

AGENDA

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL TO BE HELD IN PERSON AT WEST BRANCH POLICE DEPARTMENT, 130 PAGE ST. ON MONDAY, FEBRUARY 6, 2023, BEGINNING AT 6:00 P.M.

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

- I. Call to order
- II. Roll call
- III. Pledge of Allegiance
- IV. Scheduled Matters from the Floor
 - A. County Update
 - B. Planning Commission annual update
 - C. DDA annual update
- V. Public hearing
- VI. Additions to the agenda
- VII. Public comment on agenda items only (limited to 3 minutes)
- VIII. Bids
- IX. Unfinished Business
- X. New Business
 - A. Bills
 - B. Marihuana Facilities License Application-Richard Wing
 - C. Special Event Permit-Victorian Art Fair
 - D. Special Event Permit-Culpepper & Merriweather Circus
 - E. Utility Bill Adjustment-300 W Houghton Ave
 - F. Updated contract with DO-ALL
 - G. Letter of support for West Branch District Library
 - H. MDOT M-55 Project consent to grade
 - I. Spicer Group bridge drawing proposal
 - J. USDA Streetscape funding and Rural Business Development Grant
 - K. Beckett & Raeder PAFR proposal and sole source vendor request
 - L. Ogemaw Fire Department Appropriation Invoice
- XI. Approval of the minutes and summary from the regular meeting held January 16, 2023.
- XII. Consent Agenda

- A. Treasurer's Report and Investment Summary
- B. Minutes from the NCMCF meeting held December 7, 2022
- C. Minutes from the West Branch Park and Recreation Committee held December 15, 2022
- D. Minutes from the Airport Board meeting held December 21, 2022
- E. Minutes from the DDA held December 27, 2022

XIII. Communications

- A. Michigan Public Policy Survey January 2023

XIV. Reports

- A. Mayor
- B. Council
- C. Manager
 - 1. Bathroom Remodel
 - 2. Building Dept meeting discussion
 - 3. OPRA plan discussion
 - 4. Property Tax discussion

XV. Public comment any topic

XVI. Adjournment

UPCOMING MEETINGS-EVENTS

February 14 Planning 6:00 pm

February 15 Airport 12:15 pm

February 20 Council 6:00 pm

February 28 DDA 121:00 pm

CITY COUNCIL, DDA, & PLANNING COMMISSION JOINT MEETING

To comply with the Michigan Open Meetings Act (MCL 15.265):

The City of West Branch, 121 N. Fourth St. West Branch, MI 48661; phone: (989) 345-0500; email: cityhall@westbranch.com

Internet where meeting notices are posted: www.westbranch.com (click on "CALENDAR OF EVENTS AND NOTICE OF MEETINGS" or go directly to <http://www.westbranch.com/calendar.php>)

NOTICE IS HEREBY GIVEN, that the City Council of West Branch will be holding a joint meeting with the DDA and Planning Commission on the following date, time and place:

DATE: Monday, February 6, 2023

TIME: 6:00 p.m.

PLACE: West Branch City Police Post
130 Page St.
West Branch MI 48661

AGENDA: Annual joint meeting to go over annual reports

Accommodations and necessary reasonable auxiliary aids and services are available upon request to persons with disabilities, as well as the hearing impaired, who require alternately formatted materials or auxiliary aids to ensure effective communication and access to meetings or hearings. All requests for accommodation should be made with as much advance notice as possible by contacting City Clerk Lori Ann Clover at (989) 345-0500; 121 N. 4th St., West Branch, MI 48661; email: cityhall@westbranch.com.

This notice was posted by Lori Ann Clover to comply with Sections 4 and 5 of Michigan Open Meetings Act (MCL 15.265)

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

BILLS	\$230,782.40
<i>BILLS AS OF 2/3/23</i>	<i>\$230,782.40</i>
<i>Additions to Bills as of</i>	<i>\$0</i>
<i>Paid but not approved</i>	<i>\$449,260.27</i>
TOTAL BILLS	\$680,042.67

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

Vendor Name	Amount	Description
BADGER METER	1,018.16	CELLULAR READS JANUARY
BBC DISTRIBUTING	71.52	WWTP SUPPLIES
BECKETT & RAEDER	3,185.00	DDA GATHERING PLACE & STREETScape
CHARLES WANGLER SALES	406.80	DPW PARTS
CINTAS	233.37	WWTP SUPPLIES
CINTAS	359.89	UNIFORMS
CITY OF WEST BRANCH	204.66	WATER BILLS
CONSUMERS ENERGY	28.27	ELECTRIC
CONSUMERS ENERGY	3,096.95	ELECTRIC
DEAN ARBOUR FORD	249.06	POLICE PARTS
DO ALL INC	2,150.89	RECYCLING CENTER NOV & DEC
DTE ENERGY	3,163.02	GAS
EDC INVESTMENTS LLC	1,550.00	LEASE AGREEMENT FOR IDC SIGN
FLEIS & VANDENBRINK	103,830.20	HOUGHTON WATER MAIN & WATER INFRASTRUCTURE
HAMILTON ELECTRIC CO	175.00	WWTP SERVICES
HUTSON INC	34.80	DPW SUPPLIES
MATTHEWS MILL INC	100.00	DPW SUPPLIES
MATTHEWS, LANE	39.37	REIMBURSEMENT FOR GAS ERT CALLOUT
MEDLER ELECTRIC CO	296.05	VARIOUS SUPPLIES
MERS OF MICHIGAN	29,563.99	RETIREMENT JANUARY
MESSA	19,787.16	HEALTH INSURANCE FEBRUARY
MESSA	549.39	HEALTH INS FEBRUARY M/L
MICHIGAN PIPE & VALVE	78.00	WATER SUPPLIES
MISS DIG SYSTEM INC	1,297.67	MEMBERSHIP FEE
MUFFLER MAN	594.00	VEHICLE REPAIRS
MVW & ASSOCIATES INC	1,000.00	ASSESSOR FEBRUARY
NORTH CENTRAL LABORATORIES	151.07	WWTP SUPPLIES
OGEMAW COUNTY ROAD COMMISSION	152.21	COLD PATCH
OGEMAW FIRE DEPARTMENT	27,393.00	2023 APPROPRIATION
ON DUTY GEAR LLC	611.00	POLICE SUPPLIES
PARAGON LABORATORIES INC	276.00	WWTP SUPPLIES
PITNEY BOWES INC RENTAL ACCT	34.99	POSTAGE MACHINE RENTAL
ROBB, DANIEL	150.00	BOOT REIMBURSEMENT
SCHMITT TIRE & GAS	15.00	REPAIRS
SLC METERS LLC	21,693.06	METERS & PARTS
STATE OF MICHIGAN	32.00	SAMPLES
SUMMIT FIRE PROTECTION	77.90	ANNUAL FIRE EXTINGUISHER SERVICE
TRACE ANALYTICAL LABS INC	249.25	WWTP SERVICE
TRUCK & TRAILER SPECIALTIES	86.51	DPW PARTS
UNUM LIFE INSURANCE CO OF AMERICA	1,154.53	LT ST DISABILITY & LIFE
USA BLUE BOOK	549.15	WATER SUPPLIES
VERIZON WIRELESS	151.94	CELLPHONES
VIC BOND SALES INC	20.42	VARIOUS SUPPLIES
VILLAGE QUIK LUBE	161.95	POLICE SERVICE
VISA	3,265.51	VARIOUS SUPPLIES
VISA	133.52	SIGNS

WASTE MANAGEMENT INC	288.96	WWTP DUMPSTERS
WEST BRANCH ACE HARDWARE	408.25	VARIOUS SUPPLIES
WEST BRANCH AUTOMOTIVE	267.87	VARIOUS SUPPLIES
WEST BRANCH NAPA AUTO TRUCK	147.37	VARIOUS SUPPLIES
WEST END DISTRIBUTING	36.00	SUPPLIES PARTS
WEST SIDE MACHINE	175.00	DPW REPAIRS
WILLARD'S EQUIPMENT CO	36.72	WWTP SUPPLIES
TOTAL 230,782.40		



City of West Branch

121 N 4th St, West Branch, Michigan 48661
(989)345-0500 • Fax (989)345-4390 • www.westbranch.com

Special Event Permit

Event Name: VICTORIAN ART FAIR

Event Date: August 12 & 13 ²⁰²³ ^{Aug 12} Start Time: 9am End Time: 5pm
Aug 13 10am - 4pm

Name of Sponsoring Organization: WEST BRANCH CREATIVE ARTS ASSOC
Setup begins 8/12/23 cleanup done on 8/14/23

Address: 124 N. 4th St West Branch MI 48661

Contact Person: MARCIA Young Phone Number: 989 345 1333

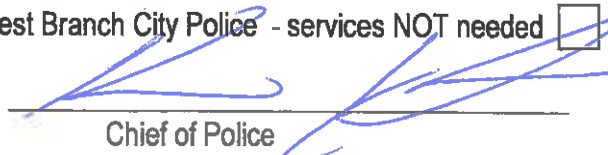
Describe the purpose of this event: ARTS & CRAFTS Exhibitors set up
Booths in the park & sell their creations. Food from
LOCAL NON profit org. is sold. Games & activities for the
Point of Assembly and/or proposed route (attach separate diagram if needed): family

If requesting a road closure Road closure Start time: N/A End time: _____

Road closure location _____

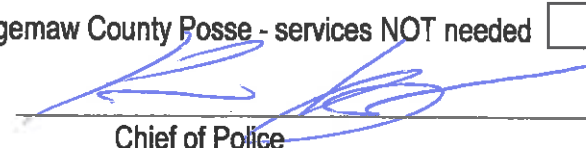
In an effort to help your event run smoothly you must make sure the following departments are aware of and/or can staff your event. Please obtain signatures from each department listed advising us that they are aware:

West Branch City Police - services NOT needed ☐ arrangements have been made ☒


Chief of Police


MARCIA Young will speak
with Ken Waiters

Ogemaw County Posse - services NOT needed ☐ arrangements have been made ☒


Chief of Police

I make contact with
Ken Buhlman to
ARRANGE

West Branch City DPW - services NOT needed ☐ arrangement have been made ☒


DPW Superintendent

Ken Neubacker makes
contact with
Mike Killackey



City of West Branch

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Additional Terms and Conditions:

1. Sponsoring Organization agrees that it will fully comply with the terms of this permit and will also comply with all State, County, and Local ordinances that may pertain to the event.
2. Sponsoring Organization further agrees and understands that it shall hold harmless and indemnify the City, its officers, employees, contractors, subcontractors, representatives, and agents from and against any and all civil actions, claims, judgements, injuries and/or damages including attorney fees resulting and/or arising from the special event and/or from the actions and/or omissions of the special event.
3. Sponsoring Organization further agrees and understands that it shall hold harmless and indemnify the City, its officers, employees, contractors, subcontractors, representatives, and agents from and against any and all civil actions, claims, judgements, injuries and/or damages including attorney fees resulting and/or arising from the special event and/or from the actions and/or omissions from third parties hired or are volunteers of Sponsoring Organization.

Sponsor Organization signs this Agreement after having fully reviewed the terms and conditions set forth above and agree to be responsible for full compliance of such terms and conditions.

Marcia M Young
Applicant Signature

1/14/23
Date

For Office Use Only:

Permit Approved -- Yes / No

Council meeting date _____

Manager / Clerk Signature



City of West Branch

121 N 4th St, West Branch, Michigan 48661
(989)345-0500 • Fax (989)345-4390 • www.westbranch.com

Special Event Permit

Event Name: Culpepper & Merriweather Circus

Event Date: July 3rd Start Time: 7 a.m. July 3rd End Time: See below

Name of Sponsoring Organization: West Branch Area Chamber of Commerce

Address: 422 W. Houghton Ave

Contact Person: Heather Neuhaus Phone Number: 989-345-2821

Describe the purpose of this event: Family circus for the community to enjoy.

Point of Assembly and/or proposed route (attach separate diagram if needed):
Surline Field

The Circus sets up on July 3rd at 7 a.m. and then tears down after the 7:30 pm showing. The Circus stays the night and then heads out on July 4th morning

If requesting a road closure Road closure Start time: _____ End time: _____

Road closure location: **DOES NOT NEED A ROAD CLOSURE**

In an effort to help your event run smoothly you must make sure the following departments are aware of and/or can staff your event. **Please obtain signatures from each department listed advising us that they are aware:**

West Branch City Police - services NOT needed ☒ arrangements have been made ☐

[Signature]
Chief of Police

Ogemaw County Posse - services NOT needed ☒ arrangements have been made ☐

[Signature]
Chief of Police

West Branch City DPW -- services NOT needed ☐ arrangement have been made ☐

[Signature]
DPW Superintendent



City of West Branch

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Additional Terms and Conditions:

1. Sponsoring Organization agrees that it will fully comply with the terms of this permit and will also comply with all State, County, and Local ordinances that may pertain to the event.
2. Sponsoring Organization further agrees and understands that it shall hold harmless and indemnify the City, its officers, employees, contractors, subcontractors, representatives, and agents from and against any and all civil actions, claims, judgements, injuries and/or damages including attorney fees resulting and/or arising from the special event and/or from the actions and/or omissions of the special event.
3. Sponsoring Organization further agrees and understands that it shall hold harmless and indemnify the City, its officers, employees, contractors, subcontractors, representatives, and agents from and against any and all civil actions, claims, judgements, injuries and/or damages including attorney fees resulting and/or arising from the special event and/or from the actions and/or omissions from third parties hired or are volunteers of Sponsoring Organization.

Sponsor Organization signs this Agreement after having fully reviewed the terms and conditions set forth above and agree to be responsible for full compliance of such terms and conditions.

West Branch Area Club
cf. Cline

Applicant Signature

1/20/2023

Date

For Office Use Only:

Permit Approved – Yes / No

Council meeting date _____

Manager / Clerk Signature



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

WATER/SEWER BILL
ADMINISTRATIVE ADJUSTMENT REQUEST FORM

Name and contact information of individual requesting the administrative adjustment:

Paul Lucynski 989-4629-8245
~~129 S fourth street~~

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

~~129 S fourth ST, / water bill~~
* 300 M-SS / w Houghton *

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

owner

Are you requesting an administrative adjustment of the:

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

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

December bill

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

and found it in the basement

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

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

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


Signature of individual requesting administrative adjustment

1/16/23
Date

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

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

For office use only.

Decision

Signed

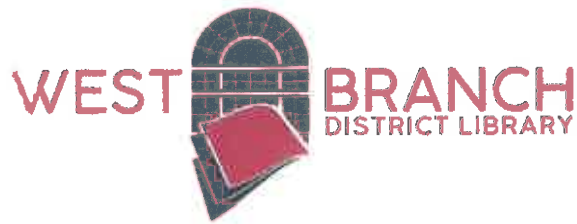
Date

Lucynski
300 W Houghton Ave

	READ	GALLONS	BILL
November 2021	2679	6	\$ 142.39
December 2021	2688	9	\$ 200.47
January 2022	2696	8	\$ 181.11
February 2022	2705	9	\$ 200.47
March 2022	2713	8	\$ 181.11
April 2022	2720	7	\$ 161.75
May 2022	2729	9	\$ 200.47
June 2022	2737	8	\$ 181.11
July 2022	2747	10	\$ 219.83
August 2022	2756	9	\$ 200.47
September 2022	2769	13	\$ 281.39
October 2022	2775	6	\$ 142.39
Average		8	\$ 181.11
Actual December Read	2,949	118	\$ 2,457.23
Adjustment Amount		110	\$ 2,276.12

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

Adjusting back down to the average of 8,000 gallons at a cost of \$181.11 for the month of December. Total adjustment amount \$2,276.12. DPW went out and helped find the leak in the basement.



Paul Frechette, Mayor
121 N. 4th St
West Branch, MI 48661

We, the Board of Directors of the West Branch District Library request your support in securing American Recovery Act (ARA) money from the Ogemaw County Board of Commissioners. We are asking you to pass a resolution from the township to the Board of Commissioners for them to provide income lost because of governmental policies during the COVID pandemic.

Background:

The ARA was passed to compensate entities who suffered financial losses due to COVID. The West Branch District Library has suffered great loss of income because of Federal and State policies. The losses were in the income stream from penal fines on violations of the State Criminal code. Every State Constitution before from the time that Michigan was a territory has designated those fines to be distributed to public libraries and county law libraries in the state. With the COVID shut down penal fines have taken a drastic hit due to the county Sheriff closing down the road patrol. The average amount of penal fines distributed over the 10-year period from 2010 to 2019 was \$132,835 per year. In 2020 penal fines plummeted to just over \$119,000, 2021 they fell further to \$60,000 and 2022 came up to \$62,800. The total amount of revenue lost over the last three years from the average Penal Fine income is \$156,700.

In 2022 the Library had to have the elevator rebuilt after it broke down at the cost of over \$90,000. As members of Library staff have moved on to other employment, they have not been replaced and remaining staff has not received a raise in two years, energy costs have risen for both utilities and services as well as for books, magazines and newspapers. We have already been forced to cut two hours from Wednesday, eliminating the evening hours.

Attached is a sample resolution to the County Board of Commissioners to provide ARA funds to the Library.

West Branch District Library Board.

Resolution for the Ogemaw County Board of Commissioners to provide ARA funds to the West Branch District Library for financial losses due to COVID policies from State and Federal government mandates.

For the Library Board, John Sheridan, Director

119 North Fourth Street | West Branch, MI 48661

Be it resolved:

That the West Branch District Library is and essential service provided to residents of the City of West Branch, Edwards, Foster, Horton, Ogemaw and West Branch Townships in Ogemaw County, Michigan.

That the West Branch District Library has suffered and continues to suffer financial losses due to Federal, State and County mandates during the COVID pandemic.

That the American Recovery Act (ARA) was passed to address such losses.

That the Ogemaw County Board of Commissioners release \$150,000 of ARA funds to the West Branch District Library in partial compensation for their income losses due to COVID policies of Federal State and County levels.

Passed on _____

Signed: Supervisor: _____ Township _____

Date: _____



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

BRADLEY C. WIEFERICH, P.E.
ACTING DIRECTOR

Good Faith Offer

January 24, 2023

City of West Branch
Attn: Frank Goodroe
121 N. 4th Street
West Branch, Michigan 48661

CS: 65032, JN: 201118, Parcel: 7054, Address: Vacant, City: West Branch, County: Ogemaw

Dear Owner(s):

The Michigan Department of Transportation (MDOT) has an upcoming project along M-55. We have reviewed your property as it relates to the needs of the project and are interested in acquiring Consent to Grade rights to your property as set forth in the attached Addendum(a). In accordance with state and federal regulations governing the acquisition of property by MDOT, this letter is MDOT's Good Faith Offer, to purchase these rights based on the terms and conditions contained herein. Please note that MDOT is not making this offer under the threat of condemnation. If an agreement regarding the purchase cannot be reached, MDOT will discontinue negotiations and cease this transaction. If in the future your property is needed for a transportation project, MDOT will contact you at that time.

If you agree, MDOT will purchase aforementioned rights to your property described as set forth in the attached Addendum(a).

This Good Faith Offer is based upon the valuation set forth in the enclosed market study report. This report is to be considered part of this Good Faith Offer. It outlines the items for which you are entitled to be paid, based on the facts known at this time, along with the state of the market and condition of the property as the date of the valuation.

MDOT's Good Faith Offer for the property rights to be purchased is itemized below:

Type	Amount
Consent to Grade	\$300.00
TOTAL	\$300.00

Accordingly, the total amount that MDOT is offering to you is \$300.00. Please note that this offer is valid only until 02/23/2023.

Please review all the materials carefully and let us know in writing if you believe anything of significance has been omitted with respect to the amount of money you should be paid. MDOT will review the items you identify and will respond accordingly if any changes will be made to its Good Faith Offer. We are also available to discuss this offer with you.

This Good Faith Offer is for the property rights for all individuals and entities that may have a property interest in the parcel. If there is more than one person or entity with an interest in the property, you can decide amongst yourselves how to divide the amount MDOT is offering you, or you can request a court to decide.

If you are willing to accept MDOT's offer and, also agree to the terms and conditions set forth in the following Addendum(a), please sign and date the Acceptance of the Good Faith Offer and enclosed instruments in the presence of a witness. Be sure the witness also signs and dates the Acceptance. Please return this letter, signed Acceptance page and enclosed instrument(s) back to my attention.

Also included in this packet are instructions to register with us to have your compensation sent to you via electronic funds transfer (EFT). Please contact me if you are unable to register.

Thank you in advance for your consideration of our Good Faith Written Offer. If you have any questions, please contact me at 989-370-2322 or SolakS@michigan.gov.

Sincerely,



Steven Solak
Property Analyst
Michigan Department of Transportation

Attachments: Acceptance of Good Faith Offer, Addendum(a), Instrument(s), Legal Description(s), EFT Instructions and Valuation Report

Acceptance of Good Faith Offer

The undersigned accept(s) the Michigan Department of Transportation's (MDOT's) Good Faith Offer of \$300.00 for the property described in MDOT's Good Faith Offer dated 01/24/2023. Furthermore, the undersigned agree(s) to the following terms and conditions set forth in the attached Addendum(a):

Signature: _____	Signed Date: _____
Signatory Name: _____	
Signatory Title: _____	
Witness Signature: _____	Witness Date: _____
Witness Name: _____	
Signature: _____	Signed Date: _____
Signatory Name: _____	
Signatory Title: _____	
Witness Signature: _____	Witness Date: _____
Witness Name: _____	

Control Section 65032	Job ID 201118	Parcel 7054
Owner Of Record City of West Branch		
Property Tax Code 052-213-020-00		

Addendum for Consent(s)

PRICE: The owner(s) agree(s) to grant the property described in the attached legal description(s) to the Michigan Department of Transportation for the sum of \$300.00 via the appropriate instrument(s).

CONSENT TYPE(S): Consent to Grade

OCCUPANCY: The owner(s) agree(s) to grant the Michigan Department of Transportation occupancy of the described property upon payment of the price listed above effective from start of project through completion of project.

CONVEYANCE: The owner(s) agree to deliver to MDOT the above cited consents subject to the following provision: This conveyance includes, but is not limited to, the right to any drainage structure replacement or repair; the right to remove trees, shrubs, and vegetation as necessary in the judgement of the Michigan Department of Transportation and the right of temporary occupancy by public utilities.

SPECIAL PROVISIONS: NONE

Control Section 65032	Job ID 201118	Parcel 7054
Owner Of Record City of West Branch		
Property Tax Code 052-213-020-00		

Legal Description: Consent to Grade

Station # 84+43.13 to 84+85.76 Right

A strip of land 30.0 feet in width located at station 84+43.13 to 84+85.76 Right, over and across the following described Tract "A" (See Plan sheet)

The land described above for temporary grading purposes contains an area of 1280 square feet, more or less.

Tract "A"

PEOPLES ADD E 40 FT OF LOTS 20 & 21 BLK 13 & S 99 FT OF LOT B BLK 13.

Control Section 65032	Job ID 201118	Parcel 7054
Owner Of Record City of West Branch		
Property Tax Code 052-213-020-00		

Michigan Department
of Transportation
0640C (07/21)

CONSENT

The Grantor(s) City of West Branch, for the sum of Three Hundred dollars and 00/100 (\$300.00) grant to the Michigan Department of Transportation, whose address is 425 W. Ottawa Street, P.O. Box 30050, Lansing, Michigan 48909 the right to Consent to Grade, for transportation purposes, in over, and upon the real estate located in the City of West Branch, County of Ogemaw, State of Michigan, as described on the attached Legal Description; commonly known as Vacant, including, but not limited to, the right to any drainage structure replacement or repair, the right to remove trees, shrubs, and vegetation as necessary in the judgment of the Michigan Department of Transportation and the right of temporary occupancy by public utilities; effective from start of project to completion of project.

CONTROL SECTION 65032	JOB ID 201118	PARCEL 7054
OWNER OF RECORD City of West Branch		
PROPERTY TAX CODE 052-213-020-00		

Legal Description: Consent to Grade

Station # 84+43.13 to 84+85.76 Right

A strip of land 30.0 feet in width located at station 84+43.13 to 84+85.76 Right, over and across the following described Tract "A" (See Plan sheet)

The land described above for temporary grading purposes contains an area of 1280 square feet, more or less.

Tract "A"

PEOPLES ADD E 40 FT OF LOTS 20 & 21 BLK 13 & S 99 FT OF LOT B BLK 13.

Signature: _____

Signed Date: _____

Signatory Name: _____

Signatory Title: _____

Witness Signature: _____

Witness Date: _____

Witness Name: _____

Signature: _____

Signed Date: _____

Signatory Name: _____

Signatory Title: _____

Witness Signature: _____

Witness Date: _____

Witness Name: _____

CONTROL SECTION 65032	JOB ID 201118	PARCEL 7054
OWNER OF RECORD City of West Branch		
PROPERTY TAX CODE 052-213-020-00		

COMPENSATION SUMMARY

	Area (Sqft)	Price/Sqft	Subtotal	Factor	Line Total	EJC Amount
Consent to Grade	1,280 X	\$3.00 =	\$3,840.00 X	7% =	\$269	\$300

Total \$269

Total Estimated Just Compensation \$300

Parcel: 7054 CS: 65032 Job ID: 201118
Owner of Record: City of West Branch

January 27, 2023

John Dantzer, City Manager
City of West Branch
121 N. Fourth St.
West Branch, MI 48661

RE: Bridge Drawings and Uploading to MiBridge
Letter Agreement for Professional Services
City of West Branch

John:

This document contains Spicer Group's proposal to perform the required MDOT Compliance Bridge Drawings and uploading to MiBridge.

Background

STR 8462 – Second St. Bridge drawings in MiBridge do not match the dimensions Spicer Group measured in the field. Spicer Group recommends the City of West Branch to upload accurate drawings to avoid MDOT Compliance issues.

Scope of Professional Services – Bridge Drawings

Below is an outline of the load rating workscope needed to stay in compliance with MDOT:

1. **CREATE BRIDGE DRAWINGS – STR 8462**
 - Review culvert measurements taken from completed site visit.
 - Develop a General Plan of Structure sheet per MDOT Bridge Advisory BA 2019-03.
 - Upload plan sheet to MiBridge.

Fee

Our proposed fee schedule follows. The lump sum fee will be billed once the final drawings are uploaded to MiBridge.

Lump Sum in the amount of \$1,700.00

We have calculated these fees based on our understanding of the project. Should we approach the amount of the fee for any reason before we are finished with the work, if the scope changes or our understanding was incorrect, we will notify you and discuss with you the option of adjusting the amount of the fee or adjusting the scope of services.

If this proposal meets with your approval, please acknowledge this approval with an authorized signature below and return the enclosed copy to us. Upon receipt we will start the project promptly and completion of the scope of work in 7-14 days.

We deeply appreciate your confidence in Spicer, and we look forward to working with you and for you on your project.

Sincerely,



Daniel P. Zeddies, P.E.
Project Manager

SPICER GROUP, INC
230 S. Washington Avenue
Saginaw, MI 48607
Phone: (989) 245-1468
mailto: danielz@spicergroup.com

q:\proj2023\133782sg2023 - west branch load
ratings\133782pr2023 - proposal\ltragreement_west branch_2023
second st drawing 1.27.23.docx

Above proposal accepted and approved
by Owner.

CITY OF WEST BRANCH

By: _____
Authorized Signature

Date: _____

P R O P O S A L

DATE: 12.20.2022

TO: John Dantzer, City Manager, West Branch, MI

FR: Tim Knutsen, RLA, ASLA, Landscape Architect, Principal

Purpose: Planning and Landscape Architectural Assistance
Preliminary Architectural Feasibility Report (PAFR)
2023 MDOT M-55 Streetscape Improvements

Professional Involvement: Tim Knutsen, Landscape Architect
Jessie Williams, Planner

Professional Roles: Planning and Landscape Architecture

Project Understanding:

The City of West Branch is seeking USDA Rural Development Grant funding to apply toward the 2023 MDOT M-55 Streetscape Improvements, and is seeking a proposal to assist the City in completing a Preliminary Architectural Feasibility Report (PAFR), which is a requirement for USDA RD funding.

Scope of Work:

1. Initiate project by conducting a virtual kickoff meeting with City representatives to confirm the project scope and schedule.
2. Assist the City in completing the PAFR. BRI will reference the MDOT M-55 Improvements Construction Documents, preliminary construction cost estimates and recent bid information, existing facilities and documentation provided by City of West Branch to complete the PAFR based on the attached guide.
3. Meet to review the draft PAFR with City Officials. Receive comment and update PARF as appropriate.
4. Submit final PAFR to City of West Branch.

Professional Services Fee: \$5,000.00

Deliverables: Preliminary Architectural Feasibility Report (PAFR)
MDOT M-55 Improvements

Not Included In Proposal: Topographic Survey
Geotechnical Inventory
3-D Renderings

Timeframe: Commencement upon Contract Authorization

Kickoff Meeting: TBD, January 2023

Draft PAFR: March 3, 2023

Final PAFR: March 17, 2023

Submitted

Tim Knutsen, RLA, ASLA, Principal

Dated: December 20, 2022

Accepted

John Dantzer, City Manager

Dated: _____

C.C. John Iacoangeli

PRELIMINARY ARCHITECTURAL FEASIBILITY REPORT

I GENERAL. The following may be used as a guide for preparation of the Preliminary Architectural Feasibility Report as required for Rural Development financed facilities.

A Need for the facility.

B Existing facilities. Describe - include condition, adequacy, suitability for continued use and other pertinent information.

C Proposed facility. General description of proposed facility including design criteria adopted for continued use and other pertinent information.

D Building sites.

- 1 Amount of land required.
- 2 Location - Alternate locations.
- 3 Site plan.
- 4 Site suitability.

E Cost estimate.

- 1 Development and construction.
- 2 Land and rights.
- 3 Legal.
- 4 Architect fees.
- 5 Interest.
- 6 Equipment.
- 7 Contingencies.
- 8 Refinancing.
- 9 Other (described).

F Annual operating budget.

1 Income - Include rate schedule. Project income realistically.

2 Operation and maintenance costs - Project costs realistically. In the absence of other data, base on actual costs of other existing facilities of similar size and complexity. Include facts in the report to substantiate operation and maintenance cost estimates.

G Maps, drawings, sketches, and photographs.

1 Maps - Show locations, boundaries, elevations, population distribution, existing and proposed facility, right-of-way, and land ownership.

2 Drawings and sketches - Show preliminary design and layout elevations.

3 Photographs - As needed.

H Construction problems. Discuss in detail - Include information on items which may affect the cost of construction.

I Conclusions and recommendations. Discuss possible alternatives to proposed plans.

Sole Source Vendor Exception Requests

2/6/23

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

In this instance, City Manager, John Dantzer, is requesting City Council forego formal bidding and approve the selection of Beckett and Raeder for the USDA Architectural Feasibility Report for the streetscape project because they are currently the engineering firm responsible for the streetscape design and engineering and would have all of the information needed to complete the plan in a quick turnaround.

RURAL BUSINESS DEVELOPMENT GRANT APPLICATION GUIDE

Federal Catalog Number 10.351

Application Deadline – February 28, 2023

A complete application package **must** be received by the deadline to be considered for current fiscal year funding. Electronic submissions are encouraged. Applications can be sent directly to a Specialist for review and processing.

Full requirements of this grant follow 7 CFR Part 4280 Subpart E.

<https://www.federalregister.gov/documents/2015/03/25/2015-06489/rural-business-development-grant>

If you have any questions or need any assistance, please contact any Business Programs Staff below:

Bobbie Morrison, Business Program Director

Michigan State Office

(517) 324-5157

SM.RD.MichiganRBS@usda.gov

Holly Thomma – Gladstone Area Office

(906) 825-3033

holly.thomma@usda.gov

Keith Sebright – Traverse City Area Office

(231) 486-2525

keith.sebright@usda.gov

Jackie Morgan – West Branch Sub-Area Office

(989) 329-0605

jackie.morgan@usda.gov

Jeffrey Clark – Mason Area Office

(517) 324-5223

jeffrey.clark.1@usda.gov

Donald Mulson III – East Lansing State Office

(517) 324-5219

donald.mulson3@usda.gov

Rural Business Development Grants (RBDG)

"Good To Know Before You Start"

What does this program do?

RBDG is a competitive grant designed to provide technical assistance, training and other activities leading to the development or expansion of small and emerging private businesses in rural areas that have fewer than 50 employees and less than \$1 million in gross revenues. Programmatic activities are separated into enterprise or opportunity type grant activities.

This program provides grants for rural projects that finance and facilitate development of small and emerging rural businesses, help fund distance learning networks, and help fund employment related adult education programs. To assist with business development, RBDGs may fund a broad array of activities.

What governs this program

- Basic Program – **7 CFR Part 4280, Subpart E**
- This program is authorized by the Consolidated Farm and Rural Development Act (ConAct)

What governed the predecessor programs of RBEG and RBOG, as well as all awards given before FY 2015?

- RBEG Basic Program - **RD Instruction 1942-G**
- RBOG Basic Program - **7 CFR Part 4284**
- This program was authorized by the Consolidated Farm and Rural Development Act (ConAct)

Who may apply for this program? Rural public entities including, but not limited to:

- Towns
- State agencies
- Nonprofit Corporations
- Federally recognized Tribes
- Communities
- Authorities
- Institutions of Higher Education
- Rural Cooperatives

What is an eligible area?

RBDG funds must be directed for projects benefiting rural areas or towns outside the urbanized periphery of any city with a population of 50,000 or more. <https://eligibility.sc.egov.usda.gov/eligibility/welcomeAction.do>

How much funding is available?

There is no maximum grant amount for enterprise or opportunity type grants; however, smaller requests are given higher priority due to limited and highly competitive funding. Generally, grants range from \$10,000 up to \$500,000. There is no cost sharing requirement. Total opportunity type grant funding is limited statutorily to up to 10% of the total RBDG annual funding.

*Agency Initiatives:

- Projects impacting locally produced/ locally manufactured food and or distribution systems.
- Projects targeting Strategic Economic and Community Development (6025) communities
- Projects targeting the opioid epidemic in rural communities.

How may funds be used?

Enterprise type grant funds must be used on projects that will promote the development of multiple rural small and emerging businesses in rural areas as specified in the grant application.

Uses May Include:

- Technical Assistance Activities (*i.e. feasibility studies, marketing plans*)
 - Equipment purchases (\$5,000 or less- *grantee must retain ownership and or shared business incubator equipment*)
 - Construct, improve, or purchase buildings, used for economic development of multiple small and emerging private rural business
 - Infrastructure (*i.e. roads, utilities, parking lots*)
 - Distance Adult Learning for job training and advancement
 - Establish Revolving Loan Funds
 - Rural Business Incubators
-

Opportunity type grant funding must be used for projects in rural areas and they can be used for:

Uses May Include:

- Identify and analyze business opportunities (*i.e. asset mapping for economic development*)
 - Economic planning for rural communities
 - Provide technical assistance and training to rural businesses and adult entrepreneurs
-

How are applications evaluated for competitive funding? RBDG applications compete at the state office level, which are dependent on appropriations and Native American Set-A-Side compete at the National Level.

All applications are evaluated based on:

- | | |
|---|--|
| • Evidence showing job creation to occur with local businesses; | • Consistency with local economic development priorities; |
| • Percent of nonfederal funding committed to the project; | • Experience of the grantee with similar efforts; and |
| • Economic need in the area to be served; | • Other factors described in the current Notice of Solicitation of Applications (NOSA), if one is published. |



Ogemaw Fire Department

119 N 3rd St
West Branch, MI 48661
(989) 345-3444

Invoice No. _____

INVOICE

Customer

Name City of West Branch
Address 121 N. 4th
City West Branch State MI ZIP 48661
Phone _____

Date _____
Order No. _____
Rep _____
FOB _____

Qty	Description	Unit Price	TOTAL
1	2023 Appropriation Payment		\$ 27,393

PLEASE MAKE CHECKS PAYABLE TO:

Ogemaw Fire Department
119 N 3rd St
West Branch MI 48661

SubTotal	_____
Shipping & Handling	_____
Taxes	_____
Exempt	_____
TOTAL	27,393

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, JANUARY 16,
2023.

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

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

Absent: Ellen Pugh and Rusty Showalter

Other officers present: City Manager John Dantzer, City Clerk Lori Ann Clover, DPW Supervisor Mike
Killackey, Chief Ken Walters, and County Commissioner Craig Scott.

All stood for the Pledge of Allegiance.

Commissioner Scott gave an update on County activities. The new commissioners have been sworn in.
Committee representation has changed a little. The meeting schedule remains the same. The transit
manager presented on the 2023-2024 budget. There was one mileage not renewed for the transit. They
are looking at different options including a special election. The Rea Family Animal Shelter has been
authorized to sell dog licenses. The Sheriff's Office accepted a grant to improve radio services. Ogemaw
Parks and Recreation has several advance reservations for 2023.

* * * * *

Yvonne DeRosio requested the City's property listings be renewed with her. She is a member of the
Planning Commission and is involved in the housing project.

**MOTION BY ZIMMERMAN, SECOND BY BENNETT TO RENEW THE CITY'S PROPERTY LISTINGS
WITH YVONNE DEROSO THROUGH JANUARY OF 2024.**

Yes —Adair, Bennett, Frechette, Jackson, Zimmerman

No – None

Absent – Pugh, Showalter

Motion carried

* * * * *

**MOTION BY BENNETT, SECOND BY JACKSON, TO APPROVE THE PAYMENT OF BILLS IN THE
AMOUNT OF \$304,421.02.**

Yes —Adair, Bennett, Frechette, Jackson, Zimmerman

No – None

Absent – Pugh, Showalter

Motion carried

* * * * *

**MOTION BY FRECHETTE, SECOND BY ADAIR TO EXCUSE MEMBER PUGH AND SHOWALTER
FROM THE MEETING.**

Yes —Adair, Bennett, Frechette, Jackson, Zimmerman

No – None

Absent – Pugh, Showalter

Motion carried

* * * * *

MOTION BY BENNETT, SECOND BY JACKSON TO APPROVE THE SPECIAL EVENT PERMIT FOR THE WEST BRANCH AKTION CLUB TO USE IRONS PARK FOR THEIR CARNIVAL.

Yes —Adair, Bennett, Frechette, Jackson, Zimmerman

No – None

Absent – Pugh, Showalter

Motion carried

* * * * *

MOTION BY FRECHETTE, SECOND BY BENNETT TO HOLD THE ANNUAL JOINT MEETING WITH THE CITY COUNCIL, PLANNING COMMISSION AND THE DDA MONDAY FEBRUARY 6, 2023 AT THE WEST BRANCH POLICE DEPARTMENT WITH NO VIRTUAL FORMAT AVAILABLE.

Yes —Adair, Bennett, Frechette, Jackson, Zimmerman

No – None

Absent – Pugh, Showalter

Motion carried

* * * * *

Manager Dantzer explained that during the State review of our Fourth Street bridge there was a calculation error in the weight the bridge could hold. As a result, the State recommended the rest of our calculations be reviewed. Manager Dantzer explained that Spicer is the company that does our required reviews which also considers the condition of the bridge and the error in calculation was done by a previous engineer.

MOTION BY JACKSON, SECOND BY ADAIR TO APPROVE THE SOLE SOURCE VENDOR REQUEST BRIDGE LOAD RATING CALCULATIONS AND UPLOADING TO MIBRIDGE TO SPICER.

Yes —Adair, Bennett, Frechette, Jackson, Zimmerman

No – None

Absent – Pugh, Showalter

Motion carried

* * * * *

Manager Dantzer went over the BS&A estimate for adding the building permit program to our existing software. Purchase cost is \$15,000, with the annual fee being \$655. The annual fee should be covered by the permit fees; however, the purchase price would need to come out of carry over or economic advancement funds. There is also a fee to have access to a “building department library”, and we would need all state building codes books in the office at all times.

Yes —Adair, Bennett, Frechette, Jackson, Zimmerman

Motion carried

* * * * *

Motion carried

* * * * *

Motion carried

* * * * *

Motion carried

* * * * *

Yes —Adair, Bennett, Frechette, Jackson, Zimmerman

No – None

Absent – Pugh, Showalter

Motion carried

* * * * *

Member Bennett asked about the skating rink at Iron's Park. Manager Dantzer explained that the weather has been so warm that it would not have been able to freeze properly. Looking at the forecast it wouldn't be until into February that the weather would be cold enough and normally it warms up in March and begins melting. The liner runs \$1,500. Council discussed whether or not it would be worth the cost or to save the liner for next year. Council opted to save the liner for next year.

Manager Dantzer reported that at the last WWTPA meeting they recommended increasing the sewer rates in order to increase the amount put into the R&R account from \$8,000 to \$20,000-\$30,000 per year. This fund is used for large item repairs or replacements. As our plant ages, more money will be necessary to keep up with incoming costs. After some rough calculations approximately \$0.25 per 1,000 gallons should be enough without causing a substantial burden on users. City sewer ordinance allows the City to increase the rates by the CPI index without requiring public hearings and a vote of Council. Once the new end of year CPI index comes out Manager Dantzer will bring this back to Council.

Mayor Frechette adjourned the meeting at 6:29 pm.

Paul Frechette, Mayor

Lori Ann Clover, Clerk

SUMMARY OF THE REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN PERSON AND VIA VIDEO CONFERENCE IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET ON MONDAY, JANUARY 16, 2023.

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

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

Absent: Pugh and Showalter

Other officers present: Manager Dantzer, Clerk Clover, DPW Supervisor Killackey, Chief Walters, and Commissioner Scott.

All stood for the Pledge of Allegiance.

Commissioner Scott gave an update on County activities.

Council approved the renewal of the City's property listings with Yvonne DeRóso through January 2024.

Council approved bills in the amount of \$304,421.02.

Council excused Members Pugh and Showalter.

Council approved the Special Event for the AKTION Club Carnival.

Council approved holding the annual joint meeting of Council, Planning Commission, and DDA February 6, 2023 at the West Branch Police Department with no virtual format available.

Council approved the sole source vendor request for bridge load rating calculations and uploading to MI Bridge to Spicer.

Council approved the BS&A Software estimate for the purchase of the Building Permit Program.

Council approved the one-time utility adjustment for 400 E Houghton Avenue.

Council approved the updated City Capital Improvement Plan.

Council approved the minutes and summary of minutes from the regular meeting held January 3, 2023.

Minutes from the Planning Commission meeting held November 9, 2022; minutes from the Land Bank Authority meeting held November 16, 2022; as well as the Treasurer's report and Investment Summary and the West Branch Police Department December 2022 report were received and filed.

Member Bennett and Manager Dantzer gave reports.

Mayor Frechette adjourned the meeting at 6:29 pm.

Bank Code		Beginning Balance 02/01/2023	Total Debits	Total Credits	Ending Balance 02/28/2023
Fund	Description				
GEN1	GEN1 - GENERAL CHECKING				
101		1,256,182.83	245.50	0.00	1,256,428.33
150	CEMETERY PERPETUAL CARE	39,528.30	0.00	0.00	39,528.30
209	CEMETERY FUND	(2,914.48)	0.00	0.00	(2,914.48)
237	MARIJUANA FUND	1,500.00	0.00	0.00	1,500.00
243	BROWNFIELD REDEVELOPMENT AUTHORITY FU	1,964.95	0.00	0.00	1,964.95
248	DDA OPERATING FUND	326,535.35	0.00	0.00	326,535.35
251	INDUSTRIAL PARK FUND	4,831.07	0.00	0.00	4,831.07
276	HOUSING RESOURCE FUND	183,684.99	0.00	0.00	183,684.99
318	SEWER DEBT FUND	155,309.85	2,284.25	0.00	157,594.10
319	WATER DEBT FUND	105,507.44	436.28	0.00	105,943.72
572	PLANT REPLACEMENT FUND (R&I)	2.70	0.00	0.00	2.70
590	SEWER FUND	338,268.53	2,642.99	223.20	340,688.32
591	WATER FUND	854,858.27	3,247.21	723.20	857,382.28
592	WATER REPLACEMENT FUND	269,919.91	0.00	0.00	269,919.91
593	SEWER COLLECTION	265,397.60	554.81	0.00	265,952.41
561	EQUIPMENT FUND	(1,764.22)	0.00	0.00	(1,764.22)
704	PAYROLL CLEARING	24,778.75	0.00	0.00	24,778.75
705	IRONS PARK ENTERTAINMENT FUND	10,151.57	0.00	0.00	10,151.57
707	YOUTH SAFETY PROGRAM	115.00	0.00	0.00	115.00
	GEN1 - GENERAL CHECKING	3,833,858.41	9,411.04	946.40	3,842,323.05
4/LST	MAJOR/ LOCAL STREETS				
202	MAJOR STREET FUND	668,916.15	0.00	0.00	668,916.15
203	LOCAL STREET FUND	370,230.03	0.00	0.00	370,230.03
	MAJOR/ LOCAL STREETS	1,039,146.18	0.00	0.00	1,039,146.18
PAY	PAYROLL				
704	PAYROLL CLEARING	32,650.28	0.00	0.00	32,650.28
	PAYROLL	32,650.28	0.00	0.00	32,650.28
CHEM	SAVINGS				
101		459,730.06	0.00	0.00	459,730.06
150	CEMETERY PERPETUAL CARE	1,684.28	0.00	0.00	1,684.28
251	INDUSTRIAL PARK FUND	245.36	0.00	0.00	245.36
571	COLLECTION REPLACEMENT FUND	0.65	0.00	0.00	0.65
591	WATER FUND	26,426.52	0.00	0.00	26,426.52
592	WATER REPLACEMENT FUND	19,791.77	0.00	0.00	19,791.77
593	SEWER COLLECTION	3,184.93	0.00	0.00	3,184.93
561	EQUIPMENT FUND	103,547.51	0.00	0.00	103,547.51
	SAVINGS	614,611.08	0.00	0.00	614,611.08
TAX	TAXES				
701	TAX AGENCY	137,268.28	30,901.96	0.00	168,170.24
	TAXES	137,268.28	30,901.96	0.00	168,170.24
	TOTAL - ALL FUNDS	5,657,534.23	40,313.00	946.40	5,696,900.83

CASH SUMMARY BY ACCOUNT FOR WEST BRANCH
FROM 02/01/2023 TO 02/28/2023
FUND: ALL FUNDS
INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 02/01/2023	Total Debits	Total Credits	Ending Balance 02/28/2023
Fund 101					
004.300	CERTIFICATE OF DEPOSIT A	100,000.00	0.00	0.00	100,000.00
004.400	CERTIFICATE OF DEPOSIT B	150,306.70	0.00	0.00	150,306.70
		250,306.70	0.00	0.00	250,306.70
Fund 150 CEMETERY PERPETUAL CARE					
004.300	CERTIFICATE OF DEPOSIT C	112,499.74	0.00	0.00	112,499.74
004.400	CERTIFICATE OF DEPOSIT D	115,271.06	0.00	0.00	115,271.06
	CEMETERY PERPETUAL CARE	227,770.80	0.00	0.00	227,770.80
Fund 251 INDUSTRIAL PARK FUND					
004.300	CERTIFICATE OF DEPOSIT A	100,000.00	0.00	0.00	100,000.00
004.400	CERTIFICATE OF DEPOSIT B	25,050.19	0.00	0.00	25,050.19
	INDUSTRIAL PARK FUND	125,050.19	0.00	0.00	125,050.19
Fund 661 EQUIPMENT FUND					
004.300	CERTIFICATE OF DEPOSIT A	150,000.00	0.00	0.00	150,000.00
004.400	CERTIFICATE OF DEPOSIT B	100,200.75	0.00	0.00	100,200.75
	EQUIPMENT FUND	250,200.75	0.00	0.00	250,200.75
	TOTAL - ALL FUNDS	853,328.44	0.00	0.00	853,328.44

NORTH CENTRAL MICHIGAN COMMUNITY FOUNDATION

Minutes of December 7, 2022—Ogemaw County Committee

Meeting was called to order by Tom Kish, Chairman, at 7:30am.

Members Present: Tom Kish, Phil Stephens, Julie Elliott, Brenden Stephenson, John Dantzer, Bob McGrail, Louise Hofer, Gail Hughey, Nicki Mayhew, Nancy Griffin. Chris Juarez and Tracey Wood joined via Zoom.

Absent: Claudia Miller and Andrea Rose are excused.

Minutes: Motion to approve by John Dantzer, support by Nancy Griffin

Financials: Tom Kish informed us that Alpena is still working on the changeover of their software, but the foundation hopes to have things up and running again by the first quarter of 2023. We should have some sort of info for our February meeting.

REPORTS:

Y.A.C. Louise Hofer gave report. Kara Lamonds came from Alpena to meet the group. She showed them the video that was made about Y.A.C., gave out shirts, and she helped get organized. The grant deadline is December 15, 2022, and the group will review applications sometime mid to late January 2023. Some of the students are going to volunteer at the Shop with a Cop event, some will walk in the parade, and the group will “do something” for the teachers prior to the Christmas break.

E.S.P. Grants totaling over \$6000 were presented to teachers/staff in our school district. We have a new grant that was established from the OHHS Parent Advisory group. There are also 3 new scholarships that have been created: OHHS Parent Advisory, WB-RC Education Association (Teacher union), and Luke Kartes Memorial Scholarship, which has been endowed. The scholarships open on January 1. Louise Hofer will be going to all English 12 classes to walk them through the process step by step. She will connect with any students that aren't in those classes. ESP is also holding their annual Tree of Learning fundraiser where donations are made in honor/memory of someone.

3 County Board: Andrea was absent so no update this meeting.

OLD BUSINESS:

a. JL Howard Fund

- Presentation of the check to the Free Clinic went well and was well attended. The Free Clinic staff is incredibly excited and grateful for the money.
- This fund has been turned over to us for suggestions going forward.
- Bob McGrail has contacted the hospital regarding a comfort suite, but he hasn't heard back. He felt as though he received a lukewarm response.

b. Officers

- Still looking for a vice-chair.

c. Giving Tuesday results—8th Annual event

- There were over 1600 individual donors
- More than \$314,000 for entire foundation

c. Giving Tuesday, continued

- Our 3-County group raised over \$46,000 with ESP topping our 3-County group (5th overall) with \$12, 927. Animal shelter and Historical Society were also in the top 25.

NEW BUSINESS:

- a. Y.A.C. Grant Deadline
 - December 15, 2022 for non-profit groups that benefit youth
- b. Donor Letters—Andrea absent
- c. No meeting if there is no school or a delay start to school.
- d. Meeting dates for 2023—February 1, April 5, June 7, August 2, October 4.

COMMUNICATIONS:

- a. Member Comments/Positive Highlights:
 - Tis the season for choir and band concerts. Family Night at the school is Dec. 7
 - Merry Christmas and Happy New Year
 - Phil Stephens questioned the “Ogemaw County Community Endowment Fund”—who or what does that money benefit or what does it do? Tom Kish said he would look into it and have an answer at our next meeting.

Meeting adjourned at 7:59am. Next meeting February 1, 2023.

**SPECIAL MEETING OF THE WEST BRANCH PARK AND RECREATION COMMITTEE HELD
AT WEST BRANCH CITY HALL, 121 N. FOURTH ST. WEST BRANCH, MI ON THURSDAY,
DECEMBER 15, 2022.**

Present: Members Carol Adair, Lois Bergquist, Josh Erickson, and Meredith Schleicher.

Absent: Lisa Jensen

Others in attendance: City Manager John Dantzer

The meeting was called to order by motion due to no Chairperson yet being appointed

MOTION BY ADAIR, SECOND BY ERICKSON, TO OPEN THE MEETING AT 6:07 PM.

Yes – Adair, Bergquist, Erickson, and Schleicher

No – None

Absent – Jensen

Motion carried.

* * * * *

The Committee reviewed member contact information and supplied Manager Dantzer with any changes.

* * * * *

The Committee discussed bylaws for the Committee.

**MOTION BY BERGQUIST, SECOND BY SCHLEICHER TO APPROVE THE
FOLLOWING BYLAWS**

**Bylaws of the
City of West Branch
Parks and Recreation Committee**

ARTICLE 1: NAME, PURPOSE, AND AUTHORITY

These Bylaws shall govern a Committee of the City of West Branch called the “Parks and Recreation Committee for the City of West Branch” (hereinafter referred to as the “Committee”). The purpose in establishing the Committee is to better serve the community of West Branch. Service to the community shall be accomplished not only through the combined resources, planning, and coordination of existing facilities and events but also by establishing or improving recreational facilities and programs according to the needs of the community. The Board shall establish policies, procedures, and rules for parks, programs, and events. The Board will strive to provide citizens a higher quality of life through our parks and recreational system. The authority of this Committee is defined and authorized by Title

2, Chapter 4, Section 2.321 of the City of West Branch Code of Ordinances, Ogemaw County, Michigan.

ARTICLE 2: ORGANIZATION

SECTION 1: MEMBERS

- A. Appointments**—The members of the Committee shall be appointed by the Mayor and approved by the City Council. The Committee shall consist of (5) five voting members with one member being a representative from the City Council, one member being a representative from the Planning Commission, and three members being West Branch City residents who have an interest in City recreational activities.
- B. Terms**—Each city resident member shall be appointed to a (3) year term with all members serving a staggered term. Each representative from the City Council and Planning Commission will serve as per their board terms.
- C. Removal**—Members may be removed with just cause and quorum vote by the Committee. A member may be removed from the Committee if a member has unexcused absences from twenty-five (25) percent or more of the regular meetings in a calendar year or four consecutive regular meetings. The Secretary will report the issue to the Mayor if a motion passes by a majority vote of the Commission at which time the Mayor will consider the removal and replacement of such a member from the Committee.
- D. Stipend**—Board membership is voluntary and members receive no stipend or payment for meetings. Members may receive reimbursement for costs associated with Committee business if prior approval is authorized by both the Recreation Committee and the West Branch City Council.

SECTION 2: OFFICERS

- A. Selection and Tenure**—At the first regular meeting each January, the Committee shall select from its membership a chairperson and vice chairperson. The secretary of the board shall be the City Manager or designee of the City Manager. All officers shall serve a term of one year, or until their successors are selected and assume office, except as noted in C, below. All officers shall be eligible for re-election for consecutive terms for the same office.
- B. Chairperson**—The chairperson shall preside at all meetings, appoint subcommittees, and perform such other duties as ordered by the Committee or City Council. An elected officer of the City shall not serve as chairperson.
- C. Vice Chairperson**—The vice chairperson shall act in the capacity of the chairperson in his/her absence. In the event the office of chairperson becomes vacant, the vice chairperson shall succeed to the office for the unexpired term and the Committee shall select a successor to the office of vice chairperson for the unexpired term.
- D. Secretary**—The secretary shall execute documents in the name of the Committee and shall perform such other duties as the Committee may determine.
 - 1. Minutes**—The secretary shall be responsible for a permanent record of the minutes of

each meeting and shall have them recorded in suitable permanent records retained by the City clerk.

2. **Agenda**—The secretary shall be responsible for preparing an agenda and meeting packet which will be delivered by email at least three day prior to the meeting. Alternate means of delivery, other than email, must be requested by the Committee member
3. **Correspondence**—The secretary shall be responsible for issuing formal written correspondence with other groups or persons as directed by the Committee. All communications, petitions, reports, or other written materials received by the secretary shall be brought to the attention of the Committee.
4. **Attendance**—The secretary shall be responsible for maintaining an attendance record for each Committee member and report those records annually to the chairperson.
5. **Notices**—The secretary shall issue such notices as may be required by the Committee including Open Meetings Act notices.

ARTICLE 3: MEETINGS

- A. **Regular Meetings**—The Committee will meet quarterly on the second Monday at 6:00 pm. The quarterly meetings will be held in January, April, July, and October. All meetings will be held in the Council Chambers of West Branch City Hall. All other meeting will be called as needed by the chairperson or upon written request to the secretary by at least two members of the Committee.
- B. **Quorum**—A majority of the regular members of the Committee shall constitute a quorum. A quorum must be present to decide on all issues.
- C. **Public Records**—All meetings, minutes, records, documents, correspondence, and other materials of the Committee shall be open to public inspection in accordance with the Freedom of Information Act, except as may otherwise be provided by law.
- D. **Open Meetings Act**—All meetings will be in compliance with the Michigan Open Meetings Act.
- E. **Parliamentary Procedure** —Parliamentary procedure at all meetings of the Committee shall be in accordance to Roberts Rules of Order.
- F. **Voting**— Voting shall be by voice vote. A roll call vote shall be required if requested by any Committee member or directed by the Chairperson. In all roll call votes, the names of the members of the Committee shall be called in alphabetical order and the name to be called first shall be advanced one position alphabetically in each successive roll call vote.
- G. **Conflict of interest**—In some instances, Committee members may be faced with a conflict of interest issue. In order to ensure fairness, a member faced with a perceived conflict of interest shall state this to the Committee. The Committee shall determine if it is a conflict of interest by a majority vote of the members present. A member determined to have a conflict of interest shall abstain from all voting of that issue.

ARTICLE 4: DUTIES OF THE COMMITTEE

The Board members shall stay abreast of the recreational needs of their community by bringing concerns and those needs back to the members of the Committee. Members should be involved, as much as possible, in fundraisers, park openings, and organized community programs put on by the Committee or City Parks Department.

The Committee shall review the (5) Five-year plan a minimum of once a year.

The Chairperson shall annually make a full and complete report to City Council in February of each year to announce the Parks and Recreation Board's goals and projects planned for the following year including updates of that years completed projects or continuing projects. From time to time the Committee, through the Chairperson, shall make such additional reports as may be requested by the Mayor. The City Council member on the Committee shall update the Council, at City Council meetings, of current projects and programs. The Planning Commission member shall update that Board of current projects and programs during their regular meetings as well.

ARTICLE 5: ADOPTION AND AMENDMENTS

These bylaws are to be adopted by a simple majority vote at a regularly scheduled meeting of the Commission. The Commission shall annually review these bylaws during its annual meeting in January to determine any needed amendments

Yes – Adair, Bergquist, Erickson, and Schleicher

No – None

Absent – Jensen

Motion carried.

* * * * *

The Committee discussed the roles and duties of the Committee and went over the requirements for the five-year recreation plan as well as discussed the requirement of an approved five-year plan in order to receive DNR grants. The Committee discussed the community involvement portion of the recreation plan and it was the consensus to distribute a survey asking community members to rank the type of recreation they would like to see. The items chosen for the survey were:

- ADA handicap play area
- Community center (indoor courts, meeting rooms, kitchen, etc.)
- Amphitheater at Irons Park
- Splash pad at Irons Park
- Downtown open space park that can be used for downtown events
- Additions to the Riverwalk
- Community garden
- Volleyball courts at Irons Park
- Downtown dedicated pavilion for Farmers Market
- Remote control car race/play track

- Skateboard park
- More downtown events (please list what type of events you would like to see in other section
- Other

* * * * *

MOTION BY BERGQUIST, SECOND BY ADAIR, TO APPOINT MEMBER JOSH ERICKSON AS CHAIRPERSON FOR 2023

Yes – Adair, Bergquist, Erickson, and Schleicher

No – None

Absent – Jensen

Motion carried.

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MOTION BY BERGQUIST, SECOND BY ERICKSON, TO APPOINT MEMBER MEREDITH SCHEICHER AS VICE-CHAIRPERSON FOR 2023

Yes – Adair, Bergquist, Erickson, and Schleicher

No – None

Absent – Jensen

Motion carried.

* * * * *

The Committee discussed when to hold the next meeting and it was the consensus to hold the next meeting on January 30th at 6:00 pm

* * * * *

The meeting was adjourned at 7:10 pm.

The West Branch Community Airport Board met on this date in the Conference Room, West Branch Community Airport Terminal, West Branch, Michigan. The meeting was called to order at 12:18 p.m. by Vice Chairman Paul Frechette.

Present: Paul Frechette Brad Neubecker, Mike Jackson, John Dantzer, Breck Gildner and Craig Scott. Absent: Terry Hodges. Also, in attendance was Airport Manager Ben Evergreen.

Motion by Scott, second by Neubecker, the minutes of the November 16, 2022 meeting be approved. Voice vote. Ayes – all. Motion carried. [12-1-#1]

Motion by Neubecker, second by Scott, claims in the amount of \$17,108.06 be approved for payment. Voice vote. Ayes – all. Motion carried. [12-1-#2]

Ben gave the financial report, with a combined balance of \$208,445.68. As of 11/30 There is still roughly \$93,000.00 remaining due from the state of Michigan, and \$32,000.00 from the federal government.

Enbridge is currently looking for 20 acres to use for the solar array project. Our consultant engineers at Mead & Hunt told Ben that there is currently only 11 acres available. The overall time frame to get the array completed is seven years. No further action has happened on this project.

The brush grinder was on site for a week. In that time, the sight for the solar array and an additional eleven acres were cleared.

The airport layout plan is near completion. Mead & Hunt should have it available for presentation soon.

Ben informed the Board that we still own ½ acre in Mills township, that was once used for a navigational beacon. Ben received a tax bill for the property. He has turned that in to the Clerk's office.

Ben brought a request to have the AWOS moved. In 2016, the AWOS system was relocated and the current area does not have the required 1000ft clearance. The FAA would like to see it relocated, potentially to the old VOR sight. The cost could be covered by a grant with a 5% airport match.

Discussion was held regarding the renewal for the West Branch Area Chamber of Commerce membership. The cost has risen from \$189 to \$450. The issue will be revisited in January.

Discussion was held regarding the issue of charity flights at the airport, whether used for medical transport, search and rescue, etc. Ben asked if the Board would consider any cost reduction for fuel in such cases.

Motion by Gildner, second by Neubecker, that aircraft used in charity flights be sold fuel at airport cost. Voice vote. Ayes – all. Motion carried. [12-1-#3]

Discussion was held on ramp fees. Currently, the fees were \$0 for piston engine aircraft, and \$35 for turbine or jet aircraft. The fee was waived with a fuel purchase. A proposal was given for an increase to \$50 for turbine, and \$150 for jet aircraft.

Motion by Jackson, second by Scott, that airport ramp fees be raised to \$50 for turbine engine aircraft, and \$150 for jet engine aircraft. Voice vote. Ayes – all. Motion carried. [12-1-#4]

Ben notified the Board that his benefits had been started through Ogemaw County's program, and that his payroll contract would be voted on in January. Discussion was held about Ben's contract with the Airport Board.

Motion by Gildner, second by Scott, that the contract for the Airport manager include a 5% wage increase for the first year, and 5% for the following two years. Voice vote. Ayes – all. Motion carried. [12-1-#5]

Ben presented the 2022 Airport year-end report.

No further business remaining, Vice Chairman Frechette adjourned the meeting at 1:20 p.m.

Minutes by Michael Jackson, Board Secretary

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

The meeting was called to order by Vice Chairperson Joe Clark at 12:05 pm.

Present: Anthony Bair, Joe Clark, Autum Hunter, Ken Walters, and Cathy Zimmerman.

Absent: Joanne Bennett, Samantha Fabbri, Sandy Rabidue, and Erin Resteiner.

Others in attendance: City Manager John Dantzer

* * * * *

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

Yes – Bair, Clark, Hunter, Walters, and Zimmerman

No – None

Absent – Bennett, Fabbri, Rabidue, and Resteiner

Motion carried.

* * * * *

**MOTION BY BAIR, SECOND BY ZIMMERMAN, TO APPROVE THE MINUTES FROM
THE REGULAR MEETING HELD NOVEMBER 22, 2022.**

Yes – Bair, Clark, Hunter, Walters, and Zimmerman

No – None

Absent – Bennett, Fabbri, Rabidue, and Resteiner

Motion carried.

* * * * *

The Board reviewed the pricing that was received on the light pole selections made for the MDOT streetscape plan. Manager Dantzer noted MDOT is still reviewing the poles specifications and that a federally approved breakaway pole system may be required. It was noted the Ring of Fire light top was originally selected over the Woodward design; however, the Woodward would cost approximately \$50,000 less for the project. The Board also reviewed base design pricing. It was the consensus to wait until MDOT had a final determination on the break away base design before a final determination was made to stay with the original selection or relook at choosing a different design.

MOTION BY HUNTER, SECOND BY CLARK, TO CHANGE THE SELECTION OF THE LIGHT TOP FROM THE RING OF FIRE DESIGN TO THE WOODWARD DESIGN DUE TO COST CONCERNS.

Yes – Bair, Clark, Hunter, Walters, and Zimmerman

No – None

Absent – Bennett, Fabbri, Rabidue, and Resteiner

Motion carried.

* * * * *

Member Bair noted influenza was currently going around at a high rate and reminded everyone to use care and practice hygiene to help prevent the spread.

Member Hunter noted how nice the Pocket Park looked with the lights replaced and that she has received several compliments about how nice the downtown looked over the holidays. Member Hunter all noted they were able to finally get the Grand Illusions Spa open.

Member Walters echoed that he has also heard several compliments about how nice the town looked.

Manager Dantzer gave an updated on the DNR Spark Grant and noted the grant required an active five-year recreation plan approved and filed at the State and was currently working on that plan. He further noted the Spark grant program would have two more rounds in 2023 and would be able to apply for the grant during those rounds.

Manager Dantzer also gave the Treasurers report and noted the Planning Commission did not hold a meeting last month so there were no Planning minutes included in the packet.

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The meeting was adjourned at 12:26 pm.

**SPECIAL INFORMATIONAL MEETING OF THE WEST BRANCH DOWNTOWN
DEVELOPMENT AUTHORITY HELD AT THE WEST BRANCH CITY HALL AT 121 N. FOURTH
ST. ON TUESDAY, DECEMBER 27, 2022.**

Vice-Chairperson Clark called the meeting to order at 12:00 pm.

Present: Anthony Bair, Joe Clark, Autum Hunter, Ken Walters, and Cathy Zimmerman.

Absent: Joanne Bennett, Samantha Fabbri, Sandy Rabidue, and Erin Resteiner.

Others present: City Manager John Dantzer

* * * * *

Vice-Chairperson Clark noted the reason for the special meeting was to hold the second of the two 2022 required informational meetings as required by the DDA Act.

He noted the projects worked on during 2022 and the main areas of focus for the 2023 calendar year would be as follows:

1. Development of the Gathering Place.
 - The DDA was not able to proceed with the project in 2022 as grant funds were not available. The board will be submitting a grant application for the DNR Michigan Spark Grant program in the spring of 2023 and will continue to monitor additional opportunities for grant funds in the upcoming year. The Board worked with consultant/engineer, Beckett and Raeder, and finalized an updated design and estimate in order to be ready for any grant programs that may become available.
2. Work with City Council on the Houghton Ave redesign project.
 - The Board continued to work with consultant/ engineer, Beckett & Raeder on the downtown streetscape project in 2022. The Board will continue to look for funding options for the project. The reconstruction project was moved from 2023 to 2024 by MDOT due to material supply chain concerns.
3. Continue the downtown flower and snow removal projects.
 - The Board again sponsored the flowers and snow removal downtown with the flowers being completed in May.
4. Work on seasonal themed banners.
 - No banners were decided upon during 2022 but we will continue to discuss optional themed banners that would be instituted after the road reconstruction and streetscape is completed in 2024.
5. Research the Historical Preservation Designation for the City.
 - In 2022, the Board discussed pros and cons of the designation but decided not to pursue at this time.
6. Façade program
 - A façade program was completed and approved in 2022. The DDA hopes to have a project that they can use the program for in 2023.

* * * * *

No one from the public was in attendance to speak on the report.

* * * * *

Vice-Chairperson Clark adjourned the meeting at 12:04 pm.



MPPS Policy Brief

Michigan local government officials' assessments of workforce wages and benefits

By Natalie Fitzpatrick, Debra Horner, and Thomas Ivacko

As of Spring 2022, 92% of Michigan local governments report having some type of paid employees, beyond their elected officials. Half (50%) report having full-time employees, while 75% report having part-time employees and 38% hire seasonal employees. Full-time employees are significantly less common in townships (31%) compared to counties (100%), cities (98%), and villages (75%).

Local governments report long trend of increasing employee pay, but a third of local leaders say wages still too low

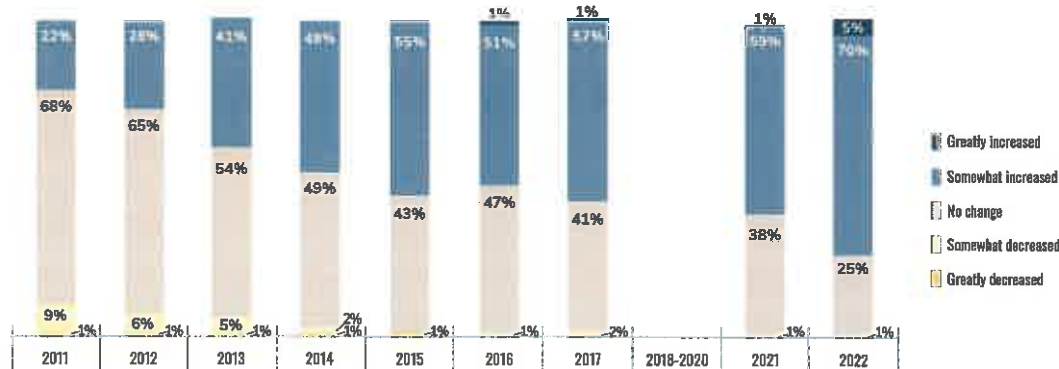
Over the past decade, Michigan local governments have increasingly reported boosting employee wages and salaries. In 2011, early in the wake of the Great Recession, fewer than a quarter (22%) of the Michigan local governments that have employees reported increasing their pay rates compared to the previous fiscal year, while 10% were decreasing the rates (see *Figure 1*). By spring of 2022, 75% reported increasing pay rates, by far the highest since the MPPS started tracking the item. However, as has been the case since tracking began in 2011, the pay increases this year likely continue to be relatively small, with 70% reporting rates increased “somewhat” and just 5% reporting “greatly” increased pay rates.

Among jurisdictions with any employees, counties (92%) and cities (88%) are more likely than villages (74%) or townships (70%) to report increased pay rates this year. Pay increases are also more likely to be reported among jurisdictions with full time employees (87%) compared to those with only a part-time, temporary, or seasonal workforce.

Additionally, 68% of Michigan local governments are planning further increases in wages and salaries in the 2022-23 fiscal year, which is also a record high, eclipsing the previous high of 63% in 2019.

Figure 1

Percentage of jurisdictions that have reported an increase or decrease in employee pay rates compared with previous year, 2011-2022



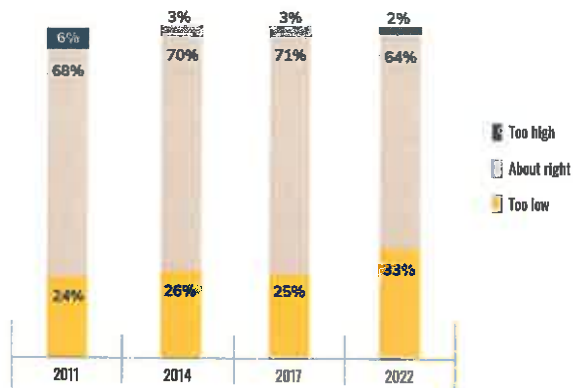
Note: responses for “not applicable” omitted, and those for “don’t know” not shown; question not asked from 2018-2020.

While most say pay rates for current employees are about right, one-third say too low

Most local government officials (64%) say their government's pay rates are about right, as has been the case since MPPS tracking began in 2011 (see *Figure 2*). However, despite the decade long trend in pay rate increases, 33% statewide say the rates are currently too low, up from approximately a quarter of jurisdictions in 2011, 2014, and 2017. Just 2% statewide say pay rates are too high.

Townships (29%) are less likely than counties (40%), cities (41%), or villages (41%) to say current pay rates are too low (see *Figure 3*). Meanwhile, low pay is a concern in jurisdictions of all sizes, including in 35% of the state's smallest jurisdictions (those with fewer than 1,500 residents) as well as in 36% of the largest jurisdictions (those with over 30,000 residents). In addition, local governments with full time employees are more likely to say their employee pay is too low compared to those with only a part-time, temporary, or seasonal workforce.

Figure 2
Local officials' assessments of current employee pay rates, 2011-2022 (among jurisdictions with employees)



Note: responses for "don't know" not shown

Figure 3
Percent of jurisdictions rating current employee pay rates as "too low" (among jurisdictions with employees), 2022, by jurisdiction type and population size



Note: responses for "too high," "about right," and "don't know" not shown



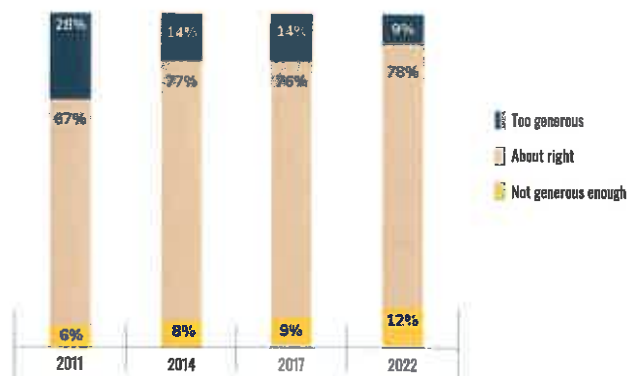
Compared with wages, fewer local leaders are concerned about employee fringe benefit packages

Back in 2011, more than a quarter (28%) of officials from jurisdictions that offer employee benefits thought those packages were too generous, while just 6% said they were not generous enough (see *Figure 4*). By 2014, the percent saying benefits were too generous declined by half, while those saying they were not generous enough increased slightly. Since 2014 there has been only marginal change, with slightly fewer saying benefits are too generous, slightly more saying they are not generous enough, and most (78%) continuing to say benefits are about right.

As shown in *Figure 5*, in 2022, village officials (16%) and those from jurisdictions with fewer than 1,500 residents (17%) that offer fringe benefits to employees are the most likely to say their benefit packages are not generous enough. Meanwhile, only 4% of county officials and 3% from jurisdictions with over 30,000 residents say their fringe benefits are not generous enough. By contrast, 13% of city officials and officials from jurisdictions with between 5,001-10,000 residents say their current benefits packages are too generous.

Figure 4

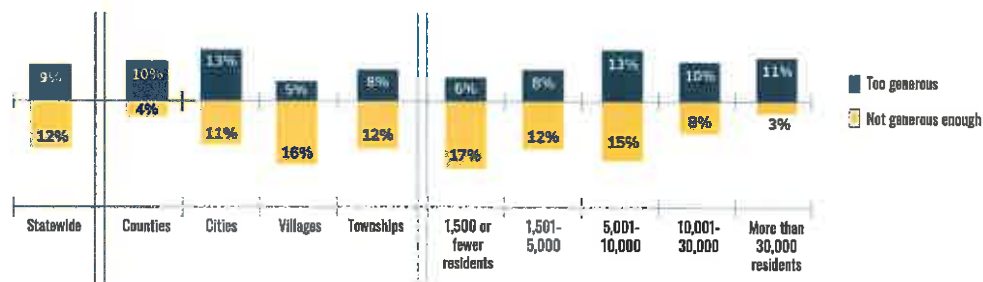
Local officials' assessments of current employee fringe benefit packages (among jurisdictions that offer benefits), 2011-2022



Note: responses for "don't know" not shown

Figure 5

Percent of jurisdictions rating current employee fringe benefit packages as either "too generous" or "not generous enough" (among jurisdictions that offer benefits), 2022, by jurisdiction type and population size



Note: responses for "about right" and "don't know" not shown

Survey Background and Methodology

The Michigan Public Policy Survey (MPPS) is an ongoing census survey of all 1,856 general purpose local governments in Michigan conducted since 2008 by the Center for Local, State, and Urban Policy (CLOSUP) at the University of Michigan's Gerald R. Ford School of Public Policy. The program is a partnership with Michigan's local government associations. The Spring 2022 wave was conducted April 4 – June 6, 2022. Respondents include county administrators, board chairs, and clerks; city mayors, managers, and clerks; village presidents, managers, and clerks; and township supervisors, managers, and clerks from 1,327 jurisdictions across the state, resulting in a 71% response rate by unit. More information is available at <https://closup.umich.edu/michigan-public-policy-survey/mpps-2022-spring>

See CLOSUP's website for the full question text on the survey questionnaire. Detailed tables of the data in this report, including breakdowns by various community characteristics, are available at <http://mpps.umich.edu>.

The survey responses presented here are those of local Michigan officials and residents, while further analysis represents the views of the authors. Neither necessarily reflects the views of the University of Michigan, or of other partners in the MPPS.



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Center for Local, State, and Urban Policy

 | Gerald R. Ford School of Public Policy

Checklist for Obsolete Property Rehabilitation Exemption Certificate Application

The following must be filed by property owner requesting an Obsolete Property Rehabilitation Exemption Certificate.

- _____ State Tax Commission Application Form.
- _____ Description of the obsolete facility.
- _____ Description of proposed use of the rehabilitated facility.
- _____ Nature and extent of the rehabilitation to be undertaken.
- _____ A descriptive list of the fixed building equipment that will be a part of the rehabilitated facility.
- _____ Time schedule for undertaking and completing the rehabilitation.
- _____ A statement of the economic advantages expected from the exemption.
- _____ Total cost of rehabilitation including any copies of bid or contractor approved estimates.
- _____ Number of jobs to be retained or created as a result of rehabilitating the facility.
- _____ If property was tax exempt prior to exemption certificate application, Assessor shall determine taxable value of property.
- _____ Statement that rehabilitation did not occur before the establishment of the obsolete property rehabilitation district.
- _____ Completed project will result in a rehabilitated facility in an obsolete rehabilitation district.
- _____ Rehabilitated facility will increase commercial activity, create employment, retain employment, prevent a loss of employment, revitalize urban areas, or increase the number of residents in the community in which the facility is situate.
- _____ Statement by applicant that his rehabilitation of the facility would not be undertaken without the applicant's receipt of the exemption certificate.
- _____ Statement the applicant is not delinquent in the payment of any taxes related to the facility.

OBSOLETE PROPERTY REHABILITATION ACT

1) APPLICATIONS FOR EXEMPTION CERTIFICATE

a) Filed with City Clerk

b) Shall consist of:

- Application Form provided by State Tax Commission
- General description of the obsolete facility
- General description of proposed use of the rehabilitated facility
- General nature and extent of the rehabilitation to be undertaken
- A descriptive list of the fixed building equipment that will be a part of the rehabilitated facility
- Time schedule for undertaking and completing the rehabilitation
- A statement of the economic advantages expected from the exemption
- Number of jobs to be retained or created as a result of rehabilitating the facility, including expected construction employment (can this be deleted, I personally don't consider the construction work created by the project a creation or retention of a job)
- If property was tax exempt prior to exemption certificate application, Assessor shall determine taxable value of property.
- Statement that rehabilitation did not occur before the establishment of the obsolete property rehabilitation district.
- Completed project will result in a rehabilitated facility in an obsolete rehabillitee district.
- Rehabilitated facility will increase commercial activity, create employment, retain employment, prevent a loss of employment, revitalize urban areas, or increase the number of residents in the community in which the facility is situate.
- Statement by applicant that his rehabilitation of the facility would not be undertaken without the applicant's receipt of the exemption certificate.
- Statement the applicant is not delinquent in the payment of any taxes related to the facility.

c) Public Hearing on Exemption Application

- Clerk notifies assessor and legislative body of each taxing unit that receive ad valorem property taxes of receipt of application and public hearing.
- Legal Notice given to public in the form of a public hearing notice published in the local paper not less than 10 days before the hearing but no longer 30 days before the hearing. Also notify applicant by certified mail.

2) WHAT CONSTITUTES REHABILITATION

Major renovation and modification including, but not limited to:

- Improvements of floor loads
- Correction of deficient or excessive height
- New or improved fixed building equipment (heat, ventilation, lighting)
- Reducing number of stories
- Improved structural support
- Improved roof structure or cover
- Floor replacement
- Improved wall placement
- Improved exterior and interior appearance of buildings
- Physical changes to restore or change the obsolete property to an economically efficient condition
- Rehabilitation must be 10%, or more, of true cash value of the property at commencing of the rehabilitation of the obsolete property

3) COMMISSION ACTION ON EXEMPTION APPLICATION

- Within 60 days of receipt of application the City Commission approve or disapprove by resolution
- Resolution shall certain number of years for which the property will receive the exemption
- Clerk retains original application and resolution
- Copy of application and resolution to State Tax Commission.
- If disapproved, reasons are to be included in the resolution. A copy of the resolution is sent by certified mail to the applicant and assessor.
- If exempted taxable value exceeds 5% of local governmental unit's taxable value – the resolution must include statement that exceeding that amount will not affect operations of local government
- The resolution is not effective unless approved by the State Tax Commission

4) STATE TAX COMMISSION APPROVAL

- Within 60 days of receiving application, the State Tax Commission shall approve or disapprove.
- If approved, the Tax Commission will issue an Obsolete Property Rehabilitation Exemption Certificate.
- Effective date of certificate - December 31 immediately following the date of issuance of certificate.
- The State Tax Commission will file an approved exemption with the City Clerk

5) REVOCATION OF CERTIFICATE

- City may revoke if:
 - Rehabilitation of facility did not occur within the time authorized in the exemption certificate or by an extension
 - Property owner did not proceed in good faith

6) TRANSFER OF CERTIFICATE

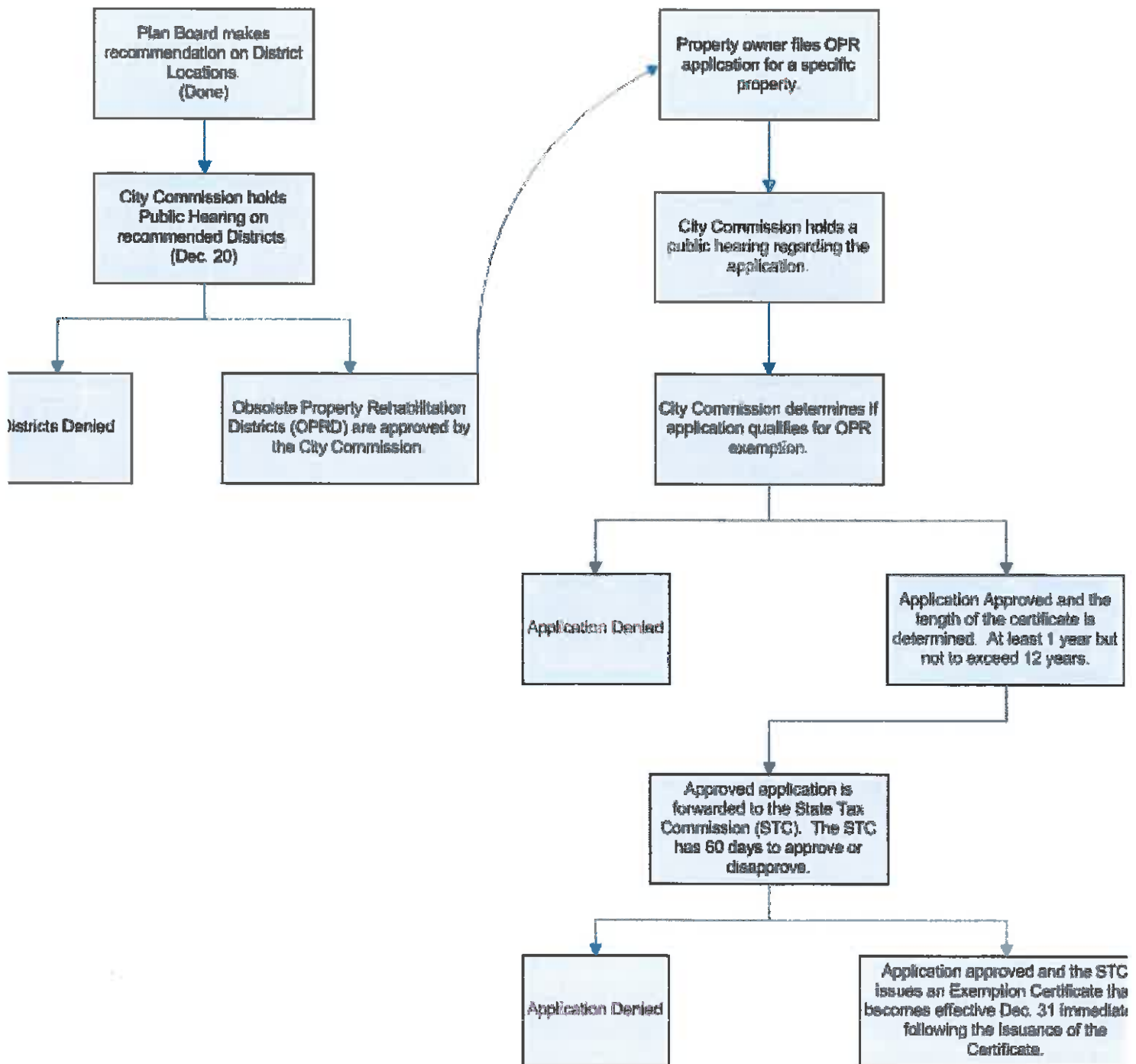
- New owner must apply for transfer
- City Commission must approve

7) LENGTH OF OBSOLETE PROPERTY CONDITIONS

- One year awarded for every \$5,000 in investments
- One additional year awarded for every job retained or increased
- One additional year awarded for every housing unit created
- A maximum 12-year can be awarded with no extensions allowed

(I would prefer to have a set schedule for years of award rather than it to be determined by Council based on the project, these are just ideas and will need to be decided upon by Council)

Obsolete Property Rehabilitation Districts/Exemption Process



- This is not a tax abatement.
- The Exemption does not apply to the land on which the building is located or personal property other than a building on leased land.
- Can be transferred if application from the new owner is approved by the City Commission. A transfer does not have to be approved by the STC.
- City Commission may revoke the Certificate if the rehabilitation is not completed on time or given an extension or if the property owner has not proceeded with the rehabilitation in good faith and in a manner consistent with the Act.
- If these Districts are created this will not exclude other properties within the City from being eligible. Establishing these districts is identifying target

OPRD

What property can qualify?

Commercial Property

Commercial Housing Property (Example – Former industrial building that is being converted to housing)

That is **OBSOLETE**

What does obsolete mean?

Property declared a public nuisance (Condemned)

Contaminated Site

Functionally Obsolete

“Property that is unable to be used to adequately perform the function for which it was intended due to a substantial loss in value resulting from factors such as overcapacity, changes in technology, deficiencies or super adequacies in design, or other similar factors that affect the property itself or the property’s relationship with other surrounding property”

Examples:

A floor plan which is inappropriate for the use of the property.

Inadequate mechanical systems.

Obsolete Property Rehabilitation Criteria

The criteria that may be considered by the City Commission in approval of applications, including applications for the establishment of districts, as well as the issuance of certificates, are the following:

1. Completion of Obsolete Property Rehabilitation Application.
2. Completion of the rehabilitated facility must have the reasonable likelihood to, increase commercial activity, create employment, retain employment, prevent a loss of employment, revitalize urban areas, or increase the number of residents in the community in which the facility is situated.
3. Will increase the tax base.
4. Compliance of the applicant in meeting previous obsolete property rehabilitation requirements, and employment goals and investment projections (if relevant).
5. The impacts on public right of way and general circulation patterns of the surrounding area.
6. General site improvements such as paving, parking areas, increases in landscaping ground vegetation, and signage improvements.
7. The history of the applicant in payment of taxes, water bills, or any other obligations to the City. "Applicant," for this purpose, shall include any entity controlled by the principal officers or owners of the entity signing the present application. The City shall not issue a certificate or approve a district in cases where the "applicant" as here defined, is delinquent in any tax, water bill, or obligation to the City.
8. The impact on property values in the general area of the project.
9. The consistency of the project with adopted codes, ordinances and plans.
10. Other considerations considered unique or of benefit to the community.

The following guidelines are for determining the length of the obsolete property rehabilitation exemption. The City Commission reserves the right to adjust the length of any tax exemption or add or subtract any conditions placed on a tax exemption.

- One year awarded for every \$5,000 in investments
- One additional year awarded for every job retained or increased
- One additional year awarded for every housing unit created
- A maximum of 12 years can be awarded with no extensions allowed.