

-- AGENDA --

JOINT MEETING OF THE WEST BRANCH CITY COUNCIL, DDA &  
PLANNING COMMISSION TO BE HELD VIRTUALLY AT WEST BRANCH  
POLICE DEPARTMENT, 130 PAGE ST. ON MONDAY, FEBRUARY 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. Phil Shaw-Big Foot petition
  - B. Planning Commission Annual Report
  - C. DDA Annual Report
- V. Public hearing
- VI. Additions to the agenda
- VII. Public comment on agenda items only (limited to 3 minutes)
- VIII. Bids
- IX. Unfinished business
- X. New business
  - A. Bills
  - B. Resolution #21-06 – Poverty Tax Exemption
  - C. Victorian Art Fair Irons Park Request and Banner permit

- D. Coalition of Hope Banner Permit
- E. Approval of Covid declination form
- F. Lead service line replacement grant
- G. Water Systems grant
- H. C2R2 grant
- XI. Approval of the minutes and summary from the meeting held January 18, 2021.
- XII. Consent agenda
  - A. Treasurers report and investment summary
  - B. Minutes from the WWTPA meeting held on December 15, 2020
  - C. Minutes from the DDA informational and regular meeting held on December 22, 2020.
  - D. Minutes from the Airport Board Meeting held on December 16, 2020.
- XIII. Communications
- XIV. Reports and/or comments
  - A. Mayor
  - B. Council
  - C. Manager
- XV. Public comment any topic
- XVI. Adjournment

UPCOMING MEETINGS-EVENTS

February 9<sup>th</sup>-Planning Commission Meeting, 6 PM – City Hall  
February 15<sup>th</sup>- Council Meeting, 6 PM – City Hall  
February 17<sup>th</sup> – Airport Board Meeting, 12:15 PM – Airport  
February 23<sup>rd</sup> – DDA Meeting, 12 Noon – City Hall

In response to the COVID -19 pandemic, City Council meetings will be broadcasted virtually. Council may be in attendance for the meeting with social distancing and facemasks requirements. If someone would like to address Council in person, special arrangements can be made to allow for in person comments subject to social distancing requirements. If you wish to speak in person, we ask that you call City Hall at 989-345-500 or email the City Clerk at [clerk@westbranch.com](mailto:clerk@westbranch.com) in order for the Council Chambers to be prepared for the in-person comments.

**Call to Order**

**Roll Call**

**Pledge of  
Allegiance**

# **Scheduled Matters from the Floor**



West Branch City Council

West Branch, Michigan

January 2021

Dear City Council,

In July 2018 you approved a Resolution making West Branch the BigFoot Capital of Michigan.(#18-07)

This was done at the request of the Downtown Business group and I prepared the Resolution at their request.

Last spring the city apparently accepted the Branding Study which indicated West Branch should be shown as a picture of pine trees with the sign Up North.

I question this Brand as ½ of the world is Up North and most of it has pine trees. The Voice article said you wanted to get past the Big Hairy Guy.

I obviously disagree with this Brand as there is lots of interest in the BigFoot Mystery and I suggest the City should reaffirm their support of the BigFoot Capital theme. It should just be pure good business for the community whether anyone believes in the reality of BigFoot or not.

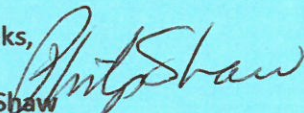
I, as a Bigfoot Researcher, have in fact documented 133 Incidents of BigFoot activity as per the chart attached. The attached Petition signed by many local Businesses states they do not necessarily believe in the BigFoot Mystery but do believe embracing that Theme would be good for West Branch businesses.

If the City Council does reaffirm their support of the BigFoot Capital theme I will do what I can to make more BigFoot cutouts including the signs declaring the city the BigFoot Capital of Michigan.

If the City Council does not reaffirm their support of this theme I will remove the last cutouts and it can be just be a brief blip in our history.

Please do Reaffirm your support of the BigFoot theme keeping in mind this does affect the larger West Branch area and not just the downtown area.

Thanks,



Phil Shaw

West Branch BigFoot Committee Chairman

PS. I would be happy to discuss this in person or virtually if the Council would like it to be so.



# PETITION

TO THE WEST BRANCH CITY COUNCIL, LOCATED AT 121 N Fourth St, West Branch TO AFFIRM THE NEED TO PROMOTE WEST BRANCH AS THE

## "BIGFOOT CAPITAL OF MICHIGAN"

AS PER THE CITY RESOLUTION ATTACHED DATED JULY 2018. (#18-07)

BECAUSE WEST BRANCH IS IN THE IDEAL LOCATION TO PROMOTE AND BENEFIT FROM THIS RESOLUTION

THIS RESOLUTION DOES NOT SAY THE SIGNED AGREE THAT BIGFOOT EXISTS BUT DOES AFFIRM THAT THEY THINK IT WOULD BE GOOD BUSINESS FOR THE WEST BRANCH COMMUNITY TO PROMOTE SAID RESOLUTION.

THE FOLLOWING SIGNERS AGREE TO THE ABOVE STATEMENT AND REQUEST THE WEST BRANCH CITY COUNCIL TO REAFFIRM THE SAID RESOLUTION:

| Business Name   | Signature      | Date         | Phone number |
|---|----------------|--------------|--------------|
| BALSM WELDING   | Mark Hickey    | 4 Dec 20     | 989-345-2610 |
| - Java Junction   | Day Weiss      | Dec. 4, 2020 | 989-345-7232 |
| - BIG BOY   | Tom Krebs      | 12-4-20      | 989-915-0560 |
| - GRIFFIN BLU.  | Bob Griffin Jr | 12-11-20     | 989-345-0540 |
| - TRACTOR Supply  | Dana Rensch    | 12/11/20     | 989-343-1511 |
| - Green Ace Hardware  | Jeff Lebaron   | 12/11/20     | 989-345-0020 |
| - SearFoss Development  | Tim SearFoss   | 12-11-20     |              |
| - Brian's Fruit and Meat  | Brian Bechum   | 12-11-20     | 989-345-2891 |
| - ATC Auto & Truck  | Frank Cahill   | 12-14-20     | 989-343-9950 |
| - Tropic Club Party Store   | Mark Pacella   | 12-14-2020   | 989-343-0855 |
| - Dec 18, 2020 Manager of Walmart said in was very good business to sell sweat & T-shirts but could sign anything |                |              |              |
| - Seals Hometown Store  | Thomas Herring | 12-22-20     | 989-345-0077 |



|                          |               |           |              |
|--------------------------|---------------|-----------|--------------|
| - WEST BRANCH AUTOMOTIVE | Greg Phillips | 12/20/20  | 989-345-0996 |
| - Spider's car care      | Ken Snider    | 12-22-20  | 989-345-3936 |
| - Sweet Briar Farm       | Mike Pressler | 1-14-2020 | 989-915-8642 |
| - Shelton FARM           | Chris Shelton | 1-16-21   | 989-709-0420 |
| -                        |               |           |              |
| -                        |               |           |              |
| -                        |               |           |              |

## Big Foot Incidents As told to and recorded by Phil Shaw December 2020

These reports are from Ogemaw, Iosco, Oscoda, Roscommon, Arenac and Gladwin counties but many more reports do exist and continue to be reported.

These can now be found on **You Tube at Philonews1-** See Incidents --6 counties. And the Web - [Bigfootdiscoverydaysmi.weebly.com](http://Bigfootdiscoverydaysmi.weebly.com) for historical events or the Facebook page "West Branch- Bigfoot Capital of Michigan"

↑  
10 pages  
of  
Listing

- 129) Bob- August 2020 -found probable BF Structure ½ mile to Exit 212 by West ranch not kids nor road cleaning.
- 130) PS found probable BF Structure 6 miles north of Rose City while bird hunting November 2020.
- 131) Chris B- was chased out of the AuSable River by likely BF late in the night while fishing in August 2020 near McKinley, Michigan.
- 132) Rich R- Saw very hairy and quick BF cross the road on old M79 5 miles north of St Helen in the afternoon in November 2020.
- 133) Bill T- saw likely young and very quick BF in the Organization camp ground in the Rifle River Rec area in November 2020. It ran like a gazelle and super athletic.

### Incident Tally as of December 1, 2020

Sightings 61  
Vocalizations 45  
Tree Knocks 20  
Tree Breaks 13  
Stick structures 22  
Rock Throws 18  
Footprints 16  
Property Damage 7

Total with some duplication 202

Sightings per BFRU. Net -same 6 county area - 35  
Phil's Experience's 21

This report was done by BigFoot Researcher Phil Shaw in December 2020

# **Public Hearings**

# **Additions to the Agenda**

# **Public Comment -Agenda Items**

# Bids



# **Unfinished Business**

# **New Business**

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

|                                 |                    |
|---------------------------------|--------------------|
| BILLS                           | \$30,925.16        |
| <i>BILLS AS OF 1/28/21</i>      | <i>\$30,925.16</i> |
| <i>Additions to Bills as of</i> | <i>\$0</i>         |
| <i>Paid but not approved</i>    | <i>\$133.94</i>    |
| <b>TOTAL BILLS</b>              | <b>\$31,059.10</b> |

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

| Vendor Name                         | Amount           | Description                 |
|-------------------------------------|------------------|-----------------------------|
| CINTAS                              | 52.79            | WWTP SUPPLIES               |
| COMPRENEW                           | 1,148.12         | ELECTRONIC RECYCLING        |
| CONSUMERS ENERGY                    | 32.27            | ELECTRIC                    |
| DLL FINANCIAL SERVICES INC          | 70.08            | POLICE COPIER               |
| FINISHED CONCRETE INC               | 1,485.00         | SIDEWALK GRIND DOWN         |
| FOLEY & MANSFIELD                   | 2,166.00         | LEGAL FEES NOVEMBER         |
| MERS OF MICHIGAN                    | 21,643.25        | RETIREMENT JANUARY          |
| MVW & ASSOCIATES INC                | 1,000.00         | ASSESSOR CONTRACT FEBRUARY  |
| OGEMAW COUNTY EMERGENCY DISPATCH AU | 100.00           | WARRANT ENTRIES             |
| OGEMAW COUNTY HERALD ADLINER        | 147.26           | AD                          |
| PHONETICS INC                       | 71.40            | ANNUAL SUBSCRIPTION RENEWAL |
| QUILL CORPORATION                   | 74.28            | VARIOUS SUPPLIES            |
| SUNSOURCE STS OPERATING INC         | 699.74           | WWTP SUPPLIES               |
| TED FESTERLING LLC                  | 984.00           | BLADES                      |
| TRACTOR SUPPLY CREDIT PLAN          | 84.89            | VARIOUS SUPPLIES            |
| UNUM LIFE INSURANCE CO OF AMERICA   | 908.33           | LT ST DISABILITY & LIFE     |
| UPS                                 | 8.44             | WWTP SHIPPING               |
| WEST BRANCH AUTOMOTIVE              | 176.31           | MVP SUPPLIES                |
| WEST END DISTRIBUTING               | 73.00            | MVP SUPPLIES                |
| <b>TOTAL</b>                        | <b>30,925.16</b> |                             |

## Resolution # 21-06

### City of West Branch, Ogemaw County, Michigan

#### Resolution to Adopt Poverty Exemption Income Guidelines and Asset Test

WHEREAS, the homestead of persons who, in the judgment of the board of review, by reason of poverty, are unable to contribute to the public charges is eligible for exemption in whole or part from taxation under the General Property Tax Act; and

WHEREAS, the City of West Branch is required by Section 7u of the General Property Tax Act, Public Act 206 of 1893 (MCL 211 7u), to adopt guidelines for poverty exemptions;

NOW, THEREFORE, BE IT HEREBY RESOLVED, pursuant to MCL 211.7u, that City of West Branch, Ogemaw County, adopts the following guidelines for the manager and board of review to implement

The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year.

To be eligible, a person shall do all the following on an annual basis:

- 1) Be an owner of and occupy as a homestead the property for which an exemption is requested.
- 2) File a claim with the board of review. Accompanied by federal and state income tax returns (if filed) for all persons residing in the homestead, including any property tax credit returns filed in the immediately preceding year or in the current year.
- 3) Produce a valid drivers' license or other form of identification if requested.
- 4) Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is requested if requested.
- 5) Meet federal poverty income guidelines as defined and determined annually by the United States Office of Management and Budget as adopted annually by the Board.
- 6) Meet additional eligibility requirements as determined by the City Council.
- 7) Have assets not including the primary residence less than \$25,000.

BE IT ALSO RESOLVED that the board of review shall follow the above stated policy and federal guidelines in granting or denying an exemption.

The foregoing resolution offered by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_.

Upon roll call vote, he following voted "Aye: \_\_\_\_\_" "Nay: \_\_\_\_\_"

I, \_\_\_\_\_, the Clerk of the City of West Branch, hereby certify that the foregoing resolution was adopted by the City Council of said City at the regular meeting of said board held on \_\_\_\_\_, at which meeting a quorum was present by a roll call vote of said members as hereinbefore set forth; that said resolution was ordered to take immediate effect

\_\_\_\_\_  
Clerk

West Branch Creative Arts Association  
Victorian Art Fair  
124 N. Fourth St.  
West Branch, MI 48661

January 23, 2021

Dear West Branch City Council Members,

The Victorian Art Fair Committee requests the use of Irons Park for its annual Victorian Art Fair which would be held August 14<sup>th</sup> & 15<sup>th</sup>, 2021.

We are aware that with the pandemic your decision given to us presently could change in the future. We are open to any discussions on how our 2021 fair might look and any precautions you would like us to address. We would be happy to meet with you, if needed. As you know, it takes time to organize and plan this event. We would like to proceed with your permission.

If you have any questions, I can be reached on my home phone after 7 p.m. at 989-345-1333, or my cell phone 989-387-0485 or by email:  
[www.victorianartfair@gmail.com](mailto:www.victorianartfair@gmail.com).

We look forward to hearing from you.

Sincerely,



Marcia Young  
Fair Chairman



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

*WEST BRANCH CREATIVE ARTS ASSOC*

Name of Organization.....*VICTORIAN ART FAIR*

Address.....*124 N. 4th St WEST BRANCH MI 48661*

Contact Person & Phone Number.....*MARCIA YOUNG 345 1333*

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 in Aug.*

Banner to be displayed: FROM *8.1.21* TO *8.15.21*

*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**  
M I C H I G A N

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 Coalition of H.O.P.E.  
Address 222 E. Houghton Ave. West Branch, MI 48661  
Contact Person & Phone Number Angela Torrez (989) 717-7293

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.
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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: National Suicide Prevention Month

Banner to be displayed: FROM 9/1/21 TO 9/30/21

Angela Torrez  
Signature  
Additional request for 15-20 light pole banners to be added as well.

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 \_\_\_/\_\_\_/\_\_\_



## Declination of COVID-19 Vaccination

My employer, the City of West Branch, has notified me of the option to receive the COVID-19 vaccine.  
I receive COVID-19 vaccination to protect myself, patients, staff, and others in the healthcare facility.

I acknowledge that I am aware of the following facts (please read and check each box):

- ☐ COVID-19 is a serious respiratory disease. COVID-19 has killed thousands of people and caused hundreds of thousands of hospitalizations.
- ☐ COVID-19 vaccination is recommended for me to protect myself, our staff, and community residents from its complications and/or death.
- ☐ If I contract COVID-19, I can shed the virus for 24 hours before any COVID-19 symptoms appear. During the time I shed the virus, I can transmit COVID-19 to other staff or residents.
- ☐ If I become infected with COVID-19, even if my symptoms are mild or non-existent, I can spread COVID-19 to others. Symptoms that are mild or non-existent in me can cause serious illness and death in others.
- ☐ I understand that the strains of virus that cause COVID-19 infection change almost every year and, even if they don't change, my immunity declines over time. I further understand that the vaccine may be required more than once and could be required annually.
- ☐ I understand that it is impossible to get COVID-19 from the COVID-19 vaccine.
- ☐ The consequences of my refusal to be vaccinated could have life-threatening consequences for my health and the health of everyone with whom I have contact, including my coworkers and residents I come in contact with.

Despite these facts, I am choosing to decline COVID-19 vaccination for the following reasons:

- ☐ I understand that I can change my mind at any time and accept COVID-19 vaccination.

I have read and fully understand the information on this declination form.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (PRINT) \_\_\_\_\_

Department \_\_\_\_\_

REFERENCE: CDC. Prevention and Control of Seasonal COVID-19 with Vaccines: Recommendations of the Advisory Committee on Immunization Practices - United States, ...Access links to current ACIP recommendations at [www.cdc.gov/vaccines/hcp/acip-recs/vacc-specific/flu.html](https://www.cdc.gov/vaccines/hcp/acip-recs/vacc-specific/flu.html)



MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY  
FINANCE DIVISION  
CLEAN WATER AND DRINKING WATER STATE REVOLVING FUND/  
STRATEGIC WATER QUALITY INITIATIVES FUND  
**INTENT TO APPLY FORM**

This form should be submitted by all applicants seeking funding in the next five years. Applicants participating in the ITA process receive early indication of the funding outlook for their project(s).

**DATE:** January 25, 2021

**PROJECT(S) NAME** (Brief Identifier): **Lead Service Line Replacement**

**PROJECT(S) PURPOSE** (Including general location and public health or water quality issue being addressed): **The Project will replace the lead service lines throughout the City. Work to include reconnecting a new service line at the main and installing the service line into the home.**

**Applicant Legal Name:** City of West Branch

**Applicant Contact Name:** John Dantzer **Title:** City Manager

**Mailing Address** (street, city, state, zip+4): 121 N. Fourth St., West Branch, Michigan 48661

**Phone No.:** 989-345-0500

**Email:** citymanager@westbranch.com

**Consulting Engineer Name** (if applicable): Gary Bartow **Firm:** Fleis & VandenBrink Engineering, Inc

**Mailing Address** (street, city, state, zip+4): 2125 Ridgewood Drive, Suite 101, Midland, Michigan 48642

**Phone No.:** 989.239.2379

**Email:** gbartow@fveng.com

**PROJECT INFORMATION**

**Applicant Population:** 2,139 **Population Served by Project:** 2,139

**Treatment Facility Name** (if applicable): Click here to enter text.

**Estimated Total Project Cost:**

**Year 1 Costs:** \$2,800,000

**Estimated Year 1 Costs Financed Through SRF:**  
\$2,800,000

**Future Year Costs** (if applicable): Click here to enter text.

**Estimated Future Costs Financed Through SRF:** Click here to enter text.

**Other Funding Sources** (check all that apply): ☐MDOT ☐MEDC ☐USDA Rural Development

☐Other Financing/Funding Agency: Click here to enter text.

**Proposed Construction Start Date** (mm/yyyy): 04/2022

**Completed Project-Related Planning Documents** (check all that apply; do not need to submit at this time):

☒Capital Improvements Plan ☒Asset Management Plan ☐Preliminary Engineering Report  
☐Environmental Report ☐Project Plan ☐Infiltration & Inflow Study ☐Sanitary Sewer Evaluation Study  
☐NASSCO Report ☐Watershed Management Plan ☐Master Plan ☒Reliability Study ☐Other: Click here to enter text.

**ADDITIONAL INFORMATION**

Disadvantaged Community (as determined by EGLE)? ☒ Yes ☐ No ☐ Unknown

For a preliminary determination from EGLE, complete and attach the Disadvantaged Community Status Determination Worksheet.

Does the proposed project include any green infrastructure, water or energy efficiency improvements, or other environmentally innovative activities? ☒ Yes ☐ No ☐ Unknown

If yes, please describe: New water services will be installed to eliminate excessive system water loss.

For Clean Water State Revolving Loan projects, does the community use a qualifications-based selection process to obtain architectural/engineering services? ☐ Yes ☐ No

**Deadlines:** The ITA form may be submitted at any time, but is due on or before January 31, to allow for sufficient time for the pre-application meeting and to be placed on the DWSRF or CWSRF/SWQIF Project Priority List (PPL).

**Pre-Application Meeting:** The applicant will be contacted by an assigned Water Infrastructure Financing Section (WIFS) project manager within 14 days of receipt of this ITA form to schedule a pre-application discussion. This meeting can help to identify project funding opportunities and challenges earlier in the planning stage to better guide the efforts of the applicant and their consulting engineer. Suggested attendees would include the WIFS project manager, EGLE district engineer, applicant representative(s), and any other applicable attendees.

**Questions:** Please visit our website at [Michigan.gov/CWSRF](http://Michigan.gov/CWSRF) or [Michigan.gov/DWSRF](http://Michigan.gov/DWSRF) or call 517-284-5433.

Please submit this form by email to [EGLE-WIFS@Michigan.gov](mailto:EGLE-WIFS@Michigan.gov).

For information or assistance on this publication, please contact the (program), through EGLE Environmental Assistance Center at 800-662-9278. This publication is available in alternative formats upon request.

EGLE does not discriminate on the basis of race, sex, religion, age, national origin, color, marital status, disability, political beliefs, height, weight, genetic information, or sexual orientation in the administration of any of its programs or activities, and prohibits intimidation and retaliation, as required by applicable laws and regulations.

This form and its contents are subject to the Freedom of Information Act and may be released to the public.

**Disadvantaged Community Status Determination Worksheet**  
**City of West Branch**

The following data is required from each municipality in order to assess the disadvantaged community status. Please provide the necessary information and return to:

Robert Schneider  
Water Infrastructure Financing Section  
Finance Division  
P.O. Box 30241  
Lansing, MI 48909-7741  
[Schneiderr@michigan.gov](mailto:Schneiderr@michigan.gov)

If you have any questions please contact Robert Schneider at 517-388-6466

Please check the box this determination is for:

☒ DWRF    ☐ SRF

1. Total amount of anticipated debt for the proposed project, if applicable.

      \$0.00      

2. Annual payments on the existing debt for the system.

      77,195.00      

3. Total operation, maintenance and replacement expenses for the system on an annual basis.

      488,526.00      

4. Number of "residential equivalent users" in the system.

      1,376      

**For determinations made using anticipated debt, a final determination will be made based upon the awarded loan amount.**



MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY  
FINANCE DIVISION  
CLEAN WATER AND DRINKING WATER STATE REVOLVING FUND/  
STRATEGIC WATER QUALITY INITIATIVES FUND  
**INTENT TO APPLY FORM**

This form should be submitted by all applicants seeking funding in the next five years. Applicants participating in the ITA process receive early indication of the funding outlook for their project(s).

**DATE:** January 25, 2021

**PROJECT(S) NAME** (Brief Identifier): **Water Treatment and Water System Improvements**

**PROJECT(S) PURPOSE** (Including general location and public health or water quality issue being addressed): **The Project will replace the leaking undersized cast iron water mains on Houghton Ave. and const a new water treatment plant to eliminate elevated levels of Arsenic in the drinking water system.**

**Applicant Legal Name:** City of West Branch

**Applicant Contact Name:** John Dantzer **Title:** City Manager

**Mailing Address** (street, city, state, zip+4): 121 N. Fourth St., West Branch, Michigan 48661

**Phone No.:** 989-345-0500

**Email:** citymanager@westbranch.com

**Consulting Engineer Name** (if applicable): Gary Bartow **Firm:** Fleis & VandenBrink Engineering, Inc

**Mailing Address** (street, city, state, zip+4): 2125 Ridgewood Drive, Suite 101, Midland, Michigan 48642

**Phone No.:** 989.239.2379

**Email:** gbartow@fveng.com

**PROJECT INFORMATION**

**Applicant Population:** 2,139 **Population Served by Project:** 2,139+ 100,000 visitors annually at I-75 exit 202

**Treatment Facility Name** (if applicable): Click here to enter text.

**Estimated Total Project Cost:**

**Year 1 Costs:** \$4,900,000

**Estimated Year 1 Costs Financed Through SRF:**  
\$4,900,000

**Future Year Costs** (if applicable): Click here to enter text.

**Estimated Future Costs Financed Through SRF:** Click here to enter text.

**Other Funding Sources** (check all that apply): ☐MDOT ☐MEDC ☐USDA Rural Development

☐Other Financing/Funding Agency: Click here to enter text.

**Proposed Construction Start Date** (mm/yyyy): 04/2022

**Completed Project-Related Planning Documents** (check all that apply; do not need to submit at this time):

☒Capital Improvements Plan ☒Asset Management Plan ☐Preliminary Engineering Report

☐Environmental Report ☐Project Plan ☐Infiltration & Inflow Study ☐Sanitary Sewer Evaluation Study

☐NASSCO Report ☐Watershed Management Plan ☐Master Plan ☒Reliability Study ☐Other: Click here to enter text.

## ADDITIONAL INFORMATION

Disadvantaged Community (as determined by EGLE)? ☒ Yes ☐ No ☐ Unknown

For a preliminary determination from EGLE, complete and attach the Disadvantaged Community Status Determination Worksheet.

Does the proposed project include any green infrastructure, water or energy efficiency improvements, or other environmentally innovative activities? ☒ Yes ☐ No ☐ Unknown

If yes, please describe: New PVC water mains and water services will be installed to eliminate excessive system water loss and VFD's will be used at the Water Treatment Plant for energy conservation.

For Clean Water State Revolving Loan projects, does the community use a qualifications-based selection process to obtain architectural/engineering services? ☐ Yes ☐ No

**Deadlines:** The ITA form may be submitted at any time, but is due on or before January 31, to allow for sufficient time for the pre-application meeting and to be placed on the DWSRF or CWSRF/SWQIF Project Priority List (PPL).

**Pre-Application Meeting:** The applicant will be contacted by an assigned Water Infrastructure Financing Section (WIFS) project manager within 14 days of receipt of this ITA form to schedule a pre-application discussion. This meeting can help to identify project funding opportunities and challenges earlier in the planning stage to better guide the efforts of the applicant and their consulting engineer. Suggested attendees would include the WIFS project manager, EGLE district engineer, applicant representative(s), and any other applicable attendees.

**Questions:** Please visit our website at [Michigan.gov/CWSRF](http://Michigan.gov/CWSRF) or [Michigan.gov/DWSRF](http://Michigan.gov/DWSRF) or call 517-284-5433.

Please submit this form by email to [EGLE-WIFS@Michigan.gov](mailto:EGLE-WIFS@Michigan.gov).

For information or assistance on this publication, please contact the (program), through EGLE Environmental Assistance Center at 800-662-9278. This publication is available in alternative formats upon request.

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This form and its contents are subject to the Freedom of Information Act and may be released to the public.

**Disadvantaged Community Status Determination Worksheet**  
**City of West Branch**

The following data is required from each municipality in order to assess the disadvantaged community status. Please provide the necessary information and return to:

Robert Schneider  
Water Infrastructure Financing Section  
Finance Division  
P.O. Box 30241  
Lansing, MI 48909-7741  
[Schneiderr@michigan.gov](mailto:Schneiderr@michigan.gov)

If you have any questions please contact Robert Schneider at 517-388-6466

Please check the box this determination is for:

☒ DWRF    ☐ SRF

1. Total amount of anticipated debt for the proposed project, if applicable.

    \$0.00    

2. Annual payments on the existing debt for the system.

   77,195.00   

3. Total operation, maintenance and replacement expenses for the system on an annual basis.

  488,526.00  

4. Number of "residential equivalent users" in the system.

    1,376    

**For determinations made using anticipated debt, a final determination will be made based upon the awarded loan amount.**





**CONSOLIDATION AND CONTAMINATION RISK  
REDUCTION (C2R2) GRANT APPLICATION**

Sec. 1002, 2019 PA 57

Public Act 57 of 2019, was made effective on September 29, 2019, to provide grants for the following purpose:

*Sec. 1001. From the funds appropriated in part 1 for PFAS and emerging contaminants, the department shall award grants for up to \$5,000,000 to drinking water systems for contaminant remediation efforts or connection to an alternate system as well as to invest in technologies to address contaminants in public water systems.*

Grants may be awarded to drinking water systems for projects that remove or treat polyfluoroalkyl substances (PFAS) or other contaminants in a drinking water system defined under state or federal drinking water regulations (apart from lead), or consolidation efforts to connect a system or private residences with contaminated residential wells to a local municipal system. Consolidation only projects must have a documented finding or concern from the Michigan Department of Environment, Great Lakes, and Energy (EGLE) staff. The maximum grant amount allowable per applicant is \$5 million. There are no local match requirements. Applications will be accepted continuously until funding is exhausted. Applications will be awarded on a quarterly funding cycle. EGLE may reevaluate program and system needs after one year. Grant applications must be received by close of business on these dates to be funded in the applicable quarterly funding cycle:

|   | Quarter 1        | Quarter 2      | Quarter 3        | Quarter 4        |
|---|------------------|----------------|------------------|------------------|
| <b>Application Deadline</b>                           | January 31, 2021 | April 30, 2021 | July 31, 2021    | October 31, 2021 |
| <b>Anticipated Grant Award Date</b><br>(on or before) | April 15, 2021   | July 15, 2021  | October 15, 2021 | January 15, 2022 |

Entities that own or operate a public drinking water distribution or treatment system are eligible to apply. Applicants must not appear on the Federal Debarment and Suspension List and must be in good standing with EGLE programs (i.e., no EGLE grant revoked or terminated and no demonstrated ability to manage a grant or meet obligations in a project contract with EGLE). Applicants must have proof of a successful financial audit within 24 months of grant award or receive an exemption from EGLE.

**Application for C2R2 Grant**

Applicant Name:

City of West Branch

Project Location (city, village, or township and county):

West Branch

Ogemaw

Estimated Project Start Date (month/year): 06/2021

Project Contact #1 (Authorized Signatory):

Name: John Dantzer

Title: City Manager

Telephone: (989) 345-0500

Address: 121 N. Fourth Street

West Branch Michigan 48661

E-mail address: citymanager@westbranch.com

Project Name:

Water Treatment Plant Improvements

Estimated Project End Date (month/year): 12/2022

Project Contact #2 (Consulting Engineer or Other):

Name: Gary Bartow

Title: Group Manager

Telephone: (989) 239-2379

Address: 2125 Ridgewood Drive, Suite 101

Midland Michigan 48642

E-mail address: gbartow@fveng.com



Project Summary: Attach project workplan or summary pages; should include project need, what will be addressed and how, and map(s) illustrating project work areas including results of sampling efforts, if known.

Project Cost Information: Attach documentation of estimated project costs in project workplan/summary (may include vendor estimates/quotes, contracts, etc.). Eligible project costs incurred on or after November 16, 2020, are able to be included in the grant. Grant eligible costs are those that are associated with project planning, design, and construction, or installation of equipment/ technology to address PFAS or other contaminants in drinking water; planning, design, and construction activities related to consolidation efforts; and project associated inspection costs. Additional details are discussed on the C2R2 Grant Overview Guidance Document.

Any construction work greater than \$50,000 must be competitively bid unless prior EGLE approval is granted. Force account may be utilized if approved by EGLE based on acceptable justification documenting the need. Eligibility is project specific and determined on a case-by-case basis by EGLE. Costs not eligible for grant inclusion include, but are not limited to, local fees (may be eligible if fee covers tangible construction or inspection of new infrastructure associated with the grant).

Estimated Project Costs

|                                  |              |
|----------------------------------|--------------|
| 1. Project Planning/Design Costs | 526,000.00   |
| 2. Project Construction Costs    | 3,504,000.00 |
| 3. Equipment/Technology Costs    |              |
| 4. Project Cost Subtotal         | 4,030,000.00 |
| 5. Requested Grant Amount*       | 4,030,000.00 |

\*Total grant amount cannot exceed \$5,000,000

Ranking/Scoring: Projects will be batched and scored in each quarterly funding cycle. Scores will be based on the criteria established in the C2R2 Grant Overview Guidance Document.

Fill in the appropriate response below:

- Population benefitting as a result of the project:
- Has the applicant (or system) reported PFAS levels greater than one or more of the PFAS MCL's? If yes, attach results. ☐Yes ☒No
- Do residential wells being connected as a result of this project have documented sample results indicating PFAS is present? If yes, attach results. ☐Yes ☒No

4. Has the applicant (or system) had a MCL violation in the past three years? If yes, attach results. ☒ Yes ☐ No
5. Is consolidating systems a primary outcome of this grant? ☒ Yes ☐ No
6. Is the project area within or adjacent to an active or past MPART official site or area of interest? ☐ Yes ☒ No
7. Was the applicant's most recent Sanitary Survey completed with no deficiencies?  
☒ Yes ☐ No

**I certify that the information provided in this application is complete, true, and accurate to the best of my knowledge.**

| Printed Name: | Print Title: | Signature: | Date: |
|---------------|--------------|------------|-------|
|               |              |            |       |

**Submit completed form and applicable attachments to [EGLE-DWGrants@michigan.gov](mailto:EGLE-DWGrants@michigan.gov).**

**Or via U.S. mail to:**

Michigan Department of Environment, Great Lakes, and Energy  
Finance Division - Water Infrastructure Financing Section  
525 West Allegan Street  
P.O. Box 30457  
Lansing, Michigan 48909-7957

For information or assistance on this publication, please contact the program, through EGLE Environmental Assistance Center at 800-662-9278. This publication is available in alternative formats upon request.

EGLE does not discriminate on the basis of race, sex, religion, age, national origin, color, marital status, disability, political beliefs, height, weight, genetic information, or sexual orientation in the administration of any of its programs or activities, and prohibits intimidation and retaliation, as required by applicable laws and regulations.

This form and its contents are subject to the Freedom of Information Act and may be released to the public.

# **CITY OF WEST BRANCH, OGEMAW COUNTY, MICHIGAN**

## **PROJECT SUMMARY**

The purpose of this project narrative is to fulfill the requirements of the Consolidation and Contamination Risk Reduction (C2R2) Grant application for the City of West Branch, located in Ogemaw County. This grant will help address the increasing Arsenic concentration in the City's Well #4. The Arsenic levels are approaching the maximum allowable levels of 10 ppb. Recent samples indicate Arsenic levels of 9-ppb. This exceeds the 50% of the MCL which is the requirement to apply for the C2R2 Grant.

Documentation included in the application include:

- Water quality sampling results noting the high levels of Arsenic.
- Letter dated January 22, 2020 from Matthew Sylvester, District Engineer from EGLE supporting the necessary improvements.

The City of West Branch, located in the northwest corner of Ogemaw County in Central Michigan, which operates a type 1 public water supply and distribution system. The water system currently serves the City population of 2,139 and provides backup to the commercial district of West Branch Township, which provides water service to over 500,000 visitors annually. We have estimated that the equivalent population being served exceeds 100,000 annually. In addition, Ogemaw Township has discussed the option to connect to the City's water distribution system to provide an emergency backup in case their well system fails or has contamination issues. Ogemaw Township does not have a water treatment plant.

The City has three certified water department personnel to maintain the system.

The assets of the publicly owned water supply system consist of:

- Two wells producing an average of 864,000 gallons per day (gpd)
- Water treatment at the wells consisting of chlorine for disinfection, and fluoride treatment.
- One water tower with a total storage capacity of 500,000 gallons.
- One standby generator for the wells.
- Over 67,400 feet of watermain ranging from 4-inches to 10-inches in diameter.
- 133 fire hydrants with valves.
- 250 watermain valves.

The proposed project will consist of a new water treatment with Vertical Pressure Filters to effectively remove raw water contaminants from the water supply. chlorine disinfection equipment, development of a new water well, backwash ponds and site improvements.

A detailed project cost opinion is attached to the application.

## **SUPPLEMENTARY INFORMATION**

Appendix A: Distribution Area

Appendix B: Application Cost Details

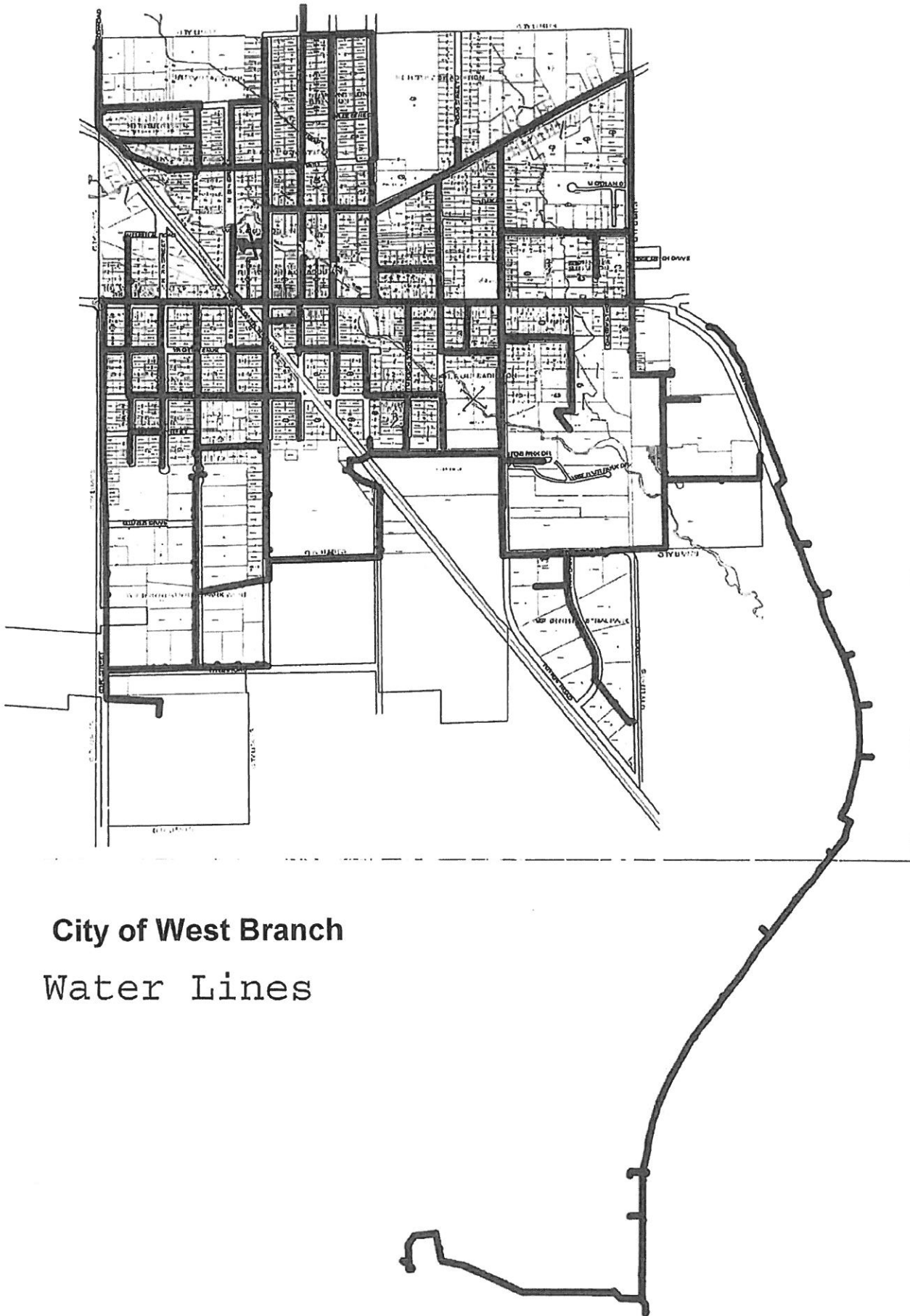
Appendix C: EGLE Letter and 2019 Water Quality Report for City of West Branch

Appendix D; Community Sanitary Survey

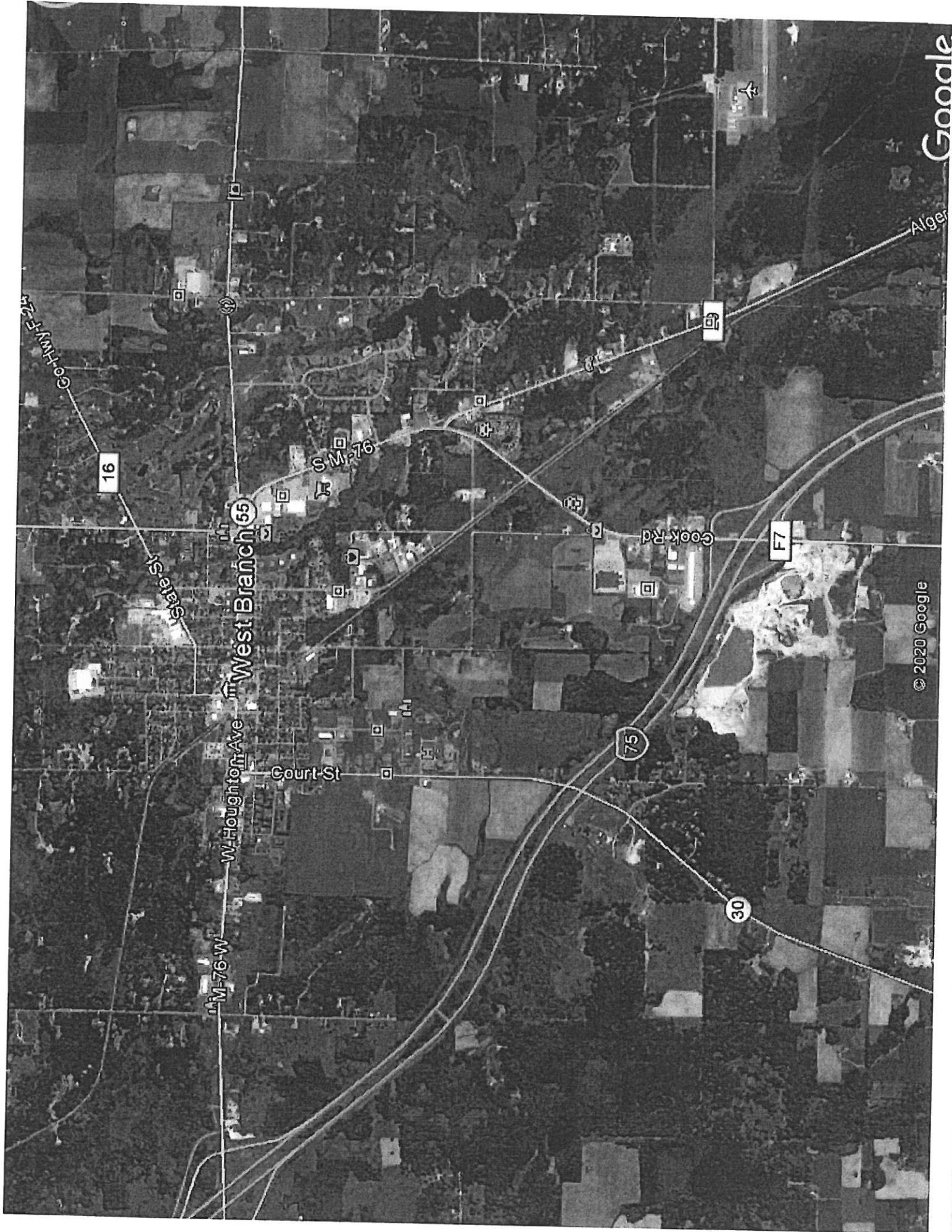
**Appendix A**

**Project Work Area**

Water Distribution Map  
West Branch Service Area



**City of West Branch**  
Water Lines





## **Appendix B**

### **Application Cost Details** Engineer's Cost Opinion

**Engineer's Opinion of Probable Project Cost <sup>(1)</sup>**

Project: City of West Branch, Water Treatment Plant  
 Basis for Estimate: ☒ Conceptual ☐ Basis of Design ☐ Final  
 Work: Water Treatment Plant Construction

Project No. P16377  
 Estimator: GOB/J. Benjamin  
 Date: January 2021

| Item                                    | Description  | Unit | Qty.   | Unit Price | Amount             |
|---|--|------|--------|------------|--------------------|
| <b>Water Treatment Plant</b>            |  |      |        |            |                    |
| 1                                       | Site Work  |      |        |            |                    |
| 2                                       | Construction Staking                                   | LS   | 1      | \$2,500    | \$2,500            |
| 3                                       | Excavation/Site Grading                                | LS   | 1      | \$35,000   | \$35,000           |
| 4                                       | 2' Catch Basin   | EA   | 5      | \$2,500    | \$12,500           |
| 5                                       | Storm Sewer  | LF   | 380    | \$50       | \$19,000           |
| 6                                       | 10" Water Lines - HDPE                                 | LF   | 400    | \$90       | \$36,000           |
| 7                                       | Sanitary Sewer - PVC                                   | LF   | 2,100  | \$75       | \$157,500          |
| 8                                       | HMA Drive/Parking                                      | SY   | 4,000  | \$40       | \$160,000          |
| 9                                       | Backwash Ponds   | LS   | 1      | \$100,000  | \$100,000          |
| 10                                      | Site Restoration (Top Soil, Seed, Fertilizer, Mulch)   | SY   | 7,000  | \$6        | \$42,000           |
| 11                                      | Concrete Sidewalk - 4" thick                           | SF   | 500    | \$13       | \$6,300            |
| 12                                      | Site Fencing   | LF   | 1,000  | \$25       | \$25,000           |
| 13                                      | Main Gate  | LS   | 1      | \$5,000    | \$5,000            |
| 14                                      | 2" Water   | LF   | 200    | \$30       | \$6,000            |
| 15                                      | Well Development                                       | LS   | 1      | \$145,000  | \$145,000          |
| 16                                      | 10 inch Raw Water Lines                                | LF   | 1,400  | \$60       | \$84,000           |
| 17                                      | 10 inch Raw Water Line fittings                        | EA   | 6      | \$500      | \$3,000            |
| 18                                      | Storm Sewer  | LF   | 2,600  | \$55       | \$143,000          |
| 19                                      | Storm MH/CB  | EA   | 18     | \$2,300    | \$41,400           |
| 20                                      | Sanitary MH  | EA   | 7      | \$3,800    | \$26,600           |
| 21                                      | HMA Resurface  | SF   | 22,000 | \$3        | \$66,000           |
| 22                                      | Curb and Gutter  | LF   | 5,600  | \$22       | \$123,200          |
| <b>Total Site Work:</b>                 |  |      |        |            | <b>\$1,239,000</b> |
| 16                                      | Foundations/Concrete Work                              |      |        |            |                    |
| 17                                      | Reinforced Strip Footings                              | LF   | 200    | \$60       | \$12,000           |
| 18                                      | Forming  | SF   | 275    | \$10       | \$2,800            |
| 19                                      | Reinforced Foundation Wall - 4 foot high               | LF   | 200    | \$95       | \$19,000           |
| 20                                      | Foundation Wall Dampproofing                           | SF   | 800    | \$3        | \$2,400            |
| 21                                      | Foundation Rigid Insulation                            | SF   | 1,600  | \$4        | \$6,400            |
| 22                                      | 6-inch Reinforced Concrete Slab w/Sealer               | SF   | 2,400  | \$7        | \$16,800           |
| 23                                      | Backfill with Sand and Compaction                      | CY   | 300    | \$15       | \$4,500            |
| 24                                      | Miscellaneous Flat Work                                | LS   | 1      | \$2,500    | \$2,500            |
| <b>Total Foundations/Concrete Work:</b> |  |      |        |            | <b>\$66,400</b>    |
| 25                                      | Structural Steel/Misc. Metals                          |      |        |            |                    |
| 26                                      | Miscellaneous Metals                                   | LS   | 1      | \$2,500    | \$2,500            |
| 27                                      | Metal Grating  | SF   | 50     | \$50       | \$2,500            |
| 28                                      | Guard Rails/Hand Rails                                 | LF   | 100    | \$60       | \$6,000            |
| <b>Total Structural Steel:</b>          |  |      |        |            | <b>\$11,000</b>    |
| 29                                      | Architectural  |      |        |            |                    |
| 30                                      | Aluminum Gutters & Downspouts                          | LF   | 120    | \$20       | \$2,400            |
| 31                                      | 3'x7' Exterior HW Door & Frame w/Hardware              | EA   | 2      | \$2,500    | \$5,000            |
| 32                                      | 3'x7' Interior HW Door & Frame w/Hardware              | EA   | 2      | \$1,500    | \$3,000            |
| 33                                      | 6'x7' Exterior HW Door & Frame w/Hardware              | EA   | 1      | \$3,500    | \$3,500            |
| 34                                      | 6'x7' Exterior Fiberglass Door & Frame w/Hardware      | EA   | 1      | \$4,800    | \$4,800            |
| 35                                      | Stud Walls (12-16' high)                               | LF   | 200    | \$60       | \$12,000           |
| 36                                      | Exterior Metal Siding (26 Gauge) - Painted with Insul. | SF   | 3,100  | \$7        | \$21,700           |
| 37                                      | Interior Metal Siding (24 Gauge) - Painted             | SF   | 3,038  | \$4        | \$12,200           |
| 38                                      | Roof Truss Framing                                     | SF   | 2,400  | \$5        | \$12,000           |
| 39                                      | Roof Deck  | SF   | 2,600  | \$4        | \$10,400           |
| 40                                      | Roof Insulation (R-49)                                 | SF   | 2,400  | \$4        | \$8,400            |
| 41                                      | Metal Roofing  | SF   | 2,600  | \$8        | \$20,800           |
| 42                                      | Wall Insulation  | SF   | 3,038  | \$3        | \$9,100            |
| 43                                      | Interior Walls - Water Resistant                       | SF   | 1,178  | \$6        | \$7,100            |



|    |   |                |       |                                    |                    |
|----|---|----------------|-------|------------------------------------|--------------------|
| 44 | Interior Ceiling 3/4" T&G Plywood                         | SF             | 2,400 | \$4                                | \$8,400            |
| 45 | Interior Painting Ceiling: Primer + 2 Coats               | SF             | 2,400 | \$3                                | \$6,600            |
| 46 | Interior Wall Painting: Primer + 2 Coats                  | SF             | 1,985 | \$3                                | \$5,500            |
| 47 | Interior Floor - Epoxy in Chemical Room                   | SF             | 184   | \$18                               | \$3,300            |
| 48 | Miscellaneous Finish Work                                 | LS             | 1     | \$4,500                            | \$4,500            |
| 49 | Miscellaneous Glazing/ Windows                            | LS             | 1     | \$5,000                            | \$5,000            |
| 50 | Sealing/Caulking  | LS             | 1     | \$2,500                            | \$2,500            |
| 51 | Cabinets/Furniture  | LS             | 1     | \$10,000                           | \$10,000           |
|    |   |                |       | <b>Total Architectural:</b>        | <b>\$178,200</b>   |
| 52 | <b>Building Mechanical</b>                                |                |       |                                    |                    |
| 53 | Exhaust Fan & Intake Louver Set                           | EA             | 4     | \$5,500                            | \$22,000           |
| 54 | Unit Heaters (Gas Fired)                                  | EA             | 6     | \$2,700                            | \$16,200           |
| 55 | Gas Service Upgrade/Allowance                             | LS             | 1     | \$5,000                            | \$5,000            |
| 56 | General Plumbing (water, floor drains, gas lines)         | SF             | 2,400 | \$8                                | \$19,200           |
| 57 | Dehumidifier  | LS             | 1     | \$3,500                            | \$3,500            |
| 58 | HVAC Controls   | LS             | 1     | \$5,000                            | \$5,000            |
|    |   |                |       | <b>Total Building Mechanical:</b>  | <b>\$70,900</b>    |
| 59 | <b>Electrical</b>   |                |       |                                    |                    |
| 60 | 400A Electrical Service                                   | LS             | 1     | \$20,000                           | \$20,000           |
| 61 | 600 A MDP   | LS             | 1     | \$14,500                           | \$14,500           |
| 62 | Well Pump VFD's & Feeders (300' avg)                      | EA             | 3     | \$15,000                           | \$45,000           |
| 63 | General Lighting  | SF             | 2,400 | \$5                                | \$12,000           |
| 64 | General Power   | SF             | 2,400 | \$4                                | \$9,600            |
| 65 | Controls & Instrumentation Wiring                         | PT             | 75    | \$500                              | \$37,500           |
| 66 | Process Equipment Electrical                              | EA             | 8     | \$2,500                            | \$20,000           |
| 67 | Grounding & Miscellaneous                                 | LS             | 1     | \$2,500                            | \$2,500            |
| 68 | New 208/120V Lighting Panel & Transformer                 | LS             | 1     | \$7,000                            | \$7,000            |
| 69 | HVAC Power/Controls                                       | LS             | 1     | \$6,500                            | \$6,500            |
| 70 | Communications  | SF             | 2,400 | \$4                                | \$9,600            |
|    |   |                |       | <b>Total Electrical:</b>           | <b>\$184,200</b>   |
| 71 | <b>SCADA &amp; Controls</b>                               |                |       |                                    |                    |
| 72 | SCADA Computer Hardware                                   | LS             | 1     | \$10,000                           | \$10,000           |
| 73 | PLC & SCADA Software                                      | LS             | 1     | \$12,500                           | \$12,500           |
| 74 | SCADA Programming & Testing                               | LS             | 1     | \$25,000                           | \$25,000           |
| 75 | SCADA Network Wiring (Fiber + CAT 6)                      | LS             | 1     | \$7,500                            | \$7,500            |
| 76 | Main SCADA Control Panel                                  | EA             | 1     | \$27,500                           | \$27,500           |
| 77 | Radio Communication System                                | LS             | 1     | \$12,500                           | \$12,500           |
|    |   |                |       | <b>Total SCADA &amp; Controls:</b> | <b>\$95,000</b>    |
| 78 | <b>Process Equipment</b>                                  |                |       |                                    |                    |
| 79 | Vertical Pressure Filters, Face Piping, Blower, Valves    | LS             | 1     | \$425,000                          | \$425,000          |
| 80 | Process Piping, Valves, Flow Meters                       | LS             | 1     | \$55,000                           | \$55,000           |
| 81 | Steel Air Piping  | LS             | 1     | \$5,500                            | \$5,500            |
| 82 | Disinfection Equip (Gas Chlorinators, Chlorine Analyzers) | LS             | 1     | \$35,000                           | \$35,000           |
| 83 | Chemical Feed Equipment                                   | LS             | 1     | \$18,500                           | \$18,500           |
| 84 | Safety Equipment  | LS             | 1     | \$10,000                           | \$10,000           |
| 85 | Well Pumps  | EA             | 3     | \$35,000                           | \$105,000          |
| 86 | Backwash Flow Control                                     | LS             | 1     | \$15,000                           | \$15,000           |
| 87 | Mechanical Contractor Installation, 25%                   | LS             | 1     | \$167,300                          | \$167,300          |
| 88 | Process Painting  | LS             | 1     | \$30,000                           | \$30,000           |
|    |   |                |       | <b>Total Process Equipment:</b>    | <b>\$866,300</b>   |
| 89 | <b>General Conditions and OH&amp;P</b>                    | 12% of capital |       | \$474,000                          | \$474,000          |
| 90 | Contingency/Undeveloped Details                           |                |       | <b>Subtotal Construction</b>       | <b>\$3,185,000</b> |
|    |   |                |       | 10%                                | \$319,000          |
| 91 | Planning and Engineering Costs                            |                |       | <b>Total Construction Cost</b>     | <b>\$3,504,000</b> |
|    |   |                |       |                                    | \$526,000          |
|    |   |                |       | <b>Total Project Cost:</b>         | <b>\$4,030,000</b> |

**Notes:**

(1) The Design Professional has no control over costs or the price of labor, equipment or materials, or over the Contractor's method of pricing. Bid prices may vary significantly based on these factors and market conditions at time of bid.

## Appendix C

### Supporting Documentation

EGLE Letter dated January 22, 2020  
2019 Water Quality Report for the City of West Branch



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF  
ENVIRONMENT, GREAT LAKES, AND ENERGY  
BAY CITY DISTRICT OFFICE



LIESL EICHLER CLARK  
DIRECTOR

January 22, 2020

Mr. Frank Goodroe  
City of West Branch  
121 North Fourth Street  
West Branch, Michigan 48661

WSSN: 07010

Dear Mr. Goodroe:

Subject: City of West Branch, Ogemaw County – System Improvements

The Department of Environment, Great Lakes, and Energy (EGLE) has been informed that the City of West Branch (City) is in the process of applying for a Community Development Block Grant (CDBG) for improvements to their Type I drinking water supply. As part of the application, EGLE was asked to provide comment as to whether the project will serve to correct conditions that do not meet applicable standards of construction.

It has been noted that the City's Well #4 has been increasing in Arsenic concentration since its origin. Though the City's arsenic monitoring has remained in compliance with EGLE's Maximum Contaminant Level (MCL) regulations, it is important to minimize the concentration of arsenic in the public drinking water as the Maximum Contaminant Level Goal (MCLG) is zero (0) parts per billion (ppb). The proposed project is planning to build an arsenic removal treatment plant, as well as add a new Type I drinking water well. The addition of a well would improve the City's firm well capacity (the production capability of each respective part of the waterworks system with the largest well, pump, or treatment unit out of service) and would likely justify the addition of the proposed treatment plant. It is recommended that these additions be made to maintain compliance with R325.10604c and R325.11204 of Act 399, which describe that the MCL for arsenic is ten (10) ppb and that the firm well capacity shall equal or exceed the design maximum day demand, respectively.

The aforementioned items are all important in maintaining a water supply system. These items help ensure the system will produce safe drinking water for the community, while keeping the supply in compliance with Act 399.

If you have any questions, please contact me by phone at 989-395-8567, or by email at [SylvesterM1@Michigan.gov](mailto:SylvesterM1@Michigan.gov); or by mail at EGLE, Bay City District Office, Drinking Water and Environmental Health Division, 401 Ketchum Street, Suite B, Bay City, Michigan 48708.

Sincerely,

Matthew Sylvester  
District Engineer  
Field Operations Section  
Drinking Water and Environmental Health Division

cc: Mr. Mike Killackey, Operator-in-Charge

# 2019 Water Quality Report for City of West Branch

This report covers the drinking water quality for City of West Branch for the 2019 calendar year. This information is a snapshot of the quality of the water that we provided to you in 2019. Included are details about where your water comes from, what it contains, and how it compares to Environmental Protection Agency (EPA) and state standards.

Your water comes from 2 groundwater wells, each over 170' deep. The State performed an assessment of our source water to determine the susceptibility or the relative potential of contamination. The susceptibility rating is on a seven-tiered scale from "very-low" to "very-high" based on geologic sensitivity, well construction, water chemistry and contamination sources. The susceptibility of our source can be obtained at City Hall or by calling 989-345-0500 or by email at [publicworks@westbranch.com](mailto:publicworks@westbranch.com)

There are no significant sources of contamination in our water supply. During October 1- December 31, 2019 we did not monitor for arsenic and therefore cannot be sure the quality of drinking water during that time. However, this violation **does not** pose a threat to your water supply. What Happened? We inadvertently missed taking a sample with in this required sampling period. We are making every effort to assure this does not happen again. We are making efforts to protect our sources by updating the City of West Branch's well head protect program.

If you would like to know more about the report, please contact Mike Killackey, DPW Superintendent at 989-965-4982 or email at [publicworks@westbranch.com](mailto:publicworks@westbranch.com)

- **Contaminants and their presence in water:** Drinking Water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the EPA's Safe Drinking Water Hotline (800-426-4791).
- **Vulnerability of sub-populations:** Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune systems disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. EPA/CDC guidelines on appropriate means to lessen the risk of infection by *Cryptosporidium* and other microbial contaminants are available from the Safe Drinking Water Hotline (800-426-4791).

- **Sources of drinking water:** The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. Our water comes from wells. As water travels over the surface of the land or through the ground, it dissolves naturally-occurring minerals and, in some cases, radioactive material, and can
- Pick up substances resulting from the presence of animals or from human activity.

Contaminants that may be present in source water include:

- **Microbial contaminants**, such as viruses and bacteria, which may come from sewage treatment plants, septic systems, agricultural livestock operations and wildlife.
- **Inorganic contaminants**, such as salts and metals, which can be naturally-occurring or result from urban storm water runoff, industrial or domestic wastewater discharges, oil and gas production, mining or farming.
- **Pesticides and herbicides**, which may come from a variety of sources such as agriculture and residential uses.
- **Radioactive contaminants**, which can be naturally occurring or be the result of oil and gas production and mining activities.
- **Organic chemical contaminants**, including synthetic and volatile organic chemicals, which are by-products of industrial processes and petroleum production, and can also, come from gas stations, urban storm water runoff, and septic systems.



In order to ensure that tap water is safe to drink, EPA prescribes regulations that limit the amount of certain contaminants in water provided by public water systems. Food and Drug Administration regulations establish limits for contaminants in bottled water which provide the same protection for public health.

## Water Quality Data

The table below lists all the drinking water contaminants that we detected during the 2019 calendar year. The presence of these contaminants in the water does not necessarily indicate that the water poses a health risk. Unless otherwise noted, the data presented in this table is from testing done January 1 – December 31, 2019. The State allows us to monitor for certain contaminants less than once per year because the concentrations of these contaminants are not expected to vary significantly from year to year. All of the data is representative of the water quality, but some are more than one year old.

### Terms and abbreviations used below:

- **Maximum Contaminant Level Goal (MCLG):** The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.
- **Maximum Contaminant Level (MCL):** The highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.
- **Maximum Residual Disinfectant Level (MRDL):** The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.
- **Maximum Residual Disinfectant Level Goal (MRDLG):** The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.
- **Treatment Technique (TT):** A required process intended to reduce the level of a contaminant in drinking water.
- **N/A:** Not applicable **ND:** not detectable at testing limit **ppb:** parts per billion or micrograms per liter **ppm:** parts per million or milligrams per liter **pCi/l:** picocuries per liter (a measure of radioactivity).
- **Action Level (AL):** The concentration of a contaminant which, if exceeded, triggers treatment or other requirements that a water system must follow.

| Regulated Contaminant                               | MCL, TT, or MRDL | MCLG or MRDLG | Level Detected | Range      | Year Sampled | Violation Yes / No | Typical Source of Contaminant  |
|---|------------------|---------------|----------------|------------|--------------|--------------------|--|
| <b>Inorganic Contaminants</b>                       |                  |               |                |            |              |                    |  |
| Arsenic (ppb)                                       | 10               | 0             | 9              | 8-9        | 2019         | Yes                | Erosion of natural deposits; Runoff from orchards; Runoff from glass and electronics production wastes                     |
| Nitrate (ppm)                                       | 10               | 10            | 0              | 0          | 2019         | No                 | Runoff from fertilizer use; Leaching from septic tanks, sewage; Erosion of natural deposits                                |
| Fluoride (ppm)                                      | 4                | 4             | .70            | .32–1.07   | Daily 2019   | No                 | Erosion of natural deposits; Water additive which promotes strong teeth; Discharge from fertilizer and aluminum factories. |
| Sodium <sup>1</sup> (ppm)                           | N/A              | N/A           | 8              | 0-8        | 2019         | No                 | Erosion of natural deposits.   |
| <b>Disinfectants &amp; Disinfection By-Products</b> |                  |               |                |            |              |                    |  |
| TTHM - Total Trihalomethanes (ppb)                  | 80               | N/A           | .5             | .5         | 2019         | No                 | Byproduct of drinking water disinfection   |
| HAA5 Haloacetic Acids (ppb)                         | 60               | N/A           | 0              | 0          | 2019         | No                 | Byproduct of drinking water disinfection   |
| Chlorine <sup>2</sup> (ppm)                         | 4                | 4             | .81            | .32 - 1.30 | Daily 2019   | No                 | Water additive used to control microbes  |



| Microbiological Contaminants                                      |  |      |                         |              |                       |                                 |  |
|---|--|------|-------------------------|--------------|-----------------------|---------------------------------|--|
| Total Coliform (total number or % of positive samples/month)      | TT   | N/A  | N/A                     | N/A          | 2019                  | No                              | Naturally present in the environment.  |
| <i>E. coli</i> in the distribution system (positive samples)      | See <i>E. coli</i> <sup>3</sup> note below | 0    | N/A                     | N/A          |                       |                                 | Human and animal fecal waste.  |
| Fecal Indicator – <i>E. coli</i> at the source (positive samples) | TT   | N/A  | N/A                     | N/A          |                       |                                 | Human and animal fecal waste.  |
| Inorganic Contaminant Subject to AL                               | AL   | MCLG | Your Water <sup>4</sup> | Year Sampled | # of Samples Above AL | Does System Exceed AL? Yes / No | Typical Source of Contaminant  |
| Lead (ppb)  | 15   | 0    | 4                       | 2019         | 0                     | No                              | Corrosion of household plumbing systems; Erosion of natural deposits                                   |
| Copper (ppm)  | 1.3  | 1.3  | .1                      | 2019         | 0                     | No                              | Corrosion of household plumbing systems; Erosion of natural deposits; Leaching from wood preservatives |

| Date Collected | Sample location | PFOS+PFOA (ppt) | LHA (ppt) PFOS + PFOA | Total tested PFAS |
|----------------|-----------------|-----------------|-----------------------|-------------------|
| 11-5-18        | TP104           | N/D             | 70                    | N/D               |
| 11-5-18        | TP105           | N/D             | 70                    | N/D               |

<sup>1</sup> Sodium is not a regulated contaminant.

<sup>2</sup> The chlorine "Level Detected" was calculated using a running annual average.

<sup>3</sup> *E. coli* MCL violation occurs if: (1) routine and repeat samples total coliform-positive and either is *E. coli*-positive, or (2) supply fails to take all required repeat samples following *E. coli*-positive routine sample, or (3) supply fails to analyze total coliform-positive repeat sample for *E. coli*.

<sup>4</sup> 90 percent of the samples collected were at or below the level reported for our water.

**Information about lead:** If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. City of West Branch is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you have a lead service line it is recommended that you run your water for at least 5 minutes to flush water from both your home plumbing and the lead service line. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline 1-800-426-4791 or at <http://www.epa.gov/safewater/lead>.

Monitoring and Reporting to the DEQ Requirements: The State and EPA require us to test our water on a regular basis to ensure its safety. We met all the monitoring and reporting requirements for 2019. We will update this report annually and will keep you informed of any problems that may occur throughout the year, as they happen. Copies are available at the City of West Branch City Hall 121 N. 4<sup>th</sup> St. This report will not be sent to you.

We invite public participation in decisions that affect drinking water quality. City Council meetings are held the first and the third Monday of every month at 6:00pm at City Hall. For more information about your water, or the contents of this report, contact Mike Killackey, DPW Superintendent at 989-965-4982, [publicworks@westbranch.com](mailto:publicworks@westbranch.com) or at our web city [www.westbranch.com](http://www.westbranch.com). For more information about safe drinking water, visit the U.S. Environmental Protection Agency at [www.epa.gov/safewater/](http://www.epa.gov/safewater/).

**Appendix D**  
**Community Sanitary Survey**



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF ENVIRONMENTAL QUALITY  
LANSING



LIESL EICHLER CLARK  
DIRECTOR

January 8, 2019

Ms. Heather Grace  
City Manager  
City of West Branch  
121 North Fourth Street  
West Branch, Michigan 48661

WSSN: 07010

Dear Ms. Grace:

**SUBJECT:** City of West Branch - Water System Sanitary Survey

This letter confirms the Department of Environmental Quality's (DEQ's) staff visit on December 20, 2018, meeting with Mr. Mike Killackey to conduct a Survey of the City of West Branch, (City) and to present the final findings, discuss areas for improvement, and identify timelines for corrective action where appropriate. The purpose of a Survey is to evaluate the water supply system with respect to the requirements of the Michigan Safe Drinking Water Act, 1976 PA 399, as amended (Act 399). It is also an opportunity to update the DEQ's records, provide technical assistance, and identify potential risks that may adversely affect drinking water quality. Enclosed, is a copy of the Sanitary Survey Review Summary (Summary) for your reference. Since the last Survey, the DEQ acknowledges that the City of West Branch has completed the following water facility improvements and operations:

1. The City greatly decreased the loss of treated water, by making a few minor repairs throughout the distribution system.
2. The City has been working on a mass meter replacement with new cellular read meters. The City should continue to replace meters until the average age of the meters' returns below a (12-15) average age.
3. The City has also begun using a computer program (Sliversmith) to track information and locate all valves, hydrants, meters, etc. throughout the system. The program seems to be working well for the City and should continue to be used.

The following table summarizes our findings from our survey of the water system:

| Survey Element          | Findings                        |
|-------------------------|---------------------------------|
| Source                  | No deficiencies/recommendations |
| Treatment               | Recommendations made            |
| Distribution System     | Recommendations made            |
| Finished Water Storage  | No deficiencies/recommendations |
| Pumps                   | Not applicable                  |
| Monitoring & Reporting  | No deficiencies/recommendations |
| Management & Operations | No deficiencies/recommendations |
| Operator Compliance     | No deficiencies/recommendations |



|           |                                 |
|-----------|---------------------------------|
| Security  | Recommendations made            |
| Financial | No deficiencies/recommendations |
| Other     | Not applicable                  |

It is hoped that the following recommendations will prove useful in enhancing the operation and maintenance of your water supply.

1. The City should still be focused on the replacement of the numerous cast iron mains that are located throughout the system. Replacement of old, undersized water main should improve the fire flows and thus the fire-fighting capabilities of the water system. An additional benefit of water main replacement is the replacement of water system components such as valves, hydrants and services. Replacing these aged components improves the reliability of the distribution system while making maintenance activities easier.
2. Act 399 requires that all Type I water supplies have updated General Plans (GP) and Reliability Studies (RS). The GP and RS requirements were met by the Water Reliability Study completed by C2AE in November 2013. The City has also completed and submitted a CIP and an Asset Management Plan (AMP). The RS requirement can be waived, if done so in writing by the MDEQ, for facilities where the source meets capacity requirements and water use projections are stable. Please consider this letter to be the written waiver of the RS requirement. Since the water system has not changed significantly, we are also willing to waive the GP requirement. These waivers can be withdrawn if the GP and RS are deemed no longer acceptable. If any major systems changes are completed in the future a new GP will be required.
3. As previously mentioned, the City has been working on customer meter replacement. The life expectancy of meters is 12-15 years. The City should continue to pursue meter replacement until the meter ages reach below that average.
4. The City has recently started routinely exercising distribution system valves. The City is currently turning approximately one fourth of all valves a year. It is recommended that the City exercise at least one third of the distribution system valves each year such that all valves are turned within a three (3) year time period. Inoperable valves can result in unnecessary service interruptions and wasted water during water main installation, repair, and maintenance activities. As a result of inoperable valves, larger portions of the distribution system must be depressurized for repairs. Without pressure, these portions of the distribution system are more susceptible to ground water infiltration and backflow from cross connections.
5. The City's wellhouse has two knob handled doors. The doors should have panic bars to ensure the safety of any personnel that maybe inside the facility.

Ms. Heather Grace  
Page 3  
January 8, 2019

6. The City uses LMI pumps for chemical addition to the water system. These pumps should be calibrated as instructed by the manufacturer's standards to ensure accuracy and dependability.
7. The Chlorine and Fluoride are fed from the chemical storage room into the other room where the taps are located on the piping. Because both pipes go into a different room, it can be easy to confuse which tubing and which chemical injection tap is for Chlorine and which one is for Fluoride. Therefore, it is recommended that labeling should be done, so that the tubing and injection taps can be easily distinguished between chemicals.
8. The two chemical injection taps for Chlorine and Fluoride are located on a vertical pipe. It is recommended that the injection taps be relocated to a horizontal pipe at the 4 or 8 o'clock position.
9. The City has an emergency connection with West Branch Township (Township). The valve is not frequently exercised, and the hydraulic effects are not fully known. Therefore, it is recommended that the City and the Township work together to better understand the effects if the valve is opened and if it is reliable to open and use if there is an emergency.

If you have any questions, or desire to discuss the contents of this letter, please contact me at the number below; or email to [sylvesterm1@michigan.gov](mailto:sylvesterm1@michigan.gov) or DEQ, Saginaw Bay District Office, 401 Ketchum Street, Suite B, Bay City, Michigan 48708.

Sincerely,



Matthew Sylvester  
District Engineer  
Drinking Water and Municipal Assistance Division  
Saginaw Bay District Office  
989-395-8567

Enclosure

cc: District Health Department #2 (Ogemaw)  
cc/enc: Mr. Mike Killackey, City of West Branch

# **Approval of Council Minutes & Summary**

SUMMARY OF THE REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD VIA VIDEO  
CONFERENCE ON MONDAY, JANUARY 18, 2021.

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

Present: Mayor Frechette, Council Members Zimmerman and Schmieder-Kups. Council Members Bennett in West Branch, Jackson in West Branch, Powley in West Branch and Pugh in West Branch joined via Zoom.

Absent: None

Other officers present: Manager John Dantzer, Clerk Amanda Stang, DPW Superintendent Mike Killackey and Police Chief Ken Walters.

Everyone stood for the pledge of allegiance.

Council approved bills in the amount of \$72,532.03

Council approved Resolution #21-05 January Budget Amendment.

Council approved Ordinance #21-01 Zoning Ordinance.

Council approved joint meeting with DDA and Planning Commission for February 1, 2021.

Council approved the Vaccination Policy.

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

Council approved the treasurers report and investment summary.

Mayor Frechette, Council Members Jackson, Bennett and Pugh and Manager Dantzer all gave reports.

Mayor Frechette adjourned the meeting at 6:22 p.m.

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD VIA VIDEO CONFERENCE IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET ON MONDAY, JANUARY 18, 2021.

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

Present: Mayor Paul Frechette, Council Members Cathy Zimmerman and Tiffany Schmieder-Kups. Council Members Joanne Bennett in West Branch, Mike Jackson in West Branch, Chris Powley in West Branch and Ellen Pugh in West Branch joined via Zoom.

Absent: None

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

All stood for the Pledge of Allegiance.

\* \* \* \* \*

**MOTION BY BENNETT, SECOND BY ZIMMERMAN, TO APPROVE THE PAYMENT OF BILLS IN THE AMOUNT OF \$72, 532.03.**

**Yes — Bennett, Frechette, Jackson, Powley, Pugh, Schmieder-Kups, Zimmerman**

**No – None**

**Absent – None**

**Motion carried**

\* \* \* \* \*

**MOTION BY BENNETT, SECOND BY JACKSON, TO APPROVE RESOLUTION #21-05 JANUARY BUDGET AMENDMENT.**

**RESOLUTION #21-05**

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

WHEREAS, the revenues in Fund 101, general fund, community promotions, were understated due to the receiving of grants for the census and the riverwalk, and the expenses were understated due to the expenses of purchasing items for the census and riverwalk grant, and

WHEREAS, the revenues in Fund 251, Industrial Park fund, were understated due to the understatement of interest revenue and the expenses were understated due to the renewal of the billboard not being budgeted for, and

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

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

| GL NUMBER                                 | DESCRIPTION                    | 2020-21            | 2020-21           |
|---|--------------------------------|--------------------|-------------------|
|   |                                | ORIGINAL<br>BUDGET | AMENDED<br>BUDGET |
| Fund 101 -                                |                                |                    |                   |
| Revenues                                  |                                |                    |                   |
| Dept 284.000 - COMMUNITY PROMOTIONS       |                                |                    |                   |
| 101-284.000-634.400                       | Grants                         | 0.00               | 7,500.00          |
| 101-284.000-674.000                       | CONTRIBUTIONS AND DONATIONS    | 0.00               | 0.00              |
| 101-284.000-695.400                       | MISCELLANEOUS                  | 0.00               | 0.00              |
| Total Dept 284.000 - COMMUNITY PROMOTIONS |                                | 0.00               | 7,500.00          |
| TOTAL REVENUES                            |                                | 0.00               | 7,500.00          |
| Expenditures                              |                                |                    |                   |
| Dept 284.000 - COMMUNITY PROMOTIONS       |                                |                    |                   |
| 101-284.000-703.700                       | SALARIES AND WAGES             | 3,515.00           | 3,515.00          |
| 101-284.000-710.700                       | OVERTIME                       | 100.00             | 100.00            |
| 101-284.000-714.700                       | MANDATORY MEDICARE             | 52.00              | 52.00             |
| 101-284.000-715.700                       | SOCIAL SECURITY (EMPLOYER)     | 224.00             | 224.00            |
| 101-284.000-716.700                       | BC/BS HEALTH INSURANCE PREMIUM | 1,173.00           | 1,173.00          |
| 101-284.000-718.700                       | MERS RETIREMENT (EMPLOYER)     | 40.00              | 40.00             |
| 101-284.000-720.700                       | WORKERS COMPENSATION PREMIUM   | 100.00             | 100.00            |
| 101-284.000-724.700                       | UNEMPLOYMENT INS. BENEFIT      | 5.00               | 5.00              |
| 101-284.000-801.700                       | CONTRACTUAL SERVICES           | 2,000.00           | 2,000.00          |
| 101-284.000-881.700                       | CHAMBER OF COMMERCE            | 400.00             | 400.00            |
| 101-284.000-882.700                       | RECOGNITION DINNER             | 4,000.00           | 0.00              |
| 101-284.000-883.700                       | CHRISTMAS DECORATIONS          | 500.00             | 500.00            |
| 101-284.000-901.700                       | PRINTING AND PUBLISHING        | 750.00             | 750.00            |
| 101-284.000-941.700                       | EQUIPMENT RENTAL               | 2,500.00           | 2,500.00          |
| 101-284.000-945.700                       | EDC DUES                       | 0.00               | 0.00              |
| 101-284.000-956.700                       | EXPENSES                       | 2,000.00           | 5,150.00          |
| Total Dept 284.000 - COMMUNITY PROMOTIONS |                                | 17,359.00          | 16,509.00         |
| TOTAL EXPENDITURES                        |                                | 17,359.00          | 16,509.00         |
| Fund 101:                                 |                                |                    |                   |
| TOTAL REVENUES                            |                                | 0.00               | 7,500.00          |

|                                |             |            |
|--------------------------------|-------------|------------|
| TOTAL EXPENDITURES             | 17,359.00   | 16,509.00  |
| NET OF REVENUES & EXPENDITURES | (17,359.00) | (9,009.00) |
| BEGINNING FUND BALANCE         | 977,962.00  | 977,962.00 |
| ENDING FUND BALANCE            | 960,603.00  | 968,953.00 |

Fund 251 - INDUSTRIAL PARK FUND

Revenues

Dept 000.000

|                     |                 |        |          |
|---------------------|-----------------|--------|----------|
| 251-000.000-642.400 | SALES OF LOTS   | 0.00   | 0.00     |
| 251-000.000-664.400 | INTEREST INCOME | 300.00 | 1,200.00 |
| Total Dept 000.000  |                 | 300.00 | 1,200.00 |

|                |        |          |
|----------------|--------|----------|
| TOTAL REVENUES | 300.00 | 1,200.00 |
|----------------|--------|----------|

Expenditures

Dept 000.000

|                     |                                |          |          |
|---------------------|--------------------------------|----------|----------|
| 251-000.000-703.700 | SALARIES AND WAGES             | 1,140.00 | 1,140.00 |
| 251-000.000-714.700 | MANDATORY MEDICARE             | 17.00    | 17.00    |
| 251-000.000-715.700 | SOCIAL SECURITY (EMPLOYER)     | 71.00    | 71.00    |
| 251-000.000-716.700 | BC/BS HEALTH INSURANCE PREMIUM | 0.00     | 0.00     |
| 251-000.000-718.700 | MERS RETIREMENT (EMPLOYER)     | 15.00    | 15.00    |
| 251-000.000-720.700 | WORKERS COMPENSATION PREMIUM   | 40.00    | 41.00    |
| 251-000.000-724.700 | UNEMPLOYMENT INS. BENEFIT      | 3.00     | 2.00     |
| 251-000.000-782.700 | ADMINISTRATION                 | 1,000.00 | 1,000.00 |
| 251-000.000-801.700 | CONTRACTUAL SERVICES           | 0.00     | 1,450.00 |
| 251-000.000-941.700 | EQUIPMENT RENTAL               | 2,300.00 | 2,300.00 |
| 251-000.000-956.700 | EXPENSES                       | 500.00   | 500.00   |
| 251-000.000-977.700 | CAPITAL ACQUISITIONS           | 0.00     | 0.00     |
| Total Dept 000.000  |                                | 5,086.00 | 6,536.00 |

Dept 965.000 - TRANSFERS

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

|                    |          |          |
|--------------------|----------|----------|
| TOTAL EXPENDITURES | 5,086.00 | 6,536.00 |
|--------------------|----------|----------|

Fund 251 - INDUSTRIAL PARK FUND:

|                                |            |            |
|--------------------------------|------------|------------|
| TOTAL REVENUES                 | 300.00     | 1,200.00   |
| TOTAL EXPENDITURES             | 5,086.00   | 6,536.00   |
| NET OF REVENUES & EXPENDITURES | (4,786.00) | (5,336.00) |

|                        |            |            |
|------------------------|------------|------------|
| BEGINNING FUND BALANCE | 143,889.00 | 143,889.00 |
| ENDING FUND            |            |            |
| BALANCE                | 139,103.00 | 138,553.00 |

**Yes — Bennett, Frechette, Jackson, Powley, Pugh, Schmieder-Kups, Zimmerman**

**No – None**

**Absent – None**

**Motion carried**

\* \* \* \* \*

**MOTION BY POWLEY, SECOND BY PUGH, TO APPROVE ORDINANCE #21-01 ZONING ORDINANCE SECTION 3.30 (SIGNS) TO ALLOW SAIL-TYPE TEMPORARY SIGNS BY PLANNING COMMISSION APPROVAL ONLY.**

Ordinance 21-01 of 2020

City of West Branch, Ogemaw County, Michigan ordains:

Section 1: Amendments to the City of West Branch Zoning Ordinance.

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

F. Signs Permitted.

| District   | Type  | # per Parcel   | Maximum size              | Height   |
|--|---|--|---------------------------|--|
| <b>CBD</b><br>(see subsection H for additional regulations in the DOA) | Freestanding, Primary (permanent)   | 1 per street or alley  | 24 ft <sup>2</sup>        | 12'  |
|  | Message Boards (including digital)  | 1 per street or alley  | 24 ft <sup>2</sup>        | 12' (for freestanding)   |
|  | Canopy or Marquee   | 1 per street or alley  | Length of front face      | Height: Bottom of 2nd story window.<br>Bottom of sign shall be a minimum of 8' from sidewalk |
|  | Wall  | —  | 25% of each building wall | Not to exceed height of wall   |
|  | Projecting Signs  | 1  | 20 ft <sup>2</sup>        | Bottom of sign shall be a minimum of 8' from sidewalk  |
|  | Temporary/Portable  | 32 ft <sup>2</sup> (total of all temporary signs)  |                           | 5'   |
|  | <b>Sail-Type Temporary Signs (also known as flag banners and feather flags)</b> | 1 (32 ft <sup>2</sup> each) per 20 linear feet of road frontage. In the CBD along Houghton Avenue between 2 <sup>nd</sup> and 4 <sup>th</sup> Streets, sail-type temporary signs shall only be permitted with Planning Commission approval. No public hearing is required. Applicant shall demonstrate a plan for mounting and display of the sign which will be safe for vehicular and pedestrian traffic and will be aesthetically-pleasing. |                           |  |

**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.



**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.

City of West Branch Ordinance to Amend Zoning Ordinance

**Yes — Bennett, Frechette, Jackson, Powley, Pugh, Schmieder-Kups, Zimmerman**

**No – None**

**Absent – None**

**Motion carried**

\* \* \* \* \*

**MOTION BY FRECHETTE, SECOND BY PUGH, TO APPROVE THE SCHEDULING OF THE JOINT MEETING WITH DDA & PLANNING COMMISSION FOR FEBRUARY 1, 2021 AT THE WEST BRANCH POLICE DEPARTMENT.**

**Yes — Bennett, Frechette, Jackson, Powley, Pugh, Schmieder-Kups, Zimmerman**

**No – None**

**Absent – None**

**Motion carried**

\* \* \* \* \*

**MOTION BY JACKSON, SECOND BY BENNETT, TO APPROVE THE VACCINATION POLICY.**

**Yes — Bennett, Frechette, Jackson, Powley, Pugh, Schmieder-Kups, Zimmerman**

**No – None**

**Absent – None**

**Motion carried**

\* \* \* \* \*

**MOTION BY BENNETT, SECOND BY PUGH, TO APPROVE THE MINUTES AND SUMMARY FROM THE MEETING HELD JANUARY 18, 2021.**

**Yes — Bennett, Frechette, Jackson, Powley, Pugh, Schmieder-Kups, Zimmerman**

**No – None**

**Absent – None**

**Motion carried**

\* \* \* \* \*

**MOTION BY JACKSON, SECOND BY POWLEY, TO RECEIVE AND FILE THE TREASURER’S REPORT AND INVESTMENT SUMMARY.**

**Yes — Bennett, Frechette, Jackson, Powley, Pugh, Schmieder-Kups, Zimmerman**

**No – None**

**Absent – None**

**Motion carried**

\* \* \* \* \*

Council Member Jackson noted that Meijer will be breaking ground on their new West Branch location on February 1<sup>st</sup>, 2021.

Council Member Bennett thanked DPW for how they handled the snow storm last week as well as Police Chief Ken Walters for his monthly police reports.

Council Member Pugh noted how amazed she was at the amount of damage the DPW garage sustained from the car accident in December.

Manager Dantzer reminded Council that he is still needing phone numbers for council to list on the Virtual log in notice as part of the Virtual Meeting requirements, so any public that wishes to contact them with questions are able to.

Mayor Frechette thanked DPW for the good work with the snow storm.

Mayor Frechette adjourned the meeting at 6:22 PM.

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Paul Frechette, Mayor

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Amanda Stang, Clerk

# **Consent Agenda**

User: MICHELLE  
West Branch City

| Bank Code | Description                           | Beginning<br>Balance<br>01/01/2021 | Total<br>Debits | Total<br>Credits | Ending<br>Balance<br>01/31/2021 |
|-----------|---------------------------------------|------------------------------------|-----------------|------------------|---------------------------------|
| GEN1      | GEN1 - GENERAL CHECKING               | 891,358.86                         | 79,094.42       | 124,984.09       | 845,469.19                      |
| 101       |                                       | 31,409.93                          | 240.00          | 0.00             | 31,649.93                       |
| 150       | CEMETERY PERPETUAL CARE               | 5,999.38                           | 1,503.61        | 984.88           | 6,518.11                        |
| 209       | CEMETERY FUND                         | 999.90                             | 0.00            | 0.00             | 999.90                          |
| 243       | BROWNFIELD REDEVELOPMENT AUTHORITY FU | 195,401.17                         | 4.54            | 200.00           | 195,205.71                      |
| 248       | DDA OPERATING FUND                    | 11,072.12                          | 3,899.42        | 83.33            | 14,888.21                       |
| 251       | INDUSTRIAL PARK FUND                  | 140,891.71                         | 1,695.77        | 12,500.00        | 130,087.48                      |
| 276       | HOUSING RESOURCE FUND                 | 91,016.84                          | 19,456.64       | 2,819.39         | 107,654.09                      |
| 318       | SEWER DEBT FUND                       | 65,804.29                          | 4,015.01        | 570.13           | 69,249.17                       |
| 319       | WATER DEBT FUND                       | 270,838.03                         | 32,952.65       | 43,559.16        | 260,231.52                      |
| 390       | SEWER FUND                            | 577,417.69                         | 31,881.81       | 9,598.92         | 599,700.58                      |
| 391       | WATER FUND                            | 453,195.45                         | 0.00            | 0.00             | 453,195.45                      |
| 392       | WATER REPLACEMENT FUND                | 170,831.50                         | 4,680.45        | 3,352.83         | 172,159.12                      |
| 393       | SEWER COLLECTION                      | 67,505.68                          | 24,033.28       | 13,925.93        | 77,613.03                       |
| 361       | EQUIPMENT FUND                        | 24,849.90                          | 72,913.08       | 72,913.08        | 24,849.90                       |
| 704       | PAYROLL CLEARING                      | 4,950.76                           | 0.00            | 0.00             | 4,950.76                        |
| 705       | IRONS PARK ENTERTAINMENT FUND         | 15.00                              | 0.00            | 0.00             | 15.00                           |
| 707       | YOUTH SAFETY PROGRAM                  |                                    |                 |                  |                                 |
|           | GEN1 - GENERAL CHECKING               | 3,003,558.21                       | 276,370.68      | 285,491.74       | 2,994,437.15                    |
| MAJ/LST   | MAJOR/ LOCAL STREETS                  | 580,614.12                         | 25,019.46       | 16,056.71        | 589,576.87                      |
| 202       | MAJOR STREET FUND                     | 260,221.85                         | 5,458.80        | 3,475.82         | 262,204.83                      |
| 203       | LOCAL STREET FUND                     |                                    |                 |                  |                                 |
|           | MAJOR/ LOCAL STREETS                  | 840,835.97                         | 30,478.26       | 19,532.53        | 851,781.70                      |
| PAY       | PAYROLL                               | 16,849.08                          | 72,913.08       | 71,350.51        | 18,411.65                       |
| 704       | PAYROLL CLEARING                      |                                    |                 |                  |                                 |
|           | PAYROLL                               | 16,849.08                          | 72,913.08       | 71,350.51        | 18,411.65                       |
| CHEM      | SAVINGS                               | 459,567.82                         | 0.00            | 0.00             | 459,567.82                      |
| 101       |                                       | 1,680.33                           | 0.00            | 0.00             | 1,680.33                        |
| 150       | CEMETERY PERPETUAL CARE               | 244.44                             | 0.00            | 0.00             | 244.44                          |
| 251       | INDUSTRIAL PARK FUND                  | 26,408.09                          | 0.00            | 0.00             | 26,408.09                       |
| 391       | WATER FUND                            | 19,789.87                          | 0.00            | 0.00             | 19,789.87                       |
| 392       | WATER REPLACEMENT FUND                | 3,182.09                           | 0.00            | 0.00             | 3,182.09                        |
| 393       | SEWER COLLECTION                      | 103,499.21                         | 0.00            | 0.00             | 103,499.21                      |
| 361       | EQUIPMENT FUND                        |                                    |                 |                  |                                 |
|           | SAVINGS                               | 614,371.85                         | 0.00            | 0.00             | 614,371.85                      |
| TAX       | TAXES                                 | 211,988.91                         | 265,342.05      | 374,782.24       | 102,548.72                      |
| 701       | TAX AGENCY                            |                                    |                 |                  |                                 |
|           | TAXES                                 | 211,988.91                         | 265,342.05      | 374,782.24       | 102,548.72                      |
|           | TOTAL - ALL FUNDS                     | 4,687,604.02                       | 645,104.07      | 751,157.02       | 4,581,551.07                    |

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

| Fund Account | Description              | Beginning Balance<br>01/01/2021 | Total Debits | Total Credits | Ending Balance<br>01/31/2021 |
|--------------|--------------------------|---------------------------------|--------------|---------------|------------------------------|
| Fund 101     |                          |                                 |              |               |                              |
| 004.300      | CERTIFICATE OF DEPOSIT A | 103,103.00                      |              |               |                              |
| 004.400      | CERTIFICATE OF DEPOSIT B | 150,000.00                      | 100,000.00   | 103,103.00    | 100,000.00                   |
|              |                          |                                 | 0.00         | 0.00          | 150,000.00                   |
|              |                          | 253,103.00                      | 100,000.00   | 103,103.00    | 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 | 103,103.00                      | 100,000.00   | 103,103.00    | 100,000.00                   |
| 004.400      | CERTIFICATE OF DEPOSIT B | 25,000.00                       | 0.00         | 0.00          | 25,000.00                    |
|              | INDUSTRIAL PARK FUND     | 128,103.00                      | 100,000.00   | 103,103.00    | 125,000.00                   |
| Fund 661     | EQUIPMENT FUND           |                                 |              |               |                              |
| 004.300      | CERTIFICATE OF DEPOSIT A | 154,656.00                      | 150,000.00   | 154,656.00    | 150,000.00                   |
| 004.400      | CERTIFICATE OF DEPOSIT B | 100,000.00                      | 0.00         | 0.00          | 100,000.00                   |
|              | EQUIPMENT FUND           | 254,656.00                      | 150,000.00   | 154,656.00    | 250,000.00                   |
|              | TOTAL - ALL FUNDS        | 865,834.80                      | 350,000.00   | 360,862.00    | 854,972.80                   |

**WEST BRANCH AREA WASTEWATER TREATMENT PLANT AUTHORITY**

A regular meeting of the West Branch Area Wastewater Treatment Plant Authority was held on Tuesday, December 15, 2020 at the West Branch City Hall.

Chairman Stephens called the meeting to order at 3:33 p.m.

Present: John Dantzer, City of West Branch; Jim Morris, West Branch Township; Rusty Showalter, City of West Branch; Denis Stephens, Ogemaw Township.

Absent: Paul Frechette, City of West Branch.

Others in attendance: DPW Superintendent Mike Killackey

\* \* \* \* \*

**Motion by Showalter, second by Morris, to approve budget amendment 20-01.**

**Yes –Dantzer, Morris, Showalter, Stephens      No – None      Absent –Frechette**

**Motion carried**

\* \* \* \* \*

**Motion by Morris, second by Stephens, to approve the minutes from the meeting held September 15, 2020.**

**Yes –Dantzer, Morris, Showalter, Stephens      No – None      Absent –Frechette**

**Motion carried**

\* \* \* \* \*

**Motion by Morris, second by Showalter, to approve the Diebold invoice in the amount of \$4,213 and the Duperon invoice in the amount of \$14,500.**

**Yes –Dantzer, Morris, Showalter, Stephens      No – None      Absent –Frechette**

**Motion carried**

\* \* \* \* \*

Treasurer Dantzer submitted the Treasurers report to the Board.

\* \* \* \* \*

Member Dantzer noted the City's sewer budget revenue was down in fiscal year 2020 due to COVID issues and that the City had to transfer money to the sewer account to cover the deficit. Member Dantzer noted that because the plant is technically jointly owned, that the Authority should look into an agreement on how to handle deficitx. It was the consensus to have Dantzer look into something including the possible altering of rates for the next meeting.

\* \* \* \* \*

Chairperson Stephens adjourned the meeting at 3:44 pm.

SPECIAL INFORMATIONAL MEETING OF THE WEST BRANCH DOWNTOWN  
DEVELOPMENT AUTHORITY HELD VIRTUALLY AT THE WEST BRANCH CITY HALL AT 121  
N. FOURTH ST. ON TUESDAY, NOVEMBER 24, 2020.

Chairperson Fabbri called the meeting to order at 12:00 pm.

Present: Members Anthony Bair, Joe Clark, Samantha Fabbri, Autum Hunter, Sandy Rabidue, Ken Walters, and Cathy Zimmerman.

Absent: Members: Joanne Bennett and Erin Resteiner.

Others present: City Manager John Dantzer

\* \* \* \* \*

Chairperson Fabbri noted the reason for the special meeting was to hold the second of the required annual informational meetings as required by the DDA Act.

It was noted that the main areas of focus for the 2021 calendar year would be as follows:

1. Development of the Gathering Place.
2. Working on subcommittees with Council and Planning members on the new City Council Goals that were developed and passed by Council in 2020.
3. Work with City Council on the Houghton Ave redesign project.
4. Continue the downtowns flower and snow removal projects.
5. Work on seasonal themed banners.

\* \* \* \* \*

No one from the public was in attendance to speak on the plan.

\* \* \* \* \*

Chairperson Fabbri adjourned the meeting at 12:04 pm.



REGULAR MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY  
HELD VIRTUALLY AT THE WEST BRANCH CITY HALL, 121 N. FOURTH ST. ON TUESDAY,  
DECEMBER 22, 2020.

The meeting was called to order by Chairperson Samantha Fabbri at 12:05 pm.

Present: Members Anthony Bair, Joe Clark, Samantha Fabbri, Autum Hunter, Sandy Rabidue, Ken Walters, and Cathy Zimmerman.

Absent: Members: Joanne Bennett and Erin Resteiner.

Others present: City Manager John Dantzer.

\* \* \* \* \*

**MOTION BY RABIDUE, SECOND BY FABBRI, TO APPROVE THE MINUTES FROM  
THE INFORMATIONAL AND REGULAR MEETINGS HELD NOVEMBER 24, 2020.**

**Yes – Bair, Clark, Fabbri, Hunter, Rabidue, Walters, Zimmerman**

**No – None          Absent – Bennett, Resteiner          Motion carried.**

\* \* \* \* \*

Manager Dantzer added the invoice for the downtown alley lights to be approved.

**MOTION BY CLARK, SECOND BY RABIDUE, TO APPROVE BILLS IN THE AMOUNT  
OF \$17.98.**

**Yes – Bair, Clark, Fabbri, Hunter, Rabidue, Walters, Zimmerman**

**No – None          Absent – Bennett, Resteiner          Motion carried.**

\* \* \* \* \*

**MOTION BY FABBRI, SECOND BY RABIDUE, TO APPROVE BUDGET  
AMENDMENT 20-01**

|           |             | 2020-21  | RECOMMENDED |
|-----------|-------------|----------|-------------|
|           |             | ORIGINAL | 2020-21     |
|           |             |          | AMENDED     |
| GL NUMBER | DESCRIPTION | BUDGET   | BUDGET      |
| -----     |             |          |             |

Fund 248 - DDA OPERATING FUND

Revenues

|                    |                              |             |             |
|--------------------|------------------------------|-------------|-------------|
| Dept 000.000       |                              |             |             |
| 248-000.000-       |                              |             |             |
| 400.400            | TAX INCREMENT FINANCING      | \$46,718.00 | \$55,273.00 |
| 248-000.000-       |                              |             |             |
| 403.400            | CURRENT PROPERTY TAX GEN.OP. | \$10,000.00 | \$10,000.00 |
| 248-000.000-       | PERSONAL PROPERTY TAX LOSS   |             |             |
| 408.400            | REIMBURSE                    | \$28,000.00 | \$19,445.00 |
| 248-000.000-       |                              |             |             |
| 634.400            | GRANT                        | \$0.00      | \$0.00      |
| 248-000.000-       |                              |             |             |
| 664.400            | INTEREST INCOME              | \$500.00    | \$500.00    |
| 248-000.000-       |                              |             |             |
| 672.400            | VETERAN BANNER CONTRIBUTIONS | \$3,000.00  | \$0.00      |
| 248-000.000-       |                              |             |             |
| 695.400            | MISCELLANEOUS                | \$800.00    | \$800.00    |
| Total Dept 000.000 |                              | \$89,018.00 | \$86,018.00 |
| TOTAL REVENUES     |                              | \$89,018.00 | \$86,018.00 |

Expenditures

|              |                               |           |           |
|--------------|-------------------------------|-----------|-----------|
| Dept 000.000 |                               |           |           |
| 248-000.000- |                               |           |           |
| 729.700      | FLOWER PROJECT                | 5,000.00  | 5,000.00  |
| 248-000.000- |                               |           |           |
| 750.700      | RETAIL MERCHANTS              | 7,500.00  | 7,500.00  |
| 248-000.000- |                               |           |           |
| 782.700      | ADMINISTRATION                | 2,400.00  | 2,400.00  |
| 248-000.000- |                               |           |           |
| 801.700      | CONTRACTUAL SERVICES          | 60,818.00 | 60,818.00 |
| 248-000.000- |                               |           |           |
| 865.700      | PROFESSIONAL DEVELOPMENT      | 1,000.00  | 1,000.00  |
| 248-000.000- |                               |           |           |
| 884.700      | VETERAN BANNER EXPENSE        | 3,000.00  | 0.00      |
| 248-000.000- |                               |           |           |
| 935.703      | SHOWMOBILE EXPENSES           | 300.00    | 300.00    |
| 248-000.000- |                               |           |           |
| 940.700      | GEN. MAINTENANCE/SNOW REMOVAL | 7,500.00  | 7,500.00  |
| 248-000.000- |                               |           |           |
| 948.700      | DDA MAINTENANCE               | 0.00      | 0.00      |
| 248-000.000- |                               |           |           |
| 956.700      | EXPENSES                      | 1,500.00  | 1,500.00  |

|                                |                  |           |
|--------------------------------|------------------|-----------|
| 248-000.000-                   |                  |           |
| 956.802                        | BAD DEBT EXPENSE | 0.00      |
| Total Dept 000.000             |                  | 0.00      |
|                                |                  | -----     |
|                                |                  | 89,018.00 |
|                                |                  | 86,018.00 |
|                                |                  | -----     |
| TOTAL EXPENDITURES             |                  | 89,018.00 |
|                                |                  | 86,018.00 |
|                                |                  | -----     |
| Fund 248 - DDA OPERATING FUND: |                  |           |
| TOTAL REVENUES                 |                  |           |
| TOTAL EXPENDITURES             | 89,018.00        | 86,018.00 |
| NET OF REVENUES & EXPENDITURES | 89,018.00        | 86,018.00 |
|                                | -----            | -----     |
|                                | 0.00             | 0.00      |

\* \* \* \* \*

Chairperson Fabbri noted she was looking forward to the new year and working with the downtown businesses. She further noted that she would be looking for some educational and training opportunities to help assist in this.

Member Rabidue noted she had discussions with the greenhouse on the winter plantings and noted those decorations would probably need to be put on hold for this winter.

Member Bair noted he would be looking into some training opportunities including active shooter and trauma response for local businesses.

Member Walters noted he would work with Member Bair on the active shooter trainings.

Member Zimmerman noted she was informed there was a petition being circulated to request more Bigfoot displays throughout town.

Manager Dantzer noted the downtown garland would need to be replaced next year.

Manager Dantzer commented on a grant opportunity for the creation of a downtown farmers market.

\* \* \* \* \*

The meeting was adjourned at 12:30 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 11:05 a.m. by Chairman Terry Hodges.

Present: Craig Scott, Mike Jackson, Terry Hodges, Paul Frechette, Brad Neubecker and John Dantzer. Also, in attendance were W.B. Airport manager Ben Evergreen and Ogemaw County Administrator Tim Dolehanty.

**Motion by Jackson, second by Hodges, the meeting minutes of the November 18, 2020 meeting be approved. Voice vote. Ayes – all. Motion carried. [12-1-#1]**

**Motion by Neubecker, second by Hodges, claims in the amount of \$13,764.34 be approved for payment. Voice vote. Ayes – all. Motion carried. [12-1-#2]**

Ben reported that tree removal had begun on the Knight property, and that an initial payment of \$3,000 had been made to Mr. Knight.

Ben gave the financial report, with a combined account balance is \$265,472.42

Discussion was held regarding the replacement of Gary Klacking as board member. Tim Dolehanty stated that he would reach out to incoming County Clerk Breck Gildner to see if she would accept the position.

Ben reported on the Mead & Hunt invoice, to DCC, totaling \$79,951.95. Since the grant money had already been approved, no motion is required.

Ben presented the 2020 Year End Report to the Board.

Discussion was held regarding a covering for the rolling ladders. Ben stated that while one bid has come in, he will have more information at the January meeting.

There being no further business to discuss, Chairman Hodges adjourned the meeting at 11:14 a.m.

Minutes by Mike Jackson, Airport Board Vice Chairman.

# Communications



# **Reports**

**Mayor**

**Council**

**City Manager**

**Public  
Comment  
-Any  
Topic**

# **Adjournment**