

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 TUESDAY, SEPTEMBER 6, 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
 - B. Yvonne DeRoso Victorian Manor construction request
- V. Public hearing
- VI. Additions to the agenda
- VII. Public comment on agenda items only (limited to 3 minutes)
- VIII. Bids
- IX. Unfinished Business
- X. New Business
 - A. Bills
 - B. Designate MML conference voting delegate
 - C. Naming of the Health Officer
 - D. Pocket Park
- XI. Approval of the minutes and summary from the regular meeting held August 15, 2022.
- XII. Consent Agenda
 - A. Treasurer's Report and Investment Summary
 - B. Minutes from the Airport Board meeting held July 20, 2022
 - C. Minutes from the DDA meeting held July 26, 2022
- XIII. Communications
 - A. AMAR Audit Results
 - B. Ogemaw County Emergency Dispatch Authority
 - C. Thank you letters

XIV. Reports

A. Mayor

B. Council

C. Manager

1. Board of Review opening
2. Veterans Alliance
3. Reschedule work session

XV. Public comment any topic

XVI. Adjournment

UPCOMING MEETINGS-EVENTS

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



The above picture is at the corner of Fairview and Fremont. A developer is looking at building some new duplexes in the remaining vacant spots. The developer is requesting to remove the dead tree where the blue arrow is and use that as an access point to the sites. This will allow them to keep the heavy trucks off of the condo's roads. Council did allow the Association to extend their current dead-end road that accesses these lots and come out onto Fremont St but they have since decided not to proceed with that idea. The contractor has volunteered to supply a ramp to avoid damage to the curb and to repair any damage done to the grass. Yvonne DeRoso will be attending the meeting on the behalf of the developer to discuss the project and request the use of the right away for their work entrance.

**Place
Holder
for
Bills**

July 18, 2022

Michigan Municipal League Annual Meeting Notice

(Please present at the next Council, Commission or Board Meeting)

Dear Official:

The Michigan Municipal League Annual Convention will be held in Muskegon, October 19-21, 2022. The League's "Annual Meeting" is scheduled for 4:30 pm on Wednesday, October 19 in Section D meeting room at the VanDyk Mortgage Convention Center. The meeting will be held for the following purposes:

1. Policy. A) To vote on the Core Legislative Principles document.

In regard to the proposed League Core Legislative Principles, the document is available on the League website at <http://www.mml.org/delegate>. If you would like to receive a copy of the proposed principles by fax or email, please call Monica Drukis at the League at 800-653-2483.

B) If the League Board of Trustees has presented any resolutions to the membership, they also will be voted on. (See #1 on page 2.)

In regard to resolutions, member municipalities planning on submitting resolutions for consideration by the League Trustees are reminded that under the Bylaws, they must be submitted to the Trustees for their review by September 18, 2022.

2. Other Business. To transact such other business as may properly come before the meeting.

Designation of Voting Delegates

Pursuant to the provisions of the League Bylaws, you are requested to designate by action of your governing body one of your officials who will be in attendance at the Convention as your official representative to cast the vote of the municipality at the Annual Meeting, and, if possible, to designate one other official to serve as alternate. Please submit this information through the League website by visiting <http://www.mml.org/delegate> no later than September 18, 2022.

We love where you live



Regarding the designation of an official representative of the member to the annual meeting, please note the following section of the League Bylaws:

“Section 4.4 - Votes of Members. Each member shall be equally privileged with all other members in its voice and vote in the election of officers and upon any proposition presented for discussion or decision at any meeting of the members. Honorary members shall be entitled to participate in the discussion of any question, but such members shall not be entitled to vote. The vote of each member shall be cast by its official representative attending the meeting at which an election of officers or a decision on any proposition shall take place. Each member shall, by action of its governing body prior to the annual meeting or any special meeting, appoint one official of such member as its principal official representative to cast the vote of the member at such meeting, and may appoint one official as its alternate official representative to serve in the absence or inability to act of the principal representative.”

1. Statements of Policy and Resolutions

Regarding consideration of resolutions and statements of policy, under Section 4.5 of the League Bylaws, the Board of Trustees acts as the Resolutions Committee, and “no resolution or motion, except procedural and incidental matters having to do with business properly before the annual meeting or pertaining to the conduct of the meeting, shall be considered at the annual meeting unless it is either (1) submitted to the meeting by the Board of Trustees, or (2) submitted in writing to the Board of Trustees by resolution of the governing body of a member at least thirty (30) days preceding the date of the annual meeting.” Thus, the deadline this year for the League to receive resolutions is September 18, 2022. Please submit resolutions to the attention of Daniel P. Gilmartin, Executive Director/CEO at 1675 Green Rd., Ann Arbor, MI 48105. Any resolution submitted by a member municipality will go to the League Board of Trustees, serving as the resolutions committee under the Bylaws, which may present it to the membership at the Annual Meeting or refer it to the appropriate policy committee for additional action.

Further, “Every proposed resolution submitted by a member shall be stated in clear and concise language and shall be accompanied by a statement setting forth the reasons for recommending the proposed resolution. The Board shall consider the proposal at a Board meeting prior to the next annual meeting and, after consideration, shall make a recommendation as to the advisability of adopting each such resolution or modification thereof.”

We love where you live.



2. Posting of Proposed Resolutions and Core Legislative Principles

The proposed Michigan Municipal League Core Legislative Principles and any new proposed Resolutions recommended by the Board of Trustees for adoption by the membership will be available on the League website, or at the League registration desk to permit governing bodies of member communities to have an opportunity to review such proposals and delegate to their voting representative the responsibility for expressing the official point of view of the member at the Annual Meeting.

The Board of Trustees will meet on Wednesday, October 19 at 4:30 pm in the Delta Hotel for the purpose of considering such other matters as may be requested by the membership, in addition to other agenda items.

Sincerely,



Barbara Ziarko
President
City Council, Sterling Heights



Daniel P. Gilmartin Executive
Director & CEO



Part of the City's ordinance that deals with the handling of dangerous and unsafe buildings requires the City to name a health officer. In the past, the City manager has assumed that role. As a precaution, in case that step was ever needed, it would be my recommendation that we get the naming of the health officer on record.

- **Sec. 15-24. - Right of entry for the purpose of inspection.**

The building inspector, the fire chief or the health officer of the city, or anyone specifically deputized therefor by one of the officers, shall enter upon any land or into any building or structure for the purpose of and to inspect, and shall inspect the same, whenever he shall have cause to believe or fear that the building, structure, shed, fence or other manmade structure is a dangerous and unsafe building or structure as defined in section 15-21.

- **Sec. 15-25. - Notice of unsafe and dangerous condition.**

When the whole or any part of any building or structure is found to be in a dangerous or unsafe condition as set forth in this article, the city, through its building inspector, fire chief or health officer, shall issue a notice of unsafe and dangerous condition.

I would make the recommendation that Council make a motion to name the City Manager as the City's health officer.

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, AUGUST 15, 2022.

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

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

Absent: Mike Jackson

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

All stood for the Pledge of Allegiance.

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Commissioner Surbrook gave a report. At the board meeting a GIS Hosting Program was approved to improve the counties mapping system. The School Resource Officer for Ogemaw Heights was approved. The transit bus drivers will be receiving some trainings. The annex building will be getting some improvements. Ogemaw Township and the DDA are looking at working together on a millage. There was a budget amendment meeting held which went well.

* * * * *

Judge Troy Daniel introduced himself to council. He was appointed 82nd District Court Judge to fill a partial term vacated by Judge Richard Noble, who retired effective December 31, 2021. Daniel’s term began April 11 and runs through January 1, 2023. He has filed to run for re-election in the November 8th general election. He has 25 years of experience practicing law in various situations. He is also trained as a mediator. He considers this area his home and has lived here since 1997. For more information please refer to www.votetroydaniel.com.

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

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

No – None

Absent – Jackson

Motion carried

* * * * *

Discussion was held regarding the Brownfield Consulting Contract and Sole Source vendor request. City Manager Dantzer requested that the City Council forego formal bidding and approve the selection of TriTerra to assist with the third party oversight of the EGLE Brownfield Grant due to the following reasons: the oversight group must be chosen from a preapproved list supplied by EGLE; TriTerra is the only approved company the City has dealt with in the past as they were involved in the tear down of the old laundromat on Houghton Ave.; the bid came in on budget with what EGLE estimated; the expense is 100% reimbursable as part of the grant.

MOTION BY BENNETT, SECOND BY ZIMMERMAN, TO ACCEPT THE SOLE SOURCE BID FROM TRITERRA TO OVERSEE THE EGLE BROWNFILIED GRANT FOR \$7,500.

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

No – None

Absent – Jackson

Motion carried

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MOTION BY SHOWALTER, SECOND BY PUGH, TO APPROVE RESOLUTION 22-20 TO ACCEPT THE CONSTRUCTION CONTRACT FOR WATER SYSTEM IMPROVEMENTS BID FROM 5 STAR ENERGY SERVICES AS THE LOWEST BIDDER FOR \$1,708,250.

RESOLUTION 22-20

**A RESOLUTION TO TENTATIVELY AWARD
A CONSTRUCTION CONTRACT FOR WATER SYSTEM IMPROVEMENTS**

WHEREAS, the City of West Branch wishes to construct improvements to its existing water treatment and distribution system; and

WHEREAS, the water system improvements project formally adopted on June 21, 2021 will be funded through the state of Michigan’s Drinking Water State Revolving Fund (DWSRF) program; and

WHEREAS, the City of West Branch has sought and received construction bids for the proposed improvements and has received a low bid in the amount of \$1,708,250.00 from 5 Star Energy Services; and

WHEREAS, the City’s engineer, Fleis and Vandenbrink has recommended awarding the contract to the low bidder.

NOW THEREFORE BE IT RESOLVED, that the City of West Branch tentatively awards the contract for construction of the proposed water system improvements project to 5 Star Energy Services, contingent upon successful financial arrangements with the DWSRF.

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

No – None

Absent – Jackson

Motion carried

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MOTION BY BENNETT, SECOND BY ZIMMERMAN, TO APPROVE RESOLUTION 22-21 TO ACCEPT THE CONSTRUCTION CONTRACT FOR WATER SYSTEM IMPROVEMENTS BID FROM J&N CONSTRUCTION, LLC AS THE LOWEST BIDDER FOR \$1,284,569.00.

RESOLUTION 22-21

**A RESOLUTION TO TENTATIVELY AWARD
A CONSTRUCTION CONTRACT FOR WATER SYSTEM IMPROVEMENTS**

WHEREAS, the City of West Branch wishes to construct improvements to its existing water treatment and distribution system; and

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WHEREAS, the City of West Branch has sought and received construction bids for the proposed improvements and has received a low bid in the amount of \$1,284,569.00 from J&N Construction, LLC; and

WHEREAS, the City’s engineer, Fleis and Vandenbrink has recommended awarding the contract to the low bidder.

NOW THEREFORE BE IT RESOLVED, that the City of West Branch tentatively awards the contract for construction of the proposed water system improvements project to J&N Construction, LLC, contingent upon successful financial arrangements with the DWSRF.

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

No – None Absent – Jackson Motion carried

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MOTION BY BENNETT, SECOND BY FRECHETTE, TO APPROVE THE PAYMENT OF BILLS IN THE AMOUNT OF \$73,396.10.

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

No – None Absent – Jackson Motion carried

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MOTION BY PUGH, SECOND BY ZIMMERMAN, TO APPROVE THE WATER ADJUSTMENT FOR SHARON AVRAM IN THE AMOUNT OF \$894.76.

This brought on the discussion on increasing the limit that the City Manager could approve. The limit may be set in the City Ordinance so this will be researched and brought to the next meeting.

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

No – None Absent – Jackson Motion carried

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MOTION BY FRECHETTE, SECOND BY ZIMMERMAN, TO APPROVE THE CITY OPTING OUT OF PUBLIC ACT 51 SECTION 18j PUBLICALLY FUNDED HEALTH INSURANCE CONTRIBUTION ACT.

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

No – None Absent – Jackson Motion carried

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MOTION BY SHOWALTER, SECOND BY ADAIR, TO APPROVE THE CITY MANAGER TO SIGN THE CITY UP TO BECOME A MIHAF VENDOR.

This would allow for city residents to apply for assistance with their back taxes or help with their utility bills, etc.

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

No – None Absent – Jackson Motion carried

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MOTION BY FRECHETTE, SECOND BY SHOWALTER, TO APPROVE ORDINANCE 22-05, THE BOND ORDINANCE.

This would allow for the issuing of bonds for posting and would be enacted immediately following this meeting.

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

No – None Absent – Jackson Motion carried

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MOTION BY FRECHETTE, SECOND BY BENNETT, TO APPROVE THE APPOINTMENT OF MIKE KILLACKEY AS THE EMPLOYER REPRESENTATIVE AND TIM KIRBY AS THE EMPLOYEE REPRESENTATIVE TO ATTEND THE ANNUAL MERS CONFERENCE.

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

No – None Absent – Jackson Motion carried

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MOTION BY BENNETT, SECOND BY ZIMMERMAN, TO APPROVE THE RESCHEDULING OF THE SEPTEMBER 5TH MEETING TO TUESDAY SEPTEMBER 6TH AT 6:00 PM DUE TO THE HOLIDAY.

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

No – None Absent – Jackson Motion carried

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MOTION BY SHOWALTER, SECOND BY ZIMMERMAN, TO APPROVE THE MINUTES AND SUMMARY FROM THE MEETING HELD AUGUST 1, 2022.

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

No – None

Absent – Jackson

Motion carried

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MOTION BY SHOWALTER, SECOND BY ADAIR, TO RECEIVE AND FILE THE TREASURER’S REPORT AND INVESTMENT SUMMARY; CITY OF WEST BRANCH POLICE DEPARTMENT REPORT FOR THE END OF JULY; AND MINUTES FROM THE LAND BANK AUTHORITY MEETING HELD JULY 13, 2022.

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

No – None

Absent – Jackson

Motion carried

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Communications distributed were the survey results from the Center for Local, State and Urban Policy American Rescue Plan.

Mayor Frechette stated that the Victorian Art Fair went very well this year.

Member Bennett stated that the flowers this year are just thriving and very beautiful.

Manager Dantzer announced that the Work Session scheduled for immediately following the regular meeting was canceled and will be rescheduled.

Chief Walters stated that they are still down two cars. He announced that the department partnered with the Humane Society to park cars for the Victorian Art Fair and split the donations between the Humane Society and the K-9 account. Member Showalter expressed concern over the K-9’s medical costs after retirement. Chief Walters stated that the K-9 officer will be well taken care of even in retirement through the Ogemaw Veterinary Clinic.

Mayor Frechette talked about the Band Dogs and their fund raising for local non-profits.

Commissioner Surbrook informed Council that an employee appreciation picnic was held Monday and went very well.

Mayor Frechette adjourned the meeting at 6:41 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, AUGUST 15, 2022.

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

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

Absent: Council Member Jackson

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

All stood for the Pledge of Allegiance.

Commissioner Surbrook gave a County update.

Judge Troy Daniel introduced himself to Council.

Council excused Member Jackson.

Council approved the sole source bid from TriTerra to oversee the EGLE Grant for \$7,500.00.

Council approved Resolution 22-20 to accept the construction contract for water improvements bid from 5 Star Energy Services as the lowest bidder for \$1,708,250.00.

Council approved Resolution 22-21 to accept the construction contract for water system improvements bid from J&N Construction, LLC as the lowest bidder for \$1,284,569.00.

Council approved bills in the amount of \$73,396.10.

Council approved the water adjustment for Sharon Avram in the amount of \$894.76.

Council approved the city opting out of Public Act 51 Section 18j publicly funded health insurance contribution act.

Council approved the City Manager to sign the city up to become a MIHAF Vendor.

Council approved Ordinance 22-05 the Bond Ordinance.

Council approved the appointment of Mike Killackey as the employer representative and Tim Kirby as the employee representative to attend the annual MERS Conference.

Council approved the rescheduling of the September 5th meeting to Tuesday September 6th at 6:00 pm due to the holiday.

Council approved the minutes and summary of minutes from the meeting held August 1, 2022.

Minutes from the Land Bank Authority meeting held July 13, 2022, City of West Branch Police Department report for the end of July, as well as the Treasurer's report and Investment Summary were received and filed.

Communications distributed were the survey results from the Center for Local, State and Urban Policy American Rescue Plan.

Mayor Frechette, Member Bennett, Manager Dantzer, and Chief Walters gave reports.

Mayor Frechette adjourned the meeting at 6:41 pm.

User: MICHELLE

100 Westhampden Ave.

Bank Code	Description	Beginning Balance 09/02/2022	Total Debits	Total Credits	Ending Balance 09/02/2022
GEN1 GEN1 - GENERAL CHECKING					
101		962,932.32	0.00	8,500.00	954,432.32
150	CEMETERY PERPETUAL CARE	38,646.56	0.00	0.00	38,646.56
209	CEMETERY FUND	(3,449.45)	8,500.00	0.00	5,050.55
243	BROWNFIELD REDEVELOPMENT AUTHORITY FU	831.45	0.00	0.00	831.45
248	DDA OPERATING FUND	282,088.21	0.00	0.00	282,088.21
251	INDUSTRIAL PARK FUND	5,811.49	0.00	0.00	5,811.49
276	HOUSING RESOURCE FUND	180,474.14	0.00	0.00	180,474.14
318	SEWER DEBT FUND	83,180.22	104.54	0.00	83,284.76
319	WATER DEBT FUND	75,440.13	19.63	0.00	75,459.76
372	PLANT REPLACEMENT FUND (R&I)	0.90	0.00	0.00	0.90
590	SEWER FUND	345,861.98	124.43	0.00	345,986.41
591	WATER FUND	728,687.56	215.84	0.00	728,903.40
592	WATER REPLACEMENT FUND	522,654.54	0.00	0.00	522,654.54
593	SEWER COLLECTION	246,767.80	25.38	0.00	246,793.18
561	EQUIPMENT FUND	22,328.24	0.00	0.00	22,328.24
704	PAYROLL CLEARING	24,496.84	0.00	0.00	24,496.84
705	IRONS PARK ENTERTAINMENT FUND	10,126.57	0.00	0.00	10,126.57
707	YOUTH SAFETY PROGRAM	15.00	0.00	0.00	15.00
GEN1 - GENERAL CHECKING		3,526,894.50	8,989.82	8,500.00	3,527,384.32
M/LST MAJOR/ LOCAL STREETS					
202	MAJOR STREET FUND	650,648.21	0.00	0.00	650,648.21
203	LOCAL STREET FUND	352,882.33	0.00	0.00	352,882.33
MAJOR/ LOCAL STREETS		1,003,530.54	0.00	0.00	1,003,530.54
PAY PAYROLL					
704	PAYROLL CLEARING	26,265.07	0.00	0.00	26,265.07
PAYROLL		26,265.07	0.00	0.00	26,265.07
CHEM SAVINGS					
101		459,716.43	0.00	0.00	459,716.43
150	CEMETERY PERPETUAL CARE	1,683.62	0.00	0.00	1,683.62
251	INDUSTRIAL PARK FUND	245.20	0.00	0.00	245.20
371	COLLECTION REPLACEMENT FUND	0.65	0.00	0.00	0.65
591	WATER FUND	26,423.46	0.00	0.00	26,423.46
592	WATER REPLACEMENT FUND	19,791.61	0.00	0.00	19,791.61
593	SEWER COLLECTION	3,184.45	0.00	0.00	3,184.45
561	EQUIPMENT FUND	103,543.76	0.00	0.00	103,543.76
SAVINGS		614,589.18	0.00	0.00	614,589.18
TAX TAXES					
701	TAX AGENCY	1,153,697.27	1,608.17	0.00	1,155,305.44
TAXES		1,153,697.27	1,608.17	0.00	1,155,305.44
TOTAL - ALL FUNDS		6,324,976.56	10,597.99	8,500.00	6,327,074.55

CASH SUMMARY BY ACCOUNT FOR WEST BRANCH
 FROM 08/01/2022 TO 08/31/2022
 FUND: ALL FUNDS
 INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 08/01/2022	Total Debits	Total Credits	Ending Balance 08/31/2022
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
		<u>250,306.70</u>	<u>0.00</u>	<u>0.00</u>	<u>250,306.70</u>
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	<u>227,770.80</u>	<u>0.00</u>	<u>0.00</u>	<u>227,770.80</u>
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	<u>125,050.19</u>	<u>0.00</u>	<u>0.00</u>	<u>125,050.19</u>
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	<u>250,200.75</u>	<u>0.00</u>	<u>0.00</u>	<u>250,200.75</u>
	TOTAL - ALL FUNDS	<u>853,328.44</u>	<u>0.00</u>	<u>0.00</u>	<u>853,328.44</u>

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 12:15 p.m. by Chairman Terry Hodges.

Present: Terry Hodges, Mike Jackson, Paul Frechette, Breck Gildner and John Dantzer. Absent: Brad Neubecker. Also in attendance were Airport Manager Ben Evergreen and County Commissioner Mark Surbrook in place of member Craig Scott.

Motion by Jackson, second by Hodges, the meeting minutes of the June 28, 2022 meeting be approved. Voice vote. Ayes – all. Motion carried. [7-1-#1]

Motion by Jackson, second by Hodges, claims in the amount of \$14,862.74 be approved for payment. Voice vote. Ayes – all. Motion carried. [7-1-#2]

Ben gave the financial report, with a combined account balance is \$197,935.76.

Ben updated the Board on current projects. Two bids were received for the terminal and workshop lighting project.

Motion by Frechette, second by Jackson, to award the lighting contract to S.C. Robinson, for a combined cost of \$3,955.00. Voice vote. Ayes – all. Motion carried. [7-1-#3]

Only one bid was received for the roof replacement on the "breakfast" hangar.

Motion by Frechette, second by Hodges, to award the roofing contract to Universal for a total of \$27,679.00. Voice vote. Ayes – all. Motion carried. [7-1-#4]

Ben advised the Board of an updated price to rent a Brush Hog.

Motion by Jackson, second by Gildner, to authorize the rental of a brush hog for one week, for the cost of \$5,500.00. Voice vote. Ayes – all. Motion carried. [7-1-#5]

Discussion was held regarding the employment status change for the Airport Manager. Commissioner Surbrook will consult with the County Administrator on the status of the agreement.

Ben informed the Board that the paperwork for the Volunteer Corps is pending legal review but should be completed soon.

The advertisement for airport consultant will expire on July 22nd. As of the meeting, Mead & Hunt is the only firm to submit a proposal. Ben will meet with the selection committee on Wednesday, July 27th to review the proposal, an a special meeting may be required to approve the proposal.

Ben presented a letter he wrote to Dr. Shortt, thanking him for his participation in the Fly-In, and for his efforts in having the two military aircraft attend. All members in attendance signed the letter.

Discussion was held regarding the success of this year's Fly-In.

No further business remaining, Chairman Hodges adjourned the meeting at 12:43 p.m.

Minutes by Michael Jackson, Board Secretary

REGULAR MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY
HELD AT WEST BRANCH CITY HALL, 121 N. FOURTH ST. WEST BRANCH, MI ON TUESDAY,
JULY 26, 2022.

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

Present: Anthony Bair, Joe Clark, Samantha Fabbri, Autum Hunter, Sandy Rabidue, Erin Resteiner, and Cathy Zimmerman.

Absent: Joanne Bennett and Ken Walters.

Others in attendance: City Manager John Dantzer

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

Yes – Bair, Clark, Fabbri, Hunter, Rabidue, Resteiner, and Zimmerman.

No – None Absent – Bennett and Walters Motion carried.

* * * * *

**MOTION BY RABIDUE, SECOND BY BAIR, TO APPROVE THE MINUTES FROM
THE REGULAR AND INFORMATIONAL MEETINGS HELD JUNE 28, 2022.**

Yes – Bair, Clark, Fabbri, Hunter, Rabidue, Resteiner, and Zimmerman.

No – None Absent – Bennett and Walters Motion carried.

* * * * *

The Board discussed Gathering Place ideas and downtown parking concerns.

The Board discussed Dunham’s coming to West Branch and expansions for Cuzins Cycle.

* * * * *

Chairperson Fabbri commended how nice the downtown flowers look this year.

Member Bair gave an update on Monkey Pox and vaccine programs for business owners and their workers.

Chairperson Fabbri noted Pete Fabbri would be meeting with members from a bus tour group to see about getting West Branch as one of their stops in 2023.

* * * * *

Tim Knutsen of Becket and Raeder gave an update on the Gathering Place plans and the Board discussed changes to the plan. Mr. Knutsen also went over the downtown streetscape plans.

* * * * *

The meeting was adjourned at 12:40 pm.



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RACHAEL EUBANKS
STATE TREASURER

August 12, 2022

John Dantzer, City Manager
West Branch City, Ogemaw County
121 North Fourth Street
West Branch, MI 48661

Dear John Dantzer,

As you are aware, Tax Management Associates recently conducted an Audit of Minimum Assessing Requirements (AMAR) on behalf of the State Tax Commission. The audit indicated that West Branch City met all of the minimum requirements. We wish to congratulate the unit on receiving a perfect score on the review and thank you for your cooperation throughout this process.

An electronic version of your AMAR review with detailed comments regarding each item is available through your local MiSuite portal at <https://amar.misuite.app>.

Sincerely,

A handwritten signature in black ink, appearing to read "William Gast", written over a faint circular stamp.

William Gast
Michigan Department of Treasury

Ogemaw County Emergency Dispatch Authority

205 S. Eighth St., West Branch, MI 48661

989.345.9911 TX

jessie.lowell@ogemaw911authority.com

8/15/2022

RE: Reapportionment Plan for Ogemaw County Emergency Dispatch Authority Board

To Whom This May Concern:

Due to the Reapportionment of the County this year, which, in turn, leads Ogemaw County Emergency Dispatch Authority Board, also known as OCEDA, look at each District in the county to see who needs to update their representation for the 911 Board.

In looking at the chart below, all positions below need to be reappointed by the new District. These seats will need to be filled by October 1, 2022.

DISTRICT	REPRESENTATIVE	TERM END	TOWNSHIPS	PRIOR DISTRICT
DISTRICT 1	NANCY HENNARD	2026	CHURCHILL, HILL, LOGAN, RICHLAND TWP.	DISTRICT 5
DISTRICT 2	TOM CZERNIAK	2026	CUMMING, GOODAR, KLACKING, ROSE, CITY OF ROSE CITY, WEST BRANCH TWP. 1	DISTRICT 3
DISTRICT 3		2027	MILLS TWP	DISTRICT 4
DISTRICT 4	TOM KREBS (2023) AL EVANS (2022)	2027	EDWARDS, HORTON, WEST BRANCH TWP 1	DISTRICT 1
DISTRICT 5		2027	FOSTER, OGEMAW, CITY OF WEST BRANCH	District 2

If there are any questions, please feel free to contact myself, at the information below or please attend our meetings the Second Wednesday of every Month at: The Annex Building – 205 S Eighth St., West Branch @ 5:15 pm.

Jessie Lowell

911 Director

(989)345-2911

C/(989)915-7405

jessie.lowell@ogemaw911authority.com

THANK
YOU

Thank you to everyone at City Hall that helped make the Park to have a very successful concert series. We couldn't do this without all of you!

Thank you
The Music in the Park
Committee

Thank you

City of West Branch,

Thank you for your continued support of the Economic Development Corp. of Des Moines County.

Watch for some great information about upcoming opportunities. Penny

CITY OF WEST BRANCH BOARD OF REVIEW OPENING

The City of West Branch is seeking an applicant to fill a vacancy on the Board or Review. To be eligible, you must be a registered elector of the City of West Branch. The Board of Review is a paid board position of \$15/hr. The Board of Review convenes in March to review the assessment roll of the city, hear complaints of property owners regarding their assessment and corrects the assessment roll where it is deemed just. It also convenes a short meeting in July and December for the purpose of making clerical corrections and changes to homestead status. Terms are for three years with the filling of the current term to end on 12/31/2024. Applicants are asked to submit an application by July 28th at 4:30 pm with the filling of the vacancy to be discussed at the meeting on August 1, 2022 at 6:00 pm.

Duties:

- ☐ The Board of Review reviews the assessment roll received from the Assessor to check to see that it is complete, accurate, uniform and valid. It is a 3-member board comprised of City of West Branch residents that have knowledge of property values. They are appointed by the City Council. This body has the authority to make any adjustments they deem necessary in order to ensure that assessments are lawfully set.

If you are interested in applying to become a Board of Review Member, please contact City Clerk Lori Ann Clover at 989-345-0500 or by email at clerk@westbranch.com. You may also find the application by going to our website www.westbranch.com and looking under NEWS FLASH.

**CITY OF WEST BRANCH
CITY COUNCIL MEETING
SEPTEMBER 6, 2022**

PLEASE TAKE NOTICE that the West Branch City Council meeting scheduled for Tuesday, September 6, 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:

West Branch City Council is inviting you to a scheduled Zoom meeting.

Topic: West Branch City Council Zoom Meeting

Time: Sep 6, 2022 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87310718428?pwd=RnYreWVSWZodGxOU1dxVFNhTUJudz09>

Meeting ID: 873 1071 8428

Passcode: 887160

One tap mobile

+13126266799,,87310718428#,,,,*887160# US (Chicago)

+16465588656,,87310718428#,,,,*887160# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 646 931 3860 US

+1 301 715 8592 US (Washington DC)

+1 309 205 3325 US

+1 669 444 9171 US

+1 669 900 9128 US (San Jose)

+1 719 359 4580 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 386 347 5053 US

+1 564 217 2000 US

Meeting ID: 873 1071 8428

Passcode: 887160

Find your local number: <https://us02web.zoom.us/j/kcva0B50vK>