

- 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, APRIL 23, 2024, 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 meetings held March 26, 2024
- VI. Bills
- VII. Bids
- VIII. New Business
  - A, Downtown Planters
- IX. Unfinished Business
  - A. Approval of budget
- 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 – May 28, 2024, 12:00 pm

REGULAR MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY  
HELD AT WEST BRANCH CITY HALL, 121 N. FOURTH ST. WEST BRANCH, MI ON TUESDAY,  
MARCH 26, 2024.

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

Present: Joe Clark, Samantha Fabbri, Autum Hunter, Sandy Rabidue, and Cathy Zimmerman.

Absent: Joanne Bennett, Alan Bruder, Erin Resteiner, and Ken Walters.

Others present: Acting Secretary/City Manager John Dantzer and MDOT representative Kim Mullins.

\* \* \* \* \*

**MOTION BY CLARK, SECOND BY RABIDUE, TO APPROVE THE MINUTES FROM  
THE MEETINGS HELD JANUARY 23, 2024, FEBRUARY 5, 2024, AND FEBRUARY  
28, 2024.**

**Yes – Clark, Fabbri, Hunter, Rabidue, Zimmerman  
Absent – Bennett, Bruder, Resteiner, Walters**

**No – None  
Motion carried**

\* \* \* \* \*

The Board discussed the estimates received on the different downtown speaker options including burial in conduit, direct burial, and wireless. The consensus was that not having the wireless system would be best to avoid any reliability issues. It was also noted that the direct burial would have to be used because the conduit price was too expensive. MDOT rep, Kim Mullins, noted her concern that something may happen to one of the lines during construction if the lines weren't protected. She also noted she would look into the possibility of MDOT doing a change order in their scope of work which could save the DDA money on conduit installation. It was the consensus to have Secretary/Manager Dantzer send the speaker line details to Ms. Mullins and she would provide a quote.

**MOTION BY RABIDUE, SECOND BY HUNTER, TO AUTHORIZE MANAGER  
DANTZER TO GET THE QUOTE FROM MDOT AND APPROVE THE PROJECT IF  
THE TOTAL COST OF THE PROJECT IS LESS THAN \$50,000**

**Yes – Clark, Fabbri, Hunter, Rabidue, Zimmerman  
Absent – Bennett, Bruder, Resteiner, Walters**

**No – None  
Motion carried**

\* \* \* \* \*

Ms. Mullins gave an update on the Houghton Ave project and went over the different phases and timelines.

\* \* \* \* \*

The board reviewed a façade grant application from Alexander Limited Partnership for 111 N. Third St. The breakdown in cost for exterior work only was discussed and it was determined that they did qualify for the maximum amount of \$10,000. The Board also discussed that it did not have the grant budgeted for in this year's budget but that they did have money available. It was further discussed that they would like to award the maximum amount with the hopes that it could lead to other business redevelopment.

**MOTION BY FABBRI, SECOND BY ZIMMERMAN, TO AWARD THE FAÇADE GRANT TO ALEXANDER LIMITED PARTNERSHIP FOR 111 N. THIRD ST. IN THE AMOUNT OF \$10,000**

**Yes – Clark, Fabbri, Hunter, Rabidue, Zimmerman  
Absent – Bennett, Bruder, Resteiner, Walters**

**No – None  
Motion carried**

\* \* \* \* \*

Member Zimmerman asked to be excused from the meeting at which a quorum no longer existed so official business could no longer be voted upon.

\* \* \* \* \*

The board discussed the budget for fiscal year 25. It was the consensus to add a line item for façade grant expense and resubmit it for final approval at the next meeting.

\* \* \* \* \*

Chairperson Fabbri gave an update on the Art and Wine walk.

Member Hunter noted she would like to look closer at the banners before they order anything new to see about ways to keep them from coming off the brackets.

\* \* \* \* \*

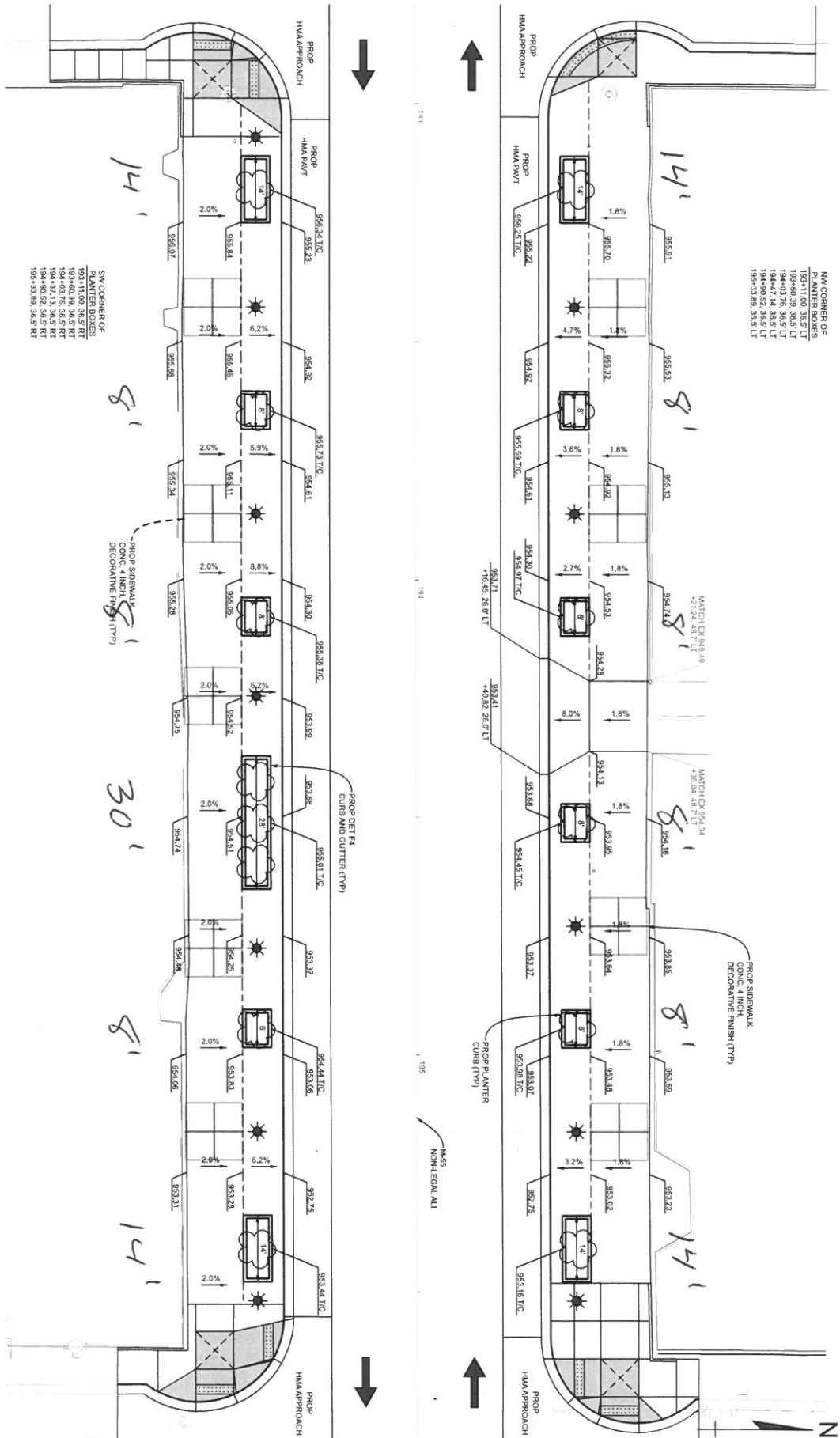
The meeting was adjourned at 12:47 pm.

N 3RD ST

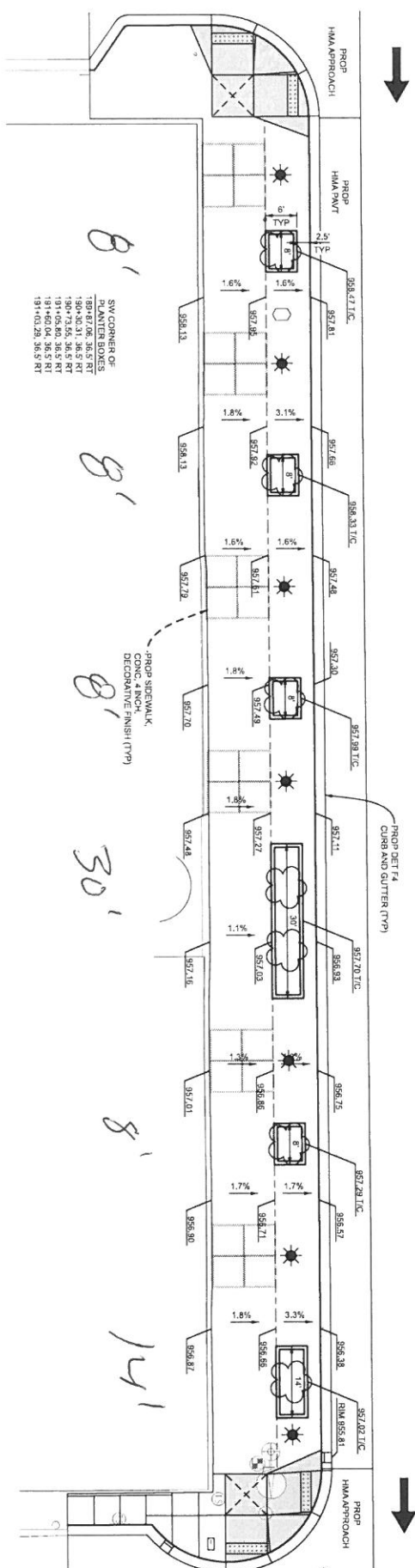
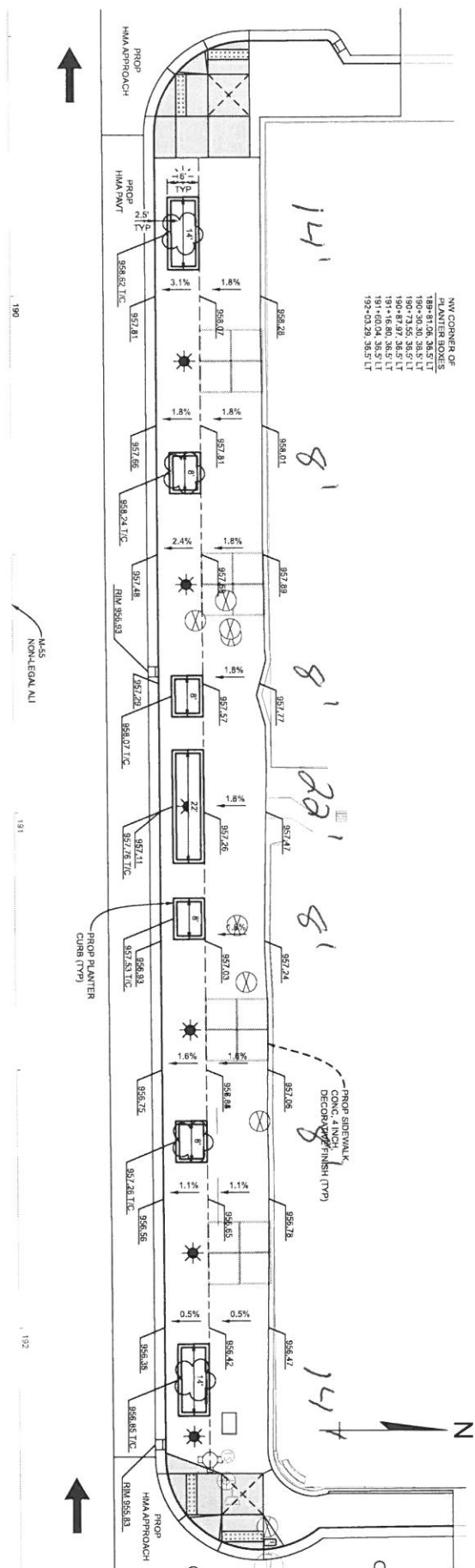
N 2ND ST


M-55

M-55



NO. 3RD ST		NO. 2ND ST	
NO.	DATE	NO.	DATE
1	10/1/11	1	10/1/11
FINAL ROW PLAN REVISIONS		SUBMITTAL DATE	
DESCRIPTION		DESCRIPTION	
NO SCALE		DATE: 05/01/23	
FILE: 201111A_DET/ORD_004.dgn		DESIGN UNIT: SCHWENG	
TSSC: ALPENA		CS: 65032	
		JN: 201118	
		DETAIL GRADE SHEET	
		M-55	
		DRAWING SHEET	
		M-55 SECT 1	
		DET/ORD 210	



N 4TH ST				N 4TH ST			
NO.	DATE	AUTH	DESCRIPTION	NO.	DATE	AUTH	DESCRIPTION
 Virginia Department of Transportation				NO SCALE			
File: 201118_DETGRD_07.dgn				DATE: 05/01/23 DESIGN UNIT: SIC-EMDIO TSC: ALPENA			
				CS: 65032 JN: 201118			
				DETAIL GRADE SHEET M-35			
				DRAWING SHEET M-55 DETGRD 021			

Fund 248 - DDA FUND		23-24 ORIGINAL	23-24 CURRENT	2024-25
GL NUMBER	DESCRIPTION	BUDGET	AMENDED BUDGET	RECOMMENDED BUDGET
Revenues				
Dept 000.000				
248-000.000-400.400	TAX INCREMENT FINANCING	80,000.00	80,000.00	80,000
248-000.000-403.400	CURRENT PROPERTY TAX GEN.OP.	10,000.00	10,000.00	10,000
248-000.000-408.400	PERSONAL PROPERTY TAX LOSS REIMBURSEMENT	40,000.00	40,000.00	40,000
248-000.000-664.400	INTEREST INCOME	0.00	0.00	10,800
248-000.000-692.000	PROCEEDS ON CONTRACT PAYABLE	0.00	0.00	0
248-000.000-695.400	MISCELLANEOUS	1,500.00	1,500.00	1,200
Total Dept 000.000		131,500.00	131,500.00	142,000
TOTAL REVENUES				
Expenditures				
248-000.000-728.000	FAÇADE PROJECT	131,500.00	131,500.00	142,000
248-000.000-729.700	FLOWER PROJECT	5,000.00	5,000.00	10,000
248-000.000-750.700	RETAIL MERCHANTS	7,500.00	7,500.00	5,000
248-000.000-782.700	ADMINISTRATION	2,400.00	2,400.00	7,500
248-000.000-801.700	CONTRACTUAL SERVICES	104,800.00	104,800.00	2,400
248-000.000-865.700	PROFESSIONAL DEVELOPMENT	1,000.00	1,000.00	8,319
248-000.000-935.703	SHOWMOBILE EXPENSES	300.00	300.00	1,000
248-000.000-940.700	GEN. MAINTENANCE/SNOW REMOVAL	9,000.00	9,000.00	300
248-000.000-956.700	EXPENSES	1,500.00	1,500.00	9,000
248-000.000-959.000	CONTRIBUTIONS TO LOCAL GOVT	0.00	0.00	1,500
248-000.000-994.700	BOND			33,757
248-000.000-995.700	INTEREST DUE ON BONDS			63,224
Total Dept 000.000		131,500.00	131,500.00	142,000
TOTAL EXPENDITURES				
		131,500.00	131,500.00	142,000
TOTAL REVENUES				
		131,500.00	131,500.00	142,000
TOTAL EXPENDITURES				
		131,500.00	131,500.00	142,000
NET OF REVENUES & EXPENDITURES				
		0.00	0.00	0
CARRYOVER				
				203,236

04/19/2024 11:36 AM  
User: JOHN  
DB: Westbranch City

BALANCE SHEET FOR WEST BRANCH  
Period Ending 04/30/2024

Page: 1/1

Fund 248 DDA OPERATING FUND

GL Number	Description	Balance
*** Assets ***		
248-000.000-001.000	CASH CHECKING - CHEMICAL BANK	394,585.67
Total Assets		394,585.67
*** Liabilities ***		
248-000.000-214.400	ESCROW ACCOUNT	600.00
Total Liabilities		600.00
*** 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		97,306.11
Ending Fund Balance		393,985.67
Total Liabilities And Fund Balance		394,585.67

GL NUMBER	DESCRIPTION	2023-24		2023-24		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDTG USED
		ORIGINAL BUDGET	AMENDED BUDGET	04/30/2024 NORM (ABNORM)	04/30/2024 NORM (ABNORM)	MONTH 04/30/24 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	89,766.31	0.00	(9,766.31)	112.21					
248-000.000-402.400	CURRENT PROPERTY TAX GEN.OP.	10,000.00	10,000.00	10,829.86	1,792.21	(829.86)	108.30					
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					
248-000.000-665.400	INTEREST INCOME	0.00	0.00	5,894.61	0.00	(5,894.61)	100.00					
248-000.000-691.000	PROCEEDS FROM SALE OF BOND	0.00	0.00	0.00	0.00	0.00	0.00					
248-000.000-692.000	PROCEEDS ON CONTRACT PAYABLE	0.00	96,981.00	96,981.00	0.00	0.00	100.00					
248-000.000-692.400	MISCELLANEOUS	1,500.00	1,500.00	1,600.00	0.00	(100.00)	106.67					
Total Dept 000.000		131,500.00	228,481.00	254,251.65	1,792.21	(25,770.65)	111.28					
Dept 400.000 - BOND REVENUE												
248-400.000-691.000	PROCEEDS FROM SALE OF BOND	0.00	0.00	0.00	0.00	0.00	0.00					
Total Dept 400.000 - BOND REVENUE		0.00	0.00	0.00	0.00	0.00	0.00					
TOTAL REVENUES		131,500.00	228,481.00	254,251.65	1,792.21	(25,770.65)	111.28					
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	2,000.00	200.00	400.00	83.33					
248-000.000-801.700	CONTRACTUAL SERVICES	104,800.00	104,800.00	50,451.71	0.00	54,348.29	48.14					
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					
248-000.000-955.700	PROFESSIONAL DEVELOPMENT	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00					
248-000.000-956.700	EXPENSES	1,500.00	1,500.00	12.83	0.00	1,487.17	0.86					
248-000.000-959.000	CONTRIBUTIONS TO LOCAL GOVT	0.00	96,981.00	96,981.00	0.00	0.00	100.00					
Total Dept 000.000		131,500.00	228,481.00	156,945.54	200.00	71,535.46	68.69					
TOTAL EXPENDITURES		131,500.00	228,481.00	156,945.54	200.00	71,535.46	68.69					
Fund 248 - DDA OPERATING FUND:												
TOTAL REVENUES		131,500.00	228,481.00	254,251.65	1,792.21	(25,770.65)	111.28					
TOTAL EXPENDITURES		131,500.00	228,481.00	156,945.54	200.00	71,535.46	68.69					
NET OF REVENUES & EXPENDITURES		0.00	0.00	97,306.11	1,592.21	(97,306.11)	100.00					



REGULAR MEETING OF THE WEST BRANCH PLANNING COMMISSION HELD IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET, ON TUESDAY, APRIL 9, 2024.

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

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

Absent: Josh Erickson

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

\*\*\*\*\*

All stood for the Pledge of Allegiance.

\*\*\*\*\*

**MOTION BY JACKSON, SECOND BY DAVID, TO APPROVE THE MINUTES FROM THE MEETING HELD MARCH 12, 2024**

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

**No – None**

**Absent –Erickson**

**Motion carried**

\*\*\*\*\*

John Iacoangeli from Beckett and Raeder (attending virtually) continued discussion on the City's Economic Development Strategy. The Board reviewed the strengths and weaknesses of the City, the focus area, and strategy sections. Mr. Iacoangeli noted he would take the comments from the night's meeting and bring back a draft to review for approval at the next meeting.

\*\*\*\*\*

**MOTION BY JACKSON, SECOND BY DAVID, TO EXCUSE MEMBERS DEROSO AND LUCYNSKI FROM THE MARCH MEETING.**

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

**No – None**

**Absent –Erickson**

**Motion carried**

\*\*\*\*\*

Member DeRoso noted she was honored to be nominated for the Chamber of Commerce Community Impact Award. She also noted the Ogemaw Housing Committee continues to move forward and they are looking at some funding options.

Member Jackson noted the construction downtown had started and invited everyone to the Airport picnic on Saturday, April 13 at 11:00 to celebrate being named the General Aviation Airport of the year.

Member Showalter commended MDOT for their wayfinding signs helping direct traffic to the downtowns businesses.

\* \* \* \* \*

Chairperson Lucynski closed the meeting at 6:54 pm.