

- AGENDA -

INFORMATIONAL MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY (DDA) TO BE HELD AT THE WEST BRANCH CITY HALL, 121 N. FOURTH ST, WEST BRANCH, MICHIGAN, 48661 ON TUESDAY, JULY 27, 2021, BEGINNING AT 12:00 P.M.

- I. Call to Order
- II. Roll Call
- III. Public comment on agenda items only
- IV. New Business
 - A. Upcoming year direction and goals
- V. Public comment
- VI. Adjournment

MEETING NOTICE

To comply with the Michigan Open Meetings Act (MCL 15.265):

The CITY OF WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

c/o: 121 N. Fourth ST,
West Branch, MI 48661
(989) 345-0500,

Internet where meeting notices are posted: www.westbranch.com

The West Branch DDA will be schedule a special meeting on Tuesday, July 27, at 12:00 pm. at the West Branch City Hall, 121 N. Fourth St., West Branch, Michigan.

The reason for this special meeting is to hold one of the required annual informational meetings. The informational meetings purpose will be to inform the public of the goals and direction the Authority will take during the upcoming year. The regularly scheduled meeting will take place immediately following the closing of the informational meeting.

The City of West Branch is holding the meeting in person; however, due to continuing concern over the COVID pandemic, if anyone from the public would wish to attend the meeting virtually, the DDA will abide by the request and broadcast the meeting virtually. To request the meeting to be broadcasted virtually, please contact City Manager, John Dantzer at 989-345-0500 or by email at citymanager@westbranch.com at least 18 hours before the meeting.

The City of West Branch Downtown Development Authority will provide necessary reasonable auxiliary aids and services to individuals with disabilities at the meeting (and/or hearing) upon two weeks' notice to the City of West Branch Downtown Development Authority. Individuals with disabilities requiring auxiliary aids or services should contact the City of West Branch Downtown Development Authority and leave a message which includes (1) who you are/how to contact you, (2) what meeting and date you wish to attend, (3) what aid you are requesting.

This notice was posted by John Dantzer, City Manager, to comply with Sections 4 and 5 of the Michigan Open Meetings Act (MCL 15.265) on the bulletin board hanging in the entry-way just inside the front entrance of West Branch City Hall posted at least 18 hours prior to the start of the meeting and at least 14 days before the informational meeting.

- AGENDA -

REGULAR MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY (DDA) TO BE HELD AT THE WEST BRANCH CITY HALL, 121 N. FOURTH ST, WEST BRANCH, MICHIGAN, 48661 ON TUESDAY, JULY 27, 2021, BEGINNING AT 12:00 P.M.

- I. Call to Order
- II. Roll Call
- III. Additions to agenda
- IV. Public comment on agenda items only
- V. Approval of the minutes from the meeting and work session held June 22, 2021
- VI. Bills
- VII. Bids
- VIII. Unfinished Business
- IX. New Business
 - A. Tim Knutsen streetscape presentation
- X. Reports
 - A. Chairperson Report
 - B. Member Report
 - C. Treasurers Report
 - D. City Manager Report
 - E. Planning Commission
- XI. Communications
- XII. Public comment
- XIII. Adjournment

REGULAR MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY
HELD IN PERSON AND VIRTUALLY AT THE WEST BRANCH CITY HALL, 121 N FOURTH ST.
ON TUESDAY, JUNE 22, 2021.

The meeting was called to order by Chairperson Samantha Fabbri at 12:00 pm.

Present: Anthony Bair (Roscommon COVID), Joanne Bennett, Joe Clark, Samantha Fabbri, Autum Hunter, Sandy Rabidue (arrived at 12:09), Erin Resteiner (West Branch COVID), Ken Walters, and Cathy Zimmerman.

Absent: None

Others present: City Manager John Dantzer and Ogemaw MEDC Director Mary Bickell

* * * * *

As an addition to the agenda, Tim Knutsen from Beckett and Raeder gave an update and presentation on the downtown streetscape designs. The main discussion revolved around the location of the trees and lights on the sidewalks, bump outs, concrete designs, and flower planting areas including the idea of hanging pots. Mr. Knutsen noted that he would have a more formal design and selection of furnishings to bring to the next meeting.

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**MOTION BY FABBRI, SECOND BY BENNETT, TO APPROVE THE MINUTES FROM
THE MEETINGS HELD MAY 25, 2021.**

**Yes – Bair, Bennett, Clark, Fabbri, Hunter, Rabidue, Resteiner, Walters, and
Zimmerman**

No – None

Absent – None

Motion carried.

* * * * *

**MOTION BY FABBRI, SECOND BY ZIMMERMAN, TO APPROVE BILLS IN THE
AMOUNT OF \$3,396.76.**

**Yes – Bair, Bennett, Clark, Fabbri, Hunter, Rabidue, Resteiner, Walters, and
Zimmerman**

No – None

Absent – None

Motion carried.

* * * * *

Mary Bickell, of the Ogemaw MEDC, introduced herself to the Board and presented a flyer on the programs they were involved in this year. Ms. Bickell noted their focus was on

programs revolving around broadband, childcare, and business development. Ms. Bickell further noted that she would be happy to work with the DDA on any grant opportunities that may come up and the EDC is currently working on a revolving loan program for businesses.

* * * * *

Member Clark noted that some of the flowers that were left over from the Fireman's memorial planting were used at the rain garden behind the Creative Arts building. Mr. Clark also asked about the possibility of eliminating the parking spots in front of the rain garden during the spring and summer so people could see and enjoy the garden. Manager Dantzer noted he would speak to Council about it to get their feelings.

Member Bennett commended Member Rabidue for her work on this year's flowers.

Member Rabidue updated the Board on this year's flowers and noted the City DPW was doing a good job watering them. Member Rabidue also noted she was asked about the bench and flowers in front of the Riverwalk map that is below the Fireman's Memorial and the person thought they would be better served by moving them up to the Fireman's Memorial area. Chairperson Fabbri noted those were purchased with a grant obtained from the Realtors Association specifically for the new Riverwalk map area and they would most likely not want them moved. It was the consensus of the Board to leave the bench and flowers at the map area.

Chairperson Fabbri asked who did the minutes from the previous meeting because they were done so well and therefore didn't think Manager Dantzer did them.

Chairperson Fabbri noted the issue brought up by Manager Dantzer including the City-wide garage sale weekend, Pocket Park fountain issues, downtown flower watering, blade signs, informational meetings, and in person meetings.

The DDA discussed making the weekend of the City-wide garage sales a bigger event including downtown sidewalk sales. It was the consensus of the Board that they were in support of having a bigger event that weekend.

The Board discussed issues with the Pocket Park fountain including the issue of the pump failing. It was the consensus to authorize to purchase the parts necessary to install a timer on the pump to try and increase the life of the pump with it being shut off from midnight till 7:00 am.

The Board discussed the watering of the downtown flowers and thought the City DPW was doing a good job. It was noted the City bought a new water tank and installed it on one of their gators but that it needed a new pump. It was the consensus of the Board to pay for a new pump.

The Board discussed having blade signs installed downtown. The discussion revolved around if the DDA would provide the bracket and the sign and if they wanted all signs to be the same or allow businesses to have their own design. It was the consensus of the Board to look further into the blade sign idea and have Manager Dantzer reach out to Beckett and Raeder to get some ideas and see about incorporating the idea into their streetscape plans.

The Board discussed the two annual informational meetings that are required and the consensus was to hold them annually in July and December.

The Board discussed updates made by the DHSS in regards to the lifting of many COVID requirements. It was the consensus of the Board to have all meetings moving forward held in person with the option that it could be broadcasted virtually based on requests received from the public.

* * * * *

The meeting was adjourned at 1:09 pm.

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

BILLS

Red Greenhouse	\$2,358.00
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Green Ace Hardware	\$ 11.51
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Tractor Supply	\$ 57.27
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Paid but not approved	\$ 0
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West Branch Greenhouse	\$1,928.55
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West Branch Greenhouse	\$ 244.05
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TOTAL BILLS	\$4,599.38
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Reds Greenhouse 059222
 7127 Morley Rd
 Sterling MI 48659

ORDER INFO	customer's order no.	phone	date
	6-1-21		
	name WB DDA (Sandy Rabidue)		
	address 401 W Houghton Ave		
	city, state, zip West Branch MI 48661		
sold by		cash <input type="checkbox"/> charge <input type="checkbox"/> check <input type="checkbox"/> c.o.d. <input type="checkbox"/> on acct. <input type="checkbox"/> # _____	shipping information

quantity	description	price	amount
1	30 Planters		1800.00
2			
3	4 Alley planters		271.00
4			
5	1 Fireman Memorial		87.00
6	Planter		
7			
8	1 Delivery + Planting		200.00
9			
10	Total		2358.00
11			
12	Thank you!		
13			
14	We appreciate		
15	your business!		
16			

received by



keep this slip for reference

DC5808UV/10-13

West Branch Greenhouse Lawn Service

166 N 5th St
West Branch, MI 48661 US
tobyevergreen@gmail.com

INVOICE

Bill To:
West Branch DPW
121 N 4TH STREET
WEST BRANCH, MI 48661

Invoice 1683
DATE 05/31/2021
TERMS Net 30
DUE DATE 06/30/2021

QTY	DESCRIPTION	UNIT	UNIT PRICE	TOTAL PRICE
Sales	15 ROUND TREE PLANTERS - DIVIDE AND REPLANT/SPACE HOSTA AND DAYLILLIE AND ADD 1/2 FLAT WAVE PETUNUIA FOR SUMMER COLOR AND MULCH	1	0.00	0.00
Sales	9 CONCRETE PLANTERS DOWN TOWN DIVIDE AND REPLANT/SPACE HOSTA AND DAYLILLIE AND ADD 1/2 FLAT WAVE PETUNIAS AND MULCH	1	0.00	0.00
Sales	4th STREET CENTER PLANTER DIVIDE DAYLILLIE AND ADD REGULAR PETUNIAS AND MULCH	1	0.00	0.00
Sales	WAVE PETUNIAS	12	24.00	288.00
Sales	REGULAR PETUNIAS	2	18.00	36.00
Sales	Mulch - Bulk	1	150.00	150.00
Sales	Labor -	1	1,200.00	1,200.00
Sales	Mixed flowers for extra color in sq planters and center 4th street planting	8	24.00	192.00
Sales	red fountain grass	9	6.95	62.55

Grand Total BALANCE DUE \$1,928.55

West Branch Greenhouse & Flower Shop LLC

166 N 5th Street

West Branch, MI 48661 US

989-345-1133

westbranchgreenhouse@gmail.com

INVOICE

BILL TO

West Branch DDA

c/o Nancy Griffin

121 Nth Street

West Branch, MI 48661

INVOICE

1568

DATE

07/08/2021

TERMS

Net 30

DUE DATE

08/07/2021

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
07/08/2021	Sales	Flats Victoria Blue Salvia	3	15.00	45.00T
	Sales	Pots of Trailing yellow Bidens	6	3.95	23.70T
	Sales	Flat Dusty Miller	1	15.00	15.00T
	Sales	Pots Chartreuse Sweet Potato vines	10	3.95	39.50T
	Sales	Pots Burgundy Sweet Potato Vines	10	3.95	39.50T
	Sales	Flat Short Orange Marigolds	1	15.00	15.00T
	Sales	Pots Leeks	4	3.95	15.80T
	Sales	Pots Purple Fountain Grass	9	3.95	35.55T
	Sales	Flat Bull's Blood Beets	1	15.00	15.00T

SUBTOTAL

244.05

TAX

14.64

TOTAL

258.69

BALANCE DUE

\$258.69

Green ACE Hardware

Thank you for shopping
our locally owned store.

Green Ace Hardware - West Branch

2106 South M-76
West Branch, MI 48661
(989) 345-0020

CITY OF WEST BRANCH
ACCOUNT # 10249

*DOA fence
Garden
Place*

ITEM	QTY	SALE/REG	EXT
55	2.00	0.08	0.16
EACH			

FASTENERS

020418269875	2.00	2.59	5.18
52622	EACH		
LINK CHAIN QUICK 3/16"20			


039208210744	2.00	1.59	3.18
51588	EACH		
BOLT EYE W/NUT 1/4"X2.63			

020418201608	1.00	2.99	2.99
5040480	EACH		
SPRING SNAP 3/8X2-3/4 ZN			

SUBTOTAL \$	11.51
TAX \$	0.00
TOTAL \$	11.51

CHARGE	11.51
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I AGREE TO PAY THE ABOVE TOTAL ACCORDING TO
THE POSTED TERMS AND CONDITIONS



SIGNATURE Mike Killackey (DPW)

EMPLOYEE	TERM	INV#	TIME	DATE
21	8	473009	09:39	23-Jun-21

Please keep your receipt for all returns.

Green Ace is proud to honor Veterans!
Ask about our Veterans Discount

INVOICE





TractorSupply.com

2050 SOUTH M 76
WEST BRANCH, MI 48661
989-343-1511

DDA Gate
Gunner place
W

Ticket: 797467
Date: 6/23/21 Time: 12:48 PM
Store: 646 Register: 1
Cashier: Katelynn

Business Customer: CITY OF WEST BRANCH
121 N 4TH ST
WEST BRANCH, MI 48661-1217
989-345-0500

Item	Qty	Price	Amount
CHAIN 2/O YW COIL STRAIGHT 3543780	23	2.49	57.27 E
Subtotal			57.27
Tax			0.00
Total			57.27

TSC Business account - SALE 57.27
*****5177 - Undefined
Authorization #: 023853
Terminal ID : 001790646000100
CVM : DEFAULT
Buyer: JEFFREY BRINDLEY

Change 0.00
I agree to pay the above amount according to
my card issuer agreement.

Tax Exempt Information

Name: CITY OF WEST BRANCH
Address: 121 N 4TH ST
City/St: WEST BRANCH, MI
Zip Code: 48661-1217
Phone: 989-345-0500

Tax Exempt Reason: Government Agencies
Expiration Date:
Tax Exempt Holder:

This transaction consists of one or more
items identified as exempt from state sales

meeting agenda



July 27, 2021

City of West Branch
Downtown Development Authority
Streetscape Schematic Design

The intent of our presentation for this meeting is to share a PowerPoint presentation that includes preliminary concepts, and options for streetscape site furnishings (lights, benches, trash receptables, bike racks, trees, etc.) for the schematic streetscape design. Our objective would be for the group to select a preliminary concept, OR a combination of elements from both plans, and a set of site furnishings for the final schematic plan.

1.0 Present Preliminary Design Concepts

.1 Concept Plan Views and Sections

- Concept A can be summarized by having a stronger reference to railroad heritage, and relying on smaller shade trees located closer to the street.
- Concept B can be summarized by having a less literal reference to railroad heritage, and relying on larger shade trees located further from the street.

.2 Site Furnishings

- Site furnishings menu A matches the City's existing acorn light fixtures, and specifies the remaining furnishings with railroad heritage in mind. Site furnishings menu B introduces a new light fixture with better control, with the remaining furnishings still having a historical appearance.

.3 Additional Discussion

- Blade Sign Discussion
- Bridge Railing
- Bump-Outs at Intersections MDOT discussion
- Other Items

User: JOHN

DB: Westbranch City

PERIOD ENDING 06/30/2021

% Fiscal Year Completed: 100.00

GL NUMBER	DESCRIPTION	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	YTD BALANCE 06/30/2021 NORM (ABNORM)	ACTIVITY FOR MONTH 06/30/21 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 248 - DDA OPERATING FUND							
Revenues							
Dept 000.000							
248-000.000-400.400	TAX INCREMENT FINANCING	46,718.00	69,200.00	69,191.64	0.00	8.36	99.99
248-000.000-403.400	CURRENT PROPERTY TAX GEN.OP.	10,000.00	11,500.00	11,499.42	0.00	0.58	99.99
248-000.000-408.400	PERSONAL PROPERTY TAX LOSS REIMBURSEMENT	28,000.00	19,445.00	19,444.89	0.11	0.11	100.00
248-000.000-634.400	GRANT	0.00	0.00	0.00	0.00	0.00	0.00
248-000.000-664.400	INTEREST INCOME	500.00	500.00	(56.09)	0.00	556.09	(11.22)
248-000.000-672.400	VETERAN BANNER CONTRIBUTIONS	3,000.00	0.00	0.00	0.00	0.00	0.00
248-000.000-695.400	MISCELLANEOUS	800.00	1,000.00	1,350.00	0.00	(350.00)	135.00
Total Dept 000.000		89,018.00	101,645.00	101,429.86	0.00	215.14	99.79
TOTAL REVENUES							
		89,018.00	101,645.00	101,429.86	0.00	215.14	99.79
Expenditures							
Dept 000.000							
248-000.000-729.700	FLOWER PROJECT	5,000.00	5,000.00	2,172.60	2,172.60	2,827.40	43.45
248-000.000-750.700	RETAIL MERCHANTS	7,500.00	7,500.00	7,500.00	0.00	0.00	100.00
248-000.000-782.700	ADMINISTRATION	2,400.00	2,400.00	2,400.00	0.00	0.00	100.00
248-000.000-801.700	CONTRACTUAL SERVICES	60,818.00	17,900.00	17,869.10	4,925.90	30.90	99.83
248-000.000-865.700	PROFESSIONAL DEVELOPMENT	1,000.00	1,000.00	300.00	0.00	700.00	30.00
248-000.000-884.700	VETERAN BANNER EXPENSE	3,000.00	0.00	0.00	0.00	0.00	0.00
248-000.000-935.703	SHOWMOBILE EXPENSES	300.00	300.00	0.00	0.00	300.00	0.00
248-000.000-940.700	GEN. MAINTENANCE/SNOW REMOVAL	7,500.00	7,500.00	7,500.00	0.00	0.00	100.00
248-000.000-956.700	EXPENSES	1,500.00	700.00	362.87	76.96	337.13	51.84
Total Dept 000.000		89,018.00	42,300.00	38,104.57	14,875.46	4,195.43	90.08
TOTAL EXPENDITURES							
		89,018.00	42,300.00	38,104.57	14,875.46	4,195.43	90.08
Fund 248 - DDA OPERATING FUND:							
TOTAL REVENUES							
		89,018.00	101,645.00	101,429.86	0.00	215.14	99.79
TOTAL EXPENDITURES							
		89,018.00	42,300.00	38,104.57	14,875.46	4,195.43	90.08
NET OF REVENUES & EXPENDITURES							
		0.00	59,345.00	63,325.29	(14,875.46)	(3,980.29)	106.71

PERIOD ENDING 07/31/2021
% Fiscal Year Completed: 8.49

GL NUMBER	DESCRIPTION	2021-22	2021-22	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	NORM	(ABNORM)	MONTH 07/31/21	INCR (DECR)	BALANCE	(ABNORM)	

Fund 248 - DDA OPERATING FUND

Revenues

Dept 000.000		69,200.00	69,200.00		0.00		0.00	69,200.00		0.00
248-000.000-400.400	TAX INCREMENT FINANCING				0.00		0.00	11,500.00		0.00
248-000.000-403.400	CURRENT PROPERTY TAX GEN. OP.	11,500.00	11,500.00		0.00		0.00	19,445.00		0.00
248-000.000-408.400	PERSONAL PROPERTY TAX LOSS REIMBURSEMEN	19,445.00	19,445.00		0.00		0.00	0.00		0.00
248-000.000-634.400	GRANT	0.00	0.00		0.00		0.00	100.00		0.00
248-000.000-664.400	INTEREST INCOME	100.00	100.00		0.00		0.00	800.00		0.00
248-000.000-695.400	MISCELLANEOUS	800.00	800.00		0.00		0.00			0.00

Total Dept 000.000

TOTAL REVENUES

Expenditures

Dept 000.000		5,000.00	5,000.00		0.00		0.00	5,000.00		0.00
248-000.000-729.700	FLOWER PROJECT				0.00		0.00	7,500.00		0.00
248-000.000-750.700	RETAIL MERCHANTS	7,500.00	7,500.00		0.00		0.00	2,200.00		8.33
248-000.000-782.700	ADMINISTRATION	2,400.00	2,400.00		200.00		200.00	75,345.00		0.00
248-000.000-801.700	CONTRACTUAL SERVICES	75,345.00	75,345.00		0.00		0.00	1,000.00		0.00
248-000.000-865.700	PROFESSIONAL DEVELOPMENT	1,000.00	1,000.00		0.00		0.00	300.00		0.00
248-000.000-935.703	SHOWMOBILE EXPENSES	300.00	300.00		0.00		0.00	8,000.00		0.00
248-000.000-940.700	GEN. MAINTENANCE/SNOW REMOVAL	8,000.00	8,000.00		0.00		0.00	1,500.00		0.00
248-000.000-956.700	EXPENSES	1,500.00	1,500.00		0.00		0.00			0.00

Total Dept 000.000

TOTAL EXPENDITURES

Fund 248 - DDA OPERATING FUND:		101,045.00	101,045.00		200.00		200.00	100,845.00		0.20
TOTAL REVENUES		101,045.00	101,045.00		0.00		0.00	101,045.00		0.00
TOTAL EXPENDITURES		101,045.00	101,045.00		200.00		200.00	100,845.00		0.20
NET OF REVENUES & EXPENDITURES		0.00	0.00		(200.00)		(200.00)	200.00		100.00

Fund 248 DDA OPERATING FUND

GL Number	Description	Balance
*** Assets ***		
248-000.000-001.000	CASH CHECKING - CHEMICAL BANK	170,932.94
Total Assets		170,932.94
*** Liabilities ***		
248-000.000-214.400	ESCROW ACCOUNT	1,000.00
Total Liabilities		1,000.00
*** Fund Balance ***		
248-000.000-390.000	CARRY OVER	106,807.65
Total Fund Balance		106,807.65
Beginning Fund Balance - 20-21		106,807.65
Net of Revenues VS Expenditures - 20-21		63,325.29
*20-21 End FB/21-22 Beg FB		170,132.94
Net of Revenues VS Expenditures - Current Year		(200.00)
Ending Fund Balance		169,932.94
Total Liabilities And Fund Balance		170,932.94

* Year Not Closed



The Planning Commission did not hold their meeting in July due to their being no business to address so there are no minutes to share. The meeting was cancelled and they will hold their next regularly scheduled meeting in August.