

- 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, MARCH 28, 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 January 17, 2023 and the minutes from the joint meeting with Council and Planning held February 6, 2023
- VI. Bills
- VII. Bids
- VIII. New Business
  - A. Approval of budget recommendation to Council
- IX. Unfinished Business
- 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

SPECIAL MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY  
HELD AT WEST BRANCH CITY HALL, 121 N. FOURTH ST. WEST BRANCH, MI ON TUESDAY,  
JANUARY, 17 2023.

The meeting was called to order by Chairperson Samantha Fabbri at 12:17 pm.

Present: Joanne Bennett, Samantha Fabbri, Sandy Rabidue, Ken Walters, and Cathy Zimmerman.

Absent: Anthony Bair, Joe Clark, Erin Resteiner, and Autum Hunter.

Others in attendance: Acting Secretary John Dantzer

\* \* \* \* \*

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

**Yes – Bennett, Fabbri, Rabidue, Walters, and Zimmerman**

**No – None      Absent – Bair, Clark, Resteiner, and Hunter      Motion carried.**

\* \* \* \* \*

**MOTION BY FABBRI, SECOND BY BENNETT, TO APPROVE THE MINUTES FROM  
THE REGULAR AND INFORMATIONAL MEETINGS HELD DECEMBER 27, 2022.**

**Yes – Bennett, Fabbri, Rabidue, Walters, and Zimmerman**

**No – None      Absent – Bair, Clark, Resteiner, and Hunter      Motion carried.**

\* \* \* \* \*

**MOTION BY FABBRI, SECOND BY BENNETT, TO APPROVE THE BILLS IN THE  
AMOUNT OF \$3,185.00**

**Yes – Bennett, Fabbri, Rabidue, Walters, and Zimmerman**

**No – None      Absent – Bair, Clark, Resteiner, and Hunter      Motion carried.**

\* \* \* \* \*

The Board discussed the base designs for the streetscape project due to the requirement from MDOT to have a federally approved breakaway base. The board discussed the York and the Yale design and the option to choose either the more decorative base that is more costly or the plain base that costs less.

**MOTION BY FABBRI, SECOND BY RABIDUE, TO SWITCH THE BASES FOR THE STREETScape PROJECT FROM THE YORK 17 TO THE YALE 17 DESIGN DUE TO COST CONCERNS.**

**Yes – Bennett, Fabbri, Rabidue, Walters, and Zimmerman**

**No – None      Absent – Bair, Clark, Resteiner, and Hunter      Motion carried.**

\* \* \* \* \*

**MOTION BY FABBRI, SECOND BY BENNET, TO CANCEL THE REGULAR MEETING SCHEDULED FOR TUESDAY, JANUARY 24, 2023.**

**Yes – Bennett, Fabbri, Rabidue, Walters, and Zimmerman**

**No – None      Absent – Bair, Clark, Resteiner, and Hunter      Motion carried.**

\* \* \* \* \*

Chairperson Fabbri updated the Board on the upcoming bus tour event that would take place on February 3.

Chairperson Fabbri also reminded everyone of the upcoming joint DDA meeting on January 19<sup>th</sup> at 6:00 pm at the Ogemaw Township Hall.

Member Bennett noted a handicap ramp on the corner of Houghton and Third St. that needed to be looked at due to safety concerns.

Member Rabidue discussed the possibility of including a downtown speaker system in the streetscape design. It was the consensus of the Board to look into including that option.

Acting Secretary Dantzer reminded everyone of the upcoming joint meeting with the Planning Commission and City Council scheduled for Monday, February 6 at 6:00 at the West Branch Police Department.

\* \* \* \* \*

The meeting was adjourned at 12:31 pm.

SPECIAL MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY  
HELD AT THE WEST BRANCH POLICE DEPARTMENT, 130 PAGE ST. ON MONDAY,  
FEBRUARY 6, 2023.

The meeting was called to order by Vice Chairperson Joe Clark.

Present: Joanne Bennett, Joseph Clark, Ken Walters, and Cathy Zimmerman.

Absent: Anthony Bair, Samantha Fabbri, Autum Hunter, Sandy Rabidue, and Erin Resteiner.

\* \* \* \* \*

All stood for the pledge of allegiance

\* \* \* \* \*

There was no quorum present so no official business could take place.

\* \* \* \* \*

Vice Chair Clark provided the annual report to City Council noting they are continuing to work on the Gathering Place, continuing to work on the streetscape project for the MDOT reconstruction, continued the downtown flower program, continued the downtown snow removal program, are continuing to work on seasonal banners with the hopes to have them ready when the new streetscape takes effect, approved a facade grant program, and also noted they decided against looking into the Historical District for the downtown.

\* \* \* \* \*

The meeting was adjourned at 6:23 pm.

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

**BILLS**

Beckett and Raeder – Streetscape	\$1,215.00
Becket and Raeder - Streetscape	\$3,420.00

Paid but not approved

<b>TOTAL BILLS</b>	<b>\$4,635.00</b>
--------------------	-------------------

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: 12/1/2022  
INVOICE NO: 20221134  
BILLING THROUGH: 11/30/2022

### 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	51.75	\$29,369.37	\$28,154.37	\$1,215.00
<b>TOTAL</b>	<b>\$56,750.00</b>		<b>\$29,369.37</b>	<b>\$28,154.37</b>	<b>\$1,215.00</b>

**SUBTOTAL** \$1,215.00  
**AMOUNT DUE THIS INVOICE** \$1,215.00

This invoice is due on 12/31/2022

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: 1/1/2023  
INVOICE NO: 2023096  
BILLING THROUGH: 12/31/2022

### 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	57.78	\$32,789.37	\$29,369.37	\$3,420.00
<b>TOTAL</b>	<b>\$56,750.00</b>		<b>\$32,789.37</b>	<b>\$29,369.37</b>	<b>\$3,420.00</b>

**SUBTOTAL** **\$3,420.00**

**AMOUNT DUE THIS INVOICE** **\$3,420.00**

This invoice is due on 1/31/2023

Original bid amount	\$56,750.00
---------------------	-------------

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
----------	----------

Previous paid	<u>\$28,154.37</u>
---------------	--------------------

Current due	<u>\$4,635.00</u>
-------------	-------------------

Amount remaining after this payment	\$23,960.63
--	-------------



		2022-23	2022-23	2023-24	DDA
		ACTIVITY	BUDGET	RECOMMENDED	RECOMMENDED
Fund 248 - DDA OPERATING FUND					
ESTIMATED REVENUES					
Dept 000.000					
248-000.000-400.400	TAX INCREMENT FINANCING	79,548	80,000	80,000	
248-000.000-403.400	CURRENT PROPERTY TAX GEN.OP.	6,832	12,000	10,000	
248-000.000-408.400	PERSONAL PROPERTY TAX LOSS REIMBURSEMENT	43,935	20,000	40,000	
248-000.000-664.400	INTEREST INCOME				
248-000.000-695.400	MISCELLANEOUS	1,350	1,500	1,500	
Totals for dept 000.000 -		131,665	113,500	131,500	
TOTAL ESTIMATED REVENUES					
		131,665	113,500	131,500	
APPROPRIATIONS					
Dept 000.000					
248-000.000-729.700	FLOWER PROJECT		5,000	5,000	
248-000.000-750.700	RETAIL MERCHANTS	7,500	7,500	7,500	
248-000.000-782.700	ADMINISTRATION	1,400	2,400	2,400	
248-000.000-801.700	CONTRACTUAL SERVICES	10,142	87,200	104,800	
248-000.000-865.700	PROFESSIONAL DEVELOPMENT		1,000	1,000	
248-000.000-935.703	SHOWMOBILE EXPENSES	17	300	300	
248-000.000-940.700	GEN. MAINTENANCE/SNOW REMOVAL		8,600	9,000	
248-000.000-956.700	EXPENSES	118	1,500	1,500	
Totals for dept 000.000 -		19,177	113,500	131,500	
TOTAL APPROPRIATIONS					
		19,177	113,500	131,500	
NET OF REVENUES/APPROPRIATIONS - FUND 248					
BEGINNING FUND BALANCE		112,488		0	
FUND BALANCE ADJUSTMENTS		213,448	213,448	213,448	
ENDING FUND BALANCE		325,936	213,448	213,448	

03/23/2023 10:20 AM  
User: JOHN  
DB: Westbranch City

BALANCE SHEET FOR WEST BRANCH  
Period Ending 03/31/2023

Page: 1/1

Fund 248 DDA OPERATING FUND

GL Number	Description	Balance
*** Assets ***		
248-000.000-001.000	CASH CHECKING - CHEMICAL BANK	325,038.56
248-000.000-040.402	ACCOUNTS RECEIVABLE - AR PROG	400.00
Total Assets		325,438.56
*** Liabilities ***		
248-000.000-214.400	ESCROW ACCOUNT	200.00
Total Liabilities		200.00
*** Fund Balance ***		
248-000.000-390.000	CARRY OVER	203,236.69
Total Fund Balance		203,236.69
Beginning Fund Balance		203,236.69
Net of Revenues VS Expenditures		122,001.87
Ending Fund Balance		325,238.56
Total Liabilities And Fund Balance		325,438.56

03/23/2023 10:18 AM

User: JOHN

DB: Westbranch City

PERIOD ENDING 03/31/2023

% Fiscal Year Completed: 75.07

GL NUMBER	DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	YTD BALANCE 03/31/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/23 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	END BALANCE 06/30/2022 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	77,396.35	(2,151.38)	2,603.65	96.75	79,520.98
248-000.000-403.400	CURRENT PROPERTY TAX GEN.OP.	12,000.00	12,000.00	9,150.96	2,318.59	2,849.04	76.26	10,657.62
248-000.000-408.400	PERSONAL PROPERTY TAX LOSS RE	20,000.00	20,000.00	43,935.32	0.00	(23,935.32)	219.68	29,251.43
248-000.000-634.400	GRANT	0.00	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	0.06
248-000.000-695.400	MISCELLANEOUS	1,500.00	1,500.00	1,750.00	0.00	(250.00)	116.67	2,500.00
248-000.000-695.408	INSURANCE CLAIM INCOME	0.00	0.00	3,755.00	3,755.00	(3,755.00)	100.00	0.00
Total Dept 000.000		113,500.00	113,500.00	135,987.63	3,922.21	(22,487.63)	119.81	121,930.09
TOTAL REVENUES								
		113,500.00	113,500.00	135,987.63	3,922.21	(22,487.63)	119.81	121,930.09
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	3,888.21
248-000.000-750.700	RETAIL MERCHANTS	7,500.00	7,500.00	7,500.00	0.00	0.00	100.00	7,500.00
248-000.000-782.700	ADMINISTRATION	2,400.00	2,400.00	1,800.00	200.00	600.00	75.00	2,400.00
248-000.000-801.700	CONTRACTUAL SERVICES	87,200.00	87,200.00	4,550.37	0.00	82,649.63	5.22	65,461.93
248-000.000-865.700	PROFESSIONAL DEVELOPMENT	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	0.00
248-000.000-935.703	SHOWMOBILE EXPENSES	300.00	300.00	16.99	0.00	283.01	5.66	9.99
248-000.000-940.700	GEN. MAINTENANCE/SNOW REMOVAL	8,600.00	8,600.00	0.00	0.00	8,600.00	0.00	0.00
248-000.000-948.700	DDA MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	8,000.00
248-000.000-956.700	EXPENSES	1,500.00	1,500.00	118.40	0.00	1,381.60	7.89	337.26
Total Dept 000.000		113,500.00	113,500.00	13,985.76	200.00	99,514.24	12.32	87,597.39
TOTAL EXPENDITURES								
		113,500.00	113,500.00	13,985.76	200.00	99,514.24	12.32	87,597.39
Fund 248 - DDA OPERATING FUND:								
TOTAL REVENUES		113,500.00	113,500.00	135,987.63	3,922.21	(22,487.63)	119.81	121,930.09
TOTAL EXPENDITURES		113,500.00	113,500.00	13,985.76	200.00	99,514.24	12.32	87,597.39
NET OF REVENUES & EXPENDITURES		0.00	0.00	122,001.87	3,722.21	(122,001.87)	100.00	34,332.70

REGULAR MEETING OF THE WEST BRANCH PLANNING COMMISSION HELD IN THE COUNCIL CHAMBERS  
OF CITY HALL, 121 NORTH FOURTH STREET, ON TUESDAY, MARCH 14, 2023.

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

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

Absent: Yvonne DeRoso and Cori Lucynski.

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

\*\*\*\*\*

All stood for the Pledge of Allegiance.

\*\*\*\*\*

**MOTION BY SHOWALTER SECOND BY FACHTING, TO APPROVE THE MINUTES FROM THE  
MEETING HELD FEBRUARY 21, 2023.**

**Yes — David, Erickson, Fachting, Jackson, Showalter**

**No – None**

**Absent –DeRoso, Lucynski**

**Motion carried**

\*\*\*\*\*

**MOTION BY JACKSON, SECOND BY DAVID, TO EXCUSE MEMBERS LUCYNSKI AND DEROSO  
FROM THE MEETING AND TO EXCUSE MEMBER FACHTING FROM THE FEBRUARY 21 MEETING.**

**Yes — David, Erickson, Fachting, Jackson, Showalter**

**No – None**

**Absent –DeRoso, Lucynski**

**Motion carried**

\*\*\*\*\*

**MOTION BY JACKSON, SECOND BY ERICKSON, TO APPROVE THE 2022 ANNUAL REPORT AS  
PRESENTED.**

**Yes — David, Erickson, Fachting, Jackson, Showalter**

**No – None**

**Absent –DeRoso, Lucynski**

**Motion carried**

\*\*\*\*\*

Member David noted how nice the new Ace Hardware signs looked.

\*\*\*\*\*

Vice-Chairperson David closed the meeting at 6:26 pm