHTING, TO RECOMMEND TO CITY COUNCIL THE APPROVAL OF ORDINANCE 23-02 WHICH WOULD REZONE PARCEL # 052-462-009-00 FROM CENTRAL BUSINESS DISTRICT TO MIXED-USE DISTRICT AND THE REZONING OF PARCEL #'S 052-108-003-00, 052-108-04-00, 052-108-005-00, AND 052-108-006-00 FROM SINGLE-FAMILY RESIDENTIAL TO MIXED-USE DISTRICT BECAUSE THE ZONING IS CONSISTENT WITH THE GOALS AND OBJECTIVES OF THE MASTERPLAN, IS CONSISTENT WITH THE SURROUNDING USES, DOES NOT POSE AN IMPACT ON THE SURROUNDING PROPERTIES, DOES NOT CREATE A DETERRENT TO THE IMPROVEMENT OR DEVELOPMENT OF

ADJACENT PROPERTIES, WILL NOT CREATE A SPECIAL PRIVILEGE TO AN INDIVIDUAL PROPERTY OWNER, AND WILL POSE NO IMPACT TO THE CITY'S INFRASTRUCTURE OR PROGRAMS.

Yes — David, DeRoso, Erickson, Fachting, Jackson, Lucynski, Showalter

No – None

Absent –None

Motion carried

* * * * *

Chairperson Lucynski spoke on the Veteran's Banners.

Member DeRoso gave an update on the MDOT work that took place in Ogemaw Township and noted they are planning a ribbon cutting for the pathway that connects the Township to the City.

Member Jackson spoke on the passing of June Longstreet and commended her many years of service to the City and the Planning Commission.

Member Fachting gave an update on the cleanup of the old bicycle factory and commended the Ogemaw football team for their great year.

Member Showalter echoed the sentiments of Member Jackson and spoke on the passing of June Longstreet as well.

Secretary/Zoning Administrator Dantzer discussed concerns with the expansion of electric vehicle charging stations and noted the Commission may want to look into updating the zoning ordinance to deal with them. It was discussed that this was something that would be looked at moving forward.

* * * * *

Chairperson Lucynski closed the meeting at 6:28 pm.

RESCHEDULED REGULAR MEETING OF THE WEST BRANCH PARK AND RECREATION COMMITTEE HELD AT WEST BRANCH CITY HALL, 121 N. FOURTH ST. WEST BRANCH, MI ON TUESDAY, NOVEMBER 21, 2023.

Present: Members Carol Adair, Lois Bergquist, and Josh Erickson.

Absent: Members Lisa Jensen and Meredith Schleicher

Others in attendance: City Manager/Acting Secretary John Dantzer, and members from the sesquicentennial committee (Sandy Rabidue and Vicki Seltz Barnes)

The meeting was called to order by Chairperson Erickson at 6:00 pm.

* * * * *

MOTION BY ADAIR, SECOND BY BERGQUIST, TO APPROVE THE MINUTES FROM THE MEETING HELD OCTOBER 9, 2023.

Yes – Adair, Bergquist, Erickson

No – None

Absent – Jensen, Schleicher

Motion carried.

* * * * *

MOTION BY ERICKSON, SECOND BY ADAIR, TO APPROVE THE RECOMMENDATION TO COUNCIL FOR THE REAPPOINTMENT OF LOIS BERQUIST.

Yes – Adair, Bergquist, Erickson

No – None

Absent – Jensen, Schleicher

Motion carried.

* * * * *

The members of the Recreation Committee and Sesquicentennial Committee discussed plans for the celebration. Ideas centered around hosting a two-day event downtown with events to include a car show, music, lumberjack event, food, the creation of a social district for outdoor alcohol consumption, City history trivia contest with historical information on display in the downtown businesses, historical slide show/movie, and kids' games. They also discussed having a sesquicentennial logo and City coin designed. Also discussed was including the longest tenured City Mayor and City Manager in the event and looking into having the oldest County residents honored as king and queen of the event. Member Rabidue volunteered to look into the logo design. Member Adair volunteered to look into the lumberjack program. Member Dantzer noted he would look into the coin information.

* * * * *

Chairperson Erickson adjourned the meeting at 7:20 pm

20 December 2023 Airport Board Meeting Minutes

The West Branch Community Airport Board met on this date in the Conference Room, West Branch Community Airport Terminal, West Branch, Michigan. The meeting was called to order at 12:16 p.m. by Chairman Terry Hodges.

Present: Terry Hodges, Mike Jackson, Breck Gildner, Craig Scott and Paul Frechette.

Absent: John Dantzer and Brenda Simmons. Also, in attendance were W.B. Airport Manager Ben Evergreen, Horton Township Supervisor Karen Michael and Mark Eiteuner of the EAA.

Motion by Scott second by Hodges, the meeting minutes of the November 15, 2023 meeting be approved. Voice vote. Ayes – all. Motion carried. [12-1-#1]

Bills were presented for payment.

Motion by Jackson second by Frechette, that claims in the amount of \$6,749.57 be approved for payment. Voice vote. Ayes – all. Motion carried. [12-1-#2]

Ben gave the financial report, with a combined account balance is \$290,161.63. The annual and monthly balance statements were discussed.

The renewal contract for the QTPOD was discussed, with both a single year, five-year contract being available.

Motion by Jackson, second by Hodges, to approve the five-year contract for the QTPOD system. Voice vote. Ayes – all. Motion carried. [12-1-#3]

The renewal contract for dumpster services was discussed. Member Scott will inquire whether the Airport can be bundled with other County facilities to reduce costs.

Ben presented the 2023 Airport Year in Review.

No further business remaining, Chairman Hodges adjourned the meeting at 12:39 p.m.

Minutes by Michael Jackson, Board Secretary

City of West Branch Planning Commission
2023 Annual Report

PLANNING COMMISSION MEMBERS

	<i>Term Expiration</i>
Michael (Mike) Jackson , Planning Commissioner	Council Term
Corine Lucynski , Planning Commissioner Chair	11/30/25
Rusty Showalter , Planning Commissioner	11/30/23
Josh Erickson , Planning Commissioner	11/30/24
Kara Fachting , Planning Commissioner	11/30/23
Robert (Bob) David , Planning Commissioner Vice Chair	11/30/25
Yvonne DeRoso , Planning Commissioner	11/30/24