

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, NOVEMBER 21,  
2022.

Mayor Frechette called the meeting to order at 6:01 p.m.

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

Absent: Carol Adair

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

All stood for the Pledge of Allegiance.

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Commissioner Scott reported that the Commissioners approved a new transit van, an agreement to work with the Animal Shelter, a \$100,000 Grant for ARPA Costs, a sale of property in Mills Township, paying the Airport Manager through the county with a full benefit package and reimbursed by the Airport. They recognized Mike Bowers as the local emergency manager of the year, Cindy Scott for her 37 years of service upon her retirement from the county, and Jack Wester as the Veteran of the year. He also reported that the fencing is completed at the Deer Park.

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Cindy Scott from Stephenson and Company presented the audit findings for the 2021-2022 fiscal year and noted the City received an unmodified opinion which is the highest level of assurance given. She noted that the City implemented the GASB 87 rules however none of the city's agreements were material enough to require a change to the financial statements. Next year the City will be required to implement GASB 96. The City's Net Pension Liability which is an estimate based on what the state says our retirement cost will be, has also decreased from last year by 7.6%. She also informed Council that many governments are in the red and commended the City for being in the black. She also commended the City for maintaining the budget within a 2% variance.

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Public hearing was opened for the purchase of the new patrol car at 6:36 pm. Manager Dantzer explained that the cost would be approximately \$58,000 with the City's portion around \$13,700. No one from the audience wished to speak on the subject.

**MOTION WAS MADE BY FRECHETTE, SECOND BY JACKSON TO CLOSE THE PUBLIC HEARING AT 6:37 PM.**

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

**No – None**

**Absent – Adair**

**Motion carried**

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

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

**No – None**

**Absent – Adair**

**Motion carried**

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**MOTION BY BENNETT, SECOND BY SHOWALTER, TO APPROVE THE PAYMENT OF BILLS IN THE AMOUNT OF \$77,391.51.**

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

**No – None**

**Absent – Adair**

**Motion carried**

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**MOTION BY SHOWALTER, SECOND BY PUGH, TO APPROVE RESOLUTION 22-23 2022/2023 BUDGET AMENDMENT FOR THE IN-CAR RADIO GRANT.**

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

**No – None**

**Absent – Adair**

**Motion carried**

**RESOLUTION #22-23**

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 101, General Fund, Police Department, received in car cameras from a grant that was awarded in the prior fiscal year but received during this fiscal year, and

WHEREAS, the expenses in Fund 202, Major Street Fund, Traffic Signal Trunkline, Railroad Crossing Energy Charge were understated, and

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

GL NUMBER	DESCRIPTION	2022-23	2022-23
		CURRENT BUDGET	AMENDED BUDGET

Fund 101 -

Revenues		
Dept 000.000		
Total Dept 000.000	1,650,845.00	1,650,845.00
Dept 262.000 - ELECTIONS		
Total Dept 262.000 - ELECTIONS	1,500.00	1,500.00
Dept 265.000 - MUNICIPAL PROPERTIES		
Total Dept 265.000 - MUNICIPAL PROPERTIES	0.00	0.00
Dept 265.999 - INSTALLMENT PURCHASE AGREEMENT EXPENSE		
Total Dept 265.999 - INSTALLMENT PURCHASE AGREEMENT EXPENSE	0.00	0.00
Dept 284.000 - COMMUNITY PROMOTIONS		
Total Dept 284.000 - COMMUNITY PROMOTIONS	0.00	0.00
Dept 301.000 - POLICE DEPARTMENT		
101-301.000-528.000 OTHER FEDERAL GRANTS	41,667.00	41,667.00
101-301.000-578.400 IN-SERVICE TRAINING	500.00	500.00
101-301.000-634.400 GRANT	0.00	9,820.00
101-301.000-640.400 K-9 REVENUE	0.00	0.00
101-301.000-654.400 TRAFFIC BUREAU	22,000.00	22,000.00
101-301.000-655.400 ACCIDENT REPORTS	350.00	350.00
101-301.000-656.400 DISTRICT COURT FINES	2,500.00	2,500.00
101-301.000-674.000 CONTRIBUTIONS AND DONATIONS	0.00	0.00
101-301.000-693.400 NSF FEES	0.00	0.00
101-301.000-695.400 MISCELLANEOUS	0.00	0.00
101-301.000-695.401 MISC. ED. & TRAINING 302	0.00	0.00
101-301.000-695.407 FORFEITURE FUNDS	0.00	0.00
101-301.000-695.415 OTHER GOV'T UNITS	57,100.00	57,100.00
Total Dept 301.000 - POLICE DEPARTMENT	124,117.00	133,937.00
Dept 441.000 - PUBLIC WORKS DEPARTMENT		
Total Dept 441.000 - PUBLIC WORKS DEPARTMENT	33,600.00	33,600.00
Dept 528.000 - SOLID WASTE		
Total Dept 528.000 - SOLID WASTE	500.00	500.00
Dept 721.000 - PLANNING AND ZONING		
Total Dept 721.000 - PLANNING AND ZONING	750.00	750.00
Dept 751.000 - PARKS AND RECREATION		

Total Dept 751.000 - PARKS AND RECREATION	1,500.00	1,500.00
TOTAL REVENUES	1,812,812.00	1,822,632.00
Expenditures		
Dept 000.000		
Total Dept 000.000	0.00	0.00
Dept 101.000 - LEGISLATIVE		
Total Dept 101.000 - LEGISLATIVE	20,100.00	20,100.00
Dept 172.000 - CITY MANAGER'S OFFICE		
Total Dept 172.000 - CITY MANAGER'S OFFICE	139,289.00	139,289.00
Dept 201.000 - INTERNAL SERVICES		
Total Dept 201.000 - INTERNAL SERVICES	45,970.00	45,970.00
Dept 209.000 - PROPERTY ASSESSMENT REVIEW		
Total Dept 209.000 - PROPERTY ASSESSMENT REVIEW	13,430.00	13,430.00
Dept 215.000 - CITY CLERK		
Total Dept 215.000 - CITY CLERK	70,315.00	70,315.00
Dept 228.000 - TECHNOLOGY		
Total Dept 228.000 - TECHNOLOGY	16,600.00	16,600.00
Dept 253.000 - CITY TREASURER		
Total Dept 253.000 - CITY TREASURER	109,651.00	109,651.00
Dept 262.000 - ELECTIONS		
Total Dept 262.000 - ELECTIONS	5,859.00	5,859.00
Dept 265.000 - MUNICIPAL PROPERTIES		
Total Dept 265.000 - MUNICIPAL PROPERTIES	37,640.00	37,640.00
Dept 265.999 - INSTALLMENT PURCHASE AGREEMENT EXPENSE		
Total Dept 265.999 - INSTALLMENT PURCHASE AGREEMENT EXPENSE	0.00	0.00
Dept 266.000 - LEGAL ASSISTANCE		
Total Dept 266.000 - LEGAL ASSISTANCE	27,300.00	27,300.00
Dept 284.000 - COMMUNITY PROMOTIONS		

Total Dept 284.000 - COMMUNITY PROMOTIONS	18,831.00	18,831.00
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Dept 299.000 - CITY SERVICES

Total Dept 299.000 - CITY SERVICES	55,100.00	55,100.00
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Dept 301.000 - POLICE DEPARTMENT

101-301.000-702.700	PROMOTION/BONUS	350.00	350.00
101-301.000-703.700	SALARIES AND WAGES	313,000.00	313,000.00
101-301.000-705.700	CHIEF OF POLICE	69,400.00	69,400.00
101-301.000-706.700	COMMUNITY POLICING	100.00	100.00
101-301.000-708.700	SICK LEAVE PAYOUT	250.00	250.00
101-301.000-710.700	OVERTIME	10,500.00	10,500.00
101-301.000-713.700	EMP. HEALTH OPTION	3,000.00	3,000.00
101-301.000-714.700	MANDATORY MEDICARE	5,583.00	5,583.00
101-301.000-715.700	SOCIAL SECURITY (EMPLOYER)	23,709.00	23,709.00
101-301.000-716.700	BC/BS HEALTH INSURANCE PREMIU	49,449.00	49,449.00
101-301.000-717.700	LIFE INSURANCE PREMIUM	1,105.00	1,105.00
101-301.000-718.700	MERS RETIREMENT (EMPLOYER)	80,000.00	80,000.00
101-301.000-718.701	EMPLOYER DEFERED COMP.	7,500.00	7,500.00
101-301.000-719.700	LONG TERM DISABILITY	3,200.00	3,200.00
101-301.000-720.700	WORKERS COMPENSATION PREMIUM	9,100.00	9,100.00
101-301.000-724.700	UNEMPLOYMENT INS. BENEFIT	100.00	100.00
101-301.000-727.700	OPERATING SUPPLIES	5,000.00	5,000.00
101-301.000-801.700	CONTRACTUAL SERVICES	5,000.00	5,000.00
101-301.000-811.700	MEMBERSHIP AND DUES	1,100.00	1,100.00
101-301.000-817.700	UNIFORMS	6,000.00	6,000.00
101-301.000-853.700	TELEPHONE/RADIO COMMUNICATION	5,000.00	5,000.00
101-301.000-941.700	EQUIPMENT RENTAL	9,500.00	9,500.00
101-301.000-955.700	DATA PROCESSING	4,700.00	4,700.00
101-301.000-956.700	EXPENSES	3,650.00	13,470.00
101-301.000-956.702	YOUTH SAFETY EXPENSE	2,000.00	2,000.00
101-301.000-956.703	K-9 EXPENSES	100.00	100.00
101-301.000-956.707	FORFEITURE EXPENSE	400.00	400.00
101-301.000-957.700	EDUCATION AND TRAINING LOCAL	5,000.00	5,000.00
101-301.000-957.701	EDUCATION 302	1,000.00	1,000.00
101-301.000-968.700	STING	4,000.00	4,000.00
101-301.000-977.700	CAPITAL ACQUISITIONS	0.00	0.00
Total Dept 301.000 - POLICE DEPARTMENT		628,796.00	638,616.00

Dept 336.000 - FIRE

Total Dept 336.000 - FIRE	27,145.00	27,145.00
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Dept 345.000 - CROSSING GUARDS

Total Dept 345.000 - CROSSING GUARDS	8,046.00	8,046.00
Dept 441.000 - PUBLIC WORKS DEPARTMENT		
Total Dept 441.000 - PUBLIC WORKS DEPARTMENT	195,197.00	195,197.00
Dept 444.000 - SIDEWALKS		
Total Dept 444.000 - SIDEWALKS	0.00	0.00
Dept 528.000 - SOLID WASTE		
Total Dept 528.000 - SOLID WASTE	213,033.00	213,033.00
Dept 537.000 - AIRPORT		
Total Dept 537.000 - AIRPORT	51,311.00	51,311.00
Dept 721.000 - PLANNING AND ZONING		
Total Dept 721.000 - PLANNING AND ZONING	4,471.00	4,471.00
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	65,309.00	65,309.00
Dept 851.000 - INSURANCE AND RISK MANAGEMENT		
Total Dept 851.000 - INSURANCE AND RISK MANAGEMENT	15,500.00	15,500.00
Dept 900.000 - BAD DEBT		
Total Dept 900.000 - BAD DEBT	0.00	0.00
Dept 965.000 - TRANSFERS		
Total Dept 965.000 - TRANSFERS	25,000.00	25,000.00
Dept 965.209 - TRANSFER TO CEMETERY		
Total Dept 965.209 - TRANSFER TO CEMETERY	17,222.00	17,222.00
Dept 965.736 - TRANS TO FUND 736 OPEB		
Total Dept 965.736 - TRANS TO FUND 736 OPEB	0.00	0.00
TOTAL EXPENDITURES	1,812,115.00	1,821,935.00

Fund 101:		
TOTAL REVENUES	1,812,812.00	1,822,632.00
TOTAL EXPENDITURES	1,812,115.00	1,821,935.00
NET OF REVENUES & EXPENDITURES	697.00	697.00
BEGINNING FUND BALANCE	1,671,948	1,671,948
ENDING FUND BALANCE	1,672,645	1,672,645

		2022-23	2022-23 AMENDED
GL NUMBER	DESCRIPTION	CURRENT BUDGET	BUDGET

Fund 202 - MAJOR STREET FUND

Revenues

Dept 000.000

Total Dept 000.000	279,600.00	279,600.00
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TOTAL REVENUES	279,600.00	279,600.00
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Expenditures

Dept 000.000

202-000.000-716.700	BC/BS HEALTH INSURANCE PREMIUM	0.00	0.00
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Total Dept 000.000	0.00	0.00
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Dept 451.000 - CONSTRUCTION

Total Dept 451.000 - CONSTRUCTION	29,040.00	29,040.00
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Dept 463.000 - ROUTINE MAINTENANCE

Total Dept 463.000 - ROUTINE MAINTENANCE	31,736.00	31,736.00
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Dept 470.000 - NON MOTORIZED TRANSPORTATION

Total Dept 470.000 - NON MOTORIZED TRANSPORTATION	0.00	0.00
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Dept 474.000 - TRAFFIC SERVICE

Total Dept 474.000 - TRAFFIC SERVICE	0.00	0.00
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Dept 478.000 - WINTER MAINTENANCE

Total Dept 478.000 - WINTER MAINTENANCE	39,714.00	39,714.00
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Dept 482.000 - ADMINISTRATION

Total Dept 482.000 - ADMINISTRATION	9,200.00	9,200.00
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Dept 485.000 - TRAFFIC SIGNAL TRUNKLINE			
202-485.000-703.700	SALARIES AND WAGES	0.00	0.00
202-485.000-710.700	OVERTIME	0.00	0.00
202-485.000-714.700	MANDATORY MEDICARE	0.00	0.00
202-485.000-715.700	SOCIAL SECURITY (EMPLOYER)	0.00	0.00
202-485.000-718.700	MERS RETIREMENT (EMPLOYER)	0.00	0.00
202-485.000-720.700	WORKERS COMPENSATION PREMIUM	0.00	0.00
202-485.000-724.700	UNEMPLOYMENT INS. BENEFIT	0.00	0.00
202-485.000-801.700	CONTRACTUAL SERVICES	0.00	0.00
202-485.000-922.700	PUBLIC UTILITIES	0.00	0.00
202-485.000-924.700	ELECTRICITY	1,000.00	1,000.00
202-485.000-927.700	RAILROAD CROSSING ENERGY CHARGE	6,000.00	8,601.00
202-485.000-941.700	EQUIPMENT RENTAL	0.00	0.00
Total Dept 485.000 - TRAFFIC SIGNAL TRUNKLINE		7,000.00	9,601.00
Dept 486.000 - SURFACE MAINTENANCE TRUNKLINE			
Total Dept 486.000 - SURFACE MAINTENANCE TRUNKLINE		5,548.00	5,548.00
Dept 487.000 - GUARD RAILS & POSTS TRUNKLINE			
Total Dept 487.000 - GUARD RAILS & POSTS TRUNKLINE		0.00	0.00
Dept 488.000 - SWEEPING & FLUSHING TRUNKLINE			
Total Dept 488.000 - SWEEPING & FLUSHING TRUNKLINE		3,415.00	3,415.00
Dept 489.000 - TRUNKLINE SNOW REMOVAL			
Total Dept 489.000 - TRUNKLINE SNOW REMOVAL		16,967.00	16,967.00
Dept 490.000 - TREES & SHRUBS TRUNKLINE			
Total Dept 490.000 - TREES & SHRUBS TRUNKLINE		0.00	0.00
Dept 491.000 - DRAINAGE & BACKSLOPES TRUNK.			
Total Dept 491.000 - DRAINAGE & BACKSLOPES TRUNK.		0.00	0.00
Dept 497.000 - WINTER MAINTENANCE TRUNKLINE			
Total Dept 497.000 - WINTER MAINTENANCE TRUNKLINE		26,315.00	26,315.00
Dept 498.000 - TRUNKLINE TAXES/ADMINISTRATION			
Total Dept 498.000 - TRUNKLINE TAXES/ADMINISTRATION		2,000.00	2,000.00
Dept 965.000 - TRANSFERS			
Total Dept 965.000 - TRANSFERS		60,000.00	60,000.00
TOTAL EXPENDITURES		230,935.00	233,536.00



Fund 202 - MAJOR STREET FUND:

TOTAL REVENUES	279,600.00	279,600.00
TOTAL EXPENDITURES	230,935.00	233,536.00
NET OF REVENUES & EXPENDITURES	48,665.00	46,064.00
BEGINNING FUND BALANCE	706,389.00	706,389.00
ENDING FUND BALANCE	755,054.00	752,463.00

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**MOTION BY SHOWALTER, SECOND BY ZIMMERMAN, TO RECOMMEND THE APPROVAL OF THE CLASS C LIQUOR LICENSE TO BUCCILLI'S.**

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

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

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**MOTION BY PUGH, SECOND BY SHOWALTER, TO APPROVE THE INCREASE IN THE ELECTION INSPECTOR REIMBURSEMENT TO \$15.00 PER HOUR FOR REGULAR WORKERS AND \$15.50 PER HOUR FOR THE CHAIR RETROACTIVE TO THE NOVEMBER 8<sup>TH</sup>, 2022 ELECTION.**

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

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

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**MOTION BY BENNETT, SECOND BY JACKSON TO APPROVE THE MINUTES AND SUMMARY FROM THE REGULAR MEETING HELD NOVEMBER 7, 2022.**

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

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

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**MOTION BY SHOWALTER, SECOND BY PUGH TO RECEIVE AND FILE THE TREASURER'S REPORT AND INVESTMENT SUMMARY; THE WEST BRANCH POLICE DEPARTMENT OCTOBER 2022 REPORT; MINUTES FROM THE OGEMAW COUNTY TRANSPORTATION TASK FORCE HELD DECEMBER 1, 2021; MINUTES FROM THE PLANNING COMMISSION HELD OCTOBER 11, 2022; MINUTES FROM THE AIRPORT BOARD MEETING HELD OCTOBER 19, 2022; AND MINUTES FROM THE LAND BANK AUTHORITY HELD OCTOBER 12, 2022.**

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

**No – None**

**Absent – Adair**

**Motion carried**

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Mayor Frechette updated the Council on the last Ogemaw County Emergency Dispatch Authority meeting and wished everyone a very happy Thanksgiving.

Member Showalter announced that the MML Conference was great this year. It was much more interactive than in the past.

Manager Dantzer announced that he is working with the Chamber to have the West Branch Visitors Bureau on the Geo Tour. They will be placing a Cashe Box at Irons Park and on the Rivertrail. The Santa Train will be here on December 3<sup>rd</sup> and Santa will be lighting the tree. That is also the day of the Winter Wine Walk. Manager Dantzer explained the steps to allow the DDA permission to grant a liquor license.

Mayor Frechette adjourned the meeting at 6:53 pm.

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Paul Frechette, Mayor

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Lori Ann Clover, Clerk