

-- 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, DECEMBER 2, 2019, 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. 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 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. County Commissioner Bruce Reetz – County update
- VIII. Bids
  - A. Salt spreader
  - B. Front end loader tires
  - C. Used recycle center shed
  - D. Tahoe Police Vehicle
  - E. Charger Police Vehicle
  - F. Codification
  - G. Generators
- IX. Unfinished Business

- X. New Business
  - A. Bills
  - B. Resignation of Mike Jackson from the EDC Board
- XI. Approval of the minutes and summary from the meeting held November 18, 2019
- XII. Consent Agenda
  - A. Treasurers report and investment summary
  - B. Minutes from the DDA meeting held October 22, 2019
  - C. Minutes from the Airport Board meeting held October 16, 2019
- XIII. Communications
  - A. Charter lineup change
- XIV. Reports and/or comments
  - A. Mayor
  - B. Council
  - C. Manager
- XV. Public comment any topic
- XVI. Adjournment

### UPCOMING MEETINGS-EVENTS

December 6 – Employee appreciation Dinner– 6:00 pm  
December 7 – Santa Train - 12:00  
December 10 – Project Rising Tide - 10:00  
December 10 – Planning Commission – 6:00  
December 13 – Chamber connections and Council Open House – 7:30 am-9:00 am  
December 14- Christmas parade  
December 21 – Christmas fantasy

**Call to Order**

**Roll Call**

**Pledge of  
Allegiance**

# Public Hearings

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# **Additions to the Agenda**

# **Public Comment -Agenda Items**

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# **Scheduled Matters from the Floor**

# Bids



11-20-19

City Clerk/Treasurer John Dantzer and Chief Ken Walters were on hand for the opening of the following bids on 11/20/19 at 12:00 pm.

A. Tornado Salt spreader – City of Rose City \$1,000

B. Used front end loader tires – Zimmerman Excavating - \$400

C. Used Utility shed – Ken Walters - \$276.00

D. Police Tahoe

1. Michael Phelps -\$955
2. Yousef Dabbagh (Bayridge Motors)- \$868.
3. Khamis Mohamed (Bayridge Motors)-\$825
4. Hanif Ghamiwale (Chicago Motors) -\$707

E. Police Charger

1. Michael Phelps- \$1,055
2. Yousef Dabbagh (Bayridge Motors)- \$1,868
3. Khamis Mohamed (Bayridge Motors)-\$500
4. Hanif Ghamiwale (Chicago Motors) -\$2,007

**CITY OF WEST BRANCH  
EQUIPMENT FOR SALE BY BID**

The City of West Branch will be accepting bids on the following items:

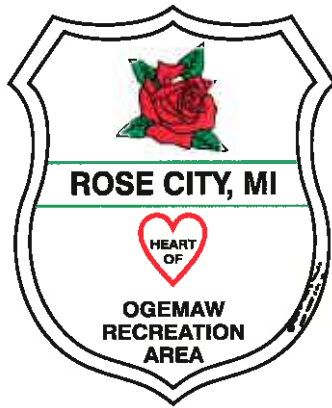
1. Western Tornado Salt spreader
2. Set of four tires for front end loader.
3. Used utility shed 8' X 12' X 13' tall

To set up an appointment to view any the above items or for any questions, contact Mike Killackey, Public Works Superintendent at (989) 965-4982.

Sealed bids are due by 12:00 p.m. on Wednesday, November 20, 2019 at City Hall, 121 North Fourth Street, West Branch, Michigan 48661. The City of West Branch reserves the right to accept or reject any or all bids.

To comply with section 33.13 of the City Ordinance, this notice for sale is being posted on November 5, 2019 at 4:00 pm to meet the 10 day posting requirement.

I, City Clerk/Treasurer, John Dantzer, certify that the foregoing notice has been posted as specified above in accordance with the City of West Branch Code of Ordinances



# **City of Rose City**

**410 N. WILLIAMS**

**P.O. BOX 279**

**ROSE CITY, MICHIGAN 48654**

**1-989-685-2103**

**Fax 1-989-685-3137**

**November 22, 2019**

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

**Attention: Mike Killackey**

**The City of Rose City is submitting a bid of \$1,500.00 (One Thousand Five Hundred Dollars and 00 cents) for the Western Inbox Salt Spreader that you are selling.**

**Mayor David Reasner**

Zimmerman Excavating Bid for  
Loader tires.

400.<sup>00</sup> for 4 tires

Brandon J

11/7/19

BID ON CITY OF WEST BRANCH  
SHED.

\$276.<sup>00</sup>

KEN WALTERS  
989-942-4836

**§ 33.12 SALE OF SURPLUS CITY PROPERTY UNDER \$2,500.**

The Purchasing Agent may sell surplus City personal property valued at less than \$2,500 upon the successful negotiation of a reasonable sale price with an interested buyer. The availability of property for sale valued at \$250 or more shall be noticed in a classified advertisement in a suitable publication as determined by the Purchasing Agent. City employees, elected or appointed officials shall not be permitted to purchase City property unless approval is granted by City Council at a regular meeting.

*(Ord. 231, passed 2-6-95)*

## **2009 Chevrolet Tahoe**

The City of West Branch is seeking sealed bids on a 2009 Chevrolet Tahoe Special Service Package with a V-8 Engine and mileage of 132,9XX. The vehicle is operational, but the transmission is beginning to slip. The Tahoe will be available for viewing at the West Branch Police Department, located at 130 Page St., West Branch, MI 48661. Between the hours of 8:00am and 4:00pm.

Sealed bids clearly marked "09 Chevrolet Tahoe" are due by Wednesday November 20, 2019 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 the regular business hours of Monday-Friday 8:00am-4:30pm, to the following address: 121 N. Fourth St., West Branch, MI 48661. For questions, please contact the City Police at (989)345-2627.

The 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.

West Branch Clerk's office

121 N. Fourth St

West Branch, MI 48661

Vehicle sales Bids

2009 CHEVY TAHOE Bid \$955.00

2012 Dodge Charger Bid \$1055.00

Michael Phelps

7780 SARDINE

DAVISBURG, MI 48350

(248) 840-2162



## 2009 Chevrolet Tahoe

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"09 Chevrolet Tahoe"  
City of West Branch  
City Hall  
121 N. Fourth St  
West Branch, MI 48661

**Bid Amount "09 Chevrolet Tahoe" = \$868.00**

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Yousef Dabbagh  
2438 Fen View Circle  
Island Lake, IL 60042

Phone 773 715 3673, Email: [ydabba2@yahoo.com](mailto:ydabba2@yahoo.com)

BAYRIDGE MOTORS INC.  
1869 RICHMOND TERRACE  
STATEN ISLAND, NY 10310

# Bay Ridge Motors, Inc



## Fax

To: "SEALED Bid" From: K. MOHAMMED  
At: The City of West Branch Pages: 1  
Fax: Date: 11/04/19  
Re: 2009 CHEVY TAHOE CC:  
☐ Urgent ☐ For Review ☐ Please Comment ☐ Please Reply ☐ Please Recycle

To WHOM IT MAY CONCERN

WE are placing a BID for the following

2009 CHEVY TAHOE the sum of \$ 825 <sup>00</sup>/<sub>100</sub>

[EIGHT HUNDRED TWENTY FIVE DOLLARS <sup>00</sup>/<sub>100</sub>]

THANKS  
K. MOHAMMED

# CHICAGO MOTORS INC.

2553 W. CHICAGO AVENUE  
CHICAGO, ILLINOIS 60622

DATE: 11-8-19

ATTENTION: West Branch Police Department

130 Page St. West Branch MI

48661

Dear Sir/Madam

Our bid for Vehicle/Vehicles is as under:

	<u>Miles</u>	<u>Bid Amount</u>
① Chevy Tahoe 2009	132900K	\$707.-
② Dodge Charger 2012	101900K	\$2007.-

If you have any question feel free to contact us, also please kindly let us know the bid results and keep us posted for future bids.

Hanif Ghaniwale

Telephone (800) 942-0005 (773) 235-6500 FAX: (773) 235-9670

## **2012 Dodge Charger**

The City of West Branch is seeking sealed bids on a 2012 Dodge Charger Police Package with a V-6 Engine and mileage of 101,9XX. The vehicle is operational, but will need new front struts soon. The Charger will be available for viewing at the West Branch Police Department, located at 130 Page St., West Branch, MI 48661. Between the hours of 8:00am and 4:00pm.

Sealed bids clearly marked "12 Dodge Charger" are due by Wednesday November 20, 2019 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 the regular business hours of Monday-Friday 8:00am-4:30pm, to the following address: 121 N. Fourth St., West Branch, MI 48661. For questions, please contact the City Police at (989)345-2627.

The 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.

West Branch Clerk's office

121 N. Fourth St

West Branch, MI 48661

Vehicle Sales Bids

2009 CHEVY TAHOE Bid \$955.00

2012 Dodge Charger Bid \$1055.00

Michael Phelps

7780 SARAH

DAVISBURG, MI 48350

(248) 840-2162

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The 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.

"12 Dodge Charger"  
City of West Branch  
City Hall  
121 N. Fourth St  
West Branch, MI 48661

**Bid Amount "12 Dodge Charger" = \$1868.00**

---

Yousef Dabbagh  
2438 Fen View Circle  
Island Lake, IL 60042

Phone 773 715 3673, Email: [ydabba2@yahoo.com](mailto:ydabba2@yahoo.com)

BAYRIDGE MOTORS INC.  
1869 RICHMOND TERRACE  
STATEN ISLAND, NY 10310

# Bay Ridge Motors, Inc



## Fax

To: "SEALED BID" From: K. MOHAMMED  
At: THE City of West Branch Pages: 1  
Fax: Date: 11/04/19  
Re: 2012 DODGE CHARGER CC:

☐ Urgent ☐ For Review ☐ Please Comment ☐ Please Reply ☐ Please Recycle

TO WHOM IT MAY CONCERN

WE are placing a BID for the following

— 2012 DODGE CHARGER the sum of

\$ 500 <sup>00</sup>/<sub>100</sub>

[ FIVE HUNDRED DOLLARS <sup>00</sup>/<sub>100</sub> ]

THANKS

K. MOHAMMED

# CHICAGO MOTORS INC.

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Hanif Ghaniwale

Telephone (800) 942-0005 (773) 235-6500 FAX: (773) 235-9670



# **RECODIFICATION RFP**

## **CITY OF WEST BRANCH**

The City of West Branch is seeking bids/proposals from qualified firms for the recodification of the City's Code of Ordinances

The **DEADLINE** for submission for this RFP is:

**Wednesday, November 13, 2019 at NOON.**

A public bid opening will be held immediately after the close of bidding in the Council Chambers of West Branch City Hall, 121 N. 4<sup>th</sup> St., West Branch, MI 48661.

Once opened and recorded by the City Clerk, bids will be presented to the West Branch City Council during their next regularly scheduled Council Meeting, currently scheduled for Monday, November 18<sup>th</sup>, 2019 at 6:00 p.m., to be held in the Council Chambers of West Branch City Hall, 121 N. 4<sup>th</sup> St., West Branch, MI 48661.

Questions regarding this RFP may be directed to City Clerk John Dantzer at (989) 345-0500, or via email at [clerktreasurer@westbranch.com](mailto:clerktreasurer@westbranch.com). The City of West Branch reserves the right to accept or reject any or all bids, to waive irregularities in bidding, and to accept bids which do not conform in every respect to bidding requirements. Price quotes and other information presented in all bids received by the City of West Branch are deemed valid for a period of 180 days, unless clearly indicated otherwise in the bid document.

	American Legal	Municode
Codification*	\$11,500.00	\$8,800.00
# of copies	10	\$15.00
extra per page	\$18.00	\$18.00
Ship/handling	TBD	TBD
Time to complete	12 months	12 months
Additional copies	\$100.00	?
Online service	\$850.00	\$450.00
Downloadable version	no charge	\$150.00
Amount budgetted	\$15,000.00	

\* based on single column 12 point type 550 pages

**Codification Proposal**

**Code of Ordinances  
West Branch, Michigan**

**AMERICAN LEGAL**  
Publishing Corporation

**American Legal Publishing Corporation  
One West Fourth Street  
Cincinnati, Ohio 45202**

**Richard C. Frommeyer  
Codification Consultant  
1-800-445-5588**

# **AMERICAN LEGAL PUBLISHING CORPORATION PROPOSAL FOR WEST BRANCH, MICHIGAN**

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2. Advantages and Benefits
3. List of Attorneys on Staff
4. League Affiliations and References
5. Codification Cost and Services Summary; Codification Agreement
6. Sample Code Pages (single and dual column)
7. Sample Legal and Editorial Research Report
8. Search & Retrieval Program and Internet

**AMERICAN LEGAL**  
Publishing Corporation

November 1, 2019

John Dantzer  
City Clerk/Treasurer  
City of West Branch  
121 North Fourth Street  
West Branch, MI 48661

Dear John:

Thank you for your continued interest and considering American Legal Publishing for your codification project. Enclosed is our updated proposal to codify West Branch's code of ordinances.

A codification includes incorporating permanent nature ordinances, creating the index and tables as needed, formatting the pages into a new typestyle, including single or dual column print, and printing complete copies of the entire code book. It also includes a legal review and written report by one of our staff attorneys. **We feel an accurate code reviewed and edited by attorneys is the most important part of any codification project.**

**The project will be overseen by our law department.** One of our staff attorneys will provide your legal review for the project. The review will uncover inconsistencies between sections in the code and inconsistencies with the code and state statutes. Additionally, there might be some reorganization and renumbering of the code if necessary. New binders and divider tabs are included in the price. There is also the option to receive the new code on a flash drive, downloadable, and we still offer a CD as well as placing the code on the Web.

We welcome the opportunity to provide a recodification for West Branch's municipal documents. Should you have any questions about the proposal, please do not hesitate to call me.

Best regards,

**Richard C. Frommeyer,**  
**Codification Consultant**

## AMERICAN LEGAL PUBLISHING CORPORATION ADVANTAGES AND BENEFITS

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### QUALIFICATIONS

- American Legal Publishing Corporation began as the codification division of the Anderson Publishing Company of Cincinnati in 1934. We became a separate corporation in 1979.
- American Legal currently serves more than 3,400 local government clients across the country. Our clients range in size from New York City, Los Angeles, Chicago, Dallas, Fort Worth, Cleveland, Philadelphia, Salt Lake City, and Boston, to villages with populations under 500.
- American Legal currently serves more than 150 municipalities in the State of Michigan including Battle Creek, Dearborn, East Grand Rapids, Flint, Mount Pleasant, Reed City, Saginaw, Traverse City and Wyandotte to name a few.
- We are the codification consultants to the International Municipal Lawyers Association and numerous state municipal leagues.

### LEGAL ANALYSIS

- Our legal staff's **Exclusive Editorial and Legal Report** details internal code inconsistencies as well as inconsistencies between your ordinances and state statutes and federal law. Our legal team consists of sixteen members with law degrees, including the president of the company.
- We provide the **most comprehensive analysis** in the codification industry: outlining problems, providing you with alternatives, and allowing you to implement desired improvements.
- You receive the Editorial and Legal Report with the **draft** of your code, allowing you to review your code with the assistance of our detailed, written editorial analysis which will ultimately be reviewed with you at a conference in West Branch.

### SUBJECT MATTER FORMAT

- We will arrange your ordinances according to logical subject matter. We group all of your land use ordinances together in one section, your business regulations together in one section, your administrative ordinances in another section, etc.
- We can offer you free **Model Ordinances** covering nearly any municipal topic to replace an outdated ordinance or to cover an area where you may not have an ordinance.

### TABLE OF SPECIAL ORDINANCES, PARALLEL REFERENCES AND INDEXING

- As part of your new code, we will create Tables of Special Ordinances covering such topics as annexations, zoning map changes, franchises, easements, etc. These ordinances will be listed in table form by ordinance number, date of passage, and will include a brief description of each ordinance.
- Your code will include Parallel Reference Tables that indicate which code sections are based on state statutes, where prior code sections appear in your new code, and a cross-reference of ordinance numbers to code section numbers.

- Our comprehensive index includes no dead ends when you search for a topic.

### **STYLE OPTIONS**

- We offer different typesets for your code, single or dual column printing and various types of binders.

### **TIMELY DELIVERY AND FLEXIBLE BILLING**

- We will complete your code within 9-11 months (excluding your review time).
- We can work with you to schedule the project so that it meets your budgetary needs.
- We complete supplements within 45 days.

### **RE-ORDERS AND PAMPHLETS**

- We have **no minimum** or maximum orders of extra copies of your code. You can call us at any time and order 1 or 1,000 additional copies of your code.
- You can order only as many codes as you need without having to worry about buying, storing and updating copies that you don't need.
- You can receive specific pamphlets for your police department, zoning department, etc.

### **COMPUTERIZATION OF CODE**

- You can receive your code downloadable, a flash drive, and we still offer a CD-ROM in WordPerfect or Microsoft Word compatible at no additional charge.
- Access every word in your code in just seconds with our "open source" online searchable software. Your code can be linked to your meeting minutes and other municipal documents. We use open source software for the internet, and do all the conversion work ourselves; we have produced thousands of codes online.
- Users can customize their version by creating color highlights, bookmarks, notes, and pop-up links without affecting the original text.

### **SUBSCRIBERS SERVICE**

- American Legal can sell current copies of West Branch's code (printed and computer versions) via our "800" number directly to Law Firms, Developers and other outside parties.
- Our service relieves West Branch of the burden of maintaining and updating inventory of codes and processing individual payments.

### **SUPPLEMENT SERVICE**

- Our fast and efficient supplement service will keep your code current in future years. Delivery is within 45 days or less for yearly updates and much quicker for instant updates. You can supplement as often as necessary - even after every council meeting.

### **SUBCONTRACTING**

- We do all editing, legal review, printing and computer/Web work in-house and at one location.

## AMERICAN LEGAL PUBLISHING STAFF ATTORNEYS

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*Our editorial support staff consists of more than 25 experienced editors skilled in the multiple disciplines required in providing codification services: editing, computer operation, proofreading and indexing. Our typical editor is a college graduate with a degree in English, Journalism, or Law. Our editors work directly on personal computers using the most advanced software programs for editing, proofreading and indexing. Therefore, we can return your completed Code of Ordinances on computer disk and online if desired. American Legal has a higher percentage of editors with Masters or Doctorate Degrees than any other national codification firm. We have more attorneys on staff than any other codification firm.*

### **ATTORNEYS ON STAFF:**

#### **STEPHEN G. WOLF - PRESIDENT**

- J.D., University of Cincinnati College of Law
- B.B.A., Management, University of Cincinnati
- Current City Attorney of an Ohio city, and former Mayor
- Over Thirty five years with American Legal Publishing

#### **CYNTHIA A. POWELEIT - VICE PRESIDENT AND EDITOR-IN-CHIEF**

- J.D., Salmon P. Chase College of Law, Northern Kentucky University
- B.A., English, Denison University
- Over twenty-six years with American Legal Publishing

#### **RAY G. BOLLHAUER - CLIENT RELATIONS DIRECTOR**

- J.D., University of Cincinnati College of Law (Moot Court)
- B.A., Economics, University of Cincinnati
- Past President of local community Council
- Over twenty-one years with American Legal

#### **TODD MYERS - SUPPLEMENT DIRECTOR**

- J.D., University of Cincinnati College of Law (Law Review)
- B.S., Criminal Justice, University of Cincinnati
- Over twenty years with American Legal



**CHRISTI G. BAUNACH - LEGAL REVIEW STAFF**

- J.D., University of Louisville, Cum Laude
- B.A., Political Science, University of Louisville, Cum Laude
- Judicial Internship, Supreme Court of Kentucky
- Over twenty-two years with American Legal

**deRICCI HORWATT - LEGAL REVIEW STAFF**

- J.D., University of Akron
- B.B.A. Marketing, Ohio University
- Licensed in both Ohio and Pennsylvania
- Owned law firm for nine years practicing municipal law in Pennsylvania
- Twelve years with American Legal Publishing

**RENELL HAMILTON - LEGAL REVIEW STAFF**

- J.D., University of Cincinnati
- B.S., Education, University of Wisconsin
- Former Law Firm Administrator
- Twenty two years with American Legal Publishing

**LISA BRICKNER - LEGAL REVIEW STAFF AND EDITOR**

- J.D., University of Cincinnati
- University of San Diego School of Law, Magdalen College
- B. A. Police Administration, Eastern Kentucky University
- University of Oxford, Oxford, England
- Over twelve years with American Legal Publishing

#### **DEVON MOSER - LEGAL REVIEW STAFF AND EDITOR**

- J.D., University of Cincinnati
- B.A. International Studies, Wright State University
- Army Cadet
- Over ten years with American Legal Publishing

#### **DARLENE FOLEY - LEGAL EDITOR**

- J.D., University of Cincinnati
- B.A., University of Cincinnati
- Federal Bar Member
- Over twelve years with American Legal Publishing

#### **MICHAEL FIELMAN - LEGAL EDITOR**

- J.D., Salmon P. Chase College of Law, Northern Kentucky University
- Law Review
- B.S. Finance, Miami University (Oxford, OH)
- Over ten years with American Legal Publishing

#### **LAURA MOSER- LEGAL EDITOR**

- J.D., Salmon P. Chase, College of Law
- B.S. Political Science, University of Kentucky
- Kentucky Citizen Foster Care Review Board
- Over five years with American Legal Publishing

#### **NILS HERDELIN- LEGAL EDITOR**

- J.D., Salmon P. Chase, College of Law
- B.A. Political Science, Western Kentucky University
- Member of the Ohio Bar Association
- Former Special Assistant Prosecutor in Campbell County, KY

**OWEN PARSONS- LEGAL EDITOR**

- J.D., Salmon P. Chase School of Law
- B.A. Government Studies, Centre College
- Over three years with American Legal Publishing

**BRANDI BUCHENAU - STAFF ATTORNEY**

- J.D., Salmon P. Chase School of Law
- B.A. Political Science, Northern Kentucky University
- Over two years with American Legal

## **AMERICAN LEGAL PUBLISHING CORPORATION LEAGUE AFFILIATIONS**

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American Legal Publishing is proud of its relationship as consultants to the following organizations:

### **INTERNATIONAL MUNICIPAL LAWYERS ASSOCIATION (IMLA)**

1110 Vermont Avenue, NW, Suite 200  
Washington, DC 20005

Contact: Chuck Thompson  
Executive Director and General Counsel  
(202) 466-5424

### **INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS (IIMC)**

8331 Utica Avenue  
Rancho Cucamonga, CA 91730

Contact: Chris Shalby  
Executive Director  
(909) 592-4462

### **LEAGUE OF ARIZONA CITIES AND TOWNS**

1820 West Washington Street  
Phoenix, AZ 85007

Contact: Ken Strobeck,  
Executive Director  
(602) 258-5786

### **LEAGUE OF MINNESOTA CITIES**

145 University Avenue West  
St. Paul, MN 55103-2044

Contact: Amber Eisenschenk  
Staff Attorney  
(651) 281-1200

### **ARIZONA ASSOCIATION OF COUNTIES**

1910 West Jefferson Street  
Phoenix, AZ 85007

Contact: Jennifer Marson  
Executive Director  
(602) 252-6563

### **LEAGUE OF NEBRASKA MUNICIPALITIES**

1335 L Street  
Lincoln, NE 68508

Contact: Christy Abraham  
Legal Counsel  
(402) 476-2829

### **OHIO MUNICIPAL LEAGUE**

175 South Third Street, Suite 510  
Columbus, OH 43215

Contact: Kent M. Scarrett  
Executive Director  
(614) 221-4349

### **LEAGUE OF WISCONSIN MUNICIPALITIES**

202 State Street, Suite 300  
Madison, WI 53703-2215

Contact: Claire Silverman  
Legal Counsel  
(608) 267-2380

### **NORTH CAROLINA LEAGUE OF MUNICIPALITIES**

P.O. Box 3069  
Raleigh, NC 27602

Contact: Kimberly Hibbard  
General Counsel  
(919) 834-1311

### **VIRGINIA MUNICIPAL LEAGUE**

13 E. Franklin Street  
Richmond, VA 23241

Contact: Michelle Gowdy  
General Counsel  
(804) 523-8525

### **LEAGUE OF OREGON CITIES**

1201 Court Street NE, Suite 302  
Salem, OR 97301

Contact: Codification Coordinator  
(503) 588-6550

### **SOUTH DAKOTA MUNICIPAL LEAGUE**

214 E. Capitol Avenue  
Pierre, SD 57501

Contact: Yvonne Taylor  
Executive Director  
(605) 224-8654

**INDIANA ASSOCIATION OF CITIES & TOWNS**

150 West Market Street

Indianapolis, IN 46204

Contact: Jodie Woods  
General Counsel  
(317) 237-6200

**LEAGUE OF KANSAS MUNICIPALITIES**

300 Southwest 8<sup>th</sup> Avenue, Suite 100

Topeka, Kansas 66603-3951

Contact: Eric Smith  
Deputy General Counsel  
(785) 354-9565

## CLIENT LIST

**Listed below are only a few of our over 150 Michigan clients and 3,400 total ordinance codification clients across the country.**

**Michigan clients:**

Auburn  
Battle Creek  
Big Rapids  
Charlevoix  
Clio  
Dalton Township  
Dearborn  
East Grand Rapids  
Flint  
Hancock  
Inkster  
Lake Linden  
Marshall  
Parma  
Quincy  
Saginaw  
Saugatuck  
Three Oaks Township  
Wakefield  
Wyandotte  
Yates Township

**National clients include:**

Albuquerque, NM  
Beverly Hills, CA  
Boston, MA  
Boise, ID  
Chicago, IL  
Cleveland, OH  
Dallas, TX  
Fort Worth, TX  
Honolulu, HI  
Los Angeles, CA  
Louisville-Jefferson County Metro, KY  
Montgomery County, MD  
New York City, NY  
Philadelphia, PA  
Salt Lake City, UT  
San Diego County, CA  
San Francisco, CA  
Sioux Falls, SD  
Toledo, OH  
Tucson, AZ  
Waterbury, CT

We work with clients of all sizes. Our clients range in size from a population of 50 people in Mays, OK to cities well over a million. Please let us know if you would like contact information on any of our references. We would be pleased to provide this information.

## CODIFICATION COST AND SERVICE SUMMARY

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American Legal Publishing proposes to codify the ordinances for West Branch, Michigan at the following price:

**I. Base Cost** **\$11,500.00**

*\*The actual page count may vary from the estimate or you might add new ordinances during the codification process. If the page estimate is low, the cost will be higher than the initial base cost.*

**Includes**

- a. Number of Copies of West Branch's Code (includes binders and divider tabs) 10
- b. Legal Analysis
  - i. Research Internal Consistency
  - ii. Research State Law Consistency
  - iii. Legal and Editorial Research and Report
- c. Special Features
  - i. Tables of Special Ordinances
  - ii. Parallel References
  - iii. Comprehensive Index
  - iv. Tabular Matter (Tables, Charts, Graphs)
  - v. Code on CD-ROM (WordPerfect, MS Word compatible)
- d. Estimated Number Of Pages
  - 8½" x 11" Format
  - i. Single column (12 point type) 550 pages
  - ii. Dual column (11 point type) 425 pages

**II. Variable Cost**

- a. Per Page Increase Rate
  - 8½" x 11" Format
  - i. Single Column \$18.00
  - ii. Dual Column \$22.00
- b. Shipping & Handling T.B.D.

**III. Time to Completion**

Number of Months Until Manuscript	5-8 months
Number of Months Until Completed Code (after return of manuscript)	1-4 months
Number of Days for Updated Supplements	45 days or less

#### IV. Optional Services that may be ordered:

- |      |   |                            |
|------|---|----------------------------|
| a.   | Additional Copies of Code   |                            |
| i.   | Cost per Extra Code with Binder   | \$100.00                   |
| ii.  | Cost per Extra Code without Binder  | \$80.00                    |
| b.   | Supplement Service  |                            |
|      | 8½" x 11" Format  |                            |
| i.   | Single-column   | \$19.50/per reprinted page |
| ii.  | Dual-column   | \$23.00/per reprinted page |
| iii. | Tables, charts, graphs, etc.  | \$10.00 per page           |
| c.   | Subscription Service  | YES                        |
| d.   | Pamphlets (With cardstock cover)  |                            |
|      | Per Impression (Printed Page)   |                            |
| i.   | 1-50 copies   | 7.5 ¢                      |
| ii.  | 51-99 copies  | 7.0 ¢                      |
| iii. | 100 copies or greater   | 6.5 ¢                      |
| iv.  | Pamphlet Binders  | \$11.50 each               |
| e.   | Web Search and Retrieval Software for the Code of Ordinances                                      |                            |
|      | <u>Documents on the Web:</u>  |                            |
| i.   | Build Code of Ordinances into Web based software first year price                                 | \$850.00                   |
| ii.  | Future Supplements of the Code on the Web (cost is included in editing charge for printed pages): |                            |
|      | • Annual update      • Six month updates  |                            |
|      | • Quarterly updates      • Monthly updates  |                            |
|      | (assumes Web update is in conjunction with printed supplement)                                    |                            |
| iii. | Phone Support   | No Extra Charge            |
|      | <u>Optional Services:</u>   |                            |
| i.   | On-Site Installation & Training (not necessary)   | \$695.00/day + travel      |
| ii.  | Additional Flash-drives   | \$65 each                  |
| iii. | Additional CD's   | \$50 each                  |
| iv.  | Downloadable version  | No charge                  |
| f.   | Code on the Web (after initial build and conversion for the Web)                                  | \$495.00 per year          |
| g.   | Access and Search other codes on American Legal Publishing's Website                              | No charge                  |
| h.   | Advance Legislative Service   | \$7.00 per ordinance       |
| i.   | New Ordinance Notification Service  | \$5.00 per ordinance       |
| j.   | Comprehensive Ordinance List  | \$10.00 per ordinance      |



- k. History Linking of the Ordinance \$10.00 per ordinance
- l. Definition Links Service \$95.00 an hour
- m. Archived Codes Online Service \$45.00 each supplement with maximum yearly \$300.00 fee
- n. Custom Banner Service Price T. B. D.
- p. Online Meeting Minutes 75¢ per page

**V. Terms (can be budgeted over two fiscal years)**

- i. Forty Percent (40%) due upon acceptance of this agreement.
- ii. Forty Percent (40%) due after receiving and reviewing the legal report.
- iii. Balance due 30 days after delivery of the completed code.

## **CODIFICATION AGREEMENT**

October 30, 2019

The City of West Branch, a municipal corporation in the State of Michigan ("Municipality") and American Legal Publishing Corporation, ("Publisher"), an Ohio corporation, agree as follows:

### **I. THE PUBLISHER SHALL:**

- (1) Examine the Municipality's Charter (if any), and prior code of ordinances (if any), and all ordinances or resolutions provided by the Municipality and determine which materials are to be codified.
- (2) Utilize its staff of attorneys to review all materials to be codified and prepare a written report for the municipal attorney.
  - (a) The report may include notice of and suggestions for resolving the following:

Apparent conflicts with referenced state and federal statutes and administrative regulations;

Repealed, renumbered, or obsolete state and federal statutes and administrative regulations;

Apparent conflicts with prominent federal case law; and Internal discrepancies such as duplications, ambiguities, and obsolete terminology.
  - (b) Suggest new provisions which the Municipality should consider including in the new code, and delete old provisions which are no longer necessary or which might be improper or unlawful.
  - (c) The review will not involve re-drafting of entire chapters by the Publisher. However, the Publisher will provide model ordinances to the Municipality upon request if available.
  - (d) At the option of the municipality, hold a manuscript conference with municipal representatives to review the report. The Municipality will not be billed for time of the American Legal staff attorney if it chooses this option, but will be billed for travel expenses.

Note: The review performed by the Publisher should not be considered as a substitute for the competent advice of your Municipal Attorney, especially based on his/her in-depth knowledge of the municipal practices and procedures, and American Legal Publishing is in no way assuming the role of attorney for the municipality. Land Use sections of the code are especially specific to the locality and are thus only subject to cursory review and comparison with the rest of the code. (A sample Report is attached to indicate the type of comments that are likely to be contained in the report for West Branch.)

- (3) Classify all ordinances and resolutions which are of a general and permanent nature into titles, chapters, and sections, according to subject matter.
- (4) Make changes to effect uniformity of style and to correct typographical and spelling errors, grammar, and usage. Substantive changes shall not be made in the wording of the ordinances. Suggestions for additions or changes in the ordinances will be submitted to the Municipal Attorney.

(5) Prepare:

- (a) Title, chapter, and section headings.
  - (b) A table of contents and sectional analysis for each chapter.
  - (c) A legislative history for each section, citing the ordinance number and date of passage, as indicated on copies of ordinances supplied to the Publisher.
  - (d) Statutory cross-references to sections of the state statutes and to other pertinent parts of the Code where applicable. These references shall appear at the end of the section to which they apply.
  - (e) Tables of Special Ordinances listing chronologically those ordinances in certain subject areas that the Municipality finds to be pertinent.
  - (f) Parallel Reference Tables showing:
    - 1. The disposition of ordinances (in numeric sequence) included in the codification (Ordinance to Code).
    - 2. A listing of code sections based on state statutes (Statute to Code).
    - 3. A listing of prior code sections incorporated into the new code if applicable (Old Code to New Code).
  - (g) An index (which will be created after the first draft of the Code is submitted).
- (6) Provide the Municipality with model or sample ordinances when available and upon request, at no additional charge.
- (7) Deliver to the Municipality, within 8 months from receipt of the materials deemed necessary by the Publisher to begin the codification (prior code, ordinances and new code questionnaire), one copy of a draft of the Code for the Municipality's examination.
- (8) If necessary, hold a conference to make final corrections, additions, and deletions to the Code. The Municipality will be billed for the travel expenses of the American Legal staff attorney. The Municipality may present changes to pages of the draft at the conference. After the final conference, no additional changes are to be made. Any further changes, additions, or deletions shall be made in the future supplements to the Code in accordance with III(3) of this Agreement. When the draft, and any changes thereto made by the Municipality, is returned to the Publisher, such return of the draft shall be deemed final authorization by the Municipality to publish the Code as returned. If additional conferences are requested by the Municipality which require the travel of a member of the staff of the Publisher, then the Municipality shall be advised what the additional cost, if any, for such conference will be.
- (9) Deliver to the Municipality, within 3 months of receipt of the corrected draft, 10 printed copies of the Code meeting the following specifications:
- (a) Type to be single or dual column, at the option of the Municipality
  - (b) Page size to be 8½" x 11"
  - (c) Printed on high quality paper

- (d) All copies to be in hard-covered, 3-ring, loose leaf binders. All binders shall have the Municipality's name stamped in gold and shall contain divider tabs.

(10) Provide a sample adopting ordinance to the Municipality.

## II. THE MUNICIPALITY SHALL:

- (1) The Municipality will provide clear copies of all materials necessary to perform the codification, including an up to date copy of any previously published code of ordinances, copies of ordinances and pertinent resolutions not previously codified, and a completed New Code Questionnaire (provided by the Publisher). (If the Municipality provides meeting minutes to the Publisher to review for legislation contained therein rather than actual ordinances or resolutions, there will be an additional charge of \$45.00 an hour to extract ordinances or resolutions from the minutes for use in the new code.)
- (2) After receipt of the draft of the code and legal report described in paragraph I (2), the Municipality shall have 90 days to review the draft and report and to return to the Publisher its comments about the draft and its answers to the legal report. In the alternative, if the Municipality opts for the legal conference described in paragraph I (9), it must contact the Publisher within 90 days to set up a meeting date. The meeting, itself, need not occur within the same 90 day period. If the Municipality fails to either return its comments and answers to the legal report within 90 days or, if applicable, to set up a meeting date, the Municipality may request that the Publisher extend the deadline in writing. The Publisher may adjust the contract price to cover any increased costs due to the Municipality's delay.
- (3) The Publisher agrees to include in the final version of the Code all ordinances adopted by the Municipality up to the time the manuscript is originally due back to the Publisher under the provisions of (2) above. The Municipality agrees that any ordinances adopted after this date shall be included at the Publishers' supplement rates (as set out in paragraph III(3)(b)) at the time of the inclusion of these ordinances into the code.
- (4) (a) Pay to the Publisher for shipping of the final code order as a base price, the sum of \$11,500.00 for its services set out in Section I, payable as follows:
  - i. Forty Percent (40%) due upon acceptance of this agreement.
  - ii. Forty Percent (40%) due after receiving and reviewing the legal report.
  - iii. Balance due 30 days after delivery of the completed code.

If the code page contains an image (diagram, photograph, chart, graph, etc.) or table, there is an additional \$10.00 per page rate.

- (b) The price above is based upon a code of the following number of pages according to the format option chosen by the Municipality. Should the final page count of the code be more pages than this estimate, the base price will increase accordingly at the time of the final invoice:

FORMAT	NUMBER OF PAGES	INCREASE
8½" x 11" Single-column page	550	\$18.00 per page
8½" x 11" Dual-column page	425	\$22.00 per page

- (5) Pay any invoices within 30 days of the invoice date. Invoices outstanding beyond the 30 day period shall be subject to a late payment equal to 1.5% of the unpaid balance per month, or part thereof.

### III. OPTIONAL SERVICES.

The Municipality, by the initials of the person executing the agreement on its behalf, exercises the following options:

INITIAL

(1) Code Format: (Initial one only)

(a) Single-column format \_\_\_\_\_

(b) Dual-column format \_\_\_\_\_

(2) Additional Copies of Code: number of copies \_\_\_\_\_ (with binders: Yes or No) \_\_\_\_\_

The Municipality may purchase additional codes at (*circle one*): \$100.00 per copy or \$80.00 without a binder.

(3) Five year supplemental service plan: \_\_\_\_\_

For a period of five years after delivery of the code:

(a) The Publisher shall:

1. Incorporate into the code new pertinent ordinances submitted by the Municipality.
2. Revise or make additional entries to the table of contents, parallel reference tables, and index as necessary to reflect the incorporation of additional, changed or deleted material.
3. Within 45 days, deliver to the Municipality 10 printed copies of supplemental pages with an instruction sheet for directing the placement of the new pages in the code.

(b) The Municipality shall:

1. Provide a copy of ordinances or resolutions passed subsequent to publication of the previous code supplement;
2. Pay to the Publisher the sum of \$19.50 per reprinted single column page or \$23.00 per reprinted dual column page, plus shipping and handling.

The prices above are for a five-year period and cannot be changed except for adjustments in the second, third, fourth, and fifth years of this agreement to reflect any decrease or increase in the United States Consumer Price Index calculable from the month of delivery of the Code.

If the code page contains an image (diagram, photograph, graph, etc.) or table, there is an additional \$10.00 per page charge.

- (c) Upon completion of the five-year period, this agreement shall automatically renew itself from year to year except that either party may alter or cancel the terms of this agreement at any time upon ninety days written notice.

(4) Code on CD-ROM (word processing program): \_\_\_\_\_

At no additional charge, the Publisher will provide the code on CD-ROM in one of the following formats (*circle one*): WordPerfect or Microsoft Word compatible

(5) Subscribers Service:

The Publisher will operate a subscription service upon the Municipality's request as follows:

- (a) After the Publisher determines production cost and shipping and handling charges, the Municipality has the right to set the total price of the codes for the subscribers. The difference will be credited to the Municipality's future supplement invoices.
- (b) Subscribers can be charged in advance or at time of shipment if they wish to subscribe to the supplements. The total cost for this subscription will be for a year's worth of supplements.
- (c) Subscribers of the complete code will be required to pay in advance of shipment by check or credit card.
- (d) The Publisher will incur all mailing costs for the marketing of the code. Order forms with an announcement of the codes and supplement service availability will be included in this mailing.
- (e) Any law firms, realtors, businesses, libraries or other interested parties contacted may inquire about code orders by using the Publisher's toll-free number.
- (f) The Publisher will print subscribers' orders as needed, and will not require the Municipality to either pre-purchase copies or store extra copies.

(6) Pamphlets:

- (a) Pamphlets, sized for 8½" x 11" copy, containing component parts of a Code, with a cardstock cover, may be ordered: *(circle desired topic and insert number of copies):*

Charter	# of copies	_____
Traffic/General Offenses Code	# of copies	_____
Zoning Code	# of copies	_____
Subdivision	# of copies	_____
All Land Use Regulations	# of copies	_____
Other _____	# of copies	_____

- (b) Cost:
  - 1-50 copies of pamphlet — .075 per printed page
  - 51-99 copies of pamphlet — .070 per printed page
  - 100 or more copies of pamphlet — .065 per printed page

- (c) Optional 3-ring pamphlet binders (\$11.50 each) \_\_\_\_\_

- (d) Pocket sized pamphlets are available at rates to be agreed upon.

(7) Web Based Search and Retrieval Program:

- (a) The Publisher shall build the Municipality's code that can be placed on the Web and on the Publisher's website with a link to the Municipality's site for \$850.00 first year. \_\_\_\_\_

- (b) Additional Copies of the Code Downloadable, Flash-drive, or CD-Rom:

Downloadable version from our FTP or Dropbox account at no charge \_\_\_\_\_

Flash-drive version of the code  
(\$60.00 each; \$25.00 to receive the updated code on a flash-drive in the future) \_\_\_\_\_

# \_\_\_\_\_ of additional flash-drives

Additional CD's (\$50 each; \$10 to receive updated CD in future) \_\_\_\_\_

# \_\_\_\_\_ of CD's

(c) Future Web Supplements of the Code (cost is included in editing charge for printed pages): \_\_\_\_\_

Printed Book Updates: \_\_\_\_\_ annually \_\_\_\_\_ six months \_\_\_\_\_ quarterly \_\_\_\_\_ as ordinances pass

Internet Updates: \_\_\_\_\_ annually \_\_\_\_\_ six months \_\_\_\_\_ quarterly \_\_\_\_\_ as ordinances pass

(d) Optional On-Site Installation & Training (not necessary) \_\_\_\_\_  
at \$695.00/day + Travel Expenses.

(e) Code on the Web (after initial build and conversion the first year) at \$495.00 per year. \_\_\_\_\_

(f) Access and Search other codes on American Legal Publishing's Website No charge

(g) Advance Legislative Service (PDF): As new ordinances are passed they will be added to the New Ordinance List. This list will have the latest ordinances listed by date passed. Once ordinances are supplemented this list will be cleared. An ordinance can post on the same day. The cost for this service is \$7.00 per ordinance. If the entire ordinance needs to stay online then chose our other service called Comprehensive Ordinance List. \_\_\_\_\_

(h) New Ordinance Notification Service: As new ordinances are passed, American Legal will place a New Ordinance Notice that this code section has been amended. Once the ordinance is supplemented into the code of ordinances the Notice will be removed. The cost for this service is \$5.00 per notice. This service is usually combine this service with the Advance legislative Service or the Comprehensive Ordinance List. \_\_\_\_\_

(i) Comprehensive Ordinance List: As new ordinances are passed they will be added to the Comprehensive Ordinance List. This list will have the latest ordinances listed by year. The ordinances will be highlighted in yellow until they are added to the code book. All ordinances can be listed, even ones that are not usually codified such as annexation, variances, budget, and other miscellaneous ordinances. The ordinance is linked to a pdf copy of the original ordinance. The price for this service is \$10.00 an ordinance. If you store the ordinances on the City website there is no storage cost. If ordinances are stored on ALP website a price will be determined each year based on the number of ordinances stored on American Legal Publishing's site. Initially the cost will be \$50.00 per year for storage. \_\_\_\_\_

(j) History Linking to Original Ordinance: American Legal Publishing can link a PDF version of your original ordinance to the history section of your code. The cost for this service is \$10.00 ordinance. \_\_\_\_\_

(k) Definition Links Service: American Legal will build defined term links or pop up boxes to any word requested by the City. Many counties like this service so that a user can see the definition of the word without going back to the defined terms section of the code. This service is available for the Code of Ordinances and the Land Development Code. The cost for this service is \$95.00 an hour. \_\_\_\_\_

- (l) Archived Codes Online Service: American Legal Publishing can store previous versions of your code and or supplements online for research purposes. The cost for this service is \$75.00 each supplement. \_\_\_\_\_
- (m) Translation Software Services: American Legal can place your code of ordinances in 90 languages for one low annual fee of \$95.00 a year. This service will allow citizens to view and read the code in many different languages. \_\_\_\_\_
- (n) Custom Banner Services: American Legal can make your online code look just like the counties website. The cost for this service is based on the files that are provided by the City. The one time fee is anywhere from \$200.00 and up. Please send the files for an actual price. \_\_\_\_\_
- (o) Online Meeting Minutes Service: American Legal can store meeting minutes as well as other documents online. Your minutes, resolutions, contracts, annexations can all be placed online and indexed from 75 cents to \$2.00 a page. Please send sample for an actual price. \_\_\_\_\_

#### **IV. TRANSMITTAL AS OFFER.**

The transmittal of this Agreement to the Municipality is an offer by the Publisher to perform the stated services at the prices and terms referenced within the Agreement. This offer will expire if not executed by the Municipality by January 30, 2020, unless such date is extended in writing by the Publisher.

IN WITNESS WHEREOF the parties to this contract have hereunto set their hands on the date(s) indicated:

City of West Branch, Michigan

American Legal Publishing Corporation

By \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Title Ray Bollhauer, Vice President

Date \_\_\_\_\_

Date \_\_\_\_\_



## CHAPTER 71: TRAFFIC REGULATIONS

### Section

#### *General Provisions*

- 71.01 Speed limit in city alleys
- 71.02 Operation of motor vehicles on unpaved public or private property prohibited

#### *Motorcycles; Motor Scooters and Motor Bikes*

- 71.25 Safety helmet or headgear required
- 71.26 Operator's permit required

- 71.99 Penalty

#### *Cross-reference:*

*Speed limits on designated streets, see Chapter 76, Schedule I*

*Citations for traffic and parking violations, see §§ 72.150 through 72.157*

### **GENERAL PROVISIONS**

#### **§ 71.01 SPEED LIMIT IN CITY ALLEYS.**

(A) For purposes of this chapter an **ALLEY** shall mean every street or way within a block, which is set apart for public use, vehicular traffic and local convenience. (72 Code, § 34-4)

(B) No person shall drive a motor vehicle upon any alley in the city at a speed in excess of ten miles per hour. (72 Code, § 34-5)

(Ord. 2087, passed 2-5-80; Am. Ord. O-87-72, passed 12-23-87) Penalty, see § 71.99

#### **§ 71.02 OPERATION OF MOTOR VEHICLES ON UNPAVED PUBLIC OR PRIVATE PROPERTY PROHIBITED.**

(A) It shall be unlawful for any person to operate a motor vehicle, as defined by the Florida Uniform Traffic Control Law, F.S. Chapter 316, as may be amended from time to time, on any unpaved public property, or on any paved or unpaved shoulder of a public road.

## CHAPTER 71: TRAFFIC REGULATIONS

### Section

#### *General Provisions*

- 71.01 Speed limit in city alleys
- 71.02 Operation of motor vehicles on unpaved public or private property prohibited

#### *Motorcycles; Motor Scooters and Motor Bikes*

- 71.25 Safety helmet or headgear required
- 71.26 Operator's permit required
- 71.99 Penalty

#### **Cross-reference:**

*Speed limits on designated streets, see Chapter 76, Schedule I*

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### **GENERAL PROVISIONS**

#### **§ 71.01 SPEED LIMIT IN CITY ALLEYS.**

(A) For purposes of this chapter an **ALLEY** shall mean every street or way within a block, which is set apart for public use, vehicular traffic and local convenience. ('72 Code, § 34-4)

(B) No person shall drive a motor vehicle upon any alley in the city at a speed in excess of ten miles per hour. ('72 Code, § 34-5)  
(Ord. 2087, passed 2-5-80; Am. Ord. O-87-72, passed 12-23-87) Penalty, see § 71.99

#### **§ 71.02 OPERATION OF MOTOR VEHICLES ON UNPAVED PUBLIC OR PRIVATE PROPERTY PROHIBITED.**

(A) It shall be unlawful for any person to operate a motor vehicle, as defined by the Florida Uniform Traffic Control Law, F.S. Chapter 316, as may be amended from time to time, on any unpaved public property, or on any paved or unpaved shoulder of a public road.

(B) It shall be unlawful for any person to operate a motor vehicle on any unpaved private property, not owned by the operator or his immediate family, without the express written consent of the owner, lessee, tenant or other person entitled to possession and use of such premises; said written consent to be carried on the operator's person.

(C) The foregoing provisions shall not apply to the following:

- (1) A licensed and franchised public utility in the conduct of its business;
- (2) Any federal, state or local governmental agency;
- (3) Any licensed emergency vehicle;
- (4) Any situation where such operation is necessary to avoid collision with other traffic;
- (5) Where such operation is in compliance with other laws or the directions of a law enforcement officer or official traffic-control devices.  
(('72 Code, § 34-13) (Ord. O-73-51, passed 6-27-73) Penalty, see § 71.99

## **AMERICAN LEGAL PUBLISHING CORPORATION SEARCH & RETRIEVAL ONLINE SOFTWARE**

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Following is information on online search and retrieval program American Legal offers. Our open source software allows you to create electronic text as well as access any section, word, or reference in that text (i.e. your code or meeting minutes) instantaneously. The software also provides you with a complete word index. Every word in your code is catalogued.

With our software you can conduct searches by word, phrase, section number, date, or anything you want. You can also perform stem searches when you are not sure of the ending of the words you want to find (e.g. go% = going, gone, went, etc.) proximity searches (e.g. find "penalty within 5 words of jail"), and more. You can also do searches by title, chapter, table of contents, and in multiple infobases (such as in the Code of Ordinances, Charter, Council Minutes, and anything else in the Web format) at the same time. Additionally, our software allows each user to customize his or her version by creating a shadow file with color and style highlights, bookmarks, notes, and pop-up links within the text without affecting the original text.

**American Legal Publishing can provide your  
Code and other material online, downloadable, on a flash drive, on we still offer  
the materials on a CD-ROM.**

## SAMPLE SEARCHES ONLINE

Search	Result	Example of Findings
21 years of age	finds every paragraph in the code in which 21 and the words: years, of, age appear	1) 21 years of age 2) age of 21 years
"21 years of age"	finds only the exact phrase "21 years of age"	1) 21 years of age
21 or 18 years of age	finds every place where either 21 years or 18 years of age appears in the code	1) 21 years of age 2) age of 21 years 3) 18 years of age 4) age of 18 years
"21 18"@5	finds every place in the code where 21 and 18 appear within five words of each other	1) anyone between the age of 18 to 21... 2) the prior age of majority of 18 has been changed to 21
go%	finds all words which are variations	1) go 2) gone 3) going 4) went
good\$	finds synonyms	1) good 2) advantage 3) benefit 4) usefulness
council*	finds all words beginning with "council"	1) council 2) council's 3) councilman 4) councilwoman 5) councilmember

**JUMP LINKS** - when clicked on, they will take you directly to another section of the code. For example, clicking on the link [Penalty, see § 70.99](#) (underlined and in green) following a section, will take you directly to that penalty section.

**SHADOW FILE** (customized by the user; secures integrity of main data):

Shadow files allow each user to highlight phrases in the computer version of the code for emphasis just as can be done with a printed version of the code. Each user can also add personal notations to the code which do not affect the actual text of the code.

# Ordinance Codification

## Codification

The codification – or organization – of ordinances is an essential part of the governmental function. It provides both local governments and citizens with a body of current, enforceable laws, in a way that makes the code easy to use and reference.

To meet this important obligation, American Legal Publishing will partner with you through each phase of the codification process.

## Ordinance Review

The first step is to review your ordinances and resolutions to determine what provisions are of a general and permanent nature and have not been repealed or superceded by more recent legislation. Once identified, these materials are included in the code.

## Organization

Logically organizing your materials is critical to ensure that the code is easy to use. Each code typically includes:

### Table of contents

Charter, if applicable

Body of the code divided into the following titles:

Administration

Public Works

Traffic Code (including traffic and parking schedules)

General Regulations

Business Regulations

General/Criminal Offenses

Land Usage

Table of Special Ordinances that contains a summary of ordinances such as:

Annexations

Easements

Franchises

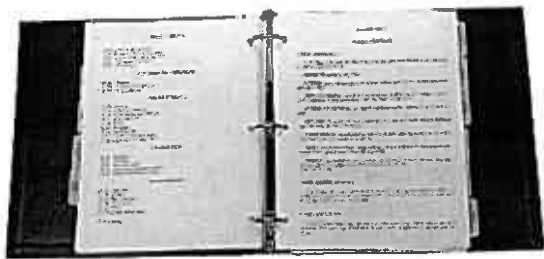
Sale and Purchase of Real Property

Street and Alley Vacations

Zoning Map Changes

Parallel References Table that lists references to prior code sections, state law cited in the code, municipal ordinances and resolutions

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## Services

Why Codify?

Ordinance Codification

Supplementation

Electronic and Internet Publishing

Zoning and Unified Development Codes

Basic Codes

Large City Services

Meeting Minutes

Roberts Rules

## Editorial and Legal Review

[ps://www.amlegal.com/codification-services/ord-codification/](https://www.amlegal.com/codification-services/ord-codification/)

code to point out inconsistencies in your ordinances and to ensure that your provisions conform with state statutes and major federal laws.

## Draft, Review and Final Production

Once our extensive review of your code is complete, a draft is provided for your review. This phase gives you the opportunity to review the layout and organization of the code, accept or reject our suggested changes, and make any other changes to the code that you find appropriate. This is also your chance to add any legislation that has been passed since the beginning of the project.

Then, after you have completed your review of the draft and provided us with any changes in response to our recommendations in the editorial and legal report, we will incorporate the changes and prepare the code for final publication.

## Ordinance Drafting Guidelines

Attached are guidelines to assist municipalities in drafting new ordinances. [Drafting Guidelines](#)

## Code Online and on CD

When the code is completed, we can post it online and make it mobile accessible in a searchable format for all of your residents to view. We can also provide it to you on CD in various formats, including MS Word, WordPerfect, PDF and the Folio VIEWS search program.



One West Fourth St.  
Suite 300  
Cincinnati, OH 45202

Phone: 800.445.5588  
Fax: 513.763.3562

[sales@amlegal.com](mailto:sales@amlegal.com)

## Serving big cities and small towns since 1934

American Legal Publishing provides a full range of services to municipalities and counties of all sizes, including ordinance codification and supplementation, CD-ROM publishing, Internet hosting and much more!

Since 1934, more than 2,500 municipalities and counties have depended on American Legal Publishing to publish, supplement, and distribute their Codes of Ordinances. Our reputation for high quality editing, our professional staff of attorneys, our experienced editors, and our friendly customer service has made us the leader in local government publishing.

# **municode**

★  
**CONNECTING YOU & YOUR COMMUNITY**

## **CODIFICATION, SUPPLEMENTATION AND ONLINE CODE HOSTING SERVICES**

**Quote for West Branch, Michigan**

*November 6, 2019*



**Tracy Stevanov**  
Midwest Territory Account Manager  
Phone 800-262-2633 ext. 1383  
Email [tstevanov@municode.com](mailto:tstevanov@municode.com)  
PO Box 2235 Tallahassee, FL 32316

**GovTech  
100**

GovTech Top 100 Innovators in  
2016, 2017 & 2018

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CONNECTING YOU & YOUR COMMUNITY

## LETTER OF INTEREST

**municode**

P.O. Box 2235 Tallahassee, FL 32316  
municode.com • 800.262.2633

November 6, 2019

Mr. John Dantzer  
West Branch City Clerk/Treasurer  
121 N. Fourth St.  
West Branch, MI 48661

via email: [clerktreasurer@westbranch.com](mailto:clerktreasurer@westbranch.com)

Mr. Dantzer:

Thank you for speaking with Midwest Account Manager Tracy Stevanov regarding the codification of the City's ordinances. This proposal will provide the scope of services and pricing details for the codification process, which will result in an official Code of Ordinances that is free from internal conflicts and inconsistencies, conforms to the laws of the State of Michigan, and is easily accessible in print and online to staff and citizens alike. Our staff includes 12 in-house professional codification attorneys who have completed hundreds of codification projects nationwide. We will be happy to provide a recent Legal Review Memorandum sample upon request.

With over 68 years of experience, Municode is the oldest and most trusted codifier in the nation. We currently provide codification services to over 4,500 municipalities throughout the United States and host over 3,500 municipal codes online via our code hosting platform, MunicodeNEXT. Whether it's through the legal codification process, full-service or self-service supplementation options, online legislative search tools, meeting management and agenda software, or custom government website design, we have the experience, resources and expertise to provide our local government clients with innovative products, superior technology and excellent customer service. We invite you to visit our corporate website at [www.municode.com](http://www.municode.com) to explore our full suite of government services.



***Municode provide Code publishing services to 299 municipalities in Michigan, including many near West Branch.***

Our Supplement team includes 14 teams of Legal Editors and Proofreaders who are dedicated to providing the most accurate and efficient supplement process possible for the ongoing maintenance of your new code. Our code hosting platform, MunicodeNEXT, is the nation's most advanced, accessible and intuitive website for government codes. Customers who trust Municode with both their online codes and their municipal website enjoy the added benefit of a unified search engine. With a simple button click, you can easily filter your website search results to pull up all matches within your online Code of Ordinances.

To start the codification process, simply make your selections on pages 3-5 of this proposal and fill in and sign the signature page on page 13. If you have any questions, please let us know. In addition to email, Tracy can be reached at 800-262-2633 ext. 1383, and our Vice President of Client Services, Steffanie Rasmussen (800-262-2633 ext. 1148), also welcomes your call at any time. Thank you for the opportunity to submit this proposal. We look forward to speaking with you soon.

Sincerely,



*Dale M. Barstow*

Dale M. Barstow  
Vice President of Sales  
Phone: 800-262-2633 ext. 1225



# EXECUTIVE SUMMARY

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## Codification, Supplementation and Website Hosting

*Logic: Organize your legislation into a logical and comprehensive Code of Ordinances. Engage our full-time attorneys to examine your current body of legislation for legal sufficiency and consistency. Create a Code of Ordinances that is clear, concise and accessible for your staff and citizens. Quickly and efficiently transition your code to the most advanced suite of web/mobile services available in the nation: **MunicodeNEXT**.*

- ★ **Codification** ..... \$8,800<sup>1</sup>  
Timeline ..... 10-12 months

The codification base cost of \$8,800 is based on a 440 page, single column 10-point code (or 497 11-point pages or 550 12-point pages).

A full-time, Municode attorney will legally review the ordinances, not just a code editor. We will research all legislation against the State Constitution, State Law, and the Charter, and ordinances will be compared to Code content to determine if there are inconsistencies or conflicts within the legislation itself. We will suggest a structure and organization for the code and provide a table of contents indicating the recommended structure. We will also provide State Law references within the code and hyperlinks to internal references within the code. We will provide a legal memorandum containing recommended options and conduct a conference to review the memorandum and recommendations. Our team will edit the text of your code to reflect proper grammar and stylistic consistency; create a subject matter index (if elected); create all tables (contents, State Law reference, prior code comparison, and ordinance disposition); and insert graphics into the printed and electronic versions of the code. A draft code will be provided to you for final review prior to printing and shipment.

- ★ **Supplement Service** (single column per page rate) ..... \$18  
Municode does not charge an extra fee for posting supplements online or printing your supplement pages. All of these services are already included in your supplement per page rate.
- ★ **Online hosting = MunicodeNEXT! First year no charge, then** ..... \$450<sup>2</sup>  
The online code is only \$450 for our standard service. If you want to further enhance the transparency of your online code, you can upgrade to the MyMunicode bundle for only \$1,195 annually, **with the first year provided at no charge!**

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<sup>1</sup> Please see page 3 for additional pricing details.

<sup>2</sup> Please see page 5 for additional features and pricing available on our MunicodeNEXT platform.

- Page 3

# SUPPLEMENTATION QUOTATION SHEET

## Supplement Service Base Page Rate<sup>8</sup>

Page Format	Base Page Rate
Single Column	\$18 per page

### Base page rate above includes:

- ★ Acknowledgement of material
- ★ Data conversion, as necessary
- ★ Editorial work
- ★ Proofreading
- ★ Updating the index (if elected)
- ★ Schedule as selected by you<sup>9</sup>
- ★ Updating electronic versions<sup>10</sup> and online code
- ★ Printing 15 copies

### Base page rate above excludes:

- ★ Freight
- ★ State sales tax
- ★ Images, Graphics<sup>11</sup> & tabular<sup>12</sup> matter, each
- ★ MyMunicode or online code

Actual  
If applicable  
\$10  
Selections on page 5

### Electronic media options for Code of Ordinances (sent via download)<sup>13</sup>

- |   |                                       |
|---|---------------------------------------|
| <input type="checkbox"/> Folio Bound Views            | \$295 initially then \$100 per update |
| <input type="checkbox"/> WORD (DOCX)                  | \$150 initially then \$75 per update  |
| <input type="checkbox"/> Adobe PDF of the code        | \$150 initially then \$75 per update  |
| <input type="checkbox"/> Adobe PDF of each supplement | \$150 initially then \$75 per update  |

Invoices for Supplements and Additional Services will be submitted upon shipment of project(s).

<sup>8</sup> All prices quoted in this section may be increased annually in accordance with the Consumer Price Index – Bureau of Labor Statistics.

<sup>9</sup> Schedule for supplements can be weekly, bi-weekly, monthly, bi-monthly, quarterly, tri-annual, semi-annual, annual or upon authorization. Electronic updates can occur more frequently than printed supplements.

<sup>10</sup> We do not charge a per page rate for updating the internet; however, a handling fee is charged for PDF, Word, Folio or additional electronic media items ordered.

<sup>11</sup> Includes printing of all copies.

<sup>12</sup> Tabular matter is defined as tables, algebraic formula, or other materials that require special programs or extra editorial time to modify and prepare for inclusion in an update.


<sup>13</sup> "delivery" is defined as making updated electronic data available to you via download or FTP. Fee applies whenever content is delivered as PDF, Folio or Word, via one of the aforementioned mediums.

# WEBSITE HOSTING QUOTATION SHEET (MunicodeNEXT)



Online features can be purchased on an a la carte basis, or through our MyMunicode bundle for the best value. Please visit our online library of over 3,500 codes on MunicodeNEXT [here](#). You can learn more about our standard and premium online services [here](#).

Please check the appropriate box (es) to indicate your selection:

## STANDARD WEB HOSTING

- ☐ **Online Code = MunicodeNEXT**, annually  **\$450**  
Mobile friendly site. Full functionality and optimal screen resolution on all devices. In-line images & scrolling tables & charts. Narrow, Pinpoint & Advanced (including Boolean) Searching. Previous and Hit buttons, Persistent breadcrumb trail. Print or Save as formatted WORD (DOCX). Google Translate supports over 90 languages. Social Media/Email. Share links to sections via email, Facebook, Twitter, etc.


## OPTIONAL SERVICES

- ☐ **CodeBank** annually **\$150**  
Permanent online collection of previous versions of the code.
- ☐ **OrdBank** annually (or per ordinance)  **\$315**  
☐ Permanent online collection of ordinances with hyperlinks from history notes, supplement history table, and code comparative table to ordinances. Applies to amendatory (included) ordinances only. **(\$35)**
- ☐ **OrdBank + OrdLink** annually (or per ordinance) **\$415**  
Provides hyperlinks from newly adopted amendatory legislation to sections of the code that will be amended. **(\$60)**
- ☐ **CodeBank Compare + eNotify**<sup>14</sup> annually  **\$250**  
Compare any two versions of your online code (starting with the first Municode supplement). Notify provides readers email updates each time the code is updated.
- ☐ **MuniPRO** Service annually **\$295**  
Search over 3,500 online codes/ordinances. Attach notes to codes and drafts of new legislation.
- ☐ **Custom Banner** one-time fee **\$250**  
Customize MunicodeNEXT to match the look of your website.
- ☐ **MuniDocs**<sup>15</sup> annually, upgraded self-loading capabilities – *first 3 months service at no charge!* **\$350**<sup>16</sup>  
Host any other municipal documents in a fully searchable format, including Minutes, Agendas, Resolutions, Budgets and more for self-loading to the MuniDocs platform!

## My Municode - Value Pricing!

- ☐ **MyMunicode** annually **\$1,195**<sup>17</sup>  
Includes MunicodeNEXT (Online Code), OrdBank, CodeBank, CodeBank Compare + eNotify, MuniPRO, and Custom Banner

## RECOMMENDED ADDITIONAL SERVICES (See pages 11 & 12 to review additional services)

- ☐ **MunicodeMEETINGS** Agenda Management Software, annually  **\$2,400**  
Cloud-based agenda meeting management system. Streamlines and automates agenda process. Increases agenda process visibility, easy agenda updates, approval workflow, live council voting & roll call, email notifications, a unified document search and automated approval routing.

<sup>14</sup> Enrollment in CodeBank is required in order to receive the CodeBank Compare/eNotify technology.

<sup>15</sup> Your MuniDocs files can also serve as storage for archived ordinances within the MuniDocs platform. Unlike our online OrdBank feature, these self-loaded archived ordinances will not be linked to the legislation within the online Code. All ordinances for codification and all ordinances for linking via our OrdBank feature can be emailed to us at [ords@municode.com](mailto:ords@municode.com).

<sup>16</sup> Includes up to 25 GB storage. Quote for additional storage is available upon request.

<sup>17</sup> Total value if each item were to be purchased a la carte would be approximately \$1,460 per year with participation in our OrdBank service.

## COMPANY PROFILE

### History, Mission, and Team

With over 68 years of experience, Municode's mission is to connect public sector organizations with their communities. Our solutions promote transparency and efficiency - such as custom website design, meeting and agenda management, the legal codification process, and our robust suite of online legislative search tools.

Municode partners with more than 4,500 government agencies across all fifty states. Municode is a privately-owned corporation and is financially sound with no debt. Our leadership focuses on improving Municode through investments in its people and its technology. Our culture is conducive to the longevity of our employees; Our clients can establish a long-term partnership with our experienced and stable workforce.



Municode is home to over 160 employees (most of whom enjoy a 10+ year tenure). Our headquarters in Tallahassee, Florida includes four buildings totaling 56,000 square feet. Our West Coast office is located just south of Portland in Lake Oswego, Oregon. We also have individual team members working in several states across the country.



### Our Vision: Simple, Seamless Integration

Our vision is to create seamless integration between our service offerings. The goal is to reduce staff workload, while at the same time, increasing the ability for municipalities to connect with their communities.

The following example integration points are either in place today or envisioned in our future strategic roadmap.

- Unified search across all platforms (website, meetings, online codes)
- Auto-publish agendas and minutes from the Meetings platform to the Website
- Ordinance auto-publishing from the Meetings platform to your online code, queued for supplementation, Code of ordinance cross-references to legislative voting history, minutes, and video/audio



# SCOPE OF SERVICES

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## Codification & Publication Summary

During the codification process, the attorney assigned to your project will organize and examine all ordinances and code related material in order to produce a Code of Ordinances that it is free from conflicts and inconsistencies and conforms to the laws of the State of Michigan. Your Municode attorney will be available to consult with you and your staff at any time during the codification process. This personal dialogue ensures that your code will accurately reflect the intent of your ordinances and the unique needs of your community. The complete process is outlined below.

**Ordinances.** All legislation of a general and permanent nature, passed in final form by you as of the cutoff date established by you and your Municode attorney, will be included in the code. All material that we receive will be acknowledged via e-mail, in order to establish a record of included ordinances. Legislation not of a general and permanent nature will be omitted from the code unless otherwise instructed by you. Notations can be added in the code to reference legislation adopted by reference, if elected.

**Attorney Analysis and Review of Material.** Your Municode attorney, along with his/her team of legal editors, proofreaders and indexers will be assigned to this project. Our legal team will research all legislation submitted by you to ensure conformity with state statutes. The ordinances will also be compared to Code content in order to determine if there are any inconsistencies or conflicts within the legislation itself. Ordinances enacted, or added, subsequent to the date of this agreement, or items not contemplated within the scope of service, may be included later at an agreed upon page rate. We will suggest a structure and organization for the code and provide a Table of Contents indicating the recommended structure.

**Page Format Options.** We will work with you to determine the desired formatting and style of the new code, and will review page composition format options, such as font type, font size, page layout, and graphics appearance and placement with you. We will help you choose a format that produces a professional document that is easily researched.

**References.** We will provide State Law References within the code. Editorial notes will be provided as appropriate. Internal references within the code will be hyperlinked in the online version.

**Legal Memorandum.** We will provide you with a user-friendly Legal Memorandum containing all of our analyses and recommendations. This memorandum will reflect our attorney's Legal Review and will provide you with recommended options intended to remove conflicts and inconsistencies; conform to State Law, when appropriate; and ensure compliance with your charter. This approach facilitates collaboration and dissemination among departments, thus making the process as easy for you as possible. Our goal is to make the codification process simple and smooth for you.

**Conference.** Within 30 days of your receipt of the Legal Memorandum, we will conduct a conference, either in person or via telephone or webinar, to review the Legal Memorandum and our recommendations. All interested personnel may be included, but your attorney and clerk are essential. Issues discovered during the legal research will be discussed at the conference, with the goal of the conference being to come to agreement on any required changes. Your attorney has the final decision-making authority for resolution of issues brought up at the conference or noted in the Legal Memorandum.

**Editing and Proofreading.** Our team will edit the text of your code to reflect proper grammar and stylistic consistency. We will not reword any provision that changes the substantive intent of the code, unless you approve the revision. However, non-substantive revisions to improve readability are a part of the process. We will proofread your code. The text will be reviewed for sense and structure and to ensure the implementation of the decisions by your attorney and our attorney.

**Index, Graphics and Tables.** Our team will create a hierarchical, subject matter Index (if elected) and all tables (contents, State Law Reference, prior code comparison and ordinance disposition) for your code as necessitated by the materials provided. We will insert the graphics you have provided into the printed and electronic versions of the code.

**Post Conference Code Draft.** After editing and proofreading, a post-conference Code Draft incorporating solutions captured in the Legal Memorandum and agreed upon at the legal conference will be delivered to you for final review prior to printing and shipping. We guarantee typographical correctness. Any errors attributable to

our team will be corrected at no charge during the term of this agreement. After the code draft is provided additional material can be added to the project for an additional charge.

**Adopting Ordinance.** Our attorney will provide an adopting ordinance upon completion of the codification.

**Printing and Binding.** We will print your new code on high quality acid-free paper, with an SFI (Sustainable Forest Initiative) certification. These copies will be housed in heavy duty, 3-post leatherette binders (with 4 color choices), name-stamped on the front and spine of each binder. Divider tabs for each major section of the code and index (if elected) will also be provided.

The time frame for completion of the codification project is within **10 to 12 months**, excepting any delays occasioned by the City. Adhering to an established schedule of deadlines is critical to the success of this project and will ensure the contents of the Legal Memorandum remain current and complete at the time the Code is adopted and published. To ensure a successful project completion, it's important that a conference is held to discuss the findings of the Legal Memorandum within 30 days of its receipt, and that the subsequent Code Draft we provide be returned within 45 days with any revisions noted. If the Code draft is not returned within 45 days, additional update fees may apply.

Your participation in the Scope of Services for Codification & Publication of the code is anticipated to be as follows:

#### **Codification and Publication**

- ★ Provide all ordinances and code material, preferably in WORD format;
- ★ Provide images, graphics and tabular matter, preferably in original format;
- ★ Be available to answer any questions from the Municode Attorney conducting the project;
- ★ Attend the conference to discuss the findings of the Legal Memorandum;
- ★ Work with the Municode Attorney to resolve the findings of the Legal Memorandum;
- ★ Work with Municode to determine the desired formatting and style of the new code;
- ★ Return the draft code to Municode with any revisions noted;
- ★ Adopt the newly codified code.

#### **Supplementation Services**

Municode's full-service supplementation process has been designed for timeliness, efficiency, simplicity and most of all, for our customers' convenience. Supplements can be provided on the schedule of your choice. In addition to printed supplements, we can deliver the updates in Word, PDF and/or Folio formats.

We pride ourselves on a turnaround time of **30 to 35 days for printed supplements** and can provide you with "always up to date" **electronic update services within 10 to 15 days** at the same per page rate quoted for printed supplements. With printed supplementation, the online code is updated within **3 days** after shipping the supplement, and there is no additional fee for this service.

**A recent analysis of our 2018 printed supplement Services indicated an editorial error rate of less than .1%,** which is made possible by our attention to detail, ongoing communication with our clients, and strict quality control checks to ensure we continue to produce the best printed and electronic supplements available in our industry. Any errors attributable to Municode during the preparation, printing and maintenance of the code will be corrected at no cost. The printed supplement process is outlined below:

1. Receipt of new legislation will be acknowledged within 24 hours. Our production support team will record the adoption date, effective date and ordinance number(s) and ensure that all necessary exhibits, tables and graphics are included. You will be advised promptly if any pertinent information is missing from your submission. Your material will then be immediately forwarded to our Supplement team for codification. If our OrdBank service (advance legislation service) is selected, the legislation will be posted online within 48 hours in PDF format as "Adopted Legislation not yet Codified".
2. Editorial Review – Our editorial team will review all ordinances received to determine whether the ordinance should be included in your code; where the ordinance should be placed; whether the ordinance conflicts with your existing code format; what material should be removed from your existing code; whether history notes will be added; what tables will be updated and whether the Table of Contents in the front of the code and at the Chapter/Title level should be amended. If any significant errors or numbering issues are noted, your editor will contact you for clarification. No substantive changes to your legislation will be made by our editorial team, however minor typographical errors will

be corrected as part of the supplement process. Should the editorial, legal and/or proofreading team find discrepancies in your ordinances, we will communicate with you to ensure that the ordinances are correct and consistent with the existing code.

3. **Indexing** – If an Index is elected, your supplement will now be sent to our indexing team, where all new legislation is indexed and cross-referenced in all appropriate locations.
4. **Proofreading** – The proofreader assigned to your editorial team will then examine your supplement line by line to ensure editorial accuracy, code hierarchy and layout and to confirm that your supplement is grammatically correct and free of errors in spelling and capitalization. Your supplement is examined again line by line to ensure that the improvements made by the editorial team were thorough and accurate. During this process, the original ordinance is compared again with the newly added text to further ensure editorial accuracy.
5. **Posting the supplement online (MunicodeNEXT)** – After your supplement has been completed, your online code will be updated within 3 days and any electronic products requested will be provided. You will receive notification that the website has been updated via email. If our CodeBank Compare + eNotify service is selected, citizens will be notified each time the online code is updated. When your code is updated on MunicodeNEXT, all internal cross-reference links are updated. With our OrdBank feature, each history note will be linked to the ordinance that amended the respective section.
6. **Printing and Shipping** – We will print, cut, 3 hole-punch, insert divider tabs and ship your supplement to you quarterly unless otherwise instructed. You can change your supplement schedule at any time, and there is no additional charge for more frequent supplementation. *Instruction Sheet:* With each printed supplement, we will furnish a page of instructions for removal of the obsolete pages and insertion of the new pages; as well as a *Checklist* of up-to-date pages with each supplement.



### Website Hosting Services (MunicodeNEXT)

Our code hosting platform, MunicodeNEXT, includes both Standard and Premium features, designed to provide a wide variety of additional capabilities for the research and navigation of your code, as well as for preserving its history. With our MunicodeNEXT advanced features, your staff and citizens need only click the link provided on your municipality's website to access your full Code of Ordinances. They not only have access to your complete and current Code of Ordinances, but to all archived versions of your code, every official copy of your ordinances, the power to compare versions of your code over time, the ability to be notified every time your code is updated, and the ability to translate your code into over 100 languages via **Google Translate**, which is included at no additional charge. We encourage you to visit our online library of over 3,500 codes hosted on MunicodeNEXT: <https://library.municode.com/>.

ADA compliance is multi-faceted. All HTML content viewed via our MunicodeNEXT web application is WCAG 2.1 Level AA compliant and will scale to the viewport of any modern smartphone or tablet running iOS, Android, or Windows Phone 7 or higher. Web application accessibility techniques continue to involve and improve as technology advances. Municode is committed to making accessibility an important part of ongoing product updates. Our tech stack includes HTML5 & CSS3, Javascript (AngularJS), and a restful API written in C# running on .Net Core. All content is rendered in standard HTML and is viewable in all modern browsers including PC: Microsoft Internet Explorer 10 or later, Firefox 3.6 or later, macOS®: Safari™ 5.0 or later, and Chrome 18 or later.



We house our public facing website in a secure, SAS70, PCI compliant data center owned and operated by Flexential in Atlanta, Georgia. All systems are backed up and synchronized between our Tallahassee, Florida and Atlanta, Georgia locations for full geographic redundancy. We actively monitor the status of our hosting facility. We utilize Veeam Backup & Recovery to take daily snapshots of all servers in both of our data centers. Snapshots are performed from 8 pm EST to 5 am EST, are replicated between sites and are routinely tested. Biometric authentication is required to enter the data center facility, and anyone entering the premises must be either active customers or authorized vendors with badge and PIN access. Each rack is locked with a combination lock to prevent unauthorized entry or access. The facility is monitored by camera 24/7 to further provide physical security.

We secure our systems using enterprise grade security products. We employ firewalls from Palo Alto networks to secure the perimeter and endpoint security from Carbon Black to provide anti-virus scanning and threat detection on all servers, desktops, laptops, virtual machines and mobile devices. Carbon Black actively scans all file access on all endpoints of our network and quarantines any suspected malware, immediately sending notification to our systems administration staff. We use Nimble and 3Par SANs for all our storage needs. Each SAN member is fully redundant – redundant power supplies, controllers, NICs, etc. The drives on each array are configured as either RAID 5, RAID 50, or RAID 60 arrays.

Our powerful search engine allows users to enter simple or advanced searches and supports Boolean operators, stemming, wildcards, proximity searches, and a global synonym list. Users can easily search the code using keywords or phrases, and can print, download and/or email any portion of your code. Search terms can be applied to the entire code or narrowed to search only within specific chapters or sections. Our recent website upgrade allows users to sort results by relevance or book order! Our collapsible Table of Contents, continuous next-hit feature and internal and external hyperlinking and cross-referencing features simplify and enhance the navigation of your online code, allowing your staff and citizens the capability of simultaneously searching your code, ordinances, minutes, resolutions, budgets and more.

MunicodeNEXT is designed with accessibility in mind. Our application is fully responsive, ensuring all features are available on appropriately sized desktop, tablet, and smartphone viewports. Designed to provide easy access and an intuitive interface, it is extremely well-suited for use on tablets and mobile devices running iOS or Android. Our application also conforms to Level AA of the Web Content Accessibility Guidelines 2.0.

### **MunicodeNEXT Premium Feature Summary**

- ★ **CodeBank** will enable you to have instant access to past versions of your code after each supplementation.
- ★ **CodeBank Compare + eNotify** provides you with the ability to select a past version of your online code and compare it to any other version of the code each time the code is updated. The differences will be shown via Highlights (added materials) or Strikethrough (deleted material).
- ★ **eNotify** allows users to enroll to receive an email notification each time your online code is updated. A "modified," "removed" or "added" badge is shown within the online table of contents to alert users of recently amended sections of your code.
- ★ **OrdBank** will create one click access to every amendatory ordinance via linked history notes. Ordinances are permanently stored online in the OrdBank repository and filed in annual folders.
- ★ **OrdLink** will create highlights within your online code to help users identify what amendatory ordinances have been recently adopted and what code sections have been amended.
- ★ **MuniPRO** allows you to search over 3,500 codes in the Municode library, save frequently used or complex searches, create notes to attach to any publication and draft new ordinances.
- ★ **MuniDocs** has recently been upgraded to allow clients to upload a wide variety of .rtf, .doc, .docx, and .pdf documents to browse and search alongside the code. Uploading is as simple as dragging and dropping the document from your computer into the upload dialog box on the improved administrator dashboard, where previously uploaded documents can also be managed. When uploaded, users can choose from a wide list of predefined document types, including minutes, agendas, resolutions and more. These documents are immediately converted to PDF and indexed for search, organized in nested folders – allowing the public to browse and search them immediately.

## ADDITIONAL SERVICES AVAILABLE FOR PURCHASE

Municode offers a wide variety of services, all of which have been designed primarily to serve local governments. Please contact us for information and pricing on any of the services listed below, all of which may be purchased under this contract and all of which are competitively priced.

### Website Design and Hosting Services

Let our team of web analysts and developers create or redesign a website for your municipality that provides your staff and citizens with a stunningly beautiful website that is simple for staff to use, easy for citizens to access, responsive, interactive, dynamic, and extremely efficient! Using the popular Drupal, open-source framework, we will work with you to understand your history, anticipate your future, define your priorities and achieve the long-term goals of your community.

When Municode designs your completely mobile friendly website, our goal is to improve your image and your community profile, increase the self-service capacity of your residents, and empower your staff to create, edit and maintain website content as simply and efficiently as possible. The result will be an unparalleled municipal website solution at a very compelling price.



☐ Request MunicodeWEB Demo/Proposal

### Meeting and Agenda Management

Municode provides a cloud-based agenda meeting management system that enables our clients to save time and money by streamlining and automating the agenda process. With zero set-up requirements, minimal budget impact, built in automatic upgrades and internal and external IT support issues managed directly by Municode's expert team of web analysts and system developers, your staff will spend significantly less time on agenda management, while still maintaining total administrative control of your agenda packets.

Municode provides the highest level of government transparency to your citizens. We will show you how to live stream your meeting videos at no cost and can provide archived video and audio linking capabilities that will allow your constituents to access the exact point in the meeting video where a specific piece of business is discussed. You can take roll call and record votes live in the meeting – and legislators can also vote directly from their Mac, PC, iPad, or Android device!



Other benefits include agenda process visibility, easy agenda updates, approval workflow, live Council voting & roll call, Email notifications, a Unified Document Search and automated approval routing. When you are ready to publish your Agenda, our "single click publishing" will provide you with automatic agenda and packet creations.

☐ Request MunicodeMEETINGS Demo/Proposal (see pricing page 5)

## **Payment Solutions - Point and Pay**

Our preferred payment solutions partner, Point & Pay (<https://www.pointandpay.com/>) makes paying bills easier! Everything they do is backed by their best-in-class user interfaces, insightful features and high-quality service and support. Point and Pay can assist in processing City/County taxes, utility bills, permits & licensing, and more. With a focus on mobile interfaces, they enable your customers to conveniently pay bills whenever and wherever they want!

☐ **Request Point and Pay Demo/Proposal**

## **MCCi Services:**

### **Laserfiche Enterprise Content Management Software and Services**

MCCi understands the challenges organizations face every day with paper-based processes. We provide innovative solutions that transform these challenges into smart practices that improve efficiency, productivity and organizational structure. Recognized as one of the nation's top 20 Most Promising Government Technology Solution Providers, we are also the largest Laserfiche provider in the world. MCCi is passionate about helping organizations run their office more efficiently – saving time, money and resources! With 900 clients nationwide, MCCi is the largest provider of Laserfiche solutions in the world.

### **Digital Imaging Services**

Through MCCi, Municode can help with your digital imaging services needs include scanning, indexing and integration of hard copy documents, electronic documents, and microfilm/microfiche. MCCi provides the most powerful index retrieval search engine available.



### **Open Records Request Software**

JustFOIA is an affordable, easy to use, completely web-based hosted service that was created specifically to help you manage and track public records requests. Since JustFOIA is completely web-based, you are able to login anywhere that has an internet connection. You simply type in your customized web address and enter your credentials, safely and securely. Your service is available 24/7, every single day of the year.



JustFOIA helps agencies receive, track and report on open records requests. JustFOIA is a hosted solution that is user-friendly, affordable, and integrated with Laserfiche Enterprise Content Management.

☐ **Request MCCi Demo/Proposal**

## **Internet-based Document Editing and Presentation System**

enCodePlus is a unique Internet-based document editing and presentation system used for authoring, displaying, and managing all aspects of land development regulations or zoning ordinances. Developed by community planners, enCodePlus assists in the creation of land development and zoning ordinances that are fully customizable, easy to navigate and rich with features including GIS interactive mapping, a "Land Use Look Up" tool, hyperlinking to outside resources, historical archiving and in-line graphics.

From its humble beginnings as a stand-alone Windows PC program, enCodePlus has matured to meet the needs of an innovative and exacting group of land use code writers and their client communities. To learn more about how enCodePlus can be an economic driver for your municipality and positively impact the transparency and navigability of your zoning or land development ordinance, please visit this link: <http://www.encodeplus.com/>



☐ **Request enCodePlus™ Demo/Proposal**

## SIGNATURE PAGE

---

This proposal shall be valid for a period of ninety (90) days from the date appearing below unless signed and authorized by Municode and the City of West Branch, Michigan.

**Term of Agreement.** This Agreement shall begin upon execution of this Agreement and end three years after the publication date of the new code. Thereafter, the supplement service shall be automatically renewed from year to year provided that either party may cancel or change this agreement with sixty (60) days written notice.

Submitted by:

MUNICIPAL CODE CORPORATION

Municode Officer: Dale M. Barstow

Title: Dale M. Barstow, Vice President of Sales

Date: November 6, 2019

Accepted by:

CITY OF WEST BRANCH, MICHIGAN

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

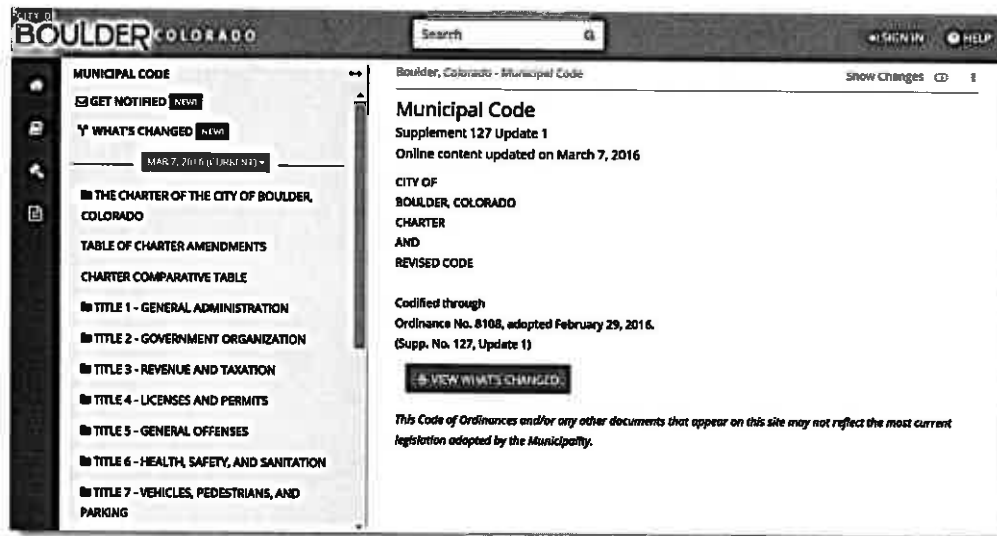


## **ATTACHMENT A**

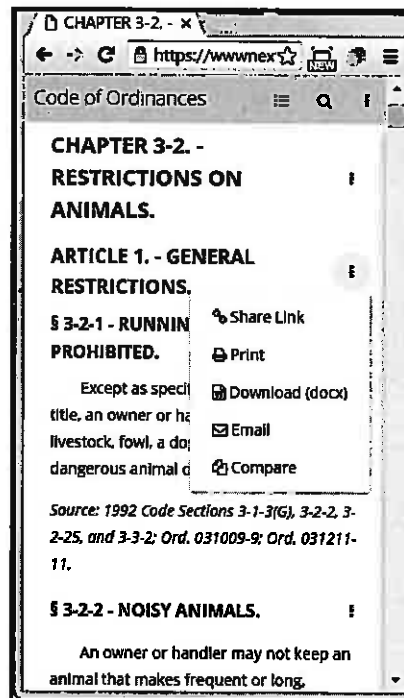
### **MunicodeNEXT Standard & Premium Features**

# STANDARD FEATURES OF MunicodeNEXT

**Responsive Design** – Our team designed MunicodeNEXT to function on any device. Over 20% of our traffic is generated from a smartphone or tablet. Our user interface, based on Google's Material Design guidelines, ensures any device that accesses our application will have access to our full suite of features.

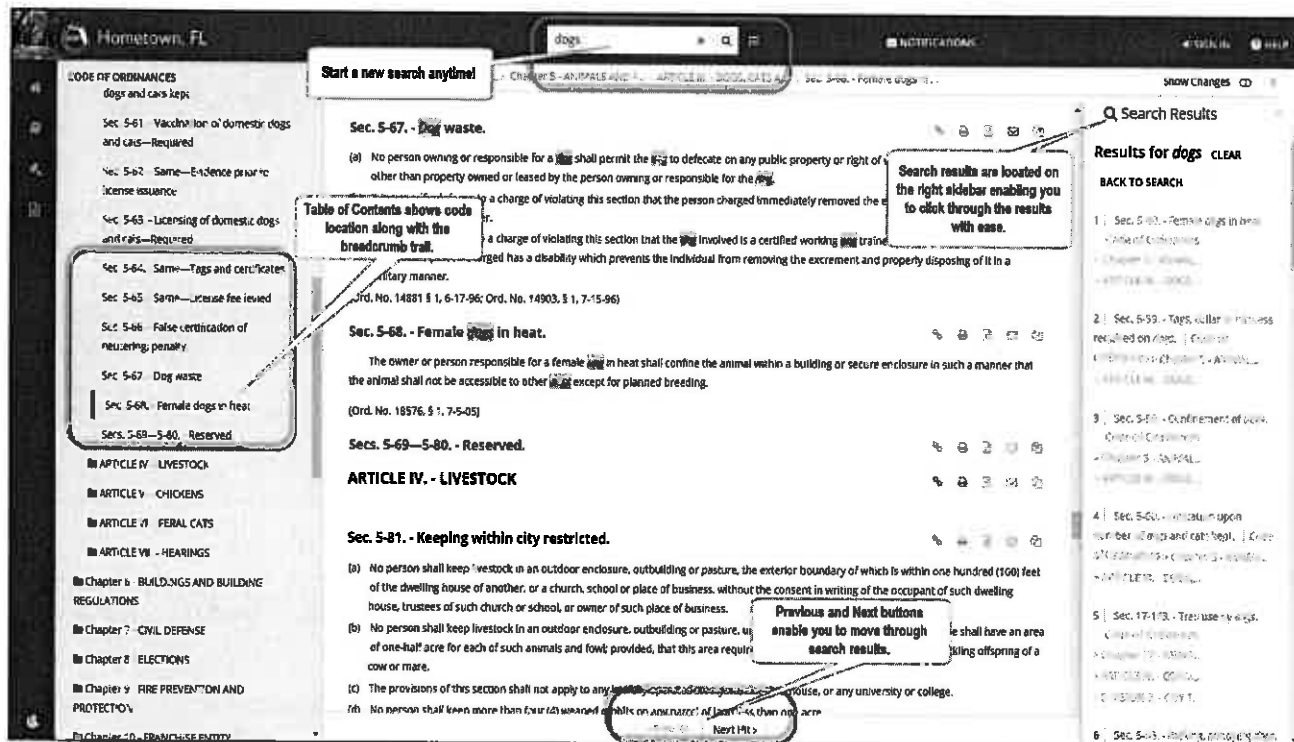


**Mobile and Tablet friendly** – Our application uses touch friendly icons, easy to access menus, and fly overs to expose all functionality while maintaining a clean, intuitive interface.



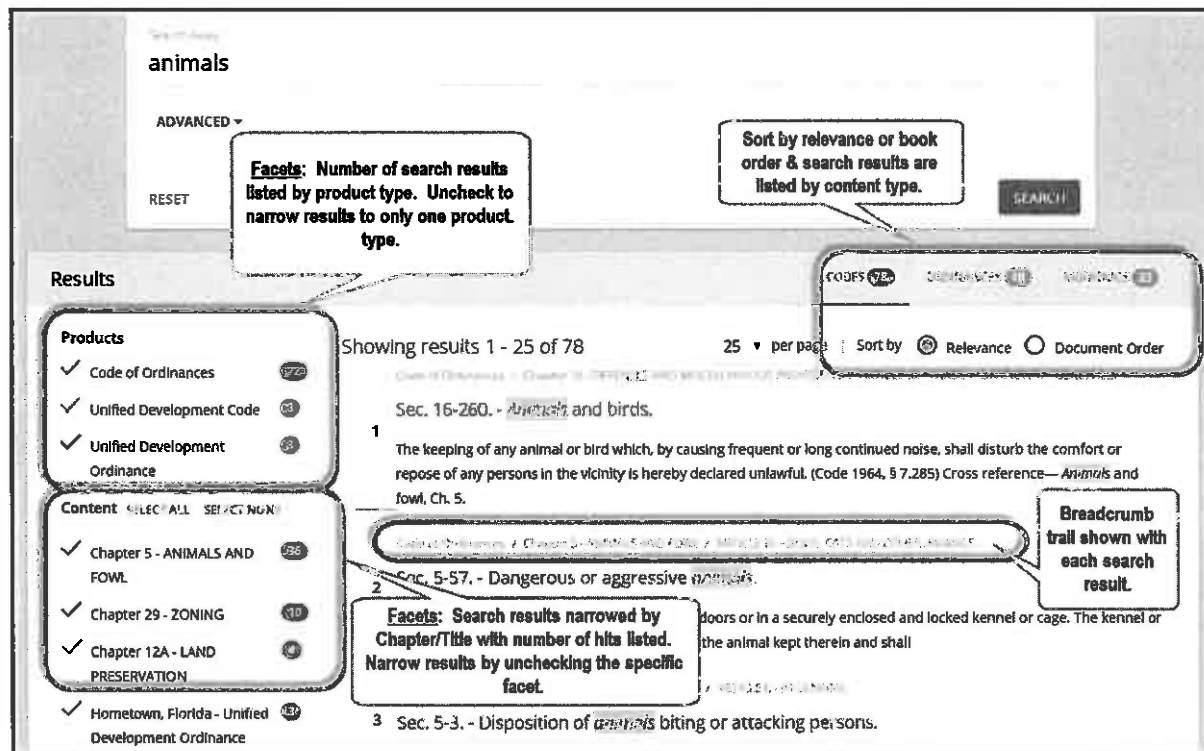
**Print/Save/Email** – Users can print, save (as WORD) or email files at the section level, as well as at the article or chapter level. You can print, save or email non-sequential sections from multiple portions of your Code(s). Not all codification companies enable you to download WORD documents directly from the website. Being able to do so greatly enhances your ability to draft new legislation.

**Searching** – Municode leverages a powerful open source search platform that also powers sites such as Stackexchange, Github, and Wikipedia. Search starts on a dedicated page, then moves to a persistent right-hand sidebar as you cycle through the results. This enables you to quickly move through search results without clicking “back” to a search results page. The Code is also indexed by the section, returning more accurate, granular results. Search results can be sorted by relevance or book order as seen in the screenshot below.



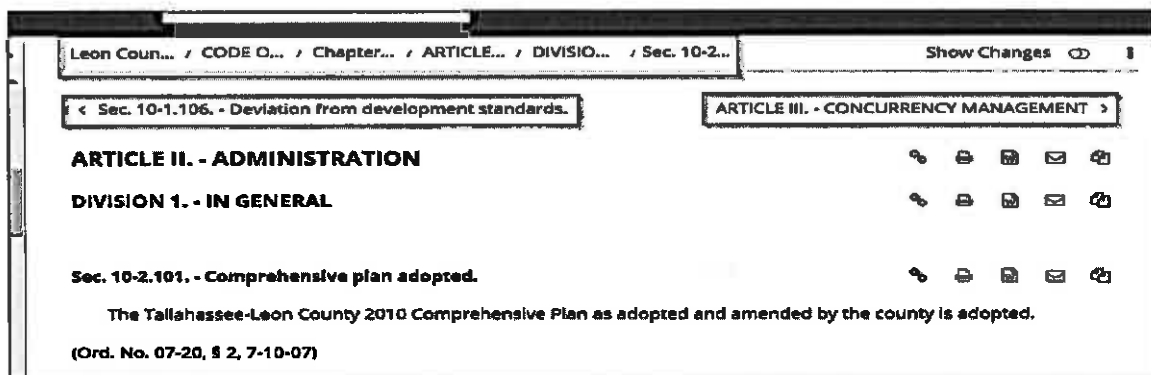
### Municode Search Components:

- ★ **Advanced Searching** – You and your power users can conduct searches using Natural Language (think Google) or Boolean Logic.
- ★ **Multiple Publications** – If you have multiple publications (Code, zoning, etc.), they will all be searchable from one interface.
- ★ **Searchable ordinances** – With our OrdBank service, ordinances posted pre and post-codification are full-text searchable.
- ★ **Searching all content types** – If you use our OrdBank or MuniDocs service, you can search any combination of the Code, ordinances, and MuniDocs simultaneously. Search results are labeled for easy identification.
- ★ **Narrow Searching** – Your users could search selected chapters or titles in order to pinpoint their searches and find what they are looking for as quickly as possible!
- ★ **Stored Searching** – MunicodeNEXT allows all search result listings to be bookmarked under your browser's bookmark tabs. Users need only conduct a search and press Ctrl+D to add the search result listing to your browser's tabs.



**Search enhancements provided with our latest website upgrade include (see screenshot above):**

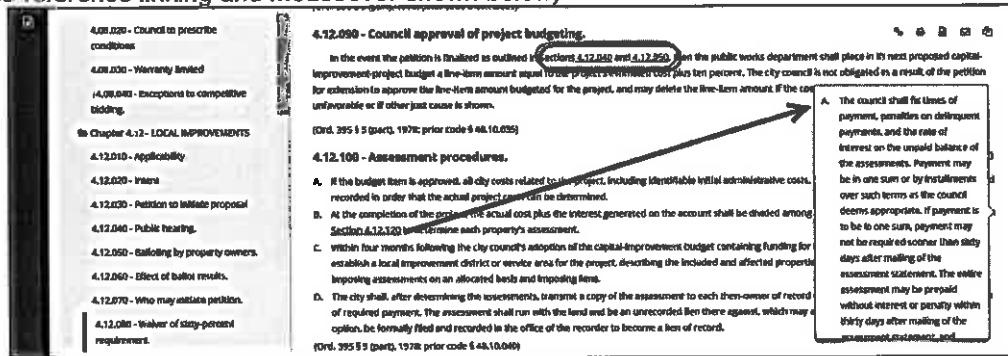
**Browsing** – MunicodeNEXT provides a persistent breadcrumb trail when browsing or searching and a Previous/Next button at the top and bottom of any document you're viewing. The table of contents and content pane also stay in sync as you scroll to deliver the most intuitive reading experience possible.



- ★ **Internal Cross-Reference Linking** – Cross-references within your Code are linked to their respective destination Article, Chapter or Section.
- ★ **Collapsible TOC** – The table of contents collapses, providing additional real estate with which you may view your Code. Easily view your maps, graphs and charts by simply enlarging the item.
- ★ **Mouseover (cluetips)** – Navigate to your Code and any linked cross-reference will quickly display in the pop-up preview window.
- ★ **Google Translate** – includes the Google Translate plugin, allowing users to view and navigate our hosted Codes in over 100+ languages.



Cross-reference linking and mouseover shown below)



**Translation** – MunicodeNEXT includes the Google Translate plugin, allowing users to view and navigate our hosted Codes in over 100+ languages.

**Social Media Sharing** – You and your users are able to share Code sections via Facebook and Twitter. This will make it easier for you and your team to utilize social media in order to engage your citizenry and enhance your level of transparency.

**Static Linking** – Copy links of any section, chapter or title to share via email or social media.

**Scrolling Tables and Charts** – Headers stay fixed while you scroll through the table/chart.

**GIS** – We can provide a permalink to any Code section and assist staff to create a link from your GIS system to relevant Code sections.

**In-line Images & PDFs** – We take great care to ensure that your images match online and in print and are captured at the highest quality possible. Our online graphics can be enlarged by hiding the table of contents to maximize the image. Municode can also incorporate PDFs of certain portions of the Code that have very specific viewing and layout requirements.

**Website Accessibility** – Our current website complies with level A of the Web Content Accessibility Guidelines (WCAG) 2.0.

**Support** – Phone, email and web support for citizens and staff: 24-hour email response; phone support from 8:00 a.m. to 8:00 p.m. (Eastern). A variety of video tutorials are offered, and we are always available to host a personalized webinar for you and your staff to demonstrate our online features.

# PREMIUM FEATURES OF MunicodeNEXT

**Custom Banner.** We can customize the look and feel of your Code to more closely match your website. Please note the custom banners in each of the screenshots provided in this sample.

**OrdBank.** With our OrdBank solution, newly adopted legislation will be posted online in between supplements. Upon the completion of your supplement, the ordinances will be linked in your history notes and stored in your OrdBank Repository under the "OrdBank" tab.

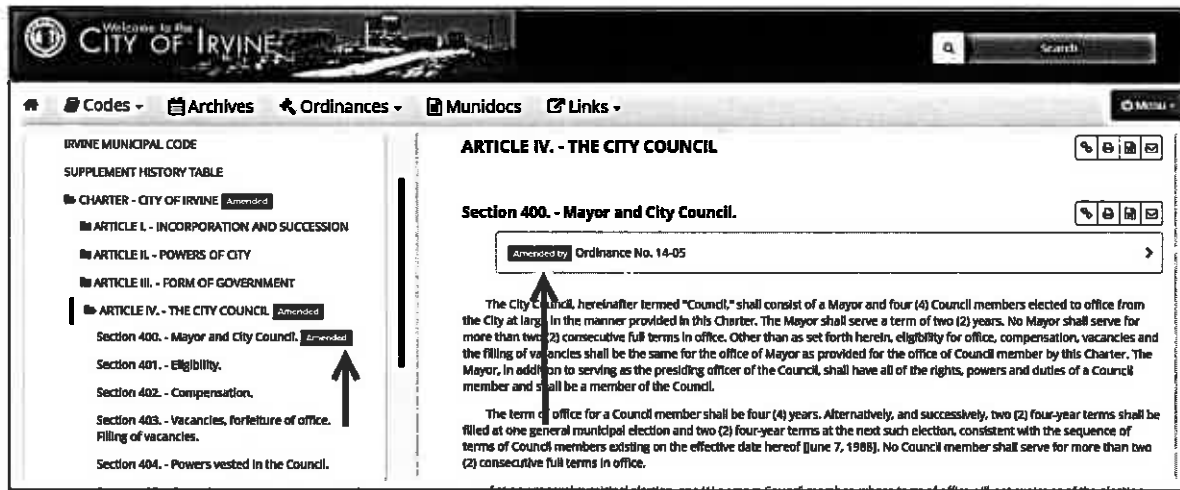
*Hyperlinked ordinance in text)*

The screenshot shows the City of Arvada Code of Ordinances website. The left sidebar lists various ordinances, including "Sec. 102-161.5 - Residential water fees within the city." The main content area displays the text of Ordinance No. 4027, which amends various sections of Chapter 102, Utilities, of the Arvada City Code. A red box highlights a specific section of the ordinance, indicating a hyperlinked ordinance in the text.

*(One-Click access to the original ordinance in the OrdBank Repository)*

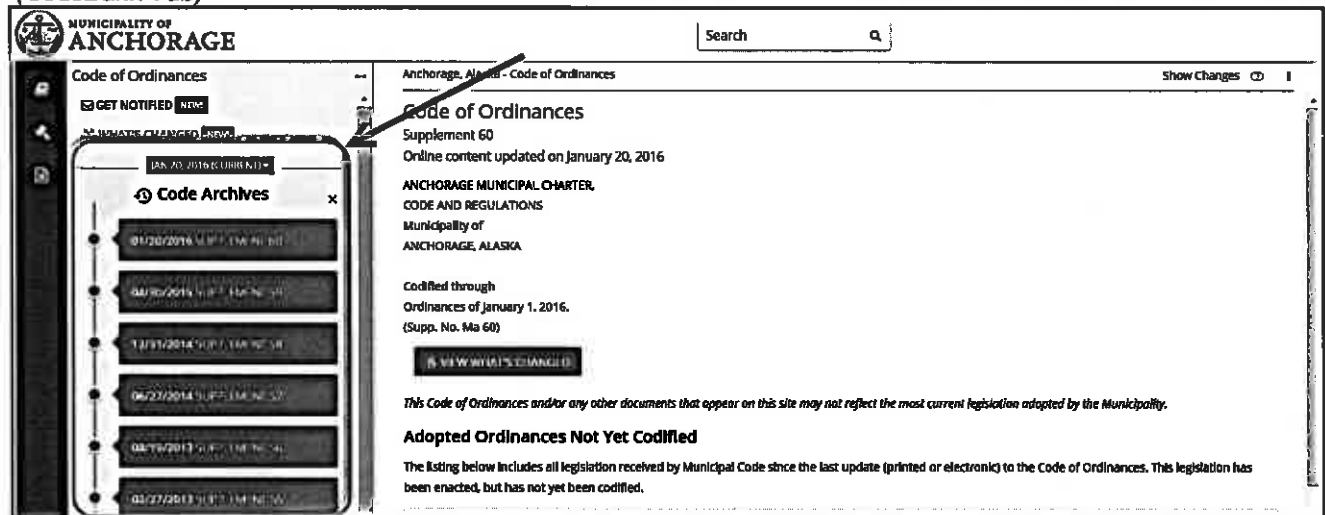
The screenshot shows the City of Arvada Code of Ordinances website. The left sidebar lists various ordinances, including "Ordinance No. 4027". The main content area displays the text of Ordinance No. 4027, which amends various sections of Chapter 102, Utilities, of the Arvada City Code. A red box highlights a specific section of the ordinance, indicating a one-click access to the original ordinance in the OrdBank Repository.

**OrdLink + OrdBank.** Prior to incorporating the ordinances into your Code via supplementation, the OrdLink feature can hyperlink newly adopted ordinances to the section being amended. Linked sections are highlighted in the table of contents and links are created from the amended sections to the new ordinances. Once the linked ordinances are incorporated into your Code, they are added to your OrdBank repository and hyperlinked to your history notes. This service lets everyone know that new ordinances have been adopted.



**CodeBank.** Our CodeBank feature provides an online archival platform for previous supplements of your Code. Empower your staff and citizens to access every previous version of your Code with one click.

#### (CodeBank Tab)



**CodeBank Compare.** Our CodeBank Compare service is a powerful feature that provides users the ability to select a past version of your online Code and compare it to any other version of your online Code. The differences will be shown via highlights (added material) or strikethrough (deleted material). The CodeBank feature is required in order to access CodeBank Compare. Users will be notified of the changes in the table of contents and within the text of the Code via "modified," "new" or "removed" badges. Users can also select an option to view all of the changes in a single view, complete with strikethrough and highlights showing the specific textual changes that were made. The CodeBank Compare service will show all amendments to your Code that were implemented during the most recent update.

**eNotify.** Our eNotify service allows users to enroll online and receive email notifications each time your online Code is updated. This will empower your staff and citizens to receive instant notifications every time your online Code is updated. The CodeBank Compare feature is required in order to utilize the eNotify service.

☒ **Get Notified**

Filling out this form will allow you to receive an email notification every time select publications are updated.

☒ If you no longer wish to receive these notifications once signed up, you can unsubscribe via a link in the notification email.

**Send**

Enter email

**Select One**

☒ Unified Development Code

☐ Unified Development Ordinance

☒ Code of Ordinances

Sign up to be notified for all publications or narrow notifications to only one product.

Compare enhancements provided with our latest website upgrade include the ability to show changes in every version of the Code stored in CodeBank.

(Changes are shown in your Text Changes Tab and in your Table of Contents)

**MUNICIPALITY OF ANCHORAGE**

Search

**Code of Ordinances**

Chapter 2.30 - RULES OF PROCEDURE FOR ASSEMBLY

2.30.010 - Organization: decision of chair and vice-chair

2.30.020 - Meetings: **modified**

2.30.030 - Appearance requests and audience participation

2.30.050 - Introduction of ordinances and resolutions

2.30.060 - Conduct of public hearings

2.30.070 - Public hearings and action on proposed resolutions

2.30.070 - Voting

**ANCHORAGE MUNICIPAL COURTES CODE AND REGULATIONS**

**CHANGES**

**TABLE OF CONTENTS**

**TITLE 2 - LEGISLATIVE BRANCH**

**Chapter 2.30 - RULES OF PROCEDURE**

2.30.010 - Meetings

**TITLE 2 - LEGISLATIVE BRANCH**

**Chapter 2.50 - INITIATIVES, REFERENDUMS**

2.50.010 - Effect of vote

**TITLE 3 - ADMINISTRATION**

**Chapter 3.20 - EXECUTIVE ORGANIZATION**

3.20.010 - Executive and administrative order

(Show changes button and a custom banner are shown below)

**Bonita Springs Florida**

Search

**Code of Ordinances**

**GET NOTIFIED**

**WHAT'S CHANGED**

**BONITA SPRINGS CITY CODE**

**PREFACE**

**SUPPLEMENT HISTORY TABLE**

**ARTICLE I - [IN GENERAL]**

**ARTICLE II - [EFFECTIVE DATE]**

**Bonita Springs, Florida - Code of Ordinances**

**Code of Ordinances Supplement 2**

Online content updated on January 29, 2016

**BONITA SPRINGS CITY CODE**

Codified through Ordinance No. 15-27, enacted December 2, 2015.

**VIEW WHAT'S CHANGED**

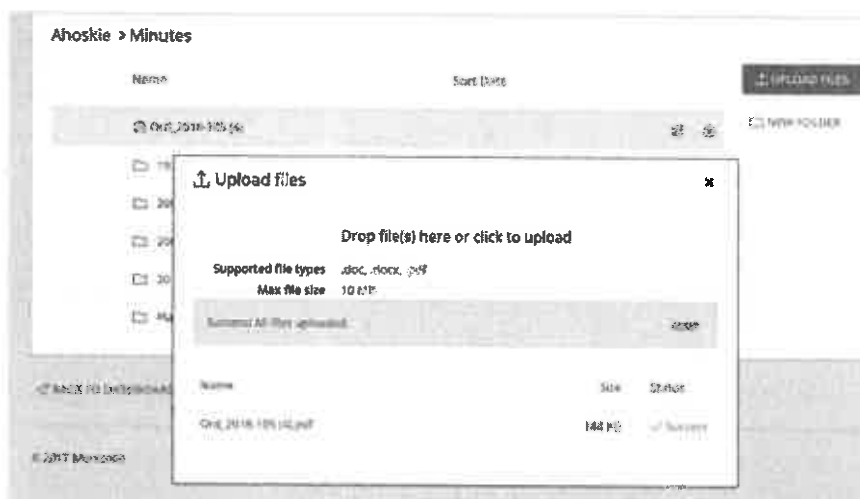
**Show Changes**

This Code of Ordinances and/or any other documents that appear on this site may not reflect the most current legislation adopted by the Municipality.

**MuniDocs.** MuniDocs Upload allows you to upload many types of documents to browse and search alongside your online code and is fully searchable and filterable. After users login, they are presented with a dashboard that allows them to upload new documents and manage previously uploaded documents. When uploaded, users are able to pick from a list of predefined document types

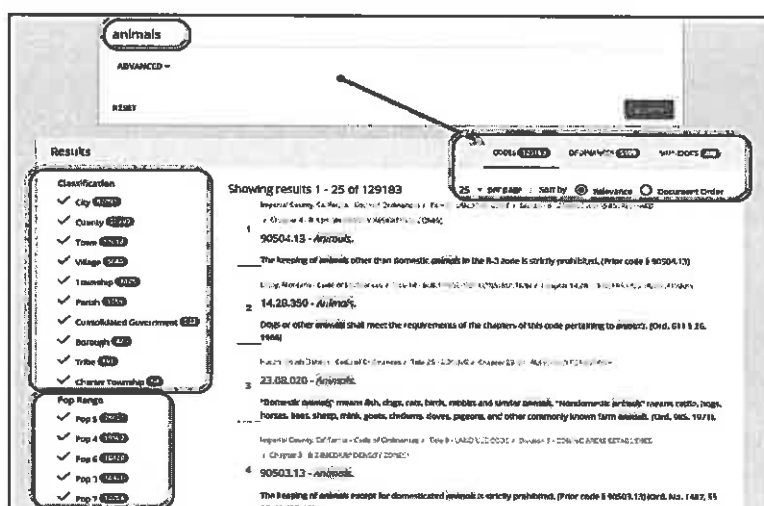
Name
Minutes
Agendas
Budgets
Resolutions
Applications
Forms
Policies
Manuals
Misc. Documents

Uploading a document is as simple as dragging and dropping the document from your computer into the upload dialog box on the admin dashboard. Uploaded documents are immediately converted to PDF and indexed for search. Users may upload .rtf, .doc, .docx, and .pdf documents and organize these documents by nested folders. The public can then browse and search these documents immediately.



**MuniPRO.** MuniPRO Searching allows you to search the over 3,500 Codes we host (the entire country, a single state or individually selected Codes of your choosing). MuniPRO searches are ideal for researching local regulations of special interest or to find out how other communities are dealing with similar issues. If the IP based model is selected, only Multiple Code Searching is available. MuniPRO provides subscribers with the following tools:

- ★ **Multiple Code Search.** Search all Codes within one state, multiple Codes within one state, or search all Codes in the entire US hosted by Municode. Search results are sorted by relevancy and indicate the source publication, showing excerpts and keyword highlighting.
- ★ **MuniPRO Saved Searches.** Save frequently used or complex searches for easy retrieval from the MuniPRO Dashboard.
- ★ **MuniPRO Notes.** Create a note and attach it to any section in any publication. Note icons are present when viewing the section, alerting the user to a previously written note. A global listing of notes can be accessed and managed from the MuniPRO Dashboard.
- ★ **MuniPRO Drafts.** Begin a new ordinance draft to keep track of pending legislation. Drafts icons are present when viewing the section, alerting the user to a previously created draft. A global listing of drafts can also be accessed and managed from the MuniPRO Dashboard.



## **Installation of Generators for Select Municipal Structures RFP**

The City of West Branch is seeking proposals/bids from qualified electricians/technicians for the installation of new generators to be installed at select municipal structures. Information regarding this project can be obtained by contacting City Manager Frank Goodroe

Sealed bids clearly marked "Installation of Generators for Select Municipal Structures" are due by Wednesday, November 27, 2019 at noon and will be opened publicly immediately thereafter in the Council Chambers of City Hall, located at 121 N. 4th St, West Branch, MI 48661. Bids may be submitted via mail or in person, during regular business hours of Monday – Friday 8:00 a.m.- 4:30 p.m., to the following address: 121 N. 4th St., West Branch, MI 48661. For further questions contact City Hall at (989) 345-0500.

All prices etc., listed in bids/proposals good for 90 days, unless indicated otherwise by bidder. City Council reserves the right to accept or reject any and all bids.

I, City Clerk/Treasurer, John Dantzer, certify that the foregoing notice has been posted in accordance with section 33.04 of the City of West Branch Code of Ordinances



121 North Fourth Street, West Branch, Michigan 48661  
Phone 989-345-0500, Fax 989-345-4390, e-mail [clerktreasurer@westbranch.com](mailto:clerktreasurer@westbranch.com)  
The City of West Branch is an equal opportunity provider, employer, and lender

At noon on 11/27/19, Deputy Clerk/Treasurer Michelle Frechette and Office Assistant Amanda Stang were on hand to open the bids for generator installation.

Two bids were received:

1. Colvins

City Garage - \$7,427  
Water Towner - \$7,889  
City Hall - \$7,235  
City Police - \$14,252

2. Banning Electric

City Garage - \$8,832  
Water Towner - \$7,785  
City Hall - \$19,746  
City Police - \$11,377



Generators

	CITY GARAGE	WATER TOWER	CITY HALL	CITY POLICE
Banning Electric	\$8,832.00	\$7,785.00	\$19,746.00	\$11,377.00
Generac brand	22kw	16kw	32kw	22kw
Colvins	\$7,427.00	\$7,889.00	\$7,235.00	\$14,252.00
Generac brand	22kw	22kw	22kw	25kw

No 11079

# BANNING ELECTRIC

Industrial - Electrical  
1963 Urban Ridge Road  
WEST BRANCH, MI 48661  
(989) 345-3905

Customer's							
Order No. _____				Date <u>11-22</u> 20 <u>19</u>			
Name <u>City Garage</u>							
Address _____							
Phone: _____							
SOLD BY	CASH	C.O.D.	CHARGE	ON ACCT.	MDSE. RECVD	PAID OUT	LAYAWAY
QUAN.	DESCRIPTION				PRICE	AMOUNT	
1	22 Kw Generac gen set with 200amp SE T-switch					5437	00
1	installation - includes gen-pad - battery conduit - wire misc electrical gas hook up permit					2295	00
						950	00
						150	00
All claims and returned goods MUST be accompanied by this bill.					TAX		
Received By _____					TOTAL	8832	00

We are a warranty and service center

No 11080

# BANNING ELECTRIC

Industrial - Electrical  
1963 Urban Ridge Road  
WEST BRANCH, MI 48661  
(989) 345-3905

Customer's						
Order No. _____			Date <u>10-22</u>		20 <u>19</u>	
Name <u>Water Tower</u>						
Address _____						
Phone: _____						
SOLD BY	CASH	C.O.D.	CHARGE	ON ACCT.	MDSE. RECVD	PAID OUT
						LAYAWAY
QUAN.	DESCRIPTION				PRICE	AMOUNT
1	16 Kw Generac gen set with 100 amp SE T-switch					4590 00
1	Installation - includes gen pad - battery conduit - wire misc electrical gas hook up permit					2195 00
						850 00
						150 00
All claims and returned goods MUST be accompanied by this bill.					TAX	
Received By _____					TOTAL	7785 00

We are a warranty and service center

No 11078

# BANNING ELECTRIC

Industrial - Electrical  
1963 Urban Ridge Road  
WEST BRANCH, MI 48661  
(989) 345-3905

Customer's							
Order No. _____				Date <u>11-22</u> 20 <u>19</u>			
Name <u>City Hall</u>							
Address _____							
Phone: _____							
SOLD BY	CASH	C.O.D.	CHARGE	ON ACCT.	MDSE. RECVD	PAID OUT	LAYAWAY
QUAN.	DESCRIPTION				PRICE	AMOUNT	
1	32 Kw Generac liquid cooled 1800RPM gen set					14179	00
1	200 AMP SE T-switch					817	00
1	installation includes cement slab - battery conduit - wire misc electrical gas hookup permit labor					3650	00
						950	00
						150	00
All claims and returned goods MUST be accompanied by this bill.					TAX		
Received By _____					TOTAL	19746.00	

No 11280

# BANNING ELECTRIC

Industrial - Electrical  
1963 Urban Ridge Road  
WEST BRANCH, MI 48661  
(989) 345-3905

Customer's							
Order No. _____				Date <u>11-22</u> 20 <u>19</u>			
Name <u>W.B. City Police</u>							
Address _____							
Phone: _____							
SOLD BY	CASH	C.O.D.	CHARGE	ON ACCT.	MDSE. RECVD	PAID OUT	LAYAWAY
QUAN.	DESCRIPTION				PRICE	AMOUNT	
1	22KW General gen set with 200amp SE T-switch					5437	00
1	permit					150	00
1	installation - includes gen pad - battery conduit - wire misc electrical gas hook up.					2595	00
1	200amp breaker mount new panel rewire old panel					950	00
						295	00
						1950	00
All claims and returned goods MUST be accompanied by this bill.					TAX		
Received By _____					TOTAL	11377	00

We are a warranty and service center

**Colvin's Heating & Cooling**  
130 East Ainsley - Hale, MI 48739  
989-728-5955 - tinmon@colvinsh heating.com

**Proposal**

**West branch City DPW**

**Sales Consultant: Troy Inmon**

**Proposal#: 1011412**

**West Branch MI 48661**

**Date: 10/30/2019**

**System I**

**We Hereby propose to furnish, install and service equipment for your home as specified below:**

22kW Generac Generator  
3" Gen Pad  
Wet Cell Battery  
Cold Weather Kits  
Gas Piping from Current Gas Meter to Generator Location  
Labor to Complete  
Minus Electrical/Transfer Switch  
Not Responsible for Sufficient Gas Pressure

**System I Investment \$7,427**

**Down Payment \$4,456**

**Included in every Installation:**

*Meet All Local Codes*

*100% Customer Satisfaction*

*100% Guarantee on Workmanship*

*Clean Work Area When Completed*

*Complete System Checkout By Trained Technicians*

All material listed above is guaranteed as specified. All work will be completed in a professional manner. Any deviation from above specifications involving extra costs will be executed only upon written change orders.

Authorized  
Signature \_\_\_\_\_

**Sales Consultant: Troy Inmon**

Note: This proposal may be withdrawn by  
us if not accepted within \_\_\_\_\_

**90 Days**

We hereby propose to furnish labor & material, complete in accordance with the above specifications, for the sum of: \$ \_\_\_\_\_

Payment to be made as follows: \_\_\_\_\_

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do work as specified. Payment will be made as outlined above.

Signature: \_\_\_\_\_

Acceptance Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Colvin's Heating & Cooling**  
130 East Ainsley - Hale, MI 48739  
989-728-5955 - tinmon@colvinsh heating.com

**Proposal**

**West Branch City Water Tower**

**Sales Consultant: Troy Inmon**

**Proposal#: 1011413**

**West Branch MI 48661**

**Date: 10/30/2019**

**System I**

**We Hereby propose to furnish, install and service equipment for your home as specified below:**

22kW Generac Generator  
3" Gen Pad  
Wet Cell Battery  
Cold Weather Kits  
Labor to Complete  
Gas Piping not Included/Not Responsible for Sufficient Gas Pressures  
Minus Electrical/Transfer Switch

**System I Investment \$7,889**

**Down Payment \$4,733**

**Included in every Installation:**

*Meet All Local Codes*

*100% Customer Satisfaction*

*100% Guarantee on Workmanship*

*Clean Work Area When Completed*

*Complete System Checkout By Trained Technicians*

All material listed above is guaranteed as specified. All work will be completed in a professional manner. Any deviation from above specifications involving extra costs will be executed only upon written change orders.

Authorized  
Signature \_\_\_\_\_

**Sales Consultant: Troy Inmon**

Note: This proposal may be withdrawn by us if not accepted within 90 Days

We hereby propose to furnish labor & material, complete in accordance with the above specifications, for the sum of: \$ \_\_\_\_\_

Payment to be made as follows:

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do work as specified. Payment will be made as outlined above.

Signature: \_\_\_\_\_

Acceptance Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Colvin's Heating & Cooling**  
130 East Ainsley - Hale, MI 48739  
989-728-5955 - tinmon@colvinsh heating.com

**Proposal**

**West Branch City Hall**  
121 N. 4th St.  
West Branch MI 48661  
9893450500

Sales Consultant: Troy Inmon  
Proposal#: 1011409  
Date: 10/30/2019

**System I**

**We Hereby propose to furnish, install and service equipment for your home as specified below:**

22kW Generac Generator  
3" Gen Pad  
Wet Cell battery  
Cold Weather Kits  
Gas piping from Current Meter to Generator Location  
Labor to Complete  
Minus Electrical/Transfer Switch  
System Requires Gas Meter Upgrade

**System I Investment \$7,235**

**Down Payment \$4,341**

**Included in every Installation:**

*Meet All Local Codes  
100% Customer Satisfaction  
100% Guarantee on Workmanship  
Clean Work Area When Completed*

*Complete System Checkout By Trained Technicians*

All material listed above is guaranteed as specified. All work will be completed in a professional manner. Any deviation from above specifications involving extra costs will be executed only upon written change orders.

Authorized  
Signature \_\_\_\_\_

**Sales Consultant: Troy Inmon**

Note: This proposal may be withdrawn by us if not accepted within 90 Days

We hereby propose to furnish labor & material, complete in accordance with the above specifications, for the sum of: \$ \_\_\_\_\_  
Payment to be made as follows:

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do work as specified. Payment will be made as outlined above.

Signature: \_\_\_\_\_

Acceptance Date: \_\_\_\_\_

Signature: \_\_\_\_\_



**Colvin's Heating & Cooling**  
130 East Ainsley - Hale, MI 48739  
989-728-5955 - tinmon@colvinsheating.com

**Proposal**

**West Branch City Police Station**

**Sales Consultant: Troy Inmon**

**Proposal#: 1011411**

**West Branch MI 48661**

**Date: 10/30/2019**

**System I**

**We Hereby propose to furnish, install and service equipment for your home as specified below:**

25kW Liquid Cooled Generator  
Cold Weather Kit  
Wet Cell Battery  
Liquid Cooled Gen Pad  
Mechanical Permit  
Labor to Complete  
Minus Electrical/Transfer Switch  
Gas Piping Not Included/Not Responsible for Sufficient Gas Pressures

**System I Investment \$14,252**

**Down Payment \$8,551**

**Included in every Installation:**

*Meet All Local Codes*

*100% Customer Satisfaction*

*100% Guarantee on Workmanship*

*Clean Work Area When Completed*

*Complete System Checkout By Trained Technicians*

All material listed above is guaranteed as specified. All work will be completed in a professional manner. Any deviation from above specifications involving extra costs will be executed only upon written change orders.

Authorized  
Signature \_\_\_\_\_

**Sales Consultant: Troy Inmon**

Note: This proposal may be withdrawn by  
us if not accepted within \_\_\_\_\_

**90 Days**

We hereby propose to furnish labor & material, complete in accordance with the above specifications, for the sum of: \$ \_\_\_\_\_

Payment to be made as follows: \_\_\_\_\_

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do work as specified. Payment will be made as outlined above.

Signature: \_\_\_\_\_

Acceptance Date: \_\_\_\_\_

Signature: \_\_\_\_\_

# **Unfinished Business**

# New Business

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

BILLS	\$34,808.75
<i>BILLS AS OF 11/26/19</i>	<i>\$34,808.75</i>
<i>Additions to Bills as of</i>	<i>\$0</i>
<i>Paid but not approved</i>	<i>\$0</i>
<b>TOTAL BILLS</b>	<b>\$34,808.75</b>

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

Vendor Name	Amount	Description
C2AE	2,114.39	FAIRVIEW/VALLEY PROJECT
CHARTER COMMUNICATIONS	204.95	POLICE PHONE & INTERNET
CONSUMERS ENERGY	150.68	ELECTRIC
DLL FINANCIAL SERVICES INC	70.08	POLICE COPIER
DO ALL INC	753.60	RECYCLING OCTOBER
EDEN, SARA	300.00	MUSIC FOR RECOGNITION DINNER
HACH COMPANY	662.38	WWTP SUPPLIES
MERS OF MICHIGAN	19,390.43	RETIREMENT NOVEMBER
MILLIMAN INC	1,500.00	GASB 74/75 REPORT
MVW & ASSOCIATES INC	995.00	ASSESSOR CONTRACT DECEMBER
NEW DIRECTIONS	840.00	EAP SERVICES
OGEMAW COUNTY EMERGENCY DISPATCH AU	25.00	WARRANT ENTRY
OGEMAW COUNTY HERALD ADLINER	117.80	ADS
SPICER GROUP	800.00	2018 BRIDGE INSPECTIONS
TRILLIUM	996.31	AMANDA STANGPAYROLL
TRUCK & TRAILER SPECIALTIES	62.48	LIGHT STICK #5
UNIVAR USA INC	4,893.00	WWTP ALUM SULFATE
UNUM LIFE INSURANCE CO OF AMERICA	890.75	LT ST DISABILITY & LIFE DECEMBER
VILLAGE QUIK LUBE	41.90	POLICE CAR OIL CHANGE
<b>TOTAL</b>	<b>34,808.75</b>	

Michael Jackson  
201 S. Valley St.  
West Branch MI, 48661  
November 20, 2019

Honorable Paul Frechette, Mayor  
Frank Goodroe, City Manger  
City of West Branch, Michigan

Gentlemen,

It is with deep regret that I must tender my resignation from the Ogemaw EDC board of Directors, effective December 31, 2019.

With a recent career change, I have found it ever more difficult to balance the many commitments that I have undertaken in recent years. While I have enjoyed my time returning to the board, it was originally intended to be an interim position, with the City finding another person who could give both the time and energy that the EDC so greatly needs and deserves. I will always support the EDC as a vital cog in the economic success of Ogemaw County.

Respectfully,

Michael Jackson  
Council Member  
West Branch City Council

# **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, NOVEMBER 18, 2019.

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

Present: City Mayor Paul Frechette, Council Members Joanne Bennett, Mike Jackson, Ellen Pugh, Cathy Zimmerman, and Chris Powley.

Absent: Council Member Dan Weiler.

Other officers present: City Manager Frank Goodroe, Clerk/Treasurer John Dantzer, Police Chief Ken Walters, and Public Works Superintendent Mike Killackey.

All stood for the Pledge of Allegiance.

\* \* \* \* \*

**MOTION BY FRECHETTE, SECOND BY JACKSON, TO EXCUSE COUNCIL MEMBER DAN WEILER FROM THE MEETING DUE TO PERSONAL REASONS.**

**Yes — Bennett, Frechette, Jackson, Pugh, Zimmerman, Powley**

**No – None**

**Absent – Weiler**

**Motion carried**

\* \* \* \* \*

Cindy Scott from Stephenson and Company presented the audit findings for the 2018-2019 fiscal year and noted the City received an unmodified opinion which is the highest level of assurance given.

**MOTION BY ZIMMERMAN, SECOND BY POWLEY, TO ACCEPT THE AUDIT FINDINGS AS PRESENTED.**

**Yes — Bennett, Frechette, Jackson, Pugh, Zimmerman, Powley**

**No – None**

**Absent – Weiler**

**Motion carried**

\* \* \* \* \*

As an addition to the agenda, a listing agreement was presented by Yvonne Deroso to list City properties that were available for sale.

**MOTION BY PUGH, SECOND BY BENNETT, TO APPROVE THE LISTING AGREEMENT FROM YVONNE DEROSO FOR ONE YEAR AT A 5% SALES COMMISSION.**

**Yes — Bennett, Frechette, Jackson, Pugh, Zimmerman, Powley**

**No – None**

**Absent – Weiler**

**Motion carried**



\* \* \* \* \*

**MOTION BY BENNETT, SECOND BY JACKSON, TO PAY BILLS IN THE AMOUNT OF \$273,426.58.**

**Yes — Bennett, Frechette, Jackson, Pugh, Zimmerman, Powley**

**No — None**

**Absent — Weiler**

**Motion carried**

\* \* \* \* \*

**MOTION BY BENNETT, SECOND BY POWLEY, TO APPROVE THE RIGHT TO LIFE SPECIAL EVENT PERMIT AS PRESENTED.**

**Yes — Bennett, Frechette, Jackson, Pugh, Zimmerman, Powley**

**No — None**

**Absent — Weiler**

**Motion carried**

\* \* \* \* \*

An option to refinance the water bond was presented that would lower the interest rate from 4.9% to 2.3%. It was noted that the length of payment would remain the same.

**MOTION BY BENNETT, SECOND BY JACKSON, TO APPROVE THE REFINANCING OF THE WATER BOND WITH MERCANTILE BANK AND AUTHORIZE MANAGER GOODROE TO SIGN ANY PAPERWORK NEEDED.**

**Yes — Bennett, Frechette, Jackson, Pugh, Zimmerman, Powley**

**No — None**

**Absent — Weiler**

**Motion carried**

\* \* \* \* \*

Manager Goodroe shared the attorney RFP. It was the consensus of Council not to make any changes.

\* \* \* \* \*

**MOTION BY POWLEY, SECOND BY PUGH, TO APPROVE THE MINUTES AND SUMMARY OF MINUTES FROM THE MEETING HELD NOVEMBER 18, 2019.**

**Yes — Bennett, Frechette, Jackson, Pugh, Zimmerman, Powley**

**No — None**

**Absent — Weiler**

**Motion carried**

\* \* \* \* \*

**MOTION BY BENNETT, SECOND BY JACKSON, TO RECEIVE AND FILE THE TREASURER'S REPORT AND INVESTMENT SUMMARY; THE MINUTES FROM THE PLANNING COMMISSION MEETINGS HELD SEPTEMBER 10 AND OCTOBER 17, 2019; AND THE OCTOBER POLICE REPORT.**

**Yes — Bennett, Frechette, Jackson, Pugh, Zimmerman, Powley**

**No – None**

**Absent – Weiler**

**Motion carried**

\* \* \* \* \*

A MML training opportunity was shared.

A Consumers Energy flyer on their Winter Care Program was shared.

A flyer on the recent West Branch Township presentation that Manager Goodroe attended was shared.

\* \* \* \* \*

Mayor Frechette wished everyone safe travels and a happy Thanksgiving holiday as well as reminded everyone of the upcoming Santa Train meeting.

Member Bennett reminded everyone of the upcoming Mainstreet Manager meeting.

Member Pugh commended the entire City staff for the great work on this year's audit.

Member Jackson noted the Planning commission completed the final zoning ordinance draft and that they would be holding a public hearing and then submitting the final draft to Council for approval.

Member Zimmerman spoke on how impressed she was with Ms. Scott and her professionalism with the audit.

Manager Goodroe gave a Manager's update which included updates on the Mainstreet Managers program, that there will be bids coming to Council on several items, reminded everyone of the upcoming employee appreciation program, noted an upcoming developer meeting, updated Council on the new email addresses, noted the City had a meeting with the City's health insurance provider and that there will be a substantial increase coming, noted the City will be working on an Economic Development Strategy, noted upcoming joint City/Township meetings, and gave an EDC meetings update

Superintendent Killackey updated Council on some water service line breaks, repairs on the plow trucks, Christmas decorations, and noted the wastewater staff will be helping with snow removal this year.

Chief Walters spoke on the health insurance increases.

Clerk Dantzer spoke on the new email addresses.

Mayor Frechette adjourned the meeting at 7:40 pm.

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Paul Frechette, Mayor

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John Dantzer, Clerk

**SUMMARY OF THE REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD MONDAY, NOVEMBER 18, 2019.**

**Mayor Frechette called the meeting to order at 6:00 pm.**

**Present: Mayor Frechette, Council Members Bennett, Jackson, Pugh, Zimmerman, and Powley.**

**Absent: Council Member Weiler.**

**Other officers present: City Manager Frank Goodroe, Clerk/Treasurer Dantzer, Police Chief Walters, and DPW Superintendent Killackey.**

**Council excused Member Weiler from the meeting.**

**Cindy Scott of Stephenson and Company gave the audit presentation and noted the City received an unmodified opinion which is the highest assurance that can be given.**

**As an addition to the agenda, Council awarded a listing agreement.**

**Council approved bills in the amount of \$273,426.58.**

**Council approved the Right to Life special event permit.**

**Council approved the refinancing of the water bond and authorized Manager Goodroe to sign.**

**Manager Goodroe shared the City attorney RFP.**

**Council approved the minutes and summary from the meeting held November 4, 2019.**

**Council received and filed the treasurer's report and investment summary; the minutes from the Planning Commission meetings held September 10 and October 17, 2019; and the October Police Report**

**Communications were shared.**

**Mayor Frechette, Council Members Bennett, Pugh, Jackson, and Zimmerman, Manager Goodroe, Superintendent Killackey, Chief Walters, and Clerk/Treasurer Dantzer gave reports.**

**Mayor Frechette adjourned the meeting at 7:40 pm.**

# Consent Agenda

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Bank Code	Description	Beginning Balance 11/01/2019	Total Debits	Total Credits	Ending Balance 12/31/2019
GEN1	GEN1 - GENERAL CHECKING				
101		1,094,882.68	69,459.30	167,315.02	997,026.96
150	CEMETERY PERPETUAL CARE	26,919.40	450.71	0.00	27,370.11
209	CEMETERY FUND	11,366.96	250.00	1,617.22	9,999.74
248	DDA OPERATING FUND	113,768.18	62.33	8,000.00	105,830.51
251	INDUSTRIAL PARK FUND	3,603.39	0.00	33,129.97	(29,526.58)
276	HOUSING RESOURCE FUND	219,433.99	817.50	0.00	220,251.49
318	SEWER DEBT FUND	177,989.22	16,496.81	89,002.81	105,483.22
319	WATER DEBT FUND	52,099.14	4,829.45	15,182.93	41,745.66
571	COLLECTION REPLACEMENT FUND	31,101.23	0.00	0.00	31,101.23
572	PLANT REPLACEMENT FUND (R&I)	238.88	0.00	0.00	238.88
590	SEWER FUND	288,359.44	55,291.76	53,172.77	290,478.43
591	WATER FUND	467,527.09	26,814.44	19,834.95	474,506.58
592	WATER REPLACEMENT FUND	284,017.56	0.00	0.00	284,017.56
593	SEWER COLLECTION	86,062.14	3,993.11	4,271.57	85,783.68
661	EQUIPMENT FUND	109,805.09	14,340.61	71,970.84	52,174.86
704	PAYROLL CLEARING	977.78	109,794.89	85,570.02	25,202.65
705	IRONS PARK ENTERTAINMENT FUND	2,279.47	0.00	0.00	2,279.47
707	YOUTH SAFETY PROGRAM	5,047.15	0.00	3,000.00	2,047.15
714	RECYCLING CENTER	8,767.32	1,438.00	772.44	9,432.88
	GEN1 - GENERAL CHECKING	2,984,246.11	304,038.91	552,840.54	2,735,444.48
M/LST	MAJOR/ LOCAL STREETS				
202	MAJOR STREET FUND	403,351.41	0.00	8,305.20	395,046.21
203	LOCAL STREET FUND	270,585.38	0.00	8,266.32	262,319.06
	MAJOR/ LOCAL STREETS	673,936.79	0.00	16,571.52	657,365.27
PAY	PAYROLL				
704	PAYROLL CLEARING	11,237.82	85,570.02	87,782.24	9,025.60
	PAYROLL	11,237.82	85,570.02	87,782.24	9,025.60
CHEM	SAVINGS				
101		436,582.48	0.00	0.00	436,582.48
150	CEMETERY PERPETUAL CARE	1,679.91	0.00	0.00	1,679.91
251	INDUSTRIAL PARK FUND	20,905.85	0.00	0.00	20,905.85
571	COLLECTION REPLACEMENT FUND	2,381.91	0.00	0.00	2,381.91
591	WATER FUND	26,271.74	0.00	0.00	26,271.74
592	WATER REPLACEMENT FUND	19,665.76	0.00	0.00	19,665.76
593	SEWER COLLECTION	785.87	0.00	0.00	785.87
661	EQUIPMENT FUND	103,410.79	0.00	0.00	103,410.79
714	RECYCLING CENTER	1,046.50	0.00	0.00	1,046.50
	SAVINGS	612,730.81	0.00	0.00	612,730.81
TAX	TAXES				
701	TAX AGENCY	26,327.07	2,784.17	13,972.82	15,138.42
	TAXES	26,327.07	2,784.17	13,972.82	15,138.42
	TOTAL - ALL FUNDS	4,308,478.60	392,393.10	671,167.12	4,029,704.58

CASH SUMMARY BY ACCOUNT FOR WEST BRANCH  
 FROM 11/01/2019 TO 12/31/2019  
 FUND: ALL FUNDS  
 INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 11/01/2019	Total Debits	Total Credits	Ending Balance 12/31/2019
<b>Fund 101</b>					
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
		250,000.00	0.00	0.00	250,000.00
<b>Fund 150 CEMETERY PERPETUAL CARE</b>					
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
	CEMETERY PERPETUAL CARE	229,972.80	0.00	0.00	229,972.80
<b>Fund 251 INDUSTRIAL PARK FUND</b>					
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
	INDUSTRIAL PARK FUND	200,000.00	0.00	0.00	200,000.00
<b>Fund 661 EQUIPMENT FUND</b>					
004.300	CERTIFICATE OF DEPOSIT A	150,000.00	0.00	0.00	150,000.00
004.400	CERTIFICATE OF DEPOSIT B	100,000.00	0.00	0.00	100,000.00
	EQUIPMENT FUND	250,000.00	0.00	0.00	250,000.00
	<b>TOTAL - ALL FUNDS</b>	<b>929,972.80</b>	<b>0.00</b>	<b>0.00</b>	<b>929,972.80</b>

REGULAR MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY  
HELD AT THE WEST BRANCH CITY HALL AT 121 N. FOURTH ST. ON TUESDAY, OCTOBER  
22, 2019.

Chairperson Samantha Fabbri called the meeting to order at 12:00 pm.

Present: Members Joe Clark, Mike Cozad, Samantha Fabbri, Autum Hunter, Ken Walters,  
and Cathy Zimmerman.

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

Others present: Clerk Clerk/Treasurer John Dantzer

\* \* \* \* \*

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

**Yes – Clark, Cozad, Fabbri, Hunter, Walters, Zimmerman**

**No – None          Absent – Bennett, Rabidue, Resteiner          Motion carried.**

\* \* \* \* \*

**MOTION BY FABBRI, SECOND BY HUNTER, TO APPROVE THE MINUTES FROM  
THE MEETING HELD SEPTEMBER 24, 2019.**

**Yes – Clark, Cozad, Fabbri, Hunter, Walters, Zimmerman**

**No – None          Absent – Bennett, Rabidue, Resteiner          Motion carried.**

\* \* \* \* \*

**MOTION BY FABBRI, SECOND BY CLARK, TO APPROVE BILLS IN THE AMOUNT  
OF \$7,500.00**

**Yes – Clark, Cozad, Fabbri, Hunter, Walters, Zimmerman**

**No – None          Absent – Bennett, Rabidue, Resteiner          Motion carried.**

\* \* \* \* \*

Chairperson Fabbri gave a chairman report and discussed the recent mayor exchange,  
reminded the members of the Historical Preservation Society presentation that will be at  
their November meeting, reminded everyone of the Chamber Connection event for  
December 13, discussed rescheduling the December meeting due to it falling on Christmas

Eve, presented the new banners, discussed the City sweep program, updated the Board on a wayfinding sign grant that she was working on, and discussed planning a Wastewater Treatment plan tour in the spring

Member Hunter discussed putting mums in some of the downtown whiskey barrel flower pots, and noted the water in the fountain was getting low.

Member Zimmerman noted the reappointments were confirmed at the last Council meeting discussed the need to get the entrances to the gathering location blocked off, and discussed gas fire pits that she seen in Midland.

**MOTION BY FABBRI, SECOND BY HUNTER, TO RESCHEDULE THE DECEMBER MEETING TO DECEMBER 17 AT 12:00 PM**

**Yes – Clark, Cozad, Fabbri, Hunter, Walters, Zimmerman**

**No – None**

**Absent – Bennett, Rabidue, Resteiner**

**Motion carried.**

\* \* \* \* \*

Chairperson Fabbri adjourned the meeting at 12:30 pm.



The West Branch Community Airport Board met on this date in the Conference Room, West Branch Community Airport Terminal, West Branch, Michigan. The meeting was called to order at 12:02 p.m. by Chairman Terry Hodges.

Present: Craig Scott, Terry Hodges, Mike Jackson, Brad Neubecker, Frank Goodroe, and Gary Klacking. Also in attendance were Ben Evergreen, W. B. Airport Manager and Erma Lurvey. Absent – Paul Frechette.

**Motion by Goodroe, second by Jackson, the minutes of the September 18, 2019 meeting be approved as presented. Voice vote. Ayes – all. Motion carried. [10-1-#1]**

**Motion by Klacking, second by Jackson, claims in the amount of \$13,107.56 be approved for payment. Voice vote. Ayes – all. Motion carried. [10-1-#2]**

Ben Evergreen, Airport Manager, gave the financial report. The combined account balance is \$300,915.44. Ben provided a brief explanation of the account balances. He also explained how aviation fuel prices were determined.

Ben stated the airport inspection went well. One mandated item needs to be addressed. That is providing a telephone for the public's usage. He has a quote from Martel that is for a toll restrictor in the amount of \$287.50. **Motion by Scott, second by Hodges, the board approve the Martel bid in the amount of \$287.50 for a toll restrictor and its installation. Voice vote. Ayes – all. Motion carried. [10-1-#3]** Ben detailed the other items, i.e. Signage, Fencing, PAPIs, and Airport Rules and Regulations and Emergency Services Plan. **Motion by Hodges, second by Jackson, the board approve the replacement of signage on airport property. Voice vote. Ayes – all. Motion carried. [10-1-#4]**

**Motion by Jackson, second by Neubecker, the West Branch Community Airport Board approve the Airport Rules and Regulations and Emergency Services Plan as presented. Voice vote. Ayes – all. Motion carried. [10-1-#5]** Ben will contact and inform local municipalities and law enforcement as needed and per board direction.

Ben stated a meeting was held to review hangar blueprints. Next meeting is scheduled for December 4, 2019 at 1:00 p.m.

The credit card machine for the aviation fuel self-serve terminal has reached the end of maintenance service that can be provided for it should the need arise. He provided information for a new fuel self-service terminal. **Motion by Goodroe, second by Hodges, the airport board approve the purchase of the QT Pod self-serve fuel terminal in the amount of \$14,745 and installation cost. Voice vote. Ayes – all. Motion carried. [10-1-#6]** Ben will acquire several installation service bids.

Hangar storage door bids were discussed. Two bids were received. John Fox's bid of \$3,000.00 and Miller Construction bid of \$4,800.00. **Motion by Hodges, second by Goodroe, the airport board approve the bid of John Fox in the amount of \$3,036.00 for two roll up over head doors, frame hardware and installation. Voice vote. Ayes – all. Motion carried. [10-1-#7]**

**Motion by Klacking, second by Hodges, the Mead & Hunt invoice in the amount of \$590.78 be approved for payment. Voice vote. Ayes – all. Motion carried. [10-1-#8]**

The board discussed the property line dispute with an adjacent property owner. The board considered another property survey. Scott Williams, Assistant Ogemaw County Prosecuting Attorney, provided an opinion regarding the property line dispute. Ben stated marked trees have been felled. He will visit the area to ensure the proper trees were felled.

There being no further business to discuss, Vice-chairman Jackson adjourned the meeting at 1:10 p.m.

Minutes by Gary R Klacking, Airport Board Secretary

# Communications



November 13, 2019

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

Dear Franchise Official:

Charter, locally known as Spectrum, is notifying you that on or around December 17, 2019, Charter will launch video-on-demand fitness subscription channel, Gaiam TV Fit & Yoga, for \$6.99 per month, allowing customers to access premium yoga and fitness training directly on TV. With more than 100 programs available, Gaiam TV Fit & Yoga offers something for all fitness levels, interests and demographics.

In addition, on or around December 17, 2019, AMC video on demand services will launch on the video on demand portal with an array of services:

- **Acorn TV:** A distinctive, finely curated service for high-quality, critically acclaimed dramas, mysteries, and comedies from Britain and Beyond. Customers can subscribe to Acorn TV for \$5.99 per month.
- **Shudder:** A premium destination for fans of horror, thriller and the supernatural. Customers can subscribe to Shudder for \$5.99 per month.
- **Urban Movie Channel:** A go-to destination for Black TV & film with the best in drama, romance, comedy, action, thrillers, stage plays, reality, docu-series and much more. Customers can subscribe to Urban Movie Channel for \$4.99 per month.
- **Sundance Now:** A rich selection of gripping true crime, thoughtful dramas, and heart stopping thrillers from around the world. Customers can subscribe to Sundance Now for \$6.99 per month.
- **AMC Premiere:** A premium upgrade for \$4.99 per month to the AMC channel that's part of a customer's existing TV package. Subscribers can watch current AMC shows ad-free and get early access/full-season access to select shows.

Also, on or around December 13, 2019, Adult Pay-Per-View programming on Spectrum channels 950, 952, 957, 958 will move to Spectrum On Demand channels 951 & 999.

Customers interested in subscribing to any of the above services should contact Spectrum. To view a current channel lineup visit [www.spectrum.com/channels](http://www.spectrum.com/channels).

If you have any questions about this matter, please feel free to contact me at (810) 652-1422.

Sincerely,

*Karen Coronado*

Karen Coronado  
Manager, Charter State Government Affairs, Michigan



November 25, 2019

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

Re: Charter Communications— Upcoming Changes

Dear Franchise Official:

Charter Communications ("Charter"), locally known as Spectrum, was recently informed that on or after January 1, 2020, WJRT 3 located on Spectrum Channel 193, will be rebranded from ***Weather*** to ***Circle*** on the West Branch, MI channel lineup serving your community.

To view a current Spectrum channel lineup visit [www.spectrum.com/channels](http://www.spectrum.com/channels).

Should you have any questions about this change, please contact me at (810) 652-1422.

Sincerely,

*Karen Coronado*

Karen Coronado  
Manager, Charter State Government Affairs, Michigan

# **Reports**

**Mayor**

**Council**

**City Manager**

**Public  
Comment  
-Any  
Topic**

# Adjournment