

-- AGENDA --

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL TO BE HELD  
VIRTUALLY AT WEST BRANCH CITY HALL, 121 N. FOURTH ST. ON MONDAY,  
DECEMBER 7, 2020, 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 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 Amanda Stang at (989) 345-0500. [DISCLAIMER: Views or opinions expressed by City Council Members or employees during meetings are those of the individuals speaking and do not represent the views or opinions of the City Council or the City as a whole.] [NOTICE: **Audio and/or video may be recorded at public meetings of the City Council.**]

- I. Call to order
- II. Roll call
- III. Pledge of Allegiance
- IV. Scheduled matters from the floor
  - A. Garret Dawe - MDOT
- V. Public hearing
- VI. Additions to the agenda
- VII. Public comment on agenda items only (limited to 3 minutes)
- VIII. Bids
  - A. USDA grant
- IX. Unfinished business
- X. New business
  - A. Bills
  - B. Resolution 20-26 – November budget amendments
  - C. Resolution 20-27 – Capital asset schedule
  - D. Resolution 20-28 -Banking
- XI. Approval of the minutes and summary from the meetings held November 16, 2020.

XII. Consent agenda

A. Treasurers report and investment summary

B. Minutes from the DDA regular meeting held October 27, 2020 and the special meeting held November 5, 2020

C. Minutes from the Airport Board meetings held October 21, 2020.

XIII. Communications

XIV. Reports and/or comments

A. Mayor

1. Reappointment of DDA board members

B. Council

C. Manager

1. Smoking ordinance

XV. Public comment any topic

XVI. Adjournment

UPCOMING MEETINGS-EVENTS

December 8 – Planning Commission Meeting – 6:00pm at City Hall (virtually)

December 15 – WWTPA Meeting – 3:30 City Hall

December 21 – City Council Meeting – 6:00pm at City Hall

December 22 – DDA Meeting – 12:00 pm at City Hall

Christmas and New year's schedule – City Hall will be closed on Dec 24, 25, 31 and Jan 1

In response to the COVID -19 pandemic, City Council meetings will be broadcasted virtually. Council may be in attendance for the meeting with social distancing and facemasks requirements. If someone would like to address Council in person, special arrangements can be made to allow for in person comments subject to social distancing requirements. If you wish to speak in person, we ask that you call City Hall at 989-345-500 or email the City Clerk at [clerk@westbranch.com](mailto:clerk@westbranch.com) in order for the Council Chambers to be prepared for the in-person comments.

**Call to Order**

**Roll Call**

**Pledge of  
Allegiance**

# **Scheduled Matters from the Floor**



# Public Hearings

# **Additions to the Agenda**

# **Public Comment -Agenda Items**

# Bids

Request for Proposal (RFP), Preliminary Engineering Report –  
**Water System and Infrastructure Upgrades 2021**

The City of West Branch has been authorized to seek qualified consultants to provide a preliminary engineering report as part of an application process for USDA Rural Development grant/loan funding. Proposals shall include statements of interest, ability to complete the work within the required time, experience, and qualifications. The City of West Branch will select one consultant based on a combination of experience, qualifications, and price. A project description is attached.

Specific items to be addressed are listed below:

- A. A cover letter should be included and signed by a member of the consulting firm empowered to commit the firm to a contractual arrangement with the City. It should also outline your understanding of the assignment.
- B. The number of years in private practice and descriptions of areas of general and specific expertise.
- C. A list of similar completed projects, maximum of five (5), providing for each:
  - 1. Location and description.
  - 2. References.
  - 3. Project team involved with specific responsibilities
- D. A listing of individual staff that would be involved including responsibilities, education, and similar background experience.
- E. A narrative statement on your perception of the project and any unique features, which you believe make you the most qualified firm.
- F. A work plan that addresses the ability to furnish design and construction administration services for multiple phases simultaneously.
- G. A detail of when payment would be required. Upon completion of the PER and plans and specs or upon closing of the RD loan or denial? Do you require a Bond Anticipation Note?

**Bids will be accepted until November 30 at 12:00 pm. Bids will be opened at that time and will be submitted for Council review and approval at their regularly scheduled Council meeting on December 7, 2020. Attendance by a member of the firm is strongly encouraged during this meeting to address Council and answer any questions that may arise.**

Questions on this RFP should be directed to City Manager John Dantzer by phone at (989) 345-0500 or by email at [citymanager@westbranch.com](mailto:citymanager@westbranch.com)

Sincerely,

*John Dantzer*

John Dantzer, City Manager

## **PROJECT DESCRIPTION**

Re: Request for Proposal (RFP), Preliminary Engineering Report  
Services –

### **Water System and Infrastructure Upgrades 2021**

#### **ESTIMATED**

**CONSTRUCTION COST:** In excess of \$4,000,000

**SCOPE OF PROJECT:** Provide the preliminary engineering report for additions to the City water system including a water treatment plan, additional well, and booster pump; the extension of infrastructure for a new housing development including water, sewer, roads, and storm sewers; and the replacement of a sewer collection line that runs under a local stream.

**SCOPE OF SERVICES:**

1. Analysis Phase: Provide all engineering services necessary to prepare and submit a Preliminary Engineering Report (PER) for USDA Rural Development funding, which shall provide the basis for design for the renovations of the water system, infrastructure and sewer collection projects. Work includes the assessment of existing facility conditions, investigation and preparation of required permits, flow evaluation of present and future demands, preliminary design and estimations of construction costs. Selected consultant will be required to interact with the State EGLE Agency, local authorities, City Staff, and other interested agencies.
2. Design Phase: Based on Analysis Phase, provide all engendering services required to perform underground utility location, preliminary design interaction with outside agencies, final design, preparation of contract documents, assistance in pre-bid and preconstruction meetings, bid review and award recommendations.
3. Construction Phase: Provide all assistance and technical capacity for shop drawing review and approval, construction inspection on an as needed basis and preparation of "AS-BUILT" drawings from City supplied data.

OWNER'S RESPONSIBILITIES: The City shall provide or perform the following:

1. Access to and reproduction of all pertinent records maintained by the City;
2. General direction with regard to fundamental project objectives;
3. General review of all materials submitted;

PROJECT TIME:

1. Analysis Phase: Complete and submit Preliminary Engineering Report and recommendations approved by the USDA. Permit applications complete and ready for submission within the same time period. Time to be determined based on the size of the project areas.
2. Design Time: The design times of the first phase of improvements, will be determined as identified at the start of the Analysis Phase. Additional phases may be added, and may be designed at the same time within the design time agreed to.
3. Construction Time: To be determined based upon construction time for projects as determined during the design phase.

# **Unfinished Business**



**New Business**

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

BILLS	\$64,084.30
<i>BILLS AS OF 12/3/20</i>	<i>\$64,084.30</i>
<i>Additions to Bills as of</i>	<i>\$0</i>
<i>Paid but not approved</i>	<i>\$6,165.82</i>
<b>TOTAL BILLS</b>	<b>\$70,250.12</b>

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

Vendor Name	Amount	Description
ARNOLD SALES	403.62	DPW SUPPLIES
BADGER METER	686.19	CELLULAR SERVICE NOVEMBER
BARTON'S MOBILE REPAIR & WELD	45.00	WWTP REPAIR
BECKETT & RAEDER	5,245.00	M-30 PUD
CINTAS	106.72	WWTP SUPPLIES
CINTAS	668.00	UNIFORMS
CITY OF WEST BRANCH	204.24	WATER BILLS
CONSUMERS ENERGY	285.59	ELECTRIC
DLL FINANCIAL SERVICES INC	70.08	POLICE COPIER
DLR DEVELOPMENT LLC	596.25	SIDEWALK CITY PORTION 117 S BURGESS
DO ALL INC	1,052.10	RECYCLING OCTOBER
EDC INVESTMENTS LLC	1,450.00	IDC SIGN RENTAL
ETNA SUPPLY	170.00	WATER PARTS
FOLEY & MANSFIELD	2,166.00	LEGAL SERVICES SEPTEMBER
FOSTER BLUE WATER OIL LLC	933.09	FUEL
GREEN ACE HARDWARE	90.31	VARIOUS SUPPLIES
MEIER GLASS SERVICE	198.10	WWTP PARTS
MERS OF MICHIGAN	21,799.42	RETIREMENT NOVEMBER
MME	72.50	DANTZER MEMBERSHIP APPLICATION
MVW & ASSOCIATES INC	1,000.00	ASSESSOR CONTRACT DECEMBER
NEMCOG	1,018.61	WB GIS DATA & MAPPING SVCS
NORTH CENTRAL LABORATORIES	411.43	WWTP SUPPLIES
OFFICE CENTRAL	512.85	SUPPLIES
OGEMAW COUNTY HERALD ADLINER	179.99	ADS
OGEMAW COUNTY VOICE	123.25	AD SNOW
PITNEY BOWES	34.99	MONTHLY RENTAL FEE
QUILL CORPORATION	294.99	QUICKBOOKS SOFTWARE
SCHMITT TIRE & GAS	362.00	REPAIRS
STATE OF MICHIGAN	1,950.00	ANNUAL NPDES PERMIT FEE
STATE OF MICHIGAN	1,300.05	WSSN ANNUAL
STEPHENSON & COMPANY PC	10,670.00	AUDIT SERVICES
TIERNEY, LUCAS	150.00	BOOT REIMBURSEMENT
TROJAN TECHNOLOGIES	805.33	WWTP SUPPLIES
UNUM LIFE INSURANCE CO OF AMERICA	895.20	LT ST DISABILITY & LIFE
UPS	7.70	WATER SAMPLE SHIPPING
USA BLUE BOOK	527.69	VARIOUSSUPPLIES
VILLAGE QUIK LUBE	389.70	POLICE REPAIRS/MAINTENANCE
VISA	3,622.48	VARIOUS CHARGES
WASTE MANAGEMENT INC	216.46	WWTP DUMPSTER
WB AREA CHAMBER OF COMMERCE	1,900.00	2020 CHAMBER GIFT CERTIFICATES
WEST BRANCH AUTOMOTIVE	1,257.90	VARIOUS SUPPLIES
XPRESS COPY CENTER	211.47	BRACKETS FOR FLAG POLES
<b>TOTAL</b>		<b>64,084.30</b>

## RESOLUTION #20-06

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

WHEREAS, the revenues in Fund 101, general fund, were understated due to the personal property tax loss reimbursement not being accounted for and an understatement in veteran banner contributions, miscellaneous public works and MDOT revenues, and

WHEREAS, the MERS expenses in Fund 101 were understated due to a change in the coding of MERS expenses and the payoff of a land contract in full instead of continuing to make monthly payments, and

WHEREAS, the expenses in Fund 203, local street fund, were understated due to the paving of Lindsay St. that was not accounted for in the original budget, and

WHEREAS, the revenues and the expenses in Fund 248, DDA fund, were overstated due to an understatement in tax increment financing; an overstatement in personal property tax loss reimbursement; and the elimination of veteran banner revenues and expenses, and

WHEREAS, the expenses in Fund 276, Housing Resource Fund, was understated due to expenses required for the recording of land sales, and

WHEREAS, the expenses in Fund 59, Sewer Fund, was overstated due to a change in the coding of MERS expenses, and

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

GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	2020-21 AMENDED BUDGET
Fund 101 -			
Revenues			
Dept 000.000			
101-000.000-401.000	TAXES CONTROL (MANDATORY)	0.00	0.00
101-000.000-403.400	CURRENT PROPERTY TAX GEN.OP.	926,946.00	926,946.00
101-000.000-404.400	CURRENT PROPERTY TAX REFUSE	185,472.00	185,472.00
	PERSONAL PROPERTY TAX LOSS		
101-000.000-408.400	REIMBURSEMENT	0.00	65,625.00
101-000.000-446.400	PENALTIES AND INTEREST CUR.TA	9,211.00	9,211.00
101-000.000-448.400	ADMINISTRATIVE FEES ON CUR.TA	27,604.00	27,604.00

101-000.000-477.400	CABLE TV FRANCHISE FEES	37,200.00	37,200.00
101-000.000-540.400	MDOT FEDERAL REVENUE	0.00	0.00
101-000.000-564.400	INDUSTRIAL PARK	2,000.00	2,000.00
101-000.000-574.400	SALES (STATUTORY)	26,544.00	21,550.00
101-000.000-575.400	REVENUE SHARING (CONSTITUTIONAL)	175,000.00	175,000.00
101-000.000-577.400	LIQUOR LICENSE	4,280.00	4,280.00
101-000.000-590.400	SEWER FUND ADMINISTRATION	60,000.00	60,000.00
101-000.000-590.401	SEWER COLLECTION ADMIN.	16,000.00	16,000.00
101-000.000-591.400	WATER FUND ADMINISTRATION	20,000.00	20,000.00
101-000.000-592.400	LOCAL STREET ADMIN. FEE	4,400.00	4,400.00
101-000.000-593.400	MAJOR STREET ADMIN. FEE	9,500.00	9,500.00
101-000.000-594.400	CEMETERY ADMIN. FEE	1,000.00	1,000.00
101-000.000-597.400	DDA ADMINISTRATIVE	2,400.00	2,400.00
101-000.000-634.400	GRANT	0.00	0.00
101-000.000-661.400	MOTOR VEHICLE FUND	12,000.00	12,000.00
101-000.000-664.400	INTEREST INCOME	6,000.00	6,000.00
101-000.000-672.400	VETERAN BANNER CONTRIBUTIONS	0.00	4,000.00
101-000.000-695.400	MISCELLANEOUS	15,000.00	15,000.00
101-000.000-695.405	REFUSE RECYCLING DONATIONS	2,500.00	7,500.00
Total Dept 000.000		1,543,057.00	1,612,488.00

Dept 441.000 - PUBLIC WORKS DEPARTMENT

101-441.000-673.400	DDA MAINTENANCE	7,500.00	7,500.00
101-441.000-695.400	MISCELLANEOUS	750.00	9,605.00
101-441.000-695.410	MDOT REVENUE	15,000.00	24,510.00
101-441.000-695.415	OTHER GOV'T UNITS	0.00	0.00
			41,615.00

Expenses

Total Dept 441.000 - PUBLIC WORKS DEPARTMENT 23,250.00

Dept 201.000 - INTERNAL SERVICES

101-201.000-702.700	PROMOTION/BONUS	0.00	0.00
101-201.000-703.700	SALARIES AND WAGES	77,480.00	77,480.00
101-201.000-708.700	SICK LEAVE PAYOUT	0.00	0.00
101-201.000-710.700	OVERTIME	500.00	500.00
101-201.000-714.700	MANDATORY MEDICARE	1,131.00	1,131.00
101-201.000-715.700	SOCIAL SECURITY (EMPLOYER)	4,835.00	4,835.00
101-201.000-716.700	BC/BS HEALTH INSURANCE PREMIU	17,777.00	17,777.00
101-201.000-717.700	LIFE INSURANCE PREMIUM	150.00	150.00
101-201.000-718.700	MERS RETIREMENT (EMPLOYER)	1,430.00	7,000.00
101-201.000-718.701	EMPLOYER DEFERED COMP.	1,430.00	1,430.00
101-201.000-719.700	LONG TERM DISABILITY	500.00	500.00
101-201.000-720.700	WORKERS COMPENSATION PREMIUM	300.00	300.00
101-201.000-724.700	UNEMPLOYMENT INS. BENEFIT	400.00	200.00

101-201.000-727.700	OPERATING SUPPLIES	4,500.00	4,500.00
101-201.000-741.700	POSTAGE	4,000.00	4,000.00
101-201.000-801.700	CONTRACTUAL SERVICES	1,020.00	3,558.00
101-201.000-811.700	MEMBERSHIP AND DUES	400.00	400.00
101-201.000-853.700	TELEPHONE/RADIO COMMUNICATION	720.00	720.00
101-201.000-865.700	PROFESSIONAL DEVELOPMENT	1,600.00	600.00
101-201.000-901.700	PRINTING AND PUBLISHING	3,000.00	3,000.00
101-201.000-956.700	EXPENSES	1,000.00	1,000.00
Total Dept 201.000 - INTERNAL SERVICES		122,173.00	129,081.00

Dept 253.000 - CITY CLERK/TREASURER

101-253.000-702.700	PROMOTION/BONUS	0.00	0.00
101-253.000-703.700	SALARIES AND WAGES	63,000.00	63,000.00
101-253.000-708.700	SICK LEAVE PAYOUT	0.00	0.00
101-253.000-713.700	EMP. HEALTH OPTION	0.00	0.00
101-253.000-714.700	MANDATORY MEDICARE	914.00	914.00
101-253.000-715.700	SOCIAL SECURITY (EMPLOYER)	3,906.00	3,906.00
101-253.000-716.700	BC/BS HEALTH INSURANCE PREMIUM	20,065.00	20,065.00
101-253.000-717.700	LIFE INSURANCE PREMIUM	250.00	250.00
101-253.000-718.700	MERS RETIREMENT (EMPLOYER)	1,043.00	5,500.00
101-253.000-718.701	EMPLOYER DEFERED COMP.	1,200.00	1,200.00
101-253.000-719.700	LONG TERM DISABILITY	650.00	630.00
101-253.000-720.700	WORKERS COMPENSATION PREMIUM	500.00	250.00
101-253.000-724.700	UNEMPLOYMENT INS. BENEFIT	50.00	40.00
101-253.000-727.700	OPERATING SUPPLIES	500.00	500.00
101-253.000-803.700	AUDIT	38,500.00	38,500.00
101-253.000-811.700	MEMBERSHIP AND DUES	200.00	200.00
101-253.000-853.700	TELEPHONE/RADIO COMMUNICATIONS	0.00	720.00
101-253.000-865.700	PROFESSIONAL DEVELOPMENT	150.00	160.00
101-253.000-956.700	EXPENSES	300.00	0.00
101-253.000-956.800	BANKING FEES	150.00	0.00
101-253.000-977.700	CAPITAL ACQUISITIONS	0.00	0.00
Total Dept 253.000 - CITY CLERK/TREASURER		131,378.00	135,835.00

Dept 265.999 - INSTALLMENT PURCHASE AGREEMENT EXPENSE

101-265.999-000.011	INSTALLMENT PURCHASE AGREEMENT PRINCIPAL	16,772.00	102,455.00
Total Dept 265.999 - INSTALLMENT PURCHASE AGREEMENT EXPENSE		16,772.00	102,455.00

Dept 301.000 - POLICE DEPARTMENT

101-301.000-702.700	PROMOTION/BONUS	0.00	0.00
101-301.000-703.700	SALARIES AND WAGES	194,501.00	194,501.00

101-301.000-705.700	CHIEF OF POLICE	64,790.00	64,790.00
101-301.000-706.700	COMMUNITY POLICING	100.00	100.00
101-301.000-708.700	SICK LEAVE PAYOUT	250.00	390.00
101-301.000-710.700	OVERTIME	8,500.00	8,500.00
101-301.000-713.700	EMP. HEALTH OPTION	6,000.00	6,000.00
101-301.000-714.700	MANDATORY MEDICARE	3,883.00	3,883.00
101-301.000-715.700	SOCIAL SECURITY (EMPLOYER)	16,603.00	16,603.00
101-301.000-716.700	BC/BS HEALTH INSURANCE PREMIU	28,840.00	28,840.00
101-301.000-717.700	LIFE INSURANCE PREMIUM	855.00	855.00
101-301.000-718.700	MERS RETIREMENT (EMPLOYER)	30,944.00	50,000.00
101-301.000-718.701	EMPLOYER DEFERED COMP.	6,000.00	6,000.00
101-301.000-719.700	LONG TERM DISABILITY	2,440.00	2,440.00
101-301.000-720.700	WORKERS COMPENSATION PREMIUM	6,820.00	6,820.00
101-301.000-724.700	UNEMPLOYMENT INS. BENEFIT	300.00	160.00
101-301.000-727.700	OPERATING SUPPLIES	4,500.00	4,500.00
101-301.000-801.700	CONTRACTUAL SERVICES	9,975.00	9,675.00
101-301.000-811.700	MEMBERSHIP AND DUES	325.00	325.00
101-301.000-817.700	UNIFORMS	4,000.00	4,000.00
101-301.000-853.700	TELEPHONE/RADIO COMMUNICATION	4,000.00	4,000.00
101-301.000-941.700	EQUIPMENT RENTAL	9,000.00	9,000.00
101-301.000-955.700	DATA PROCESSING	4,500.00	3,850.00
101-301.000-956.700	EXPENSES	0.00	950.00
101-301.000-956.702	POLICE SAFETY EXPENSE	3,000.00	3,000.00
101-301.000-956.707	FORFEITURE EXPENSE	400.00	400.00
101-301.000-957.700	EDUCATION AND TRAINING LOCAL	5,000.00	5,000.00
101-301.000-957.701	EDUCATION 302	1,000.00	1,000.00
101-301.000-968.700	STING	3,000.00	3,000.00
101-301.000-977.700	CAPITAL ACQUISITIONS	0.00	0.00
Total Dept 301.000 - POLICE DEPARTMENT		419,526.00	438,582.00
Dept 441.000 - PUBLIC WORKS DEPARTMENT			
101-441.000-702.700	PROMOTION/BONUS	0.00	0.00
101-441.000-703.700	SALARIES AND WAGES	59,893.00	59,893.00
101-441.000-708.700	SICK LEAVE PAYOUT	200.00	200.00
101-441.000-710.700	OVERTIME	1,500.00	1,500.00
101-441.000-713.700	EMP. HEALTH OPTION	0.00	0.00
101-441.000-714.700	MANDATORY MEDICARE	890.00	890.00
101-441.000-715.700	SOCIAL SECURITY (EMPLOYER)	3,806.00	3,806.00
101-441.000-716.700	BC/BS HEALTH INSURANCE PREMIU	26,519.00	26,519.00
101-441.000-717.700	LIFE INSURANCE PREMIUM	600.00	600.00
101-441.000-718.700	MERS RETIREMENT (EMPLOYER)	28,610.00	50,000.00
101-441.000-718.701	EMPLOYER DEFERED COMP.	2,370.00	2,370.00
101-441.000-719.700	LONG TERM DISABILITY	1,820.00	1,820.00

101-441.000-720.700	WORKERS COMPENSATION PREMIUM	2,480.00	2,480.00
101-441.000-724.700	UNEMPLOYMENT INS. BENEFIT	10.00	10.00
101-441.000-727.700	OPERATING SUPPLIES	7,000.00	7,000.00
101-441.000-801.700	CONTRACTUAL SERVICES	2,500.00	2,500.00
101-441.000-801.701	INFRASTRUCTURE PROJECT	0.00	0.00
101-441.000-817.700	UNIFORMS	4,500.00	4,500.00
101-441.000-853.700	TELEPHONE/RADIO COMMUNICATION	3,800.00	3,800.00
101-441.000-865.700	PROFESSIONAL DEVELOPMENT	2,500.00	2,500.00
101-441.000-941.700	EQUIPMENT RENTAL	15,000.00	15,000.00
101-441.000-956.700	EXPENSES	600.00	600.00
Total Dept 441.000 - PUBLIC WORKS DEPARTMENT		164,598.00	185,988.00

Fund 101:

TOTAL REVENUES	1,595,257.00	1,720,367.00
TOTAL EXPENDITURES	1,629,529.00	1,765,685.00
NET OF REVENUES & EXPENDITURES	(34,272.00)	(45,318.00)

Fund 203- LOCAL STREET FUND

Dept 463.000 - ROUTINE MAINTENANCE

203-463.000-703.700	SALARIES AND WAGES	8,820.00	8,820.00
203-463.000-710.700	OVERTIME	235.00	235.00
203-463.000-714.700	MANDATORY MEDICARE	131.00	131.00
203-463.000-715.700	SOCIAL SECURITY (EMPLOYER)	561.00	561.00
203-463.000-716.700	BC/BS HEALTH INSURANCE PREMIUM	2,243.00	2,243.00
203-463.000-718.700	MERS RETIREMENT (EMPLOYER)	130.00	130.00
203-463.000-720.700	WORKERS COMPENSATION PREMIUM	570.00	570.00
203-463.000-724.700	UNEMPLOYMENT INS. BENEFIT	5.00	5.00
203-463.000-727.700	OPERATING SUPPLIES	2,500.00	2,500.00
203-463.000-801.700	CONTRACTUAL SERVICES	6,300.00	98,375.00
203-463.000-941.700	EQUIPMENT RENTAL	12,700.00	12,700.00
203-463.000-956.700	EXPENSES	740.00	740.00
Total Dept 463.000 - ROUTINE MAINTENANCE		34,935.00	127,010.00

Fund 203 - LOCAL STREET FUND:

TOTAL REVENUES	124,715.00	124,715.00
TOTAL EXPENDITURES	66,033.00	158,108.00
NET OF REVENUES & EXPENDITURES	58,682.00	(33,393.00)

Fund 248 - DDA OPERATING FUND

Revenues



Dept 000.000			
248-000.000-400.400	TAX INCREMENT FINANCING	46,718.00	55,273.00
248-000.000-403.400	CURRENT PROPERTY TAX GEN.OP.	10,000.00	10,000.00
	PERSONAL PROPERTY TAX LOSS		
248-000.000-408.400	REIMBURSEMENT	28,000.00	19,445.00
248-000.000-634.400	GRANT	0.00	0.00
248-000.000-664.400	INTEREST INCOME	500.00	500.00
248-000.000-672.400	VETERAN BANNER CONTRIBUTIONS	3,000.00	0.00
248-000.000-695.400	MISCELLANEOUS	800.00	800.00
Total Dept 000.000		89,018.00	86,018.00
TOTAL REVENUES		89,018.00	86,018.00

Expenditures			
Dept 000.000			
248-000.000-729.700	FLOWER PROJECT	5,000.00	5,000.00
248-000.000-750.700	RETAIL MERCHANTS	7,500.00	7,500.00
248-000.000-782.700	ADMINISTRATION	2,400.00	2,400.00
248-000.000-801.700	CONTRACTUAL SERVICES	60,818.00	60,818.00
248-000.000-865.700	PROFESSIONAL DEVELOPMENT	1,000.00	1,000.00
248-000.000-884.700	VETERAN BANNER EXPENSE	3,000.00	0.00
248-000.000-935.703	SHOWMOBILE EXPENSES	300.00	300.00
	GEN. MAINTENANCE/SNOW		
248-000.000-940.700	REMOVAL	7,500.00	7,500.00
248-000.000-948.700	DDA MAINTENANCE	0.00	0.00
248-000.000-956.700	EXPENSES	1,500.00	1,500.00
248-000.000-956.802	BAD DEBT EXPENSE	0.00	0.00
Total Dept 000.000		89,018.00	86,018.00
TOTAL EXPENDITURES		89,018.00	86,018.00

Fund 248 - DDA OPERATING FUND:			
TOTAL REVENUES		89,018.00	86,018.00
TOTAL EXPENDITURES		89,018.00	86,018.00
NET OF REVENUES & EXPENDITURES		0.00	0.00

Fund 276 - HOUSING RESOURCE FUND

Expenditures			
Dept 000.000			
276-000.000-801.700	CONTRACTUAL SERVICES	0.00	0.00
276-000.000-956.700	EXPENSES	0.00	100.00

Total Dept 000.000		0.00	100.00
Dept 567.000 - TREATMENT PLANT			
590-567.000-702.700	PROMOTION/BONUS	0.00	0.00
590-567.000-703.700	SALARIES AND WAGES	192,777.00	192,777.00
590-567.000-708.700	SICK LEAVE PAYOUT	0.00	0.00
590-567.000-710.700	OVERTIME	10,700.00	10,700.00
590-567.000-713.701	OTHER HEALTH BENEFITS	0.00	0.00
590-567.000-714.700	MANDATORY MEDICARE	2,950.00	2,950.00
590-567.000-715.700	SOCIAL SECURITY (EMPLOYER)	12,616.00	12,616.00
590-567.000-716.700	BC/BS HEALTH INSURANCE PREMIU	36,575.00	36,575.00
590-567.000-717.700	LIFE INSURANCE PREMIUM	700.00	700.00
590-567.000-718.700	MERS RETIREMENT (EMPLOYER)	114,000.00	35,000.00
590-567.000-718.701	EMPLOYER DEFERED COMP.	4,800.00	4,800.00
590-567.000-718.702	PENSION EXPENSE GASB 68	0.00	0.00
590-567.000-719.700	LONG TERM DISABILITY	2,900.00	2,900.00
590-567.000-720.700	WORKERS COMPENSATION PREMIUM	3,900.00	3,900.00
590-567.000-724.700	UNEMPLOYMENT INS. BENEFIT	150.00	150.00
590-567.000-727.700	OPERATING SUPPLIES	32,000.00	32,000.00
590-567.000-727.702	SAFETY SUPPLIES	650.00	650.00
590-567.000-727.703	LAB SUPPLIES	6,500.00	6,500.00
590-567.000-741.700	POSTAGE	600.00	600.00
590-567.000-752.700	LICENSES - PERMITS	4,000.00	4,000.00
590-567.000-782.700	ADMINISTRATION	60,000.00	60,000.00
590-567.000-801.700	CONTRACTUAL SERVICES	28,000.00	28,000.00
590-567.000-811.700	MEMBERSHIP AND DUES	500.00	500.00
590-567.000-817.700	UNIFORMS	3,500.00	3,500.00
590-567.000-818.700	INS. PREMIUM - LIABILITY	3,200.00	3,200.00
590-567.000-853.700	TELEPHONE/RADIO COMMUNICATION	4,320.00	4,320.00
590-567.000-865.700	PROFESSIONAL DEVELOPMENT	4,400.00	4,400.00
590-567.000-922.700	PUBLIC UTILITIES	88,000.00	88,000.00
590-567.000-934.700	FACILITY MAINTENANCE	8,500.00	8,500.00
590-567.000-936.700	EQUIPMENT MAINTENANCE	9,000.00	9,000.00
590-567.000-941.700	EQUIPMENT RENTAL	10,000.00	10,000.00
590-567.000-956.700	EXPENSES	50.00	50.00
590-567.000-966.700	DEPRECIATION	0.00	0.00
590-567.000-975.700	BUDGETED PERCENTAGE	13,160.00	13,160.00
Total Dept 567.000 - TREATMENT PLANT		658,448.00	579,448.00
Fund 590 - SEWER FUND:			
TOTAL REVENUES		542,500.00	542,500.00
TOTAL EXPENDITURES		666,448.00	587,448.00
NET OF REVENUES & EXPENDITURES		(123,948.00)	(44,948.00)

## **RESOLUTION 20-27**

### **Resolution to adopt Capital Assets & Depreciation Policy**

**WHEREAS, the City of West Branch wishes to comply with GASB Statement #87 for financial reporting, and**

**WHEREAS, effective January 1, 2021 the City of West Branch will capitalize all individual assets that cost \$5,000.00 or more and that have an estimated useful life of 5 years or more, and**

**WHEREAS, individual assets that cost less than \$5,000.00, but that operate as a part of a network system will be capitalized in the aggregate, using the group method, if the estimated average useful life of the individual asset is 5 years or more. (A network is determined to be where individual components valued under \$5,000.00 but are interdependent and the overriding value to the City is on the entire network and not the individual asset. The City currently has one network system which is the computer system), and**

**WHEREAS, after reviewing the various methods of calculating the depreciation of our assets it is recommended to use the "Straight-line Method" whereby the asset is written off evenly over the useful life of the asset, and the same amount of the depreciation is taken each year and,**

**WHEREAS, the City hereby establishes the depreciable life, in years, of its asset types as follows: except for in the case of a lease in which case the useful life would be the same as the lease term.**

#### **Non-infrastructure**

<b>Furniture, Office Equipment Desks, tables, chairs</b>	<b>5 years</b>
<b>Computer Hardware Monitor, CPU, Printer</b>	<b>5 years</b>
<b>Telephone Equipment</b>	<b>10 years</b>
<b>Motor Vehicles Cars &amp; light trucks</b>	<b>5 years</b>
<b>Buildings – Temporary T-buildings, other portable</b>	<b>25 years</b>
<b>Buildings</b>	<b>40 years</b>
<b>HVAC Systems Air-conditioning</b>	<b>20 years</b>
<b>Heating, ventilation system</b>	<b>20 years</b>
<b>Roofing</b>	<b>20 years</b>
<b>Carpet Replacement</b>	<b>7 years</b>
<b>Electrical/Plumbing</b>	<b>30 years</b>
<b>Kitchen Equipment Appliances</b>	<b>12 years</b>
<b>Heavy Construction Equipment Backhoes, trucks, dozers,</b>	

front-end loaders, large tractors	5-10 years
Engineering, Scientific Equip. Lab equipment	10 years
Police Special Equipment	10 years
Traffic Control Equipment Spotlights	10 years
Radio, Communications Equipment Mobile, portable radios	10 years
Outdoor Equipment Playground equipment	20 years
Custodial Equipment Floor scrubber, vacuums	12 years
Grounds Equipment Mowers, tractors & attachments	15 years
Land Improvements – Structure Parking lots, sidewalks, bus ramp, fencing, rivertrails	
flagpole	20 years
Land Improvements – Ground Work Park landscaping, ball fields	30 years
Land	No depreciation
Sewerage Treatment Plants	25 years
Infrastructure	
Easements	No depreciation
Drainage Systems	25 years
Water Systems	25 years
Sewerage Disposal Works System	25 years
Roads	
-Paved	40 years
-Asphalt – urban	20 years
-Non-paved	50 years

**NOW, THEREFORE, BE IT RESOVLED**, that the West Branch City Council hereby adopts the above resolution in its entirety.

## **RESOLUTION 20-28**

**WHEREAS**, the City Council has determined it to be in the best interest of the City to establish a list of approved banking institutions and a list of approved signatories at those institutions, and

**NOW, THEREFORE, BE IT RESOLVED**, that the City of West Branch hereby authorizes City staff the authority to transact business, including but not limited to the maintenance of savings, checking, and other accounts at the following institutions:

Mercantile Bank

TCF Bank

Huron Community Bank

PNC Bank

**AND FURTHER BE IT RESOLVED**, that the following individuals shall be authorized as signatories to said accounts:

Mayor Paul Frechette

Mayor Pro Tem Mike Jackson

City Manager John Dantzer

City Treasurer Michelle Frechette

# **Approval of Council Minutes & Summary**

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN PERSON AND VIA VIDEO CONFERENCE IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET ON MONDAY, NOVEMBER 16, 2020.

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 (arrived via ZOOM at 6:29 pm), Cathy Zimmerman, Chris Powley and Rusty Showalter.

Absent: None

Other officers present: City Manager John Dantzer, City Clerk Amanda Stang, City Treasurer Michelle Frechette, Police Chief Ken Walters, and Public Works Superintendent Mike Killackey.

All stood for the Pledge of Allegiance.

\* \* \* \* \*

Cindy Scott from Stephenson and Company presented the audit findings for the 2019-2020 fiscal year and noted the City received an unmodified opinion which is the highest level of assurance given.

**MOTION BY FRECHETTE, SECOND BY SHOWALTER, TO ACCEPT THE AUDIT FINDINGS AS PRESENTED.**

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

**No – None                                  Absent – None                                  Motion carried**

\* \* \* \* \*

As an addition to the agenda, an exclusive right to sell agreement was presented by Yvonne DeRoso regarding the M-30 property.

**MOTION BY ZIMMERMAN, SECOND BY POWLEY, TO APPROVE THE RIGHT TO SELL AGREEMENT AS PRESENTED BY YVONNE DEROSO AND AUTHORIZING THE CITY MANAGER TO SIGN ON BEHALF OF THE CITY.**

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

**No – None                                  Absent – None                                  Motion carried**

\* \* \* \* \*

Bids were received for a topographical survey on the M-30 housing property.

**MOTION BY BENNETT, SECOND BY JACKSON, TO ACCEPT THE TOPOGRAPHICAL BID ONLY FROM LAPHAM IN THE AMOUNT OF \$12,500.**

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

No – None

Absent – None

Motion carried

\* \* \* \* \*

**MOTION BY ZIMMERMAN, SECOND BY BENNETT, TO APPROVE A SOLE SOURCE VENDOR REQUEST AND THE PURCHASE OF A POWER STEAM WASHER IN THE AMOUNT OF \$7,250 FROM WEST END DISTRIBUTING.**

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

No – None

Absent – None

Motion carried

\* \* \* \* \*

**MOTION BY BENNETT, SECOND BY SHOWALTER, TO APPROVE THE PAYMENT OF BILLS IN THE AMOUNT OF \$142,843.92.**

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

No – None

Absent – None

Motion carried

\* \* \* \* \*

**MOTION BY BENNETT, SECOND BY SHOWALTER, TO APPROVE THE ANNUAL MERS AGREEMENT ADDENDUM.**

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

No – None

Absent – None

Motion carried

\* \* \* \* \*

Manager Dantzer presented a Covid Preparedness Plan and noted it was reviewed by Attorney Meihn.

**MOTION BY BENNETT, SECOND BY SHOWALTER, TO APPROVE THE COVID PREPAREDNESS PLAN.**

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

No – None

Absent – None

Motion carried

\* \* \* \* \*

**MOTION BY ZIMMERMAN, SECOND BY SHOWALTER, TO APPROVE THE LISTING AGENT EXTENSION FOR YVONNE DEROSO THRU 11/21/2021.**



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

**No – None**

**Absent – None**

**Motion carried**

\* \* \* \* \*

**MOTION BY BENNETT, SECOND BY SHOWALTER, TO APPROVE THE SUMMARY AND MINUTES FROM THE MEETING HELD NOVEMBER 2, 2020**

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

**No – None**

**Absent – None**

**Motion carried**

\* \* \* \* \*

**MOTION BY SHOWALTER, SECOND BY POWLEY, TO RECEIVE AND FILE THE TREASURER’S REPORT AND INVESTMENT SUMMARY; THE MINUTES FROM THE AIRPORT BOARD MEETING HELD FEBRUARY 19, MARCH 18, APRIL 15, and MAY 20, 2020; THE MINUTES FROM THE PLANNING COMMISSION MEETING HELD OCTOBER 13, 2020; AND THE OCTOBER POLICE REPORT.**

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

**No – None**

**Absent – None**

**Motion carried**

\* \* \* \* \*

**MOTION BY ZIMMERMAN, SECOND BY JACKSON TO APPROVE A CITY OF WEST BRANCH HOLIDAY AD IN THE OGEMAW HERALD.**

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

**No – None**

**Absent – None**

**Motion carried**

\* \* \* \* \*

Manager Dantzer discussed the need for a future resolution pertaining to a Virtual Meeting Policy.

Member Showalter congratulated the council members who won in the November election. He further noted that new Council Member Tiffany Schmieder-Kups and new Clerk Amanda Stang would benefit from the MML Training, “You’ve Won, Now What?!”

Mayor Frechette congratulated Tiffany Schmieder-Kups on her win for council.

Member Pugh questioned whether the new council meeting would be in person or on Zoom.

Mayor Frechette adjourned the meeting at 7:05 pm.

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Paul Frechette, Mayor

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Amanda Stang, Clerk

SUMMARY OF THE REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN PERSON AND VIA VIDEO CONFERENCE ON MONDAY, NOVEMBER 16, 2020.

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

Present: Mayor Frechette, Council Members Bennett, Jackson, Powley, Zimmerman, and Showalter. Member Pugh via Zoom.

Absent: None

Other officers present: Manager Dantzer, Treasurer Frechette, Clerk Stang, Chief Walters and DPW Superintendent Killackey.

Everyone stood for the pledge of allegiance.

Cindy Scott with Stephenson and Co. presented the City's Audit also noting an un-modified opinion being the highest marking achievable.

Council approved the audit.

Council approved the exclusive right to sell contract for the M-30 housing project land.

Council approved a bid for a topographical survey to Lapham's in the amount of \$12,500.

Council approved a sole source vendor request and bid for a power steam washer from West End Distributing in the amount of \$7,250.

Council approved bills in the amount of \$142, 843.92

Council approved MERS benefit plan with no changes.

Council approved the City's Covid Preparedness Plan.

Council approved the listing agent extension for Yvonne DeRoso

Council approved the minutes and summary of minutes from the Meeting held November 2, 2020.

Council approved the treasurers report and investment summary; minutes from the Planning Commission meeting held on October 13, 2020; minutes from the Airport Board meetings held February 19, March 18, April 15 and May 20, 2020; and the October Police Report.

Council approved City Manager Dantzer placing a Holiday Ad in the Ogemaw Herald from the City of West Branch.

Council Members Showalter and Pugh, Mayor Frechette, and Manager Dantzer gave reports.

Mayor Frechette adjourned the meeting at 7:05 p.m.

# Consent Agenda

Bank Code	Description	Beginning Balance 12/01/2020	Total Debits	Total Credits	Ending Balance 12/31/2020
GEN1	GEN1 - GENERAL CHECKING				
101		1,049,913.39	50.00	27,029.30	1,022,934.09
150	CEMETERY PERPETUAL CARE	31,171.92	0.00	0.00	31,171.92
209	CEMETERY FUND	(2,620.05)	0.00	0.00	(2,620.05)
243	BROWNFIELD REDEVELOPMENT AUTHORITY FU	999.96	0.00	0.00	999.96
248	DDA OPERATING FUND	180,927.69	0.00	0.00	180,927.69
251	INDUSTRIAL PARK FUND	12,850.72	0.00	0.00	12,850.72
276	HOUSING RESOURCE FUND	140,234.88	0.00	0.00	140,234.88
318	SEWER DEBT FUND	66,229.53	2,505.99	677.05	68,058.47
319	WATER DEBT FUND	20,506.39	548.22	99.99	20,954.62
571	COLLECTION REPLACEMENT FUND	131.37	0.00	0.00	131.37
572	PLANT REPLACEMENT FUND (R&I)	11.30	0.00	0.00	11.30
590	SEWER FUND	305,302.60	3,223.70	9,665.28	298,861.02
591	WATER FUND	572,448.53	4,785.60	2,653.18	574,580.95
592	WATER REPLACEMENT FUND	434,144.29	0.00	0.00	434,144.29
593	SEWER COLLECTION	167,162.67	630.18	456.61	167,336.24
561	EQUIPMENT FUND	99,504.40	4,003.08	519.03	102,988.45
704	PAYROLL CLEARING	24,849.90	37,295.74	37,295.74	24,849.90
705	IRONS PARK ENTERTAINMENT FUND	4,951.08	0.00	0.00	4,951.08
707	YOUTH SAFETY PROGRAM	15.00	0.00	0.00	15.00
	GEN1 - GENERAL CHECKING	3,108,735.57	53,042.51	78,396.18	3,083,381.90
M/LST	MAJOR/ LOCAL STREETS				
202	MAJOR STREET FUND	590,683.90	0.00	2,205.40	588,478.50
203	LOCAL STREET FUND	254,999.04	0.00	957.27	254,041.77
	MAJOR/ LOCAL STREETS	845,682.94	0.00	3,162.67	842,520.27
PAY	PAYROLL				
704	PAYROLL CLEARING	14,282.94	37,295.74	34,729.24	16,849.44
	PAYROLL	14,282.94	37,295.74	34,729.24	16,849.44
CHEM	SAVINGS				
101		459,538.05	0.00	0.00	459,538.05
150	CEMETERY PERPETUAL CARE	1,679.96	0.00	0.00	1,679.96
251	INDUSTRIAL PARK FUND	244.36	0.00	0.00	244.36
571	COLLECTION REPLACEMENT FUND	0.86	0.00	0.00	0.86
591	WATER FUND	26,406.20	0.00	0.00	26,406.20
592	WATER REPLACEMENT FUND	19,789.43	0.00	0.00	19,789.43
593	SEWER COLLECTION	3,181.82	0.00	0.00	3,181.82
561	EQUIPMENT FUND	103,490.33	0.00	0.00	103,490.33
	SAVINGS	614,331.01	0.00	0.00	614,331.01
TAX	TAXES				
701	TAX AGENCY	15,014.31	4,298.04	0.00	19,312.35
	TAXES	15,014.31	4,298.04	0.00	19,312.35
	TOTAL - ALL FUNDS	4,598,046.77	94,636.29	116,288.09	4,576,394.97

CASH SUMMARY BY ACCOUNT FOR WEST BRANCH  
FROM 12/01/2020 TO 12/31/2020  
FUND: ALL FUNDS  
INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 12/01/2020	Total Debits	Total Credits	Ending Balance 12/31/2020
Fund 101					
004.300	CERTIFICATE OF DEPOSIT A	103,103.00	0.00	0.00	103,103.00
004.400	CERTIFICATE OF DEPOSIT B	150,000.00	0.00	0.00	150,000.00
		<hr/> 253,103.00	<hr/> 0.00	<hr/> 0.00	<hr/> 253,103.00
Fund 150 CEMETERY PERPETUAL CARE					
004.300	CERTIFICATE OF DEPOSIT C	114,701.74	0.00	0.00	114,701.74
004.400	CERTIFICATE OF DEPOSIT D	115,271.06	0.00	0.00	115,271.06
	CEMETERY PERPETUAL CARE	<hr/> 229,972.80	<hr/> 0.00	<hr/> 0.00	<hr/> 229,972.80
Fund 251 INDUSTRIAL PARK FUND					
004.300	CERTIFICATE OF DEPOSIT A	103,103.00	0.00	0.00	103,103.00
004.400	CERTIFICATE OF DEPOSIT B	25,000.00	0.00	0.00	25,000.00
	INDUSTRIAL PARK FUND	<hr/> 128,103.00	<hr/> 0.00	<hr/> 0.00	<hr/> 128,103.00
Fund 661 EQUIPMENT FUND					
004.300	CERTIFICATE OF DEPOSIT A	154,656.00	0.00	0.00	154,656.00
004.400	CERTIFICATE OF DEPOSIT B	100,000.00	0.00	0.00	100,000.00
	EQUIPMENT FUND	<hr/> 254,656.00	<hr/> 0.00	<hr/> 0.00	<hr/> 254,656.00
	TOTAL - ALL FUNDS	<hr/> 865,834.80	<hr/> 0.00	<hr/> 0.00	<hr/> 865,834.80

REGULAR MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY  
HELD IN PERSON AND VIRTUALLY AT THE WEST BRANCH CITY HALL, 121 N. FOURTH ST.  
ON TUESDAY, OCTOBER 27, 2020.

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

Present: Members Anthony Bair (virtual), Joanne Bennett (virtual), Joe Clark, Samantha Fabbri, Sandy Rabidue, Erin Resteiner(virtual), and Ken Walters.

Absent: Autum Hunter and Cathy Zimmerman.

Others present: City Manager John Dantzer.

\* \* \* \* \*

**MOTION BY FABBRI, SECOND BY CLARK, TO EXCUSE MEMBER ZIMMERMAN  
FROM THE MEETING AND EXCUSE MEMBER HUNTER FROM THE OCTOBER  
AND NOVEMBER MEETING.**

**Yes – Bair, Bennett, Clark, Fabbri, Rabidue, Resteiner, Walters**

**No – None                  Absent – Hunter, Zimmerman                  Motion carried.**

\* \* \* \* \*

**MOTION BY RABIDUE, SECOND BY RESTEINER, TO APPROVE THE MINUTES  
FROM THE MEETING HELD SEPTEMBER 22, 2020.**

**Yes – Bair, Bennett, Clark, Fabbri, Rabidue, Resteiner, Walters**

**No – None                  Absent – Hunter, Zimmerman                  Motion carried.**

\* \* \* \* \*

**MOTION BY RABIDUE, SECOND BY CLARK, TO APPROVE THE BILLS IN THE  
AMOUNT OF \$8,000.00.**

**Yes – Bair, Bennett, Clark, Fabbri, Rabidue, Resteiner, Walters**

**No – None                  Absent – Hunter, Zimmerman                  Motion carried.**

\* \* \* \* \*

**MOTION BY FABBRI, SECOND BY RABIDUE, TO APPROVE THE MICHIGAN  
DOWNTOWN ASSOCIATION MEMBERSHIP IN THE AMOUNT OF \$300.00.**

**Yes – Bair, Bennett, Clark, Fabbri, Rabidue, Resteiner, Walters**

**No – None**

**Absent – Hunter, Zimmerman**

**Motion carried.**

\* \* \* \* \*

Chairperson Fabbri shared a flyer on downtown parking and discussed the letter sent to the Library Board

Member Walters asked if there were any updates on the Gathering Place funding and Chairperson Fabbri noted there we no new updates and that they were still on hold waiting for funding.

Member Resteiner discussed dumpster issues downtown.

Member Bair noted he was at the meet and greet last week with Senator VanderWall and Senate Majority Leader Shirkey and noted the following of guidelines was brought up as a concern.

Member Clark noted that they are not planning on having the fall fine walk this year due to COVID and that all large events would be difficult while the virus is still going on.

Manager Dantzer updated the Board on the personal property tax reimbursement amount received and noted it was less than last year and less than what they anticipated. Manager Dantzer and Member Rabidue noted they would look further into it.

\* \* \* \* \*

The meeting was adjourned at 12:23 pm.

SPECIAL MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY  
HELD IN PERSON AND VIRTUALLY AT THE WEST BRANCH CITY HALL, 121 N. FOURTH ST.  
ON THURSDAY, NOVEMBER 5, 2020.

The meeting was called to order by Chairperson Fabbri at 11:00 am.

Present: Members Anthony Bair, Joanne Bennett, Joe Clark, Samantha Fabbri, Sandy Rabidue, and Erin Resteiner.

Absent: Autum Hunter, Ken Walters, and Cathy Zimmerman.

\* \* \* \* \*

The Board discussed contributing to the Riverwalk/Fireman's memorial grant to purchase a new Riverwalk sign, bench, and flowering pot.

**MOTION BY FABBRI, SECOND BY RABIDUE, TO APPROVE THE PAYMENT OF  
\$250 FOR THE RIVERWALK/FIREMANS MEMORIAL GRANT.**

**Yes – Bair, Bennett, Clark, Fabbri, Rabidue, Resteiner**

**No – None**

**Absent – Hunter, Walters, Zimmerman**

**Motion carried.**

\* \* \* \* \*

The meeting was adjourned at 11:03 am.



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 11:03 a.m. by Chairman Terry Hodges.

Present: Craig Scott, Mike Jackson, Terry Hodges, Paul Frechette and John Dantzer. Also in attendance were W.B. Airport manager Ben Evergreen and Ogemaw County Administrator Tim Dolehanty.

Absent: Brad Neubecker and Gary Klacking.

**Motion by Dantzer, second by Scott, the meeting minutes of the September 16,2020 meeting be approved. Voice vote. Ayes – all. Motion carried. [10-1-#1]**

**Motion by Jackson, second by Scott, claims in the amount of \$32,807.88 be approved for payment. Voice vote. Ayes – all. Motion carried. [10-1-#2]**

Ben Evergreen, Airport Manager, gave the financial report, including an overview of upcoming payments for projects. The combined account balance is \$245,279.87

Discussion was held regarding repairs made to the airport pickup, and the necessity for its future replacement.

Ben gave an update on the hangar construction project. The building package has been delayed, with delivery now being scheduled for January.

Ben updated the Board on the crack sealing that was completed around the various areas of the airport.

Tree removal is still proceeding along the Southern side of the airport.

A discussion was held regarding the potential for some of the recently cleared land to be leased by a local farmer, to both prevent regrowth, and to garner some future revenue for the airport. It was decided that the idea will be explored further.

Ben gave the board suggestions regarding the rent pricing for the new hangers, as he has already had inquiries about them. A discussion was held regarding month to month rental, versus yearly leasing.

**Motion by Jackson, second by Hodges to set the new hangar prices at \$150/month for in line units, and \$175/month for corner units. [10-1-#3]**

Ben reported on the Mead & Hunt invoices approved in September, totaling \$25,140.37. Since the grant money had already been approved during previous meetings, no motion is required.

Discussion was held regarding a covering for the rolling ladders. Member Dantzer will assist in finding pricing for an enclosure.

There being no further business to discuss, Chairman Hodges adjourned the meeting at 11:52 a.m.

Minutes by Mike Jackson, Airport Board Vice Chairman.

# Communications

# **Reports**

**Mayor**

**Council**

**City Manager**

**DDA****4 YR TERM**

Meets each 4th Tuesday at noon.

9 members total, appointed by mayor, approved by council, majority to have property in downtown district, one must be a resident if p							
Ken Walters (Mayor's rep.) (EX)	10/1/2018	Mayor Term	403 S. First St		345-2627	942-4836	
Samantha Fabbri - Chair	1/5/2015	1/1/2023	224 W. Houghton Ave				
Autum Hunter	9/6/2011	1/1/2023	309 W Houghton Ave	345-8637	345-2210	701-5485	
Sandy Rabidue - treasurer	12/17/2001	1/1/2024	401W Houghton Ave		345-4120		
Joanne Bennett	1/16/2017	1/1/2024	209 S Livingston	345-7877	345-2595		
Cathy Zimmerman	2/4/2019	1/1/2021	500 B Annie St	989-312-0078			
Anthony Bair	2/4/2019	1/1/2021	2110 S. M-76			989-516-5076	
Joseph Clark vice chair	5/21/1986	1/1/2022	219 W Houghton Ave	345-1021	345-0355	312-0496	
Erin Resteiner	3/4/2019	1/1/2022	4560 W. M-76			312-1879	

**EXISTING CHAPTER 92: SMOKING OR BURING OF TOBACCO IN PUBLICLY OWNED BUILDINGS**

**Section**

**General Provisions**

92.01 Smoking or burning of tobacco in publicly-owned buildings in City prohibited; exception

92.99 Penalty

**GENERAL PROVISIONS**

**§ 92.01 SMOKING OR BURNING OF TOBACCO IN PUBLICLY-OWNED BUILDINGS IN CITY PROHIBITED; EXCEPTION.**

(A) It shall be unlawful to smoke or burn tobacco in any publicly owned building in the City except in areas specifically designated for smoking or burning of tobacco.

(B) A sign or signs indicating that smoking is prohibited except in designated areas shall be posted at the entrance of each publicly-owned building and each designated smoking area shall be posted by a sign or signs indicating same.

*(Ord. 209, passed 6-18-91) Penalty, see § 92.99*

**§ 92.99 PENALTY.**

Violation of this chapter is a Municipal Civil Infraction, pursuant to §10.99 of the City of West Branch Code of Ordinances.

*(Ord. 188, passed 8-3-87; Am. Ord. 209, passed 6-18-91; Am. Ord. 01-04, passed 6-18-01)*

**NEW DRAFT ARTICLE #. SMOKING**

**State law reference**—Michigan Clean Indoor Air Act, MCL 333.12601 et seq.

**Sec. ##. Definitions.**

The following words and phrases when used in this article shall have the meanings respectively ascribed to them in this section, except where the context otherwise requires.

*Childcare institution* and *childcare center* have the meanings provided in MCL 722.111.

*Cigar bar* means an establishments or area within an establishment that is open to the public and is designated for the smoking of cigars, purchased on premises or elsewhere.

*Educational facility* means a building owned, leased, or under the control of a public school system, college, or university.

*Food service establishment* has the meaning provided in MCL 289.1107.

*Health facility* has the meaning provided in MCL 333.20106, except a home for the aged, nursing home, county medical care facility, hospice, or hospital long-term care unit.

*Home for the aged* has the meaning provided in MCL 333.20106.

*Licensed premises* means any portion of a building, structure, room, or enclosure located on real estate which is owned, leased, used, controlled, or operated by a licensee authorized by the state liquor control commission to sell alcoholic liquor for consumption on the premises.

*Meeting* has the meaning provided in MCL 15.262.

*Motor vehicle* has the meaning provided in MCL 257.33.

*Nursing home* has the meaning defined in MCL 333.20109.

*Place of employment* means an enclosed indoor area that contains one or more work areas for one or more persons employed by a public or private employer except:

- (1) A structure used primarily as the residence of the owner or lessee that is also used as an office for the owner or lessee and for no other employees;
- (2) A food service establishment that is subject to MCL 12905; and
- (3) A motor vehicle.

*Public body* has the meaning provided in MCL 15.262.

*Public place* means all of the following, except places exempt under MCL 333.12601:

- (1) An enclosed, indoor area owned or operated by a state agency or the city and used by the general public or serving as a place of work for public employees or a meeting place for a public body, including an office, educational facility, home for the aged, nursing home, county medical care facility, hospice, hospital long-term care unit, auditorium, arena, meeting room, or public conveyance; and
- (2) An enclosed, indoor area which is not owned or operated by a state agency or the city, is used by the general public and is one of the following:
  - a. An educational facility,
  - b. A health facility,
  - c. An auditorium,
  - d. An arena,
  - e. A theater,
  - f. A museum,
  - g. A concert hall,
  - h. Any other facility during the period of its use for a performance or exhibit of the arts.

*Smoking* means the carrying by a person of a lighted cigar, cigarette, including but not limited to an electronic cigarette or nicotine inhalant, pipe, or other lighted smoking device.

*Smoking paraphernalia* means any equipment, apparatus, or furnishing that is used in or necessary for the activity of smoking.

*Tobacco product* means a product that contains tobacco and is intended for human consumption, including, but not limited to, cigarettes, noncigarette smoking tobacco, or smokeless tobacco, as those terms are defined in MCL 205.422(2), and cigars.

*Tobacco specialty retail store* means an establishment in which the primary purpose is the retail sale of tobacco products and smoking paraphernalia, and in which the sale of other products is incidental. The term does not include a tobacco department or section of a larger commercial establishment or any establishment with any type of liquor, food, or restaurant license.

*Work area* means a site within a place of employment at which one or more employees perform services for an employer.

**State law reference**—Similar definitions, MCL 333.12601.

### **Sec. ##. Smoking prohibited; exceptions.**

(a) *City building and vehicles.* No person shall smoke in any place within city-owned or operated buildings, including any private, enclosed room or office, or in any city-owned or leased motor vehicles. City-owned or operated buildings shall be considered a smoke-free environment and no designated smoking areas shall be allowed or established within such buildings.

(b) *Meetings of public entities.* No person shall smoke in a public place or at a meeting of a public body.

(c) *Childcare institutions or centers.* No person shall smoke in a childcare institution or center or on real property that is under the control of a childcare institution or center is located, including other related buildings.

(d) *Posted commercial establishments.* No person shall smoke in any commercial establishment that has posted “no smoking” signs.

(e) *Other public places.* No person shall smoke in a public place including, without limitation, food service establishments, casinos and lodging facilities.

**State law reference**—Similar provisions, MCL 333.12603, 333.12604.

### **Sec. ##. Duties of persons having control of public places where smoking is prohibited.**

(a) The owner, operator, manager, or person having control of a public place including, without limitation, a food service establishment, shall:

- (1) Clearly and conspicuously post no smoking signs or the international no smoking symbol at the entrances to and in every building or other area where smoking is prohibited under this act.
- (2) Remove all ashtrays and other smoking paraphernalia from anywhere smoking is prohibited.
- (3) Inform individuals smoking in violation of this act that they are in violation of the law and subject to penalties.
- (4) If applicable, refuse to serve an individual smoking in violation of the law.



- (5) Ask an individual smoking in violation of the law to refrain from smoking and, if the individual continues to smoke in violation of the law, ask him to leave the public place, or food service establishment.

(b) It is an affirmative defense to a prosecution for a violation of this section that the owner, operator, manager, or person in control of a hotel, motel, or other lodging facility where smoking is prohibited under this section made a good faith effort to comply with this section. To assert the affirmative defense, the owner, operator, manager, or person shall file a sworn affidavit setting forth his efforts to prohibit smoking and comply with this section.

#### **Sec. ##. Violations and penalties.**

A person who within the city violates this article or the provisions of the Michigan Clean Indoor Air Act, MCL 333.12601 et seq. or rules promulgated thereunder shall subject to a civil fine of not more \$100.00 for a first violation and not more than \$500.00 for a second or subsequent violation.

#### **Sec. #. Exemptions.**

This section shall not apply to cigar bars or prohibit smoking in or at licensed premises which are authorized by state law to permit smoking.

**Public  
Comment  
-Any  
Topic**

**Adjournment**