

- 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, OCTOBER 25, 2022, 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 meeting held September 27, 2022
- VI. Bills
- VII. Bids
- VIII. New Business
 - A. Beckett and Raeder proposal
- IX. Unfinished Business
 - A. Gathering Place
- 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 AT WEST BRANCH CITY HALL, 121 N. FOURTH ST. WEST BRANCH, MI ON TUESDAY,
SEPTEMBER 27, 2022.

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

Present: Joanne Bennett, Samantha Fabbri, Autum Hunter, Sandy Rabidue, and Ken Walters.

Absent: Anthony Bair, Joe Clark, Erin Resteiner, and Cathy Zimmerman.

Others in attendance: City Manager John Dantzer

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As an addition to the agenda, Tim Knutsen of Beckett and Raeder submitted three new preliminary plans for an updated Gathering Place design. It was the consensus of the board to have him proceed with working on plans for design option A which included a centralized gas fire place and no construction of a shelter structure. Mr. Knutsen noted he would submit an updated plan for the next meeting.

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**MOTION BY FABBRI, SECOND BY BENNETT, TO EXCUSE MEMBERS BAIR,
CLARK, RESTEINER, AND ZIMMERMAN FROM THE MEETING.**

Yes – Bennett, Fabbri, Hunter, Rabidue, and Walters.

No – None Absent – Bair, Clark, Resteiner, and Zimmerman

Motion carried.

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**MOTION BY FABBRI, SECOND BY RABIDUE, TO APPROVE THE MINUTES FROM
THE REGULAR MEETING HELD AUGUST 23, 2022.**

Yes – Bennett, Fabbri, Hunter, Rabidue, and Walters.

No – None Absent – Bair, Clark, Resteiner, and Zimmerman

Motion carried.

* * * * *

**MOTION BY FABBRI, SECOND BY HUNTER, TO APPROVE BILLS IN THE
AMOUNT OF \$10,860.29**

Yes – Bennett, Fabbri, Hunter, Rabidue, and Walters.

No – None

Absent – Bair, Clark, Resteiner, and Zimmerman

Motion carried.

* * * * *

Member Rabidue went over the total cost for the downtown flowers and discussed the possibility of doing some winter decorations in the downtown planters. It was the consensus of the Board to not proceed with the planter decorations and save the money for upcoming projects.

Member Hunter noted many of the bulbs in the alley's string lighting were out. Manager Dantzer noted he would look into seeing if they had enough bulbs to replace those that were out. The board discussed the possibility of purchasing more lights if they could not find replacement bulbs.

Member Hunter also noted downtown was busy during the farmers market and the downtown fountain is being heavily used for pictures.

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A communication from the Michigan Downtown Association annual conference was shared.

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The meeting was adjourned at 12:51 pm.

P R O P O S A L

DATE: 8.15.2022

TO: John Dantzer, City Manager, City of West Branch

FR: Tim Knutsen, RLA, ASLA, Landscape Architect, Principal

Purpose: Schematic Design and Engineering
The Gathering Place

Professional Involvement: Tim Knutsen, RLA, ASLA, Principal, Landscape Architect, BRI
Sophia Bonk, Project Landscape Architect, BRI

Professional Roles: Landscape Architecture

Scope of Work: The scope of work includes the following:

1. Conduct a project kickoff meeting including City and DDA representatives. The purposes of the meeting will be to confirm or adjust the work scope and schedule; to receive any past planning and engineering documents related to the subject property; and to receive design input from City and DDA representatives.
2. Perform an inventory and analysis of the project site. The purpose of the exercise will be to gain a better understanding of the existing condition of the subject property and adjacent surroundings, and to document information that may inform the schematic plan, including but not necessarily limited to:
 - Functional Relationships and Existing and Potential Conflicts
 - Physical and Environmental Factors
 - Aesthetic Influences
 - Existing Utilities
 - Existing and Anticipated Circulation
 - Safety and Accessibility

To ensure that the inventory and analysis is complete, we will provide the City an inventory and analysis summary for confirmation or additional input.

3. Prepare a preliminary plan, plans, and/or variations on a plan to propose development of the subject property into a public plaza that can serve as a community gathering place for informal events, picnicking, leisure and relaxation. We understand some of the criteria for the proposed development to include:
 - Enhanced Sense of Place
 - Aesthetic Harmony with Proposed Streetscape
4. Present preliminary plan(s) and accompanying opinion of preliminary construction cost for the proposed improvements to City and DDA representatives during a scheduled meeting, to receive input on the plan and to ultimately form a consensus supporting a preliminary plan option or set of options for the final schematic plan. Meeting will be conducted remotely.
5. Prepare a final schematic plan and accompanying opinion of preliminary construction cost for the proposed improvements. The final schematic plan will be in the form of a 24"x36" or larger color plan prepared to scale. The final schematic plan and opinion of preliminary construction cost will provide sufficient information for application to an MEDC development grant application.
6. Present the final schematic plan and accompanying opinion of preliminary construction cost for the proposed improvements to City and DDA representatives during a scheduled meeting. Receive input and finalize the plan and estimate accordingly based on input received during the meeting. Meeting will be conducted remotely.


Professional Services Fee: \$5,500

Not Included In Proposal: Topographic Survey
Geotechnical Inventory
3-D Renderings

Timeframe: Commencement upon Contract Authorization
Completion September 30, 2022

Submitted

Tim Knutsen, RLA, ASLA, Principal



Dated: 08/12/2022

Accepted

John Dantzer, City Manager

Dated: _____



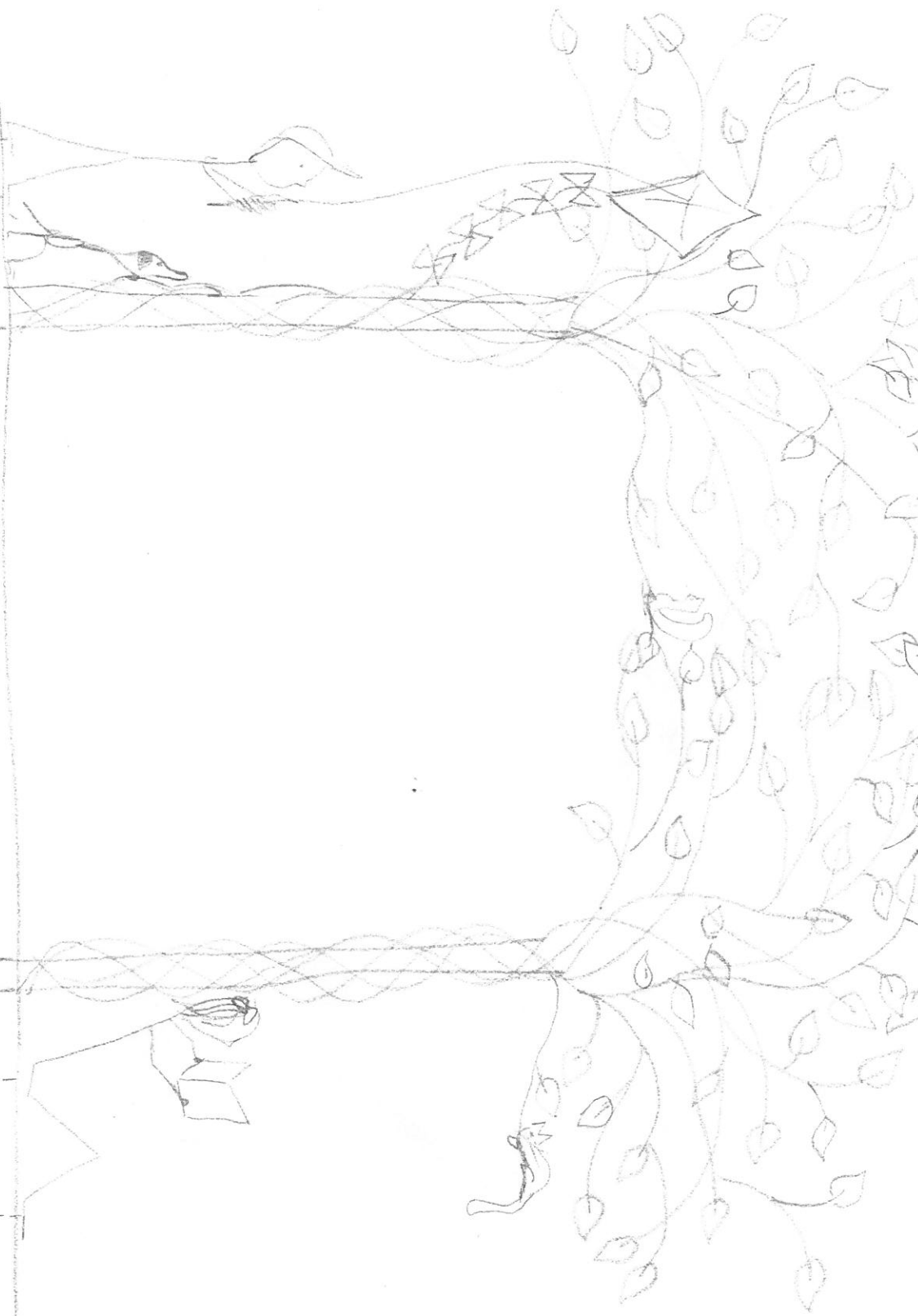






County of Riverside
Lake Skinner Recreation
Design by Schmidt Design Group, Inc.

ON THE GATHERING PLACE



This Drawing is done using
stick people. The Finished Project
will be 2D & 3D.



Commercial Site Furnishings

3521 Wetumpka Hwy
Montgomery, AL 36110-2717
P: 800-278-4480
F: 334-532-0912

Order taken by: Pam Edwards

INVOICE

Invoice #: CF081020XYI

Order Date: Aug 12, 2020 1:39pm

Order Status: Shipped

Purchase Order: DDA bench

Bill To:

Samantha Fabbri
City of West Branch
224 W Houghton Avenue
West Branch, MI 48661
US
slame1@aol.com
765-620-9242

Ship To:

Michelle Frechette
City of West Branch
121 N 4th Street
West Branch, MI 48661
US
989-345-0500

Item

6' Custom Diamond Pattern Logo Bench - Two Color

Item #:
CF-076-SW85R

Price

Qty

Total

1190.45

1.00

1,190.45

Item Options
Bench Color: Black
Back Plate: Beige



Subtotal \$1,190.45

†Taxes & Fees \$0.00

Shipping \$241.50

Grand Total \$1,431.95

Balance Due \$1,431.95

† Includes all applicable sales tax

Ship Tracking

FedEx (508738963-5)

Sep 28, 2020

Remember: All custom products are made using information you provide. Commercial Site Furnishings is not responsible for custom products that are made correctly with incorrect information provided by the customer. Please ensure all details of your order are 100% accurate. We take pride in our quality and customer satisfaction!

Qty of 1

8'

GL NUMBER	DESCRIPTION	2022-23	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	10/31/2022 NORM (ABNORM)	MONTH 10/31/22 INCR (DECR)	BALANCE NORM (ABNORM)		
Fund 248 - DDA OPERATING FUND								
Revenues								
Dept 000.000								
248-000.000-400.400	TAX INCREMENT FINANCING	80,000.00	80,000.00	63,682.87	0.00	16,317.13		79.60
248-000.000-403.400	CURRENT PROPERTY TAX GEN.OP.	12,000.00	12,000.00	6,324.63	364.34	5,675.37		52.71
248-000.000-408.400	PERSONAL PROPERTY TAX LOSS REIMBURSEMENT	20,000.00	20,000.00	0.00	0.00	20,000.00		0.00
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	0.00	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	71,357.50	364.34	42,142.50		62.87
TOTAL REVENUES								
		113,500.00	113,500.00	71,357.50	364.34	42,142.50		62.87
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	7,500.00	0.00		100.00
248-000.000-782.700	ADMINISTRATION	2,400.00	2,400.00	800.00	200.00	1,600.00		33.33
248-000.000-801.700	CONTRACTUAL SERVICES	87,200.00	87,200.00	8,977.37	0.00	78,222.63		10.30
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	0.00	0.00	1,500.00		0.00
Total Dept 000.000		113,500.00	113,500.00	17,294.36	7,700.00	96,205.64		15.24
TOTAL EXPENDITURES								
		113,500.00	113,500.00	17,294.36	7,700.00	96,205.64		15.24
Fund 248 - DDA OPERATING FUND:								
TOTAL REVENUES								
		113,500.00	113,500.00	71,357.50	364.34	42,142.50		62.87
TOTAL EXPENDITURES								
		113,500.00	113,500.00	17,294.36	7,700.00	96,205.64		15.24
NET OF REVENUES & EXPENDITURES								
		0.00	0.00	54,063.14	(7,335.66)	(54,063.14)		100.00

10/20/2022 10:10 AM
User: JOHN
DB: Westbranch City

BALANCE SHEET FOR WEST BRANCH
Period Ending 10/31/2022

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Fund 248 DDA OPERATING FUND

GL Number	Description	Balance
*** Assets ***		
248-000.000-001.000	CASH CHECKING - CHEMICAL BANK	268,110.83
248-000.000-040.402	ACCOUNTS RECEIVABLE - AR PROG	200.00
Total Assets		268,310.83
*** Liabilities ***		
248-000.000-214.400	ESCROW ACCOUNT	800.00
Total Liabilities		800.00
*** Fund Balance ***		
248-000.000-390.000	CARRY OVER	213,447.69
Total Fund Balance		213,447.69
Beginning Fund Balance		213,447.69
Net of Revenues VS Expenditures		54,063.14
Ending Fund Balance		267,510.83
Total Liabilities And Fund Balance		268,310.83




City DDA Snow Policy

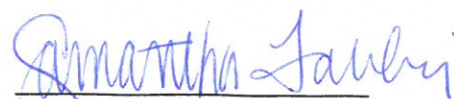
The winter season often presents additional responsibilities for downtown business owners as snow and ice can cause hazardous walking conditions for our downtown shoppers and visitors. In an effort to minimize the maintenance of the sidewalks which can be inconvenient and frustrating for everyone, the City and City Downtown Development Authority (DDA) have partnered to provide snow and ice removal on the downtown sidewalks. City crews will address sidewalks as soon as possible following a snow event in which there are 2 or more inches. We ask that each business owner assist us in keeping the sidewalks clear in front of their business for smaller amounts or until City crews can address them. As a reminder, a per City ordinance 2.3(t), **property owners remain responsible for the sidewalks**. Your help is greatly appreciated. Snow can create problems for all of us, but if we all cooperate, we can at least deal with the problem in a safe manner and provide our pedestrians, shoppers, and visitors with a safe and enjoyable downtown experience.

As a reminder, the West Branch DDA meets on the Fourth Tuesday of every month at 12:00 pm at the West Branch City Hall. The meetings are open to everyone and we encourage those that can attend to stop in to see what it going on and help make downtown West Branch a vibrant destination for locals and visitors alike. Our meeting agendas and minutes are posted on the City's website at www.westbranch.com. Your current DDA board consists of the following members:

Chairperson Samantha Fabbri – owner of The Silver Lining – contact info: fabbriwbdda@westbranch.com
Vice- Chairperson Joe Clark – owner of Morse Clark Furniture – contact info: clarkwbdda@westbranch.com
Treasurer Sandy Rabidue – owner of Office Central – contact info: rabiduewbdda@westbranch.com
Cathy Zimmerman – Beltone Skoric Hearing Aid Center – contact info: zimmermanwbdda@westbranch.com
Ken Walters – Chief of the City Police – contact info: waltersk@westbranch.com
Joanne Bennett – Administrative Assistant Pepsi - contact info: bennettwbccouncil@westbranch.com
Autum Hunter – owner of Grand Illusions – contact info: hunterwbdda@westbranch.com
Anthony Bair – Director of McLaren Health Care – contact info: bairwbdda@westbranch.com
Erin Resteiner – Owner of Highway Brewery and Kit's - contact info: resteinerwbdda@westbranch.com

Please feel to reach out to us or City Manager, John Dantzer at City Hall if you have any questions or concerns.


John Dantzer, City Manager


Samantha Fabbri, DDA Chair

REGULAR MEETING OF THE WEST BRANCH PLANNING COMMISSION HELD IN THE COUNCIL CHAMBERS
OF CITY HALL, 121 NORTH FOURTH STREET, ON TUESDAY, OCTOBER 11, 2022.

Vice Chairperson Bob David called the meeting to order at 6:00 p.m.

Present: Bob David, Josh Erickson, Mike Jackson, and Rusty Showalter.

Absent: Yvonne DeRoso, Kara Fachting, and Cori Lucynski

Others officers in attendance: City Manager/zoning administrator, John Dantzer

All stood for the Pledge of Allegiance.

**MOTION BY ERICKSON, SECOND BY JACKSON, TO APPROVE THE MINUTES FROM THE
MEETING HELD SEPTEMBER 27, 2022.**

Yes — David, Erickson, Jackson, Showalter

No – None Absent –DeRoso, Fachting, Lucynski Motion carried

As an addition to the agenda, sign permit SP22-12 for Ace Hardware at 2106 M-76 was submitted. City Manager Dantzer noted a variance was needed on the sign permit because the free-standing monument sign and digital sign were larger than allowed in the General Business District. He further noted the monument sign was the same size as the monument sign it was replacing and the digital sign was high enough that it would not create any safety concerns and noted his recommendation for approval.

Member David noted his concern with the brightness of the digital sign. It was noted that the sign ordinance addresses digital signs and that they shall not be detrimental to neighboring properties nor cause any safety issues.

**MOTION BY JACKSON, SECOND BY ERICKSON, TO APPROVE THE VARIANCE AND ALLOW THE
ADDITIONAL SQUARE FOOTAGE FOR THE MONUMENT SIGN AND DIGITAL SIGN AS PRESENTED
FOR SIGN PERMIT SP22-12, ACE HARDWARE.**

Yes — David, Erickson, Jackson, Showalter

No – None Absent –DeRoso, Fachting, Lucynski Motion carried

MOTION BY DAVID, SECOND BY SHOWALTER, TO RESCHEDULE THE NOVEMBER MEETING TO
TUESDAY, NOVEMBER 1 AT 6:00 PM DUE TO THE GENERAL ELECTION FALLING ON THE REGULARLY
SCHEDULED MEETING NIGHT.

Yes — David, Erickson, Jackson, Showalter

No – None

Absent –DeRoso, Fachting, Lucynski

Motion carried

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Meeting was adjourned at 6:13 pm