

- 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 26, 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 March 9, 2022
- VI. Bills
 - A. Beckett and Raeder
- VII. Bids
- VIII. New Business
 - A. Budget
- 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 THE WEST BRANCH CITY HALL, 121 N. FOURTH ST. WEST BRANCH, MI ON
WEDNESDAY, MARCH 9, 2022.

The meeting was called to order by Chairperson Samantha Fabbri at 6:30.

Present: Joe Clark, Samantha Fabbri, Autum Hunter, Sandy Rabidue (arrived at 6:35), Ken Walters and Cathy Zimmerman.

Absent: Anthony Bair, Joanne Bennett, and Erin Resteiner

Others in attendance: Manager John Dantzer

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**MOTION BY FABBRI, SECOND BY HUNTER, TO APPROVE THE MINUTES FROM
THE MEETING HELD MARCH 9, 2022.**

Yes – Clark, Fabbri, Hunter, Walters, and Zimmerman

No – None Absent – Bair, Bennett, Rabidue, and Resteiner

Motion carried.

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**MOTION BY FABBRI, SECOND BY HUNTER, TO APPROVE THE BILLS IN THE
AMOUNT OF \$7,500.**

Yes – Clark, Fabbri, Hunter, Walters, and Zimmerman

No – None Absent – Bair, Bennett, Rabidue, and Resteiner

Motion carried.

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**MOTION BY FABBRI, SECOND BY CLARK, TO EXCUSE MEMBERS BAIR,
BENNETT, AND CLARK FROM THE FEBRUARY 28TH MEETING AND TO EXCUSE
MEMEBERS BAIR, BENNETT, AND RESTEINER FROM TONIGHTS MEETING.**

Yes – Clark, Fabbri, Hunter, Walters, and Zimmerman

No – None Absent – Bair, Bennett, Rabidue, and Resteiner

Motion carried.

Members discussed the proposal from Beckett and Raeder for engineering services for the streetscape plan. It was noted that the total cost is for work to be done within and outside of the DDA. Discussion centered around the cost sharing alternatives with the City.

MOTION BY FABBRI, SECOND BY HUNTER, TO APPROVE THE RECOMMENDATION TO COUNCIL TO PARTICPATE IN A COST SHARING FOR THE STREETSCAPE ENGINEERING WITH 30% BEING PAID BY THE DDA AND 70% BEING PAID BY THE CITY.

Yes – Clark, Fabbri, Hunter, Rabidue, Walters, and Zimmerman

No – None Absent – Bair, Bennett, and Resteiner Motion carried.

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MOTION BY FABBRI, SECOND BY RABIDUE, TO APPROVE THE WEST BRANCH DDA FAÇADE PROGRAM AS SUBMITTED.

Yes – Clark, Fabbri, Hunter, Rabidue, Walters, and Zimmerman

No – None Absent – Bair, Bennett, and Resteiner Motion carried.

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Chairperson Fabbri updated the Board on the last Retail Merchants meeting and noted they are working on sending a letter to all businesses to invite them to meetings for updates on the Houghton Ave project.

Member Rabidue gave a flower update.

Member Hunter discussed possible new businesses in the community.

Member Rabidue presented the treasurer’s report.

Manager Dantzer went over grant opportunities for the gathering place in the MEDC Public Gathering Spaces Initiative and the Consumer’s Put your Town on the Map grant. Manager Dantzer noted the Consumers grant does require a presentation if you are chosen as one of the finalists and that he was out of town during the presentations so someone else would have to present. It was the consensus to have Manager Dantzer submit applications for both grants and that the Board would find a presenter if chosen.

Manager Dantzer shared information on the Michigan Historic Preservation conference.

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The meeting was adjourned at 7:25 pm.

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

BILLS

Beckett and Raeder	\$12,367.00
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Beckett and Raeder	\$ 1,820.50
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Paid but not approved	\$ 0.00
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TOTAL BILLS	\$14,187.50
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B R i Beckett&Raeder

535 West William, Suite 101
Ann Arbor, MI 48103
734.663.2622

MONTHLY INVOICE

BILL TO

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

PROJECT DESCRIPTION: West Branch Streetscape M-55 Corridor Improvements

INVOICE NUMBER	INVOICE DATE	PAYMENT DUE DATE	PROJECT NO.	BALANCE DUE
2022166	Feb 01, 2022	Mar 03, 2022	2021088	\$12,367.00

	Fee Summary		Previously Invoiced		Current Invoice		Remaining
	%	Stipulated	% phase completed	Amount billed	% complete	Value of completed	Amount remaining
DD - CD	100.00%	\$56,750.00	0.00%	\$0.00	21.79%	\$12,367.00	\$44,383.00
	100.00%	\$56,750.00	0.00%	\$0.00	21.79%	\$12,367.00	\$44,383.00

Invoice Total:						\$12,367.00
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Professional service fees and expenses for December & January

248 -000.000 - 801 700

Aging

	0-30	31 - 60	61 - 90	91-120	>>120	Total
West Branch Streetscape M-55 Corridor	\$12,367.00	--	--	--	--	\$12,367.00

MONTHLY INVOICE

BILL TO

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

PROJECT DESCRIPTION: West Branch Streetscape M-55 Corridor Improvements

INVOICE NUMBER	INVOICE DATE	PAYMENT DUE DATE	PROJECT NO.	BALANCE DUE
2022259	Mar 01, 2022	Mar 31, 2022	2021088	\$6,799.87

	Fee Summary		Previously Invoiced		Current Invoice		Remaining
	%	Stipulated	% phase completed	Amount billed	% complete	Value of completed	Amount remaining
DD - CD	100.00%	\$56,750.00	21.79%	\$12,367.00	33.77%	\$6,799.87	\$37,583.13
	100.00%	\$56,750.00	21.79%	\$12,367.00	11.98%	\$6,799.87	\$37,583.13

Invoice Total:							\$6,799.87
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Professional service fees and expenses for February

248-000-200 - 801.700 ^a 1,820⁵⁰
 101-728.000 - 801.700 4,979³⁷

Aging

	0-30	31 - 60	61 - 90	91-120	>>120	Total
West Branch Streetscape M-55 Corridor	\$19,166.87	—	—	—	—	\$19,166.87

Engineering proposal	\$56,750.00
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DDA portion-25%	\$14,187.50
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City portion-75%	\$42,562.50
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	\$56,750.00
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Beckett and Raeder bill #1	\$12,367.00
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subtotal	\$1,820.50
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Beckett and Raeder bill #2	\$1,820.50
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total	\$0.00
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		2020-21	2021-22	2021-22	2022-23	2022-23
		ACTIVITY	ACTIVITY	AMENDED	RECOMMENDED	DDA #
ESTIMATED REVENUES						
Dept 000.000						
248-000.000-400.400	TAX INCREMENT FINANCING	69,192	79,521	69,200	80,000	
248-000.000-403.400	CURRENT PROPERTY TAX GEN.OP.	11,499	10,274	11,500	12,000	
248-000.000-408.400	PERSONAL PROPERTY TAX LOSS REIMBURSEMENT	19,445	29,251	19,445	20,000	
248-000.000-634.400	GRANT				0	
248-000.000-664.400	INTEREST INCOME	44		100	0	
248-000.000-695.400	MISCELLANEOUS	1,350	1,500	800	1,500	
Totals for dept 000.000 -		101,530	120,546	101,045	113,500	
TOTAL ESTIMATED REVENUES		101,530	120,546	101,045	113,500	
APPROPRIATIONS						
Dept 000.000						
248-000.000-729.700	FLOWER PROJECT	4,806		5,000	5,000	
248-000.000-750.700	RETAIL MERCHANTS	7,500		7,500	7,500	
248-000.000-782.700	ADMINISTRATION	2,400	1,800	2,400	2,400	
248-000.000-801.700	CONTRACTUAL SERVICES	16,472	37,858	75,345	87,200	
248-000.000-865.700	PROFESSIONAL DEVELOPMENT	300		1,000	1,000	
248-000.000-935.703	SHOW/MOBILE EXPENSES		10	300	300	
248-000.000-940.700	GEN. MAINTENANCE/SNOW REMOVAL			8,000	8,600	
248-000.000-948.700	DDA MAINTENANCE	7,500			0	
248-000.000-956.700	EXPENSES	455	101	1,500	1,500	
248-000.000-956.802	BAD DEBT EXPENSE					
Totals for dept 000.000 -		39,433	39,769	101,045	113,500	
TOTAL APPROPRIATIONS		39,433	39,769	101,045	113,500	
NET OF REVENUES/APPROPRIATIONS - FUND 248		62,097	80,777		0	
BEGINNING FUND BALANCE		106,808	168,904		249,681	
FUND BALANCE ADJUSTMENTS						
ENDING FUND BALANCE		168,905	249,681		249,681	



121 North Fourth Street, West Branch, Michigan 48661
Phone 989-345-0500, Fax 989-345-4390, e-mail citymanager@westbranch.com
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In the revenues,

- I have an initial budget for our TIFF funds of \$80,000. We collected \$79,521 this past year.
- I have budgeted \$12,000 in our general operating taxes which is slightly up from the \$10,274 we collected this past year and is in response to a slight increase in taxable value as forecasted by the City assessor.
- The personal property tax reimbursement could vary a little but I have forecasted a little less than the previous year due to some changes coming on the personal property tax laws which will allow for larger write offs than past years.
- I don't have anything in grants at this time. Any grants awarded could be added as a budget amendment.
- Interest has been so low over the last couple years, we have not realized any interest revenue.
- Miscellaneous revenue is for things such as renting the showmobile, etc. I have left this at \$1,500 which is the same as last years.

In the expenses,

- I left \$5,000 in for flowers
- I left \$7,500 in for the Retail Merchants
- I left \$2,400 in for the administration. This is the amount to cover the costs of myself and office staff for any work done for the DDA. All funds have an administration costs associated with them.
- I left \$1,000 in professional development for any trainings and to pay for the annual fees to belong to the Michigan Downtown Association
- I left \$300 for showmobile repairs. If you didn't want this broken out by itself, you could just add this amount to expenses.



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- I budgeted \$8,600 for the annual maintenance which is up from the \$8,000. I used the Consumer Price Index to get a percentage of increase. Based on the rising cost of materials and wages, I think this is a pretty fair increase.
- DDA maintenance is the line item that used to be used for the annual maintenance.
- I left \$1,500 in expenses. This is just for miscellaneous expenses that may come up during the year. As noted in the showmobile line item, you could add that amount to this line item and then it can be used for whatever may come up.
- The \$87,200 for contractual services was what was computed once the expenses were subtracted from the revenues to give you a balanced budget.