

- 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 26, 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 and informational meeting held June 28, 2022
- VI. Bills
- VII. Bids
- VIII. New Business
 - A. Pocket park update and tour of downtown
- IX. Unfinished 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. WEST BRANCH, MI ON
TUESDAY, JUNE 28, 2022.

The meeting was called to order by Vice-Chairperson Joe Clark at 12:05.

Present: Anthony Bair, Joe Clark, Sandy Rabidue, Erin Resteiner, Ken Walters (left at 12:30), and Cathy Zimmerman.

Absent: Joanne Bennett, Samantha Fabbri, and Autum Hunter.

Others in attendance: City Manager John Dantzer

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

Yes – Bair, Clark, Rabidue, Resteiner, Walters, and Zimmerman.

No – None Absent – Bennett, Fabbri, and Hunter Motion carried.

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**MOTION BY RABIDUE, SECOND BY BAIR, TO APPROVE THE MINUTES FROM
THE MEETING HELD MAY 24, 2022.**

Yes – Bair, Clark, Rabidue, Resteiner, Walters, and Zimmerman.

No – None Absent – Bennett, Fabbri, and Hunter Motion carried.

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**MOTION BY RABIDUE, SECOND BY CLARK, TO PAY BILLS IN THE AMOUNT OF
\$14,260.00.**

Yes – Bair, Clark, Rabidue, Resteiner, Walters, and Zimmerman.

No – None Absent – Bennett, Fabbri, and Hunter Motion carried.

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The Board discussed the watering of the flowers at the Fireman’s Memorial. It was noted the DDA was responsible for watering the flowers on the First Wednesday of the month. Member Resteiner volunteered to do the watering on July 6th and Member Bair volunteered to do the watering on August 3rd.

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The Board discussed the idea of removing the plans for hanging flower pots on the new light poles for the streetscape project. It was the consensus that the hanging flowers along with banners on the poles may be too much and just having flowers at ground level would be better.

MOTION BY CLARK, SECOND BY RABIDUE, TO REMOVE THE PLANS FOR HANGING FLOWER BASKETS ON THE DOWNTOWN POLES AND INSTEAD PLAN FOR LARGER BANNERS.

Yes – Bair, Clark, Rabidue, Resteiner, Walters, and Zimmerman.

No – None Absent – Bennett, Fabbri, and Hunter Motion carried.

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Member Walters was excused from the meeting at 12:30

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The Board discussed changes to the Gathering Place to help control costs and to match the design better to the new streetscape plan.

MOTION BY ZIMMERMAN, SECOND BY RESTEINER, TO MAKE THE FOLLOWING CHANGES TO THE GATHERING PLACE PLAN.

- **REMOVE THE PAVILLION AND INSTEAD PLAN FOR A GRASSY AREA.**
- **REMOVE THE CONCRETE DESIGN AND PAVERS AND MATCH THE CONCRETE TO THE SIDEWALKS IN THE STREETScape PLAN.**
- **REMOVE THE RAILROAD THEME**
- **REMOVE THE LOCOMOTIVE FIREPLACE**
- **REMOVE THE ANTIQUE TRAIN CROSSING SIGNAL AND MATCH LIGHTS TO THE LIGHTS IN THE STREETScape PLAN.**
- **REMOVE TREE GRATES AND PLAN FOR A MULCH FINISH INSTEAD.**
- **ADD AN ELECTRICAL POST THAT CAN BE USED FOR ADDITIONAL ELECTRICAL NEEDS SUCH AS THE SHOWMOBILE OR FOOD TRUCKS.**

Yes – Bair, Clark, Rabidue, Resteiner, and Zimmerman. No – None

Absent – Bennett, Fabbri, Hunter, and Walters Motion carried.

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Vice Chair Clark reminded everyone about the downtown classy chassis car show on Friday night.

Member Rabidue noted how nice the flowers were looking and commended the DPW for their work in watering the flowers.

Manager Dantzer noted he submitted the personal property tax reimbursement forms to the State and initial returns show a larger refund than the previous year.

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The meeting was adjourned at 12:54 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 28, 2022.

Vice-Chairperson Clark called the meeting to order at 12:00 pm.

Present: Anthony Bair, Joe Clark, Sandy Rabidue, Erin Resteiner, Ken Walters, and Cathy Zimmerman.

Absent: Joanne Bennett, Samantha Fabbri, and Autum Hunter.

Others present: City Manager John Dantzer

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Vice-Chairperson Clark noted the reason for the special meeting was to hold the first of the two 2022 required informational meetings as required by the DDA Act.

The projects worked on during 2021 and the main areas of focus for the 2022 calendar year would be as follows:

1. Development of the Gathering Place.
 - The DDA was not able to proceed with the project in 2021 as grant funds were not available but they would continue to monitor the MEDC grant funds in upcoming years. The Board will also be looking at possibly downsizing the project as construction costs increase.
2. Working on subcommittees with Council and Planning members on the new City Council Goals that were developed and passed by Council in 2020.
 - Meetings were not held in 2021 due to COVID issues but they would continue to be available to meet as requested during 2022 to help on the City Council Goals.
3. Work with City Council on the Houghton Ave redesign project.
 - A streetscape plan was developed with the assistance of Beckett & Raeder in 2021. In 2022, the Board will continue to work on the plan and funding options for the streetscape. The reconstruction project was moved from 2023 to 2024 by MDOT due to material concerns.
4. Continue the downtowns flower and snow removal projects.
 - The Board again sponsored the flowers and snow removal downtown with the flowers being completed in May.
5. Work on seasonal themed banners.
 - No banners were decided upon during 2021 but they will continue to discuss optional themed banners during 2022.
6. Research the Historical Preservation Designation for the City.
 - In 2021, the Board discussed pros and cons of the designation but made no decisions. It will continue to be something the Board may look into during 2022.
7. Façade program
 - A façade program was completed and approved in 2022. The DDA hopes to have a project that they can use the program for in 2022.

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

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Vice-Chairperson Clark adjourned the meeting at 12:04 pm.

07/22/2022 10:11 AM
User: JOHN
DB: Westbranch City

PERIOD ENDING 06/30/2022
% Fiscal Year Completed: 100.00

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	YTD BALANCE 06/30/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 06/30/22 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	69,200.00	79,521.00	79,520.98	0.00	0.02	100.00
248-000.000-403.400	CURRENT PROPERTY TAX GEN.OP.	11,500.00	12,025.00	12,091.62	67.23	(66.62)	100.55
248-000.000-408.400	PERSONAL PROPERTY TAX LOSS REIMBURSEMENT	19,445.00	29,252.00	29,251.43	0.00	0.57	100.00
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	0.00	0.00	0.00	0.00	0.00
248-000.000-695.400	MISCELLANEOUS	800.00	2,300.00	2,500.00	200.00	(200.00)	108.70
Total Dept 000.000		101,045.00	123,098.00	123,364.03	267.23	(266.03)	100.22
TOTAL REVENUES		101,045.00	123,098.00	123,364.03	267.23	(266.03)	100.22
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	7,500.00	0.00	0.00	100.00
248-000.000-782.700	ADMINISTRATION	2,400.00	2,400.00	2,400.00	200.00	0.00	100.00
248-000.000-801.700	CONTRACTUAL SERVICES	75,345.00	75,345.00	56,684.93	6,460.00	18,660.07	75.23
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	9.99	0.00	290.01	3.33
248-000.000-940.700	GEN. MAINTENANCE/SNOW REMOVAL	8,000.00	8,000.00	8,000.00	8,000.00	0.00	100.00
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	337.26	235.83	1,162.74	22.48
Total Dept 000.000		101,045.00	101,045.00	74,932.18	14,895.83	26,112.82	74.16
TOTAL EXPENDITURES		101,045.00	101,045.00	74,932.18	14,895.83	26,112.82	74.16
Fund 248 - DDA OPERATING FUND:							
TOTAL REVENUES		101,045.00	123,098.00	123,364.03	267.23	(266.03)	100.22
TOTAL EXPENDITURES		101,045.00	101,045.00	74,932.18	14,895.83	26,112.82	74.16
NET OF REVENUES & EXPENDITURES		0.00	22,053.00	48,431.85	(14,628.60)	(26,378.85)	219.62
BEG. FUND BALANCE		168,903.99	168,903.99	168,903.99			
END FUND BALANCE		168,903.99	190,956.99	217,335.84			

07/22/2022 10:13 AM
User: JOHN
DB: Westbranch City

BALANCE SHEET FOR WEST BRANCH
Period Ending 07/31/2022

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Fund 248 DDA OPERATING FUND

GL Number	Description	Balance
*** Assets ***		
248-000.000-001.000	CASH CHECKING - CHEMICAL BANK	277,306.72
Total Assets		277,306.72
*** 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		48,431.85
*21-22 End FB/22-23 Beg FB		217,335.84
Net of Revenues VS Expenditures - Current Year		59,370.88
Ending Fund Balance		276,706.72
Total Liabilities And Fund Balance		277,306.72

* 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, JULY 12, 2022.

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

Present: Bob David, Yvonne DeRoso, Cori Lucynski, and Mike Jackson

Absent: Josh Erickson, Kara Fachting, and Rusty Showalter

Others officers in attendance: City Manager, John Dantzer

All stood for the Pledge of Allegiance.

**MOTION BY DAVID, SECOND BY LUCYNSKI, TO APPROVE THE MINUTES FROM THE MEETING
HELD MAY 10, 2022.**

Yes — David, DeRoso, Lucynski, Jackson

No – None

Absent – Erickson, Fachting, Showalter

Motion carried

As an addition to the agenda, the Board discussed as sign variance for 2206 M-76. The sign variance for Dunham's was needed due to the height and size of the monument sign. City Manager Dantzer noted the monument sign had all of the businesses in the plaza that it was serving and the sign would be in the exact same location and size as the Family Fare sign that it was replacing.

The Board discussed areas in the City that could be rezoned for larger commercial/industrial opportunities.

**MOTION BY LUCYNSKI, SECOND BY JACKSON, TO APPROVE THE SIGN VARIANCE FOR
DUNHAM'S SPORTING GOODS AT 2206 S M-76 TO ALLOW THE MONUMENT SIGN TO BE THE
SAME SIZE AND HEIGHT AS THE SIGN IT WAS REPLACING.**

Yes — David, DeRoso, Lucynski, Jackson

No – None

Absent – Erickson, Fachting, Showalter

Motion carried

**MOTION BY JACKSON, SECOND BY DEROSO, TO EXCUSE MEMBERS FACHTING AND
SHOWALTER FROM THE MEETING DUE TO ILLNESS.**

Yes — David, DeRoso, Lucynski, Jackson

No – None

Absent – Erickson, Fachting, Showalter

Motion carried

Member David brought up concerns on the recycling center and noted the State Rd project looks good

Member Lucynski noted Cuzins Cycle was expanding.

Meeting was adjourned at 6:32 pm