

-- AGENDA --

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL TO BE HELD IN PERSON AND
VIRTUALLY AT WEST BRANCH CITY HALL, 121 N. FOURTH ST. ON MONDAY, NOVEMBER
1, 2021, BEGINNING AT 6:00 P.M.

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

- I. Call to order
- II. Roll call
- III. Pledge of Allegiance
- IV. Scheduled matters from the floor
 - A. County Commissioner Mark Surbrook
 - B. Tiffany Schmeider-Kups
 - C. Keri Withers-Rayola Charitable Gaming Resolution
- V. Public hearing
- VI. Additions to the agenda
- VII. Public comment on agenda items only (limited to 3 minutes)
- VIII. Bids
- IX. Unfinished business
 - A. Approval of Ordinance 21-03, Zoning Amendment
 - B. Approval of Ordinance 21-05, Drone Ordinance
- X. New business
 - A. Bills
 - B. 21-22 MEDC Signer Authorization
 - C. 21-23 October Budget Amendment
 - D. Victorian Art Fair Special Event Permit

- E. Resolution 21-24 Virtual Public Meetings
- XI. Approval of the minutes and summary from the meeting held October 18, 2021
- XII. Consent agenda
 - A. Treasurers report and investment summary
 - B. Approval of DDA Minutes from the meeting held September 28, 2021
 - C. Approval of Airport Board Minutes from the meeting held September 15, 2021.
- XIII. Communications
 - A. MDOT Road Diet Brochure
 - B. Michigan Public Policy Survey
- XIV. Reports and/or comments
 - A. Mayor
 - B. Council
 - C. Manager
- XV. Public comment any topic
- XVI. Adjournment

UPCOMING MEETINGS-EVENTS

November 9—Planning 6pm
November 15—Council 6pm
November 17—Airport 12:15pm
November 23—DDA 12noon
November 25th & 26th-City Hall Closed

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



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

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES

(Required by MCL 432.103(K)(ii))

At a Regular meeting of the City of West Branch
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by Mayor Paul Frechette on Nov. 1, 2021
DATE

at 6:00 a.m./p.m. the following resolution was offered:
TIME

Moved by _____ and supported by _____

that the request from Rayola of West Branch
NAME OF ORGANIZATION CITY

county of Ogemaw, asking that they be recognized as a
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for Approval
APPROVAL/DISAPPROVAL

APPROVAL

Yeas: _____

Nays: _____

Absent: _____

DISAPPROVAL

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and

adopted by the _____ at a _____
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on _____
DATE

SIGNED: _____
TOWNSHIP, CITY, OR VILLAGE CLERK

PRINTED NAME AND TITLE

ADDRESS

COMPLETION Required
PENALTY: Possible denial of application.
BSL-CG-1153(R6/09)

Public Hearings

Additions to the Agenda

Public Comment -Agenda Items

Bids

Unfinished Business

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

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

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

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

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

B. Fence & Wall Standards

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

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

F. Signs Permitted.

District	Type	# per Parcel	Maximum size	Height
R-1 R-M MU	Freestanding, Primary Signs (permanent) (single- & two-family residential uses)	1	6 ft²	3'
	Freestanding, Primary Signs (permanent) (multi-family & non-residential uses)	1 per road frontage	32 ft²	6'
	Message Boards (non-residential uses)	1 per road frontage	32 ft²	6'
	Wall Signs (permanent) (single- & two-family residential uses)	1	4 ft²	Not to exceed height of wall
	Wall Signs (permanent) (multi-family & non-residential uses)	---	25% of each building wall	---
	Temporary/Portable Signs (single- & two-family residential uses)	16 ft² (total of all temporary signs)		5'
	Temporary/Portable Signs (single- & two-family residential uses)	32 ft² (total of all temporary signs)		5'
	Sail-Type Temporary Signs (also known as flag banners and feather flags) (non-residential uses)	1 (32 ft² each) per 20 linear feet of road frontage		
OS G-B IND	Freestanding, Primary (permanent)	1 per road frontage	32 ft²	12'
	Message Boards (including digital)	1 per street or alley	24 ft²	12' (for freestanding)
	Wall Signs (permanent)	---	25% of each building wall	Not to exceed height of wall
	Canopy	1 per road frontage	Length of front face	Roof line
	Projecting	1	20 ft²	Bottom of sign shall be a minimum of 8' from sidewalk
	Temporary/Portable	32 ft² (total of all temporary signs)		---
	Sail-Type Temporary Signs (also known as flag banners and feather flags)	1 (32 ft² each) per 20 linear feet of road frontage		
Number: Each property is allowed the various types of signs listed in combination.				
Lighting: Only signs for multi-family and non-residential uses may be illuminated provided the light does not negatively affect adjacent properties or the visibility of traffic or pedestrians.				

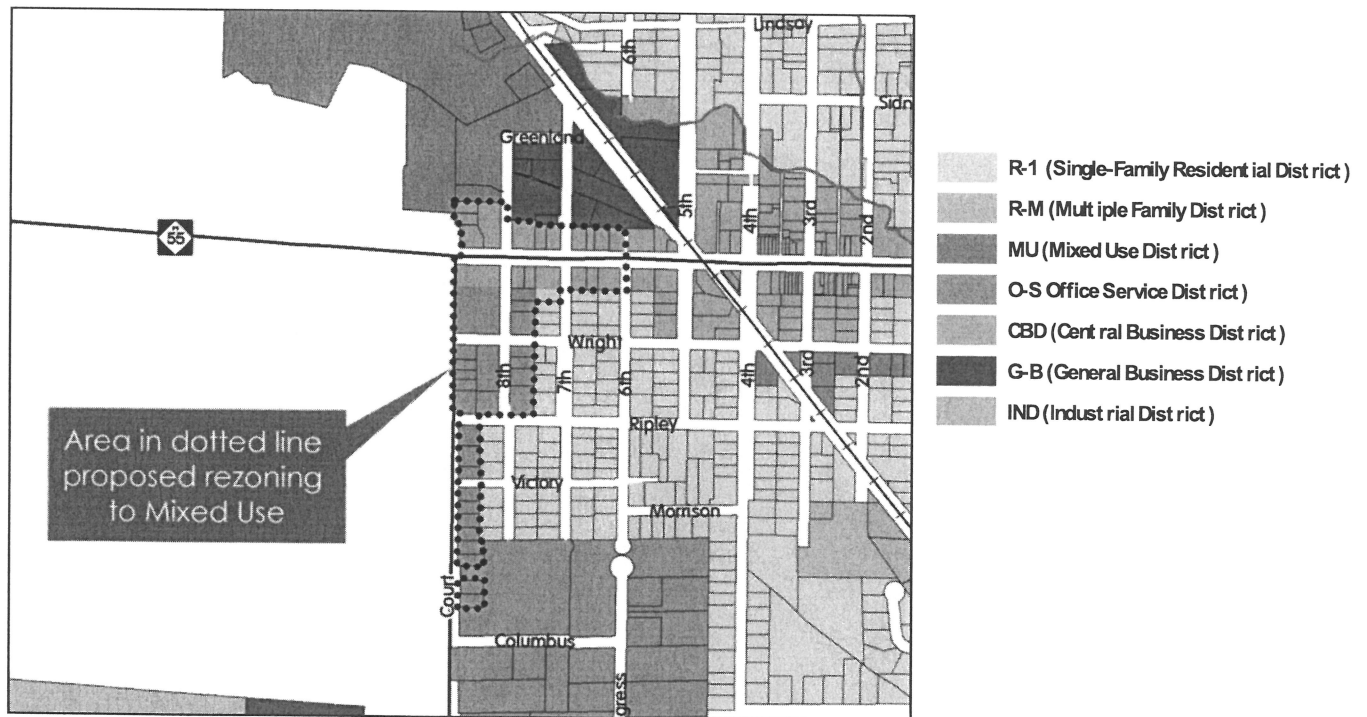
Additional Signage: Parcels with greater than 400 lineal feet of frontage may be granted additional signage by the Planning Commission.

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

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

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

052-413-012-00	052-413-002-00	
052-413-011-00	052-660-005-00	052-102-007-10
052-413-001-00	052-660-006-00	052-102-002-00
052-412-011-00	052-660-008-00	052-103-002-00
052-412-002-00	052-660-009-00	052-103-001-00
052-412-001-00	052-660-010-00	052-118-007-00
052-411-011-00	052-660-011-00	052-118-001-00
052-411-002-00	052-103-007-00	052-117-001-00
052-411-007-10	052-101-001-00	052-118-009-00
052-411-010-00	052-118-005-00	052-118-002-00
052-660-007-00	052-102-001-00	052-117-002-00
052-660-002-00	052-117-004-00	052-118-003-00
052-660-003-00	052-102-005-00	052-117-003-00
052-660-001-00	052-102-004-01	052-118-004-00
052-660-004-00	052-102-003-00	



Section 2: Severability

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

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

Section 3: Saving Clause

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

Section 4: Effective Date

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

Mayor, City of West Branch

City of West Branch Clerk

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

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

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

ORDINANCE 21-05

The City of West Branch Ordains:

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

ARTICLE 1. IN GENERAL

Sec 8.527-8.538. Reserved

- (1) Operation of any unmanned aircraft.

Sec 8.539. Definitions.

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

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

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

Sec 8.540. Regulations

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

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

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

Sec 8.541 Exceptions.

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

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

Sec 8.542-8.642 Reserved

New Business

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

BILLS	\$125,860.23
<i>BILLS AS OF 10/29/21</i>	<i>\$125,860.23</i>
<i>Additions to Bills as of</i>	<i>\$0</i>
<i>Paid but not approved</i>	<i>\$8,419.50</i>
TOTAL BILLS	\$134,279.73

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

Vendor Name	Amount	Description
A & A ASPHALT SERVICES	2,875.00	TRINITY CHURCH PARKING LOT/TRAIL
BBC DISTRIBUTING	58.81	WWTP SUPPLIES
BCN	14,558.65	INSURANCE NOVEMBER
BCN	508.21	INSURANCE NOVEMBER M/L
BS & A SOFTWARE	869.00	ASSESSING SYSTEM ANNUAL SERVICE
CENTRAL MICHIGAN AUTO GLASS	130.00	#87
CINTAS	90.72	WWTP SUPPLIES
COALITION OF HOPE	200.00	RETURN STAGE DEPOSIT
CONSUMERS ENERGY	27.05	ELECTRIC
DETROIT SALT COMPANY	3,563.79	SALT
DO ALL INC	209.92	RECYCLING SEPTEMBER
DTE ENERGY	393.60	GAS
GRIFFIN BEVERAGE COMPANY	15,484.70	WWTP HAULING
HACH COMPANY	319.00	WWTP SUPPLIES
JACK DOHENY COMPANY	3,312.75	#79
KIMBALL MIDWEST	448.00	DPW TOOL
LUX FUNERAL HOMES LLC	75.00	FOUNDATION OVERPAYMENT
MEDLER ELECTRIC CO	1,098.64	VARIOUS PARTS
MERCANTILE BANK	44,851.13	EQUIPMENT LOAN
MERS OF MICHIGAN	24,937.22	RETIREMENT OCTOBER
MI ECONOMIC DEVELOPERS ASSOC	305.00	2021 MEMBERSHIP
MICHIGAN PIPE & VALVE	290.00	SUPPLIES
MID MICHIGAN ASPHALT PAVING	504.00	S 2ND ST PATCH
MVW & ASSOCIATES INC	1,000.00	ASSESSOR CONTRACT NOVEMBER
OGEMAW COUNTY HERALD ADLINER	196.35	ADS
PURCHASE POWER	500.00	POSTAGE
RJ SCREENPRINTING	1,557.00	SHIRTS
ROMPS, ROB	91.84	HALLOWEEN DECORATIONS
SLC METERS LLC	1,135.59	METERS
STATE OF MICHIGAN	1,340.28	WSSN ANNUAL
STATE OF MICHIGAN	32.00	WATER SAMPLES
TED FESTERLING LLC	1,438.68	BLADES
TRACTOR SUPPLY CREDIT PLAN	14.99	VARIOUS SUPPLIES
UNUM LIFE INSURANCE CO OF AMERICA	880.76	LT ST DISABILITY & LIFE
VILLAGE QUIK LUBE	43.90	POLICE SERVICE
WBRC MUSIC BOOSTERS	30.00	ANNUAL WREATH SALE
WEST BRANCH AUTOMOTIVE	2,488.65	VARIOUS SUPPLIES
TOTAL	125,860.23	

RESOLUTION NUMBER 21-22

WHEREAS, the City of West Branch was awarded an MEDC grant in the amount of \$2,000,000 on September 28, 2021, and

WHEREAS, a request for qualifications (RFQ) was issued to establish a certified grant administrator (CGA) as required by the MEDC grant, and

WHEREAS, the City received two proposals in response to the RFQ, and

WHEREAS, the West Branch City Council awarded the bid during their regular meeting held on October 18, 2021 to Housing Consulting Services, LLC in the amount of \$22,400, and

WHEREAS, MEDC requires as part of their grant process a resolution naming who is authorized to sign all contracts associated with the MEDC grant on the City's behalf, and

NOW, THEREFORE, BE IT RESOLVED that the West Branch City Council hereby authorizes City Manager, John Dantzer, to sign all contracts in regards to the MEDC grant.

RESOLUTION #21-23

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

WHEREAS, the downtown sidewalk project was planned for in the 20-21 fiscal year due to available funds in the Major Street Fund, and

WHEREAS, the sidewalks could not be installed until the 21-22 fiscal year, and

WHEREAS, the expenses in Fund 202, Major Street Fund, were understated due to the sidewalk construction project being planned for in the 20-21 fiscal year but not being completed until the 21-22 fiscal year, 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 202 - MAJOR STREET FUND			
Revenues			
Dept 000.000			
Total Dept 000.000		\$540,047.00	\$540,047.00
TOTAL REVENUES		\$540,047.00	\$540,047.00
Expenditures			
Dept 451.000 - CONSTRUCTION			
Total Dept 451.000 - CONSTRUCTION		\$393,831.00	\$393,831.00
Dept 463.000 - ROUTINE MAINTENANCE			
Total Dept 463.000 - ROUTINE MAINTENANCE		\$29,123.00	\$29,123.00
Dept 470.000 - NON-MOTORIZED TRANSPORTATION			
202-470.000-703.700	SALARIES AND WAGES	\$2,050.00	\$2,050.00
202-470.000-710.700	OVERTIME	\$0.00	\$0.00
202-470.000-714.700	MANDATORY MEDICARE	\$30.00	\$30.00
202-470.000-715.700	SOCIAL SECURITY (EMPLOYER)	\$127.00	\$127.00
202-470.000-718.700	MERS RETIREMENT (EMPLOYER)	\$20.00	\$20.00

202-470.000-720.700	WORKERS COMPENSATION PREMIUM	\$85.00	\$85.00
202-470.000-724.700	UNEMPLOYMENT INS. BENEFIT	\$5.00	\$5.00
202-470.000-727.700	OPERATING SUPPLIES	\$1,000.00	\$1,000.00
202-470.000-801.700	CONTRACTUAL SERVICES	\$1,500.00	\$81,500.00
202-470.000-941.700	EQUIPMENT RENTAL	\$2,000.00	\$2,000.00
202-470.000-956.700	EXPENSES	\$50.00	\$50.00
Total Dept 470.000 - NON-MOTORIZED TRANSPORTATION		\$6,867.00	\$86,867.00
Dept 474.000 - TRAFFIC SERVICE			
Total Dept 474.000 - TRAFFIC SERVICE		\$200.00	\$200.00
Dept 478.000 - WINTER MAINTENANCE			
Total Dept 478.000 - WINTER MAINTENANCE		\$36,415.00	\$36,415.00
Dept 482.000 - ADMINISTRATION			
Total Dept 482.000 - ADMINISTRATION		\$9,592.00	\$9,592.00
Dept 485.000 - TRAFFIC SIGNAL TRUNKLINE			
Total Dept 485.000 - TRAFFIC SIGNAL TRUNKLINE		\$8,267.00	\$8,267.00
Dept 486.000 - SURFACE MAINTENANCE TRUNKLINE			
Total Dept 486.000 - SURFACE MAINTENANCE TRUNKLINE		\$6,855.00	\$6,855.00
Dept 487.000 - GUARD RAILS & POSTS TRUNKLINE			
Total Dept 487.000 - GUARD RAILS & POSTS TRUNKLINE		\$199.00	\$199.00
Dept 488.000 - SWEEPING & FLUSHING TRUNKLINE			
Total Dept 488.000 - SWEEPING & FLUSHING TRUNKLINE		\$3,140.00	\$3,140.00
Dept 489.000 - TRUNKLINE SNOW REMOVAL			
Total Dept 489.000 - TRUNKLINE SNOW REMOVAL		\$12,253.00	\$12,253.00
Dept 490.000 - TREES & SHRUBS TRUNKLINE			
Total Dept 490.000 - TREES & SHRUBS TRUNKLINE		\$680.00	\$680.00
Dept 491.000 - DRAINAGE & BACKSLOPES TRUNK.			
Total Dept 491.000 - DRAINAGE & BACKSLOPES TRUNK.		\$476.00	\$476.00
Dept 497.000 - WINTER MAINTENANCE TRUNKLINE			
Total Dept 497.000 - WINTER MAINTENANCE TRUNKLINE		\$24,853.00	\$24,853.00
Dept 498.000 - TRUNKLINE TAXES/ADMINISTRATION			

Total Dept 498.000 - TRUNKLINE TAXES/ADMINISTRATION	\$2,000.00	\$2,000.00
Dept 965.000 - TRANSFERS		
Total Dept 965.000 - TRANSFERS	\$58,250.00	\$58,250.00
TOTAL EXPENDITURES	\$593,001.00	\$673,001.00
Fund 202 - MAJOR STREET FUND:		
TOTAL REVENUES	\$540,047.00	\$540,047.00
TOTAL EXPENDITURES	\$593,001.00	\$673,001.00
NET OF REVENUES & EXPENDITURES	-\$52,954.00	-\$132,954.00
BEGINNING FUND BALANCE	\$690,178.00	\$690,178.00
ENGIND FUND BALANCE	\$637,224.00	\$557,224.00

Fund 202 MAJOR STREET FUND

GL Number	Description	Balance
*** Assets ***		
202-000.000-001.000	CASH CHECKING - MERCANTILE BANK	627,103.19
202-000.000-001.001	PAYROLL CHECKING	(0.40)
202-000.000-001.004	CHECKING - MERCANTILE BANK	0.24
202-000.000-040.400	ACCOUNTS RECEIVABLE	0.20
202-000.000-040.401	ACCTS. REC. STATE OF MICHIGAN	64,105.00
202-000.000-040.402	ACCOUNTS RECEIVABLE - AR PROGR	(0.20)
202-000.000-078.704	DUE FROM PAYROLL	497.00
Total Assets		691,705.03
*** Liabilities ***		
202-000.000-214.101	DUE TO GENERAL FUND	3,166.68
202-000.000-235.000	BC/BS FAMILY CONTINUATION	1,619.95
Total Liabilities		4,786.63
*** Fund Balance ***		
202-000.000-390.000	CARRY OVER	610,178.28
202-000.000-390.010	COMMITTED SIDEWALKS	80,000.00
Total Fund Balance		690,178.28
Beginning Fund Balance		690,178.28
Net of Revenues VS Expenditures		(3,259.88)
Ending Fund Balance		686,918.40
Total Liabilities And Fund Balance		691,705.03



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: VICTORIAN ART FAIR

Event Date: Aug 13 & 14 2022 Start Time: Fri Aug 12^{12N} End Time: Aug 14 4pm

Name of Sponsoring Organization: West Branch Creative Arts Assoc

Address: 124 N Fourth St West Branch MI 48661

Contact Person: MARCIA Young Phone Number: 345 1333

Describe the purpose of this event: ART FAIR

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

If requesting a road closure Road closure Start time: _____ End time: _____

Road closure location _____

In an effort to help your event run smoothly you must make sure the following departments are aware of and/or can staff your event. **Please obtain signatures from each department listed advising us that they are aware:**

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

Chief of Police

Ogemaw County Posse - services NOT needed ☐ arrangements have been made ☐

Chief of Police

West Branch City DPW – services NOT needed ☐ arrangement have been made ☐

DPW Superintendent

RESOLUTION NO. 21-24

A RESOLUTION DECLARING A LOCAL STATE OF EMERGENCY AND IMPLEMENTING SUPPLEMENTAL RULES OF PROCEDURE FOR PUBLIC BODIES REGARDING VIRTUAL PUBLIC MEETINGS RECITALS

WHEREAS, the Michigan Open Meetings Act, Act No. 267 of the Public Acts of 1976, as amended (“Open Meetings Act”) has been amended to permit public bodies, under certain circumstances, to conduct public meetings virtually. To do so after April 1, 2021, and except in certain cases of medical or military circumstances, there must be in effect a declared state of emergency, and

WHEREAS, The Open Meetings Act requires that if virtual meetings of any form are to be held, that certain rules of procedure regarding those meetings be adopted, and

WHEREAS, the Michigan Emergency Act, Public Act 390 of 1976 (MCL 30.401, et. seq.) authorizes the Declaration of a State of Emergency by the City of West Branch, Michigan (the “City”); and

WHEREAS, City Charter, Chapter 6.9 – Providing for Public Health and Safety, the Council shall see that provision is made for the public peace and health, and for the safety of persons and property, and

WHEREAS, COVID numbers in the State of Michigan and Ogemaw County have seen a recent surge in positive cases, including variant viruses, which are more infectious and have been detected in Michigan, and

WHEREAS, without otherwise limiting the scope of this Resolution, the City Council notes that it traditionally holds its meetings in its Council chambers, which is the largest single room in City Hall. The Council chambers are, however, small in area, seating is constrained, and the building’s ventilation system is limited. The City Council finds that operating in such an environment could risk the personal health or safety of members of the public or the public body if the meeting were held in person exclusively, and

WHEREAS, the City Council believes that it can achieve greater transparency for the public (until COVID-19 restrictions are removed), and that it is in the City’s best interest to permit public bodies in the City to host virtual meetings or hybrid meetings (i.e., meetings with in-person and virtual components) under the Open Meetings Act as permitted by law and in accordance with the provision of this Resolution.

NOW, THEREFORE, IT IS RESOLVED THAT, the recitals set forth above are affirmed as accurate and are incorporated herein as a basis for the actions of the City Council and in accordance with the recommendation of the City’s chief executive officer and after consultation with other local officials, a local state of emergency is hereby declared to exist throughout the City of West Branch, and

FURTHER IT BE RESOLVED, this declaration shall remain in effect until the earliest of any of the following:

- December 31, 2021.

- Be rescinded by resolution of the City Council.
- If any court of competent jurisdiction determines that this resolution is invalid.
- In the event the State of Michigan or Ogemaw County adopts acts or laws having the effect of permitting public bodies to again meet virtually for any reason whatsoever, and

FURTHER IT BE RESOLVED, this declaration shall apply to any public body within the City of West Branch to the extent permitted by the Open Meetings Act and, without limitation, includes the City of West Branch City Council, Planning Commission, Zoning Board of Appeals, Downtown Development Authority, and Board of Review. These City public bodies may continue to meet in-person, virtually, or partially in-person and partially-virtually as determined by the presiding officer of those bodies or by action of those bodies, and

FURTHER IT BE RESOLVED, this proclamation is effective immediately and is to be distributed as deemed necessary or appropriate by the Manager and City Clerk, and

FURTHER IT BE RESOLVED, except as otherwise provided herein, the standing rules of procedure for the public body will remain in effect, and

FURTHER IT BE RESOLVED, virtual or hybrid public meetings must utilize an electronic platform that allows for two-way communication between the members of the governing body and the public. In addition, meetings must abide by the following rules of procedures:

- Be properly noticed by publishing the notice on the public body's website homepage at least 18 hours in advance of the meeting;
- An explanation of why the public body is meeting virtually;
- How the members of the public (including persons with disabilities) may participate;
- How members of the public can directly contact members of the public body;
- Posting the meeting agenda online at least two hours before the meeting begins; and
- Members of the governing body participating virtually are required to announce at the beginning of the meeting that they are participating remotely. If a member is attending the meeting remotely for a purpose other than military duty, the member's announcement must further identify his/her physical location by City and the reason for attending remotely, and

FURTHER IT BE RESOLVED, to the extent possible and regardless of whether members are participating virtually, members of the public will be permitted to participate virtually in accordance with adopted rules of procedure. The preferred method of public participation will be via Zoom. Public comment may be made over zoom (audio or using the chat function) or by emailing comments to the City Clerk, and

FURTHER IT BE RESOLVED, all resolutions, motions, and policies in conflict with this Resolution are hereby repealed to the extent of any such conflict.

The vote to adopt this Resolution was as follows:

AYES: _____

NAYS: _____

ABSENT/ABSTAIN: _____

RESOLUTION NO. 21-24 ADOPTED/DENIED.

CLERK CERTIFICATION: I, Amanda Stang, the Clerk of the City of West Branch hereby attest that the foregoing is a true and accurate copy of a resolution adopted by the City Council of the City of West Branch at a regularly scheduled meeting held on November 1, 2021, which meeting was held in accordance with state law.

Amanda Stang, City Clerk

The authority for public bodies to conduct electronic "virtual" meetings under the Open Meetings Act ("OMA") and permit remote attendance of members for any reason expires March 31, 2021. Remote participation in meetings may continue under certain circumstances through December 31, 2021 and, in even more limited circumstances, beyond 2021.

From April through December 2021 remote attendance is allowed on an individual basis to accommodate members absent due to military duty, a medical condition, or a statewide or local state of emergency or state of disaster. During this timeframe, any member who is not on military duty or does not have a medical condition or does not live in an area affected by a state of emergency/disaster must be physically present at an in-person meeting to participate.

Similarly, public bodies as a whole may only meet remotely under specific circumstances through December 31, 2021. During this timeframe, electronic "virtual" meetings may occur pursuant to a statewide or local state of emergency or state of disaster "declared pursuant to law or charter or local ordinance by the governor or a local official, governing body, or chief administrative officer" where in person meetings would risk the "personal health or safety" of the public body or the public.

On March 4, 2021, Senate Bill 207 was introduced to extend the deadline to conduct virtual meetings for any reason through June 30, 2021. It was referred to the Committee on Government Operations on the same date. While there has been no activity on the proposed legislation, staff continues to monitor the bill to gauge support and progress.

Notice and Participation Requirements

The OMA also sets forth notice and participation requirements for electronic "virtual" meetings. These requirements include each of the following:

1. Post on a portion of the public body's website that is fully accessible to the public:
 - a. A notice complying with the OMA at least 18 hours in advance of the meeting.
 - b. An agenda at least 2 hours prior to the start of the meeting.
2. Notice of a virtual meeting must "clearly explain all of the following":
 - a. The reason(s) the meeting is being conducted virtually.
 - b. Specific information of how the public, including those with disabilities, may participate in the meeting (e.g., telephone number, internet address, or both).
 - c. How the public may contact members of the public body in advance to provide input or ask questions on the business scheduled to be addressed at that meeting.
3. Utilize an electronic platform for the virtual meeting that allows for 2-way communication between members of the public body and the public.
4. At the onset of the meeting, every member participating remotely must announce their virtual attendance. Other than for absence due to military duty, each member participating virtually must also identify their physical location for the record by stating the county, city, township or village and the state from which they are attending.

Adoption of Procedures for Remote Meetings

The OMA requires public bodies to adopt procedures to accommodate the absence of any member due to military duty, a medical condition, or a statewide or local state of emergency or state of disaster from April 1, 2021 through December 31, 2021. At minimum, these procedures must include:

1. How an absent member may participate in the meeting and vote on the business before the body.
2. Public notice that a member will be attending remotely and information how to contact that member in advance of that meeting.

Approval of Council Minutes & Summary

SUMMARY OF THE REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN PERSON AND VIRTUALLY ON MONDAY, OCTOBER 18, 2021.

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

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

Absent: Council Member Adair

Other officers present: City Manager Dantzer, City Clerk Stang, Police Chief Walters, and DPW Superintendent Killackey.

Everyone stood for the pledge of allegiance.

City Manager Dantzer recommended postponing discussion of the MSP Flag pole until he can get more information on the transfer of the property.

Council approved the bid from Lee Ann Fischer with Housing Consulting Services LLC for the CDBG Grant Administrator in the amount not to exceed \$22,400.00.

Council approved bills in the amount of \$39,900.53.

Council approved to excuse Council Member Jackson from the meeting held October 4, 2021 and Council Member Adair from the meeting held October 18, 2021.

Council approved the introduction of Ordinance 21-03, Zoning Amendment.

Council approved to postpone Ordinance 21-04, Title 13 until City Attorney Meihn could review the ordinance.

Council approved the introduction of Ordinance 21-05, Drone Ordinance.

Council approved the Special Event permit submitted for Walleye and Friends Live Music event.

Council approved the summary and minutes from the meeting held October 4, 2021.

Council approved the treasurer's report and investment summary; Planning commission minutes from the meeting held September 14, 2021; and the September month end police report.

A communication was shared.

Council Member Pugh and DPW Superintendent Killackey each gave reports.

Mayor Frechette adjourned the meeting at 6:17 pm.

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN PERSON AND VIRTUALLY IN THE COUNCIL CHAMBERS OF THE WEST BRANCH CITY HALL, 121 N. FOURTH STREET ON MONDAY, OCTOBER 18, 2021.

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

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

Absent: Council Member Carol Adair

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.

* * * * *

City Manager Dantzer recommended postponing discussion of the MSP Flag pole until he can get more information on the transfer of the property.

* * * * *

MOTION BY SHOWALTER, SECOND BY JACKSON, TO APPROVE THE BID FOR THE CGA FOR MEDC GRANT FROM LEE ANN FISCHER OF HOUSING CONSULTING SERVICES LLC, IN AN AMOUNT NOT TO EXCEED \$22,400.00.

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

No – None

Absent – Adair

Motion carried

* * * * *

MOTION BY BENNETT, SECOND BY ZIMMERMAN, TO APPROVE BILLS IN THE AMOUNT OF \$33,900.53.

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

No – None

Absent – Adair

Motion carried

* * * * *

MOTION BY FRECHETTE, SECOND BY BENNETT, TO EXCUSE COUNCIL MEMBER JACKSON FROM THE MEETING HELD OCTOBER 4, 2021 AND COUNCIL MEMBER ADAIR FROM THE MEETING HELD OCTOBER 18, 2021.

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

Motion carried

* * * * *

MOTION BY SHOWALTER, SECOND BY JACKSON, TO APPROVE THE INTRODUCTION OF ORDINANCE NO. 21-03, ZONING AMENDMENTS.

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

Motion carried

* * * * *

MOTION BY FRECHETTE, SECOND BY BENNETT, TO POSTPONE THE INTRODUCTION OF ORDINANCE NO. 21-04, TITLE 13 UNTIL CITY ATTORNEY MEIHN COULD REVIEW.

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

Motion carried

* * * * *

MOTION BY SHOWALTER, SECOND BY PUGH, TO APPROVE THE INTRODUCTION OF ORDINANCE NO. 21-05, DRONE ORDINANCE.

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

Motion carried

* * * * *

MOTION BY PUGH, SECOND BY BENNETT, TO APPROVE THE SPECIAL EVENT PERMIT FOR WALLEYE & FRIENDS LIVE MUSIC EVENT.

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

Motion carried

* * * * *

MOTION BY FRECHETTE, SECOND BY BENNETT, TO APPROVE THE MINUTES AND SUMMARY FROM THE MEETING HELD OCTOBER 4, 2021.

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

Motion carried

* * * * *

MOTION BY SHOWALTER, SECOND BY JACKSON, TO RECEIVE AND FILE THE TREASURER'S REPORT AND INVESTMENT SUMMARY; APPROVE THE PLANNING COMMISSION MINUTES FROM THE MEETING HELD SEPTEMBER 14, 2021; AND APPROVE THE SEPTEMBER MONTH END POLICE REPORT.

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

No – None

Absent – Adair

Motion carried

* * * * *

Mayor Frechette shared a communication from Congressman John Moolenaar congratulating the City on their CDBG grant to improve our infrastructure.

Council Member Pugh noted that Kiwanis has been painting the benches downtown and weather permitting they should be complete before the end of the week.

DPW Superintendent Killackey noted that the sidewalks are almost complete. He also stated the new water main is live and and everything is switched over.

* * * * *

Mayor Frechette adjourned the meeting at 6:17 PM.

Paul Frechette, Mayor

Amanda Stang, City Clerk

Consent Agenda

Bank Code		Beginning Balance 10/01/2021	Total Debits	Total Credits	Ending Balance 10/31/2021
GEN1	GEN1 - GENERAL CHECKING				
101		1,386,015.44	113,657.53	172,350.78	1,327,322.19
150	CEMETERY PERPETUAL CARE	36,326.35	0.00	0.00	36,326.35
209	CEMETERY FUND	3,488.88	650.00	2,691.11	1,447.77
243	BROWNFIELD REDEVELOPMENT AUTHORITY FU	999.95	0.00	0.00	999.95
248	DDA OPERATING FUND	207,132.26	1.58	3,684.33	203,449.51
251	INDUSTRIAL PARK FUND	9,509.07	0.00	572.24	8,936.83
276	HOUSING RESOURCE FUND	174,441.60	1,267.02	500.00	175,208.62
318	SEWER DEBT FUND	105,902.91	20,109.27	538.85	125,473.33
319	WATER DEBT FUND	70,463.88	4,798.87	94.54	75,168.21
390	SEWER FUND	285,013.16	34,954.71	38,551.53	281,416.34
391	WATER FUND	662,453.58	31,887.13	13,369.68	680,971.03
392	WATER REPLACEMENT FUND	602,090.60	0.00	0.00	602,090.60
393	SEWER COLLECTION	205,991.04	4,950.97	10,469.53	200,472.48
361	EQUIPMENT FUND	43,924.01	17,262.98	12,566.61	48,620.38
704	PAYROLL CLEARING	24,849.90	74,064.83	74,064.83	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	3,825,078.44	303,604.89	329,454.03	3,799,229.30
M/LST	MAJOR/ LOCAL STREETS				
202	MAJOR STREET FUND	650,657.40	792.25	24,346.46	627,103.19
203	LOCAL STREET FUND	342,355.46	0.00	826.09	341,529.37
	MAJOR/ LOCAL STREETS	993,012.86	792.25	25,172.55	968,632.56
PAY	PAYROLL				
704	PAYROLL CLEARING	20,183.20	74,222.71	72,742.67	21,663.24
	PAYROLL	20,183.20	74,222.71	72,742.67	21,663.24
THEM	SAVINGS				
101		459,686.74	0.00	0.00	459,686.74
150	CEMETERY PERPETUAL CARE	1,681.98	0.00	0.00	1,681.98
251	INDUSTRIAL PARK FUND	244.80	0.00	0.00	244.80
371	COLLECTION REPLACEMENT FUND	0.65	0.00	0.00	0.65
391	WATER FUND	26,415.84	0.00	0.00	26,415.84
392	WATER REPLACEMENT FUND	19,791.22	0.00	0.00	19,791.22
393	SEWER COLLECTION	3,183.26	0.00	0.00	3,183.26
361	EQUIPMENT FUND	103,535.90	0.00	0.00	103,535.90
	SAVINGS	614,540.39	0.00	0.00	614,540.39
TAX	TAXES				
701	TAX AGENCY	38,991.99	23,932.58	43,167.51	19,757.06
	TAXES	38,991.99	23,932.58	43,167.51	19,757.06
	TOTAL - ALL FUNDS	5,491,806.88	402,552.43	470,536.76	5,423,822.55

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

Fund Account	Description	Beginning Balance 10/01/2021	Total Debits	Total Credits	Ending Balance 10/31/2021
Fund 101					
004.300	CERTIFICATE OF DEPOSIT A	100,000.00	0.00	0.00	100,000.00
004.400	CERTIFICATE OF DEPOSIT B	150,000.00	0.00	0.00	150,000.00
		250,000.00	0.00	0.00	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	229,972.80	0.00	0.00	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	125,000.00	0.00	0.00	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	250,000.00	0.00	0.00	250,000.00
	TOTAL - ALL FUNDS	854,972.80	0.00	0.00	854,972.80

REGULAR MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY
HELD AT THE WEST BRANCH CITY HALL, 121 N FOURTH ST. ON TUESDAY, SEPTEMBER
28, 2021.

The meeting was called to order by Chairperson Samantha Fabbri at 12:00 pm.

Present: Anthony Bair (virtual-West Branch COVID), Joanne Bennett, Joe Clark, Samantha Fabbri, Autum Hunter, Sandy Rabidue, Erin Resteiner, Ken Walters, and Cathy Zimmerman.

Absent: None

Others present: City Manager John Dantzer

* * * * *

**MOTION BY FABBRI, SECOND BY RABIDUE, TO APPROVE THE MINUTES FROM
THE MEETING HELD AUGUST 24, 2021.**

**Yes – Bair, Bennett, Clark, Fabbri, Hunter, Rabidue, Resteiner, Walters, and
Zimmerman**

No – None Absent – None Motion carried.

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**MOTION BY BENNETT, SECOND BY FABBRI, TO APPROVE BILLS IN THE
AMOUNT OF \$16,856.23**

**Yes – Bair, Bennett, Clark, Fabbri, Hunter, Rabidue, Resteiner, Walters, and
Zimmerman**

No – None Absent – None Motion carried.

* * * * *

Tim Knutsen of Beckett and Raeder gave an updated presentation on the downtown streetscape plan as well as some estimated cost projections.

* * * * *

Member Clark noted he would like to see 10’ parking spots for all angle parking that may be affected during the Houghton Ave. reconstruction.

Member Rabidue noted the City could pick up the planters.

Member Resteiner gave an update on the progress of her new store called Kit's and noted they are hoping for a November opening.

Member Hunter gave an update on the progress of her new store called Grand Illusions Too and noted they are hoping for a late spring of 2022 opening.

Member Hunter also gave an update on the new sushi restaurant that is coming downtown and noted they are hoping to open by the end of October.

Member Bair apologized for not being in person and noted that remote meetings are now mandated by his employer.

Member Bair also noted that he wished the estimates provided by Beckett and Raeder would have had a better breakdown of the costs and the breakdown of MDOT participation.

Manager Dantzer noted he was looking into façade programs at other cities and asked if the DDA would be willing to consider a program moving forward. It was the consensus of the Board to have Manager Dantzer continue to gather information on a facade program.

* * * * *

The meeting was adjourned at 1:00 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 12:17 p.m. by Chairman Terry Hodges.

Present: Terry Hodges, Breck Gildner, Brad Neubecker, John Dantzer, Craig Scott and Paul Frechette. Absent: Mike Jackson. Also in attendance, W.B. Airport manager Ben Evergreen.

Motion by Danzer, second by Neubecker, the meeting minutes of the meeting on Aug 18, 2021 be approved. Voice vote. Ayes – all. Motion carried. [9-1-#1]

Motion by Dantzer, second by Hodges, claims in the amount of \$23,300.42 be approved for payment. Voice vote. Ayes – all. Motion carried. [9-1-#2]

Ben gave the financial report, noting a combined account balance of \$198,070.67 as of August 31, 2021. Ben noted that this is a good position to be in as we near the end of our fiscal year. Also discussed was that County and City appropriations should be received shortly, and that MDOT reimbursements totaling \$135,733.72 are expected to be received in the next period which will put us in very good shape moving forward.

Motion by Neubecker, second by Hodges, to accept the financial report as presented. Voice vote. Ayes – all. Motion carried. [9-1-#3]

Board members reviewed a proposed land lease between Gallagher Dairy Farms Inc. and the Airport. The lease was previously reviewed and amended by Attorney William D Engemann, P.C., and intended to reflect terms agreed upon at last month's meeting.

Motion by Gildner, second by Neubecker, to approve the lease with Gallagher Dairy Farms Inc. as presented. Voice vote. Ayes – all. Motion carried. [9-1-#4]

Ben presented an amended budget for the 2021 fiscal period. The amendment is necessary to accommodate the expenditure amounts approved during the year into the final budget. Income totals were up significantly for the year as well as expenditure totals.

Motion by Dantzer, second by Hodges, to approve the Amended Budget as presented. Voice vote. Ayes – all. Motion carried. [9-1-#5]

Discussion was held regarding the airport's annual financial audit. It was decided to extend the airport's agreement with James Anderson, P.C., one more year, and to have him complete the audit for the 2021 fiscal year.

Discussion was held on pickup truck category snowplow needs. It was noted that our current equipment in this category is 21 years old and has required increasing maintenance the last few years. There has also been a reduction in the current equipment's reliability noted, as during the last snowplowing season there were ongoing electrical issues involving the charging system and lighting system such that the plow could not be operated simultaneously with any other electrical system. This caused incidents where the truck would stall and require jumpstart to again attempt plowing, only to stall again because sufficient electrical power was not being produced. The snowplow itself, though maintained well, is getting quite worn as well. The importance of this particular piece of equipment is great, as it is used to complete the majority of snow clearing on the apron, taxiways, parking lots, hangar access drives, hangar parking areas, and runway turnaround, totaling more than 9 acres of pavement plowed per snowfall. The board reviewed three options for vehicles. A price for a new unit from Hodges Chevrolet for \$56,082.90, a price for a used unit from Hodges Chevrolet for \$51,085.00, and a price for a truck unity only, no plow, through MIDeal for \$34,212.80. Discussion was held on the price of a new plow for the MIDeal option. It was decided to gather more information on plow prices. Discussion was also held on the timeline that the vehicle is needed, and the probable timeline to receive a vehicle via each of the three options. The MIDeal option specifies a vehicle that is not currently being produced, so it could be 1 to 2 years or more before the vehicle would be delivered. It is not known if the pricing would be honored for that long of a time period as it likely exceeds the contract period for the MIDeal agreement. The delivery time for the new option from Hodges Chevrolet is uncertain as well, but that option is for a vehicle package that is currently being produced. However, that option could be 6 months to a year before delivery as well. The used option from Team Hodges would be available immediately. The ultimate date of complete failure of the current plow vehicle is uncertain, however waiting until that time to replace it would result in interrupted airfield operations, lost revenue from air traffic, lost value for trade in of the current vehicle, and whatever costs are incurred maintaining the current vehicle between now and replacement. It was ultimately decided to table a decision until next meeting.

Ben gave a report on recent tours of the facility by West Branch City Police and Ogemaw Fire Departments. Both departments intend to hold driving courses at the airport in the coming months.

Ben presented an economic necessity certification form requesting grant funding for a pavement marking project for all airside pavements to be completed during the 2022 season.

Motion by Frechette, second by Neubecker to complete the document and request grant funding for the pavement marking project. Voice vote. Ayes – all. Motion carried. [9-1-#6]

No further business remaining, Chairman Hodges adjourned the meeting at 1:15 p.m.

Minutes by Ben Evergreen, airport manager.

Communications

ROAD DIET



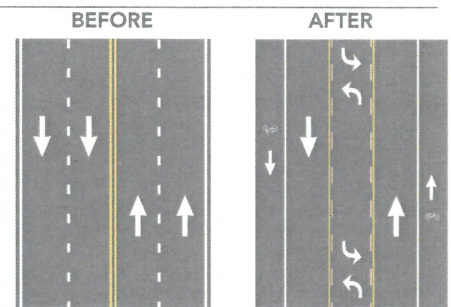
Safety | Livability | Low Cost

Road Diet FAQ

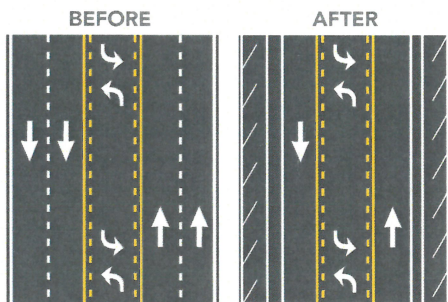


What is a Road Diet?

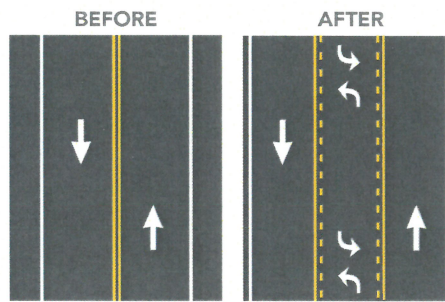
A Road Diet repositions pavement markings to better meet the needs of all road users. A classic Road Diet converts a four-lane undivided roadway to a three-lane roadway, but there are many other reconfigurations being used by States and locals. For example, a Road Diet could convert the roadway space from five to three lanes, two to three lanes, or vary lane of a three-lane roadway, as shown below. An agency could even use a Road Diet on a one-way street. For design guidance, see Chapter 4 of FHWA's [Road Diet Informational Guide](#).¹



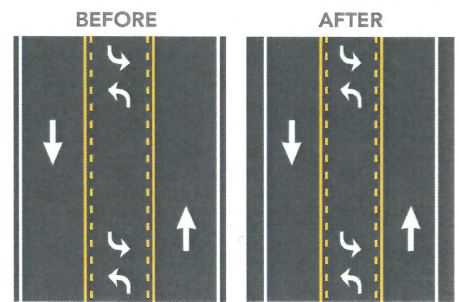
Classic Road Diet Conversion.



This five-lane to three-lane Road Diet removes lanes to allocate space for multipurpose use.



This two-lane to three-lane Road Diet reallocates shoulder width to add a TWLTL.



This three-lane to three-lane Road Diet narrows lanes to allocate space for wider shoulders.



How do Road Diets improve roadway safety?

A study conducted by the Federal Highway Administration (FHWA) found that four-lane to three-lane Road Diet conversions reduce the total number of crashes by 19 to 47 percent.² Several features of a Road Diet contribute to this safety improvement.

- **A reduction in the number of through lanes** can calm traffic, reduce weaving, reduce the number of lanes for pedestrians to cross, and reduce left-turn conflicts.
- **A two-way left-turn lane (TWLTL)** may reduce head-on crashes by dividing opposing traffic and reduce rear-end crashes by providing left-turning vehicles their own lane.
- **Wider shoulders** provide recovery room should drivers depart the travel way. They can also provide buses or mail trucks room to pull out of the travel lane, allowing vehicles to pass.
- **Pedestrian, Bicycle, and Transit Facilities** provide a dedicated space for these users, which can increase motorists' recognition that they are using the roadway. Dedicated bicycle/transit lanes and pedestrian refuge islands provide visible cues that can improve driver awareness.

¹ FHWA, Road Diet Informational Guide. FHWA Report No. FHWA-SA-14-028. Washington, D.C. 2014. Accessible at: http://safety.fhwa.dot.gov/road_diets/info_guide/.

² FHWA, Evaluation of Lane Reduction "Road Diet" Measures on Crashes. FHWA Report No. FHWA-HRT-10-053. Washington, D.C. 2010. Accessible at: <https://www.fhwa.dot.gov/publications/research/safety/10053/>.

For more detail about each of these Road Diet features and examples of how agencies have implemented them, check out FHWA's [Road Diet Informational Guide](#)³ and [Road Diet Case Studies](#).⁴



How do agencies select candidate Road Diet locations?

Whether interested in implementing Road Diets on a large scale or screening potential locations to yield one or two ideal sites, agencies can employ several methods to systemically identify candidate locations.

1. **Citing Road Diets as a strategy in safety plans**—including the Strategic Highway Safety Plan (SHSP), speed management plans, or bicycle and pedestrian plans—can lead to systemic identification and low-cost implementation.
2. **Evaluating all four-lane undivided roads** can help agencies identify an appropriate starting point by screening a subset of the entire network.
3. **Identifying multimodal expansion or connectivity needs** can lead to Road Diets as a strategy to accomplish the goals of safer and more-connected bicycle networks.
4. **Screening all upcoming resurfacing projects** allows an agency to incorporate Road Diets for virtually no cost.

For more detail about each of these methods and examples of how agencies have implemented them, check out FHWA's flyer on *Systemically Identifying Candidate Road Diet Locations*.⁵



What is the maximum traffic volume for a four-lane to three-lane Road Diet conversion?

Several agencies have developed guidelines for selecting candidate Road Diet locations to mitigate any negative effect on traffic operations. FHWA has summarized average daily traffic (ADT) volume threshold guidelines for four-lane roadways:

Less than 10,000 ADT: A great candidate for Road Diets in most instances. Capacity will most likely not be affected.

10,000-15,000 ADT: A good candidate for Road Diets in many instances. Agencies should conduct intersection analyses and consider signal retiming in conjunction with implementation.

15,000-20,000 ADT: A good candidate for Road Diets in some instances; however, capacity may be affected depending on conditions. Agencies should conduct a corridor analysis.

Greater than 20,000 ADT: Agencies should complete a feasibility study to determine whether the location is a good candidate. Some agencies have had success with Road Diets at higher traffic volumes.

For more information about a Road Diet's relationship to capacity, check out FHWA's Road Diet Myth Busters flyer titled [Myth: Road Diets Make Traffic Worse](#).⁶



How much does a Road Diet cost?

Road Diets are much more economical than typical roadway expansions (e.g., right-of-way, asphalt, concrete, drainage modifications) because the primary expense is restriping the existing roadway. As a stand-alone project a Road Diet is relatively inexpensive, and agencies can reduce project costs even further by coupling Road Diets with regularly scheduled resurfacing. For more information about Road Diet costs, check out FHWA's flyer on *How Much does a Road Diet Cost*.⁷

³ FHWA, Road Diet Informational Guide. FHWA Report No. FHWA-SA-14-028. Washington, D.C. 2014. Accessible at: http://safety.fhwa.dot.gov/road-diets/info_guide/.

⁴ FHWA, Road Diet Case Studies. FHWA Report No. FHWA-SA-15-052. Washington, D.C. 2015. Accessible at: <http://safety.fhwa.dot.gov/road-diets/case-studies/>.

⁵ FHWA, Road Diet: Systemically Identifying Candidate Road Diet Locations. FHWA Report No. FHWA-SA-17-018. Washington, D.C. 2016.

⁶ FHWA, "Road Diet Myth Busters, Myth: Road Diets Make Traffic Worse," FHWA-SA-16-036, Washington, D.C. 2016. Accessible at: http://safety.fhwa.dot.gov/road-diets/resources/pdf/RoadDiet_MythBuster.pdf.

⁷ FHWA, "Road Diet: How Much Does a Road Diet Cost?" FHWA-SA-16-100, Washington, D.C. 2016.

What are the effects of Road Diets on emergency response services?

Multi-lane undivided roads can be problematic for emergency responders, as drivers may not be aware of protocols for allowing emergency vehicles to pass. Road Diets can significantly improve response times by allowing emergency vehicles to bypass traffic by using the center two-way left-turn lane. For examples of how Road Diets have positively affected emergency response times, check out FHWA's flyer on *Road Diets and Emergency Response: Friends, Not Foes*.⁸

How does a Road Diet affect businesses?

A Road Diet can improve economic vitality by changing the corridor from a place people "drive-through" to one that they "drive-to." Replacing vehicle travel lanes with on-street parking options, walking areas, and bicycle lanes can make the street a more attractive "park once" place. With these improved facilities, a motorist is more likely to park, walk around, shop, and enjoy the setting. For examples of how Road Diets have positively affected surrounding businesses, check out FHWA's flyer on *Road Diets' Economic Impacts*.⁹

What metrics can I use to evaluate a Road Diet?

Effective assessment of Road Diet operational, safety, and livability success can use a mixture of quantitative and qualitative metrics. The table below outlines commonly used metrics for evaluating the performance of a Road Diet. For more information about each of these evaluation metrics, check out FHWA's [Road Diet Informational Guide](#).¹⁰ For examples of how agencies have used these metrics, see FHWA's flyer on *Road Diets Evaluation Metrics*.¹¹

Operational	Safety	Livability/Economic Development
Daily traffic counts	Travel speeds	Transit ridership
Peak hour traffic counts	Percent of drivers over the speed limit	Availability of on-street parking
Turning movement traffic counts	Percent of top-end speeders (Greater than 10 mph over speed limit)	Overall public satisfaction
Intersection queue lengths (main street and side street)	Crash frequency, type, severity, and rate	Property values
Travel times (vehicles)	Perceived level of safety	Resident/public feedback
Travel time (transit)		Business feedback/sales records
Adjacent street traffic counts and speeds		Number of new businesses/residences
Bicycle counts		
Pedestrian counts		

How do agencies incorporate Road Diets into design guidelines and policies?

Agencies incorporate Road Diets into their policies as both stand-alone documents and parts of existing agency plans and practices. Stand-alone policies add Road Diets to the agency's toolbox as a first-tier solution. Including Road Diets into a Strategic Highway Safety Plan, transportation planning process, or design guidance distinguishes it as a broader safety improvement strategy. Examples of how States have incorporated Road Diets into their guidance and policies are included in FHWA's brochure on [Road Diet Policies: Expanding Beyond a Single Implementation](#).¹²

⁸ FHWA, "Road Diet and Emergency Response: Friends, Not Foes." FHWA-SA-17-020, Washington, D.C. 2016.

⁹ FHWA, "Road Diets' Economic Impacts." FHWA-SA-17-019, Washington, D.C. 2016.

¹⁰ FHWA, "Road Diet Informational Guide," FHWA-SA-14-028, Washington, D.C. 2014. Accessible at: http://safety.fhwa.dot.gov/road_diets/info_guide/.

¹¹ FHWA, "Road Diet Evaluation Metrics," FHWA-SA-17-022, Washington, D.C. 2016.

¹² FHWA, *Road Diet Policies: Expanding Beyond a Single Implementation*, FHWA-SA-16-072. Washington, D.C. 2016. Accessible at: http://safety.fhwa.dot.gov/road_diets/resources/fhwasa16072/.



How can I communicate Road Diet benefits to the public?

FHWA's Office of Safety has developed two educational handouts that agencies can use at public meetings. *The Common Questions and Answers* handout provides high-level information about Road Diets and their benefits.¹³ *The Debunking Road Diet Myths* handout addresses common concerns that sometimes arise at public meetings.¹⁴ FHWA has also developed a Road Diet video targeted at increasing public awareness and support.^{15,16}

FHWA also provides free technical assistance that can include help for developing materials that can be used at an agency's public meetings. For more information or to request technical assistance, please contact Rebecca Crowe (rebecca.crowe@dot.gov) at the FHWA Office of Safety.



Are Federal funds available for Road Diet projects?

Yes, Road Diet projects are typically eligible for funding through Federal programs like the Surface Transportation Program (STP) and Highway Safety Improvement Program (HSIP), as well as other funding mechanisms. Some agencies have also used funding from Safe Routes to School programs, pedestrian and bicycle funds, and transit grants. Several agencies monitor their jurisdiction's resurfacing projects to see whether streets scheduled for upcoming resurfacing are good candidates for Road Diets, allowing them to use a small portion of annual paving program funds for some Road Diet installations.¹⁷ To learn more about funding opportunities, contact your FHWA Division office.



¹³ FHWA, "Road Diet: Common Questions and Answers," FHWA-SA-16-073. Washington, D.C. 2016.

¹⁴ FHWA, "Road Diet: Debunking Common Road Diet Myths," FHWA-SA-16-074. Washington, D.C. 2016. Accessible at: http://safety.fhwa.dot.gov/road_diets/resources/fhwasa16074/.

¹⁵ FHWA, "Road Diet Video (short)," 2016. Accessible at: <https://www.youtube.com/watch?v=n3ucpaCigig>.

¹⁶ FHWA, "Road Diet Video (long)," 2016. Accessible at: https://www.youtube.com/watch?v=m_xTUCPWG78.

¹⁷ FHWA, "Road Diet Informational Guide," FHWA-SA-14-028. Washington, D.C. 2014. Accessible at: http://safety.fhwa.dot.gov/road_diets/info_guide/.



The Center for Local, State, and Urban Policy

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Michigan Public Policy Survey

October 2021

The lingering impacts of the COVID-19 pandemic on Michigan communities and local governments

By Debra Horner, Thomas Ivacko, and Natalie Fitzpatrick

This report presents local government leaders' views on the continuing impacts of the COVID-19 pandemic in Michigan in 2021, including overall impacts on local communities, evaluations of governmental coordination and resource provision, and expectations for how long negative impacts will persist. These findings are based on statewide surveys of local government leaders in the Spring 2021 wave of the Michigan Public Policy Survey (MPPS), conducted between April 5 and June 7, 2021, and includes comparisons to Spring 2020 wave responses.

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



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Key Findings

- Considering the full range of impacts from the COVID-19 pandemic—from public health to the economy, residents' welfare, public service delivery, and more—30% of Michigan local leaders say their local communities are still suffering significant (28%) or crisis-level (2%) impacts *overall*, as of spring 2021. However, this is down sharply from the beginning of the pandemic a year ago, when 67% said their communities were experiencing significant (12%) or crisis-level (55%) impacts overall.
 - » The state's largest jurisdictions, and particularly counties, as well as jurisdictions in the Upper Peninsula are the most likely to report that their local communities still have significant or crisis-level impacts from COVID-19.
 - » More than a third of local leaders statewide continue to report significant or crisis-level impacts from COVID-19 specifically on their local economy (39%) and residents' welfare (34%), while 31% say there continue to be such negative impacts on local public health. These percentages have also fallen substantially compared with reports in 2020.
 - » Just 12% of local governments statewide report that the continuity of their public services continues to suffer substantial impacts due to the pandemic. However, 25% indicate that their governments' local officials and employees continue to struggle with serious negative impacts on their work experiences, including on morale, mental health, and sense of job security.
- Compared with last year, fewer local leaders report effective coordination between their jurisdiction and various units of their county government (51% now vs. 59% in 2020), units of the state government (30% now vs. 39% last year), or the Michigan Department of Health and Human Services specifically (36% now vs. 40% last year).
- Overall, 40% of local leaders say their jurisdictions are getting the public health resources they need from the state or federal government to address the pandemic (up from 26% and 35% last year, respectively). Meanwhile, 34% say they are getting the financial resources needed from the state or federal government (up from 22% and 21%, last year).
 - » Local leaders' top priorities for spending federal funds from the American Rescue Plan Act (ARPA) include infrastructure (62%), assistance for local businesses (47%) and community-wide public services (44%).
- Concerns about ongoing economic impacts are growing. Overall, 36% of local leaders expect negative economic impacts to last at least another full year, up from 27% who felt this way last year.

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Adjournment