

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, JUNE 5, 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, Ellen Pugh, and Cathy Zimmerman.

Absent: Member Rusty Showalter

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

All stood for the Pledge of Allegiance.

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Commissioner Scott gave an update on county activities. The County’s Cyber Liability Insurance Policy was renewed. They approved a resolution for an intern for the Equalization Department for the summer. The purchase of the vehicle for the Corrections Department was approved. They are conducting an internal study of the fee schedule. Recommendations from the Planning Commission including signage regulation and camper/RV regulations were approved. The Road Commission signed contracts with the townships for repairs on the roads.

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Mayor Frechette opened the Public Hearing for the sewer rate at 6:06 pm.

Manager Dantzer explained the increase of \$0.25 per 1,000 gallons will allow for increasing the reserve account for the WWTP from \$8,000 to \$30,000. The plant and equipment are aging and will need to be repaired or replaced soon. Both townships agree with the increase.

Commissioner Scott asked about billing per 500 gallons instead of 1,000 gallons. DPW Supervisor Killackey explained that the meters would be unable to be dialed down to 500 gallons. Member Zimmerman stated that the Michigan Real Water Survey that had been done also recommended the rates increase each year and that has not happened.

No one else from the public wished to speak on the subject and no communication was received by City Hall prior to the meeting.

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MOTION BY FRECHETTE, SECOND BY JACKSON TO CLOSE THE PUBLIC HEARING FOR THE SEWER RATES AT 6:10 PM.

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

No – None

Absent – Showalter

Motion carried

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MOTION BY FRECHETTE, SECOND BY ADAIR, TO NO LONGER SCHEDULE CITY COUNCIL MEETINGS ON ZOOM UNLESS THERE IS A REQUEST SUBMITTED.

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

No – None

Absent – Showalter

Motion carried

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MOTION BY ZIMMERMAN, SECOND BY PUGH, TO APPROVE SPECIAL EVENT PERMITS HOME SCHOOL FIELD DAY, MUSIC IN THE PARK/SUMMER CONCERT SERIES, AND MIDNIGHT MADNESS HOSTED BY THE OGEMAW ORIOLES.

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

No – None

Absent – Showalter

Motion carried

Discussion took place regarding notifying those that live close to the ball fields that the noise ordinance would be lifted for this event.

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MOTION BY JACKSON, SECOND BY BENNETT TO APPROVE RESOLUTION 23-16 2022/2023 BUDGET AMENDMENT.

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

No – None

Absent – Showalter

Motion carried

RESOLUTION #23-16

WHEREAS, City staff compares the year to date actual with the budgeted amount of all revenue and expenditures monthly; and

WHEREAS, the revenues and expenses in Fund 243, Brownfield Fund, were increased due to the understatement of expenses and revenues due to the West Branch Pharmacy grant that were incurred, and

WHEREAS, the expenses in Fund 276, Housing Fund, were increased due to the recording of a loan payoff that was not budgeted for, and

WHEREAS, the expenses in Fund 661, Equipment Fund, were increased due to an understatement of repair expenses and due to the repairs for a damaged police vehicle., and

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

GL NUMBER	DESCRIPTION	2022-23 CURRENT BUDGET	2022-23 AMENDED BUDGET
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Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY
FUND

Revenues

Dept 000.000

243-000.000-634.400	GRANT	1,728.50	19,000.00
243-000.000-664.400	INTEREST INCOME	0.00	0.00
Total Dept 000.000		1,728.50	19,000.00

TOTAL REVENUES		1,728.50	19,000.00
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Expenditures

Dept 000.000

243-000.000-801.700	CONTRACTUAL SERVICES	1,560.00	18,000.00
243-000.000-956.700	EXPENSES	168.50	168.50
Total Dept 000.000		1,728.50	18,168.50

TOTAL EXPENDITURES		1,728.50	18,168.50
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Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND:

TOTAL REVENUES		1,728.50	19,000.00
TOTAL EXPENDITURES		1,728.50	18,168.50
NET OF REVENUES & EXPENDITURES		0.00	831.50
FUND BALANCE		0.00	831.50

Fund 276 - HOUSING RESOURCE FUND

Revenues

Dept 000.000

Total Dept 000.000		6,700.00	6,700.00
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TOTAL REVENUES		6,700.00	6,700.00
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Expenditures

Dept 000.000

Total Dept 000.000		0.00	0.00
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Dept 493.000 - MEDC

276-493.000-801.700	CONTRACTUAL SERVICES	0.00	0.00
276-493.000-850.700	GRANT EXPENDITURES	0.00	0.00
276-493.000-956.700	EXPENSES	0.00	62.00
Total Dept 493.000 - MEDC		0.00	62.00

Dept 965.000 - TRANSFERS

Total Dept 965.000 - TRANSFERS	0.00	0.00
TOTAL EXPENDITURES	0.00	62.00

Fund 276 - HOUSING RESOURCE FUND:		
TOTAL REVENUES	6,700.00	6,700.00
TOTAL EXPENDITURES	0.00	62.00
NET OF REVENUES & EXPENDITURES	6,700.00	6,638.00
FUND BALANCE	178,892.00	178,831.00

GL NUMBER	DESCRIPTION	2022-23 CURRENT BUDGET	2022-23 AMENDED BUDGET
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Fund 661 - EQUIPMENT FUND

Revenues

Dept 000.000

661-000.000-601.400	WATER FUND EQUIPMENT RENTAL	25,000.00	25,000.00
661-000.000-602.400	SEWER FUND EQUIPMENT RENTAL	12,000.00	12,000.00
661-000.000-602.402	SEWER COLLECITON EQUIP. RENT	16,000.00	16,000.00
661-000.000-603.400	LOCAL STREET EQUIPMENT RENTAL MAJOR STREET EQUIPMENT	20,700.00	20,700.00
661-000.000-604.400	RENTAL	26,000.00	26,000.00
661-000.000-607.400	CEMETERY EQUIPMENT RENTAL	10,000.00	10,000.00
661-000.000-608.400	INDUSTRIAL PARK EQUIP. RENTAL	2,300.00	2,300.00
661-000.000-609.400	TRUNKLINE EQUIPMENT RENTAL	25,000.00	25,000.00
661-000.000-613.400	DDA EQUIP. RENTAL	0.00	0.00
661-000.000-614.400	GENERAL FUND EQUIP. RENTAL	54,200.00	54,200.00
661-000.000-634.400	GRANT	45,450.00	45,450.00
661-000.000-664.400	INTEREST INCOME	500.00	500.00
661-000.000-673.000	SALE OF FIXED ASSETS	1,500.00	1,500.00
661-000.000-695.400	MISCELLANEOUS	0.00	0.00
661-000.000-695.408	INSURANCE CLAIM INCOME	5,052.00	5,052.00
Total Dept 000.000		243,702.00	243,702.00

TOTAL REVENUES		243,702.00	243,702.00
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Expenditures

Dept 000.000

661-000.000-703.700	SALARIES AND WAGES	12,500.00	12,500.00
661-000.000-710.700	OVERTIME	145.00	145.00
661-000.000-714.700	MANDATORY MEDICARE	183.00	183.00
661-000.000-715.700	SOCIAL SECURITY (EMPLOYER)	700.00	700.00
661-000.000-716.700	HEALTH INSURANCE PREMIUM	2,136.00	2,136.00

661-000.000-718.700	MERS RETIREMENT (EMPLOYER)	200.00	200.00
661-000.000-718.701	EMPLOYER DEFERED COMP. WORKERS COMPENSATION	210.00	210.00
661-000.000-720.700	PREMIUM	457.00	457.00
661-000.000-724.700	UNEMPLOYMENT INS. BENEFIT	2.00	2.00
661-000.000-782.700	ADMINISTRATION	12,000.00	12,000.00
661-000.000-801.700	CONTRACTUAL SERVICES	0.00	0.00
661-000.000-805.700	REPAIR/PARTS	45,000.00	47,000.00
661-000.000-806.700	REPAIR/PARTS POLICE	11,000.00	13,000.00
661-000.000-818.700	INS. PREMIUM - LIABILITY	24,631.00	24,631.00
661-000.000-856.700	FUEL	35,000.00	35,000.00
661-000.000-868.700	FLUIDS	0.00	0.00
661-000.000-956.700	EXPENSES	60.00	60.00
661-000.000-956.708	INSURANCE CLAIM EXPENSE	0.00	5,215.00
661-000.000-966.700	DEPRECIATION	0.00	0.00
661-000.000-966.701	DEP.EXP. PUBLIC SAFETY	0.00	0.00
661-000.000-977.700	CAPITAL ACQUISITIONS	60,600.00	60,600.00
661-000.000-992.000	INTEREST EXPENSE	0.00	0.00
661-000.000-994.700	BOND	40,850.00	40,850.00
661-000.000-995.700	INTEREST DUE ON BONDS	4,517.00	4,517.00
Total Dept 000.000		250,191.00	259,406.00

TOTAL EXPENDITURES		250,191.00	259,406.00

Fund 661 - EQUIPMENT FUND:			
TOTAL REVENUES		243,702.00	243,702.00
TOTAL EXPENDITURES		250,191.00	259,406.00
NET OF REVENUES & EXPENDITURES		(6,489.00)	(15,704.00)
CARRYOVER		690,011.00	674,307.00

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MOTION BY PUGH, SECOND BY JACKSON TO APPROVE RESOLUTION 23-17 G'S PIZZERIA SIDEWALK CAFE.

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

No – None

Absent – Showalter

Motion carried

RESOLUTION #23-17

WHEREAS, the City of West Branch does allow for sidewalk cafes as per section 7.20 of the zoning ordinance, and

WHEREAS, any sidewalk café request from a business located off of Houghton Ave. must file a permit with MDOT, and

WHEREAS, a requirement to approval by MDOT requires a resolution of support from the local City Council, and

WHEREAS, upon approval by MDOT, it is the responsibility of the City to monitor the requirements of the permit, and

NOW, THEREFORE, BE IT RESOLVED, that the West Branch City Council does hereby approve the sidewalk café permit for G’s Pizzeria for the 2023 calendar season

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MOTION BY ADAIR, SECOND BY BENNETT TO APPROVE THE MINUTES AND SUMMARY FROM THE REGULAR MEETING AND CLOSED SESSION HELD MAY 15, 2023 AND THE SPECIAL MEETING HELD MAY 23, 2023.

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

No – None

Absent – Showalter

Motion carried

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MOTION BY BENNETT, SECOND BY JACKSON TO RECEIVE AND FILE THE TREASURER’S REPORT AND INVESTMENT SUMMARY; AND MINUTES FROM THE REGULAR MEETING OF THE DDA HELD APRIL 25, 2023.

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

No – None

Absent – Showalter

Motion carried

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Mayor Frechette announced that the flower planting went well again this year. He also carried gratitude from the DDA to Member Adair for her wonderful weeding efforts.

Member Adair reported that she will not be present for the next Council meeting on the 19th.

Member Pugh stated that they are making excellent progress at the Veteran’s building. She asked Manager Dantzer if MDOT would be doing another count this year. They will be doing another count at Valley Road. Concern was voiced that it would not be accurate as many already take an alternate route to avoid that corner.

Member Bennett requested that the City post their fire burning ordinance in response to the current conditions and wildfires that have cropped up.

Member Jackson reminded Council that the Airport Fly In is Saturday June 17th from 8:00 am to noon.

Manager Dantzer reminded Council that the first meeting in July would fall on the 3rd so it would be right between the weekend and Independence Day. He also informed members that there were five Mondays in July so if Council was inclined they could move the meetings to the 2nd and 4th Monday still allowing for two weeks in between and allowing for vacationing during the Independence Day weekend/holiday.

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MOTION BY ZIMMERMAN, SECOND BY PUGH TO RESCHEDULE JULY’S CITY COUNCIL MEETINGS TO THE SECOND AND FOURTH MONDAY OF THE MONTH WHICH WOULD BE THE 10TH AND 24TH.

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

No – None

Absent – Showalter

Motion carried

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Manager Dantzer also reminded Council that his yearly evaluation was due. Discussion from Council Members ensued. Council agreed that Manager Dantzer is doing a fantastic job and that the funding he has applied for and received for the City to improve all aspects of West Branch is amazing. Member Zimmerman stated that every time she has a concern or idea and calls Manager Dantzer he is already researching or pursuing it.

MOTION BY BENNETT, SECOND BY ZIMMERMAN TO SKIP THE EVALUATION FOR CITY MANAGER DANTZER THIS YEAR.

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

No – None

Absent – Showalter

Motion carried

Mayor Frechette requested if any Council Member has any goals or thoughts for the City to please contact Manager Dantzer.

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Manager Dantzer informed Council that 2025 would be the City of West Branch’s Sesquicentennial. He is organizing a Planning Committee for this event. Mayor Frechette and Member Jackson volunteered. Member Adair volunteered as representing the Recreation Committee. Manager Dantzer stated that he had a couple other community members asking him about it also.

DPW Supervisor stated that summer help has been good this year. He has one staff member on board already with another starting next week.

Chief Walters reported that this is the busy season for them. Lots of events are scheduled in the summer.

Mayor Frechette adjourned the meeting at 6:48 pm.

Paul Frechette, Mayor

Lori Ann Clover, Clerk