

- 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, AUGUST 23, 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 July 26, 2022
- VI. Bills
- VII. Bids
- VIII. New Business
- IX. Unfinished Business
 - A. Review of Showmobile application and fees
- 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

REGULAR MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY
HELD AT WEST BRANCH CITY HALL, 121 N. FOURTH ST. WEST BRANCH, MI ON TUESDAY,
JULY 26, 2022.

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

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

Absent: Joanne Bennett and Ken Walters.

Others in attendance: City Manager John Dantzer

* * * * *

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

Yes – Bair, Clark, Fabbri, Hunter, Rabidue, Resteiner, and Zimmerman.

No – None Absent – Bennett and Walters Motion carried.

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**MOTION BY RABIDUE, SECOND BY BAIR, TO APPROVE THE MINUTES FROM
THE REGULAR AND INFORMATIONAL MEETINGS HELD JUNE 28, 2022.**

Yes – Bair, Clark, Fabbri, Hunter, Rabidue, Resteiner, and Zimmerman.

No – None Absent – Bennett and Walters Motion carried.

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The Board discussed Gathering Place ideas and downtown parking concerns.

The Board discussed Dunham’s coming to West Branch and expansions for Cuzins Cycle.

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Chairperson Fabbri commended how nice the downtown flowers look this year.

Member Bair gave an update on Monkey Pox and vaccine programs for business owners and their workers.

Chairperson Fabbri noted Pete Fabbri would be meeting with members from a bus tour group to see about getting West Branch as one of their stops in 2023.

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Tim Knutsen of Becket and Raeder gave an update on the Gathering Place plans and the Board discussed changes to the plan. Mr. Knutsen also went over the downtown streetscape plans.

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The meeting was adjourned at 12:40 pm.

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

UNPAID BILLS

Beckett and Raeder	\$ 6,777.37
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Paid but not approved	\$ 0.00
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TOTAL BILLS	\$6,777.37
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Original bid amount	\$56,750.00
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Payments

4/18/2022	\$12,367.00
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6/30/2022	<u>\$6,260.00</u>
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Previous paid	\$18,627.00
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Previous unpaid	\$6,799.87
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Current billed	<u>\$1,977.50</u>
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Current due	\$8,777.37
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Amount remaining after this payment	\$29,345.63
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Beckett & Raeder, Inc.

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: 6/1/2022

INVOICE NO: 2022499

BILLING THROUGH: 5/31/2022

West Branch Streetscape M-55 Corridor Improvements - DD - CD 2021088

Managed By: Timothy C Knutsen

CONTRACT AMOUNT: \$56,750.00

% COMPLETE: 48.29

PREVIOUSLY \$25,426.87

BILLED:

AMOUNT DUE: \$1,977.50

TOTAL SERVICE AMOUNT \$1,977.50

AMOUNT DUE THIS INVOICE \$1,977.50

This invoice is due on 7/31/2022

ACCOUNT SUMMARY

SERVICES BTD	EXPENSES BTD	LAST INV NO	LAST INV DATE	LAST INV AMT	LAST PAY AMT	PREV UNPAID AMT
\$27,404.37	\$0.00	2022364	4/1/2022	\$6,260.00	\$12,367.00	\$6,799.87

TOTAL AMOUNT DUE INCLUDING THIS INVOICE \$8,777.37



City of West Branch

121 N 4th St, West Branch, Michigan 48661
(989)345-0500 • Fax (989)345-4390 • www.westbranch.com

City of West Branch DDA Mobile Stage Reservation Form

Name _____

Organization _____

Address _____

City/State/Zip _____

Event Name _____

Phone _____

Event Date _____

GROUP

Public or Private Rental fee (maximum 15 mile radius from City)

Additional set up/delivery/pick up time

Refundable Deposit - REQUIRED

* This rate includes two hours of delivery/set up/pick up time

Circumstances causing more than two hours of the allotted

delivery/set up/pick up time will be billed at the \$75 per hour rate.

FEE

\$400*

\$75/hr

\$200

_____ initial

RENTAL POLICY: The City of West Branch Department of Public Works will provide transportation to and from said event, setup and close up of the mobile stage. The mobile stage is comparable in size to a semi-truck trailer. Through hydraulics, the sides of the trailer raises to form the roof and an interior wall lowers to form the stage. **Trailer must have a solid/firm foundation - no sand or grass.** The stage is elevated approximately four feet above ground. Stairways are provided. 110-volt single phase receptacles are provided. The mobile stage does not have a power source and therefore must be available on-site. All rental fees must be paid in full at time of reservation. The City of West Branch reserves the right to accept or reject any rental request at any time. Priority will be given to events located within the City of West Branch. No markings, advertising posters, etc. shall be permitted which will mar, deface or damage the mobile stage. In the event of damage to the mobile stage, the damage will be documented with photos and any repair bills will be invoiced to the applicant named on the reservation form. **After the reservation has been made and paid for, and a cancellation is needed, if it is more than 30 days prior to the event your entire fee and deposit will be refunded to you. If it is 30 days or less, your deposit will be retained by the City, your fee only will be refunded to you. Other refunds may be authorized in special cases by the City Manager**

WAIVER/HOLD HARMLESS AGREEMENT: To the fullest extent permitted by law, _____ agrees to defend, pay on behalf of, and hold harmless the City of West Branch, its elected and appointed officials, employees and volunteers and all others working on behalf of the City of West Branch, against any and all claims, demands, suits, loss, including all costs connected therewith, for any damage which may be asserted, claimed or recovered against or from the City of West Branch, by reason of personal injury, including bodily injury and death; and/or property damage, including loss of use thereof, which arises out of the alleged negligence of the City of West Branch, and/or in any way connected or associated with this contract.

AGREEMENT: I have received, read and agree to abide by the rental policy, as well as all conditions on this application.

APPLICANT SIGNATURE: _____ **DATE:** _____

Form 031715 Approved by City Manager or City Clerk: _____ Date: _____

Drop Off Date and Time: _____ Pick Up Date and Time: _____

Return inspection _____ Damage _____ Return of Deposit _____

09/28/2018 08:59 AM
User: MICHELLE
DB: Westbranch City

GL ACTIVITY REPORT FOR WEST BRANCH
FROM 248-000.000-935.700 TO 248-000.000-935.703
TRANSACTIONS FROM 11/01/2013 TO 12/31/2013

Page: 1/1

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 248 DDA OPERATING FUND							
11/01/2013			248-000.000-935.700 IMPROVEMENTS		BEG. BALANCE		8,714.66
11/05/2013	AP	INV	COLD PATCH	000040730	113.17		8,827.83
11/05/2013	AP	INV	VARIOUS EXPENSES	000040738	33.95		8,861.78
11/05/2013	AP	INV	VARIOUS EXPENSES	000040738	151.18		9,012.96
11/08/2013	AP	INV	DDA SOUND STAGE	000040746	5,000.00		14,012.96
11/20/2013	AP	INV	DDA TIRES FOR TRAILER	000040804	1,023.70		15,036.66
12/02/2013	AP	INV	DDA CORNER PLANTERS	000040846	540.00		15,576.66
12/13/2013	AP	INV	VARIOUS SUPPLIES	000040890	281.46		15,858.12
12/13/2013	AP	INV	VARIOUS SUPPLIES	000040890	89.70		15,947.82
12/13/2013	AP	INV	VARIOUS SUPPLIES	000040890	191.76		16,139.58
12/13/2013	AP	INV	DDA IMPROVEMENTS	000040893	88.42		16,228.00
12/31/2013			248-000.000-935.700	END BALANCE	7,513.34	0.00	16,228.00
TOTAL FOR FUND 248 DDA OPERATING FUND					7,513.34		16,228.00

09/28/2018 08:49 AM
User: JOHN
DB: Westbranch City

ACCOUNTS RECEIVABLE JOURNAL REPORT FOR WEST BRANCH

Page: 1/1

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
12/18/2013	AR				
None Trx #:	100399				
		WEST BRANCH VISITORS BUREAU	248-000.000-040.402	1,000.00	
		WEST BRANCH VISITORS BUREAU	248-000.000-695.400		1,000.00
				1,000.00	1,000.00

ACCOUNTS RECEIVABLE JOURNAL REPORT FOR WEST BRANCH

09/28/2018 08:49 AM
User: JOHN
DB: Westbranch City

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
12/18/2013	AR				
None Trx #:	100400				
		W B AREA CHAMBER OF COMMERCE	248-000.000-040.402	500.00	
		W B AREA CHAMBER OF COMMERCE	248-000.000-695.400		500.00
				500.00	500.00

09/27/2018 03:05 PM
User: MICHELLE
DB: Westbranch City

VENDOR ACTIVITY REPORT FOR CITY OF WEST BRANCH
VENDOR RANGE: 10152 TO 10152
Activity From 01/01/2013 To 09/27/2018

Page: 1/1

Vendor Code Post Date	Vendor Name Activity	Inv/Check #	Address Description	City/St/Zip Invoice Amt	Check Amt
10152	CITY OF LANSING				
11/08/2013	INVOICE		DDA SOUND STAGE		
	248-000.000-935.700		DDA SOUND STAGE	5,000.00	
11/08/2013	CHECK	GEN1 60012			5,000.00
Total:				5,000.00	5,000.00
Net of 1 Invoices / 1 Checks					
Grand Total 1 invoice and 1 check for 1				5,000.00	5,000.00

GL NUMBER	DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	YTD BALANCE 08/31/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 08/31/22 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 248 - DDA OPERATING FUND							
Revenues							
Dept 000.000							
248-000.000-400.400	TAX INCREMENT FINANCING	80,000.00	80,000.00	61,531.49	1,960.61	18,468.51	76.91
248-000.000-403.400	CURRENT PROPERTY TAX GEN.OP.	12,000.00	12,000.00	869.44	869.44	11,130.56	7.25
248-000.000-408.400	PERSONAL PROPERTY TAX LOSS REIMBURSEMENT	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
248-000.000-634.400	GRANT	0.00	0.00	0.00	0.00	0.00	0.00
248-000.000-664.400	INTEREST INCOME	0.00	0.00	0.00	0.00	0.00	0.00
248-000.000-695.400	MISCELLANEOUS	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
Total Dept 000.000		113,500.00	113,500.00	62,400.93	2,830.05	51,099.07	54.98
TOTAL REVENUES							
		113,500.00	113,500.00	62,400.93	2,830.05	51,099.07	54.98
Expenditures							
Dept 000.000							
248-000.000-729.700	FLOWER PROJECT	5,000.00	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	7,500.00	0.00
248-000.000-782.700	ADMINISTRATION	2,400.00	2,400.00	400.00	200.00	2,000.00	16.67
248-000.000-801.700	CONTRACTUAL SERVICES	87,200.00	87,200.00	0.00	0.00	87,200.00	0.00
248-000.000-865.700	PROFESSIONAL DEVELOPMENT	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
248-000.000-935.703	SHOWMOBILE EXPENSES	300.00	300.00	0.00	0.00	300.00	0.00
248-000.000-940.700	GEN. MAINTENANCE/SNOW REMOVAL	8,600.00	8,600.00	0.00	0.00	8,600.00	0.00
248-000.000-948.700	DDA MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00
248-000.000-956.700	EXPENSES	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
Total Dept 000.000		113,500.00	113,500.00	400.00	200.00	113,100.00	0.35
TOTAL EXPENDITURES							
		113,500.00	113,500.00	400.00	200.00	113,100.00	0.35
Fund 248 - DDA OPERATING FUND:							
TOTAL REVENUES		113,500.00	113,500.00	62,400.93	2,830.05	51,099.07	54.98
TOTAL EXPENDITURES		113,500.00	113,500.00	400.00	200.00	113,100.00	0.35
NET OF REVENUES & EXPENDITURES		0.00	0.00	62,000.93	2,630.05	(62,000.93)	100.00

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BALANCE SHEET FOR WEST BRANCH
Period Ending 08/31/2022

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Fund 248 DDA OPERATING FUND

GL Number	Description	Balance
*** Assets ***		
248-000.000-001.000	CASH CHECKING - CHEMICAL BANK	279,936.83
Total Assets		279,936.83
*** Liabilities ***		
248-000.000-214.400	ESCROW ACCOUNT	600.00
Total Liabilities		600.00
*** Fund Balance ***		
248-000.000-390.000	CARRY OVER	168,903.99
Total Fund Balance		168,903.99
Beginning Fund Balance - 21-22		168,903.99
Net of Revenues VS Expenditures - 21-22		48,431.91
*21-22 End FB/22-23 Beg FB		217,335.90
Net of Revenues VS Expenditures - Current Year		62,000.93
Ending Fund Balance		279,336.83
Total Liabilities And Fund Balance		279,936.83

* Year Not Closed