

## 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 6, 2023, BEGINNING AT 6:00 P.M.

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

- I. Call to order
- II. Roll call
- III. Pledge of Allegiance
- IV. Scheduled Matters from the Floor
  - A. County Update
  - B. Steve Simmons – Well Request
- V. Public hearing
- VI. Additions to the agenda
- VII. Public comment on agenda items only (limited to 3 minutes)
- VIII. Bids
- IX. Unfinished Business
- X. New Business
  - A. Bills
  - B. Board of Review meeting March 13, 2023
  - C. Water Bill Adjustment 155 N Fourth St.
  - D. Resolution for Charitable Gaming License-Max-Well Therapy Center
  - E. Resolution 23-06 Poverty Guidelines
  - F. Resolution 23-07 Act 51
  - G. Obsolete Property Rehabilitation Program
- XI. Approval of the minutes and summary from the regular meeting and work session held February 20, 2023.
- XII. Consent Agenda
  - A. Treasurer’s Report and Investment Summary
  - B. Minutes from the Planning Commission regular meeting held January 10, 2023
  - C. Minutes from the Planning Commission special meeting held February 6, 2023
  - D. Minutes from the Airport Board held January 18, 2023
  - E. Minutes from the Land Bank Authority meeting held February 8, 2023

- XIII. Communications
  - A. Michigan Public Policy Survey February 2023 edition
  - B. Water Fluoridation Quality Award 2021

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

XV. Public comment any topic

XVI. Adjournment

UPCOMING MEETINGS-EVENTS

- March 14 Planning Commission 6:00 pm
- March 15 Airport Board 12:15 pm
- March 20 City Council 6:00 pm
- March 21 WWTPA 3:30 pm
- March 27 & 28 Board of Review
- March 28 DDA 12:00 pm

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- **CHAPTER 4. – WATER**
- **ARTICLE I. - IN GENERAL**

**Sec. 4-315. Contamination and pollution to water supply wells.**

- (a) The owners of all houses, buildings, or properties used for human occupancy, employment, recreation, or other purposes, situated within the city are required to connect to the municipal system for all potable water, provided that the water system is within 200 feet of the nearest property line of the premises. This connection will be done in accordance with the provisions of this chapter and under direction of the public works department. Pre-existing non-complying situations are required to be connected when extensive changes or repairs are needed. It is unlawful for any person to engage in the drilling of water wells within the city.
- (b) All abandoned wells shall be properly sealed according to the guidelines for water supply and sewer systems set forth in MCL 333.12701 et seq.
- (c) It is unlawful for any person or entity to construct or maintain or permit to be constructed or maintained, within a radius of 100 feet from any water well within the city, the water from which is used by any manufacturing plant processing milk or food or any municipal water well from which the city draws its supply, any source of possible contamination or pollution to the wells.
- (d) It is unlawful for any person or entity to do any act, or to allow to be done any act, that may contaminate or pollute or contribute to the contamination or pollution of the city wells.

(Code 1994, § 52.01; Ord. No. 62, 3-1-1948; Ord. No. 252, 7-20-1998)

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

<b>BILLS</b>	\$261,724.65
<i>BILLS AS OF 3/3/23</i>	\$261,724.65
<i>Additions to Bills as of</i>	\$0
<i>Paid but not approved</i>	\$3,099.75
<b>TOTAL BILLS</b>	<b>\$264,824.40</b>

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

Vendor Name	Amount	Description
AKTPEERLESS	1,960.80	BROWNFIELD GRANT
AKTPEERLESS	14,924.40	BROWNFIELD GRANT
BBC DISTRIBUTING	86.99	WWTP SUPPLIES
BEEHLER, BLAKE	200.00	BOOT REIMBURSEMENT
CINTAS	344.56	UBIFORMS
		RENTERS DEPOSIT REFUND TO
CITY OF WEST BRANCH	14.75	PAY BALANCE UB 000742
CITY OF WEST BRANCH	20,930.17	CATT REALTY MTT REFUND
DTE ENERGY	3,940.83	GAS
FIVE STAR ENERGY SERVICES	177,997.50	SERVICE LINE REPLACEMENTS
HACH COMPANY	1,325.49	WWTP SUPPLIES
MEDLER ELECTRIC CO	10.66	WWTP SUPPLIES
MEIHLS MECHANICAL LLC	219.00	WWTP SERVICE
MERS OF MICHIGAN	29,226.60	RETIREMENT FEBRUARY
NELSON, HELEN	205.58	UB deposit refund for account: 000742
NMACP	75.00	2023 DUES ASSOC OF CHIEFS
OGEMAW COUNTY EMERGENCY DISPATCH AU	50.00	WARRANT ENTRY
ON DUTY GEAR LLC	586.93	POLICE GEAR
PITNEY BOWES INC RENTAL ACCT	34.99	MONTHLY RENTAL
PRIMARY ELECTRIC OF HALE LLC	150.00	WWTP SERVICE
ROSCOMMON AUTO RECYCLERS	1,325.00	POLICE REPAIRS
SLC METERS LLC	3,630.93	METERS
TRITERRA, LLC	351.25	BROWNFIELD GRANT
USA BLUE BOOK	180.76	WWTP SUPPLIES
VIC BOND SALES INC	24.66	VARIOUS SUPPLIES
VISA	1,496.61	VARIOUS CHARGES
WEST BRANCH ACE HARDWARE	243.39	VARIOUS SUPPLIES
WEST BRANCH AUTOMOTIVE	1,922.35	VARIOUS SUPPLIES
WEST BRANCH NAPA AUTO TRUCK	109.45	VARIOUS SUPPLIES
WILLARD'S EQUIPMENT CO	156.00	DPW PARTS
	<b>TOTAL</b>	<b>261,724.65</b>

## 9.7 MEETINGS OF THE BOARD OF REVIEW.

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

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

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

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

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



121 North Fourth Street, West Branch, Michigan 48661  
Phone 989-345-0500, Fax 989-345-4390, e-mail [cityhall@westbranch.com](mailto: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:

CHARC GALEA

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

~~4th ST~~ 155 N 4th ST  
W BRANCH

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

PROPERTY 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:

FEB 1st - FEB 28th

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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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.





Galea Short Term Rental  
 155 N. Fourth St.

	<b>READ</b>	<b>GALLONS</b>	<b>BILL</b>
March 2022	3	0	\$ 14.75
April 2022	3	0	\$ 14.75
May 2022	3	0	\$ 14.75
June 2022	3	0	\$ 14.75
July 2022	4	1	\$ 34.11
August 2022	4	0	\$ 14.75
September 2022	4	0	\$ 14.75
October 2022	4	0	\$ 14.75
November 2022	4	0	\$ 14.75
December 2022	4	0	\$ 14.75
January 2023	4	0	\$ 14.75
<b>Average</b>		<b>0</b>	<b>14.75</b>
Actual February Read	53,000	49,000	\$ 1,008.63
<b>Adjustment Amount</b>		<b>49,000</b>	<b>\$ 993.88</b>

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

Adjusting back down to the average of zero gallons at a cost of \$14.75 for the month of February. Total adjustment amount \$993.88. Beacon shows the leak was February 18-21.

CITY OF WEST BRANCH  
121 N. FOURTH ST.  
WEST BRANCH, MI 48661  
(989) 345-0500

Cycle Section Sequence  
MONTHL CITY AL 0000007575



UTILITY BILL

Account Number  
001617  
Location ID  
FOU1-000155-0000-04

GALEA SHORT TERM RENTAL LL  
1540 HARDWOOD LANE  
WEST BRANCH, MI 48661

Bill Date Amount  
02/28/2023 \$1008.63  
After Pay  
03/31/2023 \$1109.50

Return This Portion With Payment

Keep This Portion For Your Records

Customer Name  
GALEA SHORT TERM RENTAL LLC

Property Address  
155 N FOURTH ST

Account Number  
001617

Cycle Section Sequence  
MONTHLY CITY ALL 0000007575

BC	Meter No.	Curr Date	Curr Read	Prev Date	Prev Read	Mult	Usq	Amount
PB								\$0.00
WA	120101402	2/27/2023	53	1/30/2023	4	49		\$276.55
SW						49		\$266.56
CO						49		\$80.33
WD						49		\$63.70
SD						49		\$306.74
WR								\$9.95
SR								\$4.80

Billing Date 02/28/2023 Net Amount \$1008.63  
After This Date 03/31/2023 Pay This Amount \$1109.50

MAKE CHECKS PAYABLE TO THE CITY OF WEST BRANCH  
MAIL PAYMENT TO: 121 N. FOURTH ST., WEST BRANCH, MI 48661  
BILLING QUESTIONS CALL: (989) 345-0500

2021 CCR WATER  
QUALITY REPORT  
WWW.WESTBRANCH.COM



State of Michigan  
 Michigan Gaming Control Board  
 Millionaire Party Licensing  
 3062 W. Grand Blvd, Suite L-700  
 Detroit, MI 48202-6062  
 Phone: (313) 456-4940  
 Fax: (313) 456-3405  
 Email: Millionaireparty@michigan.gov  
 www.michigan.gov/mgcb

**LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES**

(Required by MCL 432.103(k)(ii))

At a Regular meeting of the City of West Branch  
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by Mayor Paul Frechette on 3/6/23  
DATE

at \_\_\_\_\_ a.m./p.m. the following resolution was offered:  
TIME

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_

that the request from Max-Well Therapy Center of West Branch  
NAME OF ORGANIZATION CITY

county of Ogemaw, asking that they be recognized as a nonprofit  
COUNTY

organization operating in the community, for the purpose of obtaining charitable gaming licenses, be

considered for Approval  
APPROVAL/DISAPPROVAL

<u>APPROVAL:</u>	Yeas: _____	<u>DISAPPROVAL:</u>	Yeas: _____
	Nays: _____		Nays: _____
	Absent: _____		Absent: _____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and adopted

by the City of West Branch at a Regular  
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on 3/6/23  
DATE

SIGNED: \_\_\_\_\_  
TOWNSHIP, CITY, OR VILLAGE CLERK  
 \_\_\_\_\_  
PRINTED NAME AND TITLE  
 \_\_\_\_\_  
ADDRESS

Organization Information: 121 N Fourth St. West Branch, MI 48661  
ORGANIZATION'S MAILING ADDRESS, STREET, CITY, ZIP

John Dantzer, City Manager (989) 345-0500  
ORGANIZATION'S PRINCIPAL OFFICER NAME AND TITLE PHONE NUMBER

**RESOLUTION #23-06**

WHEREAS, the Michigan Department of Treasury issued bulletin 19 of 2022 to all Assessing Officers and County Equalization Directors, and

WHEREAS, the purpose of this Bulletin to provide information on statutory changes, procedural changes and reminders for the 2023 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 2023

SIZE OF FAMILY UNIT	POVERTY GUIDELINES
1	\$13,590
2	\$19,310
3	\$23,030
4	\$27,750
5	\$32,470
6	\$37,190
7	\$41,910
8	\$46,630
For each additional person	\$4,720

**RESOLUTION #23-07**

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.



**Checklist for Obsolete Property Rehabilitation Exemption Certificate Application**

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

- \_\_\_\_\_ State Tax Commission Application Form.
- \_\_\_\_\_ Description of the obsolete facility.
- \_\_\_\_\_ Description of proposed use of the rehabilitated facility.
- \_\_\_\_\_ Nature and extent of the rehabilitation to be undertaken.
- \_\_\_\_\_ A descriptive list of the fixed building equipment that will be a part of the rehabilitated facility.
- \_\_\_\_\_ Time Schedule for undertaking and completing the project.
- \_\_\_\_\_ A statement of the economic advantages expected from the exemption.
- \_\_\_\_\_ Total cost of rehabilitation including any copies of bid or contractor approved estimates.

\_\_\_\_\_ Number of jobs to be retained or created as a result of rehabilitating the facility.

\_\_\_\_\_ Number of housing units to be created as a result of rehabilitating the facility.

\_\_\_\_\_ If property was tax exempt prior to exemption certificate application, Assessor shall determine taxable value of property.

\_\_\_\_\_ Statement that rehabilitation did not occur before the establishment of the obsolete property rehabilitation district.

\_\_\_\_\_ Completed project will result in a rehabilitated facility in an obsolete rehabilitation district.

\_\_\_\_\_ Rehabilitated facility will increase commercial activity, create employment, retain employment, prevent a loss of employment, revitalize urban areas, or increase the number of residents in the community in which the facility is situate.

\_\_\_\_\_ Statement by applicant that his rehabilitation of the facility would not be undertaken without the applicant's receipt of the exemption certificate.

\_\_\_\_\_ Statement the applicant is not delinquent in the payment of any taxes related to the facility.

## **OBSOLETE PROPERTY REHABILITATION ACT**

### **1) APPLICATIONS FOR EXEMPTION CERTIFICATE**

a) Filed with City Clerk

b) Shall consist of:

- Application Form provided by State Tax Commission
- General description of the obsolete facility
- General description of proposed use of the rehabilitated facility
- General nature and extent of the rehabilitation to be undertaken
- A descriptive list of the fixed building equipment that will be a part of the rehabilitated facility
- Time schedule for undertaking and completing the rehabilitation
- A statement of the economic advantages expected from the exemption
- Total cost for the rehabilitation of the facility
- Number of full-time jobs to be retained or created as a result of rehabilitating the facility
- Number of housing units added as a result of rehabilitating the facility
- If property was tax exempt prior to exemption certificate application, Assessor shall determine taxable value of property.
- Statement that rehabilitation did not occur before the establishment of the obsolete property rehabilitation district.
- Completed project will result in a rehabilitated facility in an obsolete rehabilitee district.
- Rehabilitated facility will increase commercial activity, create employment, retain employment, prevent a loss of employment, revitalize urban areas, or increase the number of residents in the community in which the facility is situate.



- Statement by applicant that his rehabilitation of the facility would not be undertaken without the applicant's receipt of the exemption certificate.
- Statement the applicant is not delinquent in the payment of any taxes related to the facility.

c) **Public Hearing on Exemption Application**

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

**2) WHAT CONSTITUTES REHABILITATION**

Major renovation and modification including, but not limited to:

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

### **3) COMMISSION ACTION ON EXEMPTION APPLICATION**

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

### **4) STATE TAX COMMISSION APPROVAL**

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

### **5) REVOCATION OF CERTIFICATE**

- City may revoke if:

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

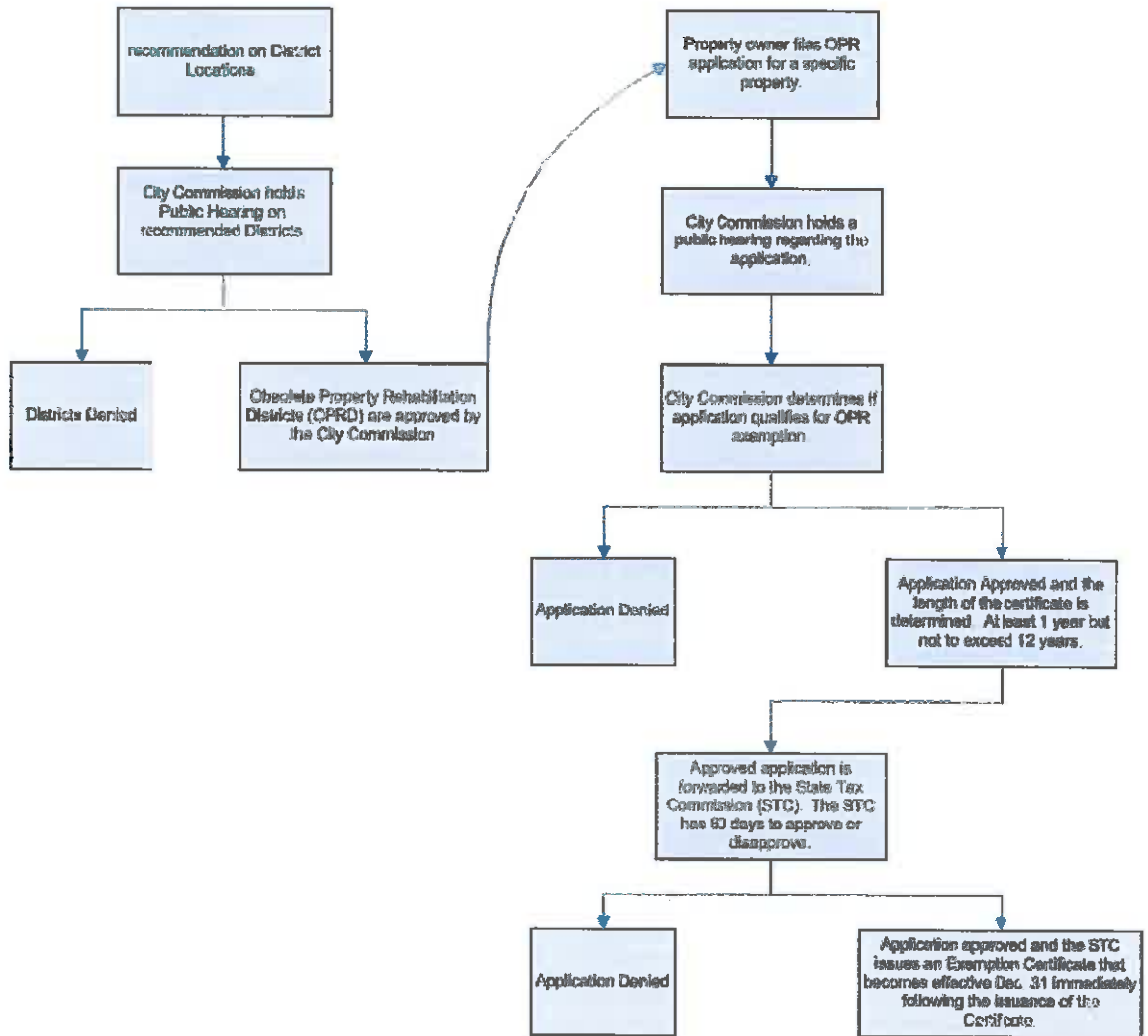
#### **6) TRANSFER OF CERTIFICATE**

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

#### **7) LENGTH OF OBSOLETE PROPERTY CONDITIONS**

- Investment of \$250,000 or less will be awarded six years.
- One additional year awarded for every \$25,000 of additional investment.
- One additional year awarded for every full-time job retained.
- Two additional years awarded for every additional full-time job added.
- One additional year awarded for every housing unit created.
- A maximum 12-year can be awarded with no extensions allowed

## Obsolete Property Rehabilitation Districts/Exemption Process



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

# OPRD

What property can qualify?

Commercial Property

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

That is **OBSOLETE**

What does obsolete mean?

Property declared a public nuisance (Condemned)

Contaminated Site

Functionally Obsolete

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

Examples:

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

Inadequate mechanical systems.

## Obsolete Property Rehabilitation Criteria

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

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

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

- Six years awarded for any investment of \$250,000 or less
- One additional year awarded for every additional \$25,000 in investments
- One additional year awarded for every full-time job retained
- Two additional years awarded for ever full-time job created
- One additional year awarded for every housing unit created
- A maximum of 12 years can be awarded with no extensions allowed.

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, FEBRUARY 20, 2023.

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

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

Absent: None

Other officers present: City Manager John Dantzer, City Clerk Lori Ann Clover, DPW Supervisor Mike Killackey, Attn Greg Meihn (via zoom), and County Commissioner Craig Scott.

All stood for the Pledge of Allegiance.

Commissioner Scott gave an update on County activities. There was an agreement with MidMichigan and the Transit to transport patients and with the Child Assessment Center in Roscommon for suspected abuse cases. Equalization, Planning, and Zoning purchased a new vehicle. A quote was accepted for updates on the annex building. Emergency Manager Bowers informed the county of a new cyber security grant. The county has received part of the Opioid Grant settlement.

\* \* \* \* \*

Manager Dantzer informed Members that Mr. Simmons had a family emergency and apologized for missing the meeting. Council will address his request at the next meeting when he can be present.

\* \* \* \* \*

Julie Hock informed Council about Maxwell Therapy Center. She has a small farm where troubled children are allowed to come and interact with the animals as a part of their therapy. She is requesting the city approve her fundraiser "Game Night" to be held at the Knights of Columbus Hall.

**MOTION BY ZIMMERMAN, SECOND BY SHOWALTER TO APPROVE THE RESOLUTION FOR CHARITABLE GAMING LICENSES FOR MAXWELL THERAPY CENTER.**

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

**No – None**

**Absent – None**

**Motion carried**

\* \* \* \* \*

Mayor Frechette opened the public hearing for the proposed property rehabilitation district at 111 N. Third St at 6:17 pm. Ryan Smith from Gemini Capital Management spoke on their behalf. They will be completing the upgrades to the property. Discussion was held with Council and Mr. Smith. Manager Dantzer explained that the only thing that would need to be voted on today would be the approval of the Obsolete Property Rehabilitation District. If the application is approved it would freeze the property







Mayor Frechette announced that there would be a joint Airport and Zoning Board established. The City would have one seat on the Board. After discussion Council thought Manager Dantzer would be the best representative.

**MOTION BY FRECHETTE, SECOND BY SHOWALTER TO APPOINT MANAGER DANTZER TO THE JOINT WEST BRANCH COMMUNITY AIRPORT ZONING BOARD.**

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

**No – None**

**Absent – None**

**Motion carried**

\* \* \* \* \*

Member Showalter announced that early enrollment for the MML Capital Conference is now open. He will be unable to attend this year.

Attorney Meihn apologized for missing the work session and stated that he would be setting up a meeting with Manager Dantzer next week.

Mayor Frechette adjourned the meeting at 6:36 pm.

**SUMMARY OF THE REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN PERSON AND VIA VIDEO CONFERENCE IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET ON MONDAY, FEBRUARY 20, 2023.**

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

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

Absent: None

Other officers present: Manager Dantzer, Clerk Clover, DPW Supervisor Killackey, Attn Meihn (via zoom), and Commissioner Scott.

All stood for the Pledge of Allegiance.

Commissioner Scott gave an update on County activities.

Council approved the resolution for charitable gaming licenses for Maxwell Therapy Center.

Mayor Frechette opened the public hearing at 6:17 pm on an Obsolete Property Rehabilitation district request.

Ryan Smith spoke on the OPRA district.

No one else wished to speak on the subject.

Council approved closing the public hearing at 6:21 pm.

Council approved bills in the amount of \$250,327.26.

Council approved the Special Event for Surline Elementary PTO Color Run.

Council approved Resolution 23-05 to establish an obsolete property rehabilitation district at 111 N. Third St.

Council approved the minutes and summary of minutes from the regular meeting held February 6, 2023.

The Treasurer's report and Investment Summary and the West Branch Police Department January 2023 report were received and filed.

Council approved appointing Manager Dantzer to the Joint West Branch Community Airport Zoning Board.

Member Showalter and Attn Meihn gave reports.

Mayor Frechette adjourned the meeting at 6:36 pm.

WORK SESSION OF THE WEST BRANCH CITY COUNCIL HELD AT THE WEST BRANCH CITY HALL, 121 N. FOURTH ST. ON MONDAY, FEBRUARY 20, 2023

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

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

Absent: None

Others present: City Manager John Dantzer and City Clerk Lori Ann Clover

City building inspector was not discussed as Attorney Meihn was absent.

Council Members discussed the OPRA plan submitted by Manager Dantzer. Attorney Meihn had emailed Manager Dantzer and let him know he found no issue with the draft plan. If a property was approved it would freeze the taxes at the existing rate (except for school mileages) for the duration given (up to twelve years). A State Licensed Assessor would also have to certify that the facility was obsolete. Discussion was held regarding a point system for awarding years including new jobs and housing opportunities. If the approved applicant was not compliant with the time frame of the application the taxes would revert back to normal assessing. At the end of the granted time frame the property would be re-assessed for "normal" tax billing.

Work Session ended at 5:55 pm.

User: MICHELLE

Westborough City

Bank Code		Beginning Balance	Total	Total	Ending
Fund	Description	03/01/2023	Debits	Credits	Balance
					03/31/2023
<b>GEN1 GEN1 - GENERAL CHECKING</b>					
101		1,183,926.08	190.00	0.00	1,184,116.08
150	CEMETERY PERPETUAL CARE	39,288.30	480.00	0.00	39,768.30
209	CEMETERY FUND	(5,097.34)	1,120.00	0.00	(3,977.34)
237	MARIJUANA FUND	1,500.00	0.00	0.00	1,500.00
243	BROWNFIELD REDEVELOPMENT AUTHORITY FU	1,964.95	0.00	0.00	1,964.95
248	DDA OPERATING FUND	322,750.35	0.00	0.00	322,750.35
251	INDUSTRIAL PARK FUND	3,094.20	0.00	0.00	3,094.20
276	HOUSING RESOURCE FUND	184,148.99	0.00	0.00	184,148.99
318	SEWER DEBT FUND	185,876.31	1,172.34	0.00	187,048.65
319	WATER DEBT FUND	111,761.25	237.64	0.00	111,998.89
572	PLANT REPLACEMENT FUND (R&I)	2.70	0.00	0.00	2.70
590	SEWER FUND	325,398.63	1,225.04	0.00	326,623.67
591	WATER FUND	857,474.76	1,568.98	0.00	859,043.74
592	WATER REPLACEMENT FUND	456,882.21	0.00	0.00	456,882.21
593	SEWER COLLECTION	268,768.48	282.10	0.00	269,050.58
561	EQUIPMENT FUND	7,535.23	0.00	0.00	7,535.23
704	PAYROLL CLEARING	24,778.75	0.00	0.00	24,778.75
705	IRONS PARK ENTERTAINMENT FUND	10,126.57	0.00	0.00	10,126.57
707	YOUTH SAFETY PROGRAM	115.00	0.00	0.00	115.00
	GEN1 - GENERAL CHECKING	3,980,295.42	6,276.10	0.00	3,986,571.52
<b>MAJOR/ LOCAL STREETS</b>					
202	MAJOR STREET FUND	685,981.27	0.00	0.00	685,981.27
203	LOCAL STREET FUND	371,613.05	0.00	0.00	371,613.05
	MAJOR/ LOCAL STREETS	1,057,594.32	0.00	0.00	1,057,594.32
<b>PAYROLL</b>					
704	PAYROLL CLEARING	34,637.34	0.00	0.00	34,637.34
	PAYROLL	34,637.34	0.00	0.00	34,637.34
<b>CHEM SAVINGS</b>					
101		459,730.06	0.00	0.00	459,730.06
150	CEMETERY PERPETUAL CARE	1,684.28	0.00	0.00	1,684.28
251	INDUSTRIAL PARK FUND	245.36	0.00	0.00	245.36
571	COLLECTION REPLACEMENT FUND	0.65	0.00	0.00	0.65
591	WATER FUND	26,426.52	0.00	0.00	26,426.52
592	WATER REPLACEMENT FUND	19,791.77	0.00	0.00	19,791.77
593	SEWER COLLECTION	3,184.93	0.00	0.00	3,184.93
561	EQUIPMENT FUND	103,547.51	0.00	0.00	103,547.51
	SAVINGS	614,611.08	0.00	0.00	614,611.08
<b>TAX TAXES</b>					
701	TAX AGENCY	13,861.65	349.57	0.00	14,211.22
	TAXES	13,861.65	349.57	0.00	14,211.22
	<b>TOTAL - ALL FUNDS</b>	<b>5,700,999.81</b>	<b>6,625.67</b>	<b>0.00</b>	<b>5,707,625.48</b>

CASH SUMMARY BY ACCOUNT FOR WEST BRANCH  
 FROM 03/01/2023 TO 03/31/2023  
 FUND: ALL FUNDS  
 INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 03/01/2023	Total Debits	Total Credits	Ending Balance 03/31/2023
<b>Fund 101</b>					
004.300	CERTIFICATE OF DEPOSIT A	100,000.00	0.00	0.00	100,000.00
004.400	CERTIFICATE OF DEPOSIT B	150,306.70	0.00	0.00	150,306.70
		<u>250,306.70</u>	<u>0.00</u>	<u>0.00</u>	<u>250,306.70</u>
<b>Fund 150 CEMETERY PERPETUAL CARE</b>					
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	<u>227,770.80</u>	<u>0.00</u>	<u>0.00</u>	<u>227,770.80</u>
<b>Fund 251 INDUSTRIAL PARK FUND</b>					
004.300	CERTIFICATE OF DEPOSIT A	100,000.00	0.00	0.00	100,000.00
004.400	CERTIFICATE OF DEPOSIT B	25,050.19	0.00	0.00	25,050.19
	INDUSTRIAL PARK FUND	<u>125,050.19</u>	<u>0.00</u>	<u>0.00</u>	<u>125,050.19</u>
<b>Fund 661 EQUIPMENT FUND</b>					
004.300	CERTIFICATE OF DEPOSIT A	150,000.00	0.00	0.00	150,000.00
004.400	CERTIFICATE OF DEPOSIT B	100,200.75	0.00	0.00	100,200.75
	EQUIPMENT FUND	<u>250,200.75</u>	<u>0.00</u>	<u>0.00</u>	<u>250,200.75</u>
	<b>TOTAL - ALL FUNDS</b>	<u>853,328.44</u>	<u>0.00</u>	<u>0.00</u>	<u>853,328.44</u>

REGULAR MEETING OF THE WEST BRANCH PLANNING COMMISSION HELD IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET, ON TUESDAY, JANUARY 10, 2023.

Chairperson Cori Lucynski called the meeting to order at 6:00 p.m.

Present: Bob David, Yvonne DeRoso, Josh Erickson, Kara Fachting, Cori Lucynski, and Mike Jackson.

Absent: Rusty Showalter

Others officers in attendance: Acting secretary/zoning administrator, John Dantzer

\*\*\*\*\*

All stood for the Pledge of Allegiance.

\*\*\*\*\*

Chairperson Lucynski opened the public hearing at 6:01 pm to take comment on a special use permit. Chairperson Lucynski noted the applicant, Richard Wing, owner of West Branch Provisional Center LLC was seeking a use permit to allow a marijuana retail center in the General Business District (GB). The location of the proposed business is 518 E. Houghton Ave.

Member DeRoso asked to abstain from voting on any issues with Mr. Wing due to a conflict of interest due to a financial interest as she was the real estate agent acting on behalf of the applicant.

**MOTION BY FACHTING, SECOND BY JACKSON, TO ALLOW MEMBER DEROSO TO ABSTAIN FROM VOTING DUE TO A CONFLICT OF INTEREST.**

**Yes — David, DeRoso, Erickson, Fachting, Jackson, Lucynski**

**No – None**

**Absent –Showalter**

**Motion carried**

\*\*\*\*\*

Zoning administrator Dantzer shared that he had not received any correspondence on the permit.

Scott Bell from Lapham and Associates, on behalf of the West Branch Provisional Center, presented the site plans including discussion of the setbacks and parking. He noted the setbacks were currently not met for that district making it a nonconforming lot but that the footprint of the building would not change therefore allowing the nonconformity to continue. Administrator Dantzer confirmed that the building was nonconforming and was allowed to continue as long as the footprint of the building was not changed. He further noted he did not see any issues with the plans presented.

Rick Wing presented his plans for the building including the interior and exterior remodeling plans.

Mike Kaspar introduced himself to the Commission, noting he would be the manager for the business and went over the product that the business would merchandise.

Member DeRoso noted she did tour one of Mr. Wing's other businesses and noted it was really nice.

Member Erickson noted he did not see any issues with the plans and liked the design. The distance requirements were discussed and it was noted that marijuana retail centers were not allowed to be within 500' of a school, day care center, park, or rehabilitation center. Administrator Dantzer noted the only property in those classifications in that area were the little league ball fields which were approximately 643' from the property.

Member Jackson noted he did not see anything objectionable in the plans.

Member David noted he did not see any issues with the plans.

Member Erickson noted he heard that the plans were for a micro grow operation as well as retail. Mr. Wing noted there were no plans for growing and only for retail.

No one else wished to speak on the subject.

**MOTION BY LUCYNSKI, SECOND BY JACKSON, TO APPROVE THE CLOSING OF THE PUBLIC HEARING AT 6:16 PM.**

**Yes — David, DeRoso, Erickson, Fachting, Jackson, Lucynski**

**No – None**

**Absent –Showalter**

**Motion carried**

\*\*\*\*\*

**MOTION BY JACKSON, SECOND BY DEROSO, TO EXCUSE MEMBER SHOWALTER FROM THE MEETING.**

**Yes — David, DeRoso, Erickson, Fachting, Jackson, Lucynski**

**No – None**

**Absent –Showalter**

**Motion carried**

\*\*\*\*\*

**MOTION BY DAVID, SECOND BY FACHTING, TO APPROVE THE MINUTES FROM THE MEETING HELD NOVEMBER 9, 2022.**

**Yes — David, DeRoso, Erickson, Fachting, Jackson, Lucynski**

**No – None**

**Absent –Showalter**

**Motion carried**

\*\*\*\*\*

**MOTION BY JACKSON, SECOND BY ERICKSON, TO APPROVE THE SPECIAL USE PERMIT SUBMITTED BY RICH WING FOR THE PROPERTY COMMONLY KNOWN AS 518 E. HOUGHTON AVE BECAUSE THE PLANS MEET ALL OF THE GENERAL REQUIRMENTS FOR A SPECIAL USE, IS**



**COMPATIBLE WITH THE ADJACENT USES, DOES NOT BURDEN PUBLIC SERVICES, AND DOES NOT IMPACT TRAFFIC SAFETY.**

**Yes — David, Erickson, Fachting, Jackson, Lucynski**

**No – None                      Absent –Showalter                      Abstain- DeRoso                      Motion carried**

**\*\*\*\*\***

**MOTION BY LUCYNSKI, SECOND BY FACHTING, TO APPROVE ZONING PERMIT ZP 22-29 FOR RICHARD WING AS SUBMITTED.**

**Yes — David, Erickson, Fachting, Jackson, Lucynski**

**No – None                      Absent –Showalter                      Abstain- DeRoso                      Motion carried**

**\*\*\*\*\***

**MOTION BY JACKSON, SECOND BY FACHTING, TO APPOINT MEMBER CORI LUCYNSKI TO SERVICE A CHAIRPERSON AND MEMBER BOB DAVID TO SERVE AS VICE CHAIRPERSON FOR 2023.**

**Yes — David, DeRoso, Erickson, Fachting, Jackson, Lucynski**

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

**\*\*\*\*\***

The Commission discussed updates to the six-year capital improvement plans. Administrator Dantzer noted many of the additions to the plan were to include water funding projects that could be funded by current State water programs. A breakdown of the projects in the plan were as follows:

<u>Department</u>	<u>Project Description</u>	<u>Capital Costs</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
Parks	Gathering place	\$400,000.00	\$400,000.00					
Parks	Irons Park ADA handicap addition	\$100,000.00				\$100,000.00		
Parks	Irons Park amphitheater	\$100,000.00			\$100,000.00			
Parks	Farmers Market	\$200,000.00					\$200,000.00	
Equipment	Backhoe	125,000.00		\$125,000				
Equipment	Generators at City Hall and PD	\$30,000.00						\$30,000.00
Equipment	Police Vehicle	\$150,000.00	\$50,000.00		\$50,000.00		\$50,000.00	
Equipment	Vactor Truck rebuild	\$100,000.00			\$100,000.00			
Equipment	Loader	\$150,000.00				\$150,000.00		
Streets	Wright St.	\$115,000.00	\$115,000.00					
Streets	Columbus	\$200,00.00				\$200,000.00		
Streets	N. 4th St.	\$200,000.00			\$200,000.00			
Streets	Progress St	\$250,000.00					\$250,000.00	
Streets	Houghton Ave streetscape	\$1,500,000.00		\$1,500,000.00				
Water	Houghton Ave. (Fairview to Court St.)	\$1,200,000.00		\$1,200,000.00				
Water	Iron Removal Plant	\$1,700,000.00		\$1,700,000.00				
Water/Streets	M-30 Development Extension	\$1,000,000.00		\$1,000,000.00				
Water	Tower Painting	\$200,000.00					\$200,000.00	
Water	Well 5 Rehab	\$45,000.00	\$45,000.00					
Water	New water tower	\$2,000,000.00			\$2,000,000.00			
Water	Replace approx. 25,800lf aging main	\$6,500,000.00		\$2,250,000.00	\$2,250,000.00	\$2,000,000.00		
Water	Meter Change out	\$100,000.00	\$50,000.00	\$50,000.00				
Sidewalk	Business loop sidewalk connection	\$55,000.00	\$55,000.00					
Water	Install new water main for looping	\$545,000.00		\$272,500.00	\$272,500.00			
Water	Install new meter to connect to Twp.	\$75,000.00		\$75,000.00				
Water	Install mixing valve in tower	\$50,000.00			\$50,000.00			
Sewer	Replace 4th St. river crossing	\$90,000.00				\$90,000.00		
Sewer	Repair manholes throughout City	\$100,000.00				\$100,000.00		
Storm Sewer	Replace undersized Storm sewer 4th St	\$1,000,000.00					\$1,000,000.00	
Water	Install water main to connect to Twp.	\$425,000.00		\$425,000.00				

**MOTION BY LUCYNSKI, SECOND BY JACKSON, TO APPROVE THE 2023-2028 SIX-YEAR CAPITAL IMPROVEMENT PLAN AS SUBMITTED.**

**Yes — David, DeRoso, Erickson, Fachting, Jackson, Lucynski**

**No – None**

**Absent – Showalter**

**Motion carried**

\*\*\*\*\*

A reminder was shared that their annual joint meeting with City Council and the DDA was scheduled for Monday, February 7<sup>th</sup> at 6:00 pm.

\*\*\*\*\*

Member David noted the siding on the south east corner of the warming house was loose. He also noted that he while understanding why they were taken down, was sad to see more trees taken down at the park.

Member DeRoso noted she was recently appointed to the Ogemaw Township Planning and Recreation Committee.

Member DeRoso also noted she was approached by a developer looking at the vacant City property in the industrial park wondering about the possibility of rezoning that area to multifamily to develop into housing. The Commission discussed the possibility and addressed such issues as buffers and that the parcel was the only vacant spot left in the industrial park and although it may be vacant for some time was more valuable to have available to help recruit businesses and create more jobs. It was the consensus at this time to not be in favor of looking at rezoning that property.

Member Jackson noted it was extremely busy traffic wise in town for Christmas and New Year's this year and that it was finally slowing down.

Member Fachting commended this year's Christmas parade noting it was well done.

Member Erickson noted how well the town looked and how clean it was around town. Chairperson Lucynski noted the Ogemaw Fair Board was looking at bring back a bike and concert weekend which would help bring tourism to the area.

Chairperson Lucynski also gave an update on the MyMichigan clinic and noted it was planned to be opened for patients in March.

Acting secretary Dantzer presented a training program through the Michigan Association of Planners noting it was four series each an hour and a half long. It was the consensus to participate in the webinar training program and schedule a meeting for February 21<sup>st</sup> and cancel the regular meeting scheduled for February 14<sup>th</sup>. They would then schedule the rest of the trainings after their first meeting.

\*\*\*\*\*

Meeting was adjourned at 6:56 pm

SPECIAL MEETING OF THE WEST BRANCH PLANNING COMMISSION HELD AT THE WEST BRANCH POLICE DEPARTMENT, 130 PAGE STREET, ON MONDAY, FEBRUARY 6, 2023.

Chairperson Cori Lucynski called the meeting to order at 6:03p.m.

Present: Bob David, Yvonne DeRoso, Josh Erickson, Kara Fachting, Mike Jackson, Cori Lucynski, and Rusty Showalter

Absent: None

\*\*\*\*\*

All stood for the Pledge of Allegiance.

\*\*\*\*\*

Chairperson Lucynski gave the annual update to City Council noting the Commission's main project was the development and approval of an addition to the zoning code to allow for marihuana facilities within the City. She also noted the Commission reviewed and made changes to the Masterplan and Capital Improvement plan, the Commission will continue their ambitious plans to work towards achieving the ten goals identified in their annual report, the City Planning Commission continued to work towards the implementation of the Redevelopment Ready Communities program guidelines, pursuant to the Resolution of Participation in the RRC Program that was passed by the Planning Commission in November of 2015, and the Planning Commission continued to hold joint annual meetings with both City Council and the DDA.

\*\*\*\*\*

Meeting was adjourned at 6:23 pm

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

Present: Paul Frechette, Brenda Simmons, Mike Jackson, John Dantzer, Breck Gildner and Craig Scott. Absent: Terry Hodges. Also in attendance were Airport Manager Ben Evergreen, Horton Township Trustee Erma Lurvey and Ogemaw County Deputy Clerk Tracy Turner.

It was noted that there was an error in the minutes, that the amount of the WBACC renewal was \$450, not \$410.

**Motion by Scott, second by Frechette, the minutes of the December 21, 2022 meeting be approved with corrections. Voice vote. Ayes – all. Motion carried. [1-1-#1]**

Discussion was held regarding the increased fee for the Chamber of Commerce membership. A proposal to partner with Ogemaw County on a reduced cost membership was discussed, and tabled for a future decision.

**Motion by Frechette, second by Gildner, that the membership to the West Branch Area Chamber of Commerce not be renewed. Voice vote. Ayes – all. Motion carried. [1-1-#2]**

**Motion by Scott, second by Dantzer, claims in the amount of \$5,947.85 be approved for payment. Voice vote. Ayes – all. Motion carried. [1-1-#3]**

Ben gave the financial report, with a combined balance of \$194,402.90.

Nomination and election of Board officers was discussed.

**Motion by Scott, second by Simmons, that Terry Hodges remains as Board Chairman, Paul Frechette as Vice Chairman and Mike Jackson as Secretary. Voice vote. Ayes – all. Motion carried. [1-1-#4]**

As previously discussed, Ben conducted a survey of area airports, in regards to ramp fees. He concluded that our increased fees were in line with comparable facilities. Ben also noted that revenue had increased by over \$400 since the last meeting.

Ben informed the Board that the room that was leased to the FAA for radio equipment storage, as well as the outside area they lease, was up for renewal. He was able to increase the lease from \$440 per year to \$1000.

Ben presented the updated Manager contract to the Board. Deputy Clerk Turner questioned whether the Manager would be considered a county employee or an airport employee, as it would require a different procedure to set up his payroll. Discussion was also held regarding PTO time, and the tracking of hours worked.

**Motion by Frechette, second by Scott, that the Airport Manager Contract be approved, contingent on the decision of the County Administrator in regards to the Manager's employee status. Voice vote. Ayes – all. Motion carried. [1-1-#5]**

Ben reported that there has been no further work done at the farming site.

Ben inquired that, with milder than normal weather conditions, if it was possible to use some of the funds approved for stump grinding, to be used for brush grinding instead.

**Motion by Scott, second by Gildner, to contract Logan Searfoss for brush grinding on the airport property, for an amount not to exceed \$2000.00. Voice vote. Ayes – all. Motion carried. [1-1-#6]**

The topic of a formal bid policy was discussed and will be added to the February agenda.

Ben noted that there will be an airport conference on February 15<sup>th</sup>, the scheduled day of the next meeting.

**Motion by Frechette, second by Simmons, that the February 2023 meeting be held on February 22<sup>nd</sup>, at 12:15 p.m. Voice vote. Ayes – all. Motion carried. [1-1-#7]**

Ben received a proposal for installation of the donated light fixtures in the T-hangars. The estimate total was \$11,655.00. No action was taken.

No further business remaining, Vice Chairman Frechette adjourned the meeting at 1:12 p.m.

Minutes by Michael Jackson, Board Secretary

*Ogemaw County  
Land Bank Authority  
Meeting Minutes  
02/08/2023*

Caren Piglowski called the meeting to order at 11:03 a.m. Present: Sue Delahanty, Caren Piglowski, Scott Bell, David Ryan, Cindy Rosebrugh and Liz Steinhurst. All recited The Pledge of Allegiance to the American Flag.

Committee meeting minutes of 01/11/2023 were reviewed. Motion by Sue Delahanty support by Caren Piglowski to approve the minutes. Ayes all, motion approved.

Caren Piglowski presented the current financial activity report.

Discussion regarding the sale offer for property located at 2436 E. Fourth St., Prescott. Dan Darling contacted Caren Piglowski and made a verbal cash offer to purchase this property in the amount of \$1500.00. Motion by Sue Delahanty, support by David Ryan, the LBA Board to accept the sale offer price of \$1500.00 with conditions that Mr. Darling pay the recording fees and transfer tax if applicable. Roll call vote: Ayes - Steinhurst, Bell, Rosebrugh, Piglowski, Delahanty, Ryan. Motion Approved. Caren Piglowski to contact Mr. Darling of the approval and contact the attorney to prepare the Quit Claim Deed.

Discussion regarding the sale offer for property located at 2408 E. First St., Prescott. Greg Cook contacted Caren Piglowski and made a verbal cash offer to purchase this property in the amount of \$1000.00. The LBA Board took no action on this offer after discussion.

Caren Piglowski stated the Blight Elimination Grant application was submitted on time. Awaiting further information from the State regarding the application approval.

Discussion regarding the proposed contract between OCLBA and Housing Consulting Services, LLC. (LeeAnn Fischer). Motion by Scott Bell, support by Liz Steinhurst to approve the contact with noted changes. Caren Piglowski to contact attorney to update the contract wording. Roll call vote: Ayes – Delahanty, Steinhurst, Bell, Ryan, Rosebrugh, Piglowski. Motion approved.

Motion by Sue Delahanty, support by David Ryan for Caren Piglowski to sign contract after wording updated. Ayes all - motion approved.

Review of By-Laws, appointment of officers and budget approval to be discussed at the next scheduled meeting.

Motion to adjourn by Scott Bell support by Cindy Rosebrugh, Ayes – all. Motion approved

Next meeting scheduled for March 08, 2023 at 11:00 a.m.

Meeting adjourned 12:04 p.m.

Minutes prepared by Caren Piglowski





## Michigan local government leaders report increased problems with workforce recruitment, retention, and other issues

By Debra Horner, Thomas Ivaeko, and Natalie Fitzpatrick

This report presents the opinions of Michigan's local government leaders on a range of issues regarding their jurisdictions' workforce, including recruitment, retention, and retirement turnover. These findings are based on statewide surveys of local government leaders from the Spring 2022 wave of the Michigan Public Policy Survey (MPPS), with comparisons to the Spring 2017 MPPS wave.

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 Spring 2022 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 1,327 jurisdictions across the state.



## Key Findings

- Statewide, 92% of Michigan's local governments report having some kind of paid employees (full-time, part-time, seasonal, or temporary), while 8% say they have none at all. These levels are essentially unchanged from 2017.
  - » Nearly all Michigan counties and cities report having full-time employees and the overwhelming majority also have part-time employees. Meanwhile, 75% of villages and just 31% of townships report having full-time employees.
- Recruiting employees with the necessary skills is a common problem, reported by 60% of Michigan's local leaders in 2022, up from 48% in 2017. Only 16% of jurisdictions statewide say recruiting is not a problem at all.
  - » Among jurisdictions with over 30,000 residents, 89% report that recruitment is a problem, including 41% who say it is a significant problem. Among mid-sized jurisdictions with between 5,001-10,000 residents, reports of significant recruitment problems have tripled in the past five years, up to 28% in 2022 from 9% in 2017.
- Retaining current employees is a growing problem as well, reported by 32% of jurisdictions with employees in 2022, up sharply from 17% in 2017.
  - » Two-thirds (64%) of jurisdictions with over 30,000 residents have problems retaining current employees, up from 43% in 2017. Among jurisdictions with 5,001-10,000 residents, retention problems have more than tripled in the past five years to 37%, up from 12%. Meanwhile, even in the state's smallest jurisdictions—those with fewer than 1,500 residents—that have any type of paid employee, retention problems have increased to 26%, up from 17%.
- Local leaders express concern about a variety of other workforce problems, especially in Michigan's largest jurisdictions, among whom 62% report problems with turnover due to retirements, 58% note problems with employee workload, 54% identify low employee morale, and 48% report challenges due to hostile interactions from the public.
  - » Among places where local leaders report their employees have recently experienced harassment or other abuse, 79% say new employee recruitment is a problem (including 40% who say it is a significant problem); by comparison, 52% of jurisdictions that did not report harassment by the public have recruitment problems. Similarly, employee retention problems are more likely to be reported among jurisdictions that have experienced harassment or other abuse against non-elected jurisdiction personnel (45% vs 25%).

January 20, 2023

The Michigan Health and Human Services Oral Health Program would like to congratulate your water system for achieving the CDC's Optimal Fluoridation Award for 2021. This is a great honor for your city and for our state. This award recognizes those public water systems that adjust the fluoride concentration in drinking water and achieve a monthly average fluoride level that is in the optimal range for 11-12 consecutive months in a year, as documented in the Water Fluoridation Reporting System (WFRS).

WFRS is a national health surveillance tool that assists states in managing their water fluoridation program. Over the past four years, 36 states have had at least one public water system in their state receive the award. In calendar year 2021, there were 1,394 adjusted systems in 28 states recognized by CDC. 70 public water systems were awarded here in Michigan.

Water utilities and their customers value the ability to demonstrate quality service. There are several award programs related to drinking water, including those conducted by the U.S. Environmental Protection Agency, the American Water Works Association, and state drinking water programs. CDC's Quality Awards can be a good opportunity to promote community water fluoridation. We hope you display your awards proudly!

Once again, congratulations on this outstanding award and for your continuing commitment to public health of all Michigan residents.

Christine Farrell, RDH, MPH  
MDHHS, Oral Health Program  
Dental Director

Sandy Sutton, RDH, BS  
MDHHS, Oral Health Program  
Community Water Fluoridation Coordinator



# Water Fluoridation Quality Award

## WEST BRANCH Michigan

*The Centers for Disease Control and Prevention (CDC)'s support for community water fluoridation is based on more than 75 years of experience and research to show that water fluoridation is safe and effective for promoting good oral health. CDC commends this water system for providing high-quality water fluoridation for 12 consecutive months in 2021, representing a high level of operator care and accomplishment.*



Casey Hannan, MPH  
Director, Division of Oral Health  
National Center for Chronic Disease  
Prevention and Health Promotion  
Centers for Disease Control and Prevention



Theresa "Tracy" J. Boehmer, P.E.  
National Fluoridation Engineer, Division of Oral Health  
National Center for Chronic Disease  
Prevention and Health Promotion  
Centers for Disease Control and Prevention



U.S. Department of  
Health and Human Services  
Centers for Disease  
Control and Prevention



# 2021

**CITY OF WEST BRANCH  
CITY COUNCIL MEETING  
MARCH 6, 2023**

PLEASE TAKE NOTICE that the West Branch City Council meeting scheduled for Monday, March 6, 2023 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](mailto: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](https://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:

Topic: West Branch City Council

Time: Mar 6, 2023 06:00 PM Eastern Time (US and Canada)

### Join Zoom Meeting

<https://us02web.zoom.us/j/82169382448?pwd=TWpuNWs2L3lTc0d0QVEwVGwveWZRZz09>

Meeting ID: 821 6938 2448

Passcode: 614846

One tap mobile

+13092053325,,82169382448#,,,,\*614846# US

+13126266799,,82169382448#,,,,\*614846# US (Chicago)

### Dial by your location

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 646 931 3860 US

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 669 444 9171 US

+1 669 900 9128 US (San Jose)

+1 689 278 1000 US

+1 719 359 4580 US

+1 253 205 0468 US

Meeting ID: 821 6938 2448

Passcode: 614846

Find your local number: <https://us02web.zoom.us/j/kc357G7qTX>