

- AGENDA -

SPECIAL 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, JANUARY 17, 2023, 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 regular and informational meetings held December 27, 2022
- VI. Bills
- VII. Bids
- VIII. New Business
  - A. Streetscape base review
- IX. Unfinished Business
- X. Reports
  - A. Chairperson Report
  - B. Member Report
  - C. Treasurers Report
  - D. City Manager Report
  - E. Planning Commission
- XI. Communications
  - A. Annual joint meeting with Council and Planning Commission reminder
- XII. Public comment
- XIII. Adjournment

## MEETING NOTICE

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

The City of West Branch DDA, 121 N. Fourth St. West Branch, MI 48661; phone: (989) 345-0500; email: [cityhall@westbranch.com](mailto:cityhall@westbranch.com)

Internet where meeting notices are posted: [www.westbranch.com](http://www.westbranch.com) (click on "CALENDAR OF EVENTS AND NOTICE OF MEETINGS" or go directly to <http://www.westbranch.com/calendar.php>)

### Notice of Meeting

NOTICE IS HEREBY GIVEN, that the City of West Branch DDA, will hold a special meeting on Tuesday, January 17, 2023 at 12:00 pm at the West Branch City Hall, 121 N. Fourth St., West Branch, MI 48661. The reason for the special meeting will be to discuss light options for the downtown streetscape.

DATE: Tuesday, January 17, 2023

TIME: 12:00 pm

PLACE: Council Chambers of City Hall

121 N. Fourth St., West Branch, MI 48661

Accommodations and necessary reasonable auxiliary aids and services are available upon request to persons with disabilities, as well as the hearing impaired, who require alternately formatted materials or auxiliary aids to ensure effective communication and access to meetings or hearings. All requests for accommodation should be made with as much advance notice as possible by contacting City Clerk, Lori Ann Clover at (989) 345-0500; 121 N. 4th St., West Branch, MI 48661; email: [clerk@westbranch.com](mailto:clerk@westbranch.com).

This notice was posted by City Manager, John Dantzer to comply with Sections 4 and 5 of Michigan Open Meetings Act (MCL 15.265) at 9:00 am, on Thursday, January 12, 2023 on the City of West Branch bulletin board, as well as on the City of West Branch website.

The Board reviewed the pricing that was received on the light pole selections made for the MDOT streetscape plan. Manager Dantzer noted MDOT is still reviewing the poles specifications and that a federally approved breakaway pole system may be required. It was noted the Ring of Fire light top was originally selected over the Woodward design; however, the Woodward would cost approximately \$50,000 less for the project. The Board also reviewed base design pricing. It was the consensus to wait until MDOT had a final determination on the break away base design before a final determination was made to stay with the original selection or relook at choosing a different design.

**MOTION BY HUNTER, SECOND BY CLARK, TO CHANGE THE SELECTION OF THE LIGHT TOP FROM THE RING OF FIRE DESIGN TO THE WOODWARD DESIGN DUE TO COST CONCERNS.**

**Yes – Bair, Clark, Hunter, Walters, and Zimmerman**

**No – None**

**Absent – Bennett, Fabbri, Rabidue, and Resteiner**

**Motion carried.**

\* \* \* \* \*

Member Bair noted influenza was currently going around at a high rate and reminded everyone to use care and practice hygiene to help prevent the spread.

Member Hunter noted how nice the Pocket Park looked with the lights replaced and that she has received several compliments about how nice the downtown looked over the holidays. Member Hunter all noted they were able to finally get the Grand Illusions Spa open.

Member Walters echoed that he has also heard several compliments about how nice the town looked.

Manager Dantzer gave an updated on the DNR Spark Grant and noted the grant required an active five-year recreation plan approved and filed at the State and was currently working on that plan. He further noted the Spark grant program would have two more rounds in 2023 and would be able to apply for the grant during those rounds.

Manager Dantzer also gave the Treasurers report and noted the Planning Commission did not hold a meeting last month so there were no Planning minutes included in the packet.

\* \* \* \* \*

The meeting was adjourned at 12:26 pm.

SPECIAL INFORMATIONAL MEETING OF THE WEST BRANCH DOWNTOWN  
DEVELOPMENT AUTHORITY HELD AT THE WEST BRANCH CITY HALL AT 121 N. FOURTH  
ST. ON TUESDAY, DECEMBER 27, 2022.

Vice-Chairperson Clark called the meeting to order at 12:00 pm.

Present: Anthony Bair, Joe Clark, Autum Hunter, Ken Walters, and Cathy Zimmerman.

Absent: Joanne Bennett, Samantha Fabbri, Sandy Rabidue, and Erin Resteiner.

Others present: City Manager John Dantzer

\* \* \* \* \*

Vice-Chairperson Clark noted the reason for the special meeting was to hold the second of the two 2022 required informational meetings as required by the DDA Act.

He noted the projects worked on during 2022 and the main areas of focus for the 2023 calendar year would be as follows:

1. Development of the Gathering Place.
  - The DDA was not able to proceed with the project in 2022 as grant funds were not available. The board will be submitting a grant application for the DNR Michigan Spark Grant program in the spring of 2023 and will continue to monitor additional opportunities for grant funds in the upcoming year. The Board worked with consultant/engineer, Beckett and Raeder, and finalized an updated design and estimate in order to be ready for any grant programs that may become available.
2. Work with City Council on the Houghton Ave redesign project.
  - The Board continued to work with consultant/ engineer, Beckett & Raeder on the downtown streetscape project in 2022. The Board will continue to look for funding options for the project. The reconstruction project was moved from 2023 to 2024 by MDOT due to material supply chain concerns.
3. Continue the downtown flower and snow removal projects.
  - The Board again sponsored the flowers and snow removal downtown with the flowers being completed in May.
4. Work on seasonal themed banners.
  - No banners were decided upon during 2022 but we will continue to discuss optional themed banners that would be instituted after the road reconstruction and streetscape is completed in 2024.
5. Research the Historical Preservation Designation for the City.
  - In 2022, the Board discussed pros and cons of the designation but decided not to pursue at this time.
6. Façade program
  - A façade program was completed and approved in 2022. The DDA hopes to have a project that they can use the program for in 2023.

\* \* \* \* \*

No one from the public was in attendance to speak on the report.

\* \* \* \* \*

Vice-Chairperson Clark adjourned the meeting at 12:04 pm.

*All Options Shown are FHWA Accepted.*



Arlen 17 Modified



Arlen 20

333,000



Georgetown  
Also Available  
DIRECT BURIED



Grand  
Also Available  
DIRECT BURIED



Homewood Large

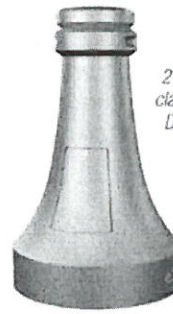


Winchester  
Also Available  
DIRECT BURIED



York 17  
ONLY Available  
DIRECT BURIED

267,000



Yale 17

162,000

2 piece  
clamshell  
Design



Stafford 18

2 piece  
clamshell  
Design

REVENUE AND EXPENDITURE REPORT FOR WEST BRANCH

PERIOD ENDING 01/31/2023

% Fiscal Year Completed: 58.90

GL NUMBER	DESCRIPTION	2022-23	2022-23	YTD BALANCE		ACTIVITY FOR		AVAILABLE
		ORIGINAL BUDGET	AMENDED BUDGET	01/31/2023 NORM (ABNORM)	MONTH 01/31/23 INCR (DECR)	NORM (ABNORM)	% BDGT USED	
Fund 248 - DDA OPERATING FUND								
Revenues								
Dept 000.000								
248-000.000-400.400	TAX INCREMENT FINANCING	80,000.00	80,000.00	79,547.73	0.00	452.27	99.43	
248-000.000-403.400	CURRENT PROPERTY TAX GEN.OP.	12,000.00	12,000.00	6,827.69	0.00	5,172.31	56.90	
248-000.000-408.400	PERSONAL PROPERTY TAX LOSS REIMBURSEMENT	20,000.00	20,000.00	43,935.32	0.00	(23,935.32)	219.68	
248-000.000-634.400	GRANT	0.00	0.00	0.00	0.00	0.00		
248-000.000-664.400	INTEREST INCOME	0.00	0.00	0.00	0.00	0.00		
248-000.000-695.400	MISCELLANEOUS	1,500.00	1,500.00	1,350.00	0.00	150.00	90.00	
Total Dept 000.000		113,500.00	113,500.00	131,660.74	0.00	(18,160.74)	116.00	
TOTAL REVENUES								
		113,500.00	113,500.00	131,660.74	0.00	(18,160.74)	116.00	
Expenditures								
Dept 000.000								
248-000.000-729.700	FLOWER PROJECT	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00	
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	1,400.00	200.00	1,000.00	58.33	
248-000.000-801.700	CONTRACTUAL SERVICES	87,200.00	87,200.00	10,142.37	0.00	77,057.63	11.63	
248-000.000-865.700	PROFESSIONAL DEVELOPMENT	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	
248-000.000-935.703	SHOWMOBILE EXPENSES	300.00	300.00	16.99	0.00	283.01	5.66	
248-000.000-940.700	GEN. MAINTENANCE/SNOW REMOVAL	8,600.00	8,600.00	0.00	0.00	8,600.00	0.00	
248-000.000-948.700	DDA MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	
248-000.000-956.700	EXPENSES	1,500.00	1,500.00	118.40	0.00	1,381.60	7.89	
Total Dept 000.000		113,500.00	113,500.00	19,177.76	200.00	94,322.24	16.90	
TOTAL EXPENDITURES								
		113,500.00	113,500.00	19,177.76	200.00	94,322.24	16.90	
Fund 248 - DDA OPERATING FUND:								
TOTAL REVENUES		113,500.00	113,500.00	131,660.74	0.00	(18,160.74)	116.00	
TOTAL EXPENDITURES		113,500.00	113,500.00	19,177.76	200.00	94,322.24	16.90	
NET OF REVENUES & EXPENDITURES		0.00	0.00	112,482.98	(200.00)	(112,482.98)	100.00	



01/12/2023 08:34 AM  
User: JOHN  
DB: Westbranch City

BALANCE SHEET FOR WEST BRANCH  
Period Ending 01/31/2023

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Fund 248 DDA OPERATING FUND

GL Number	Description	Balance
*** Assets ***		
248-000.000-001.000	CASH CHECKING - CHEMICAL BANK	326,530.67
<b>Total Assets</b>		<b>326,530.67</b>
*** Liabilities ***		
248-000.000-214.400	ESCROW ACCOUNT	600.00
<b>Total Liabilities</b>		<b>600.00</b>
*** Fund Balance ***		
248-000.000-390.000	CARRY OVER	213,447.69
<b>Total Fund Balance</b>		<b>213,447.69</b>
<b>Beginning Fund Balance</b>		<b>213,447.69</b>
<b>Net of Revenues VS Expenditures</b>		<b>112,482.98</b>
<b>Ending Fund Balance</b>		<b>325,930.67</b>
<b>Total Liabilities And Fund Balance</b>		<b>326,530.67</b>

As one of the requirements of the redevelopment ready communities' program, City Council, the Planning Commission, and the DDA are to hold an annual joint meeting. It was voted upon by Council to hold the meeting annually on the first Monday of February