

- 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 28, 2021, 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 meeting held August 24, 2021
- VI. Bills
- VII. Bids
- VIII. Unfinished Business
  - A. Streetscape discussion
- IX. New Business
- 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 THE WEST BRANCH CITY HALL, 121 N FOURTH ST. ON TUESDAY, AUGUST 24,  
2021.

The meeting was called to order by Chairperson Samantha Fabbri at 12:04 pm.

Present: Anthony Bair, Joanne Bennett, Joe Clark (arrived at 12:06), Samantha Fabbri,  
Autum Hunter, Ken Walters, and Cathy Zimmerman.

Absent: Sandy Rabidue and Erin Resteiner

Others present: City Manager John Dantzer

\* \* \* \* \*

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

**Yes – Bair, Bennett, Fabbri, Hunter, Walters, and Zimmerman**

**No – None                      Absent – Clark, Rabidue, Resteiner                      Motion carried.**

\* \* \* \* \*

As an addition to the agenda, an invoice for \$600 was submitted from the City for the  
showmobile setup.

**MOTION BY FABBRI, SECOND BY BENNETT, TO APPROVE THE BILLS IN THE  
AMOUNT OF \$600.00.**

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

**No – None                      Absent – Rabidue, Resteiner                      Motion carried.**

\* \* \* \* \*

**MOTION BY BENNETT, SECOND BY FABBRI, TO APPROVE THE MINUTES FROM  
THE SPECIAL MEETING HELD AUGUST 4, 2021.**

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

**No – None                      Absent – Rabidue, Resteiner                      Motion carried.**

\* \* \* \* \*

Chairperson Fabbri gave a summary of the meeting held with MDOT on Monday, August 23<sup>rd</sup> noting some of the streetscape plans would need to be changed because the City is considered historic eligible and some of the choices were not in line with SHPO requirements.

Tim Knutsen of Beckett and Raeder gave an updated presentation on the downtown streetscape plan in response to the SHPO requirements.

\* \* \* \* \*

Chairperson Fabbri noted the radio station 105.5 is back as an online based station and they will continue to have a local focus.

Member Clark noted he thought the Houghton Ave reconstruction was a step backwards.

Member Bair noted the number of cases of positive COVID cases were again increasing and he wouldn't be shocked to see some mandates come down after the holiday.

Manager Dantzer noted he received notice from the Christmas Designers, which is who the Board purchased the Christmas decorations from, that there will be increased shipping costs on all orders.

\* \* \* \* \*

The meeting was adjourned at 12:57 pm.

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

**BILLS**

Paid but not approved

West Branch Greenhouse	\$16,856.23
------------------------	-------------

<b>TOTAL BILLS</b>	<b>\$16,856.23</b>
--------------------	--------------------

# Early Buy Order Invoice with Surcharge

Christmas  
Designers.com

**Order:** CO00033179  
**Date Order** 1/27/2021  
**Cust PO:** 2021 EB Q15.3981  
**Salesperson:** TP

**Route To:** CIT7079  
John Dantzer  
City of West Branch  
121 N 4th St  
West Branch MI 48661  
USA

**Ship To:** 0  
City of West Branch  
121 N 4th St  
West Branch MI 48661  
USA

Line/Release	Item	Item Description	Qty	Unit Price	Net Amount
1	1-26425-000-LED-WW		1.000	588.00000	588.00
		3' - 3D Snowburst Tree Topper - C7 - War			
2	T-20-TWKRGBW		1.000	14,760.00000	14,760.00
		20' RGB Tree - Twinkly Pro			
3	G-914-DOFL-WW		90.000	42.19000	3,797.10
		9' x 14" Deluxe Oregon Fir Garland - Lit			
4	G-4514-DOFL-WW		90.000	21.38000	1,924.20
		4.5' x 14" Deluxe Oregon Fir Garland - L			

---

Christmas Designers.com LLC, 215 W. Park Ave, Sherman, TX, 75090, USA

## Early Buy Order Invoice with Surcharge

Christmas  
Designers.com

**Remit To:**

Christmas Designers.com LLC  
215 W. Park Ave  
Sherman TX 75090  
USA

<b>Sales Amount:</b>	<b>21,069.30</b>
<b>Surcharge:</b>	<b>2,106.93</b>
<b>Sales Tax:</b>	<b>0.00</b>
<b>Order Total:</b>	<b>23,176.23</b>

<b>Freight:</b>	<b>0.00</b>
<b>Prepaid:</b>	<b>6320.00</b>
<b>Total Due:</b>	<b>16,856.23</b>

**Terms:** 30% Down, Balance Prior to Shipping

Surcharge is due now, please contact your sales rep on how you will be making a payment.

---

Christmas Designers.com LLC, 215 W. Park Ave, Sherman, TX, 75090, USA

09/21/2021 08:13 AM  
User: JOHN  
DB: Westbranch City

BALANCE SHEET FOR WEST BRANCH  
Period Ending 09/30/2021

Page: 1/1

Fund 248 DDA OPERATING FUND

GL Number	Description	Balance
*** Assets ***		
248-000.000-001.000	CASH CHECKING - CHEMICAL BANK	207,132.26
<b>Total Assets</b>		<b>207,132.26</b>
*** Liabilities ***		
248-000.000-214.400	ESCROW ACCOUNT	600.00
<b>Total Liabilities</b>		<b>600.00</b>
*** Fund Balance ***		
248-000.000-390.000	CARRY OVER	162,583.99
<b>Total Fund Balance</b>		<b>162,583.99</b>
<b>Beginning Fund Balance</b>		<b>162,583.99</b>
<b>Net of Revenues VS Expenditures</b>		<b>43,948.27</b>
<b>Ending Fund Balance</b>		<b>206,532.26</b>
<b>Total Liabilities And Fund Balance</b>		<b>207,132.26</b>

PERIOD ENDING 09/30/2021

% Fiscal Year Completed: 25.21

GL NUMBER	DESCRIPTION	2021-22	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	09/30/2021 NORM (ABNORM)	MONTH 09/30/21 INCR (DECR)		
Fund 248 - DDA OPERATING FUND							
Revenues							
Dept 000.000							
248-000.000-400.400	TAX INCREMENT FINANCING	69,200.00	69,200.00	63,323.87	0.00	5,876.13	91.51
248-000.000-403.400	CURRENT PROPERTY TAX GEN.OP.	11,500.00	11,500.00	8,755.78	5,788.57	2,744.22	76.14
248-000.000-408.400	PERSONAL PROPERTY TAX LOSS REIMBURSEMENT	19,445.00	19,445.00	0.00	0.00	19,445.00	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	100.00	100.00	0.00	0.00	100.00	0.00
248-000.000-695.400	MISCELLANEOUS	800.00	800.00	600.00	0.00	200.00	75.00
Total Dept 000.000		101,045.00	101,045.00	72,679.65	5,788.57	28,365.35	71.93
TOTAL REVENUES							
101,045.00		101,045.00	101,045.00	72,679.65	5,788.57	28,365.35	71.93
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	75,345.00	75,345.00	28,029.95	28,029.95	47,315.05	37.20
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	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00
248-000.000-956.700	EXPENSES	1,500.00	1,500.00	101.43	17.18	1,398.57	6.76
Total Dept 000.000		101,045.00	101,045.00	28,731.38	28,247.13	72,313.62	28.43
TOTAL EXPENDITURES							
101,045.00		101,045.00	101,045.00	28,731.38	28,247.13	72,313.62	28.43
Fund 248 - DDA OPERATING FUND:							
TOTAL REVENUES		101,045.00	101,045.00	72,679.65	5,788.57	28,365.35	71.93
TOTAL EXPENDITURES		101,045.00	101,045.00	28,731.38	28,247.13	72,313.62	28.43
NET OF REVENUES & EXPENDITURES		0.00	0.00	43,948.27	(22,458.56)	(43,948.27)	100.00



REGULAR MEETING OF THE WEST BRANCH PLANNING COMMISSION HELD IN THE COUNCIL CHAMBERS  
OF CITY HALL, 121 NORTH FOURTH STREET, ON TUESDAY, SEPTEMBER 14, 2021.

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

Present: Bob David, Yvonne DeRosio, Josh Erickson, Kara Fachting, Mike Jackson, Cori Lucynski, and  
Rusty Showalter

Absent: None

Others officers in attendance: City Manager John Dantzer and NEMCOG representative Denise Cline.

\*\*\*\*\*

All stood for the Pledge of Allegiance.

\*\*\*\*\*

As an addition to the agenda, a sign permit variance from Ann's Hair Affair was submitted. It was noted the variance was needed because flag style banners were not allowed in the mixed-use district. The Commission discussed the sign ordinance section dealing with flag style banners and noted those type of signs not being allowed in the mixed-use district was an oversight and the need to change that part of the ordinance in the upcoming update.

**MOTION BY LUCYNSKI, SECOND BY JACKSON, TO APPROVE THE SIGN VARIANCE WITH THE  
REQUIREMENT THAT THE BANNER BE LOCATED OUTSIDE THE ROAD RIGHT OF WAY.**

**Yes — David, DeRosio, Erickson, Fachting, Jackson, Lucynski, Showalter**

**No — None**

**Absent — None**

**Motion carried**

\*\*\*\*\*

**MOTION BY JACKSON, SECOND BY DAVID, TO APPROVE THE MINUTES FROM THE REGULAR  
MEETING HELD AUGUST 10, 2021.**

**Yes — David, DeRosio, Erickson, Fachting, Jackson, Lucynski, Showalter**

**No — None**

**Absent — None**

**Motion carried**

\*\*\*\*\*

The Commission discussed potential issues in the ordinance with NEMCOG representative Denise Cline, who assisted in the initial rewrite. The Commission discussed making the following changes to the ordinance.

1. Change the zoning on Houghton Ave from Sixth St to M-30 from Central Business District to Mixed Use District.
2. Change zoning on M-30 from Wright St. to Columbus from Office/Service District to Mixed Use District.
3. Change the fencing requirements for commercial uses in the Mixed-Use district to allow taller fences, fences in the front yard, and chain link fencing.
4. Change the sign ordinance to no allow "Sail-type" banners in the Central Business District (effective after the road reconstruction in 2023) and to allow "Sail-type" banners in the Mixed-Use district for commercial uses.

The Commission also discussed potential zoning possibilities for marijuana facilities if the City ever opted into allowing those type of businesses.

\*\*\*\*\*

Member Erickson noted an arcade is planning on moving into the old Polo storefront.

Member Lucynski noted how nice the downtown banners were.

Member David commented on the sidewalk construction and how nice the City looked.

Member DeRoso gave updates on construction activities in the West River Park Condos and Victorian Manor Condos.

\*\*\*\*\*

Meeting was adjourned at 7:20 pm