

-- AGENDA --

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL TO BE HELD IN THE COUNCIL CHAMBERS AT WEST BRANCH CITY HALL, 121 N. FOURTH ST. ON MONDAY, NOVEMBER 5, 2018, 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, unless you have signed in and requested additional speaking time, and that the request is then approved by either the Mayor or a majority vote of Council. All in attendance are asked to please *remove hats and/or sunglasses* during meetings and to *silence all cell phones and other electronic devices*. Due to recent complaints from those in attendance trying to listen, audience members are kindly reminded to **please refrain from having private conversations while meetings are in progress—it is disruptive and NOT allowed.** Unless you are a scheduled speaker from the floor or in the process of giving public comment for the record, audience members should not converse in the Council Chambers during meetings--if you feel that you must converse during a meeting, you are kindly asked to please do so in the hallway, away from the doors. 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 John Dantzer 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 West Branch City Council.]

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Public Hearing
- V. Additions to the agenda
- VI. Public Comment on Agenda Items Only (limited to 3 minutes)
- VII. Scheduled Matters from the Floor
 - A. Save A Lot water bill adjustment (need to add my notes)
- VIII. Bids
 - A. Police car
- IX. Unfinished Business
- X. New Business
 - A. Bills payable.

- B. Resolution 18-19 – Naming of Masterplan approval authority
 - C. DDA Maintenance agreement
 - D. Resolution 18-20 Uncommit wayfinding sign money
 - E. CEDAM Fellowship Memorandum of Understanding
 - F. Approval of Sole Source Vendor Exception request
- XI. Approval of the minutes and summary from the Meeting held October 15, 2018; as was well as the approval of the closed session minutes from the October 15th meeting.
- XII. Consent Agenda (These items are considered routine and can be enacted in one motion)
- A. Treasurer’s report and Investment Summary
 - B. Budget amendment 10078
 - C. Minutes from the Planning Commission meeting held September 25, 2018
 - D. Minutes from the Election Board meeting held October 19, 2018
 - E. Minutes from the Fire Board meeting held July 17, 2018
 - F. Minutes from the DDA Board Special meeting October 3, 2018
 - G. Minutes from the Retail Merchants Meeting held September 4, 2018
 - H. Minutes from the Airport Board Meeting held September 19, 2018
- XIII. Communications
- A. Charter lineup changes
 - B. MML You won, now what training
 - C. 18th Annual City of Lights
 - D. MML Capital Conference 2018
- XIV. Reports and/or comments
- A. Mayor
 - B. Council Members

C. City Manager

XV. Public Comment on any item (limited to 3 minutes)

XVI. Adjournment

Call to Order

Roll Call

**Pledge of
Allegiance**

Public Hearings

Additions to the Agenda

**Public
Comment
-Agenda
Items**

**Scheduled
Matters
from the
Floor**



City of West Branch

121 North Fourth Street • West Branch, Michigan 48661
(989) 345-0500 • Fax (989) 345-4390 • e-mail: cityhall@westbranch.com

WATER/SEWER BILL ADMINISTRATIVE ADJUSTMENT REQUEST FORM

Name and contact information of individual requesting the administrative adjustment:

Freeman Family Enterprises, LLC (Save-A-Lot)

Name and property address for individual/entity responsible for water/sewer bill in question:

417 W. Houghton Ave.
West Branch, MI 48661

Relationship/interest of party requesting the adjustment (example: property owner, tenant, office manager, etc.):

Property owner and Business owner

Are you requesting an administrative adjustment of the:

- Water portion of the bill only Sewer portion of the bill only Both the water & sewer portions

What period of time are you requesting an administrative adjustment of your bill be applied to:

(6/27 - 9/27 2017) March thru July? DPW came and looked at.
(Problem was going on for a while) not sure exactly how long

Has the Department of Public Works (DPW) performed an inspection of the property in question to look for possible problems/leaks, etc.? Yes No If yes, please indicate when, and describe results of the inspection:

DPW did come to inspect and found toilet
in bathroom running 24/7. Please check with
DPW on when they came.

Please use the following two pages [attach additional pages if needed] to explain in as much detail as possible any information that you believe would assist administrators attempting to determine whether an administrative adjustment is warranted in this instance. Also, please note that due to the fact that administrative adjustment requests are investigated by the administration and the DPW, responses to requests typically take about 14-21 business days, depending upon the complexity of the issues raised in the request. However, all bills disputed via a request for administrative adjustment are held in abeyance, meaning that they are not due and owing during this period of administrative review, nor are penalties or interest accumulated during this time.

NOTE—Only ONE (1) water and/or sewer bill adjustment per water customer for the life of the water customer. This rule applies to landlords who own multiple properties as well as individual homeowners. Landlords (as well as individual homeowners) are advised to do regular inspections of their property and perform maintenance as needed to avoid unnecessary plumbing leaks, etc. Water customers are also advised to regularly inspect toilets, sinks, etc. for leaks, as proper maintenance of all internal plumbing and fixtures is the responsibility of the property owner NOT the City of West Branch.

Signature of individual requesting administrative adjustment

10-25-18

Date

If this form was mailed or faxed to you it must be returned to the City of West Branch, 121 N. Fourth St., West Branch, MI 48661 or faxed to (989) 345-4390 or scanned and emailed to cityhall@westbranch.com within three (3) business days of receipt in order to maintain status of any verbal indication that a bill would be held in abeyance during an administrative review period.

Failure to return this form with the required information within three (3) business days will cause your water/sewer bill to become immediately due and owing at the originally billed amount.



Freeman Family Enterprises, LLC - 829 W. Main St. - Suite C – Gaylord, MI 49735
Phone: (989) 705-7711 - Fax: (989) 705-7091

October 25, 2018

Mr. John Dantzer
City of West Branch
121 North Fourth Street
West Branch, MI 48661

Mr. Dantzer,

Thank you for taking the time to review our claim. I apologize for just catching this now, but we have 26 locations and we have had two different office administrators come and go in the last four months and this was not caught until today when I was going through third quarter results and noticed our utilities bill for our West Branch store seemed about \$30,000 high.

If you look at our last couple years of payments, you can see where we have averaged \$2,722.24 on our first 8 payments. We have not altered or added any bathrooms or water use from when we first opened our store, so our water usage should be somewhat consistent from month to month.

If you look at the last 4 payments made of:

- \$5,545.87
- \$3,376.08
- \$7,830.63
- \$25,930.17

- Total = \$42,591.75

and now take out the average of our last 8 payments it shows an excess of \$31,702.79 that was paid out.

Serving these communities throughout Michigan: Alpena, Cadillac, Tawas, Gaylord, Grayling, Cheboygan, Gladwin, Sault Ste. Marie, Midland, Benzonia, Harrison, Kalkaska, Caro, East Jordan, Corunna, Allegan, Dowagiac, Paw Paw, West Branch, Bay City, Rogers City, Kalamazoo, Clare, and Manistee.

We are also asking that you look at the last few months of usage that we haven't been billed to see if our usage has come back down to make sure that the problem was fixed. Apparently, we had a toilet running 24/7 which the DPW caught but would that alone be enough to create such a huge usage bill?

Again, thank you for taking the time to evaluate this. My two brothers and I were excited to come to West Branch and bring Save-A-Lot to the area. The grocery industry is a tough business with very small margins and in this market, we are still fighting to make money in this store. This is a huge hit for us and we are hoping that the council would consider making this right and credit us back the adjusted amount.

Please let me know if you have any questions,

Thanks,

A handwritten signature in black ink, appearing to be 'Paul Freeman', written in a cursive style.

Paul Freeman

Freeman Family Enterprises, LLC

ACCOUNT QUICKREPORT

January 1, 2014 - October 24, 2018

DATE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	CLASS	AMOUNT
Utilities						
01/01/2014	1774	City of West Branch		Utilities	West Branch	69.63
01/01/2014	1776	City of West Branch		Utilities	West Branch	68.62
04/01/2014	2030	City of West Branch		Utilities	West Branch	77.19
04/01/2014	2020	City of West Branch		Utilities	West Branch	63.78
04/01/2014	2025	City of West Branch		Utilities	West Branch	62.67
07/01/2014	3/28 6/16 14 WB2	City of West Branch		Utilities	West Branch	79.86
07/01/2014	3/25 6/16 14 WB1	City of West Branch		Utilities	West Branch	79.75
07/01/2014	3/25 6/16 14 WB3	City of West Branch		Utilities	West Branch	78.41
10/01/2014	SEPT 2014 3	City of West Branch		Utilities	West Branch	-7.26
10/01/2014	SEPT 2014 2	City of West Branch		Utilities	West Branch	-7.25
10/01/2014	SEPT 2014 1	City of West Branch		Utilities	West Branch	1,532.70
01/01/2015	DEC 2014 2	City of West Branch		Utilities	West Branch	-7.25
01/01/2015	DEC 2014 1	City of West Branch		Utilities	West Branch	-7.26
01/01/2015	DEC 2014	City of West Branch		Utilities	West Branch	2,808.33
01/12/2016	9/29 12/29 15	City of West Branch		Utilities	West Branch	2,178.46
04/01/2016	12/29 3/23 16 WB	City of West Branch		Utilities	West Branch	2,583.49
07/06/2016	3/24 6/29 16 WB	City of West Branch		Utilities	West Branch	2,954.77
10/10/2016	6/29 10/5 16 WB	City of West Branch		Utilities	West Branch	3,125.55
01/01/2017	10/5 1/11 17	City of West Branch		Utilities	West Branch	2,721.25
03/31/2017	1/12 3/28 17	City of West Branch		Utilities	West Branch	2,285.85
08/01/2017	3/28 6/27 17	City of West Branch		Utilities	West Branch	3,125.55
11/01/2017	6/27 9/27 17	City of West Branch		Utilities	West Branch	5,454.87
01/01/2018	9/27 12/28 17	City of West Branch		Utilities	West Branch	3,376.08
03/31/2018	12/28 3/29 18	City of West Branch		Utilities	West Branch	7,830.63
06/29/2018	JUL 2018	City of West Branch		Utilities	West Branch	25,930.17
Total for Utilities						\$66,458.59
TOTAL						\$66,458.59

Last 4 payments

8 payment Average = 2,722.24

Total = 42,591.75
 - 2,722.24 Avg.
 - 2,722.24
 - 2,722.24
 - 2,722.24

= 31,702.79 credit

Account #	Service Address	Customer Name	Balance Due						
Posted	Created	Trx Info	Item Name	Meter Read	Usage	Amount	Balance		
Billing Item	Rate Name	Billed	Usgr Due	Date	Transaction Type				
02-SEWER	SW1-SEWER	0.00	02/28/18	Billing		\$1075.68			
03-SEWER	SWC-SEWER	0.00	02/28/18	Billing		\$168.48			
06-SEWER	R&I-SEWER	0.00	02/28/18	Billing		\$17.28			
07-WATER DEBT	WDEB-WATER	0.00	02/28/18	Billing		\$280.80			
08-SEWER DEBT	SDEB-SEWER	0.00	02/28/18	Billing		\$1352.16			
01/10/18 01/10/18 11:26 Bill Calculated 10/01/17-12/31/17						0	0	\$3376.08	\$3,376.08
01-WATER	WA1-WATER	216.00	02/28/18	Billing		\$481.68			
02-SEWER	SW1-SEWER	216.00	02/28/18	Billing		\$1075.68			
03-SEWER	SWC-SEWER	216.00	02/28/18	Billing		\$168.48			
06-SEWER	R&I-SEWER	216.00	02/28/18	Billing		\$17.28			
07-WATER DEBT	WDEB-WATER	216.00	02/28/18	Billing		\$280.80			
08-SEWER DEBT	SDEB-SEWER	216.00	02/28/18	Billing		\$1352.16			
12/28/17 12/29/17 09:41 Meter Read Water						2659	216	\$0.00	\$0.00
11/20/17 11/20/17 03:19 Payment Posted R17-006612						0	0	\$5454.87	\$0.00
01-WATER	WA1-WATER	0.00	11/30/17	Billing		\$778.27			
02-SEWER	SW1-SEWER	0.00	11/30/17	Billing		\$1738.02			
03-SEWER	SWC-SEWER	0.00	11/30/17	Billing		\$272.22			
06-SEWER	R&I-SEWER	0.00	11/30/17	Billing		\$27.92			
07-WATER DEBT	WDEB-WATER	0.00	11/30/17	Billing		\$453.70			
08-SEWER DEBT	SDEB-SEWER	0.00	11/30/17	Billing		\$2184.74			
10/10/17 10/10/17 12:04 Bill Calculated 07/01/17-09/30/17						0	0	\$5454.87	\$5,454.87
01-WATER	WA1-WATER	349.00	11/30/17	Billing		\$778.27			
02-SEWER	SW1-SEWER	349.00	11/30/17	Billing		\$1738.02			
03-SEWER	SWC-SEWER	349.00	11/30/17	Billing		\$272.22			
06-SEWER	R&I-SEWER	349.00	11/30/17	Billing		\$27.92			
07-WATER DEBT	WDEB-WATER	349.00	11/30/17	Billing		\$453.70			
08-SEWER DEBT	SDEB-SEWER	349.00	11/30/17	Billing		\$2184.74			
09/27/17 10/03/17 09:31 Meter Read Water						2443	349	\$0.00	\$0.00
08/28/17 08/28/17 01:01 Payment Posted R17-005564						0	0	\$3125.55	\$0.00
01-WATER	WA1-WATER	0.00	08/31/17	Billing		\$444.21			
02-SEWER	SW1-SEWER	0.00	08/31/17	Billing		\$990.93			
03-SEWER	SWC-SEWER	0.00	08/31/17	Billing		\$154.77			
06-SEWER	R&I-SEWER	0.00	08/31/17	Billing		\$16.08			
07-WATER DEBT	WDEB-WATER	0.00	08/31/17	Billing		\$261.30			
08-SEWER DEBT	SDEB-SEWER	0.00	08/31/17	Billing		\$1258.26			
07/06/17 07/06/17 09:39 Bill Calculated 04/01/17-06/30/17						0	0	\$3125.55	\$3,125.55
01-WATER	WA1-WATER	201.00	08/31/17	Billing		\$444.21			
02-SEWER	SW1-SEWER	201.00	08/31/17	Billing		\$990.93			
03-SEWER	SWC-SEWER	201.00	08/31/17	Billing		\$154.77			
06-SEWER	R&I-SEWER	201.00	08/31/17	Billing		\$16.08			
07-WATER DEBT	WDEB-WATER	201.00	08/31/17	Billing		\$261.30			
08-SEWER DEBT	SDEB-SEWER	201.00	08/31/17	Billing		\$1258.26			
06/27/17 06/28/17 03:19 Meter Read Water						2094	201	\$0.00	\$0.00
04/24/17 04/24/17 03:14 Payment Posted R17-003756						0	0	\$2285.85	\$0.00
01-WATER	WA1-WATER	0.00	05/31/17	Billing		\$324.87			

Account #		Service Address			Customer Name		Balance Due		
Posted	Created	Trx Info	Item Name	Meter Read	Usage	Amount	Balance		
Billing Item		Rate Name	Billed Usg Due Date	Transaction	Type				
02-SEWER		SW1-SEWER	0.00	05/31/17	Billing		\$724.71		
03-SEWER		SWC-SEWER	0.00	05/31/17	Billing		\$113.19		
06-SEWER		R&I-SEWER	0.00	05/31/17	Billing		\$11.76		
07-WATER DEBT		WDEB-WATER	0.00	05/31/17	Billing		\$191.10		
08-SEWER DEBT		SDEB-SEWER	0.00	05/31/17	Billing		\$920.22		
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04/06/17	04/06/17	02:52	Bill Calculated 01/01/17-03/31/17			0	0	\$2285.85	\$2,285.85
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01-WATER		WA1-WATER	147.00	05/31/17	Billing		\$324.87		
02-SEWER		SW1-SEWER	147.00	05/31/17	Billing		\$724.71		
03-SEWER		SWC-SEWER	147.00	05/31/17	Billing		\$113.19		
06-SEWER		R&I-SEWER	147.00	05/31/17	Billing		\$11.76		
07-WATER DEBT		WDEB-WATER	147.00	05/31/17	Billing		\$191.10		
08-SEWER DEBT		SDEB-SEWER	147.00	05/31/17	Billing		\$920.22		
<hr/>									
03/28/17	04/03/17	11:17	Meter Read	Water		1893	147	\$0.00	\$0.00
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01/30/17	01/30/17	12:31	Payment Posted R17-002542			0	0	\$2721.25	\$0.00
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01-WATER		WA1-WATER	0.00	02/28/17	Billing		\$386.75		
02-SEWER		SW1-SEWER	0.00	02/28/17	Billing		\$862.75		
03-SEWER		SWC-SEWER	0.00	02/28/17	Billing		\$134.75		
06-SEWER		R&I-SEWER	0.00	02/28/17	Billing		\$14.00		
07-WATER DEBT		WDEB-WATER	0.00	02/28/17	Billing		\$227.50		
08-SEWER DEBT		SDEB-SEWER	0.00	02/28/17	Billing		\$1095.50		
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01/17/17	01/17/17	03:32	Bill Calculated 10/01/16-12/31/16			0	0	\$2721.25	\$2,721.25
<hr/>									
01-WATER		WA1-WATER	175.00	02/28/17	Billing		\$386.75		
02-SEWER		SW1-SEWER	175.00	02/28/17	Billing		\$862.75		
03-SEWER		SWC-SEWER	175.00	02/28/17	Billing		\$134.75		
06-SEWER		R&I-SEWER	175.00	02/28/17	Billing		\$14.00		
07-WATER DEBT		WDEB-WATER	175.00	02/28/17	Billing		\$227.50		
08-SEWER DEBT		SDEB-SEWER	175.00	02/28/17	Billing		\$1095.50		
<hr/>									
01/11/17	01/13/17	12:30	Meter Read	Water		1746	175	\$0.00	\$0.00

History Register

Monday, October 29, 2018

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Account #	Service Address	Customer Name	Balance Due				
Posted	Created	Trx Info	Item Name	Meter Read	Usage	Amount	Balance
Billing Item	Rate Name	Billed	Usg Due Date	Transaction	Type		
001728	417 W HOUGHTON AVE #1	FREEMAN FAMILY ENT	\$11597.46				
10/05/18	10/05/18 03:15	Bill Calculated	07/01/18-10/04/18	0	0	\$11597.46	\$11,597.46
01-WATER	WA1-WATER	742.00	11/30/18	Billing		\$1654.66	
02-SEWER	SW1-SEWER	742.00	11/30/18	Billing		\$3695.16	
03-SEWER	SWC-SEWER	742.00	11/30/18	Billing		\$578.76	
06-SEWER	R&I-SEWER	742.00	11/30/18	Billing		\$59.36	
07-WATER DEBT	WDEB-WATER	742.00	11/30/18	Billing		\$964.60	
08-SEWER DEBT	SDEB-SEWER	742.00	11/30/18	Billing		\$4644.92	
09/27/18	10/04/18 03:12	Meter Read	Water	5561	742	\$0.00	\$0.00
07/30/18	07/30/18 11:22	Payment Posted	R18-009633	0	0	\$25930.17	\$0.00
01-WATER	WA1-WATER	0.00	08/31/18	Billing		\$3699.57	
02-SEWER	SW1-SEWER	0.00	08/31/18	Billing		\$8261.82	
03-SEWER	SWC-SEWER	0.00	08/31/18	Billing		\$1294.02	
06-SEWER	R&I-SEWER	0.00	08/31/18	Billing		\$132.72	
07-WATER DEBT	WDEB-WATER	0.00	08/31/18	Billing		\$2156.70	
08-SEWER DEBT	SDEB-SEWER	0.00	08/31/18	Billing		\$10385.34	
07/16/18	07/16/18 03:01	Bill Calculated	04/01/18-06/29/18	0	0	\$25930.17	\$25,930.17
01-WATER	WA1-WATER	1,659.0	08/31/18	Billing		\$3699.57	
02-SEWER	SW1-SEWER	1,659.0	08/31/18	Billing		\$8261.82	
03-SEWER	SWC-SEWER	1,659.0	08/31/18	Billing		\$1294.02	
06-SEWER	R&I-SEWER	1,659.0	08/31/18	Billing		\$132.72	
07-WATER DEBT	WDEB-WATER	1,659.0	08/31/18	Billing		\$2156.70	
08-SEWER DEBT	SDEB-SEWER	1,659.0	08/31/18	Billing		\$10385.34	
06/28/18	07/02/18 04:44	Meter Read	Water	4819	1659	\$0.00	\$0.00
04/23/18	04/23/18 12:09	Payment Posted	R18-008533	0	0	\$7830.63	\$0.00
01-WATER	WA1-WATER	0.00	05/31/18	Billing		\$1117.23	
02-SEWER	SW1-SEWER	0.00	05/31/18	Billing		\$2494.98	
03-SEWER	SWC-SEWER	0.00	05/31/18	Billing		\$390.78	
06-SEWER	R&I-SEWER	0.00	05/31/18	Billing		\$40.08	
07-WATER DEBT	WDEB-WATER	0.00	05/31/18	Billing		\$651.30	
08-SEWER DEBT	SDEB-SEWER	0.00	05/31/18	Billing		\$3136.26	
04/04/18	04/04/18 02:36	Bill Calculated	01/01/18-03/31/18	0	0	\$7830.63	\$7,830.63
01-WATER	WA1-WATER	501.00	05/31/18	Billing		\$1117.23	
02-SEWER	SW1-SEWER	501.00	05/31/18	Billing		\$2494.98	
03-SEWER	SWC-SEWER	501.00	05/31/18	Billing		\$390.78	
06-SEWER	R&I-SEWER	501.00	05/31/18	Billing		\$40.08	
07-WATER DEBT	WDEB-WATER	501.00	05/31/18	Billing		\$651.30	
08-SEWER DEBT	SDEB-SEWER	501.00	05/31/18	Billing		\$3136.26	
03/29/18	04/02/18 10:52	Meter Read	Water	3160	501	\$0.00	\$0.00
01/22/18	01/22/18 11:40	Payment Posted	R18-007194	0	0	\$3376.08	\$0.00
01-WATER	WA1-WATER	0.00	02/28/18	Billing		\$481.68	

In review of the account for the Save A Lot store, it is my opinion that it does appear that there was a leak or something that caused the water usage to go up during the quarter of January 1- March 31 2018. The previous 11 quarters of this account were all in the \$2,000-\$3,000 range with the exception of the June – Aug. 2017 quarter which was \$5,454.87. It is not uncommon for that quarter to be a highest for most people/businesses since that is typically the hottest quarter and more outside water is used at that time. However, I do not believe they have an outside watering system as most of their property is asphalt and I do not see that as a typical occurrence based on previous years. I do not believe that quarters increase in usage is due to this same current issue because the following quarter of Sept. – Dec. 2017 was back to normal usage. The leak based on looking at the gallons of usage seems to have started sometime during Jan.-March 2018 based on the following usages.

Average of previous 10 quarters - 197,000 gallons of usage - \$3,087.00

Jan-Mar 2 - 501,000 gallons of usage - \$7,830.63 - paid

Apr-June - 1,659,000 gallons of usage - \$25,930.17 – paid

July-Sept - 742,000 gallons of usage - \$11,597.46 – unpaid

The store was notified after the reading and billing came out in early July and DPW was able to get there and do a walkthrough and examination of the building. DPW Superintendent Killackey did notify me that they did find a toiler that was running basically wide open. A toilet running like that 24 hours a day, seven days a week could use a substantial amount of water. By the time we notified them and were able to do the inspection and they were able to get it fixed, it was into the next quarter and I believe why that quarter is still high but lower than before.

We did install one of the new meters that can be monitored for them on 10/30 so they will be able to monitor their usage going forward and, hopefully, avoid this type of issue moving forward.

The amount of the request to award a refund or adjustment back to normal usage is much more than we are allowed to approve administratively so that is why it would have to be appealed to Council.

If you should have any further questions, please feel free to reach out to me.

Thank you,

John Dantzer,

West Branch City Clerk/Treasurer

**CITY OF WEST BRANCH ADMINISTRATIVE POLICY REGARDING REQUESTS FOR
ADMINISTRATIVE ADJUSTMENTS TO WATER/SEWER BILLS:**

NOTE—Only ONE (1) water and/or sewer bill adjustment per water customer for the life of the water customer. This rule applies to landlords who own multiple properties as well as individual homeowners. Landlords (as well as individual homeowners) are advised to do regular inspections of their property and perform maintenance as needed to avoid unnecessary plumbing leaks, etc. Water customers are also advised to regularly inspect toilets, sinks, etc. for leaks, as proper maintenance of all internal plumbing and fixtures is the responsibility of the property owner NOT the City of West Branch.

- (1) For a request for an administrative adjustment to a water-sewer bill to be considered, the party responsible for the bill MUST fully complete and submit the proper paperwork [“Water/Sewer Bill Administrative Adjustment Request Form” which is available at West Branch City Hall and can be mailed to parties upon request by calling (989) 345-0500].
- (2) If a Water/Sewer Bill Administrative Adjustment Request Form is properly completed and turned in to West Branch City Hall before the due date of the bill in dispute, the bill that is being dispute will be held in abeyance until a decision is made regarding the request for an administrative adjustment (meaning that the amount due is put on hold and penalties and interest will not be assessed during the period in which the request is being reviewed by City Hall Administration). However, once a decision is rendered regarding a request for an administrative adjustment, said decision will be mailed to the party making the request and the amount originally due (or the new adjusted amount, if an adjustment is approved) will be immediately due and owing within seven (7) business days of the date of mailing, and penalties and interest will again begin to be assessed if the full amount is not immediately paid.
- (3) When making a determination as to whether to grant a request for an administrative adjustment to a water/sewer bill, the original assessment will be made by the City of West Branch Deputy Clerk/Treasurer, with oversight of the process provided by the City Clerk/Treasurer—Unless the amount of adjustment recommended is greater than \$700, in which case the determination must also then be approved by the City Council.
- (4) Once a decision regarding a request for an administrative adjustment is mailed, the requesting party has seven (7) days to appeal the decision in writing to the City Manager by fully completing and submitting the proper paperwork [“Appeal of Decision Regarding Request for Administrative Adjustment to Water/Sewer Bill” which is available at West Branch City Hall and can be mailed to parties upon request by calling (989) 345-0500].
- (5) If an Appeal of Decision Regarding Request for Administrative Adjustment to Water/Sewer Bill is properly completed and turned in to West Branch City Hall within seven (7) days of the mailing date of the original decision letter, the bill that is being dispute will be held in abeyance until a decision is made regarding the request for an administrative adjustment (meaning that the amount due is put on hold and penalties and interest will not be assessed during the period in which the request is being reviewed by City Hall Administration). However, once a decision is rendered by the City Manager regarding a request for an administrative adjustment, said decision will be mailed to the party making the request and the amount originally due (or the new adjusted amount, if an adjustment is approved) will be immediately due and owing within three (3) business days of the date of mailing, and penalties and interest will again begin to be assessed if the full amount is not immediately paid.

(6) Appeals of the City Manager's final decision regarding appeals may also be appealed to the City Council by either requesting in writing to appear on the agenda of a Council meeting at least three business days in advance of the Council meeting, or by appearing during the "Public Comments" section of any open meeting of the West Branch City Council. However, amounts due on disputed bills are NOT held in abeyance pending appeals to Council and penalties and interest continue to be assessed during such appeals and will only be removed if such an appeal to Council is successful and the West Branch City Council votes to direct City Hall Administration to remove said fees and interest.

(7) When making a determination as to whether a request for an administrative adjustment to a water/sewer bill should be granted, City Hall Administration should consider the following factors:

- Does there appear to have been a malfunction of City-owned equipment?
- Did the property owner exercise due care regarding their duties to properly maintain their property, including plumbing fixtures?
- Could there have been a leak, such as a leaking toilet, that caused the high water bill (which is the responsibility of the property owner)?
- If the property owner is requesting an adjustment to the sewer portion of their bill and claiming that their bill was especially high due to a leaking pipe and that the water did not go into the sewer (as opposed to a leaking toilet, where the water did go into the sewer), does the property owner have proof to validate this claim, such as a receipt from a licensed plumber evidencing a repair to a leaking water pipe?

(8) The following guidelines should apply to City Hall administration when making determinations:

- If there is evidence that there was a likely malfunction of City-owned equipment, an administrative adjustment should be granted. However, some evidence must be provided, not just claims of a malfunction.
- If the high water/sewer bill is attributable to a failure on the part of the property owner to exercise due care in their duties to properly maintain their property, including plumbing fixtures (such as ensuring against toilet leaks), administrative adjustments should not be granted.
- If the high water/sewer bill is attributable to a failure to utilize a sprinkler meter, or other similar situation, then an administrative adjustment should not be granted.
- If the high water/sewer bill is attributable to a landlord/tenant dispute, or dispute between third parties regarding authorized vs/ unauthorized use of water/sewer, an administrative adjustment should not be granted, as that is a civil matter to be worked out amongst the parties involved.
- If the high water/sewer bill is claimed to be attributable to a leaking water pipe, an administrative adjustment should not be granted UNLESS verifiable proof is presented evidencing that that the excess amount of water used likely did not enter the sewer system (as opposed to the possibility that the high water/sewer bill could have actually been caused by something such as a leaking toilet, in which case the water did in fact enter the sewer system). Examples of verifiable proof that would evidence that the excess amount of water used likely did not enter the sewer system would include a receipt from a licensed plumber, along with a description of the work performed, that describes repairs made during the billing cycle in question to a water pipe that had burst whereby the leaking water did not in fact enter the sewer system.

REMEMBER—Just ONE silently leaking toilet can use as much as 21,000 gallons of water per quarter!!!

Bids

Home > More News > Sealed Bids

Sealed Bids

Print This E-mail This

2008 Dodge

The City of West Branch is seeking sealed bids on a 2008 Dodge Charger with 100,156 miles. The Charger will be available for viewing at the City Police Department at 130 Page St. West Branch MI 48661. Between the hours of 8:00am and 4:00 pm.

Sealed bids clearly marked "08 Dodge Charger" are due by Wednesday October 31, 2018 at noon and will be opened publicly immediately thereafter in the Council Chambers of City Hall, located at 121 N. Fourth St, West Branch MI 48661. Bids may be submitted via mail or in person, during regular business hours of Monday-Friday 8:00 am-4:30pm, to the following address: 121 N. 4th St., West Branch MI 48661. For questions, please contact City Police at (989)345-2627.

This vehicle will be sold "AS IS". City Council reserves the right to accept or reject any and all bids. The successful bidder must pay the purchase price by cashier's check or certified check in full within 15 days of written notification to the successful bidder. All sales are final.



10/31/18

Bids were opened at 12:18 pm in the Council Chambers of the West Branch City Hall;

Clerk/Treasurer John Dantzer and Police Chief Ken Walters were involved in the opening of the bids.

2008 Dodge City police car

Bids were received from:

Wayne Wolverton - \$1,001

Daniel Haggard Sr - \$651.76

Sealed Bid

2008 Charger

Wayne Wolverton

10-23-18

2008 Charger

\$1001.00 Dollars

Wayne Wolverton

989 836-2707

RECEIVED
OCT 23 2018

Huggard, Sr.
d Kawkawlin Rd.
y, MI 48706

METROPLEX MI 480

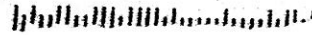
29 OCT 2018 PM 5 L



Bid Dodge Charger
Council Chambers
121 N. South St
West Branch MI 48661

Received 10/31/18 - 10:37 AM

48661-121721



10-28-18

Bid on 2008 Charger - my bid is
\$65126 - \$65176 per call to Daniel
My name and address is as
follows -

Daniel Huggard Sr
3440 old Kawkawlin Rd
Bay City, MI 48706
1-988-686-3834

Unfinished Business

New Business

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

BILLS	\$161,405.69
<i>BILLS AS OF 11/1/18</i>	<i>\$161,405.69</i>
<i>Additions to Bills as of</i>	<i>\$0</i>
<i>Paid but not approved</i>	<i>\$0</i>
TOTAL BILLS	\$161,405.69

BILLS ARE AVAILABLE
AT THE MEETING
FOR COUNCIL'S REVIEW

Vendor Name	Amount	Description
ACE SAGINAW PAVING COMPANY	654.50	COLD PATCH
ADVANCED CHEMICAL & SUPPLY INC	91.25	WWTP SUPPLIES
AUSABLE VALLEY CMH	682.98	CLEANING - CITY HALL & POLICE, RECYCLING
BS & A SOFTWARE	821.00	ASSESSING SYSTEM ANNUAL SUPPORT
BUNTING SAND & GRAVEL PRO INC	111.70	SAND
CHARTER COMMUNICATIONS	319.92	PHONE/INTERNET CITY HALL & DPW
COMPASS MINERALS AMERICA INC	7,308.38	SALT
CONSUMERS ENERGY	545.58	ELECTRIC
DELTA COLLEGE	225.00	J. ADAMS TRAINING
DTE ENERGY	481.65	GAS
ELIASON LAW OFFICE	337.50	LEGAL SERVICES
FOCO INC	1,100.00	TELEVISED SEWER LINES
GALLS LLC	101.99	POLICE SUPPLIES
HACH COMPANY	185.64	WWTP LAB SUPPLIES
HACHT HEATING & COOLING	103.75	DPW REPAIR
ICMA MEMBERSHIP PAYMENTS	596.30	H GRACE MEMBERSHIP
INK & THREAD LLC	37.50	POLICE LOGOS
MEDLER ELECTRIC CO	14.30	EXIT LIGHT BULBS
MERS OF MICHIGAN	16,966.08	RETIREMENT OCTOBER
MID MICHIGAN ASPHALT PAVING	7,803.00	ASPHALT WORK
MTOA	30.00	B. BEEHLER TPO PIN
MVW & ASSOCIATES INC	995.00	ASSESSOR CONTRACT NOVEMBER
NORTHERN PUMP & WELL	400.00	WELL MAINTENANCE
OGEMAW COUNTY HERALD ADLINER	281.42	VARIOUS ADS
PRINTING SYSTEMS	33.73	ELECTION SUPPLIES
REPUBLIC SERVICES 237	9,535.73	GARBAGE SERVICE OCTOBER
SLC METERS LLC	3,728.68	METER PARTS & METERS
TIERNEY, LUCAS	32.00	TIERNEY & WINTER LUNCH REIMBURSEMENT
ULTRAMAX AMMUNITION	309.00	POLICE AMMO
UNUM LIFE INSURANCE CO OF AMERICA	902.49	LT/ST DISABILITY & LIFE
UPS	3.61	SHIPPING
VERIZON WIRELESS	171.48	CELLPHONES
VISA	4,145.50	VARIOUS CHARGES
WELLS FARGO FINANCIAL LEASING	1,500.30	BS & A SOFTWARE
WEST BRANCH AUTOMOTIVE	62.37	VARIOUS SUPPLIES
WEST BRANCH TOWNSHIP TREASURER	26.32	QUARTERLY SURCHARGE
WWTPA	12,511.50	18 19 OPERATING BUDGET
WWTPA	87,978.54	DECEMBER INTEREST ONLY BOND 92-01 & 92-02
ZETTEL'S COLLISION	270.00	POLICE CAR GRAPHICS
TOTAL	161,405.69	

CITY OF WEST BRANCH MASTER PLAN

RESOLUTION FOR FINAL APPROVAL WEST BRANCH CITY COUNCIL

WHEREAS, The City of West Branch has undertaken development of a Master Plan to guide development; promote the public health, safety, and welfare of the City; to encourage the proper use of resources; to facilitate public improvements; and to consider the character of the City and suitability of particular land uses, and

WHEREAS, Section 43(3) of Public Act 33 of 2008, commonly known as the Michigan Planning Enabling Act, gives the City Council the authority to assert the right to make final approval or rejection of said Master Plan, and

WHEREAS, The West Branch City Council has a responsibility to the citizens of the City of West Branch to provide for and promote the public health, safety and general welfare of the City, and

NOW, THEREFORE BE IT RESOLVED, that the West Branch City Council hereby asserts the authority to make the final approval or rejection of the City of West Branch Master Plan as a guideline for improving the overall quality of life for the residents of the City of West Branch.

Yeas: _____

Nays: _____

Absent: _____

I HEREBY CERTIFY, that the forgoing Resolution was adopted at a regular meeting of the West Branch City Council, held on _____.

Date

West Branch City Clerk

City Manager Notes:

The following resolution is NOT requesting that Council approve the Master Plan; it is merely indicating that Council is reserving the right to be the entity with the final vote regarding whether to approve the Master Plan or not (i.e., final approval is vested in the Council, not the Planning Commission or any other body, like the County, etc., even though other entities have been sent copies of the master plan to review).

We anticipate that the final vote on whether to approve the Master Plan or not will likely occur in January.

Questions about the Master Plan can be referred to City Manager Grace, or Denise Cline of NEMCOG.

Thank you 😊



Annual maintenance
program for the
City of West Branch DDA
2018-2019

1. SIDEWALK WINTER MAINTENANCE PROCEDURES AND POLICIES

A. During regular work day hours, the Public Works Department personnel will monitor the condition of DDA sidewalks for possible actions or applications needed to insure safe pedestrian travel. There are a number of elements that must be taken into consideration before a reasonable and responsible course of action can be taken. The DPW Superintendent will be the final say in what course of action is to be taken.

B. Depth of Snowfall

- The course of action will be determined by the amount and duration of snowfall.
- City staff will typically remove snow from the sidewalks upon 2" of snowfall.
- Additional salting and snow plowing will be at the discretion of the DPW Superintendent.
- Business owners will still be responsible for the upkeep of the sidewalks in front of their business until City crews are on site.

C. Sidewalk Winter Maintenance Locations

The following sidewalks will be maintained with a priority falling on the sidewalks on Houghton Ave between First and Fifth St.

- North and South side of Houghton Ave from First St to M-30.
- East and West side of North Second from Houghton to the river.
- East and West side of North Third from Houghton to the river.
- East and West side of North Fourth from Houghton to the river.
- West side of South Second from Houghton to Wright.
- East and West side of South Third from Houghton to Wright.
- East and West side of South Fourth from Houghton to Wright.
- North and South side of Wright from Second to Third.

D. PENALTY FOR ADDITIONAL SIDEWALK WORK

- If City crews are used to correct problems, property owners will be billed for time and materials.
- In some cases, deliberate actions may constitute illegal activity.

2. ADDITIONAL ITEMS OF MAINTENANCE

A. Pocket Park

- City crews will be responsible for the maintaining of the water at the Pocket Park water fountain including the filling and draining of the fountain as well as the monitoring of water quality and levels.
- If any mechanical parts or repairs are needed, those issues will be brought before the DDA Board for approval of repairs.

B. Downtown Lights

- City crews will be responsible for replacing light bulbs in the downtown light poles as well as the decorating of the poles for Christmas.

C. Downtown Flowers

- City crews will be responsible for the placement of flower pots in the spring and removal of flower pots in the fall.
- DDA will be responsible for notifying the DPW Superintendent of the dates the flowers will be planted in order to schedule the placement. The removal of the pots will be at the discretion of the DPW Superintendent.

D. Additional Work

- Any additional work requested will be provided upon approval of the DPW Superintendent with time and material be based on current labor rates and State of Michigan approved rental rates.

3. INTERGOVERNMENTAL AGREEMENT

- The City of West Branch and the West Branch DDA agree to the above maintenance agreement on a per fiscal year basis.
- The amount of the agreement will be determined upon review of costs on a year by year basis

- The amount agreed upon for the fiscal year of July 1, 2018- June 30, 2019 is in the amount of \$15,000

Heather Grace, Manager

Date

Samantha Fabbri, DDA Chair

Date

RESOLUTION #18-20

WHEREAS, on December 4, 2017 a motion was made by City of West Branch Council Member Rusty Showalter and seconded by Council Member Aaron Tuttle and unanimously approved to adopt Resolution 17-20, which committed a total of \$44,543.01 from the General fund to be spent as matching funds for a wayfinding signage grant, and

WHEREAS, the City was notified that it was not awarded the grant and; therefore, the money no longer needed to be committed, and

NOW, THEREFORE, BE IT RESOLVED, that the West Branch City Council hereby formally uncommits the total amount of \$44,543.01 to be spent on wayfinding signage and returns the funds to the General Fund to be spent as needed during the 2018-2019 fiscal year.

The Community Economic Development Association of Michigan (CEDAM)

AGREEMENT FOR PROFESSIONAL SERVICES

For

Hosting a Project Rising Tide Fellow

Memorandum of Understanding

THIS AGREEMENT, made and entered into as of the 5th day of October, 2018, by and between CEDAM (Client), represented by Jamie Schriener; and Community Point Person (hereinafter referred to as the "Community.")

WITNESSETH THAT

The aforementioned parties mutually agree as follows:

1. That the Community shall, in a satisfactory and proper manner as determined by CEDAM, perform any of the duties enumerated on the attached **Exhibit I**, with specific duties to be mutually determined on a monthly basis between the Client and the Community.

2. This Agreement shall cover work performed by the Community during the approximately fifteen month period: **October 1, 2018 – December 31, 2019.**

3. The Client, as represented by Jamie Schriener, shall supervise the Community during the performance of this contract with respect to the managerial responsibilities, services and deliverables as defined herein and has authority to execute this contract and/or its written modifications or additions with pre-approval from all parties.

4. Contract Price and Payment.

a. The total amount to be paid by CEDAM to the Community under this Agreement shall not exceed \$2,000. The Community shall bill once upon execution of the MOU.*

b. All incidental expenses shall be the responsibility of the Community, including mileage reimbursement, parking, conference calling and other expenses related to performance of contract duties.

*Note: These are budget amounts only and they may be changed by mutual agreement of the Client and the Community but these changes will not affect the total amount of the contract unless amended by mutual agreement of the Client and the Community.

c. Payment will be made in one installment(s) upon presentation of invoice submitted upon execution of MOU.

- (1) Time period the invoice covers.
- (2) Specific services performed within the billing period.
- (3) Number and amount of current invoice.
- (4) Balance remaining on contract.
- (5) Community's address and contact information.

d. CEDAM will render payments within 30 business days of receipt of invoice.

5. The Community shall maintain such records as are deemed necessary by CEDAM to assure proper account for all engagement costs. These records will be made available for audit purposes to CEDAM and the Auditor General of the State of Michigan, or any authorized representative, and will be retained for three years after the expiration of the Agreement unless permission to destroy them is granted by both CEDAM and the State of Michigan.

6. Nondiscrimination. In connection with this agreement, Community shall comply with the Elliott-Larsen Civil Rights Act, 1976 PA 453, MCL 37.2101 *et seq.*, the Persons with Disabilities Civil Rights Acts, 1976 PA 220, MCL 37.1101 *et seq.*, and all other federal, state, and local fair employment practices and equal opportunity laws and covenants that it shall not discriminate against any employee or applicant for employment with respect to his or her hire, tenure, terms, conditions, privileges of employment, or any matter directly or indirectly related to employment because of his or her race, religion, color, national origin, age, gender, height, weight, marital status, or physical or mental disability unrelated to the individual's ability to perform the duties of a particular job or position. Community further agrees that every subcontract entered into in connection with this Agreement will contain a provision requiring nondiscrimination in employment, as required in this Agreement, binding upon each subcontractor.

Pursuant to 1980 PA 278 (the "Act"), MCL 423.321 *et seq.*, the Client shall not award a contract or subcontract to an employer whose name appears in the current register of employers failing to correct an unfair labor practice compiled by the United States National Labor Relations Board. Community, in relation to this Agreement, shall not enter into a contract with a subcontractor, manufacturer, or supplier whose name appears on this register. Pursuant to section 4 of the Act, Client may void this Agreement if, after the Starting Date, the name of the Community as an employer or the name of the subcontractor, manufacturer or supplier of the Community appears on the register.

A breach of this Paragraph constitutes a material breach of this Agreement.

7. In the event the Community fails to perform services pursuant to this agreement to the satisfaction of the Client, the Client shall notify the Community of specific concerns to be remedied by the Community within 10 business days from the date of notification. After the 10 days have expired, the Client may terminate the contract with written notification to the Community if the Community does not remedy the outlined concerns to the satisfaction of the Client, or the Client shall provide the Community with a letter stating that the items have been remedied to the satisfaction of the Client. Termination of this agreement is the only remedy that may be pursued if the Client is not fully satisfied with the work of the Community.

8. The Community hereby represents that the personnel it will assign to perform the services under this contract will be only Host Community Point Person and that she or he possesses the requisite education, competence and experience to perform such services. The Community further acknowledges and agrees that such personnel may be subject to the evaluation and approval of CEDAM, which shall retain the right to determine the sufficiency of the education, competence and experience of the personnel assigned to perform the services identified in the attached exhibit of this contract. The Community is acting as an independent agent and is not an employee of the Client. The Community is responsible for the payment of income taxes and for carrying insurance.

9. Confidential Information. Each party hereto shall hold in trust for the other party hereto, and shall not disclose to any non-party to the Agreement, any confidential information of such other party. Confidential information is information which relates to Such Other Party's research, development, trade secrets or business affairs, but does not include information which is generally known or easily ascertainable by non-parties of ordinary skill in computer systems design and programming.

Community hereby acknowledges that during the performance of this contract, the Community may learn or receive confidential Client information and therefore Community hereby confirms that all such information relating to the client's business, or the business of CEDAM members, will be kept confidential by the Community, except to the extent that such information is required to be divulged to the Community's clerical or support staff or associates in order to enable Community to perform Community's contact obligation.

10. Complete Agreement. This agreement contains the entire agreement between the parties hereto with respect to the matters covered herein. No other agreements, representations, warranties or other matters, oral or written, purportedly agreed to or represented by or on behalf of Community by any of its employees or agents, or contained in any sales materials or

brochures, shall be deemed to bind the parties hereto with respect to the subject matter hereof. Client acknowledges that it is entering into this Agreement solely on the basis of the representations contained herein.

11. Assignment. This Agreement may not be assigned by either party without prior written consent of the other party.

12. The work product of the Community belongs to CEDAM.

13. This Agreement may be terminated with 30 day written notice at any time either by the Client, as represented by Jamie Schriner or the Community, as represented by Host Community Point Person. However, the Community shall be compensated hereunder for services satisfactorily performed prior to the date of termination.

14. The Community is required to show evidence of insurability and/or carrying coverage including general liability, business liability, worker's compensation, unemployment, and/or auto, as applicable.

IN WITNESS WHEREOF, CEDAM and the Community have executed this Agreement as of the date first above written.

COMMUNITY ECONOMIC DEVELOPMENT ASSOCIATION OF MICHIGAN

Jamie Schriner, Executive Director

Date

COMMUNITY

Host Community Point Person

Date

Primary Community Contact Information

Name: _____

Company: _____

Address: _____

City: _____ State: _____

Telephone: _____

Email: _____

EXHIBIT I

Scope of Work

1. The Community Economic Development Association of Michigan will:
 - a. Work collaboratively with Rising Tide communities to:
 - i. Develop fellow recruitment materials and applications
 - ii. Ensure that appropriate and qualified candidates are placed in communities
 - iii. Oversee development of fellowship training materials
 - iv. Provide guidance and support to fellows, as well as address issues that may arise with fellow's own individual participation in the program
 - v. Implement an evaluation plan congruent with the objectives outlined in grant
 - vi. Monitor systems for tracking outcomes and impacts of Rising Tide fellow activities and ensure contract compliance
 - vii. Coordinate feedback process for both Rising Tide communities and fellows
 - b. Develop public relation strategies for highlighting Rising Tide Fellowship success
 - c. Monitor program and grant budgets and ensure that fellows are meeting program goals
 - d. Administer fellow compensation, including funding for travel and professional development required by CEDAM.
 2. The PRT host community will:
 - a. Identify a point person who will serve as a local supervisor and mentor for the fellow and as a liaison for CEDAM.
 - b. Recruit, screen and interview fellow candidates October 1 – November 9, 2018. Submit final selection to CEDAM by November 9, 2018. CEDAM will assist with candidate recruitment, participate in final in-person interviews and approve final selection.
 - c. Introduce the fellow to community stakeholders critical to advancing the goals of the community Action Strategies and fellow work plan.
 - d. If available, provide adequate working space in a local office.
 - e. Schedule bi-weekly meetings with the fellow to discuss progress towards work plan goals and offer guidance on advancing the community Action Strategies.
 - f. Document any performance or behavior issues and immediately report them to CEDAM.
 3. Joint Responsibilities
- Both parties to the Memorandum of Understanding shall:
- a. Make every reasonable effort to ensure that the health and safety of the PRT fellows are protected during the performance of their assigned duties. Neither the host community nor the CEDAM shall assign or require fellows to perform duties which would jeopardize their safety or cause them to sustain injuries.
 - b. Ensure that persons selected as PRT fellows are not related by blood or marriage to host community staff, CEDAM staff, officers or members of CEDAM's board.
 - c. Contribute to a positive fellowship experience.

d. Utilize mediation for conflicts, if necessary.

4. Non-Discrimination & Sexual Harassment

- a. No person with responsibilities in the operation of the project shall discriminate against any PRT fellow, member of the staff of or beneficiary of the project with respect to any aspect of the project on the basis of race, religion, color, national origin, sex, sexual orientation, age, gender, height, weight, political affiliation, marital or parental status, military service, physical or mental disability unrelated to the individual's ability to perform the duties of a particular job or position.
- b. Sexual harassment is a form of discrimination based on sex, which is prohibited as addressed directly above. CEDAM and the host community are responsible for violations of the prohibition against sexual harassment and for taking corrective action and/or disciplinary action if violations occur. Such sexual harassment violations include:
 - i. Acts of "quid pro quo," sexual harassment where a supervisor demands sexual favors for service benefits, regardless of whether CEDAM or the host community, their agents or supervisory employees should have known of the acts.
 - ii. Unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature which have the purpose or effect of creating an intimidating, hostile or offensive work environment.
 - iii. Acts of sexual harassment toward fellow PRT fellows or non-employees, where CEDAM or host community, their agents, or supervisory employees knew or should have known of the conduct, unless they took immediate and appropriate corrective action.

Sole Source Vendor Exception Request

for

Water Financing

by

Mercantile Bank

11/05/2018

Pursuant to City Ordinance § 33.09 **SOLE SOURCE VENDORS**, “Supplies, materials, equipment and services may be purchased without formal bidding when the City Manager demonstrates in writing to the City Council that there is only one practical source for the supply, material, equipment or service.”

As such, City Manager Heather Grace is requesting that the City Council forego formal bidding and approve the selection of Mercantile Bank, working with Thomas Colis of Miller Canfield in the capacity of Bond Counsel, to secure financing for up to \$200,000 worth of water infrastructure repairs/improvements in and around Fairview Road in West Branch in conjunction with a paving project for Fairview Road that is scheduled to occur in the Spring of 2019. City Manager Grace is requesting a Sole Source Vendor Exception to forego formal bidding for this particular project because:

- There is only one practical source for the provision of these services due to the accelerated nature of needing to secure the financing in time to get the project engineered and ready for a Spring construction, as the water infrastructure portion of the project was a last minute addition to the overall scope of work as it was not initially thought to be needed, but later assessment showed the necessity of the repairs. In addition, time is of the essence in approving the project as a whole, including the financing aspect of the project, as federal funding for the pavement portion of the project will be lost if the project is delayed too far beyond its currently scheduled bid letting and completion dates.
- It is also worth noting that Mercantile Bank and the City’s Bond Counsel have past experience collaborating on similar financing projects for the City, which makes the process more efficient and expedient to keep the same bank vendor and Bond Counsel team.

Thank you.

-----City Manager Heather Grace

Approval of Council Minutes & Summary

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET ON MONDAY, OCTOBER 15, 2018.

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

Present: Mayor Denise Lawrence and Council Members Joanne Bennett, Tim Schaiberger, Rusty Showalter, Aaron Tuttle, and Dan Weiler.

Absent: Council Member Mike Jackson

Other officers present: City Manager Heather Grace, Clerk/Treasurer John Dantzer, DPW Superintendent Mike Killackey, Wastewater Superintendent Dan Robb, Planning Chairperson Bob David, WBRC School Board President Scott Williams, and Police Chief Ken Walters.

All stood for the Pledge of Allegiance.

* * * * *

As an addition to the agenda, Manager Grace noted that the City has the opportunity to have an intern from the Ogemaw Heights School come in and work an hour each day and would be able to help with media stuff such as our cable channel and website.

MOTION BY SHOWALTER, SECOND BY BENNETT, TO APPROVE THE PLACEMENT OF THE INTERN AND ALLOW THEM ACCESS TO THE CITY'S WEBSITE, TV CHANNEL, AND OTHER MEDIA OUTLETS.

Yes — Bennett, Lawrence, Schaiberger, Showalter, Tuttle, Weiler

No – None

Absent – Jackson

Motion carried

* * * * *

As another addition to the agenda, Manager Grace noted that because of the City's involvement in Project Rising Tide it is eligible for a \$15,000 grant to be used for energy conservation. She noted that things they are looking to do is have an energy audit done on all City owned buildings and updating the zoning to include green energy zoning concepts. She further noted that it was a 1005 grant and would be of no cost to the City

MOTION BY BENNETT, SECOND BY SHOWALTER, TO AUTHORIZE MANAGER GRACE TO CONTINUE TO WORK ON THE ENERGY CONSERVATION GRANT AND SIGN ANY PAPERWORK NECESSARY.

Yes — Bennett, Lawrence, Schaiberger, Showalter, Tuttle, Weiler

No – None

Absent – Jackson

Motion carried

* * * * *

West Branch Rose City Area Schools Board of Education President Scott Williams presented an overview of what the Sinking Fund proposal on the November ballot was for. He noted that it would help purchase upgrades to school security, technology, and building upgrades. He further noted that it would not be used for the purchase of real estate or for athletics and that the money would be used at all four schools in the district.

* * * * *

Scott Bell addressed Council on the plans for the Iron Belle Trail route which is a bike trail that extends through the entire State and that they would need the City to decide on the location they would want it to go through the City. He noted that once they have a designated Iron Belle Tr. route then they would be eligible to apply for grant funding from the State to start designing and constructing the trail.

* * * * *

Marcia Young addressed Council and thanked the City for their help in this year Victorian Art Fair and asked to use the park again next year for the fair which would be August 10th and 11th.

MOTION BY SCHAIBERGER, SECOND BY SHOWALTER, TO ALLOW THE VICTORIAN ART FAIR TO USE IRONS PARK ON AUGUST 10TH AND 11TH 2019 FOR THE VICTORIAN ART FAIR.

Yes — Bennett, Lawrence, Schaiberger, Showalter, Tuttle, Weiler

No – None

Absent – Jackson

Motion carried

* * * * *

Manager Grace updated Council on the request from the County asking for assistance from her on the 911 Authority formation document and procedures. She noted that upon further review of the agreements, she would not be needed to work on the documents but that the County would still like her to read them over and offer comments. It was the consensus of Council to allow Manager Grace to read over the documents and offer any comments.

* * * * *

MOTION BY LAWRENCE, SECOND BY TUTTLE, TO APPROVE THE FOLLOWING SECOND READING (ADOPTION) OF ORDINANCE 18-03 "WATER ORDINANCE"

ORDINANCE 18-03

AN ORDINANCE TO AMEND SECTION 52 ENTITLED "WATER" OF THE CITY OF WEST BRANCH CODE OF ORDINANCES.

THE CITY OF WEST BRANCH ORDAINS:

Section 52 of the City of West Branch, Michigan Code of Ordinances is hereby amended to read as follows:

RATES AND CHARGES

§ 52.34 BASIS FOR CHARGES.

(A) A properly installed water meter approved by the City shall be used to determine the amount of water consumed for all establishments. Penalty, see §10.99

(B) Any new multi-unit establishment shall at the time of connection to the municipal water system either install a separate water meter or, at the City Manager's discretion on recommendation of the Public Works Supervisor, install a master meter for the establishment.

(Ord. 252, passed 7-20-98) Penalty, see §10.99

§ 52.35 CHARGES FOR WATER SERVICE.

(A) Charges for water service to each premise within the City connected to the system shall be as prescribed by the most recent Resolution passed by the West Branch City Council that addresses water rates. The structure of how charges for water services are calculated shall also be set by Resolution of Council, and said pricing structure may contain a ready-to-serve fee, fees related to debt service payments, tiered pricing based on meter size and/or gallons used, and any other price-setting mechanism that Council deems fair and viable.

(B) In September of each year, the City Council shall review current water rates and compare anticipated water revenues for the following fiscal year to anticipated water expenditures for the following fiscal year. Capital improvement set aside amounts for water shall also be considered at that time. Within 90 days of said annual review, the City Council shall vote to set the amount for capital improvement set asides for the water budget for the following fiscal year, with the Public Works Supervisor and City Manager providing recommendations regarding the same. The amount for water capital improvement set asides approved by Council shall be utilized by the City Manager when creating the water budget for the following fiscal year. The water capital improvement set aside amounts shall also be used by the Public Works Supervisor, the City Manager, and the Council to analyze whether current water rates are anticipated to generate enough revenue to cover all water expenditures for the following fiscal year, and if such an analysis indicates that revenues are not anticipated to cover expenditures for the following fiscal year, the City Council shall be required to have a vote within 30 days of such a determination to decide whether rates need to be adjusted, and if so, what the new rates should be set at.

(C) Prior to a Council vote to adjust water rates, a public hearing must be held on the matter with such public hearing being noticed at least 60 days prior to Council voting on the subject.

(D) Following the holding of such a duly noticed public hearing, the City Council may vote to set water rates via Resolution of Council. Water rates set in this manner shall remain in effect until modified by a subsequent Resolution approved by Council, except that at the beginning of each fiscal year the water rates in effect at that time shall automatically be adjusted by the City Treasurer either up or down to reflect the increase or decrease of inflation calculated as "Consumer Price Index (CPI) Inflation" by the United States Department of Labor's 'Bureau of Labor Statistics.' An example of how this automatic

adjustment will occur is as follows: effective July 1st of each year, without needing an additional vote of Council, water rates will be automatically adjusted by the percentage of CPI inflation for the period of January 1st of the preceding year compared to January 1st of the current year. For instance, if inflation for the most recent year showed an increase of 1.8%, the City Treasurer would automatically increase water rates by 1.8% on July 1st of that year, with no need for Council to vote on the matter. However, the City Treasurer shall calculate whether water rates are going to be adjusted in such a manner during the preparation of each year's annual budget, and shall include a presentation of such anticipated adjustment to Council during the formulation of each year's budget, and the City Treasurer shall likewise ensure that a public hearing on the subject is noticed at least 60 days prior to such automatic adjustment taking effect so that the public is afforded an opportunity to be heard on the matter, and so that Council has an opportunity to request that such matter be placed on the agenda prior to it automatically taking effect in the event that the City Council should desire to set the water rates at some other amount via formal Council Resolution.

(E) Any loss of water due to leakage, damage or other circumstances which causes higher than normal consumption may be appealed to the City Treasurer via procedures set by Administrative policy. The City Treasurer's determination on the matter may be appealed to the West Branch City Council provided that a written request for such an appeal is filed with the City Clerk within 30 days of the date upon which the City Treasurer's determination was mailed to the last known address of the customer who filed the initial appeal.

(F) A tap fee shall be paid by each customer making connection to the water system. Such fee shall be established by Resolution of the City Council and is intended to cover the cost of physical connection to the system and the privilege of connecting to the system.

(Ord. 70, passed 7-7-52; Am. Ord. 157, passed 12-15-80; Am. Ord. 185, passed 12-1-86; Am. Ord. 217, passed 7-1-92; Am. Ord. 252, passed 7-20-98; Am. Ord. 07-06, passed 12-3-2007; Am. Ord. 09-03, passed 9-8-2009; Am. Ord. 09-05, passed 10-5-2009; Am. Ord. 10-04, passed March 15, 2010; Ord. 11-02, passed 2-21-2011)

§ 52.36 BILLING; PENALTY FOR LATE PAYMENT.

Effective January 1, 2019, or as soon thereafter as may be practicable, water bills shall be rendered monthly during each operating year and shall represent charges for the period immediately preceding the date of rendering the bill. The bills shall be due and payable within 30 days from the date thereof and all bills not paid when due shall be deemed delinquent and a penalty shall be added thereto and become due and owing as a part thereof. The amount of the penalty for late payments shall be set at the rate of 10% of the amount of such late billing for the year 2019, and may be modified thereafter by Resolution of Council.

(Ord. 185, passed 12-1-86; Am. Ord. 217, passed 7-1-92; Am. Ord. 10-02, passed 2-1-2010)

§ 52.37 FIRE HYDRANT RATES.

For water used through fire hydrants, the City shall pay a charge for each fire hydrant each year, which charge shall be paid annually in advance from the current funds of the City, or from proceeds of taxes which the City within constitutional limits, is hereby authorized and required to levy in an amount sufficient for that purpose. The amount per fire hydrant that shall be paid each year shall be \$135 for the year 2019, and may be modified thereafter by Resolution of Council.

(Ord. 185, passed 12-1-86; Am. Ord. 217, passed 7-1-92; Am. Ord. 252, passed 7-20-98)

§ 52.38 SPECIAL RATES.

For miscellaneous services for which a special rate should be established, such rates shall be fixed by Resolution of the City Council.

(Ord. 185, passed 12-1-86; Am. Ord. 217, passed 7-1-92; Am. Ord. 252, passed 7-20-98)

§ 52.39 ENFORCEMENT; LIENS.

The charges for water services, which are under the provisions of Act No. 178 of the Public Acts of 1939, as amended, being M.C.L.A. §123.161 - 123.167 are made a lien on all premises served thereby, unless notice is given that a tenant is responsible, whenever any such charge against any piece of property shall be delinquent for six months. The City official, or officials in charge of the collection thereof, shall certify annually, on April 1 of each year, to the tax assessing officer of the City, the fact of such delinquency, whereupon such charge shall be by him entered upon the next tax roll as a charge against such premises, and the lien thereon enforced in the same manner as general City taxes against such premises are collected, and the lien thereon enforced. However, where notice is given that a tenant is responsible for such charges, as provided by Section 21, Act 94, Public Acts of Michigan, 1933, no further service shall be rendered such premises until a cash deposit of not less than \$12 shall have been made as security for payment of such charges. The cash deposit required of tenants shall equal the amount typically charged to a similar customer for six months of service.

(Ord. 185, passed 12-1-86)

§ 52.40 SHUTTING OFF OR DISCONTINUING SERVICE; TURN-ON CHARGE.

In addition to other remedies provided, the City shall have the right to shut off and discontinue the supply of water to any premises for the nonpayment of water charges when due. If such charges are not paid within 30 days after the first day of the month next succeeding the month in which such charges are billed, then water service to such premises shall be discontinued. A warning notice shall be attached to the door of the premises affected prior to actual discontinuation of service. A shut-off fee shall be added to the sum then due for notice of shut off. Water services so discontinued shall not be restored until all sums then due and owing shall be paid, plus a turn-on charge. Amounts to be charged for shut-off fees and turn-on charges shall be set by Resolution of Council.

(Ord. 185, passed 12-1-80; Am. Ord. 217, passed 7-1-92)

§ 52.41 FREE SERVICE PROHIBITED.

No free service shall be furnished by the system to any person, firm or corporation, public or private, or to any public agency or instrumentality.

(Ord. 70, passed 7-7-52)

§ 52.42 ESTIMATION OF RATES; REVISION.

The rates hereby fixed are estimated to be sufficient to provide for the payment of the expenses of administration and operation and such expenses for maintenance and improvement of the system as are necessary to preserve the same in good repair and working order, to provide for the payment of the interest upon and the principal of all the bonds as and when the same become due and payable, and the creation of the reserve therefore required by this subchapter, and to provide for such other expenditure of funds for the system as this subchapter may require. The rates shall be fixed and revised from time to time as may be necessary to produce these amounts, and it is hereby covenanted and agreed at all times to fix and maintain such rates for services furnished by the system as shall be sufficient to provide for the foregoing.

(Ord. 70, passed 7-7-52)

§ 52.43 OPERATING BASIS.

The system shall be operated on the basis of an operating year commencing July 1 and ending on June 30.

(Ord. 70, passed 7-7-52)

§ 52.44 REVENUES OF SYSTEM.

(A) The revenues of the system are hereby ordered to be set aside, as collected, and deposited in a bank duly qualified to do business in the state, in an account to be designated Water Supply System Receiving Fund (hereinafter referred to as the Receiving Fund), and the revenues so deposited are pledged for the purpose of the following funds and shall be transferred from the Receiving Fund periodically in the manner and at the times hereinafter specified.

(1) Operation and Maintenance Fund.

(a) Out of the revenues in the Receiving Fund there shall be first set aside, quarterly, into separate depository account designated Operation and Maintenance Fund, a sum sufficient to provide for the payment of the next quarter's current expenses of administration and operation of the system and such current expenses for the maintenance thereof as may be necessary to preserve the same in good repair and working order.

(b) The City Council, prior to the commencement of each operating year, shall adopt a budget covering the foregoing expenses for each year, and such total expenses shall not exceed the total amount specified in the budget, except by a vote of five-sevenths of the members of the City Council.

(2) Replacement Fund. There shall next be established and maintained a separate depository account designated as the Replacement Fund, which shall be used solely for the purpose of making major repairs, replacements, and improvements to the system for which funds in the Operation and Maintenance Fund are not available or sufficient. There shall be deposited into that Fund, in quarterly installments, after providing for all requirements of the Operation and Maintenance Fund and the Bond and Interest Redemption Fund (including the Bond Reserve Account) all of the revenues of the system. If at any time it shall be necessary to use moneys in the Fund for such purpose, the moneys so used shall be replaced from the net revenues in the Receiving fund which are not required by this subchapter to be used for the Operation and Maintenance Fund or the Bond and Interest Redemption Fund (including the Bond Reserve Account).

(B) In the event the moneys in the Receiving Fund are insufficient to provide for the current requirements of the Operation and Maintenance Fund any moneys and/or securities in other funds of the system shall be transferred, to the Operation and Maintenance Fund to the extent of any deficit therein.

(Ord. 70, passed 7-7-52)

§ 52.45 INVESTMENTS.

Moneys in the Bond and Interest Redemption Fund over and above those being accumulated for the payment of principal and interest next maturing and moneys in any other fund except the Receiving Fund and the Operation and Maintenance Fund may be invested in obligations of the United States of America. In the event such investments are made, the securities representing the same shall be kept on deposit with the bank or trust company having on deposit the fund or funds which the purchase was made. Income received from such investments shall be credited to the fund from which the

investments were made.
(Ord. 70, passed 7-7-52)

§ 52.46 OWNER TERMINATION OF SERVICE.

Property owners, according to City tax records, may remove their name from an account, and cause shut off of the water at their premises. If the premises are not occupied by the owner, the occupant shall be given 14 days' notice that the owner has requested that water services be terminated.
(Ord. 217, passed 7-1-92)

§ 52.47 OCCUPANT DEPOSIT.

Water customers not property owners, according to the City tax records, shall pay a deposit as guarantee of payment to equal a two month estimated rate as determined by the City Treasurer. Deposits shall be placed in escrow by the City Treasurer to guarantee payment of future water bills. When an individual who has made such a deposit wishes to terminate water service, two methods of refund are available. The depositor may pay all outstanding utility charges and receive a complete refund, or the depositor may allow outstanding charges to be deducted from the deposit and receive the balance as a refund. Depositors shall not earn interest on deposits.
(Ord. 217, passed 7-1-92; Am. Ord. 252, passed 7-20-98)

§ 52.48 ENFORCEMENT.

The charges for water services which are under the provisions of Act No. 178 of the Public Acts of 1939, as amended, being M.C.L.A. §123.161 - 123.167 shall be a lien on all premises served thereby. Whenever any such charge against any piece of property shall be delinquent for six months, the City official or officials in charge of the collection thereof shall certify annually, by May 15th of each year, to the tax assessing officer of the County, the fact of such delinquency, whereupon such charge shall be entered upon the next tax roll as a charge against such premises, and the lien thereon enforced in the same manner as general City taxes. The City may institute suit before a competent court for the collection of such charges, and shall also have all powers and rights granted to cities by Act 178 of the Public Acts of 1939, as amended. When a customer has made a two quarter estimated deposit into a City escrow account, as provided herein, delinquent amounts due to the City may be collected from that account as payment for water service. The City shall make every reasonable attempt to return excess funds to the party making the original deposit.
(Ord. 217, passed 7-1-92)

Yes — Bennett, Lawrence, Schaiberger, Showalter, Tuttle, Weiler

No – None

Absent – Jackson

Motion carried

* * * * *

MOTION BY SCHAIBERGER, SECOND BY BENNETT, TO PAY BILLS IN THE AMOUNT OF \$140,051.43.

Yes — Bennett, Lawrence, Schaiberger, Showalter, Tuttle, Weiler

No – None

Absent – Jackson

Motion carried

* * * * *

A special event request was submitted on behalf of Chamber Director Heather Neuhaus to have the Santa Train do a slow "Drive By" in which they would have Santa and others waive as the train goes through town. It was also noted that they would like to try and get West Branch as an actual stop on the route next year.

MOTION BY BENNETT, SECOND BY SHOWALTER, TO APPROVE THE SANTA "DRIVE BY" SPECIAL EVENT PERMIT AND TO APPROVE A ROAD CLOSURE IF DEEMED NECESSARY.

Yes — Bennett, Lawrence, Schaiberger, Showalter, Tuttle, Weiler

No – None

Absent – Jackson

Motion carried

* * * * *

Manager Grace noted that she has had discussions with John Iacoangeli of Project Rising Tide on the City's current blight enforcement and that he recommended some changes to our current policy that would revolve around the City of Monroe's which recently had theirs litigated and were successful. In addition, he recommended forming a Blight Enforcement Committee. Manager Grace noted that they currently do not have anyone that has applied for the committee and noted she would repost the opening.

MOTION BY SHOWALTER, SECOND BY BENNETT, TO APPROVE MOVING FORWARD ON THE CREATION OF A BLIGHT ENFORCEMENT COMMITTEE AND THE CREATION OF A NEW BLIGHT ENFORCEMENT POLICY THAT WOULD BE BASED ON THE CITY OF MONROE'S.

Yes — Bennett, Lawrence, Schaiberger, Showalter, Tuttle, Weiler

No – None

Absent – Jackson

Motion carried

* * * * *

Manager Grace updated Council on a Wellhead Protection grant opportunity through MDEQ that would focus on community education and outreach about the importance of protecting the wellhead area. She noted that the program would cost \$7,350 to run and the grant would require the City to spend \$3,500 and MDEQ would pay the remaining \$3,850.

MOTION BY BENNETT, SECOND BY TUTTLE, TO APPROVE MOVING FORWARD WITH THE MDEQ WELLHEAD PROTECTION GRANT.

Yes — Bennett, Lawrence, Schaiberger, Showalter, Tuttle, Weiler

No – None

Absent – Jackson

Motion carried

* * * * *

Manager Grace noted that with the help of Michigan Work's Mandi Chasey and due to the City's involvement in Project Rising Tide another grant opportunity called the "Going Pro" staff training grant and it is for a grant for training of City staff in the amount of \$26,300 in which there would be no cost to the City. She further noted that it was a grant through the State of Michigan and was usually only available to for private employers.

MOTION BY SHOWALTER, SECOND BY BENNETT, TO APPROVE MANAGER GRACE TO SIGN THE APPLICATION AND MOVE FORWARD WITH THE "GOING PRO" STAFF TRAINING GRANT.

Yes — Bennett, Lawrence, Schaiberger, Showalter, Tuttle, Weiler

No – None

Absent – Jackson

Motion carried

* * * * *

Manager Grace noted another grant that the City was eligible for was the CEDAM "Rising Tide Fellowship" Grant program. This grant would put a full time worker for one year in the City at no cost to the City to assist in any Project Rising Tide Development projects.

MOTION BY SHOWALTER, SECOND BY WEILER, TO APPROVE THE CEDAM RISING TIDE FELLOWSHIP GRANT AND ALLOW THE WORKER TO BE PLACED IN THE CITY.

Yes — Bennett, Lawrence, Schaiberger, Showalter, Tuttle, Weiler

No – None

Absent – Jackson

Motion carried

* * * * *

Manager Grace noted that she has had meetings with PRT's John Iacoangeli and some developers who are interested in developing market rate housing options in the City. During discussions, the possibility of offering a PILOT program was discussed and Mr. Iacoangeli is looking into this possibility. The PILOT program would allow for a tax incentive for new development of housing complexes. Manager Grace asked Council if they would be open to the idea of a PILOT program and that anything would be brought back to Council for approval once something is developed.

MOTION BY SHOWALTER, SECOND BY TUTTLE, TO APPROVE THE CITY MANAGER TO CONTINUE TO WORK TOWARDS A HOUSING PILOT PROGRAM.

Yes — Bennett, Lawrence, Schaiberger, Showalter, Tuttle, Weiler

No – None

Absent – Jackson

Motion carried

* * * * *

MOTION BY LAWRENCE, SECOND BY BENNETT, TO GO INTO CLOSED SESSION PURSUANT TO MCL 15.268(d), TO CONSIDER THE PURCHASE OF REAL PROPERTY.

Yes — Bennett, Lawrence, Schaiberger, Showalter, Tuttle, Weiler

No – None Absent – Jackson Motion carried

* * * * *

MOTION BY LAWRENCE, SECOND BY SCHAIBERGER, TO GO BACK INTO OPEN SESSION.

Yes — Bennett, Lawrence, Schaiberger, Showalter, Tuttle, Weiler

No – None Absent – Jackson Motion carried

* * * * *

MOTION BY SHOWALTER, SECOND BY SCHAIBERGER, TO ENTER INTO NEGOTIATIONS AND TO SIGN ANY OPTIONS TO PURCHASE PROPERTY BASED ON AN AMOUNT UP TO TWICE THE SEV VALUE OF THE PROPERTY.

Yes — Bennett, Lawrence, Schaiberger, Showalter, Tuttle, Weiler

No – None Absent – Jackson Motion carried

* * * * *

MOTION BY SCHAIBERGER, SECOND BY BENNETT, TO APPROVE THE MINUTES AND SUMMARY OF MINUTES FROM THE MEETING HELD OCTOBER 1, 2018.

Yes — Bennett, Lawrence, Schaiberger, Showalter, Tuttle, Weiler

No – None Absent – Jackson Motion carried

* * * * *

MOTION BY SHOWALTER, SECOND BY SCHAIBERGER, TO RECEIVE AND FILE THE TREASURER'S REPORT AND INVESTMENT SUMMARY; THE MINUTES FROM THE ELECTION BOARD MEETING HELD SEPTEMBER 3, 2018; THE MINUTES FROM THE DDA BOARD MEETING HELD SEPTEMBER 25, 2018; AND THE SEPTEMBER POLICE REPORT.

Yes — Bennett, Lawrence, Schaiberger, Showalter, Tuttle, Weiler

No – None Absent – Jackson Motion carried

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- A Charter cable lineup communication was shared
- A Comprenew electronic recycling letter was shared.
- A Michigan state wide ballot proposal forum was shared.

A letter for the West Branch Chamber "Meet the Candidate" forum was shared.

* * * * *

Member Bennett updated Council on a session she attended at the recent MML conference about the legalization of marijuana and that the City would need to be proactive in how they want to handle the treatment of recreational marijuana in case it passes at the November election. Manager Grace noted she will be attending a MML conference on October 23rd about this issue.

Member Schaiberger reminded everyone about the "Meet the Candidate" event and asked to have the date confirmed because it shows two different dates on the flyer. He also noted he recently attended and encouraged people to attend a State wide ballot proposal seminar and that they are very informative.

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MOTION BY LAWRENCE, SECOND BY BENNETT, TO APPROVE THE APPOINTMENT OF MARYANNE STEELMAN TO THE ELECTION BOARD TO FILL THE OPEN SEAT WITH THE CURRENT TERM TO END JUNE 30, 2019.

Yes — Bennett, Lawrence, Schaiberger, Showalter, Tuttle, Weiler

No – None

Absent – Jackson

Motion carried

* * * * *

Mayor Lawrence updated Council on the Enbridge gas pipeline meeting she recently attended.

* * * * *

MOTION BY LAWRENCE, SECOND BY SCHAIBERGER, TO EXCUSE THE ABSENCE OF COUNCIL MEMBER MIKE JACKSON

Yes — Bennett, Lawrence, Schaiberger, Showalter, Tuttle, Weiler

No – None

Absent – Jackson

Motion carried

* * * * *

Manager Grace noted that Project Rising Tide has been going well and there are lots of new projects coming.

* * * * *

Chief Walters noted he recently attended a MERS conference on behalf of the City and noted that MERS is anticipating a rate increase.

* * * * *

Mayor Lawrence adjourned the meeting at 7:58 pm.

Denise Lawrence, Mayor

John Dantzer, Clerk

SUMMARY OF THE REGULAR MEETING OF THE WEST BRANCH CITY
COUNCIL HELD MONDAY, OCTOBER 15, 2018

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

Present: Mayor Lawrence, Council Members Bennett, Schaiberger, Showalter, Tuttle, and Weiler.

Absent: Council Member Jackson

Other officers present: City Manager Grace, Clerk/Treasurer Dantzer, DPW Superintendent Killackey, WWTP Superintendent Robb, Planning Chair David, School Board President Williams, and Chief Walters.

All stood for the pledge of allegiance.

As an addition to the agenda Council approved the placement of an intern

As an addition to the agenda Council approved an energy conservation grant

School Board President Williams presented an overview of the Sinking Fund millage that will be on the November ballot.

Scott Bell addressed Council on the Iron Belle Trail route.

Council approved the use of Irons Park for the 2019 Victorian Art Fair.

It was the consensus of Council to allow Manager Grace to look over the 911 Authority documents.

Council approved the adoption of changes to section 52 of the City of West Branch Code of Ordinance entitled "Water".

Council approved bills in the amount of \$140,051.43

Council approved a special request for the Santa Train Drive By and authorized a road closure if needed.

Council approved the creation of a blight enforcement committee and changes to the blight enforcement policy

Council approved moving forward with the MDEQ Wellhead Protection Grant.

Council approved application for the Going Pro staff training grant in the amount of \$26,300

Council approved the CEDAM Rising Tide Fellowship Grant.

Council approved Manager Grace to continue to work towards a housing PILOT program.

Council approved going into closed session pursuant to MCL 15.268(d) to consider the purchase of real property

Council approved coming out of closed session.

Council approved Manager Grace to enter into negotiations and to sign options to purchase property.

Council approved the minutes and summary from the meeting held October 1, 2018.

Council received and filed the Treasurers Report and Investment Summary; as well as the minutes from the Election Board meeting held September 3, 2018; the minutes from the DDA Board meeting held, 2018; and the September Police Report

Communications were shared.

Council Members Bennett and Schaiberger; as well as Mayor Lawrence and Manager Grace gave a report

Council approved the appointment of Maryanne Steelman to the Election Board

Council excused the absence of Council Member Mike Jackson.

Chief Walters gave a report

Mayor Lawrence adjourned the meeting at 7:58 pm.

Consent Agenda

Jser: MICHELLE
D: Westbranch City

Bank Code	Description	Beginning Balance 10/01/2018	Total Debits	Total Credits	Ending Balance 10/31/2018
GEN1 GEN1 - GENERAL CHECKING					
101		1,191,837.32	94,061.67	162,963.35	1,122,935.64
150	CEMETERY PERPETUAL CARE	20,010.30	480.00	0.00	20,490.30
209	CEMETERY FUND	11,537.02	1,520.00	2,298.03	10,758.99
248	DDA OPERATING FUND	60,302.83	1,316.71	1,854.31	59,765.23
251	INDUSTRIAL PARK FUND	1,718.94	344.99	302.27	1,761.66
276	HOUSING RESOURCE FUND	192,875.26	1,530.21	0.00	194,405.47
318	SEWER DEBT FUND	100,806.88	28,674.72	220.40	129,261.20
319	WATER DEBT FUND	25,625.40	7,889.79	48.54	33,466.65
571	COLLECTION REPLACEMENT FUND	30,820.51	0.00	0.00	30,820.51
572	PLANT REPLACEMENT FUND (R&I)	4,858.73	635.44	5.46	5,488.71
590	SEWER FUND	228,570.77	31,961.12	55,286.87	205,245.02
591	WATER FUND	128,793.49	46,290.59	40,033.50	135,050.58
592	WATER REPLACEMENT FUND	281,453.90	0.00	0.00	281,453.90
593	SEWER COLLECTION	50,532.39	4,507.62	6,735.99	48,304.02
561	EQUIPMENT FUND	106,565.92	13,467.00	38,550.83	81,482.09
704	PAYROLL CLEARING	0.00	75,419.15	75,203.43	215.72
705	IRONS PARK ENTERTAINMENT FUND	1,885.57	0.00	0.00	1,885.57
707	YOUTH SAFETY PROGRAM	744.81	0.00	444.76	300.05
714	RECYCLING CENTER	6,009.06	691.00	507.59	6,192.47
GEN1 - GENERAL CHECKING		<u>2,444,949.10</u>	<u>308,790.01</u>	<u>384,455.33</u>	<u>2,369,283.78</u>
M/LST MAJOR/ LOCAL STREETS					
202	MAJOR STREET FUND	526,390.91	49,585.93	6,419.99	569,556.85
203	LOCAL STREET FUND	373,351.23	9,271.67	3,053.60	379,569.30
MAJOR/ LOCAL STREETS		<u>899,742.14</u>	<u>58,857.60</u>	<u>9,473.59</u>	<u>949,126.15</u>
PAY PAYROLL					
704	PAYROLL CLEARING	7,104.82	75,203.43	73,933.15	8,375.10
PAYROLL		<u>7,104.82</u>	<u>75,203.43</u>	<u>73,933.15</u>	<u>8,375.10</u>
CHEM SAVINGS					
101		435,420.25	0.00	0.00	435,420.25
150	CEMETERY PERPETUAL CARE	1,675.28	0.00	0.00	1,675.28
251	INDUSTRIAL PARK FUND	20,855.85	0.00	0.00	20,855.85
571	COLLECTION REPLACEMENT FUND	2,369.83	0.00	0.00	2,369.83
591	WATER FUND	26,131.22	0.00	0.00	26,131.22
592	WATER REPLACEMENT FUND	19,554.37	0.00	0.00	19,554.37
593	SEWER COLLECTION	781.46	0.00	0.00	781.46
561	EQUIPMENT FUND	103,309.99	0.00	0.00	103,309.99
714	RECYCLING CENTER	1,043.48	0.00	0.00	1,043.48
SAVINGS		<u>611,141.73</u>	<u>0.00</u>	<u>0.00</u>	<u>611,141.73</u>
TAX TAXES					
701	TAX AGENCY	1,311.89	110,271.40	110,271.40	1,311.89
TAXES		<u>1,311.89</u>	<u>110,271.40</u>	<u>110,271.40</u>	<u>1,311.89</u>
TOTAL - ALL FUNDS		<u>3,964,249.68</u>	<u>553,122.44</u>	<u>578,133.47</u>	<u>3,939,238.65</u>

CASH SUMMARY BY ACCOUNT FOR WEST BRANCH
FROM 10/01/2018 TO 10/31/2018
FUND: ALL FUNDS
INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 10/01/2018	Total Debits	Total Credits	Ending Balance 10/31/2018
Fund 101					
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
		<hr/>	<hr/>	<hr/>	<hr/>
		250,000.00	0.00	0.00	250,000.00
Fund 150	CEMETERY PERPETUAL CARE				
004.300	CERTIFICATE OF DEPOSIT C	114,701.74	0.00	0.00	114,701.74
004.400	CERTIFICATE OF DEPOSIT D	115,271.06	0.00	0.00	115,271.06
		<hr/>	<hr/>	<hr/>	<hr/>
	CEMETERY PERPETUAL CARE	229,972.80	0.00	0.00	229,972.80
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	100,000.00	0.00	0.00	100,000.00
		<hr/>	<hr/>	<hr/>	<hr/>
	INDUSTRIAL PARK FUND	200,000.00	0.00	0.00	200,000.00
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
		<hr/>	<hr/>	<hr/>	<hr/>
	EQUIPMENT FUND	250,000.00	0.00	0.00	250,000.00
		<hr/>	<hr/>	<hr/>	<hr/>
	TOTAL - ALL FUNDS	929,972.80	0.00	0.00	929,972.80

West Branch
JOURNAL ENTRY
JE: 10078

Post Date: 10/30/2018
Entry Date: 10/30/2018
Description: BUDGET POLICY AMENDMENT

Entered By: MICHELLE
Journal: BA

GL #	Description	DR	CR
101-301.000-727.700	OPERATING SUPPLIES	50.00	
101-301.000-957.701	EDUCATION 302		50.00
101-201.000-901.700	PRINTING AND PUBLISHING	500.00	
101-201.000-865.700	PROFESSIONAL DEVELOPMENT		500.00
101-253.000-956.700	EXPENSES	100.00	
101-253.000-865.700	PROFESSIONAL DEVELOPMENT		100.00
202-463.000-801.700	CONTRACTUAL SERVICES	1,000.00	
202-463.000-727.700	OPERATING SUPPLIES		1,000.00
203-463.000-801.700	CONTRACTUAL SERVICES	1,500.00	
203-463.000-727.700	OPERATING SUPPLIES		1,500.00
101-262.000-956.700	EXPENSES	600.00	
101-262.000-727.700	OPERATING SUPPLIES		600.00
	Journal Total:	3,750.00	3,750.00

APPROVED BY: _____

REGULAR MEETING OF THE WEST BRANCH PLANNING COMMISSION HELD IN THE COUNCIL CHAMBERS OF CITY HALL,
121 NORTH FOURTH STREET, ON TUESDAY, SEPTEMBER 25, 2018

Meeting called to order by Chairman David at 6:04pm

Roll Call – Present – Kara Fachting, Denise Lawrence, Bob David, Mike Jackson and Jan Hasty – Absent – Lisa Jensen, Dan Weiler, Cori Lucynski and Evelyn Schenk

Pledge of Allegiance

Public Hearings – None

Additions to Agenda – None

Public Comment – None

Site Plans – None

Sign Permits – None

Unfinished Business – Denise Cline was present and brought three large land use maps for the Board to make any changes and corrections. The Board made many proposed updates on the maps as follows: M-30 area, old bicycle shop, old flour mill, duplexes on Annie St, property behind townhouses at the corner of Fairview Rd and State St, 1st St to Valley St along State St and Houghton Ave., 4th St to Dow Rd North of Annie St, leaving South of Annie St North of Lindsay St, South of Lindsay St from 6th St to Dow Rd and Greenland St to Lindsay St, from Fairview Rd to Thomas St North of State St. There was a question brought up as to who the property owner is between the industrial park and The Villa. There is a greenbelt somewhere amongst that property. The Board asked John Dantzer to identify the owner and any legal paperwork that was drawn at the time the green belt was made. The Board also asked John Dantzer to locate the legal paperwork for the residential property located on M-30 between The Willow Tree restaurant and the medical building complex. The next meeting with Denise Cline will be October 23, 2018.

New Business – None

Approval of Minutes – No corrections were needed.

*Motion by Mike Jackson, 2nd by Jan Hasty to approve minutes as written. Ayes – All.

Communications – None

Chairman Report – The City crew has been doing a great job at keeping up with the trees and branches caused by the recent storms. The game refuge/Ogemaw nature park will be having a work bee on October 13, 2018 for anyone who can go help out.

Member Reports –

Hasty – None

Schenk – Absent

Weiler – Absent

Fachting – None

Lawrence – She is noticing several downtown stores are starting to be closed on Mondays. She has gone to many of the downtown businesses to discuss a one day event for the Fall of 2019 that will be Bigfoot based which could include a 5k run for adults and kids. Edith M's has had no interested buyers so the owner will be closing its doors by the end of the year and retiring. Sarah's Scrubs was to become a Carhartt retailer but that has been put on hold for the time being. Wright's Rehabilitation will have a women's clothing store in the front half of the building where the 5&10 used to be located. The online store is already doing very well. Another joint DDA meeting between the City of WB, WB Township and Ogemaw Township will be scheduled soon.

Jackson – None

Lucynski – Absent

Jensen - Absent

Meeting was adjourned at 8:03pm per Chairman Bob David.

Meeting minutes taken and typed by Kara Fachting

MEETING OF THE WEST BRANCH CITY ELECTION BOARD HELD IN THE CLERKS OFFICE OF CITY HALL, 121 NORTH FOURTH STREET, FRIDAY, OCTOBER 19, 2018.

City Clerk John Dantzer called the meeting to order at 2:15 PM.

Present: John Dantzer, Dianne Gavitt, and Maryanne Steelman

Absent: None

The Election Commission observed the public accuracy test and signed off on a complete and accurate testing.

Meeting was adjourned at 3:15 p.m.

OGEMAW FIRE DEPARTMENT

Board Meeting July 17, 2018

Members Present:

Denis Stephens-Ogemaw Township

John Dantzer-City of West Branch

Dave Ross-Edwards Township

Jerry Lehman-Horton Township

Others present: Ron Taylor, Brent Banning, Todd Thompson

Meeting called to order at 5:06 PM

Motion by Lehman supported by Stephens to approve minutes of

April 2018 meeting. Unanimously approved

Treasurers report was accepted

Motion by Ross supported by Lehman to approve bills for May, June, July.

Unanimously approved

Audit report was approved

Meeting adjourned at 5:26, next meeting October 16, 2018

SPECIAL MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY
HELD IN THE WEST BRANCH POLICE STATION, 130 PAGE STREET, WEDNESDAY,
OCTOBER 3, 2018.

Chairperson Fabbri called the meeting to order at 6:02 pm.

Present: Joanne Bennett, Joe Clark, Samantha Fabbri, Autum Hunter, and Sandy Rabidue
(arrived at 6:06)

Absent: Ken Walters

Others present: Clerk/Treasurer John Dantzer and DPW Superintendent Mike Killackey

* * * * *

**MOTION BY CLARK, SECOND BY FABBRI, TO EXCUSE MEMBER WALTERS FROM
THE MEETING.**

Yes – Bennett, Clark, Fabbri, Hunter

No – None Absent – Rabidue, Walters Motion carried

* * * * *

**MOTION BY CLARK, SECOND BY BENNETT, TO APPROVE THE MINUTES FROM
THE MEETING HELD SEPTEMBER 25, 2018.**

Yes – Bennett, Clark, Fabbri, Hunter

No – None Absent – Rabidue, Walters Motion carried

* * * * *

The Board discussed the development of a snow policy to deal with the issue of rising sidewalk snow removal costs. Discussion centered on varying the area of sidewalks covered, accumulation amounts before clearing, what days, and how many times per day they are cleared.

Superintendent Killackey answered questions and went over the process for snow removal and estimated costs per sidewalk snow removal.

It was the consensus of the Board that they would like to see a maintenance agreement between the DDA and the City for yearly maintenance including snow removal.

Cathy Zimmerman asked questions on parking lot snow removal and how the approval process of the snow policy would take place.

Discussion also took place on developing a Principal Shopping District in the future to pay for snow removal.

Discussion involved having a flyer made to hand out to downtown businesses reminding them of their duties in helping keep the sidewalks clear of snow and ice during the winter.

Clerk/Treasurer Dantzer and Superintendent Killackey noted that they would work on a rough draft of a yearly maintenance agreement including what is included and the annual amount. They further noted that the first year would be based on estimates and moving forward there could be annual review of the amounts charged and adjusted either way as needed.

* * * * *

The consensus of the Board was to have a budget amendment prepared for the next meeting to move funds from the administration costs to contractual services so it can be presented for approval at that meeting.

* * * * *

The Board discussed the idea of participating in a joint DDA Development Plan with both Ogemaw and West Branch Township. It was the consensus that they were in favor of participating if both Township did with the cost sharing to be based proportionately on the annual DDA revenues of each.

* * * * *

The Board discussed the idea of participating in a Housing Study and noted they would like more information before they contributed money.

* * * * *

Chair Fabbri adjourned the meeting at 7:47 pm.

West Branch Retail Merchant Meeting
September 4, 2018 Minutes

Present: Joe Clark, Grange Bell, Samantha Fabbri, Pete Fabbri, Heather Neuhaus, Kayla Marie Dillon, Kenneth Neubecker. Sandy Rabidue. Guest: Jim Lebzelter

Meeting called to order: 6:02

Minutes

Grange Motioned to accept minutes, Samantha support & all in favor

Financials

Samantha read off financials. Expenses \$9,976 most paid with rodeo expenses and some quilt walk. Income coming in was from the Super Kicker Rodeo. \$13,711.94 Balance.

Joe motioned to accept financials, Pete support & all in favor.

Guest: Jim Lebzelter with Lebzelter Signs

Signage- Cedar and 3 signs

Proposal for intermediate vinyl and reflective vinyl.

8x18 says Visit Victorian West Branch- Going to change the sign language

Cedar Sign, Long Sign & Billboards- lighted and non lighted.

Non lighted \$375 month

Lighted (by 76) \$450 month

10x40 Structure- whole billboard

Asking for a 6 month agreement

Start up cost- \$300 with shipping- whatever Jim cost would be.

Joe motioned to go with the double and lit billboard at \$450/ month and Jim cost on vinyl.

Pete second the motion and all support

Going to brainstorm about the billboard and then get back with Jim. Jim is going to figure out the installation costs etc. and get back with us. Jim is going to find out about the Tree Trimming around the sign.

President Report: Will be discussed on the agenda

City News: There was no representation from the City of West Branch.

Ogemaw EDC: There was no representation from Ogemaw County EDC

Chamber News: Heather talked about the Michigan Retailers Association bringing Buy Nearby October 5th through 7th. Promotional posters can be downloaded by visiting www.buynearbymi.com. Also, businesses that would like posters and a Free Buy Nearby package can email Rachel rschrauben@retailers.com. Heather also commented on the Road Rally event.

Committee Reports

Victorian Art Fair- Ken said went well very smoothly and many people. Down a little with artist booths but overall a great event.

Comic Con- People Came down and dressed up. The event was Friday and Saturday. Talked about having them come to the Merchant meeting earlier so that it can be promoted more and see what more the area merchants can do.

Rodeo: Went very well. There was a great crowd and the weather held up.

Geocaching: Tournament in West Branch in October

Quilt Walk- First of October.

Christmas Fantasy: Prices are raised on the reindeer but reindeer are booked

Holiday Art and Wine Walk- First Saturday in December

Spring Art & Wine Walk- April 27th

Back to Bricks- Pete has done everything we can to accommodate them. Back to Bricks will be making the decision in the next few weeks. Problem is room capacity.

Adjournment : 7:37 pm

Next business meeting Tuesday, October 2, 2018

Minutes submitted by Heather Neuhaus
Secretary

The West Branch Community Airport Board met on this date in the Conference Room, West Branch Community Airport Terminal, West Branch, Michigan. Chairman Ron Quackenbush called the meeting to order at 12:00 p.m.

Present: Ron Quackenbush, Craig Scott, Mike Jackson, Karen Michael, Heather Grace, Denise Lawrence, and Ben Evergreen. Absent – Gary Klacking and Terry Hodges.

Motion by Quackenbush, second by Lawrence, the minutes of the August 15, 2018 meeting be approved as noted. Voice vote. Ayes – all. Motion carried. [9-1-#1]

Motion by Jackson, second by Grace, claims in the amount of \$17,856.28 be approved for payment. Voice vote. Ayes – all. Motion carried. [9-1-#2]

Ben Evergreen, Airport Manager, gave the financial report. The combined account balance is \$229,006.23. **Motion by Scott, second by Jackson, the financial report be accepted as presented. Voice vote. Ayes – all. Motion carried. [9-1-#3]**

Motion by Grace, second by Jackson, the 2017-2018 Budget amendment Number 1 be approved as presented. Voice vote. Ayes – all. Motion carried. [9-1-#4]

The MDOT AWOS operating agreement renewal was presented and discussed by the board. **Motion by Quackenbush, second by Lawrence, the MDOT AWOS Operating Agreement renewal be approved with Heather Grace representing the City of West Branch and Ron Quackenbush representing the County of Ogemaw as signatories. Voice vote. Ayes – all. Motion carried. [9-1-#5]**

An invoice from Mead and Hunt in the amount of \$17,403.12 was presented and discussed. The invoice was approved for payment. Payment is to come from grant funds related to the ALP (Master Plan) update project.

The board considered and discussed possible alterations to the current aviation fuel sales contract. More information will be acquired and presented at a future date.

Motion by Jackson, second by Quackenbush, the meeting be adjourned. Voice vote. Ayes – all. Motion carried. [9-1-#6]

Chairman Quackenbush adjourned the meeting at 12:50 p.m.

Minutes by Ben Evergreen
Airport Manager

Communications



October 22, 2018



T1 P1 71 LFA117 *****AUTO**ALL FOR AADC 480

City of West Branch
121 N. Fourth Street
West Branch, MI 48661-1217

Dear Franchise Official:

Charter Communications ("Charter") is making changes to our channel lineup for customers in the City of West Branch.

Effective on or after November 22, 2018 **Nick 2** on Spectrum Tier 1, channel 117 will no longer be available. This lineup change is a result of the parent company, Viacom, ceasing operation of the channel.

As always, please feel free to contact me by phone at 616.607.2377 should you have any questions on this matter.

Sincerely,

A handwritten signature in blue ink that reads "Marilyn Passmore".

Marilyn Passmore
Director, State Government Affairs, Michigan
Charter Communications

Ms. Heather Grace
Manager
West Branch
121 N. Fourth St.
West Branch, MI 48661-1217

Dear Ms. Heather Grace:

Many communities will soon be holding local elections and welcoming new officials to their team. To help these new officials get off to the best start, the League is offering a specialized training entitled "You Won! Now What?"

The course covers core topics that will help educate first-time elected officials, as well as seasoned officials, on basic functions such as:

- Overview of basic local government
- Roles and responsibilities of local elected officials
- Open Meetings Act (OMA)
- Freedom of Information Act (FOIA)
- Government Finance
- Panel discussion with seasoned elected officials
- League services

The course will be held in a variety of locations across the state:

- Nov. 28 – Saginaw
- Dec. 6 – West Branch
- Dec. 11 – Lansing
- Jan. 16 – Blissfield
- Jan. 24 – Ann Arbor

Please share this information with any newly elected officials in your community. To register, please visit www.mml.org or complete the registration form on the back of the enclosed flier.

We hope to see your newly elected officials at an upcoming training!

Sincerely,

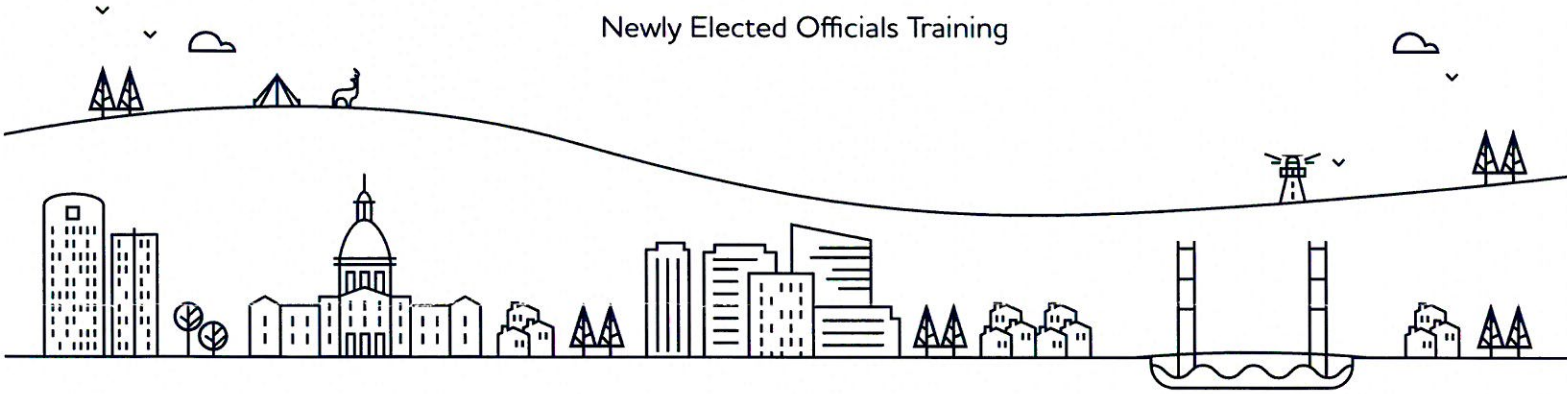


Kelly Warren
Director, Membership & Affiliate Engagement



You Won! Now What?

Newly Elected Officials Training



This newly elected officials training consists of core topics that will help educate first-time elected officials, as well as seasoned officials, on the basic functions they will need to know in their roles as public leaders. Topics include: introduction to League services; an overview of basic local government; roles and responsibilities of elected officials; Open Meetings Act (OMA); Freedom of Information Act (FOIA); lobbying 101; and a panel discussion with seasoned elected officials.

NOV
28, 2018

SAGINAW, MI
SVRC Marketplace, 203 S. Washington Ave.

DEC
6, 2018

WEST BRANCH, MI
West Branch Police Dept., 130 Page St.

DEC
11, 2018

LANSING, MI
Capital Office, 208 N. Capitol Ave.

JAN
16, 2019

BLISSFIELD, MI
Schultz-Holmes Memorial Library, 407 S. Lane St.

JAN
24, 2019

ANN ARBOR, MI
MML Headquarters, 1675 Green Rd.

COST PER PERSON

League Member, \$95

League Nonmember

Government, \$155

ABOUT THE SPEAKERS

League Staff & Experienced
Elected Officials

AGENDA

Check-in & light dinner 5:30 pm

Begin 6:00 pm

Adjourn 9:15 pm

EDUCATION CREDITS APPROVED FOR THIS PROGRAM

3 EOA

You Won! Now What? Elected Officials Training

Cost: League Member: \$95; League Nonmember Government, \$155

Name of Municipality or Firm _____

Billing Address/State/Zip: _____

Phone #: _____

Fax #: _____

Please choose training location Saginaw West Branch Lansing Blissfield Ann Arbor

Name	Title	Email
1		
2		
3		
4		

Payment Info: Cost: \$ _____ x Quantity: _____ = Total Due: \$ _____

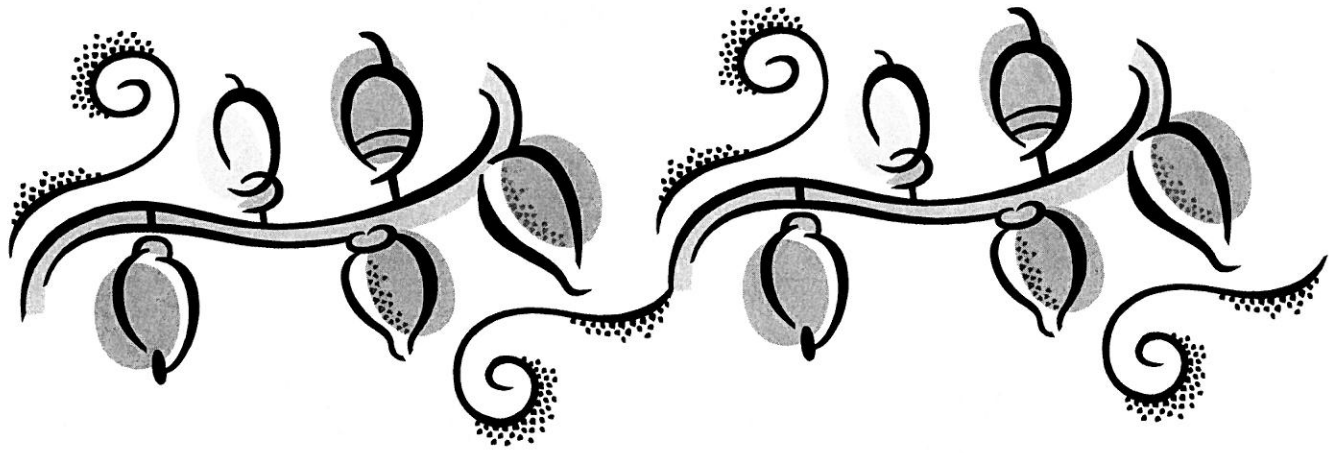
Cancellation Policy

All cancellations must be submitted in writing either by fax, 734.669.4223 or email, registration@mml.org. No refunds will be given for cancellation requests received after (4 business days before event). For a full list of registration policies, please visit www.mml.org, then click on training/events.

To Register

1. If paying by credit card, register online by visiting www.mml.org. On the home page located on the right hand side under "My League," click on "View and Register for Events."
2. If paying by check, please mail this form along with a check payable to the Michigan Municipal League, P.O. Box 7409, Ann Arbor, MI 48107-7409.





18th Annual West Branch City of Lights

All properties within the City limits are eligible to participate in the 18th annual West Branch City of Lights.

This year's Judges will be looking for the most elaborate and spectacular holiday lighting display.

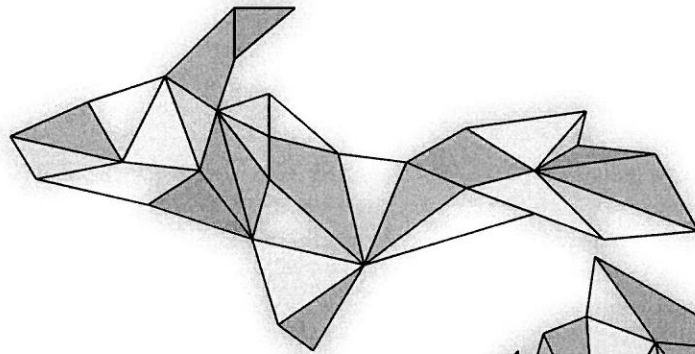
Judging will be the evening of
Saturday, December 15th.

Let's make West Branch the brightest City in northern Michigan this Holiday Season!!

Sponsored by Consumers Energy, Topsy Bear Bistro and North Country Outfitters of West Branch, LLC



michigan municipal league



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2018



March 20-21, 2018
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miplace.org

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Congratulations

to the Elected Officials Academy Graduates!

Did you know that you can enroll in the Elected Officials Academy for free?

The Elected Officials Academy (EOA) is a four-level program that recognizes your educational and leadership accomplishments. It's easy. Any League class that you take, conference that you attend, or committee that you serve on, earns you EOA credits.

Earn 2 conference credits for attending Capital Conference.

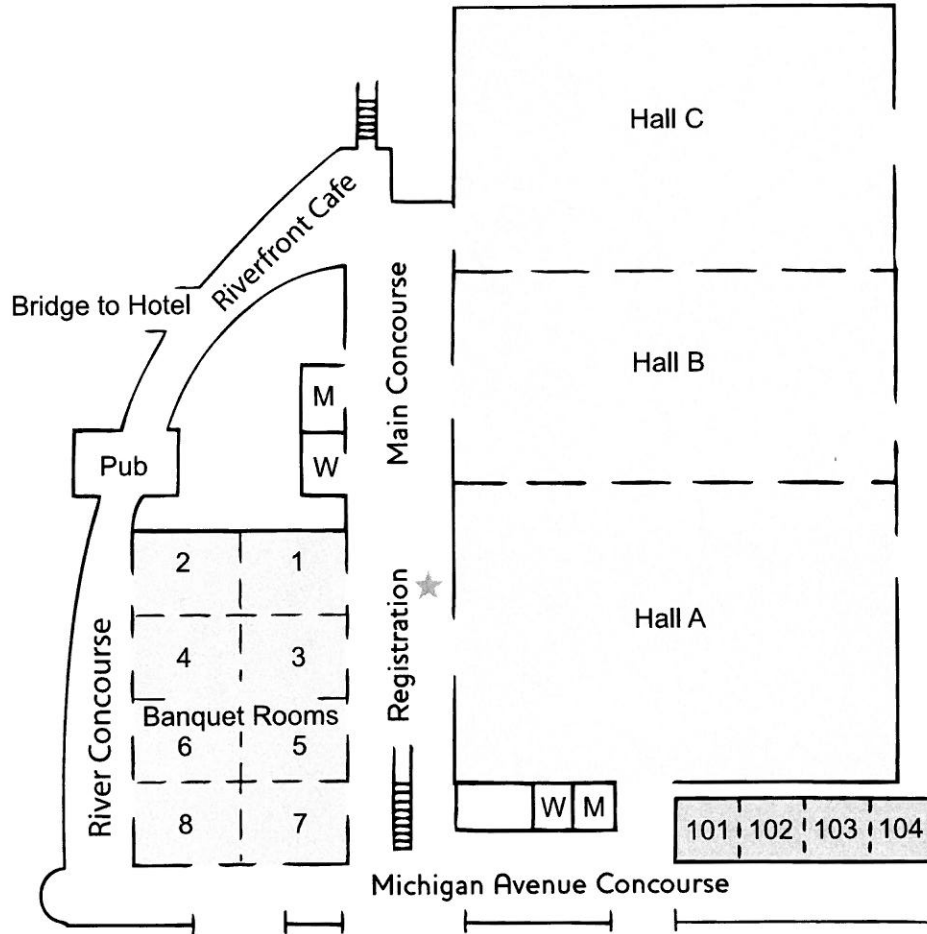
- 1 advocacy credit for attending the Lobbyist 2.0 session.
- 1 more advocacy credit for attending the Lobbyist 3.0 session!

Go to eoa.mml.org to enroll.

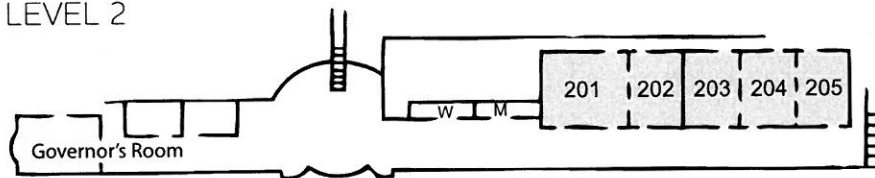


michigan municipal league

LANSING CENTER MAP



LEVEL 2



WELCOME TO



CONFERENCE

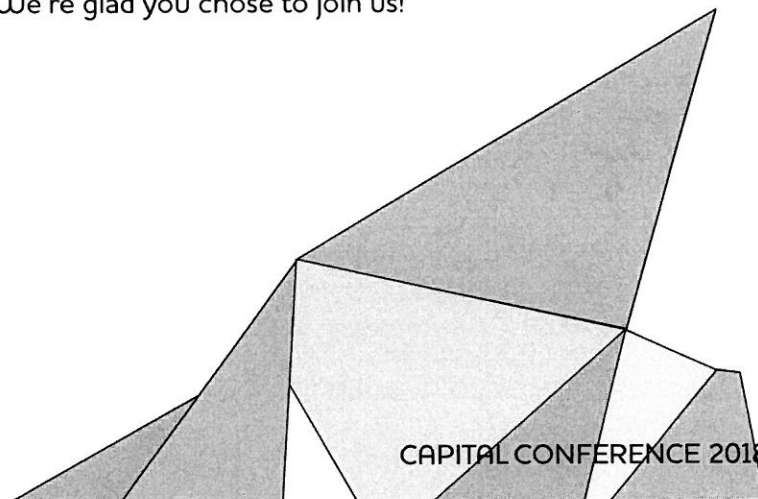
2018

From majestic chambers to small committee rooms, Michigan and U.S. legislators are continually making decisions that affect your community. The League is on the job every day tracking their activities and trying to guide them in a positive direction for our members.

This week, we'll give you an insider's view of those activities. We'll open the knowledge vaults of our lobbyists as well as state and national legislative experts. Each will provide their own unique perspective on everything from the federal budget and OPEB reform to infrastructure and upcoming elections.

We have a full slate of sessions on other valuable topics as well. Get insights on public engagement and civility in local government, learn the latest on Michigan's Medical Marijuana Facilities Licensing Act, hear how smart infrastructure is changing cities, and much more. You'll also have plenty of time to network with colleagues, meet with vendors at the Expo, and talk with your state legislators in a relaxed breakfast setting.

We planned every aspect of Capital Conference with your needs in mind. We're glad you chose to join us!



MICHIGAN MUNICIPAL LEAGUE

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Vice President

Melanie Piana Mayor Pro Tem, Ferndale

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William Wild	Mayor, Westland

Executive Director & CEO

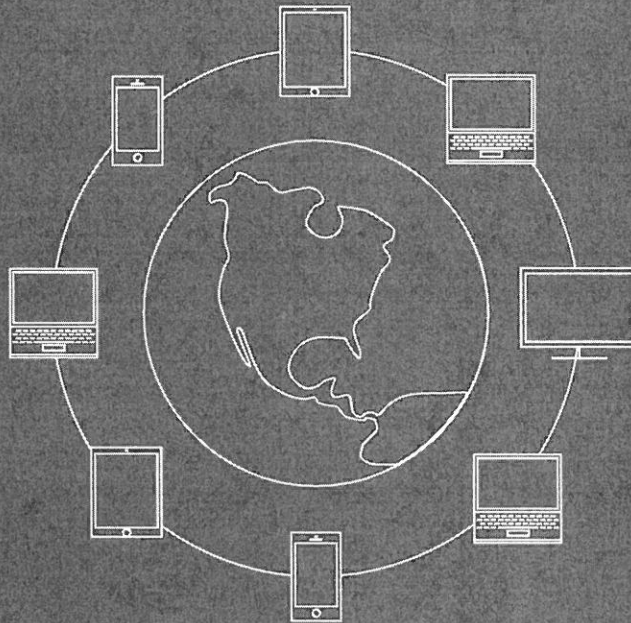
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The League knows dealing with technology communication issues can be difficult and municipalities may struggle with these decisions. MML and Abilita have teamed up to help you find better solutions. Abilita is an independent technology consulting firm established to help municipalities across North America achieve greater cost efficiencies and improved performance for all of their telecom needs.

contact us for a free consultation

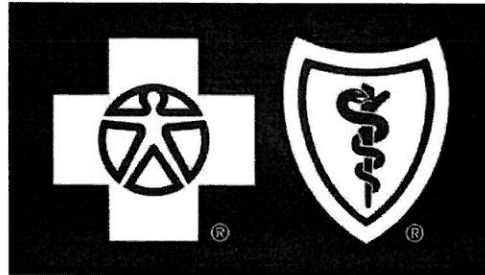
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COFFEE BREAK

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MEETINGS WITH LEGISLATORS

While attending the Michigan Municipal League's annual Capital Conference, you are encouraged to take time and meet with your senator or representative. It cannot be stressed enough how important it is to build relationships with your legislator, and the assistance it provides to the League's staff advocating on your behalf.

Overview: Municipal finance reform continues to be the top priority for our organization this year. Other areas of focus include providing communities with additional resources and tools to invest in their infrastructure and the creation of local economic development tools. We need your help to inform legislators that now is the time to invest in communities. For the state of Michigan to succeed, the Michigan Municipal League believes we need to create sustainable, vibrant communities that will drive its long-term economic success.


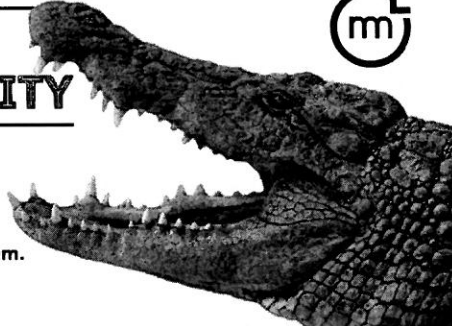
Here are three key areas to discuss with legislators:

- **Revenue Sharing:** From 2002-2016, the state of Michigan diverted more than \$8.1 billion in anticipated revenue sharing from Michigan municipalities, including cities, villages, townships, and counties. The consistent re-direction of revenue sharing funds away from Michigan communities is part of the reason that the state's system for funding its communities is broken.



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From 2002-2012, Michigan was the only state in the nation where municipal revenue actually fell, and there has been little improvement since then. That means cities have laid off first responders, been unable to maintain roads and infrastructure, and struggle to provide the services needed to attract the talent necessary to compete in a 21st century economy. Please ask your legislators to support their local communities and begin restoring the cuts made to revenue sharing.

- **Stormwater Utilities:** The management of stormwater is critical to protecting private property from flood damage and keeping our water safe. Michigan law allows for the formation of municipal utilities to manage stormwater, but current law is general and does not help communities identify the specific framework needed to comply with the Michigan Supreme Court ruling, *Bolt v. City of Lansing*. This ruling stipulates that fees must serve a regulatory purpose, must be proportional to service, and must be voluntary. Recently introduced legislation will assist communities in their desire to invest in underground infrastructure and give the guidance necessary to comply with the three-part test of the Michigan Supreme Court. Please ask your legislators to support Senate Bill 756 and House Bill 4100.
- **State Historic Tax Credits:** Michigan Historic Preservation Tax Credit was a valuable tool to drive economic revitalization and leverage investment in historic properties throughout the state. That credit was eliminated in 2011, but recently Senate Bill 469 and House Bill 5178 were introduced to reinstate it. The bills would promote historic site rehabilitation, help create new economic opportunities, improve municipal environments, and attract visitors and skilled workers to communities across the Michigan. Please ask your legislators to support Senate Bill 469 and House Bill 5178.

Concluding Point: Strong communities will lead a strong state. Michigan needs a system that: 1) renews the state's commitment to communities through the restoration of cuts to revenue sharing; 2) provides the necessary tools to invest in underground infrastructure; and 3) creates an economic climate where communities can invest in thriving, vibrant places to attract and retain talent.

Learn more at saveMlcity.org.

AGENDA AT-A-GLANCE

Tuesday, March 20, 2018

8:30 am–6:00 pm	Main Concourse
Conference Registration	
9:00 am–Noon	Capital Conference Workshops
Council-Manager Relations	Rooms 101 & 102
Michigan Kids in Prison	Room 205
Is Medical Marihuana Coming to Your Community?	Rooms 103 & 104
9:00 am–4:30 pm	Room 201 & 202
MAMA Mid-Winter Institute	
10:00 am–Noon	Capital Conference Workshop
Cyber Security Awareness in the Digital Age	Room 203
10:00 am–1:00 pm	League Capital Office
League Board of Trustees Meeting & Lunch	
12:30–2:00 pm	Room 204
MUJIMG Luncheon: The Future of Female Leadership	
1:15–2:30 pm	Rooms 101 & 102
Michigan Divided Documentary	
1:30–2:30 pm	On your own
Meetings with Legislators	
3:00–4:30 pm	Banquet Rooms 1-8
Capital Conference Welcome	
4:30–5:30 pm	Boardroom 2
Elected Officials Academy Advisory Board Meeting	
4:30–6:30 pm	Hall AB
MML Liability & Property Pool Welcome Reception	

Wednesday, March 21, 2018

7:30 am–3:30 pm	Main Concourse
Conference Registration Open	
7:30–8:30 am	
Legislative Breakfast	
8:30–10:00 am	
General Session	
8:30 am–3:45 pm	Hall AB
Annual Expo	
10:00–10:30 am	Hall AB
Networking Break in the Expo Hall 16/50 Press Conference	
10:45–11:45 am	Breakout Sessions
Lobbying 2.0	Room 203
Local Charters & Michigan Election Law	Room 204
Retiree Health Insurance	Room 201
Public Engagement and Civility in Local Government	Room 101
Office Hours with State Treasurer	Room 103
Meetings with Legislators	On your own
Noon–1:00 pm	Hall AB
Networking Luncheon	
Noon–1:00 pm	Governor's Room
MBC-LEO Meeting/Lunch	
1:00–1:30 pm	Hall AB
Dessert Break in the Expo Hall	
1:45–3:15 pm	Banquet Rooms 1-8
General Session	
3:15–3:45 pm	Hall AB
Networking Break in the Expo Hall	
3:45–4:45 pm	Breakout Sessions
Lead & Copper	Room 204
Lobbying 3.0	Room 203
Medical Marihuana—Where are we now?	Room 201
Smart Technology and Infrastructure	Room 101
Reversing the Opioid Epidemic	Room 103
Meetings with State Legislators	On your own

DETAILED AGENDA

Tuesday, March 20, 2018

8:30 am–6:00 pm

Conference Registration

Main Concourse

9:00–Noon

Conference Workshops: Council-Manager Relations

Rooms 101 & 102

Moderator: Emily Kieliszewski, Membership Engagement Specialist,
The League

Speakers: Victor Cardenas, Assistant City Manager, Novi
Martin Colburn, City Manager, Traverse City
Stephen Gawron, Mayor, Muskegon
Kathie S. Grinzinger, Lead Executive Recruiter, The League
John Hoppough, Mayor, Greenville
Adam Smith, City Administrator, Grand Ledge,
Advocacy Chair, Michigan Municipal Executives
Deborah Stuart, City Administrator, Mason

Michigan Kids in Prison

Hosted by Michigan Black Caucus of Local Elected Officials (MBC-LEO)

Room 205

Moderator: Lois Allen-Richardson, Councilmember, Ypsilanti;
President, MBC-LEO

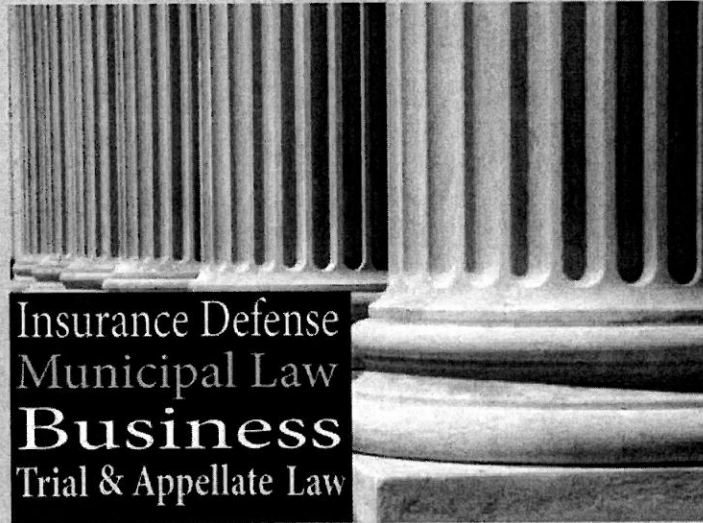
Speakers: Hon. Timothy Connors, Trial Judge, 22nd Circuit Court
Scott Hughes, Juvenile Justice/Community Outreach
Coordinator, Ingham County Prosecutor's Office
Mary King, Executive Director, Michigan Council
on Crime & Delinquency
Eugene Rush, Community Engagement Sergeant,
Washtenaw County

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Is Medical Marihuana Coming to Your Community?

Rooms 103 & 104

Moderator: Jennifer Rigterink, Legislative Associate,
State & Federal Affairs, The League

Speakers: Kelli Hykes, Senior Government Relations Associate,
Weedmaps
Dustin McDonald, Vice President of Government
Relations, Weedmaps
Clyde Robinson, City Attorney, Kalamazoo
Christine Zuzga, Planning Manager, Battle Creek

10:00–Noon

Conference Workshop: Cyber Security Awareness in the Digital Age

Room 203

Moderator: Dene Westbrook, Director, Internal Operations,
The League

Speakers: Phil Bertolini, Deputy County Executive/CIO,
Oakland County
Charles Norton, IT Director, Battle Creek
Colin Taggart, Cybersecurity Senior Manager, Plante Moran

10:00 am–1:00 pm

League Board of Trustees Meeting & Lunch

League Capital Office

12:30–2:00 pm

MWIMG Luncheon: The Future of Female Leadership

Room 204

Barb Byrum has had a tremendous amount of leadership experience in state and local government. Currently, she's putting that experience to work as Ingham County Clerk and as a small business owner. Previously, Byrum served in the Michigan House of Representatives from 2007–2012. She'll be sharing the insights she has gained and what she thinks is in store for women's leadership roles.

Moderator: Rebecca Hopp, Mayor, Ferrysburg, MWIMG President

Speaker: Barb Byrum, Clerk, Ingham County

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1:15–2:30 pm

“Michigan Divided” Documentary

Hosted by The Center for Michigan

Rooms 101 & 102

Bridge spent the past year chronicling the lives of Michigan voters across the political spectrum. From the Upper Peninsula, to Lansing, Flint, Detroit, Grand Rapids, and Jackson, the resulting, hour-long “Michigan Divided” documentary captures our deeply divided culture, but also brings partisans together and illustrates how, at heart, there are also some values that are shared.

1:30–2:30 pm

Meetings with Legislators

Did you schedule time to meet with your legislators? This time is set aside for you to meet with your state legislators to discuss issues of importance to you and your community.

3:00–4:30 pm

Capital Conference Welcome

Banquet Rooms 1-8

Welcoming Remarks: Catherine Bostick-Tullius, Commissioner, Lapeer; President, League Board of Trustees

League Legislative Team Breaks it Down

See today’s political landscape through the eyes of your Michigan Municipal League lobbyists. They will offer their insights on everything from the federal budget, OPEB reform, infrastructure, housing, and much more. Also, with every seat in the Legislature up for grabs and an impending lame duck, they’ll help decode the challenges and opportunities ahead and explain how communities can influence the issues expected to be addressed in 2018.

Speakers: Chris Hackbarth, Director, State & Federal Affairs, The League
John LaMacchia II, Assistant Director, State & Federal Affairs, The League
Jennifer Rigterink, Legislative Associate, State & Federal Affairs, The League

4:30–5:30 pm

Elected Officials Academy Advisory Board Meeting

Boardroom 2

Presiding: Susan Rowe, Mayor, Wayne; EOA Board President

4:30–6:30 pm

MML Liability & Property Pool Welcome Reception

Hall AB

Sponsored by: MML Liability & Property Pool; Meadowbrook Insurance Group; Plunkett Cooney; Blue Cross Blue Shield, and Incore Capital Management

The Liability & Property Pool is a long-term, stable, and cost-effective risk management alternative for the League's members and associate members. Join us at the Capital Conference Welcome Reception in the Expo Hall, where vendors and attendees mix and mingle in a fun and informal setting.

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Wednesday, March 21, 2018

7:30 am–3:30 pm

Conference Registration Open

Main Concourse

7:30–8:30 am

Legislative Breakfast

Hall AB

Sponsored by: DTE Energy & Michigan Association of Mayors

Welcoming Remarks: Melanie Piana, Mayor Pro Tem, Ferndale;
Vice President, League Board of Trustees

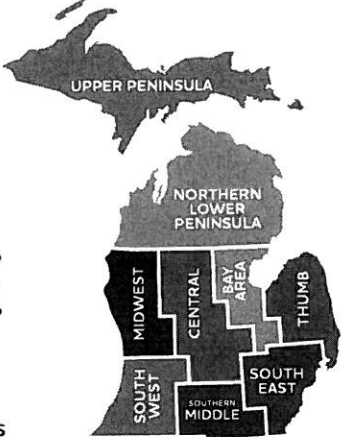
Again this year, you'll be able to enjoy breakfast in a relaxed setting as you network with senators, representatives, legislative staff members, and other top state officials and hear their perspectives on state issues.

Please check the map, located near the entrance, indicating your seating area relative to your community's location.

The tables will be arranged by geographic region, so you will have an excellent opportunity to network with your legislators. Check the event mobile app to confirm if your legislator has RSVP'd.

LEGISLATIVE BREAKFAST

Sponsored by Michigan Association of Mayors and DTE Energy



8:30–10:00 am

General Session

Banquet Rooms 1–8

The National League of Cities and How They Advocate on Your Behalf in Washington

Irma Esparza Diggs, Senior Executive & Director, Federal Advocacy for the National League of Cities, explains its recent efforts on behalf of communities across the country to fight cuts in the federal budget, push for tax reform that promotes economic growth, and other critical issues. Irma will also describe the key role individual communities play in its advocacy and how our members can engage on federal issues.

Moderator: Catherine Bostick-Tullius, Commissioner, Lapeer; President, League Board of Trustees

Speaker: Irma Esparza Diggs, Senior Executive & Director, Federal Advocacy, National League of Cities

SaveMICity

For the past two years, the League's SaveMICity effort has sought to redefine the narrative around local government funding and the real challenges faced by local government. This important fight continues, and we will lay out a vision for what's next and how you can help reshape our municipal finance system.

Speaker: Anthony Minghine, Deputy Executive Director & COO, The League

8:30 am–3:45 pm

Annual Expo

Hall AB

This lively event will feature a wide array of products and services designed to boost your community's potential to the next level. It's a great opportunity to meet one-on-one with vendors familiar with your needs and get all of your questions answered. Investing a little time at the Expo can yield big results!

10:00–10:30 am

Networking Break in the Expo Hall

Hall AB

10:45–11:45 am

Breakout Sessions

Lobbying 2.0

Room 203

The Legislature is constantly changing and taking on new issues. How can you keep up with it all? Join members of the League's lobbying staff as we discuss the ins and outs of understanding the Michigan Legislature. This session is for members who are just diving into the Lansing arena, as well as veterans seeking a refresher. Earn an Elected Officials Academy Advocacy Credit in this session!

Speakers: Chris Hackbarth, Director, State & Federal Affairs,
The League
John LaMacchia II, Assistant Director, State & Federal
Affairs, The League
Jennifer Rigterink, Legislative Associate, State & Federal
Affairs, The League

Local Charters & Michigan Election Law

Room 204

As state law changes, learn how it interacts with your charter and election operations. Hear from state experts and other communities as they work through conflicting situations.

Moderator: Valerie Kindle, Councilmember, Harper Woods

Speakers: Lori Bourbonais, Election Liaison Section Manager,
Michigan Bureau of Elections
Oliver Turner, City Manager, Sault Sainte Marie; Trustee,
Michigan Municipal League Board

Retiree Health Insurance

Room 201

Legacy costs are one of the key cost drivers for municipal budgets. Come learn about the latest reform efforts in Lansing and critical state and federal court decisions that will impact your community.

Moderator: Anthony Minghine, Deputy Executive Director & COO,
The League

Speakers: Erin Boertman, Customer Relations Director,
MERS of Michigan
Brandon Fournier, Partner, Shifman Law
Michelle Watterworth, Partner, Plante Moran

Public Engagement and Civility in Local Government

Room 101

Talking about sensitive issues and projects in your community or the political climate in Washington can be difficult and stressful. In addition, many of these topics are being discussed on social media and fake news is running rampant. All of this can lead to unproductive meetings and poor relationships with members of your community. Learn how to effectively combat these types of situations using good public engagement skills.

Turn the focus to what's most important: moving your community forward.

Moderator: Ellen Steadman, Councilmember, Berkley

Speaker: Representative Donna Lasinski, Michigan House of Representatives

Office Hours with the State Treasurer

Room 103

Come hear from State Treasurer Nick Khouri and key members of his department as they discuss the Treasury's interaction with local units of government. Get the latest on a variety of municipal finance issues, including revenue sharing, the implementation of the new OPEB and pension reporting, and the new personal property tax system.

Moderator: Shea Charles II, City Manager, Howell; Trustee, Michigan Municipal League Board

Speaker: Nick A. Khouri, Treasurer, State of Michigan

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	<p>Visit us at Booth #60 to find out more! www.mersofmich.com</p>

Meetings with Legislators

On Your Own

Did you schedule time to meet with your legislators? This time is set aside for you to meet with your state legislators to discuss issues of importance to you and your community.

Noon–1:00 pm

Networking Luncheon

Hall AB

During this year's luncheon, we're trying something new! Before you begin to munch on lunch with peers, vendors and League staff, check out the topic labels on each table. Find one that interests you—such as a session you attended or one you'd like to know more about—then chat about it with your tablemates. If you want to converse about something else, head to a table marked networking.

Topics to Include:

Local Charters & Michigan Election Law
Retiree Health Insurance
Public Engagement & Civility in Local Government
Medical Marihuana
Maximize your League Membership
Municipal Finance
Telecommunications
Efficiency in Government
Cyber Security
Energy
16/50 Project

Noon–1:00 pm

MBC-LEO Meeting/Lunch

Governor's Room

Presiding: Lois Allen-Richardson, Councilmember, Ypsilanti;
MBC-LEO President

1:00–1:30 pm

Dessert Break in the Expo Hall

Hall AB

1:45–3:15 pm

General Session

Banquet Rooms 1-8

Inside the Capitol Dome: Lansing Insiders Break Down Policy and Politics

2018 is an election year and who better than capitol pundits to provide a behind-the-scenes look at the happenings in Lansing? Come and experience a rapid-fire session where they will share their thoughts on the upcoming elections, statewide ballot proposals, and policy changes that will or won't happen before the Legislature's lame-duck session concludes.

Moderator: Kyle Melinn, News Editor/Co-owner,
Michigan Information & Research Service

Speakers: Adrian Hemond, Partner & CEO, Grassroots Midwest
Emily Lawler, Capitol Reporter, MLive
Jonathan Oosting, Politics Reporter, The Detroit News

Recognition of the Elected Officials Academy Graduates

Level 1: Education Award

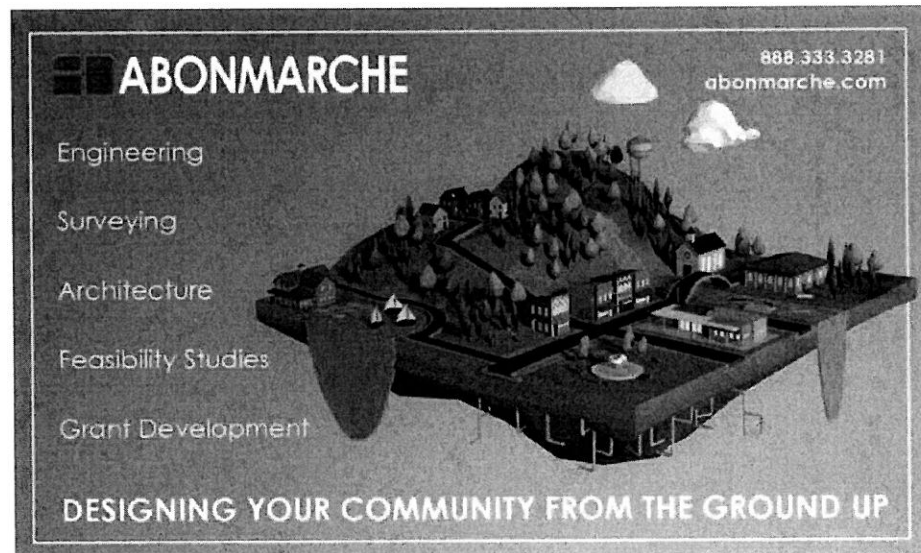
Level 2: Leadership Award

Level 3: Governance Award

3:15–3:45 pm

Networking Break in the Expo Hall

Hall AB



3:45–4:45 pm

Breakout Sessions

Lead and Copper: How the New Proposed Rule Could Affect Your Community

Room 204

In early 2017, Governor Snyder announced plans to revamp the lead and copper rule in Michigan. Since then, the Department of Environmental Quality (DEQ), along with input from stakeholders, has been working to revise the rule. Come and listen to representatives from the DEQ explain those revisions and how they could impact your community.

Moderator: Robert Monetza, Councilmember, Grand Haven

Speaker: Eric Oswald, Director, Drinking Water & Municipal Assistance Division, MDEQ

Lobbying 3.0

Room 203

The League is a successful grassroots organization largely because of the involvement of active members. In the Lobbying 2.0 session, you heard about the nuts and bolts of lobbying. Now, learn about upcoming issues we will be working on in this legislative session and how you can become actively engaged in the conversation. Earn an Elected Officials Academy Advocacy Credit in this session!

Moderator: Ian Perrotta, Councilmember, Hamtramck

Speakers: Chris Hackbarth, Director, State & Federal Affairs, The League
John LaMachia II, Assistant Director, State & Federal Affairs, The League
Jennifer Rigterink, Legislative Associate, State & Federal Affairs, The League



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June 7-8	UP Education Summit, Houghton
Sept. 20-22	Convention, Grand Rapids
Oct 23	Community Expo, Mount Pleasant

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Medical Marihuana—Where Are We Now?

Room 201

Licensing applications have been submitted, legislative changes made, rules promulgated, and more. Attend this session to hear the latest updates on Michigan's Medical Marihuana Facilities Licensing Act implementation.

Moderator: Andy LeCureaux, Councilmember, Hazel Park; Trustee, Michigan Municipal League Board

Speaker: Andrew Brisbo, Director, LARA-Bureau of Medical Marihuana Regulation



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The poster features a large silhouette of a trophy cup on the right side, with the text and dates on the left.



Wednesday, March 22
8:30 AM–3:45 PM
Expo Hall

ANNUAL EXPO

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essential to local government.



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The poster features a geometric, low-poly map of Michigan on the right side, with the text and dates on the left.

Smart Technology and Infrastructure; How Are They Changing Cities?

Room 101

Technology and smart city infrastructure are increasingly changing the way cities are managing services and planning for future growth. How can communities use technology to collect and evaluate data for decision-making, increase efficiencies, broaden the type of services they offer, and improve communication and public engagement? What impacts will smart infrastructure have on traditional land use planning, transportation, facilities management, and economic development efforts? Join us for a panel discussion with some of today's leaders in deploying smart city solutions and tools to address new and emerging city service issues.

Moderator: Robert Goodspeed, PhD, Assistant Professor of Urban Planning, Taubman College of Architecture and Urban Planning, University of Michigan

Speakers: Daniel Bourdeau, Chief Innovation Officer, Westland
Katherine Flanigan, Ph.D. Candidate, University of Michigan Urban Collaboratory
Gina Schrader, Director, Business Model Innovation, NextEnergy



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American Planning Association
Michigan Chapter

Making Great Communities Happen

Reversing the Opioid Epidemic: Strategies to Save Lives and Communities

Room 103

America's opioid crisis has not just decimated communities and destroyed families, but it has become a financial crisis for local governments which simply don't have the money to pay for the fallout. Through new approaches, community outreach and education, and even legal action, local governments are continuing to lead comprehensive efforts in the battle against widespread opioid addiction.

Moderator: Anam Miah, Mayor Pro Tem, Hamtramck

Speakers: Linda Davis, Judge, 41b District Court; Chair, Governors' Opioid Commission; President, Families Against Narcotics
Christopher L. Dore, Partner, Edelson PC
Heather Sumner, Deputy City Attorney, Lansing

Meetings with State Legislators

On your own

Did you schedule time to meet with your legislators? This time is set aside for you to meet with your state legislators to discuss issues of importance to you and your community.





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MVB (Most Valuable Booth) Award

We've added an exciting new element to this year's Expo—the MVB (Most Valuable Booth) award! Head to Expo Hall, check out all the unique booths, and decide how they stack up on knowledge of their product or service and overall booth presentation. Then vote for your favorite!

Two lucky voters will receive a complimentary registration to the League's 2018 Convention in Grand Rapids. First, second, and third place prizes will be awarded to our vendors.



2018 Capital Conference Exhibitors

Exhibitor	Booth
Michigan Municipal League.....	Across from Entrance A
Abonmarche.....	78
Anderson, Eckstein and Westrick, Inc.....	56
Blue Cross/Blue Shield of Michigan.....	10
BS&A Software.....	69
C2AE.....	28
Cobblestone Hotels.....	70
DTE Energy.....	15
Experience Grand Rapids.....	23
Fishbeck, Thompson, Carr & Huber, Inc.....	12
Fleis & VandenBrink.....	53
GFL Environmental USA Inc.....	42
Ghost Management Group LLC, DBA Weedmaps.....	7
Giffels Webster.....	63

2018 Capital Conference Exhibitors

Exhibitor	Booth
Hubbell, Roth & Clark.....	55
IGS Energy.....	77
Interface H2O.....	52
IT Right.....	50
ITC a Fortis Company.....	37
Jones & Henry Engineers.....	64
Lumecon LLC.....	39
McKenna.....	11
MCSA Group, Inc.....	71
MessageMakers.....	67
MetLife.....	5
Metro Consulting Associates.....	36
MML Insurance Service.....	3
MML Telecommunication Service.....	4
Michigan Dept of Transportation (MDOT)—Office of Econ. Development.....	76
Michigan Fair Contracting Center.....	73
Michigan Planners.....	6
Michigan Transportation Asset Management Council.....	35
Municipal Employees' Retirement System of Michigan.....	60
NLC Service Line Warranty Program.....	9
OHM Advisors.....	62
Partners In Architecture, PLC.....	40
PincannaRx.....	61
Place & Main Advisors.....	29
Plante Moran PLLC.....	57

Exhibitor	Booth
Point & Pay.....	68
Prein&Newhof.....	82
QLess, Inc.....	79
Revize Government Websites.....	13
ROWE Professional Services Company.....	43
SAFEbuilt.....	54
Seniors Choice—IAD.....	18
Siemens Industry, Inc.....	72
Sinclair Recreation/GameTime.....	66
Spalding DeDecker.....	58
Spicer Group, Inc.....	51
Spring City Electrical.....	59
SUEZ Advanced Solutions.....	75
The Center for Michigan and Bridge Magazine.....	30
Tyler Technologies, Inc.....	8
UHY LLP.....	65
Umbaugh.....	80
USDA Rural Development.....	17
Vortex Aquatic Structures Intl.....	16
Wade Trim.....	41
Wightman.....	74
Williams Architects.....	14

NOTES



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