

-- AGENDA --

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL TO BE HELD VIRTUALLY AT
WEST BRANCH CITY HALL, 121 N. FOURTH ST. ON MONDAY, SEPTEMBER 20, 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
- V. Public hearing
- VI. Additions to the agenda
- VII. Public comment on agenda items only (limited to 3 minutes)
- VIII. Bids
- IX. Unfinished business
 - A. Lot 13 Purchase offer
 - B. MSP Flag Pole
- X. New business
 - A. Bills
 - B. 13 Ways to Kill a Community Consulting Times
 - C. MML Board of Directors Election Candidates
 - D. Memorandum of Understanding K-9 Liability Insurance
 - E. Close session with City Attorney regarding Pocket Park
- XI. Approval of the minutes and summary from the meeting held September 7, 2021

XII. Consent agenda

- A. Treasurers report and investment summary
- B. Minutes from the Planning Commission meeting held August 10, 2021.
- C. Minutes from the Airport Board Meeting held August 18, 2021.
- D. August Month End Police Report

XIII. Communications

XIV. Reports and/or comments

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

XV. Public comment any topic

XVI. Adjournment

UPCOMING MEETINGS-EVENTS

September 21 – WWTPA Meeting 3:30PM

September 22-24 MML Convention

September 28 – DDA Meeting 12Noon

October 4 – Council Meeting 6PM

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

Call to Order

Roll Call

**Pledge of
Allegiance**

Scheduled Matters from the Floor

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	\$36,810.33
<i>BILLS AS OF 9/17/21</i>	<i>\$36,810.33</i>
<i>Additions to Bills as of</i>	<i>\$0</i>
<i>Paid but not approved</i>	<i>\$41,598.98</i>
TOTAL BILLS	\$78,409.31

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

Vendor Name	Amount	Description
ARNOLD SALES	540.28	DPW SUPPLIES
BANNING ELECTRIC	217.00	WWTP SERVICE
BELNICK RETAIL LLC	1,901.16	COUNCIL ROOM CHAIRS
BRITTON, CYNTHIA J	50.00	REFUND FOR PAVILION
CNA SURETY	55.00	DANTZER NOTARY BOND 65621297N
CONSUMERS ENERGY	2,574.58	ELECTRIC
DO ALL INC	367.36	RECYCLING AUGUST
ECONO SIGNS LLC	2,484.91	SIGNS
GALLS LLC	267.94	POLICE UNIFORM ITEMS
HACH COMPANY	300.00	WWTP SUPPLIES/TRAINING
JACK DOHENY COMPANY	1,501.78	DPW PARTS
MEDLER ELECTRIC CO	32.99	DPW SUPPLIES
MIDMICHIGAN HEALTH	133.00	CDL PHYSICAL & PRE-EMPLOYMENT
MUNICIPAL CODE CORPORATION	952.90	SUPPLEMENT PAGES
OFFICE CENTRAL	295.94	VARIOUS SUPPLIES
OGEMAW COUNTY TREASURER	10.00	DANTZER NOTARY RENEWAL
OGEMAW COUNTY VOICE	98.60	ADS AUGUST
PALM, JARED	15.00	PARTIAL REFUND OF PAVILION RENTAL
QUILL CORPORATION	68.64	SUPPLIES
SCHMITT TIRE & GAS	12.00	REPAIRS
STATE OF MICHIGAN	10.00	DANTZER NOTARY RENEWAL
USA BLUE BOOK	549.05	WATER SUPPLIES
VIC BOND SALES INC	24.75	VARIOUS PARTS
VILLAGE QUIK LUBE	47.45	POLICE SERVICE
WEST BRANCH COMMUNITY AIRPORT	24,300.00	1ST HALF 21 22 BUDGET APPROPRIATION
TOTAL		36,810.33

Good Morning John,

Happy Wednesday!

We received your request for speed consulting with Doug Griffiths. We are happy to inform you that we have chosen your community for one of our sessions. We have a few time slots available at this time. Would one of these work for you?

September 30, 2021

- 11:00 am EST
- 1:00 pm EST
- 3:00 pm EST

Please let me know and I can book you in.

I look forward to connecting.

Take care,
Courtney

--

Courtney Borst
Operations Manager
Email: courtney@13ways.ca
Phone: (587) 573-1313
www.13ways.ca

To: Members of the MML Liability & Property Pool
From: Michael J. Forster, Fund Administrator
Date: September 13, 2021
Subject: Pool Director Election

Dear Pool Member:

Enclosed is your ballot for this year's Board of Directors election. One (1) incumbent Director has agreed to seek re-election and two (2) appointees are seeking election to their first term. You also may write in one or more candidates if you wish.

A brief biographical sketch of the candidate is provided for your review.

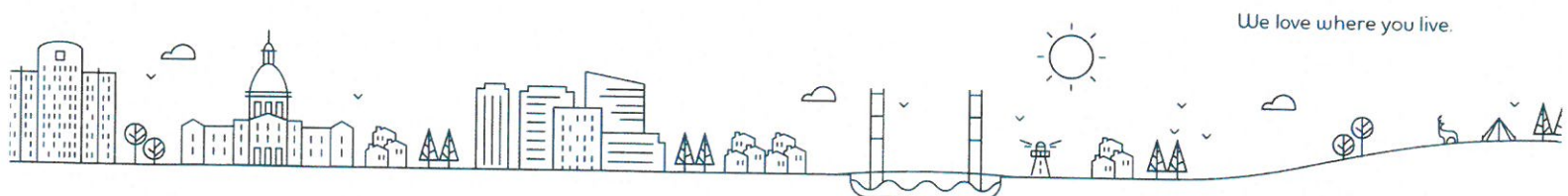
I hope you will affirm the work of the Nominating Committee by returning your completed ballot in the enclosed return envelope, no later than November 5. You may also submit your ballot online by going to www.mml.org. Click on *Insurance*, then *Liability & Property Pool*; the link to the ballot form is in the yellow banner.

The MML Liability & Property Pool is owned and controlled by its members. Your comments and suggestions on how we can serve you better are very much appreciated. Thank you again for your membership in the Pool, and for participating in the election of your governing board.

Sincerely,



Michael J. Forster
Pool Administrator
mforster@mml.org



THE CANDIDATES

Three-year terms beginning January 1, 2022

Robert Clark, Mayor, City of Monroe, Current Pool Board Chair



Robert has more than eight years' experience as a municipal official, serving as the mayor in the City of Monroe since 2010. He is a member of the Michigan Association of Mayors. Robert retired as Major, Michigan State Police after thirty years of service. He is active in several local civic organizations, including the River Raisin National Battlefield Park Foundation and Monroe County Business Development Corporation. He also serves as First Vice-Chair for the Southeast Michigan Council of Governments (SEMCOG). Robert is seeking re-election to his fourth term.

Thad Beard, Manager, City of Rockford



Thad has over 23 years' experience in municipal government and has been the city manager of Rockford since 2017. He previously served as the City of Otsego's manager for 17 years and as the City of Wayland's assistant manager for three years before that. He is a member of the Michigan Municipal Executives and former member of its Board of Directors. Thad grew up in Kalamazoo, received an undergraduate degree from Great Lakes Christian College and a master's degree from Western Michigan University. Thad is seeking election to his first term.

Dan Swallow, Manager, City of Tecumseh



Dan has more than 18 years' experience as a municipal official and has been the City Manager of Tecumseh since 2015. Previously, his government career included tenures with the Toledo Metropolitan Area Council of Governments, Van Buren Township, and as the Economic & Community Development Director for the City of Monroe. He has credentials from the American Institute of Certified Planners (AICP) and actively participates in the Michigan Association of Planning and Michigan Municipal Executives. Dan grew up in the small northeastern Michigan community of Alpena. Dan is seeking election to his first term.

Michigan Municipal League
Liability & Property Pool

OFFICIAL BALLOT - 2021

Vote for three Directors by marking the line to the left of the name for three-year terms beginning January 1, 2022.

_____ Robert Clark, Current Pool Board Chair
Mayor, City of Monroe

_____ Thad Beard, Appointee
Manager, City of Rockford

_____ Dan Swallow, Appointee
Manager, City of Tecumseh

Write-in Candidate

I hereby certify that:

(Municipality/Agency)

by action of its governing body, has authorized its vote to be cast for the above persons to serve as Director of the Michigan Municipal League Liability and Property Pool.

Official Signature
Date:

Ballot deadline:
November 5, 2021



West Branch Police Department

Chief Kenneth W. Walters

130 Page St.

West Branch, Michigan 48661

Phone: 989-345-2627 Fax: 989-345-0083

9/8/2021

The following document is a Memorandum of Understanding (MOU) between the City of West Branch and its liability insurance provider, West Branch Police Department, and Officer / K-9 Handler Brandon Bicolli for insurance and liability purposes.

Officer Brandon Bicolli and K-9 Kony are certified through Mid-Michigan Police K-9. Officer Bicolli and K-9 Kony are further certified as a Patrol Team (**see attached documents**). This consists of the following certifications: Tracking, Article and Area Search, Narcotics Detection, and Handler Protection. In addition to Mid-Michigan Police K-9, Kony and Ofc. Bicolli have further been evaluated by Chief Kenneth Walters, who is a certified Patrol Team Trainer through the National Association of Professional Canine Handlers (NAPCH).

Officer Brandon Bicolli is the sole owner of K-9 Kony. K-9 Kony is not a West Branch Police Department owned K-9. Ofc. Bicolli agrees to make K-9 Kony's services available to the West Branch Police Department. Ofc. Bicolli further agrees and understands that K-9 Kony's services shall only be provided within his scope and duties as a West Branch Police Department K-9 handler. Ofc. Bicolli further agrees to abide and follow the K-9 policy established by the West Branch Police Department. Ofc. Bicolli further retains the right to eliminate K-9 services to the West Branch Police Department or retire K9 Kony at any time, but agrees to provide the Chief of Police with a minimum of a two week notice, unless exigent circumstances exist.

The City of West Branch / West Branch Police Department further agree to provide animal mortality insurance should K-9 Kony be killed in the line of duty. Due to K-9 Kony being a Utility K-9 (multiple certifications), her replacement value is valued at \$15,000. Should K-9 Kony be killed in the line of duty, any financial instruments reimbursed / gained from this policy, would be the sole property of the City of West Branch / West Branch Police Department. Policy reimbursements shall be used for replacement of the K-9 or distributed as seen fit, as the City of West Branch / West Branch Police Department is the sole policy holder.

The City of West Branch / West Branch Police Department shall retain the right of option to reimburse any amount elected of this policy to Ofc. Bicolli, or his designee, should he be mortally wounded along with the K-9. Any elected reimbursement to Ofc. Bicolli, or his designee, would be used for the following: replacement of the K-9, outstanding veterinary trauma treatment invoices, burial / cremation fees.

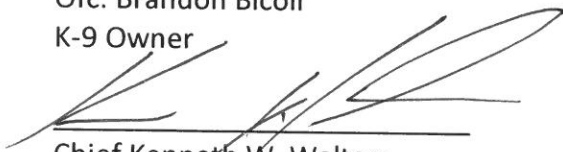
The below listed signatures of parties involved, signify acceptance of this document.



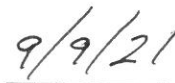
Ofc. Brandon Bicolli
K-9 Owner



Date



Chief Kenneth W. Walters
West Branch Police Department



Date

John Dantzer – City Manager
City of West Branch

Date

Proposed Motion to go into Closed Session to Discuss
Attorney Client Privileged Matters

I move to go into Closed Session pursuant to MCL 15.268 (H) to discuss matters that are subject to Attorney Client Privilege.

Approval of Council Minutes & Summary

SUMMARY OF THE REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN PERSON AND VIRTUALLY ON TUESDAY, SEPTEMBER 7, 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, DPW Superintendent Killackey

Everyone stood for the pledge of allegiance.

The Victorian Manor Condo Association requested permission to create another access point into the neighborhood.

Council approved the additional access point into the Victorian Manor Condominiums.

Council approved the naming of the streets for the new housing subdivision on M-30 be named after the original Charter Members with the access drive to the Water Plant staying Schick Dr.

Council approved bills in the amount of \$131,380.47.

Council approved Resolution 21-20 4th St budget Amendment.

Council approved the postponement of the Lot 13 purchase offer until after the City realtor could review.

Council approved City Manager Dantzer to sign for the engineering contract for the MEDC Grant project not to exceed more than \$400,000.

Council approved the the postponement of releasing the old MSP flag pole to anyone until after the City obtains ownership of the property.

Council excused Mayor Frechette from the meeting held August 16, 2021.

Chamber light pole decorating was added to the agenda under item G.

Council approved the Chamber to host the annual Halloween light pole decorating contest.

Council approved the minutes and summary from the meetings held August 16, and August 24, 2021; as well as the minutes from the work session held August 3, 2021.

Council approved the treasurer's report and investment summary; DDA minutes from the meetings held August 4 and August 24, 2021; the Zoning Board of Appeals minutes from the meeting held August 17, 2021; the Landbank Authority minutes from the meeting held June 15, 2021; the Airport minutes from the meeting held July 21 and July 30, 2021.

Communications were shared.

Council approved City Manager Dantzer to apply for the 13 Ways to Kill a Community speed consulting grant.

Council approved City Manager Dantzer to reach out to MDOT and request to keep the 8 ft parking spaces for the downtown road diet.

Council members Adair, Jackson and Bennett, DPW Superintendent Killackey, Police Chief Walters and City Attorney Meihn all gave reports.

Mayor Frechette adjourned the meeting at 7:14 pm.

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN PERSON AND VIRTUALLY IN THE COUNCIL CHAMBERS OF THE WEST BRANCH CITY HALL, 121 N. FOURTH STREET ON TUESDAY, SEPTEMBER 7, 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, and DPW Superintendent Mike Killackey.

All stood for the Pledge of Allegiance.

* * * * *

Grace Orr and Jim and Martha Lynett addressed Council regarding access to the Victorian Manor Condominiums. They noted there is currently only one way in and one way out, making it difficult for the garbage, delivery and plow trucks to come in and out of the complex. They requested permission to complete street access onto Fremont St.

MOTION BY SHOWALTER, SECOND BY PUGH, TO AUTHORIZE THE COMPLETION OF AN ACCESS STREET ONTO FREMONT ST.

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

No – None

Absent – None

Motion carried

* * * * *

Discussion was made regarding the naming of 6 streets in the M-30 housing project. It was consensus of Council to name the streets after the original Charter members with access to the water plant being named after Burt Schick since his family farm had previously been there.

MOTION BY ZIMMERMAN, SECOND BY JACKSON, TO APPROVE THE NAMING OF THE M-30 HOUSING PROJECT STREETS AFTER THE MEMBERS WHO ADOPTED THE CHARTER AT THAT TIME.

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

No – None

Absent – None

Motion carried

* * * * *

MOTION BY BENNETT, SECOND BY ADAIR, TO APPROVE BILLS IN THE AMOUNT OF \$131,380.47.

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

No – None

Absent – None

Motion carried

* * * * *

**MOTION BY BENNETT, SECOND BY PUGH, TO APPROVE RESOLUTION 21-20 FOURTH ST
BUDGET AMENDMENT**

RESOLUTION #21-20

WHEREAS, City budgeted for the replacement of water line and road reconstruction on S. Fourth St. from Wright St through Morrison St; and

WHEREAS, the expenses in Fund 203, Local Street Fund, were increased to account for the larger estimate for road work on S. Fourth than budgeted for, and

WHEREAS, the revenues in Fund 592, Water Replacement Fund, were increased to account for the transfer in funds from the ARPA grant funds, and

WHEREAS, the expenses in Fund 592, Water Replacement Fund, were increased to account for the larger estimate for water line work on S. Fourth St than budgeted for, 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 203 - LOCAL STREET FUND			
Revenues			
Dept 000.000			
203-000.000-570.400	ACT 51 - STATE OF MICHIGAN	77,000.00	77,000.00
203-000.000-634.400	GRANT	0.00	0.00
203-000.000-664.400	INTEREST INCOME	400.00	400.00
203-000.000-680.400	TRANSFER FROM MAJOR STREET	58,250.00	58,250.00
203-000.000-695.400	MISCELLANEOUS	0.00	0.00
Total Dept 000.000		135,650.00	135,650.00
TOTAL REVENUES		135,650.00	135,650.00

Expenditures

Dept 451.000 - CONSTRUCTION

203-451.000-703.700	SALARIES AND WAGES	500.00	500.00
203-451.000-710.700	OVERTIME	0.00	0.00
203-451.000-714.700	MANDATORY MEDICARE	7.00	7.00
203-451.000-715.700	SOCIAL SECURITY (EMPLOYER)	31.00	31.00
203-451.000-718.700	MERS RETIREMENT (EMPLOYER)	2.00	2.00
203-451.000-720.700	WORKERS COMPENSATION PREMIUM	5.00	5.00
203-451.000-724.700	UNEMPLOYMENT INS. BENEFIT	0.00	0.00
203-451.000-801.700	CONTRACTUAL SERVICES	65,000.00	76,260.00
203-451.000-941.700	EQUIPMENT RENTAL	250.00	250.00
203-451.000-956.700	EXPENSES	0.00	0.00
Total Dept 451.000 - CONSTRUCTION		65,795.00	77,055.00

TOTAL EXPENDITURES

124,370.00 135,630.00

Fund 203 - LOCAL STREET FUND:

TOTAL REVENUES

135,650.00 135,650.00

TOTAL EXPENDITURES

124,370.00 135,630.00

NET OF REVENUES & EXPENDITURES

11,280.00 20.00

Fund 592 - WATER REPLACEMENT FUND

Revenues

Dept 000.000

592-000.000-664.400	INTEREST INCOME	0.00	0.00
592-000.000-675.400	TRANSFER FROM WATER FUND	200,000.00	200,000.00
	TRANSFER FROM ARPA FUNDS		52,345.00
Total Dept 000.000		200,000.00	252,345.00

TOTAL REVENUES

200,000.00 252,345.00

Expenditures

Dept 000.000

592-000.000-801.700	CONTRACTUAL SERVICES	156,931.00	226,345.00
592-000.000-994.700	BOND	20,260.00	20,260.00
592-000.000-995.700	INTEREST DUE ON BONDS	5,740.00	5,740.00
Total Dept 000.000		182,931.00	252,345.00

TOTAL EXPENDITURES	182,931.00	252,345.00
Fund 592 - WATER REPLACEMENT FUND:		
TOTAL REVENUES	200,000.00	252,345.00
TOTAL EXPENDITURES	182,931.00	252,345.00
NET OF REVENUES & EXPENDITURES	17,069.00	0.00

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

No – None

Absent – None

Motion carried

* * * * *

MOTION BY FRECHETTE, SECOND BY SHOWALTER, TO APPROVE THE POSTPONEMENT OF THE LOT 13 PURCHASE OFFER UNTIL AFTER THE CITY REALTOR IS ABLE TO PROVIDE HER RECOMMENDATION.

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

No – None

Absent – None

Motion carried

* * * * *

MOTION BY PUGH, SECOND BY ZIMMERMAN, TO APPROVE CITY MANAGER DANTZER TO SIGN THE ENGINEERING CONTRACT FOR THE MEDC WATER INFRASTRUCTURE GRANT NOT TO EXCEED \$400,000.

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

No – None

Absent – None

Motion carried

* * * * *

Council received a request from MSP Officer Craig Johnson to allow him to take the flag pole located at the old MSP Post since it was installed by previous officers in the 1940's-1950's.

MOTION BY FRECHETTE, SECOND BY JACKSON, TO POSTPONE REMOVING ANYTHING FROM THE POST UNTIL THE CITY HAS TAKEN OWNERSHIP OF THE OLD MSP POST.

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

No – None

Absent – None

Motion carried

* * * * *

MOTION BY JACKSON, SECOND BY BENNETT, TO EXCUSE MAYOR FRECHETTE FROM THE MEETING HELD AUGUST 16, 2021.

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

No – None

Absent – None

Motion carried

* * * * *

A Special Event request was submitted by the Chamber as an addition to the agenda under Item G.

MOTION BY SHOWALTER, SECOND BY JACKSON, TO APPROVE THE CHAMBERS REQUEST FOR THE ANNUAL HALLOWEEN LIGHT POLE DECORATING CONTEST.

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

No – None

Absent – None

Motion carried

* * * * *

MOTION BY JACKSON, SECOND BY FRECHETTE, TO APPROVE THE MINUTES AND SUMMARY FROM THE MEETINGS HELD AUGUST 16 AND 24, 2021; AS WELL AS THE MINUTES FROM THE WORK SESSION HELD AUGUST 3, 2021.

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 LANDBANK AUTHORITY MINUTES FROM THE MEETING HELD JUNE 15, 2021; APPROVE THE ZONING BOARD OF APPEALS MINUTES FROM THE MEETING HELD AUGUST 17, 2021; APPROVE THE DDA MINUTES FROM THE MEETINGS HELD AUGUST 4, AND AUGUST 24, 2021; AND APPROVE THE AIRPORT BOARD MINUTES FROM THE MEETINGS HELD JULY 21, AND JULY 30, 2021.

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

No – None

Absent – None

Motion carried

* * * * *

A communication from Charter Communications and Mid-Michigan Safe Talk Suicide Prevention Training were shared.

* * * * *

**MOTION BY SHOWALTER, SECOND BY BENNETT, TO ALLOW CITY MANAGER DANTZER TO
ARRANGE A 13 WAYS TO KILL A COMMUNITY SPEED CONSULT.**

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

No – None

Absent – None

Motion carried

* * * * *

**MOTION BY JACKSON, SECOND BY SHOWALTER, TO ALLOW CITY MANAGER DANTZER TO
REACH OUT TO MDOT AND REQUEST TO KEEP THE 8 FT PARKING SPACES FOR THE
DOWNTOWN ROAD DIET.**

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

No – None

Absent – None

Motion carried

* * * * *

Council member Adair noted that she spent the weekend in Irons Park and was happy to see how well attended it stays.

Council member Jackson noted that Irons Park has been invaded by turkeys this year.

Council member Bennett informed Council that she had attended the MDOT public meeting and noted that there weren't any negative comments towards the upcoming project. She also noted that the old Nelson Building is getting cleaned up and repaired and is happy to see it.

DPW Superintendent Killackey informed Council that the electric poles that are along N. Fourth street are only temporary while they put new poles in.

Police Chief Walters informed Council that one of his officers had resigned and he had a new officer with a canine being sworn in.

City Attorney Meihn gave an update on the Pocket Park.

* * * * *

Mayor Frechette adjourned the meeting at 7:14 PM.

Paul Frechette, Mayor

Amanda Stang, City Clerk

Consent Agenda

User: MICHELLE

FROM 09/01/2021 TO 09/30/2021

West Branch City

Bank Code		Beginning Balance 09/01/2021	Total Debits	Total Credits	Ending Balance 09/30/2021
Fund	Description				
GEN1	GEN1 - GENERAL CHECKING				
101		705,821.53	724,118.19	117,118.67	1,312,821.05
150	CEMETERY PERPETUAL CARE	35,966.35	0.00	0.00	35,966.35
209	CEMETERY FUND	7,084.64	400.00	2,831.03	4,653.61
243	BROWNFIELD REDEVELOPMENT AUTHORITY FU	999.95	0.00	0.00	999.95
248	DDA OPERATING FUND	229,790.82	5,636.61	28,447.13	206,980.30
251	INDUSTRIAL PARK FUND	10,067.90	0.00	383.68	9,684.22
276	HOUSING RESOURCE FUND	180,104.63	1,159.02	6,868.05	174,395.60
318	SEWER DEBT FUND	72,915.58	20,713.13	673.70	92,955.01
319	WATER DEBT FUND	62,115.56	5,149.85	81.59	67,183.82
390	SEWER FUND	307,927.88	22,718.72	45,136.84	285,509.76
391	WATER FUND	624,794.36	31,366.03	9,445.34	646,715.05
392	WATER REPLACEMENT FUND	602,090.60	0.00	0.00	602,090.60
393	SEWER COLLECTION	204,975.20	5,872.08	2,722.85	208,124.43
361	EQUIPMENT FUND	37,948.95	12,039.52	12,465.57	37,522.90
704	PAYROLL CLEARING	24,849.90	39,613.09	39,613.09	24,849.90
705	IRONS PARK ENTERTAINMENT FUND	5,890.81	570.00	0.00	6,460.81
707	YOUTH SAFETY PROGRAM	15.00	0.00	0.00	15.00
	GEN1 - GENERAL CHECKING	3,113,359.66	869,356.24	265,787.54	3,716,928.36
M/LST	MAJOR/ LOCAL STREETS				
202	MAJOR STREET FUND	643,975.26	22,868.74	30,217.30	636,626.70
203	LOCAL STREET FUND	321,585.53	13,404.66	1,297.72	333,692.47
	MAJOR/ LOCAL STREETS	965,560.79	36,273.40	31,515.02	970,319.17
PAY	PAYROLL				
704	PAYROLL CLEARING	21,809.47	39,613.09	40,308.35	21,114.21
	PAYROLL	21,809.47	39,613.09	40,308.35	21,114.21
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
371	COLLECTION REPLACEMENT FUND	0.65	0.00	0.00	0.65
391	WATER FUND	26,415.09	0.00	0.00	26,415.09
392	WATER REPLACEMENT FUND	19,791.18	0.00	0.00	19,791.18
393	SEWER COLLECTION	3,183.14	0.00	0.00	3,183.14
361	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	1,214,344.41	362,562.32	1,486,979.33	89,927.40
	TAXES	1,214,344.41	362,562.32	1,486,979.33	89,927.40
	TOTAL - ALL FUNDS	5,929,605.44	1,307,805.05	1,824,590.24	5,412,820.25

FUND: ALL FUNDS
 INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 09/01/2021	Total Debits	Total Credits	Ending Balance 09/30/2021
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

PERIOD ENDING 09/30/2021

% Fiscal Year Completed: 25.21

GL NUMBER	DESCRIPTION	2021-22	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
		ORIGINAL BUDGET	AMENDED BUDGET	09/30/2021 NORM (ABNORM)	MONTH 09/30/21 INCR (DECR)	BALANCE NORM (ABNORM)	% BDCI USED
Fund 101							
Revenues							
Dept 000.000							
101-000.000-403.400	CURRENT PROPERTY TAX GEN.OP.	911,489.00	911,489.00	868,249.43	535,190.89	43,239.57	95.26
101-000.000-404.400	CURRENT PROPERTY TAX REFUSE	182,384.00	182,384.00	173,723.87	107,084.24	8,660.13	95.25
101-000.000-408.400	PERSONAL PROPERTY TAX LOSS REIMBURSEMENT	65,625.00	65,625.00	0.00	0.00	65,625.00	0.00
101-000.000-446.400	PENALTIES AND INTEREST CUR.TA	9,000.00	9,000.00	9,282.68	9,221.24	(282.68)	103.14
101-000.000-448.400	ADMINISTRATIVE FEES ON CUR.TA	33,272.00	33,272.00	24,003.06	14,628.33	9,268.94	72.14
101-000.000-477.400	CABLE TV FRANCHISE FEES	37,200.00	37,200.00	9,005.05	0.00	28,194.95	24.21
101-000.000-564.400	INDUSTRIAL PARK	1,000.00	1,000.00	249.99	83.33	750.01	25.00
101-000.000-574.400	SALES (STATUTORY)	28,908.00	28,908.00	7,856.65	4,819.00	21,051.35	27.18
101-000.000-575.400	REVENUE SHARING (CONSTITUTIONAL)	188,706.00	188,706.00	38,873.00	38,873.00	149,833.00	20.60
101-000.000-577.400	LIQUOR LICENSE	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
101-000.000-590.400	SEWER FUND ADMINISTRATION	50,000.00	50,000.00	15,000.00	5,000.00	35,000.00	30.00
101-000.000-590.401	SEWER COLLECTION ADMIN.	16,000.00	16,000.00	3,999.99	1,333.33	12,000.01	25.00
101-000.000-591.400	WATER FUND ADMINISTRATION	20,000.00	20,000.00	5,000.01	1,666.67	14,999.99	25.00
101-000.000-592.400	LOCAL STREET ADMIN. FEE	4,400.00	4,400.00	1,100.01	366.67	3,299.99	25.00
101-000.000-593.400	MAJOR STREET ADMIN. FEE	9,500.00	9,500.00	2,375.01	791.67	7,124.99	25.00
101-000.000-594.400	CEMETERY ADMIN. FEE	1,000.00	1,000.00	249.99	83.33	750.01	25.00
101-000.000-597.400	DDA ADMINISTRATIVE	2,400.00	2,400.00	600.00	200.00	1,800.00	25.00
101-000.000-661.400	MOTOR VEHICLE FUND	12,000.00	12,000.00	3,000.00	1,000.00	9,000.00	25.00
101-000.000-664.400	INTEREST INCOME	1,000.00	1,000.00	27.00	0.00	973.00	2.70
101-000.000-672.400	VETERAN BANNER CONTRIBUTIONS	4,000.00	4,000.00	2,200.00	800.00	1,800.00	55.00
101-000.000-695.400	MISCELLANEOUS	14,000.00	14,000.00	1,591.02	(313.99)	12,408.98	11.36
101-000.000-695.405	REFUSE RECYCLING DONATIONS	7,000.00	7,000.00	0.00	0.00	7,000.00	0.00
Total Dept 000.000		1,602,884.00	1,602,884.00	1,166,386.76	720,827.71	436,497.24	72.77
Dept 262.000 - ELECTIONS							
101-262.000-634.400	GRANT	0.00	0.00	290.00	0.00	(290.00)	100.00
Total Dept 262.000 - ELECTIONS		0.00	0.00	290.00	0.00	(290.00)	100.00
Dept 301.000 - POLICE DEPARTMENT							
101-301.000-578.400	IN-SERVICE TRAINING	700.00	700.00	0.00	0.00	700.00	0.00
101-301.000-654.400	TRAFFIC BUREAU	2,000.00	2,000.00	175.00	25.00	1,825.00	8.75
101-301.000-655.400	ACCIDENT REPORTS	350.00	350.00	112.50	47.50	237.50	32.14
101-301.000-656.400	DISTRICT COURT FINES	4,500.00	4,500.00	882.43	0.00	3,617.57	19.61
101-301.000-674.000	CONTRIBUTIONS AND DONATIONS	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
101-301.000-695.400	MISCELLANEOUS	250.00	250.00	2,957.00	0.00	(2,707.00)	1,182.80
101-301.000-695.401	MISC. ED. & TRAINING 302	650.00	650.00	0.00	0.00	650.00	0.00
Total Dept 301.000 - POLICE DEPARTMENT		11,450.00	11,450.00	4,126.93	72.50	7,323.07	36.04
Dept 441.000 - PUBLIC WORKS DEPARTMENT							
101-441.000-673.400	DDA MAINTENANCE	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00
101-441.000-695.400	MISCELLANEOUS	9,605.00	9,605.00	878.23	0.00	8,726.77	9.14
101-441.000-695.410	MDOT REVENUE	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
Total Dept 441.000 - PUBLIC WORKS DEPARTMENT		37,605.00	37,605.00	878.23	0.00	36,726.77	2.34
Dept 528.000 - SOLID WASTE							
101-528.000-674.000	CONTRIBUTIONS AND DONATIONS	5,000.00	5,000.00	1,980.88	305.00	3,019.12	39.62

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	YTD BALANCE 09/30/2021 NORM (ABNORM)	ACTIVITY FOR MONTH 09/30/21 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDDT USED
Fund 101							
Revenues							
Total Dept 528.000 - SOLID WASTE		5,000.00	5,000.00	1,980.88	305.00	3,019.12	39.62
Dept 721.000 - PLANNING AND ZONING							
101-721.000-657.400 PLANNING AND ZONING		750.00	750.00	475.00	50.00	275.00	63.33
Total Dept 721.000 - PLANNING AND ZONING		750.00	750.00	475.00	50.00	275.00	63.33
Dept 751.000 - PARKS AND RECREATION							
101-751.000-405.400 RENT REVENUE - 5120		500.00	500.00	135.00	0.00	365.00	27.00
101-751.000-409.400 VENDING MACHINES		900.00	900.00	0.00	0.00	900.00	0.00
Total Dept 751.000 - PARKS AND RECREATION		1,400.00	1,400.00	135.00	0.00	1,265.00	9.64
TOTAL REVENUES		1,659,089.00	1,659,089.00	1,174,272.80	721,255.21	484,816.20	70.78
Expenditures							
Dept 000.000							
101-000.000-884.700 VETERAN BANNER EXPENSE		2,800.00	2,800.00	0.00	0.00	2,800.00	0.00
Total Dept 000.000		2,800.00	2,800.00	0.00	0.00	2,800.00	0.00
Dept 101.000 - LEGISLATIVE							
101-101.000-703.700 SALARIES AND WAGES		9,600.00	9,600.00	500.00	0.00	9,100.00	5.21
101-101.000-714.700 MANDATORY MEDICARE		140.00	140.00	7.25	0.00	132.75	5.18
101-101.000-715.700 SOCIAL SECURITY (EMPLOYER)		600.00	600.00	31.00	0.00	569.00	5.17
101-101.000-720.700 WORKERS COMPENSATION PREMIUM		10.00	10.00	0.00	0.00	10.00	0.00
101-101.000-811.700 MEMBERSHIP AND DUES		1,500.00	1,500.00	1,521.00	0.00	(21.00)	101.40
101-101.000-865.700 PROFESSIONAL DEVELOPMENT		7,000.00	7,000.00	2,545.00	1,797.00	4,455.00	36.36
101-101.000-956.700 EXPENSES		1,750.00	1,750.00	487.76	268.99	1,262.24	27.87
Total Dept 101.000 - LEGISLATIVE		20,600.00	20,600.00	5,092.01	2,065.99	15,507.99	24.72
Dept 172.000 - CITY MANAGER'S OFFICE							
101-172.000-702.700 PROMOTION/BONUS		50.00	50.00	0.00	0.00	50.00	0.00
101-172.000-703.700 SALARIES AND WAGES		73,950.00	73,950.00	13,568.97	2,883.46	60,381.03	18.35
101-172.000-714.700 MANDATORY MEDICARE		1,080.00	1,080.00	196.75	41.81	883.25	18.22
101-172.000-715.700 SOCIAL SECURITY (EMPLOYER)		4,622.00	4,622.00	841.27	178.77	3,780.73	18.20
101-172.000-716.700 BC/BS HEALTH INSURANCE PREMIU		19,450.00	19,450.00	3,090.66	1,742.01	16,359.34	15.89
101-172.000-717.700 LIFE INSURANCE PREMIUM		205.00	205.00	33.60	16.80	171.40	16.39
101-172.000-718.700 MERS RETIREMENT (EMPLOYER)		9,200.00	9,200.00	4,512.78	1,769.54	4,687.22	49.05
101-172.000-718.701 EMPLOYER DEFERED COMP.		1,200.00	1,200.00	217.37	46.15	982.63	18.11
101-172.000-719.700 LONG TERM DISABILITY		470.00	470.00	106.14	54.06	363.86	22.58
101-172.000-720.700 WORKERS COMPENSATION PREMIUM		318.00	318.00	56.74	12.05	261.26	17.84
101-172.000-724.700 UNEMPLOYMENT INS. BENEFIT		5.00	5.00	0.00	0.00	5.00	0.00
101-172.000-727.700 OPERATING SUPPLIES		1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-172.000-811.700 MEMBERSHIP AND DUES		1,100.00	1,100.00	0.00	0.00	1,100.00	0.00
101-172.000-853.700 TELEPHONE/RADIO COMMUNICATION		600.00	600.00	94.27	0.00	505.73	15.71
101-172.000-865.700 PROFESSIONAL DEVELOPMENT		5,500.00	5,500.00	320.57	231.57	5,179.43	5.83
101-172.000-941.700 EQUIPMENT RENTAL		1,000.00	1,000.00	249.99	83.33	750.01	25.00
101-172.000-956.700 EXPENSES		1,500.00	1,500.00	36.41	0.00	1,463.59	2.43

REVENUE AND EXPENDITURE REPORT FOR WEST BRANCH

PERIOD ENDING 09/30/2021
% Fiscal Year Completed: 25.21

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	YTD BALANCE 09/30/2021 NORM (ABNORM)	ACTIVITY FOR MONTH 09/30/21 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDDT USED
Fund 101							
Expenditures							
101-228.000-801.700	CONTRACTUAL SERVICES	14,500.00	14,500.00	5,883.74	198.59	8,616.26	40.58
101-228.000-956.700	EXPENSES	1,100.00	1,100.00	0.00	0.00	1,100.00	0.00
101-228.000-977.700	CAPITAL ACQUISITIONS	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 228.000 - TECHNOLOGY		17,600.00	17,600.00	5,883.74	198.59	11,716.26	33.43
Dept 253.000 - CITY TREASURER							
101-253.000-702.700	PROMOTION/BONUS	50.00	50.00	0.00	0.00	50.00	0.00
101-253.000-703.700	SALARIES AND WAGES	51,000.00	51,000.00	8,967.57	1,994.18	42,032.43	17.58
101-253.000-714.700	MANDATORY MEDICARE	745.00	745.00	130.03	28.91	614.97	17.45
101-253.000-715.700	SOCIAL SECURITY (EMPLOYER)	3,188.00	3,188.00	555.99	123.64	2,632.01	17.44
101-253.000-716.700	BC/BS HEALTH INSURANCE PREMIUM	6,000.00	6,000.00	918.72	517.80	5,081.28	15.31
101-253.000-717.700	LIFE INSURANCE PREMIUM	155.00	155.00	28.28	15.68	126.72	18.25
101-253.000-718.700	MERS RETIREMENT (EMPLOYER)	950.00	950.00	1,575.05	742.22	(625.05)	165.79
101-253.000-719.700	EMPLOYER DEFERED COMP.	1,200.00	1,200.00	217.37	46.15	982.63	18.11
101-253.000-720.700	LONG TERM DISABILITY	1,005.00	1,005.00	82.52	43.99	922.48	8.21
101-253.000-721.700	WORKERS COMPENSATION PREMIUM	219.00	219.00	37.99	8.59	181.01	17.35
101-253.000-722.700	UNEMPLOYMENT INS. BENEFIT	5.00	5.00	0.00	0.00	5.00	0.00
101-253.000-727.700	OPERATING SUPPLIES	500.00	500.00	0.00	0.00	500.00	0.00
101-253.000-803.700	AUDIT	38,500.00	38,500.00	0.00	0.00	38,500.00	0.00
101-253.000-811.700	MEMBERSHIP AND DUES	75.00	75.00	0.00	0.00	75.00	0.00
101-253.000-853.700	TELEPHONE/RADIO COMMUNICATIONS	600.00	600.00	120.00	60.00	480.00	20.00
101-253.000-865.700	PROFESSIONAL DEVELOPMENT	1,000.00	1,000.00	205.00	205.00	795.00	20.50
101-253.000-956.700	EXPENSES	250.00	250.00	0.00	0.00	250.00	0.00
101-253.000-956.800	BANKING FEES	2,400.00	2,400.00	162.60	162.60	2,237.40	6.78
Total Dept 253.000 - CITY TREASURER		107,842.00	107,842.00	13,001.12	3,948.76	94,840.88	12.06
Dept 262.000 - ELECTIONS							
101-262.000-704.700	WAGES - PART-TIME	960.00	960.00	0.00	0.00	960.00	0.00
101-262.000-714.700	MANDATORY MEDICARE	14.00	14.00	0.00	0.00	14.00	0.00
101-262.000-715.700	SOCIAL SECURITY (EMPLOYER)	60.00	60.00	0.00	0.00	60.00	0.00
101-262.000-720.700	WORKERS COMPENSATION PREMIUM	4.00	4.00	0.00	0.00	4.00	0.00
101-262.000-727.700	OPERATING SUPPLIES	560.00	560.00	216.31	216.31	343.69	38.63
101-262.000-801.700	CONTRACTUAL SERVICES	550.00	550.00	0.00	0.00	550.00	0.00
101-262.000-956.700	EXPENSES	200.00	200.00	0.00	0.00	200.00	0.00
Total Dept 262.000 - ELECTIONS		2,348.00	2,348.00	216.31	216.31	2,131.69	9.21
Dept 265.000 - MUNICIPAL PROPERTIES							
101-265.000-703.700	SALARIES AND WAGES	7,000.00	7,000.00	1,330.73	408.58	5,669.27	19.01
101-265.000-714.700	MANDATORY MEDICARE	102.00	102.00	19.28	5.92	82.72	18.90
101-265.000-715.700	SOCIAL SECURITY (EMPLOYER)	433.00	433.00	82.50	25.34	350.50	19.05
101-265.000-716.700	BC/BS HEALTH INSURANCE PREMIUM	1,000.00	1,000.00	186.31	105.02	813.69	18.63
101-265.000-718.700	MERS RETIREMENT (EMPLOYER)	74.00	74.00	16.03	6.24	57.97	21.66
101-265.000-720.700	WORKERS COMPENSATION PREMIUM	291.00	291.00	55.57	16.67	235.43	19.10
101-265.000-724.700	UNEMPLOYMENT INS. BENEFIT	5.00	5.00	0.00	0.00	5.00	0.00
101-265.000-727.700	OPERATING SUPPLIES	5,500.00	5,500.00	54.90	0.00	5,445.10	1.00
101-265.000-801.700	CONTRACTUAL SERVICES	9,105.00	9,105.00	50.50	25.25	9,054.50	0.55
101-265.000-853.700	TELEPHONE/RADIO COMMUNICATION	2,600.00	2,600.00	674.85	224.95	1,925.15	25.96
101-265.000-922.700	PUBLIC UTILITIES	13,200.00	13,200.00	2,573.26	316.79	10,626.74	19.49
101-265.000-941.700	EQUIPMENT RENTAL	2,200.00	2,200.00	826.05	111.72	1,373.95	37.55
101-265.000-956.700	EXPENSES	50.00	50.00	(969.08)	30.00	1,019.08	(1,938.1

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	YTD BALANCE 09/30/2021 NORM (ABNORM)	ACTIVITY FOR MONTH 09/30/21 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 101							
Expenditures							
Total Dept 265.000 - MUNICIPAL PROPERTIES		41,560.00	41,560.00	4,900.90	1,276.48	36,659.10	11.79
Dept 266.000 - LEGAL ASSISTANCE							
101-266.000-801.700 CONTRACTUAL SERVICES		26,000.00	26,000.00	0.00	0.00	26,000.00	0.00
101-266.000-804.700 PROSECUTOR FEES		300.00	300.00	0.00	0.00	300.00	0.00
101-266.000-956.700 EXPENSES		500.00	500.00	0.00	0.00	500.00	0.00
Total Dept 266.000 - LEGAL ASSISTANCE		26,800.00	26,800.00	0.00	0.00	26,800.00	0.00
Dept 284.000 - COMMUNITY PROMOTIONS							
101-284.000-703.700 SALARIES AND WAGES		3,515.00	3,515.00	448.76	227.59	3,066.24	12.77
101-284.000-710.700 OVERTIME		100.00	100.00	0.00	0.00	100.00	0.00
101-284.000-714.700 MANDATORY MEDICARE		51.00	51.00	6.52	3.30	44.48	12.78
101-284.000-715.700 SOCIAL SECURITY (EMPLOYER)		218.00	218.00	27.82	14.11	190.18	12.76
101-284.000-716.700 BC/BS HEALTH INSURANCE PREMIUM		1,339.00	1,339.00	186.31	105.02	1,152.69	13.91
101-284.000-718.700 MERS RETIREMENT (EMPLOYER)		37.00	37.00	7.09	3.74	29.91	19.16
101-284.000-720.700 WORKERS COMPENSATION PREMIUM		146.00	146.00	14.24	7.22	131.76	9.75
101-284.000-724.700 UNEMPLOYMENT INS. BENEFIT		5.00	5.00	0.00	0.00	5.00	0.00
101-284.000-801.700 CONTRACTUAL SERVICES		2,000.00	2,000.00	255.00	0.00	1,745.00	12.75
101-284.000-881.700 CHAMBER OF COMMERCE		350.00	350.00	0.00	0.00	350.00	0.00
101-284.000-882.700 RECOGNITION DINNER		3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
101-284.000-884.700 VETERAN BANNER EXPENSE		4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
101-284.000-901.700 PRINTING AND PUBLISHING		750.00	750.00	360.40	104.72	389.60	48.05
101-284.000-941.700 EQUIPMENT RENTAL		2,500.00	2,500.00	215.72	137.57	2,284.28	8.63
101-284.000-956.700 EXPENSES		4,500.00	4,500.00	0.00	0.00	4,500.00	0.00
Total Dept 284.000 - COMMUNITY PROMOTIONS		22,511.00	22,511.00	1,521.86	603.27	20,989.14	6.76
Dept 299.000 - CITY SERVICES							
101-299.000-922.700 PUBLIC UTILITIES		36,500.00	36,500.00	6,140.48	3,001.95	30,359.52	16.82
101-299.000-980.700 HYDRANT RENTAL (TRANSFER TO WATER)		17,995.00	17,995.00	0.00	0.00	17,995.00	0.00
Total Dept 299.000 - CITY SERVICES		54,495.00	54,495.00	6,140.48	3,001.95	48,354.52	11.27
Dept 301.000 - POLICE DEPARTMENT							
101-301.000-702.700 PROMOTION/BONUS		250.00	250.00	0.00	0.00	250.00	0.00
101-301.000-703.700 SALARIES AND WAGES		242,119.00	242,119.00	38,504.57	10,057.50	203,614.43	15.90
101-301.000-705.700 CHIEF OF POLICE		66,085.00	66,085.00	11,962.26	2,541.74	54,122.74	18.10
101-301.000-706.700 COMMUNITY POLICING		100.00	100.00	0.00	0.00	100.00	0.00
101-301.000-708.700 SICK LEAVE PAYOUT		250.00	250.00	0.00	0.00	250.00	0.00
101-301.000-710.700 OVERTIME		8,500.00	8,500.00	1,268.59	0.00	7,231.41	14.92
101-301.000-713.700 EMP. HEALTH OPTION		3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
101-301.000-714.700 MANDATORY MEDICARE		4,500.00	4,500.00	750.63	182.93	3,749.37	16.68
101-301.000-715.700 SOCIAL SECURITY (EMPLOYER)		19,078.00	19,078.00	3,209.56	782.14	15,868.44	16.82
101-301.000-716.700 BC/BS HEALTH INSURANCE PREMIUM		35,230.00	35,230.00	5,004.84	2,795.61	30,225.16	14.21
101-301.000-717.700 LIFE INSURANCE PREMIUM		1,155.00	1,155.00	146.16	75.60	1,008.84	12.65
101-301.000-718.700 MERS RETIREMENT (EMPLOYER)		50,837.00	50,837.00	14,034.39	6,841.23	36,802.61	27.61
101-301.000-718.701 EMPLOYER DEFERED COMP.		7,500.00	7,500.00	1,133.00	276.90	6,367.00	15.11
101-301.000-719.700 LONG TERM DISABILITY		2,300.00	2,300.00	428.91	219.24	1,871.09	18.65
101-301.000-720.700 WORKERS COMPENSATION PREMIUM		8,359.00	8,359.00	1,371.51	337.12	6,987.49	16.41
101-301.000-724.700 UNEMPLOYMENT INS. BENEFIT		325.00	325.00	0.19	0.00	324.81	0.06

REVENUE AND EXPENDITURE REPORT FOR WEST BRANCH

PERIOD ENDING 09/30/2021

% Fiscal Year Completed: 25.21

GL NUMBER	DESCRIPTION	2021-22	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDCI USED
		ORIGINAL BUDGET	AMENDED BUDGET	09/30/2021 NORM (ABNORM)	MONTH 09/30/21 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 101							
Expenditures							
101-301.000-727.700	OPERATING SUPPLIES	4,500.00	4,500.00	203.30	72.81	4,296.70	4.52
101-301.000-801.700	CONTRACTUAL SERVICES	10,000.00	10,000.00	834.76	768.68	9,165.24	8.35
101-301.000-811.700	MEMBERSHIP AND DUES	825.00	825.00	115.00	0.00	710.00	13.94
101-301.000-817.700	UNIFORMS	4,000.00	4,000.00	45.00	22.50	3,955.00	1.13
101-301.000-853.700	TELEPHONE/RADIO COMMUNICATION	5,000.00	5,000.00	1,037.68	288.31	3,962.32	20.75
101-301.000-941.700	EQUIPMENT RENTAL	9,500.00	9,500.00	2,250.00	750.00	7,250.00	23.68
101-301.000-955.700	DATA PROCESSING	4,500.00	4,500.00	100.00	25.00	4,400.00	2.22
101-301.000-956.700	EXPENSES	950.00	950.00	0.00	0.00	950.00	0.00
101-301.000-956.702	POLICE SAFETY EXPENSE	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
101-301.000-956.707	FOREFIRE EXPENSE	400.00	400.00	0.00	0.00	400.00	0.00
101-301.000-957.700	EDUCATION AND TRAINING LOCAL	5,000.00	5,000.00	588.36	588.36	4,411.64	11.77
101-301.000-957.701	EDUCATION 302	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-301.000-968.700	STING	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
Total Dept 301.000 - POLICE DEPARTMENT		502,263.00	502,263.00	82,988.71	26,625.67	419,274.29	16.52
Dept 336.000 - FIRE							
101-336.000-703.700	SALARIES AND WAGES	125.00	125.00	0.00	0.00	125.00	0.00
101-336.000-714.700	MANDATORY MEDICARE	5.00	5.00	0.00	0.00	5.00	0.00
101-336.000-715.700	SOCIAL SECURITY (EMPLOYER)	5.00	5.00	0.00	0.00	5.00	0.00
101-336.000-720.700	WORKERS COMPENSATION PREMIUM	5.00	5.00	0.00	0.00	5.00	0.00
101-336.000-975.700	BUDGETED PERCENTAGE	26,984.00	26,984.00	0.00	0.00	26,984.00	0.00
Total Dept 336.000 - FIRE		27,124.00	27,124.00	0.00	0.00	27,124.00	0.00
Dept 345.000 - CROSSING GUARDS							
101-345.000-702.700	PROMOTION/BONUS	50.00	50.00	0.00	0.00	50.00	0.00
101-345.000-704.700	WAGES - PART-TIME	7,125.00	7,125.00	417.77	161.28	6,707.23	5.86
101-345.000-714.700	MANDATORY MEDICARE	104.00	104.00	6.05	2.33	97.95	5.82
101-345.000-715.700	SOCIAL SECURITY (EMPLOYER)	441.00	441.00	25.90	10.00	415.10	5.87
101-345.000-718.700	MERS RETIREMENT (EMPLOYER)	10.00	10.00	0.00	0.00	10.00	0.00
101-345.000-720.700	WORKERS COMPENSATION PREMIUM	235.00	235.00	15.17	5.85	219.83	6.46
101-345.000-724.700	UNEMPLOYMENT INS. BENEFIT	5.00	5.00	0.25	0.09	4.75	5.00
101-345.000-956.700	EXPENSES	100.00	100.00	0.00	0.00	100.00	0.00
Total Dept 345.000 - CROSSING GUARDS		8,070.00	8,070.00	465.14	179.55	7,604.86	5.76
Dept 441.000 - PUBLIC WORKS DEPARTMENT							
101-441.000-702.700	PROMOTION/BONUS	250.00	250.00	0.00	0.00	250.00	0.00
101-441.000-703.700	SALARIES AND WAGES	65,000.00	65,000.00	12,866.89	2,019.65	52,133.11	19.80
101-441.000-708.700	SICK LEAVE PAYOUT	200.00	200.00	0.00	0.00	200.00	0.00
101-441.000-710.700	OVERTIME	1,700.00	1,700.00	0.00	0.00	1,700.00	0.00
101-441.000-714.700	MANDATORY MEDICARE	974.00	974.00	192.21	32.10	781.79	19.73
101-441.000-715.700	SOCIAL SECURITY (EMPLOYER)	4,129.00	4,129.00	821.99	137.35	3,307.01	19.91
101-441.000-716.700	BC/BS HEALTH INSURANCE PREMIUM	17,251.00	17,251.00	3,260.92	1,837.97	13,990.08	18.90
101-441.000-717.700	LIFE INSURANCE PREMIUM	600.00	600.00	129.92	66.64	470.08	21.65
101-441.000-718.700	MERS RETIREMENT (EMPLOYER)	51,476.00	51,476.00	12,897.72	6,381.69	38,578.28	25.06
101-441.000-719.700	EMPLOYER DEFERED COMP.	3,570.00	3,570.00	788.59	184.60	2,781.41	22.09
101-441.000-720.700	LONG TERM DISABILITY	1,820.00	1,820.00	395.24	201.79	1,424.76	21.72
101-441.000-724.700	WORKERS COMPENSATION PREMIUM	2,480.00	2,480.00	488.02	86.87	1,991.98	19.68
101-441.000-727.700	UNEMPLOYMENT INS. BENEFIT	5.00	5.00	0.00	0.00	5.00	0.00
101-441.000-801.700	OPERATING SUPPLIES	7,000.00	7,000.00	1,213.59	704.24	5,786.41	17.34
101-441.000-801.700	CONTRACTUAL SERVICES	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00

REVENUE AND EXPENDITURE REPORT FOR WEST BRANCH

PERIOD ENDING 09/30/2021

% Fiscal Year Completed: 25.21

GL NUMBER	DESCRIPTION	2021-22		2021-22		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	09/30/2021 NORM (ABNORM)	09/30/21 INCR (DECR)	MONTH 09/30/21 INCR (DECR)	NORM (ABNORM)	BALANCE				
Fund 101												
Expenditures												
101-441.000-817.700	UNIFORMS	2,200.00	2,200.00	340.94	169.95		1,859.06		15.50			
101-441.000-853.700	TELEPHONE/RADIO COMMUNICATION	5,650.00	5,650.00	1,105.79	480.41		4,544.21		19.57			
101-441.000-865.700	PROFESSIONAL DEVELOPMENT	2,500.00	2,500.00	0.00	0.00		2,500.00		0.00			
101-441.000-941.700	EQUIPMENT RENTAL	12,000.00	12,000.00	4,129.30	1,512.39		7,870.70		34.41			
101-441.000-956.700	EXPENSES	600.00	600.00	0.00	0.00		600.00		0.00			
101-441.000-956.708	INSURANCE CLAIM EXPENSE	0.00	0.00	3,526.76	3,110.94		(3,526.76)		100.00			
Total Dept 441.000 - PUBLIC WORKS DEPARTMENT												
		181,905.00	181,905.00	42,157.88	16,926.59		139,747.12		23.18			
Dept 444.000 - SIDEWALKS												
101-444.000-801.700	CONTRACTUAL SERVICES	13,253.00	13,253.00	4,716.50	4,716.50		8,536.50		35.59			
Total Dept 444.000 - SIDEWALKS												
		13,253.00	13,253.00	4,716.50	4,716.50		8,536.50		35.59			
Dept 528.000 - SOLID WASTE												
101-528.000-703.700	SALARIES AND WAGES	16,500.00	16,500.00	4,347.86	991.59		12,152.14		26.35			
101-528.000-714.700	MANDATORY MEDICARE	241.00	241.00	63.04	14.38		177.96		26.16			
101-528.000-715.700	SOCIAL SECURITY (EMPLOYER)	1,021.00	1,021.00	269.57	61.43		751.43		26.40			
101-528.000-716.700	BC/BS HEALTH INSURANCE PREMIUM	2,236.00	2,236.00	652.17	367.59		1,583.83		29.17			
101-528.000-718.700	MERS RETIREMENT (EMPLOYER)	218.00	218.00	64.84	14.47		153.16		29.74			
101-528.000-720.700	WORKERS COMPENSATION PREMIUM	1,023.00	1,023.00	244.64	54.73		778.36		23.91			
101-528.000-724.700	UNEMPLOYMENT INS. BENEFIT	5.00	5.00	0.00	0.00		5.00		0.00			
101-528.000-764.700	REFUSE/RECYCLING EXPENSE	5,500.00	5,500.00	0.00	0.00		5,500.00		0.00			
101-528.000-801.700	CONTRACTUAL SERVICES	168,000.00	168,000.00	27,983.92	27,983.92		140,016.08		16.66			
101-528.000-801.800	CONTRACTUAL SERVICES RECYCLE	7,500.00	7,500.00	337.84	0.00		7,162.16		4.50			
101-528.000-922.700	PUBLIC UTILITIES	950.00	950.00	194.47	64.85		755.53		20.47			
101-528.000-941.700	EQUIPMENT RENTAL	18,000.00	18,000.00	2,021.96	501.59		15,978.04		11.23			
Total Dept 528.000 - SOLID WASTE												
		221,194.00	221,194.00	36,180.31	30,054.61		185,013.69		16.36			
Dept 537.000 - AIRPORT												
101-537.000-703.700	SALARIES AND WAGES	600.00	600.00	0.00	0.00		600.00		0.00			
101-537.000-714.700	MANDATORY MEDICARE	9.00	9.00	0.00	0.00		9.00		0.00			
101-537.000-715.700	SOCIAL SECURITY (EMPLOYER)	37.00	37.00	0.00	0.00		37.00		0.00			
101-537.000-720.700	WORKERS COMPENSATION PREMIUM	5.00	5.00	0.00	0.00		5.00		0.00			
101-537.000-724.700	UNEMPLOYMENT INS. BENEFIT	5.00	5.00	0.00	0.00		5.00		0.00			
101-537.000-975.700	BUDGETED PERCENTAGE	48,600.00	48,600.00	0.00	0.00		48,600.00		0.00			
Total Dept 537.000 - AIRPORT												
		49,256.00	49,256.00	0.00	0.00		49,256.00		0.00			
Dept 721.000 - PLANNING AND ZONING												
101-721.000-703.700	SALARIES AND WAGES	2,800.00	2,800.00	0.00	0.00		2,800.00		0.00			
101-721.000-714.700	MANDATORY MEDICARE	41.00	41.00	0.00	0.00		41.00		0.00			
101-721.000-715.700	SOCIAL SECURITY (EMPLOYER)	173.00	173.00	0.00	0.00		173.00		0.00			
101-721.000-720.700	WORKERS COMPENSATION PREMIUM	5.00	5.00	0.00	0.00		5.00		0.00			
101-721.000-865.700	PROFESSIONAL DEVELOPMENT	1,200.00	1,200.00	0.00	0.00		1,200.00		0.00			
101-721.000-901.700	PRINTING AND PUBLISHING	500.00	500.00	56.51	0.00		443.49		11.30			
101-721.000-956.700	EXPENSES	600.00	600.00	17.18	17.18		582.82		2.86			
Total Dept 721.000 - PLANNING AND ZONING												
		5,319.00	5,319.00	73.69	17.18		5,245.31		1.39			

REVENUE AND EXPENDITURE REPORT FOR WEST BRANCH

PERIOD ENDING 09/30/2021

% Fiscal Year Completed: 25.21

GL NUMBER	DESCRIPTION	2021-22	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	09/30/2021 NORM (ABNORM)	MONTH 09/30/21 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 101							
Expenditures							
Dept 728.000 - ECONOMIC DEVELOPMENT							
101-728.000-945.700	EDC DUES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 728.000 - ECONOMIC DEVELOPMENT		1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Dept 751.000 - PARKS AND RECREATION							
101-751.000-703.700	SALARIES AND WAGES	24,500.00	24,500.00	6,422.01	1,352.80	18,077.99	26.21
101-751.000-710.700	OVERTIME	3,650.00	3,650.00	564.52	124.78	3,085.48	15.47
101-751.000-714.700	MANDATORY MEDICARE	411.00	411.00	101.33	21.44	309.67	24.65
101-751.000-715.700	SOCIAL SECURITY (EMPLOYER)	1,742.00	1,742.00	433.17	91.62	1,308.83	24.87
101-751.000-716.700	BC/BS HEALTH INSURANCE PREMIUM	4,750.00	4,750.00	931.67	525.13	3,818.33	19.61
101-751.000-718.700	MERS RETIREMENT (EMPLOYER)	375.00	375.00	102.33	21.91	272.67	27.29
101-751.000-720.700	WORKERS COMPENSATION PREMIUM	775.00	775.00	207.67	43.03	567.33	26.80
101-751.000-724.700	UNEMPLOYMENT INS. BENEFIT	5.00	5.00	0.00	0.00	5.00	0.00
101-751.000-727.700	OPERATING SUPPLIES	5,000.00	5,000.00	190.85	43.92	4,809.15	3.82
101-751.000-801.700	CONTRACTUAL SERVICES	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
101-751.000-922.700	PUBLIC UTILITIES	6,000.00	6,000.00	1,827.61	510.30	4,172.39	30.46
101-751.000-933.700	PLAYGROUND EQUIPMENT MAIN.	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
101-751.000-941.700	EQUIPMENT RENTAL	12,000.00	12,000.00	4,236.97	801.83	7,763.03	35.31
Total Dept 751.000 - PARKS AND RECREATION		64,708.00	64,708.00	15,018.13	3,536.76	49,689.87	23.21
Dept 851.000 - INSURANCE AND RISK MANAGEMENT							
101-851.000-716.700	BC/BS HEALTH INSURANCE PREMIU	959.00	959.00	539.00	0.00	420.00	56.20
101-851.000-818.700	INS. PREMIUM - LIABILITY	14,536.00	14,536.00	14,164.51	0.00	371.49	97.44
Total Dept 851.000 - INSURANCE AND RISK MANAGEMENT		15,495.00	15,495.00	14,703.51	0.00	791.49	94.89
Dept 965.000 - TRANSFERS							
101-965.000-973.700	425 AGREEMENTS	22,000.00	22,000.00	288.97	0.00	21,711.03	1.31
Total Dept 965.000 - TRANSFERS		22,000.00	22,000.00	288.97	0.00	21,711.03	1.31
Dept 965.209 - TRANSFER TO CEMETERY							
101-965.209-999.701	TRANS. FROM ECON. ADVANCEMENT	16,411.00	16,411.00	8,200.00	0.00	8,211.00	49.97
Total Dept 965.209 - TRANSFER TO CEMETERY		16,411.00	16,411.00	8,200.00	0.00	8,211.00	49.97
TOTAL EXPENDITURES		1,672,937.00	1,672,937.00	293,011.46	112,638.59	1,379,925.54	17.51
Fund 101:							
TOTAL REVENUES		1,659,089.00	1,659,089.00	1,174,272.80	721,255.21	484,816.20	70.78
TOTAL EXPENDITURES		1,672,937.00	1,672,937.00	293,011.46	112,638.59	1,379,925.54	17.51
NET OF REVENUES & EXPENDITURES		(13,848.00)	(13,848.00)	881,261.34	608,616.62	(895,109.34)	6,363.82

REGULAR MEETING OF THE WEST BRANCH PLANNING COMMISSION HELD IN THE COUNCIL CHAMBERS
OF CITY HALL, 121 NORTH FOURTH STREET, ON TUESDAY, AUGUST 10, 2021.

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

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

Absent: None

Others officers in attendance: City Manager John Dantzer.

* * * * *

All stood for the Pledge of Allegiance.

* * * * *

**MOTION BY DAVID, SECOND BY SHOWALTER, TO APPROVE THE MINUTES FROM THE
REGULAR MEETINGS HELD MARCH 9, 2021 AND JUNE 8, 2021.**

Yes — David, DeRoso, Erickson, Fachting, Jackson, Lucynski, Showalter

No – None

Absent – None

Motion carried

* * * * *

A site plan was submitted by Brian Rang to increase the size of the storage unit business he recently purchased at 1797 S. First St. It was noted that during the last zoning rewrite, this location was changed from commercial to multi-family residential which changed the setbacks and allowed uses and made this business a nonconforming use. According to the zoning ordinance, the Planning Commission is allowed to approve plans to increase a nonconforming use. It was further noted that the setbacks would have to be 48' from the center of the road to the front of the first building. Mr. Rang noted that would not be an issue. The other issue that was discussed was that during the rewrite the fencing requirements for this area was also redone and was rewritten to not allow chain link fence in the front yard and nothing over 4' in height. It was determined that it was an oversight and those requirements were only meant for residential and not commercial type of businesses. The Commission noted that they would like to look at a zoning amendment to change the fencing requirements for fencing in commercial type of properties in the multi-family residential district.

**MOTION BY JACKSON, SECOND BY FACHTING, TO APPROVE THE SITE PERMIT FOR BRIAN
RANG AS SUBMITTED CONTINGENT UPON APPROVAL FROM CHIEF WALTERS THAT THERE
WILL BE NO LINE OF SITE ISSUES WITH THE NEW FENCING.**

Yes — David, DeRoso, Erickson, Fachting, Jackson, Lucynski, Showalter

No – None

Absent – None

Motion carried

As an addition to the agenda, Chris and Adam Galea addressed the Commission on the property they recently purchased at 619 W. Houghton Ave which used to be a pizzeria. They noted that the property consisted of two residential areas in the back in addition to the pizzeria on the road side. They further noted that they have completely gutted most of the buildings and are looking to redo them. They noted that they were having trouble finding a commercial type of business to rent the old pizzeria area because there is very little parking in that area and asked if the Commission would consider allowing residential in that location. It was noted that the property is currently zoned Central Business District and residential that did not exist at the time of the ordinance rewrite is not allowed on the first floor.

Mr. Galea was asked if they were looking at doing long term or short-term rental like an Airbnb. Mr. Galea noted he thought about the Airbnb option but was looking more at a residential type rental.

It was noted that the Commission has had requests in the past to allow first floor residential in the downtown area and that they have always denied that request to maintain the commercial buildings. It was noted that this building was not really in the walking area of the downtown. It was further discussed that there are other residential properties in this area and that they should have probably looked at making that area mixed use and not central business district similar to the area to the east of the downtown area because it is a mixture of residential and business and is not really in the downtowns walkable area.

The Commission also discussed that the parking issue would still be an issue for residential especially in the winter months when cars are not allowed to park on the road side. Mr. Galea and the Commission discussed other parking options.

The Commission discussed options including the ability to approve the request since it was connected to other buildings that were residential at the time of the zoning rewrite. It was the consensus of the Commission that the best way to proceed would be to start a rezoning amendment to change the areas from Sixth St. to M-30 from Central Business District to Mixed Use District.

MOTION BY DEROSO, SECOND BY DAVID, TO START A REZONING AMENDMENT TO CHANGE THE ZONING BETWEEN SIXTH ST AND M-30 ON BOTH SIDES OF THE ROAD FROM CENTRAL BUSINESS DISTRICT TO MIXED USE DISTRICT.

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

No – None

Absent – None

Motion carried

It was noted to try and get this done as quickly as possible.

Member Fachting noted that she had turned in her letter of resignation due to health issues and the amount of work that it took as the secretary. It was noted that the Commission had already made plans to have the City Manager serve as the secretary moving forward. Ms. Fachting asked the Commission to allow her to withdraw her resignation request since she was not going to have to be the secretary any longer. Member Fachting asked to be excused from the rest of the meeting.

The Commission discussed the need to look at the zoning of marijuana facilities. The Commission discussed that they would like to be proactive and have something in place in case Council ever decided to opt in and allow marijuana facilities.

It was noted that there were several different types of license including sales, production, processing, transportation, safety compliance, microbusiness, consumption establishment, and event organizer that would need to be considered for zoning. The Commission discussed different options and it was the consensus to only zone for sales, production, processing, transportation, and safety compliance. Manager Dantzer noted his recommendations and the Commission discussed their ideas as well. It was the consensus of the Commission to look further into this matter and discuss it at the next meeting.

MOTION BY SHOWALTER, SECOND BY JACKSON, TO ALLOW MEMBER FACHTING TO WITHDRAW HER LETTER OF RESIGNATION AND REAFFIRM HER POSTION ON THE PLANNING COMMISSION.

Yes — David, DeRoso, Erickson, Jackson, Lucynski, Showalter

No – None

Absent –Fachting

Motion carried

The MAP site plan review training that was approved as part of the fiscal year 21 budget was discussed and it was the consensus of the Commission to hold the training when the weather was cold and not able to do as much outside. They further decided the try and hold it the first meeting in December.

Member David noted his concern with the garbage pickup and tall grass in some areas.

Member Jackson noted the walls are under construction at Meijer's and they are still shooting for an April 2022 opening.

Member Showalter noted there was a new flag style banner at Ann's Hair Affair and asked if a permit was pulled. Manager Dantzer noted he had not received anything on it but would address the issue. Member Showalter also welcomed Member Erickson to the Commission.

Member Erickson thanked everyone for supporting his appointment to the Commission and noted he was excited to get started. Member Erickson also noted the handrail on the new concrete steps in the parking lot behind the Highway Brewing is broke.

Meeting was adjourned at 7:39 pm

The West Branch Community Airport Board met on this date in the Conference Room, West Branch Community Airport Terminal, West Branch, Michigan. The meeting was called to order at 12:16 p.m. by Chairman Terry Hodges.

Present: Craig Scott, Mike Jackson, Terry Hodges, Brad Neubecker and John Dantzer. Absent: Breck Gildner and Paul Frechette. Also, in attendance was W.B. Airport manager Ben Evergreen, EDC Director Mary Bickel and Mark Beck from Gallagher Farms

Motion by Jackson, second by Neubecker, the meeting minutes of the meeting on July 21, 2021 and the Special Meeting on July 30, 2021 be approved. Voice vote. Ayes – all. Motion carried. [8-1-#1]

Motion by Dantzer, second by Neubecker, claims in the amount of \$18,450.64 be approved for payment. Voice vote. Ayes – all. Motion carried. [8-1-#2]

Ben gave the financial report, with a combined account balance is \$211,935.33.

EDC Director Mary Bickel introduced herself to the board, and presented ideas regarding how the EDC could work with the Airport on various projects in the future.

Ben presented the single bid that was received for farming on the airport property. Board Member Scott discussed various ways for the Airport to limit their costs.

Motion by Jackson, second by Neubecker to accept the bid from Gallagher Dairy Farms for the contract to farm the airport parcels, with the amended length of four years per parcel, rather than five. Voice vote. Ayes – all. Motion carried. [8-1-#3]

It was decided that Ben would write up the agreement, and that we would have an attorney review the document before final approval.

Motion by Scott, second by Jackson that Airport Manager Evergreen prepare the lease agreement, and submit it to a local attorney for review. The cost shall not exceed \$500.00 Voice vote. Ayes – all. Motion carried. [8-1-#4]

Ben presented the final version of the approved lease with Tim Searfoss. Board Secretary Jackson signed on behalf of the Airport.

Discussion was held regarding the necessity to purchase a new pick up for the Airport, as well as a snowplow. The Board instructed Airport manager Evergreen to look into the cost of such a purchase. Board Member Dantzer offered to assist in this process.

Discussion was held regarding a 2-day law enforcement driving course, ran by the West Branch Police Department, in September. The course will be set up on the airport taxiways.

Discussion was held regarding the roof and/or enclosure for the fuel area. Manager Evergreen explained the delays due to cost, and lack of contractors willing to take on the job. Chairman Hodges mentioned an enclosure he saw at an airport in Bad Axe. Manager Evergreen will reach out to them for information.

No further business remaining, Chairman Hodges adjourned the meeting at 1:44 p.m.

Minutes by Michael Jackson, Board Secretary.



West Branch Police Department

Chief Kenneth W. Walters

130 Page St.

West Branch, Michigan 48661

Phone: 989-345-2627 Fax: 989-345-0083

9/13/2021

Honorable Mayor and Council,

This is the August month end report. For the month of August, the department handled 117 Law Enforcement complaints and 19 Blight / Ordinance violations.

The Region 3 Homeland Security grant for the vehicle radios has been approved by the Federal Government. As of today's date, we are waiting to hear from the region's fiduciary agent for approval to order.

As you are aware, Ofc. Schneider has resigned and left the field of Law Enforcement. We have hired Ofc. Brandon Bicoll along with K-9 Kony. We are currently awaiting the September 30th announcement of the COPS Grant prior to filling the other patrol position.

Unfortunately, we are still in limbo on the current patrol vehicle that was ordered back in the Spring under the USDA Grant. Hopefully, auto manufacturers ramp back up relatively soon.

Respectfully,

A handwritten signature in black ink, appearing to be "K. Walters", written over a horizontal line.

Chief Kenneth W. Walters

Offense Count Report

Page: 1

Report Criteria:

Start Offense	End Offense		
01000	99009		
AUGUST 2021	TOTAL 2021	TOTAL 2020	TOTAL 2019
08/01/2021-08/31/2021	01/01/2021-08/31/2021	01/01/2020-12/31/2020	01/01/2019-12/31/2019

Offense	Description	AUGUST 2021	TOTAL 2021	TOTAL 2020	TOTAL 2019
11001	SEXUAL PENETR'N PENIS/VAGINA CSC1	0	1	0	0
11002	SEXUAL PENETR'N PENIS/VAGINA CSC3	0	0	2	0
11008	SEXUAL CONTACT FORCIBLE CSC4	0	1	1	1
13001	NONAGGRAVATED ASSAULT	0	10	27	22
13002	AGGRAVATED/FELONIOUS ASSAULT	0	3	2	0
13003	INTIMIDATION/STALKING	0	1	3	5
20000	ARSON	0	0	1	1
22001	BURGLARY - FORCED ENTRY	0	0	1	2
22002	BURGLARY - ENTRY W/OUT FORCE(INTENT	0	0	2	0
22003	BURGLARY - UNLAWFUL ENTRY(NO INTENT	0	0	2	3
23002	LARCENY - PURSE SNATCHING	0	2	0	0
23003	LARCENY - THEFT FROM BUILDING	0	0	7	3
23005	LARCENY - THEFT FROM MOTOR VEHICLE	2	8	3	7
23007	LARCENY - OTHER	1	6	11	10
25000	FORGERY/COUNTERFEITING	0	0	0	1
26001	FRAUD - FALSE PRETENSE/SWINDLE/CONF	0	0	1	1
26002	FRAUD - CREDIT CARD/ATM	0	0	1	3
29000	DAMAGE TO PROPERTY	1	11	15	9
30002	RETAIL FRAUD - THEFT	0	0	3	3
35001	VIOLATION OF CONTROLLED SUBSTANCE	0	3	2	2
36002	SEXUAL PENETR'N NONFORCIBLE OTHER	0	0	0	1
36004	SEX OFFENSE - OTHER	0	1	0	1
38001	FAMILY - ABUSE/NEGLECT NONVIOLENT	0	1	0	0
38003	FAMILY - OTHER	0	1	0	0
41002	LIQUOR VIOLATIONS - OTHER	0	1	0	1
42000	DRUNKENNESS	0	1	0	1
48000	OBSTRUCTING POLICE	0	2	3	0
49000	ESCAPE/FLIGHT	0	0	0	1
50000	OBSTRUCTING JUSTICE	0	18	29	48
52001	WEAPONS OFFENSE - CONCEALED	0	0	1	0
52003	WEAPONS OFFENSE - OTHER	0	1	1	0
53001	DISORDERLY CONDUCT	0	1	4	7
53002	PUBLIC PEACE - OTHER	0	0	0	1
54001	HIT & RUN MOTOR VEHICLE ACCIDENT	0	0	6	14
54002	OUIL OR OUID	1	2	6	6
54003	DRIVING LAW VIOLATIONS	1	7	25	34
55000	HEALTH AND SAFETY	0	0	0	14
57001	TRESPASS	2	17	18	11
58000	SMUGGLING	0	0	0	1
70000	JUVENILE RUNAWAY	0	0	4	2
70001	Incorrigible	0	0	1	1
70004	Juvenile Issues	0	3	0	0
73000	MISCELLANEOUS CRIMINAL OFFENSE	1	2	15	6
90001	Vehicle Lockouts	12	64	103	128
90002	Motorist Assists	2	11	13	35
90003	Assist E.M.S.	8	79	105	204

Offense Count Report

Page: 2

Report Criteria:

Start Offense	End Offense		
01000	99009		
AUGUST 2021	TOTAL 2021	TOTAL 2020	TOTAL 2019
08/01/2021-08/31/2021	01/01/2021-08/31/2021	01/01/2020-12/31/2020	01/01/2019-12/31/2019

Offense	Description	AUGUST 2021	TOTAL 2021	TOTAL 2020	TOTAL 2019
90005	City Ordinance Violations	2	23	41	32
90007	Parking Complaints	0	1	1	6
90008	ANIMAL COMPLAINTS	3	9	5	8
90009	Maplewood Manor Alarm / Criminal History Checks	0	0	0	4
91001	Delinquent Minors	1	11	3	3
91002	Runaway	0	1	0	2
91004	Abandoned Vehicle	0	2	3	4
92003	Walk Away (Ment. & Host.)	0	3	4	1
92004	Insanity	3	21	34	28
93001	PROPERTY DAMAGE ACCIDENT/PI	3	38	43	53
93002	Accident, Non-Traffic	7	22	18	20
93004	Parking Violations	0	1	1	0
93006	Traffic Policing	0	17	9	16
93007	Traffic Safety Public Relations	2	23	13	9
93008	Inspections/Investigations -Breathalyzer	0	0	4	1
94001	Valid Alarm Activations	0	3	3	0
94002	False Alarm Activations	6	46	51	87
95001	Accident, Fire	0	0	1	4
95003	Inspection, Fire	1	3	0	3
95004	Hazardous Condition	0	4	2	6
97003	Accident, Other Shooting	0	0	1	0
97006	Accident, All Other	1	2	2	1
98000	Other Types Not Listed	0	0	0	1
98002	Inspections/Investigations -Motor Vehicles	0	0	1	3
98003	Inspections/Investigations -Property	2	7	8	11
98004	Inspections/Investigations -Other	2	3	5	6
98006	Civil Matters/Family Disputes	7	62	81	66
98007	Suspicious Situations/Subjects	17	127	191	149
98008	Lost/Found Property	3	9	10	14
98009	Inspections/Investigations -Drug Overdose	0	3	2	4
99001	Suicide	0	0	1	1
99002	Natural Death	0	5	6	5
99003	Missing Persons	0	0	0	1
99004	Natural Disaster	0	0	1	0
99007	PR Activities	0	0	22	6
99008	General Assistance	22	202	206	273
99009	General Non-Criminal	4	26	56	31
Totals:		117	932	1247	1449

<u>CODE ENFORCEMENT:</u>		<u>August 2021:</u>						<u>OUTCOME:</u>	
<u>Date</u>	<u>Address</u>	<u>Violation</u>							
8/2/2021	128 N Valley Street	Lawn violation- Photos taken- House recently sold- New owners contacted and will cut today						Open	
8/2/2021	284 N Burgess Street	Lawn violation- Photos taken- Spoke with owner- lawn mower broke down- Will have it cut today						Open	
8/3/2021	128 N Valley Street (Recheck)	Lawn cut/ In compliance						Closed	
8/3/2021	284 N Burgess Street (Recheck)	Lawn cut/ In compliance						Closed	
8/4/2021	394 N 2nd Street (Followup)	Spoke with Lenny Banks- In the process of buying the property- Legal paperwork is in process Once the property is in his name, he will take care of the blight issues						Open	
8/4/2021	611 W Houghton Ave (Recheck)	All blight violations removed- In compliance						Closed	
8/4/2021	511 Victory Street (Recheck)	Some blight removed/ Additional blight remains- Unregistered vehicle still on property- Updated photos taken No answer at the door/ left message						Open	
8/4/2021	312 S 3rd Street (Recheck)	Unregistered/ junk vehicle still on the property- No answer at the door- Left business card to call me						Open	
8/10/2021	119 S 3rd Street	Lawn violation/ Blight- junk autos, rubbish, decaying roof & fence- Photos taken- notice sent w/ CAP						Open	
8/10/2021	607 S Valley Street (Update)	Received an email from Dan Wynn stating they were lining up disposal for the project and waiting for excavator operator to return back to work from an injury. I requested an updated CAP.						Open	
8/11/2021	511 Victory Street (Update)	Spoke with home owner- stated he was in the process of buying property outside the city. Waiting on paperwork and afterwards will move vehicles.						Open	
8/11/2021	312 S 3rd Street (Update)	Spoke with tenant- Looking for trailer to haul junk auto off the property- Will check back in a few days						Open	
8/20/2021	607 S Valley Street (Update)	Update CAP received from Mr. Wynn- Project delayed multiple times due to personnel issues and lack of contractor response this past year. Project set to begin around 9/7/2021						Open	
8/26/2021	208 S 3rd Street (Update)	Two city citations issued for blight, not addressed- Two state citations issued for failure to address city citations, not addressed- Two bench warrants issued for not addressing state citations						Open	
8/26/2021	134 S 2nd Street (Update)	Spoke with homeowner- Pile of brush will be moved out to curb for pickup- Did not get it done last month due medical issues- Also noted lawn violation, will cut this weekend						Open	
8/26/2021	511 Victory Street (Update)	Spoke with home owner- Signing papers on property outside the city on 9/1/2021- Will move unreg. Vehicles After signing.						Open	
8/26/2021	340 Court Street	Lawn violation- Photos taken- No answer at door- Notice sent						Open	
8/30/2021	209 N 6th Street (Recheck)	All junk vehicles removed/ or repaired and registered/ In compliance						Closed	

[illegible]

Communications

Reports

Mayor

Council

City Manager

**Public
Comment
-Any
Topic**

Adjournment