

AGENDA

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL TO BE HELD AT WEST BRANCH CITY HALL, 121 N. FOURTH ST. ON MONDAY, MARCH 4, 2024, BEGINNING AT 6:00 P.M.

- I. Call to order
- II. Roll call
- III. Pledge of Allegiance
- IV. Additions to the agenda
- V. Scheduled Matters from the Floor
 - A. County Update
- VI. Public hearing
- VII. Public comment on agenda items only (limited to 3 minutes)
- VIII. Bids
- IX. Unfinished Business
 - A. Pat Green property update
- X. New Business
 - A. Bills
 - B. Resolution 24-07 Industrial Park Budget Amendment
 - C. Resolution 24-08 Act 51 transfer of funds
 - D. Location of EV Charging Station
- XI. Approval of the minutes and summary from the regular meeting held February 19, 2024.
- XII. Consent Agenda
 - A. Treasurer's Report and Investment Summary
- XIII. Communications
- XIV. Reports
 - A. Mayor
 - B. Council
 - C. Manager
 1. Farmers Market Location
- XV. Public comment any topic
- XVI. Adjournment

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.**]

UPCOMING MEETINGS-EVENTS

March 12 Planning Commission 6:00 pm

March 17-23 MAMC Conference

March 18 City Council 6:00 pm

March 19 WWTPA 3:30 pm

March 20 Airport Board 12:15 pm

March 26 DDA 12:00 pm

Next Meeting March 18, 2024

**Place
Holder
for
Bills**

RESOLUTION #24-07

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

WHEREAS, the revenues in Fund 251, Industrial Park Fund, were increased due to the understatement of interest income, and

WHEREAS, the expenses in Fund 251, Industrial Park Fund, were increased due to an understatement of the billboard rental expense and the cost of survey for the sale of a lot that was not budgeted for, and

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

GL NUMBER	DESCRIPTION	2023-24 CURRENT BUDGET	2023-24 PROPOSED BUDGET
Fund 251 - INDUSTRIAL PARK FUND			
Revenues			
Dept 000.000			
251-000.000-642.400	SALES OF LOTS	37,380.00	37,380.00
251-000.000-665.400	INTEREST INCOME	300.00	2,500.00
Total Dept 000.000		37,680.00	39,880.00
TOTAL REVENUES		37,680.00	39,880.00
Expenditures			
Dept 000.000			
251-000.000-703.700	SALARIES AND WAGES	1,000.00	1,000.00
251-000.000-714.700	MANDATORY MEDICARE	10.00	10.00
251-000.000-715.700	SOCIAL SECURITY (EMPLOYER)	50.00	50.00
251-000.000-718.700	MERS RETIREMENT (EMPLOYER)	205.00	205.00
251-000.000-718.701	EMPLOYER DEFERED COMP.	15.00	15.00
251-000.000-720.700	WORKERS COMPENSATION PREMIUM	30.00	30.00
251-000.000-724.700	UNEMPLOYMENT INS. BENEFIT	1.00	1.00
251-000.000-782.700	ADMINISTRATION	1,000.00	1,000.00
251-000.000-801.700	CONTRACTUAL SERVICES	1,550.00	2,850.00
251-000.000-941.700	EQUIPMENT RENTAL	0.00	0.00
Total Dept 000.000		3,861.00	5,161.00
TOTAL EXPENDITURES		3,861.00	5,161.00

Fund 251 - INDUSTRIAL PARK FUND:

TOTAL REVENUES	37,680.00	39,880.00
TOTAL EXPENDITURES	3,861.00	5,161.00
NET OF REVENUES & EXPENDITURES	33,819.00	34,719.00
CARRYOVER	129,237.00	163,956.00

RESOLUTION #24-08

THEREFORE, BE IT RESOLVED, that the West Branch City Council does hereby authorize the transfer of up to 25% of the Act 51 money from Major Street to Local Street.



N 3rd St

N 3rd St

N 3rd St

Google

EV Charger Location

12:32

LTE 17

2 of 2

Done



November 5, 2023



REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET ON MONDAY, FEBRUARY 19, 2024.

Mayor Pro Tem Jackson called the meeting to order at 6:00 p.m.

Present: City Mayor Pro Tem Mike Jackson, Council Members Carol Adair, Joanne Bennett, Ellen Pugh, and Cathy Zimmerman.

Absent: Mayor Paul Frechette and Council Member Rusty Showalter

Other officers present: City Clerk Lori Ann Clover-Gambrel, DPW Supervisor Mike Killackey, Ogemaw County Commissioner Craig Scott, and City Realtor Yvonne DeRoso.

All stood for the Pledge of Allegiance.

* * * * *

Commissioner Scott gave an update on county activities. He spoke with Clerk Gildner on the participation for early voting. There were 21-23 voters per day for the past three days. Two representatives from Isabella County spoke to the county concerning a multi county collaboration for material management to fulfill the state requirement. Resolutions were passed with job descriptions for both the transit director and assistant director. There were two bids for the medical services contract at the Corrections Department. Budget adjustments were approved for the first quarter. Parks and Recreation approved a roof replacement on the nature park hall with the cost covered by a grant.

* * * * *

Pat Green spoke with Council concerning a land acquisition or zoning variance he was requesting.

MOTION BY ZIMMERMAN, SECOND BY PUGH, TO POSTPONE ANY DECISION REGARDING LAND ACQUISITION AND/OR REZONING REQUEST UNTIL MANAGER DANTZER RETURNS AND IS ABLE TO REVIEW THE ORIGINAL AGREEMENT FROM IRONS PARK AND DO FURTHER RESEARCH.

Yes —Adair, Bennett, Jackson, Pugh, Zimmerman

No – None

Absent – Frechette and Showalter

Motion carried

* * * * *

Yvonne DeRoso informed Council that there was an offer Saturday on Parcel #18 in the Industrial Park. Realtor DeRoso requested Council’s approval for her and Manager Dantzer to work on the offer when he returns.

MOTION BY BENNETT, SECOND BY PUGH, TO APPROVE REALTOR DEROSO AND MANAGER DANTZER TO WORK WITH THE PROSPECTIVE BUYER AND BRING THE CONTRACT TO COUNCIL.

Yes —Adair, Bennett, Jackson, Pugh, Zimmerman

No – None

Absent – Frechette and Showalter

Motion carried

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

WHEREAS, the revenues in Fund 251, Industrial Park Fund, were increased due to sale of a lot that was not budgeted for, and

WHEREAS, the expenses in Fund 251, Industrial Park Fund, were increased due to the understatement of labor for work done in the park, and

WHEREAS, the revenues in Fund 592, Water Replacement Fund were increased due to the recording of grant revenue, the contribution for the DDA for their part of the bond that was not originally budgeted for, and an understatement of interest income, and

WHEREAS, the expense in Fund 592, Water Replacement Fund, were increased due to the recording of the bond that was not budgeted for, and

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

GL NUMBER	DESCRIPTION	2023-24 CURRENT BUDGET	2023-24 AMENDED BUDGET
Fund 251 - INDUSTRIAL PARK FUND			
Revenues			
Dept 000.000			
251-000.000-642.400	SALES OF LOTS	0.00	37,380.00
251-000.000-664.400	INTEREST INCOME	300.00	300.00
Total Dept 000.000		300.00	37,680.00
TOTAL REVENUES		300.00	37,680.00
Expenditures			
Dept 000.000			
251-000.000-703.700	SALARIES AND WAGES	0.00	1,000.00
251-000.000-714.700	MANDATORY MEDICARE	0.00	10.00
251-000.000-715.700	SOCIAL SECURITY (EMPLOYER)	0.00	50.00
251-000.000-718.700	MERS RETIREMENT (EMPLOYER)	0.00	205.00
251-000.000-718.701	EMPLOYER DEFERED COMP.	0.00	15.00
251-000.000-720.700	WORKERS COMPENSATION PREMIUM	0.00	30.00
251-000.000-724.700	UNEMPLOYMENT INS. BENEFIT	0.00	1.00
251-000.000-782.700	ADMINISTRATION	1,000.00	1,000.00
251-000.000-801.700	CONTRACTUAL SERVICES	1,550.00	1,550.00
251-000.000-941.700	EQUIPMENT RENTAL	0.00	0.00

Total Dept 000.000	2,550.00	3,861.00
--------------------	----------	----------

TOTAL EXPENDITURES	2,550.00	3,861.00
--------------------	----------	----------

Fund 251 - INDUSTRIAL PARK FUND:

TOTAL REVENUES	300.00	37,680.00
----------------	--------	-----------

TOTAL EXPENDITURES	2,550.00	3,861.00
--------------------	----------	----------

NET OF REVENUES & EXPENDITURES	(2,250.00)	33,819.00
--------------------------------	------------	-----------

CARRYOVER	129,237.00	163,056.00
-----------	------------	------------

2023-24	2023-24
---------	---------

CURRENT	AMENDED
---------	---------

BUDGET	BUDGET
--------	--------

GL NUMBER	DESCRIPTION
-----------	-------------

Fund 592 - WATER REPLACEMENT FUND

Revenues

Dept 000.000

592-000.000-581.248	CONTRIBUTIONS FROM LOCAL GOVT -DDA	0.00	96,981.00
---------------------	------------------------------------	------	-----------

592-000.000-634.400	GRANT	2,600,000.00	2,548,568.00
---------------------	-------	--------------	--------------

592-000.000-634.404	GRANT	0.00	0.00
---------------------	-------	------	------

592-000.000-634.405	GRANT	0.00	45,432.00
---------------------	-------	------	-----------

592-000.000-634.406	GRANT	0.00	6,000.00
---------------------	-------	------	----------

592-000.000-634.407	GRANT	0.00	0.00
---------------------	-------	------	------

592-000.000-634.408	GRANT	0.00	0.00
---------------------	-------	------	------

592-000.000-664.400	INTEREST INCOME	0.00	10,500.00
---------------------	-----------------	------	-----------

592-000.000-675.400	TRANSFER FROM WATER FUND	250,000.00	250,000.00
---------------------	--------------------------	------------	------------

Total Dept 000.000		2,850,000.00	2,957,481.00
--------------------	--	--------------	--------------

TOTAL REVENUES		2,850,000.00	2,957,481.00
----------------	--	--------------	--------------

Expenditures

Dept 000.000

592-000.000-801.700	CONTRACTUAL SERVICES	2,650,000.00	2,650,000.00
---------------------	----------------------	--------------	--------------

592-000.000-801.701	INFRASTRUCTURE PROJECT	0.00	0.00
---------------------	------------------------	------	------

592-000.000-956.700	EXPENSES	0.00	500.00
---------------------	----------	------	--------

592-000.000-994.700	BOND	22,000.00	22,000.00
---------------------	------	-----------	-----------

592-000.000-994.705	BOND PLANT	38,000.00	38,000.00
---------------------	------------	-----------	-----------

592-000.000-995.700	INTEREST DUE ON BONDS	6,000.00	6,000.00
---------------------	-----------------------	----------	----------

592-000.000-995.705	INTEREST DUE ON BOND PLANT	10,000.00	10,000.00
---------------------	----------------------------	-----------	-----------

Total Dept 000.000		2,726,000.00	2,726,500.00
--------------------	--	--------------	--------------

TOTAL EXPENDITURES		2,726,000.00	2,726,500.00
--------------------	--	--------------	--------------

No – None

Absent – Frechette and Showalter

Motion carried

* * * * *

Mayor Pro Tem Jackson thanked DPW for their work on snow removal during the last storm and for their fast and efficient work on the last water main break. He stated that the construction downtown seemed to be going well. DPW Supervisor Killackey said that DTE should be on their last phase.

Member Pugh informed Council that COOR would be presenting on the millage request at the Kiwanis meeting tomorrow at noon at China Inn.

Member Bennett asked DPW Superintendent Killackey with DTE and Charter being able to work all winter if that would speed up the process of road construction this summer. DPW Superintendent Killackey did not think so but it should make for less construction work in one specific area.

Mayor Pro Tem Jackson adjourned the meeting at 6:44 pm.

Mike Jackson, Mayor Pro Tem

Lori Ann Clover- Gambrel, Clerk

SUMMARY OF THE REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET ON MONDAY, FEBRUARY 19, 2024.

Mayor Pro Tem Jackson called the meeting to order at 6:00 p.m.

Present: Mayor Pro Tem Jackson, Council Members Adair, Bennett, Pugh, and Zimmerman.

Absent: Mayor Frechette and Council Member Showalter

Other officers present: Clerk Clover-Gambrel, DPW Supervisor Killackey, Commissioner Scott, and City Realtor DeRoso.

All stood for the Pledge of Allegiance.

Commissioner Scott gave an update on county activities.

Pat Green spoke with Council concerning a land acquisition or zoning variance he was requesting. Council postponed any decision until Manager Dantzer returns and more research is done.

Realtor DeRoso informed Council of an offer on a parcel in the Industrial Park. Council approved her and Manager Dantzer to work with the prospective buyer.

Mayor Pro Tem Jackson opened the Public Hearing for the USDA Grant at 6:17 pm.

Council approved closing the public hearing at 6:19 pm.

Council approved bills in the amount of \$145,953.18.

Council excused Member Jackson from the meeting on February 5, 2024, and Mayor Frechette and Member Showalter from today's meeting.

Council approved Resolution 24-05 budget amendment.

Council approved the water adjustment for 611 W Houghton Ave in the amount of \$341.13.

Council approved Resolution 24-06 Board of Review meeting designations.

Council approved the special event/donor permit for Girl Scout Troup 50306 improvements to the Gaga Ball Pit.

Council approved the resolution supporting approval of the USDA Grant for the economic development of downtown.

Council approved the minutes and summary from the regular meeting held February 5, 2024.

Council received and filed the treasurers report and investment summary, West Branch Police Department January 2024 report; minutes from the WWTPA meeting held December 12, 2023; minutes

from the Election Commission Public Accuracy Test held February 14, 2024; and minutes from the Planning Commission meetings held January 9, 2024 and February 5, 2024.

Communications were shared.

Council appointed Alan Bruder and Mark Dantzer to the IDC and BRA boards with a term to expire 12/31/24, Charlie Elliot and Terry McLaren with a term to expire 12/31/25, and Dan Grenier and Heather Neuhaus with a term to expire 12/31/26.

Mayor Pro Tem Jackson, and Members Pugh and Bennett gave updates.

Mayor Pro Tem Jackson adjourned the meeting at 6:44 pm.

FROM 02/01/2024 TO 03/01/2024

FUND: ALL FUNDS
 INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 02/01/2024	Total Debits	Total Credits	Ending Balance 03/01/2024
Fund 101	GENERAL FUND				
003.300	CERTIFICATE OF DEPOSIT A	100,000.00	0.00	0.00	100,000.00
004.400	PETTY CASH	150.00	0.00	0.00	150.00
	<i>Certificate of Deposit B</i>	<u>150,000</u>			<u>150,000</u>
	GENERAL FUND	100,150.00	0.00	0.00	100,150.00 250,000
Fund 151	CEMETERY PERPETUAL CARE				
003.401	CERTIFICATE OF DEPOSIT C	112,500.00	0.00	0.00	112,500.00
003.402	CERTIFICATE OF DEPOSIT D	113,500.00	0.00	0.00	113,500.00
	CEMETERY PERPETUAL CARE	226,000.00	0.00	0.00	226,000.00
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	701,150.00	0.00	0.00	701,150.00

Bank Code GL Number	Description	Beginning Balance 02/01/2024	Total Debits	Total Credits	Ending Balance 03/01/2024
GEN1 - GENERAL CHECKING					
101-000.000-001.000	CASH CHECKING - CHEMICAL BANK	1,051,225.32	133,355.91	139,803.72	1,044,777.51
151-000.000-001.000	CASH CHECKING - CHEMICAL BANK	41,981.83	0.00	0.00	41,981.83
209-000.000-001.000	CASH CHECKING - CHEMICAL BANK	304.12	2,000.00	1,513.01	791.11
237-000.000-001.000	CASH CHECKING - CHEMICAL BANK	4,549.58	0.00	0.00	4,549.58
243-000.000-001.000	CASH CHECKING - CHEMICAL BANK	3,047.65	0.00	0.00	3,047.65
248-000.000-001.000	CASH CHECKING - CHEMICAL BANK	385,762.86	2,605.13	2,326.12	386,041.87
251-000.000-001.000	CASH CHECKING - CHEMICAL BANK	41,300.44	0.00	83.33	41,217.11
276-000.000-001.000	CASH CHECKING - CHEMICAL BANK	197,485.23	464.00	0.00	197,949.23
318-000.000-001.000	CASH CHECKING - CHEMICAL BANK	169,747.32	27,723.79	232.63	197,238.48
319-000.000-001.000	CASH CHECKING - CHEMICAL BANK	120,317.50	5,947.44	48.31	126,216.63
319-000.000-003.500	PNC WATER DEBT CHECKING	0.00	0.00	0.00	0.00
571-000.000-001.000	CASH CHECKING - CHEMICAL BANK	0.00	0.00	0.00	0.00
572-000.000-001.000	CASH CHECKING - CHEMICAL BANK	1.84	0.00	0.00	1.84
590-000.000-001.000	CASH CHECKING - CHEMICAL BANK	353,855.88	68,523.37	44,435.92	377,943.33
591-000.000-001.000	CASH CHECKING - CHEMICAL BANK	606,131.30	40,506.45	27,329.88	619,307.87
592-000.000-001.000	CASH CHECKING - CHEMICAL BANK	2,284,934.78	357,573.40	119,880.11	2,522,628.07
597-000.000-001.000	CASH CHECKING - CHEMICAL BANK	298,413.20	6,871.50	4,128.91	301,155.79
661-000.000-001.000	CASH CHECKING - CHEMICAL BANK	83,273.24	39,741.12	6,106.15	116,908.21
704-000.000-001.000	CASH CHECKING - CHEMICAL BANK	(19,855.86)	88,384.96	44,032.26	24,496.84
705-000.000-001.000	CASH CHECKING - CHEMICAL BANK	14,378.17	0.00	0.00	14,378.17
707-000.000-001.000	CASH CHECKING - CHEMICAL BANK	115.98	0.00	0.00	115.98
714-000.000-001.000	CASH CHECKING - CHEMICAL BANK	0.00	0.00	0.00	0.00
GEN1 - GENERAL CHECKING		5,636,970.38	773,697.07	389,920.35	6,020,747.10
M/LST MAJOR/ LOCAL STREETS					
202-000.000-001.000	CASH CHECKING - MERCANTILE BANK	728,241.96	50,928.58	19,052.44	760,118.10
203-000.000-001.000	CASH CHECKING - MERCANTILE BANK	481,921.44	16,861.75	3,097.27	495,685.92
MAJOR/ LOCAL STREETS		1,210,163.40	67,790.33	22,149.71	1,255,804.02
PAY PAYROLL					
704-000.000-007.001	PAYROLL CHECKING	90,707.06	44,032.26	92,637.79	42,101.53
PAYROLL		90,707.06	44,032.26	92,637.79	42,101.53
CHEM SAVINGS					
101-000.000-001.003	CHEMICAL BANK SAVINGS	159,451.71	0.00	0.00	159,451.71
151-000.000-001.003	CHEMICAL BANK SAVINGS	218.76	0.00	0.00	218.76
251-000.000-001.003	CHEMICAL BANK SAVINGS	0.00	0.00	0.00	0.00
571-000.000-001.003	CHEMICAL BANK SAVINGS	0.65	0.00	0.00	0.65
591-000.000-001.003	CHEMICAL BANK SAVINGS	22,113.24	0.00	0.00	22,113.24
592-000.000-001.003	CHEMICAL BANK SAVINGS	19,168.99	0.00	0.00	19,168.99
597-000.000-001.003	CHEMICAL BANK SAVINGS	2,511.70	0.00	0.00	2,511.70
101-000.000-002.400	MERCANTILE SAVINGS	297,092.53	0.00	0.00	297,092.53
151-000.000-002.400	MERCANTILE SAVINGS	20.30	0.00	0.00	20.30
251-000.000-002.400	MERCANTILE SAVINGS	0.00	0.00	0.00	0.00
592-000.000-002.400	MERCANTILE SAVINGS	672.00	0.00	0.00	672.00
661-000.000-002.400	MERCANTILE SAVINGS	103,273.70	0.00	0.00	103,273.70
101-000.000-001.004	HURON COMMUNITY BANK CHECKING	5,320.22	0.00	0.00	5,320.22

Bank Code GL Number	Description	Beginning Balance 02/01/2024	Total Debits	Total Credits	Ending Balance 03/01/2024
151-000.000-001.004	HURON COMMUNITY BANK CHECKING	994.23	0.00	0.00	994.23
251-000.000-001.004	HURON COMMUNITY BANK CHECKING	245.93	0.00	0.00	245.93
571-000.000-001.004	HURON COMMUNITY BANK CHECKING	0.00	0.00	0.00	0.00
591-000.000-001.004	HURON COMMUNITY BANK CHECKING	4,576.71	0.00	0.00	4,576.71
592-000.000-001.004	HURON COMMUNITY BANK CHECKING	170.95	0.00	0.00	170.95
597-000.000-001.004	HURON COMMUNITY BANK CHECKING	703.58	0.00	0.00	703.58
661-000.000-001.004	HURON COMMUNITY BANK CHECKING	378.73	0.00	0.00	378.73
	SAVINGS	<u>616,913.93</u>	<u>0.00</u>	<u>0.00</u>	<u>616,913.93</u>
	CHECKING - MERCANTILE BANK	215,968.68	343,246.27	537,272.59	21,942.36
	TAXES	<u>215,968.68</u>	<u>343,246.27</u>	<u>537,272.59</u>	<u>21,942.36</u>
	TOTAL - ALL FUNDS	<u>7,770,723.45</u>	<u>1,228,765.93</u>	<u>1,041,980.44</u>	<u>7,957,508.94</u>

