

AGENDA

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL TO BE HELD IN PERSON AND VIRTUALLY AT WEST BRANCH CITY HALL, 121 N. FOURTH ST. ON MONDAY, NOVEMBER 7, 2022, BEGINNING AT 6:00 P.M.

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

- I. Call to order
- II. Roll call
- III. Pledge of Allegiance
- IV. Scheduled Matters from the Floor
 - A. County Update
- V. Public hearing
- VI. Additions to the agenda
- VII. Public comment on agenda items only (limited to 3 minutes)
- VIII. Bids
- IX. Unfinished Business
- X. New Business
 - A. Bills
 - B. Resolution 22-20 2022-2023 Budget Amendment
 - C. Cell Phone Policy
 - D. Water Bill Adjustment
- XI. Approval of the minutes and summary from the regular meeting held November 7, 2022.
- XII. Consent Agenda
 - A. Treasurer's Report and Investment Summary
 - B. Minutes from the Airport Board meeting held September 21, 2022
 - C. Minutes from the DDA meeting held September 27, 2022
 - D. Minutes from the Election Board Public Accuracy Test held October 27, 2022
- XIII. Communications
 - A. Charter
- XIV. Reports
 - A. Mayor

- B. Council
- C. Manager

XV. Public comment any topic

XVI. Adjournment

UPCOMING MEETINGS-EVENTS

November 8 General Election

November 16 Airport Board 12:15 pm

November 21 City Council 6:00 pm

November 22 DDA 12:00 pm

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

BILLS	\$215,813.85
<i>BILLS AS OF 11/4/22</i>	<i>\$215,813.85</i>
<i>Additions to Bills as of</i>	<i>\$0</i>
<i>Paid but not approved</i>	<i>\$8,648.36</i>
TOTAL BILLS	\$224,462.21

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

Vendor Name	Amount	Description
AKTPEERLESS	965.00	DDA HOUGHTON PROJECT
BADGER METER	834.82	CELLULAR READS OCTOBER
BBC DISTRIBUTING	124.20	WWTP SUPPLIES
BUNTING SAND & GRAVEL PRO INC	175.34	SAND
CHARTER COMMUNICATIONS	182.65	WWTP PHONE & INTERNET
CINTAS	341.86	UNIFORMS
CITY OF WEST BRANCH	243.38	WATER BILLS
CONSUMERS ENERGY	5,577.29	ELECTRIC
DTE ENERGY	1,127.08	GAS
ECONO SIGNS LLC	98.77	SIGNS
ELECTION SOURCE	175.56	ELECTION SUPPLIES
FIRST ADVANTAGE OCCUP HEALTH SVC GR	301.70	DRUG TEST LINSENMAN
GALLS LLC	186.15	POLICE UNIFORM ITEMS EVANS
HACH COMPANY	944.94	WWTP SUPPLIES
HOME DEPOT	55.00	VARIOUS SUPPLIES
ICMA MEMBERSHIP PAYMENTS	415.57	MANAGER MEMBERSHIP RENEWAL
JGM VALVE CORPORATION	4,017.40	WWTP MAINTENANCE
KIMBALL MIDWEST	1,054.90	DPW PARTS
MEDLER ELECTRIC CO	57.11	WWTP SUPPLIES
MERCANTILE BANK	43,501.53	EQUIPMENT LOAN
MERS OF MICHIGAN	28,831.84	RETIREMENT OCTOBER
MESSA	17,143.36	INSURANCE NOVEMBER
MESSA	517.81	M/L PORTION INSURANCE NOV
MI ECONOMIC DEVELOPERS ASSOC	315.00	2022 MEMBERSHIP
MICHIGAN PIPE & VALVE	324.60	WATER SUPPLIES
MML	480.00	CDL CONSORTIUM DRIVERS FEE
MVW & ASSOCIATES INC	1,000.00	ASSESSOR CONTRACT NOVEMBER
NORTH CENTRAL LABORATORIES	562.43	WWTP SUPPLIES
NORTHERN CONCRETE PIPE INC	283.44	DPW SUPPLIES
OGEMAW COUNTY EMERGENCY DISPATCH AU	25.00	WARRANT ENTRY
OGEMAW COUNTY HERALD ADLINER	314.16	ADS
OGEMAW COUNTY ROAD COMMISSION	76.10	COLD PATCH
OGEMAW COUNTY TREASURER	7.71	QUARTERLY PRE EXEMPTIONS
OGEMAW COUNTY VOICE	49.30	ADS
PITNEY BOWES INC RENTAL ACCT	34.99	POSTAGE MACHINE RENTAL
PRINTING SYSTEMS	485.03	WATER BILLS
SCHMITT TIRE & GAS	112.00	REPAIRS
SELLEY'S CLEANERS	43.00	POLICE DRY CLEANING
SHELL, ROBERT	60.00	PARKING PERMIT REFUNDS
SHOWALTER, RUSTY	236.50	MILEAGE REIMBURSEMENT MML CONF
SPAULDING MFG INC	251.18	DPW PARTS
STATE OF MICHIGAN	1,521.96	WSSN ANNUAL
STATE OF MICHIGAN	32.00	WATER SAMPLES
STEPHENSON & COMPANY PC	15,615.00	AUDIT BILLING
TED FESTERLING LLC	1,599.92	DPW PARTS
TRACE ANALYTICAL LABS INC	247.25	WWTP SERVICES
TRACTOR SUPPLY CREDIT PLAN	91.38	VARIOUS SUPPLIES
TRI TERRA	595.00	BROWNFIELD GRANT
UNUM LIFE INSURANCE CO OF AMERICA	1,124.62	LT ST DISABILITY & LIFE
VERIZON WIRELESS	208.20	CELL PHONES
VILLAGE QUIK LUBE	1,159.57	WWTP REPAIRS
WASTE MANAGEMENT INC	285.26	WWTP DUMPSTER
WEST BRANCH AUTOMOTIVE	595.91	VARIOUS SUPPLIES
WEST BRANCH TOWNSHIP TREASURER	39.48	QUARTERLY SURCHARGE
WEST SIDE MACHINE	365.98	WWTP REPAIRS
WILLARD'S EQUIPMENT CO	140.50	DPW PARTS
WILTSE, JASON	116.59	UNIFORM - INSULATED BIBS
WWTPA	80,541.53	BOND PAYMENT, INTEREST ONLY
TOTAL	215,813.85	

RESOLUTION #22-20

WHEREAS, City staff compares the year to date actual with the budgeted amount of all revenue and expenditures monthly; and

WHEREAS, the expenses in Fund 101, General Fund, municipal properties, contractual services were increased to account for the wall repairs to the Pocket Park that were not budgeted for, and,

WHEREAS, the expenses and revenues in Fund 243, Brownfield Redevelopment Authority Fund were increased due to expenses being incurred and grant monies received for the EGLE Brownfield Development Grant that was not budgeted for, and

NOW, THEREFORE, BE IT RESOLVED, that the West Branch City Council hereby adopts the following budget amendments:

GL NUMBER	DESCRIPTION	2022-23 CURRENT BUDGET	2022-23 AMENDED BUDGET
Fund 101 - GENERAL FUND			
Revenues			
Dept 000.000			
Total Dept 000.000		1,650,845.00	1,650,845.00
Dept 262.000 - ELECTIONS			
Total Dept 262.000 - ELECTIONS		1,500.00	1,500.00
Dept 265.000 - MUNICIPAL PROPERTIES			
Total Dept 265.000 - MUNICIPAL PROPERTIES		0.00	0.00
Dept 284.000 - COMMUNITY PROMOTIONS			
Total Dept 284.000 - COMMUNITY PROMOTIONS		0.00	0.00
Dept 301.000 - POLICE DEPARTMENT			
Total Dept 301.000 - POLICE DEPARTMENT		124,117.00	124,117.00
Dept 441.000 - PUBLIC WORKS DEPARTMENT			
Total Dept 441.000 - PUBLIC WORKS DEPARTMENT		33,600.00	33,600.00
Dept 528.000 - SOLID WASTE			
Total Dept 528.000 - SOLID WASTE		500.00	500.00
Dept 721.000 - PLANNING AND ZONING			
Total Dept 721.000-PLANNING AND ZONING		0.00	0.00

Dept 751.000 - PARKS AND RECREATION			
Total Dept 751.000 - PARKS AND RECREATION		1,500.00	1,500.00
TOTAL REVENUES		1,812,812.00	1,812,812.00
Expenditures			
Dept 000.000			
Total Dept 000.000		0.00	0.00
Dept 101.000 - LEGISLATIVE			
Total Dept 101.000 - LEGISLATIVE		20,100.00	20,100.00
Dept 172.000 - CITY MANAGER'S OFFICE			
Total Dept 172.000 - CITY MANAGER'S OFFICE		139,289.00	139,289.00
Dept 201.000 - INTERNAL SERVICES			
Total Dept 201.000 - INTERNAL SERVICES		45,970.00	45,970.00
Dept 209.000 - PROPERTY ASSESSMENT REVIEW			
Total Dept 209.000 - PROPERTY ASSESSMENT REVIEW		13,430.00	13,430.00
Dept 215.000 - CITY CLERK			
Total Dept 215.000 - CITY CLERK		70,315.00	70,315.00
Dept 228.000 - TECHNOLOGY			
Total Dept 228.000 - TECHNOLOGY		16,600.00	16,600.00
Dept 253.000 - CITY TREASURER			
Total Dept 253.000 - CITY TREASURER		109,651.00	109,651.00
Dept 262.000 - ELECTIONS			
Total Dept 262.000 - ELECTIONS		5,859.00	5,859.00
Dept 265.000 - MUNICIPAL PROPERTIES			
101-265.000-703.700	SALARIES AND WAGES	7,500.00	7,500.00
101-265.000-710.700	OVERTIME	50.00	50.00
101-265.000-714.700	MANDATORY MEDICARE	110.00	110.00
101-265.000-715.700	SOCIAL SECURITY (EMPLOYER)	465.00	465.00
101-265.000-716.700	BC/BS HEALTH INSURANCE PREMIUM	1,100.00	1,100.00
101-265.000-718.700	MERS RETIREMENT (EMPLOYER)	125.00	125.00
101-265.000-718.701	EMPLOYER DEFERED COMP.	0.00	0.00
101-265.000-720.700	WORKERS COMPENSATION PREMIUM	350.00	350.00
101-265.000-724.700	UNEMPLOYMENT INS. BENEFIT	5.00	5.00

101-265.000-727.700	OPERATING SUPPLIES	4,275.00	4,275.00
101-265.000-801.700	CONTRACTUAL SERVICES	0.00	19,800.00
101-265.000-853.700	TELEPHONE/RADIO COMMUNICATION	2,760.00	2,760.00
101-265.000-922.700	PUBLIC UTILITIES	18,500.00	18,500.00
101-265.000-941.700	EQUIPMENT RENTAL	2,200.00	2,200.00
101-265.000-956.700	EXPENSES	200.00	200.00
101-265.000-977.700	CAPITAL ACQUISITIONS	0.00	0.00
Total Dept 265.000 - MUNICIPAL PROPERTIES		37,640.00	57,440.00
Dept 265.999 - INSTALLMENT PURCHASE AGREEMENT EXPENSE			
Total Dept 265.999 - INSTALLMENT PURCHASE AGREEMENT EXPENSE		0.00	0.00
Dept 266.000 - LEGAL ASSISTANCE			
Total Dept 266.000 - LEGAL ASSISTANCE		27,300.00	27,300.00
Dept 284.000 - COMMUNITY PROMOTIONS			
Total Dept 284.000 - COMMUNITY PROMOTIONS		18,831.00	18,831.00
Dept 299.000 - CITY SERVICES			
Total Dept 299.000 - CITY SERVICES		55,100.00	55,100.00
Dept 301.000 - POLICE DEPARTMENT			
Total Dept 301.000 - POLICE DEPARTMENT		628,796.00	628,796.00
Dept 336.000 - FIRE			
Total Dept 336.000 - FIRE		27,145.00	27,145.00
Dept 345.000 - CROSSING GUARDS			
Total Dept 345.000 - CROSSING GUARDS		8,046.00	8,046.00
Dept 441.000 - PUBLIC WORKS DEPARTMENT			
Total Dept 441.000 - PUBLIC WORKS DEPARTMENT		195,197.00	195,197.00
Dept 444.000 - SIDEWALKS			
Total Dept 444.000 - SIDEWALKS		0.00	0.00
Dept 528.000 - SOLID WASTE			
Total Dept 528.000 - SOLID WASTE		213,033.00	213,033.00
Dept 537.000-AIRPORT			
Total Dept 537.000 - AIRPORT		51,311.00	51,311.00

Dept 721.000 - PLANNING AND ZONING		
Total Dept 721.000 - PLANNING AND ZONING	4,471.00	4,471.00
Dept 728.000 - ECONOMIC DEVELOPMENT		
Total Dept 728.000 - ECONOMIC DEVELOPMENT	1,000.00	1,000.00
Dept 729.000 - CODE ENFORCEMENT		
Total Dept 729.000 - CODE ENFORCEMENT	0.00	0.00
Dept 751.000 - PARKS AND RECREATION		
Total Dept 751.000 - PARKS AND RECREATION	65,309.00	65,309.00
Dept 851.000 - INSURANCE AND RISK MANAGEMENT		
Total Dept 851.000 - INSURANCE AND RISK MANAGEMENT	15,500.00	15,500.00
Dept 900.000 - BAD DEBT		
Total Dept 900.000 - BAD DEBT	0.00	0.00
Dept 965.000 - TRANSFERS		
Total Dept 965.000 - TRANSFERS	25,000.00	25,000.00
Dept 965.209 - TRANSFER TO CEMETERY		
Total Dept 965.209 - TRANSFER TO CEMETERY	17,222.00	17,222.00
Dept 965.736 - TRANS TO FUND 736 OPEB		
Total Dept 965.736 - TRANS TO FUND 736 OPEB	0.00	0.00
TOTAL EXPENDITURES	1,812,115.00	1,831,915.00
Fund 101:		
TOTAL REVENUES	1,812,812.00	1,812,812.00
TOTAL EXPENDITURES	1,812,115.00	1,831,915.00
NET OF REVENUES & EXPENDITURES	697.00	(19,103.00)
BEGIN FUND BALANCE	1,671,498.00	1,671,948.00
END FUND BALANCE	1,672,195.00	1,652,845.00
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND		
Revenues		
Dept 000.000		
243-000.000-634.400	GRANT	0.00 1,728.50
243-000.000-664.400	INTEREST INCOME	0.00 0.00

Total Dept 000.000		0.00	0.00
<hr/>			
TOTAL REVENUES		0.00	1,728.50
Expenditures			
Dept 000.000			
243-000.000-801.700	CONTRACTUAL SERVICES	0.00	1,560.00
243-000.000-956.700	EXPENSES	0.00	168.50
<hr/>			
Total Dept 000.000		0.00	1,728.50
TOTAL EXPENDITURES		0.00	1,728.50
<hr/>			
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND:			
TOTAL REVENUES		0.00	1,728.50
TOTAL EXPENDITURES		0.00	1,728.50
<hr/>			
NET OF REVENUES & EXPENDITURES		0.00	0.00
BEGIN FUND BALANCE		0.00	0.00
END FUND BALANCE		0.00	0.00



City of West Branch Cell Phone Personnel Policy

1. **Purpose:** Establish a policy for cell phone use and compensation allowance.
2. **Application:** This Cell Phone Policy (the Policy) applies to Department Heads and staff who are authorized to use a cell phone and/or associated wireless services for City business and who receive compensation from the City to offset the cost of the cell phone for business-related business or who receive a City provided cell phone.
3. **Policy:** Employees whose job requires them to use a cell phone for City business, as outlined in this Policy, may use a personal cell phone service for business use and will be eligible to receive a monthly allowance for that service. Employees may elect to use a City-provided cell phone in lieu of receiving compensation for using a personal cell phone.
4. **Allowance Eligibility:** Cell phone allowance for personal phone used for business.
 - 4.1. The cell phone allowance must be approved by the employee's Department Head, and City Manager.
 - 4.2. The City may provide a cell phone allowance to an employee if at least one of the following criteria is met:
 1. The job requires considerable time outside the office or away from workstation (job need, travel, meetings, etc.) and use of the cell phone facilitates the effective conduct of business operations while away.
 2. The job requires the employee to be immediately accessible to receive and/or make frequent business calls outside of working hours.
 3. Job duties away from the office may expose the employee or others to immediate harm or danger.

5. Cell Phone Allowance Amount

- 5.1. The monthly cell phone allowance shall be reimbursed at the same rate the City would have been charged from their provider if the City had provided the employee a City phone. The allowance rate will be monitored annually.
- 5.2. Employees authorized for this reimbursement will receive this reimbursement monthly through payroll. Reimbursement is considered non-taxable consistent with the most recent Internal Revenue Service regulations regarding Employer-provided cellular phones. The taxability of this reimbursement is subject to change in accordance with subsequent Internal Revenue Service rulings.



- 5.3. Eligibility for the allowance or the level of the allowance provided is subject to change or cancellation as determined by the employee's Department Head.
- 5.4. The monthly phone allowance is not considered part of base pay used for calculating percentage salary increases.
- 5.5. All cell phone allowances will be coded to the proper department's telephone budget.

6. Cell Phone Allowance Employee Responsibilities

- 6.1. Sign the Cell Phone Allowance Request form thereby certifying that he/she will provide the phone number within five days of activation and will be available for calls (in possession of the phone and have it turned on) during those times specified by their Department Head.
- 6.2. Select any cell phone carrier whose service meets the requirements of the job responsibilities as determined by his/her Department Head. Employees shall be free to purchase and provide their own service provider and accessories at their own cost.
- 6.3. Inform the City to discontinue the allowance when the eligibility criteria are no longer met or when the cell service is cancelled. If such notification is not submitted within 30 days of no longer meeting criteria or service cancellation, the employee must repay any allowance received.
- 6.4. Pay all charges on his/her personal cell phone plan. If the employee leaves the position, he/she continues to be responsible for the contractual obligations of his/her cell phone plan.
- 6.5. Acknowledge that cell phone transmissions are not secure and that employees should use discretion in relaying confidential information over cell phones. Further, cellular telephones may not be used to defame, harass, intimidate, or threaten any person. Employees are prohibited from using their cellular phones in any illegal, illicit, or offensive manner.

7. City-Provided Cell Phones Employee Responsibilities

- 7.1. With the approval of the City Manager, the City may purchase cell phones and pay for service in certain circumstances—e.g., phones for or that rotate among police officers, on-call staff, or maintenance personnel. All equipment purchased remains the property of the City.



7.2. City-provided Cell Phone Request forms must be approved by the employee's Department Head and City Manager.

7.3. All cell phone invoices will be coded to the proper department's telephone budget.

7.4. Personal calls on City-provided cell phones are highly discouraged. The City recognizes that brief personal calls for family or emergency matters may occur. Any monthly overage charges attributed to personal use will be reimbursed to the City by the employee.

7.5 If an employer owned phone is damaged or broken, it is the responsibility of the employee to notify his/her supervisor immediately. Charges for damage caused by negligence or unauthorized uses may be the responsibility of the employee.

8. Employee Responsibility

8.1. Employees shall comply with applicable laws regarding the use of cell phones while driving and avoid cell phone use that may jeopardize the safety of the employee or others. Such use may include texting, emailing, or verbal communication.

8.2. Employees are prohibited from text messaging while driving a City owned vehicle, or while driving their own privately-owned vehicle during official business, or from using City-supplied electronic equipment to text message or email when driving.

8.3. It is generally recognized that cell phone transmissions are not secure. Employees must use discretion in relaying confidential or sensitive information over cell phones. Further, cellular telephones may not be used to defame, harass, intimidate, or threaten any person. Employees are prohibited from using their cellular phones in any illegal, illicit, or offensive manner.

9. Miscellaneous

9.1 Both the nature of electronic communications and the public character of the City make cell phone uses less private than users may anticipate. As such, City employees should be aware that federal and state laws and City policies, guidelines, and regulations may limit the protection of certain aspects of individual privacy in connection with the use of a cell phone under this Policy. For example, in certain circumstances, the City may permit the inspection, monitoring or disclosure of phone records and text messages (including content and the cell phone numbers of calls or texts sent or received from a cell phone, and a cell phone user's location at a particular time), consistent with applicable local, state, and federal laws, by City personnel or law



enforcement officers. The City and its employees may be required to disclose phone records, text messages, and other electronic data and documents (including cell phone user locations at particular times, phone numbers called or texted or from whom the City employee received calls or texts, or contents of text messages sent or received) pursuant to the Michigan public records laws, court order or state and federal laws.

10. Administrative Procedures

The West Branch City Council may authorize changes and/or adjustments to the Cell Phone Policy.



City of West Branch Cell Phone Policy

I acknowledge that I have read and understand the City's cell phone policy and will comply.

☐ I am requesting to use my personal cell phone for official City business in exchange for the allowance amount based on the personnel policy. I am aware that if the phone is damaged or broken while being used for City business, I am responsible to repair and/or replace it at my own expense.

☐ I am requesting to use a City provided cell phone for official City business. I understand that this phone is to be used for official business only and is not to be used for personal use.

If I have elected to receive an allowance, I agree that, I will:

- * Ensure my phone number is available to all employees and other entities who require access to it, as stated in the policy.
- * Maintain a coverage plan for each month for which I receive an allowance and, should my coverage be discontinued for any reason, I will notify the City immediately.

Phone number _____

Employee Signature _____

Employee Name (printed) _____

Date _____

Department Head Signature _____

Date _____

City Manager Signature _____

Date _____

10/28/22

#1546
Radio Read



121 North Fourth Street, West Branch, Michigan 48661 *clrk*
Phone 989-345-0500, Fax 989-345-4390, e-mail cityhall@westbranch.com
The City of West Branch is an equal opportunity provider, employer, and lender.

WATER/SEWER BILL
ADMINISTRATIVE ADJUSTMENT REQUEST FORM

Name and contact information of individual requesting the administrative adjustment:

Devin GRIFFUS 989 761-4000
(989) 312-4624

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

Devin GRIFFUS
362 N 2nd St West Branch MI 48661

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

property 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:

9/1/22 - 9/30/22 10/10/22

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:

Please use the following page [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.

Once a determination regarding a request for administrative adjustment is made, the requestor will be notified in writing as to the final decision, at which time the amount determined to be due and owing will be due at that time.

I am not sure exactly how this water bill has become so high over the last month.

It appears the toilet had been running continuously so I've adjusted that.

Also, my downstairs basement sink had a leak. I believe these 2 things were the cause, most likely.

I will be checking these things out & inspecting regularly.

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.

Dennis Briffers

Signature of individual requesting administrative adjustment

10/10/22

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.

For office use only

Description

Signed

Date

Griffus
362 N Second St

	READ	GALLONS	BILL
October 2021	513	0	\$ 14.75
November 2021	514	1,000	\$ 34.11
December 2021	516	2,000	\$ 53.47
January 2022	517	1,000	\$ 34.11
February 2022	519	2,000	\$ 53.47
March 2022	522	3,000	\$ 72.83
April 2022	524	2,000	\$ 53.47
May 2022	525	1,000	\$ 34.11
June 2022	528	3,000	\$ 72.83
July 2022	529	1,000	\$ 53.47
August 2022	531	2,000	\$ 53.47
Average		1,636	

A new cellular meter was installed on 10/28 so they can set up the alert program.

Average	2,000	\$ 53.47
Actual September Read	37,000	\$ 762.39
Actual October Read	67,000	\$ 1,324.52
Refund	100,000	\$ 2,033.44

Because the refund amount is greater than \$700 it must be approved by Council. They have not had a prior water adjustment approved

Devin's mother came in to talk to me about this account as her son is out of town. She filled out the adjustment paperwork on 10/10/22. He had an old meter so we scheduled a new meter install on 10/28 so this will allow them to watch and make sure there are no other leaks. The toilet and sink leak have been fixed.



GRIFFUS, DEVIN
362 N 2ND ST
WEST BRANCH, MI 48661

Cycle Section Sequence
MONTHL FREEZE 0000006640

Account Number
001546

Location ID
SECl-000362-0000-02

Return This Portion With Payment

Bill Date	Amount
09/30/2022	\$853.39
After	Pay
10/31/2022	\$929.64

Keep This Portion For Your Records

Customer Name
GRIFFUS, DEVIN

Property Address
362 N SECOND ST

Account Number
001546

Cycle	Section	Sequence
MONTHLY	FREEZE 2	0000006640

BC	Meter No.	Curr Date	Curr Read	Prev Date	Prev Read	Mult	Usg	Amount
PB								\$91.00
WA	121189261	9/28/2022	568	8/29/2022	531	37		\$207.55
SW						37		\$200.08
CO						37		\$60.29
WD						37		\$48.10
SD						37		\$231.62
WR								\$9.95
SR								\$4.80

762.39

Adj 708.92

Billing Date	09/30/2022	Net Amount	\$853.39
After This Date	10/31/2022	Pay This Amount	\$929.64

MAKE CHECKS PAYABLE TO THE CITY OF WEST BRANCH
MAIL PAYMENT TO: 121 N. FOURTH ST., WEST BRANCH, MI 48661
BILLING QUESTIONS CALL: (989) 345-0500
2021 CCR WATER
QUALITY REPORT
WWW.WESTBRANCH.COM

Cycle Section Sequence
MONTHL FREEZE 0000006640

Account Number
001546

Location ID
SEC1-000362-0000-02



GRIFFUS, DEVIN
362 N 2ND ST
WEST BRANCH, MI 48661

Bill Date Amount
10/31/2022 \$2086.91
After Pay
11/30/2022 \$2224.72

Return This Portion With Payment

Keep This Portion For Your Records

Customer Name
GRIFFUS, DEVIN

Property Address
362 N SECOND ST

Account Number
001546

Cycle Section Sequence
MONTHLY FREEZE 2 0000006640

BC	Meter No.	Curr Date	Curr Read	Prev Date	Prev Read	Mult	Usg	Amount
PB								\$708.92
WA	121189261	9/28/2022	568	8/29/2022	531	67		\$380.05
SW						67		\$366.28
CO						67		\$110.39
WD						67		\$87.10
SD						67		\$419.42
WR								\$9.95
SR								\$4.80

1377.99

Adj 1324.52

Billing Date 10/31/2022 Net Amount \$2086.91
After This Date 11/30/2022 Pay This Amount \$2224.72

MAKE CHECKS PAYABLE TO THE CITY OF WEST BRANCH
MAIL PAYMENT TO: 121 N. FOURTH ST., WEST BRANCH, MI 48661
BILLING QUESTIONS CALL: (989) 345-0500
2021 CCR WATER
QUALITY REPORT
WWW.WESTBRANCH.COM

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN PERSON AND VIA VIDEO CONFERENCE
IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET ON MONDAY, OCTOBER 17,
2022.

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

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

Absent: None

Other officers present: City Manager John Dantzer, City Clerk Lori Ann Clover, DPW Supervisor Mike Killackey, and County Commissioner Mark Surbrook.

All stood for the Pledge of Allegiance.

* * * * *

Commissioner Surbrook reported a vehicle purchase for probate court was approved. Sue Hartz was appointed to the Health and Human Services Board. Personal property taxes were sent to the equalization office. MSU Extension agreement was approved. Commissioner Surbrook was appointed to the AVCMH Board. Commissioner Surbrook and Mayor Frechette are on the EMS negotiating committee.

* * * * *

Marcia Young and Ken Nuebecker thanked the City for the use of Iron’s Park for the Victorian Art Fair. They will be awarding the City with \$2,000 to \$3,000 for the purchase of new picnic tables. In the spring they will be touching up the paint for the bathrooms. Next year the Art Fair will be held August 12-13. Mayor Frechette and Council Members thanked Ms. Young and Mr. Nuebecker for all they do for the community.

* * * * *

Bids were submitted for tree trimming and stump grinding. Discussion was held to the possibility of splitting the bids between the tree removal and stump removal. Manager Dantzer explained that might cause the stump removal cost to increase as one company might not cut a tree the way another would.

MOTION BY ZIMMERMAN, SECOND BY BENNETT, TO APPROVE THE TREE REMOVAL AND STUMP GRINDING BID SUBMITTED BY WORTHY, NOT TO EXCEED \$5,411.

Yes – Adair, Bennett, Frechette, Jackson, Pugh, Showalter, and Zimmerman

No – None

Absent – None

Motion carried

* * * * *

MOTION BY BENNETT, SECOND BY FRECHETTE, TO APPROVE THE PAYMENT OF BILLS IN THE AMOUNT OF \$423,281.80.

Yes – Adair, Bennett, Frechette, Jackson, Pugh, Showalter, and Zimmerman

No – None Absent – None Motion carried

* * * * *

MOTION BY ADAIR, SECOND BY SHOWALTER, TO OFFER CITY SUPPORT FOR WILL ENGEMAN TO BE APPOINTED THE OGEMAW DISPATCH DISTRICT FIVE REPRESENTATIVE.

Yes – Adair, Bennett, Frechette, Jackson, Pugh, Showalter, and Zimmerman

No – None Absent – None Motion carried

* * * * *

MOTION BY FRECHETTE, SECOND BY SHOWALTER, TO APPOINT ATTORNEY JOSEPH QUANDT AS THE CITY’S HEARING OFFICER NOT TO EXCEED \$325 PER HOUR FOR ONE YEAR AND TO BE PUT OUT FOR BID IN THE FOLLOWING YEAR.

Yes – Adair, Bennett, Frechette, Jackson, Pugh, Showalter, and Zimmerman

No – None Absent – None Motion carried

* * * * *

MOTION BY BENNETT, SECOND BY JACKSON, TO APPROVE THE USE OF CARRYOVER FUNDS FOR THE PURCHASE OF A DPW SERVICE TRUCK WITH ACCESSORIES NOT TO EXCEED \$60,600.

Manager Dantzer informed Council that we are on the top of the next round of funds for the USDA Grant. We would then be able to submit for reimbursement of 75% of the cost.

Yes – Adair, Bennett, Frechette, Jackson, Pugh, Showalter, and Zimmerman

No – None Absent – None Motion carried

* * * * *

MOTION BY SHOWALTER, SECOND BY PUGH TO APPROVE THE MINUTES AND SUMMARY FROM THE REGULAR MEETING HELD OCTOBER 3, 2022.

Yes – Adair, Bennett, Frechette, Jackson, Pugh, Showalter, and Zimmerman

No – None Absent – None Motion carried

* * * * *

MOTION BY SHOWALTER, SECOND BY JACKSON TO RECEIVE AND FILE THE TREASURER’S REPORT AND INVESTMENT SUMMARY; THE WEST BRANCH POLICE DEPARTMENT SEPTEMBER 2022 REPORT; MINUTES FROM THE OGEMAW COUNTY LAND BANK AUTHORITY HELD AUGUST 10, 2022; MINUTES FROM THE PLANNING COMMISSION HELD SEPTEMBER 27, 2022; MINUTES FROM THE ELECTION BOARD HELD OCTOBER 4, 2022; AND MINUTES FROM THE PUBLIC ACCURACY TEST HELD OCTOBER 11, 2022.

Yes – Adair, Bennett, Frechette, Jackson, Pugh, Showalter, and Zimmerman

No – None

Absent – None

Motion carried

* * * * *

Member Showalter reported that he and Member Adair would be attending the MML Convention.

Manager Dantzer suggested that Council schedule a Work session to discuss the option of a City Building Inspector. Manager Dantzer will follow up with Mr. Watson to see if he would be available following our November 21st meeting at 7:00 pm.

Mayor Frechette adjourned the meeting at 6:25 pm.

Paul Frechette, Mayor

Lori Ann Clover, Clerk

SUMMARY OF THE REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN PERSON AND VIA VIDEO CONFERENCE IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET ON MONDAY, OCTOBER 17, 2022.

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

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

Absent: None

Other officers present: Manager Dantzer, Clerk Clover, DPW Supervisor Killackey, and Commissioner Surbrook.

All stood for the Pledge of Allegiance.

Commissioner Surbrook gave a County update.

Ms. Young and Mr. Nuebecker from the Victorian Art Fair thanked Council for the use of Iron's Park and will be awarding money for new picnic tables and touching up the paint in the bathrooms.

Council approve the tree removal and stump grinding bid from Worthy not to exceed \$5,411.

Council approved bills in the amount of \$423,281.80.

Council offered support for Will Engeman to be appointed the Ogemaw Dispatch District Five Representative.

Council appointed Attorney Joseph Quandt as the City's Hearing Officer not to exceed \$325 per hour for one year and to be put out for bid in the following year.

Council approved the use of carryover funds for the purchase of a DPW service truck with accessories not to exceed \$60,600.

Council approved the minutes and summary of minutes from the regular meeting held October 3, 2022.

Minutes from the Ogemaw County Land Bank Authority held August 10, 2022; Planning Commission held September 27, 2022; Election Board held October 4, 2022; and Public Accuracy Test held October 11, 2022; as well as the Treasurer's report and Investment Summary and the West Branch Police Department September 2022 report were received and filed.

Member Showalter and Manager Dantzer gave reports.

Mayor Frechette adjourned the meeting at 6:25 pm.

CASH SUMMARY BY BANK FOR WEST BRANCH
 FROM 11/01/2022 TO 11/30/2022

Bank Code		Beginning Balance	Total	Total	Ending
Fund	Description	11/01/2022	Debits	Credits	Balance
					11/30/2022
GEN1	GEN1 - GENERAL CHECKING				
101		1,443,719.75	61,038.38	29,059.01	1,475,699.12
150	CEMETERY PERPETUAL CARE	39,267.43	0.00	0.00	39,267.43
209	CEMETERY FUND	2,062.00	0.00	1,027.38	1,034.62
243	BROWNFIELD REDEVELOPMENT AUTHORITY FU	2,559.95	0.00	0.00	2,559.95
248	DDA OPERATING FUND	312,049.22	0.00	0.00	312,049.22
251	INDUSTRIAL PARK FUND	5,441.65	0.00	51.23	5,390.42
276	HOUSING RESOURCE FUND	181,555.68	0.00	0.00	181,555.68
318	SEWER DEBT FUND	148,095.29	1,487.59	0.00	149,582.88
319	WATER DEBT FUND	91,509.52	294.71	0.00	91,804.23
372	PLANT REPLACEMENT FUND (R&I)	0.90	0.00	0.00	0.90
390	SEWER FUND	326,483.98	1,818.32	9,753.44	318,548.86
391	WATER FUND	778,504.50	2,673.78	4,161.46	777,016.82
392	WATER REPLACEMENT FUND	524,759.33	0.00	0.00	524,759.33
393	SEWER COLLECTION	254,722.53	361.16	917.03	254,166.66
561	EQUIPMENT FUND	32,912.68	5,004.46	512.67	37,404.47
704	PAYROLL CLEARING	(17,015.74)	41,512.58	0.00	24,496.84
705	IRONS PARK ENTERTAINMENT FUND	10,126.57	0.00	0.00	10,126.57
707	YOUTH SAFETY PROGRAM	115.00	0.00	0.00	115.00
	GEN1 - GENERAL CHECKING	4,136,870.24	114,190.98	45,482.22	4,205,579.00
MAJ/LST	MAJOR/ LOCAL STREETS				
202	MAJOR STREET FUND	639,129.23	0.00	1,182.54	637,946.69
203	LOCAL STREET FUND	362,621.16	0.00	676.84	361,944.32
	MAJOR/ LOCAL STREETS	1,001,750.39	0.00	1,859.38	999,891.01
PAY	PAYROLL				
704	PAYROLL CLEARING	71,327.04	0.00	38,853.87	32,473.17
	PAYROLL	71,327.04	0.00	38,853.87	32,473.17
CHEM	SAVINGS				
101		459,720.02	0.00	0.00	459,720.02
150	CEMETERY PERPETUAL CARE	1,683.79	0.00	0.00	1,683.79
251	INDUSTRIAL PARK FUND	245.24	0.00	0.00	245.24
371	COLLECTION REPLACEMENT FUND	0.65	0.00	0.00	0.65
391	WATER FUND	26,424.24	0.00	0.00	26,424.24
392	WATER REPLACEMENT FUND	19,791.65	0.00	0.00	19,791.65
393	SEWER COLLECTION	3,184.57	0.00	0.00	3,184.57
561	EQUIPMENT FUND	103,544.75	0.00	0.00	103,544.75
	SAVINGS	614,594.91	0.00	0.00	614,594.91
TAX	TAXES				
701	TAX AGENCY	38,414.94	1,262.14	0.00	39,677.08
	TAXES	38,414.94	1,262.14	0.00	39,677.08
	TOTAL - ALL FUNDS	5,862,957.52	115,453.12	86,195.47	5,892,215.17

CASH SUMMARY BY ACCOUNT FOR WEST BRANCH
 FROM 11/01/2022 TO 11/30/2022
 FUND: ALL FUNDS
 INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 11/01/2022	Total Debits	Total Credits	Ending Balance 11/30/2022
Fund 101					
004.300	CERTIFICATE OF DEPOSIT A	100,000.00	0.00	0.00	100,000.00
004.400	CERTIFICATE OF DEPOSIT B	150,306.70	0.00	0.00	150,306.70
		250,306.70	0.00	0.00	250,306.70
Fund 150	CEMETERY PERPETUAL CARE				
004.300	CERTIFICATE OF DEPOSIT C	112,499.74	0.00	0.00	112,499.74
004.400	CERTIFICATE OF DEPOSIT D	115,271.06	0.00	0.00	115,271.06
	CEMETERY PERPETUAL CARE	227,770.80	0.00	0.00	227,770.80
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	25,050.19	0.00	0.00	25,050.19
	INDUSTRIAL PARK FUND	125,050.19	0.00	0.00	125,050.19
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	100,200.75	0.00	0.00	100,200.75
	EQUIPMENT FUND	250,200.75	0.00	0.00	250,200.75
	TOTAL - ALL FUNDS	853,328.44	0.00	0.00	853,328.44

The West Branch Community Airport Board met on this date in the Conference Room, West Branch Community Airport Terminal, West Branch, Michigan, as well as remotely via Zoom. The meeting was called to order at 12:15 p.m. by Chairman Terry Hodges.

Present: Terry Hodges, Paul Frechette, Mike Jackson, John Dantzer, Breck Gildner and Mark Surbrook (In place of Craig Scott). Absent: Brad Neubecker. Also in attendance were Airport Manager Ben Evergreen, and Mark Eiteuner from the EOA.

Typographical errors were found in the August minutes. Board secretary Jackson will correct and resubmit them.

Motion by Gildner, second by Dantzer, the minutes of the August 17th, 2022 meeting approved with corrections. Voice vote. Ayes – all. Motion carried. [9-1-#1]

Motion by Dantzer, second by Gildner, claims in the amount of \$37,579.60 be approved for payment. Voice vote. Ayes – all. Motion carried. [9-1-#2]

Ben gave the financial report, with a combined balance of \$161,806.70. He noted that the City and County apportionments would be arriving in October, and that there was a payment from the State of Michigan for approximately \$130,000 that was still pending.

Ben updated the Board on several projects.

The farmland excavation has ceased for this year, with around 20 acres cleared. This brings the total amount cleared for farming to between 45-50 acres.

Materials for the hangar roof repair are scheduled to arrive on October 7th, with the work to begin shortly thereafter.

The LED lighting project is roughly 50% complete.

The County Administrator is working on the Agreement between the City and County for Ben's contract, as well as the paperwork for the Volunteer Corps. Tim had inquired about Board bylaws, which the Board does not have. He felt that the Existing Operating agreement between the City and County were sufficient. Ben did mention the lack of a formal procurement policy, which can be discussed in the future.

Ben has been in contact with Consumer's Energy about the removal of utility poles and lines in the farming area. Consumer's would need to put in a different pole to stabilize other lines in the area. The entire project cost would be \$3,438, and will require an easement from the Airport. The Board will reevaluate this at the October meeting.

Discussion was held regarding the use of biosolids from the City's Waste Water Treatment Plant to fertilize the Airport farmland. The solids PFAs levels were tested well below the required levels, and Mark Beck from Gallagher Farms was in favor of the project.

Motion by Jackson, second by Gildner, that the Airport Board enter into an agreement with the City of West Branch to use the biosolids at the Airport farm property. Voice vote. Ayes – all. Motion carried. [9-1-#3].

There was one bid received for auditor services, that coming from our existing auditor.

Motion by Dantzer, second by Gildner, that the Airport Board accept the contract with James Anderson, PC., for accounting and audit services. Voice vote. Ayes – all. Motion carried. [9-1-#4].

Chairman Hodges notified the Board that he had authorized the expenditure of \$300 to allow Ben's assistant Dylan Franciosi to attend a fuel safety seminar in Grand Rapids. Discussion was held regarding the necessity of the decision to be done in a timely fashion.

Motion by Jackson, second by Gildner, to approve the expenditure of \$300.00, to pay for attendance of Airport personnel at the fuel safety seminar. Voice vote. Ayes – all. Motion carried. [9-1-#5].

Ben presented the Board with several Budget Amendments and explained the line differences in the line items.

Motion by Dantzer, second by Jackson, to accept the Budget Amendments as presented. Ayes – all. Motion carried. [9-1-#6].

Ben and Mark Eiteuner notified the Board with the progress off the EOA having and Air Force A-10 present at next years fly-in. It is currently pending approval from both the Air Force and the FAA. Discussion was also held regarding a possible car show at the Fly-In next year.

Ben notified the board of the ongoing communication with Enbridge about the potential solar project on the Airport property. Enbridge representatives will be at the October meeting to answer questions.

Discussion was held regarding the lighting in the older T-Hangars. Mr. Eiteuner has donated some fixtures to improve the lighting in several of the hangars. Ben will solicit bids for the additional electrical work required to update the hangars.

No further business remaining, Chairman Hodges adjourned the meeting at 1:08 p.m.

Minutes by Michael Jackson, Board Secretary

REGULAR MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY
HELD AT WEST BRANCH CITY HALL, 121 N. FOURTH ST. WEST BRANCH, MI ON TUESDAY,
SEPTEMBER 27, 2022.

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

Present: Joanne Bennett, Samantha Fabbri, Autum Hunter, Sandy Rabidue, and Ken Walters.

Absent: Anthony Bair, Joe Clark, Erin Resteiner, and Cathy Zimmerman.

Others in attendance: City Manager John Dantzer

* * * * *

As an addition to the agenda, Tim Knutsen of Beckett and Raeder submitted three new preliminary plans for an updated Gathering Place design. It was the consensus of the board to have him proceed with working on plans for design option A which included a centralized gas fire place and no construction of a shelter structure. Mr. Knutsen noted he would submit an updated plan for the next meeting.

* * * * *

**MOTION BY FABBRI, SECOND BY BENNETT, TO EXCUSE MEMBERS BAIR,
CLARK, RESTEINER, AND ZIMMERMAN FROM THE MEETING.**

Yes – Bennett, Fabbri, Hunter, Rabidue, and Walters.

No – None Absent – Bair, Clark, Resteiner, and Zimmerman

Motion carried.

* * * * *

**MOTION BY FABBRI, SECOND BY RABIDUE, TO APPROVE THE MINUTES FROM
THE REGULAR MEETING HELD AUGUST 23, 2022.**

Yes – Bennett, Fabbri, Hunter, Rabidue, and Walters.

No – None Absent – Bair, Clark, Resteiner, and Zimmerman

Motion carried.

* * * * *

MOTION BY FABBRI, SECOND BY HUNTER, TO APPROVE BILLS IN THE AMOUNT OF \$10,860.29

Yes – Bennett, Fabbri, Hunter, Rabidue, and Walters.

No – None

Absent – Bair, Clark, Resteiner, and Zimmerman

Motion carried.

* * * * *

Member Rabidue went over the total cost for the downtown flowers and discussed the possibility of doing some winter decorations in the downtown planters. It was the consensus of the Board to not proceed with the planter decorations and save the money for upcoming projects.

Member Hunter noted many of the bulbs in the alley's string lighting were out. Manager Dantzer noted he would look into seeing if they had enough bulbs to replace those that were out. The board discussed the possibility of purchasing more lights if they could not find replacement bulbs.

Member Hunter also noted downtown was busy during the farmers market and the downtown fountain is being heavily used for pictures.

* * * * *

A communication from the Michigan Downtown Association annual conference was shared.

* * * * *

The meeting was adjourned at 12:51 pm.

MEETING OF THE WEST BRANCH CITY ELECTION BOARD HELD IN COUNCIL CHAMBERS OF CITY HALL, 121
NORTH FOURTH STREET ON THURSDAY, OCTOBER 27, 2022

City Clerk Lori Ann Clover called the meeting to order at 3:00 pm.

Present: Dianne Gavitt and Lori Ann Clover

Absent: Maryann Steelman

Others in attendance: Election Source Testers.

The Election Commission observed the pre-testing and preparation for the Public Accuracy Test.

The transfer card was uploaded to the county and received without issue.

The meeting was temporarily adjourned at 4:15 pm as the test ballots needed to be delivered from Grand Rapids.

The meeting resumed at 6:00 pm.

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

Meeting was adjourned at 6:34 pm.



October 29, 2022



T1 P1 149 *****AUTO**ALL FOR AADC 480

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

Re: Charter Communications – Upcoming Changes

Dear Franchise Official:

This letter will serve as notice that on or around November 29, 2022 Spectrum Mid-America, LLC ("Spectrum"), will add Fox Weather HD on channel 690 on the West Branch, MI channel line-up serving your community.

To view a current Spectrum channel lineup visit www.spectrum.com/channels.

If you should have any questions about this change, please feel free to contact me at (906) 553-7866.

Sincerely,

A handwritten signature in blue ink that reads "Joan Movrich".

Joan Movrich
Manager – State Government Affairs, Michigan
Charter Communications

**CITY OF WEST BRANCH
CITY COUNCIL MEETING
NOVEMBER 7, 2022**

PLEASE TAKE NOTICE that the West Branch City Council meeting scheduled for Monday, November 7, 2022 at 6:00 pm will be conducted both in person and virtually (online and/or by phone), due to health concerns surrounding Coronavirus/COVID-19 pandemic.

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

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

Zoom Instructions for Participants

To join the conference by phone:

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

Before a videoconference:

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

To join the videoconference:

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

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

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

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

3. If you have already joined the meeting via computer, you will have the option to enter your 2-digit participant ID to be associated with your computer.

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



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

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

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

Meeting Information:

Topic: West Branch City Council

Time: Nov 7, 2022 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82343003517?pwd=M2dpcTROZEFBbVgzWlIBZjdIRkRyUT09>

Meeting ID: 823 4300 3517

Passcode: 594555

One tap mobile

+16465588656,,82343003517#,,,,*594555# US (New York)

+16469313860,,82343003517#,,,,*594555# US

Dial by your location

+1 646 558 8656 US (New York)

+1 646 931 3860 US

+1 301 715 8592 US (Washington DC)

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 669 444 9171 US

+1 669 900 9128 US (San Jose)

+1 689 278 1000 US

+1 719 359 4580 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 360 209 5623 US

Meeting ID: 823 4300 3517

Passcode: 594555

Find your local number: <https://us02web.zoom.us/j/82343003517?pwd=M2dpcTROZEFBbVgzWlIBZjdIRkRyUT09>