

- AGENDA -

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL TO BE
HELD IN THE COUNCIL CHAMBERS AT WEST BRANCH CITY HALL, 121
N. FOURTH ST., ON MONDAY, APRIL 16, 2018 BEGINNING AT **6:00 P.M.**

PLEASE NOTE: All guests and parties in attendance are asked to sign in if they will be making any comments during meetings, so that the City Clerk may properly record your name in the minutes. Public comments are limited to 3 minutes in length while matters from the floor are limited to 10 minutes, unless you have signed in and requested additional speaking time, and that request is then approved by either the Mayor or a majority vote of Council. All in attendance are asked to please remove hats and/or sunglasses during meetings and to silence all cell phones and other electronic devices. Due to recent complaints from those in attendance trying

to listen, audience members are kindly reminded to **please refrain from having private conversations while meetings are in progress—it is disruptive and NOT allowed.** Unless you are a scheduled speaker from the floor or in the process of giving public comment for the record, audience members should not converse in the Council Chambers during meetings--if you feel that you must converse during a meeting, you are kindly asked to please do so in the hallway, away from the doors.]

[DISCLAIMER: Views or opinions expressed by City Council Members or employees during meetings are those of the individuals speaking and do not represent the views or opinions of the City Council or the City as a whole.]

[NOTICE: Audio and/or video may be recorded at public meetings of the West Branch City Council.]

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Public Hearings
- V. Additions to the agenda
- VI. Public Comment on Agenda Items Only (limited to 3 minutes)
- VII. Scheduled Matters from the Floor
 - A. Ogemaw Library – Millage renewal update
- VIII. Bids
 - A. City Assessor
 - B. Housing Third Party Administrator
- IX. Unfinished Business
 - A. Planning Commission/DDA merger

- X. New Business
 - A. Bills payable
- XI. Approval of minutes and summary from the Regular Meeting held April 2, 2018
- XII. Consent Agenda (These items are considered routine and can be enacted in one motion)
 - A. Treasurer's report and Investment Summary
 - B. Administrative Budget Amendment 9823, 9824, 9825, and 9833
 - C. Minutes from the Planning Commission meeting held March 27, 2018
 - D. Minutes from the Airport Board meeting held February 21, 2018
- XIII. Communications
 - A. Michigan Energy Office – Ecoworks
 - B. Lee Ann Fischer – Wayfinding signage grant update
 - C. Dept. of Treasury – Retirement System Annual Report
 - D. Airport hangar construction plans
 - E. Chamber Connections – Cricket Wireless City ribbon cutting ceremony
- XIV. Reports and/or comments
 - A. Mayor
 - 1. Recreation Committee – Application by Dan Weiler
 - B. Council Members
 - C. City Manager
- XV. Public Comment on any item (limited to 3 minutes)
- XVI. Adjournment

Call to Order

Roll Call

**Pledge of
Allegiance**

Public Hearings

Additions to the Agenda

Public Comment -Agenda Items

Scheduled Matters from the Floor

Bids

4/11/18 Bids were opened at noon at West Branch City Hall.

Those in attendance were City Manager Heather Grace and Clerk/Treasurer John Dantzer,

1. Assessor bid

The only bid received was from MVW and Associates \$995/month. \$18 per residential and \$25 per commercial reappraisal.

2. Housing TPA bid

The only bid received was from Housing Consultant Service LLC. \$25/hour estimated at 40 hours for a blight elimination plan, \$25/hour for oversight of current mortgages. 18% for homeowner rehabilitation

CITY MANAGER NOTES ON BIDS

- **Assessor Bid:**

I would recommend approving the bid submitted by MVW & Associates for assessing services for the City of West Branch. Not only was this the only bid submitted, but it also reflects no increase in pricing compared to last year's contracted prices with MVW & Associates.

- **Housing TPA Bid:**

I would recommend approving, in part, the bid submitted by Lee Ann Fisher of Housing Consultant Service LLC, upon the following suggested terms:

- Approving the \$25 / hour proposal for oversight of current mortgages;
- Approving in part the 18% of costs for homeowner rehabilitation, with the understanding that the City is moving away from performing and/or offering such rehabilitations at the present time, unless an extremely urgent case is presented, as the City would like to explore other uses of such funding that may prove to be a better use of the City's Housing Fund monies (example—requiring that all future City Housing Fund projects be supplemented, at least in part, by grant money or other third-party funding sources, so as to help enable these funds to stretch farther and have a larger impact overall).
- Postponing a decision on the proposal to create a blight elimination plan at \$25 / hour over an estimated 40 hours (i.e., \$1,000 estimated total cost) so that it can first be explored whether any grant funding may exist that would help pay for all or part of the costs associated with the development of a blight elimination plan.

City Assessor RFP

The City of West Branch is seeking proposals for Assessor Services for the City. Assessor is required to have a level MCAO certification. Monthly costs of general assessor services are requested, based on estimated 1,200 real and personal properties. Costs per parcel are also requested for reappraisals (at City's request) of residential properties vs. cost per parcel of reappraisals (at City's request) of commercial/industrial property. Upon approval of a bid, the City will negotiate an Assessor Agreement which will take effect on July 1, 2018 and run through June 30, 2019. The Agreement will contain articles including Duties of Assessor, Duties of the City of West Branch, Contractor, Total Agreement and Duration [see below].

Further details can be obtained by contacting City Manager Heather Grace at (989) 345-0561. Sealed bids (in a sealed envelope marked "Assessor Bid") are ***due by Wednesday, April 11, 2018 at noon***. Bids will be opened publicly immediately thereafter in the Council Chambers of City Hall, located at 121 N. 4th St, West Branch, MI 48661, and are anticipated to be reviewed by Council during the 6:00 p.m. regular Council meeting scheduled for Monday, April 19, 2018 in the Council Chambers of West Branch City Hall. Bids may be submitted via mail or in person, during regular business hours of Monday – Friday 8:00 a.m.-4:30 p.m., to the following address: West Branch City Hall, Attn: Clerk, 121 N. 4th St., West Branch, MI 48661. Questions? Contact City Hall at (989) 345-0500.

All prices etc., listed in bids/proposals good for 180 days, unless indicated otherwise by bidder. City Council reserves the right to accept or reject any and all bids, as well as the right to waive any irregularities in the bidding process.

Non-Comprehensive List of Assessor Duties:

- The Assessor shall comply with the provisions of the Michigan General Property Tax Act, as amended, pertaining to assessors and assessments.
- The Assessor shall use the Assessors Manual as a guideline when assessing.
- The Assessor shall consult with the county Equalization Director to establish a tax base so as to avoid the levy of a factor by the county Equalization Director or the State.
- The Assessor shall keep all records up to date and have them available for inspection at all times.
- The Assessor shall annually maintain land value rates and economic condition factors.
- The Assessor shall prepare all splits and combinations of property.
- The Assessor shall process all deeds for sales studies and make necessary changes on assessment records.

- The Assessor shall work appraisals on, and therefore assess new construction subject to ad valorem taxation within the City.
- The Assessor shall process all personal property statements and audits, if any, pertaining to the same.
- The Assessor shall notify, by First Class Mail, all taxpayers whose assessment or taxable value that has been increased over the previous year. This should be done at least (14) calendar days prior to the March Board of Review.
- The Assessor shall be required to devote the time necessary to perform all listed duties in a proper manner.
- The Assessor is not authorized to make any purchases or charge any expenditure to the City without prior approval of the City Manager or his/her representative/designee.
- The Assessor shall share equal time with the City/Townships for all Board of Reviews that are covered under any agreement with the City.
- The Assessor shall attend all Tax Tribunal Hearings.
- The Assessor shall consult with the City Attorney and City Manager regarding all Tax Tribunal matters, as appropriate, and shall keep each informed regarding all such matters.
- In representing the City at Board of Review meetings, Tax Tribunal Hearings/Meetings, and other meetings with the citizens, the Assessor shall act in a professional and polite manner at all times.
- The Assessor shall attend the first City Council meeting following the March Board of Review meetings to report on Board of Review proceedings, the final assessment roll and to answer any questions the Council may have.
- The Assessor shall represent the City in any State Tax Commission audits/reviews, and shall be required to complete any work necessary to satisfy any such required audits/reviews.
- The Assessor shall be an independent contractor, and, as such, shall be responsible for all taxes, withholdings, self-employment tax and, liability and any other bonds that may be required in the performance of his/her duties.

List of City's Responsibilities to the Assessor:

- The City shall compensate the Assessor at a monthly rate of \$X [which shall be specified in the bid documents, as well as the subsequent Assessor Contract], which shall be paid to the Assessor by the 1st Tuesday of each month.
- The City shall compensate the Assessor for the reappraisal of parcels, per the City's request, at a rate of \$X [which shall be specified in the bid documents, as well as the subsequent Assessor Contract] per residential property and the rate of \$X [which shall be specified in the bid documents, as well as the subsequent Assessor Contract] per commercial/industrial property, towards the goal of completing the 20% yearly property inspection recommended by the State Tax Commission, with such additional payments to be paid monthly as billed by Assessor.
- The City shall retain ownership of all the materials, files, and records pertaining to real and personal property assessments within the City.
- The City shall furnish all materials and supplies needed by the Assessor to perform his/her duties.

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Request for Proposals

The City of West Branch is seeking proposals for the following services: (1) City Assessor; (2) City Attorney; (3) Lawn Mowing; (4) Third Party Housing Administrator; and (5) DDA Administrator. Additional details are available clicking on the links below, or by speaking to City Manager Heather Grace (589) 345-0500 (if Ms. Grace is not available at the time of your call, please leave your name and contact information and she will get back to you as soon as possible).

(1) City Assessor;
(2) City Attorney;
(3) Lawn Mowing;
(4) Third Party Housing Administrator; and
(5) DDA Administrator.

http://www.webbranch.com/docs/03-2018_%20RFP_%20Blight%20Housing%20Third%20Party%20Administ...

AGREEMENT

THIS AGREEMENT made this 1st day of July 2018, by and between CITY OF WEST BRANCH (hereinafter referred to as City) and MVW and ASSOCIATES, INC. (hereinafter referred to as ASSESSOR), whereby the parties hereto agree as follows.

ARTICLE I

Section 1. The Assessor shall comply with the provisions of the Michigan General Property Tax Act, as amended, pertaining to assessors and assessments.

Section 2. The Assessor shall use the Assessors Manual as a guideline when assessing.

Section 3. The Assessor shall consult with the county Equalization Director to establish a tax base so as to avoid the levy of a factor by the county Equalization Director or the State.

Section 4. The Assessor shall keep all records up to date and have them available for inspection at all times.

Section 5. The Assessor shall annually maintain land value rates and economic condition factors.

Section 6. The Assessor shall prepare all splits and combinations of property.

Section 7. The Assessor shall process all deeds for sales studies and make necessary changes on assessments records.

Section 8. The Assessor shall work appraisals on, and therefore assess new construction subject to ad valorem taxation within the City.

Section 9. The Assessor shall process all personal property statements and audits, if any, pertaining to same.

Section 10. The Assessor shall notify, by First Class Mail, all taxpayers whose assessment and or taxable value that has been increased over the previous year. This should be done at least (14) calendar days prior to the March Board of Review.

Section 11. The Assessor shall be required to devote the time necessary to perform the duties herein in a proper manner.

Section 12. The Assessor is not authorized to make any purchases or charge any expenditures to the City without prior approval of the City Manager or its representative.

Section 13. The Assessor shall share equal time with the City/Townships for all Board of Reviews that are covered under this agreement.

Section 14. The assessor shall attend all Tax Tribunal Hearings.

Section 15. In representing the City at Board of Review meetings, Tax Tribunal Hearings/Meetings, and other meetings with the citizens, the assessor shall act in a professional and polite manner at all times.

Section 16. The assessor shall attend the first city council meeting following the March Board of review meetings to report on Board of Review proceedings, the final assessment roll and to answer any questions council may have.

ARTICLE II **DUTIES OF THE CITY OF WEST BRANCH**

Section 17. The City shall compensate MVW and Associates, Inc. at a monthly rate of \$995.00 which shall be paid by the 1st Tuesday of each month.

Section 18. The City shall compensate the Assessor for the reappraisal of parcels, per cities request, rate of \$18.00 per residential property and \$25.00 per commercial/industrial property for completing the 20% yearly property inspection per state tax commission recommendation, which shall be paid monthly as billed by MVW and Associates, Inc.

Section 19. The City shall retain ownership of all the materials, files, and records pertaining to real and personal property assessments within the City.

Section 20. The City shall furnish all materials and supplies needed by the Assessor to perform his/her duties.

ARTICLE III **CONTRACTOR**

Section 21. It is the understanding of both parties that the Assessor shall be and independent contractor and, as such, shall be responsible for all taxes, withholdings, self-employment tax and, liability and any other bonds that maybe required in the performance of his/her duties.

ARTICLE IV **TOTAL AGREEMENT**

Section 22. It is the intent of the parties that the provisions of the Agreement, which supersedes all prior agreements and understandings, oral or written, express or implied, between such parties, shall govern their entire relationship and shall be the sole source of employment, rights, or claims, which may be asserted by either party.

ARTICLE V
DURATION

Section 19. This agreement shall remain in full force and effect until 12:01 am. June 30, 2019 and may be renewed annually if so agreed by both parties.

IT IS SO AGREED-

X

James L. VanWormer
Vice President, MVW & Associates, INC.

X

Heather Grace
Manager, City of West Branch

ORIGINAL

CITY OF WEST BRANCH
REQUEST FOR PROPOSALS (RFP) FOR HOUSING RESOURCE FUND (HRF)
THIRD PARTY ADMINISTRATOR (TPA)

I. Purpose. This RFP is designed to solicit proposals from consultants interested in providing services to the City of West Branch in the form of professional assistance administering housing resource funds, which may consist of City funds and/or grant funds, with the ultimate goal of blight elimination and the creation and rehabilitation of affordable housing units. Assistance may also be sought from the consultant regarding the collection and maintenance of current loan payments, homeowner loan requests, and the administration of past housing projects.

II. Response date and time. Proposals are due at West Branch City Hall, Attn: Clerk, 121 N. 4th St, West Branch, MI 48661 in a sealed envelope clearly marked "Housing TPA Bid" no later than noon on Wednesday, April 11, 2018.

III. Proposals. Pricing and terms in proposals are deemed valid for 180 days, unless expressly indicated otherwise in the proposal. The proposals themselves shall be to cover City of West Branch Housing services to the City during the following time period: May 1, 2018 – April 30, 2019.

IV. General responsibilities of consultant; contingent compensation. If selected as the City HRF TPA, the consultant will be responsible for performing the following, if requested to do so by the City: (1) assisting the City with developing a comprehensive blight elimination plan; (2) identifying possible funding resources that could be used for blight elimination, including grant opportunities; and (3) applying for any grants that the City may be eligible for that could result in blight elimination resources. Compensation for these services would be 100% dependent upon the HRF TPA's ability to secure grant funding, or funding through other third party sources, and the amount of compensation may vary, depending on what is approved in the grant application; therefore, it is understood that the City shall not be responsible for paying the HRF TPA for any of the aforementioned services, in the absence of a written contract to the contrary, as described in section V. below, unless grant funding or some other third party source of funding is secured by the HRF TPA to cover such payments.

V. Additional responsibilities of consultant; non-contingent compensation. Regardless of whether third party funding is secured, the HRF TPA shall be required to perform the following, for which the HRF TPA shall be compensated at an hourly rate of \$X [which this hourly rate to be specified in any proposal submitted pursuant to this bid]: (1) oversight and administration of all City HRF pending and/or open loans/mortgages, including the collection of payments associated with said loans/mortgages, the filing of related paperwork with the County Register of deeds, etc. (2) Contrary to prior years, the HRF TPA shall not solicit, encourage, or perform any work associated with creating new HRF loans/mortgages/projects absent express written permission from the City Manager, as the City intends to move away from this prior strategy

with an intent to instead focus on blight elimination funded by grants, etc. (and again, absent a written agreement otherwise [see section VI. below] any work done by the HRF TPA in relation to grants, including looking for grants, applying for grants, etc. shall be unpaid unless a grant is ultimately successfully procured—in which case, payment for such work shall be pursuant to the terms of any grant awarded and then subsequently accepted/approved by the West Branch City Council).

VI. Additional responsibilities of consultant as agreed via separate written contract. The City HRF TPA may also be requested to perform additional duties beyond those described in sections IV. and V. above, which the HRF TPA may choose to perform or not perform, by entering into a separate contract with the City for those additional duties, with compensation for those additional duties to be paid at an hourly rate. The hourly rate shall not vary during the time period of May 1, 2018 – April 30, 2019 and the hourly rate that the consultant intends to be used for such additional contracts is to be indicated in the bid submitted [note that this could potentially include an hourly rate for the creation of a blight elimination plan absent prior securement of a grant paying for such work, or any other housing/blight related project that the HRF TPA wants to propose].

VII. Examples. An example of how this HRF TPA relationship with the City might function once operation is as follows: the HRF TPA shall work with the City Manager and Planning Commission to develop a comprehensive blight elimination plan and then use that plan to apply for grant funding through MSHDA, with the grant application indicating that, if approved, the HRF TPA shall be paid a certain fee for the administration of the grant program. If the grant is approved, the HRF TPA will then in fact receive those funds as indicated in the approved grant application. If the grant is not approved, the HRF TPA will not be paid for the work heretofore described. However, the City may choose to enter into an additional contract with the HRF TPA for a one-time project at the hourly rate quoted in the approved bid to pay the HRF TPA for assistance provided to the City administering the collection of loan payments associated with the City's past housing program, or other similar housing-related projects.

VIII. Opening of bids. All properly submitted bids will be opened publicly in the Council Chambers of the West Branch City Hall immediately following the submission deadline. Received bids will likely be reviewed by the West Branch City Council during their 6:00 p.m. April 19, 2018 Council meeting, to be held in the same location.

IX. Point of contact. Questions regarding this RFP or the HRF program can be directed to City Manager Heather Grace or Clerk/Treasurer John Dantzer at (989) 345-0500.

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http://www.westbranch.com/newsdetail/13_R336.php

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RFP information

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Request for Proposals

The City of West Branch is seeking proposals for the following services: (1) City Assessor; (2) City Attorney; (3) Lawn Mowing; (4) Third Party Housing Administrator; and (5) DDA Administrator. Additional details are available clicking on the links below; or by speaking to City Manager Heather Grace (562) 245-0500 (if Ms. Grace is not available at the time of your call, please leave your name and contact information and she will get back to you as soon as possible):

(1) City Assessor;

(2) City Attorney;

(3) Lawn Mowing;

(4) Third Party Housing Administrator; and

(5) DDA Administrator.

ghell@ogema-countyvoice.com

Re: cemetery notice

to join, pls I will, thank u. grange

On Thu, April 5, 2018 2:42 pm, John Dantzel wrote:

Housing Consultant Services, LLC

Lee Ann Fischer
1816 Short Drive
Prudenville, MI 48651
989-329-3285 (Cell)
fischer_leeann@yahoo.com

April 4, 2018

Heather Grace, City Manager
City Council Members
City of West Branch
121 N. Fourth Street
West Branch, MI 48661

RE: Housing TPA Bid

Dear Sir:

Please find enclosed the proposal for Third Party Administrator for the comprehensive blight elimination program, administration of housing resource funds, and maintenance of current loan payments. The proposal is good for at least 90 days from the date of submission to your office.

If my company is chosen to be the TPA for your program I will be willing to work with you to write your grant for the Blight Elimination Program to which there are several grants that can be applied for. Along with this assist the City with the development of the Comprehensive Blight Elimination Plan. The elimination plan will be a learning experience for me as I look forward to the challenges it will present

If you need anything else or any further information please feel free to contact me at 989-345-5390 or by email at fischer_leeann@yahoo.com. Housing has always been my passion and I thoroughly enjoy doing what I do. Thank you.

Sincerely,



Lee Ann Fischer
Housing Consulting Services LLC

Business Organization for 3rd Party Administration:

Housing Consulting Services LLC
1816 Short Drive
Prudenville, MI 48651
Phone: 989-329-3285 (Cell)
FIN: 46-4164286
DUNS Number: 079250059

Housing Consulting Services LLC operates as a Limited Liability Company. All paperwork is filed with the State of Michigan (see attached filings) and the Michigan State Housing Development Authority to be a third party administrator as well as to provide technical assistance as needed. My company is the third party administrator for Ogemaw County & Arenac County. Both counties have provided office space as in-kind to operate the home improvement program on their behalf.

Proposal

Comprehensive Blight Elimination Plan

Blight Elimination Program will be used to remove vacant residential structures that are owned by the City of West Branch in the residential neighborhoods, with the purpose of redeveloping it for residential use. The Target Market Analysis (TMA) is completed with the assistance of NEMCOG which will help in the application for the Blight Grant. Housing Consulting Services LLC will be applying for the Homebuyer Purchase Rehabilitation (HPR) funds through the Michigan State Housing Development Authority to be used on properties that homebuyers wishes to purchase and have the repairs done prior to them moving in. This in turn will help in the value of the home and improve the neighborhood.

Services will be provided by assisting the City of West Branch in the development of the Comprehensive Blight Elimination Plan to consist of the following:

- **Overview of the City blighted properties**
- **Five-year plan on for blight removal & cost**
- **Waste Removal**
- **Boarding of vacant buildings**
- **Demolition**
- **Mowing of vacant property & vacant lots**
- **Vacant Lot Reuse**
- **Building Rehabilitation & Redevelopment**
- **Code Enforcement**

We will work with the City Manager and the Planning Commission to move forward in the development of the blight plan for the community. As funds becomes available through MSHDA or other funding sources this plan will be a valuable tool for grant approval. Housing Consulting

Services LLC will apply for funding on behalf of the City of West Branch. No fees will be charged for writing of grant application.

The fees will be as follows:

- **Fees for development of blight plan is \$25.00 per hour. (Estimated time of 40 hours)**
- **Fees for administration of approved blight grant will be the same administration percentage in accordance with the approved grant budget per MSHDA HOME grant monies spent on projects or other grant funding sources.**

Open HRF Mortgages

Housing Consulting Services LLC will work with the City of West Branch pertaining to any open HRF mortgages as follows:

- **Oversight of any pending/open loans/mortgages including collections of payments associated with the loan,**
- **Oversee homeowner insurances on mortgages**
- **Discharge of mortgages will be done for loans paid in full for authorized official of the City of West Branch to sign**
- **Report to City Manager and/or City Clerk/Treasurer on loans in default, provide recommendations as needed**

The fees will be as follows:

- **Fees for oversight of current mortgages is \$25.00 per hour.**

New Rehabilitation Projects

It is understood that the City of West Branch wishes to move away from creating any new rehabilitation projects, if there are any projects, a letter requesting permission will be submitted on an as needed basis only. In case there is an emergency repair Housing Consulting Services LLC will seek out funding from Ogemaw County Department of Health & Human Services, USDA Rural Development, MSHDA Property Improvement Program (PIP) and Federal Home Loan Bank Neighborhood Impact Program (NIP). Thus this will eliminate the need to request for HRF funds. All efforts will be made to address the homeowner needs as possible.

The fee will be as follows:

- **Fees for Homeowner Rehabilitation using program income is 18% used for project cost.**

Management Summary & Work Plan

The intention of Housing Consulting Service is to utilize the current staff members upon award of the 3rd Party Agreement. The management of the staff members will be done by me as the owner of the business.

The office is currently covered on a full time basis in the Ogemaw County Home Improvement Program office. The office is provided as in-kind by Ogemaw County. The office is open 5 days a week and has regular hours for clients and contractors.

The office sets goals and is evaluated quarterly. The goals for the staff assigned to these programs will be aligned with the grant application and its requirements as set by the grantee and the funders.

The **Blight Elimination Program** is for removal of vacant residential structures that are publically owned for the purpose of revitalizing the neighborhood as part the city strategy plan. Once the property is owned by the City of West Branch then several items will be address as follows:

- All site will be submitted to SHPO (State Historic Preservation Office) to see if it is not historical
- All taxes both state & local is current and no outstanding non-mortgage liens on the property
- All power source are removed, all gas lines located and disconnected, main water and sewer lines are located and disconnected
- Inspection for asbestos is done before property is demolish. A asbestos removal company will be contacted for estimate to remove asbestos before contractors can bid on the project.
- Inspector will inspect project for bid specification for the demolition.
- Project will be put out for bid to local contractors
- Contractors will pull all required permits before work is commenced
- Upon completion the project will be inspected by inspector along with finals on all permits before contractor receives 90% payment with 10% held back for 30 days
- Other assistance as may reasonably and customarily be required for the administration of the grant

Project Team

As the owner of Housing Consulting Services LLC I (Lee Ann Fischer) will be the key individual with two other staff members, plus an housing inspector to provide services in order to administer your grant that the City of West Branch may obtain from the Michigan State Housing Development Authority, as well as providing assistance in collecting payments and maintaining of your loan payments, plus homeowner loan requests for improvements using the community funds. The staff members are:

Lee Ann Fischer – Owner/Program Manager has the capacity and training from previous experience to administer the Rental Rehabilitation Program, Homebuyer/Purchase/Rehabilitation (HPR) Program and the Acquisition/Development/Resale (ADR) Program. Previously had a real

estate license which became an invaluable tool in regards to understanding the market and value of homes in the area.

Carol Riker – Administrative Assistance (Full Time) has the capacity to do the administrative task needed to answer questions, intake calls, mail application, receipt and post payments for both Ogemaw and Arenac County as well as update homeowner insurance information along with other task as needed by office staff. She has worked with the program for nearly 10 years.

Vickie Riker – Administrative Program Manager (Part Time) has the capacity to do the administrative task needed to answer questions, intake calls, send application. She has been trained to do the required Environmental Review process for each project through the program along with other task as needed by office staff

Gary Robinson – Housing Inspector currently does inspections for Ogemaw and Arenac County as a contracted contractor for Housing Consulting Services. He has all the training required by MSHDA for the Uniform Physical Conditions Standards. He does the initial inspection, bid specification, site review with the owner and contractors, pre-construction meeting with the owner and awarded contractor, half inspection, work completion inspection and mediate complaints.

Ogemaw County Building & Zoning will conduct all inspections for any permits that are required to be pulled. Copies will be obtained in the project files.

See attached resumes

Prior Experience

In 29 years I have administered the program for Ogemaw County for 27 years (9 of it through NEMAH). Ogemaw County received funding for CDBG and USDA HPG program from 1990-2015 in the amount of \$4,126,638 to rehabilitate 648 homes. During that period I have received funding for the Village of Prescott in 1991 in the amount of \$290,000, Mills Township (3 times) for a total of \$295,422 and Hill Township in the amount of \$58,334. Ogemaw County also received funding from the MSHDA HOME RRP in the amount of \$150,000. I have also done several other programs as follows:

MSHDA PIP Loan 228 homes in the amount of \$1,644,889

MSHDA RAP Loans in the amount of \$584,145

MSHDA PIP Plus in the amount of \$95,526

Michigan Energy Bank Program II in the amount of \$46,612

FHLBI NIP in the amount of \$479,546 for 68 homes

CDBG Program Income in the amount of \$1,419,960

USDA HPG Program Income in the amount of \$402,732

All total in Ogemaw County with all of the funds combined there were 945 homes rehabilitated. In the last 17 years I have written and received the USDA HPG grant and the MSHDA CDBG grant. Targeted Strategy for Place Making has been done in Ogemaw County. The targeted area is Mills Township and the City of Rose City. A targeted grant for Mills Township was received in the amount of \$487,500 in 2014.

In my five years in Arenac County I closed out three of their existing grants they had for the allocation and the targeted grant for Wells Addition in the amount of \$215,478 plus the USDA Housing Preservation Grant (HPG) in the amount of \$20,000. I have written a allocation grant for Arenac County in the amount of \$245,000. I have processed 3 applications for the MSHDA PIP Loan program with 1 project for the MSHDA PIP plus program for a total amount of \$66,473. Targeted Strategy for Place Making has been done in Arenac County with all of the cities and villages can be the targeted area. Currently the City of Standish and City of Au Gres has been selected to be the targeted area. I have written two grants for the **Blight Elimination Program** through the **Michigan Fast Track Land Bank Blight Elimination Program**. One was received in the amount of \$36,750 for two houses that were demolish in the City of Standish. Another has been applied for in the amount of \$50,000 with announcement to be coming soon on the award of the grant in March 2016. This to be used to demolish two houses and one business. Both were done on behalf of **Arenac County Land Bank Authority**.

I have written three USDA Rural Utilities Household Water Well System grant for NEMAH and have been awarded for all three applications. The result of the grant awards is as follows:

2008 awarded \$404,000 – processed 122 applications, 12 rejected, 11 withdrawn, provided 1% loans to 99

2010 awarded \$250,000 – processed 50 application, 1 withdrawn, provided 1% loan to 49

2013 awarded \$150,000 – Funds have been returned since NEMAH has dissolved.

Additional Information & Comments

I have a great working relationship with the Michigan State Housing Development Authority (MSHDA) for a number of years and with USDA Rural Development. This would be wonderful opportunity for the City of West Branch should they be awarded the grant from MSHDA. This will accomplish the goal of providing assistance in meeting the Place Making effort for Ogemaw County. The effect will be shown and felt by the residents and community as a whole. The area will shine with pride. The opportunity to work with the City of West Branch as a Third Party Administrator would also open up the possibility of having added staff by providing employment opportunity on a part time basis with Housing Consulting Services. I am a well organize person and run an organized office. I will be able to handle whatever task put before me and it will get done on time.

Staff Resume

LEE ANN FISCHER
1816 Short Drive
Prudenville, MI 48651
(989) 366-5401
Fax 989-366-0135
E-mail: fischer_leeann@yahoo.com

Highlights of Qualifications

- ♦ Computer skills using Microsoft Word Perfect Works, Word, Excel, PowerPoint Presentation, Quicken, QuickBooks Pro

Relevant Skills and Accomplishments

- ♦ MEDC Certified Grant Administrator
- ♦ Administer Grant Funds for Housing Program
- ♦ Supervise Clerical Staff
- ♦ Provide instruction for Housing Inspector
- ♦ Payroll
- ♦ Maintain Account Payable & Account Receivable
- ♦ Generate Financial Reports
- ♦ Prepare and Manage Program Budget
- ♦ Review Applicants Files
- ♦ Complete Loan Closing Packages

Education

Kirtland Community College, St. Helen, Michigan September 1991 to May 1996

Business Associates Degree/General Business Associates Degree

Courses: Principle of Marketing, Business Correspondence, Principle of Management, Introduction to Computers, Legal Environment of Business, Introduction to Interpersonal & Public Communication

Holloway's Real Estate Institute, Lansing, Michigan May 1986

Courses: Department of License and Regulation compliance course for Real Estate Sales License

Northeastern School of Commerce, Bay City, Michigan January 1974 to May 1974

Courses: Accounting II & III

Delta College, Saginaw, Michigan September 1968 to April 1969

Courses: Data Processing, Filing, Account I, Key punch, Office Machine, Business Communication

Employment History

Northeast Michigan Affordable Housing Inc.
806 West Houghton Avenue
West Branch, MI 48661

Worked: January 1, 2006 to
January 8, 2014

Occupation: Senior Program Manager

Duties: Seek & write grants for four counties and wrote three Household Water Well System (HWWS) grants for 11 counties. Administer grants for the HWWS and for Ogemaw County and Arenac County. Maintain accounting records for both counties for Account Receivable and Disbursement Journal. Intake applications for both county home improvement office and for the HWWS program. Over see administrative staff.

Ogemaw County Housing Commission
806 W. Houghton Avenue
West Branch, MI 48661

Worked: September 1, 1990 to
February 28, 2004

Occupation: Housing Director

Duties: Administration of Grant funds for rehabilitation of homes in Ogemaw County, maintain General Ledger, Accounts Receivable, Disbursement Journal, review applicant files, filing, typing, answer phone, take minutes of meetings, do loan closing with applicant and contractors, do loan packages for the banks, do deposit and vouchers.

Oscoda County Housing Program
PO Box 399
Mio, MI 48647

Worked: February 9, 1988 to
December 31, 1989
(Position discontinued December 31, 1989)

Occupation: Housing Director

Duties: Administration of Grant funds for rehabilitation of homes in Oscoda County, maintain General Ledger, Accounts Receivable, Disbursement Journal, review applicant files, filing, typing, answer phone, take minutes of meetings, do loan closing with applicant and contractors, do loan packages for the banks, do deposit and vouchers.

Community Activities

Roscommon Habitat for Humanity 2012 to present – member of Board of Director and President
Northeast Michigan Affordable Housing (NEMAH) 2001 to 2006 – member of the Board of
Director and Treasurer
COOR Housing Coalition 2000 to 2004 – member of the Board of Director and Co-Facilitator
Ogemaw Habitat for Humanity 1993 to 2012 – member of the Board of Director and Treasurer
Family Nurturing Committee 1993 to 2012 – for Ogemaw Habitat for Humanity and Chairman
Grant Writing Committee 2000 to 2004 Secretary
Skidway Action Committee 1991 to 1994
Housing Task Force Committee 1990 to 1994
Local Emergency Preparedness Committee – 1988 to 1989 Chairman
Economic Development Committee – 1988-1989 Secretary

Carol S. Riker

1550 N. Clear Lake Road, West Branch, MI 48661
Home Ph# 989-345-7446 Cell#989-329-4824

Objective: To apply myself in a work setting that best utilizes my experience in the public.

Professional Experience

Housing Consulting Services ,LLC 2014-Current
1816 Short Drive Prudenville, MI 48651
Cell # 989-329-3285

Owner/Supervisor: Lee Ann Fischer
Job Title: Administrative Assistant

- Answering phones, Scheduling appointments, receiving & sending mailings, working with contractors & drillers & inspector, sending out mass emails with bid specs & lead base paint reports, and payments to contractors & billings.
- Receiving & applying payments on accounts, entering in Quickens, reconciling accounts receivable, transmittal reports, making deposits, entering Insurance data, filing, notarizing documents.

Northeast Michigan Affordable Housing Inc. 2009-2013
806 W. Houghton Avenue, West Branch, Mi 48661
Ph# 989-345-5390

Supervisor: Lee Ann Fischer
Job Title: Administrative Assistant

- Sending out applications, receiving payments on account, deposits, reconciling accounts receivable, transmittal reports, working with contractors & drillers, input of insurance and tax data, filing, notarizing documents.
- Sending out mass mailings, scheduling appointments, answering & directing phone calls, handling mailings received & sent.

Crisis Pregnancy Center
337 E. Houghton Avenue, West Branch, MI 48661
Ph# 989-345-3909
Supervisor: Vicki Wangler
Job Title: Counselor/Office Assistant

2009

- Counseling & checking clients
- Scheduling appointments, processing client information, answering phones.
- Entering Ekyros computer program, entering data utilized daily, filing of client confidential information, pregnancy testing and abortion & adoption counseling & direction.

West Branch Cleaners
404 W. Houghton Avenue, West Branch, MI 48661
Ph# 989-345-3595
Supervisor/Owner: Laurie Brindley
Job Title: Manager/Service Clerk

1999-2007

- Service clerk, receiving payments
- Laundry attendant
- Dry cleaning attendant, Pressing & cleaning
- Making deposits, ordering supplies, paying suppliers
- Day to day management of operating services

Other Skills

Proper phone etiquette, computer skills, excellent people skills.
Very dependable and a hard worker.

References Available upon Request

VICKIE RIKER

2523 Monroe Street, West Branch, MI 48661 | (C) 989-387-2403 | riker_fox_mom_35@yahoo.com

Professional Summary

- Capable of contributing to team projects while demonstrating individual leadership and success in data entry, management and administrative support.
- Efficient, accurate and detail-oriented Personal Assistant who takes initiative and has an innate drive to succeed.
- Highly motivated to expand knowledge and skills.
- Highly capable Personal Assistant skilled at prioritizing tasks with ease. Brings several years of experience supporting executives with careers that are both high stress and high profile.
- 20 years in the Health Care ranging from working nursing homes, in home care, hospital wound care to medical offices.
- H.I.P.P.A. used and practiced daily.

Skills

- Dependable
- Reliable
- Willing to learn
- Excellent time management skills
- Communication skills
- Highly organized
- Hard worker
- Honest
- Microsoft Office proficiency

Work History

Assistant Program Manager

Ogemaw County Home Improvement Program

January 2017-Current

806 W. Houghton Avenue West Branch, MI 48661

- Assistant to housing director
- Answer phones
- Make appointments
- Put client files together
- Send out verifications
- Research information for extra benefits
- Filing
- Mail

Owner

J&P Sporting Goods, Inc

Dec 2015-Dec 2016

3275 W M-55 West Branch, MI 48661

- Counted cash drawers and made bank deposits.
- Reordered inventory when it dropped below predetermined levels.
- Examined merchandise to verify that it was correctly priced and displayed.
- Planned budgets and authorized payments and merchandise returns.
- Daily opening and closing of the business
- Filing
- Answering phones
- Setting up displays
- Dealing with distributors on ordering items
- Keeping customer satisfaction
- Repairs
- Customer service

Sales Associate

J&P Sporting Goods, Inc

June 2010-Dec 2015

3275 W. M-55 West Branch, MI 48661

- Responded to all customer inquiries thoroughly and professionally
- Answered customer questions about product availability and shipment times
- Processed cash and credit payments rapidly and accurately
- Placed special merchandise orders for customers
- Greeted customers in a timely fashion, while quickly determining their needs
- Sales
- Inventory
- Setting up displays
- Stock
- Answering phones
- Cleaning

Education**High School Diploma:**

Ogemaw Heights High School

1990

960 S. M-33 West Branch, MI 48661

Gary Robinson
2458 Pine River Road
Standish, MI 48658
989-450-3132

To whom it may concern:

I have been a general contractor and licensed residential builder in Arenac County since 1979. My expertise covers a wide range of services in the residential building industry (new home construction and home remodeling, about a 50/50 split), along with some light commercial building experience.

At this time I am retired from the building business, however I do maintain my builder license with the State of Michigan.

In April, 2008 I completed a course at Delta College Workforce Development Center in Basic Home Inspections and received certification in this class. I was employed with Big Moose Home Inspections, Harrisville MI from 2008 thru 2011. I am currently working for Great Lakes Inspections of Standish, MI, which I have been with since 2011, performing residential and some commercial home inspections.

I have also been contracted with the Arenac County Housing Commission in 2011 as a housing inspector and with Northeast Michigan Affordable Housing from fall 2011 thru January 2014 as housing inspector for Arenac and Ogemaw Counties. I am currently contracted by Housing Consulting Services LLC as the Arenac and Ogemaw County housing inspector. My duties include initial site visits to inspect and determine repairs needed, writing bid specs for these repairs, meeting with contractors and home owners to schedule needed repairs, and inspections of the work performed.

While working for the housing commissions I have successfully completed training with MSHDA for Housing Quality Standards in Sept, 2011 and for Uniform Physical Conditions Standards in Oct, 2013.

Sincerely,
Gary Robinson

Unfinished Business

planning members	7/11/2017	8/8/2017	9/12/2017	10/10/2017	11/14/2017	12/12/2017	1/9/2018	1/23/2018	2/27/2018	3/27/2018	
Lisa Sauer	x	x	x	x	x	x	x	x	x	x	
Denise Lawrence	x					x	x	x	x	x	5 mayor was not on commission until 12-12-17
Mike Jackson	x	x	x	x	x	x	x	x	x	x	
Bill Ehinger						appointed	x	x	x	x	4 was appointed in Dec. 2017
Kara Faching	x	x	x	x	x	abs	x	x	x	x	
Jan Hasty		x	abs/ res			x	x	x	x	x	6 Resigned in Sept 2017 and was reappointed in Dec. 2017
Dan Weiler	x	x	x	x	x	x	x	x	x	abs/vac	9 had excused abscece in Dec. 2017
Tim Schaberger						abs	x	abs	resigned		1 was appointed in Dec.2017 and Resigned in Feb 2018
Bob David	x	x	x	x	x	x	x	x	x	x	4 had excused absence
Jason Stroebel	x	x	x	x	abs	resigned					4 had excused absence in Nov and Resigned in Dec. 2017
June Longstreet	x	x	x	x	abs	resigned					attended 1 meeting attend meeting via phone and was excused while research into planning was completed. No longer required to attend meetings
Heather Grace City Manager	abs	x	phone	abs/ques. 1e	abs	no longer on					
dda	25-Jul	22-Aug	26-Sep	24-Oct	28-Nov	19-Dec	23-Jan	27-Feb	27-Mar		
Joe Clark	x	x	x	x	x	x	x	x			
Jason Stroebel	x	abs/exc	x	x	x	x	x	abs/exc.			7 with 2 excused absences
Sandy Rabidue			x	x	x	x	x	x			
Joanne Bennett	x	x	x	x	x	x	x	x			
Rusty Showalter	x	abs/exc	x	x	x	abs/exc	abs/exc	abs/exc.			4 with 5 excused absences
Samantha Fabbri	x	x	x	x	x	abs/exc	x	x			8 with 1 excused absnce
Autumn Hunter	x	x	x	x	x	x	x	x			
Dora Zapczynski	abs/exc	abs/exc	abs/exc	abs	abs	abs	abs	abs/unexc			4 exc absences and 5 unexcused absences
Tracy Williams			appointed	abs/exc	abs	x	abs	x			was appointed in Sept 2017 attended 3 meetings and has 2 excused absences
Denise Lawrence	x	x	x	x	x	x	x	x			1 unexcused absence

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET, MONDAY, OCTOBER 2, 2017.

Mayor Denise Lawrence called the meeting to order at 6:00 p.m.

Present: Mayor Denise Lawrence and Council Members Joanne Bennett, Dave Lucas, Tim Schaiberger, Rusty Showalter, Aaron Tuttle, and Dan Weiler.

Absent: None

Other officers present: City Manager Heather Grace, Treasurer/Clerk John Dantzer, Chief Ken Walters, DPW Superintendent Mike Killackey, WWTP Superintendent Dan Robb, and County Commissioner Bruce Reetz.

All stood for the Pledge of Allegiance.

* * * * *

At 6:02 Mayor Lawrence opened the public hearing to take comment on proposed changes to the City's Downtown Development Authority (DDA) and Planning Commission.

Samantha Fabbri noted she was on the DDA and that she was not in favor of combining the two groups at this time and that there is more research that needs to be done and to not rush into any decisions.

Joe Clark noted he was also on the DDA and that the DDA has served the community well and that by combining the two groups, you would be cutting down on the amount of opinions you would have. He also noted that there currently is no collaboration between the two groups and he agreed that they are moving too fast in making a decision. He further noted that he was not in favor of combining the groups.

Samantha Fabbri discussed what she was told by members of other areas that has combined their two groups.

Dennis Callahan asked what the pros and cons would be and if there would be equal representation from both sides.

Manager Grace noted the combined group would allow for the streamlining of processes and the collaboration between the two groups. She also noted that it would allow for easier resident participation because they could attend one meeting. She further noted that they are having troubles getting the required attendance in the two groups. In addition, she noted that they would not be able to have equal representation because there is an odd number on the board but that they could have up to five of the nine members depending on who Council chooses.

June Longstreet asked if the City would be changing the Charter and Manager Grace noted they did not have plans to do that at this time.

Peter Fabbri noted he was a part of the Retail Merchant Association and that they receive money from the DDA to help promote the downtown area and was concerned that this may affect those funds that they receive. He noted that he would like to see the boards given the chance to resolve the issues between

them without combining. He also noted that he has not seen any data evidence that any other City has been successful in doing this.

County Commissioner Bruce Reetz noted that he can see some good points but in his opinion one board working on one purpose would work better than trying to combine them and that it would be a lot of work for just one board.

Glenda Colclassure asked about the possibility of having fewer members on each board if they are having troubles with getting enough people to fill the different boards.

Member Schaiberger asked if anyone from the Planning Commission would like to speak on the subject.

Jason Stroebel noted he was a member of the DDA and Planning Commission and that he believes it would be a lot of work on the Planning Commission and that he thinks the DDA should be given a chance to fix their problems. He also noted that if they combine, they would need two meetings a month which would increase the cost to the City because the Planning Commission is paid per meeting while the DDA is not. He noted he would also like to see the DDA and Planning Commission work together before they combine.

June Longstreet noted she did not see any way that the work required by both boards could be done at one meeting.

Chairman of the Planning Commission, Mike Jackson, noted he did not think that combining the boards at this time would be a good idea because of the amount of work the Planning Commission has coming up due to the fact that they are going to be working on redoing the current zoning ordinance and masterplan. He did note that he would be interested in revisiting the idea once the ordinance and masterplan are done. He also noted that there has been no communication in the past from the DDA and the Planning Commission to try and work together. He also asked about how the new combined board would be filled.

Dennis Callahan noted his concern that the DDA and Planning Commission has never made an effort to get together and wondered how any planning was done effectively.

Member Showalter noted he was the DDA Chairman for many years and that the City Manager in the past acted as a go between for the two boards. He noted that he was not in favor of combining the boards at this time and would like to allow the two boards the option to work together. He noted the DDA in past has been stagnant but has become very active in the past few years. He did note that they have had attendance issues with the DDA. He noted they could possibly fix this by changing the date and time of the DDA meeting. He noted he does understand some of the advantages of streamlining but he would like to put the decision off for 6 months to 12 months to see if they can fix the issues.

Peter Fabbri agreed with Member Showalter and noted the problems should have been addressed before it got to this and that they need to have collaboration. He again stated he was strongly against combining the boards at this time.

Member Weiler noted he is also on the Planning Commission and is on the fence about the issue because he does see advantages and disadvantages in combining the boards. He noted he does agree with Member Showalter on his opinions.

MOTION BY SCHAIBERGER, SECOND BY LAWRENCE, TO APPROVE THE MINUTES AND SUMMARY FROM THE MEETING HELD SEPTEMBER 18, 2017.

Yes — Bennett, Lawrence, Lucas, Schaiberger, Showalter, Tuttle, Weiler

No – None

Absent –None

Motion carried

* * * * *

MOTION BY SHOWALTER, SECOND BY SCHAIBERGER, TO RECEIVE AND FILE THE TREASURER'S REPORT AND INVESTMENT SUMMARY, AS WELL AS THE MINUTES FROM THE AIRPORT BOARD MEETING HELD AUGUST 16, 2017.

Yes — Bennett, Lawrence, Lucas, Schaiberger, Showalter, Tuttle, Weiler

No – None

Absent –None

Motion carried

* * * * *

A Charter Cable lineup was shared.

A Chamber of Commerce update was shared.

A flyer on the Drug Free Coalition was shared.

The approved EMS 2017-2018 budget was shared.

An Ogemaw Herald article was shared.

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Member Showalter thanked the members of the DDA and Planning Commission for all of their work.

MOTION BY SHOWALTER, SECOND BY LUCAS, TO CONTINUE WITH SEPARATE A DDA BOARD AND PLANNING COMMISSION FOR A TIME FRAME OF NOT LESS THAN SIX MONTHS TO ALLOW THEM TIME TO WORK ON THEIR PROBLEMS.

Mayor Lawrence noted they have determined the Planning Commission was formed on a City Ordinance that was based on a repealed State law and would need to be updated to match the new law.

Manager Grace thanked everyone for their opinions and wanted to make it known that it is her job to make recommendations to City Council on what she thinks would be best for the City and nothing was personal. She also thanked everyone for their service to the boards.

Mayor Lawrence noted that because of this violation, she did not think they should continue with the current structure and should combine them now rather than potentially have to redo the Planning Commission ordinance twice.

Member Bennett noted they need to look at getting it fixed right away.

Member Showalter noted that it does need to be fixed but should have no bearing on the decision to combine the boards and can be fixed either way and they could possibly word the new ordinance in a way that would allow for future changes more easily.

Member Bennett noted that this was the good faith effort that she thought should be extended when this issue first was talked about. She also noted she was not opposed to combining the boards but if there was a way to fix it as it is now then let's work on that first.

Member Showalter agreed with Member Bennett.

Member Lucas asked on a time frame needed to change it, and it was noted it needs to be worked on immediately.

Yes — Bennett, Lucas, Schaiberger, Showalter, Tuttle, Weiler

No – Lawrence

Absent –None

Motion carried

* * * * *

Manager Grace asked if Council wanted her to proceed with changing the ordinance or wait to see if any additional changes were needed in six months so it was not done twice.

Mayor Lawrence noted it may have to be done twice and it should be done right away.

Planning Chairman Jackson asked if this would have any bearing on the current commission and the decisions they have made. Manager Grace noted a legal argument could possibly be made.

June Longstreet asked if this new rule applies to the City's Planning Commission because it was developed by a charter commission. Manager Grace noted there are different rules but the Planning Commission is set up by Ordinance and not by Charter in the City.

Member Showalter asked if it can be written to more easily incorporate changes if they decide to merge the boards later.

City Manager noted she would request a Council vote for her to ignore the attendance policy because she was not comfortable breaking the Charter.

Mayor Lawrence noted she would be in favor of no motion that is a directive for the City Manager to violate the City Charter.

MOTION BY LAWRENCE, SECOND BY SHOWALTER, TO NOT ALLOW THE CITY MANAGER TO VIOLATE THE LANGUAGE CONTAINED IN THE CHARTER.

Manager Grace noted that if they did in fact vote in favor of this then they would be declaring any seat open that should be removed due to attendance. She also noted they could immediately reapply for reappointment at that time.

Yes — Bennett, Lawrence, Lucas, Schaiberger, Showalter, Tuttle, Weiler

No – None

Absent –None

Motion carried

* * * * *

Member Bennett apologized for those that were affected by the decision but there was no way around it.

Peter Fabbri asked how they could enforce an attendance issue when the Planning Commission is operating illegally. Manager Grace noted the makeup of the Commission is under a City Ordinance and the attendance policy is under the City Charter so they are handled differently. Mr. Fabbri noted his concern that it seemed like they were punishing certain people based on personal reasons.

Manager Grace noted that she takes offense to that statement and that in no way was anything done for personal reasons. She noted that this was done as part of her job as City Manager. She further noted that she has been commended in the past for her proactive ideas and not just continuing to do what was always done in the past.

* * * * *

Member Bennet asked about painting and striping throughout the City. Manager Grace noted that it did not get done because of the change in the Superintendent of DPW and is now planned to do next spring.

Member Schaiberger noted the Ogemaw Kids Club is doing well and no longer has a waiting list so they are accepting more kids.

Mayor Lawrence noted that there is no need to put blame on anyone for what has happened in the past and that everyone needs to work together going forward.

Manager Grace noted they are working on attracting a new retail store to take the place of Kmart and the SBA 504 loan program which could help new businesses coming in. Manager Grace also noted that this is the number one property for the Redevelopment Ready Communities developmental property and that they would like to have a top ten list of redevelopment properties and asked for recommendations from Council or the public.

Manager Grace noted she did reach out to the State for the hydrogen sulfide smell that the City gets from time to time. The State did send someone up to inspect and said that it is not harmful.

Chief Walters noted the grant for the police vehicle has been turned in and it ended up being higher by \$87 more than his initial estimate.

New Business

*ATTACHED IS A
LIST OF THE
BILLS TO BE APPROVED
AT THIS COUNCIL MEETING*

BILLS	\$16,433.31
MAJOR/LOCAL STREET	\$7,413.17
<i>BILLS AS OF 4/12/18</i>	<i>\$23,846.48</i>
<i>Additions to Bills as of</i>	<i>\$0</i>
<i>Paid but not approved</i>	<i>\$2,377.52</i>
TOTAL BILLS	\$26,224.00

**BILLS ARE AVAILABLE
AT THE MEETING
FOR COUNCIL'S REVIEW**

Vendor Name	Amount	Description
ADVANCED CHEMICAL & SUPPLY INC	24.75	WWTP SUPPLIES
AUSABLE VALLEY CMH	627.17	CITY HALL, POLICE & RECYCLING
BADER & SONS CO	462.53	VARIOUS SUPPLIES/PARTS
CHARTER COMMUNICATIONS	199.95	POLICE PHONE INTERNET
CITY OF WEST BRANCH	539.68	WATER SEWER BILLS
CONSUMERS ENERGY	3,029.45	ELECTRIC
CYNERGYCOMM NET INC	81.66	WWTP PHONE
DETROIT SALT COMPANY	7,409.99	SALT
DLL FINANCIAL SERVICES INC	70.08	POLICE COPIER
DTE ENERGY	1,791.24	GAS
FOSTER BLUE WATER OIL LLC	1,313.59	FUEL
GALLS LLC	85.98	POLICE SUPPLIES
GREEN ACE HARDWARE	415.94	VARIOUS SUPPLIES
GREEN ACE HARDWARE	3.18	SUPPLIES
HACH COMPANY	561.48	WWTP SUPPLIES
HACH COMPANY	308.80	WWTP SUPPLIES
HOME DEPOT	53.82	POLICE SUPPLIES
KILLACKEY, MICHAEL	88.29	MILEAGE REIMBURSEMENT
KIRTLAND COMMUNITY COLLEGE	315.00	GODFREY RIFLE INSTRUCTOR CLASS
MEDLER ELECTRIC CO	56.81	WWTP SUPPLIES
MICHIGAN CHAMBER SERVICES INC	132.00	LABOR LAW POSTERS
MILLER OFFICE MACHINES	471.85	CITY HALL & POLICE COPIES
NORTH CENTRAL LABORATORIES	153.35	WWTP SUPPLIES
OFFICE CENTRAL	386.34	VARIOUS SUPPLIES
OGEMAW COUNTY HERALD ADLINER	85.08	ADS
OGEMAW COUNTY TREASURER	3,112.72	BOR ADJUSTMENT SETTLEMENT WITH COUNTY (WILL BE GETTING BACK)
PARAGON LABORATORIES INC	195.00	WWTP SUPPLIES
REID, TRAVIS	25.00	REISSUE REFUND CHECK
SCHMITT TIRE & GAS	47.50	REPAIRS
SELLEY'S CLEANERS	20.25	POLICE CLEANING
SPARTAN STORES LLC	14.89	WWTP SUPPLIES
STATE OF MICHIGAN	61.17	TRAFFIC SIGNAL ENERGY 2ND, 3RD & 4TH QTR
TOP GEAR	593.00	BIKE SAFETY - HELMETS
UNIFIRST CORPORATION	471.01	UNIFORMS
UPS	7.62	WWTP SHIPPING
USA BLUE BOOK	302.89	WATER SUPPLIES
WEST BRANCH NAPA AUTO TRUCK	105.42	VARIOUS SUPPLIES
WILLARD'S EQUIPMENT CO	222.00	#17
	23,846.48	

Approval of Council Minutes & Summary

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET, MONDAY, APRIL 2, 2018.

Mayor Denise Lawrence called the meeting to order at 6:00 p.m.

Present: Mayor Denise Lawrence and Council Members Joanne Bennett, Michael Jackson, Tim Schaiberger, Aaron Tuttle, and Dan Weiler.

Absent: Council Member Rusty Showalter.

Other officers present: City Manager Heather Grace, Treasurer/Clerk John Dantzer, and Planning Chairman Bob David, Police Chief Ken Walters.

All stood for the Pledge of Allegiance.

* * * * *

As an addition to the agenda, Manager Grace presented a signed indemnification agreement from the John Tolfree Health System Corporation.

MOTION BY JACKSON, SECOND BY SCHAIBERGER, TO APPROVE RESOLUTION 18-09

RESOLUTION #18-09

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST BRANCH

APPROVING THE DISSOLUTION OF JOHN TOLFREE HEALTH SYSTEM CORPORATON

April 2, 2018

AT A MEETING OF THE CITY COUNCIL OF THE CITY OF WEST BRANCH, MICHIGAN, HELD ON Monday, April 2, 2018, the City Council of the City of West Branch, Michigan, does hereby adopt the following resolutions:

WHEREAS, John Tolfree Health System Corporation (the "Corporation") is a Michigan municipal health facilities corporation, formed under the Municipal Health Facilities Corporations Act (Act 230 of 1987); and

WHEREAS, the Corporation wishes to dissolve;

WHEREAS, the board of directors of the Corporation ("Board of Trustees") recommends a dissolution of the Corporation according to the Plan of Dissolution attached as Exhibit A.

RESOLVED, that the City Council of West Branch, Michigan, approves the dissolution of the Corporation according to the Plan of Dissolution, in specific reliance on the Representations of the John Tolfree Health Systems Corporation that all assets and liabilities have been previously transferred to the John Tolfree Hospital, pursuant to the Transfer Agreement Dated February 24, 2015.

RESOLVED, that the officers of the Corporation shall take all actions necessary to dissolve the corporation and distribute its assets pursuant to the Plan of Dissolution.

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Motion carried

* * * * *

A special event permit was submitted by Life Choices Resource Center for a Choose Life Walk on May 19, 2018.

Chief Walters noted he did not see any issues with the permit as submitted.

MOTION BY BENNETT, SECOND BY TUTTLE, TO APPROVE THE SPECIAL EVENT PERMIT AS PRESENTED.

Yes — Bennett, Jackson, Lawrence, Schaiberger, Tuttle, Weiler

No – None

Absent –Showalter

Motion carried

* * * * *

Manager Grace noted that part of the Redevelopment Ready Communities program was to have an annual joint meeting with the City Council, DDA, and Planning Commission.

MOTION BY BENNETT, SECOND BY JACKSON, TO HOLD AN ANNUAL JOINT MEETING WITH THE CITY COUNCIL, DDA, AND PLANNING COMMISSION ANNUALLY ON THE FIRST MONDAY OF FEBRUARY STARTING IN 2019 AND TO HOLD THE 2018 JOINT MEETING ON THE FIRST MEETING IN JUNE.

Yes — Bennett, Jackson, Lawrence, Schaiberger, Tuttle, Weiler

No – None

Absent –Showalter

Motion carried

* * * * *

A request was submitted on behalf of the Municipal Partners organization requesting to put a link to their Michigan Restoration & Pest Guides on the City's website.

MOTION BY JACKSON, SECOND BY BENNETT, TO TAKE NO ACTION ON THE WEBSITE REQUEST.

Yes — Bennett, Jackson, Lawrence, Schaiberger, Tuttle, Weiler

No – None

Absent –Showalter

Motion carried

* * * * *

MOTION BY LAWRENCE, SECOND BY JACKSON, TO APPROVE THE MINUTES AND SUMMARY FROM THE REGULAR MEETING HELD MARCH 19, 2018; THE MINUTES FROM THE WORK SESSION HELD MARCH 17, 2018; AND THE CLOSED SESSION MINUTES FROM THE MEETING HELD MARCH 19, 2018.

Yes — Bennett, Jackson, Lawrence, Schaiberger, Tuttle, Weiler

No – None

Absent –Showalter

Motion carried

* * * * *

MOTION BY JACKSON, SECOND BY BENNETT, TO RECEIVE AND FILE THE TREASURER’S REPORT AND INVESTMENT SUMMARY; ADMINISTRATIVE BUDGET AMENDMENTS; THE MINUTES FROM THE EMS MEETING HELD FEBRUARY 15, 2018; THE PLANNING COMMISSION MINUTES FROM THE MEETING HELD MARCH 13, 2018; AND THE DDA MINUTES FROM THE MEETING HELD FEBRUARY 27, 2018.

Yes — Bennett, Jackson, Lawrence, Schaiberger, Tuttle, Weiler

No – None

Absent –Showalter

Motion carried

* * * * *

A communication from the Ogemaw Hills Church for their annual church picnic was shared.

* * * * *

Council Member Jackson gave an update on recent Planning Commission meetings.

Council Member Bennett noted concerns with garbage pickup around town.

Council Member Schaiberger reminded everyone of the West Branch/Rose City Music Boosters Concert coming up.

Council Member Weiler gave an update on recent Recreation Board meetings.

Mayor Lawrence gave an update on the Miss Victorian program.

* * * * *

Chief Walters gave an update on the USDA grant for the new patrol car.

* * * * *

Manager Grace updated Council on the latest water sample results from the City’s wells.

Manager Grace also gave a brief update on her 2018-2019 budget submission.

* * * * *

Bob David, Planning Chairman, invited Council to the next Planning meeting on April 24th noting there will be public hearings on some new developments and requested their presence for assistance on the issue.

* * * * *

Mayor Lawrence adjourned the meeting at 6:47 pm.

<hr/>	<hr/>
Denise Lawrence, Mayor	John Dantzer, Clerk

SUMMARY OF THE REGULAR MEETING OF THE WEST BRANCH CITY
COUNCIL HELD MONDAY, APRIL 2, 2018.

Mayor Lawrence called the meeting to order at 6:00 p.m.

Present: Mayor Lawrence, Council Members Bennett, Jackson, Schaiberger, Tuttle, and Weiler.

Absent: Showalter

Other officers present: Manager Grace, Clerk/Treasurer Dantzer, Planning Chairman David, and Chief Walters

All stood for the pledge of allegiance.

As an addition to the agenda, Council approved Resolution 18-09 approving the dissolution of the John Tolfree Health System Corporation.

Council approved the request from Tinkergarten to use Irons Park for a kid's summer program.

Council postponed discussion on combining the Planning Commission and DDA into one Board.

Council approved bills in the amount of \$67,278.73

Council approved the special event permit as presented for Life Choices Resource Center.

Council approved dates for the annual joint meeting between City Council, DDA, and the Planning Commission.

Council choose to take no action on a website link request.

Council approved the minutes and summary from the meeting held March 19, 2018; the minutes from the work session held March 17, 2018; and the closed session minutes from the meeting held March 19, 2018.

Council received and filed the Treasurer's report and investment summary; administrative budget amendments; minutes from the EMS meeting held February 15, 2018; minutes from the DDA meeting held February 27, 2018; and minutes from the Planning Commission meeting held March 13, 2018.

Communications were shared.

Members Jackson, Bennett, Schaiberger, Weiler, and Mayor Lawrence gave reports.

Chief Walters gave a report

Manager Grace gave a report

Planning Chairman David addressed Council.

Mayor Lawrence adjourned the meeting at 6:47 pm.

Consent Agenda

FROM 04/01/2018 TO 04/30/2018

Bank Code		Beginning Balance 04/01/2018	Total Debits	Total Credits	Endin Balanc 04/30/201
Fund	Description				
GEN1	GEN1 - GENERAL CHECKING				
101		663,193.26	14,055.83	79,195.15	598,053.94
150	CEMETERY PERPETUAL CARE	18,433.57	0.00	0.00	18,433.57
209	CEMETERY FUND	8,047.29	0.00	391.23	7,656.06
248	DDA OPERATING FUND	39,103.02	0.00	2,135.55	36,967.47
251	INDUSTRIAL PARK FUND	3,566.79	337.49	166.67	3,737.61
276	HOUSING RESOURCE FUND	184,240.59	782.71	0.00	185,023.30
318	SEWER DEBT FUND	68,767.25	1,200.98	223.97	69,744.24
319	WATER DEBT FUND	40,062.85	225.50	38.08	40,250.27
571	COLLECTION REPLACEMENT FUND	30,811.33	0.00	0.00	30,811.33
572	PLANT REPLACEMENT FUND (R&I)	6,215.64	18.58	45.50	6,188.72
590	SEWER FUND	317,721.39	1,177.76	24,591.50	294,307.65
591	WATER FUND	168,737.14	3,730.36	8,017.22	164,450.28
592	WATER REPLACEMENT FUND	281,370.02	0.00	0.00	281,370.02
593	SEWER COLLECTION	55,755.42	182.17	4,143.02	51,794.57
561	EQUIPMENT FUND	112,722.81	8,378.76	3,118.68	117,982.89
705	IRONS PARK ENTERTAINMENT FUND	5,446.17	300.00	0.00	5,746.17
707	YOUTH SAFETY PROGRAM	2,953.92	640.00	2,029.00	1,564.92
714	RECYCLING CENTER	4,073.37	222.00	0.00	4,295.37
	GEN1 - GENERAL CHECKING	2,011,221.83	31,252.14	124,095.57	1,918,378.40
M/LST	MAJOR/ LOCAL STREETS				
202	MAJOR STREET FUND	512,552.13	31,109.44	3,885.84	539,775.73
203	LOCAL STREET FUND	314,665.78	10,424.33	1,807.98	323,282.13
	MAJOR/ LOCAL STREETS	827,217.91	41,533.77	5,693.82	863,057.86
PAY	PAYROLL				
704	PAYROLL CLEARING	5,222.28	37,421.53	35,280.00	7,363.81
	PAYROLL	5,222.28	37,421.53	35,280.00	7,363.81
CHEM	SAVINGS				
101		435,152.19	0.00	0.00	435,152.19
150	CEMETERY PERPETUAL CARE	1,670.92	0.00	0.00	1,670.92
251	INDUSTRIAL PARK FUND	20,842.88	0.00	0.00	20,842.88
571	COLLECTION REPLACEMENT FUND	2,366.29	0.00	0.00	2,366.29
591	WATER FUND	26,100.51	0.00	0.00	26,100.51
592	WATER REPLACEMENT FUND	19,542.33	0.00	0.00	19,542.33
593	SEWER COLLECTION	780.82	0.00	0.00	780.82
561	EQUIPMENT FUND	103,248.73	0.00	0.00	103,248.73
714	RECYCLING CENTER	1,039.34	0.00	0.00	1,039.34
	SAVINGS	610,744.01	0.00	0.00	610,744.01
TAX	TAXES				
701	TAX AGENCY	1,729.76	0.00	0.00	1,729.76
	TAXES	1,729.76	0.00	0.00	1,729.76
	TOTAL - ALL FUNDS	3,456,135.79	110,207.44	165,069.39	3,401,273.84

04/12/2018 12:14 PM
User: MICHELLE
DR: Westbranch City

CASH SUMMARY BY ACCOUNT FOR WEST BRANCH
FROM 04/01/2018 TO 04/30/2018
FUND: ALL FUNDS
INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 04/01/2018	Total Debits	Total Credits	Ending Balance 04/30/2018
Fund 101					
004.300	CERTIFICATE OF DEPOSIT A	100,000.00	0.00	0.00	100,000.00
004.400	CERTIFICATE OF DEPOSIT B	150,000.00	0.00	0.00	150,000.00
		<hr/> 250,000.00	<hr/> 0.00	<hr/> 0.00	<hr/> 250,000.00
Fund 150 CEMETERY PERPETUAL CARE					
004.300	CERTIFICATE OF DEPOSIT A	114,255.00	0.00	0.00	114,255.00
004.400	CERTIFICATE OF DEPOSIT B	114,822.11	0.00	0.00	114,822.11
	CEMETERY PERPETUAL CARE	<hr/> 229,077.11	<hr/> 0.00	<hr/> 0.00	<hr/> 229,077.11
Fund 251 INDUSTRIAL PARK FUND					
004.300	CERTIFICATE OF DEPOSIT A	100,000.00	0.00	0.00	100,000.00
004.400	CERTIFICATE OF DEPOSIT B	100,000.00	0.00	0.00	100,000.00
	INDUSTRIAL PARK FUND	<hr/> 200,000.00	<hr/> 0.00	<hr/> 0.00	<hr/> 200,000.00
Fund 661 EQUIPMENT FUND					
004.300	CERTIFICATE OF DEPOSIT A	150,000.00	0.00	0.00	150,000.00
004.400	CERTIFICATE OF DEPOSIT B	100,000.00	0.00	0.00	100,000.00
	EQUIPMENT FUND	<hr/> 250,000.00	<hr/> 0.00	<hr/> 0.00	<hr/> 250,000.00
	TOTAL - ALL FUNDS	<hr/> 929,077.11	<hr/> 0.00	<hr/> 0.00	<hr/> 929,077.11

West Branch
JOURNAL ENTRY
JE: 9823

Post Date: 04/02/2018
Entry Date: 04/02/2018
Description: BUDGET POLICY AMENDMENTS

Entered By: MICHELLE
Journal: BA

GL #	Description	DR	
248-000.000-710.700	OVERTIME		
248-000.000-801.700	CONTRACTUAL SERVICES	600.00	
248-000.000-941.700	EQUIPMENT RENTAL	1,000.00	
248-000.000-938.700	GENERAL IMPROVEMENTS	500.00	
248-000.000-720.700	WORKERS COMPENSATION PREMIUM		50.00
248-000.000-718.700	MERS RETIREMENT (EMPLOYER)		150.00
248-000.000-703.700	SALARIES AND WAGES		100.00
			1,800.00
	Journal Total:	2,100.00	2,100.00

APPROVED BY: _____

West Branch
JOURNAL ENTRY
JE: 9824

Post Date: 04/02/2018
Entry Date: 04/02/2018
Description: BUDGET POLICY AMENDMENTS

Entered By: MICHELLE
Journal: BA

GL #	Description	DR	CR
101-172.000-714.700	MANDITORY MEDICARE		300.00
101-172.000-715.700	SOCIAL SECURITY (EMPLOYER)		1,200.00
101-172.000-704.700	WAGES - PART-TIME	1,500.00	
101-721.000-714.700	MANDITORY MEDICARE		150.00
101-721.000-715.700	SOCIAL SECURITY (EMPLOYER)		550.00
101-721.000-718.701	EMPLOYER DEFERED COMP.		300.00
101-721.000-801.700	CONTRACTUAL SERVICES	1,000.00	
101-751.000-718.700	MERS RETIREMENT (EMPLOYER)		200.00
101-751.000-801.700	CONTRACTUAL SERVICES	200.00	
202-463.000-703.700	SALARIES AND WAGES		1,200.00
202-463.000-718.700	MERS RETIREMENT (EMPLOYER)		50.00
202-463.000-720.700	WORKERS COMPENSATION PREMIUM		150.00
202-463.000-941.700	EQUIPMENT RENTAL		1,000.00
202-463.000-801.700	CONTRACTUAL SERVICES	2,400.00	
202-474.000-714.700	MANDITORY MEDICARE		10.00
202-474.000-718.700	MERS RETIREMENT (EMPLOYER)		10.00
202-474.000-720.700	WORKERS COMPENSATION PREMIUM		10.00
202-474.000-727.700	OPERATING SUPPLIES	30.00	
202-478.000-718.700	MERS RETIREMENT (EMPLOYER)		50.00
202-478.000-720.700	WORKERS COMPENSATION PREMIUM		200.00
202-478.000-727.700	OPERATING SUPPLIES	250.00	
202-485.000-720.700	WORKERS COMPENSATION PREMIUM		10.00
202-485.000-724.700	UNEMPLOYMENT INS. BENEFIT		10.00
202-485.000-703.700	SALARIES AND WAGES	20.00	
202-486.000-720.700	WORKERS COMPENSATION PREMIUM		50.00
202-486.000-703.700	SALARIES AND WAGES	50.00	
202-489.000-720.700	WORKERS COMPENSATION PREMIUM		50.00
202-489.000-710.700	OVERTIME	50.00	
202-497.000-703.700	SALARIES AND WAGES		1,100.00
202-497.000-714.700	MANDITORY MEDICARE		10.00
202-497.000-718.700	MERS RETIREMENT (EMPLOYER)		30.00
202-497.000-720.700	WORKERS COMPENSATION PREMIUM		130.00
202-497.000-724.700	UNEMPLOYMENT INS. BENEFIT		10.00
202-497.000-727.700	OPERATING SUPPLIES	1,280.00	
202-497.000-941.700	EQUIPMENT RENTAL		2,600.00
202-489.000-941.700	EQUIPMENT RENTAL	2,600.00	
203-463.000-703.700	SALARIES AND WAGES		2,000.00
203-463.000-720.700	WORKERS COMPENSATION PREMIUM		200.00
203-463.000-941.700	EQUIPMENT RENTAL		2,000.00
203-474.000-720.700	WORKERS COMPENSATION PREMIUM		10.00
203-478.000-720.700	WORKERS COMPENSATION PREMIUM		75.00
203-474.000-703.700	SALARIES AND WAGES	400.00	
203-474.000-941.700	EQUIPMENT RENTAL	185.00	
203-478.000-703.700	SALARIES AND WAGES	900.00	
203-478.000-710.700	OVERTIME	600.00	
203-478.000-715.700	SOCIAL SECURITY (EMPLOYER)	100.00	
203-478.000-716.700	BC/BS HEALTH INSURANCE PREMIUM	100.00	
203-478.000-727.700	OPERATING SUPPLIES	2,000.00	
591-000.000-718.700	MERS RETIREMENT (EMPLOYER)		200.00
591-000.000-727.700	OPERATING SUPPLIES	200.00	
591-000.000-941.700	EQUIPMENT RENTAL		3,600.00
591-000.000-801.700	CONTRACTUAL SERVICES	3,600.00	
593-557.000-703.700	SALARIES AND WAGES		300.00
593-557.000-724.700	UNEMPLOYMENT INS. BENEFIT		30.00
593-557.000-727.700	OPERATING SUPPLIES	330.00	
661-000.000-703.700	SALARIES AND WAGES		2,000.00
661-000.000-715.700	SOCIAL SECURITY (EMPLOYER)		250.00
661-000.000-718.700	MERS RETIREMENT (EMPLOYER)		20.00
661-000.000-724.700	UNEMPLOYMENT INS. BENEFIT		25.00
661-000.000-818.700	INS. PREMIUM - LIABILITY	2,295.00	
Journal Total:		20,090.00	20,090.00

APPROVED BY: _____

West Branch
JOURNAL ENTRY
JE: 9825

Post Date: 04/02/2018
Entry Date: 04/02/2018
Description: BUDGET POLICY AMENDMENT

Entered By: MICHELLE
Journal: BA

GL #	Description	DR	CR
661-000.000-724.700	UNEMPLOYMENT INS. BENEFIT		100.00
661-000.000-805.700	REPAIR/PARTS	100.00	
591-000.000-718.700	MERS RETIREMENT (EMPLOYER)		100.00
591-000.000-956.700	EXPENSES	100.00	
Journal Total:		200.00	200.00

APPROVED BY: _____

West Branch
JOURNAL ENTRY
JE: 9833

Post Date: 04/11/2018
Entry Date: 04/11/2018
Description: BUDGET POLICY AMENDMENTS

Entered By: MICHELLE
Journal: BA

GL #	Description	DR	C
101-441.000-817.700	UNIFORMS		
101-441.000-801.700	CONTRACTUAL SERVICES		750.00
101-101.000-956.700	EXPENSES	750.00	
101-101.000-865.700	PROFESSIONAL DEVELOPMENT		300.00
202-497.000-727.700	OPERATING SUPPLIES	300.00	
202-485.000-924.700	ELECTRICITY		900.00
101-201.000-727.700	OPERATING SUPPLIES	900.00	
101-201.000-865.700	PROFESSIONAL DEVELOPMENT		300.00
		300.00	
	Journal Total:	2,250.00	2,250.00

APPROVED BY: _____

City of West Branch Planning Commission Minutes for March 27, 2018

Meeting called to order at 6:00 pm

Present – Mike Jackson, Bob David, Denise Lawrence, Kara Fachting, Lisa Saurer, Dan Weiler, Bill Ehinger. Absent, Jan Hasty

Member David noted that Member Hasty was on vacation

Pledge

Public hearings – None

Additions to agenda – None

Public comment – None

*Member Ehinger motioned to approve minutes of March 13, 2018 planning meeting. Second by Member Jackson. All in favor, motion carried

Site Plan- David indicated we would address later in meeting

Sign Permits – None

Denise Kline went over Survey going out with the water bills. Community Description pg. 29-30

Site Plan review for Master Plan Article 5

Member Saurer was excused from the meeting, member Fachting took over minutes

Special use review Article 6

Zoning Board of Appeals Article 8

Administration and enforcement Article 9

Adoption and amendments Article 10

Next meeting with Denise May 22 6:00 pm

Chairman announced we would have a special meeting April 24, 2018 regarding Tiny Houses and McLaren property

Discussed April 10 meeting- Regular meeting to be held as normal

Communications – none

Reports

Chairman, Positive feedback re Tiny Houses

Member Jackson – talked to Ben Evergreen in regards to McLaren property, re helipad. City Council approved Evelyn Shank to fill empty seat on Planning Commission pending approval from Planning commission. City Mayor will contact her to be at April 10 meeting

Member Fachting – City Christmas décor should be removed once thawed

Member Ehinger – None

Member Weiler – None

Meeting adjourned at 8:26 pm

Lisa Saurer/ Kara Fachting

The West Branch Community Airport Board met on this date in the Conference Room, West Branch Community Airport Terminal, West Branch, Michigan. Chairman Ron Quackenbush called the meeting to order at 12:00 p.m.

Present: Ron Quackenbush, Denise Lawrence, John Dantzer, Terry Hodges, Craig Scott, Gary Klacking, Mike Jackson, Gerald Lehman, and Ben Evergreen.

Motion by Hodgins, second by Lawrence, the minutes of the January 24, 2018 meeting be approved as noted. Voice vote. Ayes – all. Motion carried. [2-1-#1]

Motion by Klacking, second by Hodgins, claims in the amount of \$6,709.17 be approved for payment. Voice vote. Ayes – all. Motion carried. [2-1-#2]

Ben Evergreen, Airport Manager, gave the financial report. The combined account balance is \$216,232.92. This balance is a combination of the General fund and the following special funds: Hangar; Equipment, and Grant matching. \$67,043.00 is available to spend.

Ben reviewed the proposed 2018-2019 airport budget. He explained items on a handout that detailed the various budget line items. Questions were answered. **Motion by Hodges, second by Scott, the proposed 2018-2019 Airport Budget be approved as presented. Voice vote. Ayes – all. Motion carried. [2-1-#3]**

Ben stated he is still working on getting service fees on one of our PNC Bank accounts removed. He will keep the board updated on this matter.

Ben explained why the recently purchased airport tractor could benefit from having an extended warranty. The tractor's electrical system is very complex. **Motion by Hodges, second by Scott, the West Branch Community Airport Board approve the purchase of a 4 year, 1,500 hour extended warranty (through 2022) for the cost of \$2,394 for the airport tractor. Voice vote. Ayes – all. Motion carried. [2-1-#4]**

The board discussed the construction of additional airport hangars. Ben stated there is \$116,000 in the hangar fund. The merits of acquiring a bank loan to pay for part of the construction costs were discussed. Ben will contact Miller Construction of West Branch, Michigan for an updated construction cost quote.

Brief discussion followed concerning the purchase of the Searfoss hangar located on the airport property.

There being no further business to conduct, Chairman Quackenbush adjourned the meeting at 12:47 p.m.

Minutes by Gary R. Klacking
Board Secretary



West Branch Police Department

Chief Kenneth W. Walters

130 Page St.

West Branch, Michigan 48661

Phone: 989-345-2627 Fax: 989-345-0083

E-mail: police@westbranch.com

4/11/2018

Honorable Mayor and Council,

This is the month end report for March. Officers handled 102 complaints for the month of March. Officers further made 13 arrests for the month.

During the month of March, the department conducted Active Shooter Training at Surline. All law enforcement agencies were invited and participated. EMS also participated in the training for the first time.

Officer Beehler was able to revive and save an individual from a drug overdose. With due notice in the future, I intend to provide him with a lifesaving award at a future council meeting.

Sincerely,

A handwritten signature in black ink, appearing to be "K. Walters", written over a horizontal line.

Chief Kenneth W. Walters

Offense Count Report

Page: 1

Report Criteria:

Start Offense	End Offense		
01000	99009		
MARCH 2018	TOTAL 2018	TOTAL 2017	TOTAL 2016
03/01/2018-03/31/2018	01/01/2018-03/31/2018	01/01/2017-12/31/2017	01/01/2016-12/31/2016

Offense	Description	MARCH 2018	TOTAL 2018	TOTAL 2017	TOTAL 2016
11001	SEXUAL PENETR'N PENIS/VAGINA CSC1	1	1	1	2
11003	SEXUAL PENETRATION ORAL/ANAL CSC1	0	0	0	1
11004	SEXUAL PENETRATION ORAL/ANAL CSC3	0	0	2	0
11007	SEXUAL CONTACT FORCIBLE CSC2	0	1	1	0
11008	SEXUAL CONTACT FORCIBLE CSC4	1	1	4	2
12000	ROBBERY	0	0	1	0
13001	NONAGGRAVATED ASSAULT	2	4	18	13
13002	AGGRAVATED/FELONIOUS ASSAULT	0	0	2	3
13003	INTIMIDATION/STALKING	0	0	2	5
22001	BURGLARY - FORCED ENTRY	1	1	3	6
22003	BURGLARY - UNLAWFUL ENTRY(NO INTENT	0	0	2	3
23003	LARCENY - THEFT FROM BUILDING	0	0	3	10
23005	LARCENY - THEFT FROM MOTOR VEHICLE	0	0	1	0
23007	LARCENY - OTHER	2	5	9	3
24001	MOTOR VEHICLE THEFT	0	0	0	3
25000	FORGERY/COUNTERFEITING	0	0	1	0
26001	FRAUD - FALSE PRETENSE/SWINDLE/CONF	0	0	1	5
26002	FRAUD - CREDIT CARD/ATM	0	0	0	2
26003	FRAUD - IMPERSONATION	0	0	0	1
26006	FRAUD - BAD CHECKS	0	1	1	2
27000	EMBEZZLEMENT	0	0	1	0
29000	DAMAGE TO PROPERTY	0	1	8	11
30002	RETAIL FRAUD - THEFT	2	4	12	12
35001	VIOLATION OF CONTROLLED SUBSTANCE	0	1	7	22
35002	NARCOTIC EQUIPMENT VIOLATIONS	0	0	0	1
36004	SEX OFFENSE - OTHER	0	3	0	3
37000	OBSCENITY	0	0	1	0
38001	FAMILY - ABUSE/NEGLECT NONVIOLENT	0	0	1	4
41002	LIQUOR VIOLATIONS - OTHER	0	0	1	0
42000	DRUNKENNESS	0	1	2	5
48000	OBSTRUCTING POLICE	0	0	0	1
50000	OBSTRUCTING JUSTICE	6	22	69	67
52001	WEAPONS OFFENSE - CONCEALED	0	0	0	1
52003	WEAPONS OFFENSE - OTHER	0	0	0	2
53001	DISORDERLY CONDUCT	0	0	3	8
53002	PUBLIC PEACE - OTHER	0	0	1	0
54001	HIT & RUN MOTOR VEHICLE ACCIDENT	0	1	10	13
54002	OUIL OR OUID	1	1	7	14
54003	DRIVING LAW VIOLATIONS	1	4	51	73
55000	HEALTH AND SAFETY	5	8	40	10
57001	TRESPASS	0	2	3	8
70000	JUVENILE RUNAWAY	0	1	2	9
70004	Juvenile Issues	1	1	1	1
73000	MISCELLANEOUS CRIMINAL OFFENSE	0	2	8	7
90001	Vehicle Lockouts	17	39	133	157
90002	Motorist Assists	1	3	21	32

Offense Count Report

Report Criteria:

Start Offense	End Offense		
01000	99009		
MARCH 2018	TOTAL 2018	TOTAL 2017	TOTAL 2016
03/01/2018-03/31/2018	01/01/2018-03/31/2018	01/01/2017-12/31/2017	01/01/2016-12/31/2016

Offense	Description	MARCH 2018	TOTAL 2018	TOTAL 2017	TOTAL 2016
90003	Assist E.M.S.	12	45	167	160
90005	City Ordinance Violations	2	3	16	40
90006	Prisoner Transports	0	0	1	0
90007	Parking Complaints	0	0	7	3
90008	ANIMAL COMPLAINTS	2	3	17	12
90009	Maplewood Manor Alarm / Criminal History Checks	0	1	0	2
91001	Delinquent Minors	1	4	15	4
91002	Runaway	0	0	2	0
91004	Abandoned Vehicle	0	0	5	5
92003	Walk Away (Ment. & Host.)	1	1	2	4
92004	Insanity	1	3	15	14
93001	PROPERTY DAMAGE ACCIDENT/PI	3	13	43	44
93002	Accident, Non-Traffic	1	1	14	20
93003	Civil Traffic Violations	0	0	0	1
93004	Parking Violations	0	0	0	4
93006	Traffic Policing	0	1	6	2
93007	Traffic Safety Public Relations	0	3	0	1
93008	Inspections/Investigations -Breathalyzer	1	1	2	1
94001	Valid Alarm Activations	0	0	2	1
94002	False Alarm Activations	8	21	74	63
95001	Accident, Fire	0	0	3	4
95003	Inspection, Fire	0	0	0	1
97001	Accident, Traffic	0	0	1	0
97003	Accident, Other Shooting	0	0	1	0
98000	Other Types Not Listed	0	0	0	3
98002	Inspections/Investigations -Motor Vehicles	0	0	0	1
98003	Inspections/Investigations -Property	0	1	9	8
98004	Inspections/Investigations -Other	0	0	1	3
98006	Civil Matters/Family Disputes	4	10	58	29
98007	Suspicious Situations/Subjects	10	30	182	215
98008	Lost/Found Property	0	0	17	14
98009	Inspections/Investigations -Drug Overdose	1	1	0	3
99001	Suicide	0	0	1	1
99002	Natural Death	0	0	4	4
99003	Missing Persons	0	0	2	3
99007	PR Activities	0	2	14	5
99008	General Assistance	14	56	234	321
99009	General Non-Criminal	0	2	28	24
Totals:		102	310	1377	1542

Communications



Heather Grace <citymanager@westbranch.com>

PRT Opportunities w/MEO

1 message

Michelle Parkkonen (MEDC) <parkkonenm@michigan.org> Fri, Apr 6, 2018 at 1:09 PM
To: "vilnby@sbcglobal.net" <vilnby@sbcglobal.net>, "larry@larryeckhardt.com" <larry@larryeckhardt.com>, "Erich Podjaske (zoning@cityofgrayling.org)" <zoning@cityofgrayling.org>, "zackary.szakacs@evart.org" <zackary.szakacs@evart.org>, "clerk@cityofharrison-mi.gov" <clerk@cityofharrison-mi.gov>, Dave Faber <DFaber@misandusky.com>, "Bryan Myrkle (bmyrkle@charlottemi.org)" <bmyrkle@charlottemi.org>, Sarah Moyer-Cale <s.moyer-cale@pawpaw.net>, Alan Beeker <abeeker@cityofhillsdale.org>, "klaub@cityofriverrouge.org" <klaub@cityofriverrouge.org>, "citymanager@westbranch.com" <citymanager@westbranch.com>, "paulmalewski@gmail.com" <paulmalewski@gmail.com>, "gbrown@cityofalbionmi.gov" <gbrown@cityofalbionmi.gov>, "kangerer@hamtramckcity.com" <kangerer@hamtramckcity.com>
Cc: "arharris (arharris@ecoworksdetroit.org)" <arharris@ecoworksdetroit.org>

Good afternoon all,

On behalf of our colleagues at the Michigan Energy Office, I'd like to make your community aware of the ongoing Community Energy Management (CEM) program. This year, MEO's grantee EcoWorks, is working with municipalities, universities, schools, and hospital systems to provide assistance on energy issues, to help them reduce energy waste, and to free capital to reinvest in future projects. EcoWorks and its partners are holding a workshop series in three regions in Michigan. They will also provide in-depth one-on-one consulting to eight communities/organizations to provide assistance with energy management issues and to help them develop priority energy projects.

If your community is interested, I would encourage you to register for one of the remaining workshops at: <http://www.ecoworksdetroit.org/ceworkshops>. Although EcoWorks and its partners will only provide in-depth consultation to 8 communities, all communities are eligible to participate in the workshop. There is also some one-on-one follow up post-workshop which provides opportunities for additional assistance.

I have copied Allison Harris from EcoWorks on this email. Please register for a workshop or reach out to her if you are interested in engaging in the CEM program.

Have a great weekend!

Michelle Parkkonen, AICP

Director, Redevelopment Ready Communities®

Community Development

Michigan Economic Development Corporation

300 N. Washington Square | Lansing, MI 48913



About Us

Programs

Events

Get Involved

CONTACT

Community Energy Workshop Sequence

NORTHWEST MICHIGAN

FACILITATED BY:



seeds
Ecology + Education + Design

THE WORKSHOPS

Team building, SMART goal setting, and integrating energy management planning into other organizational plans

Wednesday, March 28
9:00am - 12:00pm

Benchmarking, revolving energy fund establishment, and project financing

Wednesday, April 25
9:00am - 12:00pm

Empowering an energy manager, implementing policy recommendations, and engaging stakeholders

Wednesday, May 30
9:00am - 12:00pm

ALL WORKSHOPS WILL BE HELD AT:

Governmental Center
Training Room, 2nd Floor
400 Boardman Ave.
Traverse City, MI 49684

Complete the sign up form today!

Community Energy Workshop Sequence - Registration Form



Heather Grace <citymanager@westbranch.com>

Wayfinding

2 messages

Lee Ann Fischer <fischer_leeann@yahoo.com>

Mon, Apr 9, 2018 at 11:48 AM

Reply-To: Lee Ann Fischer <fischer_leeann@yahoo.com>

To: Heather Grace <citymanager@westbranch.com>, John Dantzer <clerktreasurer@westbranch.com>

Hi Heather

I had a email and a phone call from Tonya at MSHDA on the grant we applied for to do the Wayfinding in the City of West Branch. She informed me that we did not get the grant we requested. She will be working with me on some recommendations in order for our proposal later this year to be potentially be more competitive for the next round of funding

They received double the amount of applicants for the amount of funds that was available. We will try it again. Your chances of getting these funds has increased now that the city is a PRT community.

If you have any questions please feel free to contact me. Thanks

Lee Ann Fischer
Owner, Program Manager
Certified Grant Administrator
Housing Consulting Services LLC
806 West Houghton Avenue
West Branch, MI 48661
(989) 345-5390
(989) 343-1071 (Fax)
fischer_leeann@yahoo.com

John Dantzer <clerktreasurer@westbranch.com>

Mon, Apr 9, 2018 at 11:49 AM

To: Lee Ann Fischer <fischer_leeann@yahoo.com>

Cc: Heather Grace <citymanager@westbranch.com>

Thanks Lee Ann,

Feel free to reach out to me if you need my assistance in any way.



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

NICK A. KHOURI
STATE TREASURER

March 20, 2018

Notice of Acceptance

Fiscal Year: 2017

Municipality Code: 652020

Sent Via Email

City of West Branch

clerktreasurer@westbranch.com

Re: Retirement System Annual Report

Dear Chief Financial Officer or Designee:

Thank you for submitting your Retirement System Annual Report (Form 5572) in accordance with Public Act 202 of 2017. We have received and accepted your Retirement System Annual Report. Per Public Act 202, none of your retirement systems meet the definition of underfunded status. **Therefore, nothing is required of your local government at this time.**

Thank you for your commitment to fiscal stability and compliance with the requirements of Public Act 202 of 2017. If you have any questions, please email our office at LocalRetirementReporting@michigan.gov or visit Michigan.gov/LocalRetirementReporting for step-by-step reporting instructions and helpful FAQs.

Sincerely,

Michigan Department of Treasury
Local Retirement Reporting Team

WEST BRANCH COMMUNITY AIRPORT

Proposed Hangar Construction Financial/Business Plan

Summary: The West Branch Community Airport provides hangar rental services for both based and itinerant aircraft. The aircraft operations that use this service act as an economic engine for our community. Private and local flights bring revenue into our local dining, entertainment, transportation and other tourism related businesses. Business aircraft that use our airport open our community to businesses and industries that would otherwise not have convenient and practical access to our area. Hangar rental fees also produce a significant revenue source to fund the continued maintenance and development of the airport itself.

Need for the facility: We currently have 23 individual rental units. Currently all available hangar space is occupied by based aircraft, leaving no room for growth of the locally based aircraft population and no available space for itinerant aircraft. The last new hangar addition was in 2003 when six t-hangars were constructed.

Revenue to be produced by the facility: Anticipated revenue from the proposed hangars is \$316,800.00 over the 40 year projection period. This is based on an average unit rate of \$110/month. If the units were built to accommodate slightly larger twin engine aircraft the revenue could potentially be higher.

Estimated cost for the facility:

Design Engineering/Permits	\$5,000.00
6 unit T-Hangar construction	\$240,000.00
Annual Operating Costs est. at \$1,000.00/yr.	\$40,000.00
Total estimated cost	\$285,000.00
Total estimated revenue	\$316,800.00
Estimated balance to be reinvested in the airport	\$31,800.00

Current project description: The proposed project is a six unit nested t-hangar design with electric bi-fold doors. Hangar door clear width to be between 41.5' and 45'

Rules and regulations compliance: It is the intent for this project to comply with all applicable laws and regulations at the federal, state and local levels including building codes current at the time of project design.



1519 W. Airport Rd.
P.O. Box 183
West Branch, MI 48661
989-345-1453

WEST BRANCH COMMUNITY AIRPORT

Hangar Occupancy and Revenue Report

We currently have 23 rentable individual units with additional space available in the community hangar for 2 aircraft. All units are rented including the available space in the community hangar.

Total hangar revenue at current rented volume: \$2,460.00/Month \$29,520.00/Annually

10 units @ \$75.00-----	\$750.00/month
8 units @ \$90.00-----	\$720.00/month
4 units @ \$115.00-----	\$460.00/month
2 units @ \$65.00-----	\$130.00/month
1 unit @ \$ 400.00-----	\$400.00/month

We currently have 24 different renters. Occupancy is as follows:

54% are full time occupants with airworthy aircraft
29% are full time occupants with non-airworthy aircraft
17% are part time occupants



1519 W. Airport Rd.
P.O. Box 183
West Branch, MI 48661
989-345-1453

West Branch Area Chamber of Commerce

www.wbacc.com 989-345-2821

Chamber Connections

Breakfast and networking

2nd Friday of each month 7-8 am

April 13	Shots With Love Photography
May 11	The Villa in West Branch
June 8	YMCA Camp Timbers
September 14	Human Trafficking Community Group at Episcopal Church
October 12	Lehner's Collision
November 9	Huron Community Bank
December 14	Available – Contact us if you would like to host

Business After Hours

Networking and seeing what the host Chamber Member has to offer

3rd Thursday of each month

Open House 4:30-6:30 pm

April 11	Gildner's Harley Davidson
April 19	First United Methodist Church
May 17	West Branch District Library
June 21	Ogemaw Nature Park
July 19	Leelin Home Health Care
August 16	Troll Landing Campground & Canoe Livery
September 20	Ogemaw Historical Museum
October 19	Hart Buick GMC
November 15	Mier-ly Entertainment Concepts
December 20	Forward Conference Center

Grand Opening and Ribbon Cuttings

April 29	Grand Re-Opening Ogemaw Humane Society
May 5 th	Mobilelink USA Cricket Wireless in West Branch, Ribbon Cutting 10 am

Events

May 16 th	Chamber Golf Outing – Everyone Welcome
June 27 th	Culpepper & Merri Weather Circus behind Surline Schools
July 4 th	Independence Day Parade 6:00 pm down Houghton Avenue

July – December Calendar of Events Brochure – Deadline is May 31, 2018

If you would like us to promote your job openings, events or specials please contact us.

It is important to keep us stocked with your updated business cards & brochures!

Reports

Mayor

Council

City Manager

Spring Break Prompts Action on State Budget, Other Bills

Posted on **March 28, 2018** by **Chris Hackbarth**

Last week was a busy week in Lansing as the Legislature began reporting budget bills from their respective Appropriations subcommittees and held hearings on a host of different pieces of legislation in preparation for their spring recess. Following last Thursday's action, they are now on break until April 10.

State Budget

The House General Government budget (**HB 5567**) was reported from the House subcommittee with only a partial restoration of the Governor's recommended cut to statutory revenue sharing. The Governor did not include any of the \$6.2 million increase that we achieved in the current year's budget and the House version only retains \$3.1 million of that amount. The Senate budget counterpart met Thursday morning to hear additional testimony from state departments and is scheduled to report their version of the budget the week they return from break. We continue to work with the Senate subcommittee members to retain the current year level of statutory revenue sharing as the baseline, preserving the full \$6.2 million.

The House Licensing & Regulatory Affairs subcommittee also reported their version of that budget (**HB 5574**), following the Governor's dollar recommendation Fire Protection Grants and Indigent Defense Commission local reimbursements. The budget that was reported concurred with the dollar recommendations for both of these programs, but to effectuate the proposed changes, separate policy bills will need to be moved. Fire protection grant dollars have been removed from the budget in anticipation of the **Governor's alternative proposal to have those dollars increased and then come out of the Personal Property Tax excess distributions**. We continue to push back against the Governor's proposed indigent defense reimbursement changes and are working to illustrate that opposition within the forthcoming Senate version of this budget... also scheduled to be reported following the break.

Both the House and Senate subcommittees reported their versions of the transportation budget (**HB 5572** & **SB 865**), following the Governor's

OPEB/Pension Reporting Requirements Webinar

Finally, as Treasury continues to refine its implementation of the new OPEB/pension reporting requirements, the League teamed up with Treasury staff and experts with Plante Moran to [host a webinar](#) on March 27 for those communities that have been preliminarily identified by Treasury as having an underfunded pension or retire health insurance offering. More than 100 local units of government and/or local authorities received notification from Treasury that their January submissions requires further review. Each of the notified entities now have 45 days to seek a waiver or proceed to the Corrective Action Plan phase of the new law's requirements. The webinar was designed to assist our impacted members by providing background on the new system, answer any questions about why they have been identified, and assist them with information on how to apply for a waiver and what the next steps of the new law will entail.

Chris Hackbarth is the League's director of state & federal affairs. He can be reached at 517-908-0304 and chackbarth@mml.org.

SHARE THIS:

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This entry was posted in [Government Reform](#), [Infrastructure](#), [Legislative Link Articles](#), [Municipal Finance](#), [Municipal Services](#), [Personal Property Tax](#), [Revenue sharing](#), [Road funding](#), [Transportation](#), [Transit](#), [Water](#), [Environment](#) by [Chris Hackbarth](#). Bookmark the [permalink](#) [<http://blogs.mml.org/wp/inside208/2018/03/28/spring-break-prompts-action-on-state-budget-other-bills/>].

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Both the House and Senate subcommittees reported their versions of the transportation budget (**HB 5572** & **SB 865**), following the Governor's

recommendation with a couple of exceptions. The House version removes funding for some MDOT FTEs and dedicates those dollars to road projects, while the Senate's version reduces Transportation Economic Development Fund dollars and directs that revenue into road projects.

Full Appropriations Committee action on all of these initial budget versions is expected before the end of April as they attempt to complete the budget process before the summer recess.

Sexual Assault Package

The Senate moved their sexual assault package over to the House with overwhelming support last week. This package includes a significant change in the governmental immunity statute, [SB 877](#), that is concerning for local units of government based upon the potential for unintended consequences and a lengthy extension of the statute of limitations for certain sexual crimes. We continue to work with the League's risk management team, other organizations, and with legislators and leadership in the House and Senate to mitigate any unintended consequences.

Transportation and Water Asset Management Package

The transportation and water asset management package was also reported from House committee and out of the House. [House Bills 5335, 5406 & 5408](#) create an overarching MI Infrastructure Council and coordinate a new Water Asset Management Council with the existing Transportation Asset Management Council. We expressed a number of concerns with the bills as introduced, but continue to work with the sponsors and the Administration to address these issues as the bills continue to evolve.

Debt Limit Correction Bills Signed

Earlier this week, the Governor signed [Public Acts 86-89 of 2018](#). This four bill package has been pushed by the League to correct the situation a number of communities have encountered with how the new personal property tax system interacts with their statutory debt limit. As personal property continues to phase off of local tax rolls, this loss of assessed value was negatively impacting the calculation of city, village, and charter township debt limits. The new law allows the assessed value equivalent of each community's personal property tax reimbursement payment to be included in that debt limit calculation. A special thank you goes out to Senators Jim Stamas (Midland) and Mike Shirkey (Clarklake), for their assistance in introducing and moving this legislation.

OPEB/Pension Reporting Requirements Webinar

Finally, as Treasury continues to refine its implementation of the new OPEB/pension reporting requirements, the League teamed up with Treasury staff and experts with Plante Moran to [host a webinar](#) on March 27 for those communities that have been preliminarily identified by Treasury as having an underfunded pension or retire health insurance offering. More than 100 local units of government and/or local authorities received notification from Treasury that their January submissions requires further review. Each of the notified entities now have 45 days to seek a waiver or proceed to the Corrective Action Plan phase of the new law's requirements. The webinar was designed to assist our impacted members by providing background on the new system, answer any questions about why they have been identified, and assist them with information on how to apply for a waiver and what the next steps of the new law will entail.

Chris Hackbarth is the League's director of state & federal affairs. He can be reached at 517-908-0304 and chackbarth@mml.org.

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STATE CONSTITUTION (EXCERPT)
CONSTITUTION OF MICHIGAN OF 1963

§ 29 State financing of activities or services required of local government by state law.

Sec. 29. The state is hereby prohibited from reducing the state financed proportion of the necessary costs of any existing activity or service required of units of Local Government by state law. A new activity or service or an increase in the level of any activity or service beyond that required by existing law shall not be required by the legislature or any state agency of units of Local Government, unless a state appropriation is made and disbursed to pay the unit of Local Government for any necessary increased costs. The provision of this section shall not apply to costs incurred pursuant to Article VI, Section 18.

History: Add. Initiated Law, approved Nov. 7, 1978, Eff. Dec. 23, 1978.

STATE CONSTITUTION (EXCERPT)
CONSTITUTION OF MICHIGAN OF 1963

§ 30 Reduction of state spending paid to units of local government.

Sec. 30. The proportion of total state spending paid to all units of Local Government, taken as a group, shall not be reduced below that proportion in effect in fiscal year 1978-79.

History: Add. Initiated Law, approved Nov. 7, 1978, Eff. Dec. 23, 1978.

What is the Headlee Amendment?

In 1978, Michigan voters approved an amendment to the Michigan Constitution known as the Headlee Amendment. This amendment included a number of provisions related to state and local taxes. These became Sections 25 through 33 of Article IX of the state constitution. This article is about section 31 concerning local government taxes. Section 31 created several new laws related to local government taxation, including:

- Requiring voter approval for any local tax increases or new taxes established after Headlee was approved
- Limiting property tax revenue resulting from property tax assessment increasing
- Limiting revenue collected to the amount the millage originally was to generate (with factor for inflation)

The property tax revenue limitation requires that if the assessed value of a local tax unit's total taxable property increases by more than the inflation rate, the maximum property tax millage must be reduced so that the local unit's total taxable property yields the same gross revenue, adjusted for inflation. This is done looking at the total state equalized value (SEV) change from one year to the next. It does so looking at the entire tax unit's jurisdiction, not based in each parcel. The change of SEV from one year to the next does not include any change that resulted from new construction.

Headlee limited the overall growth of state equalized value for a jurisdiction, not for an individual parcel. So, an individual parcel of property, whose SEV equals one half of the property's true cash value could, under Headlee, have an increase in taxable value greater than inflation. This would later change under Proposal A.

The millage revenue limitation means that, for example, if a tax base for a local unit increased from \$1 million to \$1.1 million and the tax rate was one mill, the millage would have to be reduced from 1.0 mills to 0.909 mills, so that total revenue would be the same, \$1,000, as originally generated. This was known as a Headlee rollback.

The millage is the amount per \$1,000 of taxable property value that must be paid. So, if a home has a value of \$100,000, and is assessed a 1 mill tax rate, \$100 in taxes are owed. The formula is $\$100,000 \text{ SEV} \times 1 \text{ mill} \times 0.001 = \100 .

Headlee protected property owners from increases in taxes by rolling back the tax rate (millage), but it has had another effect too. It has, along with Proposal A, which was approved in 1994 and will be discussed in a follow-up piece, limited local government revenue, in some cases, to the point where it contributes to budget constraints. With revenue growth limited, even local units that have been fiscally conservative are finding themselves facing uncertain budget situations. Part of this is due to lower revenue from property taxes. The recent recession caused a reduction in property values, which lead to lower property tax revenue for local units. Now, as property values have recovered, the Headlee Amendment and Proposal A have prevented property tax revenues from catching up. While Headlee and Proposal A are far from entirely to blame for many of the fiscal crises Michigan municipalities are facing, they certainly have not made it easier for local governments to deal with these challenges.

Proposal A & Headlee Overrides

The Headlee Amendment and Proposal A certainly protected property owners from increases in taxes by rolling back the tax rate (millage). They have also limited local government revenue, in some cases, to the point where they contribute to budget constraints. With revenue growth limited, even local units that have been fiscally conservative are finding themselves facing uncertain budget situations. Part of this is due to lower revenue from property taxes. The recent recession caused a reduction in property values, which lead to lower property tax revenue for local units.

Now, as property values have recovered, the Headlee Amendment and Proposal A have prevented property tax revenues from catching up. While Headlee limits the revenue that a local taxing unit can receive from a millage, Proposal A limits the growth in taxable value of an individual parcel, and prevents Headlee roll-ups that local units previously used to retain some of the taxing authority approved by the voters. This creates continued downward pressure on millage rates

Because of this, some local government units turn to what's known as a Headlee Override. A Headlee Override involves asking the voters to approve raising the millage rate to its original rate after it has been forced to be rolled back because of growth in property values.

Montcalm County asked voters to consider a Headlee Override in March 2016 to restore an operating millage to the original 5 mills. Due to Headlee rollbacks and Proposal A, the county was only able to collect 4.4082 mills in 2015. Voters in Montcalm County rejected this proposal.

Clarendon Township voters approved a Headlee Override in March. The approved proposal restores the property tax rate to 1 mill for the next five years.

In Auburn Hills, the City Charter includes a tax of 2.5 mills designated for fire services. Because of growth in the tax base, the city has had to roll the millage back to 1.7604 mills, maintaining the tax revenues collected. Citing increased costs and growing demand on the Fire Department, the City is asking voters to approve a Headlee Override in August to return the rate to 2.5 mills, the original rate of the millage.

Similarly, Missaukee County voters will be asked to approve a Headlee Override to restore the county's operating millage to 5.0 mills. Due to rollbacks required by the Headlee Amendment, the millage is currently at 4.9005 mills.

If you live in a county asking for a Headlee Override, or see one on the ballot in the future know that, basically, the local government is asking voters to approve raising a millage above its current rate, but no higher than its original rate authorized by the voters.

STATE CONSTITUTION (EXCERPT)
CONSTITUTION OF MICHIGAN OF 1963

§ 31 Levying tax or increasing rate of existing tax; maximum tax rate on new base; increase in assessed valuation of property; exceptions to limitations.

Sec. 31. Units of Local Government are hereby prohibited from levying any tax not authorized by law or charter when this section is ratified or from increasing the rate of an existing tax above that rate authorized by law or charter when this section is ratified, without the approval of a majority of the qualified electors of that unit of Local Government voting thereon. If the definition of the base of an existing tax is broadened, the maximum authorized rate of taxation on the new base in each unit of Local Government shall be reduced to yield the same estimated gross revenue as on the prior base. If the assessed valuation of property as finally equalized, excluding the value of new construction and improvements, increases by a larger percentage than the increase in the General Price Level from the previous year, the maximum authorized rate applied thereto in each unit of Local Government shall be reduced to yield the same gross revenue from existing property, adjusted for changes in the General Price Level, as could have been collected at the existing authorized rate on the prior assessed value.

The limitations of this section shall not apply to taxes imposed for the payment of principal and interest on bonds or other evidence of indebtedness or for the payment of assessments on contract obligations in anticipation of which bonds are issued which were authorized prior to the effective date of this amendment.

History: Add. Initiated Law, approved Nov. 7, 1978, Eff. Dec. 23, 1978.

**FY 2018-19: TOTAL GENERAL GOVERNMENT
Summary: As Reported by the House Subcommittee
House Bill 5567 (H-1) Draft 1**



**Analyst: Michael Cnossen
Ben Gielczyk**

	FY 2017-18 YTD as of 2/7/18	FY 2018-19 Executive	FY 2018-19 House	FY 2018-19 Senate	FY 2018-19 Enacted	Difference: House From FY 2017-18 YTD Amount	%
IDG/IDT	\$782,493,800	\$821,066,200	\$821,066,200				
Federal	807,906,500	808,698,700	808,698,700			\$38,572,400	4.9
Local	17,332,700	15,977,300	15,977,300			792,200	0.1
Private	6,244,900	6,247,400	6,247,400			(1,355,400)	(7.8)
Restricted	2,185,898,800	2,210,623,600	2,230,143,600			2,500	0.0
GF/GP	1,250,729,600	1,110,473,500	1,046,549,700			44,244,800	2.0
Gross	\$5,050,606,300	\$4,973,086,700	\$4,928,682,900			(204,179,900)	(16.3)
FTEs	8,591.7	8,781.7	8,770.7			(\$121,923,400)	(2.4)
						179.0	2.1

Notes: (1) FY 2017-18 year-to-date figures include mid-year budget adjustments through February 7, 2018. (2) Appropriation figures for all years include all proposed appropriation amounts, including amounts designated as "one-time."

Overview

Currently, the following departmental and agency budgets are included in the General Government budget: Executive Office, Legislature, Legislative Auditor General, and the Departments of Attorney General, Civil Rights, State, Technology, Management, and Budget (including the former Departments of Civil Service and Information Technology, and State Building Authority rent costs), Treasury (including the Bureau of State Lottery, Michigan Gaming Control Board, State Building Authority, Revenue Sharing, and Debt Service), and Talent and Economic Development (including Michigan Strategic Fund, Michigan State Housing Development Authority, Talent Investment Agency, Unemployment Insurance Agency, and Workforce Development Agency). **Budget issues are listed by department on the following pages.**

Major Boilerplate Changes From FY 2017-18

Sec. 210. Budget Stabilization Fund Pay-In – REVISED

The FY 2017-18 pay-in was \$150.0 million, which was appropriated in appropriations act 2017 PA 107. For FY 2018-19, the Executive recommends including a pay-in of \$0.0, however, 25% of the GF/GP appropriation lapses for FY 2017-18 would be required to be deposited in the Budget Stabilization Fund. House recommends no pay-in.

Sec. 216. Receipt and Retention of Required Reports – RETAINED

Requires departments to receive and retain copies of all reports required in Article VIII; requires federal and state guidelines to be followed for short-term and long-term retention of records; authorizes departments to electronically retain copies of reports unless otherwise required by federal and state guidelines. Executive deletes. House retains.

Sec. 217. Fund Sourcing Priorities – RETAINED

Requires federal or private grant funding to be used prior to General Fund appropriations when available for the same expenditure. Executive deletes. House retains.

Sec. 218. Disciplinary Action Against State Employees – RETAINED

Prohibits departments from taking disciplinary action against employees for communicating with legislators or their staff. Executive deletes. House retains.

Sec. 221. Reporting Requirement on Policy Changes – RETAINED

Requires departments to report on policy changes made in order to implement enacted legislation. Executive deletes. House retains.

Sec. 229. Initiatives and Recommendations Related to Savings Identified in Audit Reports – RETAINED

Requires departments to report on their efforts and progress made toward achieving savings and efficiencies identified by the auditor general in audit reports. Executive deletes. House retains.

Sec. 235. Federal Funding Contingency Plan – RETAINED

Requires the State Budget Director, in consultation with the appropriate department, to recommend a contingency plan for the federal funding reduction. Requires report by April 1. Executive deletes. House retains.

**Public
Comment
-Any
Topic**

Adjournment