

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN PERSON AND VIA VIDEO CONFERENCE IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET ON MONDAY, AUGUST 21, 2023.

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

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

Absent: Mike Jackson

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

All stood for the Pledge of Allegiance.

\* \* \* \* \*

Commissioner Scott gave an update on county activities. The County has accepted a proposal for a communications kiosk at the correctional facility for inmates and a proposal to repair the fascia on the transit building. Commissioner Simmons was appointed to the AVCMH Board, Commissioner Wiltse to the Northern Michigan County Association, and Commissioner Ziegler to the OPIOT Committee. They are also researching a new well at the Nature Park.

\* \* \* \* \*

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

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

**No – None**

**Absent – Jackson**

**Motion carried**

\* \* \* \* \*

Manager Dantzer explained that the City’s Masterplan will expire at the end of this year. The plan will need to be updated with the 2020 census numbers and some of the zoning maps. NEMCOG had updated the plan previous and also updated the GIS Program to include our zoning maps so they already have our maps developed.

**MOTION BY SHOWALTER, SECOND BY PUGH TO APPROVE THE SOLE SOURCE VENDOR REQUEST FROM NEMCOG FOR THE REWRITE OF THE CITY’S MASTER PLAN NOT TO EXCEED \$6,810.00.**

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

**No – None**

**Absent – Jackson**

**Motion carried**

\* \* \* \* \*

There still has been no word from anyone at the Brook even after Attn: Meihn’s letter to them following the meeting. Wausau has supplied the number of trucks and hours of operation to the City. The Planning Commission recommended the City include a green buffer to be maintained by DPW.

**MOTION BY ZIMMERMAN, SECOND BY PUGH TO APPROVE THE ENACTMENT OF ORDINANCE #23-01 ZONING CHANGES TO PARCELS 052-625-01, 02, AND 03 REZONING FROM MULTIPLE FAMILY DISTRICT TO INDUSTRIAL DISTRICT.**

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

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

\* \* \* \* \*

**MOTION BY ADAIR, SECOND BY PUGH TO MAKE MEMBER SHOWALTER THE VOTING DELEGATE FOR THE MML ANNUAL MEETING WITH MEMBER JACKSON BEING THE ALTERNATE.**

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

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

\* \* \* \* \*

**MOTION BY BENNETT, SECOND BY ZIMMERMAN, TO APPROVE PAYMENT OF THE BILLS IN THE AMOUNT OF \$134,050.68.**

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

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

\* \* \* \* \*

**MOTION BY BENNETT, SECOND BY ZIMMERMAN, TO RESCHEDULE THE NEXT MEETING WHICH WILL FALL ON LABOR DAY TO TUESDAY SEPTEMBER 5, 2023.**

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

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

\* \* \* \* \*

Manager Dantzer explained the budget amendment was to account for the additional cost of the Masterplan work that was not in the original budget. The amendment would use \$2,559 of excess funds in the general fund and the remaining \$4,241 moved from carryover.

**MOTION BY SHOWALTER, SECOND BY BENNETT, TO APPROVE RESOLUTION 23-23 FY2023 BUDGET AMENDMENT.**

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

**No – None**

**Absent – Jackson**

**Motion carried**

**RESOLUTION #23-23**

WHEREAS, the West Branch City Planning Commission is required to approve a Masterplan every five year as required by the Michigan Planning Enabling Act; and

WHEREAS, the current Masterplan will expire at the end of 2023, and

WHEREAS, in the annual review of the Masterplan, it was determined that a partial rewrite and not just an update will be required, and

WHEREAS, the City has worked with the North East Michigan Council of Governments for past rewrites, and

WHEREAS, the partial rewrite for the Masterplan was not included in the original budget,

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

GL NUMBER	DESCRIPTION	2023-24 CURRENT BUDGET	2023-24 AMENDED BUDGET
Fund 101 - GENERAL FUND			
Revenues			
	TOTAL REVENUES	1,865,167.00	1,865,167.00
Expenditures			
Dept 101.000 - LEGISLATIVE			
	Total Dept 101.000 - LEGISLATIVE	17,254.00	17,254.00
Dept 172.000 - CITY MANAGER'S OFFICE			
	Total Dept 172.000 - CITY MANAGER'S OFFICE	140,433.00	140,433.00
Dept 201.000 - INTERNAL SERVICES			
	Total Dept 201.000 - INTERNAL SERVICES	47,211.00	47,211.00
Dept 209.000 - PROPERTY ASSESSMENT REVIEW			
	Total Dept 209.000 - PROPERTY ASSESSMENT REVIEW	13,912.00	13,912.00

Dept 215.000 - CITY CLERK		
Total Dept 215.000 - CITY CLERK	75,989.00	75,989.00
Dept 228.000 - TECHNOLOGY		
Total Dept 228.000 - TECHNOLOGY	16,000.00	16,000.00
Dept 253.000 - CITY TREASURER		
Total Dept 253.000 - CITY TREASURER	116,381.00	116,381.00
Dept 262.000 - ELECTIONS		
Total Dept 262.000 - ELECTIONS	7,441.00	7,441.00
Dept 265.000 - MUNICIPAL PROPERTIES		
Total Dept 265.000 - MUNICIPAL PROPERTIES	47,300.00	47,300.00
Dept 266.000 - LEGAL ASSISTANCE		
Total Dept 266.000 - LEGAL ASSISTANCE	47,300.00	47,300.00
Dept 284.000 - COMMUNITY PROMOTIONS		
Total Dept 284.000 - COMMUNITY PROMOTIONS	13,793.00	13,793.00
Dept 299.000 - CITY SERVICES		
Total Dept 299.000 - CITY SERVICES	53,995.00	53,995.00
Dept 301.000 - POLICE DEPARTMENT		
Total Dept 301.000 - POLICE DEPARTMENT	677,338.00	677,338.00
Dept 336.000 - FIRE		
Total Dept 336.000 - FIRE	28,139.00	28,139.00
Dept 345.000 - CROSSING GUARDS		
Total Dept 345.000 - CROSSING GUARDS	8,357.00	8,357.00
Dept 441.000 - PUBLIC WORKS DEPARTMENT		
Total Dept 441.000 - PUBLIC WORKS DEPARTMENT	143,112.00	143,112.00
Dept 528.000 - SOLID WASTE		
Total Dept 528.000 - SOLID WASTE	219,292.00	219,292.00
Dept 537.000 - AIRPORT		
Total Dept 537.000 - AIRPORT	54,445.00	54,445.00

Dept 721.000 - PLANNING AND ZONING			
101-721.000-703.700	SALARIES AND WAGES	2,100.00	2,100.00
101-721.000-714.700	MANDATORY MEDICARE	31.00	31.00
101-721.000-715.700	SOCIAL SECURITY (EMPLOYER)	130.00	130.00
101-721.000-720.700	WORKERS COMPENSATION PREMIUM	10.00	10.00
101-721.000-801.700	CONTRACTUAL SERVICES	0.00	6,800.00
101-721.000-865.700	PROFESSIONAL DEVELOPMENT	0.00	0.00
101-721.000-901.700	PRINTING AND PUBLISHING	215.00	215.00
101-721.000-956.700	EXPENSES	100.00	100.00
Total Dept 721.000 - PLANNING AND ZONING		2,586.00	9,386.00
Dept 728.000 - ECONOMIC DEVELOPMENT			
Total Dept 728.000 - ECONOMIC DEVELOPMENT		1,000.00	1,000.00
Dept 729.000 - CODE ENFORCEMENT			
Total Dept 729.000 - CODE ENFORCEMENT		0.00	0.00
Dept 751.000 - PARKS AND RECREATION			
Total Dept 751.000 - PARKS AND RECREATION		75,270.00	75,270.00
Dept 851.000 - INSURANCE AND RISK MANAGEMENT			
Total Dept 851.000 - INSURANCE AND RISK MANAGEMENT		15,750.00	15,750.00
Dept 965.000 - TRANSFERS			
Total Dept 965.000 - TRANSFERS		20,000.00	20,000.00
Dept 965.209 - TRANSFER TO CEMETERY			
Total Dept 965.209 - TRANSFER TO CEMETERY		20,310.00	20,310.00
TOTAL EXPENDITURES		1,862,608.00	1,869,408.00
Fund 101 - GENERAL FUND:			
TOTAL REVENUES		1,865,167.00	1,865,167.00
TOTAL EXPENDITURES		1,862,608.00	1,869,408.00
NET OF REVENUES & EXPENDITURES		2,559.00	(4,241.00)

\* \* \* \* \*

Manager Dantzer explained that in reviewing the UB account for Selley's Cleaners if the current cost is raised to match the \$0.25 sewer increase their monthly bill would go up \$15.50.

**MOTION BY ZIMMERMAN, SECOND BY BENNETT, TO INCREASE SELLEY'S CLEANERS MONTHLY UTILITY BILLING BY \$15.50.**

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

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

\* \* \* \* \*

MDOT requires the review of the City's Title VI Non-discrimination Plan each year as they provide the City with funding. Manager Dantzer made a couple of changes to include protected classes to match MDOT'S current protected classes and the recommendation from the MML insurance risk audit. Also included were copies of the language identification forms.

**MOTION BY SHOWALTER, SECOND BY ADAIR TO APPROVE THE CITY OF WEST BRANCH'S TITLE VI NON-DISCRIMINATION PLAN AND AUTHORIZE MANAGER DANTZER AND MAYOR FRECHETTE TO SIGN ON BEHALF OF THE CITY.**

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

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

\* \* \* \* \*

**MOTION BY BENNETT, SECOND BY SHOWALTER TO APPROVE THE MINUTES AND SUMMARY FROM THE REGULAR MEETING AND THE CLOSED SESSION MINUTES WITH CORRECTIONS HELD AUGUST 7, 2023.**

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

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

\* \* \* \* \*

**MOTION BY SHOWALTER, SECOND BY FRECHETTE TO RECEIVE AND FILE THE TREASURER'S REPORT AND INVESTMENT SUMMARY; WEST BRANCH POLICE DEPARTMENT JULY 2023 REPORT; MINUTES FROM THE OGEMAW COUNTY LAND BANK AUTHORITY MEETING HELD JULY 12, 2023; AND THE ZONING BOARD OF APPEALS MINUTES FROM THE MEETING HELD JANUARY 5, 2023.**

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

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

\* \* \* \* \*

Communications received included Charter Communications.

Mayor Frechette stated that the fair was well attended. He also discussed the body cam system that the City Police is purchasing is the same as the counties. It is possible to create QR codes for special events that can be scanned and uploaded to if other cameras might catch something suspicious. The contract for the new EMS Director has been finalized.

Member Showalter also stated that the fair was very well attended and that there were more food vendors this year.

Member Pugh said that the Victorian Art Fair was outstanding this year. Approximately 200 vendors were signed up.

Member Bennett asked about the body cams and if there was a way to notify the public in the case of an event.

DPW Supervisor Killackey informed Council that they would be working on Wright, Second, and Third Streets. DTE will be here for about another three months. He has done approximately 120 Miss Digs with about twenty left to go.

Mayor Frechette adjourned the meeting at 6:28 pm.

---

Paul Frechette, Mayor

---

Lori Ann Clover, Clerk