

- 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, JULY 25, 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 and informational meetings held June 27, 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. Fireman's Memorial Flowers
 - E. Planning Commission
 - F. MDOT report
- 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, JUNE 27, 2023.

The meeting was called to order by Chairperson Samantha Fabbri at 12:10 pm.

Present: Samantha Fabbri, Autum Hunter, Sandy Rabidue, Ken Walters, and Cathy Zimmerman.

Absent: Anthony Bair, Joanne Bennett, Joe Clark, and Erin Resteiner.

Others present: Acting Secretary/City Manager John Dantzer

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

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

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

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

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An addition of \$407.97 was added to the bills to reimburse Nancy Griffin for the flowers planted in the Fireman’s Memorial making the total needing to be approved \$5,755.47.

**MOTION BY HUNTER, SECOND BY RABIDUE, TO APPROVE THE BILLS IN THE
AMOUNT OF \$5,755.47.**

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

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**MOTION BY FABBRI, SECOND BY RABIDUE, TO ACCEPT THE RESIGNATION OF
MEMBER ANTHONY BAIR AND HAVE SECRETARY DANTZER POST THE
OPENING.**

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

**No – None
Motion carried.**

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The Board discussed needing someone to fill the July and August time slots to water the Fireman's Memorial flowers. Member Hunter volunteered to fill those slots and water those flowers in July and August.

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Chairperson Fabbri addressed the need to have some sort of way to communicate with the downtown businesses during the Houghton Ave. road reconstruction. It was the consensus of the Board to have the City look into creating a Facebook page that all updates and announcements could be posted to so the local businesses have one spot to go and get information.

Chairperson Fabbri also discussed the issue with the outlets of the current light poles not always working during special events downtown. It was noted the reconstruction project does call for plugs to be installed in all of the new light poles with a permanent power supply.

Chairperson Fabbri also reminded everyone of the upcoming Classy Chassis car show and Jeep Jam events.

Secretary/Manager Dantzer updated the Board that he had received some concern with allowing food trucks downtown during special events because they could hurt the brick and mortar businesses. The Board was not in favor of eliminating all food trucks downtown but were in favor of looking into switching the application process to require special event sponsors to note if they are planning on having food trucks as part of their event so the City could have some more control over them.

Secretary/Manager Dantzer also noted he would like to have a representative from the DDA serve on the City sesquicentennial subcommittee to help plan the event scheduled for 2025. Member Rabidue noted she would be willing to serve on the subcommittee.

The Treasures report was submitted.

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The meeting was adjourned at 12:59 pm.

SPECIAL INFORMATIONAL MEETING OF THE WEST BRANCH DOWNTOWN
DEVELOPMENT AUTHORITY HELD AT THE WEST BRANCH CITY HALL AT 121 N. FOURTH
ST. ON TUESDAY, JUNE 27, 2023.

Chairperson Fabbri called the meeting to order at 12:08 pm.

Present: Samantha Fabbri, Autum Hunter, Sandy Rabidue, Ken Walters, and Cathy
Zimmerman.

Absent: Anthony Bair, Joanne Bennett, Joe Clark, and Erin Resteiner.

Others present: DDA Secretary/City Manager John Dantzer

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Chairperson Fabbri noted the reason for the special meeting was to hold the first of the two
2023 required informational meetings as required by the DDA Act.

She noted 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.

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No one from the public was in attendance to speak on the report.

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Chairperson Fabbri adjourned the meeting at 12:010 pm.

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

BILLS

Beckett and Raeder – Streetscape	\$2,776.25
Ogemaw Herald- CDBG gathering place	\$ 65.89
Public hearing notice	
West Branch Greenhouse	\$ 440.14
MDOT deposit	\$45,968.12

Paid but not approved

TOTAL BILLS **\$49,250.40**

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: 6/1/2023
INVOICE NO: 2023510
BILLING THROUGH: 5/31/2023

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	90.40	\$51,301.65	\$48,525.40	\$2,776.25
TOTAL	\$56,750.00		\$51,301.65	\$48,525.40	\$2,776.25

SUBTOTAL **\$2,776.25**

AMOUNT DUE THIS INVOICE **\$2,776.25**

This invoice is due on 7/1/2023

~~2418~~
previous fiscal year

2418-000.000-801.200

Original bid amount	\$56,750.00
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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
6/7/2023	\$10,388.53
	<u>\$5,347.50</u>

Previous paid	\$48,525.40
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Current due	<u>\$2,776.25</u>
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Amount remaining after this payment	\$5,448.35
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Column Software PBC
PO Box 208098
Dallas, TX 75320-8098
help.column.us

Bill to
City of West Branch

Invoice number D1E871C4-0013
Notice ID Eln31NauOjailqy3SRMS
Publisher Ogemaw County Herald
Date of issue Jun 15, 2023
Date due Jul 15, 2023
Amount due **\$65.89**

Description	Qty	Unit price	Amount
04/20/2023: Public Hearing with Affidavit Notice	1	52.89	52.89
Affidavit Fee	1	13.00	13.00

=== Notes ===

Notice Name: public hearing CDBG park grant
Order Number: 1034520

=== How to pay this invoice ===

This publisher accepts online payment via credit or debit card, or ACH bank transfers. Please click here to pay online:

<https://www.column.us/invoices/8k6ge10Gpr7SGtIAgPfY/pay>

Subtotal	\$65.89
Tax	0.00
Amount due	\$65.89

Please note that, once paid, the merchant name on your billing statements will be Column Software PBC.

Select organizations may also pay via check. Checks will result in processing delays and should not be used if your notice requires upfront payment. Please pay the exact amount due, write your invoice number D1E871C4-0013 on the memo, include a printed copy of your Invoice PDF, make the check payable to Column Software PBC, and mail to the address above.

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Pay here: <https://www.column.us/invoices/8k6ge10Gpr7SGtIAgPfY/pay>

West Branch Greenhouse & Flower Shop LLC

166 N 5th Street

West Branch, MI 48661 US

989-345-1133

westbranchgreenhouse@gmail.com

INVOICE

BILL TO

West Branch **DPW**

121 N 4th Street

West Branch, MI 48661

DDA

INVOICE

2429

DATE

06/30/2023

TERMS

Net 30

DUE DATE

07/30/2023

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
06/30/2023	Sales	Bell Tower Plants - Nancy griffin	1	0.00	0.00T
06/30/2023	Sales	1 flat dusty miller	1	18.95	18.95T
06/30/2023	Sales	1 flat marigolds	1	18.95	18.95T
06/30/2023	Sales	16 dark leaf sweet potato vine	16	8.95	143.20T
06/30/2023	Sales	16 green leaf sweet potato vine	16	8.95	143.20T
06/30/2023	Sales	7 purple fountain grass	7	12.99	90.93T

Thank You

SUBTOTAL

415.23

TAX

24.91

TOTAL

440.14

BALANCE DUE

\$440.14

2418



MICHIGAN DEPARTMENT OF TRANSPORTATION
Financial Operations
LOCAL UNIT DEPOSITS
INVOICE

WEST BRANCH, CITY OF
121 N FOURTH ST
WEST BRANCH, MI 48661-1217
US

Invoice Number: **591-11102356**
Customer Id: 108004
Invoice Date: July 10, 2023
Notice Date: July 10, 2023
Total Due: **\$261,400.00**

WEST BRANCH, CITY OF
121 N FOURTH ST
WEST BRANCH, MI 48661-1217
US

MDOT Fed Id: 38-6000134 LOCAL UNIT DEPOSITS

Invoice Item	Qty	Unit Cost	Sales Tax	Total Cost
JOB # 201118CON PROJECT # 23A0622 CS# ST 65032 CONTRACT # 23-5059 TO FULFILL THE REQUEST MADE BY CITY OF WEST BRANCH UNDER THE TERMS OF AGREEMENT 23-5059 BETWEEN SAID PARTY AND MDOT	1.00	\$261,400.000	\$0.00	\$261,400.00

101-265.000 - 801.200 215,431⁸⁸
248-000.000 - 801.700 \$ 45,968¹²

Total Invoice: **\$261,400.00**
Payment Due: August 09, 2023

101-000.000 - 339.000 - 215,431⁸⁸
101-000.000 528.000 \$ 215,431⁸⁸

REMIT PAYMENT TO: **STATE OF MICHIGAN**
TO ENSURE PROPER CREDIT, SEND THIS PORTION WITH PAYMENT TO:
ATTENTION: FINANCE CASHIER
PO BOX 30648

INVOICE NUMBER
591-11102356
FIN AD

LANSING, MI 48909

(Please note or make any address corrections below.)

WEST BRANCH, CITY OF
121 N FOURTH ST
WEST BRANCH, MI 48661-1217
US

Total Due: **\$261,400.00**

WATER TOTAL	\$2,764,348.89	
DDA TOTAL	\$963,842.99	Plus the cost of electrical wiring and pole installation
CITY TOTAL	\$452,737.77	
TOTAL COST	\$4,180,929.64	

07/19/2023 04:04 PM
User: JOHN
DB: Westbranch City

BALANCE SHEET FOR WEST BRANCH
Period Ending 06/30/2023

Page: 1/1

Fund 248 DDA OPERATING FUND

GL Number	Description	Balance
*** Assets ***		
248-000.000-001.000	CASH CHECKING - CHEMICAL BANK	308,448.40
Total Assets		308,448.40
*** Liabilities ***		
248-000.000-202.000	ACCOUNTS PAYABLE	3,394.86
248-000.000-214.400	ESCROW ACCOUNT	800.00
Total Liabilities		4,194.86
*** Fund Balance ***		
248-000.000-390.000	CARRY OVER	203,236.69
Total Fund Balance		203,236.69
Beginning Fund Balance		203,236.69
Net of Revenues VS Expenditures		101,016.85
Ending Fund Balance		304,253.54
Total Liabilities And Fund Balance		308,448.40

GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	%
Fund 248 - DDA OPERATING FUND						
Revenues						
Dept 000.000						
248-000.000-400.400	TAX INCREMENT FINANCING	80,000.00	77,396.35	0.00	2,603.65	96.75
248-000.000-403.400	CURRENT PROPERTY TAX GEN.OP.	12,000.00	10,829.35	0.00	1,170.65	90.24
248-000.000-408.400	PERSONAL PROPERTY TAX LOSS REIMBURSEMENT	44,000.00	43,935.32	0.00	64.68	99.85
248-000.000-634.400	GRANT	0.00	0.00	0.00	0.00	0.00
248-000.000-664.400	INTEREST INCOME	0.00	(0.02)	0.00	0.02	100.00
248-000.000-695.400	MISCELLANEOUS	3,000.00	2,950.00	0.00	50.00	98.33
248-000.000-695.408	INSURANCE CLAIM INCOME	7,510.00	7,510.00	0.00	0.00	100.00
Total Dept 000.000		146,510.00	142,621.00	0.00	3,889.00	97.35
TOTAL REVENUES						
		146,510.00	142,621.00	0.00	3,889.00	97.35
Expenditures						
Dept 000.000						
248-000.000-729.700	FLOWER PROJECT	5,000.00	3,328.97	3,328.97	1,671.03	66.58
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	2,400.00	200.00	0.00	100.00
248-000.000-801.700	CONTRACTUAL SERVICES	24,935.00	19,573.90	10,388.53	5,361.10	78.50
248-000.000-865.700	PROFESSIONAL DEVELOPMENT	0.00	0.00	0.00	0.00	0.00
248-000.000-935.703	SHOWMOBILE EXPENSES	20.00	16.99	0.00	3.01	84.95
248-000.000-940.700	GEN. MAINTENANCE/SNOW REMOVAL	8,600.00	8,600.00	8,600.00	0.00	100.00
248-000.000-948.700	DDA MAINTENANCE	0.00	0.00	0.00	0.00	0.00
248-000.000-956.700	EXPENSES	185.00	184.29	65.89	0.71	99.62
Total Dept 000.000		48,640.00	41,604.15	22,583.39	7,035.85	85.53
TOTAL EXPENDITURES						
		48,640.00	41,604.15	22,583.39	7,035.85	85.53
Fund 248 - DDA OPERATING FUND:						
TOTAL REVENUES		146,510.00	142,621.00	0.00	3,889.00	97.35
TOTAL EXPENDITURES		48,640.00	41,604.15	22,583.39	7,035.85	85.53
NET OF REVENUES & EXPENDITURES		97,870.00	101,016.85	(22,583.39)	(3,146.85)	103.22