

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD JOINTLY WITH THE DDA AND PLANNING COMMISSION IN PERSON AND VIRTUALLY AT THE WEST BRANCH CITY POLICE DEPARTMENT, 130 PAGE STREET ON MONDAY, FEBRUARY 7, 2022.

Mayor Frechette called the meeting to order at 6:02 p.m.

Present: City Mayor Paul Frechette, Council Members Carol Adair, Mike Jackson, Ellen Pugh, Rusty Showalter and Cathy Zimmerman

Absent: Council Member Joanne Bennett

Other officers present: City Manager John Dantzer, City Clerk Lori Ann Clover, City Treasurer Michelle Frechette, City Attorney Greg Meihn, County Commissioner Mark Surbrook, Planning Members Corrine Lucynski, Bob David, Yvonne Deroso, and DDA Member Autum Hunter.

All stood for the Pledge of Allegiance.

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County Commissioner Surbrook gave County updates.

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Planning Chair, Corrine Lucynski discussed Planning Commission updates.

DDA Member, Autum Hunter gave a brief DDA update.

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MOTION BY ZIMMERMAN, SECOND BY SHOWALTER, TO APPROVE THE PAYMENT OF BILLS IN THE AMOUNT OF \$80,031.02.

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

No – None

Absent – Bennett

Motion carried

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MOTION BY SHOWALTER, SECOND BY PUGH, TO APPROVE THE SPECIAL EVENT RODEO.

Yes — Frechette, Jackson, Pugh, Showalter, Zimmerman, and Adair

No – None

Absent – Bennett

Motion carried

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MOTION BY ZIMMERMAN, SECOND BY SHOWALTER, TO APPROVE GALEA HOLDINGS-LIQUOR LICENSE TRANSFER.

Yes —Jackson, Pugh, Showalter, Zimmerman, Adair, and Frechette

No – None

Absent – Bennett

Motion carried

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MOTION BY PUGH, SECOND BY JACKSON, TO APPROVE RESOLUTION 22-05 BUDGET AMENDMENT.

RESOLUTION #22-05

WHEREAS, the City compared the budgeted amount of all revenue and expenditures in the Equipment Fund due to the closing of the USDA grant for the purchase of a new police vehicle; and

WHEREAS, the cost of the leaf vacuum vehicle was higher than budgeted for due to the rising costs from the time the vehicle was ordered to when it was received, and

WHEREAS, the costs of the police vehicle were higher than budgeted for due to the rising costs from the time the vehicle was ordered to when it was received and the addition of a K-9 cage, and

WHEREAS, the expenses in Fund 101, General Fund, were overstated in the police safety expense account, and

WHEREAS, the expenses in Fund 661, Equipment Fund, were overstated in the repairs/parts and repairs/parts police accounts, and

NOW, THEREFORE, BE IT RESOLVED, that the West Branch City Council hereby adopts the following budget amendments:

| GL NUMBER | DESCRIPTION | 2021-22 CURRENT BUDGET | 2021-22 AMENDED BUDGET |
|--|-------------|------------------------------|------------------------------|
| Fund 101 - GENERAL FUND | | | |
| TOTAL REVENUES | | 1,659,089.00 | 1,659,089.00 |
| Expenditures | | | |
| Dept 000.000 | | | |
| Total Dept 000.000 | | 2,800.00 | 2,800.00 |
| Dept 101.000 - LEGISLATIVE | | | |
| Total Dept 101.000 - LEGISLATIVE | | 20,100.00 | 20,100.00 |
| Dept 172.000 - CITY MANAGER'S OFFICE | | | |
| Total Dept 172.000 - CITY MANAGER'S OFFICE | | 121,250.00 | 121,250.00 |

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|---|------------|------------|
| Dept 201.000 - INTERNAL SERVICES | | |
| Total Dept 201.000 - INTERNAL SERVICES | 42,149.00 | 42,149.00 |
| Dept 209.000 - PROPERTY ASSESSMENT REVIEW | | |
| Total Dept 209.000 - PROPERTY ASSESSMENT REVIEW | 18,135.00 | 18,135.00 |
| Dept 215.000 - CITY CLERK | | |
| Total Dept 215.000 - CITY CLERK | 66,849.00 | 66,849.00 |
| Dept 228.000 - TECHNOLOGY | | |
| Total Dept 228.000 - TECHNOLOGY | 17,600.00 | 17,600.00 |
| Dept 253.000 - CITY TREASURER | | |
| Total Dept 253.000 - CITY TREASURER | 107,842.00 | 107,842.00 |
| Dept 262.000 - ELECTIONS | | |
| Total Dept 262.000 - ELECTIONS | 2,348.00 | 2,348.00 |
| Dept 265.000 - MUNICIPAL PROPERTIES | | |
| Total Dept 265.000 - MUNICIPAL PROPERTIES | 41,560.00 | 41,560.00 |
| Dept 265.999 - INSTALLMENT PURCHASE AGREEMENT EXPENSE | | |
| Total Dept 265.999 - INSTALLMENT PURCHASE AGREEMENT EXPENSE | 0.00 | 0.00 |
| Dept 266.000 - LEGAL ASSISTANCE | | |
| Total Dept 266.000 - LEGAL ASSISTANCE | 27,300.00 | 27,300.00 |
| Dept 284.000 - COMMUNITY PROMOTIONS | | |
| Total Dept 284.000 - COMMUNITY PROMOTIONS | 22,511.00 | 22,511.00 |
| Dept 299.000 - CITY SERVICES | | |
| Total Dept 299.000 - CITY SERVICES | 54,495.00 | 54,495.00 |
| Dept 301.000 - POLICE DEPARTMENT | | |
| 101-301.000-702.700 PROMOTION/BONUS | 250.00 | 250.00 |
| 101-301.000-703.700 SALARIES AND WAGES | 242,119.00 | 242,119.00 |
| 101-301.000-705.700 CHIEF OF POLICE | 66,085.00 | 66,085.00 |
| 101-301.000-706.700 COMMUNITY POLICING | 100.00 | 100.00 |
| 101-301.000-708.700 SICK LEAVE PAYOUT | 250.00 | 250.00 |
| 101-301.000-710.700 OVERTIME | 8,500.00 | 8,500.00 |
| 101-301.000-713.700 EMP. HEALTH OPTION | 3,000.00 | 3,000.00 |
| 101-301.000-714.700 MANDATORY MEDICARE | 4,500.00 | 4,500.00 |

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|--|-------------------------------|------------|------------|
| 101-301.000-715.700 | SOCIAL SECURITY (EMPLOYER) | 19,078.00 | 19,078.00 |
| 101-301.000-716.700 | BC/BS HEALTH INSURANCE PREMIU | 35,230.00 | 35,230.00 |
| 101-301.000-717.700 | LIFE INSURANCE PREMIUM | 1,155.00 | 1,155.00 |
| 101-301.000-718.700 | MERS RETIREMENT (EMPLOYER) | 50,837.00 | 50,837.00 |
| 101-301.000-718.701 | EMPLOYER DEFERED COMP. | 7,500.00 | 7,500.00 |
| 101-301.000-719.700 | LONG TERM DISABILITY | 2,300.00 | 2,300.00 |
| 101-301.000-720.700 | WORKERS COMPENSATION PREMIUM | 8,359.00 | 8,359.00 |
| 101-301.000-724.700 | UNEMPLOYMENT INS. BENEFIT | 325.00 | 325.00 |
| 101-301.000-727.700 | OPERATING SUPPLIES | 4,500.00 | 4,500.00 |
| 101-301.000-801.700 | CONTRACTUAL SERVICES | 10,000.00 | 10,000.00 |
| 101-301.000-811.700 | MEMBERSHIP AND DUES | 825.00 | 825.00 |
| 101-301.000-817.700 | UNIFORMS | 4,000.00 | 4,000.00 |
| 101-301.000-853.700 | TELEPHONE/RADIO COMMUNICATION | 5,000.00 | 5,000.00 |
| 101-301.000-941.700 | EQUIPMENT RENTAL | 9,500.00 | 9,500.00 |
| 101-301.000-955.700 | DATA PROCESSING | 4,500.00 | 4,500.00 |
| 101-301.000-956.700 | EXPENSES | 950.00 | 950.00 |
| 101-301.000-956.702 | POLICE SAFETY EXPENSE | 4,000.00 | 0.00 |
| 101-301.000-956.703 | K-9 EXPENSES | 0.00 | 0.00 |
| 101-301.000-956.707 | FORFEITURE EXPENSE | 400.00 | 400.00 |
| 101-301.000-957.700 | EDUCATION AND TRAINING LOCAL | 5,000.00 | 5,000.00 |
| 101-301.000-957.701 | EDUCATION 302 | 1,000.00 | 1,000.00 |
| 101-301.000-968.700 | STING | 3,000.00 | 3,000.00 |
| 101-301.000-977.700 | CAPITAL ACQUISITIONS | 0.00 | 0.00 |
| Total Dept 301.000 - POLICE DEPARTMENT | | 502,263.00 | 498,263.00 |
| Dept 336.000 - FIRE | | | |
| Total Dept 336.000 - FIRE | | 27,124.00 | 27,124.00 |
| Dept 345.000 - CROSSING GUARDS | | | |
| Total Dept 345.000 - CROSSING GUARDS | | 8,070.00 | 8,070.00 |
| Dept 441.000 - PUBLIC WORKS DEPARTMENT | | | |
| Total Dept 441.000 - PUBLIC WORKS DEPARTMENT | | 181,905.00 | 181,905.00 |
| Dept 444.000 - SIDEWALKS | | | |
| Total Dept 444.000 - SIDEWALKS | | 13,253.00 | 13,253.00 |
| Dept 528.000 - SOLID WASTE | | | |
| Total Dept 528.000 - SOLID WASTE | | 221,194.00 | 221,194.00 |
| Dept 537.000 - AIRPORT | | | |
| Total Dept 537.000 - AIRPORT | | 49,256.00 | 49,256.00 |

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| Dept 721.000 - PLANNING AND ZONING | | |
| Total Dept 721.000 - PLANNING AND ZONING | 5,319.00 | 5,319.00 |
| Dept 728.000 - ECONOMIC DEVELOPMENT | | |
| Total Dept 728.000 - ECONOMIC DEVELOPMENT | 1,000.00 | 1,000.00 |
| Dept 729.000 - CODE ENFORCEMENT | | |
| Total Dept 729.000 - CODE ENFORCEMENT | 0.00 | 0.00 |
| Dept 751.000 - PARKS AND RECREATION | | |
| Total Dept 751.000 - PARKS AND RECREATION | 64,708.00 | 64,708.00 |
| Dept 851.000 - INSURANCE AND RISK MANAGEMENT | | |
| Total Dept 851.000 - INSURANCE AND RISK MANAGEMENT | 15,495.00 | 15,495.00 |
| Dept 900.000 - BAD DEBT | | |
| Total Dept 900.000 - BAD DEBT | 0.00 | 0.00 |
| Dept 965.000 - TRANSFERS | | |
| Total Dept 965.000 - TRANSFERS | 22,000.00 | 22,000.00 |
| Dept 965.209 - TRANSFER TO CEMETERY | | |
| Total Dept 965.209 - TRANSFER TO CEMETERY | 16,411.00 | 16,411.00 |
| Dept 965.736 - TRANS TO FUND 736 OPEB | | |
| Total Dept 965.736 - TRANS TO FUND 736 OPEB | 0.00 | 0.00 |
| TOTAL EXPENDITURES | 1,672,937.00 | 1,668,937.00 |
| Fund 101: | | |
| TOTAL REVENUES | 1,659,089.00 | 1,659,089.00 |
| TOTAL EXPENDITURES | 1,672,937.00 | 1,668,937.00 |
| NET OF REVENUES & EXPENDITURES | (13,848.00) | (9,848.00) |
| FUND BALANCE | 2,052,300.00 | 2,056,300 |
| Fund 661 - EQUIPMENT FUND | | |
| Revenues | | |
| Dept 000.000 | | |
| Total Dept 000.000 | 216,810.00 | 216,810.00 |
| TOTAL REVENUES | 216,810.00 | 216,810.00 |

Expenditures

Dept 000.000

| | | | |
|---------------------|--------------------------------|------------|------------|
| 661-000.000-703.700 | SALARIES AND WAGES | 12,000.00 | 12,000.00 |
| 661-000.000-710.700 | OVERTIME | 0.00 | 0.00 |
| 661-000.000-714.700 | MANDATORY MEDICARE | 175.00 | 175.00 |
| 661-000.000-715.700 | SOCIAL SECURITY (EMPLOYER) | 743.00 | 743.00 |
| 661-000.000-716.700 | BC/BS HEALTH INSURANCE PREMIUM | 2,510.00 | 2,510.00 |
| 661-000.000-718.700 | MERS RETIREMENT (EMPLOYER) | 50.00 | 50.00 |
| 661-000.000-720.700 | WORKERS COMPENSATION PREMIUM | 400.00 | 400.00 |
| 661-000.000-724.700 | UNEMPLOYMENT INS. BENEFIT | 5.00 | 5.00 |
| 661-000.000-782.700 | ADMINISTRATION | 12,000.00 | 12,000.00 |
| 661-000.000-801.700 | CONTRACTUAL SERVICES | 0.00 | 0.00 |
| 661-000.000-805.700 | REPAIR/PARTS | 30,000.00 | 26,359.00 |
| 661-000.000-806.700 | REPAIR/PARTS POLICE | 5,000.00 | 3,553.00 |
| 661-000.000-818.700 | INS. PREMIUM - LIABILITY | 22,885.00 | 22,885.00 |
| 661-000.000-856.700 | FUEL | 29,615.00 | 29,615.00 |
| 661-000.000-868.700 | FLUIDS | 0.00 | 0.00 |
| 661-000.000-956.700 | EXPENSES | 0.00 | 0.00 |
| 661-000.000-966.700 | DEPRECIATION | 37,022.00 | 37,022.00 |
| 661-000.000-966.701 | DEP.EXP. PUBLIC SAFETY | 5,080.00 | 5,080.00 |
| 661-000.000-968.000 | DEPRECIATION EXPENSE | 0.00 | 0.00 |
| 661-000.000-968.001 | DEPRECIATION EXP PUBLIC SAFET | 0.00 | 0.00 |
| 661-000.000-977.700 | CAPITAL ACQUISITIONS | 118,000.00 | 127,088.00 |
| 661-000.000-992.000 | INTEREST EXPENSE | 0.00 | 0.00 |
| 661-000.000-994.700 | BOND | 41,000.00 | 41,000.00 |
| 661-000.000-995.700 | INTEREST DUE ON BONDS | 5,500.00 | 5,500.00 |
| Total Dept 000.000 | | 321,985.00 | 325,985.00 |

TOTAL EXPENDITURES

321,985.00 325,985.00

Fund 661 - EQUIPMENT FUND:

| | | |
|--------------------------------|--------------|--------------|
| TOTAL REVENUES | 216,810.00 | 216,810.00 |
| TOTAL EXPENDITURES | 321,985.00 | 325,985.00 |
| NET OF REVENUES & EXPENDITURES | (105,175.00) | (109,175.00) |
| FUND BALANCE | 605,353.00 | 601,353.00 |

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

No – None

Absent – Bennett

Motion carried

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MOTION BY SHOWALTER, SECOND BY PUGH, TO APPROVE RESOLUTION 22-06 BOARD OF REVIEW MEETINGS.

RESOLUTION #22-06

WHEREAS, as per section 9.7(a) of the West Branch City Charter, the Board of Review shall convene in its first session on the second Monday in March of each year at such time of day and place as shall be designated by City Council, and

WHEREAS, as per section 9.7(b) of the West Branch City Charter, the Board of Review shall convene in its second session on the fourth Monday in March of each year for two consecutive days and as much longer as may be necessary at such place as shall be designated by Council, and

NOW, THEREFORE, BE IT RESOLVED, that the West Branch City Council hereby designates all Board of Review meetings to be held at the West Branch City Hall with the first meeting in March to be held at 9:00 am

Yes —Showalter, Zimmerman, Adair, Frechette, Jackson, and Pugh

No – None

Absent – Bennett

Motion carried

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MOTION BY ZIMMERMAN, SECOND BY SHOWALTER, TO APPROVE RESOLUTION 22-07 BROWNFIELD GRANT SUPPORT.

RESOLUTION #22-07

WHEREAS, in 2020, the City of West Branch developed a Brownfield Redevelopment Authority in order to assist in the redevelopment of City properties, and

WHEREAS, the City has applied for an EGLE Brownfield Grant to assist in the redevelopment at 508 E. Houghton Ave. in order to support the West Branch Pharmacy project, and

NOW, THEREFORE, BE IT RESOLVED, that the West Branch City Council hereby offers its complete support for the Brownfield Grant to assist in the West Branch Pharmacy project in order to create job growth in the community and grow the tax base for the City.

Yes —Zimmerman, Adair, Frechette, Jackson, Pugh, and Showalter

No – None

Absent – Bennett

Motion carried

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MOTION BY JACKSON, SECOND BY PUGH, TO APPROVE THE MINUTES AND SUMMARY FROM THE MEETING HELD JANUARY 24, 2022 AS WELL AS MINUTES FROM WORK SESSION HELD February 1, 2022.

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

No – None

Absent – Bennett

Motion carried

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MOTION BY SHOWALTER, SECOND BY PUGH, TO RECEIVE AND FILE THE TREASURER’S REPORT AND INVESTMENT SUMMARY; AND APPROVE THE MINUTES FROM THE NCMCF MEETING HELD ON DECEMBER 1, 2021.

Yes — Frechette, Jackson, Pugh, Showalter, Zimmerman, and Adair

No – None

Absent – Bennett

Motion carried

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MOTION BY ZIMMERMAN, SECOND BY JACKSON, TO EXCUSE COUNCIL MEMBER BENNETT FROM THE MEETING DUE TO FAMILY ILLNESS.

Yes — Jackson, Pugh, Showalter, Zimmerman, Adair, and Frechette

No – None

Absent – Bennett

Motion carried

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Council members expressed concern for the fire at Brian’s Market and expressed their gratitude and kudos to the firefighters involved in fighting the fire.

Council member Pugh noted that there was considerable improvement in keeping the sidewalks clear.

Council member Showalter expressed his thanks to the DDA and Planning Committee for their hard work.

Manager Dantzer noted the WBRC School District did express interest in working with the City to provide a School Resource Officer (SRO). It was the consensus of Council to have Manager Dantzer continue negotiations.

Mayor Frechette adjourned the meeting at 6:33 pm.

Paul Frechette, Mayor

Lori Ann Clover, Clerk