-- AGENDA --

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL TO BE HELD IN PERSON AND VIRTUALLY AT WEST BRANCH CITY HALL, 121 N. FOURTH ST. ON MONDAY, OCTOBER 18, 2021, BEGINNING AT 6:00 P.M.

PLEASE NOTE: All guests and parties in attendance are asked to sign in if they will be making any comments during meetings, so that the City Clerk may properly record your name in the minutes. Public comments are limited to 3 minutes in length while matters from the floor are limited to 10 minutes, unless you have signed in and requested additional speaking time, and that the request is then approved by either the Mayor or a majority vote of Council. All in attendance are asked to silence all cell phones and other electronic devices. Accommodations are available upon request to those who require alternately formatted materials or auxiliary aids to ensure effective communication and access to City meetings or hearings. All request for accommodations should be made with as much advance notice as possible, typically at least 10 business days in advance by contacting City Clerk Amanda Stang at (989) 345-0500. [DISCLAIMER: Views or opinions expressed by City Council Members or employees during meetings are those of the individuals speaking and do not represent the views or opinions of the City Council or the City as a whole.] [NOTICE: Audio and/or video may be recorded at public meetings of the City Council.]

- I. Call to order
- II. Roll call
- III. Pledge of Allegiance
- IV. Scheduled matters from the floor
 - A. County Commissioner Mark Surbrook
 - B. Keri Withers-Rayola Charitable Gaming Resolution
- V. Public hearing
- VI. Additions to the agenda
- VII. Public comment on agenda items only (limited to 3 minutes)
- VIII. Bids
- IX. Unfinished business
 - A. CDBG Grant Administrator Bids
 - B. MSP Flag Pole
- X. New business
 - A. Bills
 - B. Excuse Mike Jackson from meeting held October 4, 2021
 - C. Excuse Carol Adair from meeting held October 18, 2021
 - D. Introduction of Ordinance 21-03 Zoning Amendment
 - E. Introduction of Ordinance 21-04 Title 13

- F. Introduction of Ordinance 21-05 Drone Ordinance
- G. Walleye & Friends Live & Local Music Special Event Permit
- XI. Approval of the minutes and summary from the meeting held October 4, 2021
- XII. Consent agenda
 - A. Treasurers report and investment summary
 - B. Approval of Planning Commission minutes from meeting held September 14, 2021.
 - C. Police September Month End Report
- XIII. Communications
- XIV. Reports and/or comments
 - A. Mayor
 - B. Council
 - C. Manager
- XV. Public comment any topic
- XVI. Adjournment

<u>UPCOMING MEETINGS-EVENTS</u> October 20, Airport Board 12:15 pm October 26, DDA Board 12:00 pm October 31, Halloween Trick or Treating 6:00pm-8:00pm November 1, City Council 6:00pm

In response to the COVID -19 pandemic, City Council meetings will be held in person but still broadcasted virtually. Unvaccinated members of the public may attend with social distancing and facemask requirements. Vaccinated members may attend in person without masks restrictions as per the latest State update.

Call to Order

Roll Call

Pledge of Allegiance

Scheduled Matters from the Floor



Alichtean Charitable Gaming Division Box 30023, Lansing, MI 48909 OVERNIGHT DELIVERY. 101 E. Hillsdale, Lansing MI 48933 (517) 335-5780 www.michinan.gov/cg

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES (Required by MCL.432.103(K)(ii))

At a	meeting of the					
called to order by	TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD					
at a.m./p.m. the following	resolution was offered:					
Moved by	d by and supported by					
	NIZATION Of					
COUNTY NAME	, asking that they be recognized as a					
nonprofit organization operating in the comm						
gaming licenses, be considered for	PROVAUDISAPPROVAL					
APPROVAL	DISAPPROVAL					
Yeas:	Yeas:					
Nays:	Nays:					
Absent:	Absent:					
I hereby certify that the foregoing is a true and	d complete copy of a resolution offered and					

adopted by the ______ at a _____ REGULAR OR SPECIAL meeting held on _____ _. SIGNED: _____ TOWNSHIP, CITY, OR VILLAGE CLERK PRINTED NAME AND TITLE ADDRESS COMPLETION: Required PENALTY. Possible denial of application. BSL-CG-1153(R6/09)

Public Hearings

Additions to the Agenda

Public Comment -Agenda Items

Bids

Unfinished Business



121 North Fourth Street, West Branch, Michigan 48661 Phone 989-345-0500, Fax 989-345-4390, The City of West Branch is an equal opportunity provider, employer, and lender

SCOPE OF WORK FOR **CERTIFIED GRANT ADMINISTRATOR**

The City of West Branch is accepting proposals from CGA's for management and administrative services required by the City for administration/implementation of a proposed Community Development Block Grant (CDBG) if funded by the state. The project for which funds will be requested consists of a new water treatment plant and the replacement of water main on Houghton Ave.

OVERVIEW

The City of West Branch will award a fixed sum contract subject to approval by and funding from the state. CDBG funds can be utilized for the payment of overall program administration costs that are associated with the funded CDBG project.

PART ONE: SCOPE

The scope of services that the consultant must be prepared and qualified to provide are as follows:

١. **General Tasks**

- A. Establish project files in the GRANTEE's office. These files must demonstrate compliance with all applicable state, local, and federal regulations. The project files must be monitored throughout the program to ensure that they are complete and that all necessary documentation is being retained in the GRANTEE's files.
- B. With the assistance of the GRANTEE, help conduct public hearings. This includes, but is not limited to, such things as assisting with public notices, conducting hearings, etc.
- C. Prepare the Section 504 self-evaluation and transition plan, if applicable.
- D. Prepare one analysis of impediments to fair housing.
- E. Ensure all Citizen Participation Requirements are met.
- F. Assist GRANTEE in establishing and maintaining one Section 3 plan and appropriate reports.
- G. Prepare semi-annual progress reports for the GRANTEE.
- H. Prepare and submit for approval Community Development Block Grant Amendments as necessary and conduct public hearings if required. 1.
- Other general tasks as necessary, including but not limited to, coordinating and meeting with key players, preparing amendment requests for GRANTEE, and preparing environmental review amendments for

Total estimated hours for General Tasks:

П. **Financial Management**

- A. Prepare the Requests for Payment at least quarterly to ensure consistency with the procedures established for the CDBG Program.
- B. Ensure that the GRANTEE has an acceptable financial management system as it pertains to finances of the CDBG Program. An acceptable system includes, but is not limited to, cash receipts and disbursements journal and accompanying ledgers, and should conform to generally accepted principles of municipal accounting.
- C. Make progress inspections and certify private investment.



121 North Fourth Street, West Branch, Michigan 48661 Phone 989-345-0500, Fax 989-345-4390, The City of West Branch is an equal opportunity provider, employer, and lender

D. Provide assistance during annual audit of CDBG programs, as necessary.

Total estimated hours for Financial Management:

III. Environmental Review- per project

- A. Assist GRANTEE with any environmental assessment amendments as needed.
- B. Assist GRANTEE and coordinate any exemption certifications and amendments as needed.
- IV. Land Acquisition, Relocation, and One for One Replacement N/A

Total estimated hours for Land Acquisition, Relocation, and One for One Replacement:

V. Procurement

- A. Establish and maintain Procurement Policies and files.
- B. Review and analyze proposals for qualifications, cost, and other factors.
- C. Provide required procurement reports to and obtain approvals from MEDC as appropriate.
- D. Maintain procurement records including selection process, advertisements, reasons for selections, minutes of bid openings, etc.
- E. Maintain Section 3 file for each contract in excess of \$100,000.
- F. Provide annual Project DBE and other related procurement reports.

Total estimated hours for Procurement:

VI. Construction and Labor Compliance

- A. Assist the project engineer in the preparation of bid documents and supervise the bidding process consistent with state and federal regulations.
- B. Secure the Department of Labor's federal wage decision and include it in the bid documents.
- C. Prepare construction contracts which comply with state and federal regulations. Examples are Conflict of Interest, Access to Records, Copeland Anti-Kickback Act, Safety Standards, Architectural Barriers, Flood Insurance, Clean Air and Water Act (for contracts over \$100,000), HUD Handbook (6500.3), 24 CFR 85.36, Section 3, Section 109, Title VI, Civil Rights Act, EO 11246 (for contracts over \$10,000), Section 504, etc.
- D. Obtain contractor clearance(s).
- E. Check weekly payrolls and complete Payroll Review Worksheet to ensure compliance with federal wage decision(s). Conduct on-site interviews and compare the results with the appropriate payrolls.
- F. Monitor construction to ensure compliance with equal opportunity and labor standards provisions.
- G. Assist in a final inspection of the project and in the issuance of a final acceptance of work.
- H. Assist the project architect/engineer in obtaining any necessary permits.
- I. Monitor Section 3, DBE and other contractor and subcontractor reports.

Total estimated hours for Construction and Labor Compliance:

VII. Rental Rehabilitation Specific Tasks



121 North Fourth Street, West Branch, Michigan 48661 Phone 989-345-0500, Fax 989-345-4390, The City of West Branch is an equal opportunity provider, employer, and lender

N/A.

Total estimated hours for Rental Rehabilitation Specific Tasks: ______ Hours

VIII. Monitoring and Close Out

- A. Attend and assist the GRANTEE during the MEDC's monitoring visit(s). Prepare GRANTEE's response to all monitoring findings.
- B. Prepare close-out documents.
- C. Conduct and document Performance Public Hearings on an annual and/or project basis as required.

Total estimated hours for Monitoring and Close Out:

IX. National Objective Compliance, Surveys, and Income verification N/A

Total estimated hours for National Objective Compliance:

TOTAL HOURS FOR ALL TASKS:

PART TWO: PROPOSALS

In order to be considered, proposals must be received by the City of West Branch prior to 4:30 p.m. on the 16th day of September, 2021. The City of West Branch reserves the right to reject any or all proposals. Questions concerning this request should be addressed to City Manager, John Dantzer at 989-345-0500. Proposals can be delivered to City Clerk, Amanda Stang:

1. By email at clerk@westbranch.com

- 2. In person at 121 N. Fourth St., West Branch, MI 48661
- 3. By mail at 121 N. Fourth St., West Branch, MI 48661

The proposal must include:

- 1. The proposed fee;
- 2. The total number of hours for each task;
- 3. An hourly rate, including fringe benefits plus travel and material costs, if applicable;

4. A brief history of the firm and the qualifications of each person in the firm who will be assigned to the project; and

5. A list of UGLGs and contact information for those UGLG references that the firm has been under contract with for CDBG administration during the last four calendar years.

Selection will be made to the responsible consultant whose proposal will be most advantageous to the UGLG.

clerk@westbranch.com

From: Sent: To: Subject: Attachments:	Kimberley Carter <carter.consultingllc17@gmail.com> Tuesday, September 14, 2021 11:53 AM clerk@westbranch.com CDBG Certified Grant Administrator for Water Related Infrastrucure Project West Branch RFP Response.pdf; City of Allegan Letter of Recommendation.pdf; City of Howell Letter of Recommendation.pdf; Kimberley Carter Resume.pdf; City of Laingsburg</carter.consultingllc17@gmail.com>
	Letter of Recommendation.pdf; Kimberley Carter Resume.pdf; City of Laingsburg Letter of Recommendation.pdf; Project list 2017-2021.pdf

Good Morning Ms. Stang,

Please see attached, my formal proposal to your Request for Proposals for your upcoming Water Related Infrastructure grant with the MEDC. If my proposal is awarded, I will work diligently for the City of West Branch to ensure the utmost compliance with regards to the regulations of CDBG.

Also attached is a list of CDBG grants I have administered, mostly under the umbrella of Revitalize LLC, 3 letters of recommendation and my most recent resume.

If you would be so kind as to confirm receipt of this email, I would greatly appreciate it. Please let me know if you have any questions.

Thank you

Kimberley Carter Carter Consulting, LLC (517) 677-6827



Carter Consulting, LLC 3045 Hull Rd. Leslie, MI 49251

City of West Branch

Dear Mr. Dantzer,

Please accept this letter as my formal response for your CDBG Administrative Consultant Proposal request.

Carter Consulting, LLC is a licensed and insured Limited Liability Company, in the State of Michigan since August 2017. I have been contracted with Revitalize, LLC as an additional Certified Grant Administrator since December 2014.

Although Carter Consulting, LLC has only administered/completed one (1) CDBG project solely, I have been the "lead" on several projects, with Revitalize LLC. A list is attached, of the grants in which I have co-administered, with Revitalize, LLC. References can be contacted, if desired. I am currently under contract with the City of Laingsburg and the City of Owosso for Rental Rehabilitation projects, the City of Battle Creek to assist in coordinating their Rental Rehab program and have been awarded contracts with the City of Morenci and the Village of Fowlerville, not yet executed.

Carter Consulting, LLC charges \$70.00 per hour, which includes travel and material costs. The total hours estimated for this project are 310 hours for a contract amount of (Twenty One Thousand Seven Hundred and 00/100) \$21,700.00.

Respectfully,

Kimberley Carter, Owner Carter Consulting, LLC The scope of services that the consultant is prepared and qualified to provide are as follows:

- 1. **General Tasks**
- A. Establish project files in the GRANTEE's office. These files must demonstrate compliance with all applicable state, local, and federal regulations. The project files must be monitored throughout the program to ensure that they are complete and that all necessary documentation is being retained in the GRANTEE's files.
- B. With the assistance of the GRANTEE, help conduct public hearings. This includes, but is not limited to, such things as assisting with public notices, conducting hearings, etc.
- C. Assist the city with the preparation of the Section 504 self-evaluation and transition plan, if applicable.
- D. Prepare one analysis of impediments to fair housing.
- E. Ensure all Citizen Participation Requirements are met.
- F. Assist GRANTEE in establishing and maintaining one Section 3 plan and appropriate reports.
- G. Prepare semi-annual progress reports for the GRANTEE.
- H. Assist the city in preparing and submitting for approval Community Development Block Grant Amendments as necessary and conduct public hearings if required.
- I. Other general tasks as necessary, including but not limited to, coordinating and meeting with key players, preparing amendment requests for GRANTEE, and preparing environmental review amendments for GRANTEE.

Total estimated hours for General Tasks:

11. **Financial Management**

- A. Prepare the Requests for Payment at least quarterly to ensure consistency with the procedures established for the CDBG Program.
- B. Ensure that the GRANTEE has an acceptable financial management system as it pertains to finances of the CDBG Program. An acceptable system includes, but is not limited to, cash receipts and disbursements journal and accompanying ledgers, and should conform to generally accepted principles of municipal accounting.
- C. Make progress inspections and certify private investment.
- D. Provide assistance during annual audit of CDBG programs, as necessary. Total estimated hours for Financial Management: 60 Hours
- 111. Environmental Review- per project
 - The actual Environmental Review will be completed by a consultant.
 - A. Assist GRANTEE with any environmental assessment amendments as needed.
 - B. Assist GRANTEE and coordinate any exemption certifications and amendments as needed. Total estimate hours for Environmental Review: 20 Hours
- IV. Land Acquisition, Relocation, and One for One Replacement N/A

Total estimated hours for Land Acquisition, Relocation, and One for One Replacement: 0 Hours

V. Procurement

- A. Establish and maintain Procurement Policies and files.
- B. Review and analyze proposals for qualifications, cost, and other factors.
- C. Provide required procurement reports to and obtain approvals from MEDC as appropriate.
- D. Maintain procurement records including selection process, advertisements, reasons for selections, minutes of bid openings, etc.
- E. Maintain Section 3 file for each contract in excess of \$100,000.
- F. Provide annual Project DBE and other related procurement reports. Total estimated hours for Procurement:

30 Hours

70 Hours

VI. Construction and Labor Compliance

- A. Assist the project engineer in the preparation of bid documents and supervise the bidding process consistent with state and federal regulations.
- B. Secure the Department of Labor's federal wage decision and include it in the bid documents.

C. Assist in the preparation of construction contracts which comply with state and federal regulations. Examples are Conflict of Interest, Access to Records, Copeland Anti-Kickback Act, Safety Standards, Architectural Barriers, Flood Insurance, Clean Air and Water Act (for contracts over \$100,000), HUD Handbook (6500.3), 24 CFR 85.36, Section 3, Section 109, Title VI, Civil Rights Act, EO 11246 (for contracts over \$10,000), Section 504, etc.

- D. Obtain contractor clearance(s).
- E. Check weekly payrolls and complete Payroll Review Worksheet to ensure compliance with federal wage decision(s). Conduct on-site interviews and compare the results with the appropriate payrolls.
- F. Monitor construction to ensure compliance with equal opportunity and labor standards provisions.
- G. Assist in a final inspection of the project and in the issuance of a final acceptance of work.
- H. Assist the project architect/engineer in obtaining any necessary permits.
- I. Monitor Section 3, DBE and other contractor and subcontractor reports

1.	Monitor Section 3, DBE and other contractor and subcontractor repo	orts.
	Total estimated hours for Construction and Labor Compliance:	90 Hours
VII.	Rental Rehabilitation Specific Tasks	
	N/A.	
	Total estimated hours for Rental Rehabilitation Specific Tasks:	0 Hours
VIII.	Monitoring and Close Out	
Α.	Attend and assist the GRANTEE during the MEDC's monitoring visit(s monitoring findings.). Prepare GRANTEE's response to all
Β.	Prepare close-out documents.	
C.	Assist the GRANTEE in conducting and document Performance Public basis as required.	Hearings on an annual and/or project
	Total estimated hours for Monitoring and Close Out:	40 Hours
IX.	National Objective Compliance, Surveys, and Income verification N/A	
	Total estimated hours for National Objective Compliance:	<u>0 Hours</u>
	TOTAL HOURS FOR ALL TASKS:	310 Hours



THE CITY OF ALLEGAN CITY MANAGERS OFFICE 112 LOCUST STREET ALLEGAN, MI 49010 (269) 673-5511 ex. 229

May 10, 2021

To Whom It May Concern,

I am writing this letter of recommendation to offer my full support of selecting Kimberly Carter, Carter Consulting, LLC to serve as a Certified Grant Administrator.

I have worked directly with Kimberly Carter as a Certified Grant Administrator overseeing an approximate \$700,000 Community Development Block Grant from the Michigan Economic Development Corporation. This grant was used to fully rehab an approximate two story 11,000 square foot vacant building into seven (7) one and two second floor bedrooms and four first floor commercial spaces.

During the project, Kimberly Carter was very professional, timely and patient in working with the City and the Developer in making sure we did not run afoul of any state or federal regulations as it relates to Community Development Block Grant funding.

We enjoyed working with Kim so much, we recently selected her again to serve as the Certified Grant Administrator on a MEDC funded Rental Rehab Program converting two vacant and blighted second floor apartments into two new and fresh second floor apartments.

Respectfully Submitted,

Joel Dye, City Manager



CITY OFFICES • 611 E. Grand River • Howell, MI 48843

(517) 546-3502 • (517) 546-3861 Fax: (517) 546-6030

May 7, 2021

To Whom It May Concern,

I am pleased offer an unconditional positive recommendation for Kim Carter at Carter Consulting LLC as a Certified Grant Administrator for Community Development Block Grant funded projects. Kim has worked with the City of Howell on two projects at this point and I can say unequivocally that her assistance has been the only thing that has kept both projects fully on track to success.

The two projects Kim has been involved in at the City have been a building façade renovation and a street and utility reconstruction project. The façade project has had a series of stops and starts and Kim was an invaluable resource in helping the contractor stay on track with all of the paperwork needed to get them paid for the work they have completed. And the work in navigating the byzantine structure of submittals required by the State for every minor modification has kept the project moving, when City Staff alone would have been unable to work through the problems.

Our infrastructure project went much smoother, due in no small part to having Kim, on board early and guiding our work through the application and environmental review process. With her support, the project finished on time, under budget, and won a series of engineering awards.

Kim has worked well with the contractors on the projects and with City Staff as needed. I would not hesitate to bring them on board for any project where I was looking for a grant administrator, especially for CDBG projects. Please let me know if I can help in any other way.

Sincerely.

Timothy R. Schmitt, AICP Community Development Director City of Howell

Kimberley J. Carter 3045 Hull Road

Leslie, MI 49251 (517) 677-6827 Carter.consultingllc17@gmail.com

Employment History:

Revitalize LLC

Grant Administrator

- > Working with community administrators, State agencies, and owners/developers/engineers to ensure a successful project.
- > Assist the community with Public Hearings and notices, to comply with citizen participation requirements.
- File set up and management to accommodate State and Federal requirements.
- > Assisting the Grantees with implementing required policies, such as Section 3, Fair Housing, Procurement, Excessive Force, Grievance, Anti-Displacement and Relocation, Non-Discrimination on Basis of Handicap and Public Participation.
- Assist communities with SHPO 106 and Environmental Reviews.
- Attend conference calls and meetings during LOI stage.
- > Conduct pre-construction meeting with contractors to introduce and ensure compliance with state and federal regulations. Example; Copeland Anti-Kickback Act, Davis Bacon and Related Acts, Section 3, Fair Housing, Equal Opportunity.
- Obtain contractor clearances.
- > Review Payment Applications, Certified payroll and employee interviews to ensure compliance with State and Federal labor standards.
- Generate reports for the Grantees, to submit to state agencies.
- Attend and assist the community with close out and monitoring of the project.

Excel Group

Customer Service/Billing

Duties included:

- Customer service for a major utility company in Michigan.
- Taking payments.
- > Setting up new accounts.
- Setting up service calls.
- Assisting with billing and account inquiries.
- Setting up payment arrangements.
- Guiding and directing low income/financial hardship customers to agencies for assistance.

Tekonsha, MI

VanEvery Trucking LLC

Office Manager

- Accounts Payable/Accounts Receivable.
- Estimates and Invoicing.
- > Manage daily operations, and maintaining company records, Payroll, Human Resources, filing reports for IRP. IFTA, Highway Use Tax, and other related government reports.
- > Scheduling.
- > Reporting.
- Month end reconciliations, with bank statements.
- Form corrective action resolutions for various areas of discrepancies.

A-1 Water Conditioning

Bronson, MI

- Office Manager •
 - Manage and update customer accounts.
 - > Accounts receivables and reconciling monthly statements.
 - Receiving products and general clerical.
 - Scheduling service calls and new installations.

01/2012-12/2012

09/2008-1/2012

11/2014-Present

Coldwater, MI

12/2012-11/2014

Mason, MI

Education:		
Bookkeeping/Computers Certificate Glenn Oaks Community College	Centreville, MI	08/1990-05/1992

Bronson High School Graduate

Bronson, MI

Class of 1984

References are available upon request, however, reference letters are included.



Discover = Enjoy = Celebrate!

P.O. Box 178 • 114 Woodhull Street • Laingsburg, Michigan 48848-0178

Phone (517) 651-5374 • Fax (517) 651-5512 www.laingsburg.us

August 30, 2021

To Whom It May Concern:

SUBJECT. Letter of Recommendation for Carter Consulting, LLC

- I would like to *highly* recommend Kim Carter, Carter Consulting, LLC, previously a consultant with Revitalize LLC to serve as a consultant to administer any project you may have.
- Kim Carter is a dedicated, hard working, and talented individual who is able to accomplish any assigned task with ease. Kim has served as the Certified Grant Administrator (CGA) on three projects with me at the City of Laingsburg. Kim puts forth 110% effort on a constant basis.
- 3. I have had the pleasure of working with Kim for the past three years in a variety of situations and have a high appreciation of the value she adds to our successful project completion. In her role as a CGA, she has been very successful in demonstrating technical proficiency as well as providing excellent leadership. I believe she has accomplished this because of her multiple skills and experience with previous projects. Among them, Kim has the attitude to "get things done!" and is always working hard regardless of the task.
- 4. On many occasions I have witnessed Kim to have a natural disciplined ability to communicate with both the MEDC and the Contractor with the right blend of good listening, knowledge and assertiveness. Kim is a hard-working team player who is always willing to do extra to help out.

Sincerely.

loughter 111 Paula Willoughby Clerk/Treasurer City of Laingsburg

Current and Previous CDBG Grants 2017-Present

Jade Smith, City Administrator, 734-439-1501, 147	UGLG	Grant Number	Project Name	Project Amoun	Grant Amount	Completion Year	National Objectiv
Wabash St., Milan MI 48160 Linda Curtis, DDA, 517-527-1470, 114 N. Kidd St .	City of Milan	MSC-2012-6313-HO	Milan Rental Rehab/Blight Elimination	\$4,037,320.00	\$640,200.00	2016	RR /Blight
Ionia MI 48846 Rhonda Pritchett, Finance, 301 W. Main St., Owosso	City of Ionia	MSC-2015-0279-HO	Ionia Rental Rehab	\$305,350.00	\$153,400.00	2017	Elimination Rental Rehab
MI 48867 Deborah Stuart, City Manager, 517-676-9155, 201 W.	City of Owosso	MSC-2014-0037-HOA	Owosso Rental Rehab	\$536,015 00	\$188,800.00	2017	Rental Rehab
Ash St., Mason MI 48854	City of Mason	MSC-2014-6454-HO	Mason Rental Rehab	\$614,752.00	\$390,400.00	2017	Rental Rehab
om Tarkiewicz, City Manager, 269-781-5183, 323 W. Michigan Ave, Marshall MI 49068	City of Marshall	MSC-2015-5883-HO	Marshall Rental Rehab	\$510,800.00	\$350,400.00	2018	
om Tarkiewicz, City Manager, 269-781-5183, 323 W. Michigan Ave., Marshall MI 49068	City of Marshall	M.5C-214047-CDF	Cranin Building Redevelopment	\$1,338,728.00	\$697,960.00	2018	Rental Rehab Historic Blight
Adam Poll, CDD, 989-354-1771, 720 W. Chisolm, Alpena MI 49707	City of Alpena	MSC-215009-CDF	Downtown Alpena Façade Project	\$1,539,819 00	\$972,951.00	2015/2018	Elimination Historic Blight
Haley Snyder, City Manager, 517-629-7172, 112 W. Cass St., Albion MI 49224	City of Albion	M5C-217010-E58	Peabody Block Redevelopment	\$1,805 372 00	\$828,600,00	2019/2018	Elimination Historic Blight
athy Lawson, Finance Director, 269-273-1075, 333 W. Auchigan Aye., Three Rivers MI 49093	City of Three Rivers	M5C-217017-E58	Landmark Taphouse & Grill	\$1,148,988.00	\$365 788.00		Elimination
eorge Bosanic, 616-754-5645, 411 S. Lafayette St., Greenville MT 48838	City of Greenville	MSC-215021-CDF	Greenville Façade Improvement	\$1,950,011,00		2019	Blight Elimination
All Sadler, 517-264-4825, Utilities Director, 135 E. Maumee, Adrian MI 49221	City of Adrian -ICE	MSC-216035-ICE	Adrian Sewer Improvement		\$1,462,508.00	2019	Blight Elimination
Joel Dye, City Manager, 616-673-5511, 112 Locust, Allegan MI 49010	City of Allegan	M5C-216042-E58		\$4,221,491.00	\$1,915,280.00	2019	Infrastructure
im Schmitt, CDD, 517-546-3861, 611 E. Grand River	City of Howell	M5C-216025-CDF	Lumberman Lofts	\$1,348,858.00	\$811,960,00	2019	Historic Blight Elimination
Ave , Howell MI 48843 Tephanie Fox, County Administrator, 616-527-5324,	County of Ionia	MSC-217009-CDI	Howell Façade Improvement	\$523,912.00	\$268,914.00	2019	Blight Elimination
100 W. Main St., Ionia MI 48846 David Mackie, City Manager, 517-437-6426, 97 N.	City of Hillsdale		Herbruck's Poultry Ranch Expansion Garden Mead, Vine & Rippon	\$1,050,000.00	\$523,280,00	2019	Job Creation
Broad St., Hillsdale MI 49242 m Schmitt, CDD, 517-546-3861, 611 E. Grand River	City of Hinsdale	MSC-216038-ICE	Improvement	\$2,591,887.00	\$2,028,960.00	2020	Infrastructure
Ave., Howell MI 48843	City of Howell	MSC-217051-FRZ	State Street and Alley Reconstruction	\$2,073,179 00	\$1,753,179.00	Active	Benfiting LMI residents /
borah Stuart, City Manager, 517-676-9155, 201 W. Ash St., Mason MJ 48854	City of Mason	MSC-217025-ESB	402 5 Jefferson Redevelopment	\$886,455.00	\$442,658.00	2020	Infrastructure Historic Blight
gela Bigham, Finance Director, 989-426-9231, 1000 W. Cedar St., Gladwin MI 48624	City of Gladwin	MSC-217047-FRZ	Gladwin Water Treatment Facility	\$2,578,728.00	\$1,030,000,00	2020	Elimination
aula Willoughby, Treasurer, 517-651-6101, 114 N.	City of Laingsburg		Laingsburg Storm & Sewer			2020	Infrostructure
Woodhull St., Laingsburg MI 48848 aley Snyder, City Manager, 517-629-7172, 112 W.		M5C-217049-FRZ	Improvement	\$1,373,111.00	\$1,235,600.00	2020	Infrastructure
Cass St , Albion MI 49224 Indrew Bisaha, Acting City Manager, 989-288-3113,	City of Albian	M5C-218010-FRZ	Irwin Avenue Redevelopment	\$2,252,600.00	\$2,000,000 00	2020	Infrastructure
215 W. Clinton St. Durond MI 48429	City of Durand	M5C-217048-FRZ	Durand Water Treatment Facility	\$1,718,120.00	\$1,542,120.00	2021	Infrastructure
Shelley Lincoln, Housing Director 810-245-4212 576 Park Lapeer, MI 48446	City of Lapeer	M SC-218009-CPF	Lapeer Team Work Redevelopment	\$1,059,619.00	\$995,811 00	2020	Benfiting LMI residents/Blight
arah Moyer-Cale, Village Manager III E Michigan, Paw Paw MI 49079	Village of Paw Paw	MSC-217016-ESB	210 E Main Redevelopment	\$1,253,076.00	\$607,363.00	2021	Elimination Historic Blight
aula Willoughby, Treasurer, 517-651-6101, 114 N. Woodhull St. Laingsburg MI 48848	City of Laingsburg	MSC-218021-CPF	McClintock Park Restructure	\$493,756.00	\$466,574.00	2020	Elimination
State St., Caro MI 48723	City of Caro	M5C-218033-CDI	Farmers Market Redevelopment	\$1,135,600.00	\$984,625.00		Area Benefit
Norah Stuart, City Manager, 517-676-9155, 201 W Ash St., Mason MJ 48854	City of Mason	MSC-218034 RR	124-130 W Ash Rental Rehab	\$498,400.00		2021	Area Benefit
an Myrkle, Comm Dev Director 517-543-8853 111	City of Charlotte		ter too tran kenta kenao	\$498,400.00	\$254,600.00	2021	Rental Rehab Benfiting LMI
E. Lowrence, Charlotte MI 48813 el Dye, City Manager, 616-673-5511, 112 Locust	city of charlotte	M5C-217052-ESB	Beach Market Redevelopment	\$434,835.00	\$213,920.00	2021	residents/Blight Elimination
Allegan MI 49010	City of Allegan	MSC-219004-RR	Downtown Allegan RR	\$236,482.00	\$137,650.00	Active- to be completed by	Rental Rehab
rbara Valentine, 989-843-6423, 6104 Fulton St. Ste A, Mayville MI 48744	Village of Mayville	MSC-219024-IR	Storm/Sewer/Water Main Improvement Project	\$2,159,350.00	\$1,727,350.00	10/1/21 Active- to be completed by	Infrastructure
andon Mersman, 517-369-7334, 141 S. Matteson St., Bronson MI 49028	City of Bronson	M5C-219022-IR	Storm/Sewer/Water Main Improvement Project	\$1,791,040.00	\$1,350,090.00	5/1/22 Active- to be completed by	Infrastructure
aniel Sabolsky, 231-627-9931, 403 N Huron St., Cheboyrgan MI 49721	City of Cheboygan	MSC-220056-RR	Purple Tree Rental Rehab	\$798,000.00	\$338,000.00	5/3/22 Not Started	Rental Rehab
ula Willoughby, Treasurer, 517-651-6101, 114 N.						yet	Sentol Kéháb
Woodhull St., Laingsburg MI 48848	City of Laingsburg	M5C-220064-RR	Highland Apartments	Undetermined	Undetermined	Not Started	Rental Rehab

Housing Consulting Services, LLC Lee Ann Fischer 1816 Short Drive Prudenville, MI 48651 989-345-5390 Fax #989-343-1071 Email: lafischer49@gmail.com

September 3, 2021

John Danzer, City Manager City of West Branch 121 North Fourth Street West Branch, MI 48661

RE: RFP for Water Treatment Plant & Water main City of West Branch

Dear Mr. Danzer:

Attach to this letter is my resume and the propose work plan for the Request for Proposal for your consideration. I look forward to working with your community and having a working relationship as well.

In my resume I have listed four contacts for you to call if you wish. My company currently has a third-party administration agreement with them to administer their home improvement program for Ogemaw County, Arenac County and Oscoda County.

If there is anything else that you need please feel free to contact me at 989-345-5390. Thank you.

Sincerely,

1 Juscher

Lee Ann Fischer Owner/Program Manager



Management Summary and Work Plan

Housing Consulting Services, LLC will provide the following specific tasks:

1. General Task

- A. Establish project files in the GRANTEE'S office. These files must demonstrate compliance with all the applicable state, local, and federal regulations. The project files must be monitored throughout the program to ensure that they are complete and that all necessary documentation is being retained in the GRANTEE'S files.
- B. Conduct public hearings with the assistance of the GRANTEE. This includes, but is not limited to, such things as assisting with public notices, conducting hearings, etc.
- C. Prepare the Section 504 self-evaluation and transition plan.
- D. Prepare one analysis of impediments to fair housing.
- E. Ensure all Citizen Participation Requirements are met.
- F. Prepare and assist GRANTEE in maintaining one Section 3 plan and appropriate reports.
- G. Prepare semi-annual progress reports for the GRANTEE, which may include obtaining financial data from the Engineer or Contractor(s) and obtaining employment data from the Contractor(s).
- H. Provide monitoring of construction Davis-Bacon wage requirements as noted in Section V
- I. Other general tasks as necessary, including but not limited to, coordinating and meeting with key players, preparing amendment requests for GRANTEE, and preparing environmental review amendments for GRANTEE.

Total estimated hours for General Tasks: 50 Total lump sum for General Tasks: \$4,000.00

2. Financial Management

- A. Prepare the Requests for Payment monthly to ensure consistency with the procedures established for the CDBG Program and to ensure timely payment.
- B. Ensure that the GRANTEE has acceptable financial management system as it pertains to finances of the CDBG Program. An acceptable system includes, but is not limited to, cash receipts and disbursements journal and accompanying ledgers, and should conform to generally accepted principles of municipal accounting.
- C. Make progress inspections and certify private
- D. Provide assistance during annual audit of CDBG programs, as necessary.

Total estimated hours for Financial Management: 50 Total lump sum for Financial Management: \$4,000.00

3. Environmental Review-per project - N/A

4. Land Acquisition - N/A

5. Procurement

- A. Establish & maintain Procurement Policies and files related to projects.
- B. Review and analyze proposals for qualifications, cost and other factors.
- C. Provide required procurement reports to and obtain approvals from MEDC and appropriate.
- D. Maintain procurement record including selection process, advertisements, reasons for selections, minutes of bid openings, etc.
- E. Maintain Section 3 file for each contract in excess of \$100,000.
- F. Provide annual Project DBE and other related procurement reports. Establish and maintain Procurement Policies and files.

Total estimated hours for Procurement: 40 Total lump sum for Procurement: \$3,200.00

6. Construction and Labor Compliance

- A. Assist the project engineer in the preparation of bid documents and supervise the bidding process consistent with the state and federal regulations.
- B. Secure the Department of Labor's federal wage decision and include it in the bid documents.
- C. Prepare construction contract which comply with state and federal regulations. Examples are Conflict of Interest, Access to Records, Copeland Anti-Kickback Act, Safety Standards, Architectural Barriers, Flood Insurance, Clean Air and Water Act (for contracts over \$100,000), HUD Handbook (6500.3), 24 CFR 85.36, Section 3, Section 109, Title VI, Civil Rights Act, EO 11246 (for contracts over \$10,000), Section 503, etc.
- D. Obtain contractor clearance(s).
- E. Check weekly payrolls and complete Payroll Review Worksheet to ensure compliance with the federal wage decision(s). Conduct on-site interviews and compare the results with the appropriate payrolls.
- F. Monitor construction to ensure compliance with equal opportunity and labor standards provision.
- G. Assist project engineer and GRANTEE in a final inspection of the project and int en issuance of a final acceptance of work.
- H. Assist the project architect/engineer in obtaining any necessary permits.
- I. Monitor Section 3, DBE and other contractor and subcontractor reports.

Total estimated hours for Construction and Labor Compliance: 120 Total lump sum for Construction and Labor Compliance: \$9,600.00

7. Rental Rehabilitation Specific Task - N/A

8. Monitoring and Close Out

- A. Attend MEDC's monitoring visit(s) and assist the GRANTEE as needed. Prepare GRANTEE'S response to all the monitoring findings.
- B. Prepare close-out documents.

C. Conduct and document Performance Public Hearing on an annual and/or project basis as required.

The estimated hours for Monitoring and Close Out: 20 Total lump sum for Monitoring and Close Out: \$1,600.00

9. National Objective Compliance, Surveys, and Income verification - N/A

TOTAL HOURS FOR ALL ACTIVITIES: 280 HOURS TOTAL LUMP SUM FOR ALL ACTIVITIES: \$22,400

Financial Proposal & Hourly Rate

Housing Consulting Services, LLC charges an Hourly rate of \$80.00 which includes overhead, fringe benefits, material, technology, MEDC required training, and travel. The hourly rate is based on the experience level Housing Consulting Services, LLC personnel and several contract approved by other Michigan communities.

Administrative costs are projected as follows: Administrative labor: 280 hours X \$80 per hour = \$22,400.00 Maximum Total Contract: \$22,400.00

Business Organization & History

Housing Consulting Services LLC Lee Ann Fischer, Owner 1816 Short Drive Prudenville, MI 48651 Phone: 989-329-3285 (Cell) Fax: 989-343-1071 FIN: 46-4164286 DUNS Number: 079250059

Housing Consulting Services LLC operates as a Limited Liability Company. All paperwork is filed with the State of Michigan (see attached filings) and the Michigan State Housing Development Authority to be a third party administrator as well as to provide technical assistance as needed. My company is the third party administrator for Ogemaw County & Arenac County to administer the county-wide housing rehabilitation program. Both counties has provided office space as in-kind to operate the home improvement program on their behalf. The area of expertise is housing related for rehabilitation and homebuyers. The business is a Woman Business Enterprise (WBE). The geographic area that I would be willing to administer projects in is the Northeast region of Michigan (which includes the county covered with a TPA for Ogemaw, Oscoda & Arenac County), Bay, Saginaw, and Midland counties. Currently I am a certified Grant Administer through MEDC.

Narrative

The proposed effort would be to provide assistance to various community to be service. Outcome is to assist in assuring that compliance will to meet Michigan Economic Development Corporation (MEDC) requirement per the Grant Agreement. Attend public hearing of Grantee and assist with reporting to MEDC.

Other services that will be as follows:

!

- General Task Establish the project file of the grant to be maintained in the Grantee location & other general task as required
- Financial Management Prepare requests for payments, review financial management system, do progress inspection, provide assistance for annual audit, prepare fiscal YTD reports as needed
- Procurement Assist Grantee on Procurement Policy & Maintain Procurement Policy (if require), send reports to MEDC for approval, maintain records on selection process, maintain Section 3 reporting
- Construction & Labor Compliance Assist in bid documents & supervise bid process, secure DOL wage decision, prepare construction contract, obtain contractor clearance through SAM/HUD, check weekly payroll information, assist engineer final inspection

Monitoring & Close Out - Attend MEDC monitoring visit, prepare Grantee response 0 to monitoring findings, prepare close out documents, conduct Performance Public Hearing as required

Products to be delivered would be programs that are available through MEDC CDBG funds for Water Treatment Plant and Houghton Avenue Water Mains and Associated Work.

Technical Work Plans

The intention of Housing Consulting Services is to utilize the current staff members to service the regions. The management of the staff members will be done by Lee Ann Fischer, Owner of Housing Consulting Services LLC. Currently the office has one full time staff and one part time staff. The goal is that the part time position will become full time as well as hire additional staff as needed as the community continues to receive funding from MEDC. Additional new staff will receive training as they becomes available.

Prior Experience

Ogemaw County

In 32 years I have administered the program for Ogemaw County for 29 years (9 of it through Northeast Michigan Affordable Housing Inc.) along with 6 years through Housing Consulting Services LLC. Ogemaw County received funding for CDBG and USDA HPG program from 1983-2019 in the amount of \$9,498,549 to rehabilitate 965 homes. During that period the program received funding for the Village of Prescott in 1991 in the amount of \$290,000, Mills Township (3 times) for a total of \$295,422 and Hill Township in the amount of \$58,334. Ogemaw County also received funding from the MSHDA HOME Rental Rehabilitation Program in 1993 in the amount of \$43,580.25 (M-1993-0324-HRR) and in 2002 in the amount of \$34,141.00 (M-2001-0324). Also several other programs were done as follows:

- MSHDA PIP Loan 228 homes in the amount of \$1,644.889 (Program on going) 0 0
- MSHDA RAP Loans in the amount of \$584,145 (Program closed)
- MSHDA PIP Plus in the amount of \$95,526 (Program on going)
- Michigan Energy Bank Program II in the amount of \$46,612 (Program closed)
- FHLBI NIP in the amount of \$479,546 for 68 homes (Program on going)
- CDBG Program Income in the amount of \$1,419,960 (Program on going)
- USDA HPG Program Income in the amount of \$402,732 (Program on going) 0

Within the last Nine years Ogemaw County received the following MSHDA awarded CDBG

- 1. MSC-2006-0324-HOA 1/1/2006 6/30/2009 CDBG grant in the amount of \$175,000. Grant closed out 9/26/2012
- 2. MSC-2007-0324-HOA 1/1/2008 12/21/2010 CDBG grant in the amount of \$175,000 with amendment to \$218,750. Grant closed out 10/25/2011

- 3. MSC-2010-0324-HOA 7/1/2010 12/21/2012 CDBG grant in the amount of \$143,500 with amendment to \$275,683. Grant closed out 6/8/2014
- 4. MSC-2011-0324-HOA 6/30/2013 6/29/2015 CDBG grant in the amount of \$175,000. 5. MSC-2013-0324-HOA 6/1/2014 – 8/31/2016 CDBG grant in the amount of \$487,800.

As listed is the prior five years before of funds received by Ogemaw County from MSHDA

- 1. M-2001-0324 2/1/2002 12/31/2004 HOME grant for Rental Rehabilitation Program in the amount of \$166,600.00. Grant reduced to \$34,141.00 due to lack of response. Grant
- 2. MSC-2000-0324-HOA 1/1/2000 12/31/2001 CDBG grant in the amount of \$225,000.
- 3. MSC-2002-0324-HOA 1/1/2002 12/31/2003 CDBG grant in the amount of \$262,500. Grant reduced to \$201,174. Grant closed out 9/12/2006

All total of 1,063 homes were rehabilitated in Ogemaw County with all of the combined funds. In the last 25 years I have written and received the USDA HPG grant and the MSHDA CDBG grant as well as the HOME rental rehabilitation program. Targeted Strategy for Place Making have been done in Ogernaw County with Mills Township and the City of West Branch was chosen as the targeted area. The Target Market Analysis has been completed and approved for Ogemaw

Arenac County

In the last 10 years in Arenac County received the following MSHDA awarded CDBG and HOME

- 1. MSC-2009-0322-HOA 1/1/2009 12/31/2011 CDBG grant in the amount of \$50,000. Grant was increased to \$187,500. Grant closed out 12/14/2012.
- 2. M-2009-0322-HOA 12/1/2010 6/30/2013 HOME Targeted Strategy grant in the amount
- of \$126,300. Grant reduced to \$119,257 for lack of response. Grant closed out 8/28/2014 3. M-2011-0322-HOA 1/1/2012 - 12/31/2013 CDBG grant in the amount of \$150,000. Grant
- 4. MSC-2014-0322-HOA 2/1/2015 1/31/2017 CDBG grant in the amount of \$295,000. This is still an active grant with a balance of \$56,878 to commit.

Other funds used as a match to the CDBG grant was USDA 2012 Housing Preservation Grant (HPG) in the amount of \$20,000. Three applications have been processed for the MSHDA PIP Loan program with 1 project for the MSHDA PIP Plus program for a total amount of \$66,473. Targeted Strategy for Place Making has been done in Arenac County with all of the cities and villages as the targeted area. Currently the City of Standish and City of AuGres have been selected to be the targeted area. The Target Market Analysis has been started for Arenac County.

Oscoda County

In July 2018 was contacted by the Oscoda County Board of Commissioners to contract with them to clean up the files and get a picture of what loans were intact and start up the program from years of decline in the program. In 2020 wrote and was awarded a grant from USDA Rural Development Housing Preservation Grant in the amount of \$77,864. The program is underway and funds are being committed. To date 5 projects as been committed in the amount of \$29,387.

City of Coleman

Entered into a contract as the Certified Grant Administrator for the funds the city received from MEDC in the amount of \$1.8 Million to be used for Waster Stabilization Lagoon & Pump Station Improvement Project. Grant #MSC-216040-ICE. The grant was from June 18, 2018 - June 30, 2019. The grant was closed out in 2020. The contact person is Tammy Goffnett, Clerk/Treasurer tgoffnett@cityofcoleman.org.

City of Sandusky

Entered into a contract as the Certified Grant Administrator for the funds the city received from MEDC in the amount of \$800,859.00 to be used for M-46 Pedestrian Walkway Project. Grant #MSC-217022-CDI. The grant was from June 18, 2018 - April 30, 2020. The grant was closed out in late 2020. The contact person is Dave Faber, City Manager DFaber@misandusky.com.

City of Croswell

Entered into a contract as the Certified Grant Administrator for the funds the city received from MEDC in the amount of \$1.911 Million to be used for Water Filtration Plant Improvements Water Weill Project. Grant #MSC-216041-ICE. The grant was from June 18, 2018 - December 31, 2019. The grant was closed out in 2020. The contact person is Samuel Moore, City Manager

Other Grant Funds

USDA Rural Utilities

I have written three USDA Rural Utilities Household Water Well System grant (used in 11 counties in the Northeast region of Michigan) and administered 2008 and 2010 HWWS program for Northeast Michigan Affordable Housing (NEMAH) and have been awarded all three grants applied for. The result of the grant awards are as follows:

- 2008 awarded \$404,000 processed 122 applications, 12 rejected, 11 withdrawn,
- 2010 awarded \$250,000 processed 50 application, 1 withdrawn, provided 1% loan to 49
- 2013 awarded \$150,000 No activity. Funds returned

Written two USDA Rural Utilities Household Water Well System Grant (used in 4 counties in the Northeast region of Michigan) and administered 2018 and 2020 HWWS for Living Better Tomorrow Inc. (LBT) as executive director. LBT has been awarded both grants that was applied for. The results of the grant awards are as follows:

- 2018 awarded \$150,000 processed 30 applications. Provided 1% loans to all 30 applicants.
- 2020 awarded \$150,000 processed 17 applications. Provided 1% loans to all 10 applicants. Grant is open with a balance of \$8,000 left to commit.

Michigan Fast Track Land Bank Blight Grant

Wrote and received a grant from the Michigan Fast Track Land Bank Blight Grant in the amount of \$36,750 was used to demo two houses in the City of Standish. The goal was to meet the Place Making for Arenac County by using the HOME ADR/HPR program as well as doing a targeted grant for the City of Standish.

Other Experience

MSHDA has asked for my help in cleaning up the old HOME grant with the City of West Branch. This has been successfully completed.

In Ogemaw and Arenac County the record keeping system that is in placed more than meets the auditor satisfaction to service existing program mortgages. It is simple and easy to understand. All loans are accounted for and all loans are balanced monthly. Contractor payment sheets, loan payment sheets, receipt journals and disbursement journals were all developed years ago by me from my experience as a bookkeeper. All the payments sheets and journals are used in the computer as an effective means of keeping track of all funding sources.

I am experienced with the use of CDBG & HOME funds. The programs I have used the most is the Homeowner Rehabilitation (HO). I have done two (2) MSHDA HOME 2011 Homebuyer Purchase Rehabilitation (HPR) with NEMAH six city grant and six (6) projects using Arenac County MSHDA 2012 HOME targeted funds. I have had experience in administering the MSHDA 2001 HOME Rental Rehabilitation Program (RRP) with Ogemaw County.

I have experience in grant writing for the CDBG & HOME funds, USDA Housing Preservation Grant (HPG), USDA Rural Utilities Household Water Well System grant, and the Blight Grant through the Michigan Land Bank Fast Track.

The official contact person for **Ogemaw County** is Timothy Dolehanty, County Administrator 806 W Houghton Avenue, West Branch, MI 48661 989-345-0215 email: <u>dolehantyt@ocmi.us</u>

The official contact person for Arenac County is Nancy Selle, County Clerk 120 N. Grove, PO Box 747, Standish, MI 48658 989-846-4626 email: <u>nselle@arenaccountygov.com</u>

The official contact person for Arenac County Land Bank Authority is Dennis Stawowy, County Treasurer 120 N. Grove, PO Box 637, Standish, MI 48658 989-846-4106 email: <u>dennis.stawowy@arenaccountygov.com</u> The official contact person for Oscoda County is Ann Galbraith, County Clerk 311 S. Morenci Avenue, Mio, MI 48647 989-826-1110 email: <u>agalbraith@oscodacountymi.com</u>

Staffing

As the owner of Housing Consulting Services LLC I (Lee Ann .Fischer) will be the key individual with two other staff members plus a housing inspector to provide services in order to administer any grants obtained from the Michigan State Housing Development Authority (MSHDA) and Michigan Economic Development Corporation (MEDC). The staff members are:

- Lee Ann Fischer (Owner/Program Manager of Housing Consulting Services) has the 0 capacity and training from previous experience to administer the CDBG Homeowner Rehabilitation Program, HOME Rental Rehabilitation Program, HOME Homebuyer Purchase Rehabilitation (HPR), Acquisition/Development/Resale (ADR) Program, Michigan Fast Track Blight Demolition Grant Program USDA Housing Preservation Grant Program, (HPG) and the USDA Household Water Well System Program (HWWS). Previously had a real estate license which became an invaluable tool in regards to understanding market and value of homes in the area. Also assist with the HOME application and close out of the ADR program on behalf of the City of West Branch in 2013. Administer the USDA Household Water Well program for Northeast Michigan Affordable Housing from 2008 to 2011 for a total of \$654,000. Time is split between West Branch, Standish and Mio. Over sees all financials and day to day operation of both counties programs and offices. Have had training in HQS inspections, MSHDA webinar training October 2015 in income qualifying homeowners using both 1040 and Part 5 method, MSHDA webinar training in Section 3 collection and reporting, MSHDA webinar training for Environmental Review for grant and each project as well as training in procurement of contractors, MSHDA webinar training in Fair Housing, training in credit review and counseling in 2010. College education on financial and business management with extensive background in bookkeeping and a real estate license. Received training through MEDC to become a Certified Grant Administrator (CGA) in May 2017.
- Carol Riker (Administrative Assistance) has the capacity to do the administrative task needed to answer questions, intake calls, mail application, receipts and post payments for both Ogemaw and Arenac County as well as update homeowner insurance information along with other task as needed by office staff. She has worked with the program for nearly11 years. The key office she works out of is West Branch.
- Annette Panter Assistance Program Manager (Part Time) has the capacity to do the administrative task needed to answer questions, intake calls, send application. She has been trained to do the required Environmental Review process for each project through the program along with other tasks as needed by office staff. The key office she works out of is West Branch and Mio. She was recently employed by Housing Consulting Services LLC

Subcontractors

- Gary Robinson 2458 Pine River Road, Standish, MI 48658 (Cell#) 989-450-3132 Email: gary.robinson.gli@gmail.com As contracted Housing Inspector currently does inspections for Ogemaw, Oscoda and Arenac County for Housing Consulting Services LLC. He has all the training required by MSHDA for the HUD HQS/UPCS, bid specification writing. He does the initial inspection, bid specification, site review with the owner and contractors, pre-construction meeting with the owner and awarded contractor, half inspection, work completion inspection and mediate complaints. He has a business called Great Lakes Home Inspection in which he works with local realtors. As a licensed contractor he has a clear understanding of building codes.
- Environmental Testing & Consulting Inc. (ETC) 38900 W. Huron River Drive, Romulus, MI 48174. Contact person is John DeFabio, 734-955-6600, Email: <u>iohn.defabio@2etc.com</u> ETC conducts all lead-based paint combination inspections (which includes risk assessments, lead paint testing and clearance examination for all projects built before 1978). ETC was established in 1989 and specializes in asbestos, leadbased paint, mold related surveys, risk assessments, clearance, O & M Plans, project management & training, indoor air quality assessments, hazard evaluation, Phase I & Phase II Environmental Site Assessments, BEAs, Due Care, Environmental Review, and laboratory analysis for asbestos, lead and mold.
- ATC Group Services LLC 5690 W. M-72, Grayling, MI 49738. Contact person is April Hehir 989-745-6595, Email: <u>april.hehir@atcgas.com</u>. Their company conduct all leadbased paint inspections. Their company was established in 1982. They specialize in Environmental consulting, industrial hygiene & Building Sciences, Geotechnical Engineering, Construction materials testing, air quality consulting & engineering, due diligence, subsurface investigations and site remediation, water/wastewater, environmental health & safety training.

Applicant's Authorized Expediter

Lee Ann Fischer, Owner of Housing Consulting Services LLC is the legal authorized owner of the business to sign any proposed contract with MEDC. Address: 1816 Short Drive, Prudenville, MI 48651. Contact number is 989-329-3285 (Cell) or 989-345-5390 (office). Email address lafischer49@gmail.com

Additional Information and Comments

I have a great working relationship with the Michigan State Housing Development Authority (MSHDA) and Michigan Economic Development Corporation (MEDC) for a number of years and with USDA Rural Development as well as with City of West Branch, Arenac, Oscoda and Ogemaw for whom I have a Third Party Administration (TPA) agreement with. Additional relationship are with the member banks for the FHLBI NIP Chemical Bank (now TCF) and Mercantile Bank of Michigan. They have been invaluable for the program receiving funds as matching funds with the CDBG program.

The program has advertised for contractors using the Section 3 advertisements out in the community to promote for future DBE, MBE, WBE or other HUD recognized designated contractors to bid on projects. Section 3 is included in contracts with the homeowners and contractors at closing. This information is provided to the contractors about the Section 3 requirement and also to the homeowner of employment opportunities. Efforts will be done to offer employment opportunities to residents should my business be in the position to hire additional staff in the near future.

Fair Housing Log is maintained for each project when fair housing is mentioned as required by MSHDA Policy.

Daily Michigan Economic Development Corporation Digest for CDBG Certified Grant Administrators

From: Salesforce Chatter (noreply@chatter.salesforce.com)

To: fischer_leeann@yahoo.com

Date: Friday, September 3, 2021, 12:36 AM EDT

Daily Digest for CDBG Certified Grant Administrators (Private With Customers)

Friday, September 3, 2021



Bill Povalla (Michigan Economic Development Corporation) The City of West Branch is accepting proposals from CGAs for management and administration services required by the City of West Branch for the administration/implementation of a proposed ... More



CGA RFQ updated 9-1-21 West Branch

Download (docx)

Thursday, September 2, 2021 9:30 AM Comment

Download Salesforce



This email was sent to members of CDBG Certified Grant Administrators.

To change or turn off Michigan Economic Development Corporation emails, use your registered username to log in.



salesforce.com, inc. The Landmark @ One Market, Suite 300 San Francisco, CA 94105
New Business

ATTACHED IS A LIST OF THE BILLS TO BE APPROVED AT THIS COUNCIL MEETING SILLS AS OF 10/15/21 \$39,310.54 Additions to Bills as of \$0 Paid but not approved \$412.80

TOTAL BILLS

\$39,723.34

BILLS ARE AVAILABLE AT THE MEETING FOR COUNCIL'S REVIEW

Vendor Name ADVANCED CHEMICAL & SUPPLY INC AMERICAN ALUMINUM ACCESSORIES INC BECKETT & RAEDER CHARTER COMMUNICATIONS CINTAS CINTAS CITY OF WEST BRANCH COMPRENEW CONSUMERS ENERGY CONSUMERS ENERGY CULLIGAN WATER CONDITIONING FOSTER BLUE WATER OIL LLC GEORGE'S LOCK SHOP **GREEN ACE HARDWARE** HACH COMPANY HOME DEPOT HOUGHTON LAKE CHAMBER ICMA MEMBERSHIP PAYMENTS MILLER OFFICE MACHINES MILLER OFFICE MACHINES NORTH CENTRAL LABORATORIES OFFICE CENTRAL OGEMAW COUNTY TREASURER OGEMAW COUNTY VOICE PRINTING SYSTEMS QUILL CORPORATION SAVE A LOT SCHMITT TIRE & GAS SELLEY'S CLEANERS STATE OF MICHIGAN THE SAFETY CO LLC MTECH UPS VIC BOND SALES INC WASTE MANAGEMENT INC WEST BRANCH NAPA AUTO TRUCK WEST BRANCH TOWNSHIP TREASURER WEST BRANCH TOWNSHIP TREASURER WEST END DISTRIBUTING

Amount Description 80.54 WWTP SUPPLIES 6,157.00 DOG CAGE FOR NEW CAR 3,774.34 M 30 PUD & STREETSCAPE 769.83 INTERNET & PHONE 99.18 WWTP SUPPLIES 434.44 UNIFORMS 374.52 WATER BILLS 1,868.17 ELECTRONIC RECYCLING 25.63 ELECTRIC 8,423.77 ELECTRIC 252.00 WWTP WATER 2,587.43 FUEL 63.00 KEY CITY HALL BACK DOOR 285.16 VARIOUS SUPPLIES 838.45 WWTP SUPPLIES 92.12 VARIOUS SUPPLIES 200.00 MOBILE STAGE REFUND 609.36 J DANTZER MEMBERSHIP DUES 461.93 CITY HALL COPIES 126.02 POLICE COPIER FINAL METER READ 850.50 WWTP SUPPLIES 475.80 VARIOUS SUPPLIES 288.97 21 TAXABLE VALUE FOR MID MI 98.60 ADS 121.05 M/L CHECKS 294.99 KEN OFFICE CHAIR 121.70 VARIOUS CHARGES 225.00 VARIOUS REPAIRS 70.75 POLICE DRY CLEANING 95.00 KIRBY OPERATOR RENEWAL 183.89 LEAF VAC PARTS 12.42 DPW & WWTP SHIPPING 172.28 VARIOUS SUPPLIES 233.14 WWTP DUMPSTERS 167.86 VARIOUS SUPPLIES 7,825.12 21 TAXABLE VALUE KMART GLENS NORTHLAND 188.94 QUARTERLY SURCHARGE 361.64 DPW SUPPLIES

TOTAL 39,310.54

City of West Branch Ordinance No. 21-03 of 2021

An ordinance to amend the City of West Branch Zoning Ordinance Section 3.19 (Fences, Walls and Hedges), Section 3.30 (Signs), and the Zoning Map.

The City of West Branch, Ogemaw County, Michigan ordains:

Section 1: Additions and deletions to the City of West Branch Zoning Ordinance Section 3.19 (Fences, Walls and Hedges), Section 3.30 (Signs), and the Zoning Map

That the City of West Branch Zoning Ordinance, Section 3.19 (Fences, Walls and Hedges), is hereby amended to read as follows:

B. Fence & Wall Standards

	Residential Lots (including non-residential lots in the Mixed Use District)									
	Fences may be up to four (4') feet high.	Fences may be up to eight (8') feet high but shall have at least 50% open space (such as								
Front Yard	Fences higher than four (4') feet shall not	chain link or slats).								
	extend beyond the front of the principal building. Solid fencing shall be no higher than four (4') feet.									
Side Yard	Fences may be up to six (6') feet high.	Fences may be up to eight (8') feet high.								
Rear Yard	Fences may be up to six (6') feet high.	Fences may be up to eight (8') feet high.								
Through Lots	the front of the principal building or, if no prin fence over four (4') feet (but no greater than than eight (8') feet on a non-residential lot) m	ncipal building exists, the front yard setback. A six (6') feet on a residential lot and no greater hay be erected along either street frontage if								
	the fence is set back equal to or greater than	hay be erected along either street frontage the front yard setback of the district.								

That the City of West Branch Zoning Ordinance, Section 3.30 (Signs), is hereby amended to read as follows:

F. Signs Permitted.

District	Туре	# per Parcel	Maximum size	e Height			
	Freestanding, Primary Signs (permanent) (single- & two-family residential uses)	1	6 ft ²	3'			
	Freestanding, Primary Signs (permanent) (multi-family & non- residential uses)	1 per road frontage	32 ft ²	6'			
	Message Boards (non-residential uses)	1 per road frontage	32 ft ²	6'			
R-1 R-M	Wall Signs (permanent) (single- & two-family residential uses)	1	4 ft ²	Not to exceed height of wall			
MU	Wall Signs (permanent) (multi-family & non-residential uses)		25% of each building wall				
	Temporary/Portable Signs (single- & two-family residential uses)	16 ft² (total o si	5'				
	Temporary/Portable Signs (single- & two-family residential uses)		of all temporary gns)	5'			
	Sail-Type Temporary Signs (also known as flag banners and feather flags) (non-residential uses)			et of road frontage			
	Freestanding, Primary (permanent)	1 per road frontage	32 ft ²	12'			
	Message Boards (including digital)	1 per street or alley	24 ft ²	12' (for freestanding)			
OS	Wall Signs (permanent)		25% of each building wall	Not to exceed heigh of wall			
G-B	Сапору	1 per road frontage	Length of front face	Roof line			
IND	Projecting	1	20 ft ²	Bottom of sign shall be a minimum of 8' from sidewalk			
	Temporary/Portable	32 ft ² (total of sigr					
	Sail-Type Temporary Signs (also known as flag banners and feather flags)	1 (32 ft ² each) per 20 linear feet of road frontage					

negatively affect adjacent properties or the visibility of traffic or pedestrians.

Additional Signage: Parcels with greater than 400 lineal feet of frontage may be granted additional signage by the Planning Commission.

Signs on Lots Containing Multiple Establishments. See subsection G below.

That the City of West Branch Zoning Map is hereby amended as follows:

The following parcels are hereby rezoned to Mixed Use District (as shown by dotted line on map below):

052-413-012-00
052-413-011-00
052-413-001-00
052-412-011-00
052-412-002-00
052-412-001-00
052-411-011-00
052-411-002-00
052-411-007-10
052-411-010-00
052-660-007-00
052-660-002-00
052-660-003-00
052-660-001-00
052-660-004-00

052-413-002-00 052-660-005-00 052-660-008-00 052-660-009-00 052-660-010-00 052-660-011-00 052-103-007-00 052-101-001-00 052-118-005-00 052-102-001-00 052-102-005-00 052-102-004-01 052-102-003-00

052-102-007-10 052-103-002-00 052-103-001-00 052-118-007-00 052-118-001-00 052-118-009-00 052-118-009-00 052-118-002-00 052-118-002-00 052-118-003-00 052-118-003-00 052-118-004-00



Section 2: Severability

If any clause, sentence, paragraph or part of this Ordinance shall for any reason be finally adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the

remainder of this Ordinance but shall be confined in its operation to the clause, sentence, paragraph or part thereof directly involved in the controversy in which such judgment is rendered.

Section 3: Saving Clause

The City of West Branch Zoning Ordinance, except as herein or heretofore amended, shall remain in full force and effect. The amendments provided herein shall not abrogate or affect any offense or act committed or done, or any penalty or forfeiture incurred, or any pending fee, assessments, litigation, or prosecution of any right established, occurring prior to the effective date hereof.

Section 4: Effective Date

The ordinance changes shall take effect upon the expiration of seven days after the publication of the notice of adoption.

Mayor, City of West Branch

City of West Branch Clerk

I, _____, Clerk for the City of West Branch, hereby certify that the foregoing is a true and correct copy of Ordinance No. ____ of 2021 of the City of West Branch, adopted by at a meeting of the City Council held on _____.

A copy of the complete ordinance text may be inspected or purchased at the West Branch City Hall at 121 N. Fourth Street, West Branch, Michigan.

Adopted: ______ Published: _____ Effective: _____ subject to PA 110 of 2006 as amended

ORDINANCE 21-04

The City of West Branch ordains:

Title 13

OFFENSES

Chapter 1. In General

- Sec. 13-1. Disorderly conduct.
- Sec. 13-2. Impeding normal flow of vehicular or pedestrian traffic by loitering.
- Sec. 13-3. Curfew for minors. Parental
- Sec. 13-4. neglect of minors.
- Sec. 13-5. Petty larceny.
- Sec. 13-6. Larceny by conversion.
- Sec. 13-7. Larceny by false personation.
- Sec. 13-8. Larceny; rented property.
- Sec. 13-9. Retail fraud.
- Sec. 13-10. Drawing on insufficient funds.
- Sec. 13-1 1 Buying. receiving. possessing, or concealing, stolen, embezzled, or converted money, goods, or property.
- Sec. 13-12. Disturbing the peace.
- Sec. 13-13. Malicious destruction of property.
- Sec. 13-14. Trespassing.
- Sec. 13-15. Riding in the bed of a pickup truck.
- Secs. 13-16 13-30. Reserved.

Chapter 2. Weapons Offenses

- Sec. 13-31. Definition.
- Sec. 13-32. Carrying, using and discharging of weapons.
- Sec. 13-33. Exceptions.
- Sec. 13-34. Issuance of permits; conditions.
- Sec. 13-35. Penalty.

OFFENSES

CHAPTER 1. IN GENERAL

Sec. 13-1. Disorderly conduct.

No person shall within the corporate limits of the city conduct themselves in the following disorderly manner:

- (1) Be drunk or intoxicated, or engaged in any indecent or obscene conduct in any public place;
- (2) Use any indecent, obscene or immoral language in a public place;
- (3) Refuse or neglect to support his family when of sufficient ability so to do;
- (4) Engage in prostitution, window peeping or any illegal occupation or business;
- (5) Keep, operate or be found loitering in a house of ill fame or prostitution, or place where prostitution or lewdness is practiced, encouraged or allowed;
- (6) Be found lurking, lying in wait or concealed with intent to do any mischief or to pilfer or to commit any crime whatsoever;
- (7) Make or excite any disturbance or contention in any bar, tavern, restaurant, store, business or professional office, manufacturing establishment, or any other place of business, or in any street, alley, public building or any other public place;
- (8) In any manner provide or furnish to any minor any beer, wine or liquor while such minor is in, on or upon any public place;
- (9) Show, exhibit for sale or sell any indecent or obscene photographs, pictures, drawings, engravings, paintings, post cards, books, or pamphlets;
- (10) Operate, present or offer for public showing any indecent, obscene or immoral exhibition or show or any kind;
- (11) Conduct or carry on any gaming, lottery or gambling in any public place or place to which the public has access or is invited, except lotteries and drawings conducted to provide gains, profits and funds to be used exclusively and entirely for the benefit of any church, school, hospital or other public charitable organization, and excepting also lotteries and drawings conducted by clubs, lodges and fraternal organizations to provide gains, profits and funds to be used exclusively and entirely for charitable purposes.

(Code 1994, § 130.0 1; Ord. No. 74, 1-4-1954)

Cross reference- Penalty, § 13-35.

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Sec. 13-2. Impeding normal flow of vehicular or pedestrian traffic by loitering.

(a) For the purpose of this section, "public place" shall mean any street, alley, park, sidewalk, public building, any place of business or assembly open to or frequented by the public, or any portion thereof, and any other place which is open to the public view, or to which the public has lawful access.

(b) No person, without authority, shall loiter or do any other act so as to block, obstruct, impede or otherwise interfere with the normal flow of vehicular or pedestrian traffic upon any public street or highway, sidewalk or any other public place or any business lawfully conducted by anyone in or upon such public street, highway, public sidewalk or other public place, by means of a barricade, object or device, or with his person, all or any of which prevents the free and uninterrupted ingress, egress and regress therein, thereon or thereto. This section shall not apply to persons maintaining, rearranging or constructing public utility facilities in or adjacent to a street or sidewalk, nor shall it apply to persons peacefully picketing upon places other than a public street or highway.

(c) No person shall conduct himself or join with one or more other persons in a public place, as defined above in subsection (a) of this section, if he knows or should have known that, singly or together with the others with whom he has joined, he is obstructing the free and uninterrupted passage of the public and the peaceful transaction of its business in that public place.

(d) No person shall be issued a citation under this section unless the person fails to leave any of the above described locations after having been requested once to leave by the lawful owner or occupant or a duly authorized police officer. The enforcing officer shall record all verbal warnings in a log kept in the glove box of the patrol car. (Code 1994, § 130.02; Ord. No. 203, 6-19-1990)

Cross reference- Penalty, § 13-35.

Sec. 13-3. Curfew for minors.

(a) It shall be unlawful for any person under the age of 17 years to loiter or remain in or upon any streets, alleys or public places in the city after the hour of 10:00 p.m., on Sunday, Monday, Tuesday, Wednesday, Thursday and Friday of each week, and after the hour of 12:00 p.m., on Saturday of each week, unless such person is accompanied by his parent, guardian or other person having legal custody and control of such minor, or unless the minor is in the pursuance of an errand directed by his parent, guardian or other person having his care or custody, or while the performance of some lawful

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OFFENSES

employment of such minor makes it necessary that the minor be upon those streets, alleys or public places during the night time, after such specified hours, and except as hereinafter provided.

(b) Students attending school functions or functions sponsored or authorized by the city council shall be at their respective homes within 30 minutes after a program closes. Students working in the evening shall secure a card or note from employer if they are upon the streets or public places after the hours above set forth in subsection (a) of this section, and shall at all times have the card in their possession and exhibit the same to any officer upon request.

(c) It shall hereafter be unlawful for any parent, guardian or other person having the legal care and custody of any minor under the age of 17 years, to allow, or permit any such child, ward or other person, under such age, while in his legal custody, to loiter or remain, unaccompanied , upon any of the streets, alleys or other public places in the city, within the time prohibited in subsection (a) of this section, unless there exists a reasonable necessity therefore.

(d) Each member of the police force, including chief of police or Michigan State Police or other peace officer, while on duty, is hereby authorized to arrest without warrant any person within his presence violating any of the provisions of subsection (a) of this section and detain that person for a reasonable time until complaint can be made and warrant issued and served. No child or minor person arrested under the provisions of this section shall be placed in confinement until the parent or guardian of that child shall have been notified and the parents' wishes or the wishes of such guardian or legal custodian ascertained, and the parents, guardians or legal custodian shall refuse to be held responsible for the observance of this section by that minor person.

(e) It shall be the duty of a court of competent jurisdiction, upon the arrest of any child or minor person, where the pa rents, guardian or legal custodian of such minor person refuse to become responsible for such minor for the violation of the provisions of subsection (a) of this section, to inquire into the facts of the arrest, the conditions and circumstances of that child or minor person, and if it shall appear that the child orminor person, for want of proper parental care, guardianship or control, is growing up in mendicancy or vagrancy, or is incorrigible, to cause the proper proceeding to be had and taken as authorized by the laws of the state in those cases.

(f) The curfew shall be sounded in such manner as the city council shall from time to time order.

(Code 1994, § 130.03; Ord. No. 55, 9-20-1943)

Cross reference- Penalty, § 13-35.

Sec. 13-4. Parental neglect of minors.

(a) For the purpose of this section the following definitions shall apply unless the context clearly indicates or requires a different meaning.

- (1) *Criminal acts.* Those acts which violate the statutes of the state or the ordinances of the City and shall include traffic violations.
- (2) *Habitual offender*. One who commits two or more criminal acts, or including four or more moving traffic violations, within a 12-month period.
- (3) *Minor*. Any juvenile under the age of 17 residing with the parent as defined in this subsection.
- (4) *Parent.* Mother, father, legal guardian and any other person having the care or custody of a minor or such other adult with whom a minor may be found residing.

(b) It shall be unlawful for the parent of any minor to fail to exercise reasonable parental control which failure results in the minor committing any criminal act or allows or encourages any minor to commit any criminal act or become delinquent in accordance with the provisions of the probate code as it pertains to juveniles.

- (c) Notification and responsibility.
- (1) Whenever a minor shall be arrested or detained for the commission of any criminal act within the city, the parent of that minor shall be immediately notified by the police department advising the parent of such arrest or detention, the reason therefore and their responsibility under this section.
- (2) A record of such notification shall be kept by the police department.

(Code 1994, § 130.04; Ord. No 104, 12-7-1970)

Cross reference- Penalty, § 13-3 5.

Sec. 13-5. Petty larceny.

No person shall commit larceny, by stealing, of the property of another, any money, goods, chattels or other things of value, having a value of \$100.00 or less, in the city. (Code 1994, § 130.05; Ord. No. 168, 5-31-1983)

Cross reference- Penalty, § 13-35.

Sec. 13-6. Larceny by conversion.

Any person to whom money, goods or other property, which may be the subject of larceny, shall have been delivered, who shall embezzle or fraudulently convert to his

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OFFENSES

own use, or shall secrete with the intent to embezzle, or fraudulently use such goods, money, or other property, or any part thereof, shall be deemed by so doing to have committed the crime of larceny and shall be punished under section 13-35.

(Code 1994, § 130.06; Ord. No. 215, 2-17-1992)

Cross reference- Penalty, § 13-35.

Sec. 13-7. Larceny by false personation.

Any person who shall falsely personate or represent another and in such assumed character shall receive any money, or other property whatever, intended to be delivered to the party so personated, with intent to convert the same to his own use, shall be deemed by so doing, to have committed the crime of larceny, and shall be punished under section 13-35.

(Code 1994, § 130.07; Ord. No. 215, 2-17-1992)

Cross reference- Penalty, § 13-3 5.

Sec. 13-8. Larceny; rented property.

Any person to whom any tangible property is delivered on a rental or lease basis under any agreement in writing providing for its return to a particular place at a particular time who refuses or willfully neglects to return such tangible property, after the expiration of the time stated in a notice in writing proved to have been duly mailed by registered or certified mail addressed to the last known address of the person who rented or leased tangible property, and with intent to defraud the lessor, is guilty of an offense punishable under section 13-35.

(Code 1994, § 130.08; Ord. No. 215, 2-17-1992)

Cross referene- Penalty, § 13-35.

Sec. 13-9. Retail fraud.

Any person who commits any of the following acts shall be deemed to have committed retail fraud:

- (1) Any person who, while a store is open to the public, alters, transfers, removes and replaces, conceals or otherwise misrepresents the price at which property is offered for sale, with the intent not to pay for the property or to pay less than the price at which the property is offered for sale; or
- (2) While a store is open to the public, steals property of the store that is offered for sale; or

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(3) With the intent to defraud, obtain, or attempt to obtain money or property from the store as a refund or exchange for property that was not paid for and belongs to the store.

(Code 1994, § 130.09; Ord. No. 215, 2-17-1992) Cross reference-Penalty, § 13-35.

Sec. 13-10. Drawing on insufficient funds.

§ 13-9

(a) Any person who, with intent to defraud, make, draw, utter or deliver any check, draft or order for the payment of money, to apply on account or otherwise, upon any bank or other depository, knowing at the time of the making, drawing, uttering, or delivering, that the maker or drawer does not have sufficient funds in or credit with the bank or other depository, for the payment of the check, draft, or order, in full, upon its presentation; or

(b) With the intent to defraud, shall make, draw, utter, or deliver any check, draft, or order for the payment of money to apply on account or otherwise, upon any bank or other depository, unless the person has sufficient funds for the payment of the check, d raft, or order when presentation for payment is made to the drawee, except if the lack of funds is due to garnishment, attachment, levy, or other lawful ca use, and that fact was not known to the person who made, drew, uttered, or delivered the check, draft, or order at the time of the ma king, drawing, uttering, or delivering, shall be guilty of an offense punishable under section 13-35.

(c) As against the maker or drawer thereof, the making, drawing, uttering or delivering of a check, draft or order, payment of which is refused by the drawee, when presented in the usual course of business, shall be prima facie evidence of intent of defraud and of knowledge of insufficient funds in or credit with such bank or other depository, provided such maker or drawer shall not have paid the drawee thereof the amount due thereon, together with all costs and collection fees, as established by the city council, within five days after receiving notice that such check, draft or order has not been paid by the drawee.

(d) Where such check, draft or order is protested, on the ground on insufficiency of funds or credit, the notice of protest thereof shall be admissible as proof of presentation, nonpayment and protest, and shall be prima facie evidence of intent to defraud, and of knowledge of insufficient funds or credit with such bank or other depository. (Code 1994, § 130. 10; Ord. No. 215, 2-17-1992; Ord. No.242, 10-21-1996)

Cross reference- Penalty, § 13-3 5.

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Sec. 13-11. Buying, receiving, possessing, or concealing, stolen, embezzled, or converted money, goods, or property.

A person who buys, receives, possesses, conceals or aids in the concealment of stolen, embezzled or converted money, goods, or property knowing the money, goods, or property to be stolen, embezzled or converted, if the property purchased, possessed or conceal ed is of a value of \$100.00 or less, the per so n is guilty of an offense punishable under section 13-35.

(Code 1994, § 130.11; Ord. No. 215, 2-17-1992) Cross reference- Penalty, § 13-35.

Sec. 13-12. Disturbing the peace.

Any person who shall make or excite any disturbance or contention in any tavern, store, or grocery, manufacturing establishment or any other business place or in any street, lane, alley, highway, public building, grounds or park, or at any election or other public meeting where citizens are peaceably and lawfully assembled, shall be guilty of an offense punishable under section 13-35.

(Code 1994, § 130. 12; Ord. No. 215, 2-17-1992)

Cross reference- Penalty, § 13-35.

Sec. 13-13. Malicious destruction of property.

Any person who shall willfully and maliciously destroy or injure the personal property of another, by any means shall be guilty of an offense punishable under section 13-35. (Code 1994, § 130.13; Ord. No. 215, 2-17-1992)

Cross referenc- Penalty, § 13-35.

Sec. 13-14. Trespassing.

Any person who shall willfully enter, upon the lands or premises of another without lawful authority, after having been forbidden so to do by the owner or occupant, agent or servant of the owner or occupant, or any person being upon the land or premises of another, upon being notified to depart therefrom by the owner or occupant, the agent or servant of either, who without lawful authority neglects or refuses to depart therefrom, shall be guilty of an offense punishable under section 13-35.

(Code 1994, § 130. 14; Ord. No. 215, 2-17-1992)

Cross reference- Penalty, § 13-35.

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Sec. 13-15. Riding in the bed of a pickup truck.

(a) Except as provided in this section, a person shall not ride, and an owner or operator shall not permit a person to ride, in the bed of a pickup truck on a highway, street or other place open to the general public in the city, unless the person is properly seated on a seat and is wearing a properly adjusted and fastened safety belt, both of which are of a type and installed in a manner meeting the requirements of 49 CFR 571.207, 571.208 and 571.210.

- (b) Subsection (a) does not apply to a passenger or operator of any of the following:
- (I) A motor vehicle operated as part of a parade pursuant to a permit issued by the city or the state.
- (2) A military vehicle.
- (3) An authorized emergency vehicle.
- (4) A motor vehicle controlled or operated by an employer or an employee of a farm operation, construction business or public infrastructure maintenance enterprise during the course of work activities provided that:
 - a. Four-way flashers are activated while vehicle is moving with passengers in the bed; and
 - b. Passengers are seated in the floor of the bed of the pickup truck, or on wheel well, sides or tailgate.

(c) An owner or operator of a motor vehicle who permits a person to ride in the bed of a pickup and/or the person riding as a passenger in the bed of the pickup in violation of this section shall be guilty of a misdemeanor punishable by imprisonment for not more than 90 days or a fine not to exceed \$500.00 plus reimbursement for costs of prosecution. (Code 1994, § 130.15; Ord. No. 250, 11-17-1997; Ord. No. 01-04, 6-18-2001)

Secs. 13-16-13-30. Reserved.

CHAPTER 2. WEAPONS OFFENSES

Sec. 13-31. Definition.

For the purpose of this subchapter the following definition shall apply unless the context clearly indicates or requires a different meaning.

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Firearm. Any weapon or device from which is propelled any missile, projectile, bullet, shot, pellet or other mass, by means of explosives, compressed air or gas or by means of springs, levers or other mechanical device which weapon or device shall be capable by the discharge of any such propelled missile, projectile, bullet, shot, pellet or other mass, of inflicting personal injury or death upon any person, or damage to another's property.

(Code 1994, § 130.25; Ord. No. 180, 1-6-1986)

Sec. 13-32. Carrying, using and discharging of weapons.

(a) No person shall carry any firearm upon his person in any public street, alley or other place open to the public in the city unless:

- (1) The person has been issued a valid license to do so as provided by Act 372 of Michigan Public Acts of 1927, as amended (MCL § 28.421 et seq.); or
- (2) All ammunition has been removed from the chamber cylinder, clip or magazine of the firearm and the firearm has been noticeably rendered inoperable by being broken down or disassembled or is completely enclosed within a case or other similar container.

(b) No person shall discharge any firearm in the city, and no person shall draw, handle or flourish any firearm in any public street, alley or other place open to the public in the city.

(Code 1994, § 130 .26; Ord. No. 180, 1-6-1 986) Cross reference- Penalty, § 13-35.

Sec. 13-33. Exceptions.

The prohibitions in this subchapter shall not apply to the following situations:

- (1) To persons acting in the lawful defense of person, property or family.
- (2) To police officers or other officers of the law in the lawful discharge of their duty.
- (3) When a firearm is being shown or otherwise handled in the regular course of merchandising or is being carried from the building immediately after purchase of that firearm within the building, or the firearm is carried into the building for repair of that firearm.
- (4) To authorized military parades by permission of the city council.
- (5) To indoor enclosed firearm ranges so constructed as to prevent damages to property or injury or death to any person where such firearm ranges are

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otherwise lawful. However, the discharge of a bow and arrow is permitted upon unenclosed ranges, where such ranges are constructed so as to prevent damage to property or injury or death to any person.

(6) To persons who have obtained a permit from the city police for the control of pests, (birds or animals) that are causing property damage or creating a health hazard or a general nuisance. However, when any wild birds or animals are classified as protected game birds or animals by the state department of natural resources, permission to destroy them shall first have been obtained from that department and after the protected wild bird or animal has been killed, it shall be disposed of as directed by the department.

(Code 1994, § 130.27; Ord. No. 180, 1-6-1986)

Sec. 13-34. Issuance of permits; conditions.

No person shall be issued a permit unless he shall be 18 years of age, and comply with the following:

- (I) On the permit request, the following information shall be supplied:
 - a. Name, address and age.
 - b. Affiliations, if any.
 - c. Type of pest to be controlled.
 - d. Method of control.
 - e. Period of time required for pest control.
- (2) All requests for permits shall be reviewed and signed by the chief of police, only after he is satisfied that the procedure to be used to eliminate the pests is safe from damage or injury to any person or persons residing in the city.

(Code 1994, § 130.28; Ord. No. 180, 1-6-1986)

Sec. 13-35. Penalty.

(a) A violation of section 13-2 and section 13-3 is a municipal civil infraction, pursuant to section 1-41 of this Code. Each act of violation and every day upon which any such violation shall occur shall constitute a separate offense.

(b) Any person who shall, within the corporate limits of the city, commit any of the acts listed in section 13-1, sections 13-4 through 13-14, and sections 13-32 through 13-34 shall be guilty of a misdemeanor punishable by imprisonment for not more than 90 days or a fine not to exceed \$500.00 plus reimbursement for costs of prosecution. (Code 1994, § 130.99; Ord. No. 55, 9-20-1943; Ord. No. 203, 6-19-1990; Ord. No. 01-04, 6-18-2001)

ORDINANCE 21-05

The City of West Branch Ordains:

TITLE 9: GENERAL REGULATIONS CHAPTER 7: OPERATON OF UNMANNED AIRCRAFT

ARTICLE 1. IN GENERAL

Sec 8.527-8.538. Reserved

(1) Operation of any unmanned aircraft.

Sec 8.539. Definitions.

The following words, terms, and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

"Unmanned Aircraft" means an aircraft that is operated without the possibility of direct human intervention from within or on the aircraft. The term unamend aircraft includes drones. The term "unmanned aircraft" does not include: (i) a glider or hand-tossed small unmanned aircraft that is not designed for and is incapable of sustained flight; and, (ii) a small unmanned aircraft that is capable of sustained flight and is controlled by means of a physical attachment, such as a string or wire.

"Public Gathering Space" means any structure, enclosed area or other demarcated space used for the assembly of persons in the open air, including, but not limited to, amusement parks, stadiums, athletic fields, automotive speed ways, aviation fields, band stands, beach enclosures, grandstands, observation platforms, outdoor public swimming pools, outdoor theaters, race tracks, reviewing stands, street festivals or parade routes, among others.

Sec 8.540. Regulations

No person, firm, corporation or other entity shall operate any Unmanned Aircraft so as to interfere with the privacy, safety, peace or repose of persons or endanger the health, safety, or welfare of another, or in a manner that is reckless, careless or in violation of the laws of the State of Michigan or Federal law, including but not limited to the following:

- (a) Operation of the unmanned aircraft shall be completely prohibited within 500 feet of a school, police investigation, fire, traffic accident, medical emergency, fire investigation, Public Gathering Space, or such place that may endanger person or property or interfere with persons discharging their public duties;
- (b) The Unmanned Aircraft shall not be used to photograph, or video record any other person or private property without their consent or valid lawful purpose;

- (c) No Unmanned Aircraft shall be operated directly over any person who is not involved in the operation of the Unmanned Aircraft, without such person's consent; or directly over property that the operator does not own, without the property owner's consent, and subject to any restrictions that the property owner may place on such operation;
- (d) The Unmanned Aircraft shall not be operated outside the visual line of sight of the operator of the same;
- (e) An Unmanned Aircraft shall not be operated within 500 feet of any electric generating facility, substation or control center, or within 100 feet of any electric transmission facility, or within 25 feet of any electric distribution facility or of any overhead wire, cable, conveyor or similar equipment for transmission of sounds or signal, or of heat, light or power, or data, upon or long any public way within West Branch, without the facility or equipment owner's consent, and subject to any restrictions that the facility or equipment owner may place on such operation;
- (f) The operation of Unmanned Aircraft shall be for recreational purposes only.

Sec 8.541 Exceptions.

Notwithstanding the prohibitions set forth in this section, nothing in this section shall be construed to:

- (a) Prohibit any person who is authorized by the Federal Aviation Administration to operate an Unmanned Aircraft in West Branch air space from conducting such operations in accordance with the terms of such authorization and, if applicable, in accordance with this ordinance; or
- (b) From West Branch operating an Unmanned Aircraft; or
- (c) Prohibit any person who is authorized to operate an Unmanned Aircraft and who obtains prior authorization for operations by motion of the West Branch City Council.

Sec 8.542-8.642 Reserved

City of West Branch MICHIGAN City of West Branch 121 N 4 th St, West Branch, Michigan 48661 (989)345-0500 • Fax (989)345-4390 • www.westbranch.com
Sune Start Time:
Name of Sponsoring Organization: OGE MAN FOLK FOUNDATION
Address: 2535 Refiner / RD. West Brand, MIT 48661
Contact Person: DANIEL Smith Phone Number: 989) 739-7094
Describe the purpose of this event: Live & Local Acoustic FIL Music
RemoTrage West Branch AND Possibler A FOLK FESTIVAL TO
Point of Assembly and/or proposed route (attach separate diagram if needed): The FUTURE
KAVIIIIN & VSED of MARK PICKIC TABLOS
If requesting a road closure Road closure Start time: End time:
Road closure location
In an effort to help your event run smoothly you must make sure the following departments are aware of and/or can staff your event. Please obtain signatures from each department listed advising us that they are aware:
West Branch City Police - services NOT needed arrangements have been made
Chief of Police
Ogemaw County Posse - services NOT needed arrangements have been made
Chief of Police
West Branch City DPW – services NOT needed arrangement have been made
DPW Superintendent
Page 1 7/9/2020

Approval of Council Minutes & Summary

SUMMARY OF THE REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN PERSON AND VIRTUALLY ON MONDAY, OCTOBER 4, 2021.

Mayor Frechette called the meeting to order at 6:00 PM.

Present: Mayor Frechette, Council Members Adair, Bennett, Pugh, Showalter, and Zimmerman.

Absent: Council Member Jackson

Other officers present: City Manager Dantzer (via Zoom), City Clerk Stang, Police Chief Walters, DPW Superintendent Killackey, County Commissioner Surbrook and City Attorney Meihn.

Everyone stood for the pledge of allegiance.

County Commissioner Surbrook gave an update on the County.

Council approved postponing the CGA Grant until City Manager Dantzer received a corrected bid from one of the bidding parties.

Council approved City Attorney Meihn's letter to the claimant regarding the pocket park.

Council approved bills in the amount of \$144,650.42.

Council approved the Riverwalk asphalt resurfacing in the amount not to exceed \$2,875.

Council approved the minutes, summary and closed session minutes from the meeting held September 20, 2021.

Council approved the treasurer's report and investment summary; WWTPA minutes from the meeting held June 9, 2021; and DDA minutes from the meeting held August 24, 2021.

A communication was shared.

Council Members Adair, Pugh, Bennett, City Manager Dantzer and DPW Superintendent Killackey all gave reports.

Mayor Frechette adjourned the meeting at 6:20 pm.

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN PERSON AND VIRTUALLY IN THE COUNCIL CHAMBERS OF THE WEST BRANCH CITY HALL, 121 N. FOURTH STREET ON MONDAY, OCTOBER 4, 2021.

Mayor Frechette called the meeting to order at 6:00 p.m.

Present: Mayor Paul Frechette, Council Members Carol Adair, Joanne Bennett, Ellen Pugh, Rusty Showalter, and Cathy Zimmerman.

Absent: Council Member Mike Jackson

Other officers present: City Manager John Dantzer (via Zoom), City Clerk Amanda Stang, Chief of Police Ken Walters, DPW Superintendent Mike Killackey, County Commissioner Mark Surbrook and City Attorney Greg Meihn.

All stood for the Pledge of Allegiance.

* * * * * * * * * * * * * * * * * * *

County Commissioner Mark Surbrook gave a county update regarding millage rate cuts.

Bids for the CGA MEDC Grant were discussed. City Manager Dantzer recommended postponing a decision until he could receive a corrected bid from one of the bidding parties.

MOTION BY FRECHETTE, SECOND BY BENNETT, TO APPROVE THE POSTPONING OF THE CGA FOR MEDC GRANT.

Yes – Adair, Bennett, Frechette, Pugh, Showalter, Zimmerman

No – None				ŀ	<mark>ال</mark> ه	sei	nt	— J	lac	ks	on	1									Motion carried	
	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*		

MOTION BY SHOWALTER, SECOND BY BENNETT, TO APPROVE CITY ATTORNEY MEIHNS LETTER TO THE CLAIMANT REGARDING THE DOWNTOWN POCKET PARK.

Yes - Adair, Bennett, Frechette, Pugh, Showalter, Zimmerman

No – None

Absent – Jackson

Motion carried

* * * * * * * * * * * * * * * * * * *

MOTION BY BENNETT, SECOND BY ADAIR, TO APPROVE BILLS IN THE AMOUNT OF \$144,650.42.

Yes - Adair, Bennett, Frechette, Pugh, Showalter, Zimmerman

No – None

Absent – Jackson

Motion carried

MOTION BY SHOWALTER, SECOND BY PUGH, TO APPROVE THE QUOTE FOR THE RIVERWALK ASPHALT RESURFACING FROM A & A ASPHALT SERVICES NOT TO EXCEED \$2,875.

Yes – Adair, Bennett, Frechette, Pugh, Showalter, Zimmerman

No – None Absent – Jackson Motion carried

MOTION BY FRECHETTE, SECOND BY ZIMMERMAN, TO APPROVE THE SUMMARY, MINUTES AND CLOSED SESSION MINUTES FROM THE MEETING HELD SEPTEMBER 20, 2021.

Yes – Adair, Bennett, Frechette, Pugh, Showalter, Zimmerman

No – None Absent – Jackson Motion carried

MOTION BY SHOWALTER, SECOND BY BENNETT, TO RECEIVE AND FILE THE TREASURER'S REPORT AND INVESTMENT SUMMARY; APPROVE THE WWTPA MINUTES FROM THE MEETING HELD JUNE 9, 2021; AND APPROVE THE DDA MINUTES FROM THE MEETING HELD AUGUST 24, 2021.

Yes – Adair, Bennett, Frechette, Jackson, Pugh, Showalter, Zimmerman

No – None Absent – Jackson Motion carried

Council Member Adair let Council know she would be absent from the next meeting.

Council Member Pugh stated that she enjoyed the MML Convention and she found it very enlightening.

Council Member Bennett noted that she enjoyed the Speed Consulting Meeting and hoped everyone took it to heart.

City Manager Dantzer let Council know that the Marijuana survey results were in and he would send out a report soon.

DPW Superintendent Killackey noted that the water main work is almost complete on S. Fourth St. and the downtown sidewalk replacements are moving along well.

* * * * * * * * * * * * * * * * * * *

Mayor Frechette adjourned the meeting at 6:20 PM.

Paul Frechette, Mayor

Amanda Stang, City Clerk

Consent Agenda

CASH SUMMARY BY BANK FOR WEST BRANCH FROM 10/01/2021 TO 10/31/2021

Page:

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3ank Coc ⁷ und	le Description	Beginning Balance	Total	Total	Endi Balan
CEN1 CE	N1 - GENERAL CHECKING	10/01/2021	Debits	Credits	10/31/20
LO1	INT - GENERAL CHECKING				
150	CEMETERY PERPETUAL CARE	1,386,015.44	28,357.59	123,043.84	1 201 220 1
209	CEMETERY FUND	36,326.35	0.00	0.00	1,291,329.1
243	BROWNEIELD DEDEVELOD KINT AUTOR	3,488.88	250.00	1,485.96	36,326.3
248	BROWNFIELD REDEVELOPMENT AUTHORITY FU DDA OPERATING FUND	999.95	0.00	0.00	2,252.9
251	INDUSTRIAL PARK FUND	207,132.26	0.00	200.00	999.9
276	HOUSING RESOURCE FUND	9,509.07	0.00	558.45	206,932.2
318	SEWER DEBT FUND	174,441.60	214.77	0.00	8,950.6
319	WATER DEBT FUND	105,721.37	5,472.81	527.81	174,656.3
590	SEWER FUND	70,426.18	1,089.07	92.25	110,666.3
591		284,892.52	10,848.30		71,423.(
592	WATER FUND	662,212.95	8,769.23	20,320.74	275,420.0
593	WATER REPLACEMENT FUND	602,090.60	0.00	8,623.42	662,358.7
561	SEWER COLLECTION	205,944.26	1,356.27	0.00	602,090.6
'04	EQUIPMENT FUND	43,924.01	12,344.78	10,106.69	197,193.8
'05	PAYROLL CLEARING	24,849.90	37,348.38	1,719.36	54,549.4
	IRONS PARK ENTERTAINMENT FUND	6,460.81	0.00	37,348.38	24,849.9
07	YOUTH SAFETY PROGRAM	15.00	0.00	0.00	6,460.8
		20100	0.00	0.00	15.0
	GEN1 - GENERAL CHECKING	3,824,451.15	106 051 20		
I /I CT M		5,52 1,151.15	106,051.20	204,026.90	3,726,475.4
02	AJOR/LOCAL STREETS				
	MAJOR STREET FUND	650,578.78	78.88	22.202.07	
03	LOCAL STREET FUND	342,314.10	0.00	23,302.06	627,355.6
	NATOR / LOOPE		0.00	630.39	341,683.7
	MAJOR/ LOCAL STREETS	992,892.88	78.88	23,932.45	0.40.000
AY PAYR	OLL		10.00	23,932.45	969,039.32
04	PAYROLL CLEARING				
	THINGE CLEANING	20,201.02	37,348.38	34,951.08	22 500 2
	PAYROLL			01,701.00	22,598.32
		20,201.02	37,348.38	34,951.08	22,598.32
HEM SAV	INGS			- 1,10 2100	22,390.32
01		459,680.50	0.00		
50	CEMETERY PERPETUAL CARE		0.00	0.00	459,680.50
51	INDUSTRIAL PARK FUND	1,681.81	0.00	0.00	1,681.81
71	COLLECTION REPLACEMENT FUND	244.76	0.00	0.00	244.76
91	WATER FUND	0.65	0.00	0.00	0.65
2	WATER REPLACEMENT FUND	26,415.09	0.00	0.00	26,415.09
13	SEWER COLLECTION	19,791.18	0.00	0.00	19,791.18
51	EQUIPMENT FUND	3,183.14	0.00	0.00	3,183.14
		103,533.98	0.00	0.00	103,533.98
	SAVINGS	614,531.11			
VTAVDO		014,551.11	0.00	0.00	614,531.11
X TAXES					
1	TAX AGENCY	39,054.33	15,314.72	20 50 / 50	
			10,014.72	30,504.72	23,864.33
	TAXES	39,054.33	15,314.72	20 50 4 70	
		, 100	10,014.72	30,504.72	23,864.33
	TOTAL - ALL FUNDS	5,491,130.49	158,793.18	293,415.15	
			200,795.10	293,415.15	5,356,508.52

CASH SUMMARY BY ACCOUNT FOR WEST BRANCH FROM 10/01/2021 TO 10/31/2021 FUND: ALL FUNDS INVESTMENT ACCOUNTS

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Fund Account Fund 101	Description	Beginning Balance 10/01/2021	Total Debits	Total Credits	Ending Balance 10/31/2021
004.300 004.400	CERTIFICATE OF DEPOSIT A CERTIFICATE OF DEPOSIT B	100,000.00 150,000.00	0.00 0.00	0.00	100,000.00 150,000.00
Fund 150 C	EMETERY PERPETUAL CARE	250,000.00	0.00	0.00	250,000.00
004.300 004.400	CERTIFICATE OF DEPOSIT C CERTIFICATE OF DEPOSIT D	114,701.74 115,271.06	0.00 0.00	0.00 0.00	114,701.74 115,271.06
Fund 251 IN	CEMETERY PERPETUAL CARE	229,972.80	0.00	0.00	229,972.80
004.300 004.400	CERTIFICATE OF DEPOSIT A CERTIFICATE OF DEPOSIT B	100,000.00 25,000.00	0.00 0.00	0.00 0.00	100,000.00 25,000.00
und 661 E(INDUSTRIAL PARK FUND QUIPMENT FUND	125,000.00	0.00	0.00	125,000.00
04.300 04.400	CERTIFICATE OF DEPOSIT A CERTIFICATE OF DEPOSIT B	150,000.00 100,000.00	0.00 0.00	0.00 0.00	150,000.00 100,000.00
	EQUIPMENT FUND	250,000.00	0.00	0.00	250,000.00
	TOTAL - ALL FUNDS	854,972.80	0.00	0.00	854,972.80

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 DeRoso, 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, DeRoso, 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, DeRoso, 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

- Change the zoning on Houghton Ave from Sixth St to M-30 from Central Business District to Mixed Use District.
- Change zoning on M-30 from Wright St. to Columbus from Office/Service District to Mixed Use District.
- 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.
- 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



West Branch Police Department

Chief Kenneth W. Walters 130 Page St. West Branch, Michigan 48661 Phone: 989-345-2627 Fax: 989-345-0083

10/4/2021

Honorable Mayor and Council,

This is the September month end report. For the month of September, the department handled 103 Law Enforcement complaints and 14 Blight / Ordinance violations.

The Region 3 Homeland Security Grant for the vehicle radios has been completely approved. I have further placed the order for the radios and hopefully we will have them soon.

During the month of September, the department handled the burglary and safe breaking of a local business. A rather large amount of currency was stolen during the incident. As of today's date, a suspect has been developed and has further confessed to the incident. We expect to obtain multiple arrest warrants later this month.

Respectfully,

Chief Kenneth W. Walters

			OUTCOME:
Date	Address	Violation	
9/8/2021 12	128 S 2nd Street Apt 1	Report of Chickens kept on the property- Spoke with owner of the chickens, looking for new home for them already Gave her 7 days to find new home for the chickens- Photo taken- Owner knew she was not supposed to have show	Open
9/9/2021 34	340 Court Street (Recheck)	Lawn not cut- Contractor contacted to mow	
9/9/2021 34(340 Court Street (Update)	Contractor on site- Home owner refusing to allow them to cut- Contacted Home owner stated she did not receive notice in the mail and has been out of state- Owner stated she would have lawn cut by 9/10/2021- Disregarded contractor- Advised home owner I was giving her the benefit of the doubt, but if lawn not cut by 9/10/2021 a citation would be issued	Open
9/10/2021 340	340 Court Street (Recheck)	Lawn cut by owner- in compliance	
9/17/2021 184	1845 S 1st St Apt 208	Noise complaint-Upstairs neighbors stomping-Ofc. determined it was normal walking sounds- No contact made with reported apartment	Closed
9/17/2021 312	312 S 3rd Street (Recheck)	Last junk vehicle removed from the property- In compliance	
9/17/2021 128	128 S 2nd Street Apt 1 (Recheck)	Chickens still on the property- Owner stated still looking for a new home- Had been 9 days since my 1st contact Citation issued to the owner- Advised I would return in 7 days to recheck- Citation followup letter sent 2 neighbors complained about chickens in their yard.	Closed
9/17/2021 134	134 S 2nd Street (Recheck)	Brush pile still on property- Owner is aware of monthly brush pickup, missed last two pickups- Approaching 3 months brush pile has been on the property- Citation issued to owner- Advised I would recheck at the end of the month- Citation followup letter sent- Updated photos taken	Open
	205 N Valley Street	Lawn violation- Spoke with owner, mower issues- will get it cut	Onen
9/19/2021 236 V	236 N 2nd Street	Burning complaint- Receieved complaint of open burning- Spoke with owner, burning tree stump- Informed on ordinance- Photo taken- Asked owner to extinguish fire- Warning given	Closed
9/20/2021 205 N	205 N Valley Street (Recheck)	Lawn cut- In compliance	
9/20/2021 511 V	511 Victory Street (Recheck)	Junk vehicles still in the yard- No answer at the door. Tx- new property signing delayed. Signing 0.17700.	Closed
9/29/2021 134 S	134 S 2nd Street (Recheck)	Pile of brush removed	Open
9/29/2021 1285	128 S 2nd Street (Recheck)	Chickens removed/ Owner attempting to sell chicken coop	Closed
Lieute West E	Lieutenant Joseph Adams: West Branch Police Department	Date: 5-30-2021	

West Branch Police Dept. -- (989) 345-2627

Report Criteria:		Shense Count Rept	nt -	Page:	1
Start Offense	End Offense				
01000	99009				
SEPTEMBER 2021	TOTAL 2021	TOTAL 2020	TOTAL 2019		
09/01/2021-09/30/2021	01/01/2021-09/30/2021	01/01/2020-12/31/2020			
	00,00,2021	01/01/2020-12/31/2020	01/01/2019-12/31/2019		

Offense	Description	SEPTEMBI 2021	TOTAL 2021	TOTAL	TOTAL
11001	SEXUAL PENETR'N PENIS/VAGINA CSC1	0		2020	2019
11002	SEXUAL PENETR'N PENIS/VAGINA CSC3	0	1	0	0
11008	SEXUAL CONTACT FORCIBLE CSC4	0	0	2	0
13001	NONAGGRAVATED ASSAULT	2	1	1	1
13002	AGGRAVATED/FELONIOUS ASSAULT	0	12	27	22
13003	INTIMIDATION/STALKING	0	3	2	0
20000	ARSON	0	1	3	5
22001	BURGLARY - FORCED ENTRY	1	0	1	1
22002	BURGLARY - ENTRY W/OUT FORCE(INTENT	0	1	1	2
22003	BURGLARY - UNLAWFUL ENTRY(NO INTENT	0	0	2	0
23002	LARCENY - PURSE SNATCHING	0	0	2	3
23003	LARCENY - THEFT FROM BUILDING		2	0	0
23005	LARCENY - THEFT FROM MOTOR VEHICLE	0	0	7	3
23007	LARCENY - OTHER	0	8	3	7
24001	MOTOR VEHICLE THEFT	1	7	11	10
25000	FORGERY/COUNTERFEITING	1	1	0	0
26001	FRAUD - FALSE PRETENSE/SWINDLE/CONF	0	0	0	1
26002	FRAUD - CREDIT CARD/ATM	0	0	1	1
29000	DAMAGE TO PROPERTY	0	0	1	3
0002	RETAIL FRAUD - THEFT	1	12	15	9
5001	VIOLATION OF CONTROLLED SUBSTANCE	0	0	3	3
6002	SEXUAL PENETR'N NONFORCIBLE OTHER	0	3	2	2
6004	SEX OFFENSE - OTHER	0	0	0	1
8001	FAMILY - ABUSE/NEGLECT NONVIOLENT	0	1	0	1
8003	FAMILY - OTHER	Service States and the service	2	0	0
1002	LIQUOR VIOLATIONS - OTHER	0	1	0	0
2000	DRUNKENNESS	0	1	0	1
8000	OBSTRUCTING POLICE	0	1	0	1
0000	ESCAPE/FLIGHT	1	3	3	0
0000	OBSTRUCTING JUSTICE	0	0	0	1
2001	WEAPONS OFFENSE - CONCEALED	1	19	29	48
003	WEAPONS OFFENSE - OTHER	0	0	1	0
001	DISORDERLY CONDUCT	0	1	1	0
002	PUBLIC PEACE - OTHER	0	1	4	7
001	HIT & RUN MOTOR VEHICLE ACCIDENT	0	0	0	1
002	OUIL OR OUID	0	0	6	14
003	DRIVING LAW VIOLATIONS	0	2	6	6
000	HEALTH AND SAFETY	0	7	25	34
001	TRESPASS	0	0	0	14
000	SMUGGLING	0	17	18	11
000	JUVENILE RUNAWAY	0	0	0	1
001	Incorrigible	0	0	4	2
004	Juvenile Issues	0	0	1	2
000	MISCELLANEOUS CRIMINAL OFFENSE	0	3	0	0
001	Vehicle Lockouts	0	2	15	6
002	Motorist Assists	8	72	103	128
and the second se		0	11	13	35

Offense Count Report

West Branch Police Dept. -- (989) 345-2627

Report	Criteria:		Offense Count Repo	rt			Page
Start C		Fnd Offerer					i uge
01000		End Offense					
	MBER 2021	99009					
	021-09/30/2021	TOTAL 2021	TOTAL 2020	TOTAL 2019			
09/01/2	021-09/30/2021	01/01/2021-09/30/2021	01/01/2020-12/31/2020	01/01/2019-12			
				01/01/2019-12	2/31/2019		
Offense	Description	1	CEBTEMO				
00002			SEPTEMBI 2021	TOTAL	TOTAL	TOTAL	
90003	Assist E.M.S.		11	2021	2020	2019	
90005	City Ordinance	e Violations		90	105	204	
90007	Parking Comp	laints	5	28	41	32	
90008	ANIMAL COM	MPLAINTS		2	1	6	
90009	Maplewood M	anor Alarm / Criminal History Ch	0 Jecks	9	5	8	
91001	Delinquent Min	nors		0	0	4	
91002	Runaway		0	11	3	3	
91003	K-9 Assists		0	1	0	2	
91004	Abandoned Vel	hicle	1	1	0	0	
92003	Walk Away (M	ent. & Host.)	0	2	3	4	1000
92004	Insanity		0	3	4	1	
93001	PROPERTY DA	AMAGE ACCIDENT/PI	4	25	34	28	
93002	Accident, Non-	Traffic	2	40	43	53	
93004	Parking Violatic		1	23	18	20	
93006	Traffic Policing		0	1	1	0	
93007	Traffic Safety Pr		1	18	9	16	
93008	Inspections/Inve	stigations -Breathalyzer	7	30	13	9	
94001	Valid Alarm Act	tivations	1	1	4	1	
94002	False Alarm Act		0	3	3	0	
95001	Accident, Fire		4	50	51	87	
95003	Inspection, Fire		0	0	1		
05004	Hazardous Condi	ition	0	3	0	4	
7003	Accident, Other S		0	4	2	3	
7006	Accident, All Oth	bioting	0	0	1	6	
8000	Other Types Not		0	2	2	0	
8002			0	0	0		
8003	Inspections/Inves	tigations -Motor Vehicles	0	0	1	1	
8004	Inspections/Invest	tigations -Property	0	7		3	
8006	Civil Matters/Fam	igations -Other	1	4	8	11	
8007	Suspicious Situati	my Disputes	8	70	and the second se	6	
3008	Lost/Found Proper	ons/Subjects	12	139	81	66	
3009			2	11	191	149	
001	Suicide	igations -Drug Overdose	0	3	10	14	
002	Natural Death		0	0	2	4	
003			0	5	1	1	
003	Missing Persons		0	0	6	5	1900
007	Natural Disaster		0		0	1	
008	PR Activities		0	0	1	0	
008	General Assistance		24		22	6	
509	General Non-Crimi	inal	1	226	206	273	
			Totals: 103	27	56	31	

Offense Count Report

Totals:

103

1035

1449

1247

10/04/2021 10:07 AM

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Communications

Reports

Mayor

Council

City Manager

Public Comment -Any Topic

Adjournment