

-- AGENDA --

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL TO BE HELD VIRTUALLY AT
WEST BRANCH CITY HALL, 121 N. FOURTH ST. ON MONDAY,
MAY 17, 2021, BEGINNING AT 6:00 P.M.

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

- I. Call to order
- II. Roll call
- III. Pledge of Allegiance
- IV. Scheduled matters from the floor
 - A. County Commissioner Mark Surbrook
 - B. Yvonne DeRoso & Samantha Fabbri-Chamber Award Presentation
- V. Public hearing
- VI. Additions to the agenda
- VII. Public comment on agenda items only (limited to 3 minutes)
- VIII. Bids
 - A. 2002 GMC 4X4 Pick up
 - B. 2019 GMC Truck Box
- IX. Unfinished business
- X. New business
 - A. Bills
 - B. Diebold Ins & Mid-Michigan--Health & Wellness Fair Special Event Permit
 - C. Water/Sewer Administrative Adjustment Request
 - D. Assessor Contract and sole source vendor request
 - E. Termination of MERS RHFV OPEB account

- F. Resolution #21-13 Health Insurance opt out
- G. Approval of the 21-22 Budget
- H. Approval of the 6 Year CIP
- XI. Approval of the minutes and summary from the meeting held May 3, 2021.
- XII. Consent agenda
 - A. Treasurers report and investment summary
 - B. Minutes from the Planning meeting held April 13, 2021.
 - C. Minutes from the Planning work session meeting held April 27, 2021.
 - D. Minutes from the Zoning Board of Appeals work session meeting held April 27, 2021.
 - E. April Month End Police Report
- XIII. Communications
 - A. Charter upcoming changes communication
- XIV. Reports and/or comments
 - A. Mayor
 - 1. Appoint Mike Pugh to Zoning Board of Appeals
 - 2. Appoint Ellen Pugh to WWTPA Board
 - 3. Appoint Tiffany Schmieder-Kups to EDC Board
 - B. Council
 - C. Manager
- XV. Public comment any topic
- XVI. Adjournment

UPCOMING MEETINGS-EVENTS

May 19-Airport Meeting 12:15PM

May 25-DDA Meeting 12 Noon

May 31-Memorial Day-City Hall Closed

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 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

Public Hearings

Additions to the Agenda

Public Comment -Agenda Items

Bids



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

5/12/2021

City Manager John Dantzer and Clerk Amanda Stang were on hand for the opening of the following bids on 5/12/2021 at 12:00 pm.

1. 2002 GMC 2500 4x4 Pick up

- A) Karyn Randall -- \$3,303.00
- B) Craig Scott -- \$1,600.00
- C) Lehner's Collision -- \$2,251.00
- D) Stephen Hubbs -- \$1,511.00
- E) Jason Winter -- \$501.00

2. 2019 GMC Truck Box

- A) Lehner's Collision -- \$1,151.00

2002 GMC 2500 4X4 PICKUP

The City of West Branch is seeking sealed bids on a 2002 GMC 2500 4x4 pickup. It has 98,XXX miles on it. The truck runs and has no known issues. You may call City Hall between the hours of 8:00am and 4:00pm to schedule an appointment to see it.

Sealed bids clearly marked "2002 GMC 2500 Pickup" are due by Wednesday, May 12, 2021 at noon and will be opened publicly immediately thereafter in the Council Chambers of City Hall, located at 121 N. Fourth St., West Branch, MI 48661. Bids may be submitted via mail or in person, during the regular business hours of Monday-Friday 8:00am-4:30pm, to the following address: 121 N. Fourth St., West Branch, MI 48661. For questions, please contact DPW Superintendent Mike Killackey at 989-965-4982.

The item will be sold "AS IS". City Council reserves the right to accept or reject any and all bids. The successful bidder must pay the purchase price by cashier's check or certified check in full within 15 days of written notification to the successful bidder. All sales are final.

5/4/21

2002 GMC 2500 4x4 Pick Up

Sealed bids due by noon Wednesday, May 12, 2021

\$3,303.00


Karyn Randall

986-329-1217

288 E. Gallagher Rd.

West Branch, MI 48661

May 11, 2021

West Branch City Council,

My bid for the City's "2002 GMC 2500 Pickup Truck" is \$1600.00.

I understand this item is "AS IS".

Thank you,



Craig Scott

5990 West M-76

West Branch, MI

(989) 329-2830

2002 GMC 4x4 Pickup

Bid \$2251⁰⁰

Lehner's Collision
2789 S. M-76 Hwy
West Branch, MI 49161

981 343 0577


Stephen B. Hubbs
2856 HEATH RD.
Lupton, MI. 48635
Ph. # 1-989-473-2622

I would like to
bid on the 2002 GMC TRUCK.
My bid is \$1,511.00

Stephen B. Hubbs
STEPHEN B. HUBBS

for #43

501.00

 Jason White

2019 GMC TRUCK BOX

The City of West Branch is seeking sealed bids on a 2019 GMC Truck Box. It is a short box 6.5' with spray in bed liner. It comes with the bumper and tailgate and has less than 1000 miles use on it. You may call City Hall between the hours of 8:00am and 4:00pm to schedule an appointment to see it.

Sealed bids clearly marked "2019 GMC Truck Box" are due by Wednesday, May 12, 2021 at noon and will be opened publicly immediately thereafter in the Council Chambers of City Hall, located at 121 N. Fourth St., West Branch, MI 48661. Bids may be submitted via mail or in person, during the regular business hours of Monday-Friday 8:00am-4:30pm, to the following address: 121 N. Fourth St., West Branch, MI 48661. For questions, please contact DPW Superintendent Mike Killackey at 989-965-4982.

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2019 GMC Truck Box

B.A.
\$ 1151⁹⁰

Lehner's Collision
2789 S. M-76 Bldg. A
West Branch, MI 48661
989 3430577

Unfinished Business

New Business

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

BILLS	\$517,266.40
<i>BILLS AS OF 5/14/21</i>	<i>\$517,266.40</i>
<i>Additions to Bills as of</i>	<i>\$0</i>
<i>Paid but not approved</i>	<i>\$34.00</i>

TOTAL BILLS	\$517,300.40
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**BILLS ARE AVAILABLE
AT THE MEETING
FOR COUNCIL'S REVIEW**

Vendor Name	Amount	Description
A R PETERS	452.00	DDA FOUNTAIN PAINTING
ADVANCED CHEMICAL & SUPPLY INC	98.84	WWTP SUPPLIES
APEX SOFTWARE	265.00	ASSESOR SOFTWARE ANNUAL MAINTENANCE
BECKETT & RAEDER	6,261.25	WB M-30 PUD
CHARTER COMMUNICATIONS	769.83	PHONE & INTERNET
CINTAS	396.82	UNIFORMS
CITY OF WEST BRANCH	281.40	WATER/SEWER BILLS APRIL
CONSUMERS ENERGY	24.48	ELECTRIC
CONSUMERS ENERGY	11,557.50	ELECTRIC
ELHORN ENGINEERING COMPANY	551.00	WATER SUPPLIES
FOSTER BLUE WATER OIL LLC	2,088.57	FUEL
GREEN ACE HARDWARE	422.38	VARIOUS SUPPLIES
HACH COMPANY	831.00	MAINTENANCE CCONTRACT FOR SENSOR
HOME DEPOT	19.21	VARIOUS SUPPLIES
JONES, DARLENE & THOM	30.00	REFUND PARKING PERMITS
LUCYNSKI SERVICES LLC	450.00	3 MONTHS RECYCLING UNIT
MERCANTILE BANK	26,050.21	PRINCIPAL & INTEREST ON FAIRVIEW INFRASTRUCTURE
MERS OF MICHIGAN	211,439.88	OPEB FUNDS INTO SURPLUS
MI ECONOMIC DEVELOPERS ASSOC	510.00	BASIC ECONOMIC DEVELOP COURSE
NEW DIRECTIONS	839.97	EAP PROGRAM SEMI-ANNUAL
OFFICE CENTRAL	265.95	VARIOUS SUPPLIES
OGEMAW COUNTY EMERGENCY DISPATCH AU	25.00	WARRANT ENTRY
OGEMAW COUNTY HERALD ADLINER	647.94	VARIOUS ADS
OGEMAW COUNTY TREASURER	22.25	LAND BANK PROJECT INS
PRINTING SYSTEMS	466.23	WATER BILLS
SAVE A LOT	128.78	VARIOUS SUPPLIES
SCHNEIDER TIRE COMPANY	1,092.00	TIRES FOR POLICE CARS
SELLEY'S CLEANERS	9.00	POLICE DRY CLEANING
SPARTAN STORES LLC	15.30	WWTP SUPPLIES
STING	2,994.60	NARCOTICS LAW ENFORCEMENT 20/21
UPS	2.28	WWTP SHIPPING
VIC BOND SALES INC	603.46	VARIOUS SUPPLIES
WASTE MANAGEMENT INC	567.66	WWTP DUMPSTERS
WEST BRANCH NAPA AUTO TRUCK	18.56	VARIOUS SUPPLIES
WWTPA	247,068.05	SEWER BOND PRINCIPAL & INTEREST
TOTAL	517,266.40	



City of West Branch

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

Special Event Permit

Event Name: Health + Wellness Fair

Event Date: June 22~~nd~~ 29 Start Time: 5:00 End Time: 8:00

Name of Sponsoring Organization: Dental Insurance + Michigan Health

Address: 817 W. Houghton Ave.

Contact Person: Julie Holt Phone Number: 989-329-0773

Describe the purpose of this event: To give kids the opportunity to learn

about overall well-being from our local businesses. And to
give the businesses an opportunity to help our youth develop good lifestyle
Point of Assembly and/or proposed route (attach separate diagram if needed): habits.

Downtown - G's Pizzeria → The Harvest Grill

If requesting a road closure Road closure Start time: 4:45 End time: 8:30

Road closure location: Houghton Ave in downtown

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

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

[Signature]
Chief of Police

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

[Signature]
Chief of Police

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

[Signature]
DPW Superintendent



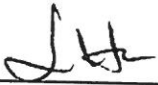
City of West Branch

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

Additional Terms and Conditions:

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

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



Applicant Signature

5/10/21

Date

For Office Use Only:

Permit Approved – Yes / No

Council meeting date _____

Manager / Clerk Signature



121 North Fourth Street, West Branch, Michigan 48661
Phone 989-345-0500, Fax 989-345-4390, e-mail cityhall@westbranch.com
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WATER/SEWER BILL
ADMINISTRATIVE ADJUSTMENT REQUEST FORM

Name and contact information of individual requesting the administrative adjustment:

Barbara Keith

Name and property address for individual/entity responsible for water/sewer bill in question:

Barbara Keith
185 Fremont

Relationship/interest of party requesting the adjustment (example: property owner, tenant, office manager, etc.):

Property owner

Are you requesting an administrative adjustment of the:

☒ Water portion of the bill only ☐ Sewer portion of the bill only ☐ Both the water & sewer portions

What period of time are you requesting an administrative adjustment of your bill be applied to:

month of April

Has the Department of Public Works (DPW) performed an inspection of the property in question to look for possible problems/leaks, etc.? ☒ Yes ☐ No If yes, please indicate when, and describe results of the inspection:

May 6, 2021 - toilet in the basement

Please use the following page [attach additional pages if needed] to explain in as much detail as possible any information that you believe would assist administrators attempting to determine whether an administrative adjustment is warranted in this instance. Also, please note that due to the fact that administrative adjustment requests are investigated by the administration and the DPW, responses to requests typically take about 14-21 business days, depending upon the complexity of the issues raised in the request. However, all bills disputed via a request for administrative adjustment are held in abeyance, meaning that they are not due and owing during this period of administrative review, nor are penalties or interest accumulated during this time.

Once a determination regarding a request for administrative adjustment is made, the requestor will be notified in writing as to the final decision, at which time the amount determined to be due and owing will be due at that time.

Mrs. Keith came in asking about her water bill. Mike was here & said he would meet her & take a look. After checking around, he found a running toilet in her basement. Mrs. Keith doesn't go into her basement so she didn't catch it. Mike changed out her meter & called her plumber to possibly come cap the meter to ensure it doesn't happen again.

NOTE—Only ONE (1) water and/or sewer bill adjustment per water customer for the life of the water customer. This rule applies to landlords who own multiple properties as well as individual homeowners. Landlords (as well as individual homeowners) are advised to do regular inspections of their property and perform maintenance as needed to avoid unnecessary plumbing leaks, etc. Water customers are also advised to regularly inspect toilets, sinks, etc. for leaks, as proper maintenance of all internal plumbing and fixtures is the responsibility of the property owner NOT the City of West Branch.

Barbara Keith

Signature of individual requesting administrative adjustment

5-6-21

Date

If this form was mailed or faxed to you it must be returned to the City of West Branch, 121 N. Fourth St., West Branch, MI 48661 or faxed to (989) 345-4390 or scanned and emailed to cityhall@westbranch.com within three (3) business days of receipt in order to maintain status of any verbal indication that a bill would be held in abeyance during an administrative review period.

Failure to return this form with the required information within three (3) business days will cause your water/sewer bill to become immediately due and owing at the originally billed amount.

For office use only.

Decision

Signed

Date

WATER REDUCTION REQUEST

NAME Barbara Keith
ADDRESS 185 Fremont St

Current Usage	90
Current Water	\$512.30
Current Sewer	\$487.40
Current Sewer Collection	\$148.40
Current Water Debt	\$117.00
Current Sewer Debt	\$563.40
Water RTS	\$9.95
Sewer RTS	\$4.80
Current Total	<u>\$1,843.25</u>

LAST FOUR MONTHS	<u>usage</u>
MONTH. #1	2
MONTH #2	1
MONTH #3	2
MONTH #4	1
AVG. Usage	2

Gallons Refund	88		
Adjusted Water	\$10.46	Refund Water	\$501.84
Adjusted Sewer	\$9.96	Refund Sewer	\$477.44
Adjusted Sewer Collection	\$3.04	Refund Sewer Collection	\$145.36
Ajusted Water Debt	\$2.60	Refund Water Debt	\$114.40
Adjusted Sewer Debt	\$12.52	Refund Sewer Debt	\$550.88
Adjusted Water RTS	\$9.95	Refund Water RTS	\$0.00
Adjusted Sewer RTS	\$4.80	Refund Sewer RTS	\$0.00
Adjusted Total	<u>\$53.33</u>	Refund Total	<u>\$1,789.92</u>

CITY OF WEST BRANCH
121 N. FOURTH ST.
WEST BRANCH, MI 48661
(989) 345-0500



PROPERTY ADDRESS
185 FREEMONT ST
CYCLE SECTION ACCOUNT NO
CITY 000406
FROM 05/01/21 TO 05/31/21

PRESORTED
FIRST CLASS MAIL
U.S. POSTAGE PAID
WEST BRANCH, MI
PERMIT NO. 10

TEMP - RETURN
SERVICE REQUEST

UTILITY BILL

RETURN THIS PORTION WITH PAYMENT

CUSTOMER NAME & ADDRESS
KEITH, BARBARA
185 FREEMONT ST

CYCLE SECTION SEQUENCE NO.

ACCOUNT NO
000406

BILLING DATE
05/01/21

AMOUNT DUE
\$1843.65

AFTER 06/01/21 PAY THIS \$2028.02

2020 WATER QUALITY
REPORT AVAILABLE AT
WWW.WESTBRANCH.COM

CODE	CURR READ	PREV READ	USAGE	AMOUNT
PS				\$0.00
WA	694	A 604	A 90	\$512.30
SW	694	A 604	A 90	\$487.40
CO	694	A 604	A 90	\$148.80
WD	694	A 604	A 90	\$117.00
SD	694	A 604	A 90	\$563.40
WR				\$9.95
SR				\$4.80

BILLING DATE 05/01/2021

AMOUNT DUE

\$1843.65

AFTER 06/01/2021

PAY THIS
LATE AMOUNT

\$2028.02

KEITH, BARBARA
185 FREEMONT ST
WEST BRANCH, MI 48661



AGREEMENT

THIS AGREEMENT made this 1st day of July 2021, by and between CITY OF WEST BRANCH (hereinafter referred to as City) and MVW and ASSOCIATES, INC. (hereinafter referred to as ASSESSOR), whereby the parties hereto agree as follows.

ARTICLE I

Section 1. The Assessor shall comply with the provisions of the Michigan General Property Tax Act, as amended, pertaining to assessors and assessments.

Section 2. The Assessor shall use the Assessors Manual as a guideline when assessing.

Section 3. The Assessor shall consult with the county Equalization Director to establish a tax base so as to avoid the levy of a factor by the county Equalization Director or the State.

Section 4. The Assessor shall keep all records up to date and have them available for inspection at all times.

Section 5. The Assessor shall annually maintain land value rates and economic condition factors.

Section 6. The Assessor shall prepare all splits and combinations of property.

Section 7. The Assessor shall process all deeds for sales studies and make necessary changes on assessments records.

Section 8. The Assessor shall work appraisals on, and therefore assess new construction subject to ad valorem taxation within the City.

Section 9. The Assessor shall process all personal property statements and audits, if any, pertaining to same.

Section 10. The Assessor shall notify, by First Class Mail, all taxpayers whose assessment and or taxable value that has been increased over the previous year. This should be done at least (14) calendar days prior to the March Board of Review.

Section 11. The Assessor shall be required to devote the time necessary to perform the duties herein in a proper manner.

Section 12. The Assessor is not authorized to make any purchases or charge any expenditures to the City without prior approval of the City Manager or its representative.

Section 13. The Assessor shall share equal time with the City/Townships for all Board of Reviews that are covered under this agreement.

Section 14. The assessor shall attend all Tax Tribunal Hearings.

Section 15. In representing the City at Board of Review meetings, Tax Tribunal Hearings/Meetings, and other meetings with the citizens, the assessor shall act in a professional and polite manner at all times.

Section 16. The assessor shall attend the first city council meeting following the March Board of review meetings to report on Board of Review proceedings, the final assessment roll and to answer any questions council may have.

ARTICLE II

DUTIES OF THE CITY OF WEST BRANCH

Section 17. The City shall compensate MVW and Associates, Inc. at a monthly rate of \$1,000.00 which shall be paid by the 1st Tuesday of each month.

Section 18. The City shall compensate the Assessor for the reappraisal of parcels, per cities request, rate of \$20.00 per residential property and \$27.00 per commercial/industrial property for completing the 20% yearly property inspection per state tax commission recommendation, which shall be paid monthly as billed by MVW and Associates, Inc.

Section 19. The City shall retain ownership of all the materials, files, and records pertaining to real and personal property assessments within the City.

Section 20. The City shall furnish all materials and supplies needed by the Assessor to perform his/her duties.

ARTICLE III

CONTRACTOR

Section 21. It is the understanding of both parties that the Assessor shall be and independent contractor and, as such, shall be responsible for all taxes, withholdings, self-employment tax and, liability and any other bonds that maybe required in the performance of his/her duties.

ARTICLE IV

TOTAL AGREEMENT

Section 22. It is the intent of the parties that the provisions of the Agreement, which supersedes all prior agreements and understandings, oral or written, express or implied, between such parties, shall govern their entire relationship and shall be the sale source of employment, rights, or claims, which may be asserted by either party.

ARTICLE V

DURATION

Section 19. This agreement shall remain in full force and effect until 12:01 am. June 30, 2022 and may be renewed annually if so agreed by both parties.

IT IS SO AGREED-

X

James L. VanWormer
Vice President, MVW & Associates, INC.

X

John Dantzer
Manager, City of West Branch

Sole Source Vendor Exception Requests

5/17/21

Pursuant to § 33.09 SOLE SOURCE VENDORS, “Supplies, materials, equipment and services may be purchased without formal bidding when the City Manager demonstrates in writing to the City Council that there is only one practical source for the supply, material, equipment or service.”

In this instance, City Manager John Dantzer is requesting that the City Council forego formal bidding and approve the selection of “MVW & Associates” as the City Assessor for the City of West Branch and approve the “Assessor Agreement” submitted by MVW & Associates” for the 2021/2022 fiscal year, for the following reasons:

- There is only one practical source for the provision of Assessor services for the current fiscal year, due to the fact that the current City Assessor, Jim VanWormer of MVW & Associates, is approximately 75% finished with a City-wide re-assessment project that was started three years ago;
- The last time two times formal bidding was conducted, MVW & Associates was the only bidder that submitted a bid.
- The contract submitted by MVW & Associates for the 2021/2022 fiscal year did not increase from the previous year.

Thank you.

-----City Manager John Dantzer

RESOLUTION #21-13

WHEREAS, 2011 Public Act 152 (the "Act") was passed by the State Legislature and signed by the Governor on September 24, 2011;

WHEREAS, the Act contains three options for complying with the requirements of the Act;

WHEREAS, the three options are as follows:

- 1) Section 3 – "Hard Caps" Option – limits a public employer's total annual health care costs for employees based on coverage levels, as defined in the Act;**
- 2) Section 4 – "80%/20% Option – limits a public employer's share of total annual health care costs to not more than 80%. This option required an annual majority vote of the governing body;**
- 3) Section 8 – "Exemption" Option – a local unit of government, as defined in the Act, may exempt itself from the requirement of the Act by an annual 2/3 vote of the governing body;**

WHEREAS, the West Branch City Council has decided to adopt the annual "Exemption" option as its choice of compliance under the Act;

NOW, THEREFORE, BE IT RESOLVED, the Council of the City of West Branch elects to comply with the requirements of 2011 Public Act 152, the Publicly Funded Health Insurance Contribution Act, by adopting the annual "Exemption" option for the medical benefit plan coverage year July 1, 2021 through June 30, 2022

**City of West Branch
Capital Improvement Plan
Fiscal Years 2020-2026**



City of West Branch Capital Improvements Plan

In accordance with Michigan Planning Enabling (PA 33 of 2008), we are pleased to present the City of West Branch 2020-2026 Capital Improvement Plan (CIP).

Traditionally, the City of West Branch has included its capital improvements in the annual budget as required by City Charter. However, the Planning Enabling Act calls for a long-term capital improvement plan to be reviewed annually. This document will serve as a planning guide for the next six (6) years. The CIP continues to be an exceptional tool that benefits our community by identifying the City's future needs. The CIP project location maps help to visualize infrastructure projects, and the supporting documentation provides prioritized and coordinated work plans that also help to direct the City's future needs.

A CIP is a multi-year planning instrument used to identify needs and financing sources for public infrastructure improvements. The purpose of a CIP is to facilitate the orderly planning of infrastructure improvements; to maintain, preserve, and protect the City of West Branch's existing infrastructure system; and to provide for the acquisition or scheduled replacement of equipment to ensure the efficient delivery of services to the community. The CIP is also utilized to ensure that capital improvements are fiscally sound and consistent with the goals and policies of the governing body and the residents of the community.

A comprehensive CIP is an essential tool for the planning and development of the social, physical, and economic wellbeing of the community. This process is a necessary step in an organized effort to strengthen the quality of public facilities and services; provide a framework for the realization of community goals and objectives; and provide a sound basis on which to build a healthy and vibrant community.

The CIP informs City of West Branch residents and stakeholders on how the municipality plans to address significant capital needs over the next six years. The CIP provides visual representations of the community's needs including maps that detail the timing, sequence, and location of capital projects. The CIP can also influence growth because infrastructure can impact development patterns.

Some of the many benefits that the CIP provides for the residents and stakeholders include:

- Optimize the uses of revenue
- Focus attention on community goals, needs, and capabilities
- Guide future growth and development
- Encourage efficient government
- Improve intergovernmental and regional cooperation
- Help maintain a sound and stable financial program
- Enhance opportunities for the participation in federal and/or state grant programs

The projects identified in the CIP represent the community's plan to serve residents and anticipate the needs of the dynamic community. Projects are guided by various development plans and policies established by the planning commission, governing body, and administration.

Plans and policies include:

- Master plan
- Downtown development plan
- Recreation plan
- Non-motorized transportation plan
- Goals and objectives of council
- Administrative policies

Mission Statement

The goal of the CIP is to implement the master plan and to assist in the City of West Branch's financial planning. The CIP is dynamic. Each year all projects included within the CIP are reviewed, a call for new projects is made, and adjustments are made to existing projects arising from changes in the amount of funding required, conditions, or time line. A new year of programming is also added each year to replace the year funded in the annual operating budget. The CIP will continue to develop over time by adding features to gradually improve quality and sophistication. Greater attention shall be devoted to provide more detailed information and individual project requests, program planning, fiscal analysis, fiscal policies, and developing debt strategy.

CIP and the Budget Process

The CIP plays a significant role in the implementation of a master plan by providing the link between planning and budgeting for capital projects. The CIP process precedes the budget process and is used to develop the capital project portion of the annual budget. Approval of the CIP by the planning commission does not mean that they grant final approval of all projects contained with the plan. Rather by approving the CIP, the planning commission acknowledges that these projects represent a reasonable interpretation of the upcoming needs for the community and that projects contained in the first year of the plan are suitable for inclusion in the upcoming budget.

Priority rankings do not necessarily correspond to funding sequence. For example, a road-widening project which is ranked lower than a park project may be funded before the park project because the road project has access to a restricted revenue source, whereas a park project may have to compete for funding from other revenue sources. A project's funding depends upon a number of factors – not only its merit, but also its location, cost, funding source, and logistics.

The City of West Branch should strive to maximize resources by maintaining a balance between operating and capital budgets. A continuous relationship exists between the CIP and the annual budget. A direct link can be seen between the two documents. Budget appropriations lapse at the end of the fiscal year as the operating budget is funded with recurring annual revenues such as taxes, licenses, fines, user fees, and interest income.

Capital Improvement Projects Defined

As used in the City of West Branch CIP, a capital improvements item/project is defined as a major, nonrecurring expenditure that includes one or more of the following:

1. The acquisition of land for a public purpose.
2. Any construction of a new facility including engineering design and other preconstruction

costs with an estimated cost in excess of \$10,000.

3. Any nonrecurring rehabilitation or major repair of all or part of a building, its grounds, a facility, or equipment, provided that such costs are more than \$10,000 and the improvement will have a useful life of three years or more.

4. Any purchase or replacement of major equipment valued in excess of \$10,000 with a useful life of three years or more.

5. Any major study requiring the employment of outside professional consultants in excess of \$10,000 related to a capital improvement project.

Prioritization of Projects

The City analyzes many aspects of a project when determining priority including:

- Relationship to master plan, downtown development plans, and other community planning documents
- City Council goals and objectives
- Community needs
- Relationship to other projects
- Fulfilling federal, state, or county requirements
- Impact on annual operating and maintenance costs
- Funding availability and opportunities
- Critical or emergency needs

Capital Improvements Plan

The following table identifies future project needs through 2026. This list is intended to be a very thorough documentation of the needs throughout the City; however it is not an exhaustive list. A project, need, or opportunity may arise that is not listed in the CIP. Exclusion from this list should not preclude the City from addressing this issue if necessary. The year and costs for each project is an estimate in most cases. In some cases, total costs have yet to be determined. However, this does not preclude planning for these projects.

The following table lists:

Department – The department or category of the project or purchase.

Project Description – A description of the capital project or equipment purchase.

Projected Costs – An estimate of the cost of the project and year in which the project will be undertaken.

Long-term project – A category for projects that do not have an estimated cost or timeframe. These projects could still be completed in the near future if funding becomes available. Many of these projects are currently being developed through discussions with boards or commissions, internally by staff, or through grant applications.

Anticipated Source of Funding – A listing of the projected sources of funding for each project.

2020-2026 Capital Improvement Plan
Project Descriptions

Parks:

Gathering Place	Build a park area in the downtown with a covered area, seating and sidewalks. <i>Expected Year: 2021-2022</i> <i>Total Capital Cost: \$350,000</i> <i>Funding Method: DNR/MEDC/DDA/Arts & Humanities Grant</i>
Pocket Park	Upgrades to existing bathrooms. <i>Expected Year: 2024-2025</i> <i>Total Capital Cost: \$15,000</i> <i>Funding Method: MEDC/DDA/Arts & Humanities Grant</i>
Irons Park	Upgrades to existing park including the addition of a handicap area. <i>Expected Year: 2022-2023</i> <i>Total Capital Cost: \$20,000</i> <i>Funding Method: MEDC/general fund/ADA grants</i>

Equipment:

Backhoe	Replace the 1996 Ford backhoe with a new backhoe. <i>Expected Year: 2021-2022</i> <i>Total Capital Cost: \$125,000</i> <i>Funding Method: Equipment Fund</i>
Bucket Truck	Addition of a bucket truck to the fleet for lighting repair, tree trimming, and community promotions. <i>Expected Year: 2019-2020</i> <i>Total Capital Cost: \$50,000</i> <i>Funding Method: Equipment Fund</i>
Pickup Truck	Replace the 2007 truck and the 2010 truck with new trucks. <i>Expected Year: 2021-2022, 2025-2026</i> <i>Total Capital Cost: \$95,000</i> <i>Funding Method: USDA/Equipment Fund</i>
Generators	Install generators at City Hall and City Police Department. <i>Expected Year: 2021-2023,</i> <i>Total Capital Cost: \$30,000</i> <i>Funding Method: General Fund</i>
Police Vehicles	Replace police vehicles <i>Expected Year: 2021, 2023, 2025</i> <i>Total Capital Cost: \$150,000</i> <i>Funding Method: USDA/Equipment Fund</i>

Streets:

Safe Routes to School	Replace deteriorating sidewalks, new cross walks, and education for students. <i>Expected Year: 2021-2022</i> <i>Total Capital Cost: \$400,000</i> <i>Funding Method: Safe Routes to School Grant/ Major/Local Street Fund</i>
Wright St.	Replace Deteriorating road with new asphalt. <i>Expected Year: 2022-2023</i> <i>Total Capital Cost: \$115,000</i> <i>Funding Method: Major Street Fund</i>
State Street	Replace deteriorating road with new asphalt and widen road. <i>Expected Year: 2022-2023</i> <i>Total Capital Cost: \$335,000</i> <i>Funding Method: Rural Task Force (RTF)/ Major Street Fund</i>
Columbus Street	Replace deteriorating road with new asphalt. <i>Expected Year: 2021-2022</i> <i>Total Capital Cost: \$200,000</i> <i>Funding Method: Major Street Fund</i>
N. Fourth Street	Replace deteriorating road with new asphalt. <i>Expected Year: 2025-2026</i> <i>Total Capital Cost: \$200,000</i> <i>Funding Method: Major Street / Local Street Fund</i>
Business Loop	Connect 2 existing sidewalks along the I 75 business loop. <i>Expected Year: 2020-2021</i> <i>Total Capital Cost: \$50,000</i> <i>Funding Method: MDOT/Sidewalks/Business owners</i>

Water:

Houghton Ave.	Replace water main from Fairview Rd. to Court St. for new transmission main. <i>Expected Year: 2023-2024</i> <i>Total Capital Cost: \$900,000</i> <i>Funding Method: MEDC/USDA/Water Fund</i>
Iron Removal Plant	Construct an Iron Removal Plant and a new well for removal of arsenic. <i>Expected Year: 2021-2022</i> <i>Total Capital Cost: \$1,700,000</i> <i>Funding Method: MEDC/Water Fund</i>
M-30 Development	Construct a new road and water main for development. <i>Expected Year: 2020-2021</i> <i>Total Capital Cost: \$250,000</i>

Funding Method: Major Street/Grants/Water Fund

Tower Painting Painting the 500,000 gallon water tower and necessary upgrades.
Expected Year: 2024-2025
Total Capital Cost: \$200,000
Funding Method: Grants/Bonds/Water Fund

Well #5 Rehab Rebuild Well # 5. Need new motor and cleaned.
Expected Year: 2021-2022
Total Capital Cost: \$45,000
Funding Method: Grants/Water Fund

Wright St. Replace water main from 1st St. to 4th St.
Expected Year: 2022-2023
Total Capital Cost: \$55,000
Funding Method: Grants/Bonds/Water Fund

N. Fourth St. Replace water main from Houghton Ave to Lindsay St.
Expected Year: 2025-2026
Total Capital Cost: \$115,000
Funding Method: Grants/Bonds/Water Fund

Meter Change out Replace all meters city wide due to failing reads.
Expected Year: 2020-2021-2022
Funding Method: Water Fund

Sewer:

N. Fourth St. Replace sanitary sewer river crossing due to deteriorating pipe.
Expected Year: 2021-2022
Total Capital Cost: \$90,000
Funding Method: Sewer Fund

Buildings:

State Police. Repurpose State Police building once it is turned back over to the City.
Expected Year: 2021-2022
Total Capital Cost: \$100,000
Funding Method: General Fund/MEDC/USDA

[illegible]

Approval of Council Minutes & Summary

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN PERSON AND VIA VIDEO CONFERENCE IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET ON MONDAY, MAY 3, 2021.

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

Present: Mayor Paul Frechette, Council Members Joanne Bennett, Mike Jackson, Ellen Pugh, Tiffany Schmieder-Kups and Cathy Zimmerman.

Absent: Chris Powley

Other officers present: City Manager John Dantzer, City Clerk Amanda Stang, Chief of Police Ken Walters, Public Works Superintendent Mike Killackey, Attorney Greg Meihn, and County Commissioner Mark Surbrook.

All stood for the Pledge of Allegiance.

* * * * *

County Commissioner Mark Surbrook gave a County update.

* * * * *

Carla Marsh with Aktion Club updated Council on the carnival special event permit that she applied for.

MOTION BY PUGH, SECOND BY BENNETT, TO APPROVE THE AKTION CLUB CARNIVAL SPECIAL EVENT PERMIT.

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

No – None Absent – Powley Motion carried

* * * * *

At 6:06, Mayor Frechette opened the public hearing on the 2021-2022 City budget.

No one wished to speak on the subject.

MOTION BY FRECHETTE, SECOND BY JACKSON, TO CLOSE THE PUBLIC HEARING ON THE 2021-2022 BUDGET.

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

No – None Absent – Powley Motion carried

* * * * *

At 6:24, Mayor Frechette opened the public hearing on the USDA Police Vehicle Grant.

No one wished to speak on the subject.

MOTION BY FRECHETTE, SECOND BY SCHMIEDER-KUPS, TO CLOSE THE PUBLIC HEARING ON THE USDA POLICE VEHICLE GRANT.

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

No – None

Absent –Powley

Motion carried

* * * * *

MOTION BY JACKSON, SECOND BY PUGH, TO APPROVE THE BLIGHT MOWING BID FROM NORTHERN MOW AND TRIM IN THE AMOUNT OF \$85.

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

No – None

Absent – Powley

Motion carried

* * * * *

MOTION BY FRECHETTE, SECOND BY ZIMMERMAN, TO EXCUSE COUNCIL MEMBERS JACKSON AND POWLEY FROM THE APRIL 19, 2021 MEETING AND MEMBER POWLEY FROM THE MAY 3, 2021 MEETING AS WELL.

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

No – None

Absent –Powley

Motion carried

* * * * *

MOTION BY BENNETT, SECOND BY JACKSON, TO APPROVE BILLS IN THE AMOUNT OF \$54,780.63.

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

No – None

Absent – Powley

Motion carried

* * * * *

Council Member Schmieder-Kups gave her resignation from the City Council with regret.

MOTION BY ZIMMERMAN, SECOND BY BENNETT, TO APPROVE COUNCIL MEMBER SCHMIEDER-KUPS RESIGNATION.

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

No – None Absent – Powley Motion carried

* * * * *

MOTION BY FRECHETTE, SECOND BY ZIMMERMAN, TO APPROVE THE SPECIAL EVENT PERMIT FOR THE AMERICAN LEGION POST 103 & OGEMAW COUNTY VETERANS ALLIANCE MEMORIAL DAY PARADE.

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

No – None Absent – Powley Motion carried

* * * * *

MOTION BY BENNETT, SECOND BY JACKSON, TO APPROVE THE STING NARCOTICS INVOICE AND REPORT IN THE AMOUNT OF \$2, 994.60.

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

No – None Absent – Powley Motion carried

* * * * *

MOTION BY JACKSON, SECOND BY BENNETT, TO APPROVE THE MINUTES AND SUMMARY WITH CORRECTIONS FROM THE CITY COUNCIL MEETING HELD ON APRIL 19, 2021.

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

No – None Absent – Powley Motion carried

* * * * *

MOTION BY JACKSON, SECOND BY PUGH, TO RECEIVE AND FILE THE TREASURER’S REPORT AND INVESTMENT SUMMARY; THE MINUTES FROM THE JOINT DDA MEETING HELD ON APRIL 22, 2021; AND THE MINUTES FROM THE AIRPORT BOARD MEETING HELD ON MARCH 17, 2021.

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

No – None Absent – Powley Motion carried

* * * * *

A communication regarding shrubs covering a Veteran marker at Brookside Cemetery was shared.

DPW Superintendent Killackey noted that the shrub would be trimmed back.

* * * * *

MOTION BY FRECHETTE, SECOND BY BENNETT, TO APPROVE A DEADLINE OF MAY 19, 2021 FOR COUNCIL MEMBER APPLICATIONS AND A SPECIAL MEETING FOR INTERVIEWS ON MAY 24, 2021.

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

No – None

Absent – Powley

Motion carried

* * * * *

Mayor Frechette presented Council Member Schmieder-Kups her Proclamation plaque.

PROCLAMATION #21-01

WHEREAS, Council Member Tiffany Schmieder-Kups was very dedicated to the citizens and businesses of the City of West Branch, and

WHEREAS, Tiffany served diligently on Council since her election in November 2020, and

WHEREAS, Tiffany also served as a Planning Commission member since April 6, 2020, and

WHEREAS, the City could always depend on Council Member Schmieder-Kups to give of her time for the citizens of the City of West Branch, and

WHEREAS, Council Member Schmieder-Kups thought of the City needs before she thought of her own needs, and

WHEREAS, the West Branch City Council would like to recognize Council Member Schmieder-Kups for her untiring and dedicated service to the City of West Branch,

NOW, THEREFORE, BE IT RESOLVED, that the West Branch City Council hereby recognizes Council Member Tiffany Schmieder-Kups for her untiring and dedicated service to the City of West Branch on this third day of May 2021, and

FURTHER IT BE RESOLVED, that the West Branch City Council hereby wishes Tiffany well in her future endeavors.

* * * * *

Council Member Pugh noted that the stop sign on the Corner of 4th and Lindsey is covered by a tree that needs to be trimmed back.

Member Bennett thanked Member Schmieder-Kups for all her work on the different City Boards and wished her luck with her future endeavors.

City Manager Dantzer noted that he was contacted by Sally Rea with the Historical Society, stating that she requested permission to reserve parking spaces in front of the museum for a few tour busses coming into town. It was Council consensus to allow it.

DPW Superintendent updated Council on the switching over to the West Branch Township water tower so that the City tower can be inspected. He noted that there are cases of rusty water but that it will clear up soon and we will be switching back to our system by next week.

Mayor Frechette adjourned the meeting at 6:53 pm.

Paul Frechette, Mayor

Amanda Stang, City Clerk

SUMMARY OF THE REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN PERSON AND VIRTUALLY ON MONDAY, MAY 3, 2021.

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

Present: Mayor Frechette, Council Members Bennett, Jackson, Pugh, Schmieder-Kups and Zimmerman.

Absent: Council Member Powley

Other officers present: City Manager Dantzer, City Clerk Stang, Police Chief Walters, DPW Superintendent Killackey, County Commissioner Surbrook, and Attorney Meihn.

Everyone stood for the pledge of allegiance.

County Commissioner Mark Surbrook gave a County update.

Carla Marsh with Aktion Club gave information on a Carnival and Petting Zoo at Irons Park.

Council approved a Special Event permit for the Aktion Club Carnival and Petting Zoo.

At 6:06 Mayor Frechette opened the public hearing on the 2021-2022 Budget.

No one wished to speak on the subject.

Council discussed the budget.

Council approved closing the public hearing.

At 6:24 Mayor Frechette opened the public hearing on the USDA Police Vehicle Grant.

No one wished to speak on the subject.

Council discussed the police vehicle.

Council approved closing the public hearing.

Council approved the blight mowing bid from Northern Mow & Trim for \$85.

Council approved excusing Council Members Mike Jackson and Chris Powley from the meeting on April 19, 2021 and Council Member Chris Powley from the May 3, 2021 meeting.

Council approved bills in the amount of \$54, 780.63

Council regretfully accepted the resignation of Council Member Tiffany Schmieder-Kups.

Council approved the Special Event permit for the Memorial Day Parade subject to current health orders.

Council approved the invoice and report for STING Narcotics in the amount of \$2,994.60.

Council approved the summary and minutes with corrections from the meeting held April 19, 2021.

Council approved the treasurer's report and investment summary; the minutes from the joint DDA meeting held on April 22, 2021; and the minutes from the Airport Board Meeting held on March 17, 2021.

A communication regarding Brookside Cemetery was shared.

Council approved a deadline for Council applicants of May 19, 2021 and a special meeting for interviews on May 24, 2021.

Mayor Frechette presented Council Member Schmieder Kups with a Proclamation plaque.

Council Members Pugh and Bennett, City Manager Dantzer and DPW Superintendent Killackey all gave reports.

Mayor Frechette adjourned the meeting at 6:53 pm.

Consent Agenda

Bank Code	Description	Beginning Balance 05/01/2021	Total Debits	Total Credits	Ending Balance 05/31/2021
GEN1	GEN1 - GENERAL CHECKING				
101		890,539.75	55,366.73	191,294.40	754,612.08
150	CEMETERY PERPETUAL CARE	31,887.72	0.00	0.00	31,887.72
209	CEMETERY FUND	5,344.09	0.00	1,265.00	4,079.09
243	BROWNFIELD REDEVELOPMENT AUTHORITY FU	999.83	0.17	0.00	1,000.00
248	DDA OPERATING FUND	185,825.61	0.00	200.00	185,625.61
251	INDUSTRIAL PARK FUND	14,485.03	0.00	382.04	14,102.99
276	HOUSING RESOURCE FUND	105,514.36	96,084.85	57.24	201,541.97
318	SEWER DEBT FUND	193,829.70	7,749.56	3.90	201,575.36
319	WATER DEBT FUND	87,874.50	2,041.09	0.81	89,914.78
390	SEWER FUND	263,416.73	42,605.52	22,899.90	283,122.35
391	WATER FUND	690,007.98	33,100.85	179,550.21	543,558.62
392	WATER REPLACEMENT FUND	453,163.71	175,000.00	0.00	628,163.71
393	SEWER COLLECTION	186,690.73	1,874.69	1,947.91	186,617.51
361	EQUIPMENT FUND	96,153.09	5,949.46	1,677.21	100,425.34
704	PAYROLL CLEARING	24,849.90	46,489.95	46,489.95	24,849.90
705	IRONS PARK ENTERTAINMENT FUND	7,175.36	300.00	0.00	7,475.36
707	YOUTH SAFETY PROGRAM	15.00	0.00	0.00	15.00
	GEN1 - GENERAL CHECKING	3,237,773.09	466,562.87	445,768.57	3,258,567.39
MAJ/LST	MAJOR/ LOCAL STREETS				
202	MAJOR STREET FUND	592,181.24	19,008.78	10,223.66	600,966.36
203	LOCAL STREET FUND	285,742.01	11,402.29	5,347.84	291,796.46
	MAJOR/ LOCAL STREETS	877,923.25	30,411.07	15,571.50	892,762.82
PAY	PAYROLL				
704	PAYROLL CLEARING	17,520.87	46,489.95	43,561.47	20,449.35
	PAYROLL	17,520.87	46,489.95	43,561.47	20,449.35
CHEM	SAVINGS				
101		459,610.94	0.00	0.00	459,610.94
150	CEMETERY PERPETUAL CARE	1,680.88	0.00	0.00	1,680.88
251	INDUSTRIAL PARK FUND	244.56	0.00	0.00	244.56
371	COLLECTION REPLACEMENT FUND	0.65	0.00	0.00	0.65
391	WATER FUND	26,410.87	0.00	0.00	26,410.87
392	WATER REPLACEMENT FUND	19,790.52	0.00	0.00	19,790.52
393	SEWER COLLECTION	3,182.50	0.00	0.00	3,182.50
361	EQUIPMENT FUND	103,512.07	0.00	0.00	103,512.07
	SAVINGS	614,432.99	0.00	0.00	614,432.99
TAX	TAXES				
701	TAX AGENCY	11,903.35	0.00	0.00	11,903.35
	TAXES	11,903.35	0.00	0.00	11,903.35
	TOTAL - ALL FUNDS	4,759,553.55	543,463.89	504,901.54	4,798,115.90

CASH SUMMARY BY ACCOUNT FOR WEST BRANCH
 FROM 05/01/2021 TO 05/31/2021
 FUND: ALL FUNDS
 INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 05/01/2021	Total Debits	Total Credits	Ending Balance 05/31/2021
Fund 101					
004.300	CERTIFICATE OF DEPOSIT A	100,000.00	0.00	0.00	100,000.00
004.400	CERTIFICATE OF DEPOSIT B	150,000.00	0.00	0.00	150,000.00
		250,000.00	0.00	0.00	250,000.00
Fund 150	CEMETERY PERPETUAL CARE				
004.300	CERTIFICATE OF DEPOSIT C	114,701.74	0.00	0.00	114,701.74
004.400	CERTIFICATE OF DEPOSIT D	115,271.06	0.00	0.00	115,271.06
	CEMETERY PERPETUAL CARE	229,972.80	0.00	0.00	229,972.80
Fund 251	INDUSTRIAL PARK FUND				
004.300	CERTIFICATE OF DEPOSIT A	100,000.00	0.00	0.00	100,000.00
004.400	CERTIFICATE OF DEPOSIT B	25,000.00	0.00	0.00	25,000.00
	INDUSTRIAL PARK FUND	125,000.00	0.00	0.00	125,000.00
Fund 661	EQUIPMENT FUND				
004.300	CERTIFICATE OF DEPOSIT A	150,000.00	0.00	0.00	150,000.00
004.400	CERTIFICATE OF DEPOSIT B	100,000.00	0.00	0.00	100,000.00
	EQUIPMENT FUND	250,000.00	0.00	0.00	250,000.00
	TOTAL - ALL FUNDS	854,972.80	0.00	0.00	854,972.80

REGULAR MEETING OF THE WEST BRANCH PLANNING COMMISSION HELD VIRTUALLY AND IN PERSON
IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET, ON TUESDAY, APRIL 13, 2021.

Chairperson Cori Lucynski called the meeting to order at 6:06 p.m.

Present: Bob David, Yvonne DeRoso, Mike Jackson (West Branch, COVID), Cori Lucynski, Tiffany Schmieder-Kups, and Rusty Showalter

Absent: Kara Fachting

Others officers in attendance: City Manager John Dantzer.

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All stood for the Pledge of Allegiance.

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It was noted the minutes from the March 9 meeting were not included in the packet.

**MOTION BY DAVID, SECOND BY SHOWALTER, TO APPROVE THE MINUTES FROM THE
REGULAR MEETING AND WORK SESSION BOTH HELD MARCH 23, 2021.**

Motion carried

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The Commission reviewed a site plan submitted by MidMichigan Health for a wound care facility. It was noted that zoning administrator/city manager, John Dantzer recommended approval.

**MOTION BY SHOWALTER, SECOND BY JACKSON, TO APPROVE THE SITE PLAN FOR
MIDMICHIGAN HEALTH AS SUBMITTED.**

Motion carried

* * * * *

The Commission reviewed the Masterplan. It was the consensus of the Commission to make the following notes on updates to the Masterplan.

1. Make updates to the current board members
2. Make the following changes to the Masterplan implementation strategies timeframes:
 - Change 2.1 from short to ongoing
 - Change 2.3 from short to ongoing
 - Change 2.4 from medium to short
 - Change 2.5 from short to completed
 - Change 3.8 from short to ongoing
 - Change 3.9 from short to ongoing

- Change 3.13 from short to completed
- Change 3.14 from long to short
- Change 3.15 from long to short
- Change 3.17 from long to short
- Change 3.18 from long to short
- Change 3.20 from short to completed
- Change 4.2 from short to completed
- Change 4.6 from short to completed
- Change 5.2 from medium to short
- Change 5.3 from medium to ongoing
- Change 5.5 from short to completed

MOTION BY JACKSOIN, SECOND BY SHOWALTER, TO EXCUSE MEMBER FACHTING FROM THE MARCH 23 MEETING.

Motion carried

Member David noted concern for the large item pickup policy.

Member DeRoso noted the gas station at the 214 exit was close to being completed.

Member Schmieder-Kups noted she would be submitting a letter of resignation due to her having to move out of the City.

Chairperson Lucynski reminded everyone of the training on March 27th at 6:00 pm

Meeting was adjourned at 7:03 pm

WORK SESSION OF THE WEST BRANCH PLANNING COMMISSION HELD VIRTUALLY AND IN PERSON IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET, ON TUESDAY, APRIL 27, 2021.

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

Present: Bob David, Yvonne DeRosio, Mike Jackson, Cori Lucynski, Tiffany Schmieder-Kups, and Rusty Showalter

Absent: Kara Fachting

Others officers in attendance: City Manager John Dantzer.

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Amy Vansen of the Michigan Association of Planners gave a presentation on Planning and Zoning essentials.

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Meeting was adjourned by Chairperson Lucynski at 7:40 pm

WORK SESSION OF THE WEST BRANCH ZONING BOARD OF APPEALS HELD
IN THE COUNCIL CHAMBER OF CITY HALL, 121 NORTH FOURTH STREET, ON
TUESDAY, APRIL 27, 2021

Present: Jozann Burgin, Glenda Colclasure, and Ellen Pugh

Absent: Kara Fachting and Thom Jones

Others present: City Manager John Dantzer

* * * * *

Amy Vansen of the Michigan Association of Planners gave a presentation on Planning
and Zoning essentials.

* * * * *

Meeting adjourned at 7:40 p.m.



West Branch Police Department

Chief Kenneth W. Walters

130 Page St.

West Branch, Michigan 48661

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

5/4/2021

Honorable Mayor and Council,

This is the April month end report. For the month of April, the department handled 114 complaints and made 3 Felony arrests.

Effective at the beginning of April, the department will no longer make misdemeanor arrests, with a few exceptions. All misdemeanor crimes will now be issued a summons and released.

Respectfully,

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

Chief Kenneth W. Walters

Offense Count Report

Report Criteria:

Start Offense	End Offense		
01000	99009		
APRIL 2021	TOTAL 2021	TOTAL 2020	TOTAL 2019
04/01/2021-04/30/2021	01/01/2021-04/30/2021	01/01/2020-12/31/2020	01/01/2019-12/31/2019

Offense	Description	APRIL 2021	TOTAL 2021	TOTAL 2020	TOTAL 2019
11001	SEXUAL PENETR'N PENIS/VAGINA CSC1	0	1	0	0
11002	SEXUAL PENETR'N PENIS/VAGINA CSC3	0	0	2	0
11008	SEXUAL CONTACT FORCIBLE CSC4	1	1	1	1
13001	NONAGGRAVATED ASSAULT	0	2	27	22
13002	AGGRAVATED/FELONIOUS ASSAULT	1	1	2	0
13003	INTIMIDATION/STALKING	0	1	3	5
20000	ARSON	0	0	1	1
22001	BURGLARY - FORCED ENTRY	0	0	1	2
22002	BURGLARY - ENTRY W/OUT FORCE(INTENT	0	0	2	0
22003	BURGLARY - UNLAWFUL ENTRY(NO INTENT	0	0	2	3
23002	LARCENY - PURSE SNATCHING	0	2	0	0
23003	LARCENY - THEFT FROM BUILDING	0	0	7	3
23005	LARCENY - THEFT FROM MOTOR VEHICLE	0	1	3	7
23007	LARCENY - OTHER	2	5	11	10
25000	FORGERY/COUNTERFEITING	0	0	0	1
26001	FRAUD - FALSE PRETENSE/SWINDLE/CONF	0	0	1	1
26002	FRAUD - CREDIT CARD/ATM	0	0	1	3
29000	DAMAGE TO PROPERTY	1	3	15	9
30002	RETAIL FRAUD - THEFT	0	0	3	3
35001	VIOLATION OF CONTROLLED SUBSTANCE	0	1	2	2
36002	SEXUAL PENETR'N NONFORCIBLE OTHER	0	0	0	1
36004	SEX OFFENSE - OTHER	0	1	0	1
38001	FAMILY - ABUSE/NEGLECT NONVIOLENT	0	1	0	0
41002	LIQUOR VIOLATIONS - OTHER	0	1	0	1
42000	DRUNKENNESS	0	0	0	1
48000	OBSTRUCTING POLICE	0	1	3	0
49000	ESCAPE/FLIGHT	0	0	0	1
50000	OBSTRUCTING JUSTICE	1	12	29	48
52001	WEAPONS OFFENSE - CONCEALED	0	0	1	0
52003	WEAPONS OFFENSE - OTHER	0	0	1	0
53001	DISORDERLY CONDUCT	0	1	4	7
53002	PUBLIC PEACE - OTHER	0	0	0	1
54001	HIT & RUN MOTOR VEHICLE ACCIDENT	0	0	6	14
54002	OUIL OR OUID	0	1	6	6
54003	DRIVING LAW VIOLATIONS	0	3	25	34
55000	HEALTH AND SAFETY	0	0	0	14
57001	TRESPASS	3	7	18	11
58000	SMUGGLING	0	0	0	1
70000	JUVENILE RUNAWAY	0	0	4	2
70001	Incorrigible	0	0	1	1
70004	Juvenile Issues	1	1	0	0
73000	MISCELLANEOUS CRIMINAL OFFENSE	0	1	15	6
90001	Vehicle Lockouts	5	29	103	128
90002	Motorist Assists	0	4	13	35
90003	Assist E.M.S.	10	41	105	204
90005	City Ordinance Violations	1	12	41	32

Offense Count Report

Page: 2

Report Criteria:

Start Offense	End Offense		
01000	99009		
APRIL 2021	TOTAL 2021	TOTAL 2020	TOTAL 2019
04/01/2021-04/30/2021	01/01/2021-04/30/2021	01/01/2020-12/31/2020	01/01/2019-12/31/2019

Offense	Description	APRIL 2021	TOTAL 2021	TOTAL 2020	TOTAL 2019
90007	Parking Complaints	0	1	1	6
90008	ANIMAL COMPLAINTS	0	2	5	8
90009	Maplewood Manor Alarm / Criminal History Checks	0	0	0	4
91001	Delinquent Minors	3	6	3	3
91002	Runaway	1	1	0	2
91004	Abandoned Vehicle	0	0	3	4
92003	Walk Away (Ment. & Host.)	0	0	4	1
92004	Insanity	0	9	34	28
93001	PROPERTY DAMAGE ACCIDENT/PI	2	22	43	53
93002	Accident, Non-Traffic	0	8	18	20
93004	Parking Violations	0	1	1	0
93006	Traffic Policing	7	15	9	16
93007	Traffic Safety Public Relations	13	14	13	9
93008	Inspections/Investigations -Breathalyzer	0	0	4	1
94001	Valid Alarm Activations	1	1	3	0
94002	False Alarm Activations	4	20	51	87
95001	Accident, Fire	0	0	1	4
95003	Inspection, Fire	0	0	0	3
95004	Hazardous Condition	0	2	2	6
97003	Accident, Other Shooting	0	0	1	0
97006	Accident, All Other	0	0	2	1
98000	Other Types Not Listed	0	0	0	1
98002	Inspections/Investigations -Motor Vehicles	0	0	1	3
98003	Inspections/Investigations -Property	1	3	8	11
98004	Inspections/Investigations -Other	0	1	5	6
98006	Civil Matters/Family Disputes	12	31	81	66
98007	Suspicious Situations/Subjects	18	39	191	149
98008	Lost/Found Property	0	2	10	14
98009	Inspections/Investigations -Drug Overdose	1	1	2	4
99001	Suicide	0	0	1	1
99002	Natural Death	3	4	6	5
99003	Missing Persons	0	0	0	1
99004	Natural Disaster	0	0	1	0
99007	PR Activities	0	0	22	6
99008	General Assistance	20	82	206	273
99009	General Non-Criminal	2	12	56	31
Totals:		114	411	1247	1449

Communications



May 3, 2021

T1 P1 70 *****AUTO**ALL FOR AADC 480

City of West Branch
121 N. Fourth Street
West Branch, MI 48661-1217



Re: Charter Communications - Upcoming Changes

Dear Franchise Official:

At Spectrum Mid-America, LLC ("Spectrum") we continue to enhance our services in order to offer more entertainment and communication choices, and to deliver the best value to our customers. We are committed to offering our customers products and services we are sure they will enjoy.

Programming fees charged by TV networks we carry are the greatest single factor in higher cable prices, and continue to rise. Despite our best efforts to control these costs, this has resulted in a change in the rates we charge our customers.

Effective on or after May 2, 2021, customers are being noticed via bill message of the following monthly pricing changes, which will take effect on or after June 2, 2021. Customer promotional rates will not change until the end of the promotion period.

Services/Products/Equipment	Pricing Adjustment
Broadcast TV Surcharge	Will increase by \$1.54. This reflects the costs incurred from local Broadcast TV Stations
Seasonal Broadcast TV Surcharge	Will reduce by \$6.45.
Spectrum Receiver/Digital Adapter	Will increase by \$1.00 per receiver/adapter.
Charter Digital Home	Will increase by \$10.00.
Spectrum TV Select	Will increase by \$3.00.
Spectrum TV Silver	Will increase by \$8.00*.
Spectrum TV Gold	Will increase by \$8.00*.
Latino Tier	Will increase by \$1.00.

* Except certain grandfathered/Active packages where increase is \$3.00.

If you have any questions about this change, please feel free to contact me at (810) 652-1422.

Sincerely,

Karen Coronado

Karen Coronado
Manager, State Government Affairs, Michigan
Charter Communications



May 7, 2021

T1 P1 71 *****AUTO**ALL FOR AADC 480

City of West Branch
121 N. Fourth Street
West Branch, MI 48661-1217



Re: Charter Communications – Upcoming Changes

Dear Franchise Official:

This letter will serve as notice that effective on or around **June 15, 2021**, Spectrum Mid-America, LLC “Spectrum” is making changes to its Spectrum TV Choice package. With the Spectrum TV Choice package a **new** customer can pick up to 15 networks (previously 10 networks) out of 75 available networks (in addition to SPP Basic).

The new package will allow customers to pick more channels from a different list of networks, including one (1) regional sports network, where available. Pricing for new Spectrum TV Choice 15 package will increase by \$5.00 for **new** customers. Existing Spectrum TV Choice customers will be grandfathered with no changes made; however, customers may upgrade into the new Spectrum TV Choice 15 package.

Also, Spectrum was recently informed of the following changes to the West Branch, MI serving your community:

- *Fox Sports Detroit, Fox Sports Detroit HD, Fox Sports Detroit Plus, Fox Sports Detroit Plus HD* on Spectrum Basic/Expanded service has been rebranded to *Bally Sports Detroit, Bally Sports Detroit HD, Bally Sports Detroit Plus, Bally Sports Detroit Plus HD*.
- *Cheddar HD* on Spectrum SPP Tier 1 HD channel 178 has been rebranded from *Cheddar HD* to *Cheddar News HD*.
- On or after June 1, 2021, *Pay-Per-View Events* currently carried on channels 960 & 967 will be dual illuminated on channels 2100 & 2101.
- On or after June 9, 2021, *Living Faith Network* on Spectrum Digital View Tier 1 and Faith & Values View channels 160 & 756 will be rebranded and with new programming from *Living Faith Network* to *Bulldog Shopping Network*.

Should you have any questions about this change, please do not hesitate to contact me at (810) 652-1422.

Sincerely,

Karen Coronado

Karen Coronado
Manager, State Government Affairs, Michigan
Charter Communications

Reports

Mayor

Council

City Manager



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

APPLICATION FOR OPEN CITY BOARD OR COMMISSION POSITION

Application for: ZBA Board/Commission

Name Michael Pugh

Address 133 Fremont St.

Phone (989) 345-0978 (cell/phone)

Email pughmichael46@yahoo.com

City Resident? Yes ☒ No ☐ How Long? 50 years +

Please list any previous City appointments or offices ZBA - chair

Please list any relevant employment or professional activities Retired School Administrator

Other community affiliations/activities you feel would be a benefit to this position Kiwanis Club member 40+ years

Are you aware of the meeting schedule for this Board or Commission, and are you available to attend regularly scheduled meetings?

Aware of schedule? Yes ☐ No ☒ Can attend? Yes ☒ No ☐ Unsure ☐

Why are you interested in serving of the City Board or Commission? Concerned
that our zoning ordinances are followed!

What talents or experience would you bring to the position? past experience
on ZBA -

What are your primary interests in City Government and City services? Continuing
to improve our community

Please relate any special goals you may have for the City Be fiscally responsible
for our city budget.

Any other information you wish to provide for Mayor and Council consideration?
(If you need more room please feel free to use another piece of paper)

Michael Bugh
Signature

May 5, 2021
Date

Thank you for your interest in serving as a volunteer Board or Commission member.

Appointments to City Council advisory Board and Commissions are nominated by the Mayor and confirmed by consent of the City Council. If you are applying for a specific and currently open position, you will be notified of City Council's decision once it is made.

Upon appointment, you will be required to stop by City Hall to complete a W-4, MI W-4 and an I-9 form along with supplying a copy of your driver's license and social security card or a copy of your passport.

**Public
Comment
-Any
Topic**

Adjournment