

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	
		ORIGINAL BUDGET	2020-21 AMENDED 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> (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. 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'
	Sail-Type Temporary Signs (also known as flag banners and feather flags)	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.

\_\_\_\_\_  
Paul Frechette, Mayor

\_\_\_\_\_  
Amanda Stang, Clerk