

- AGENDA -

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL TO BE HELD AT THE WEST BRANCH CITY HALL, 121 N. FOURTH ST., ON MONDAY, MARCH 5, 2018 BEGINNING AT **6:00 P.M.**

PLEASE NOTE: All guests and parties in attendance are asked to sign in. 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 please remove hats and/or sunglasses during meetings and to silence all cell phones and other electronic devices. Those in attendance are also asked to **please refrain from having private conversations while meetings are in progress.**]

[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 West Branch City Council.**]

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Public Hearings
- V. Additions to the agenda
- VI. Public Comment on Agenda Items Only (limited to 3 minutes)
- VII. Scheduled Matters from the Floor
  - A. Bruce Reetz – County update
  - B. Jason Stroebel – DDA update
- VIII. Bids
  - A. Specialized Accounting Services
  - B. Led Light Proposals
- IX. Unfinished Business
- X. New Business
  - A. Bills payable
  - B. Resolution 18-04 – City wide garage sales
  - C. Resolution 18-05 - OPEB budget amendment

- D. Introduction of ordinance 18-01 – City Cemetery Ordinance.
- E. Planning Commission request.
- F. Airport budget
- G. Resolution 18-06 – Authorize transfer of Act 51 money to local streets.
- H. MSU Extension work session on parliamentary procedure.
- XI. Approval of minutes and summary from the Regular Meeting held February 19, 2018
- XII. Consent Agenda (These items are considered routine and can be enacted in one motion)
  - A. Treasurer's report and Investment Summary
  - B. Administrative Budget Amendment 9766 and 9781
  - C. DDA minutes from the meetings held Nov 28, 2017; December 19, 2017; and  
January 23, 2018
  - D. Planning Commission minutes from the meeting held January 23, 2018
  - E. Airport Board meeting held January 24, 2018
- XIII. Communications
  - A. Iron Belle Trail
- XIV. Reports and/or comments
  - A. Mayor
  - B. Council Members
  - C. City Manager
- XV. Public Comment on any item (limited to 3 minutes)
- XVI. Adjournment

**Call to Order**

**Roll Call**

**Pledge of  
Allegiance**

# **Public Hearings**



# **Additions to the Agenda**

# **Public Comment -Agenda Items**

# **Scheduled Matters from the Floor**

# Bids

# **SPECIALIZED ACCOUNTING & MUNICIPAL FINANCIAL SERVICES RFP CITY OF WEST BRANCH**

The City of West Branch is seeking bids/proposals from qualified accounting firms for “Specialized Accounting & Municipal Financial Services” to be performed for the City of West Branch, as according to the specifications listed in this RFP.

The **DEADLINE** for submission for this RFP is:

**Wednesday, February 28<sup>th</sup>, 2018 at NOON.**

Bids must be submitted in the following manner:

In a sealed envelope, with the words “Financial Services Bid” written across the seal of the envelope, to be delivered either in person (during regular business hours of M—F, 8:00 a.m. – 4:30 p.m.) or via mail to “West Branch City Hall, ATTN: Clerk John Dantzer, 121 N. 4<sup>th</sup> St., West Branch, MI 48661”.

A public bid opening will be held immediately after the close of bidding in the Council Chambers of West Branch City Hall, 121 N. 4<sup>th</sup> St., West Branch, MI 48661 at noon on 02/28/2018.

Once opened and recorded by the City Clerk, bids will be presented to the West Branch City Council during their next regularly scheduled Council Meeting, currently scheduled for Monday, March 5<sup>th</sup>, 2018 at 6:00 p.m., to be held in the Council Chambers of West Branch City Hall, 121 N. 4<sup>th</sup> St., West Branch, MI 48661.

Description of “*Specialized Accounting Services*” requested:

- As a member of a “Wastewater Treatment Plan Authority” that consists of the City of West Branch, West Branch Township, and Ogemaw Township, the City of West Branch seeks to have their particular involvement in the Authority reviewed to ensure that the City’s operation of the Wastewater Treatment Plant that is the subject of the Authority is being managed in the manner that is the most efficient and favorable to the tax payers of the City of West Branch.

Description of “*Municipal Finance Services*” requested:

- Answering questions posed by City staff related to municipal finance on an “as needed” basis.
- Examples of services requested: answering emails from City of West Branch’s Treasurer regarding proper computation of property taxes, answering phone calls from City’s Deputy Treasurer regarding tax ramifications of particular pay roll changes, answering emails from City Manager related to inquiries as to whether a particular type of expenditure would qualify as a proper municipal expenditure or an illegal municipal expenditure, etc.
- Provision of such services are expected to be billed at an hourly rate, in quarter hour increments (example: a 5 minute phone call that requires no additional research or work would be billed as 15 minutes at the agreed upon hourly rate).

Successful bidders shall be required to contact the City of West Branch Deputy Clerk/Treasurer Michelle Frechette at (989) 345-0500 or [deputyclerktreasurer@westbranch.com](mailto:deputyclerktreasurer@westbranch.com) to ensure that any additional paperwork (including tax forms, etc.) required of City vendors/contractors is provided to the City in a timely manner.

It shall be the responsibility of any vendor awarded a contract pursuant to this RFP to ensure that all services performed are conducted in accordance with all applicable federal, state, and local laws and regulations.

The City of West Branch operates on a July 1 – June 30 fiscal year. The City's accounting records are generally maintained using BS&A software.

Successful bidders shall submit a draft contract for approval immediately following notification of being awarded a bid, with the terms of said contract to comply with all specifications, requirements, and terms listed in this RFP (with this RFP to be considered a part of said contract). Such contract shall include an indemnification agreement in favor of the City indicating that the successful bidder shall indemnify the City for any and all claims that may arise as a result of the work performed pursuant to this RFP.

Work performed pursuant to any contracts awarded under this RFP shall be conducted in accordance with generally accepted industry standards and must comply with all federal, state, and local laws and regulations. The City of West Branch will evaluate proposals submitted pursuant to this RFP on both a quantitative and qualitative basis.

In addition to completing the "Bid Sheet" included in this RFP, please also submit the following information:

- Detail your firm's experience in providing auditing services to Governmental and quasi-Governmental agencies.
- Please submit letters of reference from former clients, if available (or, if letters of reference are not available, please instead submit contact information of other clients who were provided services similar to what is being requested in this RFP).
- Identify the partner/manager and in-charge accountant who will be assigned to our job if you are successful in your bid, and provide biographies. Indicate any complaints against them that have been leveled by the state board of accountancy or other regulatory authorities, if any.
- You are also invited to include a maximum of three pages of additional information not included above if you feel it may be useful and applicable to this scope.

All services relating to City financial records, accounts and procedures shall be made so as to assure accordance with generally accepted standards as adopted by the American Institute of Certified Public Accountants (AICPA), the U.S. General Accounting Office's (GAO) Standards, U.S. Office of Management and Budget (OMB) Standards, Governmental Accounting Standards Board (GASB) Standards, and the State of Michigan Department of Treasury's Standards.

Questions regarding this RFP may be directed to City Manager Heather Grace at (989) 345-0500, or via email at [citymanager@westbranch.com](mailto:citymanager@westbranch.com). The City of West Branch reserves the right to accept or reject any or all bids, to waive irregularities in bidding, and to accept bids which do not conform in every respect to bidding requirements. Price quotes and other information presented in all bids received by the City of West Branch are deemed valid for a period of 180 days, unless clearly indicated otherwise in the bid document.

The City of West Branch reserves the right to accept or reject any or all bids, to waive irregularities in bidding, and to accept bids which do not conform in every respect to bidding requirements. Price quotes and other information presented in all bids received by the City of West Branch are deemed valid for a period of 180 days, unless clearly indicated otherwise in the bid document.

The following local ordinances and Charter provisions apply to all purchases/contracts involving the City of West Branch:

City Ordinances regarding Purchasing, Vendors, & Contracts:

§ 33.01 PURCHASING AGENT.

The City Manager or the Manager's designated representative shall act as the Purchasing Agent of the City. Any such designation shall be made in writing to the City Clerk. Every purchase order shall be approved by the Purchasing Agent before being issued. The Purchasing Agent may adopt rules regulating requisitions and purchase orders.

§ 33.02 PURCHASES OR CONTRACTS UNDER \$2,500.

Purchases of supplies, materials, equipment or services, the cost of which is less than \$2,500 may be made in the open market, but such purchases shall, where practical, be based on at least three competitive bids and shall be awarded to the lowest qualified bidder. An award to a bidder other than the lowest must be explained to City Council in writing before payment is issued. Such bids may be solicited over the telephone, by mail or in person, but in all cases such competitive bids shall be recorded and included in the request for payment to the City Council and kept on file.

§ 33.03 PURCHASES OR CONTRACTS OVER \$2,500 BUT UNDER \$10,000.

Purchases of supplies, materials, equipment or services, the cost of which is more than \$2,500 but less than \$10,000, shall be made based on three competitive bids, solicited in the open market and approved by a majority vote of the City Council. Notice shall be posted on the bulletin board at City Hall at least ten days in advance of the deadline for the submission of bids and may, at the discretion of the Purchasing Agent, be printed in a suitable publication. The approval of a bid by City Council is not approval to issue payment. Payment must be approved by City Council as part of the regular billing cycle.

§ 33.04 PURCHASES OR CONTRACTS OVER \$10,000.

Purchases of supplies, materials, equipment or services, the cost of which is more than \$10,000, shall be made based on the formal solicitation of sealed bids as set forth below.

(A) A notice inviting bids shall be published in a suitable publication as determined by the Purchasing Agent. The notice shall indicate where complete specifications are available and when and where bids will be accepted.

(B) A notice inviting bids may be sent by mail to all vendors identified by the Purchasing Agent as likely to be interested in bidding.

(C) Bid deposits, or bid bonds, may be required by the Purchasing Agent as evidence of good faith. Unsuccessful bidders shall be entitled to the return of any deposit made with the bid. A successful bidder shall forfeit any deposit or be subject to the calling of any bond upon failure to enter into a contract within ten days of award.

(D) Bids shall be opened in public in the presence of the Purchasing Agent and/or the City Clerk at the time and place specified in the notice inviting bids. The City Clerk shall record the opening of the bids. The record shall include the time, date and place of the bid opening, the name and address of each bidder, the price bid by each bidder and the names of those in attendance at the bid opening. Bids shall be made available for public inspection immediately following opening. All bidders may be provided with a tabulation of bids received. Bids received after the scheduled deadline shall be automatically disqualified.

(E) A bid tabulation shall be prepared by the City Clerk and submitted to the Purchasing Agent, the City Manager and the City Council. The City Manager may make a recommendation to the City Council to accept or reject any or all bids at the regularly scheduled meeting of the City Council following the bid opening.

(F) The City Council may direct that the formal bid opening be held at a regular meeting of the full City Council, but such direction shall be made prior to the issuance of notice pursuant to § 33.04 (A) herein.

(G) The City Council shall have the right to reject any or all bids, or to waive irregularities in bidding, and to accept bids which do not conform in every respect to bidding requirements.

(H) Performance guarantees in the form of bond, deposit or other forms acceptable to the Purchasing Agent shall be required on all contracts entered into under this section.

(I) Contracts, bonds and other legal instruments relating to purchases under this section shall be reviewed and approved by the City Attorney.

#### § 33.05 LOWEST QUALIFIED BIDDER.

The "lowest qualified bidder" shall be the bidder submitting the lowest bid, provided that

(A) The bidder is not disqualified pursuant to § 33.10,

(B) The Purchasing Agent determines that the bidder is able to provide the goods and/or services in a timely, satisfactory manner, and

(C) The bidder satisfies local preference criteria established by the Purchasing Agent or the City Council. Local preference criteria are based on a belief that local vendors contribute positive economic benefit to the City of West Branch and her citizens and such benefits should be formally recognized by local authorities.

#### § 33.06 BLANKET ORDERS.

Periodic purchases from a single vendor for reasons of timesavings, availability and competitive pricing may be made using a blanket order. The competitive pricing of such goods or services shall be reviewed no less frequently than every 24 months.

#### § 33.07 EMERGENCY PURCHASES.

In the event of an emergency the City Manager is authorized to make purchases of supplies, materials, equipment or services which are deemed necessary to protect the public health, safety and welfare without complying with the purchasing requirements set forth in this chapter. In the event of such emergency purchases, the City Manager shall report the details of the emergency to the City Council at the next regular meeting.

#### § 33.08 ADDITIONAL PURCHASES AFTER COMPETITIVE BIDDING.

The Purchasing Agent may make additional purchases of supplies, materials, equipment or services from a successful bidder provided that:

(A) Amounts of additional purchase are at the same cost per quantity as originally bid by the vendor, and

(B) Amounts of additional purchase do not exceed the cost of the original purchase, and

(C) The purchase occurs not more than 12 months after the date of the original purchase, and



(D) The Purchasing Agent is reasonably certain that the same supply, material, equipment or service is not available at a lesser cost from any source.

#### § 33.09 SOLE SOURCE VENDORS.

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

#### § 33.10 DISQUALIFICATION.

No bid shall be accepted from or contract awarded to a bidder who is in arrears to the City, who is in default on any contract with the City or who has previously demonstrated bad faith in dealings with the City.

#### § 33.11 COOPERATIVE PURCHASING.

The City may participate in cooperative purchasing arrangements with other public bodies provided that the purchasing policies and practices of the other public bodies are deemed to be fair and competitive by the Purchasing Agent and City Manager.

City Charter Provisions regarding Purchasing, Vendors, & Contracts:

#### 12.1 PURCHASE AND SALE OF PROPERTY.

Council shall establish rules and regulations governing purchasing and sale of City property and contract procedures therefore, subject to the following restrictions:

- (a) Dollar amount thresholds and authorization procedures shall be set by ordinance for any contract or order for the purchase of property, goods or services and for the sale of property.
- (b) The purchasing procedure of the City shall at all times be fair and open. Invitations to submit bids or quotations on contract or orders to purchase shall be extended to all qualified potential vendors. Invitations for sealed bids shall be made by newspaper publication. Lists of qualified bidders shall at all times be maintained. Purchases shall be made from the lowest responsible bidder meeting specifications unless Council or the City Manager shall determine for publicly specified reasons that the public interest will be better served by accepting a higher bid. Performance bonds or other means of insuring that services purchased by the City are properly performed shall be required by vendors.

#### 12.2 CONTRACTS.

- (a) The authority to contract on behalf of the City is vested in the Council and shall be exercised in accordance with the provisions of statute and of this Charter, provided that purchases and sales may be made by the City Manager subject to the provisions of Section 12.1.
- (b) Any contract or agreement, in such amount as shall be determined by the Council by ordinance, made under any form or terms other than the standard City purchase order form shall before execution be submitted to the Attorney and his opinion obtained with respect to its form and legality. A copy of all contracts or agreements requiring such opinion shall be filed in the office of the Clerk together with a copy of the opinion.
- (c) Before the execution of any contract, agreement or purchase order obligating the City, the City Manager or his designee shall first have certified that an appropriation has been made for the payment thereof, or that sufficient funds will be available if it be for a purpose not chargeable to a budget appropriation. In the case of a contract or agreement obligating the City for periodic payment in future fiscal years for the furnishing of a continuing service or the leasing of property, such certification need not cover those payments which will be

due in future fiscal years, but this exception shall not apply to a contract for the purchase or construction of public improvement unless such purchase or construction is being financed by an installment contract.

(d) No contract shall be amended after the same has been made except upon the authority of the Council, provided that the City Manager may amend or rescind contracts for those purchases and sales made by him under the authority of Section 12.1.

(e) No compensation shall be paid to any contractor except in accordance with the terms of the contract.

(f) No contract shall be made with any person, firm or corporation in default to the City.

(g) An individual agreement of employment shall not be deemed a contract requiring opinion by the Attorney, certification by the accounting officer of the City, or compliance with purchasing procedures.

Interested parties may bid on one, some, or all of the delineated service options listed below (depending on which service options they are interested in potentially providing to the City of West Branch). Parties are not required to bid on each of the service options listed below in order for their bid to be considered. In addition, though a party may bid on more than one service option listed below, the City of West Branch reserves the right to accept or reject the bid offers for each service option listed below individually.

--Bidders, please submit your "total not to exceed" prices in the spaces provided on the attached "Bid Sheet," and please also submit your "hourly rate" prices in the corresponding spaces as well, indicating that you would be charging the City of West Branch for Municipal Audit Services at the hourly rate stated, or, alternatively, you would be charging the City of West Branch for Municipal Audit Services in the amount of the "total not to exceed" price—whichever of the two options ends up being less expensive for the City.

***See following page for "Bid Sheet"***

## BID SHEET

### **Option 1**—Provision of “Specialized Accounting Services”:

\$ \_\_\_\_\_  
[“hourly rate”]

\$ \_\_\_\_\_  
[“total not to exceed”]

Use this space to describe how you will bill for services that may be retained above and beyond those outlined in this document, and when so doing, note the quantity, if any, of follow-up consultation that will be included in your “total not to exceed” price/s listed above:

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### **Option 2**—Provision of “Municipal Financial Services” to the City of West Branch from March 5, 2018 – December 31, 2019:

\$ \_\_\_\_\_  
[“hourly rate”]

Use this space to describe any other billing methods you may employ, including different hourly rates that may be charged for services provided by different members of your staff:

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# Make the mark.

City of West Branch | February 28, 2018

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ACCOUNTING AND MUNICIPAL FINANCIAL SERVICES PROPOSAL



plante moran | Audit. Tax. Consulting.  
Wealth Management.



Plante & Moran, PLLC  
27400 Northwestern Highway  
P.O. Box 307  
Southfield, MI 48037-0307  
Tel: 248.352.2500  
Fax: 248.352.0018  
plantemoran.com

February 28, 2018

Ms. Heather Grace  
City Manager  
City of West Branch  
121 N. 4th Street  
West Branch, MI 48661

Dear Ms. Grace,

Our team is highly motivated to serve the City of West Branch ("West Branch"). The following proposal for accounting and consulting services is based on our understanding of your needs as described in your request for proposal. We deliver effective, actionable solutions to help you be successful.

West Branch will be served by industry experts who help you achieve your strategic objectives. Listed below are a few highlights of our approach to serving West Branch:

#### GOVERNMENT EXPERTISE

- We are one of a handful of firms to maintain a practice for governmental accounting services—Plante Moran Governmental Accounting Professionals (PMGAP)—which serves many municipalities similar to West Branch.
- The 200 professionals within our government practice have a deep understanding of the fundamental operations of government units.
- We serve 1,300 public sector clients, including 500 governmental organizations.
- As a result, you will receive the full depth and breadth of our experience, knowledge, and perspectives.

#### COMMITTED TO REPORTING TRANSPARENCY

- Our PMGAP team will be committed members of your team.
- Using a hands-on approach, we will work shoulder-to-shoulder with your accounting team to ensure efficiency and reporting transparency.
- You will be able to focus on other priorities while we focus on your accounting matters.

#### SENIOR-LEVEL INVOLVEMENT

- West Branch will receive more diverse, expert, and well-rounded thinking.
- Your engagement includes significant partner and manager involvement.
- Our staffing mix makes us more efficient and effective than our competitors.

Our proposal includes responses to all of your questions, as well as an executive summary that provides an overview of our vision for how we will assist you into the future.

Sincerely,

Brian J Camiller, CPA  
Engagement Partner

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# Learn how your needs + our experience add up to...

The Plante Moran Difference.

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## EXECUTIVE SUMMARY

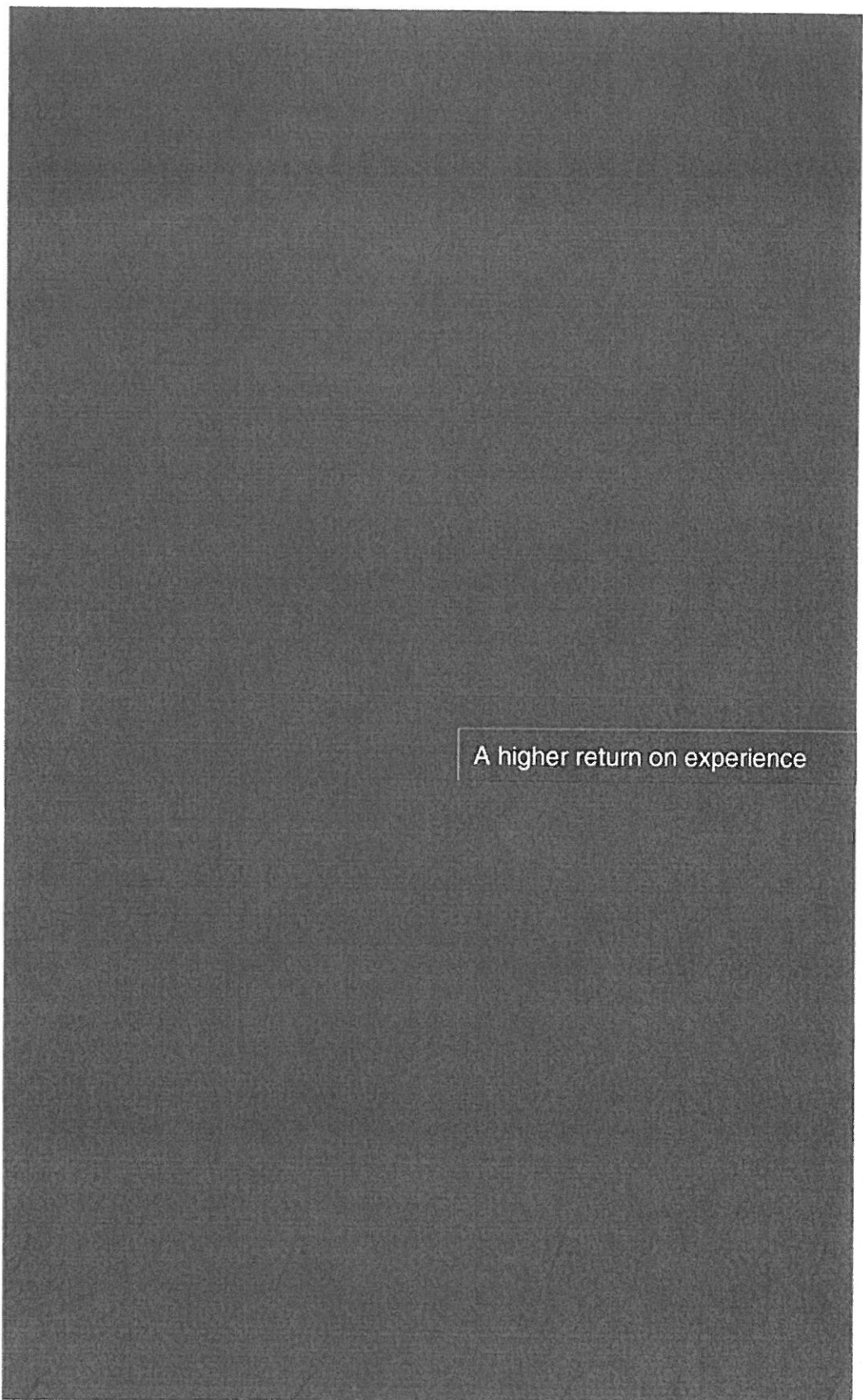
# The 30,000-foot view.

### OUR UNDERSTANDING OF YOUR NEEDS

Throughout the following proposal, our team outlines what we heard from you and why we are the best choice for City of West Branch. The following table provides an overview of the benefits you will experience by working with Plante Moran:

CITY OF WEST BRANCH'S NEEDS	BENEFITS YOU WILL EXPERIENCE
Industry experience	<ul style="list-style-type: none"><li>• Help meeting your specific operating goals and objectives by discussing industry trends and solutions</li><li>• Hand-picked team members who have dedicated their careers to serving the government industry</li><li>• Year-round thought leadership on industry issues via seminars, webinars, publications, podcasts, legislative updates, and alerts</li></ul>
Efficient approach	<ul style="list-style-type: none"><li>• Tailored processes based on a strong understanding of your operations, strategies, and unique risks.</li><li>• Proactive communication, planning, technical expertise, and significant senior-level involvement to ensure your engagement is delivered on time and within scope.</li><li>• Advisors who stay on your engagement year after year and become increasingly familiar with your operations, because we have one of the lowest staff turnover rates among the top 100 accounting firms</li><li>• Greater productivity and communication, because our client portal enables you to exchange information with us in a centralized and secure location</li></ul>
Client-focused service	<ul style="list-style-type: none"><li>• Service orientation that places your needs ahead of our own</li><li>• Diverse, expert, and well-rounded thinking to solve your challenges and complex issues.</li><li>• Superior client satisfaction according to the scoring methodology of the American Customer Satisfaction Index (ACSI) and your peers, who rate Plante Moran above the world's best client service companies, including Apple and Amazon</li></ul>
Flexible, proactive solutions	<ul style="list-style-type: none"><li>• Direct access to our firm's best resources for your specific needs regardless of geographic location, because we operate without office-level profit centers (i.e., "one-firm" firm approach)</li><li>• Forward-thinking perspective that keeps you abreast of upcoming developments</li><li>• Wide range of in-house capabilities with an ability to consult on large and small projects and scale our approach to your specific needs</li></ul>

OUR ANSWERS TO YOUR QUESTIONS



A higher return on experience



## OUR RESPONSES

# Unique skills = added value.

## 1. Detail your firm's experience in providing auditing services to Governmental and quasi-Governmental agencies.

### GOVERNMENT PRACTICE OVERVIEW

#### BY THE NUMBERS

We understand the structural, financial, and operational issues you face, and our team delivers effective solutions. Let us put our experience to work for you.

2 <sup>nd</sup>	Largest single audit provider in the nation
20	Partners dedicated to serving governmental clients
35	States in which we serve governmental clients
70	Years of serving government organizations
100	Government technology engagements in the past five years
200	Staff dedicated to serving governmental clients
450	CAFR audits conducted over the last 25 years
500	Governmental clients served
600	Single audit reports filed annually
1,300	Public sector clients
230,000	Hours dedicated to serving public sector clients annually
\$9B	Federal expenditures audited per year

### Experience with a Wide Range of Government Organizations

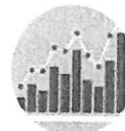
- Cities
- Townships
- Villages
- Counties
- State Agencies
- Airports
- Authorities
- Libraries
- Special Districts

### PMGAP ACCOUNTING SUPPORT SERVICES



#### OUTSOURCING

STAFFING	FUNCTION(S)
Resources	Ongoing
Technical	Interim
Management	Transitional



#### TRANSFORMATION

CLOSING	ONGOING
Accuracy	Processes
Timing	Procedures
Automation	Controls



#### PROJECTS

TECHNICAL	SITUATIONAL
Accounting	Contract compliance
Reporting	Pre/post merger
Analysis	Performance

### **THE RIGHT SOLUTIONS FOR YOU**

Plante Moran's Government Accounting Professionals team is ready to help. We can support your accounting processes and provide compliance and operating decision resources.

You can depend on the PMGAP team to help you define the kind of support you need and bring the right talent to accomplish your goals.

The PMGAP team provides the following services:

- Audit Preparation
  - Year-end close of accounting records
  - Audit workpaper preparation
  - Audit process facilitation
  - External compliance reporting
  - Deficit elimination plan creation
- Budget
  - Historical budget analysis
  - Community education
  - Budget process facilitation
  - Budget renovation
  - Budget document creation
  - Budget monitoring and periodic internal reporting
  - Budget amendment creation
- Controllership
  - Preparation of monthly bank reconciliations
  - Monthly general ledger account reconciliations
  - Perform month-end close of accounting records
- Additional Services
  - Utility rate setting
  - Chart of accounts redesign
  - Accounting process evaluation and transformation
  - Cashflow analysis and management
  - Accounting transaction functions – accounts payable, accounts receivable, payroll
  - Assistance in resolving questions that arise

Our PMGAP team will build successful solutions to fit your needs. We provide the right mix of skills and professionals to complete special projects or provide financial outsourcing solutions to any governmental organization.

2. Please submit letters of reference from former clients, if available (or, if letters of reference are not available, please instead submit contact information of other clients who were provided services similar to what is being requested in this RFP).

**VALUE DELIVERED**

Please feel free to contact any of these executives to hear about the Plante Moran experience and how well clients of a similar size and scope are served.

CLIENT	CONTACT INFORMATION	SCOPE OF WORK DESCRIPTION
<b>Genesee County Drain Commissioner</b> G-4608 Beecher Road Flint, MI 48532  <b>Karegnondi Water Authority</b> G-4610 Beecher Road Flint, MI 48532  <b>Hillsdale Board of Public Utilities</b> 97 North Broad Street Hillsdale, MI 49242	Karl Kramer Division Finance Officer, CPFO kkramer@gcdcwws.com 810.600.4120  Bonnie Tew Finance Director btew@cityofhillsdale.org 517.437.6446  Lisa Norcerini City Manager lnorcerini@ci.wayne.mi.us 734.722.2000  Nevrus Nazarko Finance Director nnarzarko@pontiac.mi.us 248.595.6073	<ul style="list-style-type: none"> <li>• Ongoing accounting support</li> <li>• Audit workpaper preparation</li> <li>• Grant accounting</li> <li>• Bank reconciliations</li> <li>• Audit workpaper preparation</li> <li>• Utility rate setting</li> <li>• Ongoing accounting support</li> <li>• Audit workpaper preparation</li> <li>• Budget assistance</li> <li>• Utility rate setting</li> <li>• We function as the City's Controller's office</li> </ul>

3. Identify the partner/manager and in-charge accountant who will be assigned to our job if you are successful in your bid, and provide biographies. Indicate any complaints against them that have been leveled by the state board of accountancy or other regulatory authorities, if any.

#### **OUR TEAM SERVING YOU—THE PERFECT BLEND OF EXPERTISE**

Our greatest asset is our people, and we have structured this team to reflect our understanding of your needs for the future. The team members listed below reflect your core team. However, as always, the full breadth of resources are available to the City and we will involve additional team members as necessary. Please find your engagement team members' full resumes below.



**BRIAN CAMILLER, CPA  
ENGAGEMENT PARTNER**

As the practice leader of Plante Moran Governmental Accounting Professionals (PMGAP), Brian oversees financial accounting and reporting services provided to the following municipalities: City of Detroit (including Detroit Water and Sewerage Department); City of Belleville; City of Berkley; City of Ferndale; City of Harper Woods; City of New Baltimore; City of Pleasant Ridge; City of Pontiac; City of Wayne; Hillsdale Board of Public Utilities; the Great Lakes Water Authority; the Inkster Public Library; and the Local Community Stabilization Authority. Other recent projects have been performed for the Charter Township of Meridian, City of Auburn, City of Center Line, City of Fraser, City of Lathrup Village, City of Milan, City of Olivet, County of Kent, and the Village of Beverly Hills.

Several recent projects have involved setting utility rates for local municipalities.

Brian holds a bachelor's degree in accounting from Michigan State University. He is a member of the AICPA, MACPA, GFOA, the Michigan Municipal Executives, the Michigan Government Finance Officers Association, and the Michigan Municipal Treasurers Association.

Brian has spoken to numerous municipal groups throughout Michigan covering topics such as budget preparation, new GASB pronouncements, and ways to manage a diverse group of employees.



**KARI SHEA, CPA  
GOVERNMENT ACCOUNTING PROFESSIONALS (PMGAP) SENIOR MANAGER**

Kari has more than 15 years of experience serving a variety of clients. She specializes in serving governmental and not-for-profit clients. Kari is licensed to practice as a certified public accountant in Michigan. Her recent experience beyond job organization and management, training and supervision of staff, and communication with clients includes:

assistance with design and review of internal control systems, financial forecasting and developing strategic plans for multi-year budgeting, management of compliance audits of federally funded programs, and general business consulting. Kari's clients include the City of Detroit, City of Detroit Water and Sewerage Department, Wayne County as well as having worked with Genesee County, City of Farmington Hills, City of Taylor, City of Berkley, City of Grosse Pointe Woods, City of Grosse Pointe Farms and Genesee County Drain Commission.

Kari has been a presenter at trainings covering a variety of topics including both technical and legislative topics. Kari attends various CPE courses to adhere to the necessary qualifications to practice in the State of Michigan, be a member of the American Institute of Certified Public Accountants, and Yellow Book.

Kari is a graduate of the University of Michigan-Dearborn with a bachelor's degree in accounting and finance and a master's degree in accounting. She is a member of the AICPA, MACPA, and MGFOA with a place on its legislative committee.



**LAURA KNAPP**

**GOVERNMENT ACCOUNTING PROFESSIONALS (PMGAP) MANAGER**

Laura has over ten years of experience in accounting and auditing, specializing in municipalities. Her special project experience includes temporary financial management, including managing municipal finance departments, performing detailed reconciliations, and day-to-day accounting tasks. Those tasks include: year-end audit preparation including creating audit schedules and preparing financial statements; emergency assistance including rebuilding accounting history and updating delinquent accounting records.

She also has experience preparing multi- year budgets/ forecasts; she has assisted clients with deficit elimination plans; prepared cash flows; performed tax distribution; prepared and submitted annual reports after completion of audit; and assisted clients with financial review of water and sewer fund activity for annual rate adjustments.



**KELLY SCHIMMOELLER**

**ACCOUNTING CONSULTANT**

Kelly joined Plante Moran's PMGAP team in September 2015. Since then, her project work has included bank reconciliations and preparing audit schedules for several municipalities. Her most significant project for PMGAP to date included six months working onsite at the City of Detroit as part of the Audit Readiness project, assisting the City with reconciliations of various general ledger accounts. Kelly's client support included the creation of audit schedules and she took a leadership role in managing the City's audit preparation process.

Prior to joining PMGAP, Kelly spent 14 years working for Motor City Casino Hotel where she worked in internal accounting, as an internal auditor, and in the compliance department. During this time, she also became a Certified Fraud Examiner (CFE).

Kelly is a graduate of the University of Toledo.

**There have been no complaints leveled by the State Board of accountancy or other regulatory authorities against any of these members of the team.**

# More than 90 years of history in 30 seconds or less.

## FAST FACTS



**1924**  
Year  
founded



**2,200+**  
Staff



**45+**  
Services  
available



**25+**  
Industries  
served



**24**  
Offices  
worldwide



**49**  
States  
with clients



**72**  
Countries  
with clients



**27**  
Languages  
spoken firmwide

## "ONE-FIRM" FIRM

Our "one-firm" firm philosophy is a unifying structure that prioritizes client service over maximizing profits. You receive the collective power of the firm, not just an individual office.

### Direct Access

Consistent access to the firm's  
entire depth and breadth of  
resources



### Team of Experts

Our best talent serves you  
regardless of geographic location

## DISTINCTIONS

- Fortune's list of the "100 Best Companies to Work For" for 20 consecutive years
- WorkplaceDynamics' list of "America's Top 10 Workplaces"
- International Accounting Bulletin's "Employer of the Year"
- Vault Guide's list of the "Best Accounting Firms to Work For" and ranked #1 in firm culture
- InformationWeek 500's list of the "Top Technology Innovators Across America"
- Named one of the "Best Accounting Firms for Women" by the American Society of Women Accountants and the American Women's Society of Certified Public Accountants
- Fortune's list of the "100 Best Workplaces for Women"
- Named one of "West Michigan's 101 Best and Brightest Companies to Work For"
- Huntington Pillar Award recipient from the Women's Resource Center

## CLIENT COVERAGE AND FEEDBACK

# Providing top-ranked client service, coast to coast.

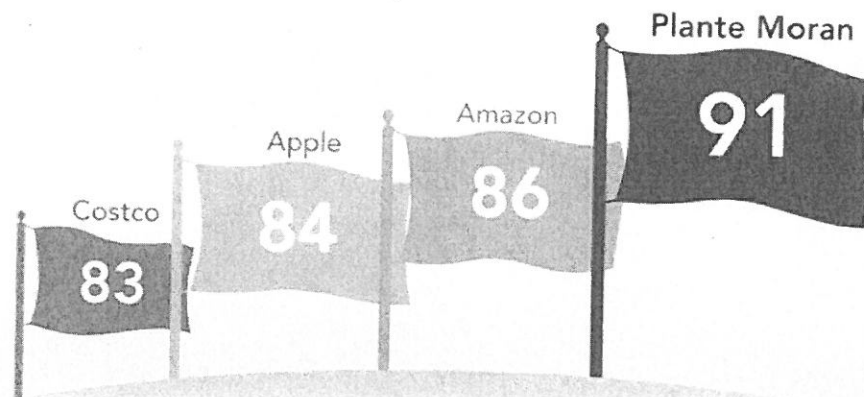
### CONNECTED TO SERVE YOU BETTER

We serve clients across the country and around the world. Every day, we integrate technology into our engagements to reduce on-site travel, minimize disruptions to client staff, and lower our overall fees. This significant investment in technology sets us apart from our competitors, and led to our inclusion on the InformationWeek 500 list as one of the nation's most innovative users of business technology.



### LET OUR CLIENTS DO THE TALKING

Our client satisfaction survey is performed by an independent firm that utilizes the American Customer Satisfaction Index (ACSI) methodology to compare our rating against a diverse group of companies. The ACSI represents aggregated customer satisfaction benchmarks based upon key drivers such as service approach, level of expertise, quality of work, and value added.



Source: Plante Moran's rating is from our client satisfaction survey conducted by the CFI Group using the American Customer Satisfaction Index (ACSI) methodology. Other companies' scores were provided by the ACSI.

## SERVICE CAPABILITIES

# A tailored approach and custom solutions.

### FOCUSED ON THE UNIQUE NEEDS OF GOVERNMENTAL CLIENTS

We have developed a comprehensive menu of services for our governmental clients. Our experienced, independent consultants can complement the expertise and skills of your in-house team.



#### FINANCIAL

- Financial statement audit
- Public pension system audit
- Single audit
- Accounting & financial services
- Long-range planning
- Institutional investment advisory



#### TECHNOLOGY STRATEGY

- IT assessment
- Strategic planning
- Acquisition management
- Contract negotiations
- Project management
- Sourcing
- Cloud strategy



#### ERP SERVICES

- Assessment & gap analysis
- Requirements definition
- Solution selection
- Contract negotiations
- Implementation management
- Independent verification & validation



#### ENTERPRISE RISK SERVICES

- Enterprise risk management assessments
- Internal audit
- Internal control reviews
- Application controls
- Forensic, investigative services, & litigation support



#### INFRASTRUCTURE SERVICES

- Network assessment
- Design & acquisition
- Implementation management
- Video surveillance/door access control
- Enterprise wired/wireless design & selection
- Independent verification & validation



#### FACILITIES

- Facility analysis & rationalization
- Project & financial feasibility
- Owner's representation – design management & construction oversight
- Lease, buy, build, monetize, & sale/leaseback
- Bond strategy, planning, & campaign



#### OPERATIONAL EFFECTIVENESS

- Needs assessment
- Process redesign
- Operations review
- Right sizing/cost containment
- Shared services/ collaboration



#### CYBERSECURITY

- HIPAA/HITECH compliance
- Disaster planning
- SAS70/SSAE16/SOC assessment
- IT audit
- IT risk assessment
- PCI DSS assessment
- Network security assessment



#### HUMAN CAPITAL

- Employee benefit strategies
- Personnel assessment
- Early retirement incentive plan, design, & consulting



**BID SHEET****OPTION 1—PROVISION OF "SPECIALIZED ACCOUNTING SERVICES":**

Describe how you will bill for services that may be retained above and beyond those outlined in this document, and when so doing, note the quantity, if any, of follow-up consultation that will be included in your "total not to exceed".

**STANDARD HOURLY RATES**

Our rates for consulting and planning services range from \$120 to \$300 per hour based upon the experience of the staff member who completes the work. Our time is billed in 15 minute increments. We will make every effort to ensure work is assigned to the appropriate level to allow for the greatest efficiency.

STAFFING LEVEL	HOURLY RATE
Partner	\$300
Senior Manager	\$220
Manager	\$160
Staff	\$120

**Total not to exceed: \$15,000**

**EXPLAIN HOW YOU WILL BILL FOR SERVICES THAT MAY BE RETAINED ABOVE AND BEYOND THOSE OUTLINED IN THIS DOCUMENT, AND WHEN SO DOING, NOTE THE QUANTITY, IF ANY, OF FOLLOW-UP CONSULTATION THAT WILL BE INCLUDED IN YOUR "TOTAL NOT TO EXCEED" PRICE/S LISTED ABOVE:**

The above quote includes the following summarized scope of work:

1. Preliminary conference call or kick-off meeting with City stakeholders
2. Information request – PMGAP will request a list of documentation which will include things such as a 5 year trial balance for the Wastewater Treatment Plant Authority, audited financial statements, underlying support for customer rate calculation, billing information, etc...
3. Analysis of information obtained in item #2. Will include additional interviews of City or Plant employees.
4. Preparation of deliverable – We will provide a written report summarizing our analysis, conclusions, and recommendations.
5. Meeting/presentation to City stakeholders.

We will seek to perform the above in the most efficient manner possible. If our time incurred is less than \$15,000, we will bill you less. The cost of the project as defined above will not exceed \$15,000.

If the City requests additional projects or other follow up subsequent to the completion of the scope of work summarized above, the hourly rates above will apply.

Please note, our fees will be invoiced monthly as the work is performed and are payable within 30 days.

OPTION 2—PROVISION OF "MUNICIPAL FINANCIAL SERVICES" TO THE CITY OF WEST BRANCH FROM MARCH 5, 2018 – DECEMBER 31, 2019:

Describe any other billing methods you may employ, including different hourly rates that may be charged for services provided by different members of your staff:

**STANDARD HOURLY RATES**

Our rates for consulting and planning services range from \$120 to \$300 per hour based upon the experience of the staff member who completes the work. Our time is billed in 15 minute increments. We will make every effort to ensure work is assigned to the appropriate level to allow for the greatest efficiency.

STAFFING LEVEL	HOURLY RATE
Partner	\$300
Senior Manager	\$220
Manager	\$160
Staff	\$120

As noted in your Request for Proposal, the scope of work includes answering questions and responding to requests on an "as needed" basis. All work we perform will be initiated by the City. As such, the City is in complete control over the costs incurred for our services.

Any other projects or consulting services in addition to the assistance noted above, including employee benefits analysis, facility analysis, ERP services, cybersecurity, enterprise risk services, technology strategy, etc..., may be requested by City management. Fees for those additional services will be negotiated and included in a separate engagement letter.

Please note, our fees will be invoiced monthly as the work is performed and are payable within 30 days.

CONTACT INFORMATION

Thank you for taking  
the time to review this  
proposal. Please contact  
us with any questions.

**SOUTHFIELD**

27400 Northwestern Hwy., P.O. Box 307

Southfield, MI 48037-0307

Phone: 248.352.2500

Fax: 248.352.0018

**BRIAN J CAMILLER, CPA**

Engagement Partner

248.223.3840

brian.camiller@plantemoran.com

**KARI L SHEA, CPA**

Engagement Senior Manager

248.223.3287

kari.shea@plantemoran.com



**PROPOSAL TO PROVIDE  
SPECIALIZED ACCOUNTING SERVICES TO  
CITY OF WEST BRANCH**

**Proposal Submitted By:  
Cynthia R. Scott, CPA, CFE  
Stephenson & Company, P.C.  
Certified Public Accountants  
317 W. Houghton Avenue  
P.O. Box 159  
West Branch, MI 48661  
(989) 345-0850  
Fax (989) 345-4251**

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External Quality Control Review Report – 2014	
*Please note that the 2017 Report is not yet available	
City of West Branch Bid Sheet	



*Stephenson & Company, P.C.*  
**Certified Public Accountants & Consultants**

Alan J. Stephenson, CPA  
Donald W. Brannan, CPA  
Kyle E. Troyer, CPA  
Robert J. Morand, CPA  
Cynthia R. Scott, CPA  
Brenden A. Stephenson, CPA

February 26, 2018

John Dantzer, Clerk/Treasurer  
City of West Branch  
121 N. Fourth Street  
West Branch, MI 48661

Dear Mr. Dantzer:

We are pleased to submit our proposal to provide specialized accounting and municipal financial services to the City of West Branch. It is our understanding that you are requesting the review of your involvement of the West Branch Area Wastewater Treatment Plant Authority (WBATPA), to ensure that it is being managed in a manner that is most efficient and favorable to the tax payers of the City of West Branch. In addition, you are requesting general municipal finance consulting services for the City, on an as needed basis.

We will provide you with our findings as well as any procedures we note which may be implemented to increase efficiency related to the review of the WBATPA, and will be available throughout the year to answer questions and assist with problems as they arise in relation to the financial information of the City.

We will complete our services in the time frame specified by the City in the Request for Proposal of Specialized Accounting & Municipal Financial Services.

This proposal is valid until April 30, 2018.

Please feel free to contact me should you have any questions regarding this proposal. As a shareholder of our firm, I am authorized to make representations and bind the firm.

Sincerely,

Cynthia R. Scott, CPA, CFE  
Partner

## **SCOPE OF PROPOSAL**

### Scope of Proposal

Our proposal is to review your involvement in the West Branch Area Wastewater Treatment Plant Authority (WBATPA), to ensure that it is being managed in a manner that is most efficient and favorable to the tax payers of the City of West Branch.

In addition, we will provide general municipal finance consulting services for the City, on an as needed basis. This would include answering emails from the City of West Branch's Treasurer regarding proper computation of property taxes, answering phone calls from the City's Deputy Treasurer regarding tax ramifications of particular payroll changes, answering emails from the City Manager related to inquiries as to whether a particular type of expenditure would qualify as a proper municipal expenditure or an illegal municipal expenditure, etc.

You will be responsible for management decisions and functions, and for evaluating the adequacy and results of the services performed and accepting responsibility for such services.



## BUSINESS ORGANIZATION AND FIRM QUALIFICATIONS

We would like to take the opportunity to reacquaint you to the firm of Stephenson & Company, P.C. Our firm is incorporated and licensed to practice within the state of Michigan. Our firm consists of six owners with over 150 years of experience in public accounting as well as 18 professional, service and support staff. All of our professional staff are members of the American Institute of Certified Public Accountants and Michigan Association of Certified Public Accountants.

Stephenson & Company, P.C. is a local firm that has been located in East Tawas for over 40 years, West Branch for over 30 years and recently opened a third office in Mio. We are a well-established full service firm that provides complete services in the areas of accounting and auditing, tax, technology support and management consulting. We currently conduct financial audits and other services for many of our clients, covering several different industries. The long-term relationships we have established with our clients are proof of our ability to meet and exceed expectations.

In addition to excellent client service, we will also provide you with a team of local professionals possessing specialized expertise in governmental audits. Our auditors receive continuing education far in excess of public accounting standards to ensure we have a complete understanding of the issues your City faces. We believe in taking a proactive approach to providing services to help you avoid surprises and keep you abreast of upcoming financial changes in the industry. We strive to make your financial statements a meaningful and informative management tool of the entity, and we believe in close personal attention not only at the year-end audit, but also throughout the year as issues arise.

We opened this section of the proposal with, "we would like to take the opportunity to **reacquaint** you with the firm of Stephenson & Company, P.C. because our firm has a long lasting audit relationship with the City of West Branch by which we would like to believe is a result of our commitment of providing the City with quality audit and consulting services all these years, not only during the audit, but also throughout the whole year. We have seen several City Managers, Treasurer/Clerks and other employees come and go over the years and have always made ourselves available to help guide them through their financial concerns by providing consulting services and advice, as needed. We have always gone to extra lengths in our procedures and have never taken a lesser approach in order to save time and cost. Because of this approach, we have never been notified by the State of an unacceptable audit for the City. Finally, we are proud that we are a local firm that employs professionals that live in, support and give back to this community and its local merchants, and by being local we are, and have always been, able to provide efficient responses to the City's questions and concerns throughout the year.

## **WORK PLAN**

Jamie Carruthers will be assigned to the review of your involvement in the West Branch Area Wastewater Treatment Plant Authority (WBATPA). Jamie has extensive experience in the auditing of treatment plant authorities and is well equipped to provide guidance regarding it being managed in a manner that is most efficient and favorable to the tax payers of the City of West Branch. See Jamie's resume on page 5.

Cynthia R. Scott and Nathan A. Miller we will be assigned to providing general municipal finance consulting services for the City, on an as needed basis. Both Cindy and Nathan have been part of the City's audit team for over 10 years and are very familiar with the City's financials. See Cindy and Nathan's resumes on pages 5 and 6.

You will be responsible for management decisions and functions, and for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

We believe that continuity in the assigned staff is an essential key to quality and efficiency. Therefore, all efforts will be made to ensure that the staffing included in this proposal will remain consistent for the duration of the engagement. If unavoidable circumstances result in a change of personnel, we will notify you of such changes as soon as possible.

## **STAFF QUALIFICATIONS AND EXPERIENCE**

### **Cynthia R. Scott, CPA, CFE - Partner**

Cindy has over 15 years of experience in public accounting with a specialization in the audits of school districts, local units of government and nonprofit entities. She obtained her Bachelors of Professional Accountancy degree from Saginaw Valley State University and is a member of the Michigan Association of Certified Public Accountants, the American Institute of Certified Public Accountants, the Governmental Audit Quality Center, the Michigan School Business Officials and the Association of Certified Fraud Examiners.

Currently, Cindy is in charge of our School, Local Government, Nonprofit, Single Audit and Forensic Teams. Cindy attends a multitude of trainings each year from auditing and accounting classes, including the Governmental and School Accounting Updates, as well as forensic and fraud related trainings. She conducts considerable research on all current issues and standard changes, and then prepares and presents in-house trainings for the rest of the firm on all the new issues and hot topics. Cindy has good working relationships with many of the personnel at the Michigan Department of Education (MDE) and the Michigan Department of Treasury (MDT), so when controversial issues arise, she is able to work through the situation with MDE and/or MDT. In addition to auditing, Cindy also provides compliance testing of federal programs for MDE and other forensic work for our clients, including internal control reviews, forensic investigations and various trainings for the client's personnel and board members.

### **Jamie Carruthers, CPA, MBA – Manager**

Jamie has over 15 years of experience in public accounting with a specialization in the audits of governmental entities. Jamie obtained both a Bachelor's degree in Business Administration with a Major in Accounting and a Master's of Business Administration with a concentration in accounting from Central Michigan University. She is a member of the Michigan Association of Certified Public Accountants, the American Institute of Certified Public Accountants and the Governmental Audit Quality Center.

Currently, Jamie manages our Local Government and Single Audit Teams out of the East Tawas office. She attends a multitude of trainings each year from auditing and accounting classes, including the Governmental Accounting Updates, as well as forensic and fraud related trainings. She conducts considerable research on all current issues and standard changes, and then prepares and presents in-house trainings for the rest of the firm on all the new issues and hot topics.

## **STAFF QUALIFICATIONS AND EXPERIENCE**

### **Nathan A. Miller, CPA - Senior**

Nathan has over 10 years of experience in public accounting with a specialization in the audits of school districts, local units of governments and single audits. Nathan obtained his Bachelor of Professional Accountancy degree from Saginaw Valley State University and obtained his CPA certification in 2014. He is a member of the Michigan Association of Certified Public Accountants, the American Institute of Certified Public Accountants, the Governmental Audit Quality Center and the Michigan School Business Officials.

Currently, Nathan acts as "In-Charge" on many of our Local Government, Single Audit and Non-Profit engagements. He also plays a very active role in our federal compliance engagements performed for the Michigan Department of Education.

## **APPENDIX**

## REFERENCES

The following is a list of some of the Entities for which we provided Audit and/or Other Services:

Organization	Services Provided
<b>Ogemaw County</b> Contact: Gary Klacking, Clerk 806 W. Houghton Ave. West Branch, MI 48661 Phone (989) 345-0215	Financial and Single Audits Consulting Services Data Collection Form Preparation Form F-65 Preparation Employee Training
<b>City of East Tawas</b> Contact: Julie Potts, Clerk/Treasurer P.O. Box 672 East Tawas, MI 48730 Phone (989) 362-6161	Financial Audits Form F-65 Preparation Act 51 Preparation Act 51 Compliance Reporting
<b>Ogemaw County Emergency Medical Services Authority</b> Contact: Trista Smith-Spencer, Director 2872 Hansen Road West Branch, MI 48661 Phone (989) 345-4503	Financial Audits Consulting Services
<b>City of Tawas City</b> Annette Corey, Treasurer P.O. Box 568 Tawas City, MI 48764	Financial Statement Audit Form F-65 Preparation Act 51 Preparation Act 51 Compliance Reporting
<b>Iosco County</b> Contact: Elite Shellenbarger, Treasurer 422 W. Lake Street Tawas City, MI 48763 Phone (989) 362-4409	Financial and Single Audits Data Collection Form Preparation Form F-65 Preparation
<b>District Health Department No. 2</b> Tim LeForce, Financial Coordinator (989) 345-1837 630 Progress Street West Branch, MI 48661	Financial and Single Audits Consulting Services Data Collection Form Preparation Employee Training Services

## ***STEPHENSON & COMPANY, P.C.***

### **Nonprofit and Other Governmental Services**

- ◆ Financial Audits, Reviews and Compilations (Full or Limited Scope)
- ◆ Compliance Testing
- ◆ Audits of Federal Funding under A-133
- ◆ Employee Competency Testing and Evaluation
- ◆ Accounting Procedures and Control Evaluations
- ◆ 990 Tax Form Preparation
- ◆ Accounting and Payroll Support
- ◆ Financial Management Overviews
- ◆ Agreed Upon Procedures
- ◆ Forecasts and Projections
- ◆ Asset Management
- ◆ Forensic Investigations
- ◆ Bookkeeping Services
- ◆ Internal Control Evaluations
- ◆ Budgeting
- ◆ Management Advisory
- ◆ Cash Flow (Projections and Planning)
- ◆ Pension Planning
- ◆ Cash and Resource Management
- ◆ Ratio and Trend Analysis
- ◆ Computer Software Selection including knowledge of QuickBooks and several other software packages
- ◆ Review or Preparation of Tax Roll Settlements
- ◆ State Report Preparation

***325 Newman Street, East Tawas, Michigan, 48730 (989) 362-4491  
317 W. Houghton Avenue, West Branch, Michigan, 48661 (989) 345-0850  
300 N. Morenci Avenue, Mio, Michigan, 48647 (989) 826-6675***



Business and Financial Advisors  
*Our clients' success – our business*

Thomas E. Gartland, CPA  
Brad P. Niergarth, CPA  
James G. Shumate, CPA  
Robert C. Thompson, CPA  
Michael D. Shaw, CPA  
Mary E. Krantz, CPA  
Shelly K. Bedford, CPA  
Heidi M. Wendel, CPA

## SYSTEM REVIEW REPORT

To the Shareholders of  
Stephenson, Gracik & Co., P.C.  
and the Peer Review Committee of the  
Michigan Association of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Stephenson, Gracik & Co., P.C. (the "Firm") in effect for the year ended June 30, 2014. Our peer review was conducted in accordance with the *Standards for Performing and Reporting on Peer Reviews*, established by the Peer Review Board of the American Institute of Certified Public Accountants. As part of our review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The Firm is responsible for designing a system of quality control and complying with it to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the Firm's compliance therewith based on our review. The nature, objectives, scope, limitations of and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards*.

In our opinion, the system of quality control for the accounting and auditing practice of Stephenson, Gracik & Co., P.C. in effect for the year ended June 30, 2014, has been suitably designed and complied with to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Stephenson, Gracik & Co., P.C. has received a peer review rating of *pass*.

*Dennis, Gartland & Niergarth*

October 23, 2014

Member of



415 Munson Avenue, Post Office Box 947  
Traverse City, Michigan 49685-0947  
231.946.1722, FAX: 231.946.2762  
[www.dgncpa.com](http://www.dgncpa.com)



# BID SHEET

## **Option 1**—Provision of “Specialized Accounting Services”:

\$ Range from \$85 to \$178  
[“hourly rate”]

\$ Based on Actual Time Spent  
[“total not to exceed”]

Use this space to describe how you will bill for services that may be retained above and beyond those outlined in this document, and when so doing, note the quantity, if any, of follow-up consultation that will be included in your “total not to exceed” price/s listed above:

These services will be billed at the actual time spent times standard hourly rates. Standard hourly rates are based on the industry being served and on the employee’s years of experience, specialization in training and practice, and level of professional attainment. For 2018, our standard hourly rates for Local Governments range from \$45 for an Intern to \$228 for a Partner, with Staff and Senior Accountants ranging from \$85 to \$158. However, the three individuals named in the City of West Branch's proposal range from \$85 to \$178.

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## **Option 2**—Provision of “Municipal Financial Services” to the City of West Branch from March 5, 2018 – December 31, 2019:

\$ Range from \$85 to \$178  
[“hourly rate”]

Use this space to describe any other billing methods you may employ, including different hourly rates that may be charged for services provided by different members of your staff:

These services will be billed at the actual time spent times standard hourly rates. Standard hourly rates are based on the industry being served and on the employee’s years of experience, specialization in training and practice, and level of professional attainment. For 2018, our standard hourly rates for Local Governments range from \$45 for an Intern to \$228 for a Partner, with Staff and Senior Accountants ranging from \$85 to \$158. However, the three individuals named in the City of West Branch's proposal range from \$85 to \$178.

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## LED lighting proposal

Due to the amount of bids received and the size and complexity of the bids, it would be our recommendation to postpone the bid on the LED lighting proposal in order for City staff to study the bids more closely

# **Unfinished Business**

# **New Business**

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

BILLS	\$15,963.97
MAJOR/LOCAL STREET	\$0
<i>BILLS AS OF 3/2/18</i>	<i>\$15,963.97</i>
<i>Additions to Bills as of</i>	<i>\$0</i>
<i>Paid but not approved</i>	<i>\$364.22</i>
<b>TOTAL BILLS</b>	<b>\$16,328.19</b>

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

Vendor Name	Amount	Description
AIS CONSTRUCTION EQUIPMENT	479.47	#28
BUNTING SAND & GRAVEL PRO INC	26.97	SAND WATER MAIN BREAK
CHARTER COMMUNICATIONS	319.92	CITY HALL & DPW PHONE & INTERNET
CONSUMERS ENERGY	167.23	ELECTRIC
DANTZER, JOHN	95.21	REIMBURSE PETTY CASH
DELTA COLLEGE	260.00	TECC SEMINAR BEEHLER & ADAMS
ELHORN ENGINEERING COMPANY	372.00	WATER SUPPLIES
ELIASON LAW OFFICE	303.75	LEGAL SERVICES FEBRUARY
FRECHETTE, MICHELLE	40.00	DR OFFICE REIMBURSEMENT
MICHIGAN PIPE & VALVE	300.00	WATER SUPPLIES
MVW & ASSOCIATES INC	995.00	ASSESSOR CONTRACT MARCH
NATIONAL LEAGUE OF CITIES	536.00	MEMBERSHIP DUES
NORTH CENTRAL LABORATORIES	532.37	WWTP SUPPLIES
OGEMAW COUNTY HERALD ADLINER	65.45	MINUTES
PITNEY BOWES	34.99	POSTAGE METER RENTAL
REPUBLIC SERVICES 237	9,178.05	GARBAGE SERVICE FEBRUARY
TRACTOR SUPPLY CREDIT PLAN	36.93	VARIOUS SUPPLIES
UPS	12.00	SHIPPING WATER & WWTP
VERIZON WIRELESS	126.97	CELL PHONES
VILLAGE QUIK LUBE	41.90	POLICE REPAIRS
WEST BRANCH AUTOMOTIVE	483.26	VARIOUS SUPPLIES
WISE HEATING AND COOLING INC	1,556.50	WWTP BOILER REPAIR
TOTAL	15,963.97	

## **RESOLUTION #18-04**

**WHEREAS**, the City recognizes a City-wide garage sale is a popular event to draw people into the City, and,

**WHEREAS**, a City-wide garage sale is a great way to help reduce, reuse, and recycle materials. In addition, items bought and sold at garage sales helps reduce the amount of items that may otherwise be sent to landfills, and,

**WHEREAS**, it is the policy of City Council to designate the weekend that the City-wide garage sale will be held, and,

**WHEREAS**, it is in the best interest of the City to hold the sale when no other City events are being held, and,

**NOW, THEREFORE, BE IT RESOLVED**, the City of West Branch hereby sets its City wide garage sale for the fourth weekend in June of every calendar year.

**RESOLUTION #18-05**

**WHEREAS, in reviewing the revenues and expenditures on a monthly basis it is determined that the General Fund will exceed their projected expenditures, and**

**WHEREAS, the expenditures were due to the payment of committed OPEB funds to an approved MERS employee benefit account, and**

**WHEREAS, the expenditures will allow the City to show a percentage of funded post employee benefits as required by the State, and**

**WHEREAS, the expenditures will be funded from the Committed OPEB funds balance**

**NOW, THEREFORE, BE IT RESOLVED, that the West Branch City Council hereby amends the budget in Fund 101 General Fund as follows:**

	<b>Budget</b>	<b>Amended</b>
<b>TOTAL REVENUES</b>	<b>1,708,621</b>	<b>1,708,621</b>
<b>EXPENDITURES</b>		
900.000 Bad Debt		
999.701 OPEB Catch up	<b>2,500</b>	<b>202,500</b>
<b>TOTAL EXPENDITURES</b>	<b>1,703,163</b>	<b>1,903,163</b>
<b>Excess Receipts (Expenditures)</b>	<b>0</b>	<b>0</b>
<b>Committed OPEB Funds</b>	<b>210,672</b>	<b>10,672</b>



**City of West Branch Cemetery Ordinance**  
**Ogemaw County, Michigan**  
**(Ordinance No. 18-01)**

An ordinance to protect the public health, safety and general welfare by establishing regulations relating to the operation, control, maintenance, and management of cemeteries owned, controlled, or operated by the city of West Branch, in Ogemaw County, Michigan; to provide penalties for the violation of said ordinance, and to repeal all ordinances or parts of ordinances in conflict therewith.

**The City of West Branch ordains:**

**Section 1. Title**

This Ordinance shall be known and cited as the "City of West Branch Cemetery Ordinance."

**Section 2. Purpose and Intent**

The City of West Branch recognizes and concludes that the proper and reasonable maintenance, appearance, and use of the cemetery or cemeteries owned or controlled by the City is an important function of the government of the City. It is also important that burials, disinterments, and other matters associated with a municipal cemetery are handled in a respectful and proper way in order to promote the safety, public health, and general welfare of the community. The City finds that the adoption and enforcement of this Ordinance is in the best interests of the property owners and residents of the City.

**Section 3. Definitions**

- (a) A "cemetery plot" shall consist of an area in a City cemetery sufficient to accommodate burial space for one deceased person. It shall consist of a land area at least forty-five (45) inches wide and one hundred and twenty (120) inches in length. The sale of a cemetery plot grants right of burial only and does not convey ownership of the land or grant any additional property rights.
- (b) "City" means City of West Branch, MI.
- (c) "City cemetery" or "cemetery" means any cemetery owned, operated, and/or controlled by the City.
- (d) "Sexton" means the Department of Public Works Superintendent or others named by resolution of City Council.
- (e) A "marker" shall be considered a structure built in remembrance of a person or persons and marking the location of a person or person who is/are deceased.
- (f) A "monument" shall be considered a structure built for commemoration only and has no connection to the location of a person or persons who is/are deceased.
- (g) A "memorial" shall be considered a structure built to honor a person.

**Section 4. Sale of Cemetery Plots; Nontransferable**

- (a) After the effective date of this Ordinance, cemetery plots shall be sold by the City for the purpose of burial for the purchaser of a cemetery plot or his or her immediate family. No sale shall be made to funeral directors or others, except for those acting as an agent for an eligible purchaser.
- (b) All sales and transfers of cemetery plots shall be made and signed by the designated City official, which grants a right of burial only and does not convey any other title or right to the cemetery plot or burial space sold. Such forms shall be signed by the City Clerk and shall constitute a

complete agreement between the City of West Branch and the plot owner. Proof of ownership for transfers may be required at the discretion of the City Clerk.

- (c) Cemetery plots may be sold to any resident or nonresident of the City. Rates may be different for residents and nonresidents and shall be set by administrative act of the City Treasurer. A resident is defined as a person who owns real property within the corporate limits of the City of West Branch according to tax records and has a valid State ID listing the real property as their principal residence at the time of purchase or a person who maintained their primary address and place of dwelling within the corporate limits of the City of West Branch for a cumulative total of at least 20 years. City Council may adjust the rates for plots in special circumstances by passage of a City resolution.
- (d) Cemetery plots are not to be purchased for speculative purposes. Sites are provided as a service to the public and individual profit or gain is not a purpose of the cemetery. Therefore, all private sales of plots shall be made only to the City of West Branch for resale to members of the public at a preset price set by administrative act of the City Treasurer. All burial rights shall contain language stating such and restricting the private sale of cemetery lots.
- (e) The City shall allow for purchase up to four (4) lots for their use or the use by immediate family members. Members of the same immediate family which include the spouse and children under the age of 21 qualify as one resident for the purpose of this section.
- (f) The City shall have the right to correct any errors that may be made concerning interments, disinterments, or in the description, transfer, or conveyance of any cemetery plot, either by canceling the permit for a particular vacant cemetery plot or plots and substituting and conveying in lieu thereof another vacant cemetery plot or plots in a similar location within the cemetery at issue or by refunding the money paid for the cemetery plot to the purchaser or the successor of the purchaser. In the event that an error involves the interment of the remains of any person, the City shall have the right to remove and transfer the remains so interred to another cemetery plot in a similar location in the same City cemetery in accordance with law.
- (g) The lawful owner of any cemetery plot shall be responsible for promptly notifying the City whenever that person's mailing address changes.

#### **Section 5. Purchase Price for Cemetery Plots**

- (a) Prices for a cemetery plot are set by administrative act of the City Treasurer, and included in the fee schedule as reviewed and published annually. Additional burial spaces on a purchased plot are available to be used for cremains or infant burials.
- (b) All charges shall be paid to the City.

#### **Section 6. Grave Opening Charges**

- (a) The City may charge reasonable fees for the opening and closing of any cemetery plot, prior to and following a burial therein, and including the interment of ashes. Such fees shall be set from time to time by administrative act of the City Treasurer, payable to the City.
- (b) No cemetery plot shall be opened or closed except under the direction and control of the City Sexton or such other individual as is designated by the Sexton. This subsection B shall not apply to any grave opening, disinterment, or similar matter which is done pursuant to a valid court order or under the supervision and direction of local or state health department authorities; however, even in such cases, the City Sexton shall be given at least twenty-four (24) hours' prior notice of when such grave opening or closing will occur.

#### **Section 7. Markers or Memorials; No Monuments**

- (a) Markers are allowed in any section of the Brookside cemetery except in the '73 addition where only flush markers can be placed.
- (b) One monument per gravesite is allowed except in the '73 addition where monuments are not allowed.
- (c) All markers, memorials, and monuments must be comprised of stone or other equally durable composition and shall face the same direction as the markers and memorials around them.
- (d) Any monument or marker shall be placed in accordance with the cemetery specifications. No monument or marker is to be placed without first contacting the City sexton, or a designated representative, to insure compliance with this rule without incurring unnecessary re-setting costs.
- (e) Flush markers placed in memory of someone that is not buried in the cemetery are allowed. The death certificate of the person must accompany the request for the markers along with a statement telling where the remains are located.
- (f) Except for monuments that existed in a City cemetery before the effective date of this Ordinance, no monument will be allowed or erected in a cemetery without written consent of the City Sexton. For purposes of this Ordinance, "monument" shall be defined as any marker, memorial, statue, or similar item which exceeds thirty (30) inches in height above normal ground level or which has a ground surface area exceeding thirty-two (32) inches in width for a single marker or fifty-six (56) inches in width for a double marker. Only one (1) monument or marker shall be permitted per cemetery plot. Markers shall be no more than thirty two (32) inches in width for a single marker or fifty six (56) inches in width for a double marker, with an overall height of no more than thirty (30) inches above ground level, including the foundation. The placing of a monument may make a plot unusable for interment of a full burial depending on the size of the monument.
- (g) The footing or foundation upon which any marker, monument, or memorial must be placed shall be constructed by the City, or such person(s) as may be designated by the City. Footing or foundation may be placed by a private party with prior written consent from the City Sexton. Fees for such work shall be set from time to time by administrative act of the City Treasurer, payable to the City. All installations by private contractors are subject to the inspection of the Cemetery Sexton. The City of West Branch will not be responsible for improper installation by private contractors. Any repair or re-installation will be performed at the property owners' expense.
- (h) Should any monument or memorial (including any monument or memorial that was in place before this Ordinance became effective) become unsightly, broken, moved off its proper site, dilapidated, or a safety hazard, the City Council shall have the right, at the expense of the owner of the cemetery plot, to correct the condition or remove the same. The City shall make reasonable attempts to contact the owner of the cemetery plot prior to any such work beginning.
- (i) The maintenance, repair, and upkeep of a cemetery memorial, marker, urn, or similar item is the responsibility of the heirs or family of the person buried at that location. The City has no responsibility or liability regarding the repair, maintenance, or upkeep regarding any such marker, memorial, urn, or similar item.

#### **Section 8. Interment Regulations**

- (a) The interment of two bodies in one grave is prohibited, except for a parent and infant child, or two (2) children buried at the same time, provided that this does not involve the burial of two caskets on top of each other, and does not encroach upon adjacent lots, graves, or aisles. Up to two (2) cremains burials or one vault burial and one cremains burial may be placed on a plot instead of a traditional vaulted burial.

- (b) The City shall be given not less than 36 hours' prior notice in advance of any funeral to allow for the opening of the cemetery plot. Notification of burial for weekends and holidays must be made prior to 9 a.m. on the last regular work day before the weekend or holiday. Notifications made after this deadline may be scheduled for the weekend or holiday at the discretion of the City Sexton. The opening and closing of cemetery plots shall be done only by the City or such person or persons as are designated by the City.
- (c) No interment shall take place without a burial-transit permit and shall be presented to either the City Sexton, City Clerk, or other designated City official prior to interment. Either a burial permit or death certificate shall accompany cremation burials.
- (d) No plot shall be used for any other purpose than the burial of human remains.
- (e) In order to allow for the general care of the cemetery, the surface of all graves shall be kept in an orderly and neat-appearing manner within the confines of the cemetery plot involved.
- (f) Before any interment is made, complete payment including perpetual care fees for the plot must be made to the City. Deferred payments on additional unused lots may be accepted for up to one year. After that time, the City may make lots available for sale to the public without notification. All payments made will then be forfeited unless other arrangements are made.

#### **Section 9. Disinterments**

- (a) No disinterment or digging up of an occupied grave shall occur until and unless any and all permits, licenses, and written authorizations required by law for such disinterment or digging up of an occupied grave have been obtained from any applicable state or county agency, governmental unit, or official and a copy of the same has been filed with the City.
- (b) The City Council shall have the authority to refuse to allow a disinterment or the digging up of an occupied grave (and to refuse to issue a City disinterment permit for the same) if the disinterment or digging up of an occupied grave is not done pursuant to a court order (issued by a court of competent jurisdiction) or does not have a reasonable basis.

#### **Section 10. Winter Burials**

- (a) The City may charge additional fees for winter burials and in which the additional fees will be set by administrative act of the City Treasurer.
- (b) If a winter burial cannot occur due to inclement weather, frozen ground, or similar condition, the deceased person may be kept in winter storage until a spring burial can occur. Written permission by the next of kin or authorized agent must be obtained prior to winter storage. All such winter storage costs shall be paid by the estate of the deceased person or the person's next of kin.
- (c) No winter burials shall occur without the prior consent of the City Sexton.

#### **Section 11. Cremains**

- (a) Cremains may be buried in a cemetery plot
- (b) No cremains shall be scattered or dispersed within a City cemetery.

#### **Section 12. Grounds Maintenance**

- (a) The general care of the Cemetery is assumed by the City of West Branch Public Works Department and include the cutting of grass at reasonable intervals, the raking and cleaning of grounds, and the pruning of shrubs and trees that may be planted by the City of West Branch.
- (b) One shepherd hook with flowers per headstone is allowed from May 1<sup>st</sup> to October 15<sup>th</sup> of each year. All other decorations must be on the headstone or foundation. Anything other than the one Shepherds hook that is on the lawn areas will be removed and disposed of by the City

maintenance crews. The City assumes no responsibility for damage or theft of hooks or decorations.

- (c) Grave blankets may be placed and maintained at the head stones of graves from October 15<sup>th</sup> to April 15<sup>th</sup>. If not removed by April 15<sup>th</sup>, they will be removed and disposed of by the City maintenance crews.
- (d) Veteran flags and flag holders shall be governed by the Veteran's Administration rules and guidelines.
- (e) No grading, leveling, or excavating within a cemetery shall be allowed without the prior permission of the City Sexton.
- (f) Absent written permission of the City Sexton, no flowers, shrubs, trees, or vegetation of any type shall be planted outside of an urn that is included as part of a monument or marker. Any of the foregoing items planted without City approval will be removed by the City.
- (g) The City reserves the right to remove or trim any existing trees, plants, or shrubs located within a cemetery in the interest of maintaining proper appearance and use of the cemetery.
- (h) Mounds, bricks, blocks, and any borders that hinder the free use of a lawn mower or other gardening apparatus are prohibited.
- (i) The City Sexton, or cemetery maintenance personnel shall have the right and authority to remove and dispose of any and all growth, emblems, displays, containers, and other items that through decay, deterioration, damage, or otherwise become or are unsightly, a source of litter, or a maintenance problem.
- (j) Surfaces other than earth or sod are prohibited.
- (k) All refuse of any kind or nature including, but not limited to, dried flowers, wreaths, papers, and plastic flower containers must be removed from the cemetery within two weeks after a burial.
- (l) No glass containers or items are allowed.
- (m) Except for markers, memorials, flowers, and urns expressly allowed by this Ordinance, and veteran flags as authorized by law, no other item (including, but not limited to, ornaments, signs, trellises, statues, benches, landscaping, bricks, stones, grave border materials or other structures) shall be installed or maintained within a City cemetery, nor shall any grading, digging, mounding, or similar alteration of the ground or earth occur except as authorized by this Ordinance or by the City.

### **Section 13. Disclaimer of City Liability and Responsibility**

Every person who enters, remains in, and travels within a City cemetery does so at their own risk. The City is not responsible for any injury, accident, or other calamity that might occur to any person present in a City cemetery. Furthermore, the City is not responsible for any damage or vandalism to, theft of, or deterioration of any burial monument, headstone, flower urn, or other item placed at or near a cemetery plot, burial site, or anywhere in a City cemetery. The purchaser or transferee of any cemetery plot or the equivalent (and all subsequent transferees, assigns, heirs, or beneficiaries) hereby releases, waives, indemnifies, and holds harmless the City for, from, and against any injury, damages, causes of action, claims, costs, and expenses associated with, relating to, and/or involving the cemetery plot or similar right, any headstone, monument, or similar items, and any matter related to the cemetery involved. Such waiver, release, and hold harmless provision shall apply not only to the City, but also as to the City Sexton and any City employee, officer, official, or agent.

### **Section 14. Forfeiture of vacant cemetery plots or burial spaces**



Cemetery plots or burial spaces sold and remaining vacant for fifty (50) years or more from the date of their sale shall automatically revert to the City upon the occurrence of the following events:

- (a) Notice shall be sent by the City Clerk by first-class mail to the last known address of the last owner of record informing him/her of the expiration of the 50-year period and that all rights with respect to said plots or spaces will be forfeited if he/she does not affirmatively indicate in writing to the City Clerk within sixty (60) days from the date of mailing of such notice of his/her desire to retain such burial rights; and
- (b) No written response to said notice indicating a desire to retain the cemetery plots or burial spaces in question is received by the City Clerk from the last owner of record of said plots or spaces, or his/her heirs or legal representative, within sixty (60) days from the date of mailing of said notice.

#### **Section 15. Repurchases of Plots or Burial Spaces**

The City may repurchase any cemetery plot from the owner for a price set by administrative action of the City Treasurer, upon the written request of said owner or his or her legal heirs or representatives. The repurchase of cemetery plot must be inspected and authorized by the City Sexton that the plot has value to the City and is able to be offered for sale to the public before the purchase is approved.

#### **Section 16. Records**

The City Clerk shall maintain records concerning all burials, cemetery plots, issuance of burial permits, and any other records of the City related to City cemeteries, and the same shall be open to public inspection during business hours.

#### **Section 17. Vaults**

- (a) All full burials shall be within a standard concrete vault (which meets all applicable laws) installed or constructed in each cemetery plot before interment. Vaults of other suitable materials may be allowed at the discretion of the City.
- (b) Vaults cannot be placed in the ground prior to death.

#### **Section 18. Cemetery Hours**

Unless otherwise specified by the City Council by resolution, all City cemeteries hours of access are limited to daylight hours. When the cemetery is closed, no person shall be present in a City cemetery. Such prohibition on being present in a City cemetery during the time when City cemetery is closed shall not apply to the City Sexton, any City official, a person accompanied by the City Sexton or other City official, or any law enforcement or firefighting official when engaged in the lawful duties of any such office or position.

#### **Section 19. Prohibited Uses and Activities**

The following prohibitions shall apply within any City cemetery:

- (a) No person shall destroy, deface, apply graffiti to, or otherwise damage any monument, sign, tree, or other lawful item located within a City cemetery.
- (b) No person shall disturb the peace or unreasonably annoy, harass, or disturb any other person who is lawfully present on the grounds of any City cemetery.
- (c) There shall be no entry or presence in the cemetery by any person when the cemetery is closed or outside of authorized times.
- (d) There shall be no headstones, ornaments, vases, plastic flowers, fences, benches, trellises, statues, signs, or any other item placed, kept, installed, or maintained in a cemetery except those expressly allowed by this Ordinance.
- (e) There shall be no digging, grading, or mounding unless expressly authorized by this Ordinance.

- (f) There shall be no driving of an automobile, truck, motorcycle, or any vehicle on any portion of a cemetery except the designated roads or drives.
- (g) Vehicles shall be operated at reasonable speeds not to exceed 10 mph. Except when parking or passing, vehicles shall be restricted to the designated lanes.
- (h) There shall be no snowmobiles, four-wheelers, go-carts, or similar vehicles, except those that are required for handicap purposes.
- (i) There shall be no gathering of persons in excess of 75 people without prior City approval (except during or incidental to a funeral occurring concurrent with burial).
- (j) There shall be no disinterment or grave openings unless approved by the City.
- (k) There shall be no music, playing of any radio, or the use of any amplification device or similar item, except pursuant to a funeral or military ceremony.
- (l) There shall be no solicitation or peddling of services or goods or any signs or placards advertising any goods or services.
- (m) There shall be no littering or dumping.
- (n) There shall be no unlawful interference with or disruption of a lawful funeral or funeral procession.
- (o) There shall be no private signs, lighting, moving displays, or changeable copy on a sign.
- (p) There shall be no fires, candles, or open flames.
- (q) No children under twelve (12) years of age shall be allowed in any City cemetery unless accompanied by an adult and are properly supervised by an adult.
- (r) There shall be no domestic animals of any kind or pets allowed within the cemetery grounds. However, this prohibition shall not apply to service dogs.
- (s) No firearms or archery arrows shall be discharged or shot except that a military or other veteran organizations may carry arms for the purpose of firing over the grave at the burial of a member.
- (t) No person shall engage in any fight, quarrel, or disturbance.
- (u) Cremains or ashes of a deceased person shall be only interred by manner approved in this ordinance.
- (v) No person shall possess or consume any alcoholic beverage.
- (w) There shall be no plowing off snow or ice from any area of the cemetery by anyone other than the City Department of Public Works.

#### **Section 20. Authority of the City Sexton**

- (a) The Sexton shall be the Superintendent of Public Works of the City or anyone else appointed by resolution of the West Branch City Council.
- (b) The City Sexton shall assist other City officials with the enforcement and administration of this Ordinance.
- (c) The City Sexton shall have such duties and obligations with regard to City cemeteries as may be specified from time to time by the City Council.

#### **Section 21. Fees**

The City Treasurer shall have the authority to set fees pursuant to this Ordinance from time to time by resolution. Such fees can include, but are not limited to, a fee or fees for a burial permit, disinterment

permit, grave opening, setting of foundations, grave closing, winter or holiday burial, the price for a new cemetery plot, transfer fees for cemetery plots, and other matters.

#### **Section 22. Applicability of this Ordinance**

- (a) This Ordinance shall apply only to cemeteries owned, controlled, or operated by the City.
- (b) The provisions of this Ordinance shall not apply to City officials, or their agents, or designees involved with the upgrading, maintenance, administration, or care of a City cemetery.
- (c) The provisions of this Ordinance shall not apply to police officers or firefighting officials or officers involved in carrying out their official duties.

#### **Section 23. Interpretation/Appeals to the City Council**

- (a) The City Council shall have the authority to render binding interpretations regarding any of the clauses, provisions, or regulations contained in this Ordinance and any rule or regulation adopted pursuant to this Ordinance, as well as their applicability. The City Council (or its designee) is also authorized to waive application of the strict letter of any provision of this Ordinance or any rules or regulations promulgated under this Ordinance where practical difficulties in carrying out the strict letter of this Ordinance or any rules or regulations related thereto would result in hardship to a particular person or persons or the public. Any such waiver, however, must be of such a character as it will not impair the purposes and intent of this Ordinance.
- (b) Any party aggrieved by any interpretation or decision made by the City Sexton or any City official, agent, or contractor pursuant to this Ordinance, as well as any matter relating to a City cemetery, rights to a cemetery plot, or other matter arising pursuant to this Ordinance, shall have the right to appeal that determination/decision or matter to the City Council. Any such appeal shall be in writing and shall be filed with the City within thirty (30) days of the date of the decision, determination, or other matter being appealed from. The City shall give the aggrieved party who filed the written appeal with the City at least ten (10) days' prior written notice of the meeting at which the City Council will address the matter unless an emergency is involved, in which case the City shall utilize reasonable efforts to notify the aggrieved party who filed the appeal of a special or emergency meeting of the City Council at which the matter will be addressed. Pursuant to any such appeal, the decision of the City Council shall be final.
- (c) The City Council may set a fee or fees for any such appeal from time to time by resolution.

#### **Section 24. Authority of the City to Remove Unauthorized or Unlawful Items from a City Cemetery**

Any monument, marker, planting, trellis, personal item, urn, flowers or foliage (whether real or artificial), structure, flag (except for lawful veterans flags), or other item that has been placed, installed, left, or maintained in any City cemetery in violation of this Ordinance, any City rule or regulation regarding City cemeteries, or any county, state, or federal law, statute, or regulation may be removed by the City from the City cemetery at any time and destroyed or disposed of by the City without any prior notice to, permission from, or liability, or obligation to the person or persons who left, installed, maintained, or kept such item in the City cemetery. No such item (including, but not limited to, a monument, marker, planting, trellis, personal item, urn, flowers or foliage, structure, flag, or similar item) can be installed, placed, maintained, or kept in a City cemetery unless expressly authorized by this Ordinance or a written rule or policy of the City. Even if such an item is authorized to be installed, kept, maintained, or left in a City cemetery, the City shall still have the discretion to remove any such item at any time and dispose of the same without prior notice to, consent from or liability to the person or persons who installed, maintained, or left such item in a City cemetery.

#### **Section 25. Penalties**

A violation of this Ordinance (or of any rule or regulation adopted pursuant to this Ordinance) constitutes a municipal civil infraction. Any person who violates, disobeys, omits, neglects, or refuses to comply with



any provision of this Ordinance, or any permit, or approval issued hereunder, or any amendment thereof, or any person who knowingly or intentionally aids or abets another person in violation of this Ordinance, shall be in violation of this Ordinance and shall be responsible for a civil infraction. The civil fine for a violation of a municipal civil infraction for this ordinance shall be not less than one hundred dollars (\$100) nor more than five hundred dollars (\$500) for the first offense and not less than two hundred dollars (\$200) nor more than five hundred (\$500) for subsequent offenses, in the discretion of the City Municipal Infraction Bureau or court, in addition to all other costs, damages, expenses, and remedies provided by law. For purposes of this section, "subsequent offense" means a violation of the provisions of this Ordinance committed by the same person within twelve (12) months of a previous violation of the same provision of this Ordinance or similar provision of this Ordinance for which said person admitted responsibility or was adjudged to be responsible. Each day during which any violation continues shall be deemed a separate offense. A violation of any permit or permit condition issued pursuant to this Ordinance shall also constitute a violation of this Ordinance.

#### **Section 26. City Officials Who Can Enforce this Ordinance**

Unless otherwise specified by the City Council by resolution, any officer of the law shall have the authority to enforce this Ordinance and to issue municipal civil infraction citations/tickets pursuant to this Ordinance:

#### **Section 27. Severability**

The provisions of this Ordinance are hereby declared to be severable and should any provision, section, or part thereof be declared to be invalid or unconstitutional by any court of competent jurisdiction, such decision shall only affect the particular provision, section, or part thereof involved in such decision and shall not affect or invalidate the remainder of this Ordinance, which shall continue in full force and effect.

#### **Section 28. Effective Date; Conflicts**

This Ordinance shall become effective fifteen (15) days after enactment nor before publication thereof. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

The above Ordinance was offered for adoption by City Council Member \_\_\_\_\_ and was seconded by City Council Member \_\_\_\_\_, the vote being as follows:

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT/ABSTAIN: \_\_\_\_\_

#### **CERTIFICATION**

I hereby declare that the above is a true copy of an ordinance adopted by the West Branch City Council at a regular meeting held on \_\_\_\_\_ at the West Branch City Hall, pursuant to the required statutory procedures.

Dated: \_\_\_\_\_, 20\_\_\_\_

Respectfully submitted,

West Branch City Clerk

Old Business – Members discussed Sidewalk Cafes and MDOT special conditions to accommodate them. Grace stated benches cannot be placed without liability insurance, and re-permit to move them. Collins stated that she would like the board to add something into the new ordinances about benches. Members discussed concerns regarding snow removal, and walkability after adding benches and flowerpots to sidewalks.

Jackson discussed possible additional compensation for the secretary of the Planning Commission, for additional duties of taking and typing minutes outside of meetings. Additional time for secretary is approximately 1+ hour of personal time to prepare and type minutes, as well as any other documents necessary per meeting.

\*Motion by David, second by Fachting to recommend to Council to approve an additional Stipend payment per meeting for preparation of minutes and additional documents. (25.00) All in favor, none opposed. Motion carried.

Mike Jackson will attend the next planned City Council meeting.

Communications – Jackson- The next meeting of the Planning Commission on Feb. 13, 2018 is canceled.

The next planned meeting will be held on Feb 27, 2018 at 6:00pm.

The first March meeting is rescheduled to March 13, 2018 at 6:00 pm.

The second March meeting will be held on March 27, 2018 at which time Denise Kline will attend in regards to the new Master Plan for the City.

Mayor Lawrence discussed that we are currently in violation of the Charter by choosing not to address for 6 months or longer, unexcused absences or removal of positions on various boards.

Reports - Jackson no, Ehinger no, Hasty no, Fachting no, Saurer no, Lawrence no, David stated that our workers are in danger when they hang banners in downtown, also that Ken Neubecker has made on that operates on a pulley, eliminating the need for a truck and workers to do the task.

Jackson stated that the commission will read the minutes of the DDA in our packets, as the Dda feels the City is being uncooperative.

Public Comment – Jackson thanked Grace for attending, and providing guidance.

\*Motion by David, second by Jackson to adjourn at 7:35 pm. All in favor, none opposed. Motion carried.

# WEST BRANCH COMMUNITY AIRPORT

P.O. BOX 183

WEST BRANCH, MI 48661

## PROPOSED 2018/2019 BUDGET

### ESTIMATED REVENUE FOR FISCAL YEAR 2018/2019

FEDERAL AND STATE GRANTS	\$150,000.00
CONTRIBUTIONS FROM CITY OF WEST BRANCH	\$47,329.20
CONTRIBUTIONS FROM COUNTY OF OGEMAW	\$57,846.80
AIRPORT GENERATED REVENUE	\$40,000.00

### ESTIMATED EXPENDITURES FOR FISCAL YEAR 2018/2019

SALARY	\$49,875.00
TELEPHONE	\$1,650.00
INTERNET/TV	\$800.00
CONSUMERS ENERGY	\$6,000.00
PROPANE	\$3,000.00
INSURANCE	\$11,000.00
POSTAGE/PRINTING	\$200.00
OFFICE SUPPLIES	\$500.00
RUBBISH REMOVAL	\$1,176.00
FUEL FOR EQUIPMENT	\$2,000.00
PUBLICATIONS AND LICENSES	\$525.00
AWOS	\$2,500.00
VEHICLE MAINT/EQUIPMENT REPAIRS	\$4,250.00
RUNWAY SAFETY AREA CLEARING	\$2,500.00
BUILDING MAINTENANCE/SUPPLIES	\$2,500.00
OUTSIDE LABOR	\$6,000.00
TRAVEL/CONFERENCES	\$500.00
AUDIT	\$2,700.00
FEDERAL GRANT MATCH	\$7,500.00

[Total estimated expenditures from City/County Apportionments]	\$105,176.00
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HANGAR FUND-TRANSFER	\$30,000.00
EQUIPMENT FUND-TRANSFER	\$10,000.00
GRANT FUNDED PROJECTS	\$150,000.00

TOTAL ESTIMATED EXPENDITURES	\$295,176.00
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**RESOLUTION #18-06**

**THEREFORE, BE IT RESOLVED, that the West Branch City Council does hereby authorize the transfer of up to 25% of the Act 51 money from Major Street to Local Street.**

**SERVICES AGREEMENT WITH MSU EXTENSION AT  
MICHIGAN STATE UNIVERSITY**

Thank you for your request for services from the MSU Extension at Michigan State University.

1. **Purpose.** The University, through MSU Extension, will perform the services and provide the deliverables described in Exhibit A.
2. **Payment.** You agree to pay, when you receive an invoice, according to the financial terms on Exhibit A.
3. **Confidentiality.** "Confidential Information" means any materials, written information, and data marked "Confidential" that you provide. If you provide material verbally that you want treated as confidential, you must write down that information, mark it as Confidential, and forward it to the MSU Extension within 30 days of first sharing the information. Confidential Information does not include information in the public domain or independently known or obtained by the University. The University agrees to treat your Confidential Information with the same degree of care that it uses to protect its own confidential information, and, to the extent allowed by law, keep the Confidential Information confidential for a period of three (3) years from the termination date of this agreement.
4. **Intellectual Property.** Any intellectual property you provide to MSU Extension will remain your intellectual property. Any intellectual property that MSU Extension provides to the project will remain the intellectual property of the University. The work performed under this Agreement, including any data collection and deliverables, and any resulting intellectual property are the property of MSU. Any work produced under this Agreement is not work made for hire. MSU grants you a license to use any deliverables for your own internal use.
5. **Export Control.** You may not provide any export controlled data or materials to the University without the University agreeing in writing in advance.
6. **Termination.** Either you or the University may terminate this agreement by giving 10 days written notice to the other. You will pay all reasonable costs and non-cancelable obligations incurred by the University at the time of the termination. At your request and expense, the University will return to you or destroy all unused material provided by you.
7. **Independent Contractor.** The University is an independent contractor providing services to you. You and the University do not have the relationship of partners, joint venturers, principals or agents.
8. **Liability.** IN NO EVENT WILL THE UNIVERSITY BE RESPONSIBLE FOR ANY DAMAGES OR PENALTIES RESULTING FROM THE UNIVERSITY'S FAILURE TO PROVIDE, OR DELAY IN PROVIDING, THE SERVICES OR DELIVERABLES. IF A SERVICE OR DELIVERABLE IS FOUND, WITHIN SIX MONTHS OF INVOICE, TO BE SUBSTANTIALLY DEFECTIVE, THE UNIVERSITY WILL CORRECT THE DEFECTIVE PORTION OF THE SERVICE OR DELIVERABLE AT NO COST TO YOU. THIS IS YOUR SOLE AND EXCLUSIVE REMEDY UNDER THIS AGREEMENT. THE SERVICES AND DELIVERABLES ARE PROVIDED "AS IS" AND UNIVERSITY EXPRESSLY DISCLAIMS ANY WARRANTIES EXISTING BY OPERATION OF LAW, INCLUDING, BUT NOT LIMITED TO, THOSE WHICH ARE EXPRESS OR IMPLIED, MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT WILL THE UNIVERSITY BE LIABLE FOR ANY INDIRECT, SPECIAL, PUNITIVE, EXEMPLARY OR CONSEQUENTIAL DAMAGES WHATSOEVER, NOR WILL THE UNIVERSITY'S AGGREGATE LIABILITY TO YOU EVER EXCEED THE AMOUNT PAID BY YOU UNDER THIS AGREEMENT.
9. **Conditions Beyond Control.** You and/or the University will be excused from the obligations of this agreement if the performance is delayed or prevented by circumstances (except financial) reasonably beyond control, including, but not limited to, by fire, lack of water, labor or materials, storm, flood, war, rebellion, insurrection, riot, strike, differences with workmen, failure of carriers to transport or furnish facilities for transportation, as a result of some order, requisition or necessity of government, mechanical breakdown, plant shut down, and unavailability of raw materials.

10. **General.** This agreement is non-assignable and non-transferable. The State of Michigan's laws apply to this agreement, excluding its choice of law provisions. This agreement, with its Exhibit A, is the entire agreement between the parties and can only be modified in a written change signed by both you and the University.

**Michigan State University Extension**

**MICHIGAN STATE UNIVERSITY**

**By:** \_\_\_\_\_

**Its:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**City of West Branch**

**By:** \_\_\_\_\_

**Its:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## EXHIBIT A- STATEMENT OF WORK

*Materials used in trainings are not deliverables under the statement of work.*

Extension Educator Bethany Prykucki will deliver a program to City of West Branch employees. The program will be 2 hours in duration and the topic will be Parliamentary Procedure. After the program is delivered, City of West Branch will be invoiced for \$583.54.

### Agency Contact:

John Dantzer  
West Branch City Clerk/Treasurer  
121 N. Fourth St.  
West Branch, MI 48661  
989-345-0500  
[clerktreasurer@westbranch.com](mailto:clerktreasurer@westbranch.com)

# **Approval of Council Minutes & Summary**



REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET, MONDAY, FEBRUARY 19, 2018.

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

Present: Mayor Denise Lawrence and Council Members Joanne Bennett, Michael Jackson, Tim Schaiberger, Rusty Showalter, Aaron Tuttle, and Dan Weiler.

Absent: None

Other officers present: City Manager Heather Grace, Treasurer/Clerk John Dantzer, Deputy Clerk/Treasurer Michelle Frechette, and Police Chief Ken Walters.

All stood for the Pledge of Allegiance.

\* \* \* \* \*

Manager Grace noted City staff was still looking at water meter options and were not ready to offer a recommendation.

**MOTION BY SCHAIBERGER, SECOND BY TUTTLE, TO POSTPONE THE DECISION ON THE WATER METER REPLACEMENT BIDS IN ORDER FOR CITY OFFICE STAFF TO HAVE MORE TIME TO LOOK INTO THE BIDS.**

**Yes — Bennett, Jackson, Lawrence, Schaiberger, Showalter, Tuttle, Weiler**

**No – None                                  Absent –None                                  Motion carried**

\* \* \* \* \*

Bids were submitted for the audit RFP. .

**MOTION BY SHOWALTER, SECOND BY SCHAIBERGER, TO AWARD THE CITY AUDIT BID TO STEPHENSON AND COMPANY AS SUBMITTED FOR A THREE YEAR TERM.**

**Yes — Bennett, Jackson, Lawrence, Schaiberger, Showalter, Tuttle, Weiler**

**No – None                                  Absent –None                                  Motion carried**

\* \* \* \* \*

**MOTION BY SHOWALTER, SECOND BY WEILER, TO APPROVE BILLS IN THE AMOUNT OF \$78,442.21.**

**Yes — Bennett, Jackson, Lawrence, Schaiberger, Showalter, Tuttle, Weiler**

**No – None                                  Absent –None                                  Motion carried**

\* \* \* \* \*

Manager Grace made an announcement that West Branch was named the 2018 winner of the Project Rising Tide program and went over the program. She noted that they did have some meetings with Governor Snyder and that the State will be providing help for approximately a year and a half by providing technical support through the MEDC and TED offices.

Mayor Lawrence spoke on the program and gave her thoughts and an overview of the program.

Member Schaiberger noted he would like to make sure different groups of the community are represented in the program. Manager Grace noted that there were some questions raised on how members were chosen for the recent round table. She noted that it was done by another organization and the City had no say in it.

**MOTION BY SCHAIBERGER, SECOND BY TUTTLE, TO APPROVE THE MEMORANDUM OF UNDERSTANDING FOR PROJECT RISING TIDE.**

**Yes — Bennett, Jackson, Lawrence, Schaiberger, Showalter, Tuttle, Weiler**

**No — None**

**Absent —None**

**Motion carried**

\* \* \* \* \*

**MOTION BY LAWRENCE, SECOND BY SHOWALTER, TO DESIGNATE ALL BOARD OF REVIEW MEETINGS TO BE HELD AT CITY HALL WITH THE FIRST MEETING IN MARCH TO BE HELD AT 9:00 AM.**

**Yes — Bennett, Jackson, Lawrence, Schaiberger, Showalter, Tuttle, Weiler**

**No — None**

**Absent —None**

**Motion carried**

\* \* \* \* \*

A special event permit was submitted for a Bikers 4 Kids Fun Day.

**MOTION BY SHOWALTER, SECOND BY SCHAIBERGER, TO APPROVE THE SPECIAL EVENT PERMIT AS SUBMITTED AND ALLOW THE BIKERS 4 KIDS FUN DAY TO BE HELD AT IRONS PARK ON JUNE 16 FROM 9:00 AM TO 4:00 PM.**

**Yes — Bennett, Jackson, Lawrence, Schaiberger, Showalter, Tuttle, Weiler**

**No — None**

**Absent —None**

**Motion carried**

\* \* \* \* \*

A grant from Huron Pines Saginaw Bay Watershed Initiative Network (WIN) in the amount of \$5,000.00 and a grant from the North Central Michigan Community Foundation in the amount of \$2,500.00 for a Riverwalk Memorial Rain Garden was awarded.

**MOTION BY SHOWALTER, SECOND BY TUTTLE, TO ACCEPT THE RIVERWALK MEMORIAL RAIN GARDEN GRANTS AS PRESENTED.**

**Yes — Bennett, Jackson, Lawrence, Schaiberger, Showalter, Tuttle, Weiler**

**No – None                      Absent –None                      Motion carried**

\* \* \* \* \*

**MOTION BY BENNETT, SECOND BY JACKSON, TO APPROVE THE MINUTES AND SUMMARY FROM THE REGULAR MEETING HELD FEBRUARY 5, 2018.**

**Yes — Bennett, Jackson, Lawrence, Schaiberger, Showalter, Tuttle, Weiler**

**No – None                      Absent –None                      Motion carried**

\* \* \* \* \*

**MOTION BY SHOWALTER, SECOND BY SCHAIBERGER, TO RECEIVE AND FILE THE TREASURER'S REPORT AND INVESTMENT SUMMARY; ADMINISTRATIVE BUDGET AMENDMENT; THE MINUTES FROM THE EMS MEETING HELD JANUARY 18, 2018; AND THE JANUARY POLICE REPORT.**

**Yes — Bennett, Jackson, Lawrence, Schaiberger, Showalter, Tuttle, Weiler**

**No – None                      Absent –None                      Motion carried**

\* \* \* \* \*

A communication for the CORE seminar which focuses on gas line safety was shared.

A Cub Scout thank you was shared.

A thank you from Jude and Alyssa Fonguh was shared.

The resolution proclaiming February 26 as Johnny Cash day was shared.

An update on the banner policy and use of Walgreens digital billboard was shared.

A congratulations from Grayling on being awarded the Project Rising Tide program was shared.

\* \* \* \* \*

Member Bennett thanked Cindy Scott of Stephenson and Company for attending the meeting and noted the ice rink has been being used.

Member Schaiberger gave a Kids Club update.

Mayor Lawrence gave a Miss Victorian program update.

Manager Grace updated.

\* \* \* \* \*

William Ehinger made note of the City gas line that runs through town.

Marsha Young asked about the banner policy and the Miss Victorian program.

\* \* \* \* \*

Mayor Lawrence adjourned the meeting at 6:40pm.

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Denise Lawrence, Mayor

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John Dantzer, Clerk

SUMMARY OF THE REGULAR MEETING OF THE WEST BRANCH CITY  
COUNCIL HELD MONDAY, FEBRUARY 19, 2018.

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

Present: Mayor Lawrence, Council Members Bennett, Jackson, Schaiberger, Showalter, Tuttle, and Weiler.

Absent: None

Other officers present: Manager Grace, Clerk/Treasurer Dantzer, Deputy Clerk/Treasurer Frechette, and Chief Walters

All stood for the pledge of allegiance.

Decision on the water meter replacement bid was postponed to gather more information.

Council awarded the bid for audit services to Stephenson & Company for a three year term.

Council approved bills in the amount of \$78,442.21.

Council approved the memorandum of understanding for project rising tide.

Council designated all Board of Review meetings to be held at City Hall and the first meeting in March to be held at 9:00 am.

Council approved a special event permit for a Bikers 4 Kids Fun Day

Council accepted grants for a Riverwalk Memorial Rain Garden.

Council approved the minutes and summary from the meeting held February 5, 2018.

Council received and filed the Treasurer's report and investment summary; an administrative budget amendment; minutes from the EMS meeting held January 18, 2018; and the January Police report.

Communications were shared.

Members Bennett, Schaiberger, Mayor Lawrence, and Manager Grace gave reports.

William Ehinger addressed Council.

Marsha Young of the Creative Arts addressed Council.

Mayor Lawrence adjourned the meeting at 6:40 pm.

# **Consent Agenda**

Bank Code		Beginning Balance 03/01/2018	Total Debits	Total Credits	Ending Balance 03/31/2018
Fund	Description				
GEN1	GEN1 - GENERAL CHECKING				
01		693,172.03	0.00	21,448.35	671,723.68
50	CEMETERY PERPETUAL CARE	18,192.71	0.00	0.00	18,192.71
09	CEMETERY FUND	7,095.55	0.00	235.12	6,860.43
48	DDA OPERATING FUND	42,499.14	0.00	1,415.26	41,083.88
51	INDUSTRIAL PARK FUND	3,629.83	0.00	0.00	3,629.83
76	HOUSING RESOURCE FUND	182,875.19	0.00	0.00	182,875.19
18	SEWER DEBT FUND	54,421.03	0.00	0.00	54,421.03
19	WATER DEBT FUND	37,151.50	0.00	0.00	37,151.50
71	COLLECTION REPLACEMENT FUND	30,809.87	0.00	0.00	30,809.87
72	PLANT REPLACEMENT FUND (R&I)	5,983.75	0.00	0.00	5,983.75
90	SEWER FUND	341,743.80	0.00	8,330.82	333,412.98
91	WATER FUND	182,718.82	0.00	4,297.48	178,421.34
92	WATER REPLACEMENT FUND	281,356.65	0.00	0.00	281,356.65
93	SEWER COLLECTION	59,135.47	0.00	854.24	58,281.23
61	EQUIPMENT FUND	104,920.59	6,562.28	640.29	110,842.58
04	PAYROLL CLEARING	(36,090.19)	36,090.19	0.00	0.00
05	IRONS PARK ENTERTAINMENT FUND	4,745.95	0.00	0.00	4,745.95
07	YOUTH SAFETY PROGRAM	2,156.83	0.00	0.00	2,156.83
14	RECYCLING CENTER	3,796.02	0.00	0.00	3,796.02
	GEN1 - GENERAL CHECKING	2,020,314.54	42,652.47	37,221.56	2,025,745.45
4/LST	MAJOR/ LOCAL STREETS				
02	MAJOR STREET FUND	506,549.38	0.00	3,710.20	502,839.18
03	LOCAL STREET FUND	312,868.18	0.00	1,720.71	311,147.47
	MAJOR/ LOCAL STREETS	819,417.56	0.00	5,430.91	813,986.65
PAY	PAYROLL				
04	PAYROLL CLEARING	41,886.34	0.00	37,045.08	4,841.26
	PAYROLL	41,886.34	0.00	37,045.08	4,841.26
THEM	SAVINGS				
01		435,044.47	0.00	0.00	435,044.47
50	CEMETERY PERPETUAL CARE	1,647.58	0.00	0.00	1,647.58
51	INDUSTRIAL PARK FUND	20,836.85	0.00	0.00	20,836.85
71	COLLECTION REPLACEMENT FUND	2,351.12	0.00	0.00	2,351.12
91	WATER FUND	25,991.52	0.00	0.00	25,991.52
92	WATER REPLACEMENT FUND	19,536.90	0.00	0.00	19,536.90
93	SEWER COLLECTION	779.31	0.00	0.00	779.31
61	EQUIPMENT FUND	103,241.25	0.00	0.00	103,241.25
14	RECYCLING CENTER	1,014.68	0.00	0.00	1,014.68
	SAVINGS	610,443.68	0.00	0.00	610,443.68
TAX	TAXES				
01	TAX AGENCY	1,773.48	0.00	0.00	1,773.48
	TAXES	1,773.48	0.00	0.00	1,773.48
	TOTAL - ALL FUNDS	3,493,835.60	42,652.47	79,697.55	3,456,790.52

03/02/2018 08:32 AM  
User: MICHELLE  
DP: Westbranch City

CASH SUMMARY BY ACCOUNT FOR WEST BRANCH  
FROM 03/01/2018 TO 03/31/2018  
FUND: ALL FUNDS  
INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 03/01/2018	Total Debits	Total Credits	Ending Balance 03/31/2018
Fund 101					
004.300	CERTIFICATE OF DEPOSIT A	100,000.00	0.00	0.00	100,000.00
004.400	CERTIFICATE OF DEPOSIT B	150,000.00	0.00	0.00	150,000.00
		<hr/> 250,000.00	<hr/> 0.00	<hr/> 0.00	<hr/> 250,000.00
Fund 150 CEMETERY PERPETUAL CARE					
004.300	CERTIFICATE OF DEPOSIT A	114,255.00	0.00	0.00	114,255.00
004.400	CERTIFICATE OF DEPOSIT B	114,822.11	0.00	0.00	114,822.11
	CEMETERY PERPETUAL CARE	<hr/> 229,077.11	<hr/> 0.00	<hr/> 0.00	<hr/> 229,077.11
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	100,000.00	0.00	0.00	100,000.00
	INDUSTRIAL PARK FUND	<hr/> 200,000.00	<hr/> 0.00	<hr/> 0.00	<hr/> 200,000.00
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	100,000.00	0.00	0.00	100,000.00
	EQUIPMENT FUND	<hr/> 250,000.00	<hr/> 0.00	<hr/> 0.00	<hr/> 250,000.00
	TOTAL - ALL FUNDS	<hr/> 929,077.11	<hr/> 0.00	<hr/> 0.00	<hr/> 929,077.11



West Branch  
JOURNAL ENTRY  
JE: 9766

Post Date: 02/16/2018  
Entry Date: 02/16/2018  
Description: BUDGET POLICY AMENDMENTS

Entered By: MICHELLE  
Journal: BA

GL #	Description	DR	CR
101-228.000-801.700	CONTRACTUAL SERVICES		600.00
101-301.000-801.700	CONTRACTUAL SERVICES	600.00	
591-000.000-865.700	PROFESSIONAL DEVELOPMENT		100.00
591-000.000-727.700	OPERATING SUPPLIES	100.00	
590-567.000-718.700	MERS RETIREMENT (EMPLOYER)		6,200.00
590-567.000-716.700	BC/BS HEALTH INSURANCE PREMIU	6,200.00	
	Journal Total:	6,900.00	6,900.00

APPROVED BY: \_\_\_\_\_

West Branch  
JOURNAL ENTRY  
JE: 9781

Post Date: 02/26/2018  
Entry Date: 02/26/2018  
Description: HOUSING EXPENSE ADJUSTMENT

Entered By: JOHN  
Journal: BA

GL #	Description	DR	CR
276-000.000-801.700	CONTRACTUAL SERVICES	60.00	
276-000.000-956.700	EXPENSES		60.00
Journal Total:		60.00	60.00

APPROVED BY: \_\_\_\_\_

**DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING  
NOVEMBER 28, 2017  
121 N. 4TH ST., WEST BRANCH, MI 48661**

- I. Chairperson Jayson Stroebel called the meeting to order at 12:08 pm.
- II. Present - Jayson Stroebel, Autumn Hunter, Joe Clark, Samantha Fabbri, Sandy Rabidue, Joanne Bennett, Mayor Lawrence.  
Absent - Rusty Showalter, Tracy Williams, Dora Zapczynski.  
Others Present - GPSCR Coordinator, Kelli Collins, Planning Commission Member, Kara Fachting.

**Motion by Rabidue to excuse Williams and Showalter absence due to work obligations.**

**Second by Fabbri.**

**Yes - Jayson Stroebel, Autumn Hunter, Joe Clark, Samantha Fabbri, Sandy Rabidue, Joanne Bennett, Mayor Lawrence.**

**No - None.**

**Absent - Rusty Showalter, Tracy Williams, Dora Zapczynski.**

**Motion voted and carried.**

III. **Additions to Agenda -**

Stroebel questioned an email communication from Mandi Chasey apologizing to the board for her absence at today's meeting. Discussion was made if she is required to attend DDA meetings or if she had attended some meetings in the past as part of communication between MEDC Dan Leonard regarding the Facade Grant. Bennett expressed concern that the EDC had requested a contractual contribution from the DDA that had not been paid but approved by resolution. Members advised they did not recall this and some had reviewed minutes over the past year and did not find where this was discussed or approved. Stroebel advised she was welcome to attend a meeting and members could address this again.

IV. **Minutes -**

Minutes of the October 24, 2017 meeting were reviewed.

**Motion by Clark to approve the minutes as presented. Second by Fabbri.**

**Yes - Jayson Stroebel, Autumn Hunter, Joe Clark, Samantha Fabbri, Sandy Rabidue, Joanne Bennett, Mayor Lawrence.**

**No - None.**

**Absent - Rusty Showalter, Tracy Williams, Dora Zapczynski.**

**Motion voted and carried.**

Collins made everyone aware that the motion to send the letter to Zapczynski at the last meeting was not voted or carried. The letter was sent but this item needs to be voted.

**Motion by Stroebel to approve the letter sent to Zapczynski explaining attendance regulations and results of unexcused absences and if she wishes to not continue on the board to submit a letter of resignation. Second by Hunter.**

**Yes - Jayson Stroebel, Autumn Hunter, Joe Clark, Samantha Fabbri, Sandy Rabidue, Joanne Bennett, Mayor Lawrence.**

**No - None.**

**Absent - Rusty Showalter, Tracy Williams, Dora Zapczynski.**

**Motion voted and carried.**

**V. Bills -**

Additional bills were submitted for \$36.01 - The Silver Lining, \$680 - West Branch Greenhouse, \$121.50 - M&I Graphics & Promotions. Bennett stated the additional invoice for 20 Smiley Mugs was for the appreciation gifts for volunteers at the Fireman's Monument. She explained the initial list she received from Griffin was estimated at 30 mugs which allowed a margin of a few extras if they were needed. Griffin distributed the mugs and requested 20 more were needed. Members questioned if there were really 50 volunteers? Rabidue questioned several bills received from Medler Electric. Stroebel explained he has reviewed the charges and they were justifiable. Members expressed their approval and admiration of the Evergreen boughs in the corner planters.

**Motion by Rabidue to pay all bills as presented in the amount of \$1,174.89. Second by Hunter.**

**Yes - Jayson Stroebel, Autumn Hunter, Joe Clark, Samantha Fabbri, Sandy Rabidue, Joanne Bennett, Mayor Lawrence.**

**No - None.**

**Absent - Rusty Showalter, Tracy Williams, Dora Zapczynski.**

**Motion voted and carried.**

**VI. Bids - None.**

**VII. Reports and/or Comments -**

**Chairman Report -**

Stroebel advised he made contact with his acquaintance from Alpena about the Roger Brooks Consultation. He explained his friend was not a part of the DDA then but would get back with him after their next meeting.

Stroebel discussed the RFP Collins drafted for the ADA Compliance Ramp to replace the steps in the N. Parking Lot. West Branch Concrete inspected the site to check the grade of the slope. If it was over 30 inches it would require a 5x5 foot platform. It was measured to be under 30 inches so this would not be required. Stroebel suggested we move forward and submit the RFP so we are prepared to begin construction in the spring. Clark questioned if we do the steps now and later the parking lot we possibly could have to redo the entire ramp again. Clark mentioned exploring a grant for a Handicap Ramp. Stroebel advised he met with Manager Grace and was informed there are not grants for Handicap Compliance at this time...focus has shifted to infrastructure. Manager Grace also stated the City should help contribute towards the project with the amount of contribution being the same they would have spent to close/remove the stairs or fixing them and DDA contribute the remaining funds. Members conversed about what to expect the cost of this project to be. Stroebel advised the City Manager informed if the DDA did both projects at the same time the City would likely "lend" funds to the DDA which would be spread out over multiple fiscal years for repayment. Clark suggested getting bids for both projects. It was discussed to get two bids...one for the steps between the parking lots and the other for behind the Herald office. Both bids would be for ADA compliance ramps. Collins stated the RFP drafted does not specify a location for the project - solely the scope of work. This RFP could be revised with a description for both projects. Clark suggested maybe modify the parking lot to direct handicap customers to the newly constructed ADA compliant ramp. He also stated the steps behind the Herald would need upgraded from wood to concrete steps. Clark

questioned if an opinion from DPW Superintendent Mike Killackey was received. Stroebel advised he has not heard any response from an email generated in October from the City Manager asking him to inspect the stairs in question. Clark requested Collins contact Killackey to meet with himself and Stroebel to discuss the best option to proceed. It was agreed to submit the RFP for the steps between the parking lots and after meeting with Killackey a decision would be made on those steps. Stroebel will get with Collins to insert dates on the RFP to be submitted.

**Motion by Stroebel to submit the RFP for the steps between the N. parking lots to construct an ADA compliant ramp. Second by Clark.**

**Yes - Jayson Stroebel, Autumn Hunter, Joe Clark, Samantha Fabbri, Sandy Rabidue, Joanne Bennett, Mayor Lawrence.**

**No - None.**

**Absent - Rusty Showalter, Tracy Williams, Dora Zapczynski.**

**Motion voted and carried.**

Stroebel informed he attended the City Council meeting and presented the Summary of the last DDA meeting which was prepared by Collins. Council expressed they were pleased with the efforts DDA is making in keeping them informed. Members commended and praised Collins on her work.

#### Member Reports -

Rabidue brought members up to date on the flower pots. She explained that due to unforeseen circumstances at the Greenhouse she will wait until next month to follow up on this. She would like to have orders ready by early winter because they grow much of their foliage.

Fabbri updated members that after the last meeting she attempted to order the benches as approved - however - they were sold out so she was unable to place the order. Discussion was held and agreed to watch for any sales and hope to order some by Spring. Stroebel also stated he spoke to City Manager about a "blanket" ordinance for the benches being allowed on the sidewalks in front of the businesses. Stroebel passed on an email from Showalter stating he could not find anything in the City Charter that would prevent business owners to install benches throughout the downtown district. He did state there is a zoning code that was brought to his attention which could potentially prohibit benches without proper permitting. He suggested the Planning Commission look into a zoning ordinance that would "blanket" the downtown district as long as it is in compliance with City Charter. Members expressed their concerns over making our ordinance less regulated and to allow businesses to move forward with improving the downtown district and utilizing the information obtained from the Roger Brooks presentations. Everyone agreed the re-write of the Zoning Ordinance and Master Plan will be beneficial to the downtown district and hope to resolve these issues. DDA members would like to see this issue added to the next Planning Commission Agenda. Collins informed the DDA that starting in January 2018 Planning will be meeting twice monthly with the 2nd meeting addressing and re-writing the Ordinance and Master Plan. Collins articulated the need for input from all boards and encouraged anyone to attend. Collins expressed the importance of goals and changes the boards would like to see need to be addressed at these meetings. Fachting informed the board that many Planning members attended a 7 week Citizen Planner Curriculum and Denise from Nemcog was the speaker at 2 of the sessions. She has been retained by the City to re-write the Master Plan and Zoning Ordinance. Fachting also made clear the Planning Commission is very receptive and approving of benches and such in the downtown

district.

#### Planning Commission -

Fachting presented and read the Summary from the last Planning Commission meeting. DDA members asked questions. Stroebel made aware that a statement made by David of the Planning Commission was not entirely factual. Stroebel informed the DDA that David stated "much of the reason Planning members have not attended DDA meetings is directly due to the times of the DDA meetings. Most Planning members work and are unable to attend meetings at 12:00 pm on weekdays". Stroebel stated approximately 1-2 Planning members have a job which is not "most". Stroebel stated this will be amended at the next Planning meeting. Everyone agreed these summaries are extremely helpful in keeping both boards updated and all feel it is a positive step in going forward. Fachting informed the DDA that Collins was appointed by Planning as the new Planning Director and has been approved by Council. Mayor Lawrence stated that this position will be up to Denise Kline from Nemcog to decide if it is necessary when she begins doing the Master Plan and rewrite of the Zoning Ordinance. Fachting stated Council did approve the updated Planning Ordinance. Mayor Lawrence stated they did approve the ordinance but did not address the previously voted on motion to not remove anyone from boards. Lawrence stated Council voted not to reappoint or remove anyone from DDA or Planning boards for 6 months to a year. Fachting stated there is confusion as she and another member have terms expiring at the end of the month. Fachting explained they have reapplied for their positions. Collins stated she believed it was worded that if their term is coming up they would be allowed to reapply. Bennett asked if they understand the new structure of the Planning Commission. She stated all Planning members have to reapply. Stroebel made clear that the "6 month" extension was to allow DDA and Planning a time frame to work on any problems and the new Planning Ordinance recently adopted by Council requires all Planning members to reapply for their position based on new criteria. The deadline to reapply for the Planning Commission is November 29, 2017.

#### **VIII. New Business-**

DPW Superintendent was not available. Collins read an email which Manager Grace stated Killackey requested to be added to the agenda to decide whether the DDA would like the City DPW to plow/shovel alleys in the DDA district (which the DDA would pay for). They have not been cleared of snow by DPW in recent past. Killackey would like a clear mandate from DDA what they prefer because City Hall gets a number of complaints from people saying they wish the alleys were plowed. Another point the City Manager made was if DDA wants to pay to clear only alleys belonging to the City or alleys that have private claims of ownership. Rabidue expressed her concern of what DDA is doing...sidewalks, parking lots. Discussion by members stated they agreed to have DPW remove the snow so it was all removed at the same time. Rabidue debated if it was cost effective to have DPW remove the snow or contract with a private business. Stroebel would like to see a map of the areas currently being done and paid by the DDA and the areas he is questioning to be done and paid by the DDA. Clark stated between the Herald and his business is City Property but they consider it their property to maintain. The agreement with the DDA was for sidewalks...not alleys. Since these businesses want the alley done first they pay for it even though it is City Property. Clark stated the reason for the agreement was to clear Main Street so the City does not have to send more than one truck to pick up the snow. Mayor Lawrence asked if they prefer the City not clear the snow and have the

business owners do their own removal. Clark and other members stated no...this would cost the city more in the long run because snow would be out on the streets at all times of the day. It was decided the DDA would like to see an agreement of what they are paying for and the time frames it is being done. Clark voiced concerns that the people who were around when these agreements were made are no longer here and feels the information is not clear or current. Clark stated the current agreement was the front facing main street - that was what DDA was responsible for. Many questioned why is the DDA paying for parking lots? It was agreed they may need to get bids from contractors to see if it is cheaper than what the City is charging. Stroebel questioned if DDA does not pay to have parking lots done do they just not get done? Mayor Lawrence stated the City would probably do the parking lots...but they would plow city streets first. Collins will contact Killackey to have him schedule a time to meet with Clark and Stroebel and address any issues with snow removal along with clarification of what gets paid by DDA.

Fabbri announced they are not doing the December Success Group as they do not have enough time to organize it properly. This event was for a "pre" parade event and they will plan for it next year.

**IX. Old Business -**

Stroebel stated he spoke to Zapczynski about attending DDA meetings. She stated to him she would attend this meeting...however she is not present. Discussion was held and agreed if she misses 3 consecutive meetings she would be removed. She has missed 2 so far.

Bennett made aware she has contacted 4 business owners downtown with vacant buildings and they are very excited about the signs and displays in their empty windows. She has received no negativity on this proposed idea. Bennett suggested the City move forward with getting something on the website for listings of vacant properties downtown as part of complying with an RRC community. Rabidue will begin working on a design for the signage and verbiage.

**X. Public Comment -**

Fachting thanked the board for allowing her to attend.

**XI. Adjournment -**

Stroebel adjourned the meeting at 1:30 pm.

Respectfully Submitted,

Kelli Collins  
GPSCR Coordinator

**DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING  
DECEMBER 19, 2017  
121 N. 4TH ST., WEST BRANCH, MI 48661**

The Downtown Development Authority meeting was opened by Chairperson Jayson Stroebel at 12:03pm.

**ROLL CALL:**

Present - Jayson Stroebel, Joanne Bennett, Tracy Williams, Rusty Showalter, Joe Clark, Autumn Hunter, Sandy Rabidue, Mayor Lawrence.

Absent - Samantha Fabbri, Dora Zapczynski.

Others Present - GPSCR Coordinator, Kelli Collins, Planning Commission Member, Bob David.

**Motion by Showalter to excuse Fabbri's absence. Second by Hunter.**

**Yes - Jayson Stroebel, Joanne Bennett, Tracy Williams, Rusty Showalter, Joe Clark, Autumn Hunter, Sandy Rabidue, Mayor Lawrence.**

**No - None.**

**Absent - Samantha Fabbri, Dora Zapczynski.**

**Motion voted and carried.**

**ADDITIONS TO AGENDA-**

Stroebel advised an email was received from Manager Grace concerning \$7,500 contribution to the Downtown Retail Merchants for 2018. Manager Grace expressed concerns of the legality of this practice and she has contacted the City Attorney for her opinion. She also informed this expenditure is not currently budgeted for. Members discussed past practice of this contribution and what it has been used for. Members questioned and discussed the current line item on the Financial Sheet under Downtown Events for \$7,500. It was agreed to wait to hear the legal opinion of the City Attorney regarding this expenditure going forward.

**MINUTES -**

Minutes of the November 28, 2017 meeting were reviewed.

**Motion by Bennett to approve the minutes as presented. Second by Stroebel.**

**Yes - Jayson Stroebel, Joanne Bennett, Tracy Williams, Rusty Showalter, Joe Clark, Autumn Hunter, Sandy Rabidue, Mayor Lawrence.**

**No - None.**

**Absent - Samantha Fabbri, Dora Zapczynski.**

**Motion voted and carried.**

**BILLS -**

Bills in the amount of \$275 from Edith M's were presented.

**Motion by Showalter to pay bills in the amount of \$275 for Edith M's. Second by Stroebel.**

**Yes - Jayson Stroebel, Joanne Bennett, Tracy Williams, Rusty Showalter, Joe Clark, Autumn Hunter, Sandy Rabidue, Mayor Lawrence.**

**No - None.**

**Absent - Samantha Fabbri, Dora Zapczynski.**

**Motion voted and carried.**

**BIDS -**



None.

## **REPORTS AND/OR COMMENTS -**

### Chairman Report -

Stroebe advised he has attended the last 2 Council Meetings. Discussion was recently held on charging \$100 to patrons who wished to display banners. There was a room full of people present at the meeting opposed to this \$100 fee which was previously approved by resolution by Council. Banners and safety hazards were also discussed. City Council has agreed to contact Consumers Energy and inquire on their hanging banners and safety hazards.

Stroebe commended DPW removing snow...however...he informed they have been removing snow with less than 4". Stroebe relayed an email from Manager Grace on options for snow removal by DPW. Grace also informed that there is not potential for additional liability if snow is not removed due to Governmental immunity and snow and ice being considered "open and obvious hazards" within the law of the State of Michigan. Members discussed pros and cons of snow removal from sidewalks and what was best for customers, businesses and the City. All agreed they feel snow removal is vital and important for the downtown district and wish to continue with snow removal as is.

Mayor Lawrence presented a Tax Increment Finance and Development Plan Amendment for the DDA dated 2002. It was noted many of the proposed improvements have been completed. Rabidue stated when this plan was developed the DDA anticipated monies coming in from the Parking Lots when in fact the Parking Lots cost them money (snow removal, etc). Therefore, many of the proposed plans for the Parking Lots were not feasible or realistic.

Stroebe stated we need a resolution to update the RFP from ADA Ramp to Stairs w/handrail.

**Motion by Bennett to update the RFP to reflect changes from an ADA Ramp to Concrete Steps with a Handrail. Second by Showalter.**

**Yes - Jayson Stroebe, Joanne Bennett, Tracy Williams, Rusty Showalter, Joe Clark, Autumn Hunter, Sandy Rabidue, Mayor Lawrence.**

**No - None.**

**Absent - Samantha Fabbri, Dora Zapczynski.**

**Motion voted and carried.**

Stroebe informed he has done some researching on the DDA Job Description. All members reviewed the Job Description. Stroebe also presented and discussed a copy of DDA By-Laws which are not approved or signed. Hunter explained these were discussed a few years ago but just as a generic summarized version of by-laws. Certain "office" positions stated in the by-laws were discussed. Showalter advised because of the way the DDA is made up in the City the Clerk/Treasurer of the City acts as treasurer for the DDA and the DDA Administrator replaces the position of secretary for the DDA. Clark expressed his concerns due to lack of city representation at these meetings (DDA and Merchants) we have lost a valuable link of communication. Members discussed the importance of updating these by-laws and making them relevant to our DDA. All agreed by-laws are important and should be looked at by all members to be addressed and customized at a future meeting.

The most current DDA District Map was reviewed by all members.

### Member Reports -

Clark informed he has met with Mike Killackey on the parking lot improvements. Mr. Killackey was receptive to his recommendations of a more economical approach to addressing and correcting the current problems. Replacing with ADA Ramp vs. replacing stairs with handrails was discussed. It was agreed that additional signage and replacing the stairs with concrete steps and a handrail was the most cost-effective and efficient solution. It was suggested to update and revise the RFP to reflect these changes and post to the website for bids. Stroebel stated he would re-word the RFP and have Collins update it and forward to the City to publish.

Hunter inquired who is responsible for the lights in the parking lots of 3rd street. She advised she contacted City Hall about 2 weeks ago informing they were not working. Stroebel will follow-up with the City to make sure this is taken care of.

Rabidue questioned the lights on the trees downtown this year not very bright. Members stated they purchased several more LED lights in the past years to replace the old lights. It was discussed and agreed that many of the LED lights are not being used. Members agreed they need to set up a time where several of the members can get together at the DPW garage and sort through the lights and garland. This organization of the lights will enable DPW to easily distinguish which lights are to be used next year.

Rabidue presented a sample sign she would like to make for the vacant windows in the downtown district. The size she suggested was 2x3. Members agreed they would like the design and color of the current City signs. Members clarified what each sign layout should be to stay consistent throughout the downtown. Rabidue stated she can do both landscape and portrait signs with grommets to hang the signs from.

Rabidue stated she will begin checking on the flowers and pots in January.

#### Planning Commission-

Bennett stated Reigle Exteriors is requesting a Special Use Permit for a Transfer/Recycling building. Clark explained how this could benefit the contractors in our community who have no place to haul building materials. This facility could save the contractor both time and money. Bennett stated it was well received by the Planning Commission. Benches were discussed at the Planning Meeting. They are very receptive to the benches in downtown. Wellhead protection areas were discussed. Denise Cline from Nemcog forwarded a huge file with information to prepare for the updates to begin in January. Bill Ehinger applied for the open seat on the Planning Commission and was approved. Rabidue questioned if placing flower pots outside businesses is within current zoning. Showalter stated he felt flower pots are fine....the problem with the benches was due to contradiction between City ordinance and City zoning. This will need to be addressed by the Planning Commission to ensure the zoning and City ordinance do not contradict each other. Collins informed the City Manager has stated these benches will not be allowed next year unless they obtain a Sidewalk Cafe Permit.

#### **NEW BUSINESS -**

Stroebel relayed from the City Manager the proper procedure for being on the Agenda for Council Meetings.

DDA applications received so far is from Joe Clark. Tracy Williams would like to submit an application but wanted to make the DDA aware her employment is undergoing several months of training in the next 6 months and therefore she may have to miss a few meetings. She wanted to make everyone

aware before she submitted her application in the event this could be a hardship for the DDA. Members suggested she submit her application and they will continue to excuse absences for meetings she cannot attend. Williams will submit her application.

**OLD BUSINESS -**

Stroebe relayed an email regarding benches in the DDA District from the City Manager stating it is not proper for such benches to be placed on the sidewalks along Houghton Avenue by business owners unless first obtaining a "sidewalk cafe" permit and that businesses not already having done this will not be able to do so again after this fall as she plans to have the City Zoning Department take a more active role in enforcement of this provision moving forward. Members expressed disappointment that they feel we are not all working together to promote downtown and we need to fix that to continue utilizing the Roger Brooks webinars.

Stroebe communicated the appreciation gifts for the Fireman's Monument volunteers reached just under \$700. Discussion was held that next year this needs to be reconsidered. Members agreed a nice Thank You letter should be sufficient.

**PUBLIC COMMENT-**

None.

**ADJOURNMENT -**

Stroebe adjourned the meeting at 1:37 pm.

Respectfully Submitted,

Kelli Collins  
GPSCR Coordinator

**DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING  
JANUARY 23, 2018  
121 N. 4TH ST., WEST BRANCH, MI 48661**

The Downtown Development Authority meeting was opened by Chairperson Jayson Stroebel at 12:02 pm.

**ROLL CALL:**

Present - Jayson Stroebel, Samantha Fabbri, Joe Clark, Autumn Hunter, Sandy Rabidue, Joanne Bennett, Mayor Lawrence.

Absent - Rusty Showalter, Tracy Williams, Dora Zapczynski.

Others Present - GPSCR Coordinator, Kelli Collins, City Manager, Heather Grace, EDC Director, Mandi Chasey, City Attorney, Gabby Dantzer.

**Motion by Stroebel to excuse Showalter's absence. Second by Bennett.**

**Yes - Jayson Stroebel, Joanne Bennett, Joe Clark, Autumn Hunter, Sandy Rabidue, Mayor Lawrence, Samantha Fabbri.**

**No - None.**

**Absent - Rusty Showalter, Tracy Williams, Dora Zapczynski.**

**ADDITIONS TO AGENDA -**

City Attorney, Gabby Dantzer, advised she has drafted By-Laws for the DDA. A copy of the proposed By-Laws was given to each member for review. Dantzer also detailed and gave guidance on being in compliance with legal expenditures of DDA funds. She explained that because the DDA uses Public Funds we have to make sure they are used for a Public Purpose. She stated the DDA must know what the funds are spent on prior to expenditures and a clear accounting of these disbursements. A Public Purpose is limited to what a municipality is authorized to exercise and must have a direct benefit to the public. Dantzer stated the DDA Act outlines the DDA's purpose is to "correct or prevent deterioration in the business district, encourage historical preservation, also related to acquiring interest in real and personal property, to create and implement development plans and to promote economic growth". Dantzer stated that if funds are spent on these things they would clearly be authorized by statute. Stroebel questioned the \$7500 contracted to the Merchants to be used for events to promote the City. Dantzer asserted that if the Merchants report where those funds are to be used ahead of time and the DDA knows it is an authorized purpose, it will be fine. Stroebel emphasized it is used for events downtown, promoting downtown and all of the purposes she mentioned. Clark stated the Merchants prepare a budget to the DDA for these funds. Dantzer explained as long as it is a service promoting the downtown the DDA needs to have a level of control and the entity receiving the funds are responsible to the DDA making sure the money is spent on what the DDA agreed to prior to the disbursement. She put emphasis on accountability to the DDA for the funds spent - preferably through a contract. Clark stated the DDA funds to the Merchants have existed for many years and a member of the DDA has always been a member of the Downtown Merchants. Dantzer stressed "gifting" is prohibited using Public Funds.

**DDA By-Laws -**

Stroebel informed the proposed By Laws for the DDA given to each member will be tabled until the next DDA meeting. This will give sufficient time for members to review and put on the Agenda for the next meeting for discussion. Some questioned if the DDA has past By Laws. All agreed they do not.

**Pocket Park -**

Fabbri informed the Pocket Park is still open and they agreed it should be closed the 1st of the year. The fountains have been winterized.

**Motion by Stroebel to shut down the bathrooms and be re-opened (weather permitting) by April 15, 2018. Second by Clark.**

**Yes - Jayson Stroebel, Joanne Bennett, Joe Clark, Autumn Hunter, Sandy Rabidue, Mayor Lawrence, Samantha Fabbri.**

**No - None.**

**Absent - Rusty Showalter, Tracy Williams, Dora Zapczynski.**

Manager Grace agreed to contact DPW and advise.

**EDC-**

Mandi Chasey presented members A Strategic Plan for the Ogemaw County EDC and Ogemaw County 2018-2022. Chasey informed they went to different Townships and Cities and asked what they wanted EDC to be working on and this is the results from that. Strengths of the County and A Plan for an Improved Economy in Ogemaw County are detailed in the Plan. Chasey stated they are in the running for the Rising Tide Program between Ogemaw and Roscommon Counties. Rising Tide is for communities that are struggling - if chosen they collaborate and advise on what to work on to be better positioned for redevelopment opportunities. Chasey stated she hopes to hear in the next couple of weeks if our county is chosen for this program. Discussion was made on creating a standard form for entities requesting contractual contributions in the future. Chasey stated the EDC mailed a fundraiser letter several months ago but has had no response. They hope to do another mailing and hope to be able to inform EDC was awarded the Rising Tide Program. Lawrence questioned improving housing opportunities for citizens and employees outlined in the Strategic Plan and stated the City has limited growth for this. Chasey reiterated this plan is for the entire County - not just the City. Chasey stated they are considering a complex type of housing near exit 215. Lawrence questioned if they are also looking at growth at exit 215 for business opportunities. Chasey replied they are. Members expressed opposition to Kirtland College moving further from our County. Chasey stated the West Branch building owned by Kirtland is looking for anchor programs now. Chasey reported she helped promote the Hiring Fair for the new business coming to Grayling which over 400 people attended. Due to the shortage of housing in Grayling she anticipates potential employees will look for housing in our nearby county.

**MINUTES -**

Minutes of the December 19, 2017 meeting were reviewed.

**Motion by Stroebel to approve the minutes as presented. Second by Clark.**

**Yes - Jayson Stroebel, Joanne Bennett, Joe Clark, Autumn Hunter, Sandy Rabidue, Mayor Lawrence, Samantha Fabbri.**

**No - None.**

**Absent - Rusty Showalter, Tracy Williams, Dora Zapczynski.**

**BILLS-**

Nothing to report for bills.

**Bids -**

None.

## **REPORTS AND/OR COMMENTS -**

### **Chairman Report -**

Stroebe did report he had questions on the Financial Sheet regarding comparisons from last month to the current report showing equipment rental increased by thousands of dollars. Stroebe questioned how rates are determined for this equipment charge. Grace advised it is based on the MDOT rate. Stroebe stated we will need to amend the budget as we are over-budget on equipment rental. Clark questioned policy and procedure for DPW removing snow from sidewalks. Discussion was held on the pros and cons of cutting back these services or leaving them as is. Many were concerned that we are early in the winter and we need to look at the budget to see what areas could be amended to ensure the funds are in the areas needed. Grace mentioned she could ask DPW to estimate an approximate cost for anticipated snow removal for the rest of the season. Contracting some of these services outside was discussed. Members expressed the importance of having sidewalks done as priority.

Grace stated DPW would do the parking lots even if DDA agrees to not pay for this service...it would just not be a priority anymore. Stroebe suggested we wait until next month and see what snow removal costs the DDA. If it continues to be high we could stop paying for the parking lots snow removal as priority. Stroebe also requested a line item of what DDA is paying for snow removal. Grace stated she bases her City budget on the DDA budget - if we want to make that change and it is not going to cause any issues for the City she can do it.

**Motion by Stroebe to move half of the Contractual Services Funds (\$7500) to Equipment Rental to cover the budget of the remaining season for snow removal. Second by Clark.**

**Yes - Jayson Stroebe, Joanne Bennett, Joe Clark, Autumn Hunter, Sandy Rabidue, Mayor Lawrence, Samantha Fabbri.**

**No - None.**

**Absent - Rusty Showalter, Tracy Williams, Dora Zapczynski.**

Stroebe reported City Council has a vacancy due to the resignation of Mr. Lucas. Stroebe stated he chose not to apply for it due to the fact DDA has 2 members on the board who are also members of Council and according to By-Laws we are not allowed to do this.

Stroebe relayed Officer Beehler was commended by Council for entering a burning house recently to ensure no people were inside.

### **Member Reports -**

Grace suggested DDA create a Budget Sub Committee for the upcoming proposed budget by the March Council meeting.

Fabbri questioned the \$7500 budgeted for the Merchants? Grace advised when the budget sub-committee first met and the reason the line item was changed was because it was not budgeted to provide \$7500 to the Downtown Merchants. Instead the plan at the time was to potentially spend out of that for Downtown Events. Fabbri stated she thought this \$7500 was "earmarked" for the Downtown Merchants. Discussion was held on the way this money evolved...and how it has been allocated in the past. Grace stated the DDA can still spend this \$7500 but first need to request a budget from the Merchants and a contractual agreement on how the money is spent. Once the DDA discusses and approves the budget they can legally disperse the money to the Merchants.

### **Planning Commission -**

Rabidue and Bennett advised they attended the last Planning meeting. Rabidue expressed concern over the benches/flower pots with Planning in the midst of re-writing the zoning and Master Plan. Grace stated she is not concerned with flower pots being an issue and is currently waiting for a template from



MDOT for permitting. Grace stated the main concern is for vendors in the streets proposing an actual Sidewalk Cafe Restaurant type of permitting. Grace requested DDA create a plan or drawing she can submit to MDOT for approval of a permit for benches and flower pots. MDOT owns the sidewalk and they are required to make sure it complies with ADA accessibility. Grace stated our current zoning does not have anything specific about benches and flower pots...she can still make it happen by going through MDOT and submitting the proper drawings if they meet their approval.

#### **NEW BUSINESS -**

Stroebel stated he attended the Joint DDA meeting last week. Many other members of the DDA were in attendance also. They were informed the signs for exits 212 and 215 are done and ready to install. Question was raised as to where the signs are being stored. Lawrence informed that a FOIA request was sent previously to West Branch Township requesting information regarding the Way finding Signs. They replied by submitting a bill to the City for over \$600 to comply with the FOIA request. Clark suggested by-passing West Branch Township and reach out to someone else who may have the information we need - possibly Bob Griffin may know where the signs are being stored. The signs are quite large - 12 feet long by 6 feet high and would need a large area to be stored at. The signs have been scheduled to be installed by April 19, 2018 according to information from the Joint DDA meeting. Stroebel shared diagrams and pictures of the signs.

#### **Alleys - Beautification Project -**

Beautification Project - Stroebel advised he has discussed with several people the Alley between Sun Spa and Ink and Thread. This has been discussed as an area in need of improvement which could benefit the downtown area greatly. A Rain Garden is going to be created through grants Collins has secured along that walkway behind Creative Arts leading to the River Walk. Collins stated a small group of people have been working on this Rain Garden for almost a year. A small grant of \$1000 was awarded for the project from Community Foundation for Northeast Michigan. Recently a grant has been submitted to Huron Pines and the amount of \$5000 has been earmarked for this project. With this most recent grant money this Rain Garden coming to fruition is now a reality! Stroebel stated this Alley has much potential. This may be a great DDA project to improve this area by installing outside seating (tables, chairs, etc), plants, trees, overhead lighting (strings of lights). This would tie into our River Walk and beautify the downtown area. Stroebel asked members to think on this before the next meeting so we can discuss the possibility of going forth with this project. We currently have the Pocket Park across the street and with the Rain Garden going in along the alley to the River Walk - this project would complement and enhance the City. Clark suggested we contact Ken Neubecker and ask he create a rendering for this project. Clark agreed to contact Ken.

Grace also wanted to have DDA think about what they would like to do with the space where the old laundromat is next to the railroad in the event it is demolished in the future.

#### **Parking Permits -**

Stroebel questioned the Parking Permits for the City Lots. Grace explained these are issued through City Hall and she thinks this money is put in the general fund. Stroebel asked why the DDA doesn't receive this revenue since they pay for the Parking Lots. Grace stated the small fees received from these permits do not even cover the cost of city administrative fees for the service.

**OLD BUSINESS -**

**Signs -**

Rabidue shared and showed several sample signs she created to display in the vacant buildings in the downtown district. Many styles, sizes, and prices were compared.

**Motion by Stroebel to contract with Office Central to create and produce signs for the vacant buildings in the downtown district. Second by Fabbri.**

**Yes - Jayson Stroebel, Joanne Bennett, Joe Clark, Autumn Hunter, Sandy Rabidue, Mayor Lawrence, Samantha Fabbri.**

**No - None.**

**Absent - Rusty Showalter, Tracy Williams, Dora Zapczynski.**

Update on lights in the 3rd Street Parking lot - Stroebel stated one light is fixed and we are waiting on Consumers to fix the others.

**Victorian Theme -**

Stroebel relayed the Planning Commission is debating on abolishing the Victorian Theme. Discussion was held on pros and cons. Grace stated they need more in the context of current requirements for signage for the downtown area. It was stated the Way Finding signs do display Victorian West Branch which is ok as we still have Victorian Buildings downtown. Clark stated he felt we need some semblance of a theme. Bennett stated we can do that without a theme...we just need some regulations.

**PUBLIC COMMENT -**

Nothing.

**ADJOURNMENT -**

Stroebel adjourned the meeting at 1:51 pm.

Respectfully Submitted,

Kelli Collins  
GPSCR Coordinator



City of West Branch Planning Commission meeting  
Minutes for January 23, 2018

Meeting called to order at 6:00 pm.

Roll call- Present, Bob David, Lisa Saurer, Denise Lawrence, Mike Jackson,  
Bill Ehinger, Jan Hasty, Kara Fachting.  
Absent, Dan Weiler, Tim Schaiberger  
Also present, Heather Grace, Kelli Collins.

\*Motion by Jackson, Second by Fachting to excuse members Dan Weiler and Tim Schaiberger for absence.

All in favor, none opposed. Motion Carried.

\*Motion by Jackson, second by David to excuse member Kara Fachting for absence at December 12, 2017 meeting. All in favor, none opposed. Motion carried.

Pledge

Public Hearings – Special use permit by Mike Riegle for the Recycling facility called to order 6:05pm. Member Jackson read notice of public hearing. Jackson called for comments of questions from the public. A gentleman associated with the Recreation Center asked about how the facility would be maintained, cleanliness, appearance, blight. Mr. Riegle stated that there would be no visible trash or other items in or around the facility. Planning commission would like to add the condition of fencing to be installed in front of the Facility.

\*Motion by Hasty, second by Ehinger to close public hearing. All in favor, none opposed. Motion carried.

\*Motion by David, second by Ehinger to Allow Mr. Riegle to pursue Building Transfer Station Facility (7.8 special use) gated, fenced, no outdoor materials, gate maintained. All in favor, none opposed. Motion carried.

Additions none.

\*Motion by Jackson, second by Fachting to approve minutes as adjusted of January 9, 2018 meeting. All in favor, none opposed. Motion carried.

Public Comments – Members discussed Tim Yost of Yost Construction. Mr. Yost is uncertain about going forward with Tiny House project. Kelli Collins said he would know by the end of the week, and stated that he had not submitted anything for Planning Commission to consider. Jackson recommended the board postpone discussion until further information is received.

Sign Permits - Mid Michigan Health Requested 4 Variances.

\*Motion by Fachting, second by Saurer to approve A, E, F, G variances as proposed. All in favor, none opposed. Motion carried.

The West Branch Community Airport Board met on this date in the Conference Room, West Branch Community Airport Terminal, West Branch, Michigan. Chairman Ron Quackenbush called the meeting to order at 12:00 p.m.

Present: Ron Quackenbush, Denise Lawrence, Heather Grace, Terry Hodges, Craig Scott and Ben Evergreen. Absent – Gary Klacking and Karen Michael. Guest – Stephanie Ward, Mead & Hunt, Airport Consultant.

**Motion by Grace, second by Lawrence, the minutes of the December 20, 2017 meeting be approved as noted. Voice vote. Ayes – all. Motion carried. [1-1-#1]**

**Motion by Quackenbush, second by Grace, claims in the amount of \$10,612.89 be approved for payment. Voice vote. Ayes – all. Motion carried. [1-1-#2]**

Ben Evergreen, Airport Manager, gave the financial report. The combined account balance is \$221,754.74 as of December 31, 2017. **Motion by Hodges, second by Lawrence, to accept the financial report as presented. Voice vote. Ayes – all. Motion carried. [1-1-#3]**

Stephanie Hunt, Mead & Hunt, airport consultants, presented information related to the airport's long term plan. Topics of discussion included: Michigan Air Service plan; Community benefit analysis; and, Airport layout plan (ALP). By consensus it was decided to pursue the following priorities during the Airport Long Term Plan Update: Property descriptions and marking; Approach obstruction survey; Airport zoning ordinance update; User survey/traffic counts; Wildlife hazard assessment; and runway length justification.

These project requests will go to MDOT's Bureau of Aeronautics for approval. Once approved, the various elements of the ALP update will likely take 12-24 months to complete.

There being no further business to conduct, Chairman Quackenbush adjourned the meeting at 2:00 p.m.

Minutes by Airport Manager, Ben Evergreen.

# **Communications**





First Name	Last Name	Position	Organization	County	Email	Phone	Cell
Steve	Anderson		DNR	Ogemaw	andersons1@michigan.gov		
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Scott	Bell		West Branch Planning Comm., WB Twp PC	Ogemaw	scottbell@laphamassoc.com		
Scott	Bell	Project Manager	Lapham Associates	Ogemaw	scottbell@laphamassoc.com	989-345-5030	
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Jeramie	Brookins			Ogemaw	tmc918920@yahoo.com		
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Kelli	Collins		City of West Branch and Rose Twp.	Ogemaw	zoning@westbranch.com		
Yvonne	DeRoso			Ogemaw	yvonnederosorealtor@gmail.com		
Bill	Doan			Ogemaw	doanw@michigan.gov		
Abigail	Ertel		Huron Pines	Ogemaw	abby@huronpines.org		
Janice	Fritz		Cumming Township	Ogemaw	janiceafritz@gmail.com		
Heather	Grace	City Manager	City of West Branch	Ogemaw	citymanager@westbranch.com		
Bob	Griffin		Bicycle Advocate	Ogemaw	bob@griffenbev.com		
Bill	Hendrian			Ogemaw	hendria2@anr.msu.edu		
Dan	Kennedy			Ogemaw	kennedyd@michigan.gov		
Keith	Kintigh			Ogemaw	kintighk@michigan.gov		
Jim	Kloostr			Ogemaw	ikloostr@mercbank.com		
Virginia	Linsenman		Ogemaw Township	Ogemaw	virginialinsenman@gmail.com		
Steve	Loomis		Ogemaw EDC	Ogemaw	sloomis@first-federal.com		
Chris	Mensing			Ogemaw	mensing@fws.gov		
Sandi	Miller			Ogemaw	supervisor@fostertownship.com		
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David	Munson			Ogemaw	demunsons@yahoo.com		
Heather	Neuhaus			Ogemaw	wbchamberdirector@gmail.com		
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Robert	Reid			Ogemaw	robreid.hilltwp@yahoo.com		
Pat	Reinke		Ogemaw County Road Commission	Ogemaw	patreinke@ogemawcrrc.org		
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Renee	Ryland			Ogemaw	rylandthomas@sbcglobal.net		
Michael	Schultz			Ogemaw	mischultz@yahoo.com		
Craig	Scott			Ogemaw	dirbikedad77@yahoo.com		
Brenda	Simmons			Ogemaw	commissioners@ogemawcountymi.gov		
Denis	Stephens		Ogemaw Township	Ogemaw	supervisor@ogemawtownship.org		
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Jay	Weiss			Ogemaw	jayweiss1963@yahoo.com		

First Name	Last Name	Position	Organization	County	Email	Phone	Cell
Bonnie	Wichter-Zoia			Ogemaw	zoiax@ant.msu.edu		
			Ogemaw County Road Commission	Ogemaw	ocrcc@ogemawcrrc.org		
			Rose Township Clerk	Ogemaw	rosetownshipclerk@yahoo.com		

# **Reports**

**Mayor**

**Council**

**City Manager**

**Public  
Comment  
-Any  
Topic**



# Adjournment