

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, OCTOBER 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, Ellen Pugh, Rusty Showalter, and Cathy Zimmerman.

Absent: None

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

All stood for the Pledge of Allegiance.

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Sean Gilbert, owner of Made in America, presented Council with a City of West Branch sign. He said he had heard the City needed a new sign and he wanted to help. He got together with three other companies and created a mock up for unveiling today. Everything is local from the cedar trees to the steel made in Gladwin. He also informed members that he drives by quite often and would be happy to maintain the upkeep of the sign.

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The bid for City light poles was reviewed. Only one bid was received which was from Medler Electric even though Manager Dantzer did speak with another company. This bid came in very low at \$2,125 and \$2,200 per light pole.

**MOTION BY ZIMMERMAN, SECOND BY PUGH TO ACCEPT THE BID FROM MEDLER ELECTRIC AT \$2,125 AND \$2,200 PER LIGHT POLE.**

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

**No – None**

**Absent – None**

**Motion carried**

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The bid for tree work was reviewed. Manager Dantzer explained that this was for the corner of Houghton Ave. and Livingston St. Three bids were received with the lowest from J’s Tree Service. The cost will be reimbursed from MDOT as the tree is in their road right of way.

**MOTION BY BENNETT, SECOND BY JACKSON TO APPROVE THE BID FROM J’S TREE SERVICE TO REMOVE THE TREE AT THE CORNER OF HOUGHTON AVE. AND LIVINGSTON ST. NOT TO EXCEED \$690.00.**

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

**No – None**

**Absent – None**

**Motion carried**

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**MOTION BY BENNETT, SECOND BY SHOWALTER, TO APPROVE PAYMENT OF THE BILLS IN THE AMOUNT OF \$155,110.49.**

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

**No – None**

**Absent – None**

**Motion carried**

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Resolution 23-27 is to raise the amount of over/under tax payments from \$5.00 to \$10.00. This will match the county’s over/under policy.

**MOTION BY SHOWALTER, SECOND BY PUGH, TO APPROVE RESOLUTION 23-27 TAX OVER/UNDER PAYMENTS.**

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

**No – None**

**Absent – None**

**Motion carried**

**RESOLUTION 23-27  
RESOLUTION REGARDING MINIMAL TAX OVERPAYMENTS**

**WHEREAS**, the City Treasurer receives overpayments in the course of collecting taxes, and;

**WHEREAS**, the cost to the City to return small overpayments, due to postage and administrative costs, exceeds \$10.00,

**NOW, THEREFORE, BE IT RESOLVED THAT:** The City of West Branch Treasurer shall be authorized to apply minimal overpayments in the amount of \$10.00 or less to the Property Tax Administration Fee. The Treasurer shall reimburse the taxpayer for amounts equal to or greater than \$10.01.

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Manager Dantzer and Clerk Clover explained that due to the proposal for nine days early voting being approved last year, this next year will begin that process. The contract with the County will allow for the townships and municipalities to coordinate their early voting at the county building. If the city were to hold early voting at City Hall there would need to be at least three election workers present for the nine days and another tabulator purchased as the same tabulator cannot be used for early voting and election day voting. Holding early voting at the county would also make them responsible for balancing ballots at the end of each early day vote. The cost should be covered by the state however in the case that it is not, we would be billed based on the proportion of the city’s registered voters compared to the registered voters at each of the other townships and municipality.

**MOTION BY ZIMMERMAN, SECOND BY BENNETT, TO APPROVE THE CONTRACT WITH THE COUNTY TO COORDINATE THE NINE DAYS OF EARLY VOTING.**

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

**No – None**

**Absent – None**

**Motion carried**

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Manager Dantzer explained that Council Members would be gone during the Airport Board meeting and suggested that a proxy be assigned in their absence.

**MOTION BY FRECHETTE, SECOND BY ZIMMERMAN, TO APPOINT CLERK CLOVER AS THE CITY'S PROXY FOR THE AIRPORT BOARD MEETING WEDNESDAY OCTOBER 18, 2023.**

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

**No – None**

**Absent – None**

**Motion carried**

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**MOTION BY SHOWALTER, SECOND BY BENNETT TO APPROVE THE MINUTES AND SUMMARY FROM THE REGULAR MEETING HELD OCTOBER 2, 2023.**

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

**No – None**

**Absent – None**

**Motion carried**

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**MOTION BY SHOWALTER, SECOND BY JACKSON TO RECEIVE AND FILE THE TREASURER’S REPORT AND INVESTMENT SUMMARY; WEST BRANCH POLICE DEPARTMENT SEPTEMBER 2023 REPORT; MINUTES FROM THE SPECIAL MEETING OF THE WEST BRANCH PARK AND RECREATION COMMITTEE HELD JULY 17, 2023; AND MINUTES FROM THE PLANNING COMMISSION MEETING HELD SEPTEMBER 12, 2023.**

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

**No – None**

**Absent – None**

**Motion carried**

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Communications included a denial letter for the ARPA-0897 City of West Branch Placemaking and Parks expansion grant, ISO Analysis of the structural fire suppression delivery system, proof for the new Wildlife sign at Irons Park, and a flyer for the Mike Hoadley Town Hall meeting October 26, 2023.

Member Pugh announced that she was very happy Fairview St. was now open.

Member Bennett informed members that there is a new billboard out by the freeway announcing that the new marihuana facility is hiring.

Chief Walters announced that there are three police vehicles in the shop now and they are down to one on the road. The new vehicle just purchased should be outfitted and ready for the road by Wednesday.

Kim Mullins from MDOT gave a project update for the section of M-55 by M-30. Due to the anchor bolts being on back order they will have to have a few spots of temporary asphalt until spring but the stop light should come down by Wednesday.

Mayor Frechette adjourned the meeting at 6:38 pm.

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Paul Frechette, Mayor

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Lori Ann Clover, Clerk