

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN PERSON AND VIA VIDEO CONFERENCE IN THE COUNCIL CHAMBERS OF THE WEST BRANCH CITY HALL, 121 N. FOURTH STREET ON MONDAY, JUNE 21, 2021.

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

Present: Mayor Paul Frechette, Council Members Carol Adair, Joanne Bennett, Chris Powley (via Zoom from Alpena), Ellen Pugh, and Cathy Zimmerman.

Absent: Council Member Mike Jackson

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.

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Mayor Frechette opened the public hearing on the proposed new water treatment plant project.

Nobody wished to speak on the matter.

**MOTION BY FRECHETTE, SECOND BY ZIMMERMAN, TO CLOSE THE PUBLIC HEARING AT 6:03 PM.**

**Yes – Adair, Bennett, Frechette, Powley, Pugh, Zimmerman**

**No – None**

**Absent – Jackson**

**Motion carried**

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**MOTION BY BENNETT, SECOND BY ZIMMERMAN, TO APPROVE BILLS IN THE AMOUNT OF \$117, 712.96.**

**Yes – Adair, Bennett, Frechette, Powley, Pugh, Zimmerman**

**No – None**

**Absent – Jackson**

**Motion carried**

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**MOTION BY ZIMMERMAN, SECOND BY ADAIR, TO APPROVE THE 340B GOVERNMENT SERVICES CONTRACT AND TO ALLOW MANAGER DANTZER TO BE SIGNER.**

**Yes – Adair, Bennett, Frechette, Powley, Pugh, Zimmerman**

**No – None**

**Absent – Jackson**

**Motion carried**

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**MOTION BY ZIMMERMAN, SECOND BY BENNETT, TO APPROVE RESOLUTION 21-16, BUDGET AMENDMENT.**

**RESOLUTION #21-16**

WHEREAS, City staff compares the year to date actual with the budgeted amount of all revenue and expenditures monthly; and

WHEREAS, the revenues in Fund 101, General Fund, were increased due to the understatement of personal property tax loss reimbursement, the recording of the proceeds from the OPEB buyout, the receiving of police department grants for bullet proof vests and the payroll reimbursement grant, and

WHEREAS, the expenses in Fund 101, General Fund, were increased to account for the recording of the expenses from the OPEB buyout, the double payout this year for Sting because it was not paid last fiscal year, and the understatement of the solid waste garbage contract, and

WHEREAS, the revenues in Fund 202, Major Fund, were increased due to an understatement of ACT 51 revenues, and

WHEREAS, the expenses in Fund 202, Major Fund, were increased due to a larger transfer to local street being required due to the larger ACT 51 revenues, and

WHEREAS, the expenses in Fund 251, Industrial Park Fund, were increased due to an understatement, and

WHEREAS, the expenses in Fund 276, Housing Fund, were increased due to consulting requirements for the M-30 housing project that were not budgeted for, and

WHEREAS, the revenues in Fund 318, Sewer Debt Fund, were increased due to an understatement of billings, and

WHEREAS, the expenses in Fund 318, Sewer Debt Fund, were increased due to an understatement of the bond payment, and

**NOW, THEREFORE, BE IT RESOLVED, that the West Branch City**

**Council hereby adopts the following budget amendments:**

GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	AMENDED BUDGET
Fund 101 – GENERAL FUND			
Revenues			
Dept 000.000			
101-000.000-401.000	TAXES CONTROL (MANDATORY)	0.00	0.00
101-000.000-403.400	CURRENT PROPERTY TAX GEN.OP.	895,000.00	895,000.00
101-000.000-404.400	CURRENT PROPERTY TAX REFUSE	179,050.00	179,050.00
101-000.000-408.400	PERSONAL PROPERTY TAX LOSS REIMBURSEMENT	65,625.00	132,000.00
101-000.000-446.400	PENALTIES AND INTEREST CUR.TA	11,230.00	11,230.00
101-000.000-448.400	ADMINISTRATIVE FEES ON CUR.TA	33,273.00	33,273.00
101-000.000-477.400	CABLE TV FRANCHISE FEES	35,110.00	35,110.00
101-000.000-540.400	MDOT FEDERAL REVENUE	0.00	0.00
101-000.000-564.400	INDUSTRIAL PARK	1,000.00	1,000.00
101-000.000-574.400	SALES (STATUTORY)	21,550.00	21,550.00
101-000.000-575.400	REVENUE SHARING (CONSTITUTIONAL)	175,000.00	175,000.00
101-000.000-577.400	LIQUOR LICENSE	4,280.00	4,280.00
101-000.000-590.400	SEWER FUND ADMINISTRATION	60,000.00	60,000.00
101-000.000-590.401	SEWER COLLECTION ADMIN.	16,000.00	16,000.00
101-000.000-591.400	WATER FUND ADMINISTRATION	20,000.00	20,000.00
101-000.000-592.400	LOCAL STREET ADMIN. FEE	4,400.00	4,400.00
101-000.000-593.400	MAJOR STREET ADMIN. FEE	9,500.00	9,500.00
101-000.000-594.400	CEMETERY ADMIN. FEE	1,000.00	1,000.00
101-000.000-597.400	DDA ADMINISTRATIVE	2,400.00	2,400.00
101-000.000-634.400	GRANT	0.00	0.00
101-000.000-661.400	MOTOR VEHICLE FUND	12,000.00	12,000.00
101-000.000-664.400	INTEREST INCOME	1,000.00	1,000.00
101-000.000-672.400	VETERAN BANNER CONTRIBUTIONS	6,200.00	6,200.00
101-000.000-675.000	MISCELLANEOUS REVENUE	0.00	10,765.00
101-000.000-695.400	MISCELLANEOUS	15,000.00	15,000.00
101-000.000-695.405	REFUSE RECYCLING DONATIONS	7,500.00	7,500.00
Total Dept 000.000		1,576,118.00	1,653,258.00
Dept 301.000 - POLICE DEPARTMENT			
101-301.000-528.000	OTHER FEDERAL GRANTS	34,802.00	43,887.00
101-301.000-578.400	IN-SERVICE TRAINING	530.00	530.00
101-301.000-634.400	GRANT	0.00	2,132.00
101-301.000-654.400	TRAFFIC BUREAU	2,000.00	2,000.00
101-301.000-655.400	ACCIDENT REPORTS	525.00	525.00
101-301.000-656.400	DISTRICT COURT FINES	4,500.00	4,500.00
101-301.000-674.000	CONTRIBUTIONS AND DONATIONS	0.00	0.00

101-301.000-693.400	NSF FEES	0.00	0.00
101-301.000-695.400	MISCELLANEOUS	500.00	500.00
101-301.000-695.401	MISC. ED. & TRAINING 302	650.00	650.00
101-301.000-695.407	FORFEITURE FUNDS	400.00	400.00
Total Dept 301.000 - POLICE DEPARTMENT		43,907.00	55,123.00
TOTAL REVENUES		1,709,527.00	1,797,884.00

Expenditures

Dept 000.000

101-000.000-714.700	MANDATORY MEDICARE	0.00	145.00
101-000.000-715.700	SOCIAL SECURITY (EMPLOYER)	0.00	620.00
101-000.000-884.700	VETERAN BANNER EXPENSE	2,800.00	2,800.00
101-000.000-956.802	BAD DEBT EXPENSE	0.00	0.00
101-000.000-960.000	MERS/OPEB MISCELLANEOUS PAYMENTS	0.00	10,000.00
101-000.000-964.000	REFUNDS AND REBATES	0.00	0.00
Total Dept 000.000		2,800.00	13,565.00

eptD 301.000 - POLICE DEPARTMENT

101-301.000-702.700	PROMOTION/BONUS	500.00	500.00
101-301.000-703.700	SALARIES AND WAGES	208,097.00	208,097.00
101-301.000-705.700	CHIEF OF POLICE	64,790.00	64,790.00
101-301.000-706.700	COMMUNITY POLICING	100.00	100.00
101-301.000-708.700	SICK LEAVE PAYOUT	390.00	390.00
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	4,064.00	4,064.00
101-301.000-715.700	SOCIAL SECURITY (EMPLOYER)	17,371.00	17,371.00
101-301.000-716.700	BC/BS HEALTH INSURANCE PREMIU	27,040.00	27,040.00
101-301.000-717.700	LIFE INSURANCE PREMIUM	855.00	855.00
101-301.000-718.700	MERS RETIREMENT (EMPLOYER)	62,115.00	62,115.00
101-301.000-718.701	EMPLOYER DEFERED COMP.	5,819.00	5,819.00
101-301.000-719.700	LONG TERM DISABILITY	2,440.00	2,440.00
101-301.000-720.700	WORKERS COMPENSATION PREMIUM	6,820.00	6,820.00
101-301.000-724.700	UNEMPLOYMENT INS. BENEFIT	160.00	160.00
101-301.000-727.700	OPERATING SUPPLIES	4,023.00	4,023.00
101-301.000-801.700	CONTRACTUAL SERVICES	5,770.00	5,770.00
101-301.000-811.700	MEMBERSHIP AND DUES	325.00	325.00
101-301.000-817.700	UNIFORMS	5,156.00	5,156.00
101-301.000-853.700	TELEPHONE/RADIO COMMUNICATION	4,910.00	4,910.00
101-301.000-941.700	EQUIPMENT RENTAL	9,000.00	9,000.00

101-301.000-955.700	DATA PROCESSING	4,950.00	4,950.00
101-301.000-956.700	EXPENSES	950.00	950.00
101-301.000-956.702	POLICE SAFETY EXPENSE	3,888.00	3,888.00
101-301.000-956.707	FORFEITURE EXPENSE	276.00	276.00
101-301.000-957.700	EDUCATION AND TRAINING LOCAL	3,437.00	3,437.00
101-301.000-957.701	EDUCATION 302	1,000.00	1,000.00
101-301.000-968.700	STING	3,000.00	6,000.00
101-301.000-977.700	CAPITAL ACQUISITIONS	0.00	0.00
Total Dept 301.000 - POLICE DEPARTMENT		458,746.00	461,746.00

Dept 528.000 - SOLID WASTE

101-528.000-703.700	SALARIES AND WAGES	21,293.00	21,293.00
101-528.000-704.700	WAGES - PART-TIME	0.00	0.00
101-528.000-710.700	OVERTIME	0.00	0.00
101-528.000-714.700	MANDATORY MEDICARE	332.00	332.00
101-528.000-715.700	SOCIAL SECURITY (EMPLOYER)	1,311.00	1,311.00
101-528.000-716.700	BC/BS HEALTH INSURANCE PREMIUM	3,669.00	3,669.00
101-528.000-718.700	MERS RETIREMENT (EMPLOYER)	280.00	280.00
101-528.000-720.700	WORKERS COMPENSATION PREMIUM	1,272.00	1,272.00
101-528.000-724.700	UNEMPLOYMENT INS. BENEFIT	5.00	5.00
101-528.000-764.700	REFUSE/RECYCLING EXPENSE	5,690.00	5,690.00
101-528.000-801.700	CONTRACTUAL SERVICES	157,473.00	162,960.00
101-528.000-801.800	CONTRACTUAL SERVICES RECYCLE	8,660.00	8,660.00
101-528.000-922.700	PUBLIC UTILITIES	1,255.00	1,255.00
101-528.000-941.700	EQUIPMENT RENTAL	19,929.00	19,929.00
Total Dept 528.000 - SOLID WASTE		221,169.00	226,656.00

TOTAL EXPENDITURES	1,768,035.00	1,787,287.00
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Fund 101:

TOTAL REVENUES	1,709,527.00	1,797,884.00
TOTAL EXPENDITURES	1,768,035.00	1,787,287.00
NET OF REVENUES & EXPENDITURES	(58,508.00)	10,596.00
CARRYOVER	977,962.00	988,559.00

FUND 202

MAJOR STREET

Revenues  
Dept 000.000

202-000.000-419.400	METRO ACT	10,295.00	10,295.00
202-000.000-503.400	MAP 21 FEDERAL REV	0.00	0.00
202-000.000-570.400	ACT 51 - STATE OF MICHIGAN	245,000.00	256,732.00
202-000.000-634.400	GRANT	0.00	0.00
202-000.000-664.400	INTEREST INCOME	1,200.00	1,200.00
202-000.000-677.400	TRUNKLINE MAINT. REIMBURSEMENT	42,111.00	42,111.00
202-000.000-695.400	MISCELLANEOUS	12,500.00	12,500.00
Total Dept 000.000		311,106.00	322,838.00

TOTAL REVENUES		311,106.00	322,838.00
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Expenditures

Dept 965.000 - TRANSFERS

202-965.000-948.700	DDA MAINTENANCE	0.00	0.00
202-965.000-970.700	TRANSFER TO LOCAL STREET	49,250.00	54,800.00
Total Dept 965.000 - TRANSFERS		49,250.00	54,800.00

TOTAL EXPENDITURES		212,402.00	217,952.00
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Fund 202 - MAJOR STREET FUND:

TOTAL REVENUES		311,106.00	322,838.00
TOTAL EXPENDITURES		212,402.00	217,952.00
NET OF REVENUES & EXPENDITURES		98,704.00	104,886.00

CARRYOVER		541,322.00	646,208.00
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Fund 251 - INDUSTRIAL PARK FUND

Revenues

Dept 000.000

251-000.000-642.400	SALES OF LOTS	0.00	0.00
251-000.000-664.400	INTEREST INCOME	935.00	935.00
Total Dept 000.000		935.00	935.00

TOTAL REVENUES		935.00	935.00
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Expenditures

Dept 000.000			
251-000.000-703.700	SALARIES AND WAGES	1,132.00	1,390.00
251-000.000-714.700	MANDATORY MEDICARE	17.00	19.00
251-000.000-715.700	SOCIAL SECURITY (EMPLOYER)	71.00	122.00
-----	BC/BS HEALTH INSURANCE		
251-000.000-716.700	PREMIUM	0.00	0.00
251-000.000-718.700	MERS RETIREMENT (EMPLOYER)	15.00	15.00
	WORKERS COMPENSATION		
251-000.000-720.700	PREMIUM	58.00	67.00
251-000.000-724.700	UNEMPLOYMENT INS. BENEFIT	2.00	2.00
251-000.000-782.700	ADMINISTRATION	1,000.00	1,000.00
251-000.000-801.700	CONTRACTUAL SERVICES	1,450.00	1,450.00
251-000.000-941.700	EQUIPMENT RENTAL	2,791.00	3,666.00
251-000.000-956.700	EXPENSES	0.00	0.00
251-000.000-977.700	CAPITAL ACQUISITIONS	0.00	0.00
Total Dept 000.000		6,536.00	7,731.00

Dept 965.000 - TRANSFERS

251-965.000-999.700	TRANSFER TO OTHER ACCOUNTS	0.00	0.00
Total Dept 965.000 - TRANSFERS		0.00	0.00

TOTAL EXPENDITURES		6,536.00	7,731.00
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Fund 251 - INDUSTRIAL PARK FUND:

TOTAL REVENUES		935.00	935.00
TOTAL EXPENDITURES		6,536.00	7,731.00
NET OF REVENUES & EXPENDITURES		(5,601.00)	(6,796.00)

CARRYOVER		143,889.00	137,093.00
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Fund 276 - HOUSING RESOURCE FUND

Revenues

Dept 000.000

276-000.000-634.400	GRANT	0.00	0.00
276-000.000-638.400	PROJECT INCOME	8,317.00	8,317.00
276-000.000-664.400	INTEREST INCOME	1,320.00	1,320.00
276-000.000-695.400	MISCELLANEOUS	0.00	0.00
Total Dept 000.000		9,637.00	9,637.00

TOTAL REVENUES		9,637.00	9,637.00
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Expenditures		
Dept 000.000		
276-000.000-801.700	CONTRACTUAL SERVICES	40,000.00 60,600.00
276-000.000-956.700	EXPENSES	100.00 100.00
Total Dept 000.000		40,100.00 60,700.00
Dept 493.000 - MEDC		
276-493.000-801.700	CONTRACTUAL SERVICES	0.00 0.00
276-493.000-850.700	GRANT EXPENDITURES	0.00 0.00
276-493.000-956.700	EXPENSES	0.00 0.00
Total Dept 493.000 - MEDC		0.00 0.00
Dept 965.000 - TRANSFERS		
276-965.000-999.700	TRANSFER TO OTHER ACCOUNTS	0.00 0.00
Total Dept 965.000 - TRANSFERS		0.00 0.00
TOTAL EXPENDITURES		40,100.00 47,247.00
Fund 276 - HOUSING RESOURCE FUND:		
TOTAL REVENUES		9,637.00 9,637.00
TOTAL EXPENDITURES		40,100.00 60,700.00
NET OF REVENUES & EXPENDITURES		(30,463.00) (51,063.00)
CARRYOVER		229,825.00 178,762.00
Fund 318 - SEWER DEBT FUND		
Revenues		
Dept 000.000		
318-000.000-625.400	BILLINGS	330,000.00 340,045.00
318-000.000-626.400	PENALTIES	2,200.00 0.00
318-000.000-664.400	INTEREST INCOME	750.00 0.00
Total Dept 000.000		332,950.00 340,045.00
TOTAL REVENUES		332,950.00 340,045.00
Expenditures		
Dept 000.000		



318-000.000-802.700	CONTRIBUTION EXPENSE	0.00	0.00
318-000.000-994.700	BOND	152,000.00	162,000.00
318-000.000-995.700	INTEREST DUE ON BONDS	178,000.00	172,000.00
318-000.000-999.700	TRANSFER TO OTHER ACCOUNTS	0.00	0.00
Total Dept 000.000		330,000.00	334,000.00
TOTAL EXPENDITURES		330,000.00	334,000.00
Fund 318 - SEWER DEBT FUND:			
TOTAL REVENUES		332,950.00	340,045.00
TOTAL EXPENDITURES		330,000.00	334,000.00
NET OF REVENUES & EXPENDITURES		2,950.00	6,045.00

**Yes – Adair, Bennett, Frechette, Powley, Pugh, Zimmerman**

**No – None**

**Absent – Jackson**

**Motion carried**

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**MOTION BY BENNETT, SECOND BY PUGH, TO APPROVE RESOLUTION 21-17, COMMITMENT AMENDMENT.**

## RESOLUTION #21-17

WHEREAS, the City of West Branch has the option to commit funds prior to the end of a fiscal year; and

WHEREAS, bids were taken for the replacement of sidewalks downtown for the 20-21 fiscal year but could not be performed during the 20-21 fiscal year; and

WHEREAS, the West Branch City Council wishes to follow the fund balance policy recommended by the City’s auditor; and

NOW, THEREFORE, BE IT RESOLVED, that the West Branch City Council hereby formally commits a total of \$80,000 in the Major Street Fund to be spent out of the 2021/2022 budget for the construction of sidewalks and commits \$615,000 to housing and infrastructure

**Yes – Adair, Bennett, Frechette, Powley, Pugh, Zimmerman**

**No – None**

**Absent – Jackson**

**Motion carried**

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**MOTION BY FRECHETTE, SECOND BY BENNETT, TO APPROVE RESOLUTION 21-18. DWSRF GRANT APPLICATION.**

**RESOLUTION #21-18**

WHEREAS, the City of West Branch recognizes the need to make improvements to its existing water treatment and distribution system; and

WHEREAS, the City of West Branch authorizes Fleis and Vanderbrink to prepare a Project Plan, which recommends the construction of a new water plant, additional well, lead line replacement, and water main replacement.

WHEREAS, said Project Plan was presented at a Public Hearing held on June 21, 2021 and all public comments have been considered and addressed;

NOW THEREFORE BE IT RESOLVED, that the City of West Branch formally adopts said Project Plan and agrees to implement the selected alternative 509 lead service line replacements at a projection of \$2,800,000. 5,400 lf of main water line replacement at \$900,000 and a water treatment plant at a projection of \$4,000,000.

BE IT FURTHER RESOLVED, that the West Branch City Manager, a position currently held by John Dantzer, is designated as the authorized representative for all activities associated with the project referenced above, including the submittal of said Project Plan as the first step in applying to the State of Michigan for a Drinking Water State Revolving Fund Loan to assist in the implementation of the selected alternative.

**Yes – Adair, Bennett, Frechette, Powley, Pugh, Zimmerman**

**No – None**

**Absent – Jackson**

**Motion carried**

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A Police Union contract was added to the agenda under ITEM G of NEW BUSINESS.

**MOTION BY ADAIR, SECOND BY POWLEY, TO APPROVE THE POLICE UNION CONTRACT.**

**Yes – Adair, Bennett, Frechette, Powley, Pugh, Zimmerman**

**No – None**

**Absent – Jackson**

**Motion carried**

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Due to Rusty Showalter’s recent application submission for City Council, it was the consensus of Council to accept Mr. Showalter’s application pending his acceptance.

**MOTION BY PUGH, SECOND BY BENNETT, TO APPROVE THE APPOINTMENT OF RUSTY SHOWALTER TO THE OPEN CITY COUNCIL SEAT PENDING HIS ACCEPTANCE.**

**Yes – Adair, Bennett, Frechette, Powley, Pugh, Zimmerman**

**No – None**

**Absent – Jackson**

**Motion carried**

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Mayor Frechette, Members Adair, Bennett, Pugh and Zimmerman all congratulated Member Powley on his new adventure and wished he and his wife well.

Member Zimmerman noted that the DPW crew is doing a great job and thanked them for making the city look great.

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Mayor Frechette adjourned the meeting at 6:25 pm.

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Paul Frechette, Mayor

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Amanda Stang, Clerk