

AGENDA

SPECIAL MEETING OF THE WEST BRANCH CITY COUNCIL TO BE HELD IN PERSON AND VIRTUALLY AT WEST BRANCH CITY HALL, 121 N. FOURTH ST. ON TUESDAY, APRIL 25, 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
- V. Public hearing
 - A. Michigan Community Development Block Grant
- 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. Approval of resolution authorizing CDBG application
- XI. Approval of Minutes
- XII. Consent Agenda
- XIII. Communications
- XIV. Reports
 - A. Mayor
 - B. Council
 - C. Manager
- XV. Public comment any topic
- XVI. Adjournment

ATTACHMENT I – NOTICE OF PUBLIC HEARING

CITY OF WEST BRANCH NOTICE OF PUBLIC HEARING FOR MICHIGAN COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING FOR THE CITY OF WEST BRANCH PARK EXPANSIONS

The City of West Branch will conduct a public hearing during a special meeting that is to be held on Tuesday, April 25th at 6:00pm in the Council Chambers of City Hall at 121 N. Fourth, St. for the purpose of affording citizens an opportunity to examine and submit comments on the proposed application for a CDBG grant.

The City of West Branch proposes to request a grant not to exceed \$1,000,000.00 in CDBG funds for the construction of a downtown park called the Gathering place and the addition of an amphitheater at Irons Park. The parks will benefit at least 51% low to moderate income persons. No persons will be displaced as a result of the proposed activities.

Further information, including a copy of the City of West Branch's Community Development Plan and CDBG application is available for review. To inspect the documents, please contact John Dantzer 989-345-0500 or by email at citymanager@westbranch.com. The plans will be available for review at City Hall at 121 N. Fourth St. or on the City's website at www.westbranch.com. Comments may be submitted in writing through Monday, April 24th at 4:30 PM or made in person at the public hearing.

Citizen views and comments on the proposed application are welcome.

City of West Branch
John Dantzer, City Manager
989-345-0500

#####

**Public Gathering Spaces Initiative (PGSI) Application
Community Development Block Grant (CDBG) Program
Fiscal Year 2023 Funding Round**

PGSI Application			
UGLG (Unit of General Local Government) Point of Contact	First and Last Name: John Dantzer		
	Title: City Manager		
	Email: citymanager@westbranch.com		
	Cell Number: (989) 701-5000		Office Number: (989) 345-0500
	Best way to contact:	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> Cell Phone <input type="checkbox"/> Office Phone
	Business Role:	<input checked="" type="checkbox"/> Employee	<input type="checkbox"/> Consultant <input type="checkbox"/> Other: Please describe your role
UGLG Information	UGLG Name: City of West Branch		
	Street/PO Box: 121 N. Fourth St		
	City: West Branch		County: Ogemaw
	State: MI		Zip Code: 48661
	UGLG UEI # (SAM): EMCQN94L7943		
	- UEI Info: http://sam.gov/content/home		
	UGLG's Federal Tax ID #: 38-6004600		
	Please provide information on State of Michigan Representation.	Senator Name <u>Michelle Hointenga</u>	
		Senate District <u>36th</u>	
		Representative Name <u>Mike Hoadley</u>	
		House District <u>99th</u>	
	Please provide information on Federal Government Representation.	Representative Name <u>Jack Bergman</u>	
		Congressional District <u>1st</u>	
Please verify the UGLG's low to moderate income community percentage. Note – in order to apply for the Public Gathering Spaces program, the community must be considered a low to moderate income community (51% or greater).	<input type="checkbox"/> 51-55% <input checked="" type="checkbox"/> 56-60% <input type="checkbox"/> 61-65% <input type="checkbox"/> 66% and above		
	A direct link listing the LMI Community Percentage can be found here: lmi-community-customers-and-project-areas.xlsx (live.com) .		

	Does the UGLG have open CDBG grants, including CDBG housing or infrastructure grants, or executed Letters of Intent (LOI) related to a CDBG project?	<input checked="" type="checkbox"/> Yes
		<i>If yes, please provide the grant number(s) and/or project name (if the project is still under LOI):</i>
		MSC 221005-WRI
UGLG Information (Continued)	Does the UGLG have any unresolved CDBG grant issues and/or findings?	<input type="checkbox"/> No
		<i>*Please note that communities awarded a PGSI grant in 2022 will be ineligible for this funding round.</i>
		<input type="checkbox"/> Yes
CDBG Certified Grant Administrator (CGA) Questions	In this section, identify who will be administering the proposed project (Check One).	<i>If yes, please provide the grant number and explain the issues and findings:</i>
		<input checked="" type="checkbox"/> No
		<input checked="" type="checkbox"/> A MEDC CGA will administer the project. The CGA has not yet been selected and the contract amount is unknown. The contract has not yet been signed, the MSF will fund the costs, and the administration line item on the CDBG budget (Attachment B) has been left blank.
		<input type="checkbox"/> A MEDC CGA on the staff of the UGLG will administer the project. These costs are not eligible as match or CDBG reimbursement. The administration line item on the CDBG budget (Attachment B) has been left blank.
		Provide the name and contact information for the MEDC CGA person at the UGLG who will be responsible for administering the proposed project:
		Name:
		Business Address:
		Phone Number:
		E-mail:
Project Name	City of West Branch park expansions	
Project	Address of Proposed Project	Street Address: 404 W. Houghton and 335 Shrigley

Details		City: West Branch	State: MI	Zip:48661
	Is the project located within a traditional downtown or high impact commercial corridor?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
	Project Highlights	The project will be for the expansion of the City's current park system and will include the addition of a downtown park called the "Gathering Place" as well as the addition of an amphitheater in our existing park.		
	Identify the total square footage of any <u>NEW</u> (currently vacant or underutilized) space being activated?	Total Square Footage being activated: To be provided by Gary		
		How long has the space been vacant and/or underutilized?		
How long has the property been owned/maintained by the UGLG?	<p>Please describe: 335 Shrigley St. is the home for our Irons Park that has been a part of the City's park system since it was given to the City by Archie Irons in 1955.</p> <p>The City purchased 404 W. Houghton in March of 2019. The City was able to receive a grant from the Michigan Land Bank to help cover the cost of the demolition of the old deteriorated building that used to house a laundromat. The property has sat vacant since then. It is on the main road that runs through our town and is in our main downtown four block corridor.</p>			
	REQUIRED ATTACHMENT: Please include a Project Location Map. This map will be an aerial map showing the project location and boundaries (ex. Aerial Google map with the boundaries outlined). Include as Attachment A, "Project Location Map". TO BE PROVIDED BY GARY			
Project Scope	Please describe the scope of the project the community is seeking to fund through the CDBG PGSI program. Please highlight where the project is located, why this improvement is needed, and how the project will benefit the community. Additionally, please provide examples of how this project aligns with the UGLG's master plan (or other locally approved plan). Please note that only narrative provided in this section will be reviewed by the scoring committee.			

The Gathering place project is located on Houghton Ave which is the main street that runs through our City and is also in our main downtown corridor which extends roughly four blocks. The property used to house a laundromat that had become blighted and started falling in. The City's DDA purchased the property in March of 2019. Later in 2019, The City applied to and was awarded a demolition grant from the Michigan Land Bank to help with the demolition costs. The DDA hired the architectural firm, Beckett and Raeder to help develop the area into a downtown park that they have labeled the "Gathering Place". The DDA's design incorporated tables, benches, and Adirondack style chairs to help promote outside interaction between those in the park. The park design also calls for a pergola, lighting, a gas fireplace, and green space. The ground finish of the project will be done in concrete which will allow for the use of the entire park for anyone with a disability. The park will be open and used for year-round recreation and entertainment. Events that have been discussed about being held in the Gathering place are:

- A movie in the park night where the City can offer free movie viewing.
- Downtown concerts to offer free entertainment and also used as an economic development tool to bring people downtown which will help promote shopping in the downtown stores and eating in the downtown restaurants.
- Food truck festival.
- A new location for our farmers market. This location will allow us to move from our current location which is one block from the park and requires us to close down one of our busy streets. This will allow us to keep it downtown but improve the safety and traffic flow downtown.
- The park will be the location for our City Christmas Tree. In 2020, the DDA purchased a 20' LED Christmas tree which has become a pride for the community.
- The park will be the home of our annual Santa Train event. The City works with Lake State Railways to host a day for our children where they can meet several cartoon characters, sit on Santa's lap and tour their train. We also serve hot chocolate and have some snacks all at no cost to the participants.
- The park will also host our annual winter wonderland where we have sledding and ice skating in our park and offer horse drawn carriage rides between the downtown and park.

The amphitheater will be located in the City's park which currently houses our children's playground, tennis courts, basketball courts, pickleball courts, and gaga ball pit. The creek that runs through the park can also be used by children for fishing or for wading to cool off on those warm summer days. During the winter, the tennis courts are converted into the City's ice-skating rink and the hill in the park becomes the City's only sledding hill. During June, July, and August, the Summer Music Series committee puts on free concerts on Wednesday and Thursday nights. On Wednesday, local artist volunteer to put on the show and on Thursdays, bands from across the State come to perform. Those bands are paid for by fundraising efforts of the committee. In August, the park is the home to the annual Victorian Art fair. The fair brings in thousands of people from around the State for their three-day event. Currently, the Art Fair and concerts are required to use stages that are hauled in or

	<p>perform under tents or a pavilion that is set up with picnic tables. Weather permitting, the City also holds an annual winter wonderland day in which they promote sledding and ice-skating and have food, hot chocolate, and a bonfire. We have also had horse drawn sleigh rides around the park and into our downtown area from here. The City has also held discussion with our high school theater group about using the amphitheater for plays which would be put on by the high school theater group. The amphitheater will allow these types of events a permanent location to operate and enhance their events. The concerts and other events, including the art fair, are all free to the public and offers entertainment and promotes gathering and relaxing interaction for those that are low to moderate income residents of the community.</p>
	<p>OPTIONAL ATTACHMENT: Please include a copy of the locally approved plan that references the creation or improvement of the public gathering space. "Include as Attachment N, "Local Plan".</p>
	<p>REQUIRED ATTACHMENT: Provide a minimum of three "before photos". Include as Attachment B, "Before Photos".</p>
	<p>REQUIRED ATTACHMENT: Provide a detailed site plan of the project site. Include as Attachment C, "Site Plan". TO BE PROVIDED BY GARY</p>
	<p>REQUIRED ATTACHMENT: Provide a detailed rendering of the proposed project. Include as Attachment D, "Rendering". AMPHITHEATER RENDERING TO BE PROVIDED BY GARY</p>
<p>Project Budget</p>	<p>Total Project Cost: \$800,000</p> <hr/> <p>Grant Request: \$720,000</p> <hr/> <p>Match Amount (a minimum 10% match is required): \$80,000</p> <hr/> <p>Match to Total Project Cost Ratio: <input checked="" type="checkbox"/> 10% <input type="checkbox"/> 11-15% <input type="checkbox"/> 16-24% <input type="checkbox"/> 25% <input type="checkbox"/> Other:</p> <hr/> <p>Source(s) of UGLG's committed cash matching funds (please check all that apply): <input checked="" type="checkbox"/> General Fund <input type="checkbox"/> Road Funds <input checked="" type="checkbox"/> DDA or other district funds <input type="checkbox"/> Bonding <input type="checkbox"/> Other *Note: Special assessments are not allowed</p>
<p>Narrative Question</p>	<p>Partnership Resource Leveraging. Please identify the Total Project Cost, Grant Request, and Match Amount. If applicable, please articulate how your community has leveraged outside funding sources to enable the project to come to fruition.</p> <p>The City will be using both funds from our DDA and City's general funds to cover the match portion of the grant. The City will continue to look for other grant funding to help with the costs but do not have anything awarded at this time.</p>

	If the UGLG included "other" funds above, please check the specific funding source(s) that the "other" committed cash match will be comprised of:	<input type="checkbox"/> Other grants and/or loans where agreements are in place and the funds are immediately available and committed. <input type="checkbox"/> Other public and/or private cash that is immediately available and committed. <input type="checkbox"/> Other funds that are immediately available and committed.
		Describe all "other" funds:
	REQUIRED ATTACHMENT: Attach a detailed project budget that includes the full scope of the completed project. See Appendix B. To be provided by Gary	
	REQUIRED ATTACHMENT: Attach a third-party cost estimate that aligns with the expenses listed in the project budget. Please note Davis Bacon wages will apply to the entire project. See the "Program Requirements and Compliance" section of the CDBG Funding Guide for more information. Include as Attachment E, "Cost Estimates". To be provided by Gary	
Timeline	Proposed Project Start Date: To be provided by Gary	Anticipated Project Completion Date: To be provided by Gary
	Design Engineering Start Date: To be provided by Gary	Design Engineering End Date: To be provided by Gary
	Construction Start Date: To be provided by Gary	Construction End Date To be provided by Gary
	Please describe how your community determined the timeline for the proposed project? Additionally, please reference any local approvals that will need to take (or have already taken) place for the project to remain in-line with the timeline above.	
	To be provided by Gary	

Narrative Questions	<p>PGSI funding round aspires to support projects that are expanding the seasonal operation of new or existing public spaces. Please provide details on how the existing space is currently being utilized and provide specific examples of how the proposed project will meet the objective of expanding seasonal operations – including, but not limited to – design elements, how the space will be programmed for public use, and how the space will function.</p> <p>The space at 404 W. Houghton is currently being unused and is a vacant gravel lot. It used to house a blighted laundromat that was purchased by the City in 2019. The City was able to clean up the property in 2019 with the assistance of a grant from the Michigan Land Bank Authority. The lot was specifically purchased by the City's DDA for the sole purpose of the addition of a downtown park that they have named the "Gathering Place". The Gathering Place will be a downtown park to promote outdoor congregation and will be open year-round. The Park will have benches, tables, and an outdoor gas fireplace that can be used year-round. 100% of the park will be ADA handicap accessible. The City hopes to use the park during spring, summer, and fall months for downtown concerts and events such as the farmers market. In the winter, the park will house the City Christmas Tree which is a 20' LED programmable tree that was purchased by the DDA in 2020. It is also planned to be the location of our winter Santa Train event which is put on annually by Lake State Railway. They stop their train downtown right next to the Gathering Place and have Santa meet the kids and allow them to tour the train.</p> <p>335 Shrigley St. is the address to the City's park that houses our children's playground, tennis courts, basketball courts, pickleball courts, and gaga ball pit. In the winter it is the home to the downtown sledding hill and ice-skating rink. The park during the summer months is the home to our Music in the Park series. On Wednesdays, we have local solo acts perform for free. On Thursdays, our Summer Music Organization puts on their concerts which features bands from around the State. In August, the park is also host to our Victorian Art Fair which brings thousands of people from around the State. The current concerts are required to use tents that are set up or a pavilion that is set up for group parties in the summer and not ideal for music. The amphitheater would also allow a covered area to host our annual winter festival in the park where we have hot chocolate, a bon fire, sledding, and ice-skating party. This park is connected by a short walking path to our downtown area. The concerts and winter festival are all free and open to the public. We have paved waking paths throughout the park which makes all of the events handicap accessible.</p> <p>PGSI funding round aspires to support projects that are increasing universal accessibility of new or existing public spaces. Please describe how the proposed project incorporates Universal Design elements and why these elements are needed in order to make the public space more accessible. Please provide specific examples that</p>

	<p><i>can be clearly identified in the project site plan. Elements & Examples of Universal Design can be found in Appendix C. Note: Projects, at a minimum, must meet Americans with Disability Act (ADA) requirements in order to be considered for funding.</i></p>
	<p>The Gathering Place will be designed and finished in concrete so it is handicap accessible through the entire park. Some of the tables throughout the park will incorporate locations for wheel chairs and the gas fireplace will be able to be operated by anyone.</p> <p>The amphitheater in our Park will be able to accessed by anyone in a wheel chair and the grass field that is used as the seating area has a paved walking path that runs to it from our parking area which includes handicapped parking spots.</p>
	<p>OPTIONAL ATTACHMENT: Attach a Universal Design Review letter from a Disability Advocacy organization.</p>
	<p><i>In conjunction with the low-to-moderate area-wide benefit national objective of the CDBG program, please describe how the proposed project will benefit the entire community. Please provide specific examples.</i></p>
	<p>Both of the projects will allow the City to host events downtown and concerts or plays in our park. There will be no cost to use the gathering place and there is no cost for the Music in the Park concerts that we put on. The Wednesday solo performers are all volunteers and the Thursday bands are paid for by fundraising and donations from local businesses. With the additions of these two parks, we will be able to offer no cost entertainment for those of all ages and income levels.</p>
	<p>REQUIRED ATTACHMENT: Please provide a copy of the UGLG's maintenance plan for this public space. Include as Attachment F, "Maintenance Plan".</p>

	REQUIRED ATTACHMENTS: Sample templates for required attachments G-M can be found in the document titled "Public Gathering Spaces Initiative Application Instructions."	
	OPTIONAL ATTACHMENT: Based on the Green Infrastructure priority criteria, in the opinion of a licensed professional engineer (P.E.) confirm and include supporting evidence as Attachment O, "Green Infrastructure" that the plans put forth in the application meet one of the following specifications: <input type="checkbox"/> Project maintains the post-development project site runoff volume and peak flow rate at or below pre-settlement levels for all storms up to the 2-year, 24-hour event. The pre-settlement levels are based on the estimate of soil type and land cover existing before the first recorded construction on the site. <input type="checkbox"/> The project maintains the post-development project site runoff volume and peak flow rate at or below the pre-development levels for all storms up to the 2-year, 24-hour event and at a minimum provide a reduction in current runoff volume. Pre-development level means the runoff flow volume and rate for the last land use prior to the planned new development or redevelopment. <input type="checkbox"/> The proposed project does not involve Green Infrastructure. Sample template can be found in the document titled "Public Gathering Spaces Initiative Application Instructions." TO BE PROVIDED BY GARY	
	REQUIRED ATTACHMENT: Please provide a copy of the UGLG's marketing plan for this public space. Include as Attachment P, "Marketing Plan" .	
Additional CDBG Program Requirements	UGLG Conflict of interest Disclosure:	<input type="checkbox"/> Employees, agents, consultants, officers, elected or appointed officials of the UGLG will obtain a financial interest or benefit from a CDBG assisted activity or will have an interest in any contract, subcontract or agreement with respect thereto, or in the proceeds hereunder, either for themselves or for those with whom they have family or business ties, during their tenure or for one year thereafter.
		<input type="checkbox"/> Officials and staff of the UGLG will be a party to contracts involving the procurement of goods and services assisted with CDBG funds.
		<input checked="" type="checkbox"/> No conflicts.
	Compliance Requirements. Check all that apply:	<input type="checkbox"/> The project will impact historic properties or archaeological sites and districts.
		<input type="checkbox"/> The project will impact wetlands.

		<input checked="" type="checkbox"/> The project is in a floodplain and/or will impact a floodplain. <input type="checkbox"/> The project is in a coastal zone.
		<input checked="" type="checkbox"/> The project will require local, state, and federal permits. <input type="checkbox"/> The project will result in demolition or conversion of residential dwelling units, both occupied and vacant. <input type="checkbox"/> The project will result in temporary or permanent relocation of businesses, non-profit organizations, homeowners, or tenants. <input type="checkbox"/> The project will result in special fees (i.e., tap in / hookup fees, special assessments). <input type="checkbox"/> None of the above
		<p><u>PLEASE DESCRIBE ALL THAT APPLY:</u></p> <p>The Gathering Place will not require any permits other than local building, mechanical, and electrical permits. The amphitheater will be constructed next to the creek that runs through our park and is located in our floodplain. It will require a permit from MDEQ. It will also require local building and electrical permits.</p>
Application & Eligibility Confirmation	<p>By submitting this application on behalf of the identified UGLG, I certify – to the best of my ability – that the following information is accurate and complete.</p> <p>Sample templates for required attachments G-M, O can be found in the document titled <i>Public Gathering Spaces Initiative Application Instructions</i>.</p> <p>When submitting Attachment Materials, please clearly label each attachment at the heading of each document.</p>	<input checked="" type="checkbox"/> The UGLG is listed on the CDBG Low/Mod Income Community Customers and Project Areas List . <input checked="" type="checkbox"/> The UGLG anticipates that the project will be completed within two years of funding award. <input checked="" type="checkbox"/> The UGLG is requesting a grant between \$750,000 and \$2,000,000 – in line with the parameters outlined in the program guide. <input checked="" type="checkbox"/> The UGLG has committed a minimum cash match equal to 10% of the total project cost. <input checked="" type="checkbox"/> The proposed project is located on a property owned by the UGLG. <input type="checkbox"/> REQUIRED ATTACHMENT INCLUDED: Project Location Map – Attachment A, “Location Map” <input type="checkbox"/> REQUIRED ATTACHMENT INCLUDED: A minimum of three before photos – Attachment B, “Before Photos” <input type="checkbox"/> REQUIRED ATTACHMENT INCLUDED: Project Site Plan - Attachment C, “Site Plan”

		<input type="checkbox"/> REQUIRED ATTACHMENT INCLUDED: Project Rendering – Attachment D, “Rendering”
		<input type="checkbox"/> REQUIRED ATTACHMENT INCLUDED: Detailed Project Budget - (See Appendix B), “Project Budget”
		<input type="checkbox"/> REQUIRED ATTACHMENT INCLUDED: Third Party Cost Estimate (Davis Bacon will apply). Attachment E, “Cost Estimates”
		<input type="checkbox"/> REQUIRED ATTACHMENT INCLUDED: Detailed Maintenance Plan – Attachment F, “Maintenance Plan”
		<input type="checkbox"/> REQUIRED ATTACHMENT INCLUDED: Authorizing Resolution-Attachment G
		<input type="checkbox"/> REQUIRED ATTACHMENT INCLUDED: Public Participation Certification – Attachment H
		<input type="checkbox"/> REQUIRED ATTACHMENT INCLUDED: Public Hearing Notice-Published – Attachment I
		<input type="checkbox"/> REQUIRED ATTACHMENT INCLUDED: Public Hearing Minutes or Summary of Meeting – Attachment J
		<input type="checkbox"/> REQUIRED ATTACHMENT INCLUDED: Certification by UGLG Application Form-Attachment K, “Certification”
		<input type="checkbox"/> REQUIRED ATTACHMENT INCLUDED: Statement of Assurances Form-Attachment L
		<input type="checkbox"/> REQUIRED ATTACHMENT INCLUDED: Anti-Displacement and Relocation Plan-Attachment M
		<input type="checkbox"/> OPTIONAL ATTACHMENT INCLUDED: UGLG Local Plan-Attachment N
		<input type="checkbox"/> OPTIONAL ATTACHMENT INCLUDED: Certification by licensed professional engineer or licensed landscape architect that the plans meet Green Infrastructure objectives. – Attachment O, “Green Infrastructure”
		<input type="checkbox"/> REQUIRED ATTACHMENT INCLUDED: Marketing Plan-Attachment P
		<input type="checkbox"/> OPTIONAL ATTACHMENT INCLUDED: Universal Design Review Letter

By signing below, I certify that the PGSI application is complete on behalf of the UGLG for which I am applying.

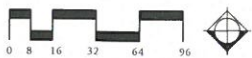
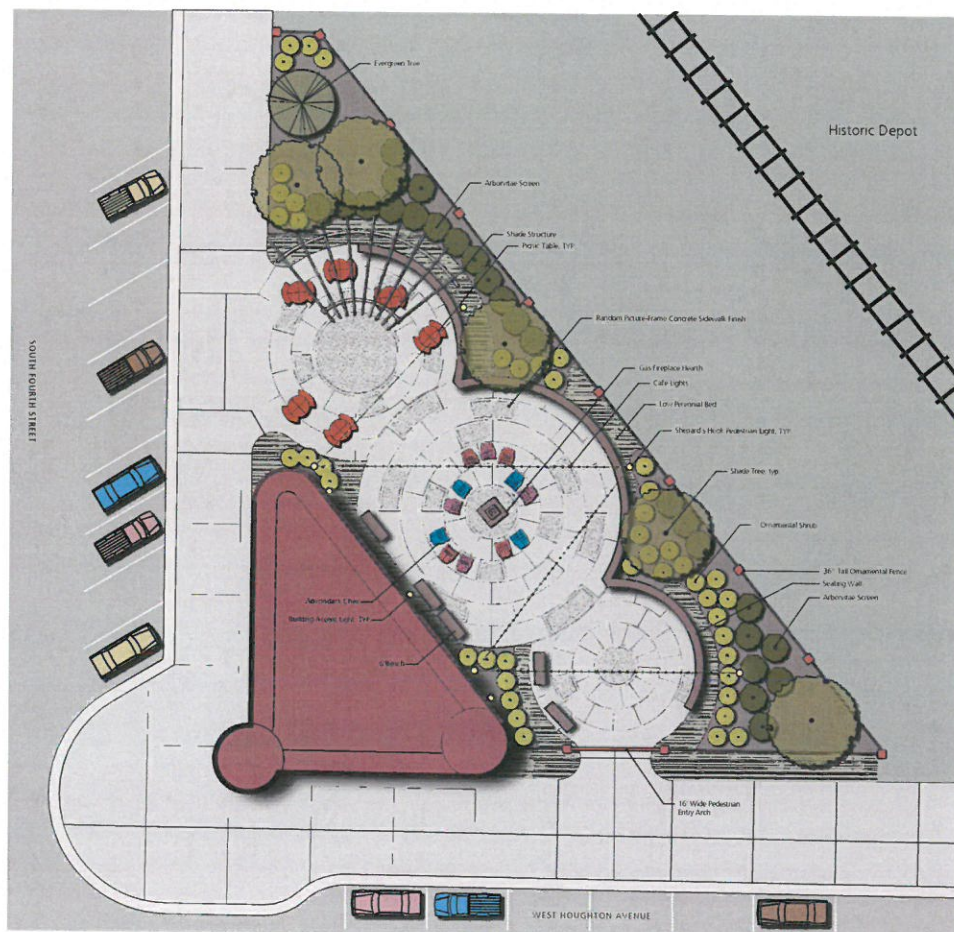
Signature from Authorized UGLG Official:	Date:
Name & Title	Email Address:

The Gathering Place
City of West Branch
West Branch, MI

Schematic Plan Rendering

October, 2022

Beckett&Raeder



Attachment N: Local Plan



Five Year Parks and Recreation Plan 2023-2027

Prepared for:
The Citizens of the City of West Branch

City of West Branch Five Year Recreation Plan 2023 – 2027

Prepared by the City of West Branch Recreation Committee and the City of West Branch
Planning Commission with assistance from:

City Manager's Office

John Dantzer, City Manager

Mayor and City Council

Paul Frechette, Mayor

Carol Adair

Joanne Bennett

Mike Jackson

Ellen Pugh

Rusty Showalter

Cathy Zimmerman

Recreation Committee

Lois Bergquist

Lisa Sauer

Meredith Schleicher

Carol Adair

Josh Erickson

Planning Commission

Cori Lucynski, Chairperson

Robert David

Yvonne DeRoso

Josh Erickson

Kara Fachting

Mike Jackson

Rusty Showalter

Table of Contents

COMMUNITY DESCRIPTION	
City Map -----	4
Overview-----	5
ADMINISTRATIVE STRUCTURE	
Roles of Commissions or Advisory Boards-----	6
Department and Staff Descriptions-----	6
Organizational Chart-----	7
Annual and Projected Budget -----	7
Current Funding Sources-----	8
Role of Volunteers-----	8
Relationship with School Districts, Other Agencies-----	8
PARK AND RECREATION POLICIES AND PROCEDURES	
Chapter 4 or the Code of Ordinances titled Parks and Recreation-----	9
RECREATION INVENTORY	
Description of Methods Used to Conduct the Inventory-----	15
Recreation Inventory Map-----	16
Description of Inventory-----	17
Accessibility Assessment-----	27
Status Report for all Grant-Assisted Park and Recreation Facilities-----	27
RESOURCE INVENTORY-----	29
DESCRIPTION OF THE PLANNING PROCESS -----	30
DESCRIPTION OF THE PUBLIC INPUT PROCESS	
Description of the Methods Used to Solicit Public Input-----	30
GOALS AND OBJECTIVES	
Demographic Characteristics-----	31
Goals and Objectives-----	37
ACTION PROGRAM-----	38

1. Community Description

City Map

City of West Branch



Overview

The City of West Branch is located in Ogemaw County. As the county seat of Ogemaw, the City of West Branch is a growing community. Situated in the southwest quadrant of Ogemaw County, the City of West Branch is conveniently located near Business Loop-I-75, M-55, and M-33. With its prominent location off of I-75 exits 212 and 215, as well as the pristine woodlands that surround the community, the City of West Branch has proudly earned the nickname “Up North, Down Home”.

The City of West Branch is composed of 1.2 square miles that are located within the State’s northern recreational area. The City of West Branch is bordered by West Branch Township on the north, south and east and Ogemaw Township to the west.

Ogemaw County has fourteen townships in all: Foster Township, Rose Township, Goodar Township, Edwards Township, Horton Township, Mills Township, Richland Township, West Branch Township, Hill Township, Cumming Township, Klacking Township, Ogemaw Township, Logan Township, and Churchill Township. Two other governmental jurisdictions besides the City of West Branch also call Ogemaw County home: The City of Rose City and the Village of Prescott.

The City of West Branch is home to the only hospital in Ogemaw County and is the central shopping area for the county.

A Five-Year Recreation Plan is a valuable tool for many reasons. This Plan provides the City of West Branch with an opportunity to identify its recreational needs and determine its long-range recreation goals. The City’s recreation plan would include all aspects of recreation including such things as park and playgrounds, indoor and outdoor sports, walking and biking trails, physical and mental health, and events such as concerts, plays, movies, farmers markets, and downtown events. Once our Plan is approved by the Michigan Department of Natural Resources, we become eligible to participate in the State Parks and Recreation Grant Programs

2. Administrative Structure

Roles of Commissions or Advisory Boards

The City of West Branch Recreation Committee has jurisdiction over recreational items that pertain to the residents of the City; however, their authority is merely advisory in nature. All decision-making authority remains vested in either the Planning Commission or the City Council, depending on the situation (zoning issues generally fall to the Planning Commission, whereas all other issues generally fall to the City Council).

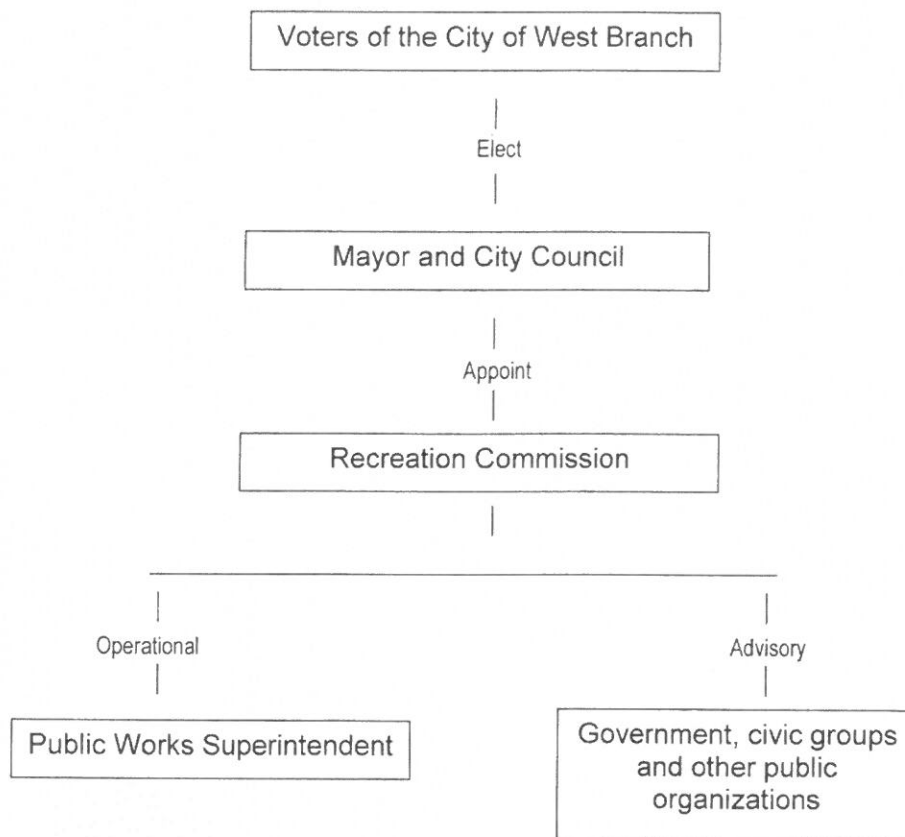
City Council Members are duly elected to their positions. Planning Commission members are appointed to their positions by City Council. Members of the Recreation Committee are City residents who are also appointed to their positions by City Council.

Department and Staff Description

The parks and recreation department for the City of West Branch consists of the Department of Public Works, working under the direction of the City Manager. The City Manager works at the pleasure of City Council, who accepts the advice and guidance of the Planning Commission as well as the Recreation Committee.

Organizational Chart

City of West Branch Administrative Structure for Recreation Committee



Annual & Projected Budgets for Operations, Maintenance, Capital Improvements & Recreation Programming.

The annual budget for Parks and Recreation operations, maintenance, capital improvements and recreation programming are provided each year through the City's budgeting process. Budget expense figures for the 2022-23 fiscal year were \$65,309. Projected budgets are anticipated to remain stable with slight increases for anticipated cost increases.

Projected budgets will indicate the City's on-going commitment for parks and recreation operations and maintenance and recreation programming. Future fiscal year budgets will continue to include expenditures in order to maintain parks and recreation services. Further, the City will, in conjunction with the Capital Improvement Schedule included in this plan, budget for City grant match requirements as projects are developed and grants funds are applied for.

Current Funding Sources

The City of West Branch maintains its park through the expenditure of public funds budgeted in the Parks and Recreation department of the General Fund. The City does not have a park millage or other funding source for recreation but funds the department through the general obligation millage. The City also receives donations for specific recreation programs like the Summer Music Series. The City also looks for grants to help fund projects.

Role of Volunteers

The City of West Branch is fortunate to have a number of volunteer individuals and groups who have assisted the City with a variety of parks and recreation related projects. The West Branch Creative Arts Association sponsors the highly successful annual Victorian Art Fair at Irons Park. Another volunteer group, the West Branch Optimist Club, sponsors an annual fishing derby for children and an annual Easter Egg Hunt which are both held at Irons Park. The West Branch Summer Music Series sponsors a summer music series at the Irons Park Pavilion. Throughout the years, a number of citizens have volunteered in assisting with general cleanup of Irons Park. Some of those organizations have been the Optimist Club, Kiwanis, and Faith Alive Church. City staff assists in coordinating activities with volunteers to provide recreation related activities for the citizens.

Relationship(s) with School District, Public Agencies, and Private Organizations.

The City will continue to work with the West Branch-Rose City School District to offer recreational opportunities. Due to the location of the elementary and middle school, the City will work closely with the school district in planning and developing recreational facilities that will be mutually beneficial.

The City meets with the two adjacent townships, West Branch Township and Ogemaw Township, on a regular basis regarding provision of recreation facilities and programs so there is no duplication of services to the community. These discussions have also led to the thought that a committee be formed to explore the benefits of regional planning, such as the creation of a joint recreation plan. The City also monitors the County recreation plan to foster a collaborative working environment.

The City has recently been involved with members of the community on a newly formed Trail Town committee to explore ways to increase the walking and biking trails throughout the community. West Branch Township, Ogemaw Township, and the City of West Branch continue to work on a walking path to connect the three together and have a walkway that extends from the 212 to 215 I 75 freeway ramps.

The City also enjoys great relationships with private organizations that offer assistance towards recreational projects in the City as well. For instance, groups such as the Chamber of Commerce and private businesses work with the City to sponsor an annual "Winter Family Fun Day" at Irons Park. Our local "Downtown Retail Merchants" group through a "Fabulous Fridays" subcommittee collaborate with the City to bring many recreational activities to our downtown area. The City allows the West Branch Creative Arts Association to use the park for their annual Victorian Art Fair and, in return, the Association donates money each year back to the City for park improvements.

PARKS AND RECREATION POLICIES AND PROCEDURES

Following is Chapter 4 titled Parks and Recreation from the City of West Branch Code of Ordinances.

CHAPTER 4. PARKS AND RECREATION

ARTICLE I. IN GENERAL

Sec. 8-181. Compliance required.

It is unlawful for any person to do any act herein forbidden, or to fail to perform any act herein required while any provision of this chapter by its terms or by necessary implications shall be applicable to that person.

(Code 1994, § 93.02; Ord. No. 133, 2-16-1976)

Sec. 8-182. Hours of operation.

City parks shall be open to the public daily between the hours of 7:00 a.m. and 10:00 p.m. No person shall occupy or be present in any park during the hours it is not open to the public, provided that city personnel, police officers on official duty or other city officers or employees on park duty, conducting city business or other persons with special permits are not so restricted.

(Code 1994, § 93.03; Ord. No. 133, 2-16-1976; Ord. No. 149, 9-10-1979)

Secs. 8-183—8-215. Reserved.*ARTICLE II. PARK USE PERMITS***Sec. 8-216. Permit required; application.**

Any club, school, association, organization or recognized group desiring the use of specific areas of any park, such as picnic areas, athletic fields or ice rinks, shall file an application with the city council through the city clerk and shall not use the park or area until the permit is granted.

(Code 1994, § 93.15; Ord. No. 133, 2-16-1976)

Sec. 8-217. Social permits, agreements and contracts.

Any club, school, organization, association or recognized group desiring the use of a portion of the park system for a money raising affair whether to cover the cost of operation or for profit, shall file an application with the city council and pay to the council such fees, charges, rents or percentages as required by the city council for such activities and events. The applications, among other information, must designate the portion of the park desired, where ticket sales will be set up or if money is to be collected and how much per person or other unit of measurement and the location of which is under the control of the city council. Any fees for the permit may be waived or refunded at the discretion of the city council.

(Code 1994, § 93.16; Ord. No. 133, 2-16-1976)

Sec. 8-218. Exclusive use of parks.

No permit shall be issued for the exclusive use of any park and no permittee shall exclude the public from the parks, charge any admittance fee, sell tickets, or otherwise require anyone to pay any fee for entering any park, except as provided in section 8-217.

(Code 1994, § 93.17; Ord. No. 133, 2-16-1976)

Sec. 8-219. Granting of permits.

The authority for granting permits shall be with the city council.

(Code 1994, § 93.18; Ord. No. 133, 2-16-1976)

Sec. 8-220. Clean-up by permittee.

All permits shall require the permittee to clean up the park area after activity has terminated and all applications for permits must give the name, address and phone number of the permittee or person responsible for the necessary policing thereof.

(Code 1994, § 93.19; Ord. No. 133, 2-16-1976)

Sec. 8-221. Honoring special permits.

All persons shall honor any special permit issued by the city council for certain areas, days, and times to clubs, organizations, teams or any other groups, including, but not limited to, public grounds, ball fields, skating rinks or stadiums, provided the permit is presented on official forms.

(Code 1994, § 93.20; Ord. No. 133, 2-16-1976)

Secs. 8-222—8-255. Reserved.*ARTICLE III. PARK RULES***Sec. 8-256. Injuring or defacing park equipment or facilities.**

No person in any park owned or operated by the city shall willfully mark, deface, disfigure, cut, injure, tamper with, break, displace, or remove any buildings, cables, benches, tables, fireplaces, grills, light poles, fountains, tennis nets, trees, playground equipment, public utilities or parts or appurtenances thereof, signs, notices or placards, whether temporary or permanent, monuments, flag poles, stakes, posts, fences or other boundary markers, or other structures or equipment, facilities or park property or appurtenances whatsoever, either real or personal.

(Code 1994, § 93.30; Ord. No. 133, 2-16-1976)

Sec. 8-257. Building fires.

Unless permission is given by the city council, the city manager, or his designated agent, no person shall kindle, or build or cause to be kindled or built a fire in any park except in places designated by the city council. In those areas where fires are generally permissible, such fires must be contained in a receptacle designed for the purpose of building a fire and must be attended at all times. No person shall set fire to trash or garbage or the contents of trash receptacles at any time. Exceptions to any of the above must have written approval from the city council.

(Code 1994, § 93.31; Ord. No. 133, 2-16-1976; Ord. No. 15-02, 8-17-2015)

Sec. 8-258. Use of playground equipment by adults.

No adult person shall in any manner use any of the playground apparatus or devices meant exclusively for the use of children.

(Code 1994, § 93.32; Ord. No. 133, 2-16-1976)

Sec. 8-259. Restricted sections of parks; restrictions on smoking in parks.

Unless permission is given by the city council, the city manager, or his designated agent, no person, other than city employees, shall enter upon any area of the park system where persons are prohibited from going as indicated by signs, notices or secured by fences and gates.

(Code 1994, § 93.33; Ord. No. 133, 2-16-1976; Ord. No. 15-02, 8-17-2015)

Sec. 8-260. Smoking restricted.

No person shall smoke in areas other than those indicated by signage to be designated smoking areas. No person shall dispose of smoking paraphernalia, including cigarettes and cigarette butts, anywhere other than in receptacles specifically designed for such disposal.

(Code 1994, § 93.33; Ord. No. 133, 2-16-1976; Ord. No. 15-02, 8-17-2015)

Sec. 8-261. Hindering or resisting park police or employees in performance of duties.

- (a) No person shall resist any police officer or city employee exercising his duty within the park area or fail or refuse to obey any lawful command of any such police officer or park employee or in any way interfere with or hinder or prevent any such police officer or park employee from discharging his duty.
- (b) No person shall interfere with or in any manner hinder any employee of the city while engaged in construction, maintenance, repairing or caring for any park property.

(Code 1994, § 93.34; Ord. No. 133, 2-16-1976)

Sec. 8-262. Firearms; bows and arrows; fireworks and other devices.

No person shall carry or discharge firearms of any description, sling shots, bow and arrows, or discharge fireworks, firecrackers, rockets or any types of fireworks, or things containing any substance of any explosive nature within the park system.

(Code 1994, § 93.35; Ord. No. 133, 2-16-1976)

Sec. 8-263. Disorderly conduct.

No person shall make or excite any disturbance or contention on any public grounds or park. No person shall use any indecent, immoral, obscene, vulgar or insulting language in the presence or hearing of any other person.

(Code 1994, § 93.36; Ord. No. 133, 2-16-1976)

Sec. 8-264. Public intoxication; intoxicating liquors.

No intoxicated person shall either enter or remain in the park system. However, alcoholic beverages will be permitted for consumption in the picnic areas only.

(Code 1994, § 93.37; Ord. No. 133, 2-16-1976)

Sec. 8-265. Animals.

No person shall bring in, cause, or allow any dog, cat or other pets or animals which he owns or has permission to control within the confines of any park unless such animal is attached to a leash not to exceed six feet in length; such leash to be of sufficient strength to hold such animal in constant check. No person shall intentionally allow any animal to deposit waste in any area of the park system unless the person in control of that animal immediately removes and disposes of such waste in the proper sanitary manner.

(Code 1994, § 93.38; Ord. No. 133, 2-16-1976)

Sec. 8-266. Removal of soil, trees and shrubs.

No person shall dig or remove soil, rocks, stones, trees, shrubs or plants, nor pick flowers, nor attach any rope, wire or other device to any tree, plant, post, public utilities or any other structure.

(Code 1994, § 93.39; Ord. No. 133, 2-16-1976)

Sec. 8-267. Fountains.

No person shall throw, discharge or otherwise place in the waters of any water fountain, drinking fountain, washbasin, toilets, any substance, liquid or solid, which may result in water pollution or create a health hazard to the public. No person shall urinate in, defecate in, vomit in, or otherwise foul the water in any water fountains or washbasins. No person shall climb on or in any water fountains, including decorative fountains. No person, other than city employees, shall remove money or coins from any water fountains, including decorative fountains.

(Code 1994, § 93.40; Ord. No. 133, 2-16-1976; Ord. No. 15-02, 8-17-2015)

Sec. 8-268. Sleeping in parks.

Unless permission is given by the city council, the city manager, or his designated agent, no person shall sleep, whether in a vehicle, trailer, tent, hammock or other manner in the park system during the hours the park is closed to the public.

(Code 1994, § 93.41; Ord. No. 133, 2-16-1976; Ord. No. 15-02, 8-17-2015)

Sec. 8-269. Throwing stones.

No person shall throw or cast any stones within the city park system.

(Code 1994, § 93.42; Ord. No. 133, 2-16-1976)

Sec. 8-270. Littering in park.

No person shall deposit any litter, rubbish, garbage, cigarette butts, broken glass, cans, bottles, or refuse matter of any kind, in or upon any part of the park system other than such refuse accumulated from organized and acceptable activities within the park, and such refuse must be deposited in receptacles provided for that purpose.

(Code 1994, § 93.43; Ord. No. 133, 2-16-1976; Ord. No. 15-02, 8-17-2015)

Sec. 8-271. Disregarding posted signs, rules and regulations.

Unless permission is given by the city council, the city manager, or his designated agent, no person shall willfully disregard posted signs, which regulate the days, hours for various activities, or any other signs installed, posted or attached for control, maintenance, safety or any other purpose within the park system. This includes signs prohibiting climbing on fountains, as well as signs establishing designated smoking areas.

(Code 1994, § 93.44; Ord. No. 133, 2-16-1976; Ord. No. 15-02, 8-17-2015)

Sec. 8-272. Public meetings; parades.

Unless permission is given by the city council, the city manager, or his designated agent, no person, organization, club or group shall hold or participate in any parade, drill, exhibition, political meeting, religious meeting, concert, lecture or public entertainment of any kind within the park system.

(Code 1994, § 93.45; Ord. No. 133, 2-16-1976; Ord. No. 15-02, 8-17-2015)

Sec. 8-273. Posting or distributing advertisements.

Unless permission is given by the city council, the city manager, or his designated agent, no person shall display any placard or advertisement of any kind in the park system, nor shall any person distribute, cast, throw or place any handbill, pamphlet, circular, advertisement or notice of any kind, nor post, stencil or otherwise affix any notice or bills, advertisement or other papers, upon structure or things in or about the park premises.

(Code 1994, § 93.46; Ord. No. 133, 2-16-1976; Ord. No. 15-02, 8-17-2015)

Sec. 8-274. Games and sports.

Unless permission is given by the city council, the city manager, or his designated agent, no person shall engage in any sport, game, exercise or amusement in the park system except such portions thereof as may be designated by the city council and then only under such rules and regulations as may be prescribed by the city council.

(Code 1994, § 93.47; Ord. No. 133, 2-16-1976; Ord. No. 15-02, 8-17-2015)

Sec. 8-275. Sale or display of merchandise.

No person shall carry on any trade or business or sell or display any goods, wares or merchandise in the park system without permission from the city council, the city manager, or his designated agent.

(Code 1994, § 93.48; Ord. No. 133, 2-16-1976; Ord. No. 15-02, 8-17-2015)

Sec. 8-276. Use of ice skating rink.

No person shall draw, push or slide any sled, toboggan or any other device on any ice skating rink, nor shall hockey be played or hockey sticks be allowed on the ice during the time hockey is prohibited, nor shall items used for marking goals, such as boxes, cans, milk cases, broken cement, boards, or any other items used for such purpose remain on the ice when the game is over. No person shall throw snowballs, break bottles or glass upon the ice surface or surrounding park area.

(Code 1994, § 93.49; Ord. No. 133, 2-16-1976)

Sec. 8-277. Operation of motor vehicles.

- (a) The operation of motor vehicles in any park is prohibited except in that area laid out and appropriated as driving lanes, or parking areas, or for motor vehicles used in the maintenance of park areas. No motor vehicle shall be driven or operated on the lane or lanes at a speed greater than ten miles per hour.
- (b) No person shall stop, stand or park a motor vehicle except in such areas as may be laid out and designated as a parking area by the city council.
- (c) No person shall operate a motor vehicle on any land or service drive, which is laid out as a means of access for maintenance employees to the various sections of the park system.
- (d) No person shall park or store any motor vehicle during the hours the park is closed, in any park, parking area or driving lane owned or operated by the city. Members of the police department are hereby authorized to remove any vehicle so parked or stored, at the owner's expense.
- (e) It is unlawful for any person, whether a pedestrian or whether operating a motor vehicle of any type to fail to obey any such applicable traffic control sign, signal, lane marking or other device, whether permanent or temporary, unless otherwise directed by a police officer or city personnel conducting city business.

(Code 1994, § 93.50; Ord. No. 133, 2-16-1976; Ord. No. 15-02, 8-17-2015)

Sec. 8-278. Civil liability.

In addition to the penalties provided in this chapter for violating its provisions, any person convicted of an act of vandalism (or the parents of a juvenile so convicted) shall reimburse the city for up to three times the amount of the damage as determined by the court. If two or more defendants are convicted of the vandalism the judgment for damages shall be entered against them jointly. In those cases wherein a convicted defendant is a minor, the judgment shall be entered against his parents. All persons violating any provisions of this chapter, other than vandalism, shall be jointly and severally liable for all damages done to the park while that person is so in violation.

(Code 1994, § 93.97; Ord. No. 133, 2-16-1976; Ord. No. 149, 9-10-1979; Ord. No. 15-02, 8-17-2015)

Sec. 8-279. Penalty.

Violation of this chapter is a municipal civil infraction, pursuant to section 1-41, whereby violators of this chapter may be subject to civil fines as established by resolution of the city council.

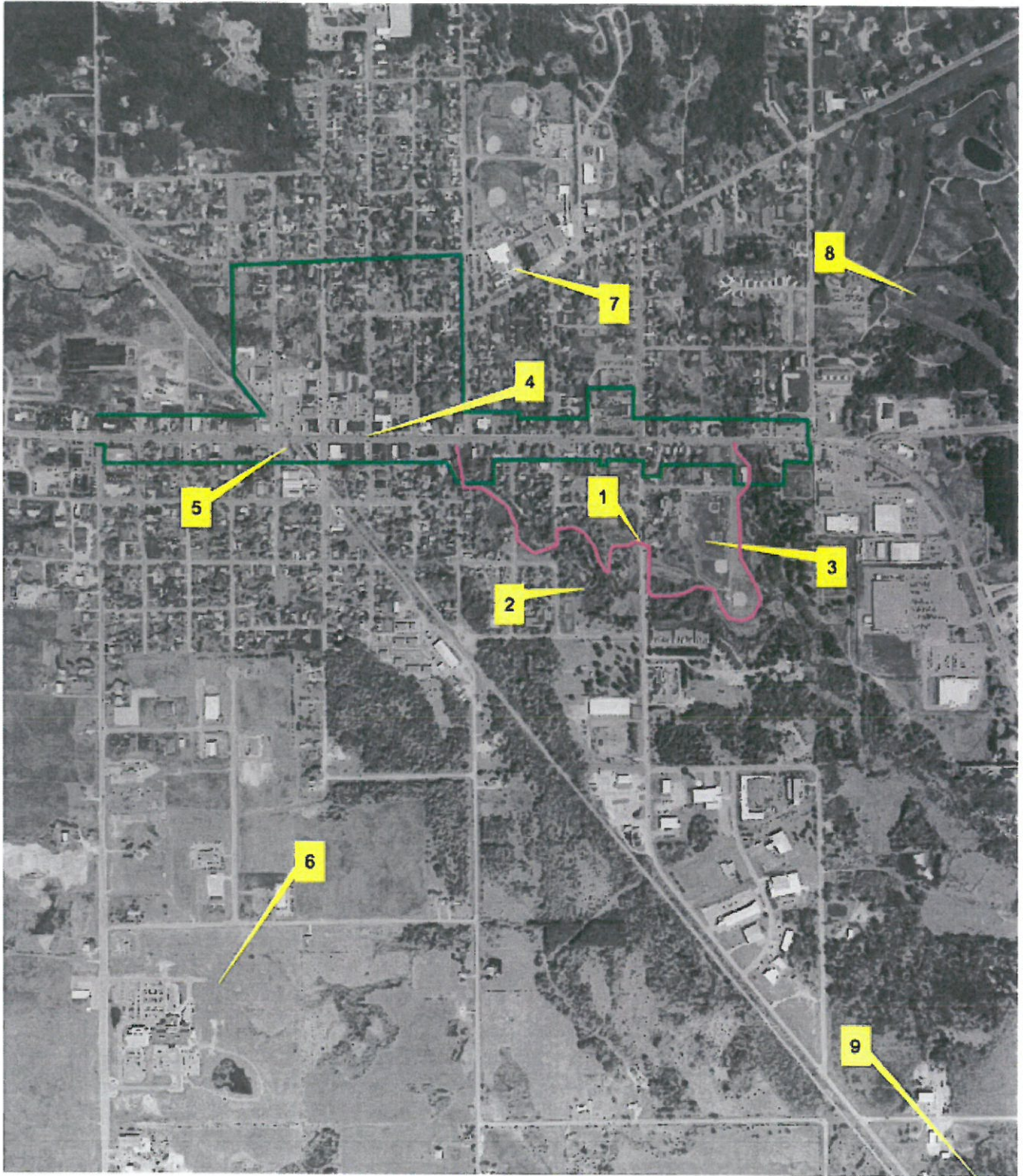
(Code 1994, § 93.98; Ord. No. 133, 2-16-1976; Ord. No. 149, 9-10-1979; Ord. No. 01-04, 6-18-2001; Ord. No. 15-02, 8-17-2015)

3. Recreation Inventory

Description of Methods Used to Conduct the Inventory.

The City of West Branch inventory was completed by the City of West Branch City staff including the City manager and Public Works Department with input provided by the Recreation Committee, Planning Commission, and City Council. The County recreation plan was also reviewed for County wide inventories.

Recreation Inventory Map



Recreation Inventory Key

1. Riverwalk
2. Irons Park
3. Lyle Wilcox Little League Fields
4. Downtown District
5. Gathering Place
6. MyMichigan Medical Center Tolfree Wellness Park
7. Surline Elementary & Middle Schools
8. West Branch Country Club (West Branch Township)
9. West Branch Recreation Center

Description of Inventory

1. **Riverwalk** – The Riverwalk is in the Park Trail classification and is located along the West Branch of the Rifle River. The Riverwalk is approximately 1.25 miles and services the entire County. The City of West Branch is very proud to have taken an aggressive strategy to enhancing our park while maintaining the aesthetic and natural qualities of the recreation inventory. During the 1990's, the City worked with the DNR to create an urban park landscape to take full advantage of our primary natural resource – the West Branch of the Rifle River.

In 1996, we were successful in bringing the Riverwalk to the citizens of West Branch with the most recent Phase IV completed in 2010. The Riverwalk runs from the Lyle Wilcox Little League Fields to the downtown district, through Irons Park, crosses Houghton Avenue, and continues to follow the river ending at North Fourth Street.

Both Irons Park and the Riverwalk experience high use, especially in the spring, summer and fall seasons. The Riverwalk has proven very popular with walkers, joggers and bicycle enthusiasts. The lights installed along the Riverwalk allow extended use during evening hours. The City now maintains the walk year-round in response to requests that it be used in the winter for walking as well. The Riverwalk has been a great asset to our community and as the County seat for Ogemaw County, thousands of residents and nonresidents use the Riverwalk for recreation and as a means to get around town and for exercise. Most of the Riverwalk trail system meets

accessibility guidelines with only one area where steps are present not falling under the guidelines. That area does allow for travel on sidewalks to skip the stair section and join back up with the trail.

In August 2015, the Riverwalk was awarded the President's Award for Keep Michigan Beautiful Inc. KMB annually recognizes programs, projects, and activities that substantially contribute to beautification, clean-up, environmental enhancement, site restoration, and historic preservation of the state.

Scenic pictures of the Riverwalk





2. **Irons Park** – Irons Park is a 10-acre park in the Community Park classification and is located off South Valley Street. Irons park services the entire County. Irons Park includes basketball courts, tennis courts, pickle ball courts, a massive “playscape” facility, a beautiful deck/bridge overlook enhancement, two picnic pavilions, a gazebo, and gaga ball pit. Irons Park is the location for the well-attended Victorian Art Fair and also home to the Summer Music Series. Many local organizations hold summer picnics at Irons Park. Some of the park areas meet accessibility guidelines.





3. Lyle Wilcox Little League Fields – The Little League fields are in the sports complex classification and are located off Page Street. The Complex is approximately 8 acres and serves the entire County. It is the home to two baseball and two softball fields as well as a covered picnic shelter, concession area, and batting cages. These fields serve more than 550 children a year. The City’s Lyle Wilcox Little League Fields have been chosen several times for the State finals with the last being in 2022. Some of the complex meets accessibility guidelines.



4. **Downtown District** – The downtown district is a combination of a Mini-Park and Special Use Classification and is a 750' stretch located along Houghton Avenue (M 55). The downtown district is currently the home to many of our downtown events including our biannual Arts and Wine Walk, Fabulous Friday events, Farmers Market, and houses our Downtown Pocket Park which has bathrooms and a beautiful fountain which has been used for pictures on several special occasions. The district serves the entire County and most of the facility meets accessibility guidelines.



4. **Gathering Place** – The Gathering Place is in the Mini-Park classification and is currently a green space about one-half acre in size that is located on the edge of our downtown district. In 2019, the City was able to purchase this property which housed a vacant blighted building. The City applied for and was Michigan Brownfield grant to tear the blighted building down. The City has earmarked the property for another downtown park and will be working on the addition in 2022-2023. The park will be an open green space with benches, tables, and a gas fireplace where community members can gather together, year-round, on a daily basis for

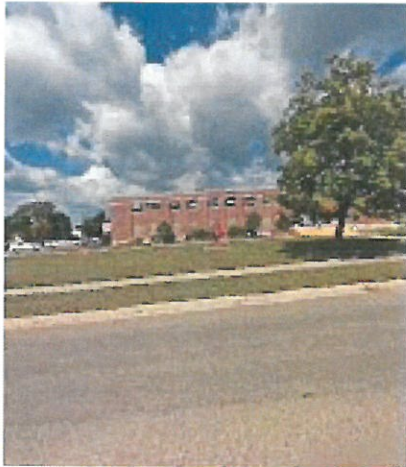
social interaction. The park can also be used for downtown events for such things as concerts, food trucks, plays, outdoor movies, and the farmers market. The park designs call for the entire park to meet accessibility guidelines and will service the entire County.



6. MyMichigan Medical Center Tolfree Wellness Park, The Tolfree Wellness Park is a Private Park/Recreation Facility classification and is located at 2463 S. M-30. The Tolfree Wellness Park, located on the campus of MyMichigan Medical Center West Branch is a unique destination for the community to experience outdoor recreation and wellness as a part of their everyday lives. It is a safe and inviting place for people to come together and engage in physical activity surrounded by nature. The park amenities include 3.3 miles of walking trails, a pavilion, outdoor fitness center, and dog park. The pavilion houses the outdoor fitness equipment, a full kitchen, and bathrooms. The Park is home to Pats's Pooch Park which is a dog park where dog owners can feel comfortable knowing their dog can exercise and socialize in a safe place. The park promotes responsible dog ownership and contributes to making the West Branch community a safe and healthy place to live and play. In the spring and summer months, the park offers community gardens, worm beds for composting and assisting to decrease food waste, and hydroponic units to grow vegetables. The entire park meets accessibility guidelines and services the entire County.



7. Surline Elementary & Middle School – The Surline School is in the School Park classification and is located at 147 State Street, north of Houghton Avenue (M 55). It serves West Branch area students and is part of the West Branch/Rose City School District. West Branch-Rose City Area Schools, with involvement of parents and community, acknowledge the responsibility to educate all students. Through innovative and aggressive strategies, they prepare students to become knowledgeable, caring, and responsible citizens. The vision is to provide a challenging learning environment that maximizes individual potential and ensures students of all ability levels are provided with quality education that equips them to meet the challenge of education, work, and life. The school yard includes a large playground, basketball courts, a baseball field, and other sports fields used for football and soccer among other things. The school also houses three gyms which can be used for many sporting events including basketball, volleyball, cheerleading, and indoor soccer. One of the gyms also has a stage that can be used for plays and concerts and houses exercise equipment as well. During the winter months, the school is opened at night and the hallways are allowed to be used for walking. Most of the facility meets accessibility guidelines and services the entire County



8. **West Branch Country Club** – The West Branch County Club is a Private Park/Recreation Facility classification and is located at 1905 Fairview Road, north of M 55 (in West Branch Township). The Club welcomes visitors to the clubhouse with a well-stocked shop and restaurant. The front nine is more open with velvety smooth greens, while the back nine is sculpted from mature forest. Most of the facility does not meet accessibility guidelines and services the entire County



9. **West Branch Rec Center** – The West Branch Rec Center is a Private Park/Recreation Facility and is located at 619 Parkway Dr. It is a new indoor recreation center that includes basketball courts, volleyball courts, pickleball courts, batting cages, and a full fitness and weight

room. The center hosts several basketball and volleyball tournaments throughout the year with team from around the state traveling to play in the beautiful new facility. Some of the facility does meet accessibility guidelines and services the entire County.



Inventory outside the City of West Branch

Ogemaw County Recreation Inventory Includes:

County Fairgrounds/Antique Village
West Branch Area Secret Campground
Pointer Hill Park
Cleveland Park
Prescott Village Park
TJ Crowley Memorial Park & Ball Field
Logan Township Park
Newman Park
Elbow Lake Beach
Skidway Lake Beach

Ogemaw Township Park
Hardwood Lake Campground
Rifle River Recreation
Alley Memorial Snowmobile Park
Ogemaw Game Refuge
Black Lake Nature Preserve
Ogemaw Hills Recreation Complex
Beasley Soccer Complex
Camp Timbers
Coles Canoe Boy Scout Camp

Campgrounds

Troll Landing
Lake George
Beaver Trail
Bloomfield Landing
Driftwood
Grand Lake
Lost Valley
Styles Lake/Logan Hill
Ogemaw Pines
Warblers Cove
Ambrose Lake State Forest Campground

Golf Courses

West Branch County Club
The Dream
The Nightmare
Cedar Brook Driving Range

Accessibility Assessment

The City of West Branch recreation committee will conduct evaluations to verify compliance with the Americans with Disabilities Act, as well as make recommendations regarding barrier free design and universal design suggestions. The Committee will also inspect public facilities in the City to make recommendations to help ensure compliance with the ADA.

Status report for all Grant-Assisted Parks and Recreation Facilities

- Project No. 26-00575
 - Project Year: 1975
 - Project title: Irons Park
 - Grant Amount: \$16,000.00
 - Project Description: Develop 1 acre of land for combination tennis courts/ice rink facility, and LWCF sign
 - Current Condition: The City still uses the tennis courts and ice rink facility. We have since added Pickeball courts to the court system. In 2022, with the help of a grant, we were able to refinish the courts, purchase new ice rink liners, and purchase new nets for the facility.
- Project No. 26-01023
 - Project Year: 1977
 - Project title: Irons Park
 - Grant Amount: \$12,087.60
 - Project Description: roads, parking, wells, campsites, vault toilets, pathway, fire circles, picnic tables, and landscaping,
 - Current Condition: The park is still a huge drawing point to our City. The drives and parking systems as well as the bathrooms are still used. We currently do not have any campsites but we continue to maintain picnic tables and landscaping on an annual basis.
- Project No. 26-01519
 - Project Year: 1992
 - Project title: Irons Park
 - Grant Amount: \$11,634.00

-
- Scope Item: New nets and fencing and reconstruct two tennis courts
 - Project Description: Remove existing courts and replace them at new location within Irons Park.
 - Current Condition. The City still uses the tennis courts and the fencing is still in good shape. The City has since added Pickeball courts to the court system. In 2022, with the help of a grant, we were able to refinish the surface and purchase new nets for the facility.
 - Project No. TF94-185
 - Project Year: 1994
 - Project title: Irons Park Rivertrail
 - Grant Amount: \$40,000.00
 - Scope Item: Bench Installation, Lighting, Painting, Parking Lot Construction, Retaining Wall/Drain, and Rivertrail Construction
 - Project Description: Initial construction of West Branch Rivertrail Master Plan including parking, trail, lighting, and site work.
 - Current Condition: The City Rivertrail is still heavily used and in great shape. Our City DPW staff examines the trail every year for needed maintenance and upkeep. In 2015, with the help of a donation made by the West Branch Creative Arts, we were able to resurface a portion of the Rivertrail in Irons Park that had started deteriorate.
 - Project No. TF97-069
 - Project Year: 1997
 - Project title: Rivertrail Construction
 - Grant Amount: \$107,800.00
 - Scope Item: Asphalt Path - 2,300' x 8', Clearing, Drainage, Grade Work, Electric Service, Elevated Deck, and Light Fixtures
 - Project Description: Construct a 2,300 foot of 8-foot asphalt and elevated boardwalk riverwalk along the west branch of the Rifle River.
 - Current Condition: The Rivertrail is still in great shape and is heavily used. The elevated deck is still in great shape with maintenance provided annually. We have had to replace boards and fasteners over the years.

-
- Project No. CM99-218
 - Project Year: 1999
 - Project title: Rivertrail Deck/Bridge
 - Grant Amount: \$30,000.00
 - Scope Item: Bridge Construction, Landscaping (soil and seed), and Site Preparation
 - Project Description: Replacement of existing substandard bridge with a barrier-free timber deck/bridge structure as an enhancement to the existing West Branch Rivertrail.
 - Current Condition: The bridge is still used and is in great shape. The DPW monitors the bridge annually and provides needed maintenance. In 2022, the Faith Alive Church donated the labor and material to restrain the bridge.
 - Project No. TF10-089
 - Project Year: 2010
 - Project title: North River Trail Development
 - Grant Amount: \$171,600.00
 - Scope Item Deck, boardwalk and pedestrian bridges, Path lighting, electrical, and Paved pathway
 - Project Description: Development to include construction of an extension of the West Branch River Trail system.
 - Current Condition: The Rivertrail is still in great shape and a source of pride for our community. The Rivertrail has been so popular that we have begun clearing it year-round so it can be used, even with the snow, during the winter months.

4. Resource Inventory

The City of West Branch has undertaken efforts to identify open space land that is desirable for protection and/or public access through acquisition or other means due to the natural features present, as well as an accounting of land that is already protected. Through this process, the City will determine whether the purchase or mutually beneficial arrangements might be possible to enable access onto these lands.

5. Description of the Planning Process

The City of West Branch, in planning for its recreational needs, has reviewed the following items, among others: past City Five Year Recreation Plans, the Ogemaw County Recreation Plan; the City of West Branch Master Plan; the Ogemaw County Master Plan; City of West branch General Ordinances; City of West Branch Zoning Codes; Ogemaw County Zoning Codes; and the Department of Natural Resources Guidelines for the development of Community Park, Recreation, Open Space, and Green way Plans. The City of West Branch also sought and received input from the following sources: the public, City Council, the Planning Commission, and the Recreation Committee. The City Staff assisted as well.

6. Description of the Public Input Process

Description of Methods Used to Conduct the Inventory.

The City conducted an online survey that was advertised in both of our local papers, the City's website, and City's Facebook page. In addition, copies were made available at City Hall for those that wanted to fill out the survey in person. A copy of the survey is below.

The City Recreation Committee is working on a new five-year Recreation Plan. The current Recreation Plan will extend from 2023 to 2028. The City must have a working plan in order to be eligible to receive state and federal grants. To help the Committee, please fill out this survey regarding which project is most important to you. Simply number the projects in order of most important (1) through least important (12), and turn in your completed survey to City Hall no later than January 23. Thanks for your help!

ADA handicap play section added to Irons Park playscape	_____
Community Center (indoor courts, mtg. rooms, kitchen)	_____
Amphitheater at Irons Park for concerts/plays	_____
Splash pad at Irons Park	_____
Downtown open space park that can be used for downtown events	_____
Additions to the Riverwalk	_____
Community Garden	_____
Volleyball court at Irons Park	_____
Downtown dedicated pavilion for Farmers Market	_____
Remote control car track and play area	_____
Skateboarding Park	_____
More downtown events	_____
Other (please list project)	_____

The results were then tabulated and reviewed by the Recreation Committee. Those results were used in the development of the five-year draft plan. The draft plan was available at City Hall and was put on the City's website for the community to review. The Recreation Committee took comment from the public on the draft plan. A final plan was then submitted to City Council and added to agenda. The Council took comments on the plan and approved the plan. 514 surveys were completed.

A copy of the tabulated results of the survey were as follows:

QUESTION NUMBER	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL
ADA handicap play section added to Irons Park	78	39	34	42	38	27	24	16	22	18	17	31	386
landscape													
community center that would include indoor	120	52	27	30	26	17	18	20	16	11	20	40	397
courts, walking area, meeting rooms, etc.													
amphitheater at Irons Park for concerts and	33	51	54	40	36	32	33	19	12	23	16	18	367
plays													
splash pad at Irons Park	66	66	53	35	32	33	13	18	20	17	22	31	406
downtown open space park that can be used													
for downtown events	14	39	42	46	42	44	22	36	31	15	18	9	358
additions to the Riverwalk	20	35	41	30	40	36	30	38	31	34	26	12	373
community garden	11	18	27	45	36	34	34	33	38	34	20	26	356
volleyball courts at Irons Park	11	21	22	41	34	40	41	44	36	32	30	13	365
dedicated pavilion in downtown for the farmers													
market	35	41	50	49	48	36	34	27	31	18	25	10	404
remote control race car track and play area at													
Irons Park	28	22	21	16	19	11	21	20	26	39	57	84	364
skateboard park added to Irons Park	16	25	25	24	33	32	26	28	27	42	63	48	389
more downtown events	27	19	23	22	33	22	21	17	18	31	16	33	282
TOTAL VOTES	459	428	419	420	417	364	317	316	308	314	330	355	4447

7. Goals and objectives

Demographic Characteristics

Starting in the early 1900's the City of West Branch exhibited a steady growth. By the 1970's, the City of West Branch had grown to a population of 1,912 residents. Over the past several years, the City has maintained its population with a very slight increase. The 2020 census total of 2,321 resident was a slight increase from the 2010 census total of to 2,139 residents.

Much of the land within the City of West Branch has been developed. However, there is property that is suitable for industrial, commercial, single and multiple family dwellings with expected development within the next 5 years.

In the year 2020, the population was divided with 46.88% being males and 53.12% being females. At the time, the largest proportions of individuals were between the ages of 50-55, with the second largest ratio between the ages 15-20. This may indicate that a number of residents are settled families with teenagers. However, no matter the reasoning, this information indicates that recreational opportunities are needed for both children and adults.

Individuals residing in Ogemaw County in 2021 were also estimated by the US Census Bureau to make up the following demographic sub-groups: 4.4% under the age of 5, 18.2% under the age of 18, 27.1% aged 65 or older, 50.1% male, 49.9% female, 94.2% non-Hispanic Caucasian, 0.6% African American, 1.0% Native American, 0.7% Asian, and 2.3% Hispanic or Latino. The US Census Bureau also estimated that: 89.1% Ogemaw County residents had been living in the same house for one-year or longer, 4.4% were born outside the U.S., 2.3% spoke a language other than English in the home, 86.7% had obtained a high school diploma or higher, and 12.3% had obtained a Bachelor's degree or higher.

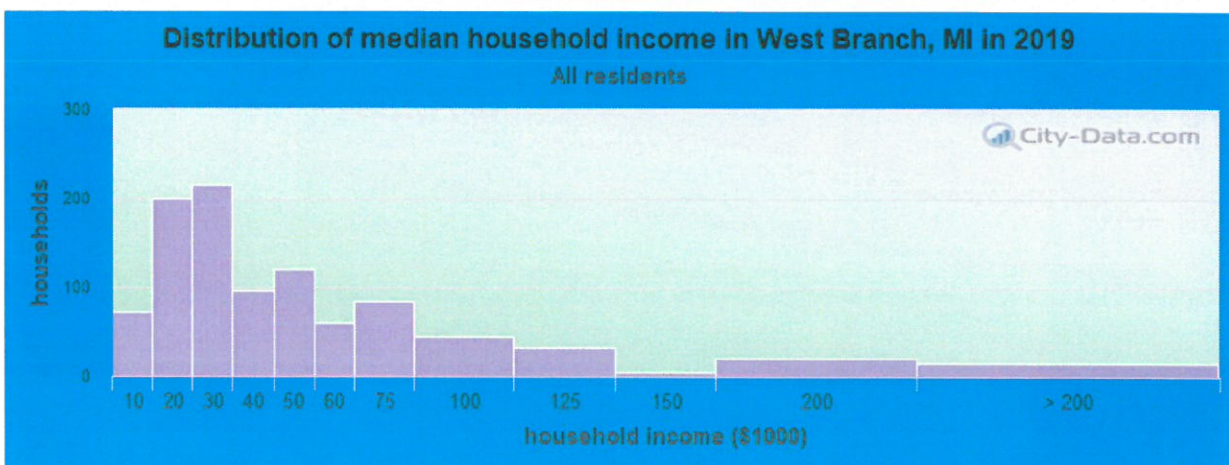
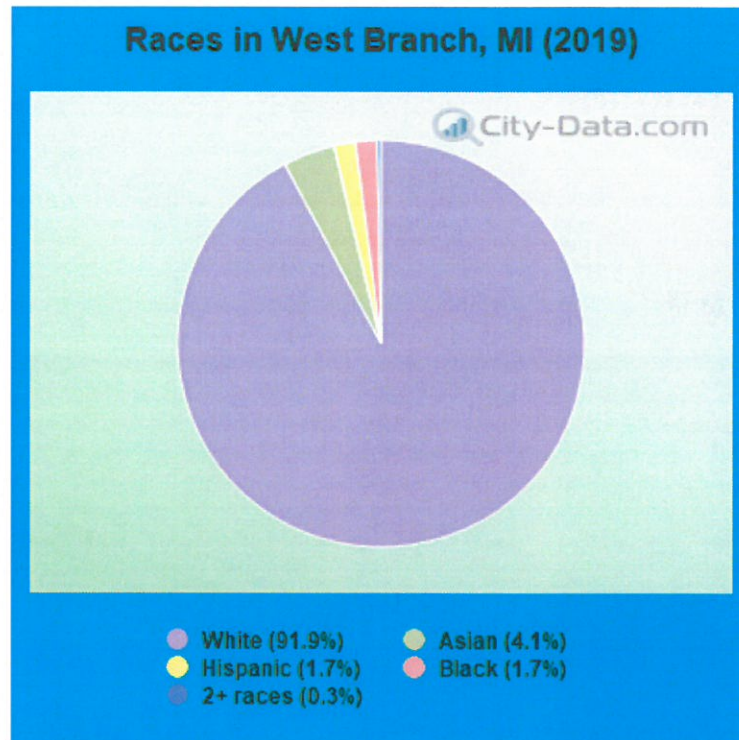
Other information compiled by the US Census Bureau for Ogemaw County includes the following:

- Number of Veterans residing within Ogemaw County = 1,680
- Average travel time to work in minutes for Ogemaw County residents = 26.4
- Housing units as of 2021 = 15,276
- Homeownership rate 2016-2020 = 81.5%
- Median value of owner-occupied housing units 2016-2020 = \$103,200
- Total number of households 2016-2020 = 9,314
- Average number of persons per household 2016-2020 = 2.21

For Ogemaw County, the US Census Bureau estimates that in 2020 dollars, the average 12-month per capita money income for an Ogemaw County household was \$24,463 compared to the \$32,854 average for the state of Michigan. The 2016-2020 median household income for Ogemaw County residents was \$41,752 compared to the \$59,584 state median. In addition, the number of persons below the poverty level in Ogemaw County from 2016-2020 was estimated at 15.1% of the county's total population, which is significantly higher than the 13.7% levels estimated for the entire state of Michigan.

City-data.com also reports the following estimated data for the City of West Branch as of 2019:

- 968 males (47.2% of total population)
- 1,082 females (52.8% of total population)
- Median age of 45.5 years
- Population density of 40 people per square mile
- Median household income of \$30,453 (compared to \$59,584 in the State)
- Per capita income of \$20,948 (compared to \$17,852 in 2000)
- Median house/condo value of \$86,278 (compared to \$67,500 in 2000)
- Median gross rent of \$687 per month
- Cost of living index of 81.1 (compared to the U.S. average of 100)
- Never married (of population aged 15 years and older) 21.2%
- Now married (of population aged 15 years and older) 57.6%
- Separated (of population aged 15 years and older) 1.1%
- Widowed (of population aged 15 years and older) 7.7%
- Divorced (of population aged 15 years and older) 12.3%
- Percentage of residents born outside the U.S. 3.9%
- Median real estate property taxes for housing units with mortgages \$1,538 (1.7%)
- Median real estate property taxes paid for housing units with no mortgages \$1,523 (1.9%)
- Daytime population change due to commuting is + 2,321 (+ 120.5%)
- Workers who live and work in this city is 565 (65.9%)
- Officers per 1,000 residents = 2.44 (compared to Michigan average of 1.74)
- Percentage of residents living in poverty of 23.3%



National Population Projections

(Source: US Census Bureau, *Projections of the Size and Composition of the U.S. Population: 2014 to 2060*, by Sandra L. Colby and Jennifer M. Ortman, issued March 2015).

By the year 2060, the U.S. population is projected to increase by approximately 30%, growing from a national population of approximately 319 million to around 417 million, with the 400 million mark expected to be reached by the year 2051. This reflects a slowing in population growth as compared to the recent past, as fertility rates are expected to decrease, as are net-immigration rates.

By the year 2030, the US Census Bureau estimates that one in five Americans is projected to be aged 65 or older, and that by the year 2044, more than half of all Americans are projected to belong to a minority group (meaning any group other than non-Hispanic Caucasians). The US Census Bureau also projects that by the year 2060, nearly one in five of the total population of the United States will consist of individuals who were not born in the U.S.

Per Capita Personal Income

(Source: Census 2020 Demographic Profile)

In 2019, the City of West Branch had a per capita personal income (PCPI) of \$20,948. During the same time, the State average PCPI was \$32,854 and the national average PCPI was \$56,490.

Median Household Income

(Source: Census 2020 Demographic Profile)

In 2019, the median household income for a city resident was \$30,453 which was lower than the County median household income of \$41,752 and considerably lower than the State's at \$59,584.

Households and Housing Units

The number of households in the City of West Branch in 2020 was 979. The average number of persons per household in the City in 2020 was 2.00, much lower than the average family size of 2.74 in 2000. Family establishments represent 46.48% of these West Branch households, while non-family units account for the remaining 53.52%. Additionally, 22.06% of households have children and 77.94% of households are without children.

Of 1,926 people in the City in 2000, 1,870 lived in households and 56 lived in group quarters, including 47 institutionalized and 9 non-institutionalized.

Age Distribution

(Source: US Census Bureau)

2020 estimated population of Ogemaw County was 20,895. Broken down by age, the population of Ogemaw County looks as follows: 4.4% under the age of 5; 18.4% under the age of 18; and 25.6 65 years or older.

Unique Populations

Persons with Disabilities: According to the 2020 census there are 216 persons, between ages of 21-64, with disabilities in the City of West Branch. This is slightly less than one quarter of the City's population.

Race: In 2020, 75.8% of the US population listed themselves as white. The City of West Branch has a much higher homogeneous population with 96.7% of the population indicating their ethnicity as white.

Low Income: The 2007 Michigan Low- & Moderate-Income Communities list (HUD designated) included six of Ogemaw County's seventeen governmental jurisdictions as being 50% or more low to moderate income.

Poverty Rates

The percentage of people living in poverty within Ogemaw County is 15.1% which is higher than the state average of 13.7% and also the national average of 12.8%. The largest demographic living in poverty are females 25-34, followed by females 55-64, and then males 55-64. The number of children between the ages of 5 and 17 living in poverty in Ogemaw County was 23.8% which was much lower than the high of 37.5% seen in 2013. Meanwhile, 8% of seniors over the age of 65 were living in poverty in Ogemaw County during the same time period.

West Branch Compared to Michigan Averages

Median household income below state average.

Median house value below state average.

Black race population percentage significantly below state average.

Hispanic race population percentage below state average.

Foreign-born population percentage below state average.

Renting percentage above state average.

Institutionalized population percentage significantly above state average.

Number of college students below state average.

Goals and Objectives

The recreational goals and objectives for the City of West Branch are based on input provided by the community and the demographic characteristics of the population served as well as the physical and environmental characteristics of the area. The demographic data shows that the population two largest groups are those 50-55 and those 15-20 which are two distinct age groups that will require different recreational needs. In addition, the large group of those in the mid 50's will be reaching the retirement age over the next five year requiring the City to examine recreations opportunities for an aging population. The data also shows that the area's population is much poorer when compared to the State and Federal level and the community has a much higher percentage of residents living in poverty. This lower level of income for the area will require the City to focus their recreation efforts on those activities that would be free or at very low cost to use.

Over the course of the next five years the City's focus, in order of priority based on input provided by the Community and demographics, are as follows

- Maintenance of existing recreational facilities and structures
- Extensions of the existing Riverwalk systems, specifically to include a connection towards the indoor recreation center.
- The addition of an "handicap area" to the Fort Austin area of Irons Park
- The addition of a splash pad zero-depth water park to Irons Park
- The addition of an amphitheater to the area surrounding Irons Park
- The addition of a year-round downtown park to hosts events and allow community engagement and wellness.
- A yearly art competition modeled after the Grand Rapid's Art Prize
- Wayfinding signage for the Riverwalk, to include indications of easy parking locations
- A sidewalk extension to connect the sidewalk at the east end of town to the neighboring Township walkway
- Possible community garden
- Better location for a Farmer's Market that could be utilized year-round, even in bad weather
- Chainsaw carving competition at Irons Park
- Skateboarding Park

- Remote Control Vehicle Park
- Geocaching
- Scavenger Hunts
- Dog Park
- Enhance existing events
- Bike and walking paths
- Increased Art and Humanities and development of Arts and Humanities Commission

8. Action Program

The City plans to work with volunteers and local organizations to address the recreational goals and objectives, the City of West Branch's plan of action is to apply for various grants through the Michigan Department of Natural Resources, MED and any other funding sources in order to raise the money needed for recreation expansion and improvements. The City will use their general fund for any grants that may require matching funds with a goal to complete as many of the above-named projects as possible over the course of the next five years. The City currently has schematic plans and estimates completed for the Gathering Place Park, has begun looking at plans for an Irons Park amphitheater, has gotten estimates and plans for an ADA playground section to be added to Irons Park, and looked at pavilions for a downtown Farmers Market. The costs associated with the Gathering Place, amphitheater, ADA playground, and Farmers Market is included below.

<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>	<u>Anticipated Source of Funding</u>
Parks	Gathering place	\$390,000.00	\$390,000.00						DNR/MEDC/DDA/Arts
Parks	Irons Park amphitheater	\$200,000		\$200,000					MEDC/General Fund
Parks	ADA playscape	\$100,000			\$100,000.00				USDA/General Fund/ADA
Parks	Farmers Market						150,000		USDA/General Fund/DDA

Attachment N

City of West Branch Capital Improvement Plan Fiscal Years 2023-2028



City of West Branch Capital Improvements Plan

In accordance with Michigan Planning Enabling (PA 33 of 2008), we are pleased to present the City of West Branch 2023-2028 Capital Improvement Plan (CIP).

Traditionally, the City of West Branch has included its capital improvements in the annual budget as required by City Charter. However, the Planning Enabling Act calls for a long-term capital improvement plan to be reviewed annually. This document will serve as a planning guide for the next six (6) years. The CIP continues to be an exceptional tool that benefits our community by identifying the City's future needs. The CIP project location maps help to visualize infrastructure projects, and the supporting documentation provides prioritized and coordinated work plans that also help to direct the City's future needs.

A CIP is a multi-year planning instrument used to identify needs and financing sources for public infrastructure improvements. The purpose of a CIP is to facilitate the orderly planning of infrastructure improvements; to maintain, preserve, and protect the City of West Branch's existing infrastructure system; and to provide for the acquisition or scheduled replacement of equipment to ensure the efficient delivery of services to the community. The CIP is also utilized to ensure that capital improvements are fiscally sound and consistent with the goals and policies of the governing body and the residents of the community.

A comprehensive CIP is an essential tool for the planning and development of the social, physical, and economic wellbeing of the community. This process is a necessary step in an organized effort to strengthen the quality of public facilities and services; provide a framework for the realization of community goals and objectives; and provide a sound basis on which to build a healthy and vibrant community.

The CIP informs City of West Branch residents and stakeholders on how the municipality plans to address significant capital needs over the next six years. The CIP provides visual representations of the community's needs including maps that detail the timing, sequence, and location of capital projects. The CIP can also influence growth because infrastructure can impact development patterns.

Some of the many benefits that the CIP provides for the residents and stakeholders include:

- Optimize the uses of revenue
- Focus attention on community goals, needs, and capabilities
- Guide future growth and development
- Encourage efficient government
- Improve intergovernmental and regional cooperation
- Help maintain a sound and stable financial program
- Enhance opportunities for the participation in federal and/or state grant programs

The projects identified in the CIP represent the community's plan to serve residents and anticipate the needs of the dynamic community. Projects are guided by various development plans and policies established by the planning commission, governing body, and administration.

Plans and policies include:

- Master plan
- Downtown development plan
- Recreation plan
- Non-motorized transportation plan
- Goals and objectives of council
- Administrative policies

Mission Statement

The goal of the CIP is to implement the master plan and to assist in the City of West Branch's financial planning. The CIP is dynamic. Each year all projects included within the CIP are reviewed, a call for new projects is made, and adjustments are made to existing projects arising from changes in the amount of funding required, conditions, or time line. A new year of programming is also added each year to replace the year funded in the annual operating budget. The CIP will continue to develop over time by adding features to gradually improve quality and sophistication. Greater attention shall be devoted to provide more detailed information and individual project requests, program planning, fiscal analysis, fiscal policies, and developing debt strategy.

CIP and the Budget Process

The CIP plays a significant role in the implementation of a master plan by providing the link between planning and budgeting for capital projects. The CIP process precedes the budget process and is used to develop the capital project portion of the annual budget. Approval of the CIP by the planning commission does not mean that they grant final approval of all projects contained with the plan. Rather by approving the CIP, the planning commission acknowledges that these projects represent a reasonable interpretation of the upcoming needs for the community and that projects contained in the first year of the plan are suitable for inclusion in the upcoming budget.

Priority rankings do not necessarily correspond to funding sequence. For example, a road-widening project which is ranked lower than a park project may be funded before the park project because the road project has access to a restricted revenue source, whereas a park project may have to compete for funding from other revenue sources. A project's funding depends upon a number of factors – not only its merit, but also its location, cost, funding source, and logistics.

The City of West Branch should strive to maximize resources by maintaining a balance between operating and capital budgets. A continuous relationship exists between the CIP and the annual budget. A direct link can be seen between the two documents. Budget appropriations lapse at the end of the fiscal year as the operating budget is funded with recurring annual revenues such as taxes, licenses, fines, user fees, and interest income.

Capital Improvement Projects Defined

As used in the City of West Branch CIP, a capital improvements item/project is defined as a

major, nonrecurring expenditure that includes one or more of the following:

1. The acquisition of land for a public purpose.
2. Any construction of a new facility including engineering design and other preconstruction costs with an estimated cost in excess of \$10,000.
3. Any nonrecurring rehabilitation or major repair of all or part of a building, its grounds, a facility, or equipment, provided that such costs are more than \$10,000 and the improvement will have a useful life of three years or more.
4. Any purchase or replacement of major equipment valued in excess of \$10,000 with a useful life of three years or more.
5. Any major study requiring the employment of outside professional consultants in excess of \$10,000 related to a capital improvement project.

Prioritization of Projects

The City analyzes many aspects of a project when determining priority including:

- Relationship to master plan, downtown development plans, and other community planning documents
- City Council goals and objectives
- Community needs
- Relationship to other projects
- Fulfilling federal, state, or county requirements
- Impact on annual operating and maintenance costs
- Funding availability and opportunities
- Critical or emergency needs

Capital Improvements Plan

The following table identifies future project needs through 2026. This list is intended to be a very thorough documentation of the needs throughout the City; however it is not an exhaustive list. A project, need, or opportunity may arise that is not listed in the CIP. Exclusion from this list should not preclude the City from addressing this issue if necessary. The year and costs for each project is an estimate in most cases. In some cases, total costs have yet to be determined. However, this does not preclude planning for these projects.

The following table lists:

Department – The department or category of the project or purchase.

Project Description – A description of the capital project or equipment purchase.

Projected Costs – An estimate of the cost of the project and year in which the project will be undertaken.

Long-term project – A category for projects that do not have an estimated cost or timeframe. These projects could still be completed in the near future if funding becomes available. Many of these projects are currently being developed through discussions with boards or commissions, internally by staff, or through grant applications.

Anticipated Source of Funding – A listing of the projected sources of funding for each project.

2023-2028 Capital Improvement Plan
Project Descriptions

Parks:

Gathering Place	Build a park area in the downtown with a covered area, seating, and sidewalks. <i>Expected Year: 2023-2024</i> <i>Total Capital Cost: \$400,0000</i> <i>Funding Method: DNR/MEDC/DDA/Arts & Humanities Grant</i>
Irons Park	Upgrades to existing park including the addition of a handicap area. <i>Expected Year: 2025-2027</i> <i>Total Capital Cost: \$100,000</i> <i>Funding Method: MEDC/general fund/ADA grants</i>
Irons Park	Upgrades to existing park including the addition of an amphitheater. <i>Expected Year: 2024-2025</i> <i>Total Capital Cost: \$100,000</i> <i>Funding Method: MEDC/USDA/general fund</i>
Farmers Market	Purchase land, develop plans, and build downtown farmers market. <i>Expected Year: 2026-2027</i> <i>Total Capital Cost: \$200,000</i> <i>Funding Method: MEDC/USDA/general fund</i>

Equipment:

Backhoe	Replace the 1996 Ford backhoe with a new backhoe. <i>Expected Year: 2023-2024</i> <i>Total Capital Cost: \$125,000</i> <i>Funding Method: Equipment Fund</i>
Generators	Install generators at City Hall and City Police Department. <i>Expected Year: 2027-2028,</i> <i>Total Capital Cost: \$30,000</i> <i>Funding Method: General Fund</i>
Police Vehicles	Replace police vehicles <i>Expected Year: 2023, 2025, 2027</i> <i>Total Capital Cost: \$150,000</i> <i>Funding Method: USDA/Equipment Fund</i>
Vactor Truck	Rebuild the 2001 Elgin vactor truck. <i>Expected Year: 2024-2025</i> <i>Total Capital Cost: \$100,000</i> <i>Funding Method: Equipment Fund</i>

Loader Replace the 1996 Front end loader.
Expected Year: 2025-2026
Total Capital Cost: \$150,000
Funding Method: Equipment Fund

Streets:

Wright St. Replace Deteriorating road with new asphalt.
Expected Year: 2023-2024
Total Capital Cost: \$115,000
Funding Method: Major Street Fund/MDOT

Columbus Street Replace deteriorating road with new asphalt.
Expected Year: 2025-2026
Total Capital Cost: \$200,000
Funding Method: Major Street Fund/IDC

N. Fourth Street Replace deteriorating road with new asphalt.
Expected Year: 2024-2025
Total Capital Cost: \$200,000
Funding Method: Major Street / Local Street Fund

Business Loop Connect 2 existing sidewalks along the I 75 business loop.
Expected Year: 2023-2024
Total Capital Cost: \$55,000
Funding Method: MDOT/Sidewalks/Business owners

Progress St Replace deteriorating road with new asphalt.
Expected Year: 2026-2027
Total Capital Cost: \$250,000
Funding Method: Major Street Fund/IDC

Houghton Ave Replace streetscape to coincide with MDOT road reconstruction. Project to include streetlights, benches, garbage cans, retaining walls, trees, sprinkler system and fencing.
Expected Year: 2024-2025
Total Capital Cost: \$1,500,000
Funding Method: DDA/General fund/USDA bond

Water:

Houghton Ave. Replace water main from Fairview Rd. to Court St. for new transmission main.
Expected Year: 2024-2025
Total Capital Cost: \$1,200,000
Funding Method: MEDC/USDA/Water Fund/EGLE

Iron Removal Plant Construct an Iron Removal Plant and a new well for removal of arsenic.
Expected Year: 2023-2024
Total Capital Cost: \$1,700,000

Funding Method: MEDC/Water Fund/EDA/EGLE DWSRF

- M-30 Development Construct a new road and utilities for development.
Expected Year: 2023-2028
Total Capital Cost: \$1,000,000
Funding Method: Major Street/Grants/Water Fund
- Tower Painting Painting the 500,000 gallon water tower and necessary upgrades.
Expected Year: 2027-2028
Total Capital Cost: \$200,000
Funding Method: Grants/Bonds/Water Fund
- Well #5 Rehab Rebuild Well # 5. Need new motor and cleaned.
Expected Year: 2023-2024
Total Capital Cost: \$45,000
Funding Method: Grants/Water Fund
- N. Fourth St. Replace water main from Houghton Ave to Lindsay St.
Expected Year: 2024-2025
Total Capital Cost: \$115,000
Funding Method: Grants/Bonds/Water Fund
- Meter Change out Replace all meters city wide due to failing reads.
Expected Year: 2023-2025
Funding Method: Water Fund
- Tower Erect new water tower to support housing development and joint venture with neighboring Ogemaw Township
Expected Year: 2024-2025
Total Capital Cost: \$2,000,000
Funding Method: Grants/Bonds/Water Fund
- Water main. Replace aging, undersized, and failing water main at the following locations:
Annie, Wright, N. Fourth, S. Seventh, S. Sixth, S. Eighth, Victory, Morrison, W. Ripley, S. First, Livingston, S. Burgess, Hall, Carpenter, Sidney, N. Third, N. Second, N. First, Fremont, N. Burgess, Page, Alto, E. Ripley
Approximate lineal footage: 25,800
Expected Year: 2023-2025
Total Capital Cost: \$6,500,000
Funding Method: Water Fund/EGLE DWSRF
- Water main. Install new water main to complete loops and eliminate dead ends:
Industrial, St., Annie St., Meid St., Alto Ct.
Approximate lineal footage 2,500
Expected Year: 2023-2025
Total Capital Cost: \$545,000
Funding Method: Water Fund/EGLE DWSRF
- Water valve. Install new water valve to connect to Ogemaw Township for the combining and

sharing of services
Expected Year: 2023-2024
Total Capital Cost: \$75,000
Funding Method: Water Fund/EGLE DWSRF

Water mixing valve. Install new water mixing valve in water tower to increase quality.
Expected Year: 2024-2026
Total Capital Cost: \$50,000
Funding Method: Water Fund/EGLE DWSRF

Water main. Install new water main to connect City water to Twp. water for joint venture:
Expected Year: 2023-2025
Total Capital Cost: \$425,000
Funding Method: Water Fund/EGLE DWSRF

Sewer:

N. Fourth St. Replace sanitary sewer river crossing due to deteriorating pipe.
Expected Year: 2025-2026
Total Capital Cost: \$90,000
Funding Method: Sewer Fund/CWSRF

Manholes. Replace various manhole units throughout the City due to deterioration and infiltration.
Expected Year: 2025-2026
Total Capital Cost: \$100,000
Funding Method: Sewer Fund/CWSRF

N. Fourth St. Replace storm sewer undersized causing flooding issues.
Expected Year: 2026-2027
Total Capital Cost: \$1,000,000
Funding Method: Sewer Fund/CWSRF

Buildings:

None

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

Attachment N

City of West Branch Capital Improvement Plan Fiscal Years 2023-2028



City of West Branch Capital Improvements Plan

In accordance with Michigan Planning Enabling (PA 33 of 2008), we are pleased to present the City of West Branch 2023-2028 Capital Improvement Plan (CIP).

Traditionally, the City of West Branch has included its capital improvements in the annual budget as required by City Charter. However, the Planning Enabling Act calls for a long-term capital improvement plan to be reviewed annually. This document will serve as a planning guide for the next six (6) years. The CIP continues to be an exceptional tool that benefits our community by identifying the City's future needs. The CIP project location maps help to visualize infrastructure projects, and the supporting documentation provides prioritized and coordinated work plans that also help to direct the City's future needs.

A CIP is a multi-year planning instrument used to identify needs and financing sources for public infrastructure improvements. The purpose of a CIP is to facilitate the orderly planning of infrastructure improvements; to maintain, preserve, and protect the City of West Branch's existing infrastructure system; and to provide for the acquisition or scheduled replacement of equipment to ensure the efficient delivery of services to the community. The CIP is also utilized to ensure that capital improvements are fiscally sound and consistent with the goals and policies of the governing body and the residents of the community.

A comprehensive CIP is an essential tool for the planning and development of the social, physical, and economic wellbeing of the community. This process is a necessary step in an organized effort to strengthen the quality of public facilities and services; provide a framework for the realization of community goals and objectives; and provide a sound basis on which to build a healthy and vibrant community.

The CIP informs City of West Branch residents and stakeholders on how the municipality plans to address significant capital needs over the next six years. The CIP provides visual representations of the community's needs including maps that detail the timing, sequence, and location of capital projects. The CIP can also influence growth because infrastructure can impact development patterns.

Some of the many benefits that the CIP provides for the residents and stakeholders include:

- Optimize the uses of revenue
- Focus attention on community goals, needs, and capabilities
- Guide future growth and development
- Encourage efficient government
- Improve intergovernmental and regional cooperation
- Help maintain a sound and stable financial program
- Enhance opportunities for the participation in federal and/or state grant programs

The projects identified in the CIP represent the community's plan to serve residents and anticipate the needs of the dynamic community. Projects are guided by various development plans and policies established by the planning commission, governing body, and administration.

Plans and policies include:

- Master plan
- Downtown development plan
- Recreation plan
- Non-motorized transportation plan
- Goals and objectives of council
- Administrative policies

Mission Statement

The goal of the CIP is to implement the master plan and to assist in the City of West Branch's financial planning. The CIP is dynamic. Each year all projects included within the CIP are reviewed, a call for new projects is made, and adjustments are made to existing projects arising from changes in the amount of funding required, conditions, or time line. A new year of programming is also added each year to replace the year funded in the annual operating budget. The CIP will continue to develop over time by adding features to gradually improve quality and sophistication. Greater attention shall be devoted to provide more detailed information and individual project requests, program planning, fiscal analysis, fiscal policies, and developing debt strategy.

CIP and the Budget Process

The CIP plays a significant role in the implementation of a master plan by providing the link between planning and budgeting for capital projects. The CIP process precedes the budget process and is used to develop the capital project portion of the annual budget. Approval of the CIP by the planning commission does not mean that they grant final approval of all projects contained within the plan. Rather by approving the CIP, the planning commission acknowledges that these projects represent a reasonable interpretation of the upcoming needs for the community and that projects contained in the first year of the plan are suitable for inclusion in the upcoming budget.

Priority rankings do not necessarily correspond to funding sequence. For example, a road-widening project which is ranked lower than a park project may be funded before the park project because the road project has access to a restricted revenue source, whereas a park project may have to compete for funding from other revenue sources. A project's funding depends upon a number of factors – not only its merit, but also its location, cost, funding source, and logistics.

The City of West Branch should strive to maximize resources by maintaining a balance between operating and capital budgets. A continuous relationship exists between the CIP and the annual budget. A direct link can be seen between the two documents. Budget appropriations lapse at the end of the fiscal year as the operating budget is funded with recurring annual revenues such as taxes, licenses, fines, user fees, and interest income.

Capital Improvement Projects Defined

As used in the City of West Branch CIP, a capital improvements item/project is defined as a

major, nonrecurring expenditure that includes one or more of the following:

1. The acquisition of land for a public purpose.
2. Any construction of a new facility including engineering design and other preconstruction costs with an estimated cost in excess of \$10,000.
3. Any nonrecurring rehabilitation or major repair of all or part of a building, its grounds, a facility, or equipment, provided that such costs are more than \$10,000 and the improvement will have a useful life of three years or more.
4. Any purchase or replacement of major equipment valued in excess of \$10,000 with a useful life of three years or more.
5. Any major study requiring the employment of outside professional consultants in excess of \$10,000 related to a capital improvement project.

Prioritization of Projects

The City analyzes many aspects of a project when determining priority including:

- Relationship to master plan, downtown development plans, and other community planning documents
- City Council goals and objectives
- Community needs
- Relationship to other projects
- Fulfilling federal, state, or county requirements
- Impact on annual operating and maintenance costs
- Funding availability and opportunities
- Critical or emergency needs

Capital Improvements Plan

The following table identifies future project needs through 2026. This list is intended to be a very thorough documentation of the needs throughout the City; however it is not an exhaustive list. A project, need, or opportunity may arise that is not listed in the CIP. Exclusion from this list should not preclude the City from addressing this issue if necessary. The year and costs for each project is an estimate in most cases. In some cases, total costs have yet to be determined. However, this does not preclude planning for these projects.

The following table lists:

Department – The department or category of the project or purchase.

Project Description – A description of the capital project or equipment purchase.

Projected Costs – An estimate of the cost of the project and year in which the project will be undertaken.

Long-term project – A category for projects that do not have an estimated cost or timeframe. These projects could still be completed in the near future if funding becomes available. Many of these projects are currently being developed through discussions with boards or commissions, internally by staff, or through grant applications.

Anticipated Source of Funding – A listing of the projected sources of funding for each project.

2023-2028 Capital Improvement Plan
Project Descriptions

Parks:

Gathering Place	Build a park area in the downtown with a covered area, seating, and sidewalks. <i>Expected Year: 2023-2024</i> <i>Total Capital Cost: \$400,0000</i> <i>Funding Method: DNR/MEDC/DDA/Arts & Humanities Grant</i>
Irons Park	Upgrades to existing park including the addition of a handicap area. <i>Expected Year: 2025-2027</i> <i>Total Capital Cost: \$100,000</i> <i>Funding Method: MEDC/general fund/ADA grants</i>
Irons Park	Upgrades to existing park including the addition of an amphitheater. <i>Expected Year: 2024-2025</i> <i>Total Capital Cost: \$100,000</i> <i>Funding Method: MEDC/USDA/general fund</i>
Farmers Market	Purchase land, develop plans, and build downtown farmers market. <i>Expected Year: 2026-2027</i> <i>Total Capital Cost: \$200,000</i> <i>Funding Method: MEDC/USDA/general fund</i>

Equipment:

Backhoe	Replace the 1996 Ford backhoe with a new backhoe. <i>Expected Year: 2023-2024</i> <i>Total Capital Cost: \$125,000</i> <i>Funding Method: Equipment Fund</i>
Generators	Install generators at City Hall and City Police Department. <i>Expected Year: 2027-2028,</i> <i>Total Capital Cost: \$30,000</i> <i>Funding Method: General Fund</i>
Police Vehicles	Replace police vehicles <i>Expected Year: 2023, 2025, 2027</i> <i>Total Capital Cost: \$150,000</i> <i>Funding Method: USDA/Equipment Fund</i>
Vactor Truck	Rebuild the 2001 Elgin vactor truck. <i>Expected Year: 2024-2025</i> <i>Total Capital Cost: \$100,000</i> <i>Funding Method: Equipment Fund</i>

Loader Replace the 1996 Front end loader.
Expected Year: 2025-2026
Total Capital Cost: \$150,000
Funding Method: Equipment Fund

Streets:

Wright St. Replace Deteriorating road with new asphalt.
Expected Year: 2023-2024
Total Capital Cost: \$115,000
Funding Method: Major Street Fund/MDOT

Columbus Street Replace deteriorating road with new asphalt.
Expected Year: 2025-2026
Total Capital Cost: \$200,000
Funding Method: Major Street Fund/IDC

N. Fourth Street Replace deteriorating road with new asphalt.
Expected Year: 2024-2025
Total Capital Cost: \$200,000
Funding Method: Major Street / Local Street Fund

Business Loop Connect 2 existing sidewalks along the I 75 business loop.
Expected Year: 2023-2024
Total Capital Cost: \$55,000
Funding Method: MDOT/Sidewalks/Business owners

Progress St Replace deteriorating road with new asphalt.
Expected Year: 2026-2027
Total Capital Cost: \$250,000
Funding Method: Major Street Fund/IDC

Houghton Ave Replace streetscape to coincide with MDOT road reconstruction. Project to include streetlights, benches, garbage cans, retaining walls, trees, sprinkler system and fencing.
Expected Year: 2024-2025
Total Capital Cost: \$1,500,000
Funding Method: DDA/General fund/USDA bond

Water:

Houghton Ave. Replace water main from Fairview Rd. to Court St. for new transmission main.
Expected Year: 2024-2025
Total Capital Cost: \$1,200,000
Funding Method: MEDC/USDA/Water Fund/EGLE

Iron Removal Plant Construct an Iron Removal Plant and a new well for removal of arsenic.
Expected Year: 2023-2024
Total Capital Cost: \$1,700,000

Funding Method: MEDC/Water Fund/EDA/EGLE DWSRF

- M-30 Development Construct a new road and utilities for development.
Expected Year: 2023-2028
Total Capital Cost: \$1,000,000
Funding Method: Major Street/Grants/Water Fund
- Tower Painting Painting the 500,000 gallon water tower and necessary upgrades.
Expected Year: 2027-2028
Total Capital Cost: \$200,000
Funding Method: Grants/Bonds/Water Fund
- Well #5 Rehab Rebuild Well # 5. Need new motor and cleaned.
Expected Year: 2023-2024
Total Capital Cost: \$45,000
Funding Method: Grants/Water Fund
- N. Fourth St. Replace water main from Houghton Ave to Lindsay St.
Expected Year: 2024-2025
Total Capital Cost: \$115,000
Funding Method: Grants/Bonds/Water Fund
- Meter Change out Replace all meters city wide due to failing reads.
Expected Year: 2023-2025
Funding Method: Water Fund
- Tower Erect new water tower to support housing development and joint venture with neighboring Ogemaw Township
Expected Year: 2024-2025
Total Capital Cost: \$2,000,000
Funding Method: Grants/Bonds/Water Fund
- Water main. Replace aging, undersized, and failing water main at the following locations:
Annie, Wright, N. Fourth, S. Seventh, S. Sixth, S. Eighth, Victory, Morrison, W. Ripley, S. First, Livingston, S. Burgess, Hall, Carpenter, Sidney, N. Third, N. Second, N. First, Fremont, N. Burgess, Page, Alto, E. Ripley
Approximate lineal footage: 25,800
Expected Year: 2023-2025
Total Capital Cost: \$6,500,000
Funding Method: Water Fund/EGLE DWSRF
- Water main. Install new water main to complete loops and eliminate dead ends:
Industrial, St., Annie St., Meid St., Alto Ct.
Approximate lineal footage 2,500
Expected Year: 2023-2025
Total Capital Cost: \$545,000
Funding Method: Water Fund/EGLE DWSRF
- Water valve. Install new water valve to connect to Ogemaw Township for the combining and

sharing of services
Expected Year: 2023-2024
Total Capital Cost: \$75,000
Funding Method: Water Fund/EGLE DWSRF

Water mixing valve. Install new water mixing valve in water tower to increase quality.
Expected Year: 2024-2026
Total Capital Cost: \$50,000
Funding Method: Water Fund/EGLE DWSRF

Water main. Install new water main to connect City water to Twp. water for joint venture:
Expected Year: 2023-2025
Total Capital Cost: \$425,000
Funding Method: Water Fund/EGLE DWSRF

Sewer:

N. Fourth St. Replace sanitary sewer river crossing due to deteriorating pipe.
Expected Year: 2025-2026
Total Capital Cost: \$90,000
Funding Method: Sewer Fund/CWSRF

Manholes. Replace various manhole units throughout the City due to deterioration and infiltration.
Expected Year: 2025-2026
Total Capital Cost: \$100,000
Funding Method: Sewer Fund/CWSRF

N. Fourth St. Replace storm sewer undersized causing flooding issues.
Expected Year: 2026-2027
Total Capital Cost: \$1,000,000
Funding Method: Sewer Fund/CWSRF

Buildings:

None

Department	Project Description	Capital Costs	2023	2024	2025	2026	2027	2028	Long-Term Project	Anticipated Source of Funding
Parks	Gathering place	\$400,000.00	\$400,000.00							DNR/MEDC/DDA/Arts
Parks	Irons Park ADA handicap addition	\$100,000.00				\$100,000.00				MEDC/Gen Fund/ADA
Parks	Irons Park amphitheater	\$100,000.00			\$100,000.00					MEDC/USDA/Gen Fund
Parks	Farmers Market	\$200,000.00					\$200,000.00			MEDC/USDA/Gen Fund
Equipment	Backhoe	\$125,000.00		\$125,000						Equipment Fund
Equipment	Generators at City Hall and PD	\$30,000.00						\$30,000.00		General Fund
Equipment	Police Vehicle	\$150,000.00	\$50,000.00		\$50,000.00		\$50,000.00			Equipment Fund/USDA
Equipment	Vector Truck rebuild	\$100,000.00			\$100,000.00					Equipment Fund
Equipment	Loader	\$150,000.00				\$150,000.00				Equipment Fund
Streets	Wright St.	\$115,000.00	\$115,000.00							Major Street/MDOT
Streets	Columbus	\$200,000.00				\$200,000.00				Major Street/DC
Streets	N. 4th St.	\$200,000.00			\$200,000.00					Major Street/ Local Street
Streets	Progress St.	\$250,000.00					\$250,000.00			Major Street/DC
Streets	Houghton Ave streetscape	\$1,500,000.00		\$1,500,000.00						Gen Fund/DDA/USDA
Water	Houghton Ave. (Fairview to Court St.)	\$1,200,000.00		\$1,200,000.00						Water fund/EGLE/MEDC
Water	Iron Removal Plant	\$1,700,000.00		\$1,700,000.00						MEDC/Water/EDA/EGLE
WaterStreets	M-30 Development Extension	\$1,000,000.00		\$1,000,000.00						Water/ Local St./bond
Water	Tower Painting	\$200,000.00					\$200,000.00			Water
Water	Well 5 Rehab	\$45,000.00	\$45,000.00							Water/EDA/EGLE/MEDC
Water	New water tower	\$2,000,000.00			\$2,000,000.00					Water Fund/EGLE
Water	Replace approx. 25,800ft aging main	\$6,500,000.00		\$2,250,000.00	\$2,250,000.00	\$2,000,000.00				Water Fund/EGLE
Water	Meter Change out	\$100,000.00	\$50,000.00	\$50,000.00						Water
Sidewalk	Business loop sidewalk connection	\$55,000.00	\$55,000.00							MDOT/Sidewalk/Private
Water	Install new water main for looping	\$545,000.00		\$272,500.00	\$272,500.00					Water Fund/EGLE
Water	Install new meter to connect to Twp.	\$75,000.00		\$75,000.00						Water Fund/Twp./EGLE
Water	Install mixing valve in tower	\$50,000.00			\$50,000.00					Water Fund/EGLE
Sewer	Replace 4th St. river crossing	\$90,000.00				\$90,000.00				Sewer Fund/EGLE
Sewer	Repair manholes throughout City	\$100,000.00				\$100,000.00				Sewer Fund/EGLE
Storm Sewer	Replace undersized Storm sewer 4th St.	\$1,000,000.00					\$1,000,000.00			Sewer Fund/EGLE
Water	Install water main to connect to Twp.	\$425,000.00		\$425,000.00						Water Fund/Twp./EGLE



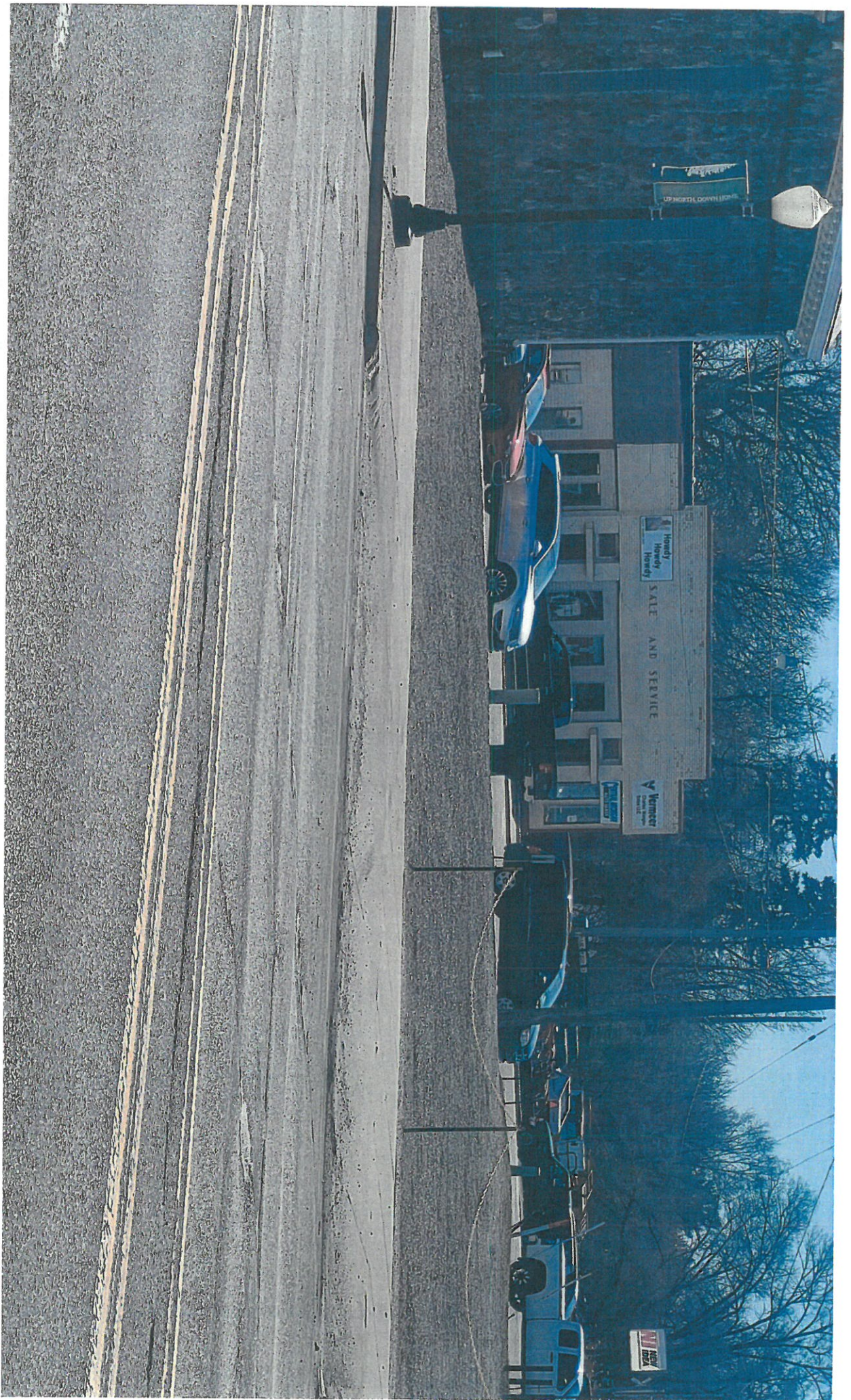
Attachment B
Before Photos



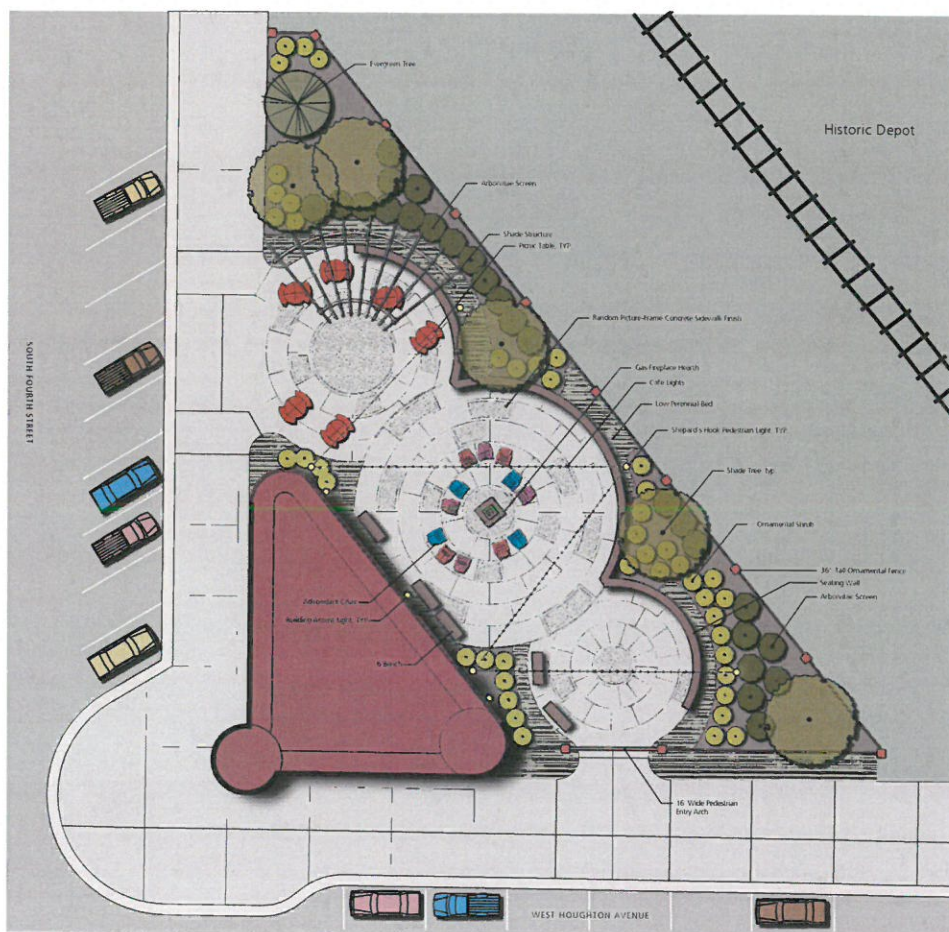








Schematic Plan Rendering
October, 2022





MICHIGAN COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

LOW AND MODERATE INCOME COMMUNITY CUSTOMERS

Effective 08/04/22

MEDC LOW AND MODERATE INCOME COMMUNITY CUSTOMERS				
A "traditional downtown" or "traditional commercial center" is defined as a grouping of 20 or more contiguous commercial parcels containing buildings of historical or architectural significance. The area must have been zoned, planned, built, or used for commercial purposes for more than 50 years. The area must consist of, primarily, zero-lot-line development and have pedestrian friendly infrastructure.				
REGION #	COUNTY	PROJECT AREA / COMMUNITY	LOW/MOD PERCENTAGE	YEAR DATA IDENTIFIED THROUGH LOCAL SURVEY
3	Ogemaw	Rose City	67.31	
3	Ogemaw	West Branch City	59.91	

AUTHORIZING RESOLUTION

WHEREAS, the Michigan Strategic Fund has invited Units of General Local Government to apply for its Public Gathering Spaces (PGS) Competitive Funding Round; and

WHEREAS, the City of West Branch desires to request an amount not to exceed \$1,000,000 in CDBG funds for the construction of the downtown “Gathering Place” park and City park amphitheater; and

WHEREAS, the City of West Branch commits local funds from its DDA in the amount not to exceed \$60,000 and from the General Fund in an amount not to exceed \$40,000 for a committed match; and

WHEREAS, the proposed project is consistent with the local Community Development Plan as described in the Application; and

WHEREAS, the proposed project will benefit all residents of the project area and 59.91% percent of the residents of the City of West Branch are low- and moderate-income persons as determined by the MEDC’s Low/Mod income Community Customers and Project Areas List; and

WHEREAS, local funds and any other funds to be invested in the project have not been obligated and will not be incurred prior to a formal grant award, completion of the environmental review procedures and a formal written authorization to incur costs from the Michigan Economic Development Corporation.

NOW, THEREFORE, BE IT RESOLVED that the City of West Branch hereby designates the City Manager as the Environmental Review Certifying Officer, the person authorized to certify the Michigan CDBG Application, the person authorized to sign the Grant Agreement and payment requests, and the person authorized to execute any additional documents required to carry out and complete the grant.

ATTACHMENT H – UGLG PUBLIC PARTICIPATION CERTIFICATION FORM

1. The UGLG has furnished its citizens with information concerning the amount of funds available and being applied for, and the proposed community development and housing activities to be undertaken. This includes the estimated amount proposed to be used for activities that will benefit persons of low and moderate income and the plans for minimizing displacement of persons.
2. The UGLG has published a public notice in such manner to afford affected citizens an opportunity to examine and submit comments on the proposed application and community development and housing activities.
3. One or more public hearings have been held to obtain the views of citizens on the proposed application and community development and housing needs.
4. Citizens have been provided reasonable access to the proposed application and related information on community development and housing needs.
5. The UGLG will provide its citizens with reasonable notice of, and opportunity to comment on, any substantial change proposed to be made in the use of funds if funds are received.
6. The UGLG provided for and encouraged citizen participation, with particular emphasis on participation by persons of low and moderate income, residents of slum and blight areas and of areas in which Section 106 funds are proposed to be used, and in the case of grantees described in Section 106(a), provided for participation of residents in low- and moderate-income neighborhoods as defined by the local jurisdiction. Opportunities to participate must be made available by advertising in publications, which are distributed in the slum and blight areas and the low- and moderate-income neighborhoods.
7. The UGLG provided citizens with reasonable and timely access to local meetings, information, and records relating to the applicant's proposed use of funds, as required by regulations of the Secretary, and relating to the actual use of funds under this title.
8. The UGLG provided for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals with the level and type of assistance to be determined by the grantee.
9. The UGLG provided for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least the development of needs, the review of proposed activities, and review of program performance, which hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodation for the handicapped. Review of program performance shall apply to previously funded CDBG grants.
10. The UGLG has identified how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate. If 51% of the expected participants are non-English speaking, the hearings will be advertised in a non-English publication available to those residents. A person fluent in their language must be available to discuss the project and respond to their questions at the hearings.

Signature and Title of Authorized UGLG

Official Date

CITY OF WEST BRANCH NOTICE OF PUBLIC HEARING FOR MICHIGAN COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING FOR THE CITY OF WEST BRANCH PARK EXPANSIONS

The City of West Branch will conduct a public hearing during a special meeting that is to be held on Tuesday, April 25th at 6:00pm in the Council Chambers of City Hall at 121 N. Fourth, St. for the purpose of affording citizens an opportunity to examine and submit comments on the proposed application for a CDBG grant.

The City of West Branch proposes to request a grant not to exceed \$1,000,000.00 in CDBG funds for the construction of a downtown park called the Gathering place and the addition of an amphitheater at Irons Park. The parks will benefit at least 51% low to moderate income persons. No persons will be displaced as a result of the proposed activities.

Further information, including a copy of the City of West Branch's Community Development Plan and CDBG application is available for review. To inspect the documents, please contact John Dantzer 989-345-0500 or by email at citymanager@westbranch.com. The plans will be available for review at City Hall at 121 N. Fourth St. or on the City's website at www.westbranch.com. Comments may be submitted in writing through Monday, April 24th at 4:30 PM or made in person at the public hearing.

Citizen views and comments on the proposed application are welcome.

City of West Branch
John Dantzer, City Manager
989-345-0500

ATTACHMENT K– CERTIFICATION BY THE APPLICANT UGLG FORM

The UGLG hereby certifies that it:

1. Possesses legal authority to submit a grant application.
2. Has in a timely manner:
 - a. furnished its citizens information concerning the amount of funds available and being applied for, and the proposed community development and housing activities to be undertaken, including the estimated amount proposed to be used for activities that will benefit persons of low and moderate income and the plans for minimizing displacement of persons as a result of proposed activities and for assisting persons actually displaced;
3. published a public notice (a copy of which is attached) in such manner to afford citizens an opportunity to examine and submit comments on the proposed application and community development and housing activities;
4. held one or more public hearings to obtain the views of citizens on the proposed application and community development and housing needs; and
5. made the proposed application available to the public;
6. Will conduct and administer the grant in conformity with Public Law 88-352 and Public Law 90-284, and will affirmatively further fair housing;
7. Has developed the proposed application so as to give maximum feasible priority to activities which will benefit low- and moderate-income families or aid to the prevention or elimination of slum or blight; or to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to health or welfare of the community where other financial resources are not available to meet such needs;
8. Has developed a community development plan that identifies community development and housing needs and specifies both short- and long-term community development objectives that have been developed in accordance with the primary objective and requirements of the Title I Housing and Community Development Act of 1974, as amended;
9. Will not attempt to recover any capital costs of public improvements assisted in whole or in part with Title I funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless (A) Title I funds are used to pay the proportion of such fee or assessment that related to capital costs of such public improvement that are financed from revenue sources other than Title I funds; or (B) for purposes of assessing any amounts against properties owned and occupied by persons of low and moderate income who are not persons of very low income, and (name of local unit) certifies that it lacks sufficient Title I funds to comply with the requirements of clause (A);
10. Will adopt a policy of prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstrations within its jurisdictions;
11. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement;
12. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

13. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly;
14. Will comply with other provisions of Title I of the Housing and Community Development Act of 1987, as amended, and with other applicable laws.

Signature and Title of Authorized UGLG

Official Date

ATTACHMENT L – STATEMENT OF ASSURANCES FORM

The UGLG hereby assures and certifies that it has complied or shall comply with Title I of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5301), and related statutes and implementing rules, regulations, and guidelines applicable to projects financed under the Michigan CDBG program. Specific assurances and certifications include but are not limited to the following:

1. Compliance with grant and financial management guidelines in 2 CFR Part 200, et al.; Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule.
2. Compliance with Civil Rights and Equal Opportunity statutes as set forth in Title I of the Civil Rights Act of 1964 (Public Law 88-352), Title VIII of the Civil Rights Act of 1968 (Public Law 90-284), the Michigan Civil Rights Act 453 of 1976, the Michigan Fair Employment Practices Act (MCL 423, 301-423, 311), related statutes and implementing rules and regulations.
3. Compliance with Labor Standards statutes as set forth in the Davis-Bacon Fair Labor Standards Act (40 U.S.C. 276a-276a-5), related statutes and implementing rules and regulations.
4. Compliance with Lead Based Paint Poisoning Prevention Act (42 U.S.C. 4831).
5. Compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. 4630) and implementing regulations.
6. Compliance with OMB Circular No. A-133, Audits of States, Local Governments and Non-Profit Organizations and implementing rules and regulations.
7. Compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and implementing rules and regulations 24 CFR Part 8.
8. Authorized state officials and representatives will have access to all books, accounts, records, reports, files, and other papers, things, or property pertaining to the project in order to make audits, examinations, excerpts and transcripts; each contract or subcontract also shall provide for such success to relevant data and records pertaining to the development and implementation of the project.

The UGLG agrees to assume all of the responsibilities for environmental review, decision making, and action as specified and required under the National Environmental Policy Act of 1969 (42 U.S.C. 4321) and Section 104 (f) of Title I of the Housing and Community Development Act and implementing regulations 24 CFR Part 58.

Signature and Title of Authorized UGLG

Official Date



Please accept this letter of support for the City of West Branch's application to the CDBG Public Gathering Spaces grant program. The Gathering Place downtown park is a project the DDA has been focusing our efforts on since our acquisition of the property in 2019. The Gathering Place will allow the City and DDA to enhance our recreational places and offer our residents a place to gather, year-round.

Sincerely,

A handwritten signature in blue ink, which appears to read "Samantha Fabbri", is written over the printed name.

Samantha Fabbri
DDA Chairperson
City of West Branch

West Branch Downtown Development Authority
121 N. Fourth St.
West Branch, MI 48661