

- 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, OCTOBER 31, 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 meeting held September 26, 2023
- VI. Bills
- VII. Bids
- VIII. New Business
- IX. Unfinished Business
- X. Reports
 - A. MDOT report
 - B. Chairperson Report
 - B. Member Report
 - C. Treasurers Report
 - D. City Manager Report
 - E. Planning Commission
- XI. Communications
 - A. DNR Spark Grant response
- XII. Public comment
- XIII. Adjournment

Next Meeting – Tuesday, September 26, 2023

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

Internet where meeting notices are posted: 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 cancel its regular meeting scheduled for Tuesday, October 24 and reschedule it to Tuesday, October 31 at 12:00 pm at the West Branch City Hall, 121 N. Fourth St., West Branch, MI 48661. The reason for rescheduling the meeting is due to the Council Chambers being used for the City's annual audit.

DATE: Tuesday, October 31, 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.

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 2:00 pm on October 23, 2023, on the City of West Branch bulletin board, as well as on the City of West Branch website.

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 26, 2023.

The meeting was called to order by Vice Chairperson Joe Clark at 12:00 pm.

Present: Joanne Bennett, Alan Bruder, Joe Clark, Autum Hunter, Sandy Rabidue, and Erin Resteiner.

Absent: Samantha Fabbri, Ken Walters, and Cathy Zimmerman.

Others present: Acting Secretary/City Manager John Dantzer

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**MOTION BY RABIDUE, SECOND BY HUNTER, TO APPROVE THE MINUTES FROM
THE MEETING HELD AUGUST 22, 2023.**

Yes – Bennett, Bruder, Clark, Hunter, Rabidue, Resteiner
No – None Absent – Fabbri, Walters, Zimmerman Motion carried

* * * * *

**MOTION BY RABIDUE, SECOND BY HUNTER, TO APPROVE THE BILLS IN THE
AMOUNT OF \$7,782.83.**

Yes – Bennett, Bruder, Clark, Hunter, Rabidue, Resteiner
No – None Absent – Fabbri, Walters, Zimmerman Motion carried

* * * * *

The Board discussed moving the next meeting due to the Council Chambers not being available due to the City being in their annual audit. It was the consensus to switch the October meeting to October 31st at noon, if needed.

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**MOTION BY CLARK, SECOND BY RABIDUE, TO EXCUSE MEMBERS FABBRI,
WALTERS, AND ZIMMERMAN FROM THE MEETING.**

Yes – Bennett, Bruder, Clark, Hunter, Rabidue, Resteiner
No – None Absent – Fabbri, Walters, Zimmerman Motion carried

* * * * *

Vice Chairperson Clark welcomed new member Alan Bruder to the Board.

Vice Chairperson Clark also spoke on the road construction and the removal of some downtown trees.

Member Resteiner asked about the possibility of hosting events downtown next year on side streets to help the downtown businesses. Acting Secretary/Manager Dantzer noted he didn't think there would be any issues as long as it wasn't planned on an MDOT detour route.

The Treasures report was submitted.

Acting Secretary/Manager Dantzer noted he was asked by a downtown business owner about the possibility of using the Gathering Place as a temporary parking lot during the road construction project to help cover the spots they will be losing on Houghton Ave.

MOTION BY BRUDER, SECOND BY RESTEINER, TO APPROVE THE USE OF THE GATHERING PLACE AS A TEMPORARY PARKING LOT WHILE HOUGHTON AVE IS UNDER CONSTRUCTION.

Yes – Bennett, Bruder, Clark, Hunter, Rabidue, Resteiner
No – None Absent – Fabbri, Walters, Zimmerman Motion carried

The board discussed hours for trick or treating and if they wanted to reestablish trick or treating downtown from 5:00-6:00 pm with the city-wide trick or treating starting at 6:00. It was the consensus of the Board to have downtown trick or treating running from 5:00 pm-6:00 pm on Halloween.

The Board discussed highlights of the Planning Commission minutes including the development of old mill building, old bicycle factory building, old City PD building, and a City grant for water infrastructure that will be announced by the State in September.

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A communication from the MEDC noting the City of West Branch was not chosen as an awardee for this round of grant funding as a part of their Public Spaces Grant Program was shared.

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The meeting was adjourned at 12:32 pm.

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

BILLS

Beckett & Raeder	\$ 135.00
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Paid but not approved

TOTAL BILLS	\$ 135.00
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B R i
Beckett&Raeder
535 W. William St, Ste 101
Ann Arbor, MI 48103
Tel: (734) 663-2622

John Dantzer
City of West Branch
121 N. 4th Street
West Branch, MI 48661

INVOICE

INVOICE DATE: 9/1/2023
INVOICE NO: 2023880
BILLING THROUGH: 8/31/2023

2021088 West Branch Streetscape M-55 Corridor Improvements

Managed By: Timothy C Knutsen

DESCRIPTION	CONTRACT AMOUNT	% COMPLETE	BILLED TO DATE	PREVIOUSLY BILLED	CURRENT AMOUNT
West Branch Streetscape M-55 Corridor Improvements - DD - CD 2021088	\$56,750.00	92.09	\$52,261.65	\$52,126.65	\$135.00
TOTAL	\$56,750.00		\$52,261.65	\$52,126.65	\$135.00

SUBTOTAL \$135.00
AMOUNT DUE THIS INVOICE \$135.00

This invoice is due on 10/1/2023

Original bid amount	\$56,750.00
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Payments

4/18/2022	\$12,367.00
5/30/2022	\$6,799.87
6/30/2022	\$6,260.00
9/30/2022	\$1,977.50
2/7/2023	\$750.00
4/4/2023	\$4,635.00
6/7/2023	\$10,388.53
8/22/2023	\$5,347.50
8/2/2023	\$2,776.25
9/7/2023	\$555.00
10/3/2023	\$270.00

Previous paid	\$52,126.65
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Current due	<hr/> \$135.00
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Amount remaining after this payment	\$4,488.35
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PERIOD ENDING 11/30/2023

GL NUMBER	DESCRIPTION	2023-24		2023-24		YTD BALANCE 11/30/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 11/30/23 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	BALANCE NORM (ABNORM)	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	68,593.03	0.00	11,406.97	85.74			
248-000.000-403.400	CURRENT PROPERTY TAX GEN.OP.	10,000.00	10,000.00	8,675.90	0.00	1,324.10	86.76			
248-000.000-408.400	PERSONAL PROPERTY TAX LOSS REIMBURSEMENT	40,000.00	40,000.00	49,179.87	0.00	(9,179.87)	122.95			
248-000.000-664.400	INTEREST INCOME	0.00	0.00	455.90	0.00	(455.90)	100.00			
248-000.000-695.400	MISCELLANEOUS	1,500.00	1,500.00	400.00	0.00	1,100.00	26.67			
Total Dept 000.000		131,500.00	131,500.00	127,304.70	0.00	4,195.30	96.81			
TOTAL REVENUES										
		131,500.00	131,500.00	127,304.70	0.00	4,195.30	96.81			
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	800.00	0.00	1,600.00	33.33			
248-000.000-801.700	CONTRACTUAL SERVICES	104,800.00	104,800.00	49,997.71	0.00	54,802.29	47.71			
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	0.00	0.00	300.00	0.00			
248-000.000-940.700	GEN. MAINTENANCE/SNOW REMOVAL	9,000.00	9,000.00	0.00	0.00	9,000.00	0.00			
248-000.000-956.700	EXPENSES	1,500.00	1,500.00	12.83	0.00	1,487.17	0.86			
Total Dept 000.000		131,500.00	131,500.00	58,310.54	0.00	73,189.46	44.34			
TOTAL EXPENDITURES										
		131,500.00	131,500.00	58,310.54	0.00	73,189.46	44.34			
Fund 248 - DDA OPERATING FUND:										
TOTAL REVENUES										
		131,500.00	131,500.00	127,304.70	0.00	4,195.30	96.81			
TOTAL EXPENDITURES										
		131,500.00	131,500.00	58,310.54	0.00	73,189.46	44.34			
NET OF REVENUES & EXPENDITURES										
		0.00	0.00	68,994.16	0.00	(68,994.16)	100.00			

10/26/2023 09:40 AM
User: JOHN
DB: Westbranch City

BALANCE SHEET FOR WEST BRANCH
Period Ending 11/30/2023

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Fund 248 DDA OPERATING FUND

GL Number	Description	Balance
*** Assets ***		
248-000.000-001.000	CASH CHECKING - CHEMICAL BANK	364,908.72
Total Assets		364,908.72
*** Liabilities ***		
248-000.000-214.400	ESCROW ACCOUNT	200.00
Total Liabilities		200.00
*** Fund Balance ***		
248-000.000-390.000	CARRY OVER	295,714.56
Total Fund Balance		295,714.56
Beginning Fund Balance		295,714.56
Net of Revenues VS Expenditures		68,994.16
Ending Fund Balance		364,708.72
Total Liabilities And Fund Balance		364,908.72

Item Description	Units	Quantity	Unit Price	Auth. Amount	
_ Conduit, DB, 2, 1 1/4 inch- DDA PORTION	Ft	38.760	\$30.94	\$1,199.23	DDA
_ Conduit, DB, 2, 1 1/4 inch - CITY PORTION	Ft	12.240	\$30.94	\$378.71	CITY
_ Conduit, DB, 3, 1 1/4 inch - DDA PORTION	Ft	22.800	\$35.83	\$816.92	DDA
_ Conduit, DB, 3, 1 1/4 inch - CITY PORTION	Ft	7.200	\$35.83	\$257.98	CITY
_ Conduit, DB, 4, 1 1/4 inch - DDA PORTION	Ft	31.920	\$43.99	\$1,404.16	DDA
_ Conduit, DB, 4, 1 1/4 inch - CITY PORTION	Ft	10.080	\$43.99	\$443.42	CITY
_ Conduit, Directional Bore, 2, 2 inch - DDA PORTION	Ft	61.560	\$52.09	\$3,206.66	DDA
_ Conduit, Directional Bore, 2, 2 inch - CITY PORTION	Ft	19.440	\$52.09	\$1,012.63	CITY
_ Conduit, Schedule 80, 1 1/4 inch - DDA PORTION	Ft	8,421.560	\$11.51	\$96,932.16	DDA
_ Conduit, Schedule 80, 1 1/4 inch - CITY PORTION	Ft	2,659.440	\$11.51	\$30,610.15	CITY
_ Fence, Structure, Handrail- DDA PORTION	Ft	120.000	\$200.00	\$24,000.00	DDA
_ Fence, Structure, Handrail- CITY PORTION	Ft	162.000	\$200.00	\$32,400.00	CITY
_ Light Std Fdn, Precast, Type 1 - DDA PORTION	Ea	77.520	\$1,680.00	\$130,233.60	DDA
_ Light Std Fdn, Precast, Type 1 - CITY PORTION	Ea	24.480	\$1,680.00	\$41,126.40	CITY
_ Light Std Fdn, Precast, Type 2 - DDA PORTION	Ea	3.040	\$3,747.00	\$11,390.88	DDA
_ Light Std Fdn, Precast, Type 2 - CITY PORTION	Ea	0.960	\$3,747.00	\$3,597.12	CITY
_ Light Std Fdn, Spec - DDA PORTION	Ea	0.760	\$3,454.00	\$2,625.04	DDA
_ Light Std Fdn, Spec - CITY PORTION	Ea	0.240	\$3,454.00	\$828.96	CITY
_ Modular Block Wall	Sft	939.000	\$75.00	\$70,425.00	CITY
_ Planter Curb	Ft	976.000	\$27.00	\$26,352.00	DDA
_ Water Main, HDPE, 12 inch, Directional B ore	Ft	400.000	\$500.00	\$200,000.00	WATER
Aggregate Base - DDA PORTION	Ton	69.160	\$42.00	\$2,904.72	DDA
Aggregate Base - CITY PORTION	Ton	21.840	\$42.00	\$917.28	CITY
Approach, CII - DDA PORTION	Ton	44.080	\$54.00	\$2,380.32	DDA
Approach, CII - CITY PORTION	Ton	13.920	\$54.00	\$751.68	CITY
Conduit, Schedule 80, 2 inch - DDA PORTION	Ft	55.480	\$35.40	\$1,963.99	DDA
Conduit, Schedule 80, 2 inch - CITY PORTION	Ft	17.520	\$35.40	\$620.21	CITY
Curb and Gutter, Conc, Det F4 - DDA PORTION	Ft	19.760	\$22.50	\$444.60	DDA
Curb and Gutter, Conc, Det F4 - CITY PORTION	Ft	6.240	\$22.50	\$140.40	CITY
Curb and Gutter, Rem - DDA PORTION	Ft	19.760	\$6.50	\$128.44	DDA
Curb and Gutter, Rem - CITY PORTION	Ft	6.240	\$6.50	\$40.56	CITY
Ero Con, Inlet Protection, Fabric Drop - DDA PORTION	Ea	0.760	\$120.00	\$91.20	DDA
Ero Con, Inlet Protection, Fabric Drop - CITY PORTION	Ea	0.240	\$120.00	\$28.80	CITY
Exploratory Investigation, Vertical - DDA PORTION	Ft	22.800	\$50.00	\$1,140.00	DDA
Exploratory Investigation, Vertical - CITY PORTION	Ft	7.200	\$50.00	\$360.00	CITY
Fence, Rem - DDA PORTION	Ft	5.460	\$100.00	\$546.00	DDA
Fence, Rem - CITY PORTION	Ft	7.540	\$100.00	\$754.00	CITY
Fire Hydrant	Ea	15.000	\$4,460.00	\$66,900.00	WATER
Flowable Fill, Non-Structural	Cyd	3.000	\$300.00	\$900.00	WATER
Gate Valve and Box, 12 inch	Ea	27.000	\$4,249.00	\$114,723.00	WATER
Gate Valve and Box, 6 inch	Ea	15.000	\$1,802.00	\$27,030.00	WATER
Gate Valve and Box, 8 inch	Ea	17.000	\$2,818.00	\$47,906.00	WATER
Gate Well, Abandon	Ea	17.000	\$226.00	\$3,842.00	WATER
Hh, Polymer Conc - DDA PORTION	Ea	5.320	\$1,315.00	\$6,995.80	DDA
Hh, Polymer Conc - CITY PORTION	Ea	1.680	\$1,315.00	\$2,209.20	CITY
Hh, Rem - DDA PORTION	Ea	6.840	\$220.00	\$1,504.80	DDA

Hh, Rem - CITY PORTION	Ea	2.160	\$220.00	\$475.20	CITY
HMA Approach - DDA PORTION	Ton	46.360	\$125.00	\$5,795.00	DDA
HMA Approach - CITY PORTION	Ton	14.640	\$125.00	\$1,830.00	CITY
HMA Surface, Rem- DDA PORTION	Syd	187.720	\$3.20	\$600.70	DDA
HMA Surface, Rem - CITY PORTION	Syd	59.280	\$3.20	\$189.70	CITY
Hydrant, Rem	Ea	10.000	\$575.00	\$5,750.00	WATER
Light Std Fdn, Rem - DDA PORTION	Ea	66.880	\$288.00	\$19,261.44	DDA
Light Std Fdn, Rem - CITY PORTION	Ea	21.120	\$288.00	\$6,082.56	CITY
Light Std Shaft, Rem and Salv - DDA PORTION	Ea	66.120	\$175.00	\$11,571.00	DDA
Light Std Shaft, Rem and Salv - CITY PORTION	Ea	20.880	\$175.00	\$3,654.00	CITY
Masonry and Conc Structure, Rem	Cyd	1,210.000	\$0.01	\$12.10	CITY
Polyethylene Encasement	Ft	6,464.000	\$1.50	\$9,696.00	WATER
Pyrus calleryana 'Cleveland Select', 2in	Ea	50.000	\$400.00	\$20,000.00	DDA
Sidewalk, Conc, 4 inch - DDA PORTION	Sft	141.360	\$4.50	\$636.12	DDA
Sidewalk, Conc, 4 inch - CITY PORTION	Sft	44.640	\$4.50	\$200.88	CITY
Sidewalk, Conc, 6 inch - DDA PORTION	Sft	36.480	\$6.00	\$218.88	DDA
Sidewalk, Conc, 6 inch - CITY PORTION	Sft	11.520	\$6.00	\$69.12	CITY
Sidewalk, Rem - DDA PORTION	Syd	28.880	\$8.00	\$231.04	DDA
Sidewalk, Rem - CITY PORTION	Syd	9.120	\$8.00	\$72.96	CITY
Site Preparation, Max \$7,900.00	LS	1.000	\$7,000.00	\$7,000.00	DDA
Steel Casing Pipe, 20in,Jacked in Place	Ft	140.000	\$551.00	\$77,140.00	WATER
Subbase, CIP	Cyd	63.000	\$0.01	\$0.63	CITY
Water Main, 10 inch, Cut and Plug	Ea	1.000	\$634.00	\$634.00	WATER
Water Main, 12 inch, Cut and Plug	Ea	1.000	\$920.00	\$920.00	WATER
Water Main, 4 inch, Cut and Plug	Ea	2.000	\$394.00	\$788.00	WATER
Water Main, 6 inch, Cut and Plug	Ea	14.000	\$427.00	\$5,978.00	WATER
Water Main, 8 inch, Cut and Plug	Ea	7.000	\$525.00	\$3,675.00	WATER
Water Main, DI, 12 inch	Ft	140.000	\$149.00	\$20,860.00	WATER
Water Main, DI, 12 inch, Tr Det G	Ft	4,759.000	\$166.00	\$789,994.00	WATER
Water Main, DI, 6 inch, Tr Det G	Ft	277.000	\$122.00	\$33,794.00	WATER
Water Main, DI, 8 inch, Tr Det G	Ft	1,288.000	\$213.00	\$274,344.00	WATER
Water Serv	Ea	24.000	\$2,711.00	\$65,064.00	WATER
Water Serv, Long	Ea	46.000	\$6,050.00	\$278,300.00	WATER
SUBTOTAL MDOT BID WORK				\$2,609,302.35	

Mobilization, Max \$1,208,200.00 - DDA PORTION	LS	0.140	\$338,296.00	\$47,361.44	DDA
Mobilization, Max \$1,208,200.00 - CITY PORTION	LS	0.090	\$338,296.00	\$30,446.64	CITY
Mobilization, Max \$1,208,200.00 - WATER PORTION	LS	0.770	\$338,296.00	\$260,487.92	WATER

TOTAL MDOT MOBILATION **\$338,296.00**

Engineering - DDA PORTION	Ea	0.140	\$442,139.75	\$61,899.57	DDA
Engineering - CITY PORTION	Ea	0.090	\$442,139.75	\$39,792.58	CITY
Engineering - WATER PORTION	Ea	0.770	\$442,139.75	\$340,447.61	WATER

TOTAL MDOT ENGINEERING **\$442,139.75**
TOTAL MDOT COST **\$3,389,738.10**

Trash cans	Ea	10.000	\$583.93	\$5,839.30	DDA
Benches	Ea	16.000	\$1911.82	\$30,589.12	DDA

Irrigation	Ea	1.000	\$49474.00	\$49,474.00
Lights - DDA portion	Ea	93.000	\$2220.00	\$206,460.00
Lights - CITY portion	Ea	16.000	\$2220.00	\$35,520.00
Light installation - DDA portion	Ea	0.850	\$400,000.00	\$340,000.00
Light installation - City portion	Ea	0.150	\$400,000.00	\$60,000.00

TOTAL CITY BID WORK

\$727,882.42

TOTAL COST

\$4,117,620.52

DDA

DDA

CITY

DDA

CITY

	MDOT BID PORTION	TOTAL COST %	MOBILIZATION TOTAL	ENGINEERING TOTAL	CITY BID TOTAL	TOTALS	AVAILABLE FUNDS			AMOUNT TO FINANCE
							ARPA	DWSRF grant	DDA funds	
WATER	\$2,028,238.00	77.0%	\$260,487.92	\$340,447.61		\$2,629,173.53	\$215,431.88	\$1,760,000.00		\$653,741.65
DDA	\$381,574.71	14.0%	\$47,361.44	\$61,899.57	\$632,362.42	\$1,123,198.14			\$45,968.12	\$1,077,230.02
CITY	\$199,489.64	9.0%	\$30,446.64	\$39,792.58	\$95,520.00	\$365,248.86				\$365,248.86
TOTAL	\$2,609,302.35	100.0%	\$338,296.00	\$442,139.75	\$727,882.42	\$4,117,620.52				\$2,096,220.52
							less City portion-committed infrastructure			\$365,000.00
							TOTAL AMOUNT TO FUND			\$1,731,220.52

FUNDING SOURCE OPTIONS

Bond total	\$2,250,000.00	20 YR BOND	\$1,750,000.00
Committed infrastructure	\$615,000.00	ANNUAL PMT	\$146,940.99
DDA carryover	\$288,204.00	DDA-66%	\$96,981.05
Water replacement fund car	\$820,000.00	WATER-34%	\$49,959.94
City carryover	\$593,069.00		

John Dantzer

From: noreply-migrants@michigan.gov
Sent: Monday, October 9, 2023 2:32 PM
To: citymanager@westbranch.com
Subject: Application Outcome for ARPA-0897

City of West Branch - Ogemaw, Ogemaw

ARPA-0897 - City of West Branch Placemaking and Parks expansion

We regret to inform you that the application noted above was not recommended by the DNR Director. This is a competitive grant program. More applications were submitted than could be funded.

New DNR Recreation Grant applications are accepted on April 1 each year. If you would like to discuss potential projects and strategies for a future application, contact your Grant Coordinator.

Thank you for your interest in the Michigan Spark Grant Program.

Sincerely,
Grants Management
Finance and Operations Division
Michigan Department of Natural Resources