

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, JANUARY 16, 2023.

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

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

Absent: Ellen Pugh and Rusty Showalter

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

All stood for the Pledge of Allegiance.

Commissioner Scott gave an update on County activities. The new commissioners have been sworn in. Committee representation has changed a little. The meeting schedule remains the same. The transit manager presented on the 2023-2024 budget. There was one mileage not renewed for the transit. They are looking at different options including a special election. The Rea Family Animal Shelter has been authorized to sell dog licenses. The Sheriff’s Office accepted a grant to improve radio services. Ogemaw Parks and Recreation has several advance reservations for 2023.

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Yvonne DeRoso requested the City’s property listings be renewed with her. She is a member of the Planning Commission and is involved in the housing project.

MOTION BY ZIMMERMAN, SECOND BY BENNETT TO RENEW THE CITY’S PROPERTY LISTINGS WITH YVONNE DEROSO THROUGH JANUARY OF 2024.

Yes —Adair, Bennett, Frechette, Jackson, Zimmerman

No – None

Absent – Pugh, Showalter

Motion carried

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MOTION BY BENNETT, SECOND BY JACKSON, TO APPROVE THE PAYMENT OF BILLS IN THE AMOUNT OF \$304,421.02.

Yes —Adair, Bennett, Frechette, Jackson, Zimmerman

No – None

Absent – Pugh, Showalter

Motion carried

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

Yes —Adair, Bennett, Frechette, Jackson, Zimmerman

No – None

Absent – Pugh, Showalter

Motion carried

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MOTION BY BENNETT, SECOND BY JACKSON TO APPROVE THE SPECIAL EVENT PERMIT FOR THE WEST BRANCH AKTION CLUB TO USE IRONS PARK FOR THEIR CARNIVAL.

Yes —Adair, Bennett, Frechette, Jackson, Zimmerman

No – None

Absent – Pugh, Showalter

Motion carried

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MOTION BY FRECHETTE, SECOND BY BENNETT TO HOLD THE ANNUAL JOINT MEETING WITH THE CITY COUNCIL, PLANNING COMMISSION AND THE DDA MONDAY FEBRUARY 6, 2023 AT THE WEST BRANCH POLICE DEPARTMENT WITH NO VIRTUAL FORMAT AVAILABLE.

Yes —Adair, Bennett, Frechette, Jackson, Zimmerman

No – None

Absent – Pugh, Showalter

Motion carried

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Manager Dantzer explained that during the State review of our Fourth Street bridge there was a calculation error in the weight the bridge could hold. As a result, the State recommended the rest of our calculations be reviewed. Manager Dantzer explained that Spicer is the company that does our required reviews which also considers the condition of the bridge and the error in calculation was done by a previous engineer.

MOTION BY JACKSON, SECOND BY ADAIR TO APPROVE THE SOLE SOURCE VENDOR REQUEST BRIDGE LOAD RATING CALCULATIONS AND UPLOADING TO MIBRIDGE TO SPICER.

Yes —Adair, Bennett, Frechette, Jackson, Zimmerman

No – None

Absent – Pugh, Showalter

Motion carried

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Manager Dantzer went over the BS&A estimate for adding the building permit program to our existing software. Purchase cost is \$15,000, with the annual fee being \$655. The annual fee should be covered by the permit fees; however, the purchase price would need to come out of carry over or economic advancement funds. There is also a fee to have access to a “building department library”, and we would need all state building codes books in the office at all times.

MOTION BY ZIMMERMAN, SECOND BY JACKSON TO APPROVE THE BS&A SOFTWARE ESTIMATE TO PURCHASE THE BUILDING PERMIT PROGRAM, SET UP THE PROGRAM, AND TRAIN STAFF. THE FUNDING FOR THE PURCHASE TO COME OUT OF THE ECONOMIC ADVANCEMENT LINE ITEM OF THE BUDGET.

Yes —Adair, Bennett, Frechette, Jackson, Zimmerman

No – None Absent – Pugh, Showalter Motion carried

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MOTION BY BENNETT, SECOND BY JACKSON TO APPROVE THE ONE TIME UTILITY BILLING ADJUSTMENT FOR 400 E HOUGHTON AVE IN THE AMOUNT OF \$797.60.

Yes —Adair, Bennett, Frechette, Jackson, Zimmerman

No – None Absent – Pugh, Showalter Motion carried

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The water grant the City is applying for requires the work be included in the capital improvement plan. The plan was reviewed and approved by the Planning Commission at their last meeting.

MOTION BY BENNETT, SECOND BY ADAIR TO APPROVE THE UPDATED CITY OF WEST BRANCH CAPITAL IMPROVEMENT PLAN.

Yes —Adair, Bennett, Frechette, Jackson, Zimmerman

No – None Absent – Pugh, Showalter Motion carried

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MOTION BY JACKSON, SECOND BY BENNETT TO APPROVE THE MINUTES AND SUMMARY FROM THE REGULAR MEETING HELD JANUARY 3, 2023.

Yes —Adair, Bennett, Frechette, Jackson, Zimmerman

No – None Absent – Pugh, Showalter Motion carried

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MOTION BY ADAIR, SECOND BY BENNETT TO RECEIVE AND FILE THE TREASURER’S REPORT AND INVESTMENT SUMMARY; WEST BRANCH POLICE DEPARTMENT DECEMBER 2022 REPORT; MINUTES FROM THE PLANNING COMMISSION MEETING HELD NOVEMBER 9, 2022; AND MINUTES FROM THE LAND BANK AUTHORITY MEETING HELD NOVEMBER 16, 2022.

Yes —Adair, Bennett, Frechette, Jackson, Zimmerman

No – None

Absent – Pugh, Showalter

Motion carried

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Member Bennett asked about the skating rink at Iron’s Park. Manager Dantzer explained that the weather has been so warm that it would not have been able to freeze properly. Looking at the forecast it wouldn’t be until into February that the weather would be cold enough and normally it warms up in March and begins melting. The liner runs \$1,500. Council discussed whether or not it would be worth the cost or to save the liner for next year. Council opted to save the liner for next year.

Manager Dantzer reported that at the last WWTPA meeting they recommended increasing the sewer rates in order to increase the amount put into the R&R account from \$8,000 to \$20,000-\$30,000 per year. This fund is used for large item repairs or replacements. As our plant ages, more money will be necessary to keep up with incoming costs. After some rough calculations approximately \$0.25 per 1,000 gallons should be enough without causing a substantial burden on users. City sewer ordinance allows the City to increase the rates by the CPI index without requiring public hearings and a vote of Council. Once the new end of year CPI index comes out Manager Dantzer will bring this back to Council.

Mayor Frechette adjourned the meeting at 6:29 pm.

Paul Frechette, Mayor

Lori Ann Clover, Clerk