

- 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, SEPTEMBER 26, 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 August 22, 2023
- VI. Bills
- VII. Bids
- VIII. New Business
 - A. Reschedule October meeting due to audit
 - B. Excuse Chairperson Fabbri from meeting
- IX. Unfinished Business
- X. Reports
 - A. MDOT report
 - B. Chairperson Report
 - C. Member Report
 - D. Treasurers Report
 - E. City Manager Report
 1. Gathering Place temporary parking during construction?
 2. Halloween hours
 - F. Planning Commission
- XI. Communications
 - A, MEDC Public Gathering Spaces grant email
- XII. Public comment
- XIII. Adjournment

Next Meeting – ?

REGULAR MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY
HELD AT WEST BRANCH CITY HALL, 121 N. FOURTH ST. WEST BRANCH, MI ON TUESDAY,
AUGUST 22, 2023.

The meeting was called to order by Chairperson Samantha Fabbri at 12:05 pm.

Present: Joanne Bennett, Samantha Fabbri, Autum Hunter, Sandy Rabidue, Erin Resteiner
(arrived at 12:15p), Ken Walters, and Cathy Zimmerman.

Absent: Joe Clark.

Others present: Acting Secretary/City Manager John Dantzer

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**MOTION BY FABBRI, SECOND BY HUNTER, TO EXCUSE MEMBER CLARK FROM
THE MEETING.**

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

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As an addition to the agenda, a board application was submitted from Alan Bruder to fill
the open seat.

**MOTION BY RABIDUE, SECOND BY ZIMMERMAN, TO APPROVE THE
RECOMMENDATION OF ALAN BRUDER TO THE DDA BOARD.**

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

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

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

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**MOTION BY RABIDUE, SECOND BY FABBRI, TO APPROVE THE BILLS IN THE
AMOUNT OF \$3,005.00**

Yes – Bennett, Fabbri, Hunter, Rabidue, Walters, Zimmerman

No – None

Absent – Clark, Resteiner

Motion carried

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Member Rabidue discussed flower options for the 2024 season and it was noted they may want to look into some type of fall flowers if the downtown road reconstruction is done and the downtown is open back up so it looks nice. It was the consensus to have Member Rabidue look into options and plan for cost of the flowers in the next budget.

Member Hunter brought up her concern for allowing downtown light decorations once the new light poles were installed. It was the consensus of the Board to not allow light pole decorations once the new light poles are installed in order to keep the poles looking nice.

Member Walters updated the Board on the MDOT informational meeting that was held on Monday, August 21.

Member Walters also noted they may need to start looking into purchasing new banners so they have them when the new light poles are installed.

The Treasures report was submitted.

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The meeting was adjourned at 12:23 pm.

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

BILLS

Retail Merchants	\$7,500.00
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Beckett & Raeder	\$ 270.00
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Paid but not approved

Amazon name plate	\$ 12.83
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TOTAL BILLS	\$7,782.83
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Date: September 5, 2023

To: Downtown Development Authority
Attn: Samantha Fabbri, Chair

From: West Branch Area Retail Merchants Association (WBARMA)

Re: Invoice of Yearly Distribution

Economic Development & Downtown Promotion Budgeted Amount
July 1, 2023 thru June 30, 2024.....\$7,500

Please make check out to WBARMA (West Branch Area Retail Merchants Association)
224 W. Houghton Ave., West Branch, MI 48661

John Dantzer
City of West Branch
121 N. 4th Street
West Branch, MI 48661

INVOICE

INVOICE DATE: 8/1/2023
INVOICE NO: 2023749
BILLING THROUGH: 7/31/2023

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	91.85	\$52,126.65	\$51,856.65	\$270.00
TOTAL	\$56,750.00		\$52,126.65	\$51,856.65	\$270.00

SUBTOTAL **\$270.00**

AMOUNT DUE THIS INVOICE **\$270.00**

This invoice is due on 8/31/2023

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
8/22/2023	\$5,347.50
8/2/2023	\$2,776.25
9/7/2023	\$555.00

Previous paid	\$51,856.65
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Current due	<u>\$270.00</u>
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Amount remaining after this payment	\$4,623.35
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Details for Order #113-8594682-9297842

Order Placed: August 22, 2023

Amazon.com order number: 113-8594682-9297842

Order Total: \$12.83

Not Yet Shipped	
Items Ordered 1 Of: Lasercrafting Office Desk Name Plate or Wall/Door Sign - 2x8 or 2x10 - Laser Engraved Sign - CUSTOMIZE. Holder/bracket available. Choose colors and fonts. Great gift idea. Sold by: Lasercrafting (seller profile) Condition: New	Price \$7.89
Shipping Address: Rob Romps 121 N 4TH ST WEST BRANCH, MI 48661-1217 United States Shipping Speed: Standard Shipping	
Payment information	
Payment Method: Visa Last digits: 4704	Item(s) Subtotal: \$7.89
Billing address Mike Killackey 121 N 4TH ST WEST BRANCH, MI 48661-1217 United States	Shipping & Handling: \$4.94 ----- Total before tax: \$12.83 Estimated Tax: \$0.00 ----- Grand Total: \$12.83

To view the status of your order, return to [Order Summary](#).

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PERIOD ENDING 09/30/2023

GL NUMBER	DESCRIPTION	2023-24		2023-24		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	09/30/2023	NORM (ABNORM)	MONTH 09/30/23	INCR (DECR)	BALANCE	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	68,593.03		0.00		11,406.97		85.74		
248-000.000-403.400	CURRENT PROPERTY TAX GEN.OP.	10,000.00	10,000.00	8,663.75		6,192.39		1,336.25		86.64		
248-000.000-408.400	PERSONAL PROPERTY TAX LOSS REIMBURSEMENT	40,000.00	40,000.00	0.00		0.00		40,000.00		0.00		
248-000.000-695.400	MISCELLANEOUS	1,500.00	1,500.00	400.00		0.00		1,100.00		26.67		
Total Dept 000.000		131,500.00	131,500.00	77,656.78		6,192.39		53,843.22		59.05		
TOTAL REVENUES												
131,500.00		131,500.00	131,500.00	77,656.78		6,192.39		53,843.22		59.05		
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	600.00		200.00		1,800.00		25.00		
248-000.000-801.700	CONTRACTUAL SERVICES	104,800.00	104,800.00	49,592.71		555.00		55,207.29		47.32		
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	9,000.00	9,000.00	0.00		0.00		9,000.00		0.00		
248-000.000-956.700	EXPENSES	1,500.00	1,500.00	12.83		12.83		1,487.17		0.86		
Total Dept 000.000		131,500.00	131,500.00	50,205.54		767.83		81,294.46		38.18		
TOTAL EXPENDITURES												
131,500.00		131,500.00	131,500.00	50,205.54		767.83		81,294.46		38.18		
Fund 248 - DDA OPERATING FUND:												
TOTAL REVENUES												
131,500.00		131,500.00	131,500.00	77,656.78		6,192.39		53,843.22		59.05		
TOTAL EXPENDITURES												
131,500.00		131,500.00	131,500.00	50,205.54		767.83		81,294.46		38.18		
NET OF REVENUES & EXPENDITURES												
0.00		0.00	0.00	27,451.24		5,424.56		(27,451.24)		100.00		

09/18/2023 02:00 PM
User: JOHN
DB: Westbranch City

BALANCE SHEET FOR WEST BRANCH
Period Ending 09/30/2023

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Fund 248 DDA OPERATING FUND

GL Number	Description	Balance
*** Assets ***		
248-000.000-001.000	CASH CHECKING - CHEMICAL BANK	323,365.80
Total Assets		323,365.80
*** Liabilities ***		
248-000.000-214.400	ESCROW ACCOUNT	200.00
Total Liabilities		200.00
*** Fund Balance ***		
248-000.000-390.000	CARRY OVER	203,236.69
Total Fund Balance		203,236.69
Beginning Fund Balance - 22-23		203,236.69
Net of Revenues VS Expenditures - 22-23		92,477.87
*22-23 End FB/23-24 Beg FB		288,204.58
Net of Revenues VS Expenditures - Current Year		27,451.24
Ending Fund Balance		323,165.80
Total Liabilities And Fund Balance		323,365.80

* Year Not Closed

REGULAR MEETING OF THE WEST BRANCH PLANNING COMMISSION HELD IN THE COUNCIL CHAMBERS
OF CITY HALL, 121 NORTH FOURTH STREET, ON TUESDAY, SEPTEMBER 12, 2023.

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

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

Absent: Josh Erickson

Others officers in attendance: Acting secretary/zoning administrator, John Dantzer

All stood for the Pledge of Allegiance.

**MOTION BY DAVID, SECOND BY FACHTING, TO APPROVE THE MINUTES WITH CORRECTIONS
FROM THE MEETING HELD AUGUST 22, 2023.**

Yes — David, DeRoso, Fachting, Jackson, Lucynski, Showalter

No – None

Absent –Erickson

Motion carried

Member David commented on the downtown streets noting the construction and detours were underway.

Member Jackson noted the traffic flow through town has been backed up due to the construction.

Member Fachting gave an update on the "Old Mill" building that was recently purchased. She also wished the Ogemaw Falcons good luck on their upcoming games.

Member Showalter commended City staff for a grant they just received. Acting secretary/Zoning administrator Dantzer noted the City was awarded a grant from EGLE for a water project in the amount of \$18 million with the entire project being paid for with the grant.

Member DeRoso discussed a housing initiative the Ogemaw EDC was working on.

Secretary/administrator Dantzer noted he has had several requests to revisit the zoning classification for the building at 113 N. First. He noted he has had at least four different developers looking at the property to include some type of mixed use combining commercial and residential. He further noted that due to it currently being zoned as central business district, that was not an option. The Commission discussed that location as well as a few others around town that should maybe be looked at. The Commission had a consensus that the 113 N. First property did need to be relooked at and would be supportive of looking

at a change to mixed use since it was mixed use on the opposite side of the road from the building and was a prime location for a mixed use business.

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Chairperson Lucynski closed the meeting at 6:31 pm

From: Paula Holtz (MEDC)
To: John Dantzer
Subject: West Branch CDBG Public Gathering Spaces Initiative Application
Date: Monday, September 11, 2023 10:59:54 AM

Dear Mr. Dantzer,

Thank you for giving the Michigan Economic Development Corporation (MEDC) the opportunity to review West Branch's 2023 Public Gathering Spaces Initiative (PGSI) application under the Michigan Strategic Fund's Community Development Block Grant (CDBG) program.

In total, 25 eligible applications were received, totaling over \$30 million in requested PGSI funding. After carefully reviewing the PGSI applications, 16 communities were selected to proceed in the application process. Based on the MEDC's evaluation, your community is not being recommended to continue in the application process.

If you would like to discuss the scoring of your proposed project, please send your contact information to publicgatheringspaces@michigan.org and we will contact you to schedule a call.

Regards,

CDBG Public Gathering Spaces Initiative

Michigan Economic Development Corporation
300 N. Washington Square | Lansing, MI 48913
publicgatheringspaces@michigan.org

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