

AGENDA

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL TO BE HELD IN PERSON AND VIRTUALLY IN RESPONSE TO THE COVID 19 PANDEMIC AT THE WEST BRANCH CITY POLICE, 130 PAGE ST. ON MONDAY, FEBRUARY 7, 2022, 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. 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 Lori Ann Clover 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. Planning Commission annual update
 - C. DDA annual update
- V. Public hearing
- VI. Additions to the agenda
- VII. Public comment on agenda items only (limited to 3 minutes)
- VIII. Bids
- IX. Unfinished Business
- X. New Business
 - A. Bills
 - B. Special Event-Rodeo
 - C. Galea Holdings-Liquor License Transfer
 - D. Resolution 22-05 Budget Amendment
 - E. Resolution 22-06 Board of Review Meetings
 - F. Resolution 22-07 Brownfield grant support
- XI. Approval of the minutes and summary from the meeting held January 24, 2022 as well as minutes from work session held February 1, 2022
- XII. Consent Agenda
 - A. Minutes from the NCMCF meeting held on December 1, 2021
 - B. Treasurer's Report and Investment Summary
- XIII. Communications

XIV. Reports

- A. Mayor
- B. Council
- C. Manager

XV. Public comment any topic

XVI. Adjournment

UPCOMING MEETINGS-EVENTS

February 16-Airport Board meeting 12:15 pm

February 21-City Council meeting 6pm

February 22-DDA meeting 12pm

February 26-Chamber Winter Ball 6pm

Call to Order

Roll Call

**Pledge of
Allegiance**

Scheduled Matters from the Floor

Public Hearings

Additions to the Agenda

Public Comment -Agenda Items

Bids

Unfinished Business

New Business

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

BILLS	\$72,417.91
<i>BILLS AS OF 2/4/22</i>	<i>\$72,417.91</i>
<i>Additions to Bills as of</i>	<i>\$0</i>
<i>Paid but not approved</i>	<i>\$438.80</i>
TOTAL BILLS	\$72,856.71

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

Vendor Name	Amount	Description
BADGER METER	687.97	CELLULAR SERVICE JANUARY
BBC DISTRIBUTING	68.68	WWTP SUPPLIES
CINTAS	384.02	UNIFORMS
CINTAS	153.45	WWTP SUPPLIES
CITY OF WEST BRANCH	204.66	WATER BILLS
CNA SURETY	55.00	CLOVER BOND
CONSUMERS ENERGY	2,589.84	ELECTRIC
CONSUMERS ENERGY	24.43	ELECTRIC
DEAN ARBOUR FORD	97.75	#50
DELTA COLLEGE	550.00	POLICE TRAINING
DTE ENERGY	3,345.27	GAS
ELECTION SOURCE	535.00	ANNUAL MAINTENANCE CONTRACT
FLEIS & VANDENBRINK	9,885.00	HOUGHTON AVE WATER MAIN
FOLEY & MANSFIELD	2,166.00	LEGAL SERVICES NOVEMBER
GREAT LAKES TECH CONSULT LLC	3,367.00	3 YR WARRANTY ON SERVER
GREEN ACE HARDWARE	272.58	VARIOUS SUPPLIES
HOME DEPOT	252.89	VARIOUS SUPPLIES
MERS OF MICHIGAN	25,328.96	RETIREMENT JANUARY
MRWA	15.00	KILLACKEY REGISTRATION
OFFICE CENTRAL	487.53	VARIOUS SUPPLIES
OGEMAW COUNTY EMERGENCY DISPATCH AU	25.00	WARRANT ENTRY
OGEMAW COUNTY HERALD ADLINER	71.99	ADS
OGEMAW COUNTY VOICE	98.60	ADS JANUARY
OSCODA COUNTY	10.00	NOTARY BOND FEE CLOVER
PARAGON LABORATORIES INC	281.00	WWTP SUPPLIES
PITNEY BOWES INC RENTAL ACCT	34.99	MONTHLY RENTAL FEE
PRINTING SYSTEMS	480.13	WATER BILLS
REPUBLIC SERVICES 237	14,058.67	GARBAGE SERVICE JANUARY
SAFETYSKILLS LLC	2,390.00	DPW SAFETY TRAINING
SLC METERS LLC	723.98	METER SUPPLIES
STATE OF MICHIGAN	10.00	NOTARY BOND FEE CLOVER
SUMMIT FIRE PROTECTION	49.50	POLICE INSPECTION
TRACTOR SUPPLY CREDIT PLAN	19.99	VARIOUS SUPPLIES
UNUM LIFE INSURANCE CO OF AMERICA	757.45	LT ST DISABILITY & LIFE
VISA	1,209.86	VARIOUS CHARGES
WASTE MANAGEMENT INC	508.59	WWTP DUMPSTERS 2 MONTHS
WEST BRANCH AUTOMOTIVE	502.09	VARIOUS SUPPLIES
WEST BRANCH NAPA AUTO TRUCK	663.04	VARIOUS SUPPLIES
WEST END DISTRIBUTING	52.00	SUPPLIES
TOTAL		72,417.91



City of West Branch

121 N 4th St, West Branch, Michigan 48661
(989)345-0500 • Fax (989)345-4390 • www.westbranch.com

Special Event Permit

Event Name: DOWNTOWN RODEO
Event Date: AUG. 5 Start Time: 12 NOON End Time: 11 PM
Name of Sponsoring Organization: WB AREA RETAIL MERCHANTS
Address: 224 W. HOUGHTON AVE. - WB
Contact Person: GRANGE BELL Phone Number: 989-329-6487
Describe the purpose of this event: A HOOTIN' GOOD TIME

Point of Assembly and/or proposed route (attach separate diagram if needed):

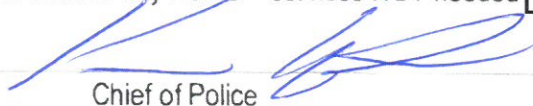
DOWNTOWN HOUGHTON AVE.

If requesting a road closure Road closure Start time: 12 NOON End time: 11 PM

Road closure location SEE ATTACHED TIMELINE

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:**

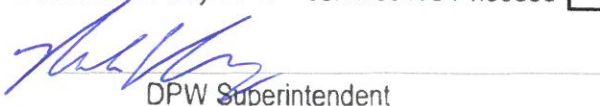
West Branch City Police - services NOT needed ☐ arrangements have been made ☒


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



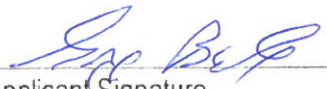
City of West Branch

121 N 4th St, West Branch, Michigan 48661
(989)345-0500 • Fax (989)345-4390 • www.westbranch.com

Additional Terms and Conditions:

1. Sponsoring Organization agrees that it will fully comply with the terms of this permit and will also comply with all State, County, and Local ordinances that may pertain to the event.
2. Sponsoring Organization further agrees and understands that it shall hold harmless and indemnify the City, its officers, employees, contractors, subcontractors, representatives, and agents from and against any and all civil actions, claims, judgements, injuries and/or damages including attorney fees resulting and/or arising from the special event and/or from the actions and/or omissions of the special event.
3. Sponsoring Organization further agrees and understands that it shall hold harmless and indemnify the City, its officers, employees, contractors, subcontractors, representatives, and agents from and against any and all civil actions, claims, judgements, injuries and/or damages including attorney fees resulting and/or arising from the special event and/or from the actions and/or omissions from third parties hired or are volunteers of Sponsoring Organization.

Sponsor Organization signs this Agreement after having fully reviewed the terms and conditions set forth above and agree to be responsible for full compliance of such terms and conditions.


Applicant Signature

2-7-22
Date

For Office Use Only

Permit Approved – Yes / No

Council meeting date _____

Manager / Clerk Signature

Rodeo timeline, Friday, Aug. 5, 2022

12 noon	Close South Third St. Pick up bleachers @ school
3:00 p.m.	Close Houghton Ave. Cover storm drains Build arena base Set up arena
5:30 p.m.	Move bleachers in
6:00 p.m.	Hang banners
6:30 p.m.	Show starts
9:00 p.m.	Show ends Remove arena Remove dirt and sweep
10:30 p.m.	Remove storm drain covers
11:00 p.m.	Open Houghton Ave. Open South Third St.



STATE OF MICHIGAN

GRETCHEN WHITMER
GOVERNOR

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

January 27, 2022

Galea Holdings of West Branch, LLC
c/o Adam Galea
(email: galeaadam.ag@gmail.com)

RID #2201-00508

Reference/Transaction: Transfer Membership Interest by adding new member Adam Galea; and as a result, existing member Christopher Galea will hold 50% membership interest and new member Adam Galea will hold 50% membership interest, in conjunction with 2021 Resort Class C (issued under MCL 436.1531(3) non-transferable) with Sunday Sales Permit (PM), Specific Purpose Permits (Food) and Other), Dance-Entertainment Permit and 2 Bars located at 200-204 W. Houghton Rd., West Branch, MI. 48661, Ogemaw County.

Please let this letter serve as notice the Michigan Liquor Control Commission has authorized this application for a license.

Applicant/Licensee: Galea Holdings of West Branch, LLC

Business address and phone number: 200-204 W. Houghton Rd., West Branch, MI. 48661, Ogemaw County (B) 989-345-3008

Home address and phone number of partner(s)/subordinates: Adam Galea, 3134 Jack Morris Dr., West Branch, MI. 48661 (B) 989-345-3008 (C) 989-329-93421

As part of the licensing process, an investigation is required by the Michigan Liquor Control Commission Enforcement Division. The Enforcement investigation will be conducted from the following designated District Office:

Lansing District Office (517) 284-6330

You may contact your designated District Office regarding any appointments or questions on documentation requested by the Investigator. **Failure to provide requested information or to keep scheduled appointments will cause the application to be returned to the Lansing office for cancellation.**

Since this request is a transfer under MCL 436.1529(1), approval of the local unit of government is not required. However, a copy of this notice is also being provided to **Local Governmental Unit** should they wish to submit an opinion on the application or advise of any local non-compliance issues.

Under administrative rule R 436.1105, the Commission shall consider the opinions of the local residents, local legislative body, or local law enforcement agency with regard to the proposed business when determining whether an applicant may be issued a license or permit.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. The licensee must obtain all other required state and local licenses, permits, and approvals before using this license for the sale of alcoholic liquor.

Approval of this license by the Michigan Liquor Control Commission does not waive any of these requirements.

MICHIGAN LIQUOR CONTROL COMMISSION
Retail Licensing Division
(866) 813-0011

jmm

cc: West Branch City Council

RESOLUTION #22-05

WHEREAS, the City compared the budgeted amount of all revenue and expenditures in the Equipment Fund due to the closing of the USDA grant for the purchase of a new police vehicle; and

WHEREAS, the cost of the leaf vacuum vehicle was higher than budgeted for due to the rising costs from the time the vehicle was ordered to when it was received, and

WHEREAS, the costs of the police vehicle were higher than budgeted for due to the rising costs from the time the vehicle was ordered to when it was received and the addition of a K-9 cage, and

WHEREAS, the expenses in Fund 101, General Fund, were overstated in the police safety expense account, and

WHEREAS, the expenses in Fund 661, Equipment Fund, were overstated in the repairs/parts and repairs/parts police accounts, and

NOW, THEREFORE, BE IT RESOLVED, that the West Branch City Council hereby adopts the following budget amendments:

GL NUMBER	DESCRIPTION	2021-22 CURRENT BUDGET	2021-22 AMENDED BUDGET
Fund 101 - GENERAL FUND			
TOTAL REVENUES		1,659,089.00	1,659,089.00
Expenditures			
Dept 000.000			
Total Dept 000.000		2,800.00	2,800.00
Dept 101.000 - LEGISLATIVE			
Total Dept 101.000 - LEGISLATIVE		20,100.00	20,100.00
Dept 172.000 - CITY MANAGER'S OFFICE			
Total Dept 172.000 - CITY MANAGER'S OFFICE		121,250.00	121,250.00
Dept 201.000 - INTERNAL SERVICES			
Total Dept 201.000 - INTERNAL SERVICES		42,149.00	42,149.00

Dept 209.000 - PROPERTY ASSESSMENT REVIEW		
Total Dept 209.000 - PROPERTY ASSESSMENT REVIEW	18,135.00	18,135.00
Dept 215.000 - CITY CLERK		
Total Dept 215.000 - CITY CLERK	66,849.00	66,849.00
Dept 228.000 - TECHNOLOGY		
Total Dept 228.000 - TECHNOLOGY	17,600.00	17,600.00
Dept 253.000 - CITY TREASURER		
Total Dept 253.000 - CITY TREASURER	107,842.00	107,842.00
Dept 262.000 - ELECTIONS		
Total Dept 262.000 - ELECTIONS	2,348.00	2,348.00
Dept 265.000 - MUNICIPAL PROPERTIES		
Total Dept 265.000 - MUNICIPAL PROPERTIES	41,560.00	41,560.00
Dept 265.999 - INSTALLMENT PURCHASE AGREEMENT EXPENSE		
Total Dept 265.999 - INSTALLMENT PURCHASE AGREEMENT EXPENSE	0.00	0.00
Dept 266.000 - LEGAL ASSISTANCE		
Total Dept 266.000 - LEGAL ASSISTANCE	27,300.00	27,300.00
Dept 284.000 - COMMUNITY PROMOTIONS		
Total Dept 284.000 - COMMUNITY PROMOTIONS	22,511.00	22,511.00
Dept 299.000 - CITY SERVICES		
Total Dept 299.000 - CITY SERVICES	54,495.00	54,495.00
Dept 301.000 - POLICE DEPARTMENT		
101-301.000-702.700 PROMOTION/BONUS	250.00	250.00
101-301.000-703.700 SALARIES AND WAGES	242,119.00	242,119.00
101-301.000-705.700 CHIEF OF POLICE	66,085.00	66,085.00
101-301.000-706.700 COMMUNITY POLICING	100.00	100.00
101-301.000-708.700 SICK LEAVE PAYOUT	250.00	250.00
101-301.000-710.700 OVERTIME	8,500.00	8,500.00
101-301.000-713.700 EMP. HEALTH OPTION	3,000.00	3,000.00
101-301.000-714.700 MANDATORY MEDICARE	4,500.00	4,500.00
101-301.000-715.700 SOCIAL SECURITY (EMPLOYER)	19,078.00	19,078.00
101-301.000-716.700 BC/BS HEALTH INSURANCE PREMIU	35,230.00	35,230.00
101-301.000-717.700 LIFE INSURANCE PREMIUM	1,155.00	1,155.00
101-301.000-718.700 MERS RETIREMENT (EMPLOYER)	50,837.00	50,837.00

101-301.000-718.701	EMPLOYER DEFERED COMP.	7,500.00	7,500.00
101-301.000-719.700	LONG TERM DISABILITY	2,300.00	2,300.00
101-301.000-720.700	WORKERS COMPENSATION PREMIUM	8,359.00	8,359.00
101-301.000-724.700	UNEMPLOYMENT INS. BENEFIT	325.00	325.00
101-301.000-727.700	OPERATING SUPPLIES	4,500.00	4,500.00
101-301.000-801.700	CONTRACTUAL SERVICES	10,000.00	10,000.00
101-301.000-811.700	MEMBERSHIP AND DUES	825.00	825.00
101-301.000-817.700	UNIFORMS	4,000.00	4,000.00
101-301.000-853.700	TELEPHONE/RADIO COMMUNICATION	5,000.00	5,000.00
101-301.000-941.700	EQUIPMENT RENTAL	9,500.00	9,500.00
101-301.000-955.700	DATA PROCESSING	4,500.00	4,500.00
101-301.000-956.700	EXPENSES	950.00	950.00
101-301.000-956.702	POLICE SAFETY EXPENSE	4,000.00	0.00
101-301.000-956.703	K-9 EXPENSES	0.00	0.00
101-301.000-956.707	FORFEITURE EXPENSE	400.00	400.00
101-301.000-957.700	EDUCATION AND TRAINING LOCAL	5,000.00	5,000.00
101-301.000-957.701	EDUCATION 302	1,000.00	1,000.00
101-301.000-968.700	STING	3,000.00	3,000.00
101-301.000-977.700	CAPITAL ACQUISITIONS	0.00	0.00
Total Dept 301.000 - POLICE DEPARTMENT		502,263.00	498,263.00
Dept 336.000 - FIRE			
Total Dept 336.000 - FIRE		27,124.00	27,124.00
Dept 345.000 - CROSSING GUARDS			
Total Dept 345.000 - CROSSING GUARDS		8,070.00	8,070.00
Dept 441.000 - PUBLIC WORKS DEPARTMENT			
Total Dept 441.000 - PUBLIC WORKS DEPARTMENT		181,905.00	181,905.00
Dept 444.000 - SIDEWALKS			
Total Dept 444.000 - SIDEWALKS		13,253.00	13,253.00
Dept 528.000 - SOLID WASTE			
Total Dept 528.000 - SOLID WASTE		221,194.00	221,194.00
Dept 537.000 - AIRPORT			
Total Dept 537.000 - AIRPORT		49,256.00	49,256.00
Dept 721.000 - PLANNING AND ZONING			
Total Dept 721.000 - PLANNING AND ZONING		5,319.00	5,319.00

Dept 728.000 - ECONOMIC DEVELOPMENT		
Total Dept 728.000 - ECONOMIC DEVELOPMENT	1,000.00	1,000.00
Dept 729.000 - CODE ENFORCEMENT		
Total Dept 729.000 - CODE ENFORCEMENT	0.00	0.00
Dept 751.000 - PARKS AND RECREATION		
Total Dept 751.000 - PARKS AND RECREATION	64,708.00	64,708.00
Dept 851.000 - INSURANCE AND RISK MANAGEMENT		
Total Dept 851.000 - INSURANCE AND RISK MANAGEMENT	15,495.00	15,495.00
Dept 900.000 - BAD DEBT		
Total Dept 900.000 - BAD DEBT	0.00	0.00
Dept 965.000 - TRANSFERS		
Total Dept 965.000 - TRANSFERS	22,000.00	22,000.00
Dept 965.209 - TRANSFER TO CEMETERY		
Total Dept 965.209 - TRANSFER TO CEMETERY	16,411.00	16,411.00
Dept 965.736 - TRANS TO FUND 736 OPEB		
Total Dept 965.736 - TRANS TO FUND 736 OPEB	0.00	0.00
TOTAL EXPENDITURES	1,672,937.00	1,668,937.00
Fund 101:		
TOTAL REVENUES	1,659,089.00	1,659,089.00
TOTAL EXPENDITURES	1,672,937.00	1,668,937.00
NET OF REVENUES & EXPENDITURES	(13,848.00)	(9,848.00)
FUND BALANCE	2,052,300.00	2,056,300
Fund 661 - EQUIPMENT FUND		
Revenues		
Dept 000.000		
Total Dept 000.000	216,810.00	216,810.00
TOTAL REVENUES	216,810.00	216,810.00
Expenditures		
Dept 000.000		
661-000.000-703.700 SALARIES AND WAGES	12,000.00	12,000.00

661-000.000-710.700	OVERTIME	0.00	0.00
661-000.000-714.700	MANDATORY MEDICARE	175.00	175.00
661-000.000-715.700	SOCIAL SECURITY (EMPLOYER)	743.00	743.00
661-000.000-716.700	BC/BS HEALTH INSURANCE PREMIUM	2,510.00	2,510.00
661-000.000-718.700	MERS RETIREMENT (EMPLOYER)	50.00	50.00
661-000.000-720.700	WORKERS COMPENSATION PREMIUM	400.00	400.00
661-000.000-724.700	UNEMPLOYMENT INS. BENEFIT	5.00	5.00
661-000.000-782.700	ADMINISTRATION	12,000.00	12,000.00
661-000.000-801.700	CONTRACTUAL SERVICES	0.00	0.00
661-000.000-805.700	REPAIR/PARTS	30,000.00	26,359.00
661-000.000-806.700	REPAIR/PARTS POLICE	5,000.00	3,553.00
661-000.000-818.700	INS. PREMIUM - LIABILITY	22,885.00	22,885.00
661-000.000-856.700	FUEL	29,615.00	29,615.00
661-000.000-868.700	FLUIDS	0.00	0.00
661-000.000-956.700	EXPENSES	0.00	0.00
661-000.000-966.700	DEPRECIATION	37,022.00	37,022.00
661-000.000-966.701	DEP.EXP. PUBLIC SAFETY	5,080.00	5,080.00
661-000.000-968.000	DEPRECIATION EXPENSE	0.00	0.00
661-000.000-968.001	DEPRECIATION EXP PUBLIC SAFET	0.00	0.00
661-000.000-977.700	CAPITAL ACQUISITIONS	118,000.00	127,088.00
661-000.000-992.000	INTEREST EXPENSE	0.00	0.00
661-000.000-994.700	BOND	41,000.00	41,000.00
661-000.000-995.700	INTEREST DUE ON BONDS	5,500.00	5,500.00
Total Dept 000.000		321,985.00	325,985.00
TOTAL EXPENDITURES		321,985.00	325,985.00
Fund 661 - EQUIPMENT FUND:			
TOTAL REVENUES		216,810.00	216,810.00
TOTAL EXPENDITURES		321,985.00	325,985.00
NET OF REVENUES & EXPENDITURES		(105,175.00)	(109,175.00)
FUND BALANCE		605,353.00	601,353.00

RESOLUTION #22-06

WHEREAS, as per section 9.7(a) of the West Branch City Charter, the Board of Review shall convene in its first session on the second Monday in March of each year at such time of day and place as shall be designated by City Council, and

WHEREAS, as per section 9.7(b) of the West Branch City Charter, the Board of Review shall convene in its second session on the fourth Monday in March of each year for two consecutive days and as much longer as may be necessary at such place as shall be designated by Council, and

NOW, THEREFORE, BE IT RESOLVED, that the West Branch City Council hereby designates all Board of Review meetings to be held at the West Branch City Hall with the first meeting in March to be held at 9:00 am

RESOLUTION #22-07

WHEREAS, in 2020, the City of West Branch developed a Brownfield Redevelopment Authority in order to assist in the redevelopment of City properties, and

WHEREAS, the City has applied for an EGLE Brownfield Grant to assist in the redevelopment at 508 E. Houghton Ave. in order to support the West Branch Pharmacy project, and

NOW, THEREFORE, BE IT RESOLVED, that the West Branch City Council hereby offers its complete support for the Brownfield Grant to assist in the West Branch Pharmacy project in order to create job growth in the community and grow the tax base for the City.

Approval of Council Minutes & Summary

SUMMARY OF THE REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN PERSON AND VIRTUALLY ON MONDAY, JANUARY 24, 2022.

Mayor Paul 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 (via Zoom), City Clerk Stang, City Treasurer Michelle Frechette(via Zoom), DPW Superintendent Killackey, and County Commissioner Surbrook.

Everyone stood for the pledge of allegiance.

Council approved Council Member Mike Jackson as Mayor Pro-tem.

Council approved Resolution 22-03, naming of authorized banks and signers.

Council approved postponing the 2022 Mayor Exchange.

Council approved bills in the amount of \$55,698.89.

Council approved Resolution 22-04, purchase agreement.

Council approved returning authorization of banner permits to the City Manager.

Council approved the Rifle River Quilt Guild and Surline PTO Color Run special event permits.

Council approved the summary and minutes from the meeting held January 10, 2022.

Council approved the treasurer's report and investment summary; minutes from the Planning Commission meeting held December 14, 2021; and minutes from the Airport Board Meeting held December 15, 2021.

Council approved the joint meeting with DDA and Planning Commission to be held at the City Police Department.

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

Mayor Frechette adjourned the meeting at 6:30pm.

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN PERSON AND VIA VIDEO CONFERENCE
IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET ON MONDAY, JANUARY 24,
2022.

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

Present: City 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, City Treasurer Michelle
Frechette, Public Works Superintendent Mike Killackey and County Commissioner Mark Surbrook.

All stood for the Pledge of Allegiance.

* * * * *

County Commissioner Surbrook gave County updates regarding the KCC Millage and Arenac County
Drain Commission Millage.

* * * * *

MOTION BY ADAIR, SECOND BY PUGH, TO APPROVE MIKE JACKSON AS MAYOR PRO-TEM.

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

No – None

Absent – None

Motion carried

* * * * *

**MOTION BY SHOWALTER, SECOND BY BENNETT, TO APPROVE RESOLUTION 22-03, NAMING
OF AUTHORIZED BANK SIGNERS WITH MAYOR PRO-TEM JACKSON LISTED.**

RESOLUTION #22-03

**WHEREAS, for audit purposes, at the first meeting of every year, it is recommended the City
annually names all banks the City is allowed to conduct business with, and**

**WHEREAS, it is also recommended to approve all authorized signers and depositors for City
funds, and**

**NOW, THEREFORE, BE IT RESOLVED, that the West Branch City Council hereby approves the
following as authorized banks: Huntington Bank, Mercantile Bank, PNC Bank, Huron Community Bank,
and Northland Area Federal Credit Union, and**

FURTHER BE IT RESOLVED, that the City approves Manager, John Dantzer; Treasurer, Michelle Frechette; Mayor, Paul Frechette, and Mayor Pro Tem, Mike Jackson as authorized signers and depositors for the City.

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

No – None

Absent – None

Motion carried

* * * * *

MOTION BY PUGH, SECOND BY SHOWALTER, TO POSTPONE THE 2022 MAYOR EXCHANGE ANOTHER YEAR UNTIL COVID IS UNDER CONTROL.

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

No – None

Absent – None

Motion carried

* * * * *

MOTION BY BENNETT, SECOND BY JACKSON, TO APPROVE BILLS IN THE AMOUNT OF \$55,698.89.

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

No – None

Absent – None

Motion carried

* * * * *

MOTION BY BENNETT, SECOND BY ZIMMERMAN, TO APPROVE RESOLUTION 22-04, PURCHASE AGREEMENT DUE TO A CHANGE IN THE LEGAL DESCRIPTION OF THE PROPERTY.

RESOLUTION #22-04

WHEREAS, the City of West Branch is in the process of selling acreage in their housing development property located off of M-30, and

WHEREAS, the purchaser, The Branches LLC, has a purchase agreement for the purchase of phase 1 consisting of 3.32 acres and phase 2 consisting of 1.85 acres, and

WHEREAS, the property descriptions of the above property are as follows:

Phase 1 Description

Part of the North One-half of the Southeast One-quarter of Section 25, T22N, R01 E, Ogemaw Township, Ogemaw County, State of Michigan described as: Commencing at the East One-quarter corner of said section 25; thence S00° 12' 14"W, along the East line of said Section 25, 455.44 feet; thence N86°33'06"W, parallel with the South One-eighth

line of said Section 25 and along the North line of a 66.00 feet wide easement, 1222.75 feet to the west line of a 66.00 feet wide easement, and to the true point of beginning of the following described parcel of land; thence N86°33'06"W, parallel with said South One-eighth line, 562.90 feet; thence N00° 12' 14"E, parallel with said East Section line, and along the east line of a 24.95 feet wide easement, 258.00 feet; thence S86° 33'06"E, parallel with said South One-eighth line, and along the south line of a 66.00 feet wide easement, 562.90 feet; thence S00° 12' 14"W, parallel with said East Section line, and along the west line of a 66.00 feet wide easement, 258.00 feet back to the point of beginning.

Split on 12/01/2021 from 011-025-024-25; annexed from Ogemaw Twp. new number 2022.

Phase 2 Description

Part of the North One-half of the Southeast One-quarter of Section 25, T22N, R01 E, Ogemaw Township, Ogemaw County, State of Michigan described as: Commencing at the East One-quarter corner of said section 25; thence S00° 12' 14"W, along the East line of said Section 25, 455.44 feet; thence N86°33'06"W, parallel with the South One eighth line of said Section 25 and along the North line of a 66.00 feet wide easement 1810.65 feet to the true point of beginning of the following parcel of land; thence N86°33'06"W, parallel with said South One-eighth line, 314.00 feet; thence N00° 12' 14"E, parallel with said East Section line, and along the east line of a 66' easement, 258.00 feet; thence S86°33'06"E, parallel with said South One-eighth line, and along the south line of a 66' feet wide easement , 314.00 feet; thence S00° 12' 14"W, parallel to said East Section line, and along the west line of a 24.95 feet wide easement, 258.00 feet back to the point of beginning.

Split on 12/01/2021 from 011-025-024-25; annexed from Ogemaw Twp. new number 2022.

THEREFORE, BE IT RESOLVED, that the West Branch City Council hereby authorizes the sale of phase 1 and phase 2 to The Branches LLC, and

FURTHER BE IT RESOLVED, that the West Branch City Council hereby authorizes Mayor Paul Frechette or City Manager John Dantzer to sign all documents pertaining to the sale of the above noted acreage.

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

No – None

Absent – None

Motion carried

* * * * *

MOTION BY PUGH, SECOND BY BENNETT, TO RETURN THE AUTHORIZATION OF BANNER PERMITS TO THE CITY MANAGER.

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

No — None

Absent — None

Motion carried

* * * * *

MOTION BY ZIMMERMAN, SECOND BY BENNETT, TO APPROVE THE RIFLE RIVER QUILT GUILD AND SURLINE PTO COLOR RUN SPECIAL EVENT PERMITS.

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

No — None

Absent — None

Motion carried

* * * * *

MOTION BY ADAIR, SECOND BY BENNETT, TO APPROVE THE SUMMARY AND MINUTES FROM THE MEETING HELD JANUARY 10, 2022.

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

No — None

Absent — None

Motion carried

* * * * *

MOTION BY SHOWALTER, SECOND BY JACKSON, TO RECEIVE AND FILE THE TREASURER'S REPORT AND INVESTMENT SUMMARY; APPROVE THE MINUTES FROM PLANNING COMMISSION MEETING HELD DECEMBER 14, 2021; AND THE AIRPORT BOARD MINUTES FROM THE MEETING HELD DECEMBER 15, 2021.

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

No — None

Absent — None

Motion carried

* * * * *

City Manager Dantzer noted that the joint meeting with DDA and Planning Commission was coming up and in the past it was held at the City Police Department.

MOTION BY JACKSON, SECOND BY ADAIR TO MOVE THE JOINT MEETING WITH DDA AND PLANNING COMMISSION TO THE CITY POLICE DEPARTMENT.

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

No – None

Absent – None

Motion carried

* * * * *

Member Pugh inquired who was responsible for snow removal from the sidewalks and noted her concern for the sidewalks along State St and Fairview. She stated that kids are having to walk in the streets due to the snow covering the sidewalks. Mayor Frechette noted that we would follow up with Corporal Adams to see if he can reach out to the owners to have it taken care of.

Member Bennett noted the positive activity at the park with the skating and sledding.

City Manager Dantzer inquired if Council wanted to revisit Council goals or postpone and noted that there are a couple of openings due to different members leaving. Council Member Adair volunteered to take previous Member Powley's spot on the subcommittee. Mayor Frechette recommended holding off a little longer until they can see what steps to take to proceed in the coming months.

Mayor Frechette adjourned the meeting at 6:30 pm.

Paul Frechette, Mayor

Amanda Stang, Clerk

WORK SESSION OF THE WEST BRANCH CITY COUNCIL HELD AT THE WEST BRANCH CITY
HALL, 121 N. FOURTH ST. ON TUESDAY, FEBRUARY 1, 2022

Mayor Pro Tem Jackson opened the work session at 6:00 PM.

Present: Mayor Pro Tem Mike Jackson, Members Carol Adair, Joanne Bennett, and Ellen Pugh.

Absent: Mayor Paul Frechette, Members Rusty Showalter and Cathy Zimmerman

Others present: City Manager John Dantzer

Denise Cline of the North East Michigan Council of Governments (NEMCOG) gave a presentation on zoning issues with marijuana facilities.

Work Session ended at 7:15 pm.

Consent Agenda

NORTH CENTRAL MICHIGAN COMMUNITY FOUNDATION

Minutes of December 1, 2021—Ogemaw County Committee

Meeting was called to order by Philip Stephens, Chairman, at 7:30am.

Members Present: Nicki Mayhew, Louise Hofer, Bob McGrail, Phil Stephens, Julie Elliott, Liz Steinhurst, Chris Juarez, Tom Kish, Nancy Griffin, Brenden Stephenson, Tracey Wood, Ailie Beck and John Dantzer.

Absent: Claudia Miller and Phil Mikulski are excused. Andrea Rose, Cindy Rosebrugh

Introductions: Louise Hofer introduced Ailie Beck, who is the president of the YAC at OHHS. Committee members introduced themselves and Liz Steinhurst gave an overview of what our organization does.

Minutes: Guest secretary, Liz, did an amazing job on the minutes in Julie's absence. Thank you, Liz! Motion to approve by Julie Elliott, support by Tom Kish.

Financials: Liz Steinhurst says we are close to \$3.8 million, but the financial reports aren't broken down enough to indicate exactly where the money comes from. We raised \$646,000 last year due largely to the market. We gave out \$190, 244 in grants. Endowment spendables: Liz says we need to watch JL Howard & others like it. Bob McGrail thinks that one has already been handled through Mid-Michigan. St. Vinny's has money that is only spendable. Tom feels people are more apt to give to "endowed" funds. Memorial funds for Bill Bartman were given in his name to the Larry Bellor Scholarship instead of starting his own.

REPORTS:

Y.A.C. Ailie Beck is the club president. Hofer has done some virtual training, but the club has been able to meet face to face. They had a meeting to brainstorm how to "get their name out there" i.e. Toys for Tots, Shop with a Cop, Christmas Parade. They had the idea to do presentations to the middle schools to educate the students about their group and maybe provide meals for teachers. Ailie has been in YAC for 4 years and decided she wanted to take charge. She had to fill out an application and present herself in front of the group. Hofer says there is a great energy in the group and that they are thoughtful and collaborative in their discussions. YAC Grant application deadline is December 15.

E.S.P. There were 26 grant applications from teachers/staff. \$6500 was awarded to 16 different teachers. We reviewed the scholarship process and updates on that. Applications opened in early January and close March 1.

3 County Board: Andrea Rose is the new president. They held a meeting via Zoom. Based on the way the website is organized, Ogemaw County was “at the bottom of the list” this year whereas we were the top last year. Liz says she will continue to “harass” them to organize it better. Suggestions included some sort of pull-down menu to access Ogemaw County; using Venmo, PayPal, or Apple Pay; and being able to add all donations to a cart so people only have to check out once. They are using a new software to better support financials, and they are currently undergoing a cybersecurity audit. They are looking for sponsors for the annual report. They will review YAC applications at their next meeting. Liz says they need people from Mio/Fairview (Crawford County) for their board.

OLD BUSINESS: Reminder that the YAC Grant applications are due December 15.

NEW BUSINESS:

- Meeting Dates for 2022: February 2, April 6, June 1, August 3, October 5, and December 7
- Fund to discuss next meeting: Gogarn

COMMUNICATIONS:

Member Comments/Positive Highlights:

- Rose City Tree lighting on Thursday December 2 at 6pm in the park.
- West Branch is having the Santa Train and then tree lighting after the parade December 11.

Meeting adjourned at 8:33am. Next meeting February 2, 2022 (TUESDAY)

CASH SUMMARY BY BANK FOR WEST BRANCH
FROM 02/01/2022 TO 02/28/2022

Bank Code		Beginning Balance 02/01/2022	Total Debits	Total Credits	Ending Balance 02/28/2022
Fund	Description				
GEN1	GEN1 - GENERAL CHECKING				
101		1,025,984.59	881.67	50.00	1,026,816.26
150	CEMETERY PERPETUAL CARE	36,566.35	240.00	0.00	36,806.35
209	CEMETERY FUND	6,699.07	560.00	0.00	7,259.07
243	BROWNFIELD REDEVELOPMENT AUTHORITY FU	999.95	0.00	0.00	999.95
248	DDA OPERATING FUND	248,180.80	0.00	0.00	248,180.80
251	INDUSTRIAL PARK FUND	7,233.30	0.00	0.00	7,233.30
276	HOUSING RESOURCE FUND	176,153.96	0.00	0.00	176,153.96
318	SEWER DEBT FUND	138,278.96	1,353.91	56.34	139,576.53
319	WATER DEBT FUND	91,628.19	268.69	11.70	91,885.18
390	SEWER FUND	287,390.80	1,458.63	74.25	288,775.18
391	WATER FUND	768,366.84	1,817.08	495.57	769,688.35
392	WATER REPLACEMENT FUND	361,272.59	0.00	0.00	361,272.59
393	SEWER COLLECTION	216,486.64	333.30	13.68	216,806.26
361	EQUIPMENT FUND	(586.62)	0.00	0.00	(586.62)
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	3,395,981.13	6,913.28	701.54	3,402,192.87
M/LST	MAJOR/ LOCAL STREETS				
202	MAJOR STREET FUND	576,493.12	0.00	0.00	576,493.12
203	LOCAL STREET FUND	300,205.50	0.00	0.00	300,205.50
	MAJOR/ LOCAL STREETS	876,698.62	0.00	0.00	876,698.62
PAY	PAYROLL				
704	PAYROLL CLEARING	24,376.78	0.00	0.00	24,376.78
	PAYROLL	24,376.78	0.00	0.00	24,376.78
CHEM	SAVINGS				
101		459,696.89	0.00	0.00	459,696.89
150	CEMETERY PERPETUAL CARE	1,682.48	0.00	0.00	1,682.48
251	INDUSTRIAL PARK FUND	244.92	0.00	0.00	244.92
371	COLLECTION REPLACEMENT FUND	0.65	0.00	0.00	0.65
391	WATER FUND	26,418.14	0.00	0.00	26,418.14
392	WATER REPLACEMENT FUND	19,791.34	0.00	0.00	19,791.34
393	SEWER COLLECTION	3,183.62	0.00	0.00	3,183.62
361	EQUIPMENT FUND	103,538.69	0.00	0.00	103,538.69
	SAVINGS	614,556.73	0.00	0.00	614,556.73
TAX	TAXES				
701	TAX AGENCY	143,289.98	32,171.65	0.00	175,461.63
	TAXES	143,289.98	32,171.65	0.00	175,461.63
	TOTAL - ALL FUNDS	5,054,903.24	39,084.93	701.54	5,093,286.63

CASH SUMMARY BY ACCOUNT FOR WEST BRANCH
FROM 02/01/2022 TO 02/28/2022
FUND: ALL FUNDS
INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 02/01/2022	Total Debits	Total Credits	Ending Balance 02/28/2022
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	112,499.74	0.00	0.00	112,499.74
004.400	CERTIFICATE OF DEPOSIT D	115,271.06	0.00	0.00	115,271.06
	CEMETERY PERPETUAL CARE	<hr/> 227,770.80	<hr/> 0.00	<hr/> 0.00	<hr/> 227,770.80
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/> 852,770.80	<hr/> 0.00	<hr/> 0.00	<hr/> 852,770.80

Communications

Reports

Mayor

Council

City Manager

**Public
Comment
-Any
Topic**

Adjournment

**CITY OF WEST BRANCH
CITY COUNCIL MEETING
FEBRUARY 7, 2022**

PLEASE TAKE NOTICE that the West Branch City Council meeting scheduled for Monday, February 7, 2022 starting at 6:00 pm will be conducted both in person and virtually (online and/or by phone), due to health concerns surrounding Coronavirus/COVID-19 pandemic.

Public comment will be handled by the "Raise Hand" method as instructed below within Participant Controls.

To comply with the Americans with Disabilities Act (ADA), any citizen requesting accommodation to attend this meeting, and/or to obtain this notice in alternate formats, please contact the City Clerk by phone at (989) 345-0500 from 8:00 am-4:30 pm Monday- Friday or by email at clerk@westbranch.com, at least five business days prior to the meeting.

Zoom Instructions for Participants

To join the conference by phone:

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID number** (also provided below) when prompted using your touch-tone (DTMF) keypad.

Before a videoconference:

1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. Details, phone numbers, and links to videoconference or conference call is provided below. The details include a link to "**Join via computer**" as well as phone numbers for a conference call option. It will also include the 9-digit Meeting ID.

To join the videoconference:

2. At the start time of your meeting, enter the link to **join via computer**. You may be instructed to download the Zoom application.
3. You have an opportunity to test your audio at this point by clicking on "Test Computer Audio." Once you are satisfied that your audio works, click on "Join audio by computer."

You may also join a meeting without the link by going to join.zoom.us on any browser and entering the Meeting ID provided below.

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID number** (also provided below) when prompted using your touch-tone (DTMF) keypad.

3. If you have already joined the meeting via computer, you will have the option to enter your 2-digit participant ID to be associated with your computer.

Participant controls in the lower left corner of the Zoom screen:



Using the icons in the lower left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera ("Start/Stop Video")
- Invite other participants
- View Participant list – opens a pop-out screen that includes a "Raise Hand" icon that you may use to raise a virtual hand during Call to the Public
- Change your screen name that is seen in the participant list and video window
- Share your screen

Somewhere (usually upper right corner on your computer screen) on your Zoom screen you will also see a choice to toggle between "speaker" and "gallery" view. "Speaker view" shows the active speaker. "Gallery view" tiles all of the meeting participants.

Meeting Information:

City Council is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/85625944510?pwd=VEMrTlhyUWpLYW9hSDdUS1ByQ1Jadz09>

Meeting ID: 856 2594 4510

Passcode: 018328

One tap mobile

+16465588656,,85625944510#,,,,*018328# US (New York)

+13017158592,,85625944510#,,,,*018328# US (Washington DC)

Dial by your location

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 856 2594 4510

Passcode: 018328

Find your local number: <https://us02web.zoom.us/j/kcMfgmaV2j>

If you wish to speak with any of our council members, please reach out via their email addresses below or you may call City Hall @ (989) 345-0500 to leave a message for them.

CITY COUNCIL MEMBERS

Mayor Paul Frechette – frechettewbmayor@westbranch.com

Mike Jackson -- jacksonwbcouncil@westbranch.com

Carol Adair – adairwbcouncil@westbranch.com

Joanne Bennett --- bennettwbcouncil@westbranch.com

Ellen Pugh --- pughwbcouncil@westbranch.com

Rusty Showalter – showalterwbcouncil@westbranch.com

Cathy Zimmerman – zimmermanwbcouncil@westbranch.com

And as always, minutes of all Council Meetings can be obtained at City Hall or found on our website at www.westbranch.com, under the Government Tab.