

-- AGENDA --

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL TO BE HELD VIRTUALLY AT  
WEST BRANCH CITY HALL, 121 N. FOURTH ST. ON MONDAY, AUGUST 16, 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. Bob Dack-Noise Ordinance
- V. Public hearing
- VI. Additions to the agenda
- VII. Public comment on agenda items only (limited to 3 minutes)
- VIII. Bids
- IX. Unfinished business
  - A. 4<sup>th</sup> Street Water and Street Repair Bid
- X. New business
  - A. Bills
  - B. Presentation of Life Saving Award for Officer Matthews
  - C. Ogemaw Hills Free Methodist Church Special Event Permit- Basketball Tournament
  - D. Ogemaw Healthy Kids Block Party Special Event Permit
  - E. City of West Branch Title VI Non-Discrimination Plan
  - F. Reschedule September 6<sup>th</sup> Meeting-Labor Day

- G. M-30 Housing Development Street Names
- XI. Approval of the minutes and summary from the meeting held August 2, 2021
- XII. Consent agenda
  - A. Treasurers report and investment summary
  - B. DDA Minutes from the regular meeting and informational meeting both held July 27, 2021.
  - C. Planning Commission minutes from meetings held March 9, 2021 & June 8, 2021.
  - D. July month end Police Report
- XIII. Communications
  - A. Michigan Public Police Survey
- XIV. Reports and/or comments
  - A. Mayor
  - B. Council
  - C. Manager
- XV. Public comment any topic
- XVI. Adjournment

UPCOMING MEETINGS-EVENTS

August 17 – Zoning Board of Appeals 6PM

August 18 – Airport Meeting 12Noon

August 24 – DDA Meeting 12Noon

In response to the COVID -19 pandemic, City Council meetings will be held in person but still broadcasted virtually. Unvaccinated members of the public may attend with social distancing and facemask requirements. Vaccinated members may attend in person without masks restrictions as per the latest State update.

**Call to Order**

**Roll Call**

**Pledge of  
Allegiance**

# **Scheduled Matters from the Floor**

# **Public Hearings**

# **Additions to the Agenda**

# **Public Comment -Agenda Items**

# Bids



# **Unfinished Business**

# 4th Street West Branch Original

ITEM	Description	Unit	EST. QTY	Unit Price	Amount
1	General Conditions, Bonds, Insurances, & Mobilization, Max 5%	Lsum	1	15,000.00	\$15,000.00
2	Pre-Construction Video Survey	Lsum	1	1,135.00	\$1,135.00
3	Traffic Control	Lsum	1	16,560.00	\$16,560.00
4	Soil Erosion Control	Lsum	1	1,000.00	\$1,000.00
5	Remove HMA Pavement	SYD	4100	3.00	\$12,300.00
6	Remove Concrete Side Walk	Sft	650	1.00	\$650.00
7	Cut and Plug Watermain	Ea	4	2,500.00	\$10,000.00
8	Remove Hydrant	Ea	2	400.00	\$800.00
9	6" 90 deg bend	Ea	2	230.00	\$460.00
10	8" Plug	Ea	5	175.00	\$875.00
11	8" Temp. Blowoff	Ea	4	550.00	\$2,200.00
12	8" x 8" Cross	Ea	1	1,250.00	\$1,250.00
13	8" x 8' x 4" Tee	Ea	1	650.00	\$650.00
14	4" Valve and Box	Ea	1	1,100.00	\$1,100.00
15	4" 90 deg bend	Ea	1	220.00	\$220.00
16	8" Watermain	Lft	1200	76.00	\$91,200.00
17	6" Watermain	Lft	30	69.00	\$2,070.00
18	8" Valve & Box	Ea	7	1,900.00	\$13,300.00
19	6" Valve & Box	Ea	3	1,400.00	\$4,200.00
20	8" x 8" x 6" Tee	Ea	4	700.00	\$2,800.00
21	8" x 8" x 8" Tee	Ea	1	725.00	\$725.00
22	6" x 6" S.S. Tapping Sleeve, Valve and Box	Ea	1	4,500.00	\$4,500.00
23	Hydrant Assembly	Ea	2	5,350.00	\$10,700.00
24	1" Water Service, Long	Ea	10	2,400.00	\$24,000.00
25	1" Water Service, Short	Ea	11	2,400.00	\$26,400.00
26	Connect to Existing Water Service	Ea	21	75.00	\$1,575.00
27	HMA 2", 13A Base Course	SYD	4100	8.25	\$33,825.00
28	HMA, 1.5", 13A Top Course	Sft	4100	7.35	\$30,135.00
29	4" Concrete Sidewalk	Sft	650	11.00	\$7,150.00
30	Surface Restoration, at Services	Sft	3000	2.00	\$6,000.00
31	Construction Testing (Allowance)	Lsum	1	4,000.00	\$4,000.00
TOTAL OF ALL UNIT BID ITEMS					326,780.00
					0.00

**4th Street West Branch C909/Import Fittings/ City does sidewalk, less 100'**

ITEM	Description	Unit	EST. QTY	Unit Price	Amount
1	General Conditions, Bonds, Insurances, & Mobilization, Max 5%	Lsum	1	15,000.00	\$15,000.00
2	Pre-Construction Video Survey	Lsum	1	1,135.00	\$1,135.00
3	Traffic Control	Lsum	1	16,560.00	\$16,560.00
4	Soil Erosion Control	Lsum	1	1,000.00	\$1,000.00
5	Remove HMA Pavement	SYD	4100	3.00	\$12,300.00
6	Remove Concrete Side Walk	SFt	650	1.00	\$650.00
7	Cut and Plug Watermain	Ea	4	2,500.00	\$10,000.00
8	Remove Hydrant	Ea	2	400.00	\$800.00
9	6" 90 deg bend	Ea	2	250.00	\$500.00
10	8" Plug	Ea	5	135.00	\$675.00
11	8" Temp. Blowoff	Ea	4	490.00	\$1,960.00
12	8" x 8" Cross	Ea	1	950.00	\$950.00
13	8" x 8' x 4" Tee	Ea	1	545.00	\$545.00
14	4" Valve and Box	Ea	1	1,060.00	\$1,060.00
15	4" 90 deg bend	Ea	1	200.00	\$200.00
16	8" Watermain	LFt	1100	74.00	\$81,400.00
17	6" Watermain	LFt	30	67.00	\$2,010.00
18	8" Valve & Box	Ea	7	1,750.00	\$12,250.00
19	6" Valve & Box	Ea	3	1,300.00	\$3,900.00
20	8" x 8" x 6" Tee	Ea	4	600.00	\$2,400.00
21	8" x 8" x 8" Tee	Ea	1	575.00	\$575.00
22	6" x 6" S.S. Tapping Sleeve, Valve and Box	Ea	1	4,500.00	\$4,500.00
23	Hydrant Assembly	Ea	2	5,150.00	\$10,300.00
24	1" Water Service, Long	Ea	10	2,400.00	\$24,000.00
25	1" Water Service, Short	Ea	11	2,400.00	\$26,400.00
26	Connect to Existing Water Service	Ea	21	75.00	\$1,575.00
27	HMA 2", 13A Base Course	SYD	4100	8.25	\$33,825.00
28	HMA, 1.5", 13A Top Course	SFt	4100	7.35	\$30,135.00
29	4" Concrete Sidewalk	SFt	0	0.00	\$0.00
30	Surface Restoration, at Services	SFt	3000	2.00	\$6,000.00
31	Construction Testing (Allowance)	Lsum	1	4,000.00	\$4,000.00
<b>TOTAL OF ALL UNIT BID ITEMS</b>					<b>0.00</b>
					<b>306,605.00</b>

budget for water line	\$156,931.00
total cost	\$230,345.00
	-\$73,414.00
ARPA funds available	\$105,000.00

budget for ashphalt	\$65,000.00
total cost	\$76,260.00
difference	-\$11,260.00
Additonal availabe	\$11,280.00
in budget	
adjusted difference	\$20.00

# New Business

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

BILLS	\$29,697.83
<i>BILLS AS OF 8/13/21</i>	<i>\$29,697.83</i>
<i>Additions to Bills as of</i>	<i>\$0</i>
<i>Paid but not approved</i>	<i>\$449.00</i>

**TOTAL BILLS**

**\$30,146.83**

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

Vendor Name	Amount	Description
CHARTER COMMUNICATIONS	769.83	PHONE & INTERNET
CINTAS	48.27	WWTP SUPPLIES
CINTAS	336.24	UNIFORMS
CITY OF WEST BRANCH	660.12	WATER BILLS
CONSUMERS ENERGY	25.98	ELECTRIC
CONSUMERS ENERGY	12,255.61	ELECTRIC
DO ALL INC	337.84	RECYCLING JULY
ETNA SUPPLY	305.00	WATER SUPPLIES
FERNELIUS CHEVROLET	60.83	POLICE REPAIRS
FOSTER BLUE WATER OIL LLC	2,170.09	FUEL
GREAT LAKES TECH CONSULT LLC	225.00	IT SERVICES POLICE
GREAT LAKES TECH CONSULT LLC	757.75	IT SERVICES MAY & JUNE
GREEN ACE HARDWARE	196.28	VARIOUS SUPPLIES
GRIFFIN, NANCY	275.83	FLOWER PROJECT REIMBURSEMENT
HACH COMPANY	1,144.47	WWTP SUPPLIES
HOME DEPOT	101.48	VARIOUS SUPPLIES
MICHIGAN POLICE EQUIPMENT	771.00	GUN NEW PATROL CAR
MIDMICHIGAN HEALTH	109.00	PRE EMPLOYMENT ROMPS
MML	1,521.00	MEMBERSHIP & DUES
NEMSCA HOMELESS AND PREVENTION SERV	160.80	UB refund for account: 000949
NORTH CENTRAL LABORATORIES	673.21	WWTP SUPPLIES
NORTHERN MOW & TRIM	255.00	MOWINGS
OFFICE CENTRAL	120.94	VARIOUS SUPPLIES
OGEMAW COUNTY EMERGENCY DISPATCH AU	25.00	WARRANT ENTRY
OGEMAW COUNTY EQUALIZATION	3,777.31	TAX ROLL MAINTENANCE
OGEMAW COUNTY HERALD ADLINER	52.36	ADS
OGEMAW COUNTY VOICE	98.60	ADS JULY
OGEMAW TOWNSHIP CLERK	288.97	MID MI 425 AGREEMENT
QUILL CORPORATION	13.22	SUPPLIES
REVIZE	760.00	ANNUAL SUPPORT
SELLEY'S CLEANERS	22.50	POLICE DRY CLEANING
STATE OF MICHIGAN	64.00	WATER SAMPLES
THE SBAM PLAN	420.00	COBRA ADMINISTRATION ANNUALLY
UPS	3.98	WWTP SHIPPING
VIC BOND SALES INC	2.77	VARIOUS SUPPLIES
VILLAGE QUIK LUBE	111.70	POLICE SERVICE
WASTE MANAGEMENT INC	232.18	WWTP DUMPSTERS
WEST BRANCH DIESEL REPAIR	215.00	WWTP REPAIR
WEST BRANCH NAPA AUTO TRUCK	128.67	VARIOUS SUPPLIES
WILSON, GLENN	200.00	RETURN STAGE DEPOSIT
<b>TOTAL</b>	<b>29,697.83</b>	



# City of West Branch

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

## Special Event Permit

Event Name: **2021 OHFM CHURCH BALL TOURNAMENT**

Event Date: **09/03/2021** Start Time: **4:30** End Time: **9:30**

Name of Sponsoring Organization: **OGEMAW HILLS FREE METHODIST CHURCH**

Address: **3480 W, M-76 W, West Branch, MI 48661**

Contact Person: **DIMITRIS RICHARD SCHIZAS** Phone Number: **9899650820**

Describe the purpose of this event: **THE YEARLY CHURCH BASKETBALL TOURNAMENT INCLUDING 3V3 AND A UNIQUE 3PT SHOOOUT.**

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

**IRONS PARK BASKETBALL COURTS**

If requesting a road closure Road closure Start time: **NOT NEEDED** End time: **NOT NEEDED**

Road closure location **NOT NEEDED**

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

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

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

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

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

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

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





# City of West Branch

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

## Additional Terms and Conditions:

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

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

**DIMITRIS R SCHIZAS**

Applicant Signature

**07/29/2021**

Date

For Office Use Only:

Permit Approved -- Yes / No

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

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



# City of West Branch

121 N 4<sup>th</sup> St, West Branch, Michigan 48661  
(989)345-0500 • Fax (989)345-4360 • www.westbranch.com

## Special Event Permit

Event Name: Kids Wellness Fair Bake Party

Event Date: June 8, 2022 Start Time: 4:00 End Time: 8:00

Name of Sponsoring Organization: Ogemaw Healthy Kids

Address: 1795 Peach Lane Rd. West Branch, MI 48661

Contact Person: Julie Hull Phone Number: 989.329-0773

Describe the purpose of this event: to help educate and encourage kids to create healthy habits that are sustainable in their adult lives to live healthier + happier.

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

Downtown Branches - from B's pizza to P+B coffee shop

If requesting a road closure Road closure Start time: 3:15 End time: 8:30

Road closure location: 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 ☐

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

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

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

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

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



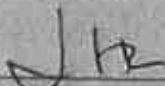
## City of West Branch

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

  
Date

For Office Use Only:

Permit Approved – Yes / No

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

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

**CITY OF WEST BRANCH**

**TITLE VI**

**NON-DISCRIMINATION PLAN**

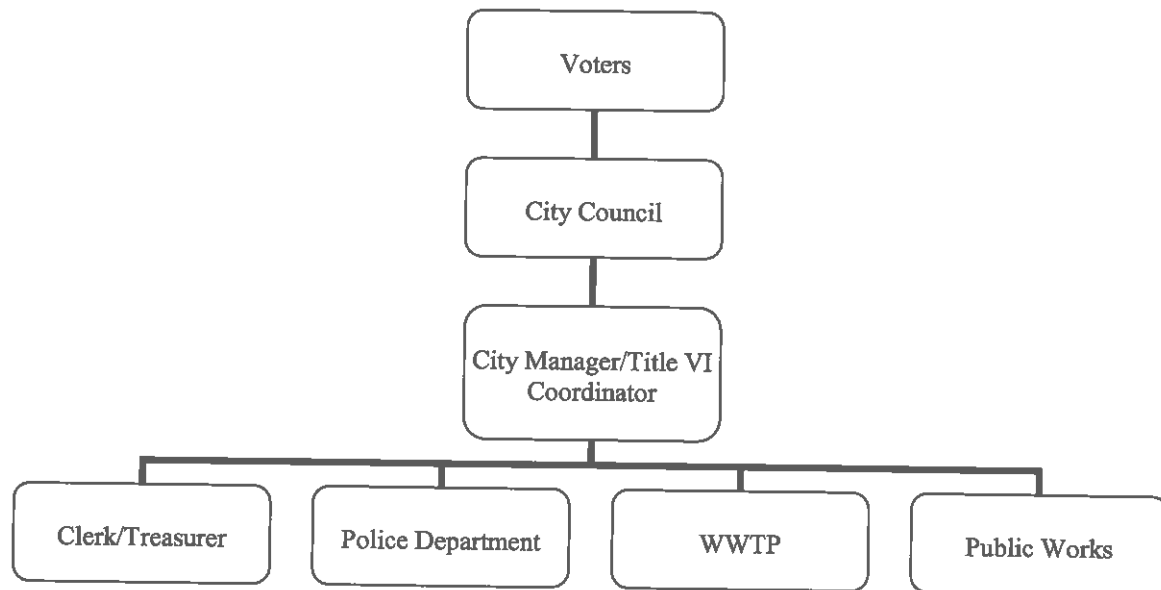
**121 North 4<sup>th</sup> Street**  
**West Branch, MI 48661**  
**Phone: (989) 345-0500**  
**Fax: (989) 345-4390**  
**Website: [www.westbranch.com](http://www.westbranch.com)**

**Title VI Coordinator:**  
**John Dantzer, City Manager**  
**Email: [citymanager@westbranch.com](mailto:citymanager@westbranch.com)**

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**CITY OF WEST BRANCH  
ORGANIZATION CHART**



## INTRODUCTION

The City of West Branch was organized in 1905 when the people of the Village of West Branch voted to incorporate to the now City of West Branch. According to the Ogemaw County Genealogical and Historical Society, West Branch was previously known as Logan's Mills in 1863. It later became West Branch when lumberjacks named it after the "west branch" of the Rifle River. The City of West Branch serves all people, including minority populations, low-income populations, the elderly, persons with disabilities, and those who traverse the City. The City of West Branch recognizes its responsibility to provide fairness and equity in all of its programs, services, and activities, and that it must abide by and enforce federal and state civil rights legislation.

Title VI of the Civil Rights Act of 1964, is the overarching civil rights law which prohibits discrimination based on race, color, or national origin, in any program, service or activity that receives federal assistance. Specifically, Title VI assures that, "No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under any program or activity receiving federal assistance." Title VI has been broadened by related statutes, regulations and executive orders. Discrimination based on sex is prohibited by Section 324 of the Federal-Aid Highway Act, which is the enabling legislation of the Federal Highway Administration (FHWA). The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 prohibit unfair and inequitable treatment of persons as a result of projects which are undertaken with Federal financial assistance. The Civil Rights Restoration Act of 1987 clarified the intent of Title VI to include all programs and activities of federal-aid recipients and contractors whether those programs and activities are federally funded or not.

In addition to statutory authorities, Executive Order 12898, "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations," signed in February of 1994, requires federal agencies to achieve Environmental Justice as part of its mission by identifying disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations. Environmental Justice initiatives are accomplished by involving the potentially affected public in the development of transportation projects that fit within their communities without sacrificing safety or mobility. In 1997, the U.S. Department of Transportation (USDOT) issued its DOT Order to Address Environmental Justice in Minority Populations and Low-Income Populations to summarize and expand upon the requirements of Executive Order 12898 on Environmental Justice. Also, Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency (LEP)," provides that no person shall be subjected to discrimination on the basis of race, color, or national origin under any program or activity that receives Federal financial assistance.

As a recipient of federal financial assistance, the City of West Branch must provide access to individuals with limited ability to speak, write, or understand the English language. The City will not restrict an individual in any way from the enjoyment of any advantage or privilege enjoyed by others receiving any service, financial aid, or other benefit under its programs or projects. Individuals may not be subjected to criteria or methods of administration which cause

adverse impact because of their race, color, or national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program because of race, color or national origin. Therefore, the primary goals and objectives of the City of West Branch's Title VI Program are:

1. To assign roles, responsibilities, and procedures for ensuring compliance with Title VI of the Civil Rights Act of 1964 and related regulations and directives;
2. To ensure that people affected by the City's programs and projects receive the services, benefits, and opportunities to which they are entitled without regard to race, color, national origin, age, sex, or disability;
3. To prevent discrimination in the City of West Branch's programs and activities, whether those programs and activities are federally funded or not;
4. To establish procedures for identifying impacts in any program, service, or activity that may create illegal adverse discrimination on any person because of race, color, national origin, age, sex, or disability; or on minority populations, low-income populations, the elderly, and all interested persons and affected Title VI populations;
5. To establish procedures to annually review Title VI compliance within specific program areas within the City;
6. To set forth procedures for filing and processing complaints by persons who believe they have been subjected to illegal discrimination under Title VI in the City's services, programs or activities.

As a sub-recipient of federal transportation funds, the City of West Branch must comply with federal and state laws, and related statutes, to ensure equal access and opportunity to all persons, with respect to transportation services, facilities, activities, and programs, without regard to race, color, national origin, sex, socio-economic status, or geographical location. Every effort will be made to prevent discrimination in any program or activity, whether those programs and activities are federally funded or not, as guaranteed by the Civil Rights Restoration Act of 1987.

The City of West Branch shall also ensure that their sub-recipients adhere to state and federal law and include in all written agreements or contracts, assurances that the sub-recipient must comply with Title VI and other related statutes. The City of West Branch, as a sub-recipient who distributes federal transportation funds, shall monitor their sub-recipients for voluntary compliance with Title VI. In the event that non-compliance is discovered, the City will make a good faith effort to ensure that the sub-recipient corrects any deficiencies arising out of complaints related to Title VI; and that sub-recipients will proactively gauge the impacts of any program or activity on minority populations and low-income populations, the elderly, persons with disabilities, all interested persons and affected Title VI populations.



## **Discrimination under Title VI**

There are two types of illegal discrimination prohibited under Title VI and its related statutes. One type of discrimination which may or may not be intentional is “disparate treatment.” Disparate treatment is defined as treating similarly situated persons differently because of their race, color, national origin, sex, disability, or age.

The second type of illegal discrimination is “disparate impact.” Disparate impact discrimination occurs when a “neutral procedure or practice” results in fewer services or benefits, or inferior services or benefits, to members of a protected group. With disparate impact, the focus is on the consequences of a decision, policy, or practice rather than the intent.

The City of West Branch’s efforts to prevent such discrimination must address, but not be limited to, a program’s impacts, access, benefits, participation, treatment, services, contracting opportunities, training, investigation of complaints, allocation of funds, prioritization of projects, and the overarching functions of planning, project development and delivery, right-of-way, construction, and research.

The City of West Branch has developed this Title VI Plan to assure that services, programs, and activities of the City are offered, conducted, and administered fairly, without regard to race, color, national origin, sex, age, or disability of the participants or beneficiaries of federally funded programs, services, or activities (see Title VI Assurances).

**CITY OF WEST BRANCH  
NON-DISCRIMINATION POLICY STATEMENT**

The City of West Branch reaffirms its policy to allow all individuals the opportunity to participate in federal financially assisted services and adopts the following provision:

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” In applying this policy, the City and its sub-recipients of federal funds shall not:

1. Deny any individual with any service, opportunity, or other benefit for which such individual is otherwise qualified;
2. Provide any individual with any service, or other benefit, which is inferior (in quantity or quality) to, or which is provided in a different manner from that which is provided to others;
3. Subject any individual to segregated or disparate treatment in any manner related to such individual's receipt of services or benefits;
4. Restrict an individual in any way from the enjoyment of services, facilities or any other advantage, privilege or other benefit provided to others;
5. Adopt or use methods of administration, which would limit participation by any group of recipients or subject any individual to discrimination;
6. Address any individual in a manner that denotes inferiority because of race, color, or national origin;
7. Permit discriminatory activity in a facility built in whole or in part with federal funds;
8. Deny any segment of the population the opportunity to participate in the operations of a planning or advisory body that is an integral part of a federally funded program;
9. Fail to provide information in a language other than English to potential or actual beneficiaries who are of limited English speaking ability, when requested and as appropriate;
10. Subject an individual to discriminatory employment practices under any federally funded program whose objective is to provide employment;
11. Locate a facility in any way, which would limit or impede access to a federally-funded service or benefit.

The City of West Branch will actively pursue the prevention of any Title VI deficiencies or violations and will take the necessary steps to ensure compliance. If irregularities occur in the administration of the program's operation, procedures will be promptly implemented to resolve Title VI issues all within a period not to exceed 90 days.

The City of West Branch designates City Manager, John Dantzer as the Title VI Coordinator. The City Manager will be responsible for initiating and monitoring Title VI activities and other required matters, ensuring that the City of West Branch complies with the Title VI regulations and pursues prevention of Title VI deficiencies or violations. Inquiries concerning the City of West Branch and Title VI may be directed to:

John Dantzer  
City Manager  
121 N. Fourth St.  
West Branch, MI 48661  
Phone - 989-345-0500  
Fax - 989-345-4390

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Paul Frechette  
Mayor

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John Dantzer  
City Manager/Title VI Coordinator

## **CITY OF WEST BRANCH TITLE VI ASSURANCES**

The City of West Branch (hereinafter referred to as the "Recipient") hereby agrees that as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d-42 USC 2000d-4 (hereinafter referred to as the "Act"), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-Assisted Programs for the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the "Regulations") and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient received Federal financial assistance from the Department of Transportation, including the Federal Highway Administration, and hereby gives assurances that it will promptly take any measures necessary to effectuate this agreement. This assurance is required by subsection 21.7 (a) (1) and (b) of the Regulations.

More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurance with respect to the Federal Aid Highway Program:

1. That the Recipient agrees that each "program" and each "facility" as defined in subsections 21.23(e) and 21.23(b) of the Regulations, will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the Regulations.
2. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with all Federal Aid Highway Programs and, in adapted form in all proposals for negotiated agreements:

“The (Recipient), in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, SubTitle A, Office the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”
3. That the Recipient shall insert the clauses of Appendix A of this assurance in every contract subject to the Act and the Regulations.
4. That the Recipient shall insert the clauses of Appendix B of this assurance, as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection therewith.

6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over or under such property.
7. That the Recipient shall include the appropriate clauses set forth in Appendix C of this assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under the Federal Aid Highway Program; and (b) for the construction or use of or access to space on, over or under real property acquired, or improved under the Federal Aid Highway Program.
8. That this assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property or interest therein or structures or improvements thereon, in which case the assurance obligates the Recipient or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Recipient retains ownership or possession of the property.
9. The Recipient shall provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom it delegates specific authority to give reasonable guarantee that it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations and this assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this assurance.

This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Recipient under the Federal Aid Highway Program and is binding on it, other recipients, sub-grantees, contractors, sub-contractors, transferees, successors in interest and other participants in the Federal Aid Highway Program. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Recipient.

City of West Branch

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Paul Frechette, Mayor

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Date

## **AUTHORITIES**

**Title VI of the Civil Rights Act of 1964, 42 USC 2000d to 2000d-4; 42 USC 4601 to 4655; 23 USC 109(h);**

Title VI of the Civil Rights Act of 1964 provides that no person in the United States shall, on the grounds of race, color, or national origin (including Limited English Proficiency), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance (please refer to 23 CFR 200.9 and 49 CFR 21). Related statutes have broadened the grounds to include age, sex, low income, and disability.

The Civil Rights Restoration Act of 1987 also broadened the scope of Title VI coverage by expanding the definition of terms “programs or activities” to include all programs or activities of Federal Aid recipients, sub-recipients, and contractors, whether such programs and activities are federally assisted or not (Public Law 100-259 [S. 557] March 22, 1988).

**Federal Aid Highway Act of 1973, 23 USC 324:** No person shall on the ground of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance under this title or carried on under this title.

**Age Discrimination Act of 1975, 42 USC 6101:** No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving federal financial assistance.

**Americans With Disabilities Act of 1990 PL 101-336:** No qualified individual with a disability shall, by reason of his/her disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination by a department, agency, special purpose district or other instrumentality of a state or local government.

**Section 504 of the Rehabilitation Act of 1973:** No qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity that receives or benefits from federal financial assistance.

**USDOT Order 1050.2:** Standard Title VI Assurances

**EO12250:** Department of Justice Leadership and coordination of Non-discrimination Laws.

**EO12898:** Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations.

**28 CFR 50.3:** Guidelines for the enforcement of Title VI of the Civil Rights Act of 1964.

**EO13166:** Improving Access to Services for Persons with Limited English Proficiency.

## DEFINITIONS

Adverse Effects – The totality of significant individual or cumulative human health or environmental effects including interrelated social and economic effects, which may include, but are not limited to: (See Appendix E for additional discussion of “significant”)

- Bodily impairment, infirmity, illness or death
- Air, noise and water pollution and soil contamination
- Destruction or disruption of man-made or natural resources
- Destruction or diminution of aesthetic values
- Destruction or disruption of community cohesion or community’s economic vitality
- Destruction or disruption of the availability of public and private facilities and services
- Adverse employment effects
- Displacement of person’s businesses, farms or non-profit organizations
- Increased traffic congestion, isolation, exclusion or separation of minority or low-income individuals within a given community or from the broader community
- Denial of, reduction in, or significant delay in the receipt of benefits of the City’s programs, policies and activities

Federal Assistance – Includes grants and loans of federal funds; the grant or donation of federal property and interests in property; the detail of federal personnel, federal property or any interest in such property without consideration or at a nominal consideration or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale or lease to the recipient; and any federal agreement, arrangement or other contract which has, as one of its purposes, the provision of assistance.

Limited English Proficiency - Individuals with a primary or home language other than English who must, due to limited fluency in English, communicate in that primary or home language if the individuals are to have an equal opportunity to participate effectively in or benefit from any aid, service or benefit provided by the City.

Low-Income – A person whose median household income is at or below the Department of Health and Human Service Poverty guidelines (see <http://aspe.hhs.gov/poverty/>).

Low-Income Population – Any readily identifiable group of low-income persons who live in geographic proximity and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed City program, policy or activity.

Minority – A person who is:

- a. Black – A person having origins in any of the black racial groups of Africa;
- b. Hispanic – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race;
- c. Asian American – A person having origins in any of the original people of the Far East, Southeast Asia, the Indian sub-continent, or the Pacific Islands; or

- d. American Indian and Alaskan Native – A person having origins in any of the original people of North America and who maintains cultural identification through tribal affiliation or community recognition.

Minority Population – Any readily identifiable groups of minority persons who live in geographic proximity and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed City program, policy or activity.

Non-Compliance – A recipient has failed to meet prescribed requirements and has shown an apparent lack of good faith effort in implementing all the requirements of Title VI and related statutes.

Persons – Where designation of persons by race, color or national origin is required, the following designation ordinarily may be used; “White not of Hispanic origin”, “Black not of Hispanic origin”, “Hispanic”, “Asian or Pacific Islander”, “American Indian or Alaskan Native”. Additional sub-categories based on national origin of primary language spoken may be used, where appropriate, on either a national or a regional basis.

Program – Includes any road or park project including planning or any activity for the provision of services financial aid or other benefits to individuals. This includes education or training, work opportunities, health welfare, rehabilitation, or other services, whether provided directly by the recipient of federal financial assistance or provided by others through contracts or other arrangements with the recipient.

Recipient - Any state, territory, possession, the District of Columbia, Puerto Rico, or any political subdivision, or instrumentality thereof, or any public or private agency, institution, or organization, or other entity, or any individual, in any state, territory, possession, the District of Columbia, or Puerto Rico, to whom Federal assistance is extended, either directly or through another recipient, for any program. Recipient includes any successor, assignee, or transferee thereof, but does not include any ultimate beneficiary under any such program.

Significant Adverse effects on Minority and Low-Income Populations – An adverse effect that:

- a. is predominantly borne by a minority population and/or a low-income population, or
- b. will be suffered by the minority population and/or low-income population and is shown to be appreciably more severe or greater in magnitude than the adverse effect that will be suffered by the non-minority population and/or non-low-income population.

Sub-Recipient – Any agency such as a council of governments, regional planning agency, or educational institution, for example, that received Federal Highway Administration (FHWA) funds through the State DOT and not directly from the FHWA. Other agencies, local governments, contractors, consultants that receive these funds are all considered sub-recipients.



## **ADMINISTRATION – GENERAL**

The City of West Branch designates City Manager, John Dantzer as the Title VI Coordinator (hereinafter referred to as the “Title VI Coordinator”). Mr. Dantzer shall have lead responsibility for coordinating the administration of the Title VI and related statutes, programs, plans, and assurances.

Complaints: If any individual believes that he/she or any other program beneficiaries have been the object of unequal treatment or discrimination as to the receipt of benefits and/or service, or on the grounds of race, color, national origin (including Limited English Proficiency), sex, age or disability, he/she may exercise his/her right to file a complaint with the City. Complaints may be filed with the Title VI Coordinator. Every effort will be made to resolve complaints informally at the lowest level.

Data Collection: Statistical data on race, color, national origin, English language ability and sex of participants in and beneficiaries of the City programs; e.g., impacted citizens and affected communities will be gathered and maintained by the City. The gathering procedures will be reviewed annually to ensure sufficiency of the data in meeting the requirements of the Title VI program.

Program Reviews: Special emphasis program reviews will be conducted based on the annual summary of Title VI activities, accomplishments, and problems. The reviews will be conducted by the Title VI Coordinator to assure effectiveness in their compliance of Title VI provisions. The Title VI Coordinator will coordinate efforts to ensure the equal participation in all their programs and activities at all levels. The City does not have any special emphasis programs at this time.

Title VI Reviews on Sub-Recipients: Title VI compliance reviews will be conducted annually by the Title VI Coordinator. Priority for conducting reviews will be given to those recipients of federal (U.S. Department of Transportation) funds with the greatest potential of impact to those groups covered by the Act. The reviews will entail examination of the recipients’ adherence to all Title VI requirements. The status of each review will be reported in the annual update and reported to relevant U.S. Department of Transportation (USDOT) modes upon request.

Annual Reporting Form: The Title VI Coordinator will be responsible for coordination, compilation, and submission of the annual reporting form data to the Michigan Department of Transportation (MDOT), Civil Rights Program Unit via the Sub-Recipient Annual Certification Form (MDOT form #0179) by October 5<sup>th</sup>.

Title VI Plan Updates: If updated, a copy of Title VI Plan will be submitted to the MDOT, Civil Rights Program Unit, as soon as the update has been completed, or as soon as practicable, and no later than 30 days if significant changes are made.

Public Dissemination: The City will disseminate Title VI Program information to the City employees and to the general public. Title VI Program information will be submitted to sub-recipients, contractors and beneficiaries. Public dissemination will include inclusions of Title VI

language in contracts and publishing the City's Title VI Plan within 90 days of approval on the main page of the City of West Branch's internet website, at [www.westbranch.com](http://www.westbranch.com).

**Remedial Action:** The City, through the Title VI Coordinator, will actively pursue the prevention of Title VI deficiencies and violations and will take the necessary steps to ensure compliance with all program administrative requirements. When deficiencies are found, procedures will be promptly implemented to correct the deficiencies and to put in writing the corrective action(s). The period to determine corrective action(s) and put it/them in writing to effect compliance may not exceed 90 days from the date the deficiencies are found.

## LIMITED ENGLISH PROFICIENCY (LEP)

On August 11, 2000, President William J. Clinton signed an executive order, Executive Order 13166: Improving Access to Service for Persons with Limited English Proficiency<sup>i</sup>, to clarify Title VI of the Civil Rights Act of 1964. It had as its purpose, to ensure accessibility to programs and services to otherwise eligible persons who are not proficient in the English language.

This executive order stated that individuals who do not speak English well and who have a limited ability to read, write and speak, or understand English are entitled to language assistance under Title VI of the Civil Rights Act of 1964 with respect to a particular type of service, benefit, or encounter<sup>ii</sup>. These individuals are referred to as being limited in their ability to speak, read, write, or understand English, hence the designation, “LEP,” or Limited English Proficient. The Executive Order states that:

“Each federal agency shall prepare a plan to improve access to its federally conducted programs and activities by eligible LEP persons. Each plan shall be consistent with the standards set forth in the LEP Guidance, and shall include the steps the agency will take to ensure that eligible LEP persons can meaningfully access the agency’s programs and activities.”

Not only do all federal agencies have to develop LEP plans as a condition of receiving federal financial assistance, recipients have to comply with Title VI and LEP guidelines of the federal agency from which funds are provided as well.

Federal financial assistance includes grants, training, use of equipment, donations of surplus property, and other assistance. Recipients of federal funds range from state and local agencies, to nonprofits and organizations. Title VI covers a recipient’s entire program or activity. This means all parts of a recipient’s operations are covered, even if only one part of a recipient’s organization receives the federal assistance. Simply put, any organization that receives federal financial assistance is required to follow this Executive Order.

The City of West Branch receives funds from the US Department of Transportation via the Federal Highway Administration.

The US Department of Transportation published *Policy Guidance Concerning Recipients’ responsibilities to Limited English Proficient Person* in the December 14<sup>th</sup>, 2005 Federal Register.<sup>iii</sup>

The Guidance implies that the City of West Branch is an organization that must follow this guidance:

This guidance applies to all DOT funding recipients, which include state departments of transportation, state motor vehicle administrations, airport operators, metropolitan planning organizations, and regional, state, and local transit operators, among many others. Coverage

extends to a recipient's entire program or activity, i.e., to all parts of a recipient's operations. This is true even if only one part of the recipient receives the Federal assistance. For example, if DOT provides assistance to a state department of transportation to rehabilitate a particular highway on the National Highway System, all of the operations of the entire state department of transportation—not just the particular highway program or project—are covered by the DOT guidance.

### **Elements of an Effective LEP Policy**

The US Department of Justice, Civil Rights Division has developed a set of elements that may be helpful in designing an LEP policy or plan. These elements include:

1. Identifying LEP persons who need language assistance
2. Identifying ways in which language assistance will be provided
3. Training Staff
4. Providing notice to LEP persons
5. The recommended method of evaluating accessibility to available transportation services is the Four-Factor Analysis identified by the USDOT.

These recommended plan elements have been incorporated into this plan.

### **Methodology for Assessing Needs and Reasonable Steps for an Effective LEP Policy**

The DOT guidance outlines four factors recipients should apply to the various kinds of contacts they have with the public to assess language needs and decide what reasonable steps they should take to ensure meaningful access for LEP persons:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee.
2. The frequency with which LEP individuals come in contact with the program.
3. The nature and importance of the program, activity, or service provided by the recipient to the LEP Community.
4. The resources available to the City of West Branch and overall cost.

The greater the number or proportion of eligible LEP persons, the greater the frequency with which they have contact with a program, activity, or service and the greater the importance of that program, activity, or service, the more likely enhanced language services will be needed. The intent of DOT's guidance is to suggest a balance that ensures meaningful access by LEP persons to critical services while not imposing undue burdens on small organizations and local governments.

Smaller recipients with more limited budgets are typically not expected to provide the same level of language service as larger recipients with larger budgets.

The DOT guidance is modeled after the Department of Justice’s guidance and requires recipients and sub-recipients to take steps to ensure meaningful access to their programs and activities to LEP persons. More information for recipients and sub-recipients can be found at <http://www.lep.gov>.

## **The Four-Factor Analysis**

This plan uses the recommended four-factor analysis of an individualized assessment considering the four factors outlined above. Each of the following factors is examined to determine the level and extent of language assistance measures required to sufficiently ensure meaningful access to City of West Branch services and activities that may affect their quality of life. Recommendations are then based on the results of the analysis.

### **Factor 1: The Proportion, Numbers and Distribution of LEP Persons**

The Census Bureau has a range for four classifications of how well people speak English. The classifications are: ‘very well,’ ‘well,’ ‘not well,’ and ‘not at all.’ For our planning purposes, we are considering people that speak English less than ‘very well’ as Limited English Proficient persons.

As seen in Table #1, the Census 2013 Data for the City of West Branch shows a small number of the population that speak English less than ‘very well.’

**TABLE #1**

<b>LANGUAGE SPOKEN AT HOME</b>	<b># of Individuals</b>	<b>Percentage</b>
<b>Population 5 years and over</b>	1,968	
English only	1,851	94.1%
Language other than English	117	5.9%
Speak English less than "very well"	32	1.6%
Spanish	81	4.1%
Speak English less than "very well"	11	0.6%
Other Indo-European languages	12	0.6%
Speak English less than "very well"	5	0.3%
Asian and Pacific Islander languages	24	1.2%
Speak English less than "very well"	16	0.8%
Other languages	0	0.0%
Speak English less than "very well"	0	0.0%

## **Factor 2: Frequency of Contact with LEP Individuals**

The City has conducted an informal survey of our employees with regard to whether they have had encounters with LEP individuals in the performance of their job functions and found that they have not had encounters with LEP individuals. We have offices accessible to the public and therefore accessible to LEP individuals. We also have staff that work in the field that could encounter LEP individuals. Additionally, regular Council meetings are held the first and third Monday of every month which would potentially bring LEP individuals to these meetings. Given the number of LEP individuals, as displayed in Table #1 (above), the probability of our employees to encounter an LEP individual is low.

## **Factor 3: The Nature and Importance of the Program, Activity, or Service to LEP**

The City of West Branch serves individuals throughout the City in a variety of ways including managing roads, water, sewer, police, fire, elections, and other services to residents and other individuals, such as visitors and those traversing the state. The nature of the services that the City provides is very important to an individual's day-to-day life. Therefore the denial of services to an LEP individual could have a significant detrimental effect. Given the number of LEP individuals in the City, we will ensure accessibility to all of our programs, services, and activities.

## **Factor 4: The Resources Available to the City of West Branch and Overall Cost**

US Department of Transportation Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons published in the Federal Register: December 14, 2005 (Volume 70, Number 239) states:

*"Certain DOT recipients, such as those serving very few LEP persons or those with very limited resources, may choose not to develop a written LEP plan."*

The City of West Branch serves very few LEP persons and has very limited resources. However, it has decided to include a LEP section in its Title VI Plan in order to comply with the Executive Order and to ensure access and reasonable accommodations for LEP persons who may be unknown at this time.

## **Safe Harbor Stipulation**

Federal law provides a "Safe Harbor" situation so that recipients can ensure with greater certainty that they comply with their obligation to provide written translations in languages other than English. A "Safe Harbor" means that if a recipient provides written translation in certain

circumstances, such action will be considered strong evidence of compliance with the recipient's written-translation obligations under Title VI.

The failure to provide written translations under the circumstances does not mean there is non-compliance, but rather provides a guide for recipients that would like greater certainty of compliance than can be provided by a fact-intensive, four factor analysis. For example, even if a Safe Harbor is not used, if written translation of a certain document(s) would be so burdensome as to defeat the legitimate objectives of its program, it is not necessary. Other ways of providing meaningful access, such as effective oral interpretation of certain vital documents, might be acceptable under such circumstances.

Strong evidence of compliance with the recipient's written translation obligations under "Safe Harbor" includes providing written translations of vital documents for each eligible LEP language group that constitutes 5% or 1,000, whichever is less, of the population of persons eligible to be served or likely to be affected or encountered. Translation of other documents, if needed, can be provided orally.

This "Safe Harbor" provision applies to the translation of written documents only. It does not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and are reasonable.

Given the small number of LEP language group members, the City of West Branch's budget and number of staff, it is deemed that written translations of vital documents would be so burdensome as to defeat the legitimate objectives of our programs. It is more appropriate for the City of West Branch to proceed with oral interpretation options for compliance with LEP regulations.

### **Providing Notice to LEP Persons**

USDOT LEP guidance says:

Once an agency has decided, based on the four factors, that it will provide language service, it is important that the recipient notify LEP persons of services available free of charge. Recipients should provide this notice in languages LEP persons would understand.

The guidance provides several examples of notification including:

1. Signage, in languages that an LEP individual would understand that free language assistance is available with advance notice.
2. Stating in outreach documents that free language services are available from the agency.

3. Working with community-based organizations and other stakeholders to inform LEP individuals of the recipient's services, including the availability of language assistance services.

Statements in languages that an LEP individual would understand will be placed in public information and public notices informing LEP individuals that those requiring language assistance and/or special accommodations will be provided the requested service free of charge, with reasonable advance notice to the City of West Branch.

## **Options and Proposed Actions**

### **Options:**

Federal fund recipients have two (2) main ways to provide language services: oral interpretation either in person or via telephone interpretation service and written translation. The correct mix should be based on what is both necessary and reasonable in light of the four-factor analysis.<sup>iv</sup>

The City of West Branch is defining an interpreter as a person who translates spoken language orally, as opposed to a translator, who translates written language or who transfers the meaning of written text from one language into another. The person who translates orally is not a translator, but an interpreter.<sup>v</sup>

Considering the relatively small size of the City, the small number of LEP individuals in the service area, and limited financial resources, it is necessary to limit language aid to the most basic and cost-effective services. However, when requested appropriate assistance will be provided.

### **What the City of West Branch will do. What actions will the City of West Branch take?**

- Notify the public that interpreter services are available upon request, with seven day advance notice.
- With advance notice of seven calendar days, the City will provide interpreter services at public meetings, including language translation and signage for the hearing impaired.
- The City will utilize the *Translators Resource List* as provided by MDOT for translation services and verbal interpretation.
- The Census Bureau "I-speak" Language Identification Card will be distributed to all employees that may potentially encounter LEP individuals.
- Once the LEP individual's language has been identified, an agency from the *Translators Resource List* will be contacted to provide interpretation services.



- Publications of the City's complaint form will be made available online and upon request.
- In the event that a City employee encounters a LEP individual, they will follow the procedure listed below:

#### OFFICE ENCOUNTER

1. Provide an I-speak language identification card to determine the language spoken by the LEP individual.
2. Once the foreign language is determined, provide information to Title VI Coordinator who will contact an interpreter from MDOT's *Translators Resource List*.
3. If the need is for a document to be translated, the Title VI Coordinator will have the document translated and provided to the requestor as soon as possible.

#### ROAD ENCOUNTER

1. Road crew employee will immediately contact the Title VI Coordinator for assistance, and provide an I-speak language identification card to the LEP individual to determine the language spoken by the individual.
2. Once the foreign language is determined, provide information to Title VI Coordinator who will contact an interpreter from MDOT's *Translators Resource List* to provide telephonic interpretation.
3. If the need is for a document to be translated, the Title VI Coordinator will have the document translated and provided to the requestor as soon as possible.

#### IN WRITING

1. Once a letter has been received it will be immediately forwarded to the Title VI Coordinator.
2. The Title VI Coordinator will contact a translator from the MDOT's *Translators Resource List* to determine the specifics of the letter request information.
3. The Title VI Coordinator will work with the selected agency to provide the requested service to the individual in a timely manner.

#### OVER THE PHONE

1. If someone calls into our office speaking another language, every attempt will be made to keep that individual on the line until an interpreter can be conferenced into the line, and if possible, determine the language spoken by the caller.

2. Once the language spoken by the caller has been identified, we will proceed with providing the requested assistance to the LEP individual.

### **The City of West Branch's Staff Training**

The City of West Branch's staff will be provided training on the requirements for providing meaningful access to services for LEP persons.

## **ENVIRONMENTAL JUSTICE (EJ)**

Compliance with Title VI includes ensuring that no minority or low income population suffers "disproportionately high and adverse human health or environmental effect" due to any "programs, policies and activities" undertaken by any agency receiving federal funds. This obligation will be met by the City in the following ways:

- When planning specific programs or projects, identifying those populations that will be affected by a given program or project.
- If a disproportionate effect is anticipated, follow mitigation procedures.
- If mitigation options do not sufficiently eliminate the disproportionate effect, discussing and, if necessary, implementing reasonable alternatives.

Disproportionate effects are those effects which are appreciably more severe for one group or predominantly borne by a single group. The City will use U.S. Census data to identify low income and minority populations.

Where a project impacts a small number or area of low income or minority populations, the City will document that:

- Other reasonable alternatives were evaluated and were eliminated for reasons such as the alternatives impacted a far greater number of people or did greater harm to the environment; etc.
- The project's impact is unavoidable;
- The benefits of the project far out-weigh the overall impacts; and
- Mitigation measures are being taken to reduce the harm to low income or minority populations.

If it is concluded that no minority and/or low income population groups are present in the project area, the City will document how the conclusion was reached. If it is determined that one or more of these population groups are present in the area, the City will administer a potential disproportionate effects test.

The following steps will be taken to assess the impact of projects on minorities and/or low income population groups:

**STEP ONE:** Determine if a minority or low income population is present within the project area. If the conclusion is that no minority and/or low income population is present within the project area, document how the conclusion was reached. If the conclusion is that there are minority population groups and/or low income population groups present, proceed to Step Two.

**STEP TWO:** Determine whether project impacts associated with the identified low income and minority populations are disproportionately high and adverse. In doing so, refer to the list of potential impacts and questions contained in Appendix E. If it is determined that there are disproportionately high and adverse impacts to minority and low income populations, proceed to Step Three.

**STEP THREE:** Propose measures that will avoid, minimize and/or mitigate disproportionately high and disproportionate adverse impacts and provide offsetting benefits and opportunities to enhance communities, neighborhoods and individuals affected by proposed project.

**STEP FOUR:** If after mitigation, enhancements and offsetting benefits to the affected populations, there remains a high and disproportionate adverse impact to minority or low income populations, then the following questions must be considered:

Question 1: Are there further mitigation measures that could be employed to avoid or reduce the adverse effect to the minority or low income population?

Question 2: Are there other additional alternatives to the proposed action that would avoid or reduce the impacts to the low income or minority populations?

Question 3: Considering the overall public interest, is there a substantial need for the project?

Question 4: Will the alternatives that would satisfy the need for the project and have less impact on protected populations (a) have other social economic or environmental impacts that are more severe than those of the proposed action (b) have increased costs of extraordinary magnitude?

**STEP FIVE:** Include all findings, determinations or demonstrations in the environmental document prepared for the project.

## **FILING A TITLE VI COMPLAINT**

### **I. Introduction**

The Title VI complaint procedures are intended to provide aggrieved persons an avenue to raise complaints of discrimination regarding the City programs, activities, and services, as required by statute.

### **II. Purpose**

The purpose of the discrimination complaint procedures is to describe the process used by the City for processing complaints of discrimination under Title VI of the Civil Rights Act of 1964 and related statutes.

### **III. Roles and Responsibilities**

The Title VI Coordinator has overall responsibility for the discrimination complaint process and procedures. The Title VI Coordinator may, at his/her discretion assign a capable person to investigate the complaint.

The designated investigator will conduct an impartial and objective investigation, collect factual information and prepare a fact-finding report based upon information obtained from the investigation.

### **IV. Filing a Complaint**

The complainant shall make himself/herself reasonably available to the designated investigator, to ensure completion of the investigation within the timeframes set forth.

Applicability: The complaint procedures apply to the beneficiaries of City programs, activities, and services, including but not limited to: the public, contractors, sub-contractors, consultants, and other sub-recipients of federal and state funds.

Eligibility: Any person who believes that he/she has been excluded from participation in, denied benefits or services of any program or activity administered by the City or its sub-recipients, consultants, and contractors on the basis of race, color, national origin (including Limited English Proficiency), sex, age or disability may bring forth a complaint of discrimination under Title VI.

Time Limitation on Filing Complaints: Title VI complaints may be filed with the Title VI Coordinator's office. In all situations, the employees of the City must contact the Title VI Coordinator immediately upon receipt of Title VI related complaints.

Complaints must be filed within 180 days of the alleged discrimination. If the complainant could not reasonably be expected to know that the act was discriminatory within the 180 day period,

he/she will have 60 additional days after becoming aware of the illegal discrimination to file the complaint.

Complaints must be in writing, and must be signed by the complainant and/or the complainant's representative. The complaint must set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. In cases where the complainant is unable or incapable of providing a written statement, the complainant will be assisted in converting the verbal complaint into a written complaint. All complaints, however, must be signed by the complainant and/or by the complainant's representative.

Items that should not be considered a formal complaint: (unless the items contain a signed cover letter specifically alleging a violation of Title VI) include but are not limited to:

1. An anonymous complaint that is too vague to obtain required information
2. Inquiries seeking advice or information
3. Courtesy copies of court pleadings
4. Newspaper articles
5. Courtesy copies of internal grievances

## **V. Investigation**

Investigation Plan: The investigator shall prepare a written plan, which includes, but is not limited to the following:

- Names of the complainant(s) and respondent(s)
- Basis for complaint
- Issues, events or circumstances that caused the person to believe that he/she has been discriminated against
- Information needed to address the issue
- Criteria, sources necessary to obtain the information
- Identification of key people
- Estimated investigation time line
- Remedy sought by the complainant(s)

Conducting the Investigation:

- The investigation will address only those issues relevant to the allegations in the complaint.
- Confidentiality will be maintained as much as possible.
- Interviews will be conducted to obtain facts and evidence regarding the allegations in the complaint. The investigator will ask questions to elicit information about aspects of the case.
- A chronological contact sheet is maintained in the case file throughout the investigation.
- If a Title VI complaint is received on a MDOT related contract against the City of West Branch, MDOT will be responsible for conducting the investigation of the complaint. Upon receipt of a Title VI complaint filed against the City of West Branch, the complaint and any pertinent information should immediately be forwarded to the MDOT, Civil Rights Program Unit.

### Investigation Reporting Process:

- Complaints made against a City of West Branch sub-recipient should be investigated by the City following the internal complaint process.
- Within 60 days of receiving the complaint, the investigator prepares an investigative report and submits the report and supporting documentation to the office of John Dantzer for review.
- The Title VI Coordinator reviews the file and investigative report. Subsequent to the review, the Title VI Coordinator makes a determination of “probable cause” or “no probable cause” and prepares the decision letter.

### Retaliation:

The laws enforced by this City prohibit retaliation or intimidation against anyone because that individual has either taken action or participated in action to secure rights protected by these laws. If you experience retaliation or intimidation separate from the discrimination alleged in this complaint please contact:

John Dantzer  
City of West Branch  
121 N. Fourth St.  
West Branch, MI 48661  
Phone: 989-345-0500  
Fax: 989-345-4390  
Email: [citymanger@westbranch.com](mailto:citymanger@westbranch.com)

### **Reporting Requirements to an External Agency**

A copy of the complaint, together with a copy of the investigation report and final decision letter will be forwarded to the MDOT, Civil Rights Program Unit within 60 days of the date the complaint was received.

### **Records**

All records and investigative working files are maintained in a confidential area. Records are kept for three years.

## APPENDIX A - [TO BE INSERTED IN ALL FEDERAL-AID CONTRACTS]

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees, as follows:

1. **Compliance with Regulations:** The contractor shall comply with Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection, retention, and treatment of subcontractors, including procurements of materials in the discrimination prohibited by Section 21.5 of the Regulation, including employment practices when the contractor covers a program set for in Appendix B of the Regulations.
3. **Solicitation for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under the contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor shall provide all information and reports required by the Regulations, or directives issues pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the State Highway Department or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the State Highway Department or the Federal Highway Administration, as appropriate, and shall set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event the contractor's noncompliance with the nondiscrimination provisions of this contract, the State Highway Department shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
  - a. Withholding payments to the contractor under the contract until the contractor complies and/or

b. Cancellation, termination or suspension of the contract, in whole or in part.

6. **Incorporation of Provisions:** The contractor shall include provisions of paragraphs (1) through (6) in every subcontract, including procurement of material and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the State Highway Department or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance: provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the State Highway Department to enter into such litigation to protect the interests of the State, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.



## **APPENDIX B - TRANSFER OF PROPERTY**

The following clauses shall be included in any and all deeds effecting or recording the transfer of real property, structures or improvements thereon, or interest therein from the United States.

### **(GRANTING CLAUSE)**

NOW THEREFORE, the Department of Transportation, as authorized by law, and upon the condition that the State of Michigan, will accept title to the lands and maintain the project constructed thereon, in accordance with Title 23, United States Code, the Regulations for the Administration of the Department of Transportation and, also in accordance with and in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. 2000d to 2000d-4) does hereby remise, release, quitclaim and convey unto the State of Michigan all the right, title and interest of the Department of Transportation in and to said lands described Exhibit "A" attached hereto and made a part hereof.

### **(HABENDUM CLAUSE)\***

TO HAVE AND TO HOLD said lands and interests therein unto the State of Michigan, and its successors forever, subject, however, the covenant, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and shall be binding on the State of Michigan, its successors and assigns.

The State of Michigan, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person shall on the grounds of race, color, national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part, on, over, or under such lands hereby conveyed (,) (and)\*(2) that the State of Michigan shall use the lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended (,) and (3) that in the event of breach of any of the above-mentioned nondiscrimination conditions, the Department shall have a right to re-enter said lands and facilities on said land, and

the above described land and facilities shall thereon revert to and vest in and become the absolute property of the Department of Transportation and its assigns as such interest existed prior to this deed.

\*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title VI of the Civil Rights Act of 1964.

## APPENDIX C - PERMITS, LEASES AND LICENSES

The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by the Michigan Department of Transportation, pursuant to the provisions of Assurance 7(a).

The grantee, licensee, lessee, permittee, etc., (as appropriate) for himself, his heirs, personal representative, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases, add, "as a covenant running with the land") that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this (deed, license, lease, permit, etc.) for a purpose for which a Department of Transportation program or activity is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) shall remain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

(Include in licenses, leases, permits, etc.)\*

That in the event of breach of any of the above nondiscrimination covenants, the Michigan Department of Transportation shall have the right to terminate the license, lease, permit, etc., and to re-enter and repossess said land and the facilities thereon, and hold the same as if said license, lease, permit, etc., had never been made or issued.

(Include in deeds)\*

That in the event of breach of any of the above nondiscrimination covenants, the Michigan Department of Transportation shall have the right to re-enter lands and facilities hereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of the State of Michigan Department of Transportation and its assigns.

\*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of the Title VI of the Civil Rights Act of 1964 and the Civil Rights Act of 1987.

## APPENDIX D - TITLE VI COMPLAINT FORM

### CITY OF WEST BRANCH TITLE VI COMPLAINT FORM

Title VI of the Civil Rights Act of 1964 states that "No person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefit of, or otherwise be subjected to discrimination in any program, service, or activity receiving federal assistance."

This form may be used to file a complaint with the City of West Branch based on violations of Title VI of the Civil Rights Act of 1964. You are not required to use this form; a letter that provides the same information may be submitted to file your complaint. **Complaints should be filed within 180 days of the alleged discrimination. If you could not reasonably be expected to know the act was discriminatory within 180 day period, you have 60 days after you became aware to file your complaint.**

*If you need assistance completing this form, please contact **John Dantzer** by phone at 989-345-0500 or via e-mail [citymanager@westbranch.com](mailto:citymanager@westbranch.com)*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ (home) \_\_\_\_\_ (work)

Individual(s) discriminated against, if different than above (use additional pages, if needed).

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ (home) \_\_\_\_\_ (work)

Please explain your relationship with the individual(s) indicated above: \_\_\_\_\_

Name of agency and department or program that discriminated:

Agency or department name: \_\_\_\_\_

Name of individual (if known): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date(s) of alleged discrimination:

Date discrimination began \_\_\_\_\_ Last or most recent date \_\_\_\_\_

**ALLEGED DISCRIMINATION:**

If your complaint is in regard to discrimination in the delivery of services or discrimination that involved the treatment of you by others by the agency or department indicated above, please indicate below the basis on which you believe these discriminatory actions were taken.

\_\_\_\_ Race

\_\_\_\_ Disability

\_\_\_\_ Sex

\_\_\_\_ Color

\_\_\_\_ Religion

\_\_\_\_ Income

\_\_\_\_ Age

\_\_\_\_ National Origin

\_\_\_\_ Retaliation

**Explain:** Please explain as clearly as possible what happened. Provide the name(s) of witness(es) and others involved in the alleged discrimination. (Attach additional sheets, if necessary, and provide a copy of written material pertaining to your case).

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

**Please return completed form to:**

John Dantzer

121 N. Fourth St.

West Branch, MI 48661

Email: [citymanager@westbranch.com](mailto:citymanager@westbranch.com)

Phone: 989-345-0500

Fax: 989-345-4390

**Note:** *The City of West Branch prohibits retaliation or intimidation against anyone because that individual has either taken action or participated in action to secure rights protected by policies of the City. Please inform the person listed above if you feel you were intimidated or experience perceived retaliation in relation to filing this complaint.*

## **APPENDIX E - DETERMINE/DISTINGUISH SIGNIFICANT/NON-SIGNIFICANT EFFECTS**

“Significant” requires considerations of both context and intensity:

- (a) *Context.* This means that the significance of an action must be analyzed in several contexts such as society as a whole (human, nation), the affected region, the affected interests, and the locality. Significance varies with the setting of the proposed action. For instance, in the case of a site-specific action, significance would usually depend upon the effects in the local area rather than in the world as a whole. Both short-and long-term effects are relevant.
- (b) *Intensity.* This refers to the severity of impact. Responsible officials must bear in mind that more than one agency may make decisions about partial aspects of a major action. The following should be considered in evaluating intensity:
  - (1) Impacts that may be both beneficial and adverse. A significant effect may exist even if, on balance, the effect would be beneficial.

“Non-significant effect” means no substantial change to an environmental component and this has no material bearing on the decision-making process.

Scientific, technical, institutional, the public’s value, and the local economic conditions influence the meaning of significant effect.

If an alternative would provide a beneficial effect, then the alternative would cause no significant adverse effect. If an alternative would provide an adverse effect, the effect might be significant or the effect might be non-significant.

Determinations of “significant” and “non-significant” effects will be made by City Manager.

## APPENDIX F - PROGRAM COMPLIANCE/PROGRAM REVIEW GOALS FOR CURRENT PLAN YEAR

1. The City of West Branch's Title VI Plan will be communicated to each City Department Head who will review the plan with departmental employees. All City of West Branch employees will be trained or made aware of the Title VI and LEP policies and complaint procedures.
2. The City of West Branch's Title VI Plan will be published on the main page of the City's website [www.westbranch.com](http://www.westbranch.com), within 90 days of approval.
3. Appendix A will be included in all City contracts as outlined in the Title VI Plan.
4. The language in Number 2 of the City of West Branch's Title VI Assurances will be included in all solicitations for bids for work or material subject to the Regulations and in all proposals for negotiated agreements.
5. The procedure(s) for responding to individuals with Limited English Proficiency will be implemented.
6. A review of City facilities will be conducted in reference to compliance with the American Disabilities Act.
7. The following data will be collected and reviewed by the Title VI Coordinator and included, where appropriate, in the annual report submitted to MDOT.
  - a. **Boards and Commissions:** The number of vacancies; how vacancies are advertised and filled; the number of applicants; the representation of minorities will be evaluated.
  - b. **Public Meetings:** The number of open meetings; how meeting dates and times are communicated to the general public and to individuals directly affected by the meeting.
  - c. **Construction Projects:** The number of construction projects and minority contractors bidding and the number selected; verification that Title VI language was included in bids and contracts for each project.
  - d. **LEP Needs:** The number of requests for language assistance that were requested or required; the outcome of these requests.
  - e. **Complaints:** The number of Title VI complaints received; nature of the complaints; resolution of the complaints.
  - f. **Timeliness of Services:** The number of requests for services; amount of time from request to when service was delivered; number of requests denied.
  - g. **Right of Way/Eminent Domain:** The number of such actions and diversity of individual(s) affected.
  - h. **Program Participants:** Racial data of program participants where possible.

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<sup>i</sup> The executive order verbatim can be found online at <http://www.usdoj.gov/crt/cor/Pubs/eolep.htm>.

<sup>ii</sup> Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons. Federal Register: December 14, 2005 (Volume 70, Number 239)

<sup>iii</sup> The DOT has also posted an abbreviated version of this guidance on their website at <https://www.civilrights.dot.gov/civil-rights-awareness-enforcement/language-assistance/dots-lep-guidance>

<sup>iv</sup> <http://www.dotcr.ost.dot.gov/asp/lep/asp>

<sup>v</sup> Department of Justice Final LEP Guidelines, Federal Register June 18, 2002-Vol. 67-Number 117.

The first meeting in September falls on Labor Day and in past years Council has voted to reschedule the meeting because City Hall is closed due to it being recognized as a City holiday.

In 2016 – Meeting was moved to Tuesday

In 2017 – Meeting was moved to Tuesday

In 2018 – Meeting was moved to the following Monday and they had meetings two Mondays in a row.

In 2019 – Meeting was moved to Tuesday

In 2020- Meeting was moved to August 31





# **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 THE WEST BRANCH CITY HALL, 121 N. FOURTH STREET ON MONDAY,  
AUGUST 2, 2021.

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

Present: Mayor Paul Frechette, Council Members Carol Adair, Joanne Bennett, Ellen Pugh, Rusty Showalter, and Cathy Zimmerman.

Absent: Member Mike Jackson

Other officers present: City Manager John Dantzer, City Clerk Amanda Stang, City Treasurer Michelle Frechette, Chief of Police Ken Walters, DPW Superintendent Mike Killackey, and County Commissioner Mark Surbrook.

All stood for the Pledge of Allegiance.

\* \* \* \* \*

County Commissioner Mark Surbrook updated Council on new electronic signs that the Health Department has purchased and are available for use by the City. He also informed Council that previous Council Member Tiffany Schmieder-Kups has been appointed to the EDC Board to represent the City. It was also noted that the County has purchased two new EMS vehicles.

\* \* \* \* \*

An Addition to the Agenda was added to excuse Council Member Mike Jackson from the August 2, 2021 meeting.

**MOTION BY FRECHETTE, SECOND BY PUGH, TO EXCUSE MEMBER JACKSON FROM THE AUGUST 2, 2021 MEETING.**

**Yes – Adair, Bennett, Frechette, Pugh, Showalter, Zimmerman**

**No – None    Absent – Jackson    Motion carried**

\* \* \* \* \*

**MOTION BY ZIMMERMAN, SECOND BY PUGH, TO APPROVE THE CITY HALL FLOORING QUOTE AND SOLE SOURCE VENDOR REQUEST THROUGH MORSE CLARK FURNITURE.**

**Yes – Adair, Bennett, Frechette, Pugh, Showalter, Zimmerman**

**No – None    Absent – Jackson    Motion carried**

\* \* \* \* \*

**MOTION BY PUGH, SECOND BY BENNETT, TO APPROVE THE FLEIS AND VANDENBRINK HOUGHTON AVE WATER MAIN ENGINEERING PROPOSAL AND SOLE SOURCE VENDOR REQUEST.**

**Yes – Adair, Bennett, Frechette, Pugh, Showalter, Zimmerman**

**No – None**

**Absent – Jackson**

**Motion carried**

\* \* \* \* \*

**MOTION BY BENNETT, SECOND BY SHOWALTER, TO APPROVE MANAGER DANTZER TO ENTER INTO NEGOTIATIONS WITH STERLING EXCAVATION REGARDING THE 4<sup>TH</sup> ST WATER AND STREET IMPROVEMENTS PROJECT.**

**Yes – Adair, Bennet, Frechette, Pugh, Showalter, Zimmerman**

**No – None**

**Absent – Jackson**

**Motion carried**

\* \* \* \* \*

**MOTION BY BENNETT, SECOND BY ZIMMERMAN, TO APPROVE BILLS IN THE AMOUNT OF \$139,483.20.**

**Yes – Adair, Bennett, Frechette, Pugh, Showalter, Zimmerman**

**No – None**

**Absent – Jackson**

**Motion carried**

\* \* \* \* \*

**MOTION BY PUGH, SECOND BY SHOWALTER, TO APPROVE POLICE CHIEF WALTERS AS THE MERS OFFICER DELEGATE WITH CITY MANAGER DANTZER AS ALTERNATE AND TREASURER FRECHETTE AS MERS EMPLOYEE DELEGATE WITH DPW EMPLOYEE JASON WINTER AS ALTERNATE.**

**Yes – Adair, Bennett, Frechette, Pugh, Showalter, Zimmerman**

**No – None**

**Absent – Jackson**

**Motion carried**

\* \* \* \* \*

**MOTION BY PUGH, SECOND BY ADAIR, TO APPROVE THE MINUTES AND SUMMARY FROM THE MEETING HELD JULY 19, 2021.**

**Yes – Adair, Bennett, Frechette, Pugh, Showalter, Zimmerman**

**No – None**

**Absent – Jackson**

**Motion carried**

\* \* \* \* \*

**MOTION BY SHOWALTER, SECOND BY BENNETT, TO RECEIVE AND FILE THE TREASURER'S REPORT AND INVESTMENT SUMMARY; APPROVE THE DDA MINUTES FROM THE MEETING HELD JUNE 22, 2021; AND JULY BOR MINUTES FROM THE MEETING HELD JULY 19, 2021.**

**Yes – Adair, Bennett, Frechette, Pugh, Showalter, Zimmerman**

**No – None**

**Absent – Jackson**

**Motion carried**

\* \* \* \* \*

**MOTION BY SHOWALTER, SECOND BY BENNETT, TO APPROVE THE MAYOR'S APPOINTMENT OF COUNCIL MEMBER MIKE JACKSON TO THE ZONING BOARD OF APPEALS.**

**Yes – Adair, Bennett, Frechette, Pugh, Showalter, Zimmerman**

**No – None**

**Absent – Jackson**

**Motion carried**

\* \* \* \* \*

City Manager Dantzer reported that the City had received the new Titan Leaf Vac and was confident it will speed up the leaf pick-up as well as leave the streets looking cleaner.

DPW Superintendent Killackey informed Council that DTE was wrapping up the gas project that was taking place on South 4<sup>th</sup> Street and they should be done by the end of the week.

Police Chief Walters noted that the City had finally been approved for the Radio Grant that was previously applied for and they would be able to replace all the radios in the police cars fully funded.

\* \* \* \* \*

Mayor Frechette adjourned the meeting at 6:35 pm.

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Paul Frechette, Mayor

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Amanda Stang, Clerk

SUMMARY OF THE REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN PERSON AND VIRTUALLY ON MONDAY, AUGUST 2, 2021.

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

Present: Mayor Frechette, Council Members Adair, Bennett, Pugh, Showalter and Zimmerman.

Absent: Member Jackson

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

Everyone stood for the pledge of allegiance.

County Commissioner Mark Surbrook gave a County update.

An Addition to the Agenda was added to excuse Council Member Mike Jackson from the August 2, 2021 meeting.

Council approved excusing Member Jackson from the August 2, 2021 meeting.

Council approved the City Hall Flooring Quote and sole source Vendor through Morse Clark Furniture.

Council approved the Fleis & Vandenbrink Houghton Ave water main engineering proposal and sole source Vendor request.

Council approved City Manager Dantzer to enter into negotiations with Sterling Excavation regarding the 4<sup>th</sup> St water and Street improvements project.

Council approved bills in the amount of \$139,483.20.

Council approved Police Chief Walters as the MERS Officer Delegate with City Manager Dantzer as alternate and Treasurer Frechette as MERS Employee Delegate with DPW employee Jason Winter as alternate.

Council approved the minutes and summary from the meeting held July 19, 2021.

Council approved the treasurer's report and investment summary; DDA minutes from the meeting held June 22, 2021; and July BOR minutes from the meeting held July 19, 2021.

Communications were shared.

Council approved Mayor Frechette's appointment of Mike Jackson to the Zoning Board of Appeals.

City Manager Dantzer, DPW Superintendent Killackey and Police Chief Walters all gave reports.

Mayor Frechette adjourned the meeting at 6:35 pm.

# Consent Agenda

REVENUE AND EXPENDITURE REPORT FOR WEST BRANCH  
 PERIOD ENDING 08/31/2021  
 % Fiscal Year Completed: 16.99

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	YTD BALANCE 08/31/2021 NORM (ABNORM)	ACTIVITY FOR MONTH 08/31/21 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
<b>Fund 101</b>							
<b>Revenues</b>							
Dept 000.000							
101-000.000-403.400	CURRENT PROPERTY TAX GEN.OP.	911,489.00	911,489.00	177,979.83	108,416.99	733,509.17	19.53
101-000.000-404.400	CURRENT PROPERTY TAX REFUSE	182,384.00	182,384.00	35,610.89	21,692.62	146,773.11	19.53
101-000.000-408.400	PERSONAL PROPERTY TAX LOSS REIMBURSEMENT	65,625.00	65,625.00	0.00	0.00	65,625.00	0.00
101-000.000-446.400	PENALTIES AND INTEREST CUR.TA	9,000.00	9,000.00	61.44	58.44	8,938.56	0.68
101-000.000-448.400	ADMINISTRATIVE FEES ON CUR.TA	33,272.00	33,272.00	5,515.31	2,825.60	27,756.69	16.58
101-000.000-477.400	CABLE TV FRANCHISE FEES	37,200.00	37,200.00	0.00	0.00	37,200.00	0.00
101-000.000-564.400	INDUSTRIAL PARK	1,000.00	1,000.00	166.66	83.33	833.34	16.67
101-000.000-574.400	SALES (STATUTORY)	28,908.00	28,908.00	0.00	0.00	28,908.00	0.00
101-000.000-575.400	REVENUE SHARING (CONSTITUTIONAL)	188,706.00	188,706.00	0.00	0.00	188,706.00	0.00
101-000.000-577.400	LIQUOR LICENSE	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
101-000.000-590.400	SEWER FUND ADMINISTRATION	50,000.00	50,000.00	10,000.00	5,000.00	40,000.00	20.00
101-000.000-590.401	SEWER COLLECTION ADMIN.	16,000.00	16,000.00	2,666.66	1,333.33	13,333.34	16.67
101-000.000-591.400	WATER FUND ADMINISTRATION	20,000.00	20,000.00	3,333.34	1,666.67	16,666.66	16.67
101-000.000-592.400	LOCAL STREET ADMIN. FEE	4,400.00	4,400.00	733.34	366.67	3,666.66	16.67
101-000.000-593.400	MAJOR STREET ADMIN. FEE	9,500.00	9,500.00	1,583.34	791.67	7,916.66	16.67
101-000.000-594.400	CEMETERY ADMIN. FEE	1,000.00	1,000.00	166.66	83.33	833.34	16.67
101-000.000-597.400	DDA ADMINISTRATIVE	2,400.00	2,400.00	400.00	200.00	2,000.00	16.67
101-000.000-661.400	MOTOR VEHICLE FUND	12,000.00	12,000.00	2,000.00	1,000.00	10,000.00	16.67
101-000.000-664.400	INTEREST INCOME	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-000.000-672.400	VETERAN BANNER CONTRIBUTIONS	4,000.00	4,000.00	600.00	200.00	3,400.00	15.00
101-000.000-695.400	MISCELLANEOUS	14,000.00	14,000.00	1,015.60	0.60	12,984.40	7.25
101-000.000-695.405	REFUSE RECYCLING DONATIONS	7,000.00	7,000.00	0.00	0.00	7,000.00	0.00
Total Dept 000.000		1,602,884.00	1,602,884.00	241,833.07	143,719.25	1,361,050.93	15.09
<b>Dept 301.000 - POLICE DEPARTMENT</b>							
101-301.000-578.400	IN-SERVICE TRAINING	700.00	700.00	0.00	0.00	700.00	0.00
101-301.000-654.400	TRAFFIC BUREAU	2,000.00	2,000.00	150.00	0.00	1,850.00	7.50
101-301.000-655.400	ACCIDENT REPORTS	350.00	350.00	25.00	0.00	325.00	7.14
101-301.000-656.400	DISTRICT COURT FINES	4,500.00	4,500.00	783.90	0.00	3,716.10	17.42
101-301.000-674.000	CONTRIBUTIONS AND DONATIONS	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
101-301.000-695.400	MISCELLANEOUS	250.00	250.00	50.00	0.00	200.00	20.00
101-301.000-695.401	MISC. ED. & TRAINING 302	650.00	650.00	0.00	0.00	650.00	0.00
Total Dept 301.000 - POLICE DEPARTMENT		11,450.00	11,450.00	1,008.90	0.00	10,441.10	8.81
<b>Dept 441.000 - PUBLIC WORKS DEPARTMENT</b>							
101-441.000-673.400	DDA MAINTENANCE	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00
101-441.000-695.400	MISCELLANEOUS	9,605.00	9,605.00	50.00	0.00	9,555.00	0.52
101-441.000-695.410	MDOT REVENUE	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
Total Dept 441.000 - PUBLIC WORKS DEPARTMENT		37,605.00	37,605.00	50.00	0.00	37,555.00	0.13
<b>Dept 528.000 - SOLID WASTE</b>							
101-528.000-674.000	CONTRIBUTIONS AND DONATIONS	5,000.00	5,000.00	1,183.85	374.75	3,816.15	23.68
Total Dept 528.000 - SOLID WASTE		5,000.00	5,000.00	1,183.85	374.75	3,816.15	23.68
<b>Dept 721.000 - PLANNING AND ZONING</b>							
101-721.000-657.400	PLANNING AND ZONING	750.00	750.00	425.00	50.00	325.00	56.67



REVENUE AND EXPENDITURE REPORT FOR WEST BRANCH  
PERIOD ENDING 08/31/2021  
& Fiscal Year Completed: 16.99

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	YTD BALANCE 08/31/2021 NORM (ABNORM)	ACTIVITY FOR MONTH 08/31/21 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 101							
Revenues							
Total Dept 721.000 - PLANNING AND ZONING		750.00	750.00	425.00	50.00	325.00	56.67
Dept 751.000 - PARKS AND RECREATION							
101-751.000-405.400	RENT REVENUE - 5120	500.00	500.00	135.00	(50.00)	365.00	27.00
101-751.000-409.400	VENDING MACHINES	900.00	900.00	0.00	0.00	900.00	0.00
Total Dept 751.000 - PARKS AND RECREATION		1,400.00	1,400.00	135.00	(50.00)	1,265.00	9.64
TOTAL REVENUES		1,659,089.00	1,659,089.00	244,635.82	144,094.00	1,414,453.18	14.75
Expenditures							
Dept 000.000							
101-000.000-884.700	VETERAN BANNER EXPENSE	2,800.00	2,800.00	0.00	0.00	2,800.00	0.00
Total Dept 000.000		2,800.00	2,800.00	0.00	0.00	2,800.00	0.00
Dept 101.000 - LEGISLATIVE							
101-101.000-703.700	SALARIES AND WAGES	9,600.00	9,600.00	500.00	500.00	9,100.00	5.21
101-101.000-714.700	MANDATORY MEDICARE	140.00	140.00	7.25	7.25	132.75	5.18
101-101.000-715.700	SOCIAL SECURITY (EMPLOYER)	600.00	600.00	31.00	31.00	569.00	5.17
101-101.000-720.700	WORKERS COMPENSATION PREMIUM	10.00	10.00	0.00	0.00	10.00	0.00
101-101.000-811.700	MEMBERSHIP AND DUES	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
101-101.000-865.700	PROFESSIONAL DEVELOPMENT	7,000.00	7,000.00	748.00	898.00	6,252.00	10.69
101-101.000-956.700	EXPENSES	1,750.00	1,750.00	218.77	146.78	1,531.23	12.50
Total Dept 101.000 - LEGISLATIVE		20,600.00	20,600.00	1,505.02	1,583.03	19,094.98	7.31
Dept 172.000 - CITY MANAGER'S OFFICE							
101-172.000-702.700	PROMOTION/BONUS	50.00	50.00	0.00	0.00	50.00	0.00
101-172.000-703.700	SALARIES AND WAGES	73,950.00	73,950.00	7,802.05	2,883.46	66,147.95	10.55
101-172.000-714.700	MANDATORY MEDICARE	1,080.00	1,080.00	113.13	41.81	966.87	10.48
101-172.000-715.700	SOCIAL SECURITY (EMPLOYER)	4,622.00	4,622.00	483.72	178.77	4,138.28	10.47
101-172.000-716.700	BC/BS HEALTH INSURANCE PREMIUM	19,450.00	19,450.00	1,479.77	(131.12)	17,970.23	7.61
101-172.000-717.700	LIFE INSURANCE PREMIUM	205.00	205.00	16.80	16.80	188.20	8.20
101-172.000-718.700	MERS RETIREMENT (EMPLOYER)	9,200.00	9,200.00	2,383.38	1,769.54	6,816.62	25.91
101-172.000-718.701	EMPLOYER DEFERED COMP.	1,200.00	1,200.00	125.07	46.15	1,074.93	10.42
101-172.000-719.700	LONG TERM DISABILITY	470.00	470.00	52.08	52.08	417.92	11.08
101-172.000-720.700	WORKERS COMPENSATION PREMIUM	318.00	318.00	32.63	12.06	285.37	10.26
101-172.000-724.700	UNEMPLOYMENT INS. BENEFIT	5.00	5.00	0.00	0.00	5.00	0.00
101-172.000-727.700	OPERATING SUPPLIES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-172.000-811.700	MEMBERSHIP AND DUES	1,100.00	1,100.00	0.00	0.00	1,100.00	0.00
101-172.000-853.700	TELEPHONE/RADIO COMMUNICATION	600.00	600.00	47.13	0.00	552.87	7.86
101-172.000-865.700	PROFESSIONAL DEVELOPMENT	5,500.00	5,500.00	599.00	599.00	4,901.00	10.89
101-172.000-941.700	EQUIPMENT RENTAL	1,000.00	1,000.00	166.66	83.33	833.34	16.67
101-172.000-956.700	EXPENSES	1,500.00	1,500.00	36.41	36.41	1,463.59	2.43
Total Dept 172.000 - CITY MANAGER'S OFFICE		121,250.00	121,250.00	13,337.83	5,588.29	107,912.17	11.00
Dept 201.000 - INTERNAL SERVICES							
101-201.000-702.700	PROMOTION/BONUS	50.00	50.00	0.00	0.00	50.00	0.00
101-201.000-703.700	SALARIES AND WAGES	25,000.00	25,000.00	3,408.65	900.00	21,591.35	13.63

REVENUE AND EXPENDITURE REPORT FOR WEST BRANCH  
PERIOD ENDING 08/31/2021  
% Fiscal Year Completed: 16.99

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	YTD BALANCE 08/31/2021 NORM (ABNORM)	ACTIVITY FOR MONTH 08/31/21 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 101							
Expenditures							
101-201.000-714.700	MANDATORY MEDICARE	365.00	365.00	49.43	13.05	315.57	13.54
101-201.000-715.700	SOCIAL SECURITY (EMPLOYER)	1,563.00	1,563.00	211.33	55.80	1,351.67	13.52
101-201.000-718.700	MERS RETIREMENT (EMPLOYER)	0.00	0.00	13.41	0.00	(13.41)	100.00
101-201.000-718.701	EMPLOYER DEFERED COMP.	0.00	0.00	31.95	0.00	(31.95)	100.00
101-201.000-720.700	WORKERS COMPENSATION PREMIUM	108.00	108.00	14.25	3.76	93.75	13.19
101-201.000-724.700	UNEMPLOYMENT INS. BENEFIT	5.00	5.00	1.20	0.54	3.80	24.00
101-201.000-727.700	OPERATING SUPPLIES	4,500.00	4,500.00	104.83	104.83	4,395.17	2.33
101-201.000-741.700	POSTAGE	4,000.00	4,000.00	34.99	34.99	3,965.01	0.87
101-201.000-801.700	CONTRACTUAL SERVICES	3,558.00	3,558.00	0.00	0.00	3,558.00	0.00
101-201.000-811.700	MEMBERSHIP AND DUES	500.00	500.00	0.00	0.00	500.00	0.00
101-201.000-865.700	PROFESSIONAL DEVELOPMENT	500.00	500.00	0.00	0.00	500.00	0.00
101-201.000-901.700	PRINTING AND PUBLISHING	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-201.000-956.700	EXPENSES	1,000.00	1,000.00	474.99	0.00	525.01	47.50
Total Dept 201.000 - INTERNAL SERVICES		42,149.00	42,149.00	4,345.03	1,587.96	37,803.97	10.31
Dept 209.000 - PROPERTY ASSESSMENT REVIEW							
101-209.000-703.700	SALARIES AND WAGES	950.00	950.00	0.00	0.00	950.00	0.00
101-209.000-714.700	MANDATORY MEDICARE	15.00	15.00	0.00	0.00	15.00	0.00
101-209.000-715.700	SOCIAL SECURITY (EMPLOYER)	60.00	60.00	0.00	0.00	60.00	0.00
101-209.000-720.700	WORKERS COMPENSATION PREMIUM	5.00	5.00	0.00	0.00	5.00	0.00
101-209.000-724.700	UNEMPLOYMENT INS. BENEFIT	5.00	5.00	0.00	0.00	5.00	0.00
101-209.000-809.700	PROPERTY ASSESSMENT REVIEW	16,850.00	16,850.00	2,000.00	0.00	14,850.00	11.87
101-209.000-865.700	PROFESSIONAL DEVELOPMENT	250.00	250.00	0.00	0.00	250.00	0.00
Total Dept 209.000 - PROPERTY ASSESSMENT REVIEW		18,135.00	18,135.00	2,000.00	1,000.00	16,135.00	11.03
Dept 215.000 - CITY CLERK							
101-215.000-702.700	PROMOTION/BONUS	50.00	50.00	0.00	0.00	50.00	0.00
101-215.000-703.700	SALARIES AND WAGES	43,300.00	43,300.00	4,149.57	1,661.87	39,150.43	9.58
101-215.000-714.700	MANDATORY MEDICARE	632.00	632.00	60.17	24.10	571.83	9.52
101-215.000-715.700	SOCIAL SECURITY (EMPLOYER)	2,706.00	2,706.00	257.28	103.04	2,448.72	9.51
101-215.000-716.700	BC/BS HEALTH INSURANCE PREMIUM	15,650.00	15,650.00	1,180.13	(104.57)	14,469.87	7.54
101-215.000-717.700	LIFE INSURANCE PREMIUM	155.00	155.00	12.60	12.60	142.40	8.13
101-215.000-718.700	MERS RETIREMENT (EMPLOYER)	750.00	750.00	781.45	736.17	(31.45)	104.19
101-215.000-719.700	LONG TERM DISABILITY	1,005.00	1,005.00	38.53	38.53	966.47	3.83
101-215.000-720.700	WORKERS COMPENSATION PREMIUM	186.00	186.00	17.61	7.20	168.39	9.47
101-215.000-724.700	UNEMPLOYMENT INS. BENEFIT	5.00	5.00	0.00	0.00	5.00	0.00
101-215.000-727.700	OPERATING SUPPLIES	500.00	500.00	0.00	0.00	500.00	0.00
101-215.000-811.700	MEMBERSHIP AND DUES	60.00	60.00	0.00	0.00	60.00	0.00
101-215.000-853.700	TELEPHONE/RADIO COMMUNICATIONS	600.00	600.00	60.00	60.00	540.00	10.00
101-215.000-865.700	PROFESSIONAL DEVELOPMENT	1,000.00	1,000.00	101.00	101.00	899.00	10.10
101-215.000-956.700	EXPENSES	250.00	250.00	0.00	0.00	250.00	0.00
Total Dept 215.000 - CITY CLERK		66,849.00	66,849.00	6,658.34	2,639.94	60,190.66	9.96
Dept 228.000 - TECHNOLOGY							
101-228.000-801.700	CONTRACTUAL SERVICES	14,500.00	14,500.00	4,700.15	4,700.15	9,799.85	32.41
101-228.000-956.700	EXPENSES	1,100.00	1,100.00	0.00	0.00	1,100.00	0.00
101-228.000-977.700	CAPITAL ACQUISITIONS	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 228.000 - TECHNOLOGY		17,600.00	17,600.00	4,700.15	4,700.15	12,899.85	26.71

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	YTD BALANCE 08/31/2021 NORM (ABNORM)	ACTIVITY FOR MONTH 08/31/21 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 101							
Expenditures							
Dept 253.000 - CITY TREASURER							
101-253.000-702.700	PROMOTION/BONUS	50.00	50.00	0.00	0.00	50.00	0.00
101-253.000-703.700	SALARIES AND WAGES	51,000.00	51,000.00	4,979.21	1,994.18	46,020.79	9.76
101-253.000-714.700	MANDATORY MEDICARE	745.00	745.00	72.20	28.91	672.80	9.69
101-253.000-715.700	SOCIAL SECURITY (EMPLOYER)	3,188.00	3,188.00	308.71	123.63	2,879.29	9.68
101-253.000-716.700	BC/BS HEALTH INSURANCE PREMIUM	6,000.00	6,000.00	439.88	(38.96)	5,560.12	7.33
101-253.000-717.700	LIFE INSURANCE PREMIUM	155.00	155.00	12.60	12.60	142.40	8.13
101-253.000-718.700	MERS RETIREMENT (EMPLOYER)	950.00	950.00	796.94	742.22	153.46	83.85
101-253.000-719.700	EMPLOYER DEFERRED COMP.	1,200.00	1,200.00	125.07	46.15	1,074.93	10.42
101-253.000-720.700	LONG TERM DISABILITY	1,005.00	1,005.00	38.53	38.53	966.47	3.83
101-253.000-724.700	WORKERS COMPENSATION PREMIUM	219.00	219.00	21.06	8.58	197.94	9.62
101-253.000-727.700	UNEMPLOYMENT INS. BENEFIT	5.00	5.00	0.00	0.00	5.00	0.00
101-253.000-803.700	OPERATING SUPPLIES	500.00	500.00	0.00	0.00	500.00	0.00
101-253.000-811.700	AUDIT	38,500.00	38,500.00	0.00	0.00	38,500.00	0.00
101-253.000-853.700	MEMBERSHIP AND DUES	75.00	75.00	0.00	0.00	75.00	0.00
101-253.000-853.700	TELEPHONE/RADIO COMMUNICATIONS	600.00	600.00	0.00	0.00	540.00	10.00
101-253.000-865.700	PROFESSIONAL DEVELOPMENT	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-253.000-956.700	EXPENSES	250.00	250.00	0.00	0.00	250.00	0.00
101-253.000-956.800	BANKING FEES	2,400.00	2,400.00	0.00	0.00	2,400.00	0.00
Total Dept 253.000 - CITY TREASURER		107,842.00	107,842.00	6,853.80	3,015.84	100,988.20	6.36
Dept 262.000 - ELECTIONS							
101-262.000-704.700	WAGES - PART-TIME	960.00	960.00	0.00	0.00	960.00	0.00
101-262.000-714.700	MANDATORY MEDICARE	14.00	14.00	0.00	0.00	14.00	0.00
101-262.000-715.700	SOCIAL SECURITY (EMPLOYER)	60.00	60.00	0.00	0.00	60.00	0.00
101-262.000-720.700	WORKERS COMPENSATION PREMIUM	4.00	4.00	0.00	0.00	4.00	0.00
101-262.000-727.700	OPERATING SUPPLIES	560.00	560.00	0.00	0.00	560.00	0.00
101-262.000-801.700	CONTRACTUAL SERVICES	550.00	550.00	0.00	0.00	550.00	0.00
101-262.000-956.700	EXPENSES	200.00	200.00	0.00	0.00	200.00	0.00
Total Dept 262.000 - ELECTIONS		2,348.00	2,348.00	0.00	0.00	2,348.00	0.00
Dept 265.000 - MUNICIPAL PROPERTIES							
101-265.000-703.700	SALARIES AND WAGES	7,000.00	7,000.00	705.95	348.98	6,294.05	10.09
101-265.000-714.700	MANDATORY MEDICARE	102.00	102.00	10.23	5.07	91.77	10.03
101-265.000-715.700	SOCIAL SECURITY (EMPLOYER)	433.00	433.00	43.76	21.63	389.24	10.11
101-265.000-716.700	BC/BS HEALTH INSURANCE PREMIUM	1,000.00	1,000.00	89.20	(7.91)	910.80	8.92
101-265.000-718.700	MERS RETIREMENT (EMPLOYER)	74.00	74.00	7.06	3.96	66.94	9.54
101-265.000-720.700	WORKERS COMPENSATION PREMIUM	291.00	291.00	30.48	14.11	260.52	10.47
101-265.000-724.700	UNEMPLOYMENT INS. BENEFIT	5.00	5.00	0.00	0.00	5.00	0.00
101-265.000-727.700	OPERATING SUPPLIES	5,500.00	5,500.00	52.13	52.13	5,447.87	0.95
101-265.000-801.700	CONTRACTUAL SERVICES	9,105.00	9,105.00	0.00	0.00	9,105.00	0.00
101-265.000-853.700	TELEPHONE/RADIO COMMUNICATION	2,600.00	2,600.00	224.95	0.00	2,375.05	8.65
101-265.000-922.700	PUBLIC UTILITIES	13,200.00	13,200.00	1,193.21	129.05	12,006.79	9.04
101-265.000-941.700	EQUIPMENT RENTAL	2,200.00	2,200.00	602.60	215.29	1,597.40	27.39
101-265.000-956.700	EXPENSES	50.00	50.00	0.00	0.00	50.00	0.00
Total Dept 265.000 - MUNICIPAL PROPERTIES		41,560.00	41,560.00	2,959.57	782.31	38,600.43	7.12
Dept 266.000 - LEGAL ASSISTANCE							
101-266.000-801.700	CONTRACTUAL SERVICES	26,000.00	26,000.00	0.00	0.00	26,000.00	0.00
101-266.000-804.700	PROSECUTOR FEES	300.00	300.00	0.00	0.00	300.00	0.00

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	YTD BALANCE 08/31/2021 NORM (ABNORM)	ACTIVITY FOR MONTH 08/31/21 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 101							
Expenditures							
101-266.000-956.700	EXPENSES	500.00	500.00	0.00	0.00	500.00	0.00
Total Dept 266.000 - LEGAL ASSISTANCE		26,800.00	26,800.00	0.00	0.00	26,800.00	0.00
Dept 284.000 - COMMUNITY PROMOTIONS							
101-284.000-703.700	SALARIES AND WAGES	3,515.00	3,515.00	162.20	37.46	3,352.80	4.61
101-284.000-710.700	OVERTIME	100.00	100.00	0.00	0.00	100.00	0.00
101-284.000-714.700	MANDATORY MEDICARE	51.00	51.00	2.36	0.54	48.64	4.63
101-284.000-715.700	SOCIAL SECURITY (EMPLOYER)	218.00	218.00	10.06	2.33	207.94	4.61
101-284.000-716.700	BC/BS HEALTH INSURANCE PREMIUM	1,339.00	1,339.00	89.20	(7.91)	1,249.80	6.66
101-284.000-718.700	MERS RETIREMENT (EMPLOYER)	37.00	37.00	2.27	0.68	34.73	6.14
101-284.000-720.700	WORKERS COMPENSATION PREMIUM	146.00	146.00	5.15	1.19	140.85	3.53
101-284.000-724.700	UNEMPLOYMENT INS. BENEFIT	5.00	5.00	0.00	0.00	5.00	0.00
101-284.000-801.700	CONTRACTUAL SERVICES	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-284.000-881.700	CHAMBER OF COMMERCE	350.00	350.00	0.00	0.00	350.00	0.00
101-284.000-882.700	RECOGNITION DINNER	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
101-284.000-884.700	VETERAN BANNER EXPENSE	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
101-284.000-901.700	PRINTING AND PUBLISHING	750.00	750.00	104.72	52.36	645.28	13.96
101-284.000-941.700	EQUIPMENT RENTAL	2,500.00	2,500.00	65.12	0.00	2,434.88	2.60
101-284.000-956.700	EXPENSES	4,500.00	4,500.00	0.00	0.00	4,500.00	0.00
Total Dept 284.000 - COMMUNITY PROMOTIONS		22,511.00	22,511.00	441.08	86.65	22,069.92	1.96
Dept 299.000 - CITY SERVICES							
101-299.000-922.700	PUBLIC UTILITIES	36,500.00	36,500.00	217.19	95.52	36,282.81	0.60
101-299.000-980.700	HYDRANT RENTAL (TRANSFER TO WATER)	17,995.00	17,995.00	0.00	0.00	17,995.00	0.00
Total Dept 299.000 - CITY SERVICES		54,495.00	54,495.00	217.19	95.52	54,277.81	0.40
Dept 301.000 - POLICE DEPARTMENT							
101-301.000-702.700	PROMOTION/BONUS	250.00	250.00	0.00	0.00	250.00	0.00
101-301.000-703.700	SALARIES AND WAGES	242,119.00	242,119.00	20,569.87	7,561.20	221,549.13	8.50
101-301.000-705.700	CHIEF OF POLICE	66,085.00	66,085.00	6,878.78	2,541.74	59,206.22	10.41
101-301.000-706.700	COMMUNITY POLICING	100.00	100.00	0.00	0.00	100.00	0.00
101-301.000-708.700	SICK LEAVE PAYOUT	250.00	250.00	0.00	0.00	250.00	0.00
101-301.000-710.700	OVERTIME	8,500.00	8,500.00	816.97	68.79	7,683.03	9.61
101-301.000-713.700	EMP. HEALTH OPTION	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
101-301.000-714.700	MANDATORY MEDICARE	4,500.00	4,500.00	410.08	147.72	4,089.92	9.11
101-301.000-715.700	SOCIAL SECURITY (EMPLOYER)	19,078.00	19,078.00	410.08	17,324.55	17,324.55	9.19
101-301.000-716.700	BC/BS HEALTH INSURANCE PREMITU	35,230.00	35,230.00	1,753.45	631.62	32,825.31	6.83
101-301.000-717.700	LIFE INSURANCE PREMIUM	1,155.00	1,155.00	2,404.69	(195.46)	1,084.44	6.11
101-301.000-718.700	MERS RETIREMENT (EMPLOYER)	50,837.00	50,837.00	70.56	70.56	43,789.60	13.86
101-301.000-718.701	EMPLOYER DEFERED COMP.	7,500.00	7,500.00	625.35	230.75	6,874.65	8.34
101-301.000-719.700	LONG TERM DISABILITY	2,300.00	2,300.00	209.67	209.67	2,090.33	9.12
101-301.000-720.700	WORKERS COMPENSATION PREMIUM	8,359.00	8,359.00	749.12	271.87	7,609.88	8.96
101-301.000-724.700	UNEMPLOYMENT INS. BENEFIT	325.00	325.00	0.00	0.00	325.00	0.00
101-301.000-727.700	OPERATING SUPPLIES	4,500.00	4,500.00	115.50	115.50	4,384.50	2.57
101-301.000-801.700	CONTRACTUAL SERVICES	10,000.00	10,000.00	66.08	0.00	9,933.92	0.66
101-301.000-811.700	MEMBERSHIP AND DUES	825.00	825.00	115.00	115.00	710.00	13.94
101-301.000-817.700	UNIFORMS	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
101-301.000-853.700	TELEPHONE/RADIO COMMUNICATION	5,000.00	5,000.00	406.32	63.36	4,593.68	8.13
101-301.000-941.700	EQUIPMENT RENTAL	9,500.00	9,500.00	1,500.00	750.00	8,000.00	15.79
101-301.000-955.700	DATA PROCESSING	4,500.00	4,500.00	50.00	0.00	4,450.00	1.11

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	YTD BALANCE 08/31/2021 NORM (ABNORM)	ACTIVITY FOR MONTH 08/31/21 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDT USED
Fund 101							
Expenditures							
101-301.000-956.700	EXPENSES	950.00	950.00	0.00	0.00	950.00	0.00
101-301.000-956.702	POLICE SAFETY EXPENSE	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
101-301.000-956.707	FORFEITURE EXPENSE	400.00	400.00	0.00	0.00	400.00	0.00
101-301.000-957.700	EDUCATION AND TRAINING LOCAL	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
101-301.000-957.701	EDUCATION 302	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-301.000-968.700	STING	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
Total Dept 301.000 - POLICE DEPARTMENT		502,263.00	502,263.00	43,788.84	19,379.36	458,474.16	8.72
Dept 336.000 - FIRE							
101-336.000-703.700	SALARIES AND WAGES	125.00	125.00	0.00	0.00	125.00	0.00
101-336.000-714.700	MANDATORY MEDICARE	5.00	5.00	0.00	0.00	5.00	0.00
101-336.000-715.700	SOCIAL SECURITY (EMPLOYER)	5.00	5.00	0.00	0.00	5.00	0.00
101-336.000-720.700	WORKERS COMPENSATION PREMIUM	5.00	5.00	0.00	0.00	5.00	0.00
101-336.000-975.700	BUDGETED PERCENTAGE	26,984.00	26,984.00	0.00	0.00	26,984.00	0.00
Total Dept 336.000 - FIRE		27,124.00	27,124.00	0.00	0.00	27,124.00	0.00
Dept 345.000 - CROSSING GUARDS							
101-345.000-702.700	PROMOTION/BONUS	50.00	50.00	0.00	0.00	50.00	0.00
101-345.000-704.700	WAGES - PART-TIME	7,125.00	7,125.00	0.00	0.00	7,125.00	0.00
101-345.000-714.700	MANDATORY MEDICARE	104.00	104.00	0.00	0.00	104.00	0.00
101-345.000-715.700	SOCIAL SECURITY (EMPLOYER)	441.00	441.00	0.00	0.00	441.00	0.00
101-345.000-718.700	MERS RETIREMENT (EMPLOYER)	10.00	10.00	0.00	0.00	10.00	0.00
101-345.000-720.700	WORKERS COMPENSATION PREMIUM	235.00	235.00	0.00	0.00	235.00	0.00
101-345.000-724.700	UNEMPLOYMENT INS. BENEFIT	5.00	5.00	0.00	0.00	5.00	0.00
101-345.000-956.700	EXPENSES	100.00	100.00	0.00	0.00	100.00	0.00
Total Dept 345.000 - CROSSING GUARDS		8,070.00	8,070.00	0.00	0.00	8,070.00	0.00
Dept 441.000 - PUBLIC WORKS DEPARTMENT							
101-441.000-702.700	PROMOTION/BONUS	250.00	250.00	0.00	0.00	250.00	0.00
101-441.000-703.700	SALARIES AND WAGES	65,000.00	65,000.00	7,324.95	1,872.16	57,675.05	11.27
101-441.000-708.700	SICK LEAVE PAYOUT	200.00	200.00	0.00	0.00	200.00	0.00
101-441.000-710.700	OVERTIME	1,700.00	1,700.00	0.00	0.00	1,700.00	0.00
101-441.000-714.700	MANDATORY MEDICARE	974.00	974.00	109.05	29.99	864.95	11.20
101-441.000-715.700	SOCIAL SECURITY (EMPLOYER)	4,129.00	4,129.00	466.23	128.18	3,662.77	11.29
101-441.000-716.700	BC/BS HEALTH INSURANCE PREMIUM	17,251.00	17,251.00	1,561.29	(138.34)	15,689.71	9.05
101-441.000-717.700	LIFE INSURANCE PREMIUM	600.00	600.00	63.28	63.28	536.72	10.55
101-441.000-718.700	MERS RETIREMENT (EMPLOYER)	51,476.00	51,476.00	6,455.52	6,373.04	45,020.48	12.54
101-441.000-719.700	EMPLOYER DEFERRED COMP.	3,570.00	3,570.00	372.09	137.30	3,197.91	10.42
101-441.000-720.700	LONG TERM DISABILITY	1,820.00	1,820.00	193.45	193.45	1,626.55	10.63
101-441.000-724.700	WORKERS COMPENSATION PREMIUM	2,480.00	2,480.00	272.39	77.93	2,207.61	10.98
101-441.000-727.700	UNEMPLOYMENT INS. BENEFIT	5.00	5.00	0.00	0.00	5.00	0.00
101-441.000-801.700	OPERATING SUPPLIES	7,000.00	7,000.00	321.12	0.00	6,678.88	4.59
101-441.000-817.700	CONTRACTUAL SERVICES	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
101-441.000-817.700	UNIFORMS	2,200.00	2,200.00	0.00	0.00	2,200.00	0.00
101-441.000-853.700	TELEPHONE/RADIO COMMUNICATION	5,650.00	5,650.00	480.41	335.44	5,169.59	8.50
101-441.000-865.700	PROFESSIONAL DEVELOPMENT	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
101-441.000-941.700	EQUIPMENT RENTAL	12,000.00	12,000.00	2,097.54	537.40	9,902.46	17.48
101-441.000-956.700	EXPENSES	600.00	600.00	0.00	0.00	600.00	0.00
101-441.000-956.708	INSURANCE CLAIM EXPENSE	0.00	0.00	415.82	415.82	(415.82)	100.00

REVENUE AND EXPENDITURE REPORT FOR WEST BRANCH  
 PERIOD ENDING 08/31/2021  
 % Fiscal Year Completed: 16.99

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	YTD BALANCE 08/31/2021 NORM (ABNORM)	ACTIVITY FOR MONTH 08/31/21 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDT USED
Fund 101							
Expenditures							
Total Dept 441.000 - PUBLIC WORKS DEPARTMENT		181,905.00	181,905.00	20,133.14	10,025.65	161,771.86	11.07
Dept 444.000 - SIDEWALKS							
101-444.000-801.700 CONTRACTUAL SERVICES		13,253.00	13,253.00	0.00	0.00	13,253.00	0.00
Total Dept 444.000 - SIDEWALKS		13,253.00	13,253.00	0.00	0.00	13,253.00	0.00
Dept 528.000 - SOLID WASTE							
101-528.000-703.700 SALARIES AND WAGES		16,500.00	16,500.00	2,526.73	1,171.68	13,973.27	15.31
101-528.000-714.700 MANDATORY MEDICARE		241.00	241.00	36.63	16.99	204.37	15.20
101-528.000-715.700 SOCIAL SECURITY (EMPLOYER)		1,021.00	1,021.00	156.65	72.64	864.35	15.34
101-528.000-716.700 BC/BS HEALTH INSURANCE PREMIUM		2,236.00	2,236.00	312.25	(27.67)	1,923.75	13.96
101-528.000-718.700 MERS RETIREMENT (EMPLOYER)		218.00	218.00	39.27	17.33	178.73	18.01
101-528.000-720.700 WORKERS COMPENSATION PREMIUM		1,023.00	1,023.00	144.94	65.59	878.06	14.17
101-528.000-724.700 UNEMPLOYMENT INS. BENEFIT		5.00	5.00	0.00	0.00	5.00	0.00
101-528.000-764.700 REFUSE/RECYCLING EXPENSE		5,500.00	5,500.00	0.00	0.00	5,500.00	0.00
101-528.000-801.700 CONTRACTUAL SERVICES		168,000.00	168,000.00	0.00	0.00	168,000.00	0.00
101-528.000-801.800 CONTRACTUAL SERVICES RECYCLE		7,500.00	7,500.00	0.00	0.00	7,500.00	0.00
101-528.000-922.700 PUBLIC UTILITIES		950.00	950.00	129.62	64.89	820.38	13.64
101-528.000-941.700 EQUIPMENT RENTAL		18,000.00	18,000.00	1,120.19	488.56	16,879.81	6.22
Total Dept 528.000 - SOLID WASTE		221,194.00	221,194.00	4,466.28	1,870.01	216,727.72	2.02
Dept 537.000 - AIRPORT							
101-537.000-703.700 SALARIES AND WAGES		600.00	600.00	0.00	0.00	600.00	0.00
101-537.000-714.700 MANDATORY MEDICARE		9.00	9.00	0.00	0.00	9.00	0.00
101-537.000-715.700 SOCIAL SECURITY (EMPLOYER)		37.00	37.00	0.00	0.00	37.00	0.00
101-537.000-720.700 WORKERS COMPENSATION PREMIUM		5.00	5.00	0.00	0.00	5.00	0.00
101-537.000-724.700 UNEMPLOYMENT INS. BENEFIT		5.00	5.00	0.00	0.00	5.00	0.00
101-537.000-975.700 BUDGETED PERCENTAGE		48,600.00	48,600.00	0.00	0.00	48,600.00	0.00
Total Dept 537.000 - AIRPORT		49,256.00	49,256.00	0.00	0.00	49,256.00	0.00
Dept 721.000 - PLANNING AND ZONING							
101-721.000-703.700 SALARIES AND WAGES		2,800.00	2,800.00	0.00	0.00	2,800.00	0.00
101-721.000-714.700 MANDATORY MEDICARE		41.00	41.00	0.00	0.00	41.00	0.00
101-721.000-715.700 SOCIAL SECURITY (EMPLOYER)		173.00	173.00	0.00	0.00	173.00	0.00
101-721.000-720.700 WORKERS COMPENSATION PREMIUM		5.00	5.00	0.00	0.00	5.00	0.00
101-721.000-865.700 PROFESSIONAL DEVELOPMENT		1,200.00	1,200.00	0.00	0.00	1,200.00	0.00
101-721.000-901.700 PRINTING AND PUBLISHING		500.00	500.00	56.51	56.51	443.49	11.30
101-721.000-956.700 EXPENSES		600.00	600.00	0.00	0.00	600.00	0.00
Total Dept 721.000 - PLANNING AND ZONING		5,319.00	5,319.00	56.51	56.51	5,262.49	1.06
Dept 728.000 - ECONOMIC DEVELOPMENT							
101-728.000-945.700 EDC DUES		1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 728.000 - ECONOMIC DEVELOPMENT		1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Dept 751.000 - PARKS AND RECREATION							

GL NUMBER	DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	YTD BALANCE 08/31/2021 NORM (ABNORM)	ACTIVITY FOR MONTH 08/31/21 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDCY USED
<b>Fund 101</b>							
<b>Expenditures</b>							
101-751.000-703.700	SALARIES AND WAGES	24,500.00	24,500.00	3,600.39	1,535.74	20,899.61	14.70
101-751.000-710.700	OVERTIME	3,650.00	3,650.00	317.75	88.17	3,332.25	8.71
101-751.000-714.700	MANDATORY MEDICARE	411.00	411.00	56.81	23.53	354.19	13.82
101-751.000-715.700	SOCIAL SECURITY (EMPLOYER)	1,742.00	1,742.00	242.92	100.68	1,499.08	13.94
101-751.000-716.700	BC/BS HEALTH INSURANCE PREMIUM	4,750.00	4,750.00	446.07	(39.53)	4,303.93	9.39
101-751.000-718.700	MERS RETIREMENT (EMPLOYER)	375.00	375.00	61.05	26.75	313.95	16.28
101-751.000-720.700	WORKERS COMPENSATION PREMIUM	775.00	775.00	118.22	47.74	656.78	15.25
101-751.000-724.700	UNEMPLOYMENT INS. BENEFIT	5.00	5.00	0.00	0.00	5.00	0.00
101-751.000-727.700	OPERATING SUPPLIES	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
101-751.000-801.700	CONTRACTUAL SERVICES	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
101-751.000-922.700	PUBLIC UTILITIES	6,000.00	6,000.00	474.23	52.14	5,525.77	7.90
101-751.000-933.700	PLAYGROUND EQUIPMENT MAIN.	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
101-751.000-941.700	EQUIPMENT RENTAL	12,000.00	12,000.00	2,644.95	691.33	9,355.05	22.04
Total Dept 751.000 - PARKS AND RECREATION		64,708.00	64,708.00	7,962.39	2,526.55	56,745.61	12.31
Dept 851.000 - INSURANCE AND RISK MANAGEMENT							
101-851.000-716.700	BC/BS HEALTH INSURANCE PREMIUM	959.00	959.00	119.00	0.00	840.00	12.41
101-851.000-818.700	INS. PREMIUM - LIABILITY	14,536.00	14,536.00	14,164.51	0.00	371.49	97.44
Total Dept 851.000 - INSURANCE AND RISK MANAGEMENT		15,495.00	15,495.00	14,283.51	0.00	1,211.49	92.18
Dept 965.000 - TRANSFERS							
101-965.000-973.700	425 AGREEMENTS	22,000.00	22,000.00	0.00	0.00	22,000.00	0.00
Total Dept 965.000 - TRANSFERS		22,000.00	22,000.00	0.00	0.00	22,000.00	0.00
Dept 965.209 - TRANSFER TO CEMETERY							
101-965.209-999.701	TRANS. FROM ECON. ADVANCEMENT	16,411.00	16,411.00	0.00	0.00	16,411.00	0.00
Total Dept 965.209 - TRANSFER TO CEMETERY		16,411.00	16,411.00	0.00	0.00	16,411.00	0.00
TOTAL EXPENDITURES		1,672,937.00	1,672,937.00	133,708.68	54,937.77	1,539,228.32	7.99
Fund 101:							
TOTAL REVENUES							
TOTAL EXPENDITURES		1,659,089.00	1,659,089.00	244,635.82	144,094.00	1,414,453.18	14.75
NET OF REVENUES & EXPENDITURES		1,672,937.00	1,672,937.00	133,708.68	54,937.77	1,539,228.32	7.99
		(13,848.00)	(13,848.00)	110,927.14	89,156.23	(124,775.14)	801.03

CASH SUMMARY BY ACCOUNT FOR WEST BRANCH  
 FROM 08/01/2021 TO 08/31/2021  
 FUND: ALL FUNDS  
 INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 08/01/2021	Total Debits	Total Credits	Ending Balance 08/31/2021
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 DOWNTOWN DEVELOPMENT AUTHORITY  
HELD AT THE WEST BRANCH CITY HALL, 121 N FOURTH ST. ON TUESDAY, JULY 27, 2021.

The meeting was called to order by Chairperson Samantha Fabbri at 12:09 pm.

Present: Joanne Bennett, Samantha Fabbri, Autum Hunter, Sandy Rabidue, and Erin Resteiner.

Absent: Anthony Bair, Joe Clark, Ken Walters, and Cathy Zimmerman.

Others present: City Manager John Dantzer

\* \* \* \* \*

**MOTION BY RABIDUE, SECOND BY BENNETT, TO APPROVE THE MINUTES  
FROM THE MEETINGS HELD JUNE 22, 2021.**

**Yes – Bennett, Fabbri, Hunter, Rabidue, and Resteiner**

**No – None      Absent – Bair, Clark, Walters, and Zimmerman**

**Motion carried.**

\* \* \* \* \*

**MOTION BY FABBRI, SECOND BY RESTEINER, TO APPROVE BILLS IN THE  
AMOUNT OF \$4,599.38**

**Yes – Bennett, Fabbri, Hunter, Rabidue, and Resteiner**

**No – None      Absent – Bair, Clark, Walters, and Zimmerman**

**Motion carried.**

\* \* \* \* \*

**MOTION BY FABBRI, SECOND BY RABIDUE, TO EXCUSE MEMEBERS BAIR,  
CLARK, WALTERS, AND ZIMMERMAN.**

**Yes – Bennett, Fabbri, Hunter, Rabidue, and Resteiner**

**No – None      Absent – Bair, Clark, Walters, and Zimmerman**

**Motion carried.**

\* \* \* \* \*

Tim Knutsen from Beckett and Raeder gave an update and presentation on the downtown streetscape designs. The main discussion revolved around the size and location of the trees, types of lights on the sidewalks, bump outs, concrete designs, and flower planting areas including the idea of hanging baskets. Two different ideas were presented for further review. It was the consensus of the Board to hold a special meeting on Wednesday, August 4 at 6:00 pm to further discuss the ideas and come up with a design plan.

\* \* \* \* \*

Chairperson Fabbri noted that the DDA was responsible for watering the flowers at the Fireman's Memorial on the first Wednesday of August.

Chairman Fabbri also shared a catalog she received on Christmas decorations.

Chairperson Fabbri also noted that she received a request from the Coalition of Hope requesting to have the DDA stage rental fee waived. It was the consensus of the Board not to waive the fees because the amount charged is what the DDA has to pay for transportation and setup, they are not allowed to donate money per State Treasury requirements, and because they did not want to set a precedent of having to waive the fees for all nonprofit organizations.

\* \* \* \* \*

The meeting was adjourned at 1:28 pm.

SPECIAL INFORMATIONAL MEETING OF THE WEST BRANCH DOWNTOWN  
DEVELOPMENT AUTHORITY HELD AT THE WEST BRANCH CITY HALL AT 121 N. FOURTH  
ST. ON TUESDAY, JULY 27, 2021.

Chairperson Fabbri called the meeting to order at 12:02 pm.

Present: Members Joanne Bennett, Samantha Fabbri, Autum Hunter, Sandy Rabidue, and  
Erin Resteiner.

Absent: Members: Anthony Bair, Joe Clark, Ken Walters, and Cathy Zimmerman.

Others present: City Manager John Dantzer

\* \* \* \* \*

**MOTION BY FABBRI, SECOND BY RABIDUE, TO EXCUSE MEMBERS BAIR,  
CLARK, WALTERS, AND ZIMMERMAN FROM THE MEETING.**

**Yes – Bennett, Fabbri, Hunter, Rabidue, Resteiner**

**No – None          Absent – Bair, Clark, Walters, Zimmerman          Motion carried.**

\* \* \* \* \*

Chairperson Fabbri noted the reason for the special meeting was to hold the first of the  
2021 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.
6. Research the Historical Preservation Designation for the City.

\* \* \* \* \*

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

\* \* \* \* \*

Chairperson Fabbri adjourned the meeting at 12:08 pm.

**City of West Branch Planning Commission**

**Meeting Minutes for March 9, 2021**

**Meeting called to order at 6:12pm by Vice Chairman David**

**Roll Call – Present – Bob David, Tiffany Schmieder-Kups, Yvonne DeRosio, Rusty Showalter, and Kara Fachting**

**Absent – Cori Lucynski and Mike Jackson**

**West Branch City Manager, John Dantzer, was also present**

**Pledge of Allegiance**

**Public Hearings – None**

**Additions to Agenda – None**

**Public Comment – None**

**Approval of Minutes – A motion was made by Rusty Showalter, second by Yvonne DeRosio to approve the minutes from the meetings held January 12, February 1, and February 9. Ayes -All**

**Site Plans – None**

**Sign Permits – None**

**Unfinished Business – A motion was made by Bob David, second by Rusty Showalter, to postpone the Master Plan discussion to the next meeting. Ayes - All**

**New Business – None**

**Communications –**

- A. MAPS Training – Scheduled for March 23 and April 27, both at 6:00 pm at City Hall.**
- B. Meetings- An update was provided on in person meetings, noting they can now be held in person.**

**Chairman Report – None**

**Member Reports – None**

**Public Comment - None**

**Meeting was adjourned at 6:22pm per Vice Chairman David**

**Meeting minutes taken by Kara Fachting**

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, JUNE 8, 2021.

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

Present: Bob David, Yvonne DeRoso, Mike Jackson, Cori Lucynski, and Rusty Showalter

Absent: Kara Fachting

Others officers in attendance: City Manager John Dantzer.

\*\*\*\*\*

All stood for the Pledge of Allegiance.

\*\*\*\*\*

**MOTION BY DEROSO, SECOND BY SHOWALTER, TO APPROVE THE MINUTES FROM THE  
REGULAR MEETING HELD MAY 11, 2021.**

**Yes — David, DeRoso, Jackson, Lucynski, Showalter**

**No — None**

**Absent — Fachting**

**Motion carried**

\*\*\*\*\*

Vicki Thomas of Cottage Vision Design presented her permit for a flag style sign in front of her business. It was noted that because it is a flag style banner it would need to be approved by the Commission.

Member David asked if the sign would be brought in at night and Ms. Thomas noted it would only be put out when the business is open.

Member Showalter noted his concern for the aesthetics downtown with multiple flag style banners.

City Manager Dantzer note his concern that the free-standing base may not be strong enough to keep it in place. Ms. Thomas noted they were aware of the wind issues and spent extra to get the base recommended by the manufacturing company for that type of application.

Member DeRoso noted she would like to relook at allowing these types of signs once Houghton Ave is redone.

Member Showalter noted he would like to look at having blade signs for all downtown businesses. It was discussed to see if DDA would look into helping fund these types of signs.

**MOTION BY JACKSON, SECOND BY SHOWALTER, TO APPROVE THE SIGN PERMIT FOR COTTAGE  
VISION DESIGN AS SUBMITTED.**

**Yes — David, DeRoso, Jackson, Lucynski, Showalter**

**No – None**

**Absent – Fachting**

**Motion carried**

\* \* \* \* \*

A sign permit was presented for Loggers Depot. It was again noted that because it was a flag style banner, it needed to be approved by the Commission. It was further noted that they had one approved last year as well and that it was just going to continue what they already had in place,

**MOTION BY DEROSO, SECOND BY JACKSON, TO APPROVE THE SIGN PERMIT FOR LOGGERS DEPOT AS SUBMITTED.**

**Yes — David, DeRoso, Jackson, Lucynski, Showalter**

**No – None**

**Absent – Fachting**

**Motion carried**

\* \* \* \* \*

A zoning approval request was submitted on behalf of Cuzins Cycle in order to get their used vehicle dealer license. It was noted that this was previously approved but because of a break up of ownership, it had to be resubmitted in the new ownership name.

Chairperson Lucynski noted she would need to recuse herself from the vote due to a conflict of interest as she is part owner in Cuzins Cycle.

Due to Chairman Lucynski recusing herself, Member David took over as Vice Chair.

**MOTION BY JACKSON, SECOND BY SHOWALTER, TO APPROVE THE ZONING APPROVAL AND AUTHORIZE MANAGER DANTZER TO SIGN THE APPROVAL AS THE ZONING ADMINISTRATOR.**

**Yes — David, DeRoso, Jackson, Showalter**

**No – None**

**Abstain-Lucynski**

**Absent – Fachting**

**Motion carried**

With the vote being completed, member Lucynski took back the role of Chairperson.

\* \* \* \* \*

**MOTION BY DAVID, SECOND BY SHOWALTER, TO APPROVE THE RECOMMENDATION OF JOSH ERICKSON TO COUNCIL TO FILL THE OPEN SEAT ON THE PLANNING COMMISSION.**

**Yes — David, DeRoso, Jackson, Lucynski, Showalter**

**No – None**

**Absent – Fachting**

**Motion carried**

\* \* \* \* \*

Chairperson Lucynski noted that Member Fachting would be shortly submitting her letter of resignation.

Chairperson Lucynski also noted that Cuzins Cycle would be having a grand reopening on Saturday, June 12. It was noted that this was the also the weekend of the garage sales and it was discussed that it would be nice to see downtown events that weekend including sidewalk sales.

Chairperson Lucynski also noted that COVID numbers were on a downward trend.

Chairperson Lucynski also noted her concern that many of the downtown businesses all close on Mondays.

Member David noted his disappointment the Memorial Day parade was cancelled but commended the ceremony at the memorial.

Member David also noted the Optimist kids fishing derby was not as heavily attended this year.

Member Jackson also commented on how nice the Memorial Day ceremony was.

Member Jackson also noted the Meijer's construction was coming along and still had an anticipated completion of spring of 22.

Member DeRoso noted real estate sales are continuing to be very busy and went over some of the local deals she has been working on including some new duplexes throughout town.

Member Showalter commended the DPW for how nice the park looks and how marvelous the downtown flowers are this year.

Manager Dantzer asked about the upcoming cannabis informational meeting.

Manager Dantzer asked about virtual meetings moving forward and it was the consensus to hold all meetings in person only.

\* \* \* \* \*

Meeting was adjourned at 7:05 pm



# **West Branch Police Department**

**Chief Kenneth W. Walters**

**130 Page St.**

**West Branch, Michigan 48661**

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

8/4/2021

Honorable Mayor and Council,

This is the July month end report. For the month of July, the department handled 157 Law Enforcement complaints and 20 Blight / Ordinance violations. The department further made 5 custodial arrests.

The Region 3 Homeland Security grant for new two-way car radios has been approved. This will be approximately a \$15,000 project, 100% funded.

The Federal C.O.P.S. grant for personnel has been fully submitted and an announcement should be made by the end of September. This grant pays roughly 75% of wages and benefits for an officer for a three year period.

Lastly, I have submitted for a \$5,000 grant that will assist in the funding of our "Shop with a Cop" program. This program has been very beneficial to youth in the area that are extremely low income and probably wouldn't have a Christmas without our assistance. I am always looking for funding, as we spent almost \$10,000 last Christmas. Should you have any ideas or resources please let me know.

Respectfully,

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

Chief Kenneth W. Walters



## Offense Count Report

## Report Criteria:

Start Offense	End Offense		
01000	99009		
JULY 2021	TOTAL 2021	TOTAL 2020	TOTAL 2019
07/01/2021-07/31/2021	01/01/2021-07/31/2021	01/01/2020-12/31/2020	01/01/2019-12/31/2019

Offense	Description	JULY 2021	TOTAL 2021	TOTAL 2020	TOTAL 2019
11001	SEXUAL PENETR'N PENIS/VAGINA CSC1	0	1	0	0
<del>11002</del>	<del>SEXUAL PENETR'N PENIS/VAGINA CSC3</del>	<del>0</del>	<del>0</del>	<del>2</del>	<del>0</del>
11008	SEXUAL CONTACT FORCIBLE CSC4	0	1	1	1
<del>13001</del>	<del>NONAGGRAVATED ASSAULT</del>	<del>1</del>	<del>9</del>	<del>27</del>	<del>22</del>
13002	AGGRAVATED/FELONIOUS ASSAULT	0	3	2	0
<del>13003</del>	<del>INTIMIDATION/STALKING</del>	<del>0</del>	<del>1</del>	<del>3</del>	<del>5</del>
20000	ARSON	0	0	1	1
<del>22001</del>	<del>BURGLARY - FORCED ENTRY</del>	<del>0</del>	<del>0</del>	<del>1</del>	<del>2</del>
22002	BURGLARY - ENTRY W/OUT FORCE(NTENT	0	0	2	0
<del>22003</del>	<del>BURGLARY - UNLAWFUL ENTRY(NO INTENT</del>	<del>0</del>	<del>0</del>	<del>2</del>	<del>3</del>
23002	LARCENY - PURSE SNATCHING	0	2	0	0
<del>23003</del>	<del>LARCENY - THEFT FROM BUILDING</del>	<del>0</del>	<del>0</del>	<del>7</del>	<del>3</del>
23005	LARCENY - THEFT FROM MOTOR VEHICLE	3	6	3	7
<del>23007</del>	<del>LARCENY - OTHER</del>	<del>0</del>	<del>5</del>	<del>11</del>	<del>10</del>
25000	FORGERY/COUNTERFEITING	0	0	0	1
<del>26001</del>	<del>FRAUD - FALSE PRETENSE/SWINDLE/CONF</del>	<del>0</del>	<del>0</del>	<del>1</del>	<del>1</del>
26002	FRAUD - CREDIT CARD/ATM	0	0	1	3
<del>29000</del>	<del>DAMAGE TO PROPERTY</del>	<del>0</del>	<del>10</del>	<del>15</del>	<del>9</del>
30002	RETAIL FRAUD - THEFT	0	0	3	3
<del>35001</del>	<del>VIOLATION OF CONTROLLED SUBSTANCE</del>	<del>0</del>	<del>3</del>	<del>2</del>	<del>2</del>
36002	SEXUAL PENETR'N NONFORCIBLE OTHER	0	0	0	1
<del>36004</del>	<del>SEX OFFENSE - OTHER</del>	<del>0</del>	<del>1</del>	<del>0</del>	<del>1</del>
38001	FAMILY - ABUSE/NEGLECT NONVIOLENT	0	1	0	0
<del>38003</del>	<del>FAMILY - OTHER</del>	<del>0</del>	<del>1</del>	<del>0</del>	<del>0</del>
41002	LIQUOR VIOLATIONS - OTHER	0	1	0	1
<del>42000</del>	<del>DRUNKENNESS</del>	<del>1</del>	<del>1</del>	<del>0</del>	<del>1</del>
48000	OBSTRUCTING POLICE	0	2	3	0
<del>49000</del>	<del>ESCAPE/FLIGHT</del>	<del>0</del>	<del>0</del>	<del>0</del>	<del>1</del>
50000	OBSTRUCTING JUSTICE	2	18	29	48
<del>52001</del>	<del>WEAPONS OFFENSE - CONCEALED</del>	<del>0</del>	<del>0</del>	<del>1</del>	<del>0</del>
52003	WEAPONS OFFENSE - OTHER	0	1	1	0
<del>53001</del>	<del>DISORDERLY CONDUCT</del>	<del>0</del>	<del>1</del>	<del>4</del>	<del>7</del>
53002	PUBLIC PEACE - OTHER	0	0	0	1
<del>54001</del>	<del>HIT &amp; RUN MOTOR VEHICLE ACCIDENT</del>	<del>0</del>	<del>0</del>	<del>6</del>	<del>14</del>
54002	OUIL OR OUID	0	1	6	6
<del>54003</del>	<del>DRIVING LAW VIOLATIONS</del>	<del>1</del>	<del>6</del>	<del>25</del>	<del>34</del>
55000	HEALTH AND SAFETY	0	0	0	14
<del>57001</del>	<del>TRESPASS</del>	<del>4</del>	<del>16</del>	<del>18</del>	<del>17</del>
58000	SMUGGLING	0	0	0	1
<del>70000</del>	<del>JUVENILE RUNAWAY</del>	<del>0</del>	<del>0</del>	<del>4</del>	<del>2</del>
70001	Incorrigible	0	0	1	1
<del>70004</del>	<del>Juvenile Issues</del>	<del>1</del>	<del>3</del>	<del>0</del>	<del>0</del>
73000	MISCELLANEOUS CRIMINAL OFFENSE	0	1	15	6
<del>90001</del>	<del>Vehicle Lockouts</del>	<del>5</del>	<del>52</del>	<del>103</del>	<del>128</del>
90002	Motorist Assists	3	9	13	35
<del>90003</del>	<del>Assist E.M.S.</del>	<del>12</del>	<del>71</del>	<del>105</del>	<del>204</del>

## Offense Count Report

## Report Criteria:

Start Offense	End Offense		
01000	99009		
JULY 2021	TOTAL 2021	TOTAL 2020	TOTAL 2019
07/01/2021-07/31/2021	01/01/2021-07/31/2021	01/01/2020-12/31/2020	01/01/2019-12/31/2019

Offense	Description	JULY 2021	TOTAL 2021	TOTAL 2020	TOTAL 2019
90005	City Ordinance Violations	2	21	41	32
90007	Parking Complaints	0	1	1	6
90008	ANIMAL COMPLAINTS	3	6	5	8
90009	Maplewood Manor Alarm / Criminal History Checks	0	0	0	4
91001	Delinquent Minors	2	10	3	3
91002	Runaway	0	1	0	2
91004	Abandoned Vehicle	2	2	3	4
92003	Walk Away (Ment. & Host.)	3	3	4	1
92004	Insanity	4	18	34	28
93001	PROPERTY DAMAGE ACCIDENT/P1	6	35	43	53
93002	Accident, Non-Traffic	2	15	18	20
93004	Parking Violations	0	1	1	8
93006	Traffic Policing	2	17	9	16
93007	Traffic Safety Public Relations	0	21	13	9
93008	Inspections/Investigations -Breathalyzer	0	0	4	1
94001	Valid Alarm Activations	0	3	3	0
94002	False Alarm Activations	13	40	51	87
95001	Accident, Fire	0	0	1	4
95003	Inspection, Fire	0	2	0	3
95004	Hazardous Condition	1	4	2	6
97003	Accident, Other Shooting	0	0	1	0
97006	Accident, All Other	0	1	2	1
98000	Other Types Not Listed	1	1	0	1
98002	Inspections/Investigations -Motor Vehicles	0	0	1	3
98003	Inspections/Investigations -Property	1	5	8	11
98004	Inspections/Investigations -Other	0	1	5	6
98006	Civil Matters/Family Disputes	13	55	81	66
98007	Suspicious Situations/Subjects	25	110	191	149
98008	Lost/Found Property	1	6	10	14
98009	Inspections/Investigations -Drug Overdose	1	2	2	4
99001	Suicide	0	0	1	1
99002	Natural Death	1	6	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	37	179	206	273
99009	General Non-Criminal	4	22	56	31
Totals:		157	815	1247	1449

CODE ENFORCEMENT:July 2021:OUTCOME:

<u>Date</u>	<u>Address</u>	<u>Violation</u>	
7/1/2021	511 Victory Street	Lawn violation/Blight- junk/ rubbish & junk vehicle violation- Photos taken- No answer at home- Notice sent	Open
7/6/2021	214 Court Street	Lawn violation- Photos taken- Prior notice on 5/12/2021 & Contractor mow on 5/17/2021- Northern Mow and Trim contacted to cut	Closed
7/6/2021	601 Progress Street (Recheck)	Lawn not cut/ Not in compliance/ Northern Mow and Trim contacted to cut	Closed
7/6/2021	633 Court Street (Recheck)	Lawn not cut/ Not In compliance/ Northern Mow and Trim contacted to cut	Closed
7/6/2021	323 N 3rd Street (Recheck)	Lawn not cut/ Not in compliance/ Northern Mow and Trim contacted to cut	Closed
7/6/2021	312 S 3rd Street (Recheck)	Lawn cut/ In compliance/ Some blight issues resolved- Will recheck in a week	Closed
7/6/2021	224 Court Street	Lawn violation- Spoke with owner- Will cut today	Open
7/6/2021	611 W Houghton Ave (Recheck)	Lawn cut/ In compliance	Open
7/15/2021	633 Court Street (Recheck)	Rain caused delay for contractor- Owner cut prior to contractor- Cancelled contractor	Closed
7/15/2021	2.5 acre lot off Fairview Rd (Recheck)	Lawn cut/ In compliance	Closed
7/15/2021	607 Wright Street	Parking complaint/ parking on sidewalk- Spoke w/ owner- will move- warning given	Closed
7/15/2021	341 S 3rd Street	Dog at large/ Contacted owner- advised on the city ordinance- warning given	Closed
7/19/2021	611 W Houghton Ave	Blight/ Junk & Rubbish- Photos taken- Notice sent	Closed
7/20/2021	102 State Street	Noise complaint/ loud music- Ogemaw Hill Apartment- Not in violation yet (8pm)- Ofc. Spoke with subject who agreed to turn down music	Open
7/21/2021	134 S 2nd Street (Update)	Spoke with home owner- reminded her to take brush out this weekend- Stated she would.	Closed
7/21/2021	312 S 3rd Street (Recheck)	A lot of progress made- 1 vehicle still on property- Trying to get rid of it- Updated photos- Will check back in a week	Open
7/21/2021	243 N Burgess Street (Recheck)	Progress and maintained- Shed up for storage- Updated photos- Will check back in a week	Open
7/21/2021	209 N 6th Street (Recheck)	Progress made- Ford Explorer and Saab removed from the property- Malibu fixed, but still not plated- Owner requested 2 weeks to get plate- Will check back	Open

7/23/2021	210 N Burgess Street	Lawn Violation- Photos taken- Spoke with the owner, lawn mower broke- Will cut it this weekend	Open
7/29/2021	210 N Burgess Street (Recheck)	Lawn cut/ In compliance	Closed
Lieutenant Joseph Adams: West Branch Police Department		Date: 7/29/2021	

# Communications

# The Center for Local, State, and Urban Policy

Gerald R. Ford School of Public Policy | University of Michigan



Michigan Public  
Policy Survey

August 2021

## Local leaders' views on Michigan's initial COVID-19 vaccine rollout in Spring 2021

By Natalie Fitzpatrick, Debra Horner, and Thomas Ivacko

This report presents the opinions of Michigan's local government leaders during the spring of 2021 regarding COVID-19 vaccines, including information on local government actions to support the rollout of vaccines in local communities, and adoption of employee-related policies or practices regarding COVID-19 vaccination, along with their confidence in the vaccines' safety and the fairness of how they were being distributed. These findings are based on statewide surveys of local government officials in the Spring 2021 wave of the Michigan Public Policy Survey (MPPS), conducted between April 5 and June 7, 2021, and includes comparisons to public opinion data from the State of the State Survey (SOSS) conducted by Michigan State University.

The Michigan Public Policy Survey (MPPS) is an ongoing census survey of all 1,856 general purpose local governments in Michigan conducted since 2009 by the Center for Local, State, and Urban Policy (CLOSUP). Respondents for the Spring 2021 wave of the MPPS include county administrators, board chairs, and clerks; city mayors, managers, and clerks; village presidents, managers, and clerks; and township supervisors, managers, and clerks from 1,364 jurisdictions across the state.

**CLOSUP**

Center for Local, State, and Urban Policy

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## Key Findings

- As COVID-19 vaccines became available to the public in the spring of 2021, 19% of Michigan local governments (including 73% of counties and 46% of cities) reported taking actions on their own or in coordination with other units of government regarding the rollout in their communities. Common actions reported include community information dissemination, assisting local health departments, providing jurisdiction facilities, and coordinating with other community groups to help run vaccine clinics.
- Among Michigan local governments with employees, very few (9%) have adopted their own employee policies or practices regarding vaccinations for their jurisdiction's employees, such as mandating vaccinations, helping schedule them, and providing extra time off for them.
  - » Counties (26%) and cities (23%) are significantly more likely than townships (4%) or villages (7%) to have adopted such policies.
  - » Large jurisdictions are also more likely than small ones to have adopted such policies. Overall, 27% of jurisdictions with more than 30,000 residents and 20% of jurisdictions with 10,001-30,000 residents have employee policies or practices regarding COVID-19 vaccines, compared with just 3% of the smallest jurisdictions.
- From April to early June 2021, 78% of Michigan local leaders statewide were somewhat (43%) or very (35%) confident that vaccines were being distributed fairly, while 11% were not at all confident, and 11% were unsure. However, this assessment may have changed once vaccines became more widely available late in spring 2021.
  - » Officials from large jurisdictions, and from jurisdictions in southeast Michigan were more likely than others to say they were "not at all confident" that COVID-19 vaccines were being distributed in a fair way. Meanwhile, officials from the Upper Peninsula were the most likely to be "very confident."
- Most Michigan local officials were also confident in the safety and efficacy of available COVID-19 vaccines, with 75% somewhat (31%) or very (44%) confident, and only 16% not at all confident in vaccine safety and efficacy.
  - » Local leaders' views on vaccine safety were highly correlated with partisanship, with 74% of Democrats saying "very confident," compared with 57% of Independents and 32% of Republicans. High confidence was also higher among men (49%) than women (40%) and among older local leaders (61% among those 70 and older).

# **Reports**

**Mayor**

**Council**

**City Manager**

**Public  
Comment  
-Any  
Topic**



# Adjournment