

- 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, MAY 23, 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 April 25, 2023
- VI. Bills
- VII. Bids
- VIII. New Business
- IX. Unfinished Business
- X. Reports
 - A. Chairperson Report
 - B. Member Report
 - C. Treasurers Report
 - D. City Manager Report
 1. Reminder of informational meeting
 - E. Planning Commission
- XI. Communications
- XII. Public comment
- XIII. Adjournment

REGULAR MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY
HELD AT WEST BRANCH CITY HALL, 121 N. FOURTH ST. WEST BRANCH, MI ON TUESDAY,
APRIL 25, 2023.

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

Present: Anthony Bair, Joanne Bennet, Samantha Fabbri, Autum Hunter, Sandy Rabidue,
and Cathy Zimmerman.

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

Others in attendance: Acting Secretary/City Manager John Dantzer

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

Yes – Bair, Bennett, Fabbri, Hunter, Rabidue, and Zimmerman No – None

Absent – Clark, Resteiner, and Walters Motion carried.

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**MOTION BY RABIDUE, SECOND BY HUNTER, TO APPROVE THE MINUTES FROM
THE MEETING HELD MARCH 28, 2023.**

Yes – Bair, Bennett, Fabbri, Hunter, Rabidue, and Zimmerman No – None

Absent – Clark, Resteiner, and Walters Motion carried.

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Chairperson Fabbri reminded everyone about and gave updates on the Classy Chassis Car Show, Jeep Jam, and Art and Wine Walk events coming up.

Manager Dantzer introduced an MEDC Façade Restoration grant program and recommended having MEDC representative, Lindsey Miller, attend an upcoming meeting to discuss the program. It was the consensus of the Board to have Manager Dantzer contact Ms. Miller to set something up.

Manager Dantzer also noted the release of a grant that could be used for the Gathering Place called the Revitalization and Placemaking Program (RAP) 2.0. He noted the grant would cover 50% of the project costs. He wanted to get the Board direction on applying for this grant in addition to the MEDC CDBG grant they were already applying for. It was noted that if they were awarded both, they could respectfully decline this one because it

only pays 50% of the cost instead of 90%. It was the consensus of the Board to have Manager Dantzer apply for the grant on the Board's behalf.

Manager Dantzer provided a communication on banners.

Manager Dantzer gave an update on the estimated Houghton Ave project costs.

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The meeting was adjourned at 12:15 pm.

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

BILLS

Beckett and Raeder – Streetscape	\$10,388.53
City of West Branch annual maintenance	\$8,600.00

Paid but not approved

None

TOTAL BILLS	\$18,988.53
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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: 3/1/2023
INVOICE NO: 2023242
BILLING THROUGH: 2/28/2023

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	76.08	\$43,177.90	\$32,789.37	\$10,388.53
TOTAL	\$56,750.00		\$43,177.90	\$32,789.37	\$10,388.53

SUBTOTAL **\$10,388.53**

AMOUNT DUE THIS INVOICE **\$10,388.53**

This invoice is due on 3/31/2023

Original bid amount	\$56,750.00
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Payments

4/18/2022	\$12,367.00
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5/30/2022	\$6,799.87
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6/30/2022	\$6,260.00
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9/30/2022	\$1,977.50
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2/7/2023	\$750.00
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4/4/2023	<u>\$4,635.00</u>
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Previous paid	\$32,789.37
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Current due	<u>\$10,388.53</u>
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Amount remaining after this payment	\$13,572.10
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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: 2300001222
Service Date: 06/30/2023
Invoice Date: 05/23/2023
Due Date: 06/22/2023

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	8,600.00	8,600.00

Total Invoice:	8,600.00
Credits Applied:	0.00
Payments Applied:	0.00
Invoice Balance:	8,600.00

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: 2300001222
Service Date: 06/30/2023
Invoice Date: 05/23/2023
Due Date: 06/22/2023
Invoice Balance: 8,600.00

Property Address:

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



05/18/2023 06:14 PM
User: JOHN
DB: Westbranch City

BALANCE SHEET FOR WEST BRANCH
Period Ending 05/31/2023

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Fund 248 DDA OPERATING FUND

GL Number	Description	Balance
*** Assets ***		
248-000.000-001.000	CASH CHECKING - CHEMICAL BANK	327,036.93
Total Assets		<u>327,036.93</u>
*** Liabilities ***		
248-000.000-214.400	ESCROW ACCOUNT	600.00
Total Liabilities		<u>600.00</u>
*** Fund Balance ***		
248-000.000-390.000	CARRY OVER	203,236.69
Total Fund Balance		<u>203,236.69</u>
Beginning Fund Balance		203,236.69
Net of Revenues VS Expenditures		123,200.24
Ending Fund Balance		326,436.93
Total Liabilities And Fund Balance		327,036.93

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE 05/31/2023 NORM (ABNORM)	ACTIVITY FOR MONTH 05/31/23		AVAILABLE BALANCE		% BDDT USED	END BALANCE 06/30/2022 NORM (ABNORM)
		ORIGINAL BUDGET	2022-23 AMENDED BUDGET		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	77,396.35	0.00	0.00	2,603.65	96.75	79,520.98	
248-000.000-403.400	CURRENT PROPERTY TAX GEN.OP.	12,000.00	12,000.00	10,829.35	0.00	0.00	1,170.65	90.24	10,657.62	
248-000.000-408.400	PERSONAL PROPERTY TAX LOSS RE	20,000.00	20,000.00	43,935.32	0.00	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	0.00	
248-000.000-664.400	INTEREST INCOME	0.00	0.00	(0.02)	0.00	0.00	0.02	100.00	0.06	
248-000.000-695.400	MISCELLANEOUS	1,500.00	1,500.00	2,550.00	0.00	0.00	(1,050.00)	170.00	2,500.00	
248-000.000-695.408	INSURANCE CLAIM INCOME	0.00	0.00	7,510.00	0.00	0.00	(7,510.00)	100.00	0.00	
Total Dept 000.000		113,500.00	113,500.00	142,221.00	0.00	0.00	(28,721.00)	125.30	121,930.09	
TOTAL REVENUES										
		113,500.00	113,500.00	142,221.00	0.00	0.00	(28,721.00)	125.30	121,930.09	
Expenditures										
Dept 000.000										
248-000.000-729.700	FLOWER PROJECT	5,000.00	5,000.00	0.00	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	0.00	100.00	7,500.00	
248-000.000-782.700	ADMINISTRATION	2,400.00	2,400.00	2,200.00	200.00	200.00	200.00	91.67	2,400.00	
248-000.000-801.700	CONTRACTUAL SERVICES	87,200.00	87,200.00	9,185.37	0.00	0.00	78,014.63	10.53	65,461.93	
248-000.000-865.700	PROFESSIONAL DEVELOPMENT	1,000.00	1,000.00	0.00	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	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	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	0.00	8,000.00	
248-000.000-956.700	EXPENSES	1,500.00	1,500.00	118.40	0.00	0.00	1,381.60	7.89	337.26	
Total Dept 000.000		113,500.00	113,500.00	19,020.76	200.00	200.00	94,479.24	16.76	87,597.39	
TOTAL EXPENDITURES										
		113,500.00	113,500.00	19,020.76	200.00	200.00	94,479.24	16.76	87,597.39	
Fund 248 - DDA OPERATING FUND:										
TOTAL REVENUES		113,500.00	113,500.00	142,221.00	0.00	0.00	(28,721.00)	125.30	121,930.09	
TOTAL EXPENDITURES		113,500.00	113,500.00	19,020.76	200.00	200.00	94,479.24	16.76	87,597.39	
NET OF REVENUES & EXPENDITURES		0.00	0.00	123,200.24	(200.00)	(200.00)	(123,200.24)	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, MAY 9, 2023.

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

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

Absent: Josh Erickson and Kara Fachting

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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**MOTION BY DAVID, SECOND BY JACKSON, TO APPROVE THE MINUTES FROM THE MEETING
HELD APRIL 14, 2023.**

Yes — David, DeRoso, Jackson, Lucynski, Showalter

No – None

Absent –Erickson, Fachting

Motion carried

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The Commission listened to the second series of a training on the Planning Enabling Act hosted by the Michigan Association of Planners.

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Chairperson Lucynski noted she would not be able to make the next meeting, noted the handicap ramp repairs look great, and gave an update on the B3 event.

Member David gave an update on the Riverwalk cleanup and wished all mothers a Happy Mother's Day.

Member DeRoso gave an update on the recent MTA meeting she attended.

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Chairperson Lucynski closed the meeting at 7:53 pm