

- AGENDA -

INFORMATIONAL 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, JUNE 27, 2023, BEGINNING AT 12:00 P.M.

- I. Call to Order
- II. Roll Call
- III. Public comment on agenda items only
- IV. New Business
 - A. Year accomplishments and upcoming year direction and goals
- V. Public comment
- VI. Adjournment

MEETING NOTICE

To comply with the Michigan Open Meetings Act (MCL 15.265):

The CITY OF WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

c/o: 121 N. Fourth ST,
West Branch, MI 48661
(989) 345-0500,

Internet where meeting notices are posted: www.westbranch.com

The West Branch DDA will be schedule a special meeting on Tuesday, June 27th, at 12:00 pm. at the West Branch City Hall, 121 N. Fourth St., West Branch, Michigan.

The reason for this special meeting is to hold one of the two required annual informational meetings. The informational meetings purpose will be to inform the public of the goals and direction the Authority will take during the upcoming year. The regularly scheduled meeting will take place immediately following the closing of the informational meeting.

The City of West Branch Downtown Development Authority will provide necessary reasonable auxiliary aids and services to individuals with disabilities at the meeting (and/or hearing) upon two weeks' notice to the City of West Branch Downtown Development Authority. Individuals with disabilities requiring auxiliary aids or services should contact the City of West Branch Downtown Development Authority and leave a message which includes (1) who you are/how to contact you, (2) what meeting and date you wish to attend, (3) what aid you are requesting.

This notice was posted by John Dantzer, City Manager, to comply with Sections 4 and 5 of the Michigan Open Meetings Act (MCL 15.265) on the bulletin board hanging in the entry-way just inside the front entrance of West Branch City Hall posted at least 18 hours prior to the start of the meeting and at least 14 days before the informational meeting.

The projects worked on during the first part of 2023 and the main areas of focus for the remainder of the 2023 calendar year would be as follows:

1. Development of the Gathering Place.
 - The DDA was not able to proceed with the project in 2022 as grant funds were not available. The board submitted grants for the DNR Michigan Spark Grant and the MEDC Public Spaces Grant program in the spring of 2023 and will continue to monitor for additional funding sources.
2. Work with City Council on the Houghton Ave redesign project.
 - The Board worked on funding options for the streetscape project. The notice for bids was released in June by MDOT and will be closed at the end of July. Once the bid is awarded, the Board will review the portion of the project they are responsible for and finalize funding.
3. Continue the downtown flower and snow removal projects.
 - The Board again sponsored the flowers with the flowers being completed in May. They will again sponsor the snow removal from the downtown during the winter.
4. Work on seasonal themed banners.
 - No banners were decided upon during 2022 but we will continue to discuss optional themed banners that would be instituted after the road reconstruction and streetscape is completed in 2024.

- 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, JUNE 27, 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 May 25, 2023
- VI. Bills
- VII. Bids
- VIII. New Business
 - A. Accept resignation of Member Anthony Bair
 - B. Fireman's Memorial sign up
- IX. Unfinished Business
- X. Reports
 - A. Chairperson Report
 - 1. Communication to businesses during road project
 - 2. Power source downtown
 - B. Member Report
 - C. Treasurers Report
 - D. City Manager Report
 - 1. Food trucks downtown
 - 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,
MAY 25, 2023.

The meeting was called to order by Vice-Chairperson Joe Clark at 12:02 pm.

Present: Anthony Bair, Joanne Bennet, Joe Clark, Autum Hunter, Sandy Rabidue, Erin Resteiner, and Cathy Zimmerman.

Absent: Samantha Fabbri and Ken Walters.

Others in attendance: Acting Secretary/City Manager John Dantzer

* * * * *

**MOTION BY RABIDUE, SECOND BY BENNETT, TO APPROVE THE MINUTES
FROM THE MEETING HELD APRIL 25, 2023.**

Yes – Bair, Bennett, Clark, Hunter, Rabidue, Resteiner, and Zimmerman
No – None Absent – Fabbri and Walters Motion carried.

* * * * *

**MOTION BY RABIDUE, SECOND BY HUNTER, TO APPROVE THE BILLS IN THE
AMOUNT OF \$18,988.53.**

Yes – Bair, Bennett, Clark, Hunter, Rabidue, Resteiner, and Zimmerman
No – None Absent – Fabbri and Walters Motion carried.

* * * * *

**MOTION BY RABIDUE, SECOND BY RESTEINER, TO EXUSE MEMBERS FABBRI
AND WALTERS FROM THE MEETING**

Yes – Bair, Bennett, Clark, Hunter, Rabidue, Resteiner, and Zimmerman
No – None Absent – Fabbri and Walters Motion carried.

* * * * *

Member Rabidue provided an update on the downtown flowers. It was then consensus of the DDA to plant the flowers on Wednesday, May 31 at 6:00 pm. Member Rabidue also asked about the watering of the Fireman’s Memorial twice a month like they have done in the past. It was the consensus that the DDA could water two days a month. Member Rabidue also noted that Nancy Griffin has concern for the dirt that is going to be used for the Memorial after the reconstruction of Houghton and asked to look into options to save as much of that dirt as possible.

Member Bair announced to the Board that he would, with regret, be submitting a letter of resignation due to him being transferred for a year to a different hospital. The Board noted they would like to look into the option of having someone from McLaren serve on his behalf while he was gone.

The Treasures report was submitted.

Secretary/Manager Dantzer reminded everyone that next month would be the first of the required two annual informational meetings.

* * * * *

The meeting was adjourned at 12:21 pm.

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

BILLS

| | |
|----------------------------------|------------|
| Beckett and Raeder – Streetscape | \$5,347.50 |
|----------------------------------|------------|

Paid but not approved

None

| | |
|--------------------|-------------------|
| TOTAL BILLS | \$5,347.50 |
|--------------------|-------------------|

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: 5/1/2023
INVOICE NO: 2023379
BILLING THROUGH: 4/30/2023

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 | 85.51 | \$48,525.40 | \$43,177.90 | \$5,347.50 |
| TOTAL | \$56,750.00 | | \$48,525.40 | \$43,177.90 | \$5,347.50 |

SUBTOTAL \$5,347.50

AMOUNT DUE THIS INVOICE \$5,347.50

This invoice is due on 5/31/2023

248-000-000 801.700

| | |
|---------------------|-------------|
| 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 |
|----------|----------|

| | |
|----------|------------|
| 4/4/2023 | \$4,635.00 |
|----------|------------|

| | |
|--|-------------|
| | \$10,388.53 |
|--|-------------|

| | |
|---------------|-------------|
| Previous paid | \$43,177.90 |
|---------------|-------------|

| | |
|-------------|-------------------|
| Current due | <u>\$5,347.50</u> |
|-------------|-------------------|

| | |
|--|------------|
| Amount remaining after this payment | \$8,224.60 |
|--|------------|

Hi John,

I am having to resign from my position on the West Branch Downtown Development Authority, as of June 1st, 2023. I appreciate the great work the DDA does and is planning for the future.

My transition to working in southern Michigan for a year has forced this resignation.

Let me know if you or the team have any questions,

Anthony Bair

ANTHONY BAIR

Director of Ambulatory Services – Emergency Department

McLaren West Branch

anthony.bair@mclaren.org

P: 989-516-1060

"Only a life lived for others is a life worthwhile."

Albert Einstein



DOING WHAT'S BEST