

AGENDA

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL TO BE HELD IN PERSON AT WEST BRANCH CITY HALL, 121 N. FOURTH ST. ON MONDAY, APRIL 1, 2024, 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. MyMichigan Update – Ray Stover, MyMichigan Regional President
 - C. Historical Society Fence- Barry Wilkinson
- V. Public hearing
- VI. Additions to the agenda
- VII. Public comment on agenda items only (limited to 3 minutes)
- VIII. Bids
 - A. Water Treatment Plant and Well Improvements
 - B. NEMCOG Masterplan Re-write (sole source bid)
 - C. Downtown speaker system
- IX. Unfinished Business
- X. New Business
 - A. Bills
 - B. Excuse Member Showalter
 - C. Well Number 5
 - D. Consumers Energy Change in Standard Lighting Contract
 - E. Member Bennett's Resignation
 - F. Schedule budget work session
- XI. Approval of the minutes and summary from the regular meeting and closed session held March 18, 2024
- XII. Consent Agenda
 - A. Treasurer's Report and Investment Summary
 - B. Minutes from the Airport Board meetings held January 17, 2024 and February 21, 2024

- C. Minutes from the DDA meeting held January 23, 2024, February 28, 2024, and special meeting held February 5, 2024
- D. Minutes from the Ogemaw County Land Bank Authority meeting held February 21, 2024
- E. Minutes from the WWTPA meeting held February 13, 2024

XIII. Communications

- A. Water Fluoridation Quality Award 2022

XIV. Reports

- A. Mayor
- B. Council
- C. Manager
- D. Attn: Meihn

XV. Public comment any topic

XVI. Adjournment

UPCOMING MEETINGS-EVENTS

April 2	Taylor Door Backflow	
April 3	NCMCF	7:30
April 8	Recreation Committee	6:00
April 9	Planning Commission	6:00
April 12	Election Commission	10:00
April 15	City Council	6:00
April 16	Music in the Park	4:00
April 17	Public Accuracy Testing	10:45
April 17	Land Bank	11:00
April 17	Airport Board	12:15
April 18	Housing Commission	12:00
April 23	DDA	12:00

Next Meeting-April 15, 2024

March 5, 2024

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

Re: City of West Branch, Contract 2 - Water Treatment Plant and Well Improvements

Dear Mr. Dantzer,

We have reviewed the bids received on February 7, 2024, for Contract 2 - Water Treatment Plant and Well Improvements for the City of West Branch. The 2 bids for the water treatment plant and well Improvements are summarized as follows:

- | | |
|------------------------------|----------------|
| • Robert T. Cole, Inc. | \$3,234,571.00 |
| • RCL Construction Co., Inc. | \$3,443,400.00 |

For your records we have attached a copy of the bid tabulation for the project.

Due to the bid exceeding the project budget we met with the apparent low bidder, Robert T. Cole, Inc., and discussed value engineering (VE) options with them to align the project with the budget. The VE deduction options are as follows:

- \$73,000 in cash allowances that were for electric and gas which are not needed.
 - \$145,766 for parking and water main work that was put in J&N's DWSRF contract.
 - \$3,384 for using PVC C900 pipe instead of Ductile Iron Pipe from the new well to the ex. well house building.
 - \$11,163 for changing out the FRP doors to Hollow Metal. NOTE: Chlorine Room door to remain FRP.
 - \$15,000 in GC savings
- Total VE Deductions = (\$248,313.00)

Subject to EDA concurrence, we would recommend the contract be awarded to Robert T. Cole, Inc. for the following amount: **\$2,986,258.00.** This amount is base bid of \$3,234,571.00 less the VE amount of (\$248,313.00). Robert T. Cole, Inc. has completed several similar treatment plant and well improvement projects and based upon our review, we feel confident that Robert T. Cole, Inc can deliver a high-quality project.

We will also schedule a preconstruction meeting with yourself and Robert T. Cole, Inc. upon EDA acceptance.

Please feel free to call me with any questions.

Sincerely,



Gary O. Bartow
Regional Manager / Associate

2125 Ridgewood Drive, Suite 101
Midland, MI 48642
P: 989.837.3280
F: 989.837.3290
www.fveng.com



City of West Branch

**Water System & Infrastructure Upgrades
Contract 2 – Water Treatment Plant & Well Improvements**

F&V Project No.: 854110

BID SUMMARY

BID OPENING: WEDNESDAY, February 7, 2024 AT 1:00 PM

Bidder (listed below from low to high)	Bid Amount
1. Robert T. Cole, Inc.	\$3,234,571.00
2. RCL Construction Co., Inc.	\$3,443,400.00

Sole Source Vendor Exception Request

for

Masterplan update

from

NEMCOG

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

As such, City Manager, John Dantzer, is requesting City Council forego formal bidding and approve the proposal for the Masterplan rewrite to the North East Michigan Council of Governments (NEMCOG) based on the following reasons:

- NEMCOG worked with the City on the full rewrite five years ago so they have a strong understanding of the City which would eliminate the need for a lot of initial information gathering meetings which would be required with a new consulting group, therefore saving the City money.
- NEMCOG currently has all of the City’s property descriptions and zoning maps developed so changes required to either the current or future use zoning map would be simple and therefore less costly.
- The City currently already has a service contract in place to have work done at an agreed upon per hour price.

Thank you.

City Manager John Dantzer

Nemco Masterplan rewrite.

Activity	Cost*	hours
Demographics & Residential	2,100	21
Existing Land Use**	2,100	21
Goals, Objectives & Action Items	700	7
One meeting + mileage (if needed)	560	
Compile final plan (clean copy)	350	3.5
Legal Transmittals	500	5
Admin	500	5

TOTAL

This is a "not to exceed" cost. The existing land use and demographics might take less time than what is budgeted. The estimate is based on time spent from previous communities

(EXTRA MEETINGS: \$560 EACH (MEETING\TRAVEL TIME + MILEAGE)

***Based on non-member \$100/hour rate.**
(Member rates is \$85/hour + annual dues)

****Need updated parcel layer with parcel numbers in addition to tax roll export**

(Printed copies of plan are \$20 each)

Sole Source Vendor Exception Request

for

Downtown Speaker System

from

Third Coast Tech

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

In this instance, City Manager John Dantzer is requesting City Council forego formal bidding and approve the selection of Third Coast Tech for the purchase of a downtown speaker system for the following reasons:

- There are very few large-scale audio contractors due to the specialty of the work they do and the only company I spoke with that provided a quote.
- There company was recommended by a couple other municipalities I spoke with.
- Due to the requirement that we must follow the MDOT time schedule, we do not have time to go out to a long formal bid process.
- The proposed company did a walkthrough of our community and attended a DDA meeting to discuss speaker options.
- The DDA recommended approval of the bid at their meeting held March 26th

Downtown Sound Project

City of West Branch

121 N. 4th Street
West Branch, MI 48661



Presented By:



Third Coast Tech, LLC.
4514 Pontiac Lake Rd.
Waterford, Michigan 48328
800-828-9517
www.thirdcoasttech.com

Modified: 3/27/2024
Revision: 1

Third Coast Tech, LLC.

Unassigned

1	TCT Quoted for Prep,install, & labor as per G2G contract.	\$10,030.00
1	TCT Hardware	\$3,449.83
1	TCT System Programming	\$1,500.00

Unassigned	Equipment Total:	\$3,449.83
	Labor Total:	\$11,530.00
	Total:	\$14,979.83

* Price Includes Accessories

Presented By: Third Coast Tech, LLC.
Project Name: Downtown Sound Project

Project No.: TCT-1350

3/27/2024
Page 2 of 5

Head End

TCT will install the head end of this sound system within the "Pocket Park" located on the south side of the street between 3rd & 4th street. Client is responsible for pulling data & power to head end location.

Head end will include:

**Amp*

**Digital Sound Processor*

**System Controller*



1	Biamp		\$700.00
		Tesira TEC-1i	



1	Biamp		\$1,885.00
		TesiraFORTÉ DSP fixed I/O server with 12 analog inputs, 8 analog outputs, and 8 channels configurable USB audio	



1	Crimson AV		\$418.86
		Wall Mounted Rack Enclosure With Hinged Back Door (19") (12U)	



1	Crown		\$1,207.70
		Cdi Series Professional Amplifier	



1	Radio Design Labs (RDL)		\$1,093.88
		Audio Monitor Panel - 12 Line or Speaker Inputs	

	Head End	Equipment Total:	\$5,305.44
		Labor Total:	\$0.00
		Total:	\$5,305.44

* Price Includes Accessories

Presented By: Third Coast Tech, LLC.

Project Name: Downtown Sound Project

Project No.: TCT-1350

3/27/2024

Page 3 of 5

Speakers

TCT will install 16 JBL planter style speakers along the E. Houghton Ave. between 2nd & 4th Street. Planters located along each side of the street will house a total of 9 speakers. The speakers will be wired in sequence through underground conduit.



16	JBL Professional	\$5,782.40
	2-Way coaxial mushroom landscape speaker, 8", 240 watt	

Speakers	Equipment Total:	\$5,782.40
	Labor Total:	\$0.00
	Total:	\$5,782.40

Optional: Handheld Microphone System

Quoted as an optional add on. This would be a portable unit that the end user would be able to plug in when necessary. audio from the handheld microphones would transmit through out the planters speakers.



1	Audio Technica	\$899.00
	System 10 PRO digital wireless dual handheld microphone system	

Optional: Handheld Microphone System	Equipment Total:	\$899.00
	Labor Total:	\$0.00
	Total:	\$899.00

Project Equipment Subtotal:	\$15,436.67
Project Labor Subtotal:	\$11,530.00
Project Subtotal:	\$26,966.67

* Price Includes Accessories

Presented By: Third Coast Tech, LLC.
Project Name: Downtown Sound Project

Project No.: TCT-1350

3/27/2024
Page 4 of 5

Third Coast Tech, LLC.

Project Summary

Equipment: **\$15,436.67**

Labor: **\$11,530.00**

Grand Total: **\$26,966.67**

Client: **John Dantzer**

Date

Contractor: **Third Coast Tech, LLC.**

Date

* Price Includes Accessories

Presented By: Third Coast Tech, LLC.

Project Name: Downtown Sound Project

Project No.: TCT-1350

3/27/2024

Page 5 of 5



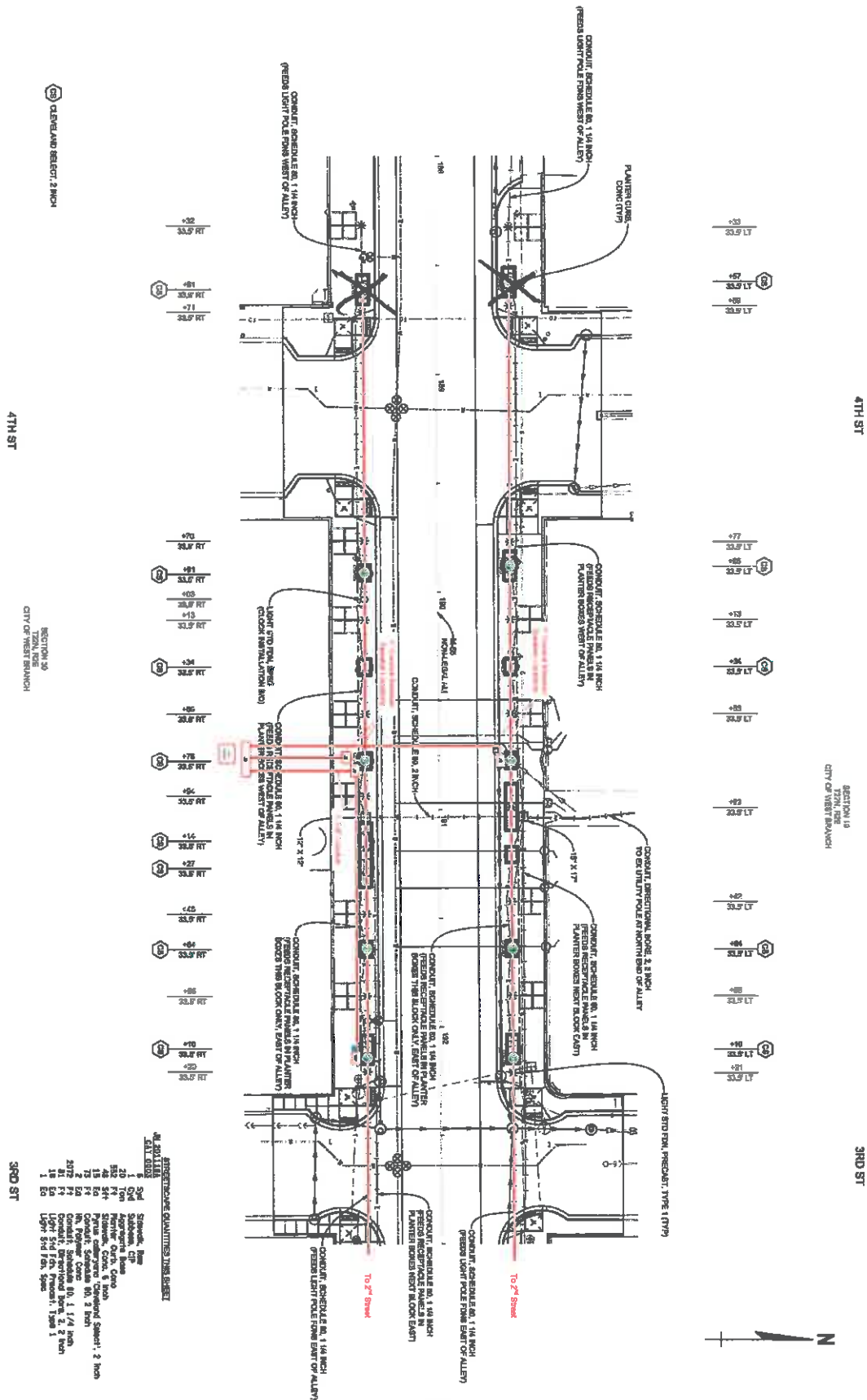
**Third Coast Tech, LLC,
4514 Pontiac Lake Rd.**

Waterford, Michigan 48328
800-828-9517
800-828-9517



JEL: P10; P20; P21; P22; P23; P24; P25; P26; P27; P28; P29; P30; P31; P32; P33; P34; P35; P36; P37; P38; P39; P40; P41; P42; P43; P44; P45; P46; P47; P48; P49; P50; P51; P52; P53; P54; P55; P56; P57; P58; P59; P60; P61; P62; P63; P64; P65; P66; P67; P68; P69; P70; P71; P72; P73; P74; P75; P76; P77; P78; P79; P80; P81; P82; P83; P84; P85; P86; P87; P88; P89; P90; P91; P92; P93; P94; P95; P96; P97; P98; P99

M-55



Created	2/29/2024
Modified	3/6/2024
Printed	3/6/2024

Downtown Sound Project
John Dantzer
121 N. 4th Street
West Branch, MI 48661

1



ALL ITEMS IN TEAL ARE OFF or EXISTING

Third Coast Tech, LLC.
4514 Pontiac Lake Rd.
Waterford, Michigan 48328
800-828-9517
800-828-9517

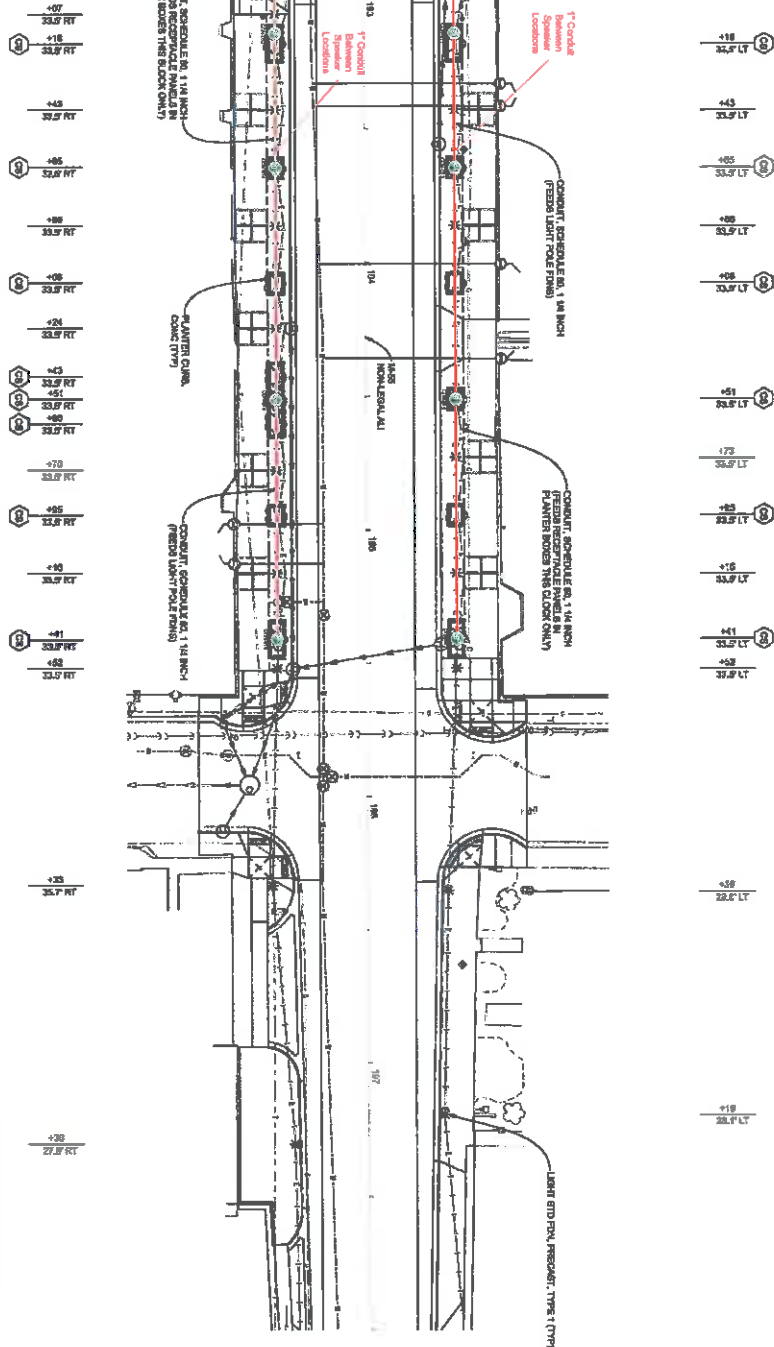


NOT TO SCALE

Created	2/29/2024
Modified	3/6/2024
Printed	3/6/2024

Downtown Sound Project
John Dantzer
121 N. 4th Street
West Branch, MI 48661
FP-Sect 1 236 - 2nd Street

2



CS CLEVELAND BELT, 2 INCH

SECTION 300
TOWN, ETC.
CITY OF WEST BRANCH

2ND ST

STRENGTH CLASSIFIED SHEET	
# 201114	
GAT 0001	
15	Aggregate Base
12	Top
424	Porter Crn, 10mm
14	Pyru castings (1/4 inch)
147	Pyru castings (1/4 inch)
147	Pyru castings (1/4 inch)
16	Light Std Pcr, Presort, Type 1

Place Holder for Bills



6837 W. Grand River Ave.
Lansing, MI 48906

City of West Branch
Attn: Mike Killackey
121 North 4th Street
West Branch, MI 48661

Proposal

Date	Proposal #
3/19/2024	24-Q3082

Description	Qty	Rate	Total
<p>Thank you for the opportunity to present you with this proposal for a new VFD for well 5.</p> <p>Scope of project: Replace existing 40hp vfd with new vfd includes:</p> <ul style="list-style-type: none">- Remove existing E-Flex VFD- Use existing short circuit protection- Install a free standing ATV630D37N4 50HP 480v VFD- Mount new DV/DT output filter under VFD- Install new Hand/Off/Auto control buttons next to drive- Use existing control wiring- Program and test all operation <p>* Currently, drive is in stock, and filter is in stock t factory *</p> <p>This Quote is good for 45 days. Pricing subject to change based on current market environment.</p> <p>NOTE: Should conditions change and/or any additional work be required, beyond the original scope of this project, our standard hourly rates will apply. Northern Pump & Well will consult with you prior to the additional work being performed.</p> <p>Signature: _____ Date: _____</p> <p>Purchase Order No. (if required): _____ * If this proposal meets your approval, please sign / date and return to fax number...1-517-322-0135</p>	1	11,783.45	11,783.45
If you have any questions, feel free to call 877-477-1757 or 517-322-0219		Total	\$11,783.45



**AUTHORIZATION FOR CHANGE IN STANDARD LIGHTING
CONTRACT(COMPANY-OWNED) FORM 547**

Contract Number: 100000149243

Consumers Energy Company is authorized as of _____ by the City of WEST BRANCH, to make changes, as listed below, in the lighting system(s) covered by the existing Standard Lighting Contract between the Company and the City of WEST BRANCH, dated 11/1/2014.

Lighting Type: General Service Unmetered Lighting Rate GUL, Standard High Intensity Discharge

Except for the changes in the lighting system(s) as herein authorized, all provisions of the aforesaid Standard Lighting Contract dated 11/1/2014 shall remain in full force and effect.

Contract Number: 103034713489

Consumers Energy Company is authorized as of _____ by the City of WEST BRANCH, to make changes, as listed below, in the lighting system(s) covered by the existing Standard Lighting Contract between the Company and the City of WEST BRANCH, dated 10/8/2018.

Lighting Type: General Unmetered Light Emitting Diode Lighting Rate GU-LED

Except for the changes in the lighting system(s) as herein authorized, all provisions of the aforesaid Standard Lighting Contract dated 10/8/2018 shall remain in full force and effect.

Notification Number(s): 1065335104

Comments: REMOVING STREETLIGHTS ALONG E HOUGHTON AVE DUE TO MDOT ROAD RECONSTRUCTION

City of WEST BRANCH

By: _____

(Signature)

(Printed)

Its: _____

(Title)

This Agreement may be executed and delivered in counterparts, including by a facsimile or an electronic transmission thereof, each of which shall be deemed an original. Any document generated by the parties with respect to this Agreement, including this Agreement, may be imaged and stored electronically and introduced as evidence in any proceeding as if original business records. Neither party will object to the admissibility of such images as evidence in any proceeding on account of having been stored electronically.

RESOLUTION

RESOLVED, that it is hereby deemed advisable to authorize Consumers Energy Company to make changes in the lighting service as provided in the Standard Lighting Contract between the Company and the City of WEST BRANCH, dated 11/1/2014, in accordance with the Authorization for Change in Standard Lighting Contract dated _____,

RESOLVED, that it is hereby deemed advisable to authorize Consumers Energy Company to make changes in the lighting service as provided in the Standard Lighting Contract between the Company and the City of WEST BRANCH, dated 10/8/2018, in accordance with the Authorization for Change in Standard Lighting Contract dated _____,

heretofore submitted to and considered by this ☐ commission ☐ council ☐ board; and

RESOLVED, further, that the _____ Clerk be and are authorized to execute such authorization for change on the behalf of the City.

STATE OF MICHIGAN
COUNTY OF OGEMAW

I, _____, clerk of the City of WEST BRANCH do hereby certify that the foregoing resolution was duly adopted by the

☐ commission ☐ council ☐ board of said municipality, at the meeting held on _____.

Dated:

Municipal Customer Type: City

GENERAL SERVICE UNMETERED LIGHTING RATE GUL, STANDARD HIGH INTENSITY DISCHARGE

- (1) 100 watt HPS Cobrahead NA to Remove at location E HOUGHTON AVE AND MACGREGOR CT;

GENERAL UNMETERED LIGHT EMITTING DIODE LIGHTING RATE GU-LED

- (1) 72 watt LED White Cobrahead NA to Remove at location 124 E HOUGHTON AVE;
- (1) 72 watt LED White Cobrahead NA to Remove at location 100 E HOUGHTON AVE;
- (1) 72 watt LED White Cobrahead NA to Remove at location E HOUGHTON AVE AND S LIVINGSTON ST;
- (1) 72 watt LED White Cobrahead NA to Remove at location E HOUGHTON AVE AND S BURGESS ST;
- (1) 85 watt LED White Cobrahead NA to Remove at location E HOUGHTON AVE AND S VALLEY ST;
- (1) 54 watt LED White Cobrahead NA to Remove at location E HOUGHTON AVE AND MEAD ST;
- (1) 54 watt LED White Cobrahead NA to Remove at location E HOUGHTON AVE EAST OF MEAD ST;
- (1) 54 watt LED White Cobrahead NA to Remove at location E HOUGHTON AVE AND BROOKSIDE DR;

March 25, 2024

Mayor Paul Freshette
Councilmembers
City of West Branch
121 N 4th Street
West Branch MI 48661

RE: RESIGNATION

For 7+ years, I have worked with the City of West Branch as a council member. I have been through a series of emotions during that time. None have prepared me to leave my position, let alone leave it early. I now feel like we have developed into a group that knows each other well enough we can most often anticipate each other's vote.

However, it is with sadness that I must step down after the meeting on Monday, April 1, 2024. I will be moving to Grand Rapids to be closer to family. I rest assured leaving the city in the hands of all of you, but equally with John Dantzer. He has been the greatest achievement to witness in my tenure. He is the one to hold onto.

To all of you my friends, I will return to visit West Branch; the city I will always call home.

Blessings,

A handwritten signature in black ink, appearing to read 'Joanne Bennett', with a long horizontal line extending to the right.

Joanne Bennett

Sec. 5.6. Filling vacancies in elective office.

- (a) In the event of a vacancy in the office of any member of city council, the remaining members by majority vote shall appoint within 30 days a qualified person to fill the balance of the original unexpired term; provided, however, that if the period remaining of such term is 90 days or less no appointment shall be made.
- (b) If any vacancy in the office of councilman which the council is authorized to fill is not so filled within 30 days after such vacancy occurs, or if three or more vacancies exist simultaneously in the office of councilman an, such vacancies shall be filled for the balance of the respective unexpired terms at a special election. In connection with any special election to fill a vacancy or vacancies in any elective office candidates shall be nominated by petition in a manner identical to that provided in Sections 3.7 to 3.10, inclusive; the names of all qualified candidates who file sufficient valid nomination petitions 30 days before such special election shall be certified to the election commission and placed on the ballot; and all other provisions of this Charter not inconsistent with this Section 5.6 shall govern.
- (c) Candidates elected to fill a vacancy at a special election shall take office immediately upon certification by the board of canvassers.
- (d) The provisions of this Section 5.6 shall not apply to the filling of vacancies resulting from recall.

State law reference(s)—Vacancies in city office to be filled as provided in Charter, MCL 201.37.

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET ON MONDAY, MARCH 18, 2024.

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, Rusty Showalter, and Cathy Zimmerman.

Absent: Council Member Ellen Pugh

Other officers present: City Manager John Dantzer, DPW Superintendent Mike Killackey, Chief Ken Walters, City Realtor Yvonne DeRoso, and City Attorney Gregory Meihn.

All stood for the Pledge of Allegiance.

* * * * *

MOTION BY FRECHETTE, SECOND BY BENNETT, TO APPOINT CITY MANAGER, JOHN DANTZER, TO SERVE AS ACTING CLERK DUE TO BOTH THE CLERK AND DEPUTY CLERK BEING UNAVAILABLE FOR THE MEETING.

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

No – None

Absent – Pugh

Motion carried

* * * * *

MOTION BY BENNETT, SECOND BY JACKSON, TO APPROVE PAYMENT OF THE BILLS IN THE AMOUNT OF \$192,121.35.

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

No – None

Absent – Pugh

Motion carried

* * * * *

MOTION BY FRECHETTE, SECOND BY BENNETT, TO EXCUSE COUNCIL MEMBER PUGH FROM THE MEETING.

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

No – None

Absent – Pugh

Motion carried

* * * * *

Manager Dantzer noted the City received two offers for the vacant parcel the City had for sale in the industrial park. One from Mr. Tommy Dault and one from Mr. Justin Benjamin. He then requested Council to go into closed session to review with the City Attorney his written writing concerning

potential legal liability regarding the conditions of the property, the impact of selling the property on the Masterplan, and what appropriate terms are necessary with regard to the sale of the property to protect the City, which all should be considered.

Mr. Dault addressed Council on his plans for the property noting it would be for a large residential project.

Todd Johnson, on behalf of Mr. Benjamin, addressed Council with his plans for property noting it would be for commercial/industrial businesses.

Council went into closed session at 6:20 pm

MOTION BY SHOWALTER, SECOND BY BENNETT, TO GO INTO CLOSED SESSION PURSUANT TO MCL 15.268(H) OF THE OPEN MEETINGS ACT TO REVIEW WITH THE CITY ATTORNEY HIS WRITTEN WRITING CONCERNING POTENTIAL LEGAL LIABILITY REGARDING THE CONDITION OF THE PROPERTY, IMPACT OF SELLING THE PROPERTY ON THE MASTER PLAN, AND WHAT APPROPRIATE TERMS ARE NECESSARY WITH REGARD TO THE SALE OF THE PROPRETY TO PROTECT THE CITY.

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

No – None

Absent – Pugh

Motion carried

* * * * *

Council returned from closed session at 6:43 pm

MOTION BY FRECHETTE, SECOND BY JACKSON, TO GO BACK INTO OPEN SESSION.

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

No – None

Absent – Pugh

Motion carried

* * * * *

MOTION BY ZIMMERMAN, SECOND BY SHOWALTER, TO APPROVE CITY MANAGER, JOHN DANTZER; CITY REALTOR, YVONNE DEROSO; AND CITY ATTORNEY, GREG MEIHN TO ENTER INTO NEGOTIATIONS WITH JUSTIN BENJAMIN ON THE SALE OF THE INDUSTRIAL LOT PROPERTY.

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

No – None

Absent – Pugh

Motion carried

* * * * *

MOTION BY BENNETT, SECOND BY JACKSON, TO MOVE THE FARMERS MARKET TO THE GATHERING PLACE FOR 2024 ONLY.

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

No – None

Absent – Pugh

Motion carried

* * * * *

MOTION BY ADAIR, SECOND BY JACKSON, TO APPROVE THE MINUTES AND SUMMARY FROM THE REGULAR MEETING HELD MARCH 4, 2024.

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

No – None

Absent – Pugh

Motion carried

* * * * *

MOTION BY SHOWALTER, SECOND BY JACKSON, TO RECEIVE AND FILE THE TREASURER'S REPORT AND INVESTMENT SUMMARY, THE MINUTES FROM THE PLANNING COMMISSION MEETING HELD FEBRUARY 13, 2024, AND THE FEBRUARY POLICE REPORT.

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

No – None

Absent – Pugh

Motion carried

* * * * *

Member Showalter noted two of his granddaughters as well as several other young ladies where in attendance at tonight's meeting in order to get their All-American Award. He also noted his granddaughter, Brooklyn Pacella, was recently chosen to attend the Envision World Strides Stem program for the second year in Bowling Green. He further noted she was the first student selected to attend two years in a row by a different teacher.

Member Bennet thanked Justin Benjamin for his investment in the community. Member Bennett also asked if Chief Walters could get a total of grant funding he had been able to receive for the police department.

Member Jackson noted the MDOT road rehabilitation project was about to begin.

* * * * *

Mayor Frechette adjourned the meeting at 6:52 pm.

Paul Frechette, Mayor

John Dantzer, Acting 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, MARCH 18, 2024.

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

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

Absent: Council Member Pugh.

Other officers present: Manager Dantzer, DPW Superintendent Killackey, Chief Walters, Realtor DeRoso, and Attorney Meihn.

All stood for the Pledge of Allegiance.

Council appointed Manager Dantzer to serve as acting clerk.

Council approved bills in the amount of \$192,121.35.

Council excused Member Pugh from the meeting.

Mr. Tommy Dault and Mr. Todd Johnson presented plans for the purchase of City property.

At 6:20 pm, Council went into closed session as pursuant to MCL 15.268(H).

At 6:43 pm, Council went back into open session.

Council approved Manager Dantzer, Attorney Meihn, and Realtor DeRoso to enter into negotiations for the sale of property.

Council approved the relocation of the Farmers Market to the Gathering Place for 2024 only.

Council approved the minutes and summary from the regular meeting held March 4, 2024.

Council received and filed the treasurers report and investment summary, the minutes from the Planning Commission meeting held February 13, and the February Police Report.

Members Showalter, Bennett, and Jackson gave updates

Mayor Frechette adjourned the meeting at 6:52 pm.

Bank Code GL Number	Description	Beginning Balance 04/01/2024	Total Debits	Total Credits	Ending Balance 04/30/2024
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
SAVINGS		203,465.05	0.00	0.00	203,465.05
GEN1 GEN1 - GENERAL CHECKING					
101-000.000-001.000	CASH CHECKING - CHEMICAL BANK	889,788.25	0.00	0.00	889,788.25
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	100.65	0.00	0.00	100.65
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	390,546.14	0.00	0.00	390,546.14
251-000.000-001.000	CASH CHECKING - CHEMICAL BANK	39,533.78	0.00	0.00	39,533.78
276-000.000-001.000	CASH CHECKING - CHEMICAL BANK	198,413.23	0.00	0.00	198,413.23
318-000.000-001.000	CASH CHECKING - CHEMICAL BANK	218,324.75	4,497.81	0.00	222,822.56
319-000.000-001.000	CASH CHECKING - CHEMICAL BANK	130,602.39	934.05	0.00	131,536.44
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	352,765.66	5,116.19	0.00	357,881.85
591-000.000-001.000	CASH CHECKING - CHEMICAL BANK	672,343.99	6,170.40	0.00	678,514.39
592-000.000-001.000	CASH CHECKING - CHEMICAL BANK	2,545,005.51	0.00	0.00	2,545,005.51
597-000.000-001.000	CASH CHECKING - CHEMICAL BANK	300,803.48	1,176.05	0.00	301,979.53
661-000.000-001.000	CASH CHECKING - CHEMICAL BANK	157,490.16	0.00	0.00	157,490.16
704-000.000-001.000	CASH CHECKING - CHEMICAL BANK	24,496.84	0.00	0.00	24,496.84
705-000.000-001.000	CASH CHECKING - CHEMICAL BANK	15,728.17	0.00	0.00	15,728.17
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		5,985,639.88	17,894.50	0.00	6,003,534.38
M/LST MAJOR/ LOCAL STREETS					
202-000.000-001.000	CASH CHECKING - MERCANTILE BANK	760,326.42	0.00	0.00	760,326.42
203-000.000-001.000	CASH CHECKING - MERCANTILE BANK	499,995.75	0.00	0.00	499,995.75
MAJOR/ LOCAL STREETS		1,260,322.17	0.00	0.00	1,260,322.17
MERC SAVINGS					
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

Bank Code GL Number	Description	Beginning Balance 04/01/2024	Total Debits	Total Credits	Ending Balance 04/30/2024
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
	SAVINGS	401,058.53	0.00	0.00	401,058.53
PAY PAYROLL 704-000.000-007.001	PAYROLL CHECKING	43,985.52	0.00	0.00	43,985.52
	PAYROLL	43,985.52	0.00	0.00	43,985.52
PNC S SAVINGS					
101-000.000-001.004	HURON COMMUNITY BANK CHECKING	5,320.22	0.00	0.00	5,320.22
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	12,390.35	0.00	0.00	12,390.35
TAX TAXES 703-000.000-001.004	CHECKING - MERCANTILE BANK	16,075.83	0.00	0.00	16,075.83
	TAXES	16,075.83	0.00	0.00	16,075.83
	TOTAL - ALL FUNDS	7,922,937.33	17,894.50	0.00	7,940,831.83

CASH SUMMARY BY FUND FOR WEST BRANCH
FROM 04/01/2024 TO 04/30/2024
FUND: ALL FUNDS
CASH AND INVESTMENT ACCOUNTS

Fund	Description	Beginning Balance 04/01/2024	Total Debits	Total Credits	Ending Balance 04/30/2024
101	GENERAL FUND	1,601,652.67	0.00	0.00	1,601,652.67
151	CEMETERY PERPETUAL CARE	269,215.12	0.00	0.00	269,215.12
202	MAJOR STREET FUND	760,326.26	0.00	0.00	760,326.26
203	LOCAL STREET FUND	499,995.08	0.00	0.00	499,995.08
209	CEMETERY FUND	100.69	0.00	0.00	100.69
237	MARIJUANA FUND	4,549.58	0.00	0.00	4,549.58
243	BROWNFIELD REDEVELOPMENT AUTHORITY F	3,047.65	0.00	0.00	3,047.65
248	DDA OPERATING FUND	390,546.14	0.00	0.00	390,546.14
249	BUILDING INSPECTION FUND	0.00	0.00	0.00	0.00
251	INDUSTRIAL PARK FUND	164,779.43	0.00	0.00	164,779.43
276	HOUSING RESOURCE FUND	198,413.23	0.00	0.00	198,413.23
318	SEWER DEBT FUND	218,324.75	4,497.81	0.00	222,822.56
319	WATER DEBT FUND	130,602.39	934.05	0.00	131,536.44
571	COLLECTION REPLACEMENT FUND	0.65	0.00	0.00	0.65
572	PLANT REPLACEMENT FUND (R&I)	1.84	0.00	0.00	1.84
590	SEWER FUND	352,766.50	5,116.19	0.00	357,882.69
591	WATER FUND	699,034.22	6,170.40	0.00	705,204.62
592	WATER REPLACEMENT FUND	2,565,017.45	0.00	0.00	2,565,017.45
597	SEWER COLLECTION	304,018.26	1,176.05	0.00	305,194.31
661	EQUIPMENT FUND	511,142.39	0.00	0.00	511,142.39
703	CURRENT TAX COLLECTION FUND	16,075.83	0.00	0.00	16,075.83
704	PAYROLL CLEARING	68,482.36	0.00	0.00	68,482.36
705	IRONS PARK ENTERTAINMENT FUND	15,728.17	0.00	0.00	15,728.17
707	YOUTH SAFETY PROGRAM	115.98	0.00	0.00	115.98
714	RECYCLING CENTER	0.00	0.00	0.00	0.00
736	PUBLIC EMPLOYEE HEALTH CARE FUND	0.00	0.00	0.00	0.00
TOTAL - ALL FUNDS		8,773,936.64	17,894.50	0.00	8,791,831.14

CASH SUMMARY BY ACCOUNT FOR WEST BRANCH
FROM 04/01/2024 TO 04/30/2024
FUND: ALL FUNDS
INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 04/01/2024	Total Debits	Total Credits	Ending Balance 04/30/2024
Fund 101 GENERAL FUND					
003.300	CERTIFICATE OF DEPOSIT A	100,000.00	0.00	0.00	100,000.00
003.400	CERTIFICATE OF DEPOSIT B	150,000.00	0.00	0.00	150,000.00
	GENERAL FUND	250,000.00	0.00	0.00	250,000.00
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					
003.300	CERTIFICATE OF DEPOSIT A	100,000.00	0.00	0.00	100,000.00
003.400	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					
003.300	CERTIFICATE OF DEPOSIT A	150,000.00	0.00	0.00	150,000.00
003.400	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	851,000.00	0.00	0.00	851,000.00

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 12:15 p.m. by Vice Chairman Paul Frechette.

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

Motion by Frechette second by Gildner, the meeting minutes of the December 20, 2023 meeting be approved. Voice vote. Ayes – all. Motion carried. [1-1-#1]

Bills were presented for payment.

Motion by Jackson second by Simmons, that claims in the amount of \$29,183.10 be approved for payment. Voice vote. Ayes – all. Motion carried. [1-1-#2]

Ben gave the financial report, with a combined account balance is \$282,761.89. Ben noted that there would be some movement coming in the near future, to reconcile some of the budget lines.

Being the first meeting of the year, the Board is required to hold an election of officers for the upcoming year.

Motion by Gildner second by Simmons to appoint Terry Hodges as Board Chairman, Paul Frechette as Vice Chairman and Mike Jackson as Board Secretary. Voice vote. Ayes – all. Motion carried. [1-1#3]

Ben noted that the State had allocated funds for the runway rehabilitation project. Engineers from Mead & Hunt will be meeting with Ben on January 24th to discuss the plans. It was noted that due to delays in the engineering, it is possible that the project won't be completed until 2025.

Discussion was held regarding repairs needed on the courtesy car. Given the age of the vehicle, the possibility of future replacement was also discussed.

Motion by Simmons second by Dantzer, to have the courtesy car repaired by Team Hodges, for an amount not to exceed \$2,800.00. Voice vote. Ayes – all. Motion carried [1-1-#4]

No further business remaining, Vice Chairman Frechette adjourned the meeting at 12:33 p.m.

Minutes by Michael Jackson, Board Secretary

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 Chairman Terry Hodges.

Present: Terry Hodges, Paul Frechette, Mike Jackson, Breck Gildner, and Craig Scott. Absent: John Dantzer and Brenda Simmons. Also, in attendance was Tommy Dault of Infinity Sports Complex.

It was noted that Airport Manager Ben Evergreen was absent as he was in Lansing receiving the MDOT award for best General Aviation Airport.

Motion by Scott second by Gildner, the meeting minutes of the January 17, 2024 meeting be approved. Voice vote. Ayes – all. Motion carried. [2-1-#1]

Bills were presented for payment.

Motion by Scott second by Jackson, that claims in the amount of \$8,945.60 be approved for payment. Voice vote. Ayes – all. Motion carried. [2-1-#2]

Chairman Hodges gave the financial report, with a combined account balance is \$262,645.30.

Tommy Dault, representing a developer, asked the Board about a possible height variance for a potential hotel/recreational complex to be built near exit 215. The Board agreed to pass his information on to Ben, and they would discuss the issue with our consultants at Mead & Hunt.

The Board received an initial Fiscal Year 2025 Budget. It will be on the agenda for discussion at our next meeting.

No further business remaining, Chairman Hodges adjourned the meeting at 12:40 p.m.

Minutes by Michael Jackson, Board Secretary

REGULAR MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY
HELD AT WEST BRANCH CITY HALL, 121 N. FOURTH ST. WEST BRANCH, MI ON TUESDAY,
JANUARY 23, 2024.

The meeting was called to order by Vice Chairperson Joe Clark at 12:02 pm.

Present: Joanne Bennett, Alan Bruder, Joe Clark, Autum Hunter, and Sandy Rabidue.

Absent: Samantha Fabbri, Erin Resteiner (attended virtually but was not able to vote), Ken Walters, and Cathy Zimmerman.

Others present: Acting Secretary/City Manager John Dantzer

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MOTION BY RABIDUE, SECOND BY BENNETT, TO EXCUSE MEMBERS FABBRI, RESTEINER, WALTERS, AND ZIMMERMAN FROM THE MEETING.

Yes – Bennett, Bruder, Clark, Hunter, Rabidue	No – None
Absent – Fabbri, Resteiner, Walters, Zimmerman	Motion carried

* * * * *

MOTION BY RABIDUE, SECOND BY BRUDER, TO APPROVE THE MINUTES FROM THE REGULAR AND INFORMATIONAL MEETINGS HELD DECEMBER 15, 2023.

Yes – Bennett, Bruder, Clark, Hunter, Rabidue	No – None
Absent – Fabbri, Resteiner, Walters, Zimmerman	Motion carried

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MOTION BY BRUDER, SECOND BY RABIDUE, TO MOVE THE FEBRUARY MEETING TO WEDNESDAY, FEBRUARY 28TH AT NOON.

Yes – Bennett, Bruder, Clark, Hunter, Rabidue	No – None
Absent – Fabbri, Resteiner, Walters, Zimmerman	Motion carried

* * * * *

MOTION BY CLARK, SECOND BY HUNTER, TO RECOMMEND TO CITY COUNCIL THE REAPPOINTMENTS OF JOANNE BENNETT AND SANDY RABIDUE FOR A 4-YEAR TERM.

Yes – Bennett, Bruder, Clark, Hunter, Rabidue	No – None
Absent – Fabbri, Resteiner, Walters, Zimmerman	Motion carried

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MOTION BY BENNETT, SECOND BY RABIDUE, TO APPROVE THE BID FROM RAUHORN ELECTRIC TO HAVE THEM INSTALL, DURING THEIR WORK WITH MDOT, THE ELECTRICAL INFRASTRURE TO ADD BOXES IN THE PLANTER BOXES AS SUBMITTED NOT TO EXCEED \$23,750.00.

**Yes – Bennett, Bruder, Clark, Hunter, Rabidue
Absent – Fabbri, Resteiner, Walters, Zimmerman**

**No – None
Motion carried**

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Vice-Chairperson Clark gave a Retail Merchants update and noted some of the things they were working on for promotion of the downtown's businesses during the MDOT construction project.

Member Bennett noted she would like to see some billboards incorporated into the business promotions.

Member Bruder noted some discussion of a large sports and recreation complex project that could take place in the area.

Member Bruder asked if the DDA funds account was looked at recently to take advantage of the higher interest rates being seen now. Acting Secretary/Manager Dantzer noted the account was recently looked at and they were rolled into a different account to take advantage of the higher interest.

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A reminder of the annual joint meeting with City Council and the Planning Commission was shared.

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The meeting was adjourned at 12:34 pm.

RESCHEDULED REGULAR MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT
AUTHORITY HELD AT WEST BRANCH CITY HALL, 121 N. FOURTH ST. WEST BRANCH, MI
ON WEDNESDAY, FEBRUARY 28, 2024.

The meeting was called to order by Vice Chairperson Joe Clark at 12:00 pm.

Present: Alan Bruder (arrived 12:01), Joe Clark, and Ken Walters.

Absent: Joanne Bennett, Samantha Fabbri, Autum Hunter, Sandy Rabidue, Erin Resteiner
(attended virtually but was not able to vote), and Cathy Zimmerman.

Others present: Acting Secretary/City Manager John Dantzer and MDOT representative
Kim Mullins.

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Due to a lack of quorum, no official business could take place.

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Greg Samborski, of Third Coast Tech, gave a presentation on downtown speaker and audio systems. He discussed the advantages of a ground level system as opposed to a pole system, he spoke on the option to add a remote microphone location, and options for additional add-ons such as automatic on/off timers and the ability to automatically run announcements. It was also discussed that they would need internet in order to run the music programming and that someone else would need to run the conduit needed for them to pull their lines through. Secretary/Manager Dantzer noted he would reach out to the contractors already working on the wiring portion of the Houghton project to get an estimate on having them run the conduit.

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Kim Mullins of MDOT gave an update on the Houghton Ave project noting they would be starting the project on April 1. She further noted the following schedule time line. Phase 1 is from First to Third St and would run from April 1 to Memorial Day, phase 2 is from Third to M-30 and would run from Memorial Day to July 31st, and phase 3 is from First to Fairview and would run from Aug 1 to the end of October.

Kim also noted that MDOT would be starting signal work on the corner of Fairview and Houghton St with intermittent lane closures being needed.

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The meeting was adjourned at 12:42 pm.

SPECIAL MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY
HELD JOINTLY WITH CITY COUNCIL AND THE PLANNING COMMISSION AT THE WEST
BRANCH POLICE DEPARTMENT, 130 PAGE ST. ON MONDAY, FEBRUARY 5, 2024.

The meeting was called to order by Chairperson Samantha Fabbri.

Present: Joanne Bennett, Alan Bruder, Joe Clark, Samantha Fabbri, and Cathy Zimmerman.

Absent: Autum Hunter, Sandy Rabidue, Erin Resteiner, and Ken Walters.

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All stood for the pledge of allegiance

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Chairperson Fabbri provided the annual report to City Council noting the projects worked on during 2023 and the main areas of focus for the 2024 calendar year would be as follows:

1. Development of the Gathering Place.
 - The DDA was not able to proceed with the project in 2023 as grant funds were not available. The board submitted grants for both the DNR Michigan Spark Grant and the MEDC Public Spaces Grant program in the spring of 2023 but were unsuccessful in receiving any award. We will continue to monitor for additional funding sources.
2. Work with City Council on the Houghton Ave redesign project.
 - The Board worked on the streetscape project with the bid being awarded in 2023 and the project taking place from April through November of 2024. The board finalized funding for the project and have a bond in place to pay for the costs.
 - The board approved the addition of plugs in each planter box.
 - The board is looking into a downtown speaker system and will meet with a contractor during the February meeting.
3. Continue the downtown flower and snow removal projects.
 - The Board again sponsored the flowers in 2023 and will look at doing a fall project in 2024 as the MDOT road reconstruction project will not allow for the planting of flowers next spring. They will again sponsor the snow removal from the downtown during the winter.
4. Work on seasonal themed banners.
 - No banners were decided upon during 2023 but we will continue to discuss optional themed banners that would be instituted after the road reconstruction and streetscape is completed in 2024.

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The meeting was adjourned at 6:07 pm.

*Ogemaw County
Land Bank Authority
Meeting Minutes
02/21/2024*

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

Committee meeting minutes of 01/24/2024 were reviewed. **Motion by Sue Delahanty, support by Scott Bell to approve the minutes. Vote: Ayes - all, motion approved.**

Caren Piglowski presented the current financial activity report. **Motion by Liz Steinhurst, support by Alan Bruder to accept the financial report as presented. Vote: Ayes – all, motion approved.**

Caren Piglowski and Lee Ann Fischer are registered for the required CAPGEMS Training. Caren will forward the zoom link to all members if they would like to participate in the training.

Caren Piglowski notified the LBA board that an abatement clearance performed by a third party is required for the Round #3 Grant projects and is encouraged to be performed for the Round #2 Grant projects. Caren has located a company to perform the service and presented a proposal from Northern Analytical Services LLC. **Motion by Sue Delahanty, support by Scott Bell to approve the hiring of Northern Analytical Services LLC for abatement clearance of all grant projects. Vote: Ayes – all, motion approved.**

Caren Piglowski presented an update on each grant project. Caren has contacted Consumers Energy and DTE to obtain utility wrecking clearance for each project and has contacted the Village of Prescott for water/sewer utility wrecking clearance for the Prescott properties. Caren has submitted revised budgets for Round #3 projects and received approval and Notice to Proceed from the State Land Bank for the Round #3 projects.

Caren Piglowski stated an asbestos survey is needed for the project at 215 Washington Street and suggested using Sagasser & Associates, Inc. to perform this service as this company was used for prior projects and the cost is within the purchasing policy. **Motion by Denise Simmons, support by Alan Bruder to hire Sagasser & Associates, Inc. for the asbestos survey for 215 Washington Street. Vote: Ayes – all, motion approved.**

Denise Simmons presented information discovered on the Maes Road suggested project. The board decided not to move forward with this project based on the presented information.

Dave Ryan presented details regarding the suggested S. Chippewa Trail project. This project was declined due to lack of information at this time. The property will be noted for future projects.

Caren Piglowski presented a potential project located on Greenwood Road. The board decided the timeline to meet the 03/31/2024 deadline for ownership and State Land Bank approvals was not feasible and not to move forward with this project. The property will be noted for future projects. Sue Delahanty will contact Horton Township regarding the blight on the Greenwood Road property.

Motion to adjourn by Sue Delahanty, support by Scott Bell, Vote: Ayes – all, motion approved.

Next meeting scheduled for March 20, 2024 at 11:00 a.m.

Meeting adjourned 11:41 a.m.

Minutes prepared by Caren Piglowski

WEST BRANCH AREA WASTEWATER TREATMENT PLANT AUTHORITY

A special meeting of the West Branch Area Wastewater Treatment Plant Authority was held in the Council Chambers of City Hall, 121 N. Fourth St. on Tuesday, February 13, 2024.

Chairperson Stephens called the meeting to order at 2:00 p.m.

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

Absent: Ellen Pugh, City of West Branch;

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

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Motion by Frechette, second by Morris, to approve the minutes from the meeting held December 12, 2023

**Yes –Dantzer, Frechette, Morris, Stephens
Motion carried**

No – None

Absent –Pugh

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Motion by Morris, second by Frechette, to approve the payment to Stephenson and Company in the amount of \$4,150.00 and the payment to John Dantzer in the amount of \$599.00.

**Yes –Dantzer, Frechette, Morris, Stephens
Motion carried**

No – None

Absent –Pugh

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The Board discussed bids to replace the well that is failing at the plant. The board considered bids for a new well as well as bids to extend the Township water main to the plant instead of a new well. It was the consensus that while the new water line would be better, the cost was so much higher that it was not worth the extra cost. The Board discussed time lines with both of the companies that provided bids with Simmons noting he could do it right away. It was noted that the Simmons bid did not include a new tank and was a 4" well instead of a 5" well. The board also discussed using a variable speed pump instead of a standard pump to help cut utility cost and to increase the longevity of the pump.

Motion by Morris, second by Dantzer, to approve the bid from Roy Simmons Well Drilling in the amount of \$29,340.76 plus the cost to change to a variable speed pump.

**Yes –Dantzer, Frechette, Morris, Stephens
Motion carried**

No – None

Absent –Pugh

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Superintendent Robb updated the Board on the estimate received to repair the issues they were having with the trickling filters. He noted he would continue to monitor the situation and discuss additional options at the next meeting.

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Member Dantzer gave the Treasurer's report noting \$21,836.09 in the operating account, \$216.45 in the bond account, and \$468,612.88 in the R&I account.

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Chairperson Stephens adjourned the meeting at 2:50 pm.



STATE OF MICHIGAN

DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

GRETCHEN WHITMER
GOVERNOR

ELIZABETH HERTEL
DIRECTOR

March 6, 2024

West Branch
Mr. John Dantzer
City Manager
121 North Fourth Street
West Branch, MI 48661

Dear Mr. Dantzer:

The Michigan Department of Health and Human Services, Oral Health Program would like to congratulate your water system for achieving the CDC's Optimal Fluoridation Award for 2022. 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 2022, there were 1,209 adjusted systems in 27 states recognized by CDC. 75 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, BSDH, MPA
MDHHS Oral Health Program Director

Sandy Sutton, RDH, BS
Community Water Fluoridation Coordinator

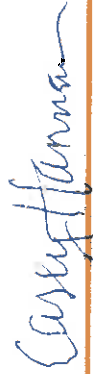
Christine Farrell

Sandra K. Sutton

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 2022 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



2022