

AGENDA

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL TO BE HELD IN PERSON AND VIRTUALLY AT WEST BRANCH CITY HALL, 121 N. FOURTH ST. ON MONDAY, MARCH 21, 2022, BEGINNING AT 6:00 P.M.

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

- I. Call to order
- II. Roll call
- III. Pledge of Allegiance
- IV. Scheduled Matters from the Floor
 - A. County Commissioner Mark Surbrook
 - B. Gail Hughey – West Branch Rose City Schools bond proposal.
- V. Public hearing
- VI. Additions to the agenda
- VII. Public comment on agenda items only (limited to 3 minutes)
- VIII. Bids
- IX. Unfinished Business
 - A. Water/Sewer Administrative Adjustment Request
 - B. Flag pole at the old MSP post
- X. New Business
 - A. Bills
 - B. Resolution 22-10- Local poverty guidelines
 - C. Resolution 22-11- MDOT agreement
- XI. Approval of the minutes and summary from the meeting and work session held March 7, 2022 and the minutes from the work session held March 10, 2022.
- XII. Consent Agenda
 - A. Treasurer's Report and Investment Summary
 - B. West Branch Police Department February 2022 month end report
 - C. Minutes from the WWTPA held December 14, 2021
 - D. Minutes from the Airport Board Meeting held February 16, 2022
 - E. Minutes from the special meeting of the DDA held February 28 and March 9, 2022
- XIII. Communications

- A. Charter Communications
- B. Michigan Public Policy Survey March 2022

XIV. Reports

- A. Mayor
- B. Council
- C. Manager

XV. Public comment any topic

XVI. Adjournment

UPCOMING MEETINGS-EVENTS

March 22-Planning Commission Special Meeting 6:00 PM

March 22-DDA Meeting 12:00 PM

March 28-Board of Review Challenge (9:00AM-12:00PM), (1:00PM-4:00PM), and (7:00PM-9:00PM)

March 29-Board of Review Challenge (9:00AM-12:00PM) and (1:00PM-4:00PM)

April 4-City Council Meeting 6:00 PM

April 12-Planning Commission Meeting 6:00 PM

April 18-City Council Meeting 6:00 PM

April 20-Airport Board Meeting 12:15 PM

April 26-DDA Meeting 12:00 PM

Call to Order

Roll Call

**Pledge of
Allegiance**

Scheduled Matters from the Floor

Public Hearings

Additions to the Agenda

Public Comment -Agenda Items

Bids

Unfinished Business



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:

David Lucas 989 387 0711
318 State St. West Branch Michigan

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

David Lucas
311 State St West Branch, Michigan

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:

Jan 20th to Feb 3rd 2022


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:

Pipes Froze and broke

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

2-11-2022
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

WATER REDUCTION REQUEST

NAME David Lucas
ADDRESS 315 State St

Current Usage	42
Current Water	\$236.30
Current Sewer	\$227.78
Current Sewer Collection	\$68.64
Current Water Debt	\$54.60
Current Sewer Debt	\$262.92
Water RTS	\$9.95
Sewer RTS	\$4.80
Current Total	<u>\$864.99</u>

LAST FOUR MONTHS	<u>usage</u>
MONTH. #1	0
MONTH #2	0
MONTH #3	0
MONTH #4	0
AVG. Usage	0

Gallons Refund	42		
Adjusted Water	\$0.00	Refund Water	\$236.30
Adjusted Sewer	\$0.00	Refund Sewer	\$227.78
Adjusted Sewer Collection	\$0.00	Refund Sewer Collection	\$68.64
Ajusted Water Debt	\$0.00	Refund Water Debt	\$54.60
Adjusted Sewer Debt	\$0.00	Refund Sewer Debt	\$262.92
Adjusted Water RTS	\$9.95	Refund Water RTS	\$0.00
Adjusted Sewer RTS	\$4.80	Refund Sewer RTS	\$0.00
Adjusted Total	<u>\$14.75</u>	Refund Total	<u>\$850.24</u>

Because this request is larger than \$700. The request must be approved by Council
Mr. Lucas has not used his one time adjustment request
DPW did respond to shut the water off and observed large amounts of water in the basement
The building was under repairs and not using any water at the time
I would recommned approval of the request because it was a large leak that was shut off
as soon as it was found and has since been repaired

New Business

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

BILLS	\$43,318.89
<i>BILLS AS OF 3/18/22</i>	<i>\$43,318.89</i>
<i>Additions to Bills as of</i>	<i>\$0</i>
<i>Paid but not approved</i>	<i>\$6,506.31</i>
TOTAL BILLS	\$49,825.20

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

Vendor Name	Amount	Description
BBC DISTRIBUTING	295.70	WWTP SUPPLIES
BECKETT & RAEDER	673.75	M 30 PUD
CINTAS	131.54	WWTP SUPPLIES
CONSUMERS ENERGY	2,615.97	ELECTRIC
ELHORN ENGINEERING COMPANY	209.00	WATER SUPPLIES
FASTENAL COMPANY	135.20	WWTP SUPPLIES
FOLEY & MANSFIELD	2,166.00	ATTORNEY SERVICES JANUARY
FOSTER BLUE WATER OIL LLC	2,556.65	FUEL
GEM FENCING & POWER WASHING LLC	1,200.00	WWTP REPAIRS
GREEN ACE HARDWARE	253.27	VARIOUS SUPPLIES
GREEN ACE HARDWARE	47.99	M/L SUPPLIES
HOME DEPOT	1,600.50	VARIOUS SUPPLIES
HYDE, MICHAEL	31.35	UB refund for account: 000370
JONES, DARLENE & THOM	25.00	PARKING REFUND ON TAMMY ROQUE 5 MTHS
MARTEL	197.50	POLICE PHONE LINES INSTALLED
MESSA	17,012.83	HEALTH INSURANCE APRIL
MESSA	504.90	HEALTH INS M/L PORTION
OFFICE CENTRAL	293.49	VARIOUS SUPPLIES
OGEMAW COUNTY HERALD ADLINER	35.00	SUBSCRIPTION 1 YR EXP 4/29/23
OGEMAW COUNTY HERALD ADLINER	94.90	ADS
ON DUTY GEAR LLC	506.24	POLICE UNIFORMS
QUALITY GARAGE DOORS	353.00	DPW REPAIR
SAVE A LOT	138.53	VARIOUS SUPPLIES
STATE OF MICHIGAN	50.00	WATER SAMPLES
UNUM LIFE INSURANCE CO OF AMERICA	950.85	LT ST DISABILITY & LIFE
UPS	4.85	WATER SHIPPING
USA BLUE BOOK	625.13	WATER SUPPLIES
VERIZON WIRELESS	111.85	CELL PHONES
VIC BOND SALES INC	2,090.42	VARIOUS SUPPLIES
VILLAGE QUIK LUBE	48.85	POLICE SERVICE
VILLAGE QUIK LUBE	571.20	WWTP REPAIRS
WASTE MANAGEMENT INC	259.59	WWTP DUMPSTERS
WEST BRANCH NAPA AUTO TRUCK	27.84	VARIOUS SUPPLIES
WEST BRANCH RETAIL MERCHANTS	7,500.00	BUDGETED AMOUNT
TOTAL	43,318.89	

RESOLUTION #22-10

WHEREAS, the Michigan Department of Treasury issued bulletin 17 of 2021 to all Assessing Officers and County Equalization Directors, and

WHEREAS, the purpose of this Bulletin was to provide information on statutory changes, procedural changes and reminders for the 2022 assessment year, and

WHEREAS, MCL 211.7u, which deals with poverty exemptions, was significantly altered by PA 390 of 1994 and was further amended by PA 620 of 2002, and

WHEREAS, local governing bodies are required to adopt guidelines that set income levels for their poverty exemption guidelines and those income levels shall not be set lower by a city or township than the federal poverty guidelines updated annually by the U.S. Department of Health and Human Services, and

NOW, THEREFORE, BE IT RESOLVED, that the West Branch City Council hereby adopts the federal poverty guidelines for 2022.



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RACHAEL EUBANKS
STATE TREASURER

**Bulletin 17 of 2021
November 16, 2021
Procedural Changes for 2022**

TO: Assessing Officers and County Equalization Directors

FROM: Michigan State Tax Commission

SUBJECT: Procedural Changes for the 2022 Assessment Year

The purpose of this Bulletin is to provide information on statutory changes, procedural changes and reminders for the 2022 assessment year.

A. Inflation Rate Used in the 2022 Capped Value Formula

The inflation rate, expressed as a multiplier, to be used in the 2022 Capped Value Formula is 1.033.

The 2022 Capped Value Formula is as follows:

$$\text{2022 CAPPED VALUE} = (\text{2021 Taxable Value} - \text{LOSSES}) \times 1.033 + \text{ADDITIONS}$$

The formula above does not include 1.05 because the inflation rate multiplier of 1.033 is lower than 1.05.

B. Federal Poverty Guidelines Used in the Determination of Poverty Exemptions for 2022

MCL 211.7u, which deals with poverty exemptions, was significantly altered by PA 390 of 1994 and was further amended by PA 620 of 2002.

Local governing bodies are required to adopt guidelines that set income levels for their poverty exemption guidelines and those income levels **shall not be set lower** by a city or township than the federal poverty guidelines updated annually by the U.S. Department of Health and Human Services. This means, for example, that the income level for a household of 3 persons shall not be set lower than \$21,960 which is the amount shown on the following chart for a family of 3 persons. The income level for a family of 3 persons may be set higher than \$21,960. Following are the federal poverty guidelines for use in setting poverty exemption guidelines for 2022 assessments:

Size of Family Unit	Poverty Guidelines
1	\$12,880
2	\$17,420
3	\$21,960
4	\$26,500
5	\$31,040
6	\$35,580
7	\$40,120
8	\$44,660
For each additional person	\$4,540

Note: MCL 211.7u states that the poverty exemption guidelines established by the governing body of the local assessing unit shall also include an asset level test. An asset test means the amount of cash, fixed assets or other property that could be used, or converted to cash for use in the payment of property taxes. The asset test should calculate a maximum amount permitted and all other assets above that amount should be considered as available. Please see STC Bulletin 3 of 2021 for more information on poverty exemptions.

Note: PA 135 of 2012 changed the requirements for filing documentation in support of a poverty exemption to allow an affidavit (Treasury Form 4988) to be filed for all persons residing in the residence who were not required to file federal or state income tax returns in the current year or in the immediately preceding year. This includes the owner of the property who is filing for the exemption.

C. Poverty Exemption: PA 253 of 2020 and Important Reminders

Public Act 253 of 2020 was signed into law on December 23, 2020. The Act made several changes to the poverty exemption statute (MCL 211.7u) that will impact how local units, assessors, and boards of review handle the exemption starting with the 2021 tax year.

Based on the Audit of Minimum Assessing Requirement reviews conducted in 2021, 50% of the local units reviewed **were not** following the new requirements in the law for poverty exemptions. It is important for assessors to review and understand the changes to the poverty exemption statute and to work with local officials and boards of review to ensure the necessary policies and guidelines are in place and are being followed. The governing body of the local unit may need to revise its policy and guidelines to make sure to comply with the law changes. An income test and an asset test are still required.

The Board of Review shall approve or deny the request for the poverty exemption. The Board of Review is required to follow the policy and guidelines adopted by the local assessing unit in granting or denying a poverty exemption. **The Board of Review is**

RESOLUTION 22-11

WHEREAS, the City of West Branch and the Michigan Department of Transportation have partnered for a project on N. First St. between Houghton Ave and State St and on State St. between N. First and Fairview St., and

WHEREAS, the Michigan Department of Transportation requires a resolution to be adopted by the local municipality noting the acceptance of the contract along with the contract information and those that are authorized to sign the contract, and

NOW, THEREFORE IT BE RESOLVED that Contract No. 22-5065, Control Section EDD 65000, Job Number 206617CON by and between the Michigan Department of Transportation and the City of West Branch is hereby accepted, and

FURTHER IT BE RESOLVED, the West Branch City Council hereby designates, City Manager, John Dantzer authorized to sign the said contract:

Motion by Commissioner _____

Seconded by Commissioner _____

ADOPTED: AYES: _____
NAYES: _____
ABSENT: _____

I hereby certify that the foregoing is a true and correct copy of a resolution made and adopted at a regular meeting of the West Branch City Council on Monday, March 21, 2022

Signed _____
Lori Ann Clover, West Branch City Clerk

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NON FED

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Control Section	EDD 65000
Job Number	206617CON
CFDA No.	20.205 (Highway Research Planning & Construction)
Contract No.	22-5065

PART I

THIS CONTRACT, consisting of PART I and PART II (Standard Agreement Provisions), is made by and between the MICHIGAN DEPARTMENT OF TRANSPORTATION, hereinafter referred to as the "DEPARTMENT"; and the CITY OF WEST BRANCH, a Michigan municipal corporation, hereinafter referred to as the "REQUESTING PARTY"; for the purpose of fixing the rights and obligations of the parties in agreeing to the following improvements, in West Branch, Michigan, hereinafter referred to as the "PROJECT" and estimated in detail on EXHIBIT "I", dated March 3, 2022, attached hereto and made a part hereof:

Hot mix asphalt cold milling, pavement removal and resurfacing, concrete curb and gutter, sidewalk and sidewalk ramps along North 1st Street from M-55 to State Street and along State Street from North 1st Street to Fairview Road, including permanent pavement markings; and all together with necessary related work.

WITNESSETH:

WHEREAS, the PROJECT has been approved for financing in part with funds appropriated to the Transportation Economic Development Fund, hereinafter referred to as "TED FUNDS", pursuant to PA 234 of the Public Acts of 1987, MCL 247.660; and

WHEREAS, it was determined that the PROJECT as described by this contract qualifies for funding pursuant to PA 233, Section 2(2); Public Act of 1987 and categorized as:

D FUNDED PROJECT

WHEREAS, the reference "FHWA" in PART I and PART II refers to the United States Department of Transportation, Federal Highway Administration; and

WHEREAS, the parties hereto have reached an understanding with each other regarding the performance of the PROJECT work and desire to set forth this understanding in the form of a written contract.

NOW, THEREFORE, in consideration of the premises and of the mutual undertakings of the parties and in conformity with applicable law, it is agreed:

1. The parties hereto shall undertake and complete the PROJECT in accordance with the terms of this contract.

2. The term "PROJECT COST", as herein used, is hereby defined as the cost of the physical construction necessary for the completion of the PROJECT, including any other costs incurred by the DEPARTMENT as a result of this contract, except construction engineering and inspection.

No charges will be made by the DEPARTMENT to the PROJECT for any inspection work or construction engineering.

The costs incurred by the REQUESTING PARTY for preliminary engineering, construction engineering, construction materials testing, inspection, and right-of-way are excluded from the PROJECT COST as defined by this contract.

The Michigan Department of Environment, Great Lakes, and Energy has informed the DEPARTMENT that it adopted new administrative rules (R 325.10101, et. seq.) which prohibit any governmental agency from connecting and/or reconnecting lead and/or galvanized service lines to existing and/or new water main. Questions regarding these administrative rules should be directed to Michigan Department of Environment, Great Lakes, and Energy. The cost associated with replacement of any lead and/or galvanized service lines, including but not limited to contractor claims, will be the sole responsibility of the REQUESTING PARTY.

3. The DEPARTMENT is authorized by the REQUESTING PARTY to administer on behalf of the REQUESTING PARTY all phases of the PROJECT including advertising and awarding the construction contract for the PROJECT or portions of the PROJECT. Such administration shall be done in accordance with PART II, Section II of this contract.

Any items of PROJECT COST incurred by the DEPARTMENT may be charged to the PROJECT.

4. The REQUESTING PARTY, at no cost to the PROJECT or to the DEPARTMENT, shall:

- A. Design or cause to be designed the plans for the PROJECT.
- B. Appoint a project engineer who shall be in responsible charge of the PROJECT and ensure that the plans and specifications are followed.
- C. Perform or cause to be performed the construction engineering,

construction materials testing, and inspection services necessary for the completion of the PROJECT.

The REQUESTING PARTY will furnish the DEPARTMENT proposed timing sequences for trunkline signals that, if any, are being made part of the improvement. No timing adjustments shall be made by the REQUESTING PARTY at any trunkline intersection without prior issuances by the DEPARTMENT of Standard Traffic Signal Timing Permits.

5. The PROJECT COST shall be met in part by contributions by State TED FUNDS. State TED FUNDS Category D shall be applied to the eligible items of PROJECT COST at a participation ratio equal to 80 percent up to an amount not to exceed \$267,477. The remaining balance of the PROJECT COST, after deduction of State TED FUNDS, shall be charged to and paid by the REQUESTING PARTY in the manner and at the times hereinafter set forth.

In order to fulfill the obligations assumed by the REQUESTING PARTY under the provisions of this contract, the REQUESTING PARTY shall make prompt payments of its share, if any, of the PROJECT COST upon receipt of progress billings from the DEPARTMENT as herein provided. All payments will be made within 30 days of receipt of billings from the DEPARTMENT. Billings to the REQUESTING PARTY will be based upon the REQUESTING PARTY'S share of the actual costs incurred less TED FUNDS earned as the PROJECT progresses.

Any items of PROJECT COST not reimbursed by TED FUNDS will be the sole responsibility of the REQUESTING PARTY.

6. A working capital deposit by the REQUESTING PARTY will not be required for this PROJECT.

7. Upon completion of construction of the PROJECT, the REQUESTING PARTY will promptly cause to be enacted and enforced such ordinances or regulations as may be necessary to prohibit parking in the roadway right-of-way throughout the limits of the PROJECT.

8. The performance of the entire PROJECT under this contract, whether Federally funded or not, will be subject to the provisions and requirements of PART II that are applicable to a Federally funded project.

In the event of any discrepancies between PART I and PART II of this contract, the provisions of PART I shall prevail.

Buy America Requirements (23 CFR 635.410) shall apply to the PROJECT and will be adhered to, as applicable, by the parties hereto.

9. The REQUESTING PARTY certifies that it is not aware if and has no reason to believe that the property on which the work is to be performed under this agreement is a facility, as defined by the Michigan Natural Resources and Environmental Protection Act [(NREPA), PA 451, 1994, as amended 2012]; MCL 324.20101(1)(s). The REQUESTING PARTY also certifies that it is not a liable party pursuant to either Part 201 or Part 213 of NREPA, MCL 324.20126 et seq. and MCL 324.21323a et seq. The REQUESTING PARTY is a local unit of government that has acquired or will acquire property for the use of either a transportation corridor or public right-of-way and was not responsible for any activities causing a release or threat of release of any hazardous materials at or on the property. The REQUESTING PARTY is not a person who is liable for response activity costs, pursuant to MCL 324.20101 (vv) and (ww).

10. If, subsequent to execution of this contract, previously unknown hazardous substances are discovered within the PROJECT limits, which require environmental remediation pursuant to either state or federal law, the REQUESTING PARTY, in addition to reporting that fact to the Michigan Department of Environment, Great Lakes, and Energy, shall immediately notify the DEPARTMENT, both orally and in writing of such discovery. The DEPARTMENT shall consult with the REQUESTING PARTY to determine if it is willing to pay for the cost of remediation and, if applicable, with the FHWA, to determine the eligibility, for reimbursement, of the remediation costs. The REQUESTING PARTY shall be charged for and shall pay all costs associated with such remediation, including all delay costs of the contractor for the PROJECT, in the event that, if applicable, remediation and delay costs are not deemed eligible by the FHWA. If the REQUESTING PARTY refuses to participate in the cost of remediation, the DEPARTMENT shall terminate the PROJECT. The parties agree that any costs or damages that the DEPARTMENT incurs as a result of such termination shall be considered a PROJECT COST.

11. If federal and/or state funds administered by the DEPARTMENT are used to pay the cost of remediating any hazardous substances discovered after the execution of this contract and if there is a reasonable likelihood of recovery, the REQUESTING PARTY, in cooperation with the Michigan Department of Environment, Great Lakes, and Energy and the DEPARTMENT, shall make a diligent effort to recover such costs from all other possible entities. If recovery is made, the DEPARTMENT shall be reimbursed from such recovery for the proportionate share of the amount paid by the FHWA and/or the DEPARTMENT and the DEPARTMENT shall credit such sums to the appropriate funding source.

12. The DEPARTMENT'S sole reason for entering into this contract is to enable the REQUESTING PARTY to obtain and use funds provided by the state and/or the FHWA.

Any and all approvals of, reviews of, and recommendations regarding contracts, agreements, permits, plans, specifications, or documents, of any nature, or any inspections of work by the DEPARTMENT pursuant to the terms of this contract are done to assist the REQUESTING PARTY in meeting program guidelines in order to qualify for available funds.

Such approvals, reviews, inspections and recommendations by the DEPARTMENT shall not relieve the REQUESTING PARTY and the local agencies, as applicable, of their ultimate control and shall not be construed as a warranty of their propriety or that the DEPARTMENT is assuming any liability, control or jurisdiction.

The providing of recommendations or advice by the DEPARTMENT does not relieve the REQUESTING PARTY and the local agencies, as applicable, of their exclusive jurisdiction of the highway and responsibility under MCL 691.1402 et seq., as amended.

Upon completion of the PROJECT, the REQUESTING PARTY shall accept the facilities constructed as built to specifications within the contract documents. It is understood that the REQUESTING PARTY shall own the facilities and shall operate and maintain the facilities in accordance with applicable law.

When providing approvals, reviews and recommendations under this contract, the DEPARTMENT is performing a governmental function, as that term is defined in MCL 691.1401 et seq., as amended, which is incidental to the completion of the PROJECT.

13. The DEPARTMENT, by executing this contract, and rendering services pursuant to this contract, has not and does not assume jurisdiction of the highway, described as the PROJECT for purposes of MCL 691.1402 et seq., as amended. Exclusive jurisdiction of such highway for the purposes of MCL 691.1402 et seq., as amended, rests with the REQUESTING PARTY and other local agencies having respective jurisdiction.

14. The REQUESTING PARTY shall approve all of the plans and specifications to be used on the PROJECT and shall be deemed to have approved all changes to the plans and specifications when put into effect. It is agreed that ultimate responsibility and control over the PROJECT rests with the REQUESTING PARTY and local agencies, as applicable.

15. The REQUESTING PARTY agrees that the costs reported to the DEPARTMENT for this contract will represent only those items that are properly chargeable in accordance with this contract. The REQUESTING PARTY also certifies that it has read the contract terms and has made itself aware of the applicable laws, regulations, and terms of this contract that apply to the reporting of costs incurred under the terms of this contract.

16. Each party to this contract will remain responsible for any and all claims arising out of its own acts and/or omissions during the performance of the contract, as provided by this contract or by law. In addition, this is not intended to increase or decrease either party's liability for or immunity from tort claims. This contract is also not intended to nor will it be interpreted as giving either party a right of indemnification, either by contract or by law, for claims arising out of the performance of this contract.

17. The parties shall promptly provide comprehensive assistance and cooperation in defending and resolving any claims brought against the DEPARTMENT by the contractor,

vendors or suppliers as a result of the DEPARTMENT'S award of the construction contract for the PROJECT. Costs incurred by the DEPARTMENT in defending or resolving such claims shall be considered PROJECT COSTS.

18. The REQUESTING PARTY and other local agencies, as applicable parties, understand and agree that the highway(s) or street(s) being improved under the terms of this agreement and funded with Transportation Economic Development Funds, shall not be subject to any restriction by local authorities in using certain commercial vehicles on such highway(s) or street(s). Such restrictions are in conflict with the basic concept of the Transportation Economic Development Program and Funding. The REQUESTING PARTY, by signing this agreement, agrees to obtain concurrence from other local governmental agencies within whose jurisdiction or control the highway(s) or street(s) are being improved.

19. The DEPARTMENT shall require the contractor who is awarded the contract for the construction of the PROJECT to provide insurance in the amounts specified and in accordance with the DEPARTMENT'S current Standard Specifications for Construction, and to:

- A. Maintain bodily injury and property damage insurance for the duration of the PROJECT.
- B. Provide owner's protective liability insurance naming as insureds the State of Michigan, the Michigan State Transportation Commission, the DEPARTMENT, and its officials, agents and employees, the REQUESTING PARTY and any other county, county road commission, or municipality in whose jurisdiction the PROJECT is located, and their employees, for the duration of the PROJECT and to provide, upon request, copies of certificates of insurance to the insureds. It is understood that the DEPARTMENT does not assume jurisdiction of the highway described as the PROJECT as a result of being named as an insured on the owner's protective liability insurance policy.
- C. Comply with the requirements of notice of cancellation and reduction of insurance set forth in the current standard specifications for construction and to provide, upon request, copies of notices and reports prepared to those insured.

20. This contract shall become binding on the parties hereto and of full force and effect upon the signing thereof by the duly authorized officials for the parties hereto and upon the adoption of the necessary resolution approving said contract and authorizing the signatures thereto of the respective officials of the REQUESTING PARTY, a certified copy of which resolution shall be attached to this contract; and with approval by the State Administrative Board.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be executed as written below.

CITY OF WEST BRANCH

MICHIGAN DEPARTMENT
OF TRANSPORTATION

By _____
Title:

By _____
Department Director MDOT

By _____
Title:



March 3, 2022

EXHIBIT I

CONTROL SECTION	EDD 65000
JOB NUMBER	206617CON

ESTIMATED COST

CONTRACTED WORK

Estimated Cost	\$332,100
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COST PARTICIPATION

GRAND TOTAL ESTIMATED COST	\$332,100
Less State TED FUNDS*	<u>\$265,680</u>
BALANCE (REQUESTING PARTY'S SHARE)	\$ 66,420

*State TED FUNDS shall be applied to the eligible items of the PROJECT COST at a participation ratio equal to 80 percent up to an amount not to exceed \$267,477.

NO DEPOSIT

DOT

TYPE B
BUREAU OF HIGHWAYS
03-15-93

PART II

STANDARD AGREEMENT PROVISIONS

SECTION I COMPLIANCE WITH REGULATIONS AND DIRECTIVES

SECTION II PROJECT ADMINISTRATION AND SUPERVISION

SECTION III ACCOUNTING AND BILLING

SECTION IV MAINTENANCE AND OPERATION

SECTION V SPECIAL PROGRAM AND PROJECT CONDITIONS

SECTION I

COMPLIANCE WITH REGULATIONS AND DIRECTIVES

- A. To qualify for eligible cost, all work shall be documented in accordance with the requirements and procedures of the DEPARTMENT.
- B. All work on projects for which reimbursement with Federal funds is requested shall be performed in accordance with the requirements and guidelines set forth in the following Directives of the Federal-Aid Policy Guide (FAPG) of the FHWA, as applicable, and as referenced in pertinent sections of Title 23 and Title 49 of the Code of Federal Regulations (CFR), and all supplements and amendments thereto.
 - 1. Engineering
 - a. FAPG (6012.1): Preliminary Engineering
 - b. FAPG (23 CFR 172): Administration of Engineering and Design Related Service Contracts
 - c. FAPG (23 CFR 635A): Contract Procedures
 - d. FAPG (49 CFR 18.22): Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments--Allowable Costs
 - 2. Construction
 - a. FAPG (23 CFR 140E): Administrative Settlement Costs-Contract Claims
 - b. FAPG (23 CFR 140B): Construction Engineering Costs
 - c. FAPG (23 CFR 17): Recordkeeping and Retention Requirements for Federal-Aid Highway Records of State Highway Agencies
 - d. FAPG (23 CFR 635A): Contract Procedures
 - e. FAPG (23 CFR 635B): Force Account Construction
 - f. FAPG (23 CFR 645A): Utility Relocations, Adjustments and Reimbursement

- g. FAPG (23 CFR 645B): Accommodation of Utilities (PPM 30-4.1)
 - h. FAPG (23 CFR 655F): Traffic Control Devices on Federal-Aid and other Streets and Highways
 - i. FAPG (49 CFR 18.22): Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments—Allowable Costs
3. Modification Or Construction Of Railroad Facilities
- a. FAPG (23 CFR 140I): Reimbursement for Railroad Work
 - b. FAPG (23 CFR 646B): Railroad Highway Projects
- C. In conformance with FAPG (23 CFR 630C) Project Agreements, the political subdivisions party to this contract, on those Federally funded projects which exceed a total cost of \$100,000.00 stipulate the following with respect to their specific jurisdictions:
- 1. That any facility to be utilized in performance under or to benefit from this contract is not listed on the Environmental Protection Agency (EPA) List of Violating Facilities issued pursuant to the requirements of the Federal Clean Air Act, as amended, and the Federal Water Pollution Control Act, as amended.
 - 2. That they each agree to comply with all of the requirements of Section 114 of the Federal Clean Air Act and Section 308 of the Federal Water Pollution Control Act, and all regulations and guidelines issued thereunder.
 - 3. That as a condition of Federal aid pursuant to this contract they shall notify the DEPARTMENT of the receipt of any advice indicating that a facility to be utilized in performance under or to benefit from this contract is under consideration to be listed on the EPA List of Violating Facilities.
- D. Ensure that the PROJECT is constructed in accordance with and incorporates all committed environmental impact mitigation measures listed in approved environmental documents unless modified or deleted by approval of the FHWA.
- E. All the requirements, guidelines, conditions and restrictions noted in all other pertinent Directives and Instructional Memoranda of the FHWA will apply to this contract and will be adhered to, as applicable, by the parties hereto.

SECTION II

PROJECT ADMINISTRATION AND SUPERVISION

- A. The DEPARTMENT shall provide such administrative guidance as it determines is required by the PROJECT in order to facilitate the obtaining of available federal and/or state funds.
- B. The DEPARTMENT will advertise and award all contracted portions of the PROJECT work. Prior to advertising of the PROJECT for receipt of bids, the REQUESTING PARTY may delete any portion or all of the PROJECT work. After receipt of bids for the PROJECT, the REQUESTING PARTY shall have the right to reject the amount bid for the PROJECT prior to the award of the contract for the PROJECT only if such amount exceeds by ten percent (10%) the final engineer's estimate therefor. If such rejection of the bids is not received in writing within two (2) weeks after letting, the DEPARTMENT will assume concurrence. The DEPARTMENT may, upon request, readvertise the PROJECT. Should the REQUESTING PARTY so request in writing within the aforesaid two (2) week period after letting, the PROJECT will be cancelled and the DEPARTMENT will refund the unused balance of the deposit less all costs incurred by the DEPARTMENT.
- C. The DEPARTMENT will perform such inspection services on PROJECT work performed by the REQUESTING PARTY with its own forces as is required to ensure compliance with the approved plans & specifications.
- D. On those projects funded with Federal monies, the DEPARTMENT shall as may be required secure from the FHWA approval of plans and specifications, and such cost estimates for FHWA participation in the PROJECT COST.
- E. All work in connection with the PROJECT shall be performed in conformance with the Michigan Department of Transportation Standard Specifications for Construction, and the supplemental specifications, Special Provisions and plans pertaining to the PROJECT and all materials furnished and used in the construction of the PROJECT shall conform to the aforesaid specifications. No extra work shall be performed nor changes in plans and specifications made until said work or changes are approved by the project engineer and authorized by the DEPARTMENT.

- F. Should it be necessary or desirable that portions of the work covered by this contract be accomplished by a consulting firm, a railway company, or governmental agency, firm, person, or corporation, under a subcontract with the REQUESTING PARTY at PROJECT expense, such subcontracted arrangements will be covered by formal written agreement between the REQUESTING PARTY and that party.

This formal written agreement shall: include a reference to the specific prime contract to which it pertains; include provisions which clearly set forth the maximum reimbursable and the basis of payment; provide for the maintenance of accounting records in accordance with generally accepted accounting principles, which clearly document the actual cost of the services provided; provide that costs eligible for reimbursement shall be in accordance with clearly defined cost criteria such as 49 CFR Part 18, 48 CFR Part 31, 23 CFR Part 140, OMB Circular A-87, etc. as applicable; provide for access to the department or its representatives to inspect and audit all data and records related to the agreement for a minimum of three years after the department's final payment to the local unit.

All such agreements will be submitted for approval by the DEPARTMENT and, if applicable, by the FHWA prior to execution thereof, except for agreements for amounts less than \$100,000 for preliminary engineering and testing services executed under and in accordance with the provisions of the "Small Purchase Procedures" FAPG (23 CFR 172), which do not require prior approval of the DEPARTMENT or the FHWA.

Any such approval by the DEPARTMENT shall in no way be construed as a warranty of the subcontractor's qualifications, financial integrity, or ability to perform the work being subcontracted.

- G. The REQUESTING PARTY, at no cost to the PROJECT or the DEPARTMENT, shall make such arrangements with railway companies, utilities, etc., as may be necessary for the performance of work required for the PROJECT but for which Federal or other reimbursement will not be requested.
- H. The REQUESTING PARTY, at no cost to the PROJECT, or the DEPARTMENT, shall secure, as necessary, all agreements and approvals of the PROJECT with railway companies, the Railroad Safety & Tariffs Division of the DEPARTMENT and other concerned governmental agencies other than the FHWA, and will forward same to the DEPARTMENT for such reviews and approvals as may be required.
- I. No PROJECT work for which reimbursement will be requested by the REQUESTING PARTY is to be subcontracted or performed until the DEPARTMENT gives written notification that such work may commence.

- J. The REQUESTING PARTY shall be responsible for the payment of all costs and expenses incurred in the performance of the work it agrees to undertake and perform.
- K. The REQUESTING PARTY shall pay directly to the party performing the work all billings for the services performed on the PROJECT which are authorized by or through the REQUESTING PARTY.
- L. The REQUESTING PARTY shall submit to the DEPARTMENT all paid billings for which reimbursement is desired in accordance with DEPARTMENT procedures.
- M. All work by a consulting firm will be performed in compliance with the applicable provisions of 1980 PA 299, Subsection 2001, MCL 339.2001; MSA 18.425(2001), as well as in accordance with the provisions of all previously cited Directives of the FHWA.
- N. The project engineer shall be subject to such administrative guidance as may be deemed necessary to ensure compliance with program requirement and, in those instances where a consultant firm is retained to provide engineering and inspection services, the personnel performing those services shall be subject to the same conditions.
- O. The DEPARTMENT, in administering the PROJECT in accordance with applicable Federal and State requirements and regulations, neither assumes nor becomes liable for any obligations undertaken or arising between the REQUESTING PARTY and any other party with respect to the PROJECT.
- P. In the event it is determined by the DEPARTMENT that there will be either insufficient Federal funds or insufficient time to properly administer such funds for the entire PROJECT or portions thereof, the DEPARTMENT, prior to advertising or issuing authorization for work performance, may cancel the PROJECT, or any portion thereof, and upon written notice to the parties this contract shall be void and of no effect with respect to that cancelled portion of the PROJECT. Any PROJECT deposits previously made by the parties on the cancelled portions of the PROJECT will be promptly refunded.
- Q. Those projects funded with Federal monies will be subject to inspection at all times by the DEPARTMENT and the FHWA.

SECTION III
ACCOUNTING AND BILLING

A. Procedures for billing for work undertaken by the REQUESTING PARTY:

1. The REQUESTING PARTY shall establish and maintain accurate records, in accordance with generally accepted accounting principles, of all expenses incurred for which payment is sought or made under this contract, said records to be hereinafter referred to as the "RECORDS". Separate accounts shall be established and maintained for all costs incurred under this contract.

The REQUESTING PARTY shall maintain the RECORDS for at least three (3) years from the date of final payment of Federal Aid made by the DEPARTMENT under this contract. In the event of a dispute with regard to the allowable expenses or any other issue under this contract, the REQUESTING PARTY shall thereafter continue to maintain the RECORDS at least until that dispute has been finally decided and the time for all available challenges or appeals of that decision has expired.

The DEPARTMENT, or its representative, may inspect, copy, or audit the RECORDS at any reasonable time after giving reasonable notice.

If any part of the work is subcontracted, the REQUESTING PARTY shall assure compliance with the above for all subcontracted work.

In the event that an audit performed by or on behalf of the DEPARTMENT indicates an adjustment to the costs reported under this contract, or questions the allowability of an item of expense, the DEPARTMENT shall promptly submit to the REQUESTING PARTY, a Notice of Audit Results and a copy of the audit report which may supplement or modify any tentative findings verbally communicated to the REQUESTING PARTY at the completion of an audit.

Within sixty (60) days after the date of the Notice of Audit Results, the REQUESTING PARTY shall: (a) respond in writing to the responsible Bureau or the DEPARTMENT indicating whether or not it concurs with the audit report, (b) clearly explain the nature and basis for any disagreement as to a disallowed item of expense and, (c) submit to the DEPARTMENT a written explanation as to any questioned or no opinion expressed item of expense, hereinafter referred to as the "RESPONSE". The RESPONSE shall be clearly stated and provide any supporting documentation necessary to resolve any disagreement or questioned or no opinion expressed item of expense. Where the documentation is voluminous, the REQUESTING PARTY may supply appropriate excerpts and make alternate

arrangements to conveniently and reasonably make that documentation available for review by the DEPARTMENT. The RESPONSE shall refer to and apply the language of the contract. The REQUESTING PARTY agrees that failure to submit a RESPONSE within the sixty (60) day period constitutes agreement with any disallowance of an item of expense and authorizes the DEPARTMENT to finally disallow any items of questioned or no opinion expressed cost.

The DEPARTMENT shall make its decision with regard to any Notice of Audit Results and RESPONSE within one hundred twenty (120) days after the date of the Notice of Audit Results. If the DEPARTMENT determines that an overpayment has been made to the REQUESTING PARTY, the REQUESTING PARTY shall repay that amount to the DEPARTMENT or reach agreement with the DEPARTMENT on a repayment schedule within thirty (30) days after the date of an invoice from the DEPARTMENT. If the REQUESTING PARTY fails to repay the overpayment or reach agreement with the DEPARTMENT on a repayment schedule within the thirty (30) day period, the REQUESTING PARTY agrees that the DEPARTMENT shall deduct all or a portion of the overpayment from any funds then or thereafter payable by the DEPARTMENT to the REQUESTING PARTY under this contract or any other agreement, or payable to the REQUESTING PARTY under the terms of 1951 PA 51, as applicable. Interest will be assessed on any partial payments or repayment schedules based on the unpaid balance at the end of each month until the balance is paid in full. The assessment of interest will begin thirty (30) days from the date of the invoice. The rate of interest will be based on the Michigan Department of Treasury common cash funds interest earnings. The rate of interest will be reviewed annually by the DEPARTMENT and adjusted as necessary based on the Michigan Department of Treasury common cash funds interest earnings. The REQUESTING PARTY expressly consents to this withholding or offsetting of funds under those circumstances, reserving the right to file a lawsuit in the Court of Claims to contest the DEPARTMENT'S decision only as to any item of expense the disallowance of which was disputed by the REQUESTING PARTY in a timely filed RESPONSE.

The REQUESTING PARTY shall comply with the Single Audit Act of 1984, as amended, including, but not limited to, the Single Audit Amendments of 1996 (31 USC 7501-7507).

The REQUESTING PARTY shall adhere to the following requirements associated with audits of accounts and records:

- a. Agencies expending a total of \$500,000 or more in federal funds, from one or more funding sources in its fiscal year, shall comply with the requirements of the federal Office of Management and Budget (OMB) Circular A-133, as revised or amended.

The agency shall submit two copies of:

The Reporting Package
The Data Collection Form
The management letter to the agency, if one issued by the audit firm

The OMB Circular A-133 audit must be submitted to the address below in accordance with the time frame established in the circular, as revised or amended.

b. Agencies expending less than \$500,000 in federal funds must submit a letter to the Department advising that a circular audit was not required. The letter shall indicate the applicable fiscal year, the amount of federal funds spent, the name(s) of the Department federal programs, and the CFDA grant number(s). This information must also be submitted to the address below.

c. Address: Michigan Department of Education
Accounting Service Center
Hannah Building
608 Allegan Street
Lansing, MI 48909

d. Agencies must also comply with applicable State laws and regulations relative to audit requirements.

e. Agencies shall not charge audit costs to Department's federal programs which are not in accordance with the OMB Circular A-133 requirements.

f. All agencies are subject to the federally required monitoring activities, which may include limited scope reviews and other on-site monitoring.

2. Agreed Unit Prices Work - All billings for work undertaken by the REQUESTING PARTY on an agreed unit price basis will be submitted in accordance with the Michigan Department of Transportation Standard Specifications for Construction and pertinent FAPG Directives and Guidelines of the FHWA.
3. Force Account Work and Subcontracted Work - All billings submitted to the DEPARTMENT for Federal reimbursement for items of work performed on a force account basis or by any subcontract with a consulting firm, railway company, governmental agency or other party, under the terms of this contract, shall be prepared in accordance with the provisions of the pertinent FHPM Directives and the procedures of the DEPARTMENT. Progress billings may be submitted monthly during the time work is being performed provided, however, that no bill of a lesser amount than \$1,000.00 shall be submitted unless it is a final

or end of fiscal year billing. All billings shall be labeled either "Progress Bill Number _____", or "Final Billing".

4. Final billing under this contract shall be submitted in a timely manner but not later than six months after completion of the work. Billings for work submitted later than six months after completion of the work will not be paid.
5. Upon receipt of billings for reimbursement for work undertaken by the REQUESTING PARTY on projects funded with Federal monies, the DEPARTMENT will act as billing agent for the REQUESTING PARTY, consolidating said billings with those for its own force account work and presenting these consolidated billings to the FHWA for payment. Upon receipt of reimbursement from the FHWA, the DEPARTMENT will promptly forward to the REQUESTING PARTY its share of said reimbursement.
6. Upon receipt of billings for reimbursement for work undertaken by the REQUESTING PARTY on projects funded with non-Federal monies, the DEPARTMENT will promptly forward to the REQUESTING PARTY reimbursement of eligible costs.

B. Payment of Contracted and DEPARTMENT Costs:

1. As work on the PROJECT commences, the initial payments for contracted work and/or costs incurred by the DEPARTMENT will be made from the working capital deposit. Receipt of progress payments of Federal funds, and where applicable, State Critical Bridge funds, will be used to replenish the working capital deposit. The REQUESTING PARTY shall make prompt payments of its share of the contracted and/or DEPARTMENT incurred portion of the PROJECT COST upon receipt of progress billings from the DEPARTMENT. Progress billings will be based upon the REQUESTING PARTY'S share of the actual costs incurred as work on the PROJECT progresses and will be submitted, as required, until it is determined by the DEPARTMENT that there is sufficient available working capital to meet the remaining anticipated PROJECT COSTS. All progress payments will be made within thirty (30) days of receipt of billings. No monthly billing of a lesser amount than \$1,000.00 will be made unless it is a final or end of fiscal year billing. Should the DEPARTMENT determine that the available working capital exceeds the remaining anticipated PROJECT COSTS, the DEPARTMENT may reimburse the REQUESTING PARTY such excess. Upon completion of the PROJECT, payment of all PROJECT COSTS, receipt of all applicable monies from the FHWA, and completion of necessary audits, the REQUESTING PARTY will be reimbursed the balance of its deposit.

2. In the event that the bid, plus contingencies, for the contracted, and/or the DEPARTMENT incurred portion of the PROJECT work exceeds the estimated cost therefor as established by this contract, the REQUESTING PARTY may be advised and billed for the additional amount of its share.

C. General Conditions:

1. The DEPARTMENT, in accordance with its procedures in existence and covering the time period involved, shall make payment for interest earned on the balance of working capital deposits for all projects on account with the DEPARTMENT. The REQUESTING PARTY in accordance with DEPARTMENT procedures in existence and covering the time period involved, shall make payment for interest owed on any deficit balance of working capital deposits for all projects on account with the DEPARTMENT. This payment or billing is processed on an annual basis corresponding to the State of Michigan fiscal year. Upon receipt of billing for interest incurred, the REQUESTING PARTY promises and shall promptly pay the DEPARTMENT said amount.
2. Pursuant to the authority granted by law, the REQUESTING PARTY hereby irrevocably pledges a sufficient amount of funds received by it from the Michigan Transportation Fund to meet its obligations as specified in PART I and PART II. If the REQUESTING PARTY shall fail to make any of its required payments when due, as specified herein, the DEPARTMENT shall immediately notify the REQUESTING PARTY and the State Treasurer of the State of Michigan or such other state officer or agency having charge and control over disbursement of the Michigan Transportation Fund, pursuant to law, of the fact of such default and the amount thereof, and, if such default is not cured by payment within ten (10) days, said State Treasurer or other state officer or agency is then authorized and directed to withhold from the first of such monies thereafter allocated by law to the REQUESTING PARTY from the Michigan Transportation Fund sufficient monies to remove the default, and to credit the REQUESTING PARTY with payment thereof, and to notify the REQUESTING PARTY in writing of such fact.
3. Upon completion of all work under this contract and final audit by the DEPARTMENT or the FHWA, the REQUESTING PARTY promises to promptly repay the DEPARTMENT for any disallowed items of costs previously disbursed by the DEPARTMENT. The REQUESTING PARTY pledges its future receipts from the Michigan Transportation Fund for repayment of all disallowed items and, upon failure to make repayment for any disallowed items within ninety (90) days of demand made by the DEPARTMENT, the DEPARTMENT is hereby authorized to withhold an equal amount from the REQUESTING PARTY'S share of any future distribution of Michigan Transportation Funds in settlement of said claim.

4. The DEPARTMENT shall maintain and keep accurate records and accounts relative to the cost of the PROJECT and upon completion of the PROJECT, payment of all items of PROJECT COST, receipt of all Federal Aid, if any, and completion of final audit by the DEPARTMENT and if applicable, by the FHWA, shall make final accounting to the REQUESTING PARTY. The final PROJECT accounting will not include interest earned or charged on working capital deposited for the PROJECT which will be accounted for separately at the close of the State of Michigan fiscal year and as set forth in Section C(1).
5. The costs of engineering and other services performed on those projects involving specific program funds and one hundred percent (100%) local funds will be apportioned to the respective portions of that project in the same ratio as the actual direct construction costs unless otherwise specified in PART I.

SECTION IV

MAINTENANCE AND OPERATION

- A. Upon completion of construction of each part of the PROJECT, at no cost to the DEPARTMENT or the PROJECT, each of the parties hereto, within their respective jurisdictions, will make the following provisions for the maintenance and operation of the completed PROJECT:

1. All Projects:

Properly maintain and operate each part of the project, making ample provisions each year for the performance of such maintenance work as may be required, except as qualified in paragraph 2b of this section.

2. Projects Financed in Part with Federal Monies:

- a. Sign and mark each part of the PROJECT, in accordance with the current Michigan Manual of Uniform Traffic control Devices, and will not install, or permit to be installed, any signs, signals or markings not in conformance with the standards approved by the FHWA, pursuant to 23 USC 109(d).

- b. Remove, prior to completion of the PROJECT, all encroachments from the roadway right-of-way within the limits of each part of the PROJECT.

With respect to new or existing utility installations within the right-of-way of Federal Aid projects and pursuant to FAPG (23 CFR 645B): Occupancy of non-limited access right-of-way may be allowed based on consideration for traffic safety and necessary preservation of roadside space and aesthetic quality. Longitudinal occupancy of non-limited access right-of-way by private lines will require a finding of significant economic hardship, the unavailability of practicable alternatives or other extenuating circumstances.

- c. Cause to be enacted, maintained and enforced, ordinances and regulations for proper traffic operations in accordance with the plans of the PROJECT.
- d. Make no changes to ordinances or regulations enacted, or traffic controls installed in conjunction with the PROJECT work without prior review by the DEPARTMENT and approval of the FHWA, if required.

- B. On projects for the removal of roadside obstacles, the parties, upon completion of construction of each part of the PROJECT, at no cost to the PROJECT or the DEPARTMENT, will, within their respective jurisdictions, take such action as is necessary to assure that the roadway right-of-way, cleared as the PROJECT, will be maintained free of such obstacles.
- C. On projects for the construction of bikeways, the parties will enact no ordinances or regulations prohibiting the use of bicycles on the facility hereinbefore described as the PROJECT, and will amend any existing restrictive ordinances in this regard so as to allow use of this facility by bicycles. No motorized vehicles shall be permitted on such bikeways or walkways constructed as the PROJECT except those for maintenance purposes.
- D. Failure of the parties hereto to fulfill their respective responsibilities as outlined herein may disqualify that party from future Federal-aid participation in projects on roads or streets for which it has maintenance responsibility. Federal Aid may be withheld until such time as deficiencies in regulations have been corrected, and the improvements constructed as the PROJECT are brought to a satisfactory condition of maintenance.

SECTION V

SPECIAL PROGRAM AND PROJECT CONDITIONS

- A. Those projects for which the REQUESTING PARTY has been reimbursed with Federal monies for the acquisition of right-of-way must be under construction by the close of the twentieth (20th) fiscal year following the fiscal year in which the FHWA and the DEPARTMENT projects agreement covering that work is executed, or the REQUESTING PARTY may be required to repay to the DEPARTMENT, for forwarding to the FHWA, all monies distributed as the FHWA'S contribution to that right-of-way.
- B. Those projects for which the REQUESTING PARTY has been reimbursed with Federal monies for the performance of preliminary engineering must be under construction by the close of the tenth (10th) fiscal year following the fiscal year in which the FHWA and the DEPARTMENT projects agreement covering that work is executed, or the REQUESTING PARTY may be required to repay to the DEPARTMENT, for forwarding to the FHWA, all monies distributed as the FHWA'S contribution to that preliminary engineering.
- C. On those projects funded with Federal monies, the REQUESTING PARTY, at no cost to the PROJECT or the DEPARTMENT, will provide such accident information as is available and such other information as may be required under the program in order to make the proper assessment of the safety benefits derived from the work performed as the PROJECT. The REQUESTING PARTY will cooperate with the DEPARTMENT in the development of reports and such analysis as may be required and will, when requested by the DEPARTMENT, forward to the DEPARTMENT, in such form as is necessary, the required information.
- D. In connection with the performance of PROJECT work under this contract the parties hereto (hereinafter in Appendix "A" referred to as the "contractor") agree to comply with the State of Michigan provisions for "Prohibition of Discrimination in State Contracts", as set forth in Appendix A, attached hereto and made a part hereof. The parties further covenant that they will comply with the Civil Rights Acts of 1964, being P.L. 88-352, 78 Stat. 241, as amended, being Title 42 U.S.C. Sections 1971, 1975a-1975d, and 2000a-2000h-6 and the Regulations of the United States Department of Transportation (49 C.F.R. Part 21) issued pursuant to said Act, including Appendix "B", attached hereto and made a part hereof, and will require similar covenants on the part of any contractor or subcontractor employed in the performance of this contract.
- E. The parties will carry out the applicable requirements of the DEPARTMENT'S Disadvantaged Business Enterprise (DBE) program and 49 CFR, Part 26, including, but not limited to, those requirements set forth in Appendix C.

APPENDIX A

PROHIBITION OF DISCRIMINATION IN STATE CONTRACTS

In connection with the performance of work under this contract; the contractor agrees as follows:

1. In accordance with Public Act 453 of 1976 (Elliott-Larsen Civil Rights Act), the contractor shall not discriminate against an employee or applicant for employment with respect to hire, tenure, treatment, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight, or marital status. A breach of this covenant will be regarded as a material breach of this contract. Further, in accordance with Public Act 220 of 1976 (Persons with Disabilities Civil Rights Act), as amended by Public Act 478 of 1980, the contractor shall not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. A breach of the above covenants will be regarded as a material breach of this contract.
2. The contractor hereby agrees that any and all subcontracts to this contract, whereby a portion of the work set forth in this contract is to be performed, shall contain a covenant the same as hereinabove set forth in Section 1 of this Appendix.
3. The contractor will take affirmative action to ensure that applicants for employment and employees are treated without regard to their race, color, religion, national origin, age, sex, height, weight, marital status, or any disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Such action shall include, but not be limited to, the following: employment; treatment; upgrading; demotion or transfer; recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
4. The contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, age, sex, height, weight, marital status, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position.
5. The contractor or its collective bargaining representative shall send to each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding a notice advising such labor union or workers' representative of the contractor's commitments under this Appendix.
6. The contractor shall comply with all relevant published rules, regulations, directives, and orders of the Michigan Civil Rights Commission that may be in effect prior to the taking of bids for any individual state project.

7. The contractor shall furnish and file compliance reports within such time and upon such forms as provided by the Michigan Civil Rights Commission; said forms may also elicit information as to the practices, policies, program, and employment statistics of each subcontractor, as well as the contractor itself, and said contractor shall permit access to the contractor's books, records, and accounts by the Michigan Civil Rights Commission and/or its agent for the purposes of investigation to ascertain compliance under this contract and relevant rules, regulations, and orders of the Michigan Civil Rights Commission.
8. In the event that the Michigan Civil Rights Commission finds, after a hearing held pursuant to its rules, that a contractor has not complied with the contractual obligations under this contract, the Michigan Civil Rights Commission may, as a part of its order based upon such findings, certify said findings to the State Administrative Board of the State of Michigan, which State Administrative Board may order the cancellation of the contract found to have been violated and/or declare the contractor ineligible for future contracts with the state and its political and civil subdivisions, departments, and officers, including the governing boards of institutions of higher education, until the contractor complies with said order of the Michigan Civil Rights Commission. Notice of said declaration of future ineligibility may be given to any or all of the persons with whom the contractor is declared ineligible to contract as a contracting party in future contracts. In any case before the Michigan Civil Rights Commission in which cancellation of an existing contract is a possibility, the contracting agency shall be notified of such possible remedy and shall be given the option by the Michigan Civil Rights Commission to participate in such proceedings.
9. The contractor shall include or incorporate by reference, the provisions of the foregoing paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Michigan Civil Rights Commission; all subcontracts and purchase orders will also state that said provisions will be binding upon each subcontractor or supplier.

Revised June 2011

APPENDIX B
TITLE VI ASSURANCE

During the performance of this contract, the contractor, for itself, its assignees, and its successors in interest (hereinafter referred to as the "contractor"), agrees as follows:

1. **Compliance with Regulations:** For all federally assisted programs, the contractor shall comply with the nondiscrimination regulations set forth in 49 CFR Part 21, as may be amended from time to time (hereinafter referred to as the Regulations). Such Regulations are incorporated herein by reference and made a part of this contract.
2. **Nondiscrimination:** The contractor, with regard to the work performed under the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection, retention, and treatment of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices, when the contractor covers a program set forth in Appendix B of the Regulations.
3. **Solicitation for Subcontracts, Including Procurements of Materials and Equipment:** All solicitations made by the contractor, either by competitive bidding or by negotiation for subcontract work, including procurement of materials or leases of equipment, must include a notification to each potential subcontractor or supplier of the contractor's obligations under the contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto and shall permit access to its books, records, accounts, other sources of information, and facilities as may be determined to be pertinent by the Department or the United States Department of Transportation (USDOT) in order to ascertain compliance with such Regulations or directives. If required information concerning the contractor is in the exclusive possession of another who fails or refuses to furnish the required information, the contractor shall certify to the Department or the USDOT, as appropriate, and shall set forth the efforts that it made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the Department shall impose such contract sanctions as it or the USDOT may determine to be appropriate, including, but not limited to, the following:
 - a. Withholding payments to the contractor until the contractor complies; and/or
 - b. Canceling, terminating, or suspending the contract, in whole or in part.

6. **Incorporation of Provisions:** The contractor shall include the provisions of Sections (1) through (6) in every subcontract, including procurement of material and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the Department or the USDOT may direct as a means of enforcing such provisions, including sanctions for non-compliance, provided, however, that in the event a contractor becomes involved in or is threatened with litigation from a subcontractor or supplier as a result of such direction, the contractor may request the Department to enter into such litigation to protect the interests of the state. In addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

Revised June 2011

APPENDIX C

TO BE INCLUDED IN ALL FINANCIAL ASSISTANCE AGREEMENTS WITH LOCAL AGENCIES

Assurance that Recipients and Contractors Must Make (Excerpts from US DOT Regulation 49 CFR 26.13)

- A. Each financial assistance agreement signed with a DOT operating administration (or a primary recipient) must include the following assurance:**

The recipient shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any US DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The recipient shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of US DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR Part 26 and as approved by US DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the recipient of its failure to carry out its approved program, the department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

- B. Each contract MDOT signs with a contractor (and each subcontract the prime contractor signs with a subcontractor) must include the following assurance:**

The contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of US DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

Approval of Council Minutes & Summary

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN PERSON AND VIA VIDEO CONFERENCE
IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET ON MONDAY, MARCH 7, 2022.

Mayor Frechette called the meeting to order at 6:02 p.m.

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

Absent: None

Other officers present: City Manager John Dantzer, City Clerk Lori Ann Clover, City Treasurer Michelle Frechette, and DPW Superintendent Mike Killackey.

All stood for the Pledge of Allegiance.

* * * * *

Lt. Matt Jordan from STING presented the 2021 Annual Activity Report. He also requested any financial assistance the city council might be able to give. He suggested a portion of the ARPA Funding the City receives. STING's funding BYRNE was cut and Ogemaw County no longer contributes. There was discussion that the City could share an officer with STING.

* * * * *

An RFP was sent out for solid waste collection. GFL Environmental, Republic Services, and Waste Management submitted their three-year bids and representatives from each company gave a brief synopsis. Republic is our current provider. Manager Dantzer noted the City could save approximately \$40,000 over the next three years by going with GFL.

MOTION WAS MADE BY BENNETT, SECOND BY SHOWALTER TO ACCEPT GFL'S BID FOR SOLID WASTE COLLECTION

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

No – None

Absent – None

Motion carried

* * * * *

MOTION BY BENNETT, SECOND BY JACKSON, TO APPROVE THE PAYMENT OF BILLS IN THE AMOUNT OF \$107,273.66.

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

No – None

Absent – None

Motion carried

* * * * *

MOTION BY ZIMMERMAN, SECOND BY SHOWALTER, TO APPROVE THE SPECIAL EVENT CONCERT SERIES MUSIC IN THE PARK FOR JUNE 30, JULY 14, 21, 28, AND AUGUST 4 FROM 7:00 PM TO 9:00 PM.

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

No – None

Absent – None

Motion carried

* * * * *

MOTION BY SHOWALTER, SECOND BY JACKSON, TO APPROVE RESOLUTION 22-08 BUDGET AMENDMENT.

RESOLUTION #22-08

WHEREAS, the City Council approved a special event permit from the Faith Alive Church for an Irons Park Cleanup day at their regular meeting held February 21, 2022, and

WHEREAS, the Faith Alive Church has donated funds to cover the costs of the maintenance items needed for that day, and

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

GL NUMBER	DESCRIPTION	2021-22 CURRENT BUDGET	2021-22 AMENDED BUDGET
Fund 101 -			
Revenues			
Dept 000.000			
Total Dept 000.000		1,602,884.00	1,602,884.00
Dept 301.000 - POLICE DEPARTMENT			
Total Dept 301.000 - POLICE DEPARTMENT		11,450.00	11,450.00
Dept 441.000 - PUBLIC WORKS DEPARTMENT			
Total Dept 441.000 - PUBLIC WORKS DEPARTMENT		37,605.00	37,605.00
Dept 528.000 - SOLID WASTE			
Total Dept 528.000 - SOLID WASTE		5,000.00	5,000.00
Dept 721.000 - PLANNING AND ZONING			
Total Dept 721.000 - PLANNING AND ZONING		750.00	750.00

Dept 751.000 - PARKS AND RECREATION		
101-751.000-405.400	RENT REVENUE - 5120	500.00
101-751.000-409.400	VENDING MACHINES	900.00
101-751.000-634.400	GRANT	0.00
101-751.000-671.400	CONTRIBUTIONS	0.00
101-751.000-695.400	MISCELLANEOUS	0.00
Total Dept 751.000 - PARKS AND RECREATION		5,000.00
		1,400.00
TOTAL REVENUES		1,659,089.00
		1,664,089.00
Expenditures		
Dept 000.000		
Total Dept 000.000		2,800.00
		2,800.00
Dept 101.000 - LEGISLATIVE		
Total Dept 101.000 - LEGISLATIVE		20,100.00
		20,100.00
Dept 172.000 - CITY MANAGER'S OFFICE		
Total Dept 172.000 - CITY MANAGER'S OFFICE		121,250.00
		121,250.00
Dept 201.000 - INTERNAL SERVICES		
Total Dept 201.000 - INTERNAL SERVICES		42,149.00
		42,149.00
Dept 209.000 - PROPERTY ASSESSMENT REVIEW		
Total Dept 209.000 - PROPERTY ASSESSMENT REVIEW		18,135.00
		18,135.00
Dept 215.000 - CITY CLERK		
Total Dept 215.000 - CITY CLERK		66,849.00
		66,849.00
Dept 228.000 - TECHNOLOGY		
Total Dept 228.000 - TECHNOLOGY		17,600.00
		17,600.00
Dept 253.000 - CITY TREASURER		
Total Dept 253.000 - CITY TREASURER		107,842.00
		107,842.00
Dept 262.000 - ELECTIONS		
Total Dept 262.000 - ELECTIONS		2,348.00
		2,348.00
Dept 265.000 - MUNICIPAL PROPERTIES		
Total Dept 265.000 - MUNICIPAL PROPERTIES		41,560.00
		41,560.00

Dept 266.000 - LEGAL ASSISTANCE			
Total Dept 266.000 - LEGAL ASSISTANCE		27,300.00	27,300.00
Dept 284.000 - COMMUNITY PROMOTIONS			
Total Dept 284.000 - COMMUNITY PROMOTIONS		22,511.00	22,511.00
Dept 299.000 - CITY SERVICES			
Total Dept 299.000 - CITY SERVICES		54,495.00	54,495.00
Dept 301.000 - POLICE DEPARTMENT Expenses			
Total Dept 301.000 - POLICE DEPARTMENT		498,263.00	498,263.00
Dept 336.000 - FIRE			
Total Dept 336.000 - FIRE		27,124.00	27,124.00
Dept 345.000 - CROSSING GUARDS			
Total Dept 345.000 - CROSSING GUARDS		8,070.00	8,070.00
Dept 441.000 - PUBLIC WORKS DEPARTMENT			
Total Dept 441.000 - PUBLIC WORKS DEPARTMENT		181,905.00	181,905.00
Dept 444.000 - SIDEWALKS			
Total Dept 444.000 - SIDEWALKS		13,253.00	13,253.00
Dept 528.000 - SOLID WASTE			
Total Dept 528.000 - SOLID WASTE		221,194.00	221,194.00
Dept 537.000 - AIRPORT			
Total Dept 537.000 - AIRPORT		49,256.00	49,256.00
Dept 721.000 - PLANNING AND ZONING			
Total Dept 721.000 - PLANNING AND ZONING		5,319.00	5,319.00
Dept 728.000 - ECONOMIC DEVELOPMENT			
Total Dept 728.000 - ECONOMIC DEVELOPMENT		1,000.00	1,000.00
Dept 751.000 - PARKS AND RECREATION			
101-751.000-703.700	SALARIES AND WAGES	24,500.00	24,500.00
101-751.000-710.700	OVERTIME	3,650.00	3,650.00
101-751.000-714.700	MANDATORY MEDICARE	411.00	411.00
101-751.000-715.700	SOCIAL SECURITY (EMPLOYER)	1,742.00	1,742.00

101-751.000-716.700	BC/BS HEALTH INSURANCE PREMIUM	4,750.00	4,750.00
101-751.000-718.700	MERS RETIREMENT (EMPLOYER)	375.00	375.00
101-751.000-720.700	WORKERS COMPENSATION PREMIUM	775.00	775.00
101-751.000-724.700	UNEMPLOYMENT INS. BENEFIT	5.00	5.00
101-751.000-727.700	OPERATING SUPPLIES	5,000.00	5,000.00
101-751.000-801.700	CONTRACTUAL SERVICES	2,500.00	2,500.00
101-751.000-922.700	PUBLIC UTILITIES	6,000.00	6,000.00
101-751.000-933.700	PLAYGROUND EQUIPMENT MAIN.	3,000.00	3,000.00
101-751.000-941.700	EQUIPMENT RENTAL	12,000.00	12,000.00
101-751.000-956.700	EXPENSES	0.00	5,000.00
Total Dept 751.000 - PARKS AND RECREATION		64,708.00	69,708.00
Dept 851.000 - INSURANCE AND RISK MANAGEMENT			
Total Dept 851.000 - INSURANCE AND RISK MANAGEMENT		15,495.00	15,495.00
Dept 965.000 - TRANSFERS			
Total Dept 965.000 - TRANSFERS		22,000.00	22,000.00
Dept 965.209 - TRANSFER TO CEMETERY			
Total Dept 965.209 - TRANSFER TO CEMETERY		16,411.00	16,411.00
TOTAL EXPENDITURES		1,668,937.00	1,673,937.00
Fund 101:			
TOTAL REVENUES		1,659,089.00	1,664,089.00
TOTAL EXPENDITURES		1,668,937.00	1,673,937.00
NET OF REVENUES & EXPENDITURES		(9,848.00)	(9,848.00)
FUND BALANCE		1,632,820.00	1,632,820.00

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

No — None

Absent — None

Motion carried

* * * * *

MOTION BY BENNETT, SECOND BY PUGH, TO APPROVE RESOLUTION 22-09 ACT 51 TRANSFER.

RESOLUTION #22-09

THEREFORE, BE IT RESOLVED, that the West Branch City Council does hereby authorize the transfer of up to 50% of the Act 51 money from Major Street to Local Street.

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

No – None

Absent – None

Motion carried

* * * * *

Discussion took place concerning the water/sewer administrative adjustment request from David Lucas. Council Member Zimmerman suggested the water bill might be covered under the homeowner's insurance. City Manager Dantzer noted he would follow up with Mr. Lucas checking to see if that is the case before the administrative adjustment is voted on.

MOTION BY FRECHETTE, SECOND BY ZIMMERMAN, TO POSTPONE THE VOTE ON THE ADMINISTRATIVE ADJUSTMENT REQUEST FROM DAVID LUCAS.

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

No – None

Absent – None

Motion carried

* * * * *

MOTION BY JACKSON, SECOND BY ADAIR, TO APPROVE THE MINUTES AND SUMMARY FROM THE MEETING HELD FEBRUARY 21, 2022.

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

No – None

Absent – None

Motion carried

* * * * *

MOTION BY SHOWALTER, SECOND BY JACKSON, TO RECEIVE AND FILE THE TREASURER'S REPORT AND INVESTMENT SUMMARY; APPROVE THE MINUTES FROM THE IDC BOARD MEETING HELD FEBRUARY 23, 2022, MINUTES FROM THE DDA MEETINGS HELD DECEMBER 14, 2021 AND JANUARY 25, 2022 ALONG WITH THE SPECIAL MEETING HELD FEBRUARY 7, 2022.

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

No – None

Absent – None

Motion carried

* * * * *

Communications from Charter, MDOT 2022-2027 Road and Bridge Projects, and Ogemaw Land Bank Authority request for funds were shared.

Mayor Frechette thanked Member Showalter and Chamber members for their work on the Chamber Banquet.

Member Bennett stated that it was good to be home.

Member Zimmerman thanked DPW Superintendent Killackey for his vigilance in keeping the roads and sidewalks clean and safe. She also commented that perhaps with the money from the ARPA Grant and the extra savings with the new company for solid wastes collection we would be able to move some money over for STING. Manager Dantzer stated that he was working on the budget and would let council know.

Member Showalter agreed with Member Zimmerman on the matter of granting STING more funding. He informed council that the Winter Ball was a huge success. He also noted the last night for the early bird special for CapCon is midnight tonight. He asked members to be aware of House Bills 5301 and 5302 in regards to the medical marihuana statutes. They include the regulation of growing in industrial areas versus housing areas and cutting the number of plants caregivers are allowed to grow. They also include a statute that local ordinances only have 15 days to file a complaint otherwise the state ordinances will override local and issue a license.

Member Pugh encouraged everyone to attend the High School Musical held this Wednesday through Friday.

Manager Dantzer announced that there would be a meeting March 30, 2022 at 10:00 am to further discuss the School Resource Officer at Surline Middle School and invited a member of Council to attend. Member Pugh volunteered. If she is unavailable Member Zimmerman will attend.

DPW Superintendent Killackey stated that they have been extremely busy but everything is going well.

Mayor Frechette adjourned the meeting at 6:58 pm.

Paul Frechette, Mayor

Lori Ann Clover, Clerk

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, MARCH 7, 2022.

Mayor Frechette called the meeting to order at 6:02 p.m.

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

Absent: None

Other officers present: City Manager Dantzer, City Clerk Clover, City Treasurer Frechette, and DPW
Superintendent Killackey.

All stood for the Pledge of Allegiance.

Lt. Jordan from STING presented the 2021 Annual Activity Report and requested any financial assistance
the city might be able to give.

Council accepted GFL's bid for solid wasted collection.

Council approved bills in the amount of \$107,273.66.

Council approved the Special Event Concert Series Music in the Park.

Council approved Resolution 22-08 Budget Amendment.

Council approved Resolution 22-09 ACT 51 transfer.

Council approved the minutes and summary from the meeting held February 21, 2022.

Council approved the treasurer's report and investment summary; and approve the minutes
from the IDC Board Meeting held February 23, 2022, minutes from the DDA meetings held
December 14, 2021 and January 25, 2022 along with special meeting held February 7, 2022.

Communications from Charter, MDOT 2022-2027 Road and Bridge Projects, and Ogemaw Land
Bank Authority request for funds were shared.

Mayor Frechette, Council Members Bennett, Zimmerman, Showalter, Pugh, Manager Dantzer, and DPW
Superintendent Killackey gave reports.

Mayor Frechette adjourned the meeting at 6:58 pm.

WORK SESSION OF THE WEST BRANCH CITY COUNCIL HELD AT THE OLD MICHIGAN
STATE POLICE POST, 496 E. HOUGHTON AVE. ON MONDAY, MARCH 7, 2022

Mayor Frechette opened the work session at 5:30 PM.

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

Absent: None

Others present: City Manager John Dantzer

Council Members toured the building for the first time after it was turned over from the State to the City.

Work Session ended at 5:45 pm.

WORK SESSION OF THE WEST BRANCH CITY COUNCIL HELD AT THE WEST BRANCH CITY HALL, 121 N. FOURTH ST. ON THURSDAY, MARCH 10, 2022

Mayor Frechette opened the work session at 6:00 PM.

Present: Mayor Paul Frechette; Council Members Carol Adair, Ellen Pugh, Rusty Showalter, and Cathy Zimmerman.

Absent: Members Joanne Bennett and Mike Jackson.

Others present: City Manager John Dantzer

Denise Cline of the North East Michigan Council of Governments (NEMCOG) went over the rough draft of the marijuana facilities ordinance including the zoning amendment, ordinance amendment, application, and scoring rubrics.

Work Session ended at 7:30 pm.

Consent Agenda

CASH SUMMARY BY BANK FOR WEST BRANCH
FROM 03/01/2022 TO 03/31/2022

Bank Code		Beginning Balance 03/01/2022	Total Debits	Total Credits	Ending Balance 03/31/2022
Fund	Description				
GEN1	GEN1 - GENERAL CHECKING				
101		939,091.56	55,917.20	106,854.02	888,154.74
150	CEMETERY PERPETUAL CARE	36,806.35	0.00	0.00	36,806.35
209	CEMETERY FUND	6,288.32	0.00	335.78	5,952.54
243	BROWNFIELD REDEVELOPMENT AUTHORITY FU	999.95	0.00	0.00	999.95
248	DDA OPERATING FUND	249,680.75	0.00	200.00	249,480.75
251	INDUSTRIAL PARK FUND	7,122.48	0.00	97.08	7,025.40
276	HOUSING RESOURCE FUND	176,765.23	563.77	0.00	177,329.00
318	SEWER DEBT FUND	166,968.15	13,415.45	61,707.92	118,675.68
319	WATER DEBT FUND	98,194.32	2,706.89	12,738.18	88,163.03
372	PLANT REPLACEMENT FUND (R&I)	0.90	0.00	0.00	0.90
390	SEWER FUND	318,491.55	28,596.63	29,175.96	317,912.22
391	WATER FUND	799,420.63	100,341.98	8,037.81	891,724.80
392	WATER REPLACEMENT FUND	344,797.59	0.00	0.00	344,797.59
393	SEWER COLLECTION	221,244.79	3,248.45	19,854.08	204,639.16
361	EQUIPMENT FUND	3,576.89	12,163.06	2,107.51	13,632.44
704	PAYROLL CLEARING	24,849.90	77,587.42	77,587.42	24,849.90
705	IRONS PARK ENTERTAINMENT FUND	6,460.81	0.00	0.00	6,460.81
707	YOUTH SAFETY PROGRAM	15.00	0.00	0.00	15.00
	GEN1 - GENERAL CHECKING	3,400,775.17	294,540.85	318,695.76	3,376,620.26
MAJ/LST	MAJOR/ LOCAL STREETS				
202	MAJOR STREET FUND	587,471.15	33,940.60	26,407.08	595,004.67
203	LOCAL STREET FUND	312,422.11	12,279.12	7,123.99	317,577.24
	MAJOR/ LOCAL STREETS	899,893.26	46,219.72	33,531.07	912,581.91
PAY	PAYROLL				
704	PAYROLL CLEARING	26,098.18	77,587.42	78,344.74	25,340.86
	PAYROLL	26,098.18	77,587.42	78,344.74	25,340.86
CHEM	SAVINGS				
101		459,700.31	0.00	0.00	459,700.31
150	CEMETERY PERPETUAL CARE	1,682.65	0.00	0.00	1,682.65
251	INDUSTRIAL PARK FUND	244.96	0.00	0.00	244.96
371	COLLECTION REPLACEMENT FUND	0.65	0.00	0.00	0.65
391	WATER FUND	26,418.92	0.00	0.00	26,418.92
392	WATER REPLACEMENT FUND	19,791.38	0.00	0.00	19,791.38
393	SEWER COLLECTION	3,183.74	0.00	0.00	3,183.74
361	EQUIPMENT FUND	103,539.63	0.00	0.00	103,539.63
	SAVINGS	614,562.24	0.00	0.00	614,562.24
TAX	TAXES				
701	TAX AGENCY	(10,120.75)	40,401.00	19,390.47	10,889.78
	TAXES	(10,120.75)	40,401.00	19,390.47	10,889.78
	TOTAL - ALL FUNDS	4,931,208.10	458,748.99	449,962.04	4,939,995.05

CASH SUMMARY BY ACCOUNT FOR WEST BRANCH
 FROM 03/01/2022 TO 03/31/2022
 FUND: ALL FUNDS
 INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 03/01/2022	Total Debits	Total Credits	Ending Balance 03/31/2022
Fund 101					
004.300	CERTIFICATE OF DEPOSIT A	100,000.00	0.00	0.00	100,000.00
004.400	CERTIFICATE OF DEPOSIT B	150,000.00	0.00	0.00	150,000.00
		250,000.00	0.00	0.00	250,000.00
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	25,000.00	0.00	0.00	25,000.00
	INDUSTRIAL PARK FUND	125,000.00	0.00	0.00	125,000.00
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	100,000.00	0.00	0.00	100,000.00
	EQUIPMENT FUND	250,000.00	0.00	0.00	250,000.00
	TOTAL - ALL FUNDS	852,770.80	0.00	0.00	852,770.80

GL NUMBER	DESCRIPTION	2021-22	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	03/31/2022	MONTH 03/31/22		
Fund 101							
Revenues							
Dept 000.000							
101-000.000-403.400	CURRENT PROPERTY TAX GEN.OP.	911,489.00	911,489.00	862,099.49	(27,989.57)	49,389.51	94.58
101-000.000-404.400	CURRENT PROPERTY TAX REFUSE	182,384.00	182,384.00	180,019.69	(5,600.43)	2,364.31	98.70
101-000.000-408.400	PERSONAL PROPERTY TAX LOSS REIMBURSEMENT	65,625.00	65,625.00	66,964.68	0.00	(1,339.68)	102.04
101-000.000-446.400	PENALTIES AND INTEREST CUR.TA	9,000.00	9,000.00	13,881.35	571.06	(4,881.35)	154.24
101-000.000-448.400	ADMINISTRATIVE FEES ON CUR.TA	33,272.00	33,272.00	30,843.89	(643.02)	2,428.11	92.70
101-000.000-477.400	CABLE TV FRANCHISE FEES	37,200.00	37,200.00	18,434.14	0.00	18,765.86	49.55
101-000.000-564.400	INDUSTRIAL PARK	1,000.00	1,000.00	749.97	83.33	250.03	75.00
101-000.000-574.400	SALES (STATUTORY)	28,908.00	28,908.00	14,742.00	1,876.35	14,166.00	51.00
101-000.000-575.400	REVENUE SHARING (CONSTITUTIONAL)	188,706.00	188,706.00	114,316.00	37,478.00	74,390.00	60.58
101-000.000-577.400	LIQUOR LICENSE	4,000.00	4,000.00	3,505.15	3,037.65	494.85	87.63
101-000.000-590.400	SEWER FUND ADMINISTRATION	50,000.00	50,000.00	41,664.00	4,166.00	8,336.00	83.33
101-000.000-590.401	SEWER COLLECTION ADMIN.	16,000.00	16,000.00	11,999.97	1,333.33	4,000.03	75.00
101-000.000-591.400	WATER FUND ADMINISTRATION	20,000.00	20,000.00	15,000.03	1,666.67	4,999.97	75.00
101-000.000-592.400	LOCAL STREET ADMIN. FEE	4,400.00	4,400.00	3,666.70	366.67	733.30	83.33
101-000.000-593.400	MAJOR STREET ADMIN. FEE	9,500.00	9,500.00	7,916.70	791.67	1,583.30	83.33
101-000.000-594.400	CEMETERY ADMIN. FEE	1,000.00	1,000.00	749.97	83.33	250.03	75.00
101-000.000-597.400	DDA ADMINISTRATIVE	2,400.00	2,400.00	1,800.00	200.00	600.00	75.00
101-000.000-638.400	PROJECT INCOME	0.00	0.00	(47.50)	0.00	47.50	100.00
101-000.000-661.400	MOTOR VEHICLE FUND	12,000.00	12,000.00	9,000.00	1,000.00	3,000.00	75.00
101-000.000-664.400	INTEREST INCOME	1,000.00	1,000.00	200.37	0.00	799.63	20.04
101-000.000-672.400	VETERAN BANNER CONTRIBUTIONS	4,000.00	4,000.00	2,800.00	0.00	1,200.00	70.00
101-000.000-695.400	MISCELLANEOUS	14,000.00	14,000.00	3,582.56	(877.90)	10,417.44	25.59
101-000.000-695.405	REFUSE RECYCLING DONATIONS	7,000.00	7,000.00	780.43	0.00	6,219.57	11.15
Total Dept 000.000		1,602,884.00	1,602,884.00	1,404,669.59	17,543.14	198,214.41	87.63
Dept 262.000 - ELECTIONS							
101-262.000-634.400	GRANT	0.00	0.00	290.00	0.00	(290.00)	100.00
Total Dept 262.000 - ELECTIONS		0.00	0.00	290.00	0.00	(290.00)	100.00
Dept 301.000 - POLICE DEPARTMENT							
101-301.000-578.400	IN-SERVICE TRAINING	700.00	700.00	277.68	0.00	422.32	39.67
101-301.000-634.400	GRANT	0.00	0.00	4,871.23	0.00	(4,871.23)	100.00
101-301.000-654.400	TRAFFIC BUREAU	2,000.00	2,000.00	10,233.88	950.00	(8,233.88)	511.69
101-301.000-655.400	ACCIDENT REPORTS	350.00	350.00	323.50	10.00	26.50	92.43
101-301.000-656.400	DISTRICT COURT FINES	4,500.00	4,500.00	1,842.23	28.39	2,657.77	40.94
101-301.000-674.000	CONTRIBUTIONS AND DONATIONS	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
101-301.000-695.400	MISCELLANEOUS	250.00	250.00	3,752.70	0.00	(3,502.70)	1,501.08
101-301.000-695.401	MISC. ED. & TRAINING 302	650.00	650.00	0.00	0.00	650.00	0.00
Total Dept 301.000 - POLICE DEPARTMENT		11,450.00	11,450.00	21,301.22	988.39	(9,851.22)	186.04
Dept 441.000 - PUBLIC WORKS DEPARTMENT							
101-441.000-673.400	DDA MAINTENANCE	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00
101-441.000-695.400	MISCELLANEOUS	9,605.00	9,605.00	3,488.71	(363.99)	6,116.29	36.32
101-441.000-695.408	INSURANCE CLAIM INCOME	0.00	0.00	4,709.61	0.00	(4,709.61)	100.00
101-441.000-695.410	MDOT REVENUE	20,000.00	20,000.00	19,928.56	0.00	71.44	99.64
Total Dept 441.000 - PUBLIC WORKS DEPARTMENT		37,605.00	37,605.00	28,126.88	(363.99)	9,478.12	74.80

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	YTD BALANCE 03/31/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/22 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BGD USED
Fund 101							
Revenues							
Dept 528.000 - SOLID WASTE							
101-528.000-634.400 GRANT		0.00	0.00	5,270.05	0.00	(5,270.05)	100.00
101-528.000-674.000 CONTRIBUTIONS AND DONATIONS		5,000.00	5,000.00	6,774.48	601.63	(1,774.48)	135.49
Total Dept 528.000 - SOLID WASTE		5,000.00	5,000.00	12,044.53	601.63	(7,044.53)	240.89
Dept 721.000 - PLANNING AND ZONING							
101-721.000-657.400 PLANNING AND ZONING		750.00	750.00	1,310.00	75.00	(560.00)	174.67
Total Dept 721.000 - PLANNING AND ZONING		750.00	750.00	1,310.00	75.00	(560.00)	174.67
Dept 751.000 - PARKS AND RECREATION							
101-751.000-405.400 RENT REVENUE - 5120		500.00	500.00	520.00	145.00	(20.00)	104.00
101-751.000-409.400 VENDING MACHINES		900.00	900.00	0.00	0.00	900.00	0.00
101-751.000-695.400 MISCELLANEOUS		0.00	0.00	5,000.00	0.00	(5,000.00)	100.00
Total Dept 751.000 - PARKS AND RECREATION		1,400.00	1,400.00	5,520.00	145.00	(4,120.00)	394.29
TOTAL REVENUES		1,659,089.00	1,659,089.00	1,473,262.22	18,989.17	185,825.78	88.80
Expenditures							
Dept 000.000							
101-000.000-884.700 VETERAN BANNER EXPENSE		2,800.00	2,800.00	210.00	0.00	2,590.00	7.50
Total Dept 000.000		2,800.00	2,800.00	210.00	0.00	2,590.00	7.50
Dept 101.000 - LEGISLATIVE							
101-101.000-703.700 SALARIES AND WAGES		9,600.00	9,600.00	8,350.00	0.00	1,250.00	86.98
101-101.000-714.700 MANDATORY MEDICARE		140.00	140.00	121.09	0.00	18.91	86.49
101-101.000-715.700 SOCIAL SECURITY (EMPLOYER)		600.00	600.00	517.70	0.00	82.30	86.28
101-101.000-720.700 WORKERS COMPENSATION PREMIUM		10.00	10.00	8.72	0.00	1.28	87.20
101-101.000-811.700 MEMBERSHIP AND DUES		1,500.00	1,610.00	1,606.00	0.00	4.00	99.75
101-101.000-865.700 PROFESSIONAL DEVELOPMENT		7,000.00	6,415.00	4,360.74	0.00	2,054.26	67.98
101-101.000-956.700 EXPENSES		1,750.00	1,725.00	1,580.85	71.52	144.15	91.64
Total Dept 101.000 - LEGISLATIVE		20,600.00	20,100.00	16,545.10	71.52	3,554.90	82.31
Dept 172.000 - CITY MANAGER'S OFFICE							
101-172.000-702.700 PROMOTION/BONUS		50.00	50.00	50.00	0.00	0.00	100.00
101-172.000-703.700 SALARIES AND WAGES		73,950.00	73,950.00	51,053.95	2,883.46	22,896.05	69.04
101-172.000-714.700 MANDATORY MEDICARE		1,080.00	1,080.00	740.28	41.81	339.72	68.54
101-172.000-715.700 SOCIAL SECURITY (EMPLOYER)		4,622.00	4,622.00	3,165.34	178.77	1,456.66	68.48
101-172.000-716.700 BC/BS HEALTH INSURANCE PREMIUM		19,450.00	19,450.00	11,868.56	(166.87)	7,581.44	61.02
101-172.000-717.700 LIFE INSURANCE PREMIUM		205.00	205.00	136.80	0.00	68.20	66.73
101-172.000-718.700 MERS RETIREMENT (EMPLOYER)		9,200.00	9,200.00	17,649.04	1,769.54	(8,449.04)	191.84
101-172.000-718.701 EMPLOYER DEFERED COMP.		1,200.00	1,200.00	817.32	46.15	382.68	68.11
101-172.000-719.700 LONG TERM DISABILITY		470.00	470.00	430.58	0.00	39.42	91.61
101-172.000-720.700 WORKERS COMPENSATION PREMIUM		318.00	315.00	213.51	12.06	101.49	67.78
101-172.000-724.700 UNEMPLOYMENT INS. BENEFIT		5.00	8.00	5.70	0.00	2.30	71.25
101-172.000-727.700 OPERATING SUPPLIES		1,000.00	1,000.00	55.00	0.00	945.00	5.50

GL NUMBER	DESCRIPTION	2021-22	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDDT USED
		ORIGINAL BUDGET	AMENDED BUDGET	03/31/2022 NORM (ABNORM)	MONTH 03/31/22 INCR (DECR)	BALANCE NORM (ABNORM)		
Fund 101								
Expenditures								
101-172.000-811.700	MEMBERSHIP AND DUES	1,100.00	1,100.00	974.36	40.00	125.64		88.58
101-172.000-853.700	TELEPHONE/RADIO COMMUNICATION	600.00	600.00	329.49	0.00	270.51		54.92
101-172.000-865.700	PROFESSIONAL DEVELOPMENT	5,500.00	5,500.00	917.64	0.00	4,582.36		16.68
101-172.000-941.700	EQUIPMENT RENTAL	1,000.00	1,000.00	749.97	83.33	250.03		75.00
101-172.000-956.700	EXPENSES	1,500.00	1,500.00	178.24	0.00	1,321.76		11.88
Total Dept 172.000 - CITY MANAGER'S OFFICE		121,250.00	121,250.00	89,335.78	4,888.25	31,914.22		73.68
Dept 201.000 - INTERNAL SERVICES								
101-201.000-702.700	PROMOTION/BONUS	50.00	75.00	75.00	0.00	0.00		100.00
101-201.000-703.700	SALARIES AND WAGES	25,000.00	25,000.00	18,024.15	960.00	6,975.85		72.10
101-201.000-714.700	MANDATORY MEDICARE	365.00	365.00	261.35	13.92	103.65		71.60
101-201.000-715.700	SOCIAL SECURITY (EMPLOYER)	1,563.00	1,563.00	1,117.49	59.52	445.51		71.50
101-201.000-718.700	MERS RETIREMENT (EMPLOYER)	0.00	15.00	13.41	0.00	1.59		89.40
101-201.000-718.701	EMPLOYER DEFERRED COMP.	0.00	35.00	31.95	0.00	3.05		91.29
101-201.000-720.700	WORKERS COMPENSATION PREMIUM	108.00	108.00	75.36	4.02	32.64		69.78
101-201.000-724.700	UNEMPLOYMENT INS. BENEFIT	5.00	10.00	9.37	0.58	0.63		93.70
101-201.000-727.700	OPERATING SUPPLIES	4,500.00	4,330.00	2,887.03	182.65	1,442.97		66.68
101-201.000-741.700	POSTAGE	4,000.00	4,000.00	2,861.12	0.00	1,138.88		71.53
101-201.000-801.700	CONTRACTUAL SERVICES	3,558.00	3,128.00	726.31	0.00	2,401.69		23.22
101-201.000-811.700	MEMBERSHIP AND DUES	500.00	470.00	0.00	0.00	470.00		0.00
101-201.000-865.700	PROFESSIONAL DEVELOPMENT	500.00	450.00	0.00	0.00	450.00		0.00
101-201.000-901.700	PRINTING AND PUBLISHING	1,000.00	1,300.00	1,101.45	164.05	198.55		84.73
101-201.000-956.700	EXPENSES	1,000.00	1,300.00	1,293.76	0.00	6.24		99.52
Total Dept 201.000 - INTERNAL SERVICES		42,149.00	42,149.00	28,477.75	1,384.74	13,671.25		67.56
Dept 209.000 - PROPERTY ASSESSMENT REVIEW								
101-209.000-703.700	SALARIES AND WAGES	950.00	950.00	765.00	0.00	185.00		80.53
101-209.000-714.700	MANDATORY MEDICARE	15.00	15.00	11.10	0.00	3.90		74.00
101-209.000-715.700	SOCIAL SECURITY (EMPLOYER)	60.00	60.00	47.43	0.00	12.57		79.05
101-209.000-720.700	WORKERS COMPENSATION PREMIUM	5.00	5.00	2.07	0.00	2.93		41.40
101-209.000-724.700	UNEMPLOYMENT INS. BENEFIT	5.00	5.00	0.00	0.00	5.00		0.00
101-209.000-809.700	PROPERTY ASSESSMENT REVIEW	16,850.00	16,850.00	10,235.52	366.52	6,614.48		60.74
101-209.000-865.700	PROFESSIONAL DEVELOPMENT	250.00	250.00	30.00	0.00	220.00		12.00
Total Dept 209.000 - PROPERTY ASSESSMENT REVIEW		18,135.00	18,135.00	11,091.12	366.52	7,043.88		61.16
Dept 215.000 - CITY CLERK								
101-215.000-702.700	PROMOTION/BONUS	50.00	50.00	50.00	0.00	0.00		100.00
101-215.000-703.700	SALARIES AND WAGES	43,300.00	43,300.00	29,804.61	1,896.93	13,495.39		68.83
101-215.000-714.700	MANDATORY MEDICARE	632.00	632.00	432.17	27.51	199.83		68.38
101-215.000-715.700	SOCIAL SECURITY (EMPLOYER)	2,706.00	2,706.00	1,847.90	117.62	858.10		68.29
101-215.000-716.700	BC/BS HEALTH INSURANCE PREMIUM	15,650.00	15,070.00	7,055.06	(58.33)	8,014.94		46.82
101-215.000-717.700	LIFE INSURANCE PREMIUM	155.00	155.00	64.12	0.00	90.88		41.37
101-215.000-718.700	MERS RETIREMENT (EMPLOYER)	750.00	750.00	6,160.89	737.42	(5,410.89)		821.45
101-215.000-718.701	EMPLOYER DEFERRED COMP.	0.00	575.00	138.45	46.15	436.55		24.08
101-215.000-719.700	LONG TERM DISABILITY	1,005.00	1,005.00	197.87	0.00	807.13		19.69
101-215.000-720.700	WORKERS COMPENSATION PREMIUM	186.00	186.00	126.39	8.18	59.61		67.95
101-215.000-724.700	UNEMPLOYMENT INS. BENEFIT	5.00	10.00	5.50	1.17	4.50		55.00
101-215.000-727.700	OPERATING SUPPLIES	500.00	500.00	252.98	68.98	247.02		50.60
101-215.000-811.700	MEMBERSHIP AND DUES	60.00	60.00	0.00	0.00	60.00		0.00
101-215.000-853.700	TELEPHONE/RADIO COMMUNICATIONS	600.00	600.00	420.00	60.00	180.00		70.00

REVENUE AND EXPENDITURE REPORT FOR WEST BRANCH
PERIOD ENDING 03/31/2022
% Fiscal Year Completed: 75.07

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	YTD BALANCE 03/31/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/22		AVAILABLE BALANCE		% BDGT USED
					INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)		
Fund 101									
Expenditures									
101-215.000-865.700	PROFESSIONAL DEVELOPMENT	1,000.00	1,000.00	213.56	0.00	0.00	786.44	21.36	
101-215.000-956.700	EXPENSES	250.00	250.00	48.00	0.00	0.00	202.00	19.20	
Total Dept 215.000 - CITY CLERK		66,849.00	66,849.00	46,817.50	2,905.63		20,031.50	70.03	
Dept 228.000 - TECHNOLOGY									
101-228.000-801.700	CONTRACTUAL SERVICES	14,500.00	14,500.00	11,029.98	186.00		3,470.02	76.07	
101-228.000-956.700	EXPENSES	1,100.00	1,100.00	0.00	0.00		1,100.00	0.00	
101-228.000-977.700	CAPITAL ACQUISITIONS	2,000.00	2,000.00	0.00	0.00		2,000.00	0.00	
Total Dept 228.000 - TECHNOLOGY		17,600.00	17,600.00	11,029.98	186.00		6,570.02	62.67	
Dept 253.000 - CITY TREASURER									
101-253.000-702.700	PROMOTION/BONUS	50.00	50.00	50.00	0.00		0.00	100.00	
101-253.000-703.700	SALARIES AND WAGES	51,000.00	51,000.00	34,891.91	1,994.18		16,108.09	68.42	
101-253.000-714.700	MANDATORY MEDICARE	745.00	745.00	505.94	28.92		239.06	67.91	
101-253.000-715.700	SOCIAL SECURITY (EMPLOYER)	3,188.00	3,188.00	2,163.31	123.64		1,024.69	67.86	
101-253.000-716.700	BC/BS HEALTH INSURANCE PREMIUM	6,000.00	6,000.00	3,754.84	(58.33)		2,245.16	62.58	
101-253.000-717.700	LIFE INSURANCE PREMIUM	155.00	155.00	117.72	0.00		37.28	75.95	
101-253.000-718.700	MERS RETIREMENT (EMPLOYER)	950.00	950.00	6,282.40	742.22		(5,332.40)	661.31	
101-253.000-719.700	EMPLOYER DEFERED COMP.	1,200.00	1,200.00	817.32	46.15		382.68	68.11	
101-253.000-720.700	LONG TERM DISABILITY	1,005.00	1,005.00	342.96	0.00		662.04	34.13	
101-253.000-724.700	WORKERS COMPENSATION PREMIUM	219.00	219.00	147.91	8.59		71.09	67.54	
101-253.000-727.700	UNEMPLOYMENT INS. BENEFIT	5.00	10.00	5.70	0.84		4.30	57.00	
101-253.000-803.700	OPERATING SUPPLIES	500.00	500.00	29.23	0.00		470.77	5.85	
101-253.000-811.700	AUDIT	38,500.00	38,495.00	27,720.00	0.00		10,775.00	72.01	
101-253.000-853.700	MEMBERSHIP AND DUES	75.00	75.00	75.00	0.00		0.00	100.00	
101-253.000-857.700	TELEPHONE/RADIO COMMUNICATIONS	600.00	600.00	480.00	60.00		120.00	80.00	
101-253.000-865.700	PROFESSIONAL DEVELOPMENT	1,000.00	1,000.00	550.00	550.00		450.00	55.00	
101-253.000-956.700	EXPENSES	250.00	250.00	48.00	0.00		202.00	19.20	
101-253.000-956.800	BANKING FEES	2,400.00	2,400.00	162.60	0.00		2,237.40	6.78	
Total Dept 253.000 - CITY TREASURER		107,842.00	107,842.00	78,144.84	3,496.21		29,697.16	72.46	
Dept 262.000 - ELECTIONS									
101-262.000-704.700	WAGES - PART-TIME	960.00	960.00	0.00	0.00		960.00	0.00	
101-262.000-714.700	MANDATORY MEDICARE	14.00	14.00	0.00	0.00		14.00	0.00	
101-262.000-715.700	SOCIAL SECURITY (EMPLOYER)	60.00	60.00	0.00	0.00		60.00	0.00	
101-262.000-720.700	WORKERS COMPENSATION PREMIUM	4.00	4.00	0.00	0.00		4.00	0.00	
101-262.000-727.700	OPERATING SUPPLIES	560.00	810.00	802.35	0.00		7.65	99.06	
101-262.000-801.700	CONTRACTUAL SERVICES	550.00	300.00	100.00	0.00		200.00	33.33	
101-262.000-956.700	EXPENSES	200.00	200.00	0.00	0.00		200.00	0.00	
Total Dept 262.000 - ELECTIONS		2,348.00	2,348.00	902.35	0.00		1,445.65	38.43	
Dept 265.000 - MUNICIPAL PROPERTIES									
101-265.000-703.700	SALARIES AND WAGES	7,000.00	7,000.00	5,644.71	236.05		1,355.29	80.64	
101-265.000-710.700	OVERTIME	0.00	50.00	31.97	0.00		18.03	63.94	
101-265.000-714.700	MANDATORY MEDICARE	102.00	102.00	82.30	3.41		19.70	80.69	
101-265.000-715.700	SOCIAL SECURITY (EMPLOYER)	433.00	433.00	351.93	14.63		81.07	81.28	
101-265.000-716.700	BC/BS HEALTH INSURANCE PREMIUM	1,000.00	980.00	704.98	(7.32)		275.02	71.94	
101-265.000-718.700	MERS RETIREMENT (EMPLOYER)	74.00	94.00	81.60	3.11		12.40	86.81	

REVENUE AND EXPENDITURE REPORT FOR WEST BRANCH

PERIOD ENDING 03/31/2022

% Fiscal Year Completed: 75.07

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	YTD BALANCE 03/31/2022		ACTIVITY FOR MONTH 03/31/22		AVAILABLE BALANCE		BDGT USED
				NORM (ABNORM)	NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)			
Fund 101										
Expenditures										
101-265.000-720.700	WORKERS COMPENSATION PREMIUM	291.00	291.00	230.95		9.28		60.05	79.36	
101-265.000-724.700	UNEMPLOYMENT INS. BENEFIT	5.00	5.00	1.16		0.09		3.84	23.20	
101-265.000-727.700	OPERATING SUPPLIES	5,500.00	4,275.00	1,415.74		266.34		2,859.26	33.12	
101-265.000-801.700	CONTRACTUAL SERVICES	9,105.00	10,255.00	10,216.64		1,124.16		38.36	99.63	
101-265.000-853.700	TELEPHONE/RADIO COMMUNICATION	2,600.00	2,600.00	2,032.92		229.95		567.08	78.19	
101-265.000-922.700	PUBLIC UTILITIES	13,200.00	13,200.00	13,015.12		1,790.44		184.88	98.60	
101-265.000-941.700	EQUIPMENT RENTAL	2,200.00	2,200.00	2,187.20		63.15		12.80	99.42	
101-265.000-956.700	EXPENSES	50.00	75.00	41.99		0.00		33.01	55.99	
Total Dept 265.000 - MUNICIPAL PROPERTIES		41,560.00	41,560.00	36,039.21		3,733.29		5,520.79	86.72	
Dept 266.000 - LEGAL ASSISTANCE										
101-266.000-801.700	CONTRACTUAL SERVICES	26,000.00	26,000.00	10,830.00		0.00		15,170.00	41.65	
101-266.000-804.700	PROSECUTOR FEES	300.00	300.00	0.00		0.00		300.00	0.00	
101-266.000-956.700	EXPENSES	500.00	1,000.00	952.90		0.00		47.10	95.29	
Total Dept 266.000 - LEGAL ASSISTANCE		26,800.00	27,300.00	11,782.90		0.00		15,517.10	43.16	
Dept 284.000 - COMMUNITY PROMOTIONS										
101-284.000-703.700	SALARIES AND WAGES	3,515.00	3,515.00	1,656.06		21.93		1,858.94	47.11	
101-284.000-710.700	OVERTIME	100.00	100.00	0.00		0.00		100.00	0.00	
101-284.000-714.700	MANDATORY MEDICARE	51.00	51.00	24.03		0.32		26.97	47.12	
101-284.000-715.700	SOCIAL SECURITY (EMPLOYER)	218.00	218.00	102.69		1.36		115.31	47.11	
101-284.000-716.700	BC/BS HEALTH INSURANCE PREMIUM	1,339.00	1,339.00	704.98		(7.32)		634.02	52.65	
101-284.000-718.700	MERS RETIREMENT (EMPLOYER)	37.00	37.00	27.06		0.00		9.94	73.14	
101-284.000-720.700	WORKERS COMPENSATION PREMIUM	146.00	146.00	52.55		0.70		93.45	35.99	
101-284.000-724.700	UNEMPLOYMENT INS. BENEFIT	5.00	5.00	0.28		0.01		4.72	5.60	
101-284.000-801.700	CONTRACTUAL SERVICES	2,000.00	1,975.00	1,455.00		0.00		520.00	73.67	
101-284.000-881.700	CHAMBER OF COMMERCE	350.00	400.00	399.00		0.00		1.00	99.75	
101-284.000-882.700	RECOGNITION DINNER	3,000.00	3,000.00	1,464.59		0.00		1,535.41	48.82	
101-284.000-884.700	VETERAN BANNER EXPENSE	4,000.00	4,000.00	0.00		0.00		4,000.00	0.00	
101-284.000-901.700	PRINTING AND PUBLISHING	750.00	1,025.00	1,022.72		0.00		2.28	99.78	
101-284.000-941.700	EQUIPMENT RENTAL	2,500.00	2,500.00	939.71		73.35		1,560.29	37.59	
101-284.000-956.700	EXPENSES	4,500.00	4,200.00	831.48		0.00		3,368.52	19.80	
Total Dept 284.000 - COMMUNITY PROMOTIONS		22,511.00	22,511.00	8,680.15		90.35		13,830.85	38.56	
Dept 299.000 - CITY SERVICES										
101-299.000-922.700	PUBLIC UTILITIES	36,500.00	36,500.00	23,906.88		2,477.85		12,593.12	65.50	
101-299.000-980.700	HYDRANT RENTAL (TRANSFER TO WATER)	17,995.00	17,995.00	0.00		0.00		17,995.00	0.00	
Total Dept 299.000 - CITY SERVICES		54,495.00	54,495.00	23,906.88		2,477.85		30,588.12	43.87	
Dept 301.000 - POLICE DEPARTMENT										
101-301.000-702.700	PROMOTION/BONUS	250.00	300.00	300.00		0.00		0.00	100.00	
101-301.000-703.700	SALARIES AND WAGES	242,119.00	241,619.00	149,661.18		9,024.80		91,957.82	61.94	
101-301.000-705.700	CHIEF OF POLICE	66,085.00	66,085.00	45,064.88		2,541.74		21,020.12	68.19	
101-301.000-706.700	COMMUNITY POLICING	100.00	100.00	100.00		0.00		0.00	100.00	
101-301.000-708.700	SICK LEAVE PAYOUT	250.00	250.00	0.00		0.00		250.00	0.00	
101-301.000-710.700	OVERTIME	8,500.00	9,000.00	8,638.96		99.14		361.04	95.99	
101-301.000-713.700	EMP. HEALTH OPTION	3,000.00	3,000.00	0.00		0.00		3,000.00	0.00	
101-301.000-714.700	MANDATORY MEDICARE	4,500.00	4,500.00	2,988.38		169.39		1,511.62	66.41	

PERIOD ENDING 03/31/2022

% Fiscal Year Completed: 75.07

GL NUMBER	DESCRIPTION	2021-22	2021-22		YTD BALANCE 03/31/2022 NORM (ABNORM)	ACTIVITY FOR		AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	MONTH 03/31/22 INCR (DECR)		NORM (ABNORM)	BALANCE			
Fund 101										
Expenditures										
101-301.000-715.700	SOCIAL SECURITY (EMPLOYER)	19,078.00	19,078.00		12,777.79	724.26		6,300.21	66.98	
101-301.000-716.700	BC/BS HEALTH INSURANCE PREMIU	35,230.00	35,230.00		25,821.89	(454.62)		9,408.11	73.30	
101-301.000-717.700	LIFE INSURANCE PREMIUM	1,155.00	1,105.00		559.56	0.00		545.44	50.64	
101-301.000-718.700	MERS RETIREMENT (EMPLOYER)	50,837.00	50,837.00		56,187.99	6,824.23		(5,350.99)	110.53	
101-301.000-718.701	EMPLOYER DEFERED COMP.	7,500.00	7,500.00		4,178.90	230.75		3,321.10	55.72	
101-301.000-719.700	LONG TERM DISABILITY	2,300.00	2,300.00		1,651.42	0.00		648.58	71.80	
101-301.000-720.700	WORKERS COMPENSATION PREMIUM	8,359.00	8,359.00		5,446.25	311.38		2,912.75	65.15	
101-301.000-724.700	UNEMPLOYMENT INS. BENEFIT	325.00	325.00		43.02	4.21		281.98	13.24	
101-301.000-727.700	OPERATING SUPPLIES	4,500.00	4,500.00		2,027.14	207.34		2,472.86	45.05	
101-301.000-801.700	CONTRACTUAL SERVICES	10,000.00	10,000.00		3,242.30	0.00		6,757.70	32.42	
101-301.000-811.700	MEMBERSHIP AND DUES	825.00	825.00		565.00	0.00		260.00	68.48	
101-301.000-817.700	UNIFORMS	4,000.00	4,000.00		3,837.70	56.00		162.30	95.94	
101-301.000-853.700	TELEPHONE/RADIO COMMUNICATION	5,000.00	5,000.00		3,524.52	293.31		1,475.48	70.49	
101-301.000-941.700	EQUIPMENT RENTAL	9,500.00	9,500.00		6,750.00	750.00		2,750.00	71.05	
101-301.000-955.700	DATA PROCESSING	4,500.00	4,700.00		4,670.00	0.00		30.00	99.36	
101-301.000-956.700	EXPENSES	950.00	650.00		213.01	0.00		436.99	32.77	
101-301.000-956.702	POLICE SAFETY EXPENSE	4,000.00	0.00		0.00	0.00		0.00	0.00	
101-301.000-956.703	K-9 EXPENSES	0.00	100.00		88.36	0.00		11.64	88.36	
101-301.000-956.707	FORFEITURE EXPENSE	400.00	400.00		0.00	0.00		400.00	0.00	
101-301.000-957.700	EDUCATION AND TRAINING LOCAL	5,000.00	5,000.00		2,992.07	0.00		2,007.93	59.84	
101-301.000-957.701	EDUCATION 302	1,000.00	1,000.00		0.00	0.00		1,000.00	0.00	
101-301.000-968.700	STING	3,000.00	3,000.00		0.00	0.00		3,000.00	0.00	
Total Dept 301.000 - POLICE DEPARTMENT		502,263.00	498,263.00		341,330.32	20,781.93		156,932.68	68.50	
Dept 336.000 - FIRE										
101-336.000-703.700	SALARIES AND WAGES	125.00	125.00		125.00	0.00		0.00	100.00	
101-336.000-714.700	MANDATORY MEDICARE	5.00	5.00		1.81	0.00		3.19	36.20	
101-336.000-715.700	SOCIAL SECURITY (EMPLOYER)	5.00	8.00		7.75	0.00		0.25	96.88	
101-336.000-720.700	WORKERS COMPENSATION PREMIUM	5.00	2.00		0.27	0.00		1.73	13.50	
101-336.000-975.700	BUDGETED PERCENTAGE	26,984.00	26,984.00		26,426.00	0.00		558.00	97.93	
Total Dept 336.000 - FIRE		27,124.00	27,124.00		26,560.83	0.00		563.17	97.92	
Dept 345.000 - CROSSING GUARDS										
101-345.000-702.700	PROMOTION/BONUS	50.00	100.00		100.00	0.00		0.00	100.00	
101-345.000-704.700	WAGES - PART-TIME	7,125.00	7,125.00		4,994.71	201.60		2,130.29	70.10	
101-345.000-714.700	MANDATORY MEDICARE	104.00	104.00		72.40	2.92		31.60	69.62	
101-345.000-715.700	SOCIAL SECURITY (EMPLOYER)	441.00	441.00		309.69	12.50		131.31	70.22	
101-345.000-718.700	MERS RETIREMENT (EMPLOYER)	10.00	15.00		14.53	0.00		0.47	96.87	
101-345.000-720.700	WORKERS COMPENSATION PREMIUM	235.00	235.00		181.35	7.32		53.65	77.17	
101-345.000-724.700	UNEMPLOYMENT INS. BENEFIT	5.00	5.00		2.75	0.12		2.25	55.00	
101-345.000-956.700	EXPENSES	100.00	45.00		0.00	0.00		45.00	0.00	

REVENUE AND EXPENDITURE REPORT FOR WEST BRANCH

PERIOD ENDING 03/31/2022

% Fiscal Year Completed: 75.07

GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		ORIGINAL BUDGET	AMENDED BUDGET	03/31/2022 NORM (ABNORM)	03/31/2022 MONTH INCR (DECR)	NORM (ABNORM)	BALANCE	% BDDT USED	
Fund 101									
Expenditures									
101-441.000-715.700	SOCIAL SECURITY (EMPLOYER)	4,129.00	4,129.00	2,825.77	115.43	1,303.23	68.44		
101-441.000-716.700	BC/BS HEALTH INSURANCE PREMIUM	17,251.00	17,251.00	12,338.79	(128.06)	4,912.21	71.53		
101-441.000-717.700	LIFE INSURANCE PREMIUM	600.00	600.00	480.28	0.00	119.72	80.05		
101-441.000-718.700	MERS RETIREMENT (EMPLOYER)	51,476.00	51,476.00	51,463.08	6,376.48	99.97	86.73		
101-441.000-718.701	EMPLOYER DEFERRED COMP.	3,570.00	3,570.00	3,096.09	184.60	473.91	80.20		
101-441.000-719.700	LONG TERM DISABILITY	1,820.00	1,820.00	1,459.58	0.00	360.42	80.20		
101-441.000-720.700	WORKERS COMPENSATION PREMIUM	2,480.00	2,475.00	1,648.12	80.13	826.88	66.59		
101-441.000-724.700	UNEMPLOYMENT INS. BENEFIT	5.00	10.00	6.30	0.58	3.70	63.00		
101-441.000-727.700	OPERATING SUPPLIES	7,000.00	7,000.00	6,269.24	550.84	730.76	89.56		
101-441.000-801.700	CONTRACTUAL SERVICES	2,500.00	2,500.00	659.60	0.00	1,840.40	26.38		
101-441.000-817.700	UNIFORMS	2,200.00	2,200.00	2,001.47	150.00	198.53	90.98		
101-441.000-853.700	TELEPHONE/RADIO COMMUNICATION	5,650.00	5,650.00	3,846.79	473.48	1,803.21	68.08		
101-441.000-865.700	PROFESSIONAL DEVELOPMENT	2,500.00	2,440.00	1,479.49	0.00	960.51	60.63		
101-441.000-941.700	EQUIPMENT RENTAL	12,000.00	12,000.00	8,345.63	162.90	3,654.37	69.55		
101-441.000-956.700	EXPENSES	600.00	600.00	294.27	0.00	305.73	49.05		
101-441.000-956.708	INSURANCE CLAIM EXPENSE	0.00	0.00	33,061.49	0.00	(33,061.49)	100.00		
Total Dept 441.000 - PUBLIC WORKS DEPARTMENT		181,905.00	181,905.00	174,241.88	9,663.23	7,663.12	95.79		
Dept 444.000 - SIDEWALKS									
101-444.000-801.700	CONTRACTUAL SERVICES	13,253.00	13,253.00	13,253.00	0.00	0.00	100.00		
Total Dept 444.000 - SIDEWALKS		13,253.00	13,253.00	13,253.00	0.00	0.00	100.00		
Dept 528.000 - SOLID WASTE									
101-528.000-703.700	SALARIES AND WAGES	16,500.00	18,000.00	17,309.58	506.15	690.42	96.16		
101-528.000-714.700	MANDATORY MEDICARE	241.00	281.00	250.96	7.33	30.04	89.31		
101-528.000-715.700	SOCIAL SECURITY (EMPLOYER)	1,021.00	1,171.00	1,073.22	31.39	97.78	91.65		
101-528.000-716.700	BC/BS HEALTH INSURANCE PREMIUM	2,236.00	2,736.00	2,467.68	(25.62)	268.32	90.19		
101-528.000-718.700	MERS RETIREMENT (EMPLOYER)	218.00	318.00	267.57	8.81	50.43	84.14		
101-528.000-720.700	WORKERS COMPENSATION PREMIUM	1,023.00	1,023.00	960.45	25.47	62.55	93.89		
101-528.000-724.700	UNEMPLOYMENT INS. BENEFIT	5.00	5.00	1.41	0.19	3.59	28.20		
101-528.000-764.700	REFUSE/RECYCLING EXPENSE	5,500.00	5,500.00	2,318.17	0.00	3,181.83	42.15		
101-528.000-801.700	CONTRACTUAL SERVICES	168,000.00	168,000.00	112,345.47	14,106.32	55,654.53	66.87		
101-528.000-801.800	CONTRACTUAL SERVICES RECYCLE	7,500.00	7,500.00	3,647.42	0.00	3,852.58	48.63		
101-528.000-922.700	PUBLIC UTILITIES	950.00	950.00	852.29	141.85	97.71	89.71		
101-528.000-941.700	EQUIPMENT RENTAL	18,000.00	15,102.00	8,543.62	51.04	6,558.38	56.57		
Total Dept 528.000 - SOLID WASTE		221,194.00	220,586.00	150,037.84	14,852.93	70,548.16	68.02		
Dept 537.000 - AIRPORT									
101-537.000-703.700	SALARIES AND WAGES	600.00	538.00	522.28	59.59	15.72	97.08		
101-537.000-710.700	OVERTIME	0.00	180.00	178.78	122.28	1.22	99.32		
101-537.000-714.700	MANDATORY MEDICARE	9.00	11.00	10.17	2.64	0.83	92.45		
101-537.000-715.700	SOCIAL SECURITY (EMPLOYER)	37.00	45.00	43.47	11.28	1.53	96.60		
101-537.000-718.700	MERS RETIREMENT (EMPLOYER)	0.00	5.00	3.08	1.72	1.92	61.60		
101-537.000-720.700	WORKERS COMPENSATION PREMIUM	5.00	15.00	11.82	7.20	3.18	78.80		
101-537.000-724.700	UNEMPLOYMENT INS. BENEFIT	5.00	5.00	0.11	0.08	4.89	2.20		
101-537.000-941.700	EQUIPMENT RENTAL	0.00	465.00	461.24	221.53	3.76	99.19		
101-537.000-975.700	BUDGETED PERCENTAGE	48,600.00	48,600.00	24,300.00	0.00	24,300.00	50.00		
Total Dept 537.000 - AIRPORT		49,256.00	49,864.00	25,530.95	426.32	24,333.05	51.20		

REVENUE AND EXPENDITURE REPORT FOR WEST BRANCH

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PERIOD ENDING 03/31/2022
% Fiscal Year Completed: 75.07

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	YTD BALANCE 03/31/2022		ACTIVITY FOR MONTH 03/31/22 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)		% BDDT USED
				NORM (ABNORM)	NORM (ABNORM)				
Fund 101									
Expenditures									
Dept 721.000 - PLANNING AND ZONING									
101-721.000-703.700	SALARIES AND WAGES	2,800.00	2,650.00	1,975.00		0.00	675.00	74.53	
101-721.000-714.700	MANDATORY MEDICARE	41.00	41.00	28.64		0.00	12.36	69.85	
101-721.000-715.700	SOCIAL SECURITY (EMPLOYER)	173.00	173.00	122.45		0.00	50.55	70.78	
101-721.000-720.700	WORKERS COMPENSATION PREMIUM	5.00	6.00	5.83		0.00	0.17	97.17	
101-721.000-801.700	CONTRACTUAL SERVICES	0.00	400.00	400.00		0.00	0.00	100.00	
101-721.000-865.700	PROFESSIONAL DEVELOPMENT	1,200.00	1,540.00	1,539.63		0.00	0.37	99.98	
101-721.000-901.700	PRINTING AND PUBLISHING	500.00	390.00	357.49		117.72	32.51	91.66	
101-721.000-956.700	EXPENSES	600.00	119.00	17.18		0.00	101.82	14.44	
Total Dept 721.000 - PLANNING AND ZONING		5,319.00	5,319.00	4,446.22		117.72	872.78	83.59	
Dept 728.000 - ECONOMIC DEVELOPMENT									
101-728.000-945.700	EDC DUES	1,000.00	1,000.00	0.00		0.00	1,000.00	0.00	
Total Dept 728.000 - ECONOMIC DEVELOPMENT		1,000.00	1,000.00	0.00		0.00	1,000.00	0.00	
Dept 751.000 - PARKS AND RECREATION									
101-751.000-703.700	SALARIES AND WAGES	24,500.00	24,500.00	20,480.46		1,578.45	4,019.54	83.59	
101-751.000-710.700	OVERTIME	3,650.00	3,650.00	2,257.31		120.02	1,392.69	61.84	
101-751.000-714.700	MANDATORY MEDICARE	411.00	411.00	329.79		24.63	81.21	80.24	
101-751.000-715.700	SOCIAL SECURITY (EMPLOYER)	1,742.00	1,742.00	1,409.72		105.29	332.28	80.93	
101-751.000-716.700	BC/BS HEALTH INSURANCE PREMIUM	4,750.00	4,750.00	3,525.30		(36.59)	1,224.70	74.22	
101-751.000-718.700	MERS RETIREMENT (EMPLOYER)	375.00	375.00	325.30		28.50	49.70	86.75	
101-751.000-720.700	WORKERS COMPENSATION PREMIUM	775.00	775.00	663.84		49.62	111.16	85.66	
101-751.000-724.700	UNEMPLOYMENT INS. BENEFIT	5.00	5.00	3.85		0.89	1.15	77.00	
101-751.000-727.700	OPERATING SUPPLIES	5,000.00	5,000.00	310.74		0.00	4,689.26	6.21	
101-751.000-801.700	CONTRACTUAL SERVICES	2,500.00	2,500.00	0.00		0.00	2,500.00	0.00	
101-751.000-922.700	PUBLIC UTILITIES	6,000.00	6,000.00	5,346.15		175.02	653.85	89.10	
101-751.000-933.700	PLAYGROUND EQUIPMENT MAIN.	3,000.00	3,000.00	2,529.60		0.00	470.40	84.32	
101-751.000-941.700	EQUIPMENT RENTAL	12,000.00	12,000.00	10,698.57		462.74	1,301.43	89.15	
Total Dept 751.000 - PARKS AND RECREATION		64,708.00	64,708.00	47,880.63		2,508.57	16,827.37	73.99	
Dept 851.000 - INSURANCE AND RISK MANAGEMENT									
101-851.000-716.700	BC/BS HEALTH INSURANCE PREMIUM	959.00	959.00	539.00		0.00	420.00	56.20	
101-851.000-818.700	INS. PREMIUM - LIABILITY	14,536.00	14,536.00	14,164.51		0.00	371.49	97.44	
Total Dept 851.000 - INSURANCE AND RISK MANAGEMENT		15,495.00	15,495.00	14,703.51		0.00	791.49	94.89	
Dept 965.000 - TRANSFERS									
101-965.000-973.700	425 AGREEMENTS	22,000.00	22,000.00	24,866.47		0.00	(2,866.47)	113.03	
Total Dept 965.000 - TRANSFERS		22,000.00	22,000.00	24,866.47		0.00	(2,866.47)	113.03	
Dept 965.209 - TRANSFER TO CEMETERY									
101-965.209-999.701	TRANS. FROM ECON. ADVANCEMENT	16,411.00	16,411.00	16,411.00		0.00	0.00	100.00	
Total Dept 965.209 - TRANSFER TO CEMETERY		16,411.00	16,411.00	16,411.00		0.00	0.00	100.00	

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	YTD BALANCE 03/31/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/22 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 101							
Expenditures							
TOTAL EXPENDITURES		1,672,937.00	1,668,937.00	1,207,901.64	68,175.52	461,035.36	72.38
Fund 101:							
TOTAL REVENUES		1,659,089.00	1,659,089.00	1,473,262.22	18,989.17	185,826.78	88.80
TOTAL EXPENDITURES		1,672,937.00	1,668,937.00	1,207,901.64	68,175.52	461,035.36	72.38
NET OF REVENUES & EXPENDITURES		(13,848.00)	(9,848.00)	265,360.58	(49,186.35)	(275,208.58)	2,694.56



West Branch Police Department

Chief Kenneth W. Walters

130 Page St.

West Branch, Michigan 48661

Phone: 989-345-2627 Fax: 989-345-0083

E-mail: police@westbranch.com

3/7/2022

Honorable Mayor and Council,

This is the February month end report. For the month of February, the department handled 94 Law Enforcement complaints and 23 Blight / Ordinance violations.

The department further made 8 Felony and / or Arrestable Misdemeanor arrests. The most serious being, Felonious Assault (Strangulation).

The School Resources Officer position has been formally approved by the school board and will be brought to your attention soon for action. Myself and Manager Dantzer will be meeting with Surline Principals and the Superintendent on March 30th for finalization.

Respectfully,

A handwritten signature in black ink, appearing to be 'K. Walters', written over a horizontal line.

Chief Kenneth W. Walters

Offense Count Report

Report Criteria:

Start Offense	End Offense		
01000	99009		
FEBRUARY 2022	TOTAL 2022	TOTAL 2021	TOTAL 2020
02/01/2022-02/28/2022	01/01/2022-02/28/2022	01/01/2021-12/31/2021	01/01/2020-12/31/2020

Offense	Description	FEBRUARY 2022	TOTAL 2022	TOTAL 2021	TOTAL 2020
11001	SEXUAL PENETR'N PENIS/VAGINA CSC1	0	0	1	0
11002	SEXUAL PENETR'N PENIS/VAGINA CSC3	0	0	0	2
11008	SEXUAL CONTACT FORCIBLE CSC4	0	0	1	1
13001	NONAGGRAVATED ASSAULT	4	4	19	27
13002	AGGRAVATED/FELONIOUS ASSAULT	1	1	4	2
13003	INTIMIDATION/STALKING	0	0	2	3
20000	ARSON	0	0	0	1
22001	BURGLARY - FORCED ENTRY	0	0	1	1
22002	BURGLARY - ENTRY W/OUT FORCE(INTENT	0	0	1	2
22003	BURGLARY - UNLAWFUL ENTRY(NO INTENT	0	0	0	2
23002	LARCENY - PURSE SNATCHING	0	0	2	0
23003	LARCENY - THEFT FROM BUILDING	0	0	2	7
23005	LARCENY - THEFT FROM MOTOR VEHICLE	0	0	9	3
23007	LARCENY - OTHER	1	1	8	11
24001	MOTOR VEHICLE THEFT	0	0	1	0
25000	FORGERY/COUNTERFEITING	0	0	1	0
26001	FRAUD - FALSE PRETENSE/SWINDLE/CONF	0	0	0	1
26002	FRAUD - CREDIT CARD/ATM	0	0	1	1
26003	FRAUD - IMPERSONATION	0	0	1	0
26005	FRAUD - WIRE	0	0	1	0
26006	FRAUD - BAD CHECKS	0	0	1	0
26007	FRAUD - IDENTITY THEFT	0	1	0	0
29000	DAMAGE TO PROPERTY	1	2	15	15
30002	RETAIL FRAUD - THEFT	0	0	0	3
35001	VIOLATION OF CONTROLLED SUBSTANCE	0	0	4	2
36004	SEX OFFENSE - OTHER	0	0	3	0
38001	FAMILY - ABUSE/NEGLECT NONVIOLENT	0	0	2	0
38003	FAMILY - OTHER	0	0	1	0
41002	LIQUOR VIOLATIONS - OTHER	0	0	1	0
42000	DRUNKENNESS	0	0	1	0
48000	OBSTRUCTING POLICE	0	0	5	3
50000	OBSTRUCTING JUSTICE	2	4	29	29
52001	WEAPONS OFFENSE - CONCEALED	0	0	0	1
52003	WEAPONS OFFENSE - OTHER	0	0	2	1
53001	DISORDERLY CONDUCT	0	0	1	4
54001	HIT & RUN MOTOR VEHICLE ACCIDENT	0	0	0	6
54002	OUIL OR OUID	2	4	4	6
54003	DRIVING LAW VIOLATIONS	2	3	10	25
57001	TRESPASS	1	1	21	18
70000	JUVENILE RUNAWAY	0	2	0	4
70001	Incorrigible	0	0	0	1
70004	Juvenile Issues	0	0	3	0
73000	MISCELLANEOUS CRIMINAL OFFENSE	0	0	4	15
90001	Vehicle Lockouts	5	15	88	103
90002	Motorist Assists	0	0	15	13
90003	Assist E.M.S.	16	25	120	105

Offense Count Report

Report Criteria:

Start Offense	End Offense		
01000	99009		
FEBRUARY 2022	TOTAL 2022	TOTAL 2021	TOTAL 2020
02/01/2022-02/28/2022	01/01/2022-02/28/2022	01/01/2021-12/31/2021	01/01/2020-12/31/2020

Offense	Description	FEBRUARY 2022	TOTAL 2022	TOTAL 2021	TOTAL 2020
90005	City Ordinance Violations	0	0	29	41
90007	Parking Complaints	0	0	4	1
90008	ANIMAL COMPLAINTS	1	2	13	5
91001	Delinquent Minors	0	0	15	3
91002	Runaway	0	0	2	0
91003	K-9 Assists	2	4	7	0
91004	Abandoned Vehicle	0	0	2	3
92003	Walk Away (Ment. & Host.)	1	2	5	4
92004	Insanity	1	2	30	34
92005	MIP Civil	0	1	0	0
93001	PROPERTY DAMAGE ACCIDENT/PI	2	7	51	43
93002	Accident, Non-Traffic	3	5	32	18
93004	Parking Violations	0	0	1	1
93006	Traffic Policing	1	4	21	9
93007	Traffic Safety Public Relations	1	6	35	13
93008	Inspections/Investigations -Breathalyzer	0	0	1	4
94001	Valid Alarm Activations	0	0	3	3
94002	False Alarm Activations	8	15	63	51
95001	Accident, Fire	0	1	1	1
95003	Inspection, Fire	0	0	3	0
95004	Hazardous Condition	0	0	6	2
97003	Accident, Other Shooting	0	0	0	1
97006	Accident, All Other	0	0	2	2
98002	Inspections/Investigations -Motor Vehicles	0	0	0	1
98003	Inspections/Investigations -Property	0	0	7	8
98004	Inspections/Investigations -Other	2	4	7	5
98006	Civil Matters/Family Disputes	4	6	88	81
98007	Suspicious Situations/Subjects	4	13	178	191
98008	Lost/Found Property	0	1	13	10
98009	Inspections/Investigations -Drug Overdose	0	0	3	2
99001	Suicide	0	0	0	1
99002	Natural Death	0	1	5	6
99004	Natural Disaster	0	0	0	1
99007	PR Activities	0	1	4	22
99008	General Assistance	29	54	283	206
99009	General Non-Criminal	0	0	35	56
Totals:		94	192	1334	1247

CODE ENFORCEMENT:		February 2022:						OUTCOME:	
Date	Address	Violation							
2/4/2022	410 E Houghton Ave	City Charter Snow Violation/ Sidewalk- Photo taken- Notice mailed						Open	
2/4/2022	426 E Houghton Ave	City Charter Snow Violation/ Sidewalk- Photo taken- Notice mailed						Open	
2/4/2022	432 E Houghton Ave	City Charter Snow Violation/ Sidewalk- Photo taken- Notice mailed						Open	
2/4/2022	440 E Houghton Ave	City Charter Snow Violation/ Sidewalk- Photo taken- Notice mailed						Open	
2/4/2022	444 E Houghton Ave	City Charter Snow Violation/ Sidewalk- Photo taken- Notice mailed						Open	
2/4/2022	508 E Houghton Ave	City Charter Snow Violation/ Sidewalk- Photo taken- Notice mailed						Open	
2/4/2022	221 N 1st Street	City Charter Snow Violation/ Sidewalk- Photo taken- Notice mailed						Open	
2/4/2022	224 N 1st Street (Apt A & B)	City Charter Snow Violation/ Sidewalk- Photo taken- Notice mailed						Open	
2/4/2022	227 N 1st Street	City Charter Snow Violation/ Sidewalk- Photo taken- Notice mailed						Open	
2/4/2022	230 N 1st Street	City Charter Snow Violation/ Sidewalk- Photo taken- Notice mailed						Open	
2/4/2022	234 N 1st Street	City Charter Snow Violation/ Sidewalk- Photo taken- Notice mailed						Open	
2/4/2022	240 N 1st Street	City Charter Snow Violation/ Sidewalk- Photo taken- Notice mailed						Open	
2/4/2022	345 N 1st Street	City Charter Snow Violation/ Sidewalk- Photo taken- Notice mailed						Open	
2/4/2022	409 N 1st Street	City Charter Snow Violation/ Sidewalk- Photo taken- Notice mailed						Open	
2/4/2022	411 N 1st Street	City Charter Snow Violation/ Sidewalk- Photo taken- Notice mailed						Open	
2/4/2022	419 N 1st Street	City Charter Snow Violation/ Sidewalk- Photo taken- Notice mailed						Open	
2/4/2022	453 N 1st Street	City Charter Snow Violation/ Sidewalk- Photo taken- Notice mailed						Open	
2/4/2022	459 N 1st Street	City Charter Snow Violation/ Sidewalk- Photo taken- Notice mailed						Open	
2/4/2022	465 N 1st Street	City Charter Snow Violation/ Sidewalk- Photo taken- Notice mailed						Open	
2/4/2022	469 N 1st Street	City Charter Snow Violation/ Sidewalk- Photo taken- Notice mailed						Open	
2/4/2022	520 Wright Street (Apt A & B)	City Charter Snow Violation/ Sidewalk- Photo taken- Notice mailed						Open	
2/4/2022	607 Wright Street	City Charter Snow Violation/ Sidewalk- Photo taken- Notice mailed						Open	

[illegible]

WEST BRANCH AREA WASTEWATER TREATMENT PLANT AUTHORITY

A rescheduled regular meeting of the West Branch Area Wastewater Treatment Plant Authority was held on Tuesday, December 14, 2021 at the West Branch City Hall.

Chairperson Stephens called the meeting to order at 3:30 p.m.

Present: John Dantzer, City of West Branch; Ellen Pugh, City of West Branch; Jim Morris, West Branch Township; and Denis Stephens, Ogemaw Township.

Absent: Paul Frechette, City of West Branch

Others in attendance: DPW Superintendent Mike Killackey and Wastewater Superintendent Dan Robb

* * * * *

Cindy Scott of Stephenson and Company presented the 2020-2021 audit report. The Authority received an unmodified opinion which is the highest level of assurance that can be given.

Motion by Morris, second by Pugh, to accept the audit as presented.

Yes –Dantzer, Pugh, Morris, Stephens

No – None

Absent –Frechette

Motion carried

* * * * *

Motion by Morris, second by Pugh, to approve the Diebold quarterly insurance installment in the amount of \$3,207.00.

Yes –Dantzer, Pugh, Morris, Stephens

No – None

Absent –Frechette

Motion carried

* * * * *

Motion by Stephens, second by Morris, to approve the Stephenson and Company audit invoice in the amount of \$3,905.00.

Yes –Dantzer, Pugh, Morris, Stephens

No – None

Absent –Frechette

Motion carried

* * * * *

Wastewater Superintendent Robb discussed pump repairs that were needed at the plant.

Motion by Morris, second by Pugh, to approve the pump repair in the amount of \$8,048.00 to be paid from the replacement and improvement account.

Yes –Dantzer, Pugh, Morris, Stephens

No – None

Absent –Frechette

Motion carried

Superintendent Robb also gave a biohazard update, updated the Board on computer upgrades, went over the asset management plan, noted he is working on a rate study, gave a lab update, and noted he is looking on alternate energy sources.

* * * * *

Motion by Stephens, second by Pugh, to approve the minutes from the meeting held September 12, 2021.

Yes –Dantzer, Pugh, Morris, Stephens

No – None

Absent –Frechette

Motion carried

* * * * *

Member Dantzer gave the Treasurer's report

* * * * *

Chairperson Stephens adjourned the meeting at 4:20 p.m.

The West Branch Community Airport Board met on this date in the Conference Room, West Branch Community Airport Terminal, West Branch, Michigan, as well as remotely via Zoom. The meeting was called to order at 12:13 p.m. by Chairman Terry Hodges.

Present: Craig Scott, Mike Jackson, Terry Hodges, Paul Frechette and John Dantzer. Absent: Brad Neubecker and Breck Gildner. Also, in attendance were W.B. Airport Manager Ben Evergreen, Dylan Franciosi and Horton Township Supervisor Karen Michael

Motion by Scott, second by Jackson, the meeting minutes of the December 15, 2021 and January 19, 2022 meeting be approved. Voice vote. Ayes – all. Motion carried. [2-1-#1]

Motion by Jackson, second by Dantzer, claims in the amount of \$45,365.33 be approved for payment. Voice vote. Ayes – all. Motion carried. [2-1-#2]

Ben gave the financial report, with a combined account balance is \$213,433.81. Ben discussed future reimbursements from the hangar project, as well as federal ARPA grant distribution.

Motion by Frechette, second by Jackson, to accept the Financial Report. Voice vote. Ayes – all. Motion carried. [2-1-#3]

The Board held election for Officers for the 2022 calendar year.

Motion by Scott, second by Dantzer, to re-elect Terry Hodges for the position of Board Chairman. Voice vote. Ayes – all. Motion Carried. [2-1-#4]

Motion by Dantzer, second by Scott to re-elect Paul Frechette as Vice Chairman, and Mike Jackson as Secretary. Voice Vote. Ayes – all. Motion Carried. [2-1-#5]

Ben informed the Board that the sale of the Searfoss hangar has been finalized. The lease transfer agreement has not yet been returned. NIOBRARA has inquired about the Board's feelings about the potential of a medical air ambulance company leasing the hangar, and using the upstairs office as a sleeping quarters. The Board expressed no reservations about such an arrangement, as long as the appropriate liability insurance was in place by all involved parties.

Ben gave a brief update on the farming by Gallagher Farms.

Discussion was held regarding brush clearing on Airport property. Ben expressed frustration with the current arrangement. The Board authorized Ben to inquire about alternatives.

Ben presented the preliminary budget for fiscal year 2023. Discussion was held regarding airport revenue sources; it was decided that the Board will revisit it at the next meeting.

Discussion was held regarding the contract for the Airport Manager. Commissioner Scott will inquire about the feasibility of getting the Ben onto the County employee insurance plan.

No further business remaining, Chairman Hodges adjourned the meeting at 12:56 p.m.

Minutes by Michael Jackson, Board Secretary

**SPECIAL MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY
HELD AT THE WEST BRANCH CITY HALL, 121 N. FOURTH ST. WEST BRANCH, MI ON
MONDAY, FEBRUARY 28, 2022.**

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

Present: Samantha Fabbri, Autum Hunter, Sandy Rabidue, Erin Resteiner, Ken Walters and Cathy Zimmerman.

Absent: Anthony Bair, Joanne Bennett, and Joe Clark

Others in attendance: Manager John Dantzer

* * * * *

**MOTION BY FABBRI, SECOND BY RESTEINER, TO APPROVE THE MINUTES
FROM THE MEETINGS HELD DECEMBER 14, 2021, JANUARY 25, 2022, AND
FEBRUARY 7, 2022.**

Yes – Fabbri, Hunter, Rabidue, Resteiner, Walters, and Zimmerman

No – None

Absent – Bair, Bennett, and Clark

Motion carried.

* * * * *

Garret Dawe of MDOT gave an update on the Houghton Ave reconstruction project and went over the road detour plans.

* * * * *

Member Zimmerman was excused from the meeting at 1:00 pm.

Member Resteiner was excused from the meeting at 1:05 pm.

With only four members left in attendance, a quorum was no longer in existence and no further business could take place.

The need for a special meeting was discussed. Chairperson Fabbri called for a special meeting to be held with Manager Dantzer contacting all members to see if March 9 at 6:30pm would work.

* * * * *

The meeting was adjourned at 1:10 pm.

**SPECIAL MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY
HELD AT THE WEST BRANCH CITY HALL, 121 N. FOURTH ST. WEST BRANCH, MI ON
WEDNESDAY, MARCH 9, 2022.**

The meeting was called to order by Chairperson Samantha Fabbri at 6:30.

Present: Joe Clark, Samantha Fabbri, Autum Hunter, Sandy Rabidue (arrived at 6:35), Ken Walters and Cathy Zimmerman.

Absent: Anthony Bair, Joanne Bennett, and Erin Resteiner

Others in attendance: Manager John Dantzer

* * * * *

**MOTION BY FABBRI, SECOND BY HUNTER, TO APPROVE THE MINUTES FROM
THE MEETING HELD MARCH 9, 2022.**

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

No – None Absent – Bair, Bennett, Rabidue, and Resteiner

Motion carried.

* * * * *

**MOTION BY FABBRI, SECOND BY HUNTER, TO APPROVE THE BILLS IN THE
AMOUNT OF \$7,500.**

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

No – None Absent – Bair, Bennett, Rabidue, and Resteiner

Motion carried.

* * * * *

**MOTION BY FABBRI, SECOND BY CLARK, TO EXCUSE MEMBERS BAIR,
BENNETT, AND CLARK FROM THE FEBRUARY 28TH MEETING AND TO EXCUSE
MEMEBERS BAIR, BENNETT, AND RESTEINER FROM TONIGHTS MEETING.**

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

No – None Absent – Bair, Bennett, Rabidue, and Resteiner

Motion carried.

Members discussed the proposal from Beckett and Raeder for engineering services for the streetscape plan. It was noted that the total cost is for work to be done within and outside of the DDA. Discussion centered around the cost sharing alternatives with the City.

MOTION BY FABBRI, SECOND BY HUNTER, TO APPROVE THE RECOMMENDATION TO COUNCIL TO PARTICPATE IN A COST SHARING FOR THE STREETSCAPE ENGINEERING WITH 30% BEING PAID BY THE DDA AND 70% BEING PAID BY THE CITY.

Yes – Clark, Fabbri, Hunter, Rabidue, Walters, and Zimmerman

No – None Absent – Bair, Bennett, and Resteiner Motion carried.

* * * * *

MOTION BY FABBRI, SECOND BY RABIDUE, TO APPROVE THE WEST BRANCH DDA FAÇADE PROGRAM AS SUBMITTED.

Yes – Clark, Fabbri, Hunter, Rabidue, Walters, and Zimmerman

No – None Absent – Bair, Bennett, and Resteiner Motion carried.

* * * * *

Chairperson Fabbri updated the Board on the last Retail Merchants meeting and noted they are working on sending a letter to all businesses to invite them to meetings for updates on the Houghton Ave project.

Member Rabidue gave a flower update.

Member Hunter discussed possible new businesses in the community.

Member Rabidue presented the treasurer's report.

Manager Dantzer went over grant opportunities for the gathering place in the MEDC Public Gathering Spaces Initiative and the Consumer's Put your Town on the Map grant. Manager Dantzer noted the Consumers grant does require a presentation if you are chosen as one of the finalists and that he was out of town during the presentations so someone else would have to present. It was the consensus to have Manager Dantzer submit applications for both grants and that the Board would find a presenter if chosen.

Manager Dantzer shared information on the Michigan Historic Preservation conference.

* * * * *

The meeting was adjourned at 7:25 pm.

Communications



March 7, 2022

T1 P1158 *****AUTO**ALL FOR AADC 480

City of West Branch
121 N 4th St
West Branch, MI 48661-1217



LFA Notice – Cessation of Programming:

Dear Franchise Official:

Spectrum Mid-America, LLC ("Spectrum") was notified on March 2, 2022, by NBC Universal Media, LLC on behalf of International Media Distribution, LLC ("IMD") that it would cease distribution of **CR1 Russia**. Accordingly, effective March 3, 2022 at 12:00am ET, the aforementioned network is no longer available on the West Branch, MI channel lineup serving your community. Since this change is out of Spectrum's control, we are making customers aware of the cessation of programming via a channel slate message, ***"Programming is no longer being provided by supplier."***

Further, in light of the extraordinary circumstances in Ukraine, effective March 4, 2022 at 12:00am ET, Spectrum made the decision to drop Russian-controlled and programmed networks **NTV America, RTR Planeta, Rossiya-24 and CTC** on the West Branch, MI channel lineup serving your community. Spectrum is making its customers aware of these drops via a channel slate message, ***"Programming is no longer available on this network."***

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

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

Sincerely,

A handwritten signature in blue ink that reads "Karen Coronado".

Karen Coronado
Manager – State Government Affairs, Michigan
Charter Communications

The Center for Local, State, and Urban Policy

Gerald R. Ford School of Public Policy | University of Michigan



Michigan Public
Policy Survey

March 2022

Recycling Issues, Policies, and Practices among Michigan Local Governments

By Debra Horner, Natalie Fitzpatrick, Thomas Ivacko, and Jessica Berger

This report presents the views of Michigan's local government leaders regarding a variety of recycling issues and policies in their jurisdictions, including what types of recycling services are offered in communities across the state, changes to local recycling services in the past few years, local government funding sources and staffing for recycling, assessments of residents' interest in new recycling services not currently offered, and more. These findings are based on statewide surveys of local government leaders in the Fall 2021 wave of the Michigan Public Policy Survey (MPPS), as part of the Michigan Local Recycling Policy Project.

The Michigan Public Policy Survey (MPPS) is an ongoing census survey of all 1,856 general purpose local governments in Michigan conducted since 2009 by the Center for Local, State, and Urban Policy (CLOSUP). Respondents for the Fall 2021 wave of the MPPS include county administrators, board chairs, and clerks; city mayors, managers, and clerks; village presidents, managers, and clerks; and township supervisors, managers, and clerks from 1,356 jurisdictions across the state.

EGLE

CLOSUP

Center for Local, State, and Urban Policy
Gerald R. Ford School of Public Policy

Key Findings

- Statewide, 86% of Michigan local leaders report that recycling is somewhat (39%) or very (47%) important to their community members, with 65% of officials from state's largest jurisdictions—those with over 30,000 residents—saying recycling issues are very important in their communities.
- Among cities, villages, and townships, 79% report that residents have at least some access to various recycling services, including drop-off facilities for recycling (49%), curbside recycling (43%), household hazardous waste collection (42%), e-waste collection (34%), collection of yard waste material for composting (33%), and on-site recycling services for businesses (20%).
 - Almost all county officials report there is access to at least some recycling in their county, including 78% that have at least some access to drop-off facilities and 77% that have household hazardous waste collection available.
- When it comes to service providers, local leaders report that drop-off facilities as well as e-waste and hazardous household materials collection are most commonly run by the county government alone or as joint/regional collaborations, while curbside recycling is most commonly provided by private contractors, and yard waste collection for composting is most likely to be run by cities, villages, and townships themselves.
- Despite the challenges to local governments during the COVID-19 pandemic, nearly two-thirds (63%) say there has been no substantial change over the past two years in recycling services or programs offered to residents. Meanwhile 14% report expanding services, while 11% report reducing them in this time frame.
- When asked about their jurisdiction's current spending levels on recycling, a majority of local leaders (63%) in communities where at least some recycling is offered feel that their jurisdiction is spending about the right amount on recycling, while more say they currently spend too little (14%) than say they are spending too much (9%).
- Finally, two-thirds (67%) of local leaders statewide from jurisdictions with at least some recycling services are either somewhat (37%) or very (30%) satisfied with the current recycling opportunities available. By contrast, just under a quarter (24%) from communities with no access to recycling services are somewhat (18%) or very (6%) satisfied with their lack of services.

Reports

Mayor

Council

City Manager

Public Comment -Any Topic

Adjournment

**CITY OF WEST BRANCH
CITY COUNCIL MEETING
MARCH 21, 2022**

PLEASE TAKE NOTICE that the West Branch City Council meeting scheduled for Monday, March 21, 2022 at 6:00 pm will be conducted both in person and virtually (online and/or by phone), due to health concerns surrounding Coronavirus/COVID-19 pandemic.

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

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

Zoom Instructions for Participants

To join the conference by phone:

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

Before a videoconference:

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

To join the videoconference:

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

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

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

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

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

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



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

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

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

Meeting Information:

West Branch City Council is inviting you to a scheduled Zoom meeting.

Topic: West Branch City Council

Time: Mar 21, 2022 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83844712765?pwd=UUU2TnYwdkF4R1RVVG11am9tUVljZz09>

Meeting ID: 838 4471 2765

Passcode: 106994

One tap mobile

+16465588656,,83844712765#,,,,*106994# US (New York)

+13017158592,,83844712765#,,,,*106994# US (Washington DC)

Dial by your location

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 838 4471 2765

Passcode: 106994

Find your local number: <https://us02web.zoom.us/j/kcqs39VFde>