

## AGENDA

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL TO BE HELD IN PERSON AND VIRTUALLY IN RESPONSE TO THE COVID 19 PANDEMIC AT THE WEST BRANCH CITY HALL, 121 N. FOURTH ST. ON MONDAY, JANUARY 24, 2022, BEGINNING AT 7:00 P.M.

PLEASE NOTE: All guests and parties in attendance are asked to sign in if they will be making any comments during meetings, so that the City Clerk may properly record your name in the minutes. Public comments are limited to 3 minutes in length while matters from the floor are limited to 10 minutes. All in attendance are asked to silence all cell phones and other electronic devices. Accommodations are available upon request to those who require alternately formatted materials or auxiliary aids to ensure effective communication and access to City meetings or hearings. All request for accommodations should be made with as much advance notice as possible, typically at least 10 business days in advance by contacting City Clerk 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. Appointment of Mayor Pro Tem
  - B. Resolution 22-03, Naming of authorized banks and signers
  - C. Mayor exchange participation
- X. New Business
  - A. Bills
  - B. Resolution 22-04, purchase agreement
  - C. Victorian Art Fair banner application
  - D. Rifle River Quilt Guild banner application
  - E. Rifle River Quilt Guild special event permit
  - F. Surline PTO Color Run special event permit
- XI. Approval of the minutes and summary from the meeting held January 10, 2022
- XII. Consent Agenda
  - A. Minutes from the Planning Commission meeting held on December 14, 2021
  - B. Minutes from the Airport Board meeting held on December 15, 2021
  - C. Treasurer's Report and Investment Summary

XIII. Communications

XIV. Reports

A. Mayor

B. Council

C. Manager

1. Annual meeting reminder and determination of location
2. Council Goals revisit

XV. Public comment any topic

XVI. Adjournment

UPCOMING MEETINGS-EVENTS

January 25-DDA meeting 12pm

February 7-City Council annual joint meeting with DDA and Planning Commission 6pm

February 16-Airport Board meeting 12:15 pm

February 21-City Council meeting 6pm

February 22-DDA meeting 12pm

February 26- Chamber Winter Ball 6pm

**Call to Order**

**Roll Call**

**Pledge of  
Allegiance**

# **Scheduled Matters from the Floor**



# Public Hearings

# **Additions to the Agenda**

# **Public Comment -Agenda Items**

# Bids

# **Unfinished Business**

As per section 4.5 of the City Charter, the Council shall at its first meeting in January of each even numbered year, elect one of its members to serve as Mayor Pro Tem for a two year term.

**RESOLUTION #22-03**

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

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

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

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



## 2022 Community Exchange

Great ideas for tackling municipal challenges and maximizing opportunities come from many places, including neighboring communities. But how will you know if you don't visit them?

We'll help you facilitate a community exchange. Get a group of your officials and/or employees together to host another community and then visit them in return. Municipalities can benefit from the sharing and gathering of ideas, solutions, initiatives, and processes.

### How Can My Community Participate?

Complete this form and submit it to the League. We will compile a pool of communities that are interested in participating. In mid-February, we'll share the list of communities, and you can choose a location that suits your needs and interests.

**Municipality Name** \_\_\_\_\_

**Mayor/President Name** \_\_\_\_\_

**Maximum Miles/Hour** \_\_\_\_\_

*"Fremont implemented our public art program as a direct result of a community exchange," (formerly known as mayor's exchange) – Jim Rynberg, Mayor, City of Fremont*

### Contact Information

**Name** \_\_\_\_\_

**Title** \_\_\_\_\_

**Address** \_\_\_\_\_  
\_\_\_\_\_

**Phone** \_\_\_\_\_

**Email** \_\_\_\_\_

**Preference** (population, form of government, services offered, etc.)  
\_\_\_\_\_

**Return by**  
**February 1, 2022**

**Mail:**  
Community Exchange  
C/O Michigan Municipal League  
1675 Green Road  
Ann Arbor, MI 48105

**Email:**  
mmooney@mml.org

**Online:**  
[www.michiganmayors.org](http://www.michiganmayors.org)



**New Business**

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

<i>BILLS</i>	<i>\$55,668.89</i>
<i>BILLS AS OF 1/20/22</i>	<i>\$55,668.89</i>
<i>Additions to Bills as of</i>	<i>\$0</i>
<i>Paid but not approved</i>	<i>\$30.00</i>
<b>TOTAL BILLS</b>	<b>\$55,698.89</b>

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

Vendor Name	Amount	Description
BBC DISTRIBUTING	58.80	WWTP SUPPLIES
CONSUMERS ENERGY	367.81	ELECTRIC
DETROIT SALT COMPANY	3,859.21	SALT
DO ALL INC	738.00	RECYCLING
ELHORN ENGINEERING COMPANY	680.00	WATER SUPPLIES
FOSTER BLUE WATER OIL LLC	2,809.00	FUEL
KONICA MINOLTA BUSINESS SOLUTIONS	2,069.18	POLICE NEW COPIER
LAPHAM ASSOCIATES INC	1,175.00	M-30 HOUSING PROJECT
LINSENMAN, MATT	150.00	BOOT REIMBURSEMENT
MEDLER ELECTRIC CO	132.86	DPW SUPPLIES
MESSA	31,153.10	HEALTH INS JAN & FEB
MESSA	841.10	HEALTH INS JAN & FEB M/L PORTION
MILLER OFFICE MACHINES	37.84	POLICE COPIES
MVW & ASSOCIATES INC	1,000.00	ASSESSOR CONTRACT FEBRUARY
OGEMAW COUNTY HERALD ADLINER	65.45	ADS
ON DUTY GEAR LLC	975.00	POLICE SUPPLIES
PITNEY BOWES INC RENTAL ACCT	69.98	MONTHLY FEES JAN 2021 & OCT 2021
PRINTING SYSTEMS	193.18	GL CHECKS
TRUCK & TRAILER SPECIALTIES	591.26	#5C
UNIVAR USA INC	8,435.10	WWTP ALUM
UPS	25.04	SHIPPING
VERIZON WIRELESS	201.60	CELL PHONES
VIC BOND SALES INC	40.38	VARIOUS SUPPLIES
<b>TOTAL</b>	<b>55,668.89</b>	

## RESOLUTION #22-04

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

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

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

### Phase 1 Description

Part of the North One-half of the Southeast One-quarter of Section 25, T22N, R01 E, Ogemaw Township, Ogemaw County, State of Michigan described as: Commencing at the East One-quarter corner of said section 25; thence S00° 12' 14"W, along the East line of said Section 25, 455.44 feet; thence N86°33'06"W, parallel with the South One-eighth line of said Section 25 and along the North line of a 66.00 feet wide easement, 1222.75 feet to the west line of a 66.00 feet wide easement, and to the true point of beginning of the following described parcel of land; thence N86°33'06"W, parallel with said South One-eighth line, 562.90 feet; thence N00° 12' 14"E, parallel with said East Section line, and along the east line of a 24.95 feet wide easement, 258.00 feet; thence S86° 33'06"E, parallel with said South One-eighth line, and along the south line of a 66.00 feet wide easement, 562.90 feet; thence S00° 12' 14"W, parallel with said East Section line, and along the west line of a 66.00 feet wide easement, 258.00 feet back to the point of beginning.

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

### Phase 2 Description

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

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

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

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

# Real Estate Summary Sheet

\*\*\*Information herein deemed reliable but not guaranteed\*\*\*

12/01/2021 11:49 AM

Parcel:	052-625-002-02	Current Class:	005.NEW SPLIT / COMBINED
Owner's Name:	CITY OF WEST BRANCH	Previous Class:	005.NEW SPLIT / COMBINED
Property Address:		Taxable Status	TAXABLE
		Prev. Taxable Status	TAXABLE
		Gov. Unit:	052 CITY OF WEST BRANCH

Liber/Page: 3169323  
Split: 12/01/2021

Created: 12/01/2021  
Active: Inactive

School: 65045 W BRANCH ROSE CITY AREA SCH  
Neighborhood:

Public Impr.: None  
Topography: None

## Mailing Address:

CITY OF WEST BRANCH  
121 N FOURTH STREET  
WEST BRANCH MI 48661

## Description:

2012 SPLIT FROM 011-025-024-05  
SEC 25 T22N R1E 1.85 AC M/L

Handwritten: New 2022

PART OF THE NORTH ONE-HALF OF THE SOUTHEAST ONE-QUARTER OF SECTION 25, T22N, R01 E, OGEMAW TOWNSHIP, OGEMAW COUNTY, STATE OF MICHIGAN DESCRIBED AS: COMMENCING AT THE EAST ONE-QUARTER CORNER OF SAID SECTION 25; THENCE 500°12' 14" W, ALONG THE EAST LINE OF SAID SECTION 25, 455.44 FEET; THENCE N86°33' 06" W, PARALLEL WITH THE SOUTH ONE EIGHTH LINE OF SAID SECTION 25 AND ALONG THE NORTH LINE OF A 66.00 FEET WIDE EASEMENT 1810.65 FEET TO THE TRUE POINT OF BEGINNING OF THE FOLLOWING DESCRIBED PARCEL OF LAND; THENCE N86°33' 06" W, PARALLEL WITH SAID SOUTH ONE-EIGHTH LINE, 314.00 FEET; THENCE N00°12' 14"E, PARALLEL WITH SAID EAST SECTION LINE, AND ALONG THE EAST LINE OF A 66.00 FEET WIDE EASEMENT, 258.00 FEET; THENCE S86°33' 06"E, PARALLEL WITH SAID SOUTH ONE-EIGHTH LINE, AND ALONG THE SOUTH LINE OF A 66.00 FEET WIDE EASEMENT, 314.00 FEET; THENCE S00°12' 14"W, PARALLEL WITH SAID EAST SECTION LINE, AND ALONG THE WEST LINE OF A 24.95 FEET WIDE EASEMENT, 258.00 FEET, BACK TO THE POINT OF BEGINNING.

SPLIT ON 12/01/2021 FROM 011-025-024-25;  
ANNEXED FROM OGEMAW TWP NEW NUMBER 2022

## Most Recent Sale Information

Sold on 07/07/2021 for 0 by CITY OF WEST BRANCH.

Terms of Sale: 13-GOVERNMENT

Liber/Page: 3169323

## Most Recent Permit Information

None Found

## Physical Property Characteristics

2022 S.E.V.: Tentative  
2021 S.E.V.: 0

2022 Taxable: Tentative

2021 Taxable: 0

### Lot Dimensions:

Acreage: 0.00

Frontage: 0.0

Average Depth: 0.0

Zoning:

Land Value: Tentative

PRE: 0.000

Land Impr. Value: Tentative

## Improvement Data

None

# Real Estate Summary Sheet

\*\*\*Information herein deemed reliable but not guaranteed\*\*\*

12/01/2021 11:50 AM

Parcel: 052-625-002-01  
Owner's Name: CITY OF WEST BRANCH  
Property Address:

Current Class: 005.NEW SPLIT / COMBINED  
Previous Class: 005.NEW SPLIT / COMBINED  
Taxable Status: TAXABLE  
Prev. Taxable Status: TAXABLE  
Gov. Unit: 052 CITY OF WEST BRANCH

Liber/Page: 3169323  
Split: 12/01/2021  
Public Impr.: None  
Topography: None

Created: 12/01/2021  
Active: Inactive

School: 65045 W BRANCH ROSE CITY AREA SCH  
Neighborhood:

## Mailing Address:

CITY OF WEST BRANCH  
121 N FOURTH STREET  
WEST BRANCH MI 48661

## Description:

2012 SPLIT FROM 011-025-024-05  
SEC 25 T22N R1E 3.33 AC M/L

PART OF THE NORTH ONE-HALF OF THE SOUTHEAST ONE-QUARTER OF SECTION 25, T22N, R01E, OGEMAW TOWNSHIP, OGEMAW COUNTY, STATE OF MICHIGAN DESCRIBED AS: COMMENCING AT THE EAST ONE-QUARTER CORNER OF SAID SECTION 25; THENCE S00°12' 14" W, ALONG THE EAST LINE OF SAID SECTION 25, 455.44 FEET; THENCE N86°33' 06"W, PARALLEL WITH THE SOUTH ONE EIGHTH LINE OF SAID SECTION 25 AND ALONG THE NORTH LINE OF A 66.00 FEET WIDE EASEMENT, 1222.75 FEET TO THE WEST LINE OF A 66.00 FEET WIDE EASEMENT, AND TO THE TRUE POINT OF BEGINNING OF THE FOLLOWING DESCRIBED PARCEL OF LAND; THENCE N86°33' 06"W, PARALLEL WITH SAID SOUTH ONE-EIGHTH LINE, 562.90 FEET; THENCE N00°12' 14"E, PARALLEL WITH SAID EAST SECTION LINE, AND ALONG THE EAST LINE OF A 24.95 FEET WIDE EASEMENT, 258.00 FEET; THENCE S86°33' 06"E, PARALLEL WITH SAID SOUTH ONE-EIGHTH LINE, AND ALONG THE SOUTH LINE OF A 66.00 FEET WIDE EASEMENT, 562.90 FEET; THENCE S00°12' 14"W, PARALLEL WITH SAID EAST SECTION LINE, AND ALONG THE WEST LINE OF A 66.00 FEET WIDE EASEMENT, 258.00 FEET, BACK TO THE POINT OF BEGINNING

SPLIT ON 12/01/2021 FROM 011-025-024-25;  
ANNEXED FROM OGEMAW TWP NEW NUMBER 2022

New  
2022

## Most Recent Sale Information

Sold on 07/07/2021 for 0 by CITY OF WEST BRANCH.

Terms of Sale: 13-GOVERNMENT

## Most Recent Permit Information

None Found

Liber/Page: 3169323

## Physical Property Characteristics

2022 S.E.V.: Tentative  
2021 S.E.V.: 0

Zoning:

PRE: 0.000

2022 Taxable: Tentative

2021 Taxable: 0

Land Value: Tentative

Land Impr. Value: Tentative

Lot Dimensions:

Acreage: 0.00

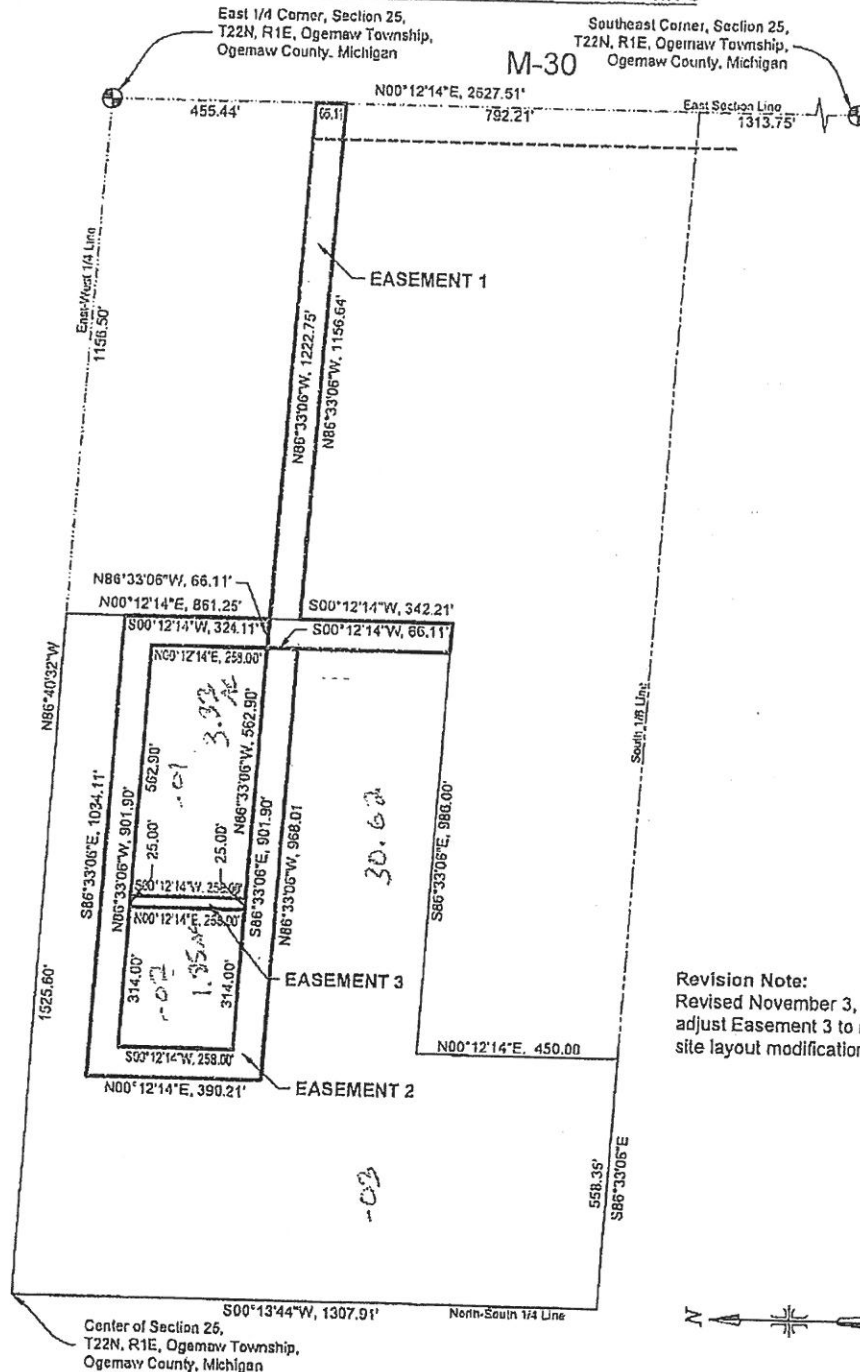
Frontage: 0.0

Average Depth: 0.0

## Improvement Data

None

# Roadway Easement EXHIBIT "A" Sketch of Easement



Revision Note:  
Revised November 3, 2021 to  
adjust Easement 3 to reflect  
site layout modifications.



**LAPHAM**  
ASSOCIATES

ENGINEERING  
PLANNING  
ENVIRONMENTAL  
SURVEYING

116 South 3rd Street  
West Branch, MI 48661

P (989) 345-5030  
F (989) 345-7302

www.laphamassoc.com

© 2021 COPYRIGHT, LAPHAM ASSOCIATES  
UNAUTHORIZED COPYING IS PROHIBITED.

Project No.:	Drawn By:
N-200517	S.E.BELL
Date:	Sheet No.:
July 7, 2021	1 of 1
Scale:	Checked By:
1"=300'	





121 North Fourth Street, West Branch, Michigan 48661  
Phone 989-345-0500, Fax 989-345-4390, e-mail [cityhall@westbranch.com](mailto:cityhall@westbranch.com)  
The City of West Branch is an equal opportunity provider, employer, and lender

VICTORIAN ART FAIR

Name of Organization WEST BRANCH CREATIVE ARTS ASSOC

Address 124 N. 4th St West Branch MI 48661

Contact Person & Phone Number MARCIA YOUNG 9893451333

Applications are subject to City Council approval and conditions.

1. "LINK LETTER" or vinyl mesh type banners only with a maximum size of 2'x35' (NO EXCEPTIONS!!)
2. Rendering showing color, size and design of banner must be submitted with application
3. ALL banners MUST be in a box clearly marked with the name of the banner, contact name & phone number
4. ALL banners MUST be picked up within 2 weeks after the event; failure to do so will result in disposal of the banner.
5. One (1) banner per organization per year
6. Two (2) week maximum
7. Each placement must be approved by City Council at least two (2) weeks prior to scheduled placement
8. One banner displayed at any one time - priority based on "first come" basis (applications accepted beginning January 1 each year)
9. Organization holds City harmless and agrees to defend City from liability claims arising as a result of activity or event announced on banner
10. Banners allowed May 1 - October 31
11. Meid Street only
12. No commercial advertising allowed on banner
13. City Council reserves the right to limit the number of banners

Message displayed on banner: VICTORIAN ART FAIR 2nd Weekend Aug.

Banner to be displayed: FROM 8/1/22 TO 8/13/22

Marcia M Young  
Signature

For Office Use Only

Application Number \_\_\_\_\_

Placement of banner approved at Council meeting held on \_\_\_\_\_

Conditions approved by City Council on 5/7/18.

Called on \_\_\_\_/\_\_\_\_/\_\_\_\_



121 North Fourth Street, West Branch, Michigan 48661  
Phone 989-345-0500, Fax 989-345-4390, e-mail [cityhall@westbranch.com](mailto:cityhall@westbranch.com)  
The City of West Branch is an equal opportunity provider, employer, and lender

Name of Organization Rifle River Quilt Guild  
Address PO Box 131 West Branch MI 48661  
Contact Person & Phone Number MARCIA Young 3451333

Applications are subject to City Council approval and conditions.

1. "LINK LETTER" or vinyl mesh type banners only with a maximum size of 2'x35' (NO EXCEPTIONS!!)
2. Rendering showing color, size and design of banner must be submitted with application
3. ALL banners MUST be in a box clearly marked with the name of the banner, contact name & phone number
4. ALL banners MUST be picked up within 2 weeks after the event; failure to do so will result in disposal of the banner.
5. One (1) banner per organization per year
6. Two (2) week maximum
7. Each placement must be approved by City Council at least two (2) weeks prior to scheduled placement
8. One banner displayed at any one time - priority based on "first come" basis (applications accepted beginning January 1 each year)
9. Organization holds City harmless and agrees to defend City from liability claims arising as a result of activity or event announced on banner
10. Banners allowed May 1 - October 31
11. Meid Street only
12. No commercial advertising allowed on banner
13. City Council reserves the right to limit the number of banners

Message displayed on banner: West Branch Quilt Walk Oct 6, 7, 8

Banner to be displayed: FROM 9/26/22 TO 10/8/2022

Marcia Young  
Signature

For Office Use Only

Application Number \_\_\_\_\_

Placement of banner approved at Council meeting held on \_\_\_\_\_

Conditions approved by City Council on 5/7/18.

Called on \_\_\_\_/\_\_\_\_/\_\_\_\_



# City of West Branch

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

## Special Event Permit

Event Name: West Branch Quilt Walk

Event Date: Oct 5 - Oct 8, 2022 Start Time: 10 AM End Time: 4 PM Thurs & FR  
10 AM 3 PM Sat

Name of Sponsoring Organization: Rifle River Quilt Guild

Address: PO Box 131 West Branch MI 48661

Contact Person: MARCIA Young Phone Number: 989-345-1333

Describe the purpose of this event: Display Quilts throughout WB Businesses  
to view Quilts & vote on their favorite  
use City Hall to display Quilts  
INFINITE VISITORS

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

If requesting a road closure Road closure Start time: NA End time: \_\_\_\_\_

Road closure location NA

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

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

\_\_\_\_\_  
Chief of Police

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

\_\_\_\_\_  
Chief of Police

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

\_\_\_\_\_  
DPW Superintendent





# City of West Branch

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

## Additional Terms and Conditions:

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

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

Marcia Young  
Applicant Signature

1/20/22  
Date

For Office Use Only:

Permit Approved – Yes / No

Council meeting date \_\_\_\_\_

\_\_\_\_\_  
Manager / Clerk Signature



# City of West Branch

121 North Fourth Street • West Branch, Michigan 48661  
(989) 345-0500 • Fax (989) 345-4390 • e-mail: cityhall@westbranch.com

## Special Event Permit

Event Name: Surline Elementary PTO Color Run

Event Date: Friday, June 3, 2022 Start Time: 6:00 pm End Time: 9:00 pm

Name of Sponsoring Organization: Surline Elementary PTO

Address: 147 State St., West Branch, MI 48661

Contact Person: Leah Pauley Phone Number: 989-312-2725

Describe the purpose of this event: fundraiser for SES

Point of Assembly: Houghton Ave + Third Street

Proposed Route (start to finish, attach route diagram): \_\_\_\_\_

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 ☒

[Signature]  
Chief of Police

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

[Signature]  
Chief of Police

The applicant for a Special Event Permit and any other persons, organizations, firms or corporations on whose behalf the corporation is made, by filing this Permit, do represent, stipulate, contract and agree that they will jointly and severally indemnify and hold the City of West Branch harmless against liability for any and all claims for damage to property, injury to or death of persons arising out of or resulting from the issuance of this Permit or the conduct of the Event or its participants.

Leah Pauley  
Signature

ly  
Initials of Applicant

Jun 17, 2022  
Date

For Office Use Only:

Permit Approved – Yes / No

Manager / Clerk Signature



"City with a Smile"

\* 1 MILE



# City of West Branch

- - LARGE PAVILION
- ▭ - COVERED BRIDGE
- - WARMING HOUSE

- SEE ATTACHED WRITTEN -

## **1 Mile - Color Run Route**

**Start - Intersection of Houghton Ave. / Third St.**

**Continue East on Houghton Ave.**

**Turn South on S. Burgess St.**

**Cross Covered Bridge.**

**Trail System along river to basketball courts, uphill to Warming House.**

**Enter Shrigley St.**

**North on S. Burgess.**

**Enter trail system at S. Burgess by large pavilion.**

**Trail system back to Covered Bridge.**

**Enter S. Burgess to Houghton Ave.**

**Finish at Houghton Ave. / Third St.**

# **Approval of Council Minutes & Summary**



REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN PERSON AND VIA VIDEO CONFERENCE  
IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET ON MONDAY, JANUARY 10,  
2022.

Mayor Pro Tem Jackson called the meeting to order at 7:00 p.m.

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

Absent: Mayor Paul Frechette.

Other officers present: City Manager John Dantzer, City Attorney Greg Meihn, and County  
Commissioner Mark Surbrook.

All stood for the Pledge of Allegiance.

\* \* \* \* \*

**MOTION BY JACKSON, SECOND BY SHOWALTER, TO EXCUSE MAYOR FRECHETTE FROM THE  
MEETING DUE TO ILLNESS.**

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

**No – None**

**Absent – Frechette**

**Motion carried**

\* \* \* \* \*

**MOTION BY BENNETT, SECOND BY ZIMMERMAN, TO APPROVE THE PAYMENT OF BILLS IN THE  
AMOUNT OF \$110,297.64.**

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

**No – None**

**Absent – Frechette**

**Motion carried**

\* \* \* \* \*

**MOTION BY ZIMMERMANN, SECOND BY PUGH, TO APPROVE THE REAPPOINTMENT OF  
YVONNE DEROSO AS THE CITY'S REALTOR AND AUTHORIZE MANAGER DANTZER TO SIGN THE  
RIGHT TO SELL CONTRACT.**

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

**No – None**

**Absent – Frechette**

**Motion carried**

\* \* \* \* \*

**MOTION BY SHOWALTER, SECOND BY ZIMMERMAN, TO APPROVE MANAGER DANTZER TO  
SIGN ALL PROPERTY SALES AGREEMENTS ON BEHALF OF THE CITY.**

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

No — None

Absent — Frechette

Motion carried

\* \* \* \* \*

MOTION BY JACKSON, SECOND BY SHOWALTER, TO POSTPONE THE APPOINTMENT OF MAYOR PRO TEM UNTIL MAYOR FRECHETTE IS ABLE TO ATTEND.

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

No — None

Absent — Frechette

Motion carried

\* \* \* \* \*

MOTION BY SHOWALTER, SECOND BY PUGH, TO APPROVE RESOLUTION 22-01.

#### RESOLUTION #22-01

WHEREAS, the West Branch City Charter requires that the Council adopt a resolution stating the time and place of its regular meetings, and

WHEREAS, it is recommended that this be done on an annual basis,

NOW, THEREFORE, BE IT RESOLVED, that the West Branch City Council will hold its regular meetings in the Council Chamber of City Hall, 121 N. Fourth St. unless there is a motion to change the meeting location due to special circumstances, and

FURTHER BE IT RESOLVED, that all regular Council meetings of 2022 will begin at 6:00 p.m. unless there is a motion to change the meeting time due to special circumstances, and

FURTHER BE IT RESOLVED, that the West Branch City Council shall meet on the 1st and 3rd Monday of each month unless there is a motion to change the meeting date due to special circumstances.

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

No — None

Absent — Frechette

Motion carried

\* \* \* \* \*

MOTION BY PUGH, SECOND BY BENNETT, TO APPROVE RESOLUTION 22-02.

#### Resolution # 22-02

Whereas, Section 13(9) of Act 51, Public Acts of 1951 provided that each incorporated city and village to which funds are returned under the provisions of this section, that, "the responsibility for

Now, therefore, be it resolved the Honorable Body designate City Manager, John Dantzer as the single Street Administrator for the City of West Branch for the calendar year of 2022 in all transactions with the State Transportation Department as provided in Section 13 of the Act.

\* \* \* \* \*

\* \* \* \* \*

hang 24 shut off hour notice	\$25.00
turn off during normal hours scheduled	\$30.00
turn off after normal hours	\$200.00
Sewer tap fee residential 6" or less (minimum)	\$2,500.00
Water tap fee residential 1" or less (minimum)	\$2,500.00
Water tap 4" or less fire suppression	\$4,000.00
Water tap larger than 4" fire suppression	\$5,000.00
Water ready to serve 3/4"	\$9.95
Water ready to serve 1"	\$17.69
Water ready to serve 1-1/2"	\$39.80
Water ready to serve 2"	\$70.76
Water ready to serve 3"	\$159.20
Water ready to serve 4"	\$283.02
Water per 1,000 gallons 0-10,000 gallons	\$5.23
Water per 1,000 gallons 10,001-100,000 gallons	\$5.75
Water per 1,000 gallons 100,001+ gallons	\$6.28

Water debt per 1,000 gallons	\$1.30
Sewer ready to serve 3/4"	\$4.80
Sewer ready to serve 1"	\$8.54
Sewer ready to serve 1-1/2"	\$19.20
Sewer ready to serve 2"	\$34.14
Sewer ready to serve 3"	\$76.82
Sewer ready to serve 4"	\$136.56
Sewer per 1,000 gallons 0-10,000 gallons	\$5.05
Sewer per 1,000 gallons 10,001-100,000 gallons	\$5.54
Sewer per 1,000 gallons 100,001+ gallons	\$6.04
Sewer collections per 1,000 gallons 0-10,000 gallons	\$1.52
Sewer collections per 1,000 gallons 10,001-100,000 gallons	\$1.67
Sewer collect per 1,000 gallons 100,001+ gallons	\$1.82
Sewer debt per 1,000 gallons	\$6.26
Bulk water purchase per 1,000 gallons	\$10.41
Sprinkling meter used (includes tailpieces)	\$65.00
Sprinkling meter new (includes tailpieces)	\$162.00
Sprinkling meter new with tailpieces & cellular read	\$269.00

#### **CEMETERY**

Grave opening & closing cremains	\$250.00
Grave opening & closing full burial	\$500.00
Cemetery foundation 20" X 32"	\$150.00
Cemetery 20" X 44"	\$200.00
Cemetery 20" X 56"	\$250.00
Flat stone placement	\$75.00
Cemetery lot City resident	\$400.00
Cemetery lot non-City resident	\$800.00

#### **COPIES**

\$.10/ea

#### **PERMITS AND LICENSING**

Parking permit (per year)	\$60.00
Peddlers and solicitors standard license (per day)	\$10.00
Peddlers and solicitors standard license (6 months)	\$50.00
Fixed stand on private property	
Peddlers and solicitors event license (per event)	\$50.00
City event	
Peddlers and solicitors special use license (per day)	\$25.00
Peddlers and solicitors special use license (6 months)	\$125.00
Fixed stand on public property	
Peddlers and solicitors general license (per day)	\$10.00
Peddlers and solicitors general (6 months)	\$50.00
Door to door in City - no fixed stand	
Right of way permit	\$25.00

Farmers Market (per day)	\$5.00
Farmers Market (full season)	\$50.00
Demolition permit	\$25.00
Driveway/curb cut permit	\$25.00

### **ZONING**

zoning permit residential	\$25.00
zoning permit commercial + consulting fees if needed	\$50.00
Special Use permit	\$250.00
Zoning Variance	\$250.00
Amendment to zoning ordinance	\$250.00
Sign permit (permanent or temporary)	\$25.00
Lot splits first one	\$75.00
Additional lot splits	\$25.00

### **COUNCIL CHAMBERS-MISC.**

Council Chambers 1/2 day	\$50.00
Council Chambers full day	\$100.00
Refundable deposit	\$100.00
Each 1/2 hour beyond scheduled	\$25.00

### **PARKS**

Large pavilion City resident	\$25.00
Large pavilion non-City resident	\$50.00
Small pavilion City resident	\$10.00
Small pavilion non-City resident	\$20.00
Gazebo City resident	\$20.00
Gazebo non-City resident	\$40.00
Little League Pavilion resident	\$20.00
Little League Pavilion non-resident	\$40.00

### **MOBILE STAGE RENTAL**

Rental of stage (maximum 15-mile radius)	\$400.00
Additional set up/pick up/ delivery costs	\$75/hr
Refundable deposit	\$200.00

### **TICKETS**

General municipal infraction - first offense	\$50+costs
General municipal infraction - second offense	\$150+costs
General municipal infraction - third offense	\$500+costs
Parking too far from curb	\$25.00
Angle parking violations	\$25.00
Obstructing Traffic	\$50.00
Prohibited parking (signs unnecessary)	
(a) On sidewalk	\$25.00
(b) In front of drive	\$25.00

(c) Within intersection	\$25.00
(d) Within 15 feet of hydrant	\$50.00
(e) On crosswalk	\$25.00
(f) Within 20 feet of crosswalk or 15 feet of corner lot lines	\$25.00
(g) Within 20 feet of street side traffic sign or signal	\$25.00
(h) Within 50 feet of railroad crossing	\$25.00
(i) Within 20 feet of fire station entrance	\$25.00
(j) Within 75 feet of fire entrance on opposite side of street (signs required)	\$25.00
(k) Beside street excavation when traffic obstructed	\$50.00
(l) Double parking	\$50.00
(m) On bridge	\$25.00
(n) Within 200 feet of accident where Police in attendance	\$50.00
(o) Blocking emergency exit	\$50.00
(p) Blocking fire escape	\$50.00
In prohibited zone (signs required)	\$50.00
Parking in yellow zone (yellow paint on curb)	\$25.00
Parking in handicap zone without permit	\$100.00
Failure to display handicap sticker	\$25.00
In alley	\$25.00
Parking for prohibited purpose	
(a) Displaying vehicle for sale	\$25.00
(b) Working or repairing vehicle	\$25.00
(c) Displaying advertising	\$25.00
(d) Selling merchandise	\$25.00
(e) Storage over 24 hours	\$25.00
Wrong side of roadway	\$25.00
Loading zone violation	\$50.00
Bicycle parking violations	\$25.00
Prohibited overnight parking in City lot or on street	\$25.00
Illegal tampering/altering/transfer of any permit	\$500.00
Exhibition driving	\$100.00

---

### **BLIGHT**

---

General municipal infraction - first offense	\$300+costs
General municipal infraction - second offense	\$400+costs
General municipal infraction - third offense	\$500+costs

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

**No — None**

**Absent — Frechette**

**Motion carried**

\* \* \* \* \*

**MOTION BY ZIMMERMAN, SECOND BY PUGH, TO APPROVE THE SIGNING OF THE DWAM GRANT PROFESSIONAL SERVICE AGREEMENT WITH FLEIS AND VANDENBRINK.**

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

**No – None**

**Absent – Frechette**

**Motion carried**

\* \* \* \* \*

**MOTION BY PUGH, SECOND BY ADAIR, TO APPROVE THE SIGNING OF THE WATER TREATMENT PLANT PROFESSIONAL SERVICE AGREEMENT WITH FLEIS AND VANDENBRINK.**

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

**No – None**

**Absent – Frechette**

**Motion carried**

\* \* \* \* \*

**MOTION BY SHOWALTER, SECOND BY BENNETT, TO APPROVE THE REINVESTMENT OF A CITY CD IN MERCANTILE BANK.**

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

**No – None**

**Absent – Frechette**

**Motion carried**

\* \* \* \* \*

**MOTION BY BENNETT, SECOND BY ZIMMERMAN, TO APPROVE THE MINUTES AND SUMMARY FROM THE MEETING HELD DECEMBER 20, 2021.**

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

**No – None**

**Absent – Frechette**

**Motion carried**

\* \* \* \* \*

**MOTION BY SHOWALTER, SECOND BY ADAIR, TO RECEIVE AND FILE THE TREASURER'S REPORT AND INVESTMENT SUMMARY; AND THE YEAR END POLICE REPORT.**

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

**No – None**

**Absent – Frechette**

**Motion carried**

\* \* \* \* \*

A communication from the Salvation Army was shared thanking Council for their help in ringing the bell this year.

\* \* \* \* \*

**MOTION BY SHOWALTER, SECOND BY ZIMMERMAN, TO POSTPONE THE DECISION ON HOLDING A MAYOR'S EXCHANGE IN 2022 UNTIL MAYOR FRECHETTE IS ABLE TO ATTEND.**

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

**No – None**

**Absent – Frechette**

**Motion carried**

\* \* \* \* \*

**MOTION BY JACKSON, SECOND BY SHOWALTER, TO APPOINT MEMBER CAROL ADDAIR TO THE FIRE BOARD TO SERVE ON THE MAYOR'S BEHALF.**

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

**No – None**

**Absent – Frechette**

**Motion carried**

\* \* \* \* \*

Mayor Pro Tem Jackson thanked Member Pugh and her husband, Mike, for all of their work on the bell ringing for the Salvation Army.

Member Showalter also commended Member Pugh and her husband for their work for the Salvation Army and commented on how nice it was to still see the Christmas tree up.

Manager Dantzer updated Council that the order allowing remote attendance for board members other than for military service expired on December 31<sup>st</sup>.

Manager Dantzer also asked for guidance on how to proceed with the discussion on marijuana facilities. It was the consensus of Council to set up a work session with Denise Cline from NEMCOG to go over questions.

New Police Officer, Kyle Bachelder, introduced himself to Council.

\* \* \* \* \*

Mayor Pro Tem Jackson adjourned the meeting at 7:25 pm.

---

Mike Jackson Mayor Pro Tem

---

John Dantzer, City Manager/Acting Clerk



SUMMARY OF THE REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN PERSON AND VIRTUALLY ON MONDAY, JANUARY 10, 2022.

Mayor Pro Tem Mike Jackson called the meeting to order at 7:00 PM.

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

Absent: Mayor Frechette

Other officers present: City Manager Dantzer, City Attorney Meihn, and County Commissioner Surbrook.

Everyone stood for the pledge of allegiance.

Council excused Mayor Frechette from the meeting.

Council approved bills in the amount of \$110,297.64.

Council approved the reappointment of Yvonne DeRoso as the City Realtor and authorized Manager Dantzer to sign the right to sell agreement

Council approved Manager Dantzer to sign all property sale agreements on behalf of the City.

Council postponed the decision on naming a Mayor Pro Tem until Mayor Frechette was able to attend.

Council approved Resolution 22-01, setting the time, date, and location of the regular City Council meetings for 2022.

Council approved Resolution 22-02, naming Manager Dantzer as the street administrator.

Council postponed approving Resolution 22-03, naming authorized banks and authorized depositors and signers.

Council approved the 2022 fee schedule.

Council approved the signing of the DWAM grant professional service agreement with Fleis and Vandenbrink

Council approved the signing of the water treatment plant professional service agreement with Fleis and Vandenbrink.

Council approved the reinvestment of a CD in Mercantile

Council approved the minutes and summary from the meeting held December 20, 2021.

Council approved the treasurer's report and investment summary; and the year-end Police Report.

A communication was shared.

Council postponed the decision on holding a Mayor Exchange in 2022.

Council approved the appointment of Carol Adair to the Fire Board to serve on behalf of the Mayor.

Mayor Pro Tem Jackson, Council Member Showalter, and Manager Dantzer gave reports.

New Police Officer, Kyle Bachelder, presented himself to Council.

Mayor Pro Tem Jackson adjourned the meeting at 7:25pm.

# Consent Agenda

REGULAR MEETING OF THE WEST BRANCH PLANNING COMMISSION HELD IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET, ON TUESDAY, DECEMBER 14, 2021.

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

Present: Bob David, Yvonne DeRoso, Josh Erickson, Kara Fachting, Cori Lucynski, Mike Jackson, 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 JACKSON, TO APPROVE THE MINUTES FROM THE REGULAR MEETING HELD NOVEMBER 9, 2021.**

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

**No – None**

**Absent – None**

**Motion carried**

\*\*\*\*\*

**MOTION BY SHOWALTER, SECOND BY JACKSON, TO APPROVE THE REQUEST TO COUNCIL FOR THE REAPPOINTMENTS OF MEMBERS YVONNE DEROSO AND JOSH ERICKSON TO THE PLANNING COMMISSION FOR A THREE-YEAR TERM ENDING 11/30/24**

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

**No – None**

**Absent – None**

**Motion carried**

\*\*\*\*\*

City Manager Dantzer presented a rough draft of the 2021 annual report to the Commission for their review.

\*\*\*\*\*

Jacob Klein, on behalf of the Michigan Association of Planners, presented a training on site plan reviews.

\*\*\*\*\*

Member David commended the work on the Santa Train and Christmas parade and commended the winter storm cleanup.

Member Fachting noted how well the Christmas decorations downtown looked and what a great addition the new tree was.

Member Erickson commented on improvements to the old Deano's Pizzeria building.

Member Showalter commented on how it was a nice to see different organizations such as the City, DDA, and Chamber all working together to make the downtown look festive for the holidays.

Meeting was adjourned at 8:50 pm

The West Branch Community Airport Board met on this date in the Conference Room, West Branch Community Airport Terminal, West Branch, Michigan, as well as remotely via Zoom. The meeting was called to order at 12:15 p.m. by Chairman Terry Hodges.

Present: Mike Jackson, Terry Hodges, Breck Gildner, Paul Frechette, John Dantzer and Craig Scott. Absent: Brad Neubecker. Also, in attendance was Dylan Franciosi.

**Motion by Hodges, second by Gildner, claims in the amount of \$11,748.96 be approved for payment. Voice vote. Ayes – all. Motion carried. [12-1-#1]**

Chairman Hodges gave the financial report, with a combined account balance is \$235,158.11. He informed the Board that checks totaling \$1,271.86 had yet to be deposited.

Chairman Hodges reported that a buyer for the Searfoss hangar has been found by Mr. Searfoss. Board member Dantzer prepared a Lease Assignment document, and after legal review by attorney Wil Engemann presented it to the Board. Chairman Hodges would give the agreement to Mr. Searfoss to aid in the transfer of the lease to the new owners.

No further business remaining, Chairman Hodges adjourned the meeting at 12:21 p.m.

Minutes by Michael Jackson, Board Secretary

CASH SUMMARY BY BANK FOR WEST BRANCH  
FROM 01/01/2022 TO 01/31/2022

Bank Code	Description	Beginning Balance 01/01/2022	Total Debits	Total Credits	Ending Balance 01/31/2022
GEN1	GEN1 - GENERAL CHECKING	1,141,905.72	61,138.13	128,031.84	1,075,012.01
101		36,446.35	0.00	0.00	36,446.35
150	CEMETERY PERPETUAL CARE	(113.90)	8,211.00	442.22	7,654.88
209	CEMETERY FUND	999.95	0.00	0.00	999.95
243	BROWNFIELD REDEVELOPMENT AUTHORITY FU	248,376.27	4.53	200.00	248,180.80
248	DDA OPERATING FUND	7,033.55	310.59	97.14	7,247.00
251	INDUSTRIAL PARK FUND	176,360.19	968.77	0.00	177,328.96
276	HOUSING RESOURCE FUND	106,310.92	17,570.27	0.00	123,881.19
318	SEWER DEBT FUND	84,494.72	4,180.41	0.00	88,675.13
319	WATER DEBT FUND	297,132.89	20,332.34	30,656.26	286,808.97
590	SEWER FUND	734,954.23	24,238.61	5,362.09	753,830.75
591	WATER FUND	361,272.59	0.00	0.00	361,272.59
592	WATER REPLACEMENT FUND	211,160.32	4,543.60	1,822.37	213,881.55
593	SEWER COLLECTION	(35,954.75)	11,099.89	3,680.61	(28,535.47)
561	EQUIPMENT FUND	24,849.90	42,782.53	42,782.53	24,849.90
704	PAYROLL CLEARING	6,460.81	0.00	0.00	6,460.81
705	IRONS PARK ENTERTAINMENT FUND	15.00	0.00	0.00	15.00
707	YOUTH SAFETY PROGRAM				
	GEN1 - GENERAL CHECKING	3,401,704.76	195,380.67	213,075.06	3,384,010.37
MAJ/LST	MAJOR/ LOCAL STREETS	576,349.67	24,184.84	18,330.09	582,204.42
202	MAJOR STREET FUND	292,432.37	16,166.40	6,361.97	302,236.80
203	LOCAL STREET FUND				
	MAJOR/ LOCAL STREETS	868,782.04	40,351.24	24,692.06	884,441.22
PAY	PAYROLL	22,807.37	42,782.53	40,099.32	25,490.58
704	PAYROLL CLEARING				
	PAYROLL	22,807.37	42,782.53	40,099.32	25,490.58
CHEM	SAVINGS	459,696.89	0.00	0.00	459,696.89
101		1,682.48	0.00	0.00	1,682.48
150	CEMETERY PERPETUAL CARE	244.92	0.00	0.00	244.92
251	INDUSTRIAL PARK FUND	0.65	0.00	0.00	0.65
571	COLLECTION REPLACEMENT FUND	26,418.14	0.00	0.00	26,418.14
591	WATER FUND	19,791.34	0.00	0.00	19,791.34
592	WATER REPLACEMENT FUND	3,183.62	0.00	0.00	3,183.62
593	SEWER COLLECTION	103,538.69	0.00	0.00	103,538.69
561	EQUIPMENT FUND				
	SAVINGS	614,556.73	0.00	0.00	614,556.73
TAX	TAXES	152,257.37	97,795.63	225,991.54	24,061.46
701	TAX AGENCY				
	TAXES	152,257.37	97,795.63	225,991.54	24,061.46
	TOTAL - ALL FUNDS	5,060,108.27	376,310.07	503,857.98	4,932,560.36

CASH SUMMARY BY ACCOUNT FOR WEST BRANCH  
 FROM 01/01/2022 TO 01/31/2022  
 FUND: ALL FUNDS  
 INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 01/01/2022	Total Debits	Total Credits	Ending Balance 01/31/2022
Fund 101					
004.300	CERTIFICATE OF DEPOSIT A	100,000.00	0.00	0.00	100,000.00
004.400	CERTIFICATE OF DEPOSIT B	150,000.00	0.00	0.00	150,000.00
		250,000.00	0.00	0.00	250,000.00
Fund 150	CEMETERY PERPETUAL CARE				
004.300	CERTIFICATE OF DEPOSIT C	112,499.74	0.00	0.00	112,499.74
004.400	CERTIFICATE OF DEPOSIT D	115,271.06	0.00	0.00	115,271.06
	CEMETERY PERPETUAL CARE	227,770.80	0.00	0.00	227,770.80
Fund 251	INDUSTRIAL PARK FUND				
004.300	CERTIFICATE OF DEPOSIT A	100,000.00	0.00	0.00	100,000.00
004.400	CERTIFICATE OF DEPOSIT B	25,000.00	0.00	0.00	25,000.00
	INDUSTRIAL PARK FUND	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	852,770.80	0.00	0.00	852,770.80



# Communications

# **Reports**

**Mayor**

**Council**

**City Manager**

As one of the requirements of the redevelopment ready communities' program, City Council, the Planning Commission, and the DDA are to hold an annual joint meeting. It was voted upon by Council to hold the meeting annually on the first Monday of February



# City Council Goals and Objectives

The West Branch City Council met at the West Branch Airport Conference Room From 10:00AM – 3:00 PM on Saturday February 29, 2020 to set the goals and objectives for 2020.

2020

## Goal One – Sense of Place: West Branch will become a prime destination to live, work, and play, by doing the following:

### Improve Branding

- At least fifty percent of all businesses will incorporate the City logo in their business promotions.
- There will be one hundred percent consistency in using City branding in all City communications and publications.
- The City will continue to review and coordinate branding with local and regional partners.

### Collaboration

- The City will develop 2-3 new Ogemaw & Arenac Roundtable (OAR) strategies and implement and partner with the CRC on sharing resources.
- The City will continue to participate in the mayor exchange program.
- The City will participate in a joint meeting with the West Branch/Rose City School Board.
- The City will participate in a joint meeting with the COOR ISD Board.



## Goal Two – Thriving Vibrant Downtown Experience: The City will continue to support a thriving downtown experience by doing the following:

### Downtown Development Authority (DDA)

- The City will participate in the Main Street Program.
- The City will review DDA boundaries.
- The City will explore hiring a DDA Director.
- The City will explore and research a downtown facade program.

### Economic Development

- The City will participate in Vision Keepers to develop an Economic Development Strategy.

### Infrastructure

- The City will evaluate and assess the status of accessibility, walkability, sidewalks, roads, and parking.
- The City will engage residents to participate in the Downtown Streetscape Program



## Goal Three – Fiscal Sustainability: The City will continue to be a responsible steward of funds through:

### Developing Financial Partnerships

- The City will identify 2-3 new projects and recruit sponsors for each.
- The City will research 2-3 State and Federal agencies to partner with.

### Long Term Capital Improvement Budget

- The City will review and update the six-year capital improvement budget.
- The City will implement the recommendations of the capital improvement budget.



## Goal Four – Establish a Learning Community: The City will communicate and educate its residents through the following:

### Learning Community

- The City will educate and share knowledge through a revised social media policy.
- The City will develop 2 - 4 new communication tools with the community.

### Social Issues

- The City will identify and provide resources on social issues such as child care, homelessness, housing, suicide prevention, mental health and substance abuse issues.

### State of the City Dinner

- The City will improve community engagement in City-wide issues by implementing a State of the City Fundraising Dinner.





## CITY COUNCIL GOALS AND OBJECTIVES SUBCOMMITTEES

email

### GOAL ONE - SENSE OF PLACE

---

Council	Ellen Pugh	<a href="mailto:pughwbccouncil@westbranch.com">pughwbccouncil@westbranch.com</a>
Council	Paul Frechette	<a href="mailto:frechettewbmayor@westbranch.com">frechettewbmayor@westbranch.com</a>
Planning	Bob David	<a href="mailto:davidwbplanning@westbranch.com">davidwbplanning@westbranch.com</a>
DDA	OPEN	

### GOAL TWO - THRIVING VIBRANT DOWNTOWN EXPERIENCES

---

Council	Cathy Zimmerman	<a href="mailto:zimmermanwbccouncil@westbranch.com">zimmermanwbccouncil@westbranch.com</a>
Council	Rusty Showalter	<a href="mailto:showalterwbccouncil@westbranch.com">showalterwbccouncil@westbranch.com</a>
Planning	Yvonne DeRoso	<a href="mailto:derosowbplanning@westbranch.com">derosowbplanning@westbranch.com</a>
DDA	Sammantha Fabbri	<a href="mailto:fabbriwbdda@westbranch.com">fabbriwbdda@westbranch.com</a>

### GOAL THREE - FISCAL SUSTAINABILITY

---

Council	Mike Jackson	<a href="mailto:jacksonwbccouncil@westbranch.com">jacksonwbccouncil@westbranch.com</a>
Council	John Dantzer	<a href="mailto:citymanager@westbranch.com">citymanager@westbranch.com</a>
Planning	Kara Fachting	<a href="mailto:fachtingwbplanning@westbranch.com">fachtingwbplanning@westbranch.com</a>
DDA	OPEN	

### GOAL FOUR - ESTABLISH A LEARNING COMMUNITY

---

Council	Joanne Bennett	<a href="mailto:bennetwbccouncil@westbranch.com">bennetwbccouncil@westbranch.com</a>
Council	Chris Powley	<a href="mailto:powleywbccouncil@westbranch.com">powleywbccouncil@westbranch.com</a>
Planning	Tiffany Schmieder-Kups	<a href="mailto:schmieder-kupswbplanning@westbranch.com">schmieder-kupswbplanning@westbranch.com</a>
DDA	Anthony Bair	<a href="mailto:bairwbdda@westbranch.com">bairwbdda@westbranch.com</a>

planning alternate

cori Lucynski

[lucynskiwbplanning@westbranch.com](mailto:lucynskiwbplanning@westbranch.com)

**Public  
Comment  
-Any  
Topic**

# Adjournment

**CITY OF WEST BRANCH  
CITY COUNCIL MEETING  
JANUARY 10, 2022**

PLEASE TAKE NOTICE that the West Branch City Council meeting scheduled for Monday, January 24, 2022 starting at 6:00 pm will be conducted both in person and virtually (online and/or by phone), due to health concerns surrounding Coronavirus/COVID-19 pandemic.

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

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

### **Zoom Instructions for Participants**

**To join the conference by phone:**

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

**Before a videoconference:**

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

**To join the videoconference:**

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

You may also join a meeting without the link by going to [join.zoom.us](https://join.zoom.us) on any browser and entering the Meeting ID provided below.

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

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



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

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



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

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

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

**Meeting Information:**

The West Branch City Council is inviting you to a scheduled Zoom meeting.

Topic: City Council Regular Meeting

Time: Jan 24, 2022 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/88550135958?pwd=aTVhckgwOjJXM3ZEWwdsVWY0WmQyZz09>

Meeting ID: 885 5013 5958

Passcode: 401354

One tap mobile

+13017158592,,88550135958#,,, \*401354# US (Washington DC)

+13126266799,,88550135958#,,, \*401354# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

Meeting ID: 885 5013 5958

Passcode: 401354

Find your local number: <https://us02web.zoom.us/j/khZJPc9H>

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

CITY COUNCIL MEMBERS

Mayor Paul Frechette – [frechettewbmayor@westbranch.com](mailto:frechettewbmayor@westbranch.com)

Mike Jackson -- [jacksonwbcouncil@westbranch.com](mailto:jacksonwbcouncil@westbranch.com)

Carol Adair – [adairwbcouncil@westbranch.com](mailto:adairwbcouncil@westbranch.com)

Joanne Bennett --- [bennettwbcouncil@westbranch.com](mailto:bennettwbcouncil@westbranch.com)

Ellen Pugh --- [pughwbcouncil@westbranch.com](mailto:pughwbcouncil@westbranch.com)

Rusty Showalter – [showalterwbcouncil@westbranch.com](mailto:showalterwbcouncil@westbranch.com)

Cathy Zimmerman – [zimmermanwbcouncil@westbranch.com](mailto:zimmermanwbcouncil@westbranch.com)

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