

-- 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 4, 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. Dianne Gavitt-Orioles forever car show
- V. Public hearing
- VI. Additions to the agenda
- VII. Public comment on agenda items only (limited to 3 minutes)
- VIII. Bids
 - A. CGA (certified grant administrator) for MEDC grant
- IX. Unfinished business
 - A. Pocket park update
- X. New business
 - A. Bills
 - B. Riverwalk asphalt resurfacing
- XI. Approval of the minutes and summary from the meeting held September 20, 2021
- XII. Consent agenda
 - A. Treasurers report and investment summary

B. Minutes from the Wastewater Treatment Authority Meeting held June 9, 2021.

C. Minutes from the DDA meeting held August 24, 2021.

XIII. Communications

A. Michigan Public Policy Survey

XIV. Reports and/or comments

A. Mayor

B. Council

C. Manager

XV. Public comment any topic

XVI. Adjournment

UPCOMING MEETINGS-EVENTS

October 12, Planning Commission 6:00 pm

October 18, City Council 6:00 pm

October 20, Airport Board 12:15 pm

October 26, DDA Board 12:00 pm

October 31, Halloween Trick or Treating 6:00pm-8:00pm

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.



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:

I. 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.
- 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:

II. 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.



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- 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



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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.

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 Dantzer, 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. Dantzer:

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,



Lee Ann Fischer
Owner/Program Manager



“This institution is an equal opportunity provider.”





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SCOPE OF WORK FOR CERTIFIED GRANT ADMINISTRATOR

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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:

I. 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.
- 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 hours

II. 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.



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

Total estimated hours for Financial Management: 50 hours

III. 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.

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: 40 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. 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: 120 hours



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VII. Rental Rehabilitation Specific Tasks
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: 20 hours

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

Total estimated hours for National Objective Compliance:

TOTAL HOURS FOR ALL TASKS: 320 Hours

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.

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, \. Prepare and submit for approval Community Development Block Grant Amendments as necessary and conduct public hearings, if required.
- 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: \$4,750.00

2. Financial Management

- A. Prepare the Requests for Payment monthly to ensure consistency with the procedures established for the CDBG Program.
- 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 investment.
- D. Provide assistance during annual audit of CDBG programs, as necessary.

Total estimated hours for Financial Management: 50

Total lump sum for Financial Management: \$4,750.00.00

3. Environmental Review-per project – N/A

4. Procurement

- A. Establish and maintain Procurement Policy 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.

Total estimated hours for Procurement: 40

Total lump sum for Procurement: \$3,800.00

5. 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 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: 210

Total lump sum for Construction and Labor Compliance: \$19,950.00

6. Rental Rehabilitation Specific Task – N/A

7. 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: \$1,900.00

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

TOTAL HOURS FOR ALL ACTIVITIES: 320 HOURS
TOTAL LUMP SUM FOR ALL ACTIVITIES: \$30,400

Financial Proposal & Hourly Rate

Housing Consulting Services, LLC charges an Hourly rate of \$95.00 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: 320 hours X \$95 per hour = \$30,400.00

Maximum Total Contract: \$30,400.00

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 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)**
- **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)**

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

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 awarded HOME and CDBG grants:

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 closed out 6/28/2007.
2. MSC-2000-0324-HOA 1/1/2000 – 12/31/2001 CDBG grant in the amount of \$225,000. Grant closed out 7/7/2004.
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 Ogemaw 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 County.

Arenac County

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

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 closed out 8/18/2015.
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 Au Gres 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 smoore@croswell.us

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, provided 1% loans to 99
- **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 place 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: dolehantyt@ocmi.us

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: nselle@arenacountygov.com

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: dennis.stawowy@arenacountygov.com

The official contact person for **Oscoda County** is Ann Galbraith, County Clerk 311 S. Morenci Avenue, Mio, MI 48647 989-826-1110 email: agalbraith@oscodacountymi.com

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 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 nearly 11 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: john.defabio@2etc.com 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, lead-based 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: april.hehir@atcgas.com. Their company conduct all lead-based 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.



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:

I. 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:

70 Hours

II. 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

III. 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

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.

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

- 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. Assist the GRANTEE in conducting and document Performance Public Hearings on an annual and/or project basis as required.

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: 0 Hours

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



**HOWELL
MICHIGAN**

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

Mason, MI

11/2014-Present

- **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

Coldwater, MI

12/2012-11/2014

- **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.

VanEvery Trucking LLC

Tekonsha, MI

01/2012-12/2012

- **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

09/2008-1/2012

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

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

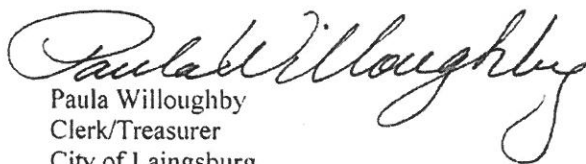
August 30, 2021

To Whom It May Concern:

SUBJECT. Letter of Recommendation for Carter Consulting, LLC

1. 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.
2. 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,


Paula Willoughby
Clerk/Treasurer
City of Laingsburg

**Current and Previous
CDBG Grants 2017-Present**

Contact Information	UGLG	Grant Number	Project Name	Project Amount	Grant Amount	Completion Year	National Objective
Jade Smith, City Administrator, 734-439-1501, 147 Wabash St., Milan MI 48160	City of Milan	MSC-2012-6313-HO	Milan Rental Rehab/Blight Elimination	\$4,037,320.00	\$640,200.00	2016	RR/Blight Elimination
Linda Curtis, DDA, 517-527-1470, 114 N. Kidd St., Ionia MI 48846	City of Ionia	MSC-2015-0279-HO	Ionia Rental Rehab	\$305,350.00	\$153,400.00	2017	Rental Rehab
Rhonda Pritchett, Finance, 301 W. Main St., Owosso MI 48867	City of Owosso	MSC-2014-0037-HOA	Owosso Rental Rehab	\$936,015.00	\$188,800.00	2017	Rental Rehab
Deborah Stuart, City Manager, 517-676-9155, 201 W. Ash St., Mason MI 48854	City of Mason	MSC-2014-6454-HO	Mason Rental Rehab	\$614,752.00	\$390,400.00	2017	Rental Rehab
Tom Tarkewicz, 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	Rental Rehab
Tom Tarkewicz, City Manager, 269-781-5183, 323 W. Michigan Ave., Marshall MI 49068	City of Marshall	MSC-214047-CDF	Cranin Building Redevelopment	\$1,338,728.00	\$697,960.00	2018	Historic Blight Elimination
Adam Pail, 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	Historic Blight Elimination
Hailey Snyder, City Manager, 517-629-7172, 112 W. Cass St., Albion MI 49224	City of Albion	MSC-217010-ESB	Peabody Black Redevelopment	\$1,805,372.00	\$828,800.00	2018	Historic Blight Elimination
Cathy Lawson, Finance Director, 269-273-1075, 333 W. Michigan Ave., Three Rivers MI 49093	City of Three Rivers	MSC-217017-ESB	Landmark Taphouse & Grill	\$1,148,988.00	\$365,788.00	2019	Blight Elimination
George Bosanic, 616-754-5645, 411 S. Lafayette St., Greenville MI 48838	City of Greenville	MSC-215021-CDF	Greenville Façade Improvement	\$1,950,011.00	\$1,462,508.00	2019	Blight Elimination
Will Sadler, 517-264-4825, Utilities Director, 135 E. Maumee, Adrian MI 49221	City of Adrian-ICE	MSC-216035-ICE	Adrian Sewer Improvement	\$4,221,491.00	\$1,915,280.00	2019	Infrastructure
Joel Dye, City Manager, 616-673-5511, 112 Locust, Allegan MI 49010	City of Allegan	MSC-216042-ESB	Lumberman Lofts	\$1,348,858.00	\$811,960.00	2019	Historic Blight Elimination
Tim Schmitt, CDD, 517-546-3861, 611 E. Grand River Ave., Howell MI 48843	City of Howell	MSC-216025-CDF	Howell Façade Improvement	\$523,912.00	\$268,914.00	2019	Blight Elimination
Stephanie Fox, County Administrator, 616-527-5324, 100 W. Main St., Ionia MI 48846	County of Ionia	MSC-217009-CDI	Herbruck's Poultry Ranch Expansion	\$1,050,000.00	\$523,280.00	2019	Job Creation
David MacIe, City Manager, 517-437-6426, 97 N. Broad St., Hillsdale MI 49242	City of Hillsdale	MSC-216038-ICE	Garden Mead Vine & Rippon Improvement	\$2,591,887.00	\$2,028,960.00	2020	Infrastructure
Tim Schmitt, CDD, 517-546-3861, 611 E. Grand River Ave., Howell MI 48843	City of Howell	MSC-217051-FRZ	State Street and Alley Reconstruction	\$2,073,179.00	\$1,753,179.00	Active	Benefiting LMI residents / Infrastructure
Deborah Stuart, City Manager, 517-676-9155, 201 W. Ash St., Mason MI 48854	City of Mason	MSC-217025-ESB	402 S. Jefferson Redevelopment	\$888,455.00	\$442,658.00	2020	Historic Blight Elimination
Angela 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	Infrastructure
Paula Willoughby, Treasurer, 517-651-6101, 114 N. Woodhull St., Laingsburg MI 48848	City of Laingsburg	MSC-217049-FRZ	Laingsburg Storm & Sewer Improvement	\$1,373,111.00	\$1,235,800.00	2020	Infrastructure
Hailey Snyder, City Manager, 517-629-7172, 112 W. Cass St., Albion MI 49224	City of Albion	MSC-218010-FRZ	Irwin Avenue Redevelopment	\$2,252,600.00	\$2,000,000.00	2020	Infrastructure
Andrew Bisaha, Acting City Manager, 989-288-3113, 215 W. Clinton St., Durand MI 48429	City of Durand	MSC-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	MSC-218009-CPF	Lapeer Team Work Redevelopment	\$1,059,619.00	\$995,811.00	2020	Benefiting LMI residents/Blight Elimination
Sarah Mayer-Cole, Village Manager, 111 E. Michigan, Paw Paw MI 49079	Village of Paw Paw	MSC-217016-ESB	210 E. Main Redevelopment	\$1,293,076.00	\$807,383.00	2021	Historic Blight Elimination
Paula 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	Area Benefit
Matthew Lane, City Manager, 989-673-7671, 317 S. State St., Caro MI 48723	City of Caro	MSC-218033-CDI	Farmers Market Redevelopment	\$1,135,600.00	\$984,625.00	2021	Area Benefit
Deborah Stuart, City Manager, 517-676-9155, 201 W. Ash St., Mason MI 48854	City of Mason	MSC-218034-RR	124-130 W. Ash Rental Rehab	\$498,400.00	\$254,600.00	2021	Rental Rehab
Bryan Myrkle, Comm Dev Director, 517-543-8853, 111 E. Lawrence, Charlotte MI 48813	City of Charlotte	MSC-217052-ESB	Beach Market Redevelopment	\$434,835.00	\$213,920.00	2021	Benefiting LMI residents/Blight Elimination
Joel Dye, City Manager, 616-673-5511, 112 Locust, Allegan MI 49010	City of Allegan	MSC-219004-RR	Downtown Allegan RR	\$236,482.00	\$137,650.00	Active- to be completed by 10/1/21	Rental Rehab
Barbara 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	Active- to be completed by 5/1/22	Infrastructure
Brandon Mersman, 517-369-7334, 141 S. Matteson St., Branson MI 49028	City of Branson	MSC-219022-IR	Storm/Sewer/Water Main Improvement Project	\$1,791,040.00	\$1,350,090.00	Active- to be completed by 5/1/22	Infrastructure
Daniel Sabalsky, 231-627-9931, 403 N. Huron St., Cheboygan MI 49721	City of Cheboygan	MSC-220056-RR	Purple Tree Rental Rehab	\$798,000.00	\$338,000.00	Not Started yet	Rental Rehab
Paula Willoughby, Treasurer, 517-651-6101, 114 N. Woodhull St., Laingsburg MI 48848	City of Laingsburg	MSC-220064-RR	Highland Apartments	Undetermined	Undetermined	Not Started yet	Rental Rehab
Nathan Henne, City Manager, 989-277-1553, 301 W. Main St., Owosso MI 48867	City of Owosso	TBD	Howard Street Development	Undetermined	Undetermined	Not Started yet	Rental Rehab

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

BILLS	\$105,413.37
<i>BILLS AS OF 10/1/21</i>	<i>\$105,413.37</i>
<i>Additions to Bills as of</i>	<i>\$0</i>
<i>Paid but not approved</i>	<i>\$16,223.91</i>
TOTAL BILLS	\$121,637.28

**BILLS ARE AVAILABLE
AT THE MEETING
FOR COUNCIL'S REVIEW**

Vendor Name	Amount	Description
BADGER METER	687.08	CELLULAR SERVICE SEPTEMBER
CONSUMERS ENERGY	172.25	ELECTRIC
DTE ENERGY	240.21	GAS
FINISHED CONCRETE INC	5,730.00	BALANCE OF SIDEWALK BY CITY HALL
FLEIS & VANDENBRINK	2,398.00	STATE ST & N FIRST REHAB
FOLEY & MANSFIELD	2,166.00	ATTORNEY SERVICES JULY
HAMILTON ELECTRIC CO	370.00	WWTP SERVICE CALL
KIRTLAND COMMUNITY COLLEGE	125.00	ANNUAL RANGE FEE
LUCYNSKI SERVICES LLC	450.00	RECYCLING STORAGE UNIT
MEDLER ELECTRIC CO	212.24	VARIOUS SUPPLIES
MERS OF MICHIGAN	25,228.67	RETIREMENT SEPTEMBER
MICHIGAN PIPE & VALVE	2,495.00	LOCATOR
MILLER CONSTRUCTION & EQUIPMENT	27,985.00	DPW GARAGE REPAIRS
MMTA	75.00	MEMBERSHIP TREASURERS ASSOCIATION
MVW & ASSOCIATES INC	1,000.00	ASSESSOR CONTRACT OCTOBER
OGEMAW COUNTY HERALD ADLINER	183.26	ADS
OGEMAW COUNTY TREASURER	0.84	BOR MTT CHANGES
OGEMAW TOWNSHIP CLERK	6,880.04	425 AGREEMENT MORGAN
PITNEY BOWES INC RENTAL ACCT	34.99	RENTAL FEE
REPUBLIC SERVICES 237	13,991.96	GARBAGE SERVICE SEPTEMBER
SCHINDLER ELEVATOR CORPORATION	200.01	WWTP ELEVATOR QUARTERLY BILLING
SHOWALTER, RUSTY	222.87	REIMBURSEMENT FOR MML CONVENTION
STATE OF MICHIGAN	358.00	WATER SAMPLES
TRACTOR SUPPLY CREDIT PLAN	58.47	VARIOUS SUPPLIES
UNUM LIFE INSURANCE CO OF AMERICA	880.76	LT ST DISABILITY & LIFE
USA BLUE BOOK	142.74	WATER SUPPLIES
VISA	3,323.82	VARIOUS CHARGES
WB AREA CHAMBER OF COMMERCE	399.00	MEMBERSHIP DUES 2022
WEST BRANCH AUTOMOTIVE	190.09	SUPPLIES
WEST BRANCH TOWNSHIP TREASURER	1,473.52	425 AGREEMENT THORSON
WEST BRANCH TOWNSHIP TREASURER	4,935.20	425 AGREEMENT ACE, QUALITY, BANK
WEST BRANCH TOWNSHIP TREASURER	2,803.35	425 AGREEMENT WALGREENS
TOTAL	105,413.37	





A&A Asphalt Services
 4100 Rolling Meadows Drive
 West Branch, MI
 (989) 329-4387
asasphaltservices@gmail.com
aaasphaltservices.com

PROJECT PROPOSAL

DATE OF ESTIMATE	PROPOSED WORK START DATE (by)	WORK END DATE
08/09/2021	09/15/2021	
QUOTE NUMBER	PROPOSAL GOOD UNTIL	PAYMENT DUE
2105192	10/31/2021	Job Completion

WB City

CUSTOMER INFORMATION
City of West Branch River Walk Pathway 121 N Fourth St West Branch, MI 48661 P: 989-345-0500 citymanager
 

DESCRIPTION OF WORK	TOTAL
ASPHALT PARKING LOT: Trinity Episcople Church Parking Lot Project. The church parking lot will be undergoing a maintenance/upgrade with an asphalt overlay that will increase the surface height by 1-1/2". To maintain a smooth and even surface transition from the walking path to the parking lot an asphalt overlay on the walking path is recommended to be completed simotaneously with paving the church parking lot. Pave overlay/cap on existing remaining asphalt. Prep area by milling / cutting back edges adjacent to walking surfaces and cement to maintain smooth transition, remove any vegitaion, clean surface and haul away any debris. Apply a spray layer of tack-coat bonding material to existing asphalt. Pave existing asphalt area with 1" to 1-1/2" of commercial-grade hot mix asphalt. Compact and finish new asphalt with a vibratory roller. Materials and Combined Area Dimensions: Appx Area 10'x228' = 2.280 Sq-Ft Appx 23 tons 13A or 4E1 or similar design Hot Mix Asphalt (HMA) Paint parking stipes per customer specification. See diagram for additional details.	\$ 2,875.00

TERMS AND CONDITIONS
Please make check payable to: A & A Asphalt Services
3% fee will be added for all credit card payments.

All permitting will be A&A's responsibility.
 MissDig will be contacted prior to excavation.
 A \$100.00 non-refundable down payment due at signing.
 Then 50% down payment required when project begins.
 Balance of proposal amount paid in full when the project is completed.

Acceptance of Proposal / Authorizing Specified Work:

THANK YOU

For questions concerning this quote, please contact:
Aaron Shuff (989) 329-4387 asasphaltservices@gmail.com www.aaasphaltservices.com

CUSTOMER SIGNATURE
AUTHORIZED SIGNATURE
<i>Aaron Shuff</i>

SUBTOTAL	\$ 2,875.00
CREDIT CARD FEE	
TAX RATE	0.00%
TOTAL FEES	0.00
TOTAL	

A&A Asphalt Services has gotten approval from the Trinity Episcopal Church Board to go ahead and pave their parking lot. Included is a copy of a proposal (estimate) that would cover the City's cost for A&A to overlay the HMA on the Walking Path surface from end-end of the walk-way adjacent to the church parking lot. They asked if I would submit this portion to City Council for their consideration and approval to participate in this paving project? In doing so, capping the existing HMA walk-way will provide for a smooth walking surface transition from the walk-way to the church parking lot surface. Currently, the paving plan/schedule is to do so yet this season (by the end of October)

	2017-18	2018-19	2019-20	2020-21	2021-22
	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	BUDGET
DIFFERENCE					
Dept 470.000 - NON MOTORIZED TRANSPORTATION	281	1,189	910	1,167	2,050
202-470.000-703.700 SALARIES AND WAGES					0
202-470.000-710.700 OVERTIME					30
202-470.000-714.700 MANDATORY MEDICARE	4	17	13	17	127
202-470.000-715.700 SOCIAL SECURITY (EMPLOYER)	17	73	56	72	20
202-470.000-718.700 MERS RETIREMENT (EMPLOYER)	2	9	9	14	85
202-470.000-720.700 WORKERS COMPENSATION PREMIUM	11	57	58	74	5
202-470.000-724.700 UNEMPLOYMENT INS. BENEFIT					1,000
202-470.000-727.700 OPERATING SUPPLIES				557	1,500
202-470.000-801.700 CONTRACTUAL SERVICES	17	2,079		596	2,000
202-470.000-941.700 EQUIPMENT RENTAL	467	913	1,170	1,197	50
202-470.000-956.700 EXPENSES					
Totals for dept 470.000 - NON MOTORIZED TRANSPORTATION	799	4,337	2,216	3,694	6,867
					3,173

The difference is based on what we spent (activity) last year in 20-21 and what we have budgetted for this year 21-22. Based on past years expenses and the amount budgetted for 21-22, we should have enough to cover the \$2,875

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, SEPTEMBER 20, 2021.

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

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

Absent: None

Other officers present: City Manager John Dantzer, City Clerk Amanda Stang, Chief of Police Ken Walters, Police Officer Brandon Bicoll, DPW Superintendent Mike Killackey, County Commissioner Mark Surbrook and City Attorney Meihn.

All stood for the Pledge of Allegiance.

* * * * *

County Commissioner Mark Surbrook gave an update on the County. He noted the County recently had a re-districting meeting and County Commissioner, Craig Scott, will now serve as the City's district representative.

* * * * *

MOTION BY PUGH, SECOND BY BENNETT, TO APPROVE THE PURCHASE OFFER OF LOT 13 OF THE TOWN AND COUNTRY CONDOMINIUMS FROM DARREL EHINGER FOR THE AMOUNT OF \$10,000.

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

No – None

Absent – None

Motion carried

* * * * *

MOTION BY FRECHETTE, SECOND BY SHOWALTER, TO POSTPONE ANY DISCUSSION ON THE MSP FLAGPOLE UNTIL AFTER THE CITY RECEIVES OWNERSHIP OF THE PROPERTY ON SEPTEMBER 27,2021.

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

No – None

Absent – None

Motion carried

* * * * *

MOTION BY BENNETT, SECOND BY ZIMMERMAN, TO APPROVE BILLS IN THE AMOUNT OF \$79,833.17.

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

No – None

Absent – None

Motion carried

* * * * *

City Manager Dantzer addressed Council regarding the 13 Ways to Kill Your Community Speed Consulting times. It was the consensus of Council to schedule the consult for September 30, 2021 at 3PM.

* * * * *

MOTION BY SHOWALTER, SECOND BY JACKSON, TO APPROVE CITY MANAGER DANTZER TO CAST THE VOTE FOR THE 3 MML LIABILITY AND PROPERTY POOL CANDIDATES.

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

No – None

Absent – None

Motion carried

* * * * *

MOTION BY SHOWALTER, SECOND BY ZIMMERMAN, TO APPROVE THE K-9 LIABILITY MEMORANDUM OF UNDERSTANDING AND AUTHORIZE CITY MANAGER DANTZER TO SIGN.

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

No – None

Absent – None

Motion carried

* * * * *

AT 6:13 PM, MOTION BY FRECHETTE, SECOND BY JACKSON, WAS MADE TO GO INTO CLOSED SESSION PURSUANT TO MCL 15.268 (h), WITH CITY ATTORNEY GREG MEIHN REGARDING THE DOWNTOWN POCKET PARK.

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

No – None

Absent – None

Motion carried

* * * * *

AT 6:27 PM, MOTION BY FRECHETTE, SECOND BY JACKSON, TO RE-OPEN THE MEETING TO THE PUBLIC.

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

No – None

Absent – None

Motion carried

* * * * *

MOTION BY FRECHETTE, SECOND BY BENNETT, TO APPROVE CITY ATTORNEY MEIHN TO TAKE ACTION DISCUSSED IN CLOSED SESSION.

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

No – None

Absent – None

Motion carried

* * * * *

Council member Zimmerman requested to be excused from the remainder of the meeting due to a prior obligation.

MOTION BY FRECHETTE, SECOND BY JACKSON, TO EXCUSE MEMBER ZIMMERMAN FROM THE REMAINDER OF THE MEETING AT 6:28PM.

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

No – None

Absent – Zimmerman

Motion carried

* * * * *

Mid-Michigan Easement request was added to the agenda under Item F.

MOTION BY PUGH, SECOND BY JACKSON, TO APPROVE THE MID-MICHIGAN EASEMENT REQUEST AND AUTHORIZING CITY MANAGER DANTZER TO SIGN.

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

No – None

Absent – Zimmerman

Motion carried

* * * * *

MOTION BY JACKSON, SECOND BY ADAIR, TO APPROVE THE SUMMARY AND MINUTES WITH CORRECTIONS, FROM THE MEETING HELD SEPTEMBER 7, 2021.

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

No – None

Absent – Zimmerman

Motion carried

* * * * *

MOTION BY SHOWALTER, SECOND BY JACKSON, TO RECEIVE AND FILE THE TREASURER'S REPORT AND INVESTMENT SUMMARY; APPROVE THE PLANNING COMMISSION MINUTES FROM THE MEETING HELD AUGUST 10, 2021; APPROVE THE AIRPORT BOARD MINUTES FROM THE MEETING HELD AUGUST 18, 2021; AND THE AUGUST MONTH END POLICE REPORT.

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

No – None

Absent – Zimmerman

Motion carried

* * * * *

City Manager Dantzer updated Council on the replacement of the city sidewalks. He noted that they are hoping to pour them Wednesday, weather permitting. He also stated the South Fourth Street project has begun with the street pulverizing being completed and ready for the next step.

Police Chief Walters introduced his newest officer, Brandon Bicolli and his K-9, Kony to Council. He stated that he is still awaiting Officer Bicolli's uniform but hopes to have him patrolling on his own soon, especially since they are an officer short due to an injury.

Bob Perlberg with the Ogemaw Herald objected to the approved motion, for City Attorney Meihn to take action on the Pocket Park, citing it goes against the Open Meetings Act.

City Attorney Meihn stated that the motion did not go against the Open Meetings Act but agreed in order to be transparent, the Council could make a motion for him to prepare the documents discussed and present them at the next Council Meeting.

MOTION BY FRECHETTE, SECOND BY BENNETT, TO RESCIND THE PREVIOUS MOTION MADE FOR CITY ATTORNEY MEIHN TO TAKE ACTION ON THE POCKET PARK.

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

No – None

Absent – Zimmerman

Motion carried

* * * * *

MOTION BY FRECHETTE, SECOND BY BENNETT, TO AUTHORIZE CITY ATTORNEY MEIHN TO COMPOSE A WRITTEN DOCUMENT PERTAINING TO THE POCKET PARK AND SUBMIT IT AT THE NEXT COUNCIL MEETING.

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

No – None

Absent – Zimmerman

Motion carried

* * * * *

Mayor Frechette adjourned the meeting at 7:14 PM.

Paul Frechette, Mayor

Amanda Stang, City Clerk

SUMMARY OF THE REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN PERSON AND VIRTUALLY ON MONDAY, SEPTEMBER 20, 2021.

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

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

Absent: None

Other officers present: City Manager Dantzer, City Clerk Stang, Police Chief Walters, Police Officer Bicoll, 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 the purchase of Lot 13 of the Town and Country Condominiums.

Council postponed discussion regarding the MSP flag pole until after September 27, 2021.

Council approved bills in the amount of \$79,833.17.

Council agreed to the 13 Ways to Kill a Community Consulting Time of September 30, 2021 at 3PM.

Council approved City Manager Dantzer to cast the vote for all 3 MML Liability and Property pool candidates.

Council approved the K-9 liability Memorandum of Understanding authorizing City Manager Dantzer to sign.

Council approved to go into closed session at 6:13pm pursuant to MCL 15.268 (h), with City Attorney Meihn regarding the downtown pocket park.

Council approved to re-open the meeting to the public at 6:27pm.

Council approved City Attorney Meihn to take action discussed in Closed Session.

Council Member Zimmerman requested to be excused due to a prior obligation.

Council approved excusing Member Zimmerman from the remainder of the meeting (6:28pm).

Council approved the Mid-Michigan easement request with City Manager Dantzer authorized to sign.

Council approved the minutes and summary from the meeting held September 7, 2021.

Council approved the treasurer's report and investment summary; Planning Commission minutes from the meeting held August 10, 2021; Airport Board minutes from the meeting held August 18, 2021; and the August Month End Police Report.

City Manager Dantzer and Police Chief Walters gave reports.

Police Chief Walters introduced Council to the newest Police officer Brandon Bicoll and his K-9 Kony.

Council rescinded the motion to have attorney Meihn take action regarding the pocket park.

Council approved attorney Meihn to compose a written document and submit it at the next Council meeting.

Mayor Frechette adjourned the meeting at 6:46 pm.

Bank Code		Beginning Balance 10/01/2021	Total Debits	Total Credits	Ending Balance 10/31/2021
Fund	Description				
GEN1	GEN1 - GENERAL CHECKING				
101		1,386,015.44	75.00	0.00	1,386,090.44
150	CEMETERY PERPETUAL CARE	36,326.35	0.00	0.00	36,326.35
209	CEMETERY FUND	3,488.88	0.00	0.00	3,488.88
243	BROWNFIELD REDEVELOPMENT AUTHORITY FU	999.95	0.00	0.00	999.95
248	DDA OPERATING FUND	207,132.26	0.00	0.00	207,132.26
251	INDUSTRIAL PARK FUND	9,509.07	0.00	0.00	9,509.07
276	HOUSING RESOURCE FUND	174,441.60	0.00	0.00	174,441.60
318	SEWER DEBT FUND	105,700.71	140.27	0.00	105,840.98
319	WATER DEBT FUND	70,422.28	33.80	0.00	70,456.08
590	SEWER FUND	284,856.63	169.14	0.00	285,025.77
591	WATER FUND	662,278.41	219.00	0.00	662,497.41
592	WATER REPLACEMENT FUND	602,090.60	0.00	0.00	602,090.60
593	SEWER COLLECTION	205,939.25	39.52	0.00	205,978.77
561	EQUIPMENT FUND	43,924.01	0.00	0.00	43,924.01
704	PAYROLL CLEARING	24,849.90	0.00	0.00	24,849.90
705	IRONS PARK ENTERTAINMENT FUND	6,460.81	0.00	0.00	6,460.81
707	YOUTH SAFETY PROGRAM	15.00	0.00	0.00	15.00
	GEN1 - GENERAL CHECKING	3,824,451.15	676.73	0.00	3,825,127.88
M/LST	MAJOR/ LOCAL STREETS				
202	MAJOR STREET FUND	650,578.78	0.00	0.00	650,578.78
203	LOCAL STREET FUND	342,314.10	0.00	0.00	342,314.10
	MAJOR/ LOCAL STREETS	992,892.88	0.00	0.00	992,892.88
PAY	PAYROLL				
704	PAYROLL CLEARING	20,201.02	0.00	0.00	20,201.02
	PAYROLL	20,201.02	0.00	0.00	20,201.02
CHEM	SAVINGS				
101		459,680.50	0.00	0.00	459,680.50
150	CEMETERY PERPETUAL CARE	1,681.81	0.00	0.00	1,681.81
251	INDUSTRIAL PARK FUND	244.76	0.00	0.00	244.76
571	COLLECTION REPLACEMENT FUND	0.65	0.00	0.00	0.65
591	WATER FUND	26,415.09	0.00	0.00	26,415.09
592	WATER REPLACEMENT FUND	19,791.18	0.00	0.00	19,791.18
593	SEWER COLLECTION	3,183.14	0.00	0.00	3,183.14
561	EQUIPMENT FUND	103,533.98	0.00	0.00	103,533.98
	SAVINGS	614,531.11	0.00	0.00	614,531.11
TAX	TAXES				
701	TAX AGENCY	37,368.12	2,833.00	0.00	40,201.12
	TAXES	37,368.12	2,833.00	0.00	40,201.12
	TOTAL - ALL FUNDS	5,489,444.28	3,509.73	0.00	5,492,954.01

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

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

WEST BRANCH AREA WASTEWATER TREATMENT PLANT AUTHORITY

A meeting of the West Branch Area Wastewater Treatment Plant Authority was held on Wednesday, June 9, 2021 at the West Branch City Hall.

Vice Chairperson Morris called the meeting to order at 11:05 a.m.

Present: John Dantzer, City of West Branch; Paul Frechette, City of West Branch; Ellen Pugh, City of West Branch; Jim Morris, West Branch Township; and Denis Stephens, Ogemaw Township (arrived at 11:15).

Absent: None

Others in attendance: DPW Superintendent Mike Killackey

* * * * *

The agenda was reviewed and nothing was recommended for addition.

Motion by Morris, second by Frechette, to adopt the agenda as submitted.

Yes –Dantzer, Frechette, Morris, Pugh

No – None

Absent –Stephens

Motion carried

* * * * *

Motion by Morris, second by Pugh, to approve the minutes from the meeting held March 16, 2021.

Yes –Dantzer, Frechette, Morris, Pugh

No – None

Absent –Stephens

Motion carried

* * * * *

Motion by Morris, second by Frechette, to approve the bond payment in the amount of \$367,825 to USDA and the additional amount for the repair of the generator to Michigan CAT for a total amount of \$5,786.64.

Yes –Dantzer, Frechette, Morris, Pugh

No – None

Absent –Stephens

Motion carried

* * * * *

Member Dantzer gave the Treasurer's report

Motion by Frechette, second by Morris, to approve the Treasurer's report.

Yes –Dantzer, Frechette, Morris, Pugh

No – None

Absent –Stephens

Motion carried

* * * * *

Chairperson Stephens arrived at 11:15 and took over as the chair of the meeting.

* * * * *

Dan Elliot of Diebold Insurance presented the renewal for the Authority's insurance and went over the coverages included. It was noted that the premium was slightly lower than the previous year.

Mr. Elliot discussed the option of adding cybersecurity coverage. It was noted that all of the plant can be run manually so the coverage should not be needed. It was the consensus to not look into the coverage at this time.

Member Dantzer asked about the plan including coverage for sewer backups that may cause damage to customers houses or businesses. Mr. Elliott noted he would look into the coverage and get back with the board.

Motion by Morris, second by Dantzer, to approve the insurance renewal contract from Diebold insurance with an annual premium of \$12,828.

Yes –Dantzer, Frechette, Morris, Pugh, Stephens

No – None

Absent –None

Motion carried

* * * * *

Member Dantzer went over the City's ordinance on rates increases and noted the sewer rate could be increased by the amount of the Consumer Price Index (CPI) without holding a public hearing. He noted the 2020 CPI was 1.4%. It was discussed that because the sewer fund was currently operating in a deficit they should incorporate the allowed increase into the 21-22 rates. It was further noted that the rate would go from \$4.98-\$5.05 per thousand gallons for sewer starting July 1, 2021.

Motion by Morris, second by Stephens, to approve the sewer rate increase of 1.4%.

Yes –Dantzer, Frechette, Morris, Pugh, Stephens

No – None

Absent –None

Motion carried

* * * * *

Chairperson Stephens adjourned the meeting at 11:26 am.

REGULAR MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY
HELD AT THE WEST BRANCH CITY HALL, 121 N FOURTH ST. ON TUESDAY, AUGUST 24,
2021.

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

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

Absent: Sandy Rabidue and Erin Resteiner

Others present: City Manager John Dantzer

* * * * *

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

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

No – None

Absent – Clark, Rabidue, Resteiner

Motion carried.

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

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

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

No – None

Absent – Rabidue, Resteiner

Motion carried.

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

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

No – None

Absent – Rabidue, Resteiner

Motion carried.

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

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

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

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

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

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

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The meeting was adjourned at 12:57 pm.

The Center for Local, State, and Urban Policy

Gerald R. Ford School of Public Policy | University of Michigan



Michigan Public
Policy Survey

September 2021

Michigan local governments report fewer economic challenges one year into the COVID-19 pandemic, and describe efforts to support local businesses

By Natalie Fitzpatrick, Debra Horner, and Thomas Ivacko

This report presents local government leaders' views on COVID-19's impact on local economic conditions, as well as reports of whether or not their local governments took action to help local businesses during the first year of the COVID-19 pandemic and assessments of any actions taken. These findings are based on statewide surveys of local government leaders in the Spring 2021 wave of the Michigan Public Policy Survey (MPPS), conducted between April 5 and June 7, 2021.

The Michigan Public Policy Survey (MPPS) is an ongoing census survey of all 1,856 general purpose local governments in Michigan conducted since 2009 by the Center for Local, State, and Urban Policy (CLOSUP). Respondents for the Spring 2021 wave of the MPPS include county administrators, board chairs, and clerks; city mayors, managers, and clerks; village presidents, managers, and clerks; and township supervisors, managers, and clerks from 1,364 jurisdictions across the state.

Key Findings

- As of spring 2021, 39% of Michigan local officials report that their local economies have suffered significant (33%) or even crisis-level (6%) impacts over the past year of the COVID-19 pandemic, while only 13% say there has been very little or no impact at all to their local economies.
 - » These reports are significantly improved from a year ago, when 86% reported significant (51%) or crisis-level (35%) economic impacts during the early stages of the pandemic.
 - » The negative impacts on local economies are reported most commonly in Michigan's largest jurisdictions, where 61% still report significant (49%) or crisis-level (12%) economic impacts.
- In response to the pandemic's impacts on business conditions, 34% of Michigan local governments say they have taken, or are planning to take, at least one action to support local businesses.
 - » There are substantial differences in these actions according to the size of the jurisdiction. Three-quarters (75%) of Michigan's largest jurisdictions report taking action to help local businesses, compared with 19% of the smallest communities (some of which report having no local businesses in the first place).
 - » Actions taken include promoting or advertising local small businesses to the community (reported by 21% of jurisdictions that have done anything), waiving fees and fines, extending payment deadlines, etc. (19%), and creating more space for social distancing such as permits for outdoor dining and closing local roads (17%).
- Among jurisdictions that had taken actions as of spring 2021, two-thirds (66%) believe they have been somewhat (55%) or very (11%) effective. Meanwhile, 22% say they have been neither effective nor ineffective, and just 6% say they have been somewhat or very ineffective.
- Among the 49% of jurisdictions that say they do have local businesses but have not taken actions, the most commonly cited reasons for not providing support are that the jurisdiction lacks resources (50%) or that there are no particular actions needed (41%). Few cited outright opposition from the community (3%) or the government Board or Council (2%).

CLOSUP

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