

-- 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, FEBRUARY 18, 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. Due to recent complaints from those in attendance trying to listen, audience members are kindly reminded to **please refrain from having private conversations**

**while meetings are in progress—it is disruptive and NOT allowed.** Unless you are a scheduled speaker from the floor or in the process of giving public comment for the record, audience members should not converse in the Council Chambers during meetings—if you feel that you must converse during a meeting, you are kindly asked to please do so in the hallway, away from the doors. Accommodations are available upon request to those who require alternately formatted materials or auxiliary aids to ensure effective communication and access to City meetings or hearings. All request for accommodations should be made with as much advance notice as possible, typically at least 10 business days in advance by contacting City Clerk John Dantzer at (989) 345-0500 [DISCLAIMER: Views or opinions expressed by City Council Members or employees during meetings are those of the individuals speaking and do not represent the views or opinions of the City Council or the City as a whole.] [NOTICE: Audio and/or video may be recorded at public meetings of the West Branch City Council.]

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Public Hearing
- V. Additions to the agenda
- VI. Public Comment on Agenda Items Only (limited to 3 minutes)
- VII. Scheduled Matters from the Floor
- VIII. Bids
  - A. City uniform services
- IX. Unfinished Business
- X. New Business
  - A. Bills payable.
  - B. Board of Review meetings
  - C. City manager process and notice of opening

- XI. Approval of the minutes and summary from the Meeting held February 4, 2019 as well as the minutes from the closed session during the February 4, 2019 meeting.
- XII. Consent Agenda (These items are considered routine and can be enacted in one motion)
  - A. Treasurer's report and Investment Summary
  - B. Minutes from the Planning Commission meeting held January 8, 2019
  - C. Minutes from the DDA meeting held December 18, 2018
- XIII. Communications
  - A. PFAS water sample results
  - B. Upcoming chamber events
  - C. Johnny Cash resolution reminder
  - D. Ogemaw County Title & Escrow Love our Community Month
- XIV. Reports and/or comments
  - A. Mayor
  - B. Council Members
  - C. City Manager
- XV. Public Comment on any item (limited to 3 minutes)
- XVI. Adjournment

**Call to Order**

**Roll Call**

**Pledge of  
Allegiance**

# Public Hearings

# **Additions to the Agenda**

# **Public Comment -Agenda Items**

# **Scheduled Matters from the Floor**

# Bids





# City of West Branch

121 North Fourth Street • West Branch, Michigan 48661  
(989) 345-0500 • Fax (989) 345-4390 • [www.westbranch.com](http://www.westbranch.com)

The City of West Branch is seeking pricing to provide uniform rental service for the City Department of Public Works and Wastewater Treatment Plant employees. Counts are listed on the following page. Pricing request is for perma-press uniforms of four (4) changes per week and jackets one (1) per week.

Please call Michelle at (989) 345-0500 if you have any questions. Prices are due by February 1, 2019.

Thank you.



*"City with a Smile"*

*The City Of West Branch Is An Equal Opportunity Provider*



**City of West Branch**  
121 North Fourth Street  
West Branch, Michigan 48661

**Cintas**  
421 Bayliss St  
Midland MI 48640

**Thompson's Linen Service**  
120 E Herman St  
Alpena MI 49707

**Unifirst**  
500 South Outer Drive  
Saginaw MI 48601

## Michelle Frechette

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**From:** Shepherd, Peter <ShepherdP@cintas.com>  
**Sent:** Monday, January 14, 2019 4:54 PM  
**To:** deputyclerktreasurer@westbranch.com  
**Cc:** Murphy, James  
**Subject:** City of West Branch - Uniform Bid - Cintas Corporation  
**Attachments:** Cintas-City of West Branch Bid.pdf

To whom it may concern,

Please see the attached proposal for the City of West Branch Uniform Program.

Cintas Contact information

Sales Representative: James Murphy

Phone: 989-835-7709

Email: [murphyj3@cintas.com](mailto:murphyj3@cintas.com)

General Manager: Pete Shepherd

Phone: 989-835-7709

Email: [shepherdp@cintas.com](mailto:shepherdp@cintas.com)

Thank you

Pete

### **Pete Shepherd | General Manager**

Cintas Corporation | Loc. 346

office 989.835.7709 | fax 989.835.9096

421 Bayliss Street | Midland, MI 48640

[shepherdp@cintas.com](mailto:shepherdp@cintas.com) | [cintas.com](http://cintas.com)



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## City of West Branch Request for Pricing

Please provide pricing for the following:

	<u>Each</u>	<u>Weekly</u>	<u>Current</u>
PP Shirts – short sleeve – 84 shirts	<u>.20</u>	<u>16.80</u>	.20
PP Shirts – long sleeve – 29 shirts	<u>.20</u>	<u>5.80</u>	.20
Poly Polo Shirts – 12 shirts	<u>.30</u>	<u>3.60</u>	
PP Pants – 99 pants	<u>.22</u>	<u>21.78</u>	.22
PP Jackets – 18 jackets	<u>.55</u>	<u>9.90</u>	.50
PP Coveralls – 10 coveralls	<u>.55</u>	<u>5.50</u>	.60
 Damage Maintenance	 <u>.04</u>	 <u>10.08</u>	 .04
 Cost for 2x shirts & larger	 <u>.05</u>	 _____	 .04
Cost for 44 waist pants & larger	<u>.05</u>	_____	.04
 Installation Fees	 <u>.50</u>	 1.50	
Name Emblems	<u>.75</u>	1.50	
Company Emblems	<u>.95</u>	3.00	
 Floor Mats:			
3x5 – 3 mats changed monthly	<u>4.50</u>	7.00	
4x6 – 1 mat changed monthly	<u>6.75</u>	10.00	

Please complete this page and return to:

City of West Branch  
ATTN: Michelle Frechette  
121 N 4<sup>th</sup> St  
West Branch MI 48661

Or email to [deputyclerk@westbranch.com](mailto:deputyclerk@westbranch.com) by February 1, 2019. Feel free to give me a call at (989) 345-0500 with any questions. Thank you.

The bid was sent out to three companies. The only bid received was from Cintas. We are currently using Unifirst and their prices are written by hand next to Cintas's bid. The City used to use Cintas and DPW Superintendent Killackey had no issues with switching back to Cintas. Because we only received one bid and it would be a little bit of savings due to the lower mat prices, I would recommend to award the bid to Cintas

# **Unfinished Business**

# New Business

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

BILLS	\$92,953.60
<i>BILLS AS OF 2/13/19</i>	<i>\$92,953.60</i>
<i>Additions to Bills as of</i>	<i>\$0</i>
<i>Paid but not approved</i>	<i>\$3,800.00</i>
<b>TOTAL BILLS</b>	<b>\$96,753.60</b>

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



Vendor Name	Amount	Description
ACE SAGINAW PAVING COMPANY	250.55	VARIOUS SUPPLIES
AUTOZONE, INC	44.82	VARIOUS PARTS
BADER & SONS CO	555.40	#15
BADGER METER	590.07	CELLULAR SERVICES JULY - JANUARY
CHARTER COMMUNICATIONS	204.95	POLICE PHONES & INTERNET
COMPASS MINERALS AMERICA INC	14,853.99	SALT
CONSUMERS ENERGY	7,875.14	ELECTRIC
CONSUMERS ENERGY	34.69	ELECTRIC
FIDLAR TECHNOLOGIES INC	219.65	PLANNING MINUTE BOOK
FIRST ADVANTAGE	253.90	WIRTH DRUG TEST RANDOM
FOSTER BLUE WATER OIL LLC	3,734.83	FUEL
H & B AUTO ELECTRIC	300.00	#62
HAVILAND	5,043.90	WWTP SUPPLIES
HOME DEPOT	2,182.77	VARIOUS SUPPLIES
INLAND PIPE REHABILITATION	3,600.00	RETAP SEWER LEADS N 4TH
MCVEIGH'S TRUCK SPRINGS INC	161.22	#5
MIDMICHIGAN HEALTH	59.00	POST ACCIDENT TEST
OFFICE CENTRAL	350.82	VARIOUS SUPPLIES
OGEMAW COUNTY HERALD ADLINER	267.47	VARIOUS ADS/NOTICES
SALT ON SITE	405.00	BAGS OF SALT
SELLEY'S CLEANERS	36.00	POLICE UNIFORMS
SLC METERS LLC	49,885.00	METERS
SPARTAN STORES LLC	18.64	WWTP SUPPLIES
STATE OF MICHIGAN	95.00	RENEWAL ROBB CERTIFICATION
UNIFIRST FIRST AID CORP	39.49	DPW SUPPLIES
UNUM LIFE INSURANCE CO OF AMERICA	902.49	LT ST DISABILITY & LIFE
UPS	7.20	WWTP SHIPPING
USA BLUE BOOK	229.00	WATER SUPPLIES
VILLAGE QUIK LUBE	339.83	POLICE VEHICLES
WEST BRANCH AUTOMOTIVE	412.78	VARIOUS SUPPLIES
<b>Total</b>	<b>92,953.60</b>	

## 9.7 MEETINGS OF THE BOARD OF REVIEW.

(a) The Board of Review shall convene in its first session on the second Monday in March of each year at such time of day and place as shall be designated by the Council and shall remain in session for at least four hours for the purpose of considering and correcting the roll. In each case in which the assessed value of any property is increased over the amount shown on the assessment roll as prepared by the assessor, or any property is added to such roll by the Board, or the Board has resolved to consider at its second session such increasing of an assessment or the adding of any property to such roll, the Assessor shall give notice thereof to the owner as shown by such roll by a first class letter mailed not later than the second day following the end of the first session of the Board. Such notice shall state the date, time, place and purpose of the second session of the Board. The failure of the owner to receive such notice shall not invalidate any assessment roll or assessment thereon.

(b) The Board of Review shall convene in its second session on the fourth Monday in March of each year for two consecutive days and as much longer as may be necessary, from 9:00 a.m. to noon and from 1:00 p.m. to 4:00 p.m., at such place as shall be designated by the Council and shall continue in session until all interested persons have had an opportunity to be heard, but in no case for less than eight hours. The Board of Review shall convene for at least one evening session from 7:00 p.m. to 9:00 p.m. The Board may not increase any assessment or add any property to the rolls, except in those cases in which the Board resolved at its first session to consider such increase or addition.

According to the Charter, Council will need to designate the time of day and location for the first meeting in March. It is the Board of Reviews request to have it at 9:00 am at City Hall.

Council will also need to designate the location of the second meetings in March. It is the Board of Reviews request to have it at City Hall

Both designations could be made in the same motion. We would need something to the affect that they designate all Board of Review meetings to be held at City Hall with the first meeting of the month to be held at 9:00 a.m.

#### **4.9 CITY MANAGER: APPOINTMENT AND QUALIFICATIONS.**

The Council shall appoint a City Manager within ninety days after any vacancy exists in such position. The City Manager shall hold office at the pleasure of a majority of the Council, but he shall not be removed from office during a period of sixty (60) days following any regular City election except by the affirmative vote of five members of the Council. He shall be selected on the basis of his executive and administrative qualifications with special reference to his training and experience. Removal of the City Manager may be made by the Council in its sole discretion, provided, however that ten days notice to the Manager be given, and any action by the Council be at a scheduled meeting. The Manager affected may be present and heard at such meeting.

#### **4.10 ACTING CITY MANAGER.**

The Council may appoint or designate an Acting City Manager during the period of a vacancy in the office or during the absence of the City Manager from the City. Such Acting City Manager shall, while he is in such office, have all the responsibilities, duties, functions and authority of the City Manager.



## City of West Branch

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 seeking a motivated professional with a bachelor's degree from an accredited college or university in public administration or related field. The candidate should have strong communication skills, problem solving skills, grant writing skills, IT aptitude and the ability to establish effective relations with City Council, department heads, employees, and all segments of the community. The candidate should also possess an approachable, welcoming style with the community and staff and have a proven record in effective service delivery and creative problem solving. A team-oriented management style is essential. The candidate must be able to coordinate and manage multiple priorities.

For a complete job description please contact City Hall or visit [www.westbranch.com](http://www.westbranch.com)

### Description:

The City of West Branch is a unique and wonderful community with a population of 2,139. It covers 1.48 square miles and serves as the county seat for Ogemaw County. The City is governed by a mayor and 6 councilmembers and employs 18 full-time employees. The City has a mixture of industrial, commercial, and residential property as well as a TIFA and DDA district. The City itself is home to many great attractions, including our downtown shopping district, as well as beautiful Iron's Park and our new Downtown Victorian Park. The laidback and friendly nature of the community lends itself to the City motto of "Live Happy".

**Compensation:** Salary and benefits are negotiable. (This will have to be decided upon)

**Closing Date:** March 13, 2019 (This will have to be decided upon)

To apply send resume to:

City of West Branch

Attention: City Clerk

121 N. Fourth St.

West Branch, MI 48661

-or-

via e-mail at [clerktreasurer@westbranch.com](mailto:clerktreasurer@westbranch.com)

**DRAFT**

Applicants seeking confidentiality, to the extent permitted under Michigan law, may place their request in their resume.

The City of West Branch is an Equal Opportunity Employer. This City does not and will not discriminate in employment and personnel practices on the basis of race, color, sex, age, disability, religion, national origin, or on minority populations, low income populations, or any other basis prohibited by applicable law. Hiring, transferring, and promotion practices are performed without regard to the above listed items.

**John Dantzer**

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**From:** League Admin <admin@mml.org>  
**Sent:** Wednesday, February 13, 2019 10:19 AM  
**To:** clerktreasurer@westbranch.com; Mohamed Nuh  
**Subject:** mml.org Classified Ad Submission



Thank you for submitting a classified ad with the Michigan Municipal League. The details of your ad, as well as estimated costs are below:

**Billing Information:**

Name: John Dantzer  
Title: Clerk/Treasurer  
Municipality/Company: City of West Branch  
Address: 121 N. Fourth St  
City: West Branch  
State: MI  
Zip: 48661  
Phone: (989) 345-0500

**Estimated Ad Cost Per 4 Weeks:**

Ads running beyond 4 weeks are billed at twice the rate of a 4 week ad.  
Character Count: 1609  
Member Rate:  $193.08 + 0 \text{ files} \times \$12 \text{ ea} = \$ 193.08$   
Non-Member Rate:  $386.16 + 0 \text{ files} \times \$18 \text{ ea} = \$ 386.16$

**Ad to be Posted:**

Ad Heading: City Manager



## About GovTemps USA

GovTemps USA is the interim staffing line of business of GovHR USA. It was formed in 2011 by Joellen Cademartori and Heidi Voorhees. Both have distinguished careers in local government management and saw a need for a firm to focus on providing short and long-term staffing solutions to local governments. As of January 2019, GovTemps has assisted more than 171 local governments in 11 states with over 360 different positions.

**GovTemps Positions.** GovTemps has placed employees in a variety of temporary positions at local jurisdictions. They include: Managers and Administrators, Parks and Recreation Administrators, Police Chiefs, Executive Assistants, Clerks, HR Directors, HR Generalists, Finance Directors, CFO's, Accountants, Community Development Directors, Planners, Plan Reviewers, Permit Clerks, Public Works Directors and Superintendents, Engineers, Building Officials, and more.

**Why Employees Choose GovTemps.** Employees choose GovTemps because of its reputation as a leader in short and long-term staffing services for local governments. The senior staff at GovTemps are former local government employees and care about assisting good and talented people find positions in local governments. GovTemps employee benefits include professional liability and workers' compensation coverage, optional health insurance, and a matching contribution to an IRA for eligible employees.

Because GovTemps carries professional liability coverage, employees who might otherwise consider working as an Independent Contractor have opted instead to work for GovTemps. This has the added benefit of simplifying the employee's year-end tax filing.

**Why Local Governments Choose GovTemps.** Local governments choose GovTemps for the following reasons:

Talented and Skilled Candidates. GovTemps understands the unique position needs and expectations of local governments. GovTemps actively recruits employees through regular attendance at professional conferences and other events, outreach to its professional network, and pro-active recruitment.

Cost Avoidance. By partnering with GovTemps, the local government avoids the costs associated with employee recruitment and selection, as well as the expense of employee health insurance

630 Dundee Road, Suite 130, Northbrook, IL 60062  
847.380.3240 Fax: 866.803.1500 GovTempsUSA.com

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and pensions. GovTemps is responsible for employee related expenses related to payroll withholdings and employee benefits. In addition, GovTemps carries workers' compensation and unemployment insurance on all employees.

**Flexible Staffing Arrangements.** GovTemps recognizes that local governments often need to fill a position on a short term or project basis due to employee transitions, illness or seasonal demand. Accordingly, GovTemps actively recruits employees who embrace flexible work schedules.


**GovTemps Fee.** The employee hourly rate is determined by seeking to match what the employee desires to earn versus what the jurisdiction desires to pay. The GovTemps 40% fee is in added to the employee's hourly rate. Employees are typically paid only for hours worked.

**Selection Process.** Upon notification from a local government that it needs to fill a short or long-term position, we will discuss the position requirements with potential candidate(s) and present those that are best suited. The local government will decide if it desires to interview any or all the presented candidates. If a suitable candidate is not immediately available, GovTemps will recruit candidates at no cost to the local government. Once a candidate has been identified and the hourly rate is set, GovTemps and the jurisdiction will enter into an employee leasing agreement.

To discuss your interim staffing need, please contact Senior Vice President Mike Earl at 224-261-8366 or [mearl@govhrusa.com](mailto:mearl@govhrusa.com).

630 Dundee Road, Suite 130, Northbrook, IL 60062  
847.380.3240 Fax: 866.803.1500 GovTempsUSA.com

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# GovHR USA offers tiered services to meet your recruitment needs.



GovTempsUSA

## **Executive Recruitments Call for Quote**

- Develop detailed brochure and position announcement
- Post position announcement to approved advertising sources, GovHR's social media sources and extensive email outreach
- Candidate evaluation/top candidates selected (approx. 10-20)
- Conduct Skype interview, reference checks, social media and google search of select group
- Presentation of candidates with client (candidate pool narrowed for interview)
- Schedule candidate interviews
- Full background screening, additional reference checks and news media search conducted
- Present draft interview questions
- Consultant present at interviews of top candidates
- Assist with negotiations and offer to selected candidate
- Notify all applicants of appointed candidate

## **Executive Recruitments – Limited Scope Call for Quote**

- Develop two-page flyer and position announcement
- Post position announcement to approved advertising sources, GovHR's social media sources and extensive email outreach
- Candidate evaluation/top candidates selected (approx. 10-20)
- Conduct Skype interview, reference checks, social media and google search of select group
- Presentation of candidates with client (candidate pool narrowed for interview)
- Notify all applicants of appointed candidate

## **Virtual Recruitments \$6,500 (plus advertising)**

- Develop two-page position announcement
- Post position announcement to approved advertising sources and GovHR's social media sources
- Prepare assessment matrix that matches candidate's qualifications against position requirements
- Share announcement with GovHR's professional network
- Conduct reference checks for finalist candidate
- Submit top tier candidates to client immediately after deadline

## **Professional Outreach \$2,500 (plus advertising)**

- Develop two-page position announcement
- Post position announcement to approved advertising sources and GovHR's social media sources
- Share announcement with GovHR's professional network
- Submit all resumes to client immediately after deadline

**GovHR USA**

**847-380-3240**

**info@GovHRusa.com**

**www.GovHRusa.com**



# Interim Manager Listing

Join the Interim Manager List>

**Limitations:** It is the intent of the Michigan Municipal Executives to provide the Interim Manager List as a convenience to Michigan local governments and professional public managers. MME does not employ individuals directly or indirectly through this service and in no way endorses or recommends any person on the list. MME will not conduct reference or background checks or perform any other employment screening related to this list. Rather, local government leaders are strongly encouraged to undertake these critical employment activities independently. As well, local governments will be responsible for negotiating the terms and conditions of employment independently with the individual they select.

**Process:** Interim Manager Applicants will be approved by the MME Ethics Committee and then be listed on the website. The Ethics Committee only confirms whether there is or is not an open or possible ethics investigation involving an applicant. In the event of a denial, applicants can appeal to the MME Board of Directors. MME will refresh online applicants annually by reaching out directly to those individuals on the list at the start of the calendar year. If an applicant would like to be removed prior to that time frame, they should send an email to [webposting@mml.org](mailto:webposting@mml.org).

## Interim List

Andrzejewski, Ted

Mazade, Bryon

Lamerato, John

Moffit, Robert

Cotton, Ryan

# **Approval of Minutes**

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD JOINTLY WITH THE PLANNING COMMISSION AND DOWNTOWN DEVELOPMENT AUTHORITY (DDA) HELD AT THE CITY POLICE STATION , 130 PAGE STREET ON MONDAY, FEBRUARY 4, 2019.

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

Present: Mayor Paul Frechette and Council Members Joanne Bennett, William Ehinger, Mike Jackson, Ellen Pugh, Dan Weiler, and Cathy Zimmerman.

Absent: None

Other officers present: Clerk/Treasurer John Dantzer, DPW Superintendent Mike Killackey, Police Chief Ken Walters, DDA Chairperson Samantha Fabbri, Planning Chairperson Corine Lucynski, Attorney Gabriel Dantzer, and County Commissioner Bruce Reetz.

All stood for the Pledge of Allegiance.

\* \* \* \* \*

As an addition to the agenda, Chief Walters notified Council that the City was eligible for additional funds from the energy grant that was recently awarded but needed approval to apply for the additional funds.

**MOTION BY JACKSON, SECOND BY ZIMMERMAN, TO AUTHORIZE THE CITY TO APPLY FOR THE ADDITIONAL ENERGY GRANT FUNDS.**

**Yes — Bennett, Ehinger, Frechette, Jackson, Pugh, Weiler, Zimmerman**

**No – None**

**Absent – None**

**Motion carried**

\* \* \* \* \*

As another addition to the agenda, County Commissioner, Bruce Reetz, gave a County update which included a presentation from the Michigan Association of Counties, approved the 2020 transit budget, paid bills, approved the appointment of Attorney Gabriel Dantzer to the indigent council , updated their equalization department division fees, and approved the purchase of new equalization software.

\* \* \* \* \*

Planning Chair Cori Lucynski gave the board's annual report and noted they have been working on redoing the Masterplan and a complete zoning update which should be finished shortly.

DDA Vice Chair Joe Clark gave the board's annual report and noted they have agreed to a maintenance agreement with the City which should help fund more projects, they have been attending joint DDA meetings with West Branch and Ogemaw Townships, discussed the recent Kirtland Community College news and the news that Lake Superior State will be opening a campus in St. Helen, they have been working on their five year plan, discussed the possibility of forming a joint recreation committee in order

to work on trails throughout the area, and noted they offered suggestions for the City branding initiative. In addition, it was noted that they will be working on a new Downtown Development Plan.

Mayor Frechette called a five minute recess to allow the other two boards to close their meetings and allow them to leave if they so desired.

After a five minute break, Mayor Frechette called the meeting back to order

\* \* \* \* \*

**MOTION BY FRECHETTE, SECOND BY JACKSON, TO ENTER INTO CLOSED SESSION PURSUANT TO MCL 15.268(d) “ TO CONSIDER THE PURCHASE OR LEASE OF REAL PROPERTY UP TO THE TIME AN OPTION TO PURCHASE OR LEASE THAT REAL PROPERTY IS OBTAINED”, AND MCL 15.268(h) “TO CONSIDER MATERIAL EXEMPT FROM DISCUSSION OR DISCLOSURE BY STATE OR FEDERAL STATUTE.**

**Yes — Bennett, Ehinger, Frechette, Jackson, Pugh, Weiler, Zimmerman**

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

\* \* \* \* \*

**COUNCIL WENT INTO CLOSED SESSION AT 6:34 PM**

**MOTION BY FRECHETTE, SECOND BY JACKSON, TO RETURN TO OPEN SESSION.**

**Yes — Bennett, Ehinger, Frechette, Jackson, Pugh, Weiler, Zimmerman**

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

**COUNCIL RETURNED TO OPEN SESSION AT 6:46 PM**

\* \* \* \* \*

**MOTION BY FRECHETTE, SECOND BY BENNETT, TO AUTHORIZE THE CITY ATTORNEY TO PURSUE A FORMAL OFFER ON PROPERTY FOR SALE IN THE CITY.**

**Yes — Bennett, Ehinger, Frechette, Jackson, Pugh, Weiler, Zimmerman**

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

\* \* \* \* \*

**MOTION BY BENNETT, SECOND BY ZIMMERMAN, TO AUTHORIZE THE CITY ATTORNEY TO INITIATE LITIGATION TO COLLECT THE MONEY OWED IN ASSOCIATION WITH THE CATT REALTY OVERAGE.**

**Yes — Bennett, Ehinger, Frechette, Jackson, Pugh, Weiler, Zimmerman**

**No – None**

**Absent – None**

**Motion carried**

\* \* \* \* \*

**MOTION BY BENNETT, SECOND BY JACKSON, TO PAY BILLS IN THE AMOUNT OF \$46,686.49**

**Yes — Bennett, Ehinger, Frechette, Jackson, Pugh, Weiler, Zimmerman**

**No – None**

**Absent – None**

**Motion carried**

\* \* \* \* \*

**MOTION BY ZIMMERMAN, SECOND BY PUGH, TO APPROVE THE BANNER APPLICATION FOR THE EAA CHAPTER 1253 WEST BRANCH COMMUNITY AIRPORT FLY IN FROM 6/10/19-6/15/19.**

**Yes — Bennett, Ehinger, Frechette, Jackson, Pugh, Weiler, Zimmerman**

**No – None**

**Absent – None**

**Motion carried**

\* \* \* \* \*

**MOTION BY EHINGER, SECOND BY PUGH, TO APPROVE THE BANNER APPLICATION FOR ORIOLES FOREVER FROM 5/13/19-5/26/19.**

**Yes — Bennett, Ehinger, Frechette, Jackson, Pugh, Weiler, Zimmerman**

**No – None**

**Absent – None**

**Motion carried**

\* \* \* \* \*

New contracts were presented from Do All Inc. because they recently took over the employment services for Ausable Valley.

**MOTION BY EHINGER, SECOND BY JACKSON, TO APPROVE THE CONTRACTS FROM DO ALL INC AS PRESENTED**

**Yes — Bennett, Ehinger, Frechette, Jackson, Pugh, Weiler, Zimmerman**

**No – None**

**Absent – None**

**Motion carried**

\* \* \* \* \*

**MOTION BY PUGH, SECOND BY ZIMMERMAN, TO APPROVE THE MINUTES OF THE REGULAR MEETING AND THE MINUTES WITH CORRECTIONS FROM THE CLOSED SESSION MEETING HELD JANUARY 21, 2019.**

**Yes — Bennett, Ehinger, Frechette, Jackson, Pugh, Weiler, Zimmerman**

No – None

Absent – None

Motion carried

\* \* \* \* \*

**MOTION BY JACKSON, SECOND BY EHINGER, TO RECEIVE AND FILE THE TREASURER'S REPORT AND INVESTMENT SUMMARY; THE MINUTES FROM THE AIRPORT BOARD MEETING HELD DECEMBER 19, 2018; THE MINUTES FROM THE WASTEWATER TREATMENT PLANT AUTHORITY MEETING HELD SEPTEMBER 18, 2018; THE MIINUTES FROM THE EMS BOARD MEETING HELD DECEMBER 19, 2018; AND THE MINUTES FROM THE PLANNING COMMISSION MEETING HELD DECEMBER 11, 2018.**

**Yes — Bennett, Ehinger, Frechette, Jackson, Pugh, Weiler, Zimmerman**

No – None

Absent – None

Motion carried

\* \* \* \* \*

A Charter/Spectrum update was shared

The Ogemaw County Emergency Dispatch Authority agreement to establish was shared.

\* \* \* \* \*

**MOTION BY JACKSON, SECOND BY PUGH, TO APPOINT MIKE COZAD AND CATHY ZIMMERMAN TO THE PLANNING COMMISSION TO FILL OPEN SEATS WITH A TERM TO EXPIRE 1/1/21.**

**Yes — Bennett, Ehinger, Frechette, Jackson, Pugh, Weiler, Zimmerman**

No – None

Absent – None

Motion carried

\* \* \* \* \*

**MOTION BY FRECHETTE, SECOND BY PUGH TO ACCEPT WITH REGRET THE RESIGNATION OF CITY MANAGER HEATHER GRACE**

**Yes — Bennett, Ehinger, Frechette, Jackson, Pugh, Weiler, Zimmerman**

No – None

Absent – None

Motion carried

\* \* \* \* \*

Mayor Frechette updated Council on the 911 Board meeting he attended and noted Will Engemann was named as the citizen at-large member for the new Emergency Dispatch Authority.

Member Bennett updated Council on the joint DDA meeting she attended. In addition, she noted she is looking into a Consumers Power community impact grant and noted the need for assistance if anyone was interested.

Chief Walters updated Council on the police car USDA grant

DPW Superintendent Mike Killackey updated Council on his service vehicle USDA grant and commended his staff for their hard work on the recent snow plowing and removal.

Clerk/Treasurer Dantzer updated Council on an upcoming meeting with MDOT in regards to the Houghton Street reconstruction project.

Mayor Frechette updated Council on an upcoming meeting he had scheduled with the U.S. Army recruiter.

\* \* \* \* \*

Eric Young asked on the process going forward for the Manager replacement. Mayor Frechette noted that nothing has been determined yet due to the fact that the resignation date was the 10<sup>th</sup> and in the mean time they would start to develop that plan.

Eric Young also asked if the property that was approved to have the City Attorney make an offer on could be identified. Attorney Dantzer noted the purchase of property was allowed to be discussed in closed session and; therefore, was not required to be identified.

Pete Fabbri updated Council on the Back to the Bricks progress and asked if Chief Walters and Clerk/Treasurer Dantzer would be interested in working on the project.

Commissioner Bruce Reetz spoke on all of the Bigfoot stuff around town.

Kara Fachting noted to Member Bennett that she could possibly get help from the high school's National Honor Society for the Consumers grant.

Kara Fachting also asked about the lack of garbage pickup during that week and noted her concern that it was going to cause issues because people would have two weeks' worth of garbage. It was noted that due to the weather, Republic was not picking up trash but did say that if people put extra garbage out, they will pick it up.

\* \* \* \* \*

Mayor Frechette adjourned the meeting at 7:17 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 JOINTLY WITH THE DDA AND PLANNING COMMISSION ON MONDAY, FEBRUARY 4, 2019 AT THE WEST BRANCH POLICE STATION.

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

Present: Mayor Frechette, Council Members Bennett, Ehinger, Jackson, Pugh, Weiler, and Zimmerman.

Absent: None

Other officers present: Clerk/Treasurer Dantzer, DPW Superintendent Killackey, Chief Walters, Planning Chair Lucynski, DDA Chair Fabbri, Attorney Dantzer, and Commissioner Reetz.

All stood for the pledge of allegiance

As an addition to the agenda, Council authorized the application for additional energy grant funds.

As another addition to the agenda, Commissioner Reetz gave a County update.

Planning Chair Lucynski gave the Planning Commission's annual report.

DDA Vice Chair Clark gave the DDA's annual report.

Mayor Frechette called for a short recess and then called the meeting back to order.

At 6:34 pm, Council approved going into closed session pursuant to MCL 15.268(d) and MCL 15.268(h)

Council approved returning to open session at 6:46 pm

Council authorized Attorney Dantzer to make a formal offer on a piece of property for sale.

Council authorized Attorney Dantzer to initiate litigation to collect money on an unpaid receivable.

Council approved bills in the amount of \$46,686.49.

Council approved a banner application for the EAA Chapter 1253 West Branch Fly In.

Council approved a banner application for Orioles forever.

Council approved the signing of contracts with Do All Inc.



Council approved the minutes and summary from the meeting held January 21, 2019 and the minutes with corrections from the closed session held during the January 21, 2019 meeting.

Council received and filed the treasurer's report and investment summary; the minutes from the Airport Board meeting held December 19, 2018; the minutes from the WWTPA meeting held September 18, 2018; the minutes from the EMS Board meeting held December 19, 2018; and the minutes from the Planning Commission meeting held December 11, 2018.

Communications were shared.

Council approved the appointments of Mike Cozad and Cathy Zimmerman to the DDA.

Council accepted, with regret, the resignation of Manager Grace.

Mayor Frechette, Member Bennett, Chief Walters, DPW Superintendent Killackey, and Clerk/Treasurer Dantzer gave reports.

Eric Young addressed Council on questions related to the replacement of Manager Grace and on the approval to make an offer for the purchase of property.

Pete Fabbri updated Council on the Back to the Bricks car show.

Commissioner Reetz spoke on the Bigfoot stuff around town.

Kara Fachting offered a suggestion to use the high schools National Honor Society students for projects needing assistance and on the lack of garbage pickup.

Mayor Frechette adjourned the meeting at 7:17 pm.

# **Consent Agenda**

User: MICHELLE

FROM 02/01/2019 TO 02/28/2019

West Branch City

Bank Code		Beginning Balance 02/01/2019	Total Debits	Total Credits	Ending Balance 02/28/2019
Fund	Description				
GEN1	GEN1 - GENERAL CHECKING				
101		899,028.82	34,007.28	63,827.26	869,208.84
150	CEMETERY PERPETUAL CARE	20,507.50	0.00	0.00	20,507.50
209	CEMETERY FUND	11,357.29	500.00	210.68	11,646.61
248	DDA OPERATING FUND	63,868.93	233.50	500.00	63,602.43
251	INDUSTRIAL PARK FUND	7,994.78	0.00	166.67	7,828.11
276	HOUSING RESOURCE FUND	198,024.63	910.21	0.00	198,934.84
318	SEWER DEBT FUND	133,502.45	11,226.83	0.00	144,729.28
319	WATER DEBT FUND	36,180.46	2,377.27	0.00	38,557.73
371	COLLECTION REPLACEMENT FUND	30,846.37	0.00	0.00	30,846.37
372	PLANT REPLACEMENT FUND (R&I)	7,722.41	357.90	0.66	8,079.65
390	SEWER FUND	194,475.98	23,039.57	23,016.17	194,499.38
391	WATER FUND	145,785.35	5,527.07	3,624.57	147,687.85
392	WATER REPLACEMENT FUND	281,690.17	0.00	0.00	281,690.17
393	SEWER COLLECTION	48,903.26	1,872.84	2,672.88	48,103.22
361	EQUIPMENT FUND	96,491.72	16,786.07	2,181.79	111,096.00
704	PAYROLL CLEARING	(6.78)	38,088.31	38,088.31	(6.78)
705	IRONS PARK ENTERTAINMENT FUND	1,912.16	250.00	0.00	2,162.16
707	YOUTH SAFETY PROGRAM	300.31	715.00	0.00	1,015.31
714	RECYCLING CENTER	7,082.14	349.00	0.00	7,431.14
	GEN1 - GENERAL CHECKING	2,185,667.95	136,240.85	134,288.99	2,187,619.81
MAJOR/ LOCAL STREETS					
202	MAJOR STREET FUND	585,967.09	18,680.43	14,704.47	589,943.05
203	LOCAL STREET FUND	379,722.19	3,948.75	3,539.06	380,131.88
	MAJOR/ LOCAL STREETS	965,689.28	22,629.18	18,243.53	970,074.93
PAYROLL					
704	PAYROLL CLEARING	11,425.34	38,088.31	38,940.87	10,572.78
	PAYROLL	11,425.34	38,088.31	38,940.87	10,572.78
CHEM SAVINGS					
101		435,633.94	0.00	0.00	435,633.94
150	CEMETERY PERPETUAL CARE	1,677.63	0.00	0.00	1,677.63
251	INDUSTRIAL PARK FUND	20,865.60	0.00	0.00	20,865.60
371	COLLECTION REPLACEMENT FUND	2,372.73	0.00	0.00	2,372.73
391	WATER FUND	26,160.39	0.00	0.00	26,160.39
392	WATER REPLACEMENT FUND	19,572.07	0.00	0.00	19,572.07
393	SEWER COLLECTION	782.24	0.00	0.00	782.24
361	EQUIPMENT FUND	103,337.28	0.00	0.00	103,337.28
714	RECYCLING CENTER	1,045.62	0.00	0.00	1,045.62
	SAVINGS	611,447.50	0.00	0.00	611,447.50
TAX TAXES					
701	TAX AGENCY	1,146.47	106,091.45	106,091.45	1,146.47
	TAXES	1,146.47	106,091.45	106,091.45	1,146.47
	TOTAL - ALL FUNDS	3,775,376.54	303,049.79	297,564.84	3,780,861.49

CASH SUMMARY BY ACCOUNT FOR WEST BRANCH  
 FROM 02/01/2019 TO 02/28/2019  
 FUND: ALL FUNDS  
 INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 02/01/2019	Total Debits	Total Credits	Ending Balance 02/28/2019
<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
		<hr/> 250,000.00	<hr/> 0.00	<hr/> 0.00	<hr/> 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	<hr/> 229,972.80	<hr/> 0.00	<hr/> 0.00	<hr/> 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	<hr/> 200,000.00	<hr/> 0.00	<hr/> 0.00	<hr/> 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	<hr/> 250,000.00	<hr/> 0.00	<hr/> 0.00	<hr/> 250,000.00
	<b>TOTAL - ALL FUNDS</b>	<hr/> 929,972.80	<hr/> 0.00	<hr/> 0.00	<hr/> 929,972.80

**CITY OF WEST BRANCH, MICHIGAN  
MINUTES OF PLANNING COMMISSION MEETING HELD ON  
TUESDAY, JANUARY 8, 2019**

**PRESENT:** KARA FACHTING  
DENISE LAWRENCE  
LISA JENSEN

ROBERT DAVID  
CORINE BROWN-LUCYNSKI  
DANIEL WEILER

**ABSENT:** MICHAEL JACKSON  
EVELYN SCHANK

JANET HASTY

**GUESTS:** JOANNE BENNETT  
CATHY ZIMMERMAN

CITY MANAGER HEATHER GRACE  
CITY CLERK JOHN DANTZER

**CALL TO ORDER**

- Meeting was called to order at 6:00 pm by Chairman David

**PUBLIC HEARING**

- Motion by Robert David, seconded by Daniel Weiler to open the public hearing. Motion carried and supported by all members present.
- Changes to the Master Plan were discussed. Before proceeding with any amendments to the Plan, the Planning Commission would request that the issues discussed be presented to Denise Cline for her recommendation.
- Corine Brown-Lucynski requested that the Planning Commission include in the master plan the branding requests suggested by John Iacoangeli of Beckett & Raeder and the matter be discussed further at the next scheduled Planning Commission meeting on Tuesday, January 22, 2019.

- Motion by Corine Brown-Lucynski to close the public hearing at 6:36 p.m. Seconded by Kara Fachting. Motion carried and supported by all members present.

## **READING AND APPROVAL OF MINUTES**

- Motion by Kara Fachting to approve the minutes as submitted of the meeting held on December 11, 2018. Seconded by Corine Brown-Lucynski. Motion carried and supported by all members present.

**ADDITIONS TO AGENDA** (If anyone has an item that they would like to be added to the agenda they would bring it up here and ask the Chair if the item may be added to the agenda or can be added to the next meeting's agenda).

## **OLD BUSINESS**

- Discussion was held regarding the removal and/or resignation of Planning Commission Board members. Daniel Weiler requested that he be removed as a member of the Planning Commission for the reason that he is a current member of the West Branch City Council and that it is anticipated that the Council will approve changing the number of members on Planning Commission from nine (9) to seven (7).
- Discussion was also held with respect to Planning Commission Evelyn Schank. At the meeting in December, Ms. Schank advised the Planning Commission that she would be in the State of Florida until May, 2019, and unable to attend any meetings until her return. Chairman Robert David indicated that he believed Ms. Schank should be removed from the Planning Commission by the West Branch City Council for the reason that she has indicated that she will be unable to attend meetings and the Planning

Commission has too much important business pending that needs to be finalized prior to her return in the spring. Denise Lawrence indicated that she would not support requesting the City Council remove Ms. Schank from the Planning Commission until she had actually not attended the scheduled meetings and her attendance precipitated removal from the board.

- Motion by Corine Brown-Lucynski to remove Evelyn Schank from the Planning Commission board due to excessive absences and to accept the resignation of Daniel Weiler from the Planning Commission board effective as soon as approved by the City Council. Seconded by Kara Fachting. Roll call vote: Corine Brown-Lucynski – YES; Robert David – YES; Lisa Jensen – YES; Daniel Weiler – YES; Denise Lawrence – NO. Absent: Michael Jackson, Janet Hasty, and Evelyn Schank. Motion carried.
- Discussion was held regarding who was interested in staying on the Planning Commission when the membership changed from nine (9) members to seven (7) members. Corine Brown-Lucynski, Robert David, Lisa Jensen, and Kara Fachting indicated they were interested in remaining on the Planning Commission until the completion of their term. Denise Lawrence has already submitted her request to the City Clerk to be presented to the City Council. The letters of intent are to be submitted to City Clerk John Dantzer no later than January 28, 2019, so that the letters can be presented to the City Council for their first meeting in February, 2019.
- Election of Planning Commission Officers. Motion by Kara Fachting to postpone the election of officers and postpone the Community Development Board members until the decision of the City Council regarding Planning Commission members and board terms. Seconded by Lisa Jensen. Motion carried and supported by all members present.

- Approval of Site Plan. Motion by Lisa Jensen to approve the site plan as submitted and presented to Planning Commission. Seconded by Kara Fachting. Motion carried and supported by all members present.

## **NEW BUSINESS**

### **ANNOUNCEMENTS/REPORTS BY BOARD MEMBERS**

- Robert David informed those present that he attended a Project Rising Tide meeting today and discussion was held regarding housing in the City. The City is lacking "middle income workforce" housing and there is a demand for that housing in this area.
- Denise Lawrence: No comments
- Kara Fachting requested that that when there is no "pressing" business to be brought to the Planning Commission, we need to have some sort of policy that we don't need to schedule a Planning Commission meeting. Trying to get members to attend a meeting when there is no business to be discussed will be difficult. She would also like to ask Denise Cline at our next Planning Commission meeting if there is a specific number of meetings that the Planning Commission needs to meet, ie. if there is no business to be brought before the Planning Commission, does a meeting have to be held and would it be possible that some months we don't have a meeting.
- Lisa Jensen: No comments
- Corine Lucynski: She recently attended a meeting and found out that there was a \$100,000.00 grant available specifically for housing in our area (City of West Branch). Questions should be directed to the City Clerk.



**FUTURE AGENDA ITEMS:** (List any suggested agenda items that are to be tabled for the next meeting).

- Fee/price schedule
- Table of Permitted Uses & Special Land Uses

**NEXT MEETING:** The next scheduled meeting of the West Branch Planning Commission will be held on **Tuesday, January 22, 2019, at 6:00 p.m.**

**ADJOURNMENT:** Kara Fachting left the meeting at 6:45 p.m. The Planning Commission did not have a quorum to conduct any further business. Meeting adjourned.

**MINUTES PREPARED BY:** Denise Lawrence [denisedlawrence@gmail.com](mailto:denisedlawrence@gmail.com)

RESCHEDULED REGULAR MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT  
AUTHORITY HELD IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH  
STREET, TUESDAY, DECEMBER 18, 2018.

Chair Fabbri called the meeting to order at 12:02 pm.

Present: Joanne Bennett, Joe Clark, Samantha Fabbri, Sandy Rabidue, Ken Walters

Absent: Autum Hunter

Others present: Clerk Treasurer John Dantzer. Planning Chairman Bob David, PRT Fellow  
Mary Bickell

\* \* \* \* \*

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

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

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

\* \* \* \* \*

**MOTION BY RABIDUE, SECOND BY BENNETT, TO APPROVE THE MINUTES  
FROM THE MEETING HELD NOVEMBER 27, 2018.**

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

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

\* \* \* \* \*

PRT Fellow Mary Bickell introduced herself to the Board.

\* \* \* \* \*

**MOTION BY RABIDUE, SECOND BY WALTERS, TO APPROVE THE BILL FOR  
WEST BRANCH GREENHOUSE AND FLOWER SHOP IN THE AMOUNT OF \$680.**

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

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

\* \* \* \* \*

Chairman Fabbri noted the Christmas Parade and Downtown Christmas Fantasy were great.

Member Bennett noted that at the most recent Council meeting, Council approved the creation of a new Community Development Board that will work in conjunction with the IDC Board and that in addition to the IDC members, they would like one member of the Planning Commission and the DDA to serve on that Board

**MOTION BY WALTERS, SECOND BY FABBRI, TO APPROVE MEMBER SANDY RABIDUE TO SERVE ON THE NEWLY DEVELOPED COMMUNITY DEVELOPEMNT COMMISSION ON BEHALF OF THE DDA.**

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

**No – None**

**Absent – Hunter**

**Motion carried**

\* \* \* \* \*

Clerk/Treasurer Dantzer noted the need that they still have a minimum of two spots that they need to work on getting filled so they meet the minimum requirements of the DDA statute that requires a minimum of eight (8) members to be on the board.

The members discussed possible additions to the Board.

Mr. Dantzer also noted the need to start working on their budget starting in January

Planning Chairman David noted the new PRT survey for the branding initiative. PRT Fellow Bickell went over the branding schedule and noted that January 9<sup>th</sup> is the anticipated roll out date.

\* \* \* \* \*

Clerk/Treasurer Dantzer presented a DDA taxable value spreadsheet and went over the tax amounts for the DDA’s tax millage and TIFF capture. It was noted that they are collecting both the millage and TIFF capture on the original district but that the new district does not have the tax millage and it has a decrease in taxable value so they are not collecting anything for the TIFF in that district. It was his recommendation that the Board make a request to Council to have the DDA millage added to the New District but also that they should reach out to legal counsel to get guidance on this issue to make sure the millage is added correctly.

Member Walters noted that based on the letter provided by Miller Canfield, he did not think they would not need to get a legal opinion.

Chairperson Fabbri noted maybe they could contact John Iacoangeli about his recommendation on adding the tax millage.

Member Walters also noted that they should look into extending the DDA district to the City's limit on the east side of town to match up to where West Branch Township stops.

**MOTION BY WALTERS, SECOND BY FABBRI, THAT BASED ON THE LETTER PROVIDED BY MILLER CANFIELD, TO REQUEST TO CITY COUNCIL TO ADD THE DDA MILLAGE TO ALL PROPERTIES IN THE NEW DDA DISTRICT.**

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

**No – None**

**Absent – Hunter**

**Motion carried**

\* \* \* \* \*

Chairperson Fabbri noted that John Iacoangeli will be meeting with them in the near future to go over the downtown development plan.

\* \* \* \* \*

Member Rabidue noted she has been working on the flowers for next year.

The Board discussed trail head opportunities in the City.

\* \* \* \* \*

**MOTION BY RABIDUE, SECOND BY FABBRI, TO NAME JOHN DANTZER AS SECRETARY FOR A PARTIAL TERM TO EXPIRE MARCH 30, 2019.**

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

**No – None**

**Absent – Hunter**

**Motion carried**

\* \* \* \* \*

Chair Fabbri adjourned the meeting at 1:00 pm.

# Communications



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF ENVIRONMENTAL QUALITY  
LANSING



LIESL EICHLER CLARK  
DIRECTOR

February 7, 2019

VIA E-MAIL

CITY OF WEST BRANCH  
121 NORTH FOURTH STREET  
WEST BRANCH, MICHIGAN 48661

WSSN: 07010

Dear Water Supply Owner/Operator:

SUBJECT: CITY OF WEST BRANCH  
Per- and Polyfluoroalkyl Substances (PFAS)

As you may be aware, the Michigan PFAS Action Response Team (MPART) has undertaken a proactive effort to investigate sources and locations of PFAS contamination in Michigan, to protect our drinking water, and to inform the public about PFAS. This involves the work of ten state departments, in coordination with local and federal officials.

One vital piece of this effort is the ongoing collaboration between the Michigan Department of Environmental Quality (MDEQ) and our water supply partners. It is through your generous participation that we are able to set and achieve our goal: to proactively test all community water supplies and schools that are classified as non-transient non-community water supplies for PFAS contamination. Once complete, this study will be an invaluable tool in determining the extent of PFAS in Michigan's drinking water, and empowering the MPART in the pursuit of their mission. We thank you for your continuing partnership, collaboration, and dedication to the residents of our great state.

This letter is intended to provide the results of PFAS analyses in samples collected from CITY OF WEST BRANCH, WSSN # 07010 (water supply) on the date(s) indicated below.

The table below summarizes the sampling results. A copy of the laboratory report is enclosed for your review. The analyses of these samples reported less than 10 parts per trillion (ppt) for perfluorooctanesulfonic acid (PFOS) and perfluorooctanoic acid (PFOA). Your water supply may have returned results greater than non-detect (ND) for the total amount of PFAS analytes tested for. An ND result means the analyte was not detected. Neither the MDEQ nor the United States Environmental Protection Agency (USEPA) have any guidance values for these other analytes at this time. If additional guidance and/or comparison values are developed for these or other PFAS chemicals in the future, we may reevaluate this water supply.

Date Collected	Sampling Location	PFOS + PFOA (ppt)	LHA (ppt) PFOS + PFOA	Total Tested PFAS (ppt)
11/5/2018	TP104*	ND	70	ND
11/5/2018	TP105*	ND	70	ND

ND – The parameter was not detected based on the laboratory's analytical report.

See Official lab results for test method used. \*Surrogate recovery outside of control limits.

Currently, there is no regulatory drinking water standard for any of the PFAS chemicals. However, in May 2016 the USEPA established a non-regulatory Lifetime Health Advisory (LHA) for two of these chemicals, PFOS and PFOA. The LHA for PFOS and PFOA is 70 ppt combined, or individually if only one of them is present. The USEPA recommends that this LHA applies to both short-term (i.e., weeks to months) scenarios during pregnancy and lactation, as well as to lifetime-exposure scenarios. The LHA is the level, or amount, below which no harm is expected from these chemicals. The Michigan Department of Health and Human Services (MDHHS), as well as the MDEQ, have used this LHA of 70 ppt to inform decisions on actions that should be taken or are recommended to reduce exposure and prevent increased risk to public health from these PFAS contaminants. The USEPA has not set health advisory levels for the other PFAS compounds because not enough is known about them.

Additional information on the health effects of PFAS can be found on the Agency for Toxic Substances and Disease Registry (ATSDR) website listed at the end of this correspondence.

The concentrations of PFOS and PFOA in these samples are well below the USEPA LHA of 70 ppt and are not expected to result in adverse health effects as long as the concentrations are shown to remain below the LHA over time.

Because of the detection of low levels found in the water supply, we have the following recommendations for your consideration. These recommendations are essentially the same actions we have advised public water systems to follow for the past 30-plus years when a new contaminant has been confirmed as present in their drinking water.

1. Inform the public of these sample results through posting on your website or other means. The MDEQ, in collaboration with the MDHHS, has developed a toolkit containing communication templates to help notify the consumers of your water supply on the presence of PFAS in the drinking water and the response measures that are being initiated. This is a resource available to you if you choose and can be modified to fit your needs. The toolkit is available at [www.michigan.gov/pfasresponse](http://www.michigan.gov/pfasresponse) and click on "visit news and education."
2. Please continue with your regularly scheduled monitoring. The MDEQ recommends you also continue monitoring for PFAS on an annual basis to demonstrate the concentrations are consistently and reliably below any existing LHA.

These recommendations are based on the best available and most current information and may change depending on additional information related to site conditions; the availability of new data; or other new information as it becomes available. We may recommend further action at that time.

As part of the MDEQ's proactive statewide sampling initiative, the results of this sampling will be posted online on the MPART website within 48 hours of this notification. The results can be found online by going to the MPART website address listed below, and by clicking on "Michigan PFAS Sites," and scrolling down and selecting "Public Water Supply Information." We recommend you inform your consumers as soon as possible. If you need assistance, please contact me.

For information on PFOS, PFOA, and other PFAS, including possible health outcomes, you may visit these websites:

- **State of Michigan PFAS Action Response Team (MPART)** website serving as the main resource for public information on PFAS contamination in Michigan:  
[www.michigan.gov/pfasresponse](http://www.michigan.gov/pfasresponse)
- **United States Environmental Protection Agency (USEPA)** website including basic information, USEPA actions, and links to informational resources:  
[www.epa.gov/pfas](http://www.epa.gov/pfas)
- **Agency for Toxic Substances and Disease Registry (ATSDR)** website including health information, exposure, and links to additional resources:  
[www.atsdr.cdc.gov/pfas](http://www.atsdr.cdc.gov/pfas)

Thank you once again for your continued collaboration with this investigation. The ongoing partnership between the MDEQ and Michigan's public water supplies plays an integral role in the state's continued efforts to ascertain and address the incidence of PFAS in drinking water for Michiganders.

If you have any questions concerning this sampling, please contact me at the telephone number below; by email at [DEQ-PFAS-DrinkingWater@michigan.gov](mailto:DEQ-PFAS-DrinkingWater@michigan.gov); or by mail at DEQ-DWMAD, P.O. Box 30817, Lansing, Michigan 48909-8311.

Sincerely,

*Lois Elliott Graham*

Lois Elliott Graham, R.S., M.S.A.  
Drinking Water and Municipal Assistance Division  
810-730-8674

Enclosure

cc: Ms. Denise Bryan, District Health Department #2  
Mr. Steven Crider, Supervisor, Drinking Water Unit, MDHHS  
Mr. Daryl Gotham, MDEQ



## PFAS

The compounds in question are called poly- and perfluoroalkyl substances, or PFASs. They are typically used in fire retardants, oil and water repellents, furniture, waterproof clothes, take out containers and non-stick cookware.

The chart shows the testing results for both wells. The LHA (ppt) PFOS+PFOA column is the recommended level issued by the Department of Health and Human Services that actions should be taken to reduce exposure. Both wells had a reading on ND which stands for not detected meaning they did not detect any of this chemical in our water system.

**2019 Premier Sponsors**

Griffin Beverage Company  
Diebold Insurance Agency  
Chemical Bank

West Branch Veterinary Services  
Dean Arbour Ford of West Branch  
Warblers Cove Family Campground & RV Park

Morse Clark Furniture Company  
Lucynski Services  
MidMichigan Health  
West Branch/ Rose City Automotive  
Culligan of West Branch

Shots With Love Photography  
Sunrise Side Towing  
Mercantile Bank  
Forward Corporation  
Hart Buick GMC

## **Business After Hours Schedule for 2019**

### **Always the 3rd Thursday from 4:30 to 6:30 pm**

January: Ogemaw Title & Escrow Agency

February: Ogemaw Humane Society

March: Mercantile Bank

April: Rose Valley Winery at the Mall

May : Hart Buick GMC

June: Weinlander Fitzhugh

July : Pioneer Power

August : Warblers Cove Family Campground and RV Park

September: Culligan of West Branch

October: M&I Graphics and Promotions

November: West Branch Automotive \*\*\*

This one will be on the 2nd Thursday

December: Compassionate Care Home Health

## **2019 Chamber Connections Schedule**

### **Always the 2nd Friday from 7-8 am**

#### **2019 Chamber Connections Schedule**

#### **Always the 2nd Friday from 7-8 am**

Please RSVP

January: The Brook Retirement

February: Chamber office

March : Outlets at West Branch main office

April: West Branch District Library

May: Compassionate Care Home Health

September: Nawrocki Law

## RESOLUTION

WHEREAS, the event of Johnny Cash's death on September 12, 2003, causes us to reflect on the man, his music, and his legacy, and

WHEREAS, Johnny Cash's music and message reached millions of people around the world and here in West Branch, and

WHEREAS, Johnny Cash was more than a singer/songwriter, but rather an artist with a vision of social justice and fairness, evidenced most notably in the song "The Man in Black," that needs to be memorialized and emulated, and

WHEREAS, Johnny Cash shared his vision and the "everyman" experience in songs like "Folsom Prison Blues," "A Boy Named Sue," "I Walk the Line," "Burning Ring of Fire," and "One Piece At a Time," and

WHEREAS, the desire to commemorate Johnny Cash's life and work for the residents of West Branch is becoming evident,

NOW, THEREFORE, BE IT RESOLVED, that the West Branch City Council hereby declare the anniversary of Johnny Cash's birthday, February 26, as Johnny Cash Day in the City of West Branch.

# FEBRUARY IS THE MONTH OF LOVE



We would like to show love to our community with a “Love Your Community” themed non-perishable & personal hygiene drive to be donated to our **LOCAL** food pantry.

Starting February 1st and running the entire month of February, non-perishable food items and personal hygiene items may be dropped off at our office for donation to our **LOCAL** food pantry.

Help us **LOVE OUR COMMUNITY** by donating during the month of February. All donations stay local.



Don't worry  
*We Got This!*

111 North 3rd St., West Branch, MI 48661  
Ph: 989-345-0110 | Fx: 989-345-2907  
[www.OgemawCountyTitle.com](http://www.OgemawCountyTitle.com)



# **Reports**

**Mayor**

**Council**

**City Manager**

# **Public Comment -Any Topic**

# Adjournment