

REGULAR MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY
HELD IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET,
TUESDAY, NOVEMBER 27, 2018.

Chair Fabbri called the meeting to order at 12:05 pm.

Present: Joanne Bennett, Joe Clark, Samantha Fabbri, Autumn Hunter, Sandy Rabidue

Absent: Ken Walters

Others present: Clerk Treasurer John Dantzer. Council Member elect Cathy Zimmerman

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**MOTION BY CLARK, SECOND BY RABIDUE, TO APPROVE THE MINUTES FROM
THE MEETING HELD OCTOBER 23, 2018.**

Yes – Bennett, Clark, Fabbri, Hunter, Rabidue

No – None

Absent – Walters

Motion carried

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**MOTION BY BENNETT, SECOND BY RABIDUE, TO APPROVE THE BILL FOR
FINISHED CONCRETE IN THE AMOUNT OF \$5,700.**

Yes – Bennett, Clark, Fabbri, Hunter, Rabidue

No – None

Absent – Walters

Motion carried

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**MOTION BY FABBRI, SECOND BY RABIDUE, TO APPROVE THE BILL FOR THE
JOINT DOWNTOWN DEVELOPMENT PLAN IN THE AMOUNT OF \$2,500.**

Yes – Bennett, Clark, Fabbri, Hunter, Rabidue

No – None

Absent – Walters

Motion carried

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Chairman Fabbri gave the Chairman report and updated the Board on upcoming downtown events. In addition, she reminded the Board that they will need to look into the annual report.

Member Hunter noted the new businesses that have opened downtown.

Member Rabidue asked if there was any type of welcome packet for new downtown businesses, asked about the status of any new members, brought up the greens that were put downtown last year and the possibility of doing it again this year, and noted that she would like to start discussing plans for the flowers next year.

Member Clark updated the Board on the status of local billboards and signs.

City Clerk/Treasurer updated the Board on the hiring of Mary Bickell as the City's Fellow

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MOTION BY FABBRI, SECOND BY HUNTER, TO APPROVE RESOLUTION 18-21.

RESOLUTION #18-21

WHEREAS, The City of West Branch has had a long standing policy to provide and bill the West Branch Downtown Development Authority for maintenance and work done to property in the Downtown Development area including the snow and ice removal on sidewalks, the maintenance of the Pocket Park fountain, the putting out and removal of planters, as well as other requests made by the DDA based on actual hours worked and equipment used, and,

WHEREAS, the DDA seeks better ways for the budgeting for projects because of the unknown amount of money that would be required for this work on a year to year basis, and,

WHEREAS, the City of West Branch and the DDA would like to work together to make budgeting easier for the DDA and allow them more money to be used for downtown projects, and,

WHEREAS, the City of West Branch, has presented a yearly maintenance agreement to provide these services based on an agreed amount that would be voted upon for each fiscal year, and,

WHEREAS, the agreement was presented to the DDA at their regular meeting held October 15, 2018, and,

WHEREAS, a motion for approval of the agreement was presented by Member Ken Walters, seconded by Member Autumn Hunter, and approved unanimously by the DDA Board, and,

NOW, THEREFORE, BE IT RESOLVED, that the West Branch City Council hereby approves the 2018-2019 DDA intergovernmental maintenance agreement and approves Manager Grace to sign on the City's behalf, and

NOW, THEREFORE BE IT FURTHER RESOLVED, that the West Branch City Council adopts the following budget amendment

FUND 101 – GENERAL FUND

Department 441 PUBLIC WORKS DEPARTMENT

REVENUES	BUDGET	AMENDED
673.400 TRANFER FROM DDA	\$0	\$15,000
695.400 MISCELLANEOUS	\$100	\$200
695.410 MDOT REVENUE	\$35,000	\$35,000
695.415 OTHER GOVERNMENTAL UNITS	\$4,000	\$4,000
TOTAL REVENUES	\$39,100	\$54,200
EXPENSES		
702.700 PROMOTION/BONUS	\$0	\$0
703.700 SALARIES AND WAGES	\$59,725	\$67,525
708.700 SICK LEAVE PAYOUT	\$100	\$100
710.700 OVERTIME	\$1,680	\$3,280
713.700 EMP. HEALTH OPTION	\$1,800	\$1,800
713.701 OTHER HEALTH BENEFITS	\$650	\$650
714.700 MANDITORY MEDICARE	\$987	\$1,142
715.700 SOCIAL SECURITY (EMPLOYER)	\$4,983	\$5,593
716.700 BC/BS HEALTH INSURANCE PREMIUM	\$41,120	\$42,020
717.700 LIFE INSURANCE PREMIUM	\$1,000	\$1,000
718.700 MERS RETIREMENT (EMPLOYER)	\$26,714	\$26,864
718.701 EMPLOYER DEPREDED COMP.	\$1,000	\$1,000
719.700 LONG TERM DISABILITY	\$2,345	\$2,345
720.700 WORKERS COMPENSATION PREMIUM	\$1,640	\$1,765
724.700 UNEMPLOYEMENT INS BENEFIT	\$215	\$290
727.700 OPERATING SUPPLIES	\$3,000	\$3,000
774.700 SIGNING	\$1,200	\$1,200
801.700 CONTRACUAL SERVICES	\$2,500	\$2,500
801.701 INFRASTRUCTURE PROJECT	\$0	\$0
817.700 UNIFORMS	\$4,500	\$4,500
853.700 TELEPHONE/RADIO COMMUNICATIONS	\$2,560	\$2,560
865.700 PROFESSIONAL DEVELOPMENT	\$1,800	\$1,800
941.700 EQUIPMENT RENTAL	\$7,020	\$19,120
956.700 EXPENSES	\$586	\$1,036
TOTAL EXPENSES	\$167,125	\$191,090
390.000 CARRYOVER (ANTICIPATED)	\$890,296	\$881,431

FUND 248 – DDA

REVENUE	BUDGET	AMENDED
400.400 Tax increment financing	\$42,000	\$42,000
403.400 Current property tax gen. op.	\$13,000	\$13,000

634.400 Grant	\$0	\$0
664.400 Interest income	\$50	\$50
695.400 Miscellaneous	\$100	\$0
TOTAL REVENUE	\$55,150	\$55,050

EXPENDITURES

703.700 SALARIES AND WAGES	\$7,500	\$0
703.702 WAGES SHOWMOBILE	\$300	\$0
710.700 OVERTIME	\$1,500	\$0
710.702 SHOWMOBILE OT	\$100	\$0
714.700 MANDATORY MEDICARE	\$150	\$0
714.702 MADN MED SHOWMOBILE	\$5	\$0
715.700 SOCIAL SECURITY (EMPLOYER)	\$600	\$0
715.702 SOCIAL SECURITY SHOWMOBILE	\$10	\$0
716.700 BC/BS HEALTH INSURANCE PREMIUM	\$900	\$0
718.700 MERS RETIREMENT (EMPLOYER)	\$150	\$0
720.700 WORKERS COMPENSATION PREMIUM	\$125	\$0
724.700 UNEMPLOYEMENT INS BENEFIT	\$75	\$0
729.700 FLOWER PROJECT	\$5,000	\$5,000
750.700 RETAIL MERCHANTS/PROMOTIONS	\$7,500	\$7,500
782.700 ADMINISTRATION	\$9,000	\$6,000
801.700 CONTRACUAL SERVICES	\$5,000	\$17,965
922.700 PUBLIC UTILITIES	\$0	\$0
935.700 IMPROVEMENTS	\$500	\$0
935.702 POCKET PARK	\$500	\$0
935.703 SHOWMOBILE EXPENSES	\$100	\$0
938.700 GENERAL IMPROVEMENTS	\$0	\$0
940.700 GEN MAINTENANCE/REPAIRS	\$350	\$0
941.700 EQUIPMENT RENTAL	\$12,000	\$0
941.703 SHOWMOBILE EQUIPMENT RENTAL	\$100	\$0
948.700 TRANFER TO GENERAL FUND	\$0	\$15,000
956.700 EXPENSES	\$3,000	\$3,100
956.701 FOOD EXPENSE	\$100	\$0
956.802 BAD DEBT EXPENSE	\$0	\$0
TOTAL EXPENDITURES	54,565	54,565

ANTICIPATED CARRY OVER **\$21,366** **\$21,851**

Yes – Bennett, Clark, Fabbri, Hunter, Rabidue

No – None

Absent – Walters

Motion carried

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The Board looked over the Treasurers Report.

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Member Bennett noted questions on events noted in the last minutes approved by the Planning Commission.

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MOTION BY RABIDUE, SECOND BY HUNTER, TO NAME SAMANTHA FABBRI AS CHAIRMAN FOR A PARTIAL TERM TO EXPIRE MARCH 30, 2019.

Yes - Bennett, Clark, Fabbri, Hunter, Rabidue

No - None

Absent - Walters

Motion carried

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MOTION BY FABBRI, SECOND BY HUNTER, TO NAME JOE CLARK AS VICE CHAIRMAN FOR A PARTIAL TERM TO EXPIRE MARCH 30, 2019.

Yes - Bennett, Clark, Fabbri, Hunter, Rabidue

No - None

Absent - Walters

Motion carried

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MOTION BY AUTUMN, SECOND BY BENNETT, TO NAME SANDY RABIDUE AS TREASURER FOR A PARTIAL TERM TO EXPIRE MARCH 30, 2019.

Yes - Bennett, Clark, Fabbri, Hunter, Rabidue

No - None

Absent - Walters

Motion carried

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MOTION BY RABIDUE, SECOND BY HUNTER, TO NAME MARY BICKELL AS SECRETARY EFFECTIVE DECEMBER 5, 2018.

Yes - Bennett, Clark, Fabbri, Hunter, Rabidue

No - None

Absent - Walters

Motion carried

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Clerk/Treasurer Dantzer updated the Board on the sale of the Showmobile.

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The Board discussed the process of applying for the State Personal Property Tax Reimbursement for the loss of tax income when the personal property taxes were eliminated and Member Rabidue noted she would be willing to help work on the application.

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The Board went over the results of questions concerning DDA's that were gathered by John Iacoangeli of Project Rising Tide.

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Clerk/Treasurer Dantzer noted there was funding available for second story residential buildings for downtowns and provided a Project Rising Tide update.

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Chair Fabbri adjourned the meeting at 1:10 pm.