

AGENDA

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

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

- I. Call to order
- II. Roll call
- III. Pledge of Allegiance
- IV. Scheduled Matters from the Floor
 - A. County Update
- V. Public hearing
 - A. 2024/2025 Budget
- VI. Additions to the agenda
- VII. Public comment on agenda items only (limited to 3 minutes)
- VIII. Bids
 - A. Garbage Cans and sole source vendor exception
- IX. Unfinished Business
- X. New Business
 - A. Bills
 - B. Excuse Member Showalter
 - C. Resolution 24-11-Sidewalk café G's Pizzeria
 - D. Resolution 24-12-Sidewalk café Highway Brewery
 - E. Resolution 24-13 Sidewalk café Topsy Bear Bistro
 - F. Resolution 24-14 Health Insurance Opt Out
 - G. Updated Investment Policy
 - H. Summer Music Series Special Event Permit
 - I. Sting invoice
 - J. West Branch Township bill adjustment request
 - K. Purchase Agreement
- XI. Approval of the minutes and summary from the regular meeting held April 15, 2024
- XII. Consent Agenda
 - A. Treasurer's Report and Investment Summary

- B. Minutes from the Planning Commission Meeting held April 9, 2024
- C. Minutes from the DDA Meeting held March 26, 2024
- D. Minutes from the IDC Meeting held September 28, 2023
- E. Minutes from the Election Commission Public Accuracy Test held April 17, 2024
- F. Minutes from the Airport Board Meeting held March 20, 2024
- G. Minutes from the Land Bank Authority Meeting held March 4th and 20th, 2024
- H. Minutes from the Ogemaw Housing Advisory Committee meeting held March 26th and April 16th, 2024

XIII. Communications

XIV. Reports

- A. Mayor
 - 1. Re-appointment of Kim Ervans to the BOR for a 3-year term to expire 12/31/27
- B. Council
- C. Manager
- D. Attn: Meihn

XV. Public comment any topic

XVI. Adjournment

UPCOMING MEETINGS-EVENTS

May 7 Election
 May 14 Planning Commission 6:00 pm
 May 15 Airport Board 12:15 pm
 May 16 Housing Commission 12:00 pm
 May 20 City Council 6:00 pm
 May 21 Summer Music Series 4:00 pm
 May 27 City Hall Closed
 May 28, DDA 12:00 pm
 May 28 MTA Klacking Twp 6:00 pm

Next Meeting-May 20, 2024

CITY OF WEST BRANCH NOTICE OF PUBLIC HEARING

The West Branch City Council will hold a public hearing during their regular Meeting on Monday, May 6, 2024 at 6:00 p.m. in the Council Chambers of City Hall, 121 N. Fourth St. on the 2024-2025 fiscal year budget. **The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.** Copies of the proposed budget are available for review on the City website at www.westbranch.com and can be reviewed in person at City Hall, 121 N. Fourth St., West Branch, MI 48661 during normal business hours Monday-Friday from 8:00 am 4:30 pm. Accommodations and necessary reasonable auxiliary aids and services are available upon request to persons with disabilities, as well as the hearing impaired, who require alternately formatted materials or auxiliary aids to ensure effective communication and access to meetings or hearings. All requests for accommodation should be made with as much advance notice as possible by contacting City Clerk Lori Ann Clover at (989) 345-0500; 121 N. 4th St., West Branch, MI 48661; email: clerk@westbranch.com.

Sole Source Vendor Exception Request

for

Downtown Trash Cans

from

Treetops

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

In this instance, City Manager John Dantzer is requesting City Council forego formal bidding and approve the selection of TreeTop Products for the purchase of garbage cans for the following reasons:

- TreeTops has supplied the garbage cans for the rest of the City and we want to match the new ones to our existing ones.
- The TreeTops cans were the selection made by the DDA as part of their streetscape design.
- The price quoted by TreeTops is less than what was budgeted for cans in the streetscape process.



TreeTopProducts.com
Lowest Prices Guaranteed

Quote

Account Number - 43451

Treetop Products, LLC
222 State Street
Batavia IL (630) 845-5468
keyaccounts@treetopproducts.com

Estimate # QUOTRE35919

5/2/2024

Customer
Mike Killackey
City Of West Branch
121 N. 4th St
West Branch MI 48661
(989) 965-4982

Ship To
Mike Killackey
City Of West Branch
403 S 1st St
West Branch MI 48661

Item	Qty	Rate	Amount	Estimated Lead Time
4ZB4239 Commercial Steel Waste Receptacle/32 Gallon/Flat Lid/Portable or Surface Mount/ Black	10	\$395.40	\$3,954.00	Ships in 1 to 2 Days

Subtotal	\$3,954.00
Tax Total (%)	\$0.00
Shipping	\$362.28
Total	\$4,316.28

*Estimated lead time is based on normal fulfillment time of an order at this moment. Orders with large quantities may require additional time. These estimates are subject to change based on the nationwide supply chain issue.

PRICING FOR THIS QUOTE IS LOCKED IN FOR 30 DAYS

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

<i>BILLS AS OF 5/3/24</i>	<i>\$60,884.27</i>
<i>Additions to Bills as of</i>	<i>\$0</i>
<i>Paid but not approved</i>	<i>\$23,953.12</i>
TOTAL BILLS	\$84,837.39

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

Vendor Name	Amount	Description
ARNOLD SALES	424.74	DPW SUPPLIES
BADGER METER	1,148.42	CELLULAR SERVICE APRIL
BELL EQUIPMENT CO	622.28	DPW PARTS
BS & A SOFTWARE	2,023.00	ANNUAL SOFTWARE SUPPORT TAX, BUILDING, GL
BUDGE, DAWN	63.58	SMS REIMBURSEMENT LIGHTS
CINTAS	381.05	UNIFORMS
CITY OF WEST BRANCH	323.82	WATER BILLS APRIL
CNA SURETY	55.00	FRECHETTE NOTARY BOND
COLUMN SOFTWARE PBC	120.10	ADS
CONSUMERS ENERGY	26.16	ELECTRIC
CONSUMERS ENERGY	5,677.10	ELECTRIC
DO ALL INC	580.00	RECYCLING MARCH
DTE ENERGY	1,546.15	GAS
ELECTION SOURCE	245.00	ELECTION SUPPLIES
EVANS, JOHN	15.88	LUNCH REIMBURSEMENT EVANS & BEEHLER
HACH COMPANY	119.00	WWTP SUPPLIES
HOME DEPOT	826.44	VARIOUS SUPPLIES
HUTSON INC	138.89	VARIOUS SUPPLIES
MERS OF MICHIGAN	27,742.24	RETIREMENT APRIL
MERS OF MICHIGAN	1,089.05	RETIREMENT APRIL M/L
MVW & ASSOCIATES INC	1,000.00	ASSESSOR CONTRACT MAY
MWEA	95.00	WWTP ROBB DUES
OGEMAW COUNTY ROAD COMMISSION	591.53	COLD PATCH
ON DUTY GEAR LLC	1,990.00	POLICE VESTS
PARAGON LABORATORIES INC	328.00	WWTP SUPPLIES
PRINTING SYSTEMS	260.47	GEN FUND CHECKS
PRO COMM INC	5,295.00	POLICE ITEMS
QUALITY GARAGE DOORS	243.00	DPW REPAIRS
REDS PROPERTY MAINTENANCE	150.00	STUMP GRINDING
SCHMITT TIRE & GAS	100.00	POLICE REPAIRS
STATE OF MICHIGAN	32.00	WATER SAMPLES
UNUM LIFE INSURANCE CO OF AMERICA	1,246.45	LT ST DISABILITY & LIFE
UPS	64.71	SHIPPING
VERIZON WIRELESS	277.37	CELL PHONES
VIC BOND SALES INC	7.49	DPW SUPPLIES
VISA	3,695.74	VARIOUS SUPPLIES
WEST BRANCH ACE HARDWARE	397.06	VARIOUS SUPPLIES
WEST BRANCH NAPA AUTO TRUCK	300.40	VARIOUS SUPPLIES
WEST BRANCH TOWNSHIP TREASURER	1,618.65	425 PAYMENT
WEST BRANCH TOWNSHIP TREASURER	23.50	QUARTERLY SURCHARGE
TOTAL		60,884.27

RESOLUTION #24-11

WHEREAS, the City of West Branch does allow for sidewalk cafes as per section 15.485 of the City of West Branch ordinances, and

WHEREAS, any sidewalk café request from a business located off of Houghton Ave. must file a permit with MDOT, and

WHEREAS, a requirement to approval by MDOT requires a resolution of support from the local City Council, and

WHEREAS, upon approval by MDOT, it is the responsibility of the City to monitor the requirements of the permit, and

NOW, THEREFORE, BE IT RESOLVED, that the West Branch City Council does hereby approve the sidewalk café permit for G's Pizzeria for the 2024 calendar season

RESOLUTION #24-12

WHEREAS, the City of West Branch does allow for sidewalk cafes as per section 15.485 of the City of West Branch ordinances, and

WHEREAS, any sidewalk café request from a business located off of Houghton Ave. must file a permit with MDOT, and

WHEREAS, a requirement to approval by MDOT requires a resolution of support from the local City Council, and

WHEREAS, upon approval by MDOT, it is the responsibility of the City to monitor the requirements of the permit, and

NOW, THEREFORE, BE IT RESOLVED, that the West Branch City Council does hereby approve the sidewalk café permit for Highway Brewery for the 2024 calendar season

RESOLUTION #24-13

WHEREAS, the City of West Branch does allow for sidewalk cafes as per section 15.485 of the City of West Branch ordinances, and

WHEREAS, any sidewalk café request from a business located off of Houghton Ave. must file a permit with MDOT, and

WHEREAS, a requirement to approval by MDOT requires a resolution of support from the local City Council, and

WHEREAS, upon approval by MDOT, it is the responsibility of the City to monitor the requirements of the permit, and

NOW, THEREFORE, BE IT RESOLVED, that the West Branch City Council does hereby approve the sidewalk café permit for Topsy Bear Bistro for the 2024 calendar season

RESOLUTION #24-14

WHEREAS, 2011 Public Act 152 (the "Act") was passed by the State Legislature and signed by the Governor on September 24, 2011;

WHEREAS, the Act contains three options for complying with the requirements of the Act;

WHEREAS, the three options are as follows:

- 1) Section 3 – "Hard Caps" Option – limits a public employer's total annual health care costs for employees based on coverage levels, as defined in the Act;
- 2) Section 4 – "80%/20% Option – limits a public employer's share of total annual health care costs to not more than 80%. This option required an annual majority vote of the governing body;
- 3) Section 8 – "Exemption" Option – a local unit of government, as defined in the Act, may exempt itself from the requirement of the Act by an annual 2/3 vote of the governing body;

WHEREAS, the West Branch City Council has decided to adopt the annual "Exemption" option as its choice of compliance under the Act;

NOW, THEREFORE, BE IT RESOLVED, the Council of the City of West Branch elects to comply with the requirements of 2011 Public Act 152, the Publicly Funded Health Insurance Contribution Act, by adopting the annual "Exemption" option for the medical benefit plan coverage year July 1, 2024 through June 30, 2025

CITY OF WEST BRANCH, MICHIGAN INVESTMENT POLICY

I. Governing Authority

Legality

The investment program shall be operated in conformance with federal, state, and other legal requirements including Public Act 20 of 1943, as amended by Public Act 196 of 1997.

II. Scope

This policy applies to the investment of all funds, excluding the investment of employees' retirement funds. Proceeds from certain bond issues, as well as separate foundation or endowment assets, when held by the City of West Branch, shall be covered by a separate policy.

1. Pooling of Funds

Except for cash in certain restricted and special funds, the City of West Branch will consolidate cash and reserve balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

III. General Objectives

The primary objectives, in priority order, of investment activities shall be safety, liquidity, and yield:

1. Safety

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

a. Credit Risk

The City of West Branch will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer, by:

- Limiting investments to the types of securities listed in Section VII of this Investment Policy
- Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which the City of West Branch will do business in accordance with Section V

- Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.

b. Interest Rate Risk

The City of West Branch will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity
- Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools and limiting the average maturity of the portfolio in accordance with this policy (see section VIII).

2. *Liquidity*

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). Alternatively, a portion of the portfolio may be placed in money market mutual funds or local government investment pools that offer same-day liquidity for short-term funds.

3. *Yield*

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principal.
- A security swap would improve the quality, yield, or target duration in the portfolio.
- Liquidity needs of the portfolio require that the security be sold.

4. *Local Considerations*

Where possible, funds may be invested for the betterment of the local economy or that of local entities within the State. The City of West Branch may accept a proposal from an eligible institution that provides for a reduced

rate of interest provided that such institution documents the use of deposited funds for community development projects.

IV. Standards of Care

1. *Prudence*

The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

The “prudent person” standard states that, “Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.”

2. *Ethics and Conflicts of Interest*

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with which business is conducted on behalf of the City of West Branch.

3. *Delegation of Authority*

Authority to manage the investment program is granted to the **Treasurer**, hereinafter referred to as investment officer, and derived from the Job Description of the **Treasurer (copy attached)**. Responsibility for the operation of the investment program is hereby delegated to the investment officer, who shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this policy. In the absence of the **Treasurer**, the **Clerk** shall manage the investment program. The **Treasurer or Clerk** will consult with the City Manager before making any long-term investments. In the absence of the City Manager the **Mayor** will be consulted before making any long-term investments. Procedures should include references to: safekeeping, investment accounting, repurchase agreements, wire transfer agreements,

and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the investment officer. The investment officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

V. Authorized Financial Institutions, Depositories, and Broker/Dealers

1. *Authorized Financial Institutions, Depositories, and Broker/Dealers*

A list will be maintained of financial institutions and depositories authorized to provide investment services. In addition, a list will be maintained of approved security broker/dealers selected by creditworthiness (e.g., a minimum capital requirement of \$10,000,000 and at least five years of operation). These may include “primary” dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule).

All financial institutions and broker/dealers who desire to become qualified for investment transactions must supply the following as appropriate:

- Certification of having read and understood and agreeing to comply with the City of West Branch’s investment policy.

2. *Minority and Community Financial Institutions*

From time to time, the investment officer may choose to invest in instruments offered by minority and community financial institutions. In such situations, a waiver to certain parts of the criteria under Paragraph 1 may be granted. All terms and relationships will be fully disclosed prior to purchase and will be reported to the appropriate entity on a consistent basis and should be consistent with state or local law. The appropriate legislative or governing body should approve these types of investment purchases in advance.

VI. Safekeeping and Custody

1. *Safekeeping*

Securities will be held by an independent third-party custodian selected by the entity as evidenced by safekeeping receipts in the City of West Branch’s name. The safekeeping institution shall annually provide a copy of their most recent report on internal controls.

2. *Internal Controls*

The investment officer shall establish a system of internal controls, which shall be documented in writing. The internal controls shall be reviewed by the investment committee, City Manager, Treasurer, and Clerk, and with the independent auditor. The controls shall be designed to prevent the loss of public funds arising from fraud, employee error, and misrepresentation by

third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the City of West Branch.

VII. Suitable and Authorized Investments

1. *Investment Types*

Consistent with the GFOA Policy Statement on State and Local Laws Concerning Investment Practices, the following investments will be permitted by this policy and are those defined by state and local law where applicable:

- U. S. Treasury obligations which carry the full faith and credit guarantee of the United States government and are considered to be the most secure instruments available;
- U. S. government agency and instrumentality obligations that have a liquid market with a readily determinable market value;
- Canadian government obligations (payable in local currency);
- Certificates of deposit and other evidences of deposit at financial institutions;
- Bankers' acceptances;
- Commercial paper, rated in the highest tier (e.g., A-1, P-1, F-1, or D-1 or higher) by a nationally recognized rating agency;
- Investment-grade obligations of state, provincial and local governments and public authorities;
- Repurchase agreements whose underlying purchased securities consist of the aforementioned instruments;
- Money market mutual funds regulated by the Securities and Exchange Commission and whose portfolios consist only of dollar-denominated securities; and
- Local government investment pools either state-administered or developed through joint powers statutes and other intergovernmental agreement legislation.

Investment in derivatives of the above instruments shall require authorization by the West Branch City Council.

2. *Collateralization*

Where allowed by state law and in accordance with the GFOA Recommended Practices on the Collateralization of Public Deposits, full collateralization will be required on all demand deposit accounts, including checking accounts and non-negotiable certificates of deposit.

3. *Repurchase Agreements*

Repurchase agreements shall be consistent with GFOA Recommended Practices on Repurchase Agreements.

VIII. Investment Parameters

1. *Diversification*

The investments shall be diversified by:

- Limiting investments to avoid over concentration in securities from a specific issuer or business sector (excluding U. S. Treasury securities),
- Limiting investment in securities that have higher credit risks,
- Investing in securities with varying maturities, and
- Continuously investing a portion of the portfolio in readily available funds such as local government investment pools (LGIPs), money market funds or overnight repurchase agreements to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

2. *Maximum Maturities*

To the extent possible, the City of West Branch shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City of West Branch will not directly invest in securities maturing more than five (5) years from the date of purchase or in accordance with state and local statutes and ordinances.

Reserve funds and other funds with longer-term investment horizons may be invested in securities exceeding five (5) years if the maturities of such investments are made to coincide as nearly as practicable with the expected use of funds. The intent to invest in securities with longer maturities shall be disclosed in writing to the legislative body

Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as local government investment pools, money market funds, or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

3. *Competitive Bids*

The investment officer shall obtain verbal competitive bids from at least two brokers or financial institutions on all purchases of investment instruments purchased on the secondary market.

VIII. Reporting

1. *Methods*

The investment officer shall prepare an investment report monthly. The report should be provided to the legislative body. The report will include the following:

- Listing of individual securities held at the end of the reporting period.

- Realized and unrealized gains or losses resulting from appreciation or depreciation by listing the cost and market value of securities over one-year duration that are not intended to be held until maturity (in accordance with Governmental Accounting Standards Board (GASB) requirements).
- Average weighted yield to maturity of portfolio on investments.
- Listing of investment by maturity date.

2. *Performance Standards*

The City of West Branch's cash management portfolio shall be designed with the objective of regularly meeting or exceeding a selected performance benchmark, which could be the average return on three-month U. S. Treasury bills or the average rate of Fed funds. These indices are considered benchmarks for lower risk investment transactions and therefore comprise a minimum standard for the portfolio's rate of return.

IX. Policy Considerations

1. *Exemption*

Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

2. *Amendments*

This policy shall be reviewed on an annual basis. Any changes must be approved by the investment officer and any other appropriate authority, as well as the individuals charged with maintaining internal controls.

X. Approval of Investment Policy

The investment policy shall be formally approved and adopted by the governing body of the City of West Branch and reviewed annually.

XI. List of Attachments

The following document is attached to this policy:

- Relevant investment statutes

Adopted: December 18, 2006

UPDATED: April 24, 2024

**CITY OF WEST BRANCH
JOB DESCRIPTION**

TREASURER

Supervised By: City Manager
Supervises: Treasurer's Department Staff
FLSA: Exempt

Position Summary:

Under the general supervision of the City Manager and oversees the collection and management of all monies owed to and held by the City. Manages and directs staff engaged in Treasury operations.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Develops and administers annual departmental budget and ensures that the authorized budgetary and purchasing procedures are properly carried out.
2. Assists the City Manager in development and completion of the City budget.
3. Oversees all payroll duties including the timekeeping information of employees, managing of benefit packages, and accurately calculates pay according to hours worked. In addition, deals with employee complaints and questions regarding payroll and investigates and resolves any errors in payroll in a timely manner.
4. Oversees the collection of taxes and other accounts receivable. Directs subordinates or personally verifies the accuracy of tax bills, receives and records payments, disburses funds to other entities, resolves tax issues/questions, follows up on delinquent receivables, and reconciles with the County.
5. Prepares Industrial Facilities Tax Exemption Certificates for City Council consideration in cooperation with Assessing Office and the City Manager's Office. Processes special assessments, prepares and publishes notices and places assessments on tax roll.
6. Oversees accounts payable including the receiving, processing, and verifying of invoices, as well as the processing of payments.
7. Oversees the bank reconciliations of all City bank accounts and is responsible for any manual journal entries needed for the completion of reconciliations.
8. Acts as investment officer for the City. Oversees the collection and investment of City funds. Investigates and examines various investment options to achieve the objectives of the investment policy.
9. Performs and supervises numerous other financial and administrative duties related to

financial and management reporting, contract administration, oversight of City transactions, licensing, records maintenance and technical information systems maintenance and upgrades, including website. Ensures adherence to Treasurer's Department policies and procedures.

10. Performs the duties of other Treasurer Department staff as necessary. In this capacity may work the front desk, answer phones, process mail, and respond to public inquiries and investigate complaints.
11. Performs other related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A Bachelor's Degree in business or public administration or a related degree.
- Five years of experience in public administration, finance, or a business office, or related setting, including some supervisory experience.
- Certification as a Notary Public.
- Certification as a Municipal Finance Administrator are highly desirable.
- Knowledge of the policies and procedures specific to the Treasurer's Office.
- Knowledge of bookkeeping and municipal finance.
- Knowledge of general office operations and clerical procedures and practices.
- Knowledge and application of cash management and investment procedures, property tax laws, and banking procedures.
- Considerable skill in composing letters, memoranda and reports, and establishing and maintaining records, accounts and files.
- Ability to understand and follow complex oral and written instructions, prioritize demands and work independently.
- Ability to critically assess situations and solve problems, communicate effectively in normal or contentious situations, and work well under stress and within deadlines.
- Ability to plan, coordinate, and supervise the work of others.
- Ability to operate general office equipment and machines, personal computer, calculator, typewriter, photocopier, facsimile and postage machine.

- Ability to establish and maintain effective working relationships with employees, superiors, supervisors, City officials, other professionals, and the general public.
- Ability to convey and understand information effectively and promptly through speaking, hearing, reading, and writing.
- Ability to attend meetings outside of normal business hours.

Physical Requirements and Work Environment:

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

An employee in this position spends the majority of their time in an office setting with a controlled climate where they sit and work on a computer for extended periods of time, communicate by telephone, email or in person, and move around the office or travel to other locations.



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

Special events permit

Event Name: Music in the Park

Event Date: 6/27, 7/11, 7/18, 7/25, & 8/1 Start Time: 7:00pm End Time: 9:00pm

Name of Sponsoring Organization: Summer Music Series

Address: _____

Contact Person: Dawn Budge Phone Number: (989)701-0006

Describe the purpose of this event: Host free concerts on Thursday nights. We will also have food vendors on site.

Point of Assembly: Irons Park

Proposed Route: NA
(start to finish, attach route diagram if needed)

In an effort to help your event run smoothly you must make sure the following departments are aware of and/or can staff your event.
Please obtain signatures from each department listed advising us that they are aware:

West Branch City Police



services NOT needed



arrangements have been made

Chief of Police

West Branch City DPW



services NOT needed



arrangements have been made

Superintendent of Public Works

By signing below, the applicant for the Special Event Permit agrees to hold harmless and indemnify the City and its officers, employees, contractors, subcontractors, representatives, and agents from and against any and all injuries and/or damages including attorney fees resulting and/or arising from the special event and/or from the actions and/or omissions of the special event sponsor and/or their officers, employees, contractors, subcontractors, representative and/or agents.

Dawn Budge
Signature

4/22/24
Date

For Office Use Only
Permit Approved – Yes / No

City Council/Manager

Strike Team Investigative Narcotics Group

STING

April 23, 2024

To All County, City, and Township Boards,

This letter is being mailed to you on behalf of the STING Executive Board regarding the funding for the Fiscal Year (2024). STING has been successful in obtaining Federal Byrne Grant money for continued support of the Team. The Byrne award allows the unit to rent the current office space, assist with officer salaries and fund a part time administrative assistant. The award does not cover investigative expenses, training, detective vehicles or equipment. This year we are looking to improve our investigative technology equipment to enhance our investigative abilities and help with officer safety.



STING conducts investigations within the counties of Arenac, Ogemaw, Crawford, Roscommon, Iosco, and Oscoda Counties. Additionally, STING focuses on investigating those groups outside of our area that are trafficking illegal narcotics into our area. STING works cooperatively with other Federal, State and Local law enforcement entities to investigate narcotics traffickers. STING also has been utilized by area law enforcement to aid in other criminal investigations such as robberies, breaking and entering's and thefts. STING seized over \$260,000.00 dollars' worth of narcotics in 2023 and investigated 142 new cases.

Crystal Methamphetamine and Fentanyl are two extremely dangerous drugs that our effecting communities at an alarming rate. STING's jurisdictional counties reported 63 overdoses in 2023. It is the mission of STING to stop the flow of these drugs into our area and prevent tragic loss of life.

STING is respectfully asking for your contribution to provide continued support and commitment to keeping STING operational.

I thank you for your continued support and if you would like any additional information or have any questions, please feel free to contact me by phone (989)402-7190 or at my email address listed below. We all want to live in a violence free, drug free community. Stay healthy and safe.

Kind regards,

John Richards

D/Lt. John Richards
STING Unit Commander
RichardsJ11@michigan.gov

2021 Fox Run
West Branch, MI 48661
P 989.345.2304

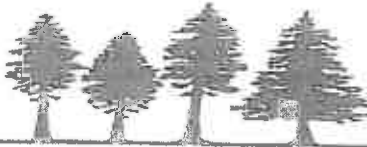
Date: 04/04/24

City of West Branch
Ogemaw County
121 N. 4th Street
West Branch, MI 48661



THANK YOU FOR YOUR SUPPORT!

101-301.000-968.700



West Branch Township

1705 S. Fairview Road, West Branch, MI 48661

Phone: (989) 345-5450 Fax: (989) 345-8419

www.westbranchtownship.org

April 24, 2024

City of West Branch
119 N. Fourth Street
West Branch, MI 48661

Council Members:

It has come to our attention that Country Village Estates trailer park located in West Branch Township had a huge water leak during the winter quarter ending March 31, 2024. The reading had a usage of 1,216,000 gallons. It was found that there was a broken pipe at one of the residences. This has now been fixed. Mark Zartarian is asking for forgiveness on the sewer usage. I have taken the last six quarters' usage and averaged it to be 589,000 gallons. The forgiveness would be for 627,000 gallons. This would be a one-time forgiveness. The township will be acting on this at our next meeting.

Please consider this at your next meeting and let me know your decision. Thank you.

Sincerely,

Diane M. Philbrick, Treasurer

8. Title Insurance. At Seller's expense, Seller shall provide Buyer with a standard ALTA owner's policy of title insurance in the amount of the purchase price, effective as of the date of closing. A commitment to issue such policy insuring marketable title (as defined in Section 11 below) vested in Buyer, including a tax status report, shall be ordered within seven (7) calendar days after the Effective Date of this Agreement, and shall be delivered as soon as feasible thereafter. If any matter disclosed by the title commitment adversely and materially affects the value of the Property or Buyer's intended use of the Property, Buyer shall have the right to terminate this Agreement by giving Seller written notice within five (5) calendar days after copies of both the title commitment and survey referenced in Section 5 above are delivered to Buyer, otherwise Buyer's right to terminate this Agreement pursuant to this Section shall be deemed to have been waived. A matter disclosed on the title commitment that is in the form of a lien that is liquidated in amount and that can be readily discharged (such as a mortgage) shall not be grounds for termination of this Agreement by Buyer under this Section so long as Seller discharges such lien(s) at the closing. Other:

7. Inspections/Due Diligence. By signing this Agreement, Buyer is representing that Buyer is aware that inspection services are commercially available. Buyer has elected to arrange and pay for the following inspections and/or confirm the following information:

☐ No inspections ☐ Soil Borings ☒ Zoning ☐ Utilities ☒ Other (specify):

Buyer needs 2 splits for this property.

After the Effective Date of this Agreement, Buyer shall have the right to enter upon the Property for the purposes of conducting the above-noted due diligence; provided, however, that such inspections shall not interfere with the rights of tenants in possession. Buyer shall indemnify and hold Seller harmless from and against any damages to persons or property caused by Buyer or Buyer's agents in conducting said due diligence. Buyer shall have the right to terminate this Agreement if the due diligence results are not acceptable to Buyer by giving Seller written notice within 21 calendar days after the Effective Date of this Agreement, otherwise the right to terminate shall be deemed to have been waived. Buyer agrees that Buyer is not relying on any representation or statement made by Seller or any real estate salesperson regarding any aspect of the Property or this sale transaction, except as may be expressly set forth in this Agreement, a written amendment to this Agreement, or a disclosure statement separately signed by Seller. Accordingly, Buyer agrees to accept the Property "as is" and "with all faults" except as otherwise expressly provided in the documents specified in the preceding sentence. Other:

8. Governmental Approvals. This Agreement is contingent upon Buyer's obtaining the following approvals from the appropriate governmental entity (choose all applicable): ☐ Rezoning ☐ Special Use Permit ☐ Site Plan Approval ☐ Not Applicable ☒ Other (specify):

Buyer doesn't need the splits approved, just need confirmation of the option.

In the event Buyer does not waive this contingency on or before 04/25/2024 (date), Seller may terminate this Agreement by providing written notice to Buyer at any time thereafter prior to receipt of Buyer's waiver of this contingency.

9. Closing Adjustments. The following adjustments shall be made between the parties as of the close of business on the closing date, with Buyer receiving a credit or assuming responsibility, as the case may be, for amounts attributable to time periods following the closing date.

- Prepaid rent;
- Interest on any existing indebtedness assumed by Buyer;
- Utility deposits;
- Security deposits;
- Additional Rent (as defined below).

If any tenant is late, delinquent or otherwise in default in the payment of rent on the closing date, Seller shall assign to Buyer the claim for and the right to collect the rent; Buyer shall pay such past due rent to Seller promptly upon receipt, but Buyer shall not be obligated to file suit to collect such rent and shall reassign the claim to Seller on demand. If any tenants are required to pay charges for real estate taxes, insurance or other charges of a similar nature ("Additional Rent"), such amounts shall be allocated between the parties pursuant to the terms of the applicable leases. If any Additional Rent is collected by Buyer after closing which is attributable in whole or in part to any period prior to closing, Buyer shall promptly pay to Seller Seller's proportionate share of the Additional Rent. Other:



Buyer's Initials



Seller's Initials

10. Property Taxes. Real property taxes will be prorated as follows (choose one):

☐ No proration:

Seller shall pay taxes billed prior to and including the _____ tax bill.
 Buyer shall pay taxes billed starting with the _____ tax bill.

☐ Real property taxes shall be deemed to cover the calendar year in which they are first billed. Tax bills issued for years prior to the year of closing shall be paid by Seller. Tax bills issued, or to be issued, in the year of closing shall be prorated so that Seller shall be charged from the first of the year to the closing date, and Buyer will be charged for the balance of the year, including the date of closing. If any bill for taxes proratable hereunder is not issued as of the closing date, the then current taxable value and tax rate and any administrative fee will be substituted and prorated.

☒ Taxes shall be prorated with Seller paying to but not including the day of closing assuming that taxes are paid on a due date basis:

☐ In advance ☒ In arrears

☐ Other:

11. Special Assessments (choose one):

☐ Seller shall pay all special assessments which have become a lien on the Property prior to the date of closing, whether due in installments or otherwise.

☒ Seller shall pay all special assessments which have become a lien on the Property prior to the date of closing, provided, however, that in the event a special assessment is payable in installments, Seller shall only be responsible for those installments covering the years prior to the year of closing, and Buyer shall be responsible for all installments covering all years after the year of closing. Installments of special assessments covering the year of closing shall be prorated using the same method set forth in Section 9 for the proration of real estate taxes.

☐ Other:

12. Conveyance. Upon performance by Buyer of the closing obligations specified herein, Seller shall convey marketable title to the Property to Buyer by warranty deed, by land contract or assignment, as required by Section 4 above, including oil, gas, and other mineral rights, subject only to existing and use restrictions, easements, and restrictions of record, if any. As used herein, "marketable title" means marketable title within the meaning of the Michigan 40-Year Marketable Title Act (Mich. Comp. Laws §§ 565.101 et seq.).

The following paragraph applies only if the Property includes unplatted land:

Seller agrees to grant Buyer at closing the right to make (insert number) _____ All _____ division(s) under Section 106(2), (3), and (4) of the Michigan Land Division Act. (If no number is inserted, the right to make divisions under the sections referenced above stays with any remainder of the parent parcel retained by Seller. If a number is inserted, Seller retains all available divisions in excess of the number stated; however, Seller and/or REALTOR® do not warrant that the number of divisions stated is actually available.) If this sale will create a new division, Seller's obligations under this Agreement are contingent on Seller's receipt of municipal approval, on or before _____ (date), of the proposed division to create the Property.

Other:

Any and all mineral rights held by the seller will transfer to the buyer at closing.

13. Warranties of Buyer. Except as otherwise provided or acknowledged in this Agreement, Buyer represents and warrants to Seller as follows:

a. The performance of the obligations of Buyer under this Agreement will not violate any contract, indenture, statute, ordinance, judicial or administrative order or judgment applicable to Buyer.

b. There is no litigation or proceeding pending, or to Buyer's knowledge threatened, against or involving Buyer, and Buyer does not know or have reason to know of any ground for any such litigation or proceeding, which could have an adverse impact on Buyer's ability to perform under this Agreement.

c. In entering into this Agreement, Buyer has not relied upon any written or verbal representations made by Seller or any representative of Seller, including any real estate salesperson, regarding the Property or any aspect of this transaction, which are not expressly set forth in this Agreement.

d. Other:

 Buyer's Initials

 Seller's Initials

14. Warranties of Seller. Except as otherwise provided or acknowledged in this Agreement, Seller represents and warrants to, and agrees with Buyer as follows:

- a. Seller's interest in the Property shall be transferred to Buyer on the closing date, free from liens, encumbrances other than as disclosed in the title commitment and not objected to by Buyer pursuant to Section 6 hereof and claims of others.
- b. The performance of the obligations of Seller under this Agreement will not violate any contract, indenture, statute, ordinance, judicial or administrative order or judgment applicable to Seller or the Property.
- c. There is no litigation or proceeding pending or to Seller's knowledge threatened, against or involving Seller or the Property, and Seller does not know or have reason to know of any ground for any such litigation or proceeding which could have an adverse impact on Seller's ability to perform under this Agreement or that could affect Buyer's title to or use of the Property.
- d. Seller shall continue to maintain the Property in good condition and repair during the interim between the signing of this Agreement and the closing date.
- e. The information concerning written leases and any tenancies not arising out of written leases described in Exhibit A is accurate as of the Effective Date of this Agreement, and there are no leases or tenancies with respect to the Property other than those described in Exhibit A (the "Leases"). Except as otherwise described in Exhibit A:
 - (1) All of the leases are in full force and effect, no party therein is in material default thereunder, and none of them have been modified, amended or extended;
 - (2) No renewal or extension options have been granted to tenants;
 - (3) No tenant has an option to purchase the Property;
 - (4) The rents set forth are being collected on a current basis and there are no arrearages in excess of one month;
 - (5) There are no security deposits; and
 - (6) No real estate brokerage commission will become owing in the event of any tenant's exercise of any existing option to renew the term of any lease or purchase of the Property.
- f. With respect to underlying land contracts or mortgages, the sale will not accelerate indebtedness, increase interest rates, or impose penalties and sanctions.
- g. Seller is without personal knowledge as to the presence on the Property of any toxic or hazardous substances or of any underground storage tanks.
- h. Other:

15. Damage to Property/Eminent Domain. If between the Effective Date of this Agreement and the closing date, all or any part of the Property is damaged by fire or natural elements, Seller shall immediately notify Buyer of such occurrence and provide an estimate as to the cost of restoring the Property. Thereafter, at Buyer's election (a) Seller shall promptly restore the Property; or (b) Buyer shall receive a credit at closing equal to the amount of Seller's estimate for restoration.

In the event prior to closing, Seller shall receive notice that any part of the Property is being taken pursuant to any power of eminent domain, Seller shall immediately notify Buyer of such occurrence and either Seller or Buyer may terminate this Agreement by written notice to the other within fifteen (15) days after the date of the notice. If neither party elects to terminate this Agreement, there shall be no reduction of the purchase price and at closing, Seller shall assign to Buyer whatever rights Seller may have with respect to any eminent domain award.

16. Closing. The closing shall be held within 15 calendar days after all contingencies have been waived or satisfied. An additional period of thirty (30) days shall be allowed for closing to accommodate correction of title defects and/or survey problems which have been properly identified pursuant to Section 5 or 6 hereof and which are readily correctable.

17. Possession. Seller shall tender to Buyer possession of the Property upon completion of the closing, subject to all existing leases and rights of tenants in possession. Other:

18. Seller's Closing Obligations. At closing, Seller shall deliver the following to Buyer:

- a. The warranty deed, land contract or assignment of land contract required by Section 4 of this Agreement.
- b. A written assignment by Seller of Seller's interest in all leases and a transfer to Buyer of all security deposits, accompanied by the original or a true copy of each lease, as well as a notice to any tenants advising the tenants of the sale and directing that future payments be made to Buyer.
- c. Any other documents required by this Agreement to be delivered by Seller.
- d. An accounting of operating expenses including, but not limited to, CAM, taxes, insurance, and Additional Rent, collected in advance or arrears, spent or not yet spent by Seller, showing an accurate allocation between the parties pursuant to the leases.
- e. Other:

19. Buyer's Closing Obligations. At closing, Buyer shall deliver to Seller the following:

- a. The cash portion of the purchase price specified in Section 4 above shall be paid by cashier's check or other immediately available funds, as adjusted by the apportionments and assignments in accordance with this Agreement.
- b. A written assumption by Buyer of the obligations of Seller under the leases arising after closing, including an acknowledgment of the receipt of all security deposits.
- c. Any other documents required by this Agreement to be delivered by Buyer.

 Buyer's Initials

 Seller's Initials

20. **1031 Tax Deferred Exchange.** Upon either party's request, the other party shall cooperate and reasonably assist the requesting party in structuring the purchase and sale contemplated by this Agreement as part of a tax deferred, like-kind exchange under Section 1031 of the Internal Revenue Code of 1986, as amended; provided, however, that in connection therewith, the nonrequesting party shall not be required to (a) incur any additional costs or expenses; (b) take legal title to additional real property (i.e., the requesting party's "replacement property" or "relinquished property"); or (c) agree to delay the closing.
21. **Notice.** Unless otherwise stated in this Agreement, a notice required or permitted by this Agreement shall be sufficient if in writing and either delivered personally or by certified mail or other form of documentable delivery addressed to the parties at their addresses specified in the proximity of their signatures below, and any notices given by mail shall be deemed to have been given as of the date of the postmark.
22. **Additional Acts.** Buyer and Seller agree to execute and deliver such additional documents and perform such additional acts as may become necessary to effectuate the transfer contemplated by this Agreement.
23. **Authority of the Parties.** Each of the undersigned individuals who have signed this Agreement on behalf of Seller and Buyer entities represent and warrant that he/she is authorized to sign this Agreement on behalf of such party and to bind such party to the requirements of this Agreement.
24. **Entire Agreement.** This Agreement contains the entire agreement of the parties with respect to the sale of the Property. All contemporaneous or prior negotiations have been merged into this Agreement. This Agreement may be modified or amended only by written instrument signed by the parties to this Agreement. This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan.

For purposes of this Agreement, the phrase "Effective Date of this Agreement" shall be the date upon which this Agreement is fully executed pursuant to Section 33 or 34 below, whichever may apply.

25. **Earnest Money.** Buyer gives 31 Realty REALTOR®, 1 days to obtain the written acceptance of this offer and agrees that this offer, when accepted by Seller, will constitute a binding agreement between Buyer and Seller. Buyer shall deposit \$ \$1,000 with REALTOR® ☒ with this offer, ☐ within _____ calendar days after acceptance of this offer, evidencing Buyer's good faith, to be held by the REALTOR® and to apply on the purchase price or the down payment portion thereof where applicable. If this offer is not accepted or the sale is not marketable or if the purchase is contingent upon conditions specified which cannot be met, this deposit shall be promptly refunded. If Buyer defaults, all deposits made may be forfeited as liquidated damages at Seller's election or, alternatively, Seller may retain the deposits as part payment of the purchase price and pursue Seller's legal or equitable remedies against Buyer. If the sale is not closed according to its terms, the REALTOR® may notify Buyer and Seller of REALTOR®'s intended disposition of the earnest money deposit, and all parties shall be deemed to have agreed to the disposition of the earnest money deposit unless REALTOR® receives written notification within seven (7) calendar days.
26. **Disclosure of Price and Terms.** The purchase price and the terms of this sale may be disclosed to Associations of REALTORS®, multiple listing services and/or commercial property information exchanges. Deletion of this Section shall not be considered a counter offer which would require a counter acceptance.
27. **Credit Reports.** Buyer consents that, if not otherwise prohibited, the REALTOR® may give Seller information about Buyer contained in a credit report which may be furnished to the REALTOR® by a reporting agency.
28. **Advice of Counsel.** Buyer acknowledges that the REALTOR® has recommended that Buyer retain an attorney to pass upon the marketability of title, to ascertain that the terms of the sale are adhered to before the transaction is closed and to advise with respect to the Notice referenced in Paragraph 29 hereof.
29. **Environmental.**

a. Notice to sellers, buyers, landlords and tenants (environmental risks).

Whenever property is acquired or occupied, Buyer incurs some degree of risk with regard to potential environmental contamination and/or protected natural resources on the property. Various federal, state and local laws may impose liability upon Buyer for the remediation of the contamination even though Buyer did not cause it, or may restrict Buyer's ability to fully develop or utilize the property. Such risk can be minimized through the performance of environmental due diligence.

No real estate broker/salespersons in this transaction possess the expertise necessary to assess the nature or extent of these environmental risks or to determine the presence of environmental contamination or protected natural resources. The real estate broker/salespersons involved in this transaction do not make independent investigations as to environmental contamination or protected natural resources with respect to any property, and they make no representations regarding the presence or absence, now or in the past, of environmental contamination. It is therefore prudent for each party to this transaction to seek legal and technical counsel from professionals experienced in environmental matters to provide an evaluation of the environmental risks associated with the transaction.

b. Environmental reports and assessments.

- (1) Seller shall provide copies of any existing Environmental Assessments or reports involving the Property within _____ calendar days after the Effective Date of this Agreement.
- (2) At Buyer's option, Buyer shall be given access to the Property during normal business hours to perform ☐ an ASTM E1528 Transaction Screen or ☒ an ASTM E1527 Phase I Site Assessment (individually or collectively the "Environmental Assessment"). Buyer shall pay 100 % and Seller shall pay 0 % of the cost of the Environmental Assessment. The Environmental Assessment shall be ordered by the ☒ Buyer ☐ Seller. The Environmental Assessment shall be completed within 21 calendar days after the Effective Date of this Agreement and shall be certified to Justin Benjamin.
- (3) If an Environmental Assessment of the Property reveals recognized environmental conditions as defined by ASTM, then Buyer shall have the right to:
- terminate this Agreement within 5 calendar days after receipt of the Environmental Assessment report, or
 - provide Seller with the Environmental Addendum to Buy and Sell Agreement (Seller's refusal to execute the Environmental Addendum within _____ days shall, at Buyer's option, terminate this Agreement); or
 - proceed with the purchase

- (4) For residential housing units, Seller will attach either Seller's acknowledgment Form Concerning Lead-Based Paint or a Lead-Based Paint Seller's Disclosure form, depending on whether the improvements were built prior to 1978 or 1978 or later.

c. Nondisclosure.

If Buyer exercises its right to terminate this Agreement pursuant to subsection b. above, Buyer shall not disclose its Environmental Assessment report(s) to any third-party. At Seller's request, Buyer shall provide copies of any Environmental Assessment report(s) to Seller.

d. Other:

30. Other Provisions.

Target closing is on or before May 10th.

31. Index of Exhibits

Not Applicable	Attached	Seller to Furnish	Exhibit	Subject
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A	Written leases and any tenancies not arising out of written leases.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

As to any "Seller to furnish" items(s) listed above, Buyer shall have the right to terminate this Agreement if any such item is not acceptable to Buyer by giving Seller written notice within _____ calendar days after receipt of such item(s). Otherwise the right to terminate this Agreement pursuant to this Section shall be deemed to have been waived.

32. By signing below, Buyer acknowledges having read and received a copy of this Agreement.

Witness:

Buyer's Address: _____

Entity:

By:

Printed name of Signatory: Justin Benjamin

Its: _____

Bus. Phone: _____ Fax: _____

E-Mail: justinb@finishedconcrete.com

Buyer's Initials Seller's Initials

SELLER'S ACCEPTANCE

Date: April 16, 2024

(time)

33. The above offer is hereby accepted:

With addendum attached.

Seller does not have a survey to provide; survey @ buyer expense only.

By signing below, Seller acknowledges having read and received a copy of this Agreement. If Agreement is signed by Seller without any modification, this becomes the Effective Date of this Agreement. Seller gives REALTOR® above named until (time) (date) to obtain Buyer's written acceptance of counter offer, if any.

Witness:

XX

Entity:

Seller's Address:

By:

Printed name of Signatory: John Dantzer

City of West Branch

Its: City Manager

Bus. Phone: 989-345-2520

Fax: 989-345-4390

E-Mail: citymanager@westbranch.com

BUYER'S RECEIPT OF ACCEPTANCE

Date:

(time)

34. Buyer acknowledges receipt of Seller's acceptance of Buyer's offer. If the acceptance was subject to changes from Buyer's offer, Buyer agrees to accept these changes, all other terms and conditions remaining unchanged. If this Agreement is signed by Buyer without any modification, this becomes the Effective Date of this Agreement.

Witness:

Buyer:

SELLER'S RECEIPT OF ACCEPTANCE

Date:

(time)

35. Seller acknowledges receipt of a copy of Buyer's acceptance of the counter-offer (if Seller made a counter-offer).

Witness:

Seller:

*2005 Commercial Alliance of REALTORS®, all rights reserved, distributed under license by Michigan Association of REALTORS®, through MCAR, its commercial services division.

Buyer's Initials

Seller's Initials

Disclaimer: This form is provided as a service of the Michigan Association of REALTORS®. Please review both the form and details of the particular transaction to ensure that each section is appropriate for the transaction. The Michigan Association of REALTORS® is not responsible for the use of any portion of this form, the misrepresentation, or for any action taken by any party.

ADDENDUM A
TO SALES CONTRACT
DATED 04/01/2024

RE: "0" S Valley Street West Branch MI 48661

SELLER: City of West Branch

PURCHASER: Justin Benjamin Industries

THE SELLERS AND PURCHASERS AGREE TO THE FOLLOWING:

The following to be included on the deed:

CONDITIONS SUBSEQUENT COVENANT ~ The property conveyed in this Deed is subject to Conditions Subsequent Covenant which run with the land. The Conditions Subsequent Covenant requires that construction of Industrial Building begin no later than June 30, 2026. In the event Purchaser has applied for all necessary permits and has construction plans completed but for reasons not in the Purchaser's control and construction is delayed, such date shall be extended to no later than December 31, 2026.

RIGHT OF REVERT ~ The property conveyed in this Deed is subject to a Right of Reverter, which will take effect if the Conditions Subsequent contained in this Deed, described above, are not fully complied with in a timely manner. In the event the Right of Reverter is exercised by the Grantor, or its successor, the purchase price paid by the Purchaser, less the one thousand dollars (\$1,000.00) Deposit, shall be returned to the Purchaser. The Purchaser shall not be entitled to reimbursements for any improvements placed on the property or costs incurred by them associated with the property or the sale or ownership.

All other terms and conditions to remain the same.

DATE: April 16, 2024

SELLER'S SIGNATURES:

XX

DATE:

PURCHASER'S SIGNATURES.

Counteroffer

Article 4 - "terms of payment" shall be changed to cash.
Addendum A - dates within the "conditions subsequent covenant" shall be changed to June 30, 2029 and December 31st, 2029, accordingly.

 4-24-24

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET ON MONDAY, APRIL 15, 2024.

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

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

Absent: None

Other officers present: City Manager John Dantzer, City Clerk Lori Ann Clover-Gambrel, DPW Supervisor Mike Killackey, Chief Ken Walters, and Commissioner Craig Scott.

All stood for the Pledge of Allegiance.

* * * * *

Commissioner Scott gave a county update. The purchase of new security cameras was approved for the county building. EMS was expanded. They completed the audit with a lot less issues than last year. There was a resolution to accept quotes for a heavy-duty wash system for the transit busses. The meeting schedule was amended to Thursday's at 5:30 in the annex building. The roof is done and there will be a spaghetti dinner at the Clear Lake Bar for the Deer Park. Parks and Recs will be meeting the second Tuesday of each month. The Airport held a cook out during which they were presented recognition on being voted the General Aviation Airport of the Year. The Road Commission is starting work on all of its summer projects. The second half of the Fiscal year budget was reviewed

* * * * *

Sue Jennings spoke on the millage request for the West Branch District Library. They are asking for a 0.04 millage to help fund the library. She reviewed the existing funding sources and explained that the majority of funding came from a portion of penal fines. That however, has decreased from \$166,000 to \$55,000 in the past year. She also reviewed some of the wonderful services offered by our library including books, magazines, DVD's, CD's, computers, Wi-Fi, printing, faxing, copying, etc. She also reminded Council and public present that the libraries millage is on the back of the ballot.

* * * * *

Manager Dantzer explained that Mike attempted to put the current VFD back in on Well Number Five and it failed immediately so that is no longer an option. It would be possible to use one from the WWTP but it would have to be moved back again in July and there would be approximately a \$6,000 charge for the electrical work to go with this option. The other option would be to replace the VFD with a new one.

MOTION BY ZIMMERMAN, SECOND BY PUGH, TO APPROVE THE BID AND SOLE SOURCE VENDOR REQUEST FROM NORTHERN PUMP AND WELL FOR THE VFD FOR WELL NUMBER FIVE NOT TO EXCEED \$11,783.45.

Yes — Adair, Bergquist, Frechette, Jackson, Pugh, Showalter, and Zimmerman

Motion carried

* * * * *

MOTION BY ADAIR, SECOND BY ZIMMERMAN, TO APPROVE PAYMENT OF THE BILLS IN THE AMOUNT OF \$115,513.61.

Yes — Adair, Bergquist, Frechette, Jackson, Pugh, Showalter, and Zimmerman

Motion carried

* * * * *

Member Pugh informed Council that the Aktion Club donates all of it's proceeds to a specified program such as the Police K9. The members are absolutely thrilled to help out their community.

MOTION BY PUGH, SECOND BY SHOWALTER, TO APPROVE THE SPECIAL EVENT PERMIT FOR THE AKTION CLUB CARNIVAL.

Yes — Adair, Bergquist, Frechette, Jackson, Pugh, Showalter, and Zimmerman

Motion carried

* * * * *

Manager Dantzer explained this alley is actually an easement for a sewer line but it is also used by the houses in that area to get to the back side of their property. It is possible that the alley could be used during the road rehabilitation project. The repairs could be done by DPW and there is money in the local street budget to cover the cost.

MOTION BY PUGH, SECOND BY SHOWALTER, TO APPROVE REPAIRING THE ALLEY BETWEEN S. BURGESS AND S. LIVINGSTON IN HOUSE FOR APPROXIMATELY \$500-\$1,000.

Yes — Adair, Bergquist, Frechette, Jackson, Pugh, Showalter, and Zimmerman

Motion carried

* * * * *

Manager Dantzer explained this budget amendment was to account for the grants received for the cadet schooling, the school cost, in-car ticket printer system, and the City Marketing Strategy.

MOTION BY SHOWALTER, SECOND BY JACKSON, TO APPROVE RESOLUTION 24-10 BUDGET AMENDMENT.

Yes — Adair, Bergquist, Frechette, Jackson, Pugh, Showalter, and Zimmerman

Motion carried

RESOLUTION #24-10

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

WHEREAS, the revenues in Fund 101, General Fund, were increased due to the addition of the State of Michigan grant for the police officer cadet schooling, and

WHEREAS, the expenses in Fund 101, General Fund, were increased due to an increase in the contractual services for the police officer cade schooling cost, the cost for the mobile ticket printer system, and the consulting cost for the development of the City marketing strategy as part of the requirements for the Redevelopment Ready Community certification that was originally budgeted for in a prior fiscal year, and

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

GL NUMBER	DESCRIPTION	2023-24 CURRENT BUDGET	2023-24 AMENDED BUDGET
Fund 101 - GENERAL FUND			
Revenues			
Dept 000.000			
Total Dept 000.000		1,894,332.00	1,894,332.00
Dept 262.000 - ELECTIONS			
Total Dept 262.000 - ELECTIONS		5,500.00	5,500.00
Dept 301.000 - POLICE DEPARTMENT			
101-301.000-478.000	MARIJUANA PERMITS	10,000.00	10,000.00
101-301.000-528.000	OTHER FEDERAL GRANTS	41,667.00	41,667.00
101-301.000-572.401	IN-SERVICE TRAINING	500.00	500.00
101-301.000-634.401	GRANT	0.00	0.00
101-301.000-634.402	GRANT - STATE OF MI	0.00	48,000.00
101-301.000-640.400	K-9 REVENUE	500.00	500.00
101-301.000-654.400	TRAFFIC BUREAU	12,000.00	12,000.00
101-301.000-655.400	ACCIDENT REPORTS	350.00	350.00
101-301.000-656.400	DISTRICT COURT FINES	1,500.00	1,500.00
101-301.000-674.000	CONTRIBUTIONS AND DONATIONS	0.00	0.00
101-301.000-692.400	MISCELLANEOUS	0.00	0.00
101-301.000-695.415	OTHER GOV'T UNITS	75,000.00	75,000.00
Total Dept 301.000 - POLICE DEPARTMENT		141,517.00	189,517.00
Dept 400.000 - BOND REVENUE			

Total Dept 400.000 - BOND REVENUE	0.00	0.00
Dept 441.000 - PUBLIC WORKS DEPARTMENT		
Total Dept 441.000 - PUBLIC WORKS DEPARTMENT	33,000.00	33,000.00
Dept 528.000 - SOLID WASTE		
Total Dept 528.000 - SOLID WASTE	12,000.00	12,000.00
Dept 701.000 - PLANNING AND ZONING		
Total Dept 701.000 - PLANNING AND ZONING	750.00	750.00
Dept 751.000 - PARKS AND RECREATION		
Total Dept 751.000 - PARKS AND RECREATION	1,000.00	1,000.00
TOTAL REVENUES	2,088,099.00	2,136,099.00
Expenditures		
Dept 101.000 - LEGISLATIVE		
Total Dept 101.000 - LEGISLATIVE	18,859.00	18,859.00
Dept 172.000 - CITY MANAGER'S OFFICE		
Total Dept 172.000 - CITY MANAGER'S OFFICE	140,433.00	140,433.00
Dept 209.000 - PROPERTY ASSESSMENT REVIEW		
Total Dept 209.000 - PROPERTY ASSESSMENT REVIEW	13,763.00	13,763.00
Dept 215.000 - CITY CLERK		
Total Dept 215.000 - CITY CLERK	75,989.00	75,989.00
Dept 228.000 - TECHNOLOGY		
Total Dept 228.000 - TECHNOLOGY	14,275.00	14,275.00
Dept 253.000 - CITY TREASURER		
Total Dept 253.000 - CITY TREASURER	118,046.00	118,046.00
Dept 261.000 - INTERNAL SERVICES		
Total Dept 261.000 - INTERNAL SERVICES	47,211.00	47,211.00
Dept 262.000 - ELECTIONS		
Total Dept 262.000 - ELECTIONS	8,501.00	8,501.00
Dept 265.000 - MUNICIPAL PROPERTIES		
Total Dept 265.000 - MUNICIPAL PROPERTIES	273,199.00	273,199.00

Dept 266.000 - LEGAL ASSISTANCE			
Total Dept 266.000 - LEGAL ASSISTANCE		47,300.00	47,300.00
Dept 267.000 - COMMUNITY PROMOTIONS			
Total Dept 267.000 - COMMUNITY PROMOTIONS		12,303.00	12,303.00
Dept 268.000 - CITY SERVICES			
Total Dept 268.000 - CITY SERVICES		53,995.00	53,995.00
Dept 271.000 - INSURANCE AND RISK MANAGEMENT			
Total Dept 271.000 - INSURANCE AND RISK MANAGEMENT		16,426.00	16,426.00
Dept 301.000 - POLICE DEPARTMENT			
101-301.000-702.700	PROMOTION/BONUS	350.00	350.00
101-301.000-703.700	SALARIES AND WAGES	328,440.00	328,440.00
101-301.000-705.700	CHIEF OF POLICE	73,078.00	73,078.00
101-301.000-708.700	SICK LEAVE PAYOUT	450.00	450.00
101-301.000-710.700	OVERTIME	12,000.00	12,000.00
101-301.000-713.700	EMP. HEALTH OPTION	2,550.00	2,550.00
101-301.000-714.700	MANDATORY MEDICARE	6,037.00	6,037.00
101-301.000-715.700	SOCIAL SECURITY (EMPLOYER)	25,638.00	25,638.00
101-301.000-716.700	HEALTH INSURANCE PREMIUM	60,480.00	60,480.00
101-301.000-717.700	LIFE INSURANCE PREMIUM	1,305.00	1,305.00
101-301.000-718.700	MERS RETIREMENT (EMPLOYER)	91,486.00	91,486.00
101-301.000-718.701	EMPLOYER DEFERED COMP.	8,450.00	8,450.00
101-301.000-719.700	LONG TERM DISABILITY	3,864.00	3,864.00
101-301.000-720.700	WORKERS COMPENSATION PREMIUM	10,010.00	10,010.00
101-301.000-724.700	UNEMPLOYMENT INS. BENEFIT	50.00	50.00
101-301.000-727.700	OPERATING SUPPLIES	5,000.00	9,000.00
101-301.000-801.700	CONTRACTUAL SERVICES	3,000.00	20,000.00
101-301.000-811.700	MEMBERSHIP AND DUES	2,100.00	2,100.00
101-301.000-817.700	UNIFORMS	6,000.00	6,000.00
101-301.000-853.700	TELEPHONE/RADIO COMMUNICATION	5,000.00	5,000.00
101-301.000-941.700	EQUIPMENT RENTAL	10,000.00	10,000.00
101-301.000-955.700	PROFESSIONAL DEVELOPMENT	0.00	0.00
101-301.000-955.701	DATA PROCESSING	6,410.00	6,410.00
101-301.000-956.700	EXPENSES	2,590.00	2,590.00
101-301.000-956.702	YOUTH SAFETY EXPENSE	2,000.00	2,000.00
101-301.000-956.703	K-9 EXPENSES	500.00	500.00
101-301.000-956.707	FORFEITURE EXPENSE	50.00	50.00
101-301.000-957.700	EDUCATION AND TRAINING LOCAL	6,000.00	6,000.00
101-301.000-957.701	EDUCATION 302	500.00	500.00

101-301.000-968.700	STING	4,000.00	4,000.00
101-301.000-977.700	CAPITAL ACQUISITIONS	7,405.00	7,405.00
Total Dept 301.000 - POLICE DEPARTMENT		684,743.00	701,743.00
Dept 315.000 - CROSSING GUARDS			
Total Dept 315.000 - CROSSING GUARDS		8,357.00	8,357.00
Dept 336.000 - FIRE			
Total Dept 336.000 - FIRE		28,165.00	28,165.00
Dept 441.000 - PUBLIC WORKS DEPARTMENT			
Total Dept 441.000 - PUBLIC WORKS DEPARTMENT		143,112.00	143,112.00
Dept 528.000 - SOLID WASTE			
Total Dept 528.000 - SOLID WASTE		219,292.00	219,292.00
Dept 595.000 - AIRPORT			
Total Dept 595.000 - AIRPORT		54,358.00	54,358.00
Dept 701.000 - PLANNING AND ZONING			
Total Dept 701.000 - PLANNING AND ZONING		9,775.00	9,775.00
Dept 728.000 - ECONOMIC DEVELOPMENT			
101-728.000-801.700	CONTRACTUAL SERVICES	0.00	5,000.00
101-728.000-945.700	EDC DUES	1,000.00	1,000.00
Total Dept 728.000 - ECONOMIC DEVELOPMENT		1,000.00	6,000.00
Dept 729.000 - CODE ENFORCEMENT			
Total Dept 729.000 - CODE ENFORCEMENT		0.00	0.00
Dept 751.000 - PARKS AND RECREATION			
Total Dept 751.000 - PARKS AND RECREATION		74,766.00	74,766.00
Dept 965.000 - TRANSFERS			
Total Dept 965.000 - TRANSFERS		20,000.00	20,000.00
Dept 965.204 - TRANS TO OTHER ACCOUNTS 204			
Total Dept 965.204 - TRANS TO OTHER ACCOUNTS 204		0.00	0.00
Dept 965.209 - TRANSFER TO CEMETERY			
Total Dept 965.209 - TRANSFER TO CEMETERY		20,310.00	20,310.00

TOTAL EXPENDITURES	2,104,178.00	2,126,178.00

Fund 101 - GENERAL FUND:		
TOTAL REVENUES	2,088,099.00	2,136,099.00
TOTAL EXPENDITURES	2,104,178.00	2,130,178.00
NET OF REVENUES & EXPENDITURES	(16,079.00)	5,921.00
CARRYOVER	559,614.00	565,535.00

* * * * *

Manager Dantzer informed Council that he has been working on the training plan with our RRC representative and it is required for RRC Certification. This plan would require two hours of training for Council Members. The sessions put on by the MML Convention would qualify. If unable to attend the MML Convention there would be other opportunities. Topic recommendations included Capital Improvement Plans for Council, Zoning Enabling Act for Planning and Historical Preservation for the DDA.

MOTION BY JACKSON, SECOND BY SHOWALTER, TO APPROVE THE CITY OF WEST BRANCH TRAINING PLAN WITH TWO HOURS OF TRAINING INCLUDING THE ADDITIONAL TOPICS SUGGESTED BY MANAGER DANTZER.

Yes — Adair, Bergquist, Frechette, Jackson, Pugh, Showalter, and Zimmerman

No – None Absent – None Motion carried

* * * * *

Manager Dantzer explained that if Council waives the right to the parcel it will go to the State for foreclosure sale. If no one purchases it, the City would get a second opportunity at a reduced cost.

MOTION BY SHOWALTER, SECOND BY ADAIR, TO APPROVE THE WAIVER OF FIRST RIGHT OF REFUSAL AND WAIVE THE CITY’S RIGHT TO PARCEL # 052-203-039-00.

Yes — Adair, Bergquist, Frechette, Jackson, Pugh, Showalter, and Zimmerman

No – None Absent – None Motion carried

* * * * *

MOTION BY JACKSON, SECOND BY SHOWALTER, TO APPROVE THE MINUTES AND SUMMARY FROM THE REGULAR MEETING HELD APRIL 1, 2024 WITH THE CORRECTION OF BARRY WILSON TO BARRY WILKINSON AND THE MINUTES FROM THE WORK SESSION HELD APRIL 10, 2024.

Yes — Adair, Bergquist, Frechette, Jackson, Pugh, Showalter, and Zimmerman

No – None Absent – None Motion carried

* * * * *

MOTION BY SHOWALTER, SECOND BY PUGH, TO RECEIVE AND FILE THE TREASURER’S REPORT AND INVESTMENT SUMMARY, INCLUDING THE CEMETARY FUND CD; WEST BRANCH POLICE DEPARTMENT MARCH 2024 REPORT; MINUTES FROM THE BOARD OF REVIEW MARCH SESSION; MINUTES FROM THE PLANNING COMMISSION MEETING HELD MARCH 12, 2024; AND MINUTES FROM THE ELECTION COMMISSION MEETING HELD APRIL 10, 2024.

Yes — Adair, Bergquist, Frechette, Jackson, Pugh, Showalter, and Zimmerman

No – None

Absent – None

Motion carried

* * * * *

Communications included a letter from Charter and the Fiscal Health of Michigan Local Governments 2021/2022.

Mayor Frechette made note that the City’s prior clerk, Jane Tennant, was in attendance with Nate Harrington who was in attendance to earn his “All American Award”.

Member Showalter welcomed Member Bergquist to her first City Council meeting as a member. He also informed Council he would be absent next meeting.

Member Zimmerman also welcomed Member Bergquist.

Member Bergquist announced that the Art and Wine Walk was a huge success. There were 700-800 people in attendance and they were sold out of the wine glasses within 20 minutes.

Manager Dantzer informed Council that the water lines are 95% done and should be up and running by next week. MDOT is doing well. They were able to bore under the river in one day.

Chief Walters informed Council that he has a patrol car in the shop again.

DPW Supervisor Killackey informed Council that the project is going very well and the team that we have in West Branch is a good group to work with.

Doug Marsh introduced himself. He is from the Ogemaw Herald, today is his first day. He has moved into the City with his family and will be attending our meetings.

Mayor Frechette adjourned the meeting at 6:34 pm.

Paul Frechette, Mayor

Lori Ann Clover-Gambrel, Clerk

SUMMARY OF THE REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET ON MONDAY, APRIL 15, 2024.

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

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

Absent: None

Other officers present: Manager Dantzer, Clerk Clover-Gambrel, DPW Supervisor Killackey, Chief Walters, and Commissioner Scott.

All stood for the Pledge of Allegiance.

Commissioner Scott gave a County update.

Sue Jennings spoke on the millage for the Library.

Council approved the bid and sole source vendor request for the repair of Well #5 to Northern Pump and Well.

Council approved bills in the amount of \$115,513.61.

Council approved the Special Event permit for the Aktion Club Carnival.

Council approved the repair of the alley between S Burgess and S Livingston.

Council approved Resolution 24-10 Budget Amendment.

Council approved the City of West Branch Training Plan.

Council approved the waiver of first right of refusal for parcel #052-203-039-00.

Council approved the minutes and summary from the regular meeting held April 1, 2024 with correction noted and the minutes from the work session held April 10, 2024.

Council received and filed the treasurers report and investment summary; West Branch Police Department March 2024 report; minutes from Board of Review March session; minutes from the Planning Commission meeting held March 12, 2024; and minutes from the Election Commission meeting held April 10, 2024.

Communications were shared.

Mayor Frechette, Members Showalter, Zimmerman, and Bergquist, Manager Dantzer, Chief Walters, and DPW Supervisor Killackey gave updates.

Doug Marsh the new reporter for the Ogemaw Herald introduced himself.

Mayor Frechette adjourned the meeting at 6:34 pm.

Bank Code		Beginning Balance 05/01/2024	Total Debits	Total Credits	Ending Balance 05/31/2024
Fund	Description				
GEN1	GEN1 - GENERAL CHECKING				
101	GENERAL FUND	903,706.90	9,313.77	32,891.62	880,129.05
151	CEMETERY PERPETUAL CARE	2,186.50	0.00	0.00	2,186.50
209	CEMETERY FUND	(858.47)	2,250.00	808.89	582.64
237	MARIJUANA FUND	4,582.19	0.00	0.00	4,582.19
243	BROWNFIELD REDEVELOPMENT AUTHORITY FU	518.44	0.00	0.00	518.44
248	DDA OPERATING FUND	395,543.69	0.00	200.00	395,343.69
251	INDUSTRIAL PARK FUND	39,738.23	0.00	83.33	39,654.90
276	HOUSING RESOURCE FUND	200,598.93	0.00	0.00	200,598.93
318	SEWER DEBT FUND	249,204.20	1,590.62	0.00	250,794.82
319	WATER DEBT FUND	137,628.86	385.96	0.00	138,014.82
372	PLANT REPLACEMENT FUND (R&I)	1.84	0.00	0.00	1.84
590	SEWER FUND	364,189.31	1,758.71	14,343.12	351,604.90
591	WATER FUND	657,219.72	2,254.99	13,094.01	646,380.70
592	WATER REPLACEMENT FUND	2,541,605.36	0.00	0.00	2,541,605.36
597	SEWER COLLECTION	305,756.77	395.61	2,430.58	303,721.80
561	EQUIPMENT FUND	180,311.56	12,070.81	1,480.22	190,902.15
704	PAYROLL CLEARING	(21,087.38)	45,584.22	0.00	24,496.84
705	IRONS PARK ENTERTAINMENT FUND	16,414.68	500.00	0.00	16,914.68
707	YOUTH SAFETY PROGRAM	116.69	0.00	0.00	116.69
	GEN1 - GENERAL CHECKING	5,977,378.02	76,104.69	65,331.77	5,988,150.94
M/LST	MAJOR/ LOCAL STREETS				
202	MAJOR STREET FUND	777,327.82	0.00	7,229.45	770,098.37
203	LOCAL STREET FUND	510,939.63	5,420.16	1,554.90	514,804.89
	MAJOR/ LOCAL STREETS	1,288,267.45	5,420.16	8,784.35	1,284,903.26
PAY	PAYROLL				
704	PAYROLL CLEARING	91,918.15	0.00	42,977.58	48,940.57
	PAYROLL	91,918.15	0.00	42,977.58	48,940.57
CHEM	SAVINGS				
101	GENERAL FUND	463,119.56	0.00	0.00	463,119.56
151	CEMETERY PERPETUAL CARE	1,235.40	0.00	0.00	1,235.40
251	INDUSTRIAL PARK FUND	246.05	0.00	0.00	246.05
571	COLLECTION REPLACEMENT FUND	0.65	0.00	0.00	0.65
591	WATER FUND	26,855.72	0.00	0.00	26,855.72
592	WATER REPLACEMENT FUND	20,153.94	0.00	0.00	20,153.94
597	SEWER COLLECTION	3,234.19	0.00	0.00	3,234.19
561	EQUIPMENT FUND	103,678.08	0.00	0.00	103,678.08
	SAVINGS	618,523.59	0.00	0.00	618,523.59
TAX	TAXES				
703	CURRENT TAX COLLECTION FUND	18,090.78	0.00	0.00	18,090.78
	TAXES	18,090.78	0.00	0.00	18,090.78
	TOTAL - ALL FUNDS	7,994,177.99	81,524.85	117,093.70	7,958,609.14

CASH SUMMARY BY ACCOUNT FOR WEST BRANCH
FROM 05/01/2024 TO 05/31/2024
FUND: ALL FUNDS
INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 05/01/2024	Total Debits	Total Credits	Ending Balance 05/31/2024
Fund 101 GENERAL FUND					
003.300	CERTIFICATE OF DEPOSIT A	100,000.00	0.00	0.00	100,000.00
003.400	CERTIFICATE OF DEPOSIT B	150,000.00	0.00	0.00	150,000.00
	GENERAL FUND	250,000.00	0.00	0.00	250,000.00
Fund 151 CEMETERY PERPETUAL CARE					
003.401	CERTIFICATE OF DEPOSIT C	112,500.00	0.00	0.00	112,500.00
003.402	CERTIFICATE OF DEPOSIT D	113,500.00	0.00	0.00	113,500.00
003.403	CERTIFICATE OF DEPOSIT E	40,000.00	0.00	0.00	40,000.00
	CEMETERY PERPETUAL CARE	266,000.00	0.00	0.00	266,000.00
Fund 251 INDUSTRIAL PARK FUND					
003.300	CERTIFICATE OF DEPOSIT A	100,000.00	0.00	0.00	100,000.00
003.400	CERTIFICATE OF DEPOSIT B	25,000.00	0.00	0.00	25,000.00
	INDUSTRIAL PARK FUND	125,000.00	0.00	0.00	125,000.00
Fund 661 EQUIPMENT FUND					
003.300	CERTIFICATE OF DEPOSIT A	150,000.00	0.00	0.00	150,000.00
003.400	CERTIFICATE OF DEPOSIT B	100,000.00	0.00	0.00	100,000.00
	EQUIPMENT FUND	250,000.00	0.00	0.00	250,000.00
	TOTAL - ALL FUNDS	891,000.00	0.00	0.00	891,000.00

REGULAR MEETING OF THE WEST BRANCH PLANNING COMMISSION HELD IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET, ON TUESDAY, APRIL 9, 2024.

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

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

Absent: Josh Erickson

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

* * * * *

All stood for the Pledge of Allegiance.

* * * * *

MOTION BY JACKSON, SECOND BY DAVID, TO APPROVE THE MINUTES FROM THE MEETING HELD MARCH 12, 2024

Yes — David, DeRoso, Fachting, Jackson, Lucynski, Showalter

No – None Absent –Erickson Motion carried

* * * * *

John Iacoangeli from Beckett and Raeder (attending virtually) continued discussion on the City’s Economic Development Strategy. The Board reviewed the strengths and weaknesses of the City, the focus area, and strategy sections. Mr. Iacoangeli noted he would take the comments from the nights meeting and bring back a draft to review for approval at the next meeting.

* * * * *

MOTION BY JACKSON, SECOND BY DAVID, TO EXCUSE MEMBERS DEROSO AND LUCYNSKI FROM THE MARCH MEETING.

Yes — David, DeRoso, Fachting, Jackson, Lucynski, Showalter

No – None Absent –Erickson Motion carried

* * * * *

Member DeRoso noted she was honored to be nominated for the Chamber of Commerce Community Impact Award. She also noted the Ogemaw Housing Committee continues to move forward and they are looking at some funding options.

Member Jackson noted the construction downtown had started and invited everyone to the Airport picnic on Saturday, April 13 at 11:00 to celebrate being named the General Aviation Airport of the year.

Member Showalter commended MDOT for their wayfinding signs helping direct traffic to the downtowns businesses.

* * * * *

Chairperson Lucynski closed the meeting at 6:54 pm.

REGULAR MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY
HELD AT WEST BRANCH CITY HALL, 121 N. FOURTH ST. WEST BRANCH, MI ON TUESDAY,
MARCH 26, 2024.

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

Present: Joe Clark, Samantha Fabbri, Autum Hunter, Sandy Rabidue, and Cathy Zimmerman.

Absent: Joanne Bennett, Alan Bruder, Erin Resteiner, and Ken Walters.

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

* * * * *

**MOTION BY CLARK, SECOND BY RABIDUE, TO APPROVE THE MINUTES FROM
THE MEETINGS HELD JANUARY 23, 2024, FEBRUARY 5, 2024, AND FEBRUARY
28, 2024.**

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

**No – None
Motion carried**

* * * * *

The Board discussed the estimates received on the different downtown speaker options including burial in conduit, direct burial, and wireless. The consensus was that not having the wireless system would be best to avoid any reliability issues. It was also noted that the direct burial would have to be used because the conduit price was too expensive. MDOT rep, Kim Mullins, noted her concern that something may happen to one of the lines during construction if the lines weren't protected. She also noted she would look into the possibility of MDOT doing a change order in their scope of work which could save the DDA money on conduit installation. It was the consensus to have Secretary/Manager Dantzer send the speaker line details to Ms. Mullins and she would provide a quote.

**MOTION BY RABIDUE, SECOND BY HUNTER, TO AUTHORIZE MANAGER
DANTZER TO GET THE QUOTE FROM MDOT AND APPROVE THE PROJECT IF
THE TOTAL COST OF THE PROJECT IS LESS THAN \$50,000**

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

**No – None
Motion carried**

* * * * *

Ms. Mullins gave an update on the Houghton Ave project and went over the different phases and timelines.

* * * * *

The board reviewed a façade grant application from Alexander Limited Partnership for 111 N. Third St. The breakdown in cost for exterior work only was discussed and it was determined that they did qualify for the maximum amount of \$10,000. The Board also discussed that it did not have the grant budgeted for in this year's budget but that they did have money available. It was further discussed that they would like to award the maximum amount with the hopes that it could lead to other business redevelopment.

MOTION BY FABBRI, SECOND BY ZIMMERMAN, TO AWARD THE FAÇADE GRANT TO ALEXANDER LIMITED PARTNERSHIP FOR 111 N. THIRD ST. IN THE AMOUNT OF \$10,000

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

**No – None
Motion carried**

* * * * *

Member Zimmerman asked to be excused from the meeting at which a quorum no longer existed so official business could no longer be voted upon.

* * * * *

The board discussed the budget for fiscal year 25. It was the consensus to add a line item for façade grant expense and resubmit it for final approval at the next meeting.

* * * * *

Chairperson Fabbri gave an update on the Art and Wine walk.

Member Hunter noted she would like to look closer at the banners before they order anything new to see about ways to keep them from coming off the brackets.

* * * * *

The meeting was adjourned at 12:47 pm.

MEETING OF THE WEST BRANCH INDUSTRIAL DEVELOPMENT CORPORATION WAS HELD IN THE COUNCIL CHAMBER OF CITY HALL, 121 NORTH FOURTH STREET, THURSDAY, SEPTEMBER 28, 2023.

IDC Chairman/City Manager John Dantzer called the meeting to order at 12:10 pm.

Present: John Dantzer, Charlie Elliott, Kim Ervans, and Heather Neuhaus.

Absent: Mark Dantzer, Dan Grenier, and Terry McLaren.

Others in attendance:

* * * * *

Motion by Neuhaus, second by Elliott, to approve the minutes from the meeting held June 19, 2023.

**Yes – J. Dantzer, Elliott, Ervans, Neuhaus
Absent – M. Dantzer, Grenier, McLaren**

**No- None
Motion carried.**

* * * * *

The Board reviewed a sales offer for lot 21 in the Industrial Park West development.

Motion by Ervans, second by Neuhaus, to approve recommendation of the sales agreement for lot 21, Industrial Park West with the inclusion of a reverter clause.

**Yes – J. Dantzer, Elliott, Ervans, Neuhaus
Absent – M. Dantzer, Grenier, McLaren**

**No- None
Motion carried.**

* * * * *

Chairperson Dantzer gave a financial report

* * * * *

Meeting adjourned at 12:13 pm

MEETING OF THE WEST BRANCH CITY ELECTION COMMISSION BOARD HELD IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET ON WEDNESDAY, APRIL 17, 2024

City Clerk Lori Ann Clover-Gambrel called the meeting to order at 10:45 am.

Present: Karen Biggs, and Lori Ann Clover-Gambrel

Absent: None

Others in attendance: Nelle and Gabe Election Source Testers.

The Election Commission observed the pre-testing and preparation for the Public Accuracy Test. As Nelle and Gabe went through the steps, questions were asked and explanations offered.

The Election Commission and Rob Romps observed the public accuracy test at 11:45 am and signed off on a complete and accurate testing.

Meeting was adjourned at 12:00 pm.

The West Branch Community Airport Board met on this date in the Conference Room, West Branch Community Airport Terminal, West Branch, Michigan. The meeting was called to order at 12:16 p.m. by Chairman Terry Hodges.

Present: Terry Hodges, Paul Frechette, Mike Jackson, Craig Scott and John Dantzer.
Absent: Brenda Simmons and Breck Gildner. Also, in attendance was W.B. Airport Manager Ben Evergreen, Tyler Watters, CPA, and Mark Eiteuner from the EAA.

Motion by Scott second by Hodges, the meeting minutes of the February 21, 2024 meeting be approved. Voice vote. Ayes – all. Motion carried. [3-1-#1]

Bills were presented for payment.

Motion by Jackson second by Hodges, that claims in the amount of \$6,911.71 be approved for payment. Voice vote. Ayes – all. Motion carried. [3-1-#2]

Ben gave the financial report, with a combined account balance is \$261,719.37.

Tyler Watters, CPA, gave the annual Airport audit presentation. He noted an unmodified opinion and said that he felt the Airport was in good shape financially.

The Board received the proposed budget for the 2024/25 fiscal year. It was noted that due to insurance and payroll increases, it will be necessary to increase the apportionments from both the City of West Branch and Ogemaw County.

Motion by Jackson second by Hodges to adopt the 2024/25 budget as presented. Voice vote. Ayes – all. Motion carried. [3-1-#3]

Discussion was held regarding the May meeting, as Ben will be unable to attend the original date of May 15th. It was agreed to move the meeting to Wednesday, May 22nd at 12:15 p.m.

Ben notified the Board of the Airport Open House being held Saturday, April 15th, from 11 a.m. to 2 p.m. This will also be a celebration of the Airport of the Year Award.

Discussion was held regarding replacing the lights in the "Breakfast" hangar. Other improvements are being made and it was suggested that getting new LED lights would help.

Motion by Dantzer second by Jackson, to approve the purchase of new lights, in an amount not to exceed \$500.00. Voice vote. Ayes – all. Motion carried [3-1-#4]

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

Minutes by Michael Jackson, Board Secretary

*Ogemaw County
Land Bank Authority
Meeting Minutes
03/04/2024*

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

Caren Piglowski and Denise Simmons explained an incident that occurred on 02/28/2024 at 201 Harrison St., Prescott regarding the Sub-Contractor, Rightway Remediation, LLC. **Motion by Scott Bell, support by Denise Simmons to cancel the contract with Willy's contracting and any subcontractors as soon as the attorney and Land Bank Chairperson, Caren Piglowski are satisfied with the appropriate resolution. Vote: Ayes- all, motion carried.**

Caren Piglowski presented information from Bierlein Companies Inc. regarding the project at 300 Harrison St., Prescott. **Motion by Denise Simmons, support by Scott Bell to hire Bierlein Companies, Inc. for the 300 Harrison St., Prescott project for the original bid amount of \$47,500.00.**

Motion to adjourn by Alan Bruder, support by Liz Steinhurst, Vote: Ayes – all, motion approved.

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

Meeting adjourned 11:36 a.m.

Minutes prepared by Caren Piglowski

*Ogemaw County
Land Bank Authority
Meeting Minutes
03/20/2024*

Caren Piglowski called the meeting to order at 11:05 a.m. Present: Caren Piglowski, Liz Steinhurst, Scott Bell, Jenny Hurley, Denise Simmons and Sue Delahanty. All recited The Pledge of Allegiance to the American Flag.

Committee meeting minutes of 02/21/2024 were reviewed. **Motion by Liz Steinhurst, support by Scott Bell to approve the minutes. Vote: Ayes – all, motion approved.**

Caren Piglowski presented the current financial activity report. **Motion by Scott Bell, support by Denise Simmons to accept the financial report as presented. Vote: Ayes – all, motion approved.**

Caren Piglowski presented two insurance invoices totaling \$222.43 for the addition of properties located at 300 Harrison St, Prescott in the amount of \$110.70 and 215 Washington St., Prescott in the amount of \$111.73 to be added to the insurance policy. **Motion by Denise Simmons, support by Sue Delahanty to approve the payment of \$222.43 for the additions to the insurance policy. Vote: Ayes – all, motion approved.**

Caren Piglowski is working with the local assessors to ensure the Notice of Assessment reports reflect the Land Bank properties are exempt.

Caren Piglowski presented photos of the completed demolition project located at 1450 E. State Rd., West Branch. Before and after photos were sent to the newspaper and an article is in the newspaper this week. Caren Piglowski presented an invoice from Bierlein Companies, Inc. in the amount of \$48,300.00 for the completed demolition work. **Motion by Scott Bell, support by Sue Delahanty to pay the invoice in the amount of \$48,300.00 to Bierlein Companies Inc. Vote: Ayes – all, motion approved.**

Caren Piglowski will prepare the grant reimbursement packet for completed project at 1450 E. State Rd., West Branch and submit to the State Land Bank. Discussion ensued regarding the 8% grant administration reimbursement and the contract held with LeeAnn Fischer. The board instructed Caren to contact the State Land Bank and the attorney regarding the reimbursement process for the 8% grant administrative fee.

The board members discussed the future sale of property at 1450 E. State Rd. Jim Thompson owns the adjacent property and is interested in purchasing the Land Bank parcel. The board requested Caren to check with Randy Booth, Equalization Director for a new value of the property.

Caren Piglowski presented the one bid received for the asbestos survey RFP #11-24 at 215 Washington Street, Prescott from Sagasser & Associates, Inc. Caren also presented information regarding cadmium testing. **Motion by Scott Bell, support by Denise Simmons to approve the asbestos survey bid from Sagasser & Associates, Inc. in the amount of \$2,571 and to approve up to \$3000 each for cadmium testing by Sagasser & Associates, Inc. for Land Bank properties located 215 Washington Street, Prescott, 300 Harrison St., Prescott and 142 W. Rose City Rd., Rose City. Vote: Ayes – all, motion approved.**

The Round #3 financial report for the 3rd quarter that was scheduled for 04/15/2024 will not be required.

Caren Piglowski and LeeAnn Fischer will be completing the required Round #3 Blight Elimination Program Demolition Training.

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

Next meeting scheduled for April 17, 2024 at 11:00 a.m.

Meeting adjourned 11:58 a.m.

Minutes prepared by Caren Piglowski

Ogemaw County Board of Commissioners
Housing Advisory Committee
March 26, 2024, Meeting Minutes

A meeting of the Ogemaw County Board of Commissioners' Housing Advisory Committee was held on Tuesday, March 26, 2024, at the Ogemaw County Building. The meeting was called to order at 12:08 p.m.

Members Present: Yvonne DeRoso, Sean Gilbert, Robert Griffin, Penny Payea, Nancy Tyree, and Charles Wiltse

Members Absent: John Dantzer, Cathy Zimmerman

Others Present: Lenny Avery, Tommy Dault,* Timothy Dolehanty, Greg Morris, Chase Wiltse

(Denotes persons who participated via Zoom)*

Chairperson DeRoso asked those in attendance to introduce themselves.

Chairperson DeRoso asked to have approval of the February 13 meeting minutes added to the agenda. It was moved by Sean Gilbert, supported by Charles Wiltse, to approve the agenda as amended. MOTION CARRIED.

Minutes of the February 13 meeting were reviewed. It was moved by Charles Wiltse, supported by Nancy Tyree, to approve the February 13, 2024, meeting minutes as presented. MOTION CARRIED.

Lenny Avery reviewed requirements of a regional housing plan. The plan consists of 56 pages and includes all types of housing. Other related topics in the plan include homelessness and zoning issues. The plan calls for 1,000 new homes and 1,000 rehabilitated homes in the 11-county region.

Mr. Avery stated housing committees are important for community focus. He sought creation of a committee in each of the 11 counties, but only three counties have acted. A regional grant of \$50,000 was received by Target Alpena to consolidate all municipal housing plans in the region. An additional \$10,000 is needed to complete the plan. Mr. Avery envisions the creation of a regional housing committee to oversee the effort.

Discussion ensued on requirements for an Ogemaw County plan. The plan would need to identify possible areas for development where infrastructure exists. Focus should be placed on single-family homes of all types such as manufactured and modular. From there, the Committee could develop concepts to increase the housing stock.

Mr. Avery reported that Target Alpena received a \$1 million grant and funding from other sources to build homes. A partnership was established with Habitat for Humanity to assist with home building. Mr. Avery suggested approaching the Land Bank as a resource. Michigan Land Banks can act as a developer for land in their possession and can qualify for additional funding through the Michigan State Housing Development Authority (MSHDA).

Charles Wiltse suggested inviting County Treasurer Caren Piglowski to the April 16 meeting. Caren is also Chairperson of the Land Bank Authority. Mr. Wiltse observed that few counties in the region have been pro-active on housing, so this presents an opportunity for Ogemaw County to capitalize on available funds. He suggested meeting twice each month to continue momentum. Following the discussion, it was the consensus of the committee to meet as scheduled on April 16, and then to hold a second meeting on April 23.

Chairperson DeRoso circulated logo samples. After hearing several suggestions, more options will be developed for consideration at a future meeting.

There were no additional items from committee members.

There was no additional public comment.

It was moved by Penny Payea, seconded by Sean Gilbert, to adjourn the meeting. MOTION CARRIED.

The meeting was adjourned at 1:24 p.m.

Ogemaw County Board of Commissioners
Housing Advisory Committee
April 16, 2024, Meeting Minutes

A meeting of the Ogemaw County Board of Commissioners' Housing Advisory Committee was held on Tuesday, April 16, 2024, at the Ogemaw County Building. The meeting was called to order at 12:00 p.m.

Members Present: John Dantzer, Yvonne DeRoso, Sean Gilbert, Robert Griffin, Penny Payea, Nancy Tyree, Charles Wiltse, and Cathy Zimmerman

Members Absent: None

Others Present: Timothy Dolehanty, Caren Piglowski

Chairperson DeRoso introduced and welcomed Ogemaw County Treasurer Caren Piglowski.

It was moved by Charles Wiltse, supported by Penny Payea, to approve the agenda as presented. MOTION CARRIED.

No members declared a conflict of interest with any agenda item.

Minutes of the March 26 meeting were reviewed. It was moved by Sean Gilbert, supported by Charles Wiltse, to approve the March 26, 2024, meeting minutes as presented. MOTION CARRIED.

Sean Gilbert asked for a brief history about a proposed housing project on M-30 in West Branch. Chairperson DeRoso stated that the property was sold and was subject to the provisions of a non-disclosure agreement. John Dantzer provided a brief history of the development proposal. After much preliminary work, the COVID-19 pandemic brought everything to a standstill. Construction material price increases and supply chain issues subsequently made the project unviable. The developer eventually pulled out of the project which led to the sale of the property.

County Treasurer Caren Piglowski provided a history of the Ogemaw County Land Bank Authority. The Land Bank seeks to rehabilitate vacant, abandoned, and deteriorated properties. Treasurer Piglowski discussed Land Bank funding sources and provided information on three current projects. Once rehabilitated, properties held by the Land Bank are sold and returned to the tax rolls.

Treasurer Piglowski discussed a meeting she had with Lenny Avery of Target Alpena. The Treasurer's Office maintains a list of potential Land Bank properties. Unfortunately, very few of those properties are serviced by public infrastructure, which was a key component of development prospects discussed by Mr. Avery. Treasurer Piglowski reviewed the first right of refusal process whereby local governments can obtain property.

Committee members discussed Ogemaw County's role in the 11-county region referenced by Mr. Avery in his March 26 discussion. Penny Payea suggested the East Michigan Council of Governments (EMCOG) might be of assistance. Chairperson DeRoso reviewed grant programs offered through the Michigan State Housing Development Authority (MSHDA).

Funding and financial accounting for the Housing Committee were briefly discussed. County Administrator Timothy Dolehanty described how the Committee was a function of the County, thereby all accounting of funds was incorporated into the County system.

The Committee considered the value of a developer database. Nancy Tyree described her experience working with Microsoft SharePoint and how that collaboration software could be helpful to the Committee. It was agreed that Ogemaw County Building Inspector Bryan Stein should be invited to a future meeting to discuss developers who are active in Ogemaw County.

Cathy Zimmerman left the meeting at 1:03 p.m.

DeShano Builders of Gladwin was mentioned as a developer with experience in and around Ogemaw County. Chairperson DeRoso stated that she would ask about the availability of representatives from DeShano and MSHDA for attendance at future meetings.

Examples of a Housing Committee logo were presented and discussed. Edits were suggested, and a revised logo will be brought to a future meeting.

Nancy Tyree left the meeting at 1:18 p.m.

There were no public comments.

The meeting was declared adjourned at 1:20 p.m.

Why are you interested in serving of the City Board or Commission? _____

What talents or experience would you bring to the position? _____

What are your primary interests in City Government and City services? _____

Please relate any special goals you may have for the City _____

Any other information you wish to provide for Mayor and Council consideration?
(If you need more room please feel free to use another piece of paper)



Signature

4-16-24

Date

Thank you for your interest in serving as a volunteer Board or Commission member.

Appointments to City Council advisory Board and Commissions are nominated by the Mayor and confirmed by consent of the City Council. If you are applying for a specific and currently open position, you will be notified of City Council's decision once it is made.

Upon appointment, you will be required to stop by City Hall to complete a W-4, MI W-4 and an I-9 form along with supplying a copy of your driver's license and social security card or a copy of your passport.