

- AGENDA -

REGULAR MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY (DDA) TO BE HELD IN PERSON AND VIRTUALLY AT THE WEST BRANCH CITY POLICE DEPARTMENT, 130 PAGE ST, WEST BRANCH, MICHIGAN, 48661 ON TUESDAY, APRIL 27, 2021, 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 23, 2021
- VI. Bills
- VII. Bids
- VIII. Unfinished Business
 - A. Budget
- IX. New Business
- X. Reports
 - A. Chairperson Report
 - 1. Excuse members
 - B. Member Report
 - C. Treasurers Report
 - D. City Manager Report
 - 1. Schedule meeting with Beckett and Raeder
 - E. Planning Commission
- XI. Communications
- XII. Public comment
- XIII. Adjournment

REGULAR MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY
HELD IN PERSON AND VIRTUALLY AT THE WEST BRANCH CITY POLICE, 130 PAGE ST. ON
TUESDAY, MARCH 23, 2021.

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

Present: Joe Clark and Sandy Rabidue in person; Samantha Fabbri (West Branch-COVID), Ken Walters (West Branch-COVID), and Erin Resteiner (West Branch-COVID) attended virtually.

Absent: Members: Anthony Bair, Joanne Bennett, Autum Hunter, and Cathy Zimmerman.

Others present: City Manager John Dantzer.

* * * * *

MOTION BY FABBRI, SECOND BY RABIDUE, TO EXCUSE MEMBERS BAIR, BENNETT, HUNTER, AND ZIMMERMAN FROM THE MEETING.

Yes – Clark, Fabbri, Rabidue, Resteiner, Walters

No – None Absent – Bair, Bennet, Hunter, Zimmerman Motion carried.

* * * * *

MOTION BY FABBRI, SECOND BY RABIDUE, TO APPROVE THE MINUTES FROM THE MEETINGS HELD FEBRUARY 23 AND MARCH 12, 2021.

Yes – Clark, Fabbri, Rabidue, Resteiner, Walters

No – None Absent – Bair, Bennet, Hunter, Zimmerman Motion carried.

* * * * *

MOTION BY FABBRI, SECOND BY RABIDUE, TO REAPPOINT SAMANTHA FABBRI AS CHAIRPERSON, JOE CLARK AS VICE-CHAIRPERSON, SANDY RABIDUE AS TREASURER, AND JOHN DANTZER AS SECRETARY.

Yes – Clark, Fabbri, Rabidue, Resteiner, Walters

No – None Absent – Bair, Bennet, Hunter, Zimmerman Motion carried.

* * * * *

The Board discussed options for the purchase of downtown flowers for the summer of 21. It was the consensus of the board to have Member Rabidue work on the flowers.

**MOTION BY FABBRI, SECOND BY RESTEINER, TO APPROVE MEMBER RABIDUE
TO PURCHASE DOWNTOWN FLOWERS NOT TO EXCEED \$5,000.00**

Yes – Clark, Fabbri, Rabidue, Resteiner, Walters

No – None Absent – Bair, Bennet, Hunter, Zimmerman Motion carried.

* * * * *

Manager Dantzer went over the Library TIFF opt out and noted the 2020 amount would have to be paid back to them.

Manager Dantzer submitted a draft budget and the board discussed options to work on the budget. It was the consensus of the Board to have members Clark and Rabidue work as a budget subcommittee with Manager Dantzer and submit a finalized budget to the full board for approval.

Manager Dantzer went over updates to the Open Meeting Policy and noted that it was now acceptable to meet in groups of up to 25 with facemasks and social distance requirements still in effect.

Member Rabidue discussed the Gathering Place and Manager Dantzer noted he did not think MEDC would do anything on it until the summer of 2022.

* * * * *

The meeting was adjourned at 12:52 pm.

WEST BRANCH CITY
121 N. FOURTH STREET
WEST BRANCH, MI 48661
(989) 345-0500
WWW.WESTBRANCH.COM



INVOICE

Customer ID: WEST BRANCH DDA
Invoice Number: 2100000889
Service Date: 04/22/2021
Invoice Date: 04/22/2021
Due Date: 05/22/2021

WEST BRANCH DDA
121 N. FOURTH ST
WEST BRANCH, MI 48661

Property Address:

Remaining Unapplied Credits: 0.00

Quantity	Description	Unit Price	Amount
1.00	DDA MAINTENANCE	7,500.00	7,500.00

Total Invoice:	7,500.00
Credits Applied:	0.00
Payments Applied:	0.00
Invoice Balance:	7,500.00

2020-21 CONTRACT FOR DDA MAINTENANCE

Please attach portion below perforation with payment

WEST BRANCH CITY
121 N. FOURTH STREET
WEST BRANCH, MI 48661
(989) 345-0500
WWW.WESTBRANCH.COM

INVOICE

Customer ID: WEST BRANCH DDA
Invoice Number: 2100000889
Service Date: 04/22/2021
Invoice Date: 04/22/2021
Due Date: 05/22/2021
Invoice Balance: 7,500.00

Property Address:

WEST BRANCH DDA
121 N. FOURTH ST
WEST BRANCH, MI 48661



Fund 248 - DDA OPERATING FUND											
GL NUMBER	DESCRIPTION		2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY 4/30/21	2021-22 RECOMMENDED BUDGET	2022-23 RECOMMENDED BUDGET	2023-24 RECOMMENDED BUDGET	2024-25 RECOMMENDED BUDGET	2025-26 RECOMMENDED BUDGET
ESTIMATED REVENUES											
Dept 000,000											
248-000,000-400,400	TAX INCREMENT FINANCING		47,809	54,543	69,200	69,191.64	69,200	69,200	69,200	70,584	71,996
248-000,000-403,400	CURRENT PROPERTY TAX GEN.OP.		10,853	10,942	11,500	11,499.42	11,500	11,500	11,500	11,730	11,965
248-000,000-408,400	PERSONAL PROPERTY TAX LOSS REIMBURSEMENT			28,797	19,445	19,444.89	19,445	19,445	19,445	19,445	19,445
248-000,000-634,400	GRANT				0		0	0	0	0	0
248-000,000-664,400	INTEREST INCOME		371	740	500	-38.88	100	100	100	500	500
248-000,000-695,400	MISCELLANEOUS		5,485	800	1,000	1,000.00	800	800	800	800	800
Totals for dept 000,000 -			64,518	95,822	101,645	101,097.07	101,045	101,045	101,045	103,059	104,705
TOTAL ESTIMATED REVENUES											
			64,518	95,822	101,645	101,097.07	101,045	101,045	101,045	103,059	104,705
APPROPRIATIONS											
Dept 000,000											
248-000,000-729,700	FLOWER PROJECT		3,816	4,214	5,000	0.00	5,000	5,000	5,000	5,000	5,000
248-000,000-750,700	RETAIL MERCHANTS		7,500	7,500	7,500	7,500.00	7,500	7,500	7,500	7,500	7,500
248-000,000-782,700	ADMINISTRATION		6,000	2,400	2,400	2,000.00	2,400	2,400	2,400	2,400	2,400
248-000,000-801,700	CONTRACTUAL SERVICES		12,943	7,432	60,818	12,943.20	75,345	74,845	74,345	75,859	77,005
248-000,000-865,700	PROFESSIONAL DEVELOPMENT			990	1,000	300.00	1,000	1,000	1,000	1,000	1,000
248-000,000-935,703	SHOWMOBILE EXPENSES			300	300	0.00	300	300	300	300	300
248-000,000-940,700	GEN. MAINTENANCE/SNOW REMOVAL		12,512	7,500	7,500	0.00	8,000	8,500	9,000	9,500	10,000
248-000,000-956,700	EXPENSES		650	1,342	1,500	285.91	1,500	1,500	1,500	1,500	1,500
Totals for dept 000,000 -			43,421	31,678	86,018	23,029.11	101,045	101,045	101,045	103,059	104,705
TOTAL APPROPRIATIONS											
			43,421	31,678	86,018	23,029.11	101,045	101,045	101,045	103,059	104,705
NET OF REVENUES/APPROPRIATIONS - FUND 248											
BEGINNING FUND BALANCE			21,097	64,144	15,627	78,067.96	0	0	0	0	0
ENDING FUND BALANCE			21,566	42,663	106,807		122,434	122,434	122,434	122,434	122,434
			42,663	106,807	122,434		122,434	122,434	122,434	122,434	122,434

04/22/2021 01:55 PM
User: JOHN
DB: Westbranch City

BALANCE SHEET FOR WEST BRANCH
Period Ending 04/30/2021

Page: 1/1

Fund 248 DDA OPERATING FUND

GL Number	Description	Balance
*** Assets ***		
248-000.000-001.000	CASH CHECKING - CHEMICAL BANK	184,875.61
Total Assets		<u>184,875.61</u>
*** Liabilities ***		
Total Liabilities		<u>0.00</u>
*** Fund Balance ***		
248-000.000-390.000	CARRY OVER	106,807.65
Total Fund Balance		<u>106,807.65</u>
Beginning Fund Balance		106,807.65
Net of Revenues VS Expenditures		78,067.96
Ending Fund Balance		184,875.61
Total Liabilities And Fund Balance		184,875.61

REVENUE AND EXPENDITURE REPORT FOR WEST BRANCH

PERIOD ENDING 04/30/2021
 % Fiscal Year Completed: 83.29

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 04/30/2021 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 04/30/2021 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 248 - DDA OPERATING FUND						
Revenues						
Dept 000.000						
248-000.000-400.400	TAX INCREMENT FINANCING	69,200.00	69,191.64	0.00	8.36	99.99
248-000.000-403.400	CURRENT PROPERTY TAX GEN.OP.	11,500.00	11,499.42	784.85	0.58	99.99
248-000.000-408.400	PERSONAL PROPERTY TAX LOSS REIMBURSEMENT	19,445.00	19,444.89	0.00	0.11	100.00
248-000.000-634.400	GRANT	0.00	0.00	0.00	0.00	0.00
248-000.000-664.400	INTEREST INCOME	500.00	(38.88)	0.00	538.88	(7.78)
248-000.000-695.400	MISCELLANEOUS	1,000.00	1,000.00	0.00	0.00	100.00
Total Dept 000.000		101,645.00	101,097.07	784.85	547.93	99.46
TOTAL REVENUES						
		101,645.00	101,097.07	784.85	547.93	99.46
Expenditures						
Dept 000.000						
248-000.000-729.700	FLOWER PROJECT	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	0.00	0.00	100.00
248-000.000-782.700	ADMINISTRATION	2,400.00	2,000.00	200.00	400.00	83.33
248-000.000-801.700	CONTRACTUAL SERVICES	60,818.00	12,943.20	5,798.20	47,874.80	21.28
248-000.000-865.700	PROFESSIONAL DEVELOPMENT	1,000.00	300.00	0.00	700.00	30.00
248-000.000-935.703	SHOWMOBILE EXPENSES	300.00	0.00	0.00	300.00	0.00
248-000.000-940.700	GEN. MAINTENANCE/SNOW REMOVAL	7,500.00	0.00	0.00	7,500.00	0.00
248-000.000-956.700	EXPENSES	1,500.00	285.91	0.00	1,214.09	19.06
Total Dept 000.000		86,018.00	23,029.11	5,998.20	62,988.89	26.77
TOTAL EXPENDITURES						
		86,018.00	23,029.11	5,998.20	62,988.89	26.77
Fund 248 - DDA OPERATING FUND:						
TOTAL REVENUES						
		101,645.00	101,097.07	784.85	547.93	99.46
TOTAL EXPENDITURES						
		86,018.00	23,029.11	5,998.20	62,988.89	26.77
NET OF REVENUES & EXPENDITURES						
		15,627.00	78,067.96	(5,213.35)	(62,440.96)	499.57

REGULAR MEETING OF THE WEST BRANCH PLANNING COMMISSION HELD VIRTUALLY AND IN PERSON
IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET, ON TUESDAY, APRIL 13, 2021.

Chairperson Cori Lucynski called the meeting to order at 6:06 p.m.

Present: Bob David, Yvonne DeRosio, Mike Jackson (West Branch, COVID), Cori Lucynski, Tiffany Schmieder-Kups, and Rusty Showalter

Absent: Kara Fachting

Others officers in attendance: City Manager John Dantzer.

All stood for the Pledge of Allegiance.

It was noted the minutes from the March 9 meeting were not included in the packet.

**MOTION BY DAVID, SECOND BY SCHOWALTER, TO APPROVE THE MINUTES FROM THE
REGULAR MEETING AND WORK SESSION BOTH HELD MARCH 23, 2021.**

Motion carried

The Commission reviewed a site plan submitted by MidMichigan Health for a wound care facility. It was noted that zoning administrator/city manager, John Dantzer recommended approval.

**MOTION BY SHOWALTER, SECOND BY JACKSON, TO APPROVE THE SITE PLAN FOR
MIDMICHIGAN HEALTH AS SUBMITTED.**

Motion carried

The Commission reviewed the Masterplan. It was the consensus of the Commission to make the following notes on updates to the Masterplan.

1. Make updates to the current board members
2. Make the following changes to the Masterplan implementation strategies timeframes:
 - Change 2.1 from short to ongoing
 - Change 2.3 from short to ongoing
 - Change 2.4 from medium to short
 - Change 2.5 from short to completed
 - Change 3.8 from short to ongoing
 - Change 3.9 from short to ongoing

- Change 3.13 from short to completed
- Change 3.14 from long to short
- Change 3.15 from long to short
- Change 3.17 from long to short
- Change 3.18 from long to short
- Change 3.20 from short to completed
- Change 4.2 from short to completed
- Change 4.6 from short to completed
- Change 5.2 from medium to short
- Change 5.3 from medium to ongoing
- Change 5.5 from short to completed

MOTION BY JACKSOIN, SECOND BY SHOWALTER, TO EXCUSE MEMBER FACHTING FROM THE MARCH 23 MEETING.

Motion carried

Member David noted concern for the large item pickup policy.

Member DeRosio noted the gas station at the 214 exit was close to being completed.

Member Schmieder-Kups noted she would be submitting a letter of resignation due to her having to move out of the City.

Chairperson Lucynski reminded everyone of the training on March 27th at 6:00 pm

Meeting was adjourned at 7:03 pm

**CITY OF WEST BRANCH
DDA MEETING
APRIL 27, 2021**

PLEASE TAKE NOTICE that the regular meeting of the West Branch City DDA scheduled for April 27, 2021 starting at 12:00 pm will be conducted in person at the West Branch City Hall, 121 N. Fourth St., West Branch, MI 48661 and virtually (online and/or by phone), due to health concerns surrounding Coronavirus/COVID-19.

Public comment will be handled by the "Raise Hand" method as instructed below within Participant Controls.

To comply with the Americans with Disabilities Act (ADA), any citizen requesting accommodation to attend this meeting, and/or to obtain this notice in alternate formats, please contact the City Clerk by phone at (989) 345-0500 from 8:00 am-4:30 pm Monday- Friday or by email at clerk@westbranch.com, at least five business days prior to the meeting.

Zoom Instructions for Participants

To join the conference by phone:

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID number** (also provided below) when prompted using your touch-tone (DTMF) keypad.

Before a videoconference:

1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. Details, phone numbers, and links to videoconference or conference call is provided below. The details include a link to "**Join via computer**" as well as phone numbers for a conference call option. It will also include the 9-digit Meeting ID.

To join the videoconference:

2. At the start time of your meeting, enter the link to **join via computer**. You may be instructed to download the Zoom application.
3. You have an opportunity to test your audio at this point by clicking on "Test Computer Audio." Once you are satisfied that your audio works, click on "Join audio by computer."

You may also join a meeting without the link by going to join.zoom.us on any browser and entering the Meeting ID provided below.

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID number** (also provided below) when prompted using your touch-tone (DTMF) keypad.

3. If you have already joined the meeting via computer, you will have the option to enter your 2-digit participant ID to be associated with your computer.

Participant controls in the lower left corner of the Zoom screen:



Using the icons in the lower left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera ("Start/Stop Video")
- Invite other participants
- View Participant list – opens a pop-out screen that includes a "Raise Hand" icon that you may use to raise a virtual hand during Call to the Public
- Change your screen name that is seen in the participant list and video window
- Share your screen

Somewhere (usually upper right corner on your computer screen) on your Zoom screen you will also see a choice to toggle between "speaker" and "gallery" view. "Speaker view" shows the active speaker. "Gallery view" tiles all of the meeting participants.

The West Branch DDA is inviting you to a scheduled Zoom meeting.

Topic: John Dantzer's Zoom Meeting

Time: Apr 27, 2021 12:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/85627444166?pwd=c0tXY0t0OUdOQXJjSIA4RU12b1ozZz09>

Meeting ID: 856 2744 4166

Passcode: 347435

One tap mobile

+13126266799,,85627444166#,,,,*347435# US (Chicago)

+16465588656,,85627444166#,,,,*347435# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 856 2744 4166

Passcode: 347435

Find your local number: <https://us02web.zoom.us/j/kd7PnQXN98>

If you wish to speak with any of our DDA members, please reach out via their email addresses below or you may call City Hall @ (989) 345-0500 to leave a message for them.

CITY COUNCIL MEMBERS

Chairperson Samantha Fabbri – fabbriwbdda@westbranch.com

Joe Clark -- clarkwbdda@westbranch.com

Autum Hunter --- hunterwbdda@westbranch.com

Cathy Zimmerman --- zimmermanwbcouncil@westbranch.com

Joanne Bennett -- bennettwbcouncil@westbranch.com

Anthony Bair – bairwbdda@westbranch.com

Sandy Rabidue – rabiduewbdda@westbranch.com

Ken Walters – waltersk@westbranch.com

Erin Resteiner – resteinerwbdda@westbranch.com

And as always, minutes of all DDA Meetings can be found on our website at www.westbranch.com, under the Government Tab.