

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 TUESDAY, JANUARY 3, 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, Rusty Showalter, and Cathy Zimmerman.

Absent: Ellen Pugh present via Zoom (unable to vote - Michigan Open Meetings Act, MCL 15.261 et seq)

Other officers present: City Manager John Dantzer, City Clerk Lori Ann Clover, DPW Supervisor Mike Killackey, Chief Ken Walters, and County Commissioner Craig Scott (6:07 pm).

All stood for the Pledge of Allegiance.

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MOTION BY ZIMMERMAN, SECOND BY BENNETT, TO APPROVE THE PAYMENT OF BILLS IN THE AMOUNT OF \$23,258.67.

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

No – None

Absent – Pugh

Motion carried

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MOTION BY SHOWALTER, SECOND BY BENNETT TO APPROVE RESOLUTION 23-01 MEETING PLACE AND TIME.

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

No – None

Absent – Pugh

Motion carried

RESOLUTION #23-01

WHEREAS, the West Branch City Charter requires that the Council adopt a resolution stating the time and place of its regular meetings, and

WHEREAS, it is recommended that this be done on an annual basis,

NOW, THEREFORE, BE IT RESOLVED, that the West Branch City Council will hold its regular meetings in the Council Chamber of City Hall, 121 N. Fourth St. unless there is a motion to change the meeting location due to special circumstances, and

FURTHER BE IT RESOLVED, that all regular Council meetings will begin at 6:00 p.m. unless the Charter dictates otherwise or there is a motion to change the meeting time due to special circumstances, and

FURTHER BE IT RESOLVED, that the West Branch City Council shall meet on the 1st and 3rd Monday of each month unless there is a motion to change the meeting date due to special circumstances.

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MOTION BY ZIMMERMAN, SECOND BY SHOWALTER TO APPROVE RESOLUTION 23-02 STREET ADMINISTRATOR.

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

No – None

Absent – Pugh

Motion carried

Resolution # 23-02

Whereas, Section 13(9) of Act 51, Public Acts of 1951 provided that each incorporated city and village to which funds are returned under the provisions of this section, that, “the responsibility for street improvements, maintenance, and traffic operations work, and the development , construction, or repair of off-street parking facilities and construction or repair of street lighting shall be coordinated by a single administrator to be designated by the governing body who shall be responsible for all shall represent the municipality in transactions with the State Transportation Department pursuant to this act.”

Now, therefore, be it resolved the Honorable Body designate City Manager, John Dantzer as the single Street Administrator for the City of West Branch for the calendar year of 2023 in all transactions with the State Transportation Department as provided in Section 13 of the Act.

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MOTION BY SHOWALTER, SECOND BY ADAIR TO APPROVE RESOLUTION 23-03 ANNUAL BANKS AND SIGNERS.

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

No – None

Absent – Pugh

Motion carried

Resolution # 23-02

Whereas, Section 13(9) of Act 51, Public Acts of 1951 provided that each incorporated city and village to which funds are returned under the provisions of this section, that, “the responsibility for street improvements, maintenance, and traffic operations work, and the development , construction, or repair of off-street parking facilities and construction or repair of street lighting shall be coordinated by a single administrator to be designated by the governing body who shall be responsible for all shall represent the municipality in transactions with the State Transportation Department pursuant to this act.”

Now, therefore, be it resolved the Honorable Body designate City Manager, John Dantzer as the single Street Administrator for the City of West Branch for the calendar year of 2023 in all transactions with the State Transportation Department as provided in Section 13 of the Act.

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MOTION BY SHOWALTER, SECOND BY JACKSON TO APPROVE RESOLUTION 23-04 FEE SCHEDULE WITH THE EXEPTION OF THE COPIES BEING RAISED FROM \$0.10 PER COPY TO \$0.25.

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

No – None

Absent – Pugh

Motion carried

RESOLUTION #23-04

WHEREAS, the City of West Branch levies fees to fund City operations, and

WHEREAS, to levy such fees, the City of West Branch Council must approve fees to be levied;
and

NOW, THEREFORE, BE IT RESOLVED, that the West Branch adopts the following fees,

City of West Branch Fee Schedule

2023

WATER/SEWER

hang 24 shut off hour notice	\$25.00
turn off during normal hours scheduled	\$30.00
turn off after normal hours	\$200.00
Sewer tap fee residential 6" or less (minimum) (+boring cost)	\$2,500.00
Water tap fee residential 1" or less (minimum) (+boring cost)	\$2,500.00
Water tap 4" or less fire suppression	\$4,000.00
Water tap larger than 4" fire suppression	\$5,000.00
Water ready to serve 3/4"	\$9.95
Water ready to serve 1"	\$17.69
Water ready to serve 1-1/2"	\$39.80
Water ready to serve 2"	\$70.76
Water ready to serve 3"	\$159.20
Water ready to serve 4"	\$283.02
Water per 1,000 gallons 0-10,000 gallons	\$5.23
Water per 1,000 gallons 10,0001-100,000 gallons	\$5.75
Water per 1,000 gallons 100,001+ gallons	\$6.28
Water debt per 1,000 gallons	\$1.30
Sewer ready to serve 3/4"	\$4.80
Sewer ready to serve 1"	\$8.54
Sewer ready to serve 1-1/2"	\$19.20
Sewer ready to serve 2"	\$34.14

Sewer ready to serve 3"	\$76.82
Sewer ready to serve 4"	\$136.56
Sewer per 1,000 gallons 0-10,000 gallons	\$5.05
Sewer per 1,000 gallons 10,001-100,000 gallons	\$5.54
Sewer per 1,000 gallons 100,001+ gallons	\$6.04
Sewer collections per 1,000 gallons 0-10,000 gallons	\$1.52
Sewer collections per 1,000 gallons 10,001-100,000 gallons	\$1.67
Sewer collect per 1,000 gallons 100,001+ gallons	\$1.82
Sewer debt per 1,000 gallons	\$6.26
Bulk water purchase per 1,000 gallons	\$10.41
Sprinkling meter used (includes tailpieces)	\$65.00
Sprinkling meter new (includes tailpieces)	\$162.00
Sprinkling meter new with tailpieces & cellular read	\$269.00

CEMETERY

Grave opening & closing cremains	\$250.00
Grave opening & closing full burial	\$500.00
Cemetery foundation 20" X 32"	\$150.00
Cemetery 20" X 44"	\$200.00
Cemetery 20" X 56"	\$250.00
Flat stone placement	\$75.00
Cemetery lot City resident	\$400.00
Cemetery lot non-City resident	\$800.00

COPIES

\$.10/ea

PERMITS AND LICENSING

Parking permit (per year)	\$60.00
Peddlers and solicitors standard license (per day)	\$10.00
Peddlers and solicitors standard license (6 months)	\$50.00
Fixed stand on private property	
Peddlers and solicitors event license (per event)	\$50.00
City event	
Peddlers and solicitors special use license (per day)	\$25.00
Peddlers and solicitors special use license (6 months)	\$125.00
Fixed stand on public property	
Peddlers and solicitors general license (per day)	\$10.00
Peddlers and solicitors general (6 months)	\$50.00
Door to door in City - no fixed stand	
Right of way permit	\$25.00
Farmers Market (per day)	\$5.00
Farmers Market (full season)	\$50.00
Demolition permit	\$25.00
Driveway/curb cut permit	\$25.00

ZONING

zoning permit residential	\$25.00
zoning permit commercial + consulting fees if needed	\$50.00
Special Use permit	\$250.00
Zoning Variance	\$250.00
Amendment to zoning ordinance	\$250.00
Sign permit (permanent or temporary)	\$25.00
Lot splits first one	\$75.00

COUNCIL CHAMBERS-MISC.

Council Chambers 1/2 day	\$50.00
Council Chambers full day	\$100.00
Refundable deposit	\$100.00
Each 1/2 hour beyond scheduled	\$25.00
Returned check fee	\$35.00
Returned ACH fee	\$15.00

PARKS

Large pavilion City resident	\$25.00
Large pavilion non-City resident	\$50.00
Small pavilion City resident	\$10.00
Small pavilion non-City resident	\$20.00
Gazebo City resident	\$20.00
Gazebo non-City resident	\$40.00
Little League Pavilion resident	\$20.00
Little League Pavilion non-resident	\$40.00

MOBILE STAGE RENTAL

Rental of stage (maximum 15-mile radius)	\$400.00
Additional set up/pick up/ delivery costs	\$75/hr.
Refundable deposit	\$200.00

TICKETS

General municipal infraction - first offense	\$50+costs
General municipal infraction - second offense	\$150+costs
General municipal infraction - third offense	\$500+costs
Parking too far from curb	\$25.00
Angle parking violations	\$25.00
Obstructing Traffic	\$50.00
Prohibited parking (signs unnecessary)	
(a) On sidewalk	\$25.00
(b) In front of drive	\$25.00
(c) Within intersection	\$25.00
(d) Within 15 feet of hydrant	\$50.00

(e) On crosswalk	\$25.00
(f) Within 20 feet of crosswalk or 15 feet of corner lot lines	\$25.00
(g) Within 20 feet of street side traffic sign or signal	\$25.00
(h) Within 50 feet of railroad crossing	\$25.00
(i) Within 20 feet of fire station entrance	\$25.00
(j) Within 75 feet of fire entrance on opposite side of street (signs required)	\$25.00
(k) Beside street excavation when traffic obstructed	\$50.00
(l) Double parking	\$50.00
(m) On bridge	\$25.00
(n) Within 200 feet of accident where Police in attendance	\$50.00
(o) Blocking emergency exit	\$50.00
(p) Blocking fire escape	\$50.00
In prohibited zone (signs required)	\$50.00
Parking in yellow zone (yellow paint on curb)	\$25.00
Parking in handicap zone without permit	\$100.00
Failure to display handicap sticker	\$25.00
In alley	\$25.00
Parking for prohibited purpose	
(a) Displaying vehicle for sale	\$25.00
(b) Working or repairing vehicle	\$25.00
(c) Displaying advertising	\$25.00
(d) Selling merchandise	\$25.00
(e) Storage over 24 hours	\$25.00
Wrong side of roadway	\$25.00
Loading zone violation	\$50.00
Bicycle parking violations	\$25.00
Prohibited overnight parking in City lot or on street	\$25.00
Illegal tampering/altering/transfer of any permit	\$500.00
Exhibition driving	\$100.00

BLIGHT

General municipal infraction - first offense	\$300+costs
General municipal infraction - second offense	\$400+costs
General municipal infraction - third offense	\$500+costs

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**MOTION BY BENNETT, SECOND BY ZIMMERMAN TO APPROVE THE RENEWAL FEE
ADJUSTMENT FOR EXISTING BANNERS TO \$125.00 WITH NEW SPONSORSHIP TO REMAIN AT
\$200.00.**

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

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Member Pugh gave a report via Zoom that the tally for the Salvation Army bell ringing was approximately \$35,000. They will be applying at Meijer through several programs they have also.

Commissioner Scott gave his report at the end of the meeting. There was a part time position in the clerk's office increased to cover maternity leave. They approved the Medical Marihuana 2023 oversight grant. New members were appointed to the various boards. A new clothes dryer was purchased for the correctional facility. An appointment for the administrative assistant was approved. The West Branch Camper and RV Park caretaker was appointed. Parks and Rec had a tree fall on the brand-new fence during the last wind storm. The state owns mineral rights at the Parks and Rec. The next commissioner meeting is Thursday at 9:00 am.

Lois Berquest was present and announced her support of City Council.

Mayor Frechette adjourned the meeting at 6:24 pm.

Paul Frechette, Mayor

Lori Ann Clover, Clerk