

- 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 FRIDAY, DECEMBER 15, 2023, BEGINNING AT 12:00 P.M.

- I. Call to Order
- II. Roll Call
- III. Public comment on agenda items only
- IV. New Business
 - A. Year accomplishments and 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 Friday, December 15, 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 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.

The projects worked on during 2023 and the main areas of focus for the 2024 calendar year would be as follows:

1. Development of the Gathering Place.
 - The DDA was not able to proceed with the project in 2023 as grant funds were not available. The board submitted grants for both the DNR Michigan Spark Grant and the MEDC Public Spaces Grant program in the spring of 2023 but were unsuccessful in receiving any award. We will continue to monitor for additional funding sources.
2. Work with City Council on the Houghton Ave redesign project.
 - The Board worked on the streetscape project with the bid being awarded in 2023 and the project taking place from April through November of 2024. The board finalized funding for the project and have a bond in place to pay for the costs.
3. Continue the downtown flower and snow removal projects.
 - The Board again sponsored the flowers in 2023 and will look at doing a fall project in 2024 as the MDOT road reconstruction project will not allow for the planting of flowers next spring. They will again sponsor the snow removal from the downtown during the winter.
4. Work on seasonal themed banners.
 - No banners were decided upon during 2023 but we will continue to discuss optional themed banners that would be instituted after the road reconstruction and streetscape is completed in 2024.

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- 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 November 28, 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
- XII. Public comment
- XIII. Adjournment

Next Meeting – Tuesday, September 26, 2023

REGULAR MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY
HELD AT WEST BRANCH CITY HALL, 121 N. FOURTH ST. WEST BRANCH, MI ON TUESDAY,
NOVEMBER 28, 2023.

The meeting was called to order by Chairperson Samantha Fabbri at 12:02 pm.

Present: Joanne Bennett, Samantha Fabbri, Autum Hunter, Sandy Rabidue, and Cathy Zimmerman.

Absent: Alan Bruder, Joe Clark, Erin Resteiner, and Ken Walters.

Others present: Acting Secretary/City Manager John Dantzer

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

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

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**MOTION BY BENNETT, SECOND BY RABIDUE, TO APPROVE THE MINUTES
FROM THE MEETINGS HELD SEPTEMBER 26, 2023 AND OCTOBER 31, 2023.**

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

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**MOTION BY BENNETT, SECOND BY FABBRI, TO APPROVE THE BILLS IN THE
AMOUNT OF \$540.00 AND AUTHORIZE SECRETARY/MANAGER DANTZER TO
PAY BECKETT AND RAEDER UP TO THEIR CONTRACTED AMOUNT FOR THE
HOUGHTON AVE REDESIGN IF BILLIING WITH DOCUMENTATION IS TURNED
IN.**

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

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The Board discussed the rescheduling of December’s meeting due to it falling on the day
after Christmas.

**MOTION BY ZIMMERMAN, SECOND BY FABBRI, TO CANCEL DECEMBER'S
REGULARLY SCHEDULED MEETING AND LEAVE OPEN THE POSSIBILITY OF
CALLING A SPECIAL MEETING IF NEEDED.**

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

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Chairperson Fabbri reminded everyone of the upcoming Art and Wine walk and noted some issues with the downtown lights. She also noted that during the last Retail Merchants meeting, they discussed working with the DDA to help promote downtown businesses during the road reconstruction project scheduled for 2024.

Member Zimmerman noted the rope blocking off the Gathering Place needed to be reinstalled.

Member Hunter noted a new resale store opened downtown.

Secretary/Manager Dantzer noted ground plugs similar to what we currently have downtown in the tree planters were not included in the MDOT project so that would be extra if DDA wanted them. It was the consensus to have Secretary/Manager Dantzer look into the cost of adding the ground level plugs.

Secretary/Manager Dantzer went over the breakdown on the total cost of the streetscape project.

Secretary/Manager Dantzer discussed the automatic sprinkling system and the estimated cost involved for that project. After discussion that watering could be done by City staff at the same time the flowers outside of the downtown area was done, it was the consensus to eliminate the automatic sprinklers from the project.

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A communication from the DNR Spark Grant was shared, noting the City was not chosen for funding.

A schematic of the downtown lights were shared.

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The meeting was adjourned at 12:35 pm.

PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	2023-24		2023-24 AMENDED BUDGET	YTD BALANCE 12/31/2023		ACTIVITY FOR MONTH 12/31/23		AVAILABLE BALANCE		% BDGT USED
		ORIGINAL BUDGET			NORM (ABNORM)		INCR (DECR)	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	8,860.67		11.41	1,139.33		88.61	
248-000.000-408.400	PERSONAL PROPERTY TAX LOSS REIMBURSEMEN	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	1,349.61		0.00	(1,349.61)		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	128,383.18		11.41	3,116.82		97.63	
TOTAL REVENUES											
		131,500.00		131,500.00	128,383.18		11.41	3,116.82		97.63	
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	1,200.00		200.00	1,200.00		50.00	
248-000.000-801.700	CONTRACTUAL SERVICES	104,800.00		104,800.00	50,451.71		405.00	54,348.29		48.14	
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	59,164.54		605.00	72,335.46		44.99	
TOTAL EXPENDITURES											
		131,500.00		131,500.00	59,164.54		605.00	72,335.46		44.99	
Fund 248 - DDA OPERATING FUND:											
TOTAL REVENUES											
		131,500.00		131,500.00	128,383.18		11.41	3,116.82		97.63	
TOTAL EXPENDITURES											
		131,500.00		131,500.00	59,164.54		605.00	72,335.46		44.99	
NET OF REVENUES & EXPENDITURES											
		0.00		0.00	69,218.64		(593.59)	(69,218.64)		100.00	

12/07/2023 03:26 PM
User: JOHN
DB: Westbranch City

BALANCE SHEET FOR WEST BRANCH
Period Ending 12/31/2023

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Fund 248 DDA OPERATING FUND

GL Number	Description	Balance
*** Assets ***		
248-000.000-001.000	CASH CHECKING - CHEMICAL BANK	365,898.20
Total Assets		365,898.20
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
248-000.000-390.000	CARRY OVER	296,679.56
Total Fund Balance		296,679.56
Beginning Fund Balance		296,679.56
Net of Revenues VS Expenditures		69,218.64
Ending Fund Balance		365,898.20
Total Liabilities And Fund Balance		365,898.20

SPECIAL MEETING OF THE WEST BRANCH PLANNING COMMISSION HELD IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET, ON TUESDAY, NOVEMBER 7, 2023.

Chairperson Cori Lucynski called the meeting to order at 6:00 p.m.

Present: Bob David, Yvonne DeRoso, Josh Erickson, Kara Fachting, Mike Jackson, Cori Lucynski, and Rusty Showalter.

Absent: None

Others officers in attendance: Acting secretary/zoning administrator, John Dantzer

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All stood for the Pledge of Allegiance.

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At 6:02, Chairperson Lucynski opened the public hearing to take comment on ordinance 23-02 which would amend the zoning of several parcels through out the City.

No one wished to speak on the subject.

MOTION BY FACHTING, SECOND BY JACKSON, TO CLOSE THE PUBLIC HEARING.

Yes — David, DeRoso, Erickson, Fachting, Jackson, Lucynski, Showalter

No – None

Absent –None

Motion carried

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MOTION BY DEROSO, SECOND BY SHOWALTER, TO APPROVE THE MINUTES FROM THE MEETING HELD OCTOBER 10, 2023.

Yes — David, DeRoso, Erickson, Fachting, Jackson, Lucynski, Showalter

No – None

Absent –None

Motion carried

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MOTION BY SHOWALTER, SECOND BY FACHTING, TO RECOMMEND TO CITY COUNCIL THE APPROVAL OF ORDINANCE 23-02 WHICH WOULD REZONE PARCEL # 052-462-009-00 FROM CENTRAL BUSINESS DISTRICT TO MIXED-USE DISTRICT AND THE REZONING OF PARCEL #'S 052-108-003-00, 052-108-04-00, 052-108-005-00, AND 052-108-006-00 FROM SINGLE-FAMILY RESIDENTIAL TO MIXED-USE DISTRICT BECAUSE THE ZONING IS CONSISTENT WITH THE GOALS AND OBJECTIVES OF THE MASTERPLAN, IS CONSISTENT WITH THE SURROUNDING USES, DOES NOT POSE AN IMPACT ON THE SURROUNDING PROPERTIES, DOES NOT CREATE A DETERRENT TO THE IMPROVEMENT OR DEVELOPMENT OF

ADJACENT PROPERTIES, WILL NOT CREATE A SPECIAL PRIVILEGE TO AN INDIVIDUAL PROPERTY OWNER, AND WILL POSE NO IMPACT TO THE CITY'S INFRASTRUCTURE OR PROGRAMS.

Yes — David, DeRoso, Erickson, Fachting, Jackson, Lucynski, Showalter

No – None

Absent –None

Motion carried

Chairperson Lucynski spoke on the Veteran's Banners.

Member DeRoso gave an update on the MDOT work that took place in Ogemaw Township and noted they are planning a ribbon cutting for the pathway that connects the Township to the City.

Member Jackson spoke on the passing of June Longstreet and commended her many years of service to the City and the Planning Commission.

Member Fachting gave an update on the cleanup of the old bicycle factory and commended the Ogemaw football team for their great year.

Member Showalter echoed the sentiments of Member Jackson and spoke on the passing of June Longstreet as well.

Secretary/Zoning Administrator Dantzer discussed concerns with the expansion of electric vehicle charging stations and noted the Commission may want to look into updating the zoning ordinance to deal with them. It was discussed that this was something that would be looked at moving forward.

Chairperson Lucynski closed the meeting at 6:28 pm.