

AGENDA

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL TO BE HELD IN PERSON AND VIRTUALLY AT WEST BRANCH CITY HALL, 121 N. FOURTH ST. ON MONDAY, AUGUST 1, 2022, BEGINNING AT 6:00 P.M.

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

- I. Call to order
- II. Roll call
- III. Pledge of Allegiance
- IV. Scheduled Matters from the Floor
 - A. County Update
- V. Public hearing
- VI. Additions to the agenda
- VII. Public comment on agenda items only (limited to 3 minutes)
- VIII. Bids
 - A. Request for Proposal for Attorney Services for the City of West Branch
- IX. Unfinished Business
- X. New Business
 - A. Excuse Member Pugh
 - B. Bills
 - C. Resolution 22-19 EGLE Brownfield Grant
- XI. Approval of the minutes and summary from the regular meeting held July 18, 2022.
- XII. Consent Agenda
 - A. Treasurer's Report and Investment Summary
 - B. Minutes from the Airport Board Meeting held June 15, 2022 and the special meeting held June 28, 2022.
 - C. Minutes from the DDA meeting and special informational meeting held June 28, 2022.
 - D. Minutes from the Board of Review held July 18, 2022.
 - E. Minutes from the meeting of the Election Board for the Public Accuracy Test held July 20, 2022.
- XIII. Communications
- XIV. Reports

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

1. MML Convention 2022.
2. Schedule a work session for review of Police K9's abilities.
3. Blight list

XV. Public comment any topic

XVI. Adjournment

UPCOMING MEETINGS-EVENTS

August 2 State Primary Election
August 9 Planning Commission 6:00 pm
August 15 City Council 6:00 pm
August 17 Airport Board 12:15 pm
August 23 DDA 12:00 pm
September 5 City Council 6:00 pm (holiday)
September 13 Planning Commission 6:00 pm
September 19 City Council 6:00 pm
September 20 WWTPA 3:30 pm
September 21 Airport Board 12:15 pm
September 27 DDA 12:00 pm



Request for Proposal for Attorney Services for the City of West Branch

Proposal Information

The City Council for the City of West Branch is requesting proposals from attorneys and/or law firms to be designated to handle certain matters to be assigned from time to time and to generally provide legal services to the Mayor, City Council, Planning Commission, City Administration and City Manager and the City of West Branch. The position serves at the pleasure of the City Council.

Legal services are to be separated between a City Prosecutor for all criminal matters and code enforcement or direction by the City Council. The Ogemaw County Prosecuting Attorney has been appointed City Prosecutor. The civil representation for the City will be designated to a City Attorney.

Firms and attorneys applying for the position must have sufficient number of attorneys and actual expertise in the areas referenced in the "Duties" section. It is the intent that the attorney or firm shall provide all services provided below without resort to the use of third-party law firms.

RFP Submission

Sealed proposals will be received by the City Manager on or before June 30, 2022 at 4:00 pm. Envelope should be clearly marked "Attorney Proposal" so that no error in opening will occur. Proposals will be publicly opened at that time and evaluated by the City Administration at a later time. The City Council may conduct interviews of the finalist for the services.

All correspondence regarding this RFP should be addressed to:

City Manager
City of West Branch
121 N. 4th St.
West Branch MI 48661
(989) 345-0500
citymanager@westbranch.com

Scope of Services

I. Duties

The proposed Attorney shall perform the following duties:

- A. Act as legal advisor to the Mayor, City Council, City Manager, City department heads and other City Boards or committees as determined from time to time by the Mayor, City Council at City Manager's request.
- B. Prepare and file written legal opinions with the City Manager when requested by the Mayor, City Council or City Manager.
- C. Provide specific services and have expertise as follows:
 - General Civil Legal work that may require appearances in District or Circuit Court, Michigan Tax Tribunal, Michigan Court of Appeals;
 - Code of Ordinances- Creation and revisions;
 - Hazardous property, Blight, Dogs enforcement and revisions;
 - Real Estate Development transactions- This would involve Industrial, undeveloped land and commercially zoned land or property;
 - Annexations, Act 425 agreements, and Eminent Domain;
 - Title Work, Land surveys, for blighted or vacant commercial;
 - Developing and/or creation of Authorities:
 - Economic Development Programs, such as Main Street program;
 - Expanded DDA;
 - Advise the Planning Commission on Zoning and Master Planning documents;
 - Advise the Wastewater Treatment Authority;
- D. Preparing legal opinions or memorandums for the City Council, City Administration, City Manager or other governmental entities as determine from time to time.
- E. Prosecute all ordinance violations and represent the City in cases before the State and Federal courts and other tribunals, including the Michigan Tax Tribunal. These matters include code violation enforcement actions, income prosecution and all civil suits filed by or against the City.
- F. Prepare or review all ordinances, regulations, contracts, bonds and other instruments as may be required by the City Charter, City Manager, or the Council, and provide a legal opinion thereof. Review of the Council meeting minutes for compliance and completion.

- G. Upon notice, be available to attend meetings of the City Council and City Administration, attendance subject to the request of the Mayor and City Manager.
- H. Serve as an advisor to the election Commission and the City Clerk or Treasurer concerning election, millage and other election related matters.
- I. Confer in office and over the phone with citizens, witnesses, or other parties to proceedings involving the City (upon the advice and consent of the Mayor and City Manager).
- J. The Attorney shall prepare or review all ordinances, contracts, bonds, and other written instruments which are submitted to them by the Council and/or City Manager and shall promptly render opinion as to the legality thereof.
- K. The Attorney shall call to the attention of the Council all matters of law, and changes or developments therein, affecting the City.
- L. Request for legal assistance will be routed through the Mayor or City Manager, individual elected officials or officers will route their requests through the Mayor or City Manager only.
- M. Perform such other duties as may be prescribed by Charter or Council.

II. Estimated Workload and Support Services

- A. The selected attorney or firm shall provide all the administrative services and support necessary to manage the workload in order to complete all assignments. This includes office facilities, support staff and supplies and equipment.
- B. For work product and services outside of the retainer services, the City Attorney shall provide time records and detailed costs for supplies and other service items that are billed to the City.
- C. Payment for non-retainer services rendered shall be on a monthly basis according to the itemized monthly statements provided by the City Attorney.

RFP Information

NOTE: The City has directed that the firm or attorney selected must have sufficient lawyers with substantial expertise with regard to the duties to be performed herein.

- I. Provide background information on your firm to include at least the following:
 - A. Office location(s)
 - B. Explain why your firm is qualified to handle the legal services for the City of West Branch and why you are interested in this work.
 - C. Identify the key contact person for the firm for this proposal.
- II. Provide information on your firm's specific municipal experience that demonstrates your firm's ability to handle this assignment.
- III. Describe how your firm will handle the day-to-day activities of this assignment.
- IV. Provide a list of recent and/or current municipal clients, including a contact person with address and telephone number.
- V. Provide a brief resume of qualifications for each person to be assigned to provide services to the City under this proposal.
- VI. Provide a statement that the firm will maintain comprehensive liability and workers' compensation insurance on all staff assigned to work for the City.
- VII. The RFP submitted shall become part of the City's bid records and will be available for public review.
- VIII. The City of West Branch will not be liable for any costs incurred by any firm in responding to this RFP.
- IX. Provide any other information you consider to be of value in evaluating your firms' qualifications.
- X. Cost Proposal
 - A. Option I

1. A lump sum annual (paid monthly) payment amount as a retainer to perform all Charter duties indicated above in this RFP.
2. Hourly rate(s) to be charged to perform legal services not specifically prescribed by Charter, but authorized by the City Council. (Indicate hourly rates for staff to be assigned).

B. Option 2

1. Hourly rate(s) to be charged to perform legal services to perform all Charter duties indicated above in this RFP. (Indicate hourly rates for staff to be assigned).
2. Hourly rate(s) to be charged to perform legal services not specifically prescribed by Charter, but authorized by the City Council. (Indicate hourly rates for staff to be assigned).

Firms may submit alternate cost proposals for consideration by City Council.

Evaluation and Selection

- I. Firms who submit proposals may be requested to make an oral presentation to the Mayor, City Council, and City Administration.
- II. The City Manager will evaluate each proposal in regards to the ability of the firm to provide the City of West Branch with quality legal services in a cost effective, efficient and timely manner and in accordance with Code of Ordinances Sec. 2-386.
- III. The contract for legal services will be an at will contract that can be terminated by either party with ninety (90) day written notification.
- IV. A contract awarded for attorney services as a result of this RFP will take effect upon the awarding of the contract which will be on the agenda for the first meeting in July
- V. The City Council reserves the right to reject any or all proposals and to waive any irregularities in a proposal and to award a contract that is in the best interests of the City without regard to cost.

July 26, 2022

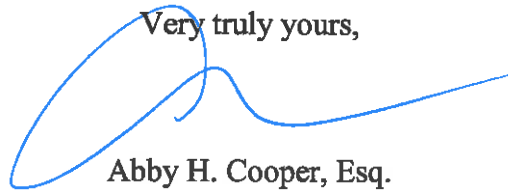
City of West Branch
Attn: John Dantzer, City Manager
121 N. 4th St.
West Branch, MI 48661

RE: Proposal for Attorney Services – City of West Branch

Dear Mr. Dantzer and City Council:

Please find our proposal included inside the enclosed, sealed, envelope. Thank you for the opportunity to present our proposal to provide attorney services to the City of West Branch.

Very truly yours,



Abby H. Cooper, Esq.

July 26, 2022

City of West Branch
Attn: John Dantzer, City Manager
121 N. 4th St.
West Branch, MI 48661

RE: Proposal for Attorney Services – City of West Branch

Dear Mr. Dantzer and City Council:

Thank you for the opportunity to present our proposal to provide attorney services to the City of West Branch.

COOPER & RIESTERER, PLC

Office Locations

Cooper & Riesterer PLC currently has three office locations in Michigan – West Branch, Traverse City, and Brighton. Brighton is our main location, but our presence in the other locations has been growing. Our Brighton office is located at 7900 Grand River Road, Brighton, Michigan 48114. Our Traverse City office is located at 1212 Veterans Drive, Suite 208 and our West Branch location is located at 2116 M-55, Suite B.

Qualifications/Interest

Cooper & Riesterer, PLC originated in the Brighton, Michigan area and has been serving clients needs for over three decades. Currently, we have seven attorneys (with an eighth joining us in the next couple of months), as well as three paralegals and other support staff. Our firm also includes a member of the local West Branch community, Eric Maul, who grew up in West Branch. Our firm has provided municipal attorney services for over three decades. In addition to our municipal practice group, we also have specialties in real estate, business, employment, elder law, estate planning, healthcare law, and probate and trust administration.

Abby H. Cooper, partner and co-owner of Cooper & Riesterer, PLC, heads the firm's municipal practice. Our firm has assisted clients on a wide range of municipal matters, including the following types of matters:

1. General law and zoning ordinance amendment, adoption, and interpretation.
2. Advise Planning Commission and Zoning Administrator on all aspects of the Zoning Ordinance including site plans, special uses, violations, conditional rezoning.

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3. Drafting of ZBA and Planning Commission Bylaws; development of ZBA training materials; various Township policies and procedures including Master Plan review and amendment.
4. Advise Township Board and staff on election laws, bond considerations, special assessment districts, OMA, and FOIA issues.
5. Development of personnel policies and procedures, land division procedures, form Road and Shared Driveway Easement and Maintenance Agreements.
6. Drafting of site plan, special use, variance, and other Township forms and applications.
7. Drafting of Cemetery Ordinance, cemetery rules, and advise on historical deed, title issues; assist with inventory surveying.
8. Negotiation of cell tower leases; develop and review contracts, RFPs, and volunteer waivers.
9. Represent Township in nuisance, blight, ordinance compliance litigation, and in front of the Michigan Tax Tribunal.
10. Written and oral legal advice and preparation of memoranda to township officials on various municipal matters upon request.

Cooper & Riesterer, PLC recently acquired the Nawrocki Center for Elder Law, Special Needs & Disability Planning. This acquisition not only expanded our existing elder law and estate and disability planning offerings, but also allows us to serve clients in West Branch, Ogemaw County, and surrounding communities in all areas of our firm's legal expertise. As we continue to grow, we look forward to expanding our presence in the West Branch area. As such, we have a strong interest in providing attorney services to the City of West Branch as part of our intentional presence and growth in the local community.

Day-to-Day Management of Tasks

Day-to-day management of tasks will likely depend on the type of task needed in providing legal services to the City of West Branch. However, we anticipate having three of our attorneys and one or more law clerks or paralegals assigned to this task. We anticipate that Abby Cooper will be the primary contact person for our firm. Upon receiving contact, Abby's normal practice is to respond back to the requesting individual to determine any additional information needed to perform the requested task, determine whether a call or meeting needs to be scheduled for further information or analysis, and determine a timeline for completion of the service requested. Once the information regarding the scope, nature, and deadline of the work are obtained, Abby will either arrange to

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perform the work herself or delegate the work to another attorney or paralegal. We feel that communication with clients during all steps of the process is of paramount importance.

Recent/Current Municipal Clients

- Cohoctah Township, Mark Fosdick, Supervisor, 10518 Antcliff Road, Fowlerville, MI 48836 (517) 223-4813
- Conway Township, Bill Grubb, Supervisor, 8015 N. Fowlerville Road, MI 48836 (517) 294-2438
- Fonda, Island and Briggs Lake Joint Water Authority (FIB), Howard Harrington, 11510 Grand River Ave., Brighton, MI 48116 (810) 599-1553

Staff to be Assigned

- **Abby H. Cooper, Esq.**

Abby H. Cooper is a partner and co-owner of Cooper & Riesterer, PLC. She has more than 17 years of experience as a municipal attorney and heads our firm's municipal practice. She is a former member of the Milford Township Parks and Recreation Commission. She worked with the Michigan State Supreme Court while obtaining her undergraduate degree, the City of Detroit Corporation Counsel during law school, and was an attorney for the Michigan Court of Appeals prior to entering private practice. In addition, Abby is a frequent speaker, presenter, and moderator for the Livingston County Association of Realtors, the State Bar of Michigan's Real Property Law Section, local real estate brokerages, and various other community organizations.

- **Jennifer L. Gross, Esq.**

Jennifer L. Gross is a partner and co-owner of Cooper & Riesterer, PLC. Jennifer has over 10 years' experience in business and real estate matters, and is the head of the firm's Elder Law and Estate Planning/Administration practice. Jennifer advises the firm's municipal clients on specialty business issues, including employment and regulatory matters. Jennifer has served as a speaker for the Livingston County Association of Realtors. She also presents frequently to the local chambers of commerce to advise members on various current regulatory issues, as well as to other community organizations.

- **Eric E. Maul, Esq.**

Eric E. Maul is an associate attorney with Cooper & Riesterer, PLC. He is concluding his second year of legal practice and has assisted the firm's municipal and other clients on a variety of matters. Eric is also uniquely suited for working with the West Branch community, as he grew up in the West Branch area.

- **Law clerks and Paralegals**

Cooper & Riesterer, PLC utilizes the assistance of various law clerks and paralegals as appropriate to the task assigned and to assist the attorneys.

Cost Proposal

As required, Cooper & Riesterer, PLC will maintain comprehensive liability and workers' compensation insurance on all staff assigned to work for the City.

In order to enable the City's budgeting for legal services, Cooper & Riesterer proposes the following:

- Monthly retainer amount of \$3,750.00 (\$45,000 annually) payable to Cooper & Riesterer PLC in monthly installments.
- Monthly retainer to cover all services necessary to the City during that period, within the scope of the RFP, with an annual cap of 200 hours.
- Additional hours to be billed at \$275.00 per hour for partner attorneys, \$225 for associate attorneys, and \$120.00 per hour for lawclerks and paralegals.
- Contract to be reviewed after the first year to determine if structure is serving the needs of both parties. Attorney fees payable by a City applicant (i.e. for ZBA or special land use application review by the attorney) shall be charged at these rates and will be beyond the monthly retainer amount.

It is our understanding that the City would prefer the retainer option due to the need for budgeting. However, in the alternative, we are open to an as-needed hourly billing option, if preferable. Hourly billing rates are as follows:

- \$275.00/hour for partner attorneys.
- \$225.00/hour for associate attorneys.
- \$120/hour for lawclerks and paralegals.

We keep track of time in six-minute increments and invoice on a monthly basis. Our firm takes a value-added philosophy to billing, and each invoice is viewed with this lens before going out to the client. Both hourly and retainer-based arrangements would include monthly invoicing with a description of all time and services provided to the client and, in addition to attorney time, all costs and expenses related to City matters such as fees for court filings, recording, service, copying, mailing, computerized research, title work, witnesses, accounting, appraisals, surveyors, or subpoenas.

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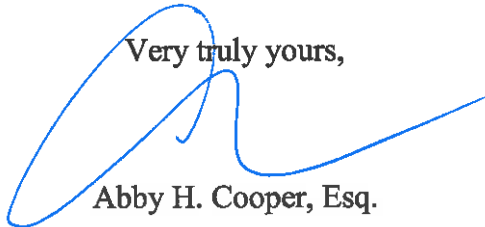
Exclusions

This proposal does not include legal services for criminal matters or the issuance of municipal bonds.

Conclusion

Thank you for the opportunity to respond to your RFP. We welcome any questions you may have and look forward to meeting you all in person.

Very truly yours,



Abby H. Cooper, Esq.

COHL, STOKER & TOSKEY, P.C.
ATTORNEYS AND COUNSELORS
601 NORTH CAPITOL AVENUE
LANSING, MICHIGAN 48933
(517) 372-9000

SHAREHOLDERS
PETER A. COHL
DAVID G. STOKER
BONNIE G. TOSKEY
ROBERT D. TOWNSEND
TIMOTHY M. PERRONE
MATTIS D. NORDFJORD
GORDON J. LOVE

ASSOCIATES
COURTNEY A. GABBARA
SARAH K. OSBURN
CHRISTIAN K. MULLETT

OF COUNSEL
RICHARD D McNULTY

July 25, 2022

Sent Via Email

John Dantzer, City Manager
City of West Branch
121 N. 4th St.
West Branch MI 48661

Re: City of West Branch Request for Proposals for Legal Services

Dear Mr. Dantzer:

Please find enclosed the Proposal for Legal Services from Cohl, Stoker & Toskey, P.C. Thank you for this opportunity. We would be pleased to meet with you and the City Council to discuss this proposal further.

We look forward to working with you if our Firm is selected. Please do not hesitate to contact us if you have any questions.

Sincerely,

COHL, STOKER & TOSKEY, P.C.



Mattis D. Nordfjord

MDN/nam
Enclosure

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PROPOSAL FOR LEGAL SERVICES

FOR THE

CITY OF WEST BRANCH

PROPOSAL SUBMISSION DEADLINE

July 27, 2022

4:00 p.m.

Provided by:

COHL, STOKER & TOSKEY, P.C.

601 North Capitol Avenue

Lansing, Michigan 48933

(517) 372-9000

Addressed to:

City Manager

City of West Branch

121 N. 4th St.

West Branch MI 48661

(989) 345-0500

citymanager@westbranch.com

COHL, STOKER & TOSKEY, P.C.

601 North Capitol Avenue
Lansing, Michigan 48933

Attorney / Firm Information:

1. Firm: Cohl, Stoker & Toskey, P.C.

- a. Office location(s). Our office is located at 601 N. Capitol Ave. in Lansing, Michigan. However, we have leveraged technology to permit our attorneys to work remotely throughout the State.
- b. Explain why your firm is qualified to handle the legal services for the City of West Branch and why you are interested in this work.
 - 1.) *Area of specialty.* Our practice is focused on municipal corporate law and public sector personnel and labor relations. Our firm is a unique Michigan law firm in that we specialize almost exclusively in representing local units of government. Each of the attorneys in this firm have extensive municipal experience and expertise including previously serving as City Attorney (both in house and via contracts for legal services). This public sector experience has positioned our firm to possess an unmatched understanding of the needs of local units of government for legal representation.
 - 2.) *Years in business.* Our law firm was formed in 1979 with all the firm's founding attorneys having previously served as in-house counsel for various units of local government. Although many of the firm's initial clients were counties or county-related public agencies, the practice soon expanded to include a wide variety of public entities, including cities, townships, and villages, as well as both general law and charter townships, and intergovernmental agencies and authorities. We have 11 lawyers with the philosophy of providing personal and competent attention to our clients' needs. We pride ourselves on responding quickly to client concerns. We have an outstanding support staff, including 2 legal secretaries and an office manager. We concentrate on the areas of the law which we enjoy doing, which are the exact areas for which you need services. There is no bureaucratic system in our firm. If you need legal assistance, you will be able to reach an attorney who can help.
 - 3.) *List of specific reasons why our firm should be considered.* Our firm's experience and practice structure are tailored to provide the City of West Branch with the legal services required. No other firm has the focus, breadth and depth of our experience in municipal law. The organizational structure we use allows the lead attorneys to address issues directly or assign matters to the best resource within the firm to respond. We do not have a strict hierarchy and work collaboratively to provide accurate, cost effective and prompt service. A significant value provided by our firm is that for many legal questions we have addressed the situation before. This efficiency provides a benefit by circumventing the delay in "getting up to speed" that

occurs when attorneys do not specialize in this area of the law. As a result, we are often able to answer a question in a fraction of the time and with specific knowledge of the considerations that should occur prior to the City selecting a course of action.

Attorneys assigned to you are always available either at the office, via email or by phone. Phone calls will be returned promptly. You will have the cell phone number of the lead attorneys assigned for immediate legal needs. In the rare occurrence one of the lead attorneys is not available, your matter will be addressed by one of our other available attorneys.

Various attorneys frequently serve our Northern Michigan clients. We have never had a problem attending a meeting with a client and we are available in person, by phone or virtually. Our office will be able to start work immediately. We understand the dynamic work of representing the City and have the experience and know how to address the challenges inherent to municipal work. We have a track record of success in assisting and advising municipalities on legal matters. We are excited for the opportunity to work with The City of West Branch.

c. Key contact person for the firm for this proposal.

1.) *Principal Contacts.*

Matt Nordfjord, Bonnie Toskey, Sarah Osburn and Tim Perrone
Cohl, Stoker & Toskey, PC
601 N Capitol Ave.
Lansing, MI 48933
Office Ph: (517) 372-9000
Cell # Matt Nordfjord: (231) 342-3602
Email: mnordi@cstmlaw.com

All attorneys in our firm will be utilized as needed to address legal questions presented. Matt and Sarah will serve as the primary points of contact on any matter and will respond or distribute assignments to the attorney(s) in our firm who is best positioned to respond.

2. Provide information on your firm's specific municipal experience that demonstrates your firm's ability to handle this assignment?

a. Specialized experience.

- 1.) *Municipal Law.* Our firm is experienced in providing legal advice, counsel, services, and consultation to the City Council, Mayor and City Manager on a wide variety of assignments, including but not limited to: general municipal law, labor law, general state and federal laws relating to city government, public disclosure issues, laws against discrimination, contract law (including grants), municipal leases, purchasing and procurement, trial activity, and tort law. Our corporate counsel advice includes

methods to avoid civil litigation and solve problems in a timely and pragmatic manner. The firm has represented municipalities in civil litigation before various state and Federal courts, administrative agencies and alternative dispute resolution forums such as arbitration. We do not litigate matters for litigation's sake, to make a point or to extract fees. We look at every case from the point of view of the goal, cost analysis, ability to win that case, and the potential precedential value of the particular matter.

- 2.) *Civil and Appellate Law.* The firm's litigation experience includes extensive practice in District and Circuit Courts, Federal Courts, the Michigan Tax Tribunal, as well as appellate practice in virtually all Michigan appellate courts, including the Michigan Court of Appeals, the Michigan Supreme Court and the Federal Sixth Circuit Court of Appeals. This appellate practice also includes handling administrative appeals both within administrative agencies and to the applicable circuit and appellate courts. Litigation experience includes civil lawsuits, administrative proceedings, and civil infraction/misdemeanor enforcement of ordinances, including city code and zoning regulations.
- 3.) *Ordinances.* Our firm has provided a wide range of legal services concerning all aspects of municipal ordinances. These services include application of ordinances and state law as to specific issues within the municipality.
- 4.) *Real Estate Development (including Industrial, undeveloped land and commercially zoned land or property).* Members of our firm have extensive experience in real property acquisition and sales including negotiations regarding purchase, drafting sale documents, compliance with the uniform condemnation requirements, and real estate closings. This includes acquisition for utility easements and road rights-of-way, and we have represented the City of Williamston, the Village of Fowlerville, the Ingham County Road Department (formerly Commission), the Village of Pinckney and many other municipal entities in this area.
- 5.) *Planning Commission on Zoning and Master Planning documents.* Our firm has provided a wide range of legal services concerning all aspects of land use and planning. These services include application of ordinances and state law as to specific issues within the municipality. The firm's representation of counties has also included:
 - Providing advice to the municipal Planning Commissions and Zoning Administrators and representation in zoning appeals and litigation;
 - Advice on legal aspects of proposed Zoning Ordinance Amendments; and
 - Advice on procedural requirements under the zoning enabling acts.
- 6.) *Tax Tribunal and Property Tax Assessment.* Members of our firm have appeared numerous times before the Michigan Tax Tribunal representing municipalities, including challenges by local units to equalization, special assessments and personal property exemptions. We have extensive experience in tax assessment law and advising municipal taxing entities as well as defending taxing units in court. We have

been involved in the tax collection process for numerous years representing taxing entities, including assisting treasurers with jeopardy assessments, personal property tax collection, tax sales and related litigation.

- 7.) *Contracts.* We have extensive experience in the drafting and negotiating of multiple forms related to construction contracts, purchasing and inter-local agreements including, but not limited to, Urban Cooperation Agreements relating to water and sewer authorities, law enforcement and other emergency services, 911 authorities, mental health authorities under the Mental Health Code, district health departments and district libraries. We have also negotiated, and prepared agreements related to the transfer and sharing of governmental functions and services between public entities. One of the main advantages we provide is that we have likely reviewed or drafted the type of contract the City of West Branch will need. This allows an informed and efficient review or document drafting.
- 8.) *Labor, including collective bargaining agreements, unemployment appeals, workers compensation claims, grievances, arbitration.*

This firm has extensive experience in the hiring process, negotiating and drafting of employment contracts, the discipline process, all aspects of FMLA law, Americans with Disabilities Act accommodation and other requirements, performance evaluations, the drafting of personnel policy manuals and all other aspects of personnel law. Moreover, various members of our firm have lectured extensively in virtually every aspect of personnel law from the use of independent contractors to the Fair Labor Standards Act, FMLA, ADA, the use of effective discipline and harassment law. In this challenging and rapidly changing landscape our firm is advising the Michigan Association of Counties (in addition to our individual municipal clients) on changes to unemployment, workers compensation issues, work share programs, FFCRA and the EFMLA all in response to changes in the law in response to COVID-19.

We have negotiated and are currently negotiating hundreds of contracts with numerous unions, including POAM, COAM, TPOAM, FOP, POLC, GELC, AFSCME, Teamsters, United Steelworkers, UAW, MNA, Operating Engineers, SEIU, ICEA/PERA, UWUA and the OPEIU. We have represented clients in all phases of the labor negotiation process beginning with the preparation of ground rules and proposals, negotiating to impasse, and including mediation, fact finding, and Act 312 Arbitrations. We have represented clients in numerous arbitrations, Worker's Compensation defense, MERC and unemployment hearings, including bargaining unit clarifications, union election petitions, and unfair labor practice charges. We frequently represent clients in Circuit and U.S. District Courts on labor and civil rights matters (including but not limited to Title VII, ADA and FMLA issues) at both the trial and appeals levels.

- 9.) *Election Law.* We have extensive experience related to petition drives and referendums, Campaign Finance Act requirements, recounts, and preparing charter amendments and millage and other ballot propositions.
- 10.) *Public Utility, Public Works, and Construction Law.* Members of our firm have extensive experience in issues relating to public water and sewer systems, including right-of-way disputes, collection issues, tort claims arising out of system malfunctions, and system expansions. Our firm also has extensive public sector construction experience including experience in construction code enforcement. We have experience in drafting construction contracts and other documents, and firm members have litigation experience in enforcing construction contracts and warranties.

3. References.

- a. Chet Janik, County Administrator
Leelanau County
8527 E. Government Center Drive, Suite 101
Suttons Bay, MI 49682-9718
(231) 256-8100 Ext 100
cjanik@co.leelanau.mi.us
- b. Tammy Gilroy – Mayor
City of Williamston
tgilroy@williamston-mi.us
161 E. Grand River Ave.
Williamston, MI 48895
517-655-2774
tgilroy@williamston-mi.us
- c. Joseph Bippus, City Manager
Three Rivers, City of
333 W. Michigan Avenue
Three Rivers MI 49093
(269) 273-1075
jbippus@threeriversmi.org
- d. Nate Alger, County Administrator
Grand Traverse County
400 Boardman Avenue
Traverse City, MI 49684
(231) 922-4780
nalger@grandtraverse.org

4. **Resume of Qualifications.** Current resumes for all attorneys are attached at Attachment "A".

5. **Insurance Coverage.** The firm maintains comprehensive liability and workers compensation insurance. Certificates can be provided upon request.

6. **Legal Research.** We receive legal updates and utilize the latest computer technology and techniques, including Westlaw, Bloomberg Labor, BNA and various computer databases. We have our own extensive internal legal opinion database as well. We provide general legal updates on a periodic basis to our clients without any additional cost when changes in law occur.

7. **Conflicts of Interest.**

a. Potential Conflicts. Our firm does not represent, nor have represented, any client where our representation of the City of West Branch would constitute a conflict of interest.

b. Conflict identification and resolution. Our firm is diligent in tracking and identifying potential conflicts of interest. If a potential conflict arises, we will notify you and if possible seek to resolve the conflict through a written waiver if we believe it is legally appropriate and ethical to do so. In the event a conflict waiver is not obtained or is unavailable our office will notify the City Manager and facilitate a transition to another firm or attorney for the issue that created the conflict. In this instance, our firm would not represent either client for that specific matter.

8. **Cost Proposal:**

A. Option 1:

1. Retainer/fixed fee: **\$90,000.00/yr.** (\$7,500.00/mo.) for all services to perform Charter duties indicated in the RFP (including litigation which is inherently uncertain, we typically use Option 3 below with most of our clients to address this).

2. **\$225.00/hr.** to perform legal services not specifically prescribed by Charter but authorized by the City Council.

3. Other cost reimbursement expenses:

a. Filing fees, deposition fees, postage: actual cost.

b. Copies: \$0.20/pg.

c. Legal research: Fee divided by client use per month on actual time spent on subscription service for The City of West Branch.

d. Travel: CST will record actual travel time as necessary for the legal services provided to the City under the retainer and will not charge for mileage reimbursement. CST will attend up to 6 meetings per year with travel included in the fixed fee.

B. Option 2:

1. Hourly rate: **\$200.00/hr.** for all services to perform Charter duties indicated in the RFP.
2. **\$225.00/hr.** to perform legal services not specifically prescribed by Charter but authorized by the City Council.
3. Other cost reimbursement expenses:
 - a. Filing fees, deposition fees, postage: actual cost.
 - b. Paralegal services for specialty services if needed: \$70.00/hr.
 - c. Copies: \$0.20/pg.
 - d. Legal research: Fee divided by client use per month on actual time spent on subscription service for The City of West Branch.
 - e. Travel: CST will record actual travel time as necessary for the legal services provided to the City but will not charge for mileage reimbursement.

C. Option 3: Retainer with certain services billed hourly (hybrid of option 1 and 2 above):

1. Retainer/fixed fee: **\$48,000.00/yr.** (\$4,000.00/mo.) to include following legal services:
 - a. Act as legal advisor to the Mayor, City Council, City Manager, City department heads and other City Boards or committees as determined from time to time by the Mayor, City Council at City Manager's request.
 - b. Prepare and file written legal opinions with the City Manager when requested by the Mayor, City Council or City Manager.
 - c. Prepare or review all ordinances, regulations, contracts, bonds and other instruments as may be required by the City Charter, City Manager, or the Council, and provide a legal opinion thereof. Review of the Council meeting minutes for compliance and completion.
 - d. Upon notice, be available to attend meetings of the City Council and City Administration, attendance subject to the request of the Mayor and City Manager (up to 6 in person meetings per year under retainer).
 - e. Advise the election Commission and the City Clerk or Treasurer concerning election, millage and other election related matters.
 - f. Confer in office and over the phone with citizens, witnesses, or other parties to proceedings involving the City (upon the advice and consent of the Mayor and City Manager).
 - g. Prepare or review all ordinances, contracts, bonds (note that our office can review performance bonds but does not serve as bond counsel for municipal financing), and other written instruments which are submitted to them by the Council and/or City Manager and shall promptly render opinion as to the legality thereof.

- h. Call to the attention of the Council all matters of law, and changes or developments therein, affecting the City.
 - i. Advise the Planning Commission on Zoning and Master Planning documents;
 - j. Advise the Wastewater Treatment Authority.
- 2. **\$195/hr.** for the following services not included in the list under the retainer:
 - a. General Civil Legal work that may require appearances in District or Circuit Court, Michigan Tax Tribunal, Michigan Court of Appeals
 - 1. including grievance arbitrations, MERC Fact Finding, Act 312 Arbitration, court litigation, administrative hearings (unemployment, civil rights, etc.).
 - 2. Hazardous property, Blight, Dogs enforcement and revisions;
 - b. Real Estate Development transactions- This would involve Industrial, undeveloped land and commercially zoned land or property;
 - c. Annexations, Act 425 agreements, and Eminent Domain;
 - d. Title Work, Land surveys, for blighted or vacant commercial;
 - e. Developing and/or creation of Authorities;
 - f. Economic Development Programs, such as Main Street program;
 - g. Expanded DDA;
 - h. Prosecute all ordinance violations and represent the City in cases before the State and Federal courts and other tribunals, including the Michigan Tax Tribunal. These matters include code violation enforcement actions, income prosecution and all civil suits filed by or against the City.
- 3. Other cost reimbursement expenses:
 - a. Filing fees, deposition fees, postage: actual cost.
 - b. Paralegal services for specialty services if needed: \$70.00/hr.
 - c. Copies: \$0.20/pg.
 - d. Legal research: Fee divided by client use per month on actual time spent on subscription service for The City of West Branch.
 - e. Travel: CST will record actual travel time as necessary for the legal services provided to the City, both under the retainer and for travel associated with non-retainer work but will not charge for mileage reimbursement. CST will attend up to 6 in person meetings per year with travel included in the fixed fee.

RESUME OF
DAVID G. STOKER
SHAREHOLDER
COHL, STOKER & TOSKEY, P.C.
January 1979 - Present

UNDERGRADUATE EDUCATION

MICHIGAN STATE UNIVERSITY
Bachelor of Science
Graduated: June, 1970, Cum Laude

LEGAL EDUCATION

WAYNE STATE UNIVERSITY LAW SCHOOL
Juris Doctor Degree
Graduated: December, 1974

MEMBERSHIPS IN LEGAL ORGANIZATIONS

State Bar of Michigan
Public Corporation Law Section
Labor Law Section
Michigan Association of Municipal Attorneys

PREVIOUS EMPLOYMENT

CITY OF LIVONIA
Department of Law
Livonia, Michigan
December 1975 – January 1979

ADMISSIONS

State Bar of Michigan
U.S. District Court, Western District
U.S. District Court, Eastern District
U.S. Sixth Circuit Court of Appeals
U.S. Supreme Court

**RESUME OF
BONNIE G. TOSKEY
SHAREHOLDER**

**COHL, STOKER & TOSKEY, P.C.
1985 to Present**

UNDERGRADUATE EDUCATION

**MICHIGAN STATE UNIVERSITY
Bachelor of Arts**

GRADUATE EDUCATION

**MICHIGAN STATE UNIVERSITY
Master of Arts**

LEGAL EDUCATION

**THOMAS M. COOLEY LAW SCHOOL
Juris Doctor Degree**

MEMBERSHIPS IN LEGAL ORGANIZATIONS

**Michigan State Bar Association
Labor Law Section
Litigation Section
Public Corporation Law Section
Workers Compensation Section
Michigan Association of Municipal Attorneys**

PREVIOUS EMPLOYMENT

**Senior Assistant City Attorney
CITY OF LANSING
Lansing, Michigan
1980 - 1985**

**Coordinator of Special Education Programs
LANSING SCHOOL DISTRICT
Lansing, Michigan
1970 - 1980**

ADMISSIONS

**State Bar of Michigan
U.S. District Court, Western District
U.S. District Court, Eastern District
U.S. Sixth Circuit Court of Appeals
U.S. District Court, California
U.S. 9th Circuit Court of Appeals**

RESUME OF
ROBERT D. TOWNSEND
SHAREHOLDER
COHL, STOKER & TOSKEY, P.C.
January 1979 - Present

UNDERGRADUATE EDUCATION

ALBION COLLEGE
Graduated: December, 1973
Bachelor of Arts Degree, Cum Laude

LEGAL EDUCATION

THOMAS M. COOLEY LAW SCHOOL
Juris Doctor Degree
Graduated: May, 1977

MEMBERSHIPS IN LEGAL ORGANIZATIONS

State Bar of Michigan/Public Corporation Section

CURRENT EMPLOYMENT

COHL, STOKER & TOSKEY, P.C.
January 1979 - Present

PREVIOUS EMPLOYMENT

INGHAM COUNTY CORPORATION COUNSEL OFFICE
Lansing, Michigan

THOMAS M. COOLEY LAW SCHOOL, LIBRARY
Lansing, Michigan

ADMISSIONS

State Bar of Michigan

RESUME OF
TIMOTHY M. PERRONE
SHAREHOLDER
COHL, STOKER & TOSKEY, P.C.
October 1999 - Present

UNDERGRADUATE EDUCATION

NORTHERN MICHIGAN UNIVERSITY
Bachelor of Science in Law Enforcement
Graduated: May, 1981, Summa Cum Laude

LEGAL EDUCATION

WAYNE STATE UNIVERSITY LAW SCHOOL
Juris Doctor Degree
Graduated: June, 1985, Cum Laude, Order of the Coif

MEMBERSHIPS IN LEGAL ORGANIZATIONS

State Bar of Michigan
Ingham County Bar Association
Catholic Lawyers Guild

CURRENT EMPLOYMENT

COHL, STOKER & TOSKEY, P.C.
October 1999 - Present

PREVIOUS EMPLOYMENT

CITY OF LANSING
Assistant City Attorney
December 1991 - September 1999

FARHAT, STORY & KRAUS, PC
East Lansing, MI
February 1988 - December 1991

HILL, LEWIS, ADAMS, GOODICH, & TAIT
Lansing, MI
November 1985 - February 1988

ADMISSIONS

State Bar of Michigan
U.S. District Court, Western District of Michigan
U.S. District Court, Eastern District of Michigan
U.S. Sixth Circuit Court of Appeals

**RESUME OF
MATT NORDFJORD
SHAREHOLDER**

**COHL, STOKER & TOSKEY, P.C.
June 2013 - Present**

UNDERGRADUATE EDUCATION

**MICHIGAN STATE UNIVERSITY, JAMES MADISON COLLEGE
Bachelor of Arts, Political Theory
Graduated: May, 2002**

LEGAL EDUCATION

**UNIVERSITY OF TOLEDO COLLEGE OF LAW
Juris Doctor Degree
Graduated: May, 2006**

MEMBERSHIPS IN LEGAL ORGANIZATIONS

**State Bar of Michigan
Public Corporation Law Section
Labor Law Section**

CURRENT EMPLOYMENT

**COHL, STOKER & TOSKEY, P.C.
June 2013 - Present**

PREVIOUS EMPLOYMENT

**MARTINEAU, HACKETT, ROMASHKO & O'NEIL, PLLC
Jan 2011 – June 2013**

**LYNCH, GALLAGHER, LYNCH, MARTINEAU & HACKETT, PLLC
Sept 2009 – Dec 2010**

**ZIMMERMAN, KUHN, DARLING, BOYD, QUANDT & PHELPS, PLC
March 2007 – Sept 2009**

ADMISSIONS

**State Bar of Michigan
U.S. District Court, Western District of Michigan
U.S. District Court, Eastern District of Michigan
U.S. Sixth Circuit Court of Appeals**

**RESUME OF
GORDON LOVE
SHAREHOLDER**

**COHL, STOKER & TOSKEY, P.C.
June 2015 - Present**

UNDERGRADUATE EDUCATION

**MICHIGAN STATE UNIVERSITY
Bachelor of Arts, Journalism
Graduated: May, 2005**

LEGAL EDUCATION

**MICHIGAN STATE UNIVERSITY COLLEGE OF LAW
Juris Doctor Degree
Graduated: May, 2010, Cum Laude**

MEMBERSHIPS IN LEGAL ORGANIZATIONS

State Bar of Michigan

CURRENT EMPLOYMENT

**COHL, STOKER & TOSKEY, P.C.
June 2015 - Present**

PREVIOUS EMPLOYMENT

AUTO-OWNERS INSURANCE COMPANY

MICHAEL R. KLUCK & ASSOCIATIONS

GRUA, JAMO & YOUNG, PLC

ADMISSIONS

**State Bar of Michigan
U.S. District Court, Western District of Michigan
U.S. District Court, Eastern District of Michigan
U.S. Sixth Circuit Court of Appeals**

**RESUME OF
RICHARD D McNULTY
OF COUNSEL**

**COHL, STOKER & TOSKEY, P.C.
1997 to Present**

UNDERGRADUATE EDUCATION

**MICHIGAN STATE UNIVERSITY
Bachelor of Arts, James Madison College
Graduated: June, 1985, with Honors**

LEGAL EDUCATION

**UNIVERSITY OF MICHIGAN
Juris Doctor Degree
Graduated: 1988**

MEMBERSHIPS IN LEGAL ORGANIZATIONS

**American Bar Association, Labor and Litigation Sections
State Bar of Michigan, Labor and Litigation Sections
Member of the Human Resource Management and
Personnel Association of Mid-Michigan**

CURRENT EMPLOYMENT

**COHL, STOKER & TOSKEY, P.C.
1997 to Present**

PREVIOUS EMPLOYMENT

**DICKINSON, WRIGHT, MOON, VAN DUSEN & FREEMAN
Lansing, Michigan
1988 - 1997**

ADMISSIONS

**State Bar of Michigan
U.S. District Court, Western District of Michigan
U.S. District Court, Eastern District of Michigan
U.S. Sixth Circuit Court of Appeals**

**RESUME OF
COURTNEY A. GABBARA
ASSOCIATE**

**COHL, STOKER & TOSKEY, P.C.
December 2017 - Present**

UNDERGRADUATE EDUCATION

**MICHIGAN STATE UNIVERSITY
Bachelor of Science in Psychology
Graduated: May, 2009**

LEGAL EDUCATION

**MICHIGAN STATE UNIVERSITY COLLEGE OF LAW
Juris Doctor Degree
Graduated: May, 2012**

MEMBERSHIPS IN LEGAL ORGANIZATIONS

**State Bar of Michigan
Government Law Section
Insurance and Indemnity Law Section
Labor and Employment Law Section
Real Property Law Section
Marijuana Law Section
LGBTQA Law Section
Ingham County Bar Association
Chaldean American Bar Association**

PREVIOUS EMPLOYMENT

**Interim City Clerk
CITY OF JACKSON
Jackson, Michigan**

**Staff Attorney
CITY OF JACKSON
Jackson, Michigan**

**Associate Director of Admissions
MICHIGAN STATE UNIVERSITY COLLEGE OF LAW
East Lansing, Michigan**

**Legal Intern
GENESEE COUNTY 7th JUDICIAL CIRCUIT COURT
Flint, Michigan**

ADMISSIONS

**State Bar of Michigan
U.S. District Court, Eastern District of Michigan
U.S. District Court, Western District of Michigan**

**RESUME OF
SARAH K. OSBURN
ASSOCIATE**

**COHL, STOKER & TOSKEY, P.C.
February 2018 - Present**

UNDERGRADUATE EDUCATION

**UNIVERSITY OF MICHIGAN
BA English/Communication
Graduated: 1992**

LEGAL EDUCATION

**UNIVERSITY OF TOLEDO COLLEGE OF LAW
Juris Doctor Degree
Graduated: 1996**

MEMBERSHIPS IN LEGAL ORGANIZATIONS

**State Bar of Michigan
Government Law Section
Lenawee County Bar Association
Michigan Association of Municipal Attorneys**

PREVIOUS EMPLOYMENT

**City Attorney
CITY OF ADRIAN
Adrian, Michigan**

**Associate Attorney
NELSON AND BENZ LLP
Adrian, Michigan**

**Associate Attorney
PLUNKETT & COONEY, P.C.
Detroit, Michigan**

ADMISSIONS

**State Bar of Michigan
U.S. District Court, Eastern District of Michigan
U.S. District Court, Western District of Michigan
U.S. Sixth Circuit Court of Appeals**

**RESUME OF
CHRISTIAN K. MULLETT
ASSOCIATE**

COHL, STOKER & TOSKEY, P.C.
January 2020 - Present

UNDERGRADUATE EDUCATION

UNIVERSITY OF COLORADO
BA Political Science
Graduated: 1992

LEGAL EDUCATION

WAYNE STATE UNIVERSITY LAW SCHOOL
Juris Doctor Degree
Graduated: 1997

MEMBERSHIPS IN LEGAL ORGANIZATIONS

State Bar of Michigan

PREVIOUS EMPLOYMENT

Litigation Attorney
BLOOM SLUGGETT, P.C.
Grand Rapids, Michigan

Litigation Attorney
ORLANS, P.C.
Troy, Michigan

Member/Attorney
HICKS & MULLETT, PLLC
Lansing, Michigan

Associate Attorney
D. HAYWOOD & ASSOCIATES, P.C.
Lansing, Michigan

Associate Attorney
CONSUMER LEGAL SERVICES, P.C.
Garden City, Michigan

Law Clerk
STRINGARI, FRITZ, KREGER, AHEARN & CRANDALL, P.C.
Detroit, Michigan

ADMISSIONS

State Bar of Michigan
U.S. District Court, Western District of Michigan
U.S. District Court, Eastern District of Michigan
U.S. Sixth Circuit Court of Appeals

**RESUME OF
DONALD J. KULHANEK
ASSOCIATE**

**COHL, STOKER & TOSKEY, P.C.
July 2021 - Present**

UNDERGRADUATE EDUCATION

**UNIVERSITY OF MICHIGAN – Ann Arbor
BA Political Science
Graduated: 1989**

LEGAL EDUCATION

**WAYNE STATE UNIVERSITY LAW SCHOOL
Juris Doctor Degree
Graduated: 1993**

MEMBERSHIPS IN LEGAL ORGANIZATIONS

State Bar of Michigan

PREVIOUS EMPLOYMENT

**Development Manager
CITY OF LANSING
Lansing, Michigan**

**Attorney, City Attorney's Office
CITY OF LANSING
Lansing, Michigan**

**Attorney
PATERSON & PATERSON
Sandusky, Michigan**

ADMISSIONS

**State Bar of Michigan
U.S. District Court, Western District of Michigan
U.S. District Court, Eastern District of Michigan
U.S. Sixth Circuit Court of Appeals
U.S. Supreme Court**

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

BILLS	\$64,129.15
<i>BILLS AS OF 7/29/22</i>	<i>\$64,129.15</i>
<i>Additions to Bills as of</i>	<i>\$0</i>
<i>Paid but not approved</i>	<i>\$1,537.25</i>
TOTAL BILLS	\$65,666.40

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

Vendor Name	Amount	Description
A & L GREAT LAKES LABORATORIES	39.00	WWTP SUPPLIES
ARNOLD SALES	384.18	DPW SUPPLIES
BBC DISTRIBUTING	181.38	WWTP SUPPLIES
BS & A SOFTWARE	3,077.00	ANNUAL SOFTWARE SUPPORT
CINTAS	57.63	WWTP SUPPLIES
CLOVER, LORI ANN	74.38	TRAINING REIMBURSEMENT
CONSUMERS ENERGY	35.53	ELECTRIC
CULLIGAN WATER CONDITIONING	18.00	WATER
DO ALL INC	1,196.36	RECYCLING JUNE
DTE ENERGY	325.19	GAS
ELHORN ENGINEERING COMPANY	864.00	WATER SUPPLIES
FIRST ADVANTAGE OCCUP HEALTH SVC GR	339.53	DPW DRUG TESTS
HACH COMPANY	153.57	WWTP SUPPLIES
LAKE STATE RAILWAY CO	8,601.00	2022 SIGNAL MAINTENANCE
MERS OF MICHIGAN	28,771.55	RETIREMENT JULY
MOTOROLA SOLUTIONS INC	9,817.50	POLICE RADIOS
MUFFLER MAN	570.00	POLICE REPAIRS & WWTP
MVW & ASSOCIATES INC	1,000.00	ASSESSOR CONTRACT AUGUST
MWEA	730.00	WIRTH MEMBERSHIP & WEBER WIRTH TRAINING
NORTH CENTRAL LABORATORIES	531.36	WWTP SUPPLIES
NORTH COUNTRY OUTFITTERS	1,600.00	POLICE ROUNDS
NORTHERN SEAL COATING	1,000.00	WWTP PATCH WORK
OGEMAW COUNTY HERALD ADLINER	225.80	ADS
PARAGON LABORATORIES INC	279.00	WWTP SUPPLIES
SHELTROWN, JOEL	1,000.00	SMS 8 4 22 SHOW
SLC METERS LLC	1,084.56	METERS
STANDARD ELECTRIC COMPANY	468.75	WWTP REPAIRS
STERLING EXCAVATION INC	1,010.40	WATER TAP
TRACTOR SUPPLY CREDIT PLAN	93.41	VARIOUS SUPPLIES
UPS	14.39	WWTP SHIPPING
WEST SIDE MACHINE	433.00	WWTP REPAIR
WILLARD'S EQUIPMENT CO	152.68	#80
Total	64,129.15	

RESOLUTION #22-19

WHEREAS, the City was awarded an EGLE Brownfield grant at 508 E. Houghton Ave; and

WHEREAS, one of the requirements of the grant requires the purchase of a banner noting EGLE grant funds were used for the project, and

WHEREAS, the cost of the banner is reimbursable as part of the grant, and

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

GL NUMBER

Fund 243 – BROWNFIELD AUTHORITY

		22-23 Current budget	22-23 Amended budget
Revenues			
243-000.000-634.400	Grant	0.00	170.00
243-000.000-664.400	Interest Income	0.00	0.00
TOTAL REVENUES		0.00	170.00
Expenditures			
Dept 000.000			
243-000.000-956.700	EXPENSES	0.00	170.00
TOTAL EXPENDITURES		0.00	170.00
Fund 243 – BROWNFIELD AUTHORITY:			
TOTAL REVENUES		0.00	170.00
TOTAL EXPENDITURES		0.00	170.00
NET OF REVENUES & EXPENDITURES		0.00	0.00
FUND BALANCE		0.00	0.00

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN PERSON AND VIA VIDEO CONFERENCE
IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET ON MONDAY, JULY 18, 2022.

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

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

Absent: Rusty Showalter

Other officers present: City Manager John Dantzer, City Clerk Lori Ann Clover, DPW Superintendent Mike Killackey, Chief Kenneth Walters, and County Commissioner Mark Surbrook.

All stood for the Pledge of Allegiance.

* * * * *

Commissioner Surbrook gave a report. The Ogemaw County Commissioners appointed a new member to the Planning Commission and the Zoning Board of Appeals. They approved upgrading the video system at the Ogemaw County Jail. Their new ORV Ordinance was passed.

* * * * *

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

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

No — None

Absent — Showalter

Motion carried

* * * * *

MOTION BY BENNETT, SECOND BY JACKSON, TO APPROVE THE PAYMENT OF BILLS IN THE AMOUNT OF \$67,259.58.

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

No — None

Absent — Showalter

Motion carried

* * * * *

MOTION BY FRECHETTE, SECOND BY BENNETT, TO APPROVE THE ENACTMENT OF ORDINANCE 22-04, THE PEDDLERS ORDINANCE.

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

No — None

Absent — Showalter

Motion carried

* * * * *

MOTION BY PUGH, SECOND BY JACKSON, TO APPROVE THE SPECIAL EVENT LITTLE LEAGUE FISHING DERBY WITH MANAGER DANTZER CALLING TO CONFIRM THE OVERNIGHT ARRANGEMENTS.

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

No – None

Absent – Showalter

Motion carried

* * * * *

MOTION BY BENNETT, SECOND BY ZIMMERMAN, TO APPROVE THE SPECIAL EVENT PERMIT SUPER SHOGUN WRESTLING.

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

No – None

Absent – Showalter

Motion carried

* * * * *

MOTION BY JACKSON, SECOND BY BENNETT, TO VOTE FOR LEE KILBOURN AS A MEMBER OF THE BOARD OF TRUSTEES FOR THE MICHIGAN MUNICIPAL LEAGUE FUND.

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

No – None

Absent – Showalter

Motion carried

* * * * *

MOTION BY PUGH, SECOND BY JACKSON, TO APPROVE THE RENEWAL CONTRACT FOR THE CITY PROSECUTOR WITH THE INCLUSION OF AUTOMATICALLY RENEWING AND REASONABLE COMPENSATION OF \$1.00.

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

No – None

Absent – Showalter

Motion carried

* * * * *

MOTION BY BENNETT, SECOND BY ADIAR, TO APPROVE THE MINUTES AND SUMMARY FROM THE MEETING HELD JULY 5, 2022 AND THE SPECIAL MEETING HELD JULY 11, 2022.

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

No – None

Absent – Showalter

Motion carried

* * * * *

MOTION BY FRECHETTE, SECOND BY BENNETT, TO RECEIVE AND FILE THE TREASURER’S REPORT AND INVESTMENT SUMMARY; WEST BRANCH POLICE DEPARTMENT MONTH END REPORT FOR JUNE 2022; APPROVE THE MINUTES FROM THE OGEMAW COUNTY LAND BANK AUTHORITY HELD APRIL 20, 2022; MINUTES FROM THE PLANNING COMMISSION HELD MAY 10, 2022; AND MINUTES FROM THE ELECTION COMMISSION HELD JULY 6, 2022.

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

No – None

Absent – Showalter

Motion carried

* * * * *

Member Bennett stated that she thought the Business Expo participation was a little light due to the weather.

Manager Dantzer reported that he and DPW Superintendent Killackey reviewed the work on State St. Other than a couple of minor issues everything looked good. The whole process went very smoothly.

Chief Walters reported that the new car radios are finally here after a year and a half.

Member Zimmerman asked about the signage from the road work and Manager Dantzer has a call out to get them picked up.

Mayor Frechette asked about the new trash cans as he is still missing one. Manager Dantzer stated that Republic is going to have everything picked up by-July 22nd and he will send a GFL can from DPW.

Under public comment Van Sheltrown stated that the new pavement on State Street looked very nice. Mr. Sheltrown also asked about a five-year plan for repair of the roads? Manager Dantzer said that it is actually a six-year plan and Wright Street will be redone next year with Fourth St on the list as well.

Mayor Frechette adjourned the meeting at 6:22 pm.

Paul Frechette, Mayor

Lori Ann Clover, Clerk

SUMMARY OF THE REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN PERSON AND VIA VIDEO CONFERENCE IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET ON MONDAY, JULY 18, 2022.

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

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

Absent: Member Showalter.

Other officers present: City Manager Dantzer, City Clerk Clover, DPW Superintendent Killackey, Chief Walters, and Commissioner Surbrook.

All stood for the Pledge of Allegiance.

Commissioner Surbrook gave an update on County activities

Council approved excusing Member Showalter from the meeting.

Council approved bills in the amount of \$67,259.58.

Council approved the enactment of Ordinance 22-04, the Peddlers Ordinance.

Council approved the special event permit for the Little League Fishing Derby with Manager Dantzer calling to confirm the overnight arrangements.

Council approved the special event permit for Super Shogun Wrestling.

Council approved the vote for Lee Kilbourn as a member of the Board of Trustees for the Michigan Municipal League Fund.

Council approved the renewal contract for the city prosecutor with the inclusion of automatically renewing and reasonable compensation of \$1.00.

Council approved the minutes and summary from the meeting held July 5, 2022 and the special meeting held July 11, 2022.

Council approved the treasurer's report and investment summary; West Branch Police Department month end report for June 2022; the minutes from the Ogemaw County Land Bank Authority held April 20, 2022; minutes from the Planning Commission held May 10, 2022; and minutes from the Election Commission held on July 6, 2022.

Mayor Frechette, Council Members Bennett and Zimmerman gave reports.

Chief Walters gave an update.

Manager Dantzer gave an update.

Van Sheltroun commented on the road construction during public comment.

Mayor Frechette adjourned the meeting at 6:22 pm.

Bank Code		Beginning Balance 07/01/2022	Total Debits	Total Credits	Ending Balance 07/31/2022
Fund	Description				
GEN1	GEN1 - GENERAL CHECKING				
101		660,880.02	239,291.99	160,548.50	739,623.51
150	CEMETERY PERPETUAL CARE	37,646.35	280.20	0.00	37,926.55
209	CEMETERY FUND	(1,433.07)	1,462.71	4,405.19	(4,375.55)
243	BROWNFIELD REDEVELOPMENT AUTHORITY FU	999.95	0.00	0.00	999.95
248	DDA OPERATING FUND	232,195.84	59,770.88	14,660.00	277,306.72
251	INDUSTRIAL PARK FUND	6,141.06	0.00	147.37	5,993.69
276	HOUSING RESOURCE FUND	178,892.56	1,017.77	0.00	179,910.33
318	SEWER DEBT FUND	17,605.91	27,746.25	41.69	45,310.47
319	WATER DEBT FUND	59,483.20	6,554.21	10.20	66,027.21
572	PLANT REPLACEMENT FUND (R&I)	0.90	0.00	0.00	0.90
590	SEWER FUND	312,902.66	46,021.94	55,728.48	303,196.12
591	WATER FUND	712,142.61	39,969.19	68,510.41	683,601.39
592	WATER REPLACEMENT FUND	522,654.46	0.00	0.00	522,654.46
593	SEWER COLLECTION	236,658.87	7,104.39	2,817.01	240,946.25
561	EQUIPMENT FUND	36,666.45	14,383.38	34,846.52	16,203.31
704	PAYROLL CLEARING	24,849.90	81,487.21	81,487.21	24,849.90
705	IRONS PARK ENTERTAINMENT FUND	10,600.81	2,664.71	4,120.00	9,145.52
707	YOUTH SAFETY PROGRAM	15.00	0.00	0.00	15.00
	GEN1 - GENERAL CHECKING	3,048,903.48	527,754.83	427,322.58	3,149,335.73
M/LST	MAJOR/ LOCAL STREETS				
202	MAJOR STREET FUND	663,202.89	18,837.23	10,186.37	671,853.75
203	LOCAL STREET FUND	339,121.20	6,320.74	2,650.49	342,791.45
	MAJOR/ LOCAL STREETS	1,002,324.09	25,157.97	12,836.86	1,014,645.20
PAY	PAYROLL				
704	PAYROLL CLEARING	30,359.06	81,487.21	79,702.61	32,143.66
	PAYROLL	30,359.06	81,487.21	79,702.61	32,143.66
CHEM	SAVINGS				
101		459,706.36	0.00	0.00	459,706.36
150	CEMETERY PERPETUAL CARE	1,683.12	0.00	0.00	1,683.12
251	INDUSTRIAL PARK FUND	245.08	0.00	0.00	245.08
571	COLLECTION REPLACEMENT FUND	0.65	0.00	0.00	0.65
591	WATER FUND	26,421.15	0.00	0.00	26,421.15
592	WATER REPLACEMENT FUND	19,791.49	0.00	0.00	19,791.49
593	SEWER COLLECTION	3,184.09	0.00	0.00	3,184.09
561	EQUIPMENT FUND	103,541.00	0.00	0.00	103,541.00
	SAVINGS	614,572.94	0.00	0.00	614,572.94
TAX	TAXES				
701	TAX AGENCY	10,559.65	492,315.80	224,827.60	278,047.85
	TAXES	10,559.65	492,315.80	224,827.60	278,047.85
	TOTAL - ALL FUNDS	4,706,719.22	1,126,715.81	744,689.65	5,088,745.38

CASH SUMMARY BY ACCOUNT FOR WEST BRANCH
 FROM 07/01/2022 TO 07/31/2022
 FUND: ALL FUNDS
 INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 07/01/2022	Total Debits	Total Credits	Ending Balance 07/31/2022
Fund 101					
004.300	CERTIFICATE OF DEPOSIT A	100,000.00	0.00	0.00	100,000.00
004.400	CERTIFICATE OF DEPOSIT B	150,306.70	0.00	0.00	150,306.70
		250,306.70	0.00	0.00	250,306.70
Fund 150 CEMETERY PERPETUAL CARE					
004.300	CERTIFICATE OF DEPOSIT C	112,499.74	0.00	0.00	112,499.74
004.400	CERTIFICATE OF DEPOSIT D	115,271.06	0.00	0.00	115,271.06
	CEMETERY PERPETUAL CARE	227,770.80	0.00	0.00	227,770.80
Fund 251 INDUSTRIAL PARK FUND					
004.300	CERTIFICATE OF DEPOSIT A	100,000.00	0.00	0.00	100,000.00
004.400	CERTIFICATE OF DEPOSIT B	25,050.19	0.00	0.00	25,050.19
	INDUSTRIAL PARK FUND	125,050.19	0.00	0.00	125,050.19
Fund 661 EQUIPMENT FUND					
004.300	CERTIFICATE OF DEPOSIT A	150,000.00	0.00	0.00	150,000.00
004.400	CERTIFICATE OF DEPOSIT B	100,200.75	0.00	0.00	100,200.75
	EQUIPMENT FUND	250,200.75	0.00	0.00	250,200.75
	TOTAL - ALL FUNDS	853,328.44	0.00	0.00	853,328.44

The West Branch Community Airport Board met on this date in the Conference Room, West Branch Community Airport Terminal, West Branch, Michigan, as well as remotely via Zoom. The meeting was called to order at 12:20 p.m. by Chairman Terry Hodges.

Present: Terry Hodges, Mike Jackson, Paul Frechette, Breck Gildner, John Dantzer, Brad Neubecker and Craig Scott. Also, in attendance were W.B. Airport Manager Ben Evergreen, Ogemaw County Administrator Tim Dolehanty, Ogemaw County Sheriff Brian Gilbert, Horton Township Trustee Erma Lurvey and Ben Hoover from Mead & Hunt.

Motion by Neubecker, second by Gildner, the meeting minutes of the May 15, 2022 meeting be approved. Voice vote. Ayes – all. Motion carried. [6-1-#1]

Motion by Jackson, second by Neubecker, claims in the amount of \$8,556.08 be approved for payment. Voice vote. Ayes – all. Motion carried. [6-1-#2]

Ben gave the financial report, with a combined account balance is \$207,785.08.

Ben Hoover from Mead & Hunt addressed the board regarding new federal regulations regarding grant applications, as well as an update on current and future airport projects. He also gave an overview of what the design phase for the runway resurfacing would entail, along with a rough timeline.

Discussion was held regarding the Manager's contract. County Administrator Tim Dolehanty addressed the board, covering what a contract with the Airport, City and County would entail, in regards to the Airport Manager being placed on the County payroll. The board agreed to have the County attorney construct a tentative contract, for the board to review at the July meeting.

Discussion was held regarding the consultant selection process. The bid is open until July 22nd. The selection committee will schedule a future meeting at the July board meeting.

Ben provided an update on the Enbridge proposal for a solar farm. Enbridge will review various sites on the Airport property. We have not yet received a formal proposal.

An estimate was given by a contractor for the repair and/or replacement of the roof on the large hangar. A caulk and seam repair would be \$1593, while a full replacement would be \$27,679. A formal bid request will be advertised.

Ben also received an estimate for a lighting upgrade for the terminal building, as well as the workshop hangar. The terminal would cost \$3,389, and the workshop \$566. This would replace the existing lights with LED lighting.

Ben reminded the board of the upcoming Fly-In, on June 18th, with a favorable forecast, a large turnout is expected.

No further business remaining, Chairman Hodges adjourned the meeting at 1:25 p.m.

Minutes by Michael Jackson, Board Secretary

The West Branch Community Airport Board met on this date in the Conference Room, West Branch Community Airport Terminal, West Branch, Michigan. The meeting was called to order at 1:25 p.m. by Chairman Terry Hodges.

Present: Terry Hodges, Mike Jackson, Paul Frechette, John Dantzer and Craig Scott. Absent were, Breck Gildner and Brad Neubecker. Also, in attendance were W.B. Airport Manager Ben Evergreen and Horton Township Trustee Erma Lurvey.

Motion by Dantzer, second by Jackson, the meeting minutes of the June 15, 2022 meeting be approved. Voice vote. Ayes – all. Motion carried. [6-2-#1]

There were no bills to be paid, as off this meeting.

Ben gave the financial report, with a combined account balance is \$207,785.08.

Ben presented the Board with the block grant contract from MDOT, for \$20,300, for the pavement marking project.

Motion by Dantzer, second by Jackson, to accept the Block Grant Contract, with members Dantzer, on behalf of The City of West Branch, and Scott, on behalf of Ogemaw County, as signatories. Voice vote. Ayes – all. Motion carried. [6-2-#2]

Discussion was held regarding the farmland adjacent to the airport, and the need for more funding to pay for ground clearing.

Motion by Scott, second by Hodges, to designate \$20,000 for use in the clearing and preparation of airport property for use as farmland. Voice vote. Ayes – all. Motion carried. [6-2-#3]

Ben stated that he has had several offers, both from airport tenants and others, to volunteer to work in various capacities at the airport. Ben reached out to Greg Gaylor of Gaylor Insurance to discuss the liability and coverage the airport would have. Greg explained that we would be covered in that situation. After further discussion, member Scott stated that he will seek the opinion of the County's attorney on the matter.

No further business remaining, Chairman Hodges adjourned the meeting at 1:50 p.m.

Minutes by Michael Jackson, Board Secretary

SPECIAL INFORMATIONAL MEETING OF THE WEST BRANCH DOWNTOWN
DEVELOPMENT AUTHORITY HELD AT THE WEST BRANCH CITY HALL AT 121 N. FOURTH
ST. ON TUESDAY, JUNE 28, 2022.

Vice-Chairperson Clark called the meeting to order at 12:00 pm.

Present: Anthony Bair, Joe Clark, Sandy Rabidue, Erin Resteiner, Ken Walters, and Cathy Zimmerman.

Absent: Joanne Bennett, Samantha Fabbri, and Autum Hunter.

Others present: City Manager John Dantzer

* * * * *

Vice-Chairperson Clark noted the reason for the special meeting was to hold the first of the two 2022 required informational meetings as required by the DDA Act.

The projects worked on during 2021 and the main areas of focus for the 2022 calendar year would be as follows:

1. Development of the Gathering Place.
 - The DDA was not able to proceed with the project in 2021 as grant funds were not available but they would continue to monitor the MEDC grant funds in upcoming years. The Board will also be looking at possibly downsizing the project as construction costs increase.
2. Working on subcommittees with Council and Planning members on the new City Council Goals that were developed and passed by Council in 2020.
 - Meetings were not held in 2021 due to COVID issues but they would continue to be available to meet as requested during 2022 to help on the City Council Goals.
3. Work with City Council on the Houghton Ave redesign project.
 - A streetscape plan was developed with the assistance of Beckett & Raeder in 2021. In 2022, the Board will continue to work on the plan and funding options for the streetscape. The reconstruction project was moved from 2023 to 2024 by MDOT due to material concerns.
4. Continue the downtowns flower and snow removal projects.
 - The Board again sponsored the flowers and snow removal downtown with the flowers being completed in May.
5. Work on seasonal themed banners.
 - No banners were decided upon during 2021 but they will continue to discuss optional themed banners during 2022.
6. Research the Historical Preservation Designation for the City.
 - In 2021, the Board discussed pros and cons of the designation but made no decisions. It will continue to be something the Board may look into during 2022.
7. Façade program
 - A façade program was completed and approved in 2022. The DDA hopes to have a project that they can use the program for in 2022.

* * * * *

No one from the public was in attendance to speak on the plan.

* * * * *

Vice-Chairperson Clark adjourned the meeting at 12:04 pm.

REGULAR MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY
HELD AT THE WEST BRANCH CITY HALL, 121 N. FOURTH ST. WEST BRANCH, MI ON
TUESDAY, JUNE 28, 2022.

The meeting was called to order by Vice-Chairperson Joe Clark at 12:05.

Present: Anthony Bair, Joe Clark, Sandy Rabidue, Erin Resteiner, Ken Walters (left at 12:30), and Cathy Zimmerman.

Absent: Joanne Bennett, Samantha Fabbri, and Autum Hunter.

Others in attendance: City Manager John Dantzer

* * * * *

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

Yes – Bair, Clark, Rabidue, Resteiner, Walters, and Zimmerman.

No – None Absent – Bennett, Fabbri, and Hunter Motion carried.

* * * * *

**MOTION BY RABIDUE, SECOND BY BAIR, TO APPROVE THE MINUTES FROM
THE MEETING HELD MAY 24, 2022.**

Yes – Bair, Clark, Rabidue, Resteiner, Walters, and Zimmerman.

No – None Absent – Bennett, Fabbri, and Hunter Motion carried.

* * * * *

**MOTION BY RABIDUE, SECOND BY CLARK, TO PAY BILLS IN THE AMOUNT OF
\$14,260.00.**

Yes – Bair, Clark, Rabidue, Resteiner, Walters, and Zimmerman.

No – None Absent – Bennett, Fabbri, and Hunter Motion carried.

* * * * *

The Board discussed the watering of the flowers at the Fireman’s Memorial. It was noted the DDA was responsible for watering the flowers on the First Wednesday of the month. Member Resteiner volunteered to do the watering on July 6th and Member Bair volunteered to do the watering on August 3rd.

* * * * *

The Board discussed the idea of removing the plans for hanging flower pots on the new light poles for the streetscape project. It was the consensus that the hanging flowers along with banners on the poles may be too much and just having flowers at ground level would be better.

MOTION BY CLARK, SECOND BY RABIDUE, TO REMOVE THE PLANS FOR HANGING FLOWER BASKETS ON THE DOWNTOWN POLES AND INSTEAD PLAN FOR LARGER BANNERS.

Yes – Bair, Clark, Rabidue, Resteiner, Walters, and Zimmerman.

No – None Absent – Bennett, Fabbri, and Hunter Motion carried.

* * * * *

Member Walters was excused from the meeting at 12:30

* * * * *

The Board discussed changes to the Gathering Place to help control costs and to match the design better to the new streetscape plan.

MOTION BY ZIMMERMAN, SECOND BY RESTEINER, TO MAKE THE FOLLOWING CHANGES TO THE GATHERING PLACE PLAN.

- **REMOVE THE PAVILLION AND INSTEAD PLAN FOR A GRASSY AREA.**
- **REMOVE THE CONCRETE DESIGN AND PAVERS AND MATCH THE CONCRETE TO THE SIDEWALKS IN THE STREETScape PLAN.**
- **REMOVE THE RAILROAD THEME**
- **REMOVE THE LOCOMOTIVE FIREPLACE**
- **REMOVE THE ANTIQUE TRAIN CROSSING SIGNAL AND MATCH LIGHTS TO THE LIGHTS IN THE STREETScape PLAN.**
- **REMOVE TREE GRATES AND PLAN FOR A MULCH FINISH INSTEAD.**
- **ADD AN ELECTRICAL POST THAT CAN BE USED FOR ADDITIONAL ELECTRICAL NEEDS SUCH AS THE SHOWMOBILE OR FOOD TRUCKS.**

Yes – Bair, Clark, Rabidue, Resteiner, and Zimmerman. No – None

Absent – Bennett, Fabbri, Hunter, and Walters Motion carried.

* * * * *

Vice Chair Clark reminded everyone about the downtown classy chassis car show on Friday night.

Member Rabidue noted how nice the flowers were looking and commended the DPW for their work in watering the flowers.

Manager Dantzer noted he submitted the personal property tax reimbursement forms to the State and initial returns show a larger refund than the previous year.

* * * * *

The meeting was adjourned at 12:54 pm.

City of West Branch
121 N Fourth St
Board of Review
July 18, 2022

Chairman Peters called the December meeting of the City of West Branch Board of Review to order @ 11:00a.m.
Present were Dale Peters, Michael Pugh also Assessor Van Wormer
Public Comment: None

The following corrections were made to the 2022 tax roll:

Veterans Exemption:	Original AV	Original TV	Revised AV	Revised TV
052-640-016-50	67,700	66,731	0	0

There being no further business before the board, the meeting was recessed @ 11:15a.m.

Respectfully submitted,

James Van Wormer, Secretary

MEETING OF THE WEST BRANCH CITY ELECTION BOARD HELD IN COUNCIL CHAMBERS OF CITY HALL, 121
NORTH FOURTH STREET ON WEDNESDAY, JULY 20, 2022

City Clerk Lori Ann Clover called the meeting to order at 1:40 pm.

Present: Dianne Gavitt, Maryanne Steelman, and Lori Ann Clover

Absent: None

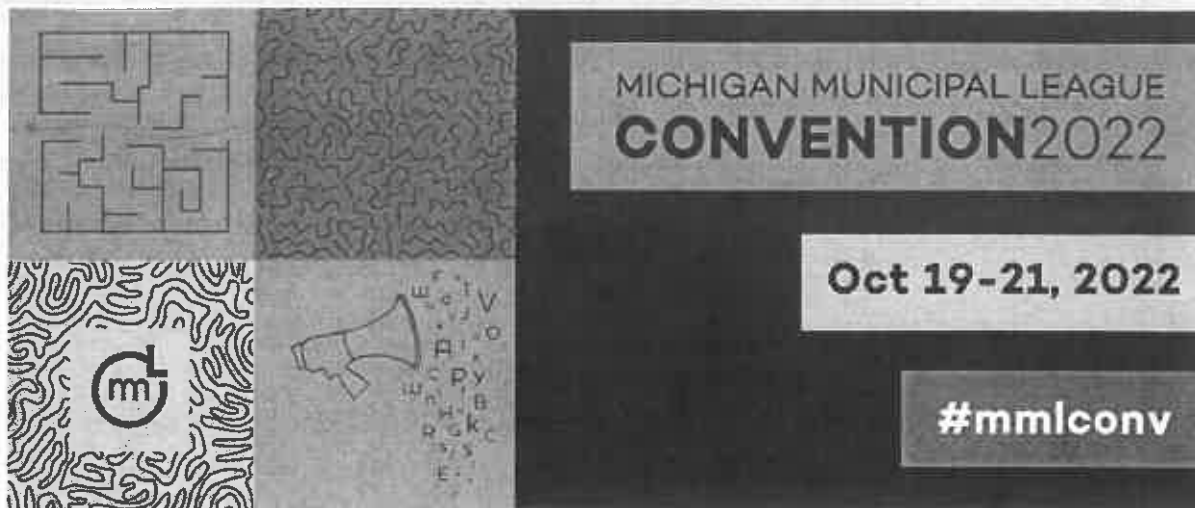
Others in attendance: Election Source Testers.

The Election Commission observed the public accuracy test and signed off on a complete and accurate testing

The transfer card was uploaded to the county and received without issue.

A couple of issues discussed were the mandatory use of canisters for primary and general elections, the retention schedule for voting materials, and obtaining quick seals from the county.

Meeting was adjourned at 2:33 pm.



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AGENDA AT A GLANCE

*Indicates additional fee

WEDNESDAY

October 19, 2022

Registration open

8:00 am – 6:00 pm

Opening General Session

9:00 – 10:30 am

Community Excellence Award

Presentations

10:30 – 11:30 am

Networking Lunch

11:30 am – 1:00 pm

MWIMG Annual Meeting & Luncheon*

11:30 am – 1:00 pm

Concurrent workshops

1:00–4:00 pm

Annual business meeting

4:30 – 5:30 pm

First timers and new members meet up

5:00 – 5:45 pm

Welcome reception

6:00 – 8:00 pm

THURSDAY

October 20, 2022

Registration Open

7:30 am – 5:00 pm

Networking Breakfast

7:30 – 8:30 am

Michigan Association of Mayors (MAM)

Annual Meeting & Breakfast*

7:30 – 8:30 am

General session

8:30 – 10:30 am

Concurrent Breakout Sessions

10:30 – 11:30 am

Networking Lunch

11:30 am– 12:30 pm

General Session

12:30 – 1:45 pm

Concurrent Breakout Sessions and

Walking/Mobile Tours

2:00 – 3:30 pm

Concurrent Breakout Sessions

3:45 – 5:00 pm

FRIDAY

October 21, 2022

Registration Open

7:30 am – 12:00 pm

Networking Breakfast

7:30 – 9:00 am

Michigan Black Caucus-Local Elected

Officials (MBC-LEO) Breakfast*

7:30 – 8:30 am

Concurrent Breakout Sessions

9:00 – 10:30 am

Closing General Session and Community

Excellence Award Presentation

10:30 am- 12:00pm

Adjourn

12:00 pm

**CITY OF WEST BRANCH
CITY COUNCIL MEETING
AUGUST 1, 2022**

PLEASE TAKE NOTICE that the West Branch City Council meeting scheduled for Monday, August 1, 2022 at 6:00 pm will be conducted both in person and virtually (online and/or by phone), due to health concerns surrounding Coronavirus/COVID-19 pandemic.

Public comment will be handled by the "Raise Hand" method as instructed below within Participant Controls.

To comply with the Americans with Disabilities Act (ADA), any citizen requesting accommodation to attend this meeting, and/or to obtain this notice in alternate formats, please contact the City Clerk by phone at (989) 345-0500 from 8:00 am-4:30 pm Monday- Friday or by email at clerk@westbranch.com, at least five business days prior to the meeting.

Zoom Instructions for Participants

To join the conference by phone:

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID number** (also provided below) when prompted using your touch-tone (DTMF) keypad.

Before a videoconference:

1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. Details, phone numbers, and links to videoconference or conference call is provided below. The details include a link to "**Join via computer**" as well as phone numbers for a conference call option. It will also include the 9-digit Meeting ID.

To join the videoconference:

2. At the start time of your meeting, enter the link to **join via computer**. You may be instructed to download the Zoom application.
3. You have an opportunity to test your audio at this point by clicking on "Test Computer Audio." Once you are satisfied that your audio works, click on "Join audio by computer."

You may also join a meeting without the link by going to join.zoom.us on any browser and entering the Meeting ID provided below.

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID number** (also provided below) when prompted using your touch-tone (DTMF) keypad.

3. If you have already joined the meeting via computer, you will have the option to enter your 2-digit participant ID to be associated with your computer.

Participant controls in the lower left corner of the Zoom screen:



Using the icons in the lower left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera ("Start/Stop Video")
- Invite other participants
- View Participant list – opens a pop-out screen that includes a "Raise Hand" icon that you may use to raise a virtual hand during Call to the Public
- Change your screen name that is seen in the participant list and video window
- Share your screen

Somewhere (usually upper right corner on your computer screen) on your Zoom screen you will also see a choice to toggle between "speaker" and "gallery" view. "Speaker view" shows the active speaker. "Gallery view" tiles all of the meeting participants.

Meeting Information:

Topic: West Branch City Council Zoom Meeting

Time: Aug 1, 2022 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/85199436126?pwd=emJQL3QwWTJCYzZHU04rcFFhWGVkQT09>

Meeting ID: 851 9943 6126

Passcode: 075639

One tap mobile

+16465588656,,85199436126#,,,,*075639# US (New York)

+16469313860,,85199436126#,,,,*075639# US

Dial by your location

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+1 646 931 3860 US

+1 301 715 8592 US (Washington DC)

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+1 346 248 7799 US (Houston)

+1 386 347 5053 US

+1 564 217 2000 US

+1 669 444 9171 US

+1 669 900 9128 US (San Jose)

Meeting ID: 851 9943 6126

Passcode: 075639

Find your local number: <https://us02web.zoom.us/j/kcExj0TsSB>