

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 7, 2022.

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: Council Member Rusty Showalter

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

All stood for the Pledge of Allegiance.

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

**Yes – Adair, Bennett, Frechette, Jackson, Pugh, and Zimmerman**

**No – None**

**Absent – Showalter**

**Motion carried**

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**MOTION BY BENNETT, SECOND BY JACKSON, TO APPROVE THE PAYMENT OF BILLS IN THE AMOUNT OF \$228,154.23.**

**Yes – Adair, Bennett, Frechette, Jackson, Pugh, and Zimmerman**

**No – None**

**Absent – Showalter**

**Motion carried**

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**MOTION BY PUGH, SECOND BY BENNETT, TO APPROVE RESOLUTION 22-22 2022/2023 BUDGET AMMENDMENT TO ALLOW FOR THE WORK ON THE POCKET PARK APPROVED AT A PREVIOUS MEETING.**

**Yes – Adair, Bennett, Frechette, Jackson, Pugh, and Zimmerman**

**No – None**

**Absent – Showalter**

**Motion carried**

**RESOLUTION #22-22**

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

WHEREAS, the expenses in Fund 101, General Fund, municipal properties, contractual services were increased to account for the wall repairs to the Pocket Park that were not budgeted for, and,

WHEREAS, the expenses and revenues in Fund 243, Brownfield Redevelopment Authority Fund were increased due to expenses being incurred and grant monies received for the EGLE Brownfield Development Grant that was not budgeted for, 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
Fund 101 - GENERAL FUND			
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 284.000 - COMMUNITY PROMOTIONS			
Total Dept 284.000 - COMMUNITY PROMOTIONS		0.00	0.00
Dept 301.000 - POLICE DEPARTMENT			
Total Dept 301.000 - POLICE DEPARTMENT		124,117.00	124,117.00
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		0.00	0.00
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	1,812,812.00

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			
101-265.000-703.700	SALARIES AND WAGES	7,500.00	7,500.00
101-265.000-710.700	OVERTIME	50.00	50.00
101-265.000-714.700	MANDATORY MEDICARE	110.00	110.00
101-265.000-715.700	SOCIAL SECURITY (EMPLOYER)	465.00	465.00
101-265.000-716.700	BC/BS HEALTH INSURANCE PREMIUM	1,100.00	1,100.00
101-265.000-718.700	MERS RETIREMENT (EMPLOYER)	125.00	125.00
101-265.000-718.701	EMPLOYER DEFERED COMP.	0.00	0.00
101-265.000-720.700	WORKERS COMPENSATION PREMIUM	350.00	350.00
101-265.000-724.700	UNEMPLOYMENT INS. BENEFIT	5.00	5.00
101-265.000-727.700	OPERATING SUPPLIES	4,275.00	4,275.00
101-265.000-801.700	CONTRACTUAL SERVICES	0.00	19,800.00
101-265.000-853.700	TELEPHONE/RADIO COMMUNICATION	2,760.00	2,760.00
101-265.000-922.700	PUBLIC UTILITIES	18,500.00	18,500.00
101-265.000-941.700	EQUIPMENT RENTAL	2,200.00	2,200.00

101-265.000-956.700	EXPENSES	200.00	200.00
101-265.000-977.700	CAPITAL ACQUISITIONS	0.00	0.00
Total Dept 265.000 - MUNICIPAL PROPERTIES		37,640.00	57,440.00
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
Dept 299.000 - CITY SERVICES			
Total Dept 299.000 - CITY SERVICES		55,100.00	55,100.00
Dept 301.000 - POLICE DEPARTMENT			
Total Dept 301.000 - POLICE DEPARTMENT		628,796.00	628,796.00
Dept 336.000 - FIRE			
Total Dept 336.000 - FIRE		27,145.00	27,145.00
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	1,831,915.00
Fund 101:		
TOTAL REVENUES	1,812,812.00	1,812,812.00
TOTAL EXPENDITURES	1,812,115.00	1,831,915.00
NET OF REVENUES & EXPENDITURES	697.00	(19,103.00)
BEGIN FUND BALANCE	1,671,498.00	1,671,948.00
END FUND BALANCE	1,672,195.00	1,652,845.00

Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND

Revenues

Dept 000.000			
243-000.000-634.400	GRANT	0.00	1,728.50
243-000.000-664.400	INTEREST INCOME	0.00	0.00
Total Dept 000.000		0.00	0.00
TOTAL REVENUES		0.00	1,728.50

Expenditures			
Dept 000.000			
243-000.000-801.700	CONTRACTUAL SERVICES	0.00	1,560.00
243-000.000-956.700	EXPENSES	0.00	168.50
Total Dept 000.000		0.00	1,728.50
TOTAL EXPENDITURES			
		0.00	1,728.50
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND:			
TOTAL REVENUES		0.00	1,728.50
TOTAL EXPENDITURES		0.00	1,728.50
NET OF REVENUES & EXPENDITURES		0.00	0.00
BEGIN FUND BALANCE			
		0.00	0.00
END FUND BALANCE			
		0.00	0.00

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**MOTION BY ADAIR, SECOND BY PUGH, TO APPROVE THE NEW SIMPLIFIED CELL PHONE POLICY FOR CITY EMPLOYEES**

**Yes – Adair, Bennett, Frechette, Jackson, Pugh, and Zimmerman**

**No – None                      Absent – Showalter                      Motion carried**

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**MOTION BY ZIMMERMAN, SECOND BY JACKSON, TO APPROVE THE WATER ADJUSTMENT FOR DEVIN GRIFFUS IN THE AMOUNT OF \$2,033.44.**

**Yes – Adair, Bennett, Frechette, Jackson, Pugh, and Zimmerman**

**No – None                      Absent – Showalter                      Motion carried**

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**MOTION BY BENNETT, SECOND BY JACKSON TO APPROVE THE MINUTES AND SUMMARY FROM THE REGULAR MEETING HELD OCTOBER 17, 2022.**

**Yes – Adair, Bennett, Frechette, Jackson, Pugh, and Zimmerman**

**No – None                      Absent – Showalter                      Motion carried**

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**MOTION BY JACKSON, SECOND BY BENNETT TO RECEIVE AND FILE THE TREASURER’S REPORT AND INVESTMENT SUMMARY; MINUTES FROM THE AIRPORT BOARD MEETING HELD SEPTEMBER 21, 2022; MINUTES FROM THE DDA MEETING HELD SEPTEMBER 27, 2022; AND MINUTES FROM THE ELECTION BOARD PUBLIC ACCURACY TEST HELD OCTOBER 27, 2022.**

**Yes – Adair, Bennett, Frechette, Jackson, Pugh, and Zimmerman**

**No – None**

**Absent – Showalter**

**Motion carried**

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Mayor Frechette welcomed the two Girl Scout Troops present and explained a little of how things work in the City of West Branch. He then had Council introduce themselves.

Member Adair stated that she and Member Showalter attended the MML Conference and brought back some good information. It was a good experience and would recommend it to Council Members.

Member Pugh commended the City Employees on the wonderful work they do.

DPW Supervisor Killackey announced that the work has started on replacing water service lines.

Chief Walters introduced the new Officer, John Evans, to take the place of Officer Beehler who is now working as the School Resource Officer. He also informed Council Members that the City Officers had started giving warnings for curb side parking in anticipation of the coming snow.

Mayor Frechette adjourned the meeting at 6:25 pm.

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Paul Frechette, Mayor

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Lori Ann Clover, Clerk