

AGENDA

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL TO BE HELD IN PERSON AND VIRTUALLY AT WEST BRANCH CITY HALL, 121 N. FOURTH ST. ON TUESDAY, JANUARY 3, 2023, BEGINNING AT 6:00 P.M.

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.]

- I. Call to order
- II. Roll call
- III. Pledge of Allegiance
- IV. Scheduled Matters from the Floor
 - A. County Update
- 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. Resolution 23-01 Meeting place and time
 - C. Resolution 23-02 Street Administrator
 - D. Resolution 23-03 Annual banks and signers
 - E. Resolution 23-04 Fee schedule
 - F. Veteran banner renewal fee adjustment
- XI. Approval of the minutes and summary from the regular meeting held December 19, 2022.
- XII. Consent Agenda
 - A. Treasurer's Report and Investment Summary
 - B. Minutes from the WWTPA meeting held September 20, 2022
 - C. Minutes from the Ogemaw Fire Department meeting held October 18, 2022
 - D. Minutes from the Airport Board meeting held November 16, 2022
 - E. Minutes from the DDA Board meeting held November 22, 2022
- XIII. Communications
 - A. 2022 AMAR Review from the State Tax Commission

B. West Branch Community Airport 2022 Year in Review

XIV. Reports

A. Mayor

1. Reappointment of Samantha Fabbri to the DDA 4-year term
2. Reappointment of Autum Hunter to the DDA 4-year term

B. Council

C. Manager

XV. Public comment any topic

XVI. Adjournment

UPCOMING MEETINGS-EVENTS

January 10 Planning 6:00 pm

January 16 Council 6:00 pm

January 18 Airport 12:15 pm

January 24 DDA 12:00 pm

February 6 Council 6:00 pm

February 14 Planning 6:00 pm

February 15 Airport 12:15 pm

February 20 Council 6:00 pm

February 28 DDA 12:00 pm

CITY COUNCIL MEETING NOTICE

To comply with the Michigan Open Meetings Act (MCL 15.265):

The City of West Branch, 121 N. Fourth St. West Branch, MI 48661; phone: (989) 345-0500; email: cityhall@westbranch.com

Internet where meeting notices are posted: www.westbranch.com (click on "CALENDAR OF EVENTS AND NOTICE OF MEETINGS" or go directly to <http://www.westbranch.com/calendar.php>)

NOTICE IS HEREBY GIVEN, that the City Council of West Branch will reschedule their regular January 2, 2023 meeting on the following date, time and place:

DATE: Tuesday, January 3, 2023

TIME: 6:00 p.m.

PLACE: West Branch City Hall
121 N Fourth St
West Branch MI 48661

AGENDA: A regular meeting

Accommodations and necessary reasonable auxiliary aids and services are available upon request to persons with disabilities, as well as the hearing impaired, who require alternately formatted materials or auxiliary aids to ensure effective communication and access to meetings or hearings. All requests for accommodation should be made with as much advance notice as possible by contacting City Clerk Lori Ann Clover at (989) 345-0500; 121 N. 4th St., West Branch, MI 48661; email: cityhall@westbranch.com.

This notice was posted by Lori Ann Clover to comply with Sections 4 and 5 of Michigan Open Meetings Act (MCL 15.265)

**Place
Holder
for
Bills**

RESOLUTION #23-01

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.

Resolution # 23-02

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 2023 in all transactions with the State Transportation Department as provided in Section 13 of the Act.

RESOLUTION #23-03

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, .

RESOLUTION #23-04

WHEREAS, the City of West Branch levies fees to fund City operations, and

WHEREAS, to levy such fees, the City of West Branch Council must approve fees to be levied; and

NOW, THEREFORE, BE IT RESOLVED, that the West Branch adopts the following fees,

City of West Branch Fee Schedule

2023

WATER/SEWER

hang 24 shut off hour notice	\$25.00
turn off during normal hours scheduled	\$30.00
turn off after normal hours	\$200.00
Sewer tap fee residential 6" or less (minimum) (+boring cost)	\$2,500.00
Water tap fee residential 1" or less (minimum) (+boring cost)	\$2,500.00
Water tap 4" or less fire suppression	\$4,000.00
Water tap larger than 4" fire suppression	\$5,000.00
Water ready to serve 3/4"	\$9.95
Water ready to serve 1"	\$17.69
Water ready to serve 1-1/2"	\$39.80
Water ready to serve 2"	\$70.76
Water ready to serve 3"	\$159.20
Water ready to serve 4"	\$283.02
Water per 1,000 gallons 0-10,000 gallons	\$5.23
Water per 1,000 gallons 10,001-100,000 gallons	\$5.75
Water per 1,000 gallons 100,001+ gallons	\$6.28
Water debt per 1,000 gallons	\$1.30
Sewer ready to serve 3/4"	\$4.80
Sewer ready to serve 1"	\$8.54
Sewer ready to serve 1-1/2"	\$19.20
Sewer ready to serve 2"	\$34.14
Sewer ready to serve 3"	\$76.82
Sewer ready to serve 4"	\$136.56
Sewer per 1,000 gallons 0-10,000 gallons	\$5.05
Sewer per 1,000 gallons 10,001-100,000 gallons	\$5.54
Sewer per 1,000 gallons 100,001+ gallons	\$6.04
Sewer collections per 1,000 gallons 0-10,000 gallons	\$1.52
Sewer collections per 1,000 gallons 10,001-100,000 gallons	\$1.67
Sewer collect per 1,000 gallons 100,001+ gallons	\$1.82
Sewer debt per 1,000 gallons	\$6.26

Bulk water purchase per 1,000 gallons	\$10.41
Sprinkling meter used (includes tailpieces)	\$65.00
Sprinkling meter new (includes tailpieces)	\$162.00
Sprinkling meter new with tailpieces & cellular read	\$269.00

CEMETERY

Grave opening & closing cremains	\$250.00
Grave opening & closing full burial	\$500.00
Cemetery foundation 20" X 32"	\$150.00
Cemetery 20" X 44"	\$200.00
Cemetery 20" X 56"	\$250.00
Flat stone placement	\$75.00
Cemetery lot City resident	\$400.00
Cemetery lot non-City resident	\$800.00

COPIES

\$.10/ea

PERMITS AND LICENSING

Parking permit (per year)	\$60.00
Peddlers and solicitors standard license (per day)	\$10.00
Peddlers and solicitors standard license (6 months)	\$50.00
Fixed stand on private property	
Peddlers and solicitors event license (per event)	\$50.00
City event	
Peddlers and solicitors special use license (per day)	\$25.00
Peddlers and solicitors special use license (6 months)	\$125.00
Fixed stand on public property	
Peddlers and solicitors general license (per day)	\$10.00
Peddlers and solicitors general (6 months)	\$50.00
Door to door in City - no fixed stand	
Right of way permit	\$25.00
Farmers Market (per day)	\$5.00
Farmers Market (full season)	\$50.00
Demolition permit	\$25.00
Driveway/curb cut permit	\$25.00

ZONING

zoning permit residential	\$25.00
zoning permit commercial + consulting fees if needed	\$50.00
Special Use permit	\$250.00
Zoning Variance	\$250.00
Amendment to zoning ordinance	\$250.00
Sign permit (permanent or temporary)	\$25.00
Lot splits first one	\$75.00

COUNCIL CHAMBERS-MISC.

Council Chambers 1/2 day	\$50.00
Council Chambers full day	\$100.00
Refundable deposit	\$100.00
Each 1/2 hour beyond scheduled	\$25.00
Returned check fee	\$35.00
Returned ACH fee	\$15.00

PARKS

Large pavilion City resident	\$25.00
Large pavilion non-City resident	\$50.00
Small pavilion City resident	\$10.00
Small pavilion non-City resident	\$20.00
Gazebo City resident	\$20.00
Gazebo non-City resident	\$40.00
Little League Pavilion resident	\$20.00
Little League Pavilion non-resident	\$40.00

MOBILE STAGE RENTAL

Rental of stage (maximum 15-mile radius)	\$400.00
Additional set up/pick up/ delivery costs	\$75/hr.
Refundable deposit	\$200.00

TICKETS

General municipal infraction - first offense	\$50+costs
General municipal infraction - second offense	\$150+costs
General municipal infraction - third offense	\$500+costs
Parking too far from curb	\$25.00
Angle parking violations	\$25.00
Obstructing Traffic	\$50.00
Prohibited parking (signs unnecessary)	
(a) On sidewalk	\$25.00
(b) In front of drive	\$25.00
(c) Within intersection	\$25.00
(d) Within 15 feet of hydrant	\$50.00
(e) On crosswalk	\$25.00
(f) Within 20 feet of crosswalk or 15 feet of corner lot lines	\$25.00
(g) Within 20 feet of street side traffic sign or signal	\$25.00
(h) Within 50 feet of railroad crossing	\$25.00
(i) Within 20 feet of fire station entrance	\$25.00
(j) Within 75 feet of fire entrance on opposite side of street (signs required)	\$25.00
(k) Beside street excavation when traffic obstructed	\$50.00
(l) Double parking	\$50.00

(m) On bridge	\$25.00
(n) Within 200 feet of accident where Police in attendance	\$50.00
(o) Blocking emergency exit	\$50.00
(p) Blocking fire escape	\$50.00
In prohibited zone (signs required)	\$50.00
Parking in yellow zone (yellow paint on curb)	\$25.00
Parking in handicap zone without permit	\$100.00
Failure to display handicap sticker	\$25.00
In alley	\$25.00
Parking for prohibited purpose	
(a) Displaying vehicle for sale	\$25.00
(b) Working or repairing vehicle	\$25.00
(c) Displaying advertising	\$25.00
(d) Selling merchandise	\$25.00
(e) Storage over 24 hours	\$25.00
Wrong side of roadway	\$25.00
Loading zone violation	\$50.00
Bicycle parking violations	\$25.00
Prohibited overnight parking in City lot or on street	\$25.00
Illegal tampering/altering/transfer of any permit	\$500.00
Exhibition driving	\$100.00

BLIGHT

General municipal infraction - first offense	\$300+costs
General municipal infraction - second offense	\$400+costs
General municipal infraction - third offense	\$500+costs



West Branch Honors Service Members

Program Overview

The West Branch Veteran's Day Banner Program is proud to offer the opportunity to honor your favorite Veteran or Active Duty Service Person. Each year the City of West Branch will coordinate the display of Veteran's Day Banners along Houghton Ave and continue across town to the Veteran's Memorial. The banners will be displayed for approximately six weeks, beginning the last week of September, with removal being the week of Veteran's Day, November 11th.

Standard Program Details

- Sponsor may choose to honor an active duty service person or veteran (alive or deceased).
- Sponsor and/or veteran/active duty service member must live, work, or actively volunteer in Ogemaw County, Michigan at time of first display.
- City of West Branch will not verify military status, we will ask the applicant attest to the accuracy of the veteran/service member's status as a former or active member of any branch of the United State Armed Services.
- Veteran's Day Banner Program Application period begins January 1st of the display year, applications must be returned by July 15th of the display year.
- Applications will be awarded on a "first in first" and date stamped.
- Banners will be displayed for two (2) consecutive years.
- One (1) renewal option will be offered after two (2) years, for an additional two (2) years of display for a maximum of four (4) consecutive years of display.
- New sponsorship fee is \$200
- Renewal rate for an already existing banner is \$125.
- Banners that are renewed will only be replaced if necessary.
- Upon banner retirement, the banner will be presented to the sponsor.
- In the event there are applications in excess of available poles, a waiting list for the next year will be created.
- Banner location is at the sole discretion of the committee.
- Banner placement will rotate from year to year, with an attempt to minimize the duplication of individual banners in the central Downtown district.
- **Upon selection**, applicants will be notified, and will have 2 weeks to provide the following if it has not been submitted with the original application **(DO NOT SEND MONEY OR PHOTO NOW-YOU WILL BE NOTIFIED IF SELECTED)**.
 - **Digital image (600dpi) of the service member, preferably in uniform, but if that is unavailable a nice headshot of the service member will suffice. If you do not have a digital copy please inform the city office as soon as possible.**

- **Verification of the proper spelling of the name and rank you want displayed.**
 - **Verification of the branch(es) of service.**
 - **Verification of the service years OR conflict(s) you want displayed.**
 - **Check made payable to City of West Branch, with the memo, Veteran's Day Banner Program and the veteran**
- **Any applicants that have not returned the required information within the provided window will be disqualified and a replacement applicant will be drawn. The same expectation will be bestowed upon the replacement applicant.**
 - **City of West Branch, and the West Branch Veteran's Day Banner Program Committee reserve the right to amend the rules at any time and cancel or postpone the display of banners, with or without notice.**
 - **Participants will be asked to sign a waiver for their image and commentary to be used by City of West Branch.**
 - **Banners will not be ordered until payment has been received.**
 - **No refunds will be provided for banners that have been ordered or printed.**
 - **Completed application may be returned using one of the following methods:**
 - **Email to: clerk@westbranch.com.**
 - **USPS mail to: West Branch Veteran's Banner Program, c/o City of West Branch, 121 N. 4th St, West Branch, MI 48661.**
 - **In person to the West Branch City Hall, located 121 N. 4th St., West Branch, MI 48661.**

We look forward to honoring your veteran in Downtown West Branch. For additional information feel free to contact Lori Ann Clover at the City of West Branch by phone at 989 345 0500 or email at clerk@westbranch.com.

West Branch Veteran's Day Banner Program-2023

Due date: July 14, 2023

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN PERSON AND VIA VIDEO CONFERENCE IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET ON MONDAY, DECEMBER 19, 2022.

Mayor Frechette called the meeting to order at 6:00 p.m.

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

Absent: Joanne Bennett

Other officers present: City Manager John Dantzer, City Clerk Lori Ann Clover, City Treasurer Michelle Frechette, DPW Supervisor Mike Killackey, Chief Ken Walters, and County Commissioners Mark Surbrook and Craig Scott.

All stood for the Pledge of Allegiance.

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Commissioner Surbrook reported that the Commissioners discussed an addendum on the MERS DC for employees to be able to take loans. They also discussed the sale of the high banks at Rifle River Park and maintaining them as a nature area. The Michigan Nature Association has been in contact with Commissioner Surbrook and is interested. He also gave an update on the Field of Dreams. Commissioner Scott invited Council Members to the next meeting which is Thursday at 5:30.

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MOTION BY FRECHETTE, SECOND BY JACKSON, TO EXCUSE MEMBER BENNETT FROM THE MEETING.

Yes —Adair, Frechette, Jackson, Pugh, Zimmerman

No – Showalter

Absent – Bennett

Motion carried

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MOTION BY ADAIR, SECOND BY ZIMMERMAN, TO APPROVE THE PAYMENT OF BILLS IN THE AMOUNT OF \$152,518.31.

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

No – None

Absent – Bennett

Motion carried

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MOTION BY SHOWALTER, SECOND BY ZIMMERMAN TO PROCEED WITH THE CITY APPOINTING A BUILDING INSPECTOR AND AUTHORIZING MANAGER DANTZER TO BEGIN THE PROCESS.

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

No – None

Absent – Bennett

Motion carried

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MOTION BY FRECHETTE, SECOND BY ADAIR TO MOVE THE NEXT MEETING FROM JANUARY 2ND WHICH IS A CITY HOLIDAY TO JANUARY 3RD AT 6:00 PM.

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

No – None

Absent – Bennett

Motion carried

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MOTION BY SHOWALTER, SECOND BY PUGH TO APPROVE THE SPECIAL EVENT PERMITS FOR MARCH FOR LIFE AND SPECIAL OLYMPICS SNOWSHOE PRACTICE.

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

No – None

Absent – Bennett

Motion carried

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MOTION BY ZIMMERMAN, SECOND BY SHOWALTER TO APPROVE THE MDOT PERFORMANCE RESOLUTION FOR MUNICIPALITIES.

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

No – None

Absent – Bennett

Motion carried

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MOTION BY SHOWALTER, SECOND BY JACKSON TO APPROVE THE MINUTES AND SUMMARY FROM THE REGULAR MEETING HELD DECEMBER 5, 2022.

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

No – None

Absent – Bennett

Motion carried

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MOTION BY SHOWALTER, SECOND BY ADAIR TO RECEIVE AND FILE THE TREASURER'S REPORT AND INVESTMENT SUMMARY; WEST BRANCH POLICE DEPARTMENT NOVEMBER 2022 REPORT; MINUTES FROM THE NCMCF MEETING HELD OCTOBER 5, 2022; AND MINUTES FROM THE BOARD OF REVIEW MEETING HELD DECEMBER 12, 2022.

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

No – None Absent – Bennett Motion carried

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MOTION BY FRECHETTE, SECOND BY SHOWALTER TO REAPPOINT MICHALE PUGH TO THE BOARD OF REVIEW FOR A THREE-YEAR TERM TO EXPIRE 12/31/25.

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

No – None Absent – Bennett Motion carried

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MOTION BY FRECHETTE, SECOND BY SHOWALTER TO REAPPOINT DIANNE GAVITT TO THE ELECTION COMMISSION.

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

No – None Absent – Bennett Motion carried

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MOTION BY FRECHETTE, SECOND BY JACKSON TO REAPPOINT BOB DAVID AND RUSTY SHOWALTER TO THE PLANNING COMMISSION FOR A THREE-YEAR TERM TO EXPIRE 11/30/25.

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

No – None Absent – Bennett Motion carried

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MOTION BY FRECHETTE, SECOND BY ADAIR TO REAPPOINT TOM JONES TO THE ZONING BOARD OF APPEALS FOR A THREE-YEAR TERM TO EXPIRE 8/15/25.

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

No – None Absent – Bennett Motion carried

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Mayor Frechette stated that the Christmas Parade went well and downtown was packed. He also wished everyone a Merry Christmas and Happy Holidays. He is looking forward to working with everyone for another two years.

Member Jackson echoed the Mayors sentiments.

Member Adair informed members that her out of town family was so impressed with the parade that they are taking ideas back to their home town. She reported that the Recreational Committee met on Thursday and Manager Dantzer has done an amazing amount of work getting the Committee set up. A survey went live today asking residents what their priorities would be for the City.

Member Showalter wished everyone a Merry Christmas and Happy Holidays.

Manager Dantzer reported that the state sent him the signed agreement for the \$2.6 million EGLE Grant (no match required!).

During public comment Christopher R Hohl asked for a variance to drive his 8-wheel ORV from his house on Victory to S Seventh and across Houghton to N Seventh which is where the designated ORV route begins. After discussion Council will do more research and meet with the City Police Chief to see if they can work anything out.

Commissioner Surbrook announced that he has appreciated working with the City Council during his term.

Jocelyn Garza reminded Council that the hand rail behind the Herald Office needs fixed. DPW Supervisor Killackey informed Council that it is already in the process of being repaired.

Mayor Frechette adjourned the meeting at 6:33 pm.

Paul Frechette, Mayor

Lori Ann Clover, Clerk

SUMMARY OF THE REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN PERSON AND VIA VIDEO CONFERENCE IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET ON MONDAY, DECEMBER 19, 2022.

Mayor Frechette called the meeting to order at 6:00 p.m.

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

Absent: Bennett

Other officers present: Manager Dantzer, Clerk Clover, Treasurer Frechette, DPW Supervisor Killackey, Chief Walters, and Commissioners Surbrook and Scott.

All stood for the Pledge of Allegiance.

Commissioner Surbrook gave a report.

Council excused Member Bennett from the meeting.

Council approved bills in the amount of \$152,518.31.

Council approved appointing a building inspector and authorized Manager Dantzer to proceed.

Council approved moving the next meeting from January 2nd which is a city holiday to January 3rd.

Council approved Special Event Permits for March for Life and Special Olympics Snowshoe Practice.

Council approved the MDOT Performance Resolution for Municipalities.

Council approved the minutes and summary of minutes from the regular meeting held December 5, 2022.

Minutes from the NCMCF meeting held October 5, 2022; minutes from the Board of Review Meeting held December 12, 2022; as well as the Treasurer's report and Investment Summary; and the November 2022 West Branch Police Department were received and filed.

Council approved re-appointing Michael Pugh to the Board of Review.

Council approved re-appointing Dianne Gavitt to the Election Commission.

Council approved re-appointing Bob David and Rusty Showalter to the Planning Commission.

Council approved re-appointing Tom Jones to the Zoning Board of Appeals.

Mr. Hohl requested a variance on the ORV Ordinance.

Ms. Garza and Commissioner Surbrook made statements.

Mayor Frechette adjourned the meeting at 6:33 pm.

**Place Holder
for the
Treasurers
Report and
Investment
Summary**

WEST BRANCH AREA WASTEWATER TREATMENT PLANT AUTHORITY

A regular meeting of the West Branch Area Wastewater Treatment Plant Authority was held on Tuesday, September 20, 2022 at the West Branch City Hall.

Chairperson Stephens called the meeting to order at 3:32 p.m.

Present: John Dantzer, City of West Branch; Paul Frechette, City of West Branch; Ellen Pugh, City of West Branch; and Denis Stephens, Ogemaw Township.

Absent: Jim Morris, West Branch Township

Others in attendance: DPW Superintendent Mike Killackey and Wastewater Superintendent Dan Robb

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The Board discussed the possibility of increasing sewer rates in order to put aside more money in the R&I account each year. Member Dantzer went over the calculations showing that a \$.25 increase per 1,000 gallons would yield approximately \$21,000 additional in funds each year. It was the consensus to continue to discuss when all members were present.

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Motion by Pugh, second by Frechette, to approve resolution 22-01

RESOLUTION #22-01

WHEREAS, the percentage of ownership for each municipality is determined by the total gallons of usage based on a calendar year starting July 1, 2021 to June 30, 2022; and

WHEREAS, the budget was approved before June 30, 2022 and was therefore based on the percentage of ownership as determined by the usage percentages as of June 30, 2021; and

WHEREAS, the 2022-2023 percentages have been calculated and have changed since last fiscal year, and

NOW, THEREFORE, BE IT RESOLVED, that the West Branch Area Wastewater Treatment Plant Authority hereby adopts the following budget amendments:

	BUDGET	AMENDED
REVENUE		
625.100 Sewer Debt Revenue – City of West Branch	332,442	327,492
625.200 Sewer Debt Revenue-West Branch Township	124,592	127,463
625.300 Sewer Debt Revenue-Ogemaw Township	37,967	40,046
664.400 Interest Income	730	730
674.100 Contribution – City of West Branch	12,942	12,749
674.200 Contribution – West Branch Township	4,850	4,962

674.300 Contribution – Ogemaw Township	1,478	1,559
TOTAL REVENUE	515,001	515,001
TOTAL EXPENDITURES	515,000	515,000
ANTICIPATED CARRY OVER	1	1
Yes –Dantzer, Frechette, Pugh, Stephens	No – None	Absent –Morris

Motion carried

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Motion by Frechette, second by Stephens, to approve the minutes from the meeting held June 14, 2022.

Yes –Dantzer, Frechette, Pugh, Stephens	No – None	Absent –Morris
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Motion carried

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Motion by Frechette, second by Pugh, to approve the Diebold quarterly insurance installments in the amount of \$6,414.00 and the annual bond installment in the amount of 981.00.

Yes –Dantzer, Frechette, Pugh, Stephens	No – None	Absent –Morris
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Motion carried

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Motion by Frechette, second by Stephens, to approve the Buist Electric invoice in the amount of \$3,263.00.

Yes –Dantzer, Frechette, Pugh, Stephens	No – None	Absent –Morris
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Motion carried

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WWTP Superintendent Robb gave an update on this year’s sludge hauling and an overview of PFAs requirements for the sludge.

Member Dantzer gave the Treasurer’s report

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Chairperson Stephens adjourned the meeting at 3:56 p.m.

Ogemaw Fire Department

October 18, 2022

Members Present:

Jim Morris-West Branch Township

Mike Babcock-Churchill Township

Denis Stephens-Ogemaw Township

Ron Taylor-Edwards Township

Others Present were Brent Banning and Todd Thompson

Motion by Babcock supported by Morris to invest \$400,000 in Northland

Area Federal Credit Union in a six month certificate of deposit. Ayes-All

Motion by Morris supported by Taylor to approve minutes of July 19, 2022 meeting

Ayes-All

Treasurers report was accepted

Motion by Morris supported by Stephens to hire Gough Services,LLC to plow the parking

Lot for \$45.00 each plow. Ayes-All

Motion by Morris supported by Taylor to pay bills for August-October 2022.

Ayes-All

Adjourn at 5:45 pm with next meeting 12-20-2022

The West Branch Community Airport Board met on this date in the Conference Room, West Branch Community Airport Terminal, West Branch, Michigan, as well as remotely via Zoom. The meeting was called to order at 12:18 p.m. by Chairman Terry Hodges.

Present: Terry Hodges, Brad Neubecker, Mike Jackson, John Dantzer and Craig Scott
Absent: Breck Gildner and Paul Frechette. Also in attendance were Airport Manager Ben Evergreen, Horton Township Trustee Erma Lurvey and Mark Beck of Gallagher Farms.

Motion by Dantzer, second by Neubecker, the minutes of the October 19, 2022 meeting approved. Voice vote. Ayes – all. Motion carried. [11-1-#1]

Motion by Jackson, second by Neubecker, claims in the amount of \$27,006.58 be approved for payment. Voice vote. Ayes – all. Motion carried. [11-1-#2]

Ben gave the financial report, with a combined balance of \$187,164.51. Both City and County apportionments have been received. In addition, \$44,000 of the money due for the T-Hangar project has been received. The remaining money due should be received in a few months.

Ben gave an update on the current projects.

Engineers from both Enbridge and Mead & Hunt will be meeting on 11/16 to go over requirements for the solar array project.

Mark Beck gave an update on the progress of the farm. Discussion was held regarding the current lease. There is an estimate fifteen (15) acres remaining to be cleared. This work should be able to be cleared in the spring, bringing the total acreage available for farming into the 65-70 acre range. The contract discussion was tabled until February.

Motion by Jackson, second by Scott, that the amount of \$15,000 be set aside for future payment for farmland clearing. Voice vote. Ayes-all. Motion carried. [11-1-#3]

The Airport inspection happened recently, with no major issues. It was noted that there were zero obstructions in the flight paths.

The Board was presented with an agreement with Ogemaw County, regarding the Airport Manager's employment status. Discussion was held regarding the necessity of Ben being a County employee in terms of the MERS benefits.

****Motion by Jackson, second by Scott, that the Airport Board approve the Agreement with Ogemaw County, for payroll and benefits services. Voice vote. Ayes-all. Motion carried. [11-1-#4]**

Discussion was held regarding the Consumers Energy Lines and poles. Mark said that he would have someone check if there were any issues with farm equipment clearing the lines.

Chairman Hodges signed the renewal form for the Airport license.

No further business remaining, Chairman Hodges adjourned the meeting at 1:26 p.m.

**Board reconvened briefly at 1:28 p.m. as no vote had occurred regarding the approval of the County agreement.

Minutes by Michael Jackson, Board Secretary

REGULAR MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY
HELD AT WEST BRANCH CITY HALL, 121 N. FOURTH ST. WEST BRANCH, MI ON TUESDAY,
NOVEMBER 22, 2022.

The meeting was called to order by Chairperson Samantha Fabbri at 12:00 pm.

Present: Anthony Bair, Joe Clark, Samantha Fabbri, Autum Hunter, Ken Walters, and Cathy Zimmerman.

Absent: Joanne Bennett, Sandy Rabidue, and Erin Resteiner.

Others in attendance: City Manager John Dantzer

* * * * *

**MOTION BY FABBRI, SECOND BY HUNTER, TO EXCUSE MEMBERS BENNETT,
RABIDUE, AND RESTEINER FROM THE MEETING.**

Yes – Bair, Clark, Fabbri, Hunter, Walters, and Zimmerman

No – None

Absent – Bennett, Rabidue, and Resteiner

Motion carried.

* * * * *

**MOTION BY FABBRI, SECOND BY CLARK, TO APPROVE THE MINUTES WITH
CORRECTIONS FROM THE REGULAR MEETING HELD OCTOBER 25, 2022.**

Yes – Bair, Clark, Fabbri, Hunter, Walters, and Zimmerman

No – None

Absent – Bennett, Rabidue, and Resteiner

Motion carried.

* * * * *

The Board discussed selections for the MDOT streetscape plan. It was the consensus to use the following selections:

- Garbage Cans – Standard metal cans to match what we currently have
- Benches- metal benches with City logo
- Street lights - Ring of Fire light tops with Troy decorative light base
- Trees - Cleveland Pear trees for the entire length of the project
- Retaining wall - Recommendation of Slate Grey Grand Ledge blocks

* * * * *

Member Fabbri reminded everyone about the Santa Train and Art and Wine on December 3rd.

Manager Dantzer noted he found a grant from the DNR for the Gathering Place and would be putting together an application for it.

* * * * *

The meeting was adjourned at 12:26 pm.



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

GRETCHEN WHITMER
GOVERNOR

RACHAEL EUBANKS
STATE TREASURER

December 21, 2022

John Dantzer, City Manager
City of West Branch, Ogemaw County
121 North Fourth Street
West Branch, MI 48661

Dear John Dantzer:

The State Tax Commission at their December 20, 2022 meeting approved the enclosed Certificate of Achievement. This certificate acknowledges the City of West Branch, Ogemaw County for receiving a perfect score on their 2022 AMAR Review. The Commission wishes to congratulate the City and thank you for your continued efforts to provide fair and equitable assessing in the State of Michigan.

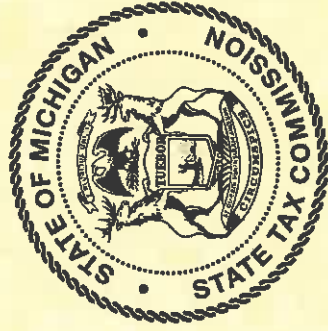
Sincerely,

A handwritten signature in blue ink, appearing to read "David A. Buick".

David A. Buick, Executive Director
State Tax Commission

Enc: Certificate of Achievement

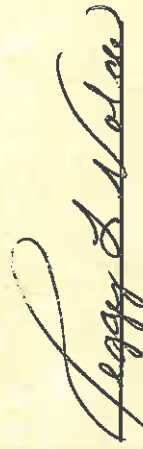
Certificate of Achievement

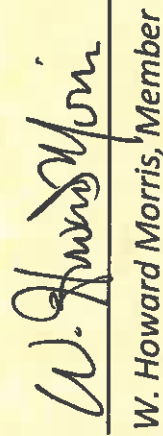


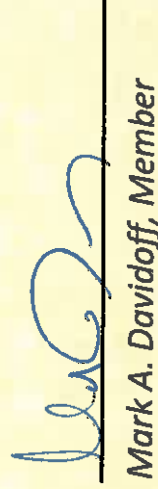
This acknowledges that

City of West Branch, Ogemaw County

On the 20th of December 2022 has been recognized for the outstanding achievement of receiving a perfect score on the 2022 Audit of Minimum Assessing Requirements (AMAR) Review. We wish to congratulate you and thank you for your continued efforts to provide fair and equitable assessing in the State of Michigan.


Peggy L. Nolde, Chairperson


W. Howard Morris, Member


Mark A. Davidoff, Member

WEST BRANCH COMMUNITY AIRPORT

2022 Year in Review

Airport Traffic

Fuel sales tracking showed a 33% increase in fuel sales from last year, including a large growth in jet fuel sales. Jet traffic was a mix of business and recreational, to include multiple flights from Meijers, several flights into local hunting lodges, a few from our new hangar owners, and multiple flights of the medical helicopter company based here during the summer. Several business flights had crews noting they were looking at business opportunities or property in the area.

Airport Revenue

Airport revenue was up overall by approximately 26% for the calendar year. The majority of the increase was due to increased fuel sales (up \$31,000) and the receipt of part of our hangar reimbursement (\$44,062.50). Ramp fee revenue was also up 10% due to the increase in jet and turbine traffic.

Major projects undertaken this year

Major projects done with local funding included:

- clearing approximately 35 acres for farming
- brush grinding approximately 20 acres to protect the runway approaches and AWOS
- painting the 100LL fuel tank
- replacing the roof on the Taylor Door hangar
- purchasing a new pickup truck and plow.

25 acres of timber cut to protect our airspace and reduce wildlife habitat – completed at no cost to the airport.

Grant funding was used to apply new paint marking on the runway and taxiways, at no cost to the airport.

Sam was trained and certified for fuel quality control and safety.

Fly-In Breakfast

This years open house was a great success, with around 650 attendees coming out for breakfast, the candy drop and to see airplanes including two soviet fighter jets which were a big crowd pleaser. This is always a great opportunity to show the airport to the community and let them see what a great facility we have and how it serves the community.



1519 W. Airport Rd.
P.O. Box 183
West Branch, MI 48661
989-345-1453

DDA

Meets each 4th Tuesday at noon.

4 YR TERM**\$0**

9 members total, appointed by mayor, approved by council, majority to have property in downtown district, one must be a resident if population >100 in downtown district.

Ken Walters (Mayor's rep.) (EX)	10/1/2018	Mayor Term	328 N 6th St	345-2627	942-4682	waltersk@westbranch.com
Samantha Fabbri - Chair	1/6/2015	1/1/2023	224 W. Houghton			fabbriwbdda@westbranch.com
Autum Hunter	9/6/2011	1/1/2023	309 W. Houghton Ave	345-8637	701-5485	hunterwbdda@westbranch.com
Sandy Rabidue - treasurer	12/17/2001	1/1/2024	401W Houghton Ave	345-4120		rabiduewbdda@westbranch.com
Joanne Bennett	1/16/2017	1/1/2024	209 S Livingston	345-7877		bennettwbccouncil@westbranch.com
Cathy Zimmerman	2/4/2019	1/1/2025	500 B Annie St	989-312-0078		zimmermanwbccouncil@westbranch.com
Anthony Bair	2/4/2019	1/1/2025	2110 S M-76		989-516-507	bairwbdda@westbranch.com
Joseph Clark vice chair	5/21/1986	1/1/2026	219 W Houghton Ave	345-1021	312-0496	clarkwbdda@westbranch.com
Erin Resteiner	3/4/2019	1/1/2026	4560 W. M-76		312-1879	resteinerwbdda@westbranch.com

**CITY OF WEST BRANCH
CITY COUNCIL MEETING
JANUARY 3, 2023**

PLEASE TAKE NOTICE that the West Branch City Council meeting scheduled for Monday, January 3, 2023 at 6:00 pm will be conducted both in person and virtually (online and/or by phone), due to health concerns surrounding Coronavirus/COVID-19 pandemic.

Public comment will be handled by the “Raise Hand” method as instructed below within Participant Controls.

To comply with the Americans with Disabilities Act (ADA), any citizen requesting accommodation to attend this meeting, and/or to obtain this notice in alternate formats, please contact the City Clerk by phone at (989) 345-0500 from 8:00 am-4:30 pm Monday- Friday or by email at clerk@westbranch.com, at least five business days prior to the meeting.

Zoom Instructions for Participants

To join the conference by phone:

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID number** (also provided below) when prompted using your touch-tone (DTMF) keypad.

Before a videoconference:

1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. Details, phone numbers, and links to videoconference or conference call is provided below. The details include a link to “**Join via computer**” as well as phone numbers for a conference call option. It will also include the 9-digit Meeting ID.

To join the videoconference:

2. At the start time of your meeting, enter the link to **join via computer**. You may be instructed to download the Zoom application.
3. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

You may also join a meeting without the link by going to join.zoom.us on any browser and entering the Meeting ID provided below.

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID number** (also provided below) when prompted using your touch-tone (DTMF) keypad.
3. If you have already joined the meeting via computer, you will have the option to enter your 2-digit participant ID to be associated with your computer.

Participant controls in the lower left corner of the Zoom screen:



Using the icons in the lower left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera (“Start/Stop Video”)
- Invite other participants
- View Participant list – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand during Call to the Public
- Change your screen name that is seen in the participant list and video window
- Share your screen

Somewhere (usually upper right corner on your computer screen) on your Zoom screen you will also see a choice to toggle between “speaker” and “gallery” view. “Speaker view” shows the active speaker. “Gallery view” tiles all of the meeting participants.

Meeting Information:

Topic: West Branch City Council Zoom Meeting

Time: Jan 3, 2023 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82512917156?pwd=Nkg2aE1PbVMrWFM4dUJWcXlrelFvUT09>

Meeting ID: 825 1291 7156

Passcode: 097950

One tap mobile

+16465588656,,82512917156#,,,,*097950# US (New York)

+16469313860,,82512917156#,,,,*097950# US

Dial by your location

+1 646 558 8656 US (New York)

+1 646 931 3860 US

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 669 444 9171 US

+1 669 900 9128 US (San Jose)

+1 689 278 1000 US

+1 719 359 4580 US

+1 253 205 0468 US

Meeting ID: 825 1291 7156

Passcode: 097950

Find your local number: <https://us02web.zoom.us/j/82512917156?pwd=Nkg2aE1PbVMrWFM4dUJWcXlrelFvUT09>