

-- AGENDA --

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL TO BE HELD IN THE COUNCIL CHAMBERS AT WEST BRANCH CITY HALL, 121 N. FOURTH ST. ON MONDAY, JANUARY 20, 2020, BEGINNING AT 7:00 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 please remove hats and/or sunglasses during meetings and 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 John Dantzer 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. Appointment of Open Council Seat
- V. Scheduled matters from the floor
 - A. Planning Commission Annual Report
 - B. DDA Annual Report
- VI. Public Hearing
- VII. Additions to the agenda
- VIII. Public Comment on Agenda Items Only (limited to 3 minutes)
- IX. Bids
 - A. Audit -Sole Source - Stephenson and Company
 - B. Safe Routes to School – McKenna Group
- X. Unfinished Business
- XI. New Business
 - A. Bills
 - B. Proclamation 20-01 – Anthony Zettel

- C. Schedule of Special meeting on February 10 at 6:00 pm
- D. Approval of CIP plan
- E. Acceptance of Planning Commission Annual Report
- F. Approval and appointments to Vision Keeper group
- G. MERS Defined Benefit Adoption Agreement
- XII. Approval of the minutes and summary from the meeting held January 20, 2020
- XIII. Consent Agenda
 - A. Treasurers report and investment summary
 - B. Minutes from the DDA Board meetings held December 17 and 30, 2019
- XIV. Communications
 - A. Bob McGrail retirement flyer
 - B. MML Convention
- XV. Reports and/or comments
 - A. Mayor
 - B. Council
 - C. Manager
- XVI. Public comment any topic
- XVII. Adjournment

UPCOMING MEETINGS-EVENTS

February 10 Special Council Meeting 6:00 pm
February 11 Project West Branch Rising 10:00 am
February 11 Planning Commission 6:00 pm
February 17 City Council 6:00 pm
February 25 DDA 12:00 pm
February 29 Special goal setting work session 10:00 am. County Airport

Call to Order

Roll Call

**Pledge of
Allegiance**



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

APPLICATION FOR OPEN CITY BOARD OR COMMISSION POSITION

Application for: City Council Board/Commission

Name Rusty Showalter

Address 429 W. RIVER PARK DR. WEST BRANCH MI 48661

Phone 989-312-0866 (cell/phone)

Email rusty.showalter@gmail.com

City Resident? Yes ☒ No ☐ How Long? 19 yrs

Please list any previous City appointments or offices. CITY COUNCIL, DDA (CHAIR)

WNTP AUTHORITY, WBRMC TRUSTEE, MAYOR PRO TEM, CITY PLANNING COMM. (CURRENT)

Please list any relevant employment or professional activities GLD MGT. (HOUSING)

MML REGIONAL OFFICER (3yrs), MML BOARD TRUSTEE (3yrs)

Other community affiliations/activities you feel would be a benefit to this position _____

OGEMAW HILLS REC. DEPT. BOARD (8yrs) WB KIWANIAN (2yrs) W.B.

CHILDRENS FILM FESTIVAL (3yrs)

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

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

Why are you interested in serving of the City Board or Commission? TO SERVE MY
COMMUNITY IN A MANNER THAT WILL FURTHER ITS GROWTH & PROSPERITY
TO ASSIST & PROMOTE A SAFE ENVIRONMENT FOR MY FAMILY & ALL WHO LIVE HERE.

What talents or experience would you bring to the position? CITY GOVERNMENT (10YRS) AS
COUNCIL MEMBER STATE LEGISLATION (6YRS) AS MML OFFICER, ELECTED
OFFICIALS ACADEMY GRADUATE (LEVEL 3), UNDERSTAND CITY OPERATIONS
INCLUDING, BUDGETS, AUDITS, GRANT PROCESSES, ETC.

What are your primary interests in City Government and City services? TO ASSIST IN
CREATING & PROMOTING ECONOMIC DEVELOPMENT WHILE MAINTAINING CURRENT
SRVCS. @ A REASONABLE COST TO TAXPAYERS. ASSIST IN REDEVELOPMENT OF DOWNTOWN.
PROMOTE COLLABORATION & COOPERATION WITH ADJACENT COMMUNITIES.

Please relate any special goals you may have for the City TO ASSIST IN
CREATING VIABLE DOWNTOWN TO HELP SUPPORT CITY FOR YEARS TO COME.

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

BELIEVE MY KNOWLEDGE & EXPERIENCE WOULD PROVIDE A SMOOTH
TRANSITION WITH MINIMAL DISRUPTION TO CURRENT OPERATIONS.

Rusty Showalter
Signature

1/17/20
Date

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

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

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

Scheduled Matters from the Floor



2019 Annual Report



City of West Branch Planning Commission
2019 Annual Report

PLANNING COMMISSION MEMBERS

	<i>Term Expiration</i>
Michael (Mike) Jackson , Planning Commissioner	Council Term
Corine Lucynski , Planning Commissioner Chair	11/30/22
Rusty Showalter , Planning Commissioner	11/30/20
Chris Powley , Planning Commissioner	11/30/21
Kara Fachting , Planning Commissioner Secretary	11/30/20
Robert (Bob) David , Planning Commissioner Vice Chair	11/30/22
Vacant seat , Planning Commissioner	11/30/21

Purpose of the Annual Report

In accordance with Michigan Planning Enabling Act, Public Act 33 of 2008, the City of West Branch's Planning Commission provides a written report to the legislative body on an annual basis. This report reflects the Planning Commission operations and the status of planning activities and includes recommendations regarding actions needed by the legislative body related to planning and development. The Planning Commission serves to promote orderly development within the City. The purpose of this annual report is to communicate to the governing body and the citizens of the City of West Branch the activities of the Planning Commission, and the status of planning within the City.

2019

Meeting Schedule

Meetings are held at 6:00 p.m. in the Council Chambers at West Branch City Hall on the second Tuesday of the month, and fourth Tuesdays, as needed.

During the calendar year of 2019, the City of West Branch Planning Commission had meetings on the following dates:

- January 8th
- January 22nd
- February 4th
- February 26th
- March 12th
- March 26th
- April 23rd
- May 28th
- June 11th
- July 9th
- August 13th
- September 10th
- October 17th
- November 12th
- December 10th

What is Zoning

Zoning is the public regulation of land use; it is the division of a community into districts or zones and the establishment of regulations governing the use, placement, spacing and size of land and buildings. The regulations are found in the text of the zoning ordinance and the accompanying zoning map. The City of West Branch adopts local zoning codes to enforce regulations to protect the public health, safety and general welfare of its citizens. The authority to adopt zoning is granted to local units of government through the state legislature via the Michigan Zoning Enabling Act, Public Act 110 of 2006, set forth at MCL 125.3101, *et. seq.*

Zoning is adopted and enforced to ensure that natural resources are protected, to prevent nuisances, to ensure land use compatibility, to prevent overcrowding and to prevent the overuse of land. Zoning codes adopted must also conserve property values and natural resources.

Duties of the Planning Commissioners

The Planning Commission is responsible for the development and maintenance of the comprehensive plan (Master Plan). The Master Plan identifies the current zoning districts and the future zoning districts as well as the goals and vision for the community. In addition, the Planning Commission is the authority for approving special land uses, site plans, all land developments and provides recommendations to the legislative body on planning and zoning amendments and re-zoning requests. The Planning Commission meets the second Tuesday of each month, and also meets the fourth Tuesday of each month when there is business to conduct. Regular meetings are held in the Council Chambers at West Branch City Hall, 121 N. 4th St., West Branch, MI 48661 at 6:00 PM. Special meetings are held at various times to accommodate the requests before the Commission. All meetings are open to the public and are posted regularly on our City website at www.westbranch.com.

Planning Commission Members

The City of West Branch Planning Commission is made up of seven (7) members, serving three (3) year terms [with the exception of the City Councilmember representatives on the Commission, who serve as long as their Council term]. The seven members are appointed by the Mayor of the City of West Branch, subject to approval by a majority of the City Council. The membership has adopted By-Laws and Rules of Procedure, which outline their operations. Residents wishing to serve as Planning Commission Members may submit an application (and optional cover letter) to the City of West Branch Clerk/Treasurer and said applicants will be considered as terms expire and/or when an opening has occurred. The makeup of the City of West Branch Planning Commission during the 2019 calendar year was as follows:

Name	Segment	Phone	Term Expiration	Email
Mike Jackson	Government	(989) 345-0500	Council Term	jacksonwbcouncil@westbranch.com
Corine Lucynski	Health	(989) 345-0500	11/30/22	lucynskiwbplanning@westbranch.com
Chris Powley	Education	(989) 345-0500	11/30/21	powleywbcouncil@westbranch.com
Rusty Showalter	Recreation	(989) 345-0500	11/30/20	showalterwbplanning@westbranch.com
Vacant	Transportation	(989) 345-0500	11/30/21	
Kara Fachting	Residential	(989) 345-0500	11/30/20	fachtingwbplanning@westbranch.com
Bob David	Industrial/ commerce	(989) 345-0500	11/30/22	davidwbplanning@westbranch.com

ZONING BOARD OF APPEALS MEMBERS

The Zoning Board of Appeals is responsible for hearing appeals on administrative planning and zoning decisions and/or Planning Commission decisions. They are the final board of appeal within the City. All meetings are public and are scheduled as needed. There were no (0) Board of Appeals meeting in 2019. Members of the Zoning Board of Appeals include:

Name	Office	Phone	Term
Kara Fachting	Chair, Planning Commission	(989) 345-0500	Planning Term
Ellen Pugh	City Council Member	(989) 345-0500	Council Term
Anthony Wirth	Member	(989) 345-0500	08/15/22
Thom Jones	Member	(989) 345-0500	08/15/20
Glenda Colclasure	Member	(989) 345-0500	08/15/21

Training of Planning Commissioners in 2019

- Mike Jackson MML training
- No other trainings were done in 2019 due to the large amount of extra work and meetings required in order to update the Masterplan and a complete rewrite of the zoning ordinance. Training requirements will be resumed in 2020.

Development Reviews by Planning Commission in 2019

Site Plan Review	Stephenson & Co 203 S. Second St	Professional office	Approved as submitted	7/9/19
Site Plan Review	Jeff Marvin 240 W. Wright St	Professional office addition	Approved as submitted	6/12/18

Variances by Planning Commission in 2019

Sign Variance	Bucilli's Pizza	Larger square footage	Approved as submitted	1/22/19
Sign Variance	Mid Michigan Health	Number of signs	Approved as submitted	1/22/19
Sign Variance	A&B Coffehouse & Cafe	Larger square footage and font	Approved as submitted	6/11/19
Sign Variance	Harvest Grill	Large square footage	Approved as submitted	6/11/19
Sign Variance	Cuzins Cycle	Large square footage	Approved as submitted	7/9/19
Sign Variance	West Branch Greenhouse	Large square footage	Approved with conditions	6/12/18
Sign Variance	214 W Houghton Ave	Allow larger sign/disregard theme	Approved as submitted	9/11/18

Actions by Legislative Body in 2019

- Approved an updated Masterplan
- Approved changes to the zoning map, future land use map, and a total rewrite of zoning code.

Master Plan

The Planning Commission completed an update to the Master Plan with the assistance of Denise Cline of the North East Michigan Council of Governments (NEMCOG). The final draft was approved by Council on March 4.

Community Vision

Over the next 20 years, the City of West Branch will continue to develop a broader array of services available to residents, businesses, and tourists—with the aim of making West Branch a great place to live, work and play—while still maintaining West Branch’s small-town charm and original Americana hometown atmosphere. In working towards meeting these goals, the City of West Branch Planning Commission will continue to do all it can to improve the City of West Branch, by promoting a desirable residential community, making available a range of housing options, supporting a mix of both small and mid-sized businesses that serve residents and visitors alike, while also working to expand employment opportunities for residents of the City and the region as a whole. Parks and cultural facilities will be expanded, improved, and beautified. The City will continue to work with neighboring communities to provide more efficient services and improved facilities. In addition, the City will also work to maximize the potential of the great entrepreneurial spirit of the hardworking people in our region, as well as the enormous natural beauty that surrounds our area in abundance.

GOAL 1: REDEVELOP THE CITY'S DOWNTOWN INTO A REGIONAL SHOPPING AND ENTERTAINMENT DESTINATION

The City of West Branch Planning Commission, in collaboration with the City of West Branch Downtown Development Authority, City Council, the City Downtown Retail Merchants Association, and City Administration, as well as the Ogemaw County Economic Development Corporation and the Michigan Economic Development Corporation continue to make strides in this area, working towards projects such as a downtown gathering park.

GOAL 2: PROMOTE THE GROWTH OF INDUSTRIAL EMPLOYMENT IN THE CITY AND SURROUNDING AREAS

In 2016, with the support of the Planning Commission, as well as the City Industrial Development Corporation, the City Council for the City of West Branch implemented additional programs centered on allowing tax abatements to encourage development in the City of West Branch Industrial Park. In 2020, the City will look at expanding the size of its industrial park.

GOAL 3: ENCOURAGE MORE DIVERSE TYPES OF HOUSING DEVELOPMENTS

In 2019, through the Project Rising Tide program, a target market analysis was completed and reviewed

by the West Branch Planning Commission to help identify areas of need in housing in our community. In 2019, the City purchased vacant land off of M-30 and issued a Request for Qualifications (RFQ), looking for developers to work with the City on a housing development. A developer was approved and during 2020, the City will continue to work with the developer for the start of a housing project in the spring of 2020.

GOAL 4: IMPROVE CITY STREETS

The City of West Branch Planning Commission, in conjunction with assistance from City Administration and the Michigan Department of Transportation (MDOT), is working to develop a comprehensive, multi-year Capital Improvement Plan (CIP) for City Streets. This plan will continue to be worked on with a long range focus on the reconstruction of Houghton Ave which is scheduled for 2023.

GOAL 5: IMPROVE CITY WATER INFRASTRUCTURE

Water improvements were made in 2019 with continued ongoing improvements being planned for 2020 including the possibility of adding a water treatment plant and additional well. With assistance from City Administration, the City Planning Commission continues to work on Water Capital Improvement Plan (CIP) which is a requirement of the Michigan Environmental, Great Lakes, and Energy (EGLE).

GOAL 6: IMPROVE CITY SEWER INFRASTRUCTURE

The City Planning Commission with the assistance from City Administration, continues to work on the CIP or AMP for sewer infrastructure for the City of West Branch. However, a sewer CIP and AMP is slated for development during the 2019 calendar year. A major sewer repair on N. Fourth is planned for 2020.

GOAL 7: IMPROVE CITY NON-MOTORIZED TRANSPORTATION INFRASTRUCTURE

The City Planning Commission continues to look into the possibility of working with MDOT and our local school districts in the "Safe Routes to School" initiative to add additional sidewalks in our area. This project will be looked at more closely during 2020 with a sidewalk analysis being done with the help of students from the West Branch School District.

GOAL 8: REDEVELOP EXISTING RESIDENTIAL HOUSING WITHIN THE CITY

Started in 2016, the City Planning Commission continues to work with City Administration, City Council and the City's Third-Party Housing Administrator, to offer to all City residents, opportunities for free or low-interest programs to redevelop existing residential housing within the City limits, if the applicants met low-income requirements.

GOAL 9: AMEND ZONING CODE TO ALLOW FOR DEVELOPMENT, REDEVELOPMENT, & INCREASED INVESTMENT

The City of West Branch Planning Commission along with the Recreation Committee is scheduled to work on updating the current Recreation Plan to account for changes in the plan since its last update in 2014.

GOAL 10: PLAN FOR LONG-TERM SUSTAINABILITY AND PROVISION OF CITY SERVICES

The City of West Branch Planning Commission is scheduled to work on this issue more closely with City Administration in 2020.

2019 Year in Review Summary

Though the City of West Branch Planning Commission continues to have many ambitious plans to work towards achieving the ten goals listed above, a great deal of progress towards achieving those these goals was made during the 2019 calendar year:

- A new master plan was revised and adopted with the help of Denise Cline of the North East Council of Governments (NEMCOG). A final draft was approved by City Council on March 4.
- The City Planning Commission also continued work towards the implementation of the Redevelopment Ready Communities program guidelines, pursuant to the Resolution of Participation in the RRC Program that was passed by the Planning Commission in November of 2015.
- A total rewrite of the current zoning code was completed with the help of Denise Cline of the North East Council of Governments (NEMCOG). A final draft is anticipated for approval by Council in the beginning of 2020
- The Planning Commission continued to hold joint annual meetings with both City Council and the DDA.
- The Planning Commission updated its bylaws to reduce the number of board members from nine (9) to seven (7) members.

**SPECIAL INFORMATIONAL MEETING OF THE WEST BRANCH DOWNTOWN
DEVELOPMENT AUTHORITY HELD AT THE WEST BRANCH CITY HALL AT 121 N. FOURTH
ST. ON MONDAY, DECEMBER 30, 2019.**

Chairperson Fabbri called the meeting to order at 12:03 pm.

Present: Members Samantha Fabbri, Autum Hunter, and Erin Resteiner.

Absent: Members: Anthony Bair, Joanne Bennett, Joe Clark, Sandy Rabidue, Ken Walters,
and Cathy Zimmerman.

Others present: Clerk Clerk/Treasurer John Dantzer

* * * * *

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

It was noted that the main areas of focus for the 2020 calendar year would be as follows:

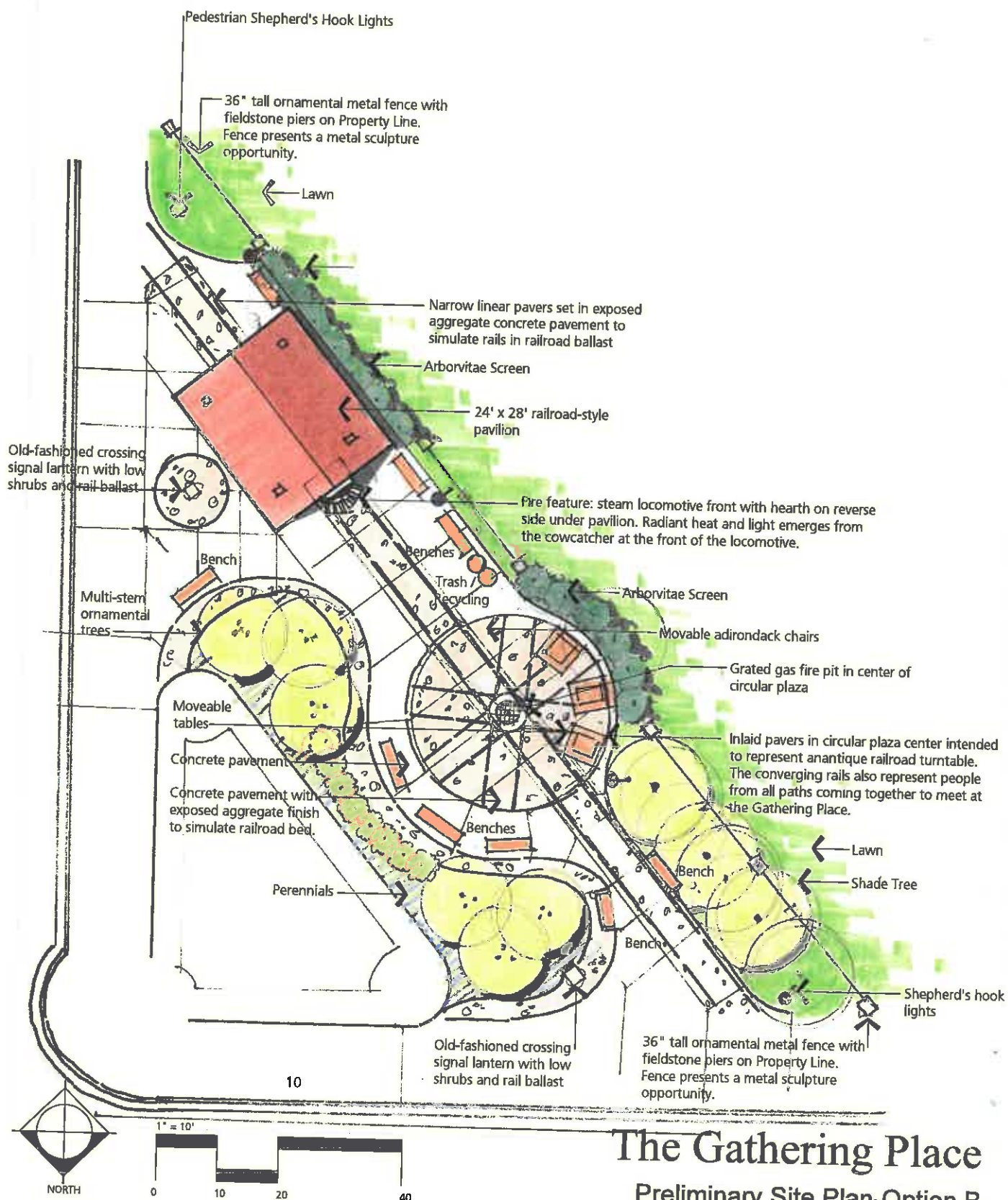
1. Development of the gathering place.
2. Conducting an internal parking study.
3. Extending the banner program to include season themed banners.
4. Further looking into the possibility of applying for the historic downtown designation.
5. The design and purchase of a new Riverwalk sign behind the Fireman's Memorial along
with a bench and planter.
6. Expand the downtown clean up group.
7. Continue to work on the downtown flower program.

* * * * *

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

* * * * *

Chairperson Fabbri adjourned the meeting at 12:17 pm.

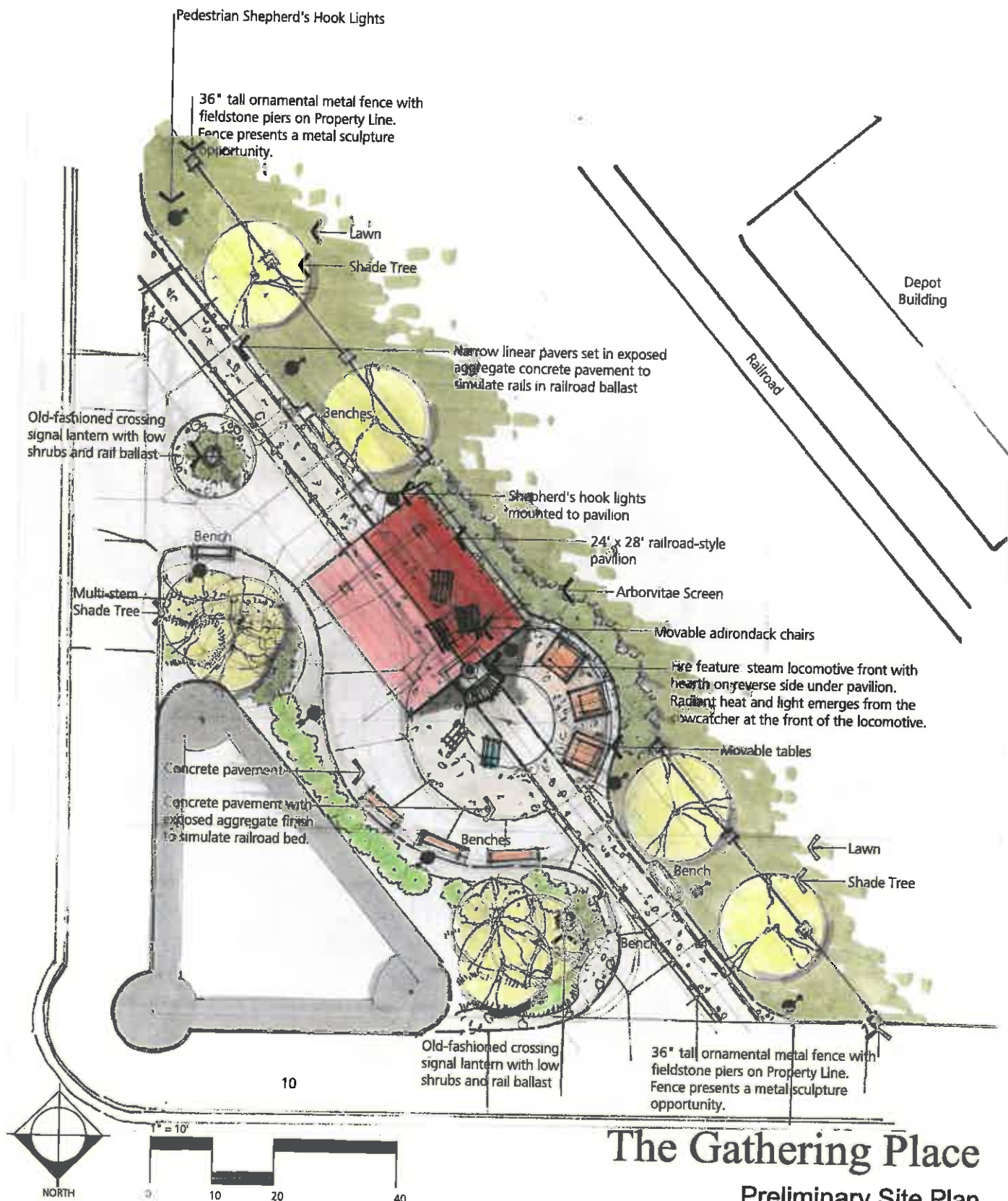


The Gathering Place

Preliminary Site Plan-Option B

West Branch, Mi.

January 16, 2020



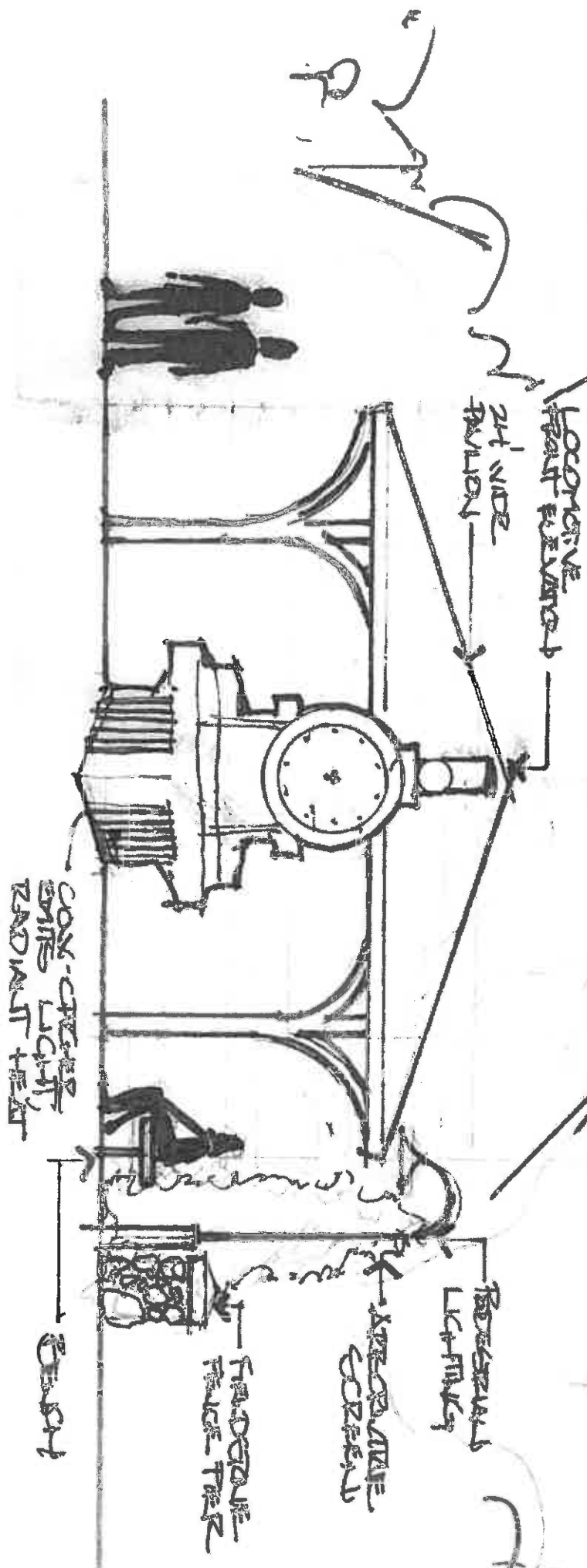
The Gathering Place

Preliminary Site Plan

West Branch, MI.

January 16, 2020

5



Public Hearings

Additions to the Agenda

Public Comment -Agenda Items

Bids

Sole Source Vendor Exception Request

for

Audit Services

from

Stephenson and Company

2/3/20

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

As such, City Manager, Frank Goodroe, is requesting that the City Council forego formal bidding and approve the proposal for auditing services for an additional two years to Stephenson and Company. In 2017, Stephenson and Company submitted quotes for 1 year, 3 years, and 5 years of service as part of a formal bid process. City Council awarded the bid to Stephenson and Company for a three year term. To save the expense of going back out to another formal bidding process, because of the great service they provide, and because City staff is comfortable working with Stephenson, Council would be awarding an additional two years of service at the same rates for year 4 and 5 as submitted during their 2017 bid.

Thank you.

City Manager Frank Goodroe

FEE PROPOSAL

Option 1 - One Year Proposal:

Audit Fee

Fiscal year ending June 30, 2018	\$23,750
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Option 2 - Three Year Proposal: *(Estimated \$5,126 of Savings)*

Fiscal year ending June 30, 2018	\$22,750
Fiscal year ending June 30, 2019	\$23,250
Fiscal year ending June 30, 2020	\$23,750

Option 3 - Five Year Proposal: *(Estimated \$17,554 of Savings)*

Fiscal year ending June 30, 2018	\$21,750
Fiscal year ending June 30, 2019	\$22,250
Fiscal year ending June 30, 2020	\$22,750
Fiscal year ending June 30, 2021	\$23,250
Fiscal year ending June 30, 2022	\$23,750

These fees are to audit all funds currently part of the City of West Branch. The fees above do not include a Single Audit. Therefore, if the City's federal disbursements are in excess of \$750,000, requiring a Single Audit in accordance with the Uniform Guidance, those fees will be computed at our standard hourly rates.

Additional services performed regarding accounting, consulting, new funds, additional requirements required by the State of Michigan, Michigan Department of Transportation and the Accounting Standards Board, risk assessment standard requirements and other procedures performed at the request of the City will be computed at standard rates.

There are also various other services we provide at no additional cost. We believe in taking a proactive approach to help our clients avoid surprises, by keeping our clients abreast of upcoming financial changes in the industry. We also encourage our clients to contact us throughout the year to keep us informed on how the year is going and to talk with us about any questions they may have come across. We put together seminars for our clients and their affiliated organizations (i.e., Michigan Municipal Treasurer's Association, Michigan School Business Officials, Northern Michigan School Business Officials) to educate them on various changes or areas of concern when the need presents itself based on legislative and/or standard changes or when requested by a client or group. Some examples include "Internal Control & Fraud Prevention", "GASB 54", "Preparing for Your Audit", "Understanding Your Audit Report", "Title I Compliance" and "W-2 Reporting & Payroll". To put these additional services into perspective, over the course of our last 3-year contract with the City of West Branch, we wrote off \$32,948 of services provided to the City at no cost. This is the equivalent of roughly 330 hours.



January 22, 2020

Mike Killacky
DPW Superintendent
City of West Branch
121 N. 4th Street
West Branch, MI 48661

Subject: Proposal to Assist the City with a Safe Routes to School Grant

Dear Mr. Killacky:

At your request, we have prepared the following Scope of Work to assist the City of West Branch in completing the application process for a Safe Routes to School grant. We have successfully completed this process, including being allocated funding, in other communities, including your former employer, the Village of Webberville.

Please note that in addition to our services, the City will also have to retain the services of its engineering consultant for some required elements of the process.

Task 1 – Project Initiation McKenna will make initial contact with Safe Routes to School Coordinator Katie Alexander to open a line of communication and inform MDOT and the Michigan Fitness Foundation that the City intends to apply for an SRTS grant. *Fee: \$100*

Task 2 – Kickoff Meeting and Initial Determination of Infrastructure Needs: McKenna will convene a Kickoff Meeting with our team and representatives of the City and School District, in order to go over the process for the grant application, and to brainstorm potential pedestrian improvements, such as sidewalks and crosswalks, as well as school programming that is fundable under SRTS. *Fee: \$1,500 (includes drive time and two McKenna participants)*

Task 3 – Required Data and Outreach: Safe Routes to School requires the following information to be collected:

- School Profile and Demographics
- Travel Tallies
- Student Surveys
- Parent Surveys

The Safe Routes to School program provides the online surveying system. McKenna will compile the results for inclusion in the grant application. *Fee: \$500*

Task 4 – Walking Audits: Safe Routes to School requires the grant application team to conduct a "walking audit" along common routes from school to home for students. McKenna will organize, participate in, and record the results of this audit. *Fee: \$2,000 (includes drive time, two McKenna participants, and the creation of a report for the grant application)*

Task 5 – Mapping: McKenna can create the following required maps for the grant application. However, some of these maps may be able to be created by the School District or City at a lower cost. McKenna will only create the maps that are requested of us.

- School Enrollment Area
- Map of Student Homes
- Infrastructure Priorities Map
- Map of Property Owners Impacted by Construction

Fee: \$500 for initial creation of map, \$200 per revised version

Task 6 – Planning Meeting: McKenna will convene a meeting of West Branch's grant application team, in order to review the results of the data gathering and walking audit, and to make final decisions regarding the infrastructure and non-infrastructure priorities to be included in the grant application. *Fee: \$1,000 (includes drive time and two McKenna participants)*

Task 7 – Required Application Materials/MDOT Grant System Uploads McKenna will complete the following required grant elements, and upload them to the MDT Grant System.

- Summary of the Planning Process
- Action Plan
- Summary Budget
- Infrastructure Project Descriptions
- Existing Conditions Photographs
- List of Property Owners Impacted by Construction
- Letter to Property Owners Impacted by Construction

We will also coordinate the creation and uploading of the following required elements, which will be created by the City and/or School District:

- Principal Letter of Support
- Act 51 Agency Resolution
- Post-Test Evaluation Commitment
- Letter of Commitment from Fiduciary Organization

The following will be created by the City's engineering consultant, and uploaded by McKenna with the grant application:

- Typical Cross Sections
- Plan View Sketches

Fee: \$3,000 (includes coordination with City, School District, MDOT, Michigan Fitness Foundation, and engineering consultant throughout process)



Task 9 – MDOT- or MFF-Requested Revisions: In our experience, MDOT or the Michigan Fitness Foundation will request revisions to the grant application after an initial review. We anticipate two required rounds of revisions. *Fee: \$500 per round of revisions.*

Task 10 – Additional Meetings. McKenna can attend additional meetings in West Branch if requested. These meetings may include additional planning meetings beyond Task 6, public engagement meetings (including meetings with impacted property owners), additional on-site work, or other meetings as requested. Meetings will only be scheduled and invoiced under this section if approved in advance by the City. *Fee: \$500 per McKenna participant*

Fee Estimate and Invoicing

If the City and School District request McKenna to complete all maps, and there are two rounds of required revisions, the total fee will be **\$11,100**, but total invoicing may be more or less depending on the number of maps, revisions, and meetings requested. Services will be invoiced to the Township on a per-task basis. Any tasks beyond those cited in the scope or list of optional services, as requested by the Township, would be invoiced as additional services, in accordance with the attached Schedule of Hourly Rates.

Professional Team

Susan Cronander, Senior Planner, will be the day to day contact for the City during the grant application process. **Christopher Khorey, AICP, Senior Principal Planner**, will provide oversight and supervision. **Cameron Carley, Assistant Planner**, will be responsible for mapping and will assist with the creation of the grant application.

Termination

Either party may terminate this Agreement without notice and without cause upon providing the other party 30 day notice. Upon receipt of the Notice, McKenna shall immediately turn over all work that has been previously completed and work in process at no additional costs or expense to the City of West Branch.

We understand that you wish to begin immediately. Our team is available to start immediately upon receiving your verbal or written permission to commence the specified tasks. Thank you.

Respectfully submitted,

McKENNA ASSOCIATES



Christopher Khorey, AICP
Senior Principal Planner



**AUTHORIZATION TO PROCEED
CITY OF WEST BRANCH, MICHIGAN**

Signature

Title

Date

Name (printed)



SCHEDULE OF HOURLY RATES - Effective through December 31, 2020

<u>Professional Classification</u>	<u>Rate Per Hour*</u>
President	\$155.00
Executive or Senior Vice President	\$145.00
Vice President	\$135.00
Director	\$125.00
Senior Principal or Manager	\$120.00
Principal	\$110.00
Senior	\$90.00
Associate	\$80.00
Assistant	\$70.00



Unfinished Business

New Business

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

BILLS	\$67,992.03
<i>BILLS AS OF 1/30/20</i>	<i>\$67,992.03</i>
<i>Additions to Bills as of</i>	<i>\$0</i>
<i>Paid but not approved</i>	<i>\$16,431.91</i>
TOTAL BILLS	\$84,423.94

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

Vendor Name	Amount	Description
ADVANCED CHEMICAL & SUPPLY INC	85.50	WWTP SUPPLIES
AIS CONSTRUCTION EQUIPMENT	141.96	#28
ARNOLD SALES	64.82	SOAP
BUNTING SAND & GRAVEL PRO INC	62.18	SAND
C2AE	5,586.73	CDBG APPLICATION
C2AE	251.08	FAIRVIEW/VALLEY PROJECT
CHARTER COMMUNICATIONS	419.90	POLICE & CITY HALL PHONE & INTERNET
CINTAS	74.16	WWTP SAFETY SUPPLIES
CITY OF WEST BRANCH	7,618.64	DDA ITEMS
COMPRENEW	4,127.24	CRT RECYCLING
CONSUMERS ENERGY	29.81	ELECTRIC
DLL FINANCIAL SERVICES INC	70.08	POLICE COPIER
ELECTION SOURCE	23.49	ELECTION SUPPLIES
GODFREY, MICHAEL	190.80	BOOT REIMBURSEMENT
GOODROE, FRANK E	88.21	REIMBURSEMENTS
HART PONTIAC GMC BUICK INC	175.00	#43
INK & THREAD LLC	18.00	NAME PLATES
KERR PUMP AND SUPPLY	2,697.95	WWTP PARTS
LAKE STATE RAILWAY CO	5,934.00	2020 SIGNAL MAINTENANCE FEE
LINE X	125.00	#43
MERS OF MICHIGAN	22,483.61	RETIREMENT JANUARY
MICHIGAN ASSOCIATION OF MAYORS	85.00	RENEWAL FOR 2020
MICHIGAN PIPE & VALVE	1,139.25	WWTP SUPPLIES
NEMCOG	1,112.92	MASTER PLAN & ZONING ORDINANCE
OGEMAW COUNTY EMERGENCY DISPATCH AU	75.00	WARRANT ENTIRES
OGEMAW COUNTY HERALD ADLINER	215.98	ADS
PHONETICS INC	71.40	SENSAPHONE 1 YEAR
REPUBLIC SERVICES 237	12,936.24	GARBAGE SERVICES JANUARY
SLC METERS LLC	1,152.29	SUPPLIES
TRACTOR SUPPLY CREDIT PLAN	25.24	VARIOUS SUPPLIES
TRUCK & TRAILER SPECIALTIES	586.81	#43
UPS	10.54	WWTP SHIPPING
VERIZON WIRELESS	174.46	CELL PHONES
WEST BRANCH AUTOMOTIVE	138.74	VARIOUS SUPPLIES
TOTAL	67,992.03	

PROCLAMATION #20-01

WHEREAS, Anthony Zettel was born and raised in West Branch and was an all-state member of the 2011 Ogemaw Heights Football team, and

WHEREAS, Anthony furthered his football career by playing collegiately at Penn State University where he earned first team All-Big Ten in 2014, and

WHEREAS, Anthony was drafted in the 6th round of the 2016 NFL draft by the Detroit Lions, and

WHEREAS, Anthony has continued his football career by playing on the Cleveland Browns, Cincinnati Bengals, and currently with the San Francisco 49ers, and

WHEREAS, on February 2, 2020, the San Francisco 49ers will be playing in the NFL Superbowl, and

WHEREAS, the City of West Branch and the City Council join to recognize Anthony Zettel for his hard work, perseverance, and outstanding achievements, and

NOW, THEREFORE, BE IT PROCLAIMED, that the Mayor and the West Branch City Council does hereby recognize the outstanding achievements accomplished by Anthony Zettel as an exceptional football player, and

FURTHER IT BE PROCLAIMED, that the West Branch City Council, hereby, declares February 2nd as Anthony Zettel day in the City of West Branch and instructs the West Branch City Clerk to install such in the permanent record of the City of West Branch so that future West Branch citizens may look back with pride on Anthony's accomplishments.

NOTICE OF PUBLIC HEARING

CITY OF WEST BRANCH NOTICE OF PUBLIC HEARING FOR MICHIGAN COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING FOR THE WATER TREATMENT PLANT

The City of West Branch will conduct a public hearing on February 10 at 6:02 pm at the City Council meeting at West Branch City Hall, 121 N. Fourth St., West Branch, MI 48661 for the purpose of affording citizens an opportunity to examine and submit comments on the proposed application for a CDBG grant.

The City of West Branch proposes to request up to \$2 million in CDBG funds to construct water system improvements including a treatment/iron removal plant along with the addition of a new well. The City-funded match of up to \$400,000 will benefit and serve the entire community drinking water supply for both residents and businesses and at least 51% low to moderate income persons. No persons will be displaced as a result of the proposed activities.

Further information, including a copy of the City of West Branch's Community Development Plan and CDBG application is available for review. To inspect the documents, please contact City Clerk John Dantzer at (989) 345-0500 or by email at clerktreasurer@westbranch.com or review in person at West Branch City Hall, 121 N. Fourth St., West Branch, MI 48661. Comments may be submitted in writing through Wednesday, February 5th at 4:30 pm or made in person at the public hearing.

Citizen views and comments on the proposed application are welcome.

City of West Branch
John Dantzer,
West Branch City Clerk
(989) 345-0500

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



City of West Branch Capital Improvements Plan

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

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

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

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

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

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

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

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

Plans and policies include:

- Master land use plan
- Redevelopment plan
- Downtown development plan
- Corridor improvement plan
- Recreation plan
- Transportation plan
- Non-motorized transportation plan
- Goals and objectives of council
- Administrative policies

Mission Statement

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

CIP and the Budget Process

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

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

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

Capital Improvement Projects Defined

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

1. The acquisition of land for a public purpose.
2. Any construction of a new facility including engineering design and other preconstruction costs with an estimated cost in excess of \$10,000.
3. Any nonrecurring rehabilitation or major repair of all or part of a building, its grounds, a facility, or equipment, provided that such costs are more than \$10,000 and the improvement will have a useful life of three years or more.
4. Any purchase or replacement of major equipment valued in excess of \$10,000 with a useful life of three years or more.
5. Any major study requiring the employment of outside professional consultants in excess of \$10,000 related to a capital improvement project.

Prioritization of Projects

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

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

Capital Improvements Plan

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

The following table lists:

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

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

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

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

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



2020-2026 Capital Improvement Plan
Project Descriptions

Parks:

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

Equipment:

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

Total Capital Cost: \$30,000
Funding Method: General Fund

Police Vehicles Replace police vehicles
Expected Year: 2021, 2023, 2025
Total Capital Cost: \$150,000
Funding Method: USDA/Equipment Fund

Streets:

Safe Routes to School Replace deteriorating sidewalks, new cross walks, and education for students.
Expected Year: 2021-2022
Total Capital Cost: \$400,000
Funding Method: Safe Routes to School Grant/ Major/Local Street Fund

Wright St. Replace Deteriorating road with new asphalt.
Expected Year: 2022-2023
Total Capital Cost: \$115,000
Funding Method: Major Street Fund

State Street Replace deteriorating road with new asphalt and widen road.
Expected Year: 2022-2023
Total Capital Cost: \$335,000
Funding Method: Rural Task Force (RTF)/ Major Street Fund

Columbus Street Replace deteriorating road with new asphalt.
Expected Year: 2021-2022
Total Capital Cost: \$200,000
Funding Method: Major Street Fund

N. Fourth Street Replace deteriorating road with new asphalt.
Expected Year: 2025-2026
Total Capital Cost: \$200,000
Funding Method: Major Street / Local Street Fund

Business Loop Connect 2 existing sidewalks along the I 75 business loop.
Expected Year: 2020-2021
Total Capital Cost: \$50,000
Funding Method: MDOT/Sidewalks/Business owners

Water:

Houghton Ave. Replace water main from Fairview Rd. to Court St. for new transmission main.
Expected Year: 2023-2024
Total Capital Cost: \$900,000
Funding Method: MEDC/USDA/Water Fund

Iron Removal Plant Construct an Iron Removal Plant and a new well for removal of arsenic.

Expected Year: 2021-2022
Total Capital Cost: \$1,700,000
Funding Method: MEDC/Water Fund

M-30 Development Construct a new road and water main for development.
Expected Year: 2020-2021
Total Capital Cost: \$250,000
Funding Method: Major Street/Grants/Water Fund

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

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

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

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

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

Sewer:

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

Buildings:

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

Defined Benefit Plan Adoption Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The Employer, a participating municipality or participating court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Benefit Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with the MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Employer Name City of West Branch Municipality #: 6505

If new to MERS, please provide your municipality's fiscal year: _____ through _____.
Month Month

II. Effective Date

Check one:

A. ☐ If this is the **initial** Adoption Agreement for this group, the effective date shall be the first day of _____, 20__.

☐ This municipality or division is new to MERS, so vesting credit prior to the **initial** MERS effective date by each eligible employee shall be credited as follows (choose one):

- ☐ All prior service from date of hire
- ☐ Prior service proportional to assets transferred; all service used for vesting
- ☐ Prior service and vesting service proportional to assets transferred
- ☐ No prior service but grant vesting credit
- ☐ No prior service or vesting credit

☐ Link this new division to division number _____ for purposes of determining contributions (Unless otherwise specified, the standard transfer/rehire rules apply)

B. ☒ If this is an **amendment** of an existing Adoption Agreement (Defined Benefit division number 11), the effective date shall be the first day of February, 2020. Please note: You only need to mark **changes** to your plan throughout the remainder of this Agreement.

C. ☐ If this is a **temporary benefit** that lasts 2-6 months, the effective dates of this temporary benefit are from ___/01/___ through ___/___/___ for Defined Benefit division number _____.
Last day of month
Please note: You only need to mark **changes** to your plan throughout the remainder of this Agreement.

D. ☐ If this is to **separate employees from an existing Defined Benefit division** (existing division number(s) _____) into a new division, the effective date shall be the first day of _____, 20__.

E. ☐ If this is to merge division(s) _____ into division(s) _____, the effective date shall be the first of _____, 20__.

Defined Benefit Plan Adoption Agreement

III. Eligible Employees

Only those Employees eligible for MERS membership may participate in the MERS Defined Benefit Plan. A copy of ALL employee enrollment forms must be submitted to MERS. The following groups of employees are eligible to participate:

General & Police new hires after 7/1/13

(Name of Defined Benefit division – e.g. All Full Time Employees, or General after 7/01/13)

- ☐ Only retirees will be in this division.

These employees are (check one or both):

- ☐ In a collective bargaining unit (attach cover page, retirement section, signature page)
☐ Subject to the same personnel policy

To receive one month of service credit (check one):

- ☐ An employee shall work 10 _____ hour days.
☐ An employee shall work _____ hours in a month.

All employees as classified under eligible employees, whether full or part time, who meet this criteria must be reported to MERS. If you change your current day of work definition to be more restrictive, the new definition only applies to employees hired after the effective date.

To further define eligibility, check all that apply:

- ☐ **Probationary Periods** are allowed in one-month increments, no longer than 12 months. During this introductory period, the Employer will not report or provide service time for this period, including retroactively. Service will begin after the probationary period has been satisfied.

The probationary period will be _____ month(s).

- ☐ **Temporary employees** in a position normally requiring less than a total of 12 whole months of work in the position may be *excluded* from membership. These employees must be notified in writing by the participating municipality that they are excluded from membership within 10 business days of date of hire or execution of this Agreement.

The temporary exclusion period will be _____ month(s).

IV. Provisions

Valuation Date: _____, 20____

1. Review the valuation results

It is recommended that your MERS representative presents and explains the valuation results to your municipality before adopting. Please choose one:

- ☐ Our MERS representative presented and explained the valuation results to the _____ on _____.
(Board, Finance Cmte, etc.) (mm/dd/yyyy)

- ☐ As an authorized representative of this municipality, I _____ (Name)
_____ (Title) waive the right for a presentation of the results.

*(Closing
div. 20 (no
enrollees)
and linking
to div. 11)

Defined Benefit Plan Adoption Agreement

This Adoption Agreement will be implemented in conjunction with a current actuarial valuation certified by a MERS actuary that sets contribution rates.

Annually, the MERS actuary will conduct an actuarial valuation to determine the employers' contribution rates. Employers are responsible for payment of said contributions at the rate, in the form and at the time that MERS determines.

2. Benefit Multiplier (1%-2.5%, increments of 0.05%) _____ % (max 80% for multipliers over 2.25%)

☐ Check here if multiplier will be effective for existing active members' future service only (Bridged Benefit as of effective date on page 1)

If checked, select one below:

☐ Termination Final Average Compensation (calculated over the members entire wage history)

☐ Frozen Final Average Compensation (FAC is calculated twice, once for the timeframe that matches the original multiplier, and once for the new multiplier)

3. Final Average Compensation (Min 3 yr, increments of 1 yr) _____ years
4. Vesting (5 -10 yrs, increments of 1 yr) _____ years
5. Normal Retirement Age will be the later of: _____ (any age from 60-70), or the vesting provision selected above (#4).
6. Required employee contribution (Increments of 0.01%) _____ %
7. Compensation for the Defined Benefit Plan means the salary or wages paid to an employee for personal services rendered while a member of MERS. Compensation and any applicable employee contributions must be reported to MERS on a monthly basis.

Employers shall define compensation using the following options (choose one):

- ☐ Compensation including all items as allowed in the MERS Plan Document (Section 14).
If anything varies, specify here:

Included: _____

Excluded: _____

- ☐ Base wages only.

If any items should be included, specify here:

Included: _____

- ☐ Medicare taxable wages as reported on W2.

- ☐ Wages plus amounts otherwise not reported as gross compensation, such as elected amounts for Section 125(a) or 457(b) deferrals.

Defined Benefit Plan Adoption Agreement

8. Unreduced Early Retirement/Service Requirements:

<input type="checkbox"/> Age 50 – 54 _____ Service of either <input type="checkbox"/> 25 or <input type="checkbox"/> 30 years
<input type="checkbox"/> Age 55 – 65 _____ Service between 15 and 30 years _____
<input type="checkbox"/> Service only (must be any number from 20 – 30 years accrued service): _____
<input type="checkbox"/> Age + Service Points (total must be from 70 – 90): _____ points

9. Other

- ☐ Surviving Spouse will receive _____% of Straight Life benefit without a reduction to the employee's benefit
- ☐ Duty death or disability enhancement (add up to additional 10 years of service credit not to exceed 30 years of service)
- ☐ Deferred Retirement Option Program (DROP)
- ☐ Annuity Withdrawal Program (AWP)
Calculation of the actuarial equivalent of the lump sum distribution made under AWP will be done using:
- ☐ Interest rate for employee contributions as determined by the Retirement Board, or
- ☐ MERS' assumed rate of return as of the date of the distribution.

10. Cost-of-Living Adjustment

<input type="checkbox"/> All current retirees as of effective date	<input type="checkbox"/> Future retirees who retire after effective date
<input type="checkbox"/> Retirees who retire between _____/01/____ and _____/01/____	
Increase of _____% or \$_____ per month	Increase of _____% or \$_____ per month
Select one: <input type="checkbox"/> Annual automatic increase <input type="checkbox"/> One-time increase	<input type="checkbox"/> Annual automatic increase
Select one: <input type="checkbox"/> Compounding <input type="checkbox"/> Non-compounding	Select one: <input type="checkbox"/> Compounding <input type="checkbox"/> Non-compounding
Employees must be retired _____ months (6-12 months, increments of 1 month)	Employees must be retired _____ months (6-12 months, increments of 1 month)

- ☐ Check here if the existing COLA will be bridged for active participants as of the effective date selected on this form. Benefits accrued for service after the effective date will have no COLA increase applied.

Defined Benefit Plan Adoption Agreement

11. Service Credit Purchase Estimates are:

- ☐ Not permitted
- ☐ Permitted

V. Appointing MERS as the Plan Administrator

The Employer hereby agrees to the provisions of this *MERS Defined Benefit Plan Adoption Agreement* and appoints MERS as the Plan Administrator pursuant to the terms and conditions of the Plan. The Employer also agrees that in the event of any conflict between the MERS Plan Document and the MERS Defined Benefit Plan Adoption Agreement, the provisions of the Plan Document control.

VI. Modification Of The Terms Of The Adoption Agreement

If the Employer desires to amend any of its elections contained in this Adoption Agreement, including attachments, the Governing Body or Chief Judge, by resolution or official action accepted by MERS, must adopt a new Adoption Agreement. The amendment of the new Agreement is not effective until approved by MERS.

VII. Enforcement

1. The Employer acknowledges that the Michigan Constitution of 1963, Article 9, Section 24, provides that accrued financial benefits arising under a public Employer's retirement plan are a contractual obligation of the Employer that may not be diminished or impaired, and prohibits the use of the Employer's required current service funding to finance unfunded accrued liabilities.
2. The Employer agrees that, pursuant to the Michigan Constitution, its obligations to pay required contributions are contractual obligations to its employees and to MERS and may be enforced in a court of competent jurisdiction;
3. In accordance with the Constitution and this Agreement, if at any time the balance standing to the Employer's credit in the reserve for employer contributions and benefit payments is insufficient to pay all service benefits due and payable to the entity's retirees and beneficiaries, the Employer agrees and covenants to promptly remit to MERS the amount of such deficiency as determined by the Retirement Board within thirty (30) days notice of such deficiency.
4. The Employer acknowledges that wage and service reports are due monthly, and the employee contributions (if any) and Employer contributions are due and payable monthly, and must be submitted in accordance with the MERS Enforcement Procedure for Prompt Reporting and Payment, the terms of which are incorporated herein by reference.
5. Should the Employer fail to make its required contribution(s) when due, the retirement benefits due and payable by MERS on behalf of the entity to its retirees and beneficiaries may be suspended until the delinquent payment is received by MERS. MERS may implement any applicable interest charges and penalties pursuant to the MERS Enforcement Procedure for Prompt Reporting and Payment and Plan Document Section 79, and take any appropriate legal action, including but not limited to filing a lawsuit and reporting the entity to the Treasurer of the State of Michigan in accordance with MCL 141.1544(d), Section 44 of PA 436 of 2012, as may be amended.
6. The Employer acknowledges that changes to the Employer's MERS Defined Benefit Plan must be made in accordance with the MERS Plan Document and applicable law, and agrees that MERS will not administer any such changes unless the MERS Plan Document and applicable law permit same, and MERS is capable of administering same.

Defined Benefit Plan Adoption Agreement

VIII. Execution

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

The foregoing Adoption Agreement is hereby approved by West Branch City Council on
the 3 day of February, 2020. (Name of Approving Employer)

Authorized signature: _____

Title: City Manager

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____, 20____ Signature: _____
(Authorized MERS Signatory)

This MERS amendment is something we have been working on for some time and are just finally getting it processed and finalized with MERS. In 2013, the former Manager, Tom Youatt, closed the general group and created two separate divisions called general new hires (division 11) and a police new hires (division 20) which we believe was done as part of police union negotiations. However, because no new officers were hired for some time, no new police officers were added to division 20. After later negotiations, it was determined that the new general new hire division 11 would actually be better for all parties so all new employees regardless of position are put into the same general new hire division 11. MERS as part of their account reviews, reached out to us to see about closing the new police new hire division 20 because it was empty and was closed to new enrollees. The adoption agreement that is included was recommended by MERS and needs to be approved by City Council. It will change our current description of division 11 from general new hires to general & police new hires after 7/1/13 to give it a better description of the plan and who is eligible. The MERS internal process noted in red on the left hand side of page 2 shows that they will be closing division 20 (police new hires) due to no enrollees and linking them to division 11 (general new hires). This will not change any retirement of any current or future employees and is just an account clean up issue.

Approval of Council Minutes & Summary

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN THE COUNCIL CHAMBERS OF CITY HALL,
121 NORTH FOURTH STREET ON MONDAY, JANUARY 20, 2020.

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

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

Absent: Council Member Chris Powley.

Other officers present: City Manager Frank Goodroe, Clerk/Treasurer John Dantzer, Public Works Superintendent Mike Killackey, Police Chief Ken Walters, County Commissioner Bruce Reetz, Ogemaw Township Supervisor Denis Stephens, and Planning Commission Vice Chair Bob David.

All stood for the Pledge of Allegiance.

* * * * *

MOTION BY FRECHETTE, SECOND BY BENNETT, TO EXCUSE MEMBER CHRIS POWLEY FROM THE MEETING DUE TO HIS ATTENDANCE AT THE SCHOOL BOARD MEETING.

Yes — Bennett, Frechette, Jackson, Pugh, Zimmerman

No – None

Absent – Powley

Motion carried

* * * * *

As an addition to the agenda, County Commissioner Bruce Reetz gave an update on the County in which he noted the County is in their preliminary audit review, they approved the purchase of computers, they were reviewing a request to increase the security wages, the transit budget was submitted, they were in negotiations with the EMS, and the County Administrator they were considering withdrew her name.

* * * * *

Cindy Sharrow spoke to Council on behalf of the 2020 census noting that she was having troubles finding enough workers in Ogemaw County and that they had several openings that still needed to be filled. She also discussed the application process which requires people to apply online.

* * * * *

MOTION BY JACKSON, SECOND BY ZIMMERMAN, TO PAY BILLS IN THE AMOUNT OF \$93,282.29 CONTINGENT UPON A REVIEW OF THE BILLS AND NO IRREGULARITIES FOUND

Yes — Bennett, Frechette, Jackson, Pugh, Zimmerman

No – None

Absent – Powley

Motion carried

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MOTION BY BENNETT, SECOND BY JACKSON, TO APPROVE A PROFESSIONAL PLANNING SERVICES CONTRACT FROM NEMCOG AS SUBMITTED.

Yes — Bennett, Frechette, Jackson, Pugh, Zimmerman

No – None

Absent – Powley

Motion carried

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MOTION BY PUGH, SECOND BY BENNETT, TO APPROVE THE BANNER PERMITS FROM THE RIFLE RIVER QUILT GUILD AND THE WEST BRANCH CREATIVE ARTS ASSOCIATION AS SUBMITTED.

Yes — Bennett, Frechette, Jackson, Pugh, Zimmerman

No – None

Absent – Powley

Motion carried

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MOTION BY BENNETT, SECOND BY JACKSON, TO APPROVE THE MINUTES AND SUMMARY OF MINUTES FROM THE MEETING HELD JANUARY 6, 2020.

Yes — Bennett, Frechette, Jackson, Pugh, Zimmerman

No – None

Absent – Powley

Motion carried

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MOTION BY JACKSON, SECOND BY BENNETT, TO RECEIVE AND FILE THE TREASURER'S REPORT AND INVESTMENT SUMMARY; THE MINUTES FROM THE AIRPORT BOARD MEETING HELD DECEMBER 18, 2019; THE MINUTES FROM THE PLANNING COMMISSION MEETINGS HELD NOVEMBER 12 AND DECEMBER 10, 2019; THE MINUTES FROM THE OGEMAW FIRE BOARD MEETING HELD OCTOBER 15, 2019; AND THE DECEMBER AND END OF THE YEAR POLICE REPORT.

Yes — Bennett, Frechette, Jackson, Pugh, Zimmerman

No – None

Absent – Powley

Motion carried

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A Charter cable lineup change was shared.

Flyers from MSU Extension on preventing destination decline and tourism development were shared.

A flyer on upcoming RRC trainings was shared.

A flyer on the MML Capital Conference was shared.

A flyer on the Secretary of State Real ID was shared.

* * * * *

MOTION BY ZIMMERMAN, SECOND BY PUGH, TO APPOINT YVONNE DEROSO TO THE PLANNING COMMISSION.

Yes — Bennett, Frechette, Jackson, Pugh, Zimmerman

No – None

Absent – Powley

Motion carried

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Member Bennett commended the DPW for their storm cleanup and commended Chief Walters for his end of the year report.

Member Jackson commended the DPW for their storm cleanup.

Manager Goodroe reminded everyone of the upcoming roundtable meeting, noted a goal setting session is being scheduled for February 29 from 10:00 am-3:00 pm, reminded everyone of the upcoming Winter Ball and noted the City has been nominated for the leadership award, noted that the City is working with the McKenna group on the Safe Routes to School program, reminded everyone of the upcoming joint Council, DDA, and Planning meeting, noted an update to the Recreation Plan is currently being worked on, a Rising Tide graduation ceremony is upcoming, and that he is working with the City attorney on some updates to ordinances, updates to policies and procedures, the development of a Brownfield Authority and Obsolete Property Rehabilitation Area (OPRA), updated Council on upgrades to City Hall, and noted the bid for the City audit is coming up for rebid.

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Ogemaw Township Supervisor Denis Stephens invited the City to a meeting on pathway ordinances.

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Mayor Frechette noted he would like to develop a resolution to honor former Ogemaw Heights student Anthony Zettel for his accomplishments in football and his participation in the 2020 NFL Superbowl with the San Francisco 49ers.

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Mayor Frechette adjourned the meeting at 7:15 pm.

Paul Frechette, Mayor

John Dantzer, Clerk

SUMMARY OF THE REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD MONDAY, JANUARY 20, 2020.

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

Present: Mayor Frechette, Council Members Bennett, Jackson, Pugh, Zimmerman.

Absent: Council Member Powley

Other officers present: City Manager Goodroe, Clerk/Treasurer Dantzer, DPW Superintendent Killackey, Chief Walters, County Commissioner Reetz, Ogemaw Township Supervisor Stephens, and Planning Vice Chair David.

Council excused Member Powley from the meeting.

As an addition to the agenda, Commissioner Reetz gave a County update.

Cindy Sharrow spoke to Council on the 2020 census.

Council approved bills in the amount of \$93,282.29.

Council approved a planning service contract.

Council approved banner permits.

Council approved the minutes and summary from the meeting held January 6, 2020.

Council received and filed the treasurer's report and investment summary; the minutes from the Airport Board meeting held December 18, 2019; the minutes from the Planning Commission meetings held November 12 and December 10, 2019; the minutes from the Ogemaw Fire Board meeting held October 15, 2019; and the December and end of the year Police Report.

Communications were shared.

Council approved the appointment of Yvonne DeRosio to the Planning Commission.

Mayor Frechette, Council Member Bennett and Jackson, and Manager Goodroe gave reports.

Ogemaw Township Supervisor Stephens invited the City to a pathway ordinance meeting.

Mayor Frechette adjourned the meeting at 7:15 pm.

Consent Agenda

CASH SUMMARY BY BANK FOR WEST BRANCH
 FROM 01/01/2020 TO 01/31/2020

Bank Code		Beginning Balance 01/01/2020	Total Debits	Total Credits	Ending Balance 01/31/2020
Fund	Description				
GEN1	GEN1 - GENERAL CHECKING				
101		905,821.21	69,244.55	151,617.89	823,447.87
150	CEMETERY PERPETUAL CARE	27,370.11	0.00	0.00	27,370.11
209	CEMETERY FUND	10,148.04	0.00	530.88	9,617.16
248	DDA OPERATING FUND	118,855.02	905.81	340.97	119,419.86
251	INDUSTRIAL PARK FUND	(29,693.25)	0.00	1,566.67	(31,259.92)
276	HOUSING RESOURCE FUND	222,018.41	1,158.71	0.00	223,177.12
318	SEWER DEBT FUND	143,661.89	27,058.22	178.50	170,541.61
319	WATER DEBT FUND	48,569.84	5,737.42	72.29	54,234.97
371	COLLECTION REPLACEMENT FUND	31,101.23	0.00	0.00	31,101.23
372	PLANT REPLACEMENT FUND (R&I)	238.88	0.00	0.00	238.88
390	SEWER FUND	283,250.47	27,091.87	58,597.09	251,745.25
391	WATER FUND	516,136.02	36,745.15	36,805.41	516,075.76
392	WATER REPLACEMENT FUND	284,017.56	0.00	0.00	284,017.56
393	SEWER COLLECTION	91,843.01	6,476.91	4,262.90	94,057.02
361	EQUIPMENT FUND	57,922.12	19,547.32	22,126.96	55,342.48
704	PAYROLL CLEARING	(57,395.85)	123,391.32	40,792.82	25,202.65
705	IRONS PARK ENTERTAINMENT FUND	2,279.47	0.00	0.00	2,279.47
707	YOUTH SAFETY PROGRAM	2,047.15	0.00	0.00	2,047.15
714	RECYCLING CENTER	9,693.77	1,009.66	1,450.68	9,252.75
	GEN1 - GENERAL CHECKING	2,667,885.10	318,366.94	318,343.06	2,667,908.98
M/LST	MAJOR/ LOCAL STREETS				
202	MAJOR STREET FUND	382,964.28	20,373.47	24,707.56	378,630.19
203	LOCAL STREET FUND	269,279.65	9,325.86	3,415.64	275,189.87
	MAJOR/ LOCAL STREETS	652,243.93	29,699.33	28,123.20	653,820.06
PAY	PAYROLL				
704	PAYROLL CLEARING	96,244.04	40,792.82	123,585.20	13,451.66
	PAYROLL	96,244.04	40,792.82	123,585.20	13,451.66
CHEM	SAVINGS				
101		437,372.27	0.00	0.00	437,372.27
150	CEMETERY PERPETUAL CARE	1,678.04	0.00	0.00	1,678.04
251	INDUSTRIAL PARK FUND	20,937.95	0.00	0.00	20,937.95
371	COLLECTION REPLACEMENT FUND	2,388.42	0.00	0.00	2,388.42
391	WATER FUND	26,363.31	0.00	0.00	26,363.31
392	WATER REPLACEMENT FUND	19,756.88	0.00	0.00	19,756.88
393	SEWER COLLECTION	789.19	0.00	0.00	789.19
361	EQUIPMENT FUND	103,435.63	0.00	0.00	103,435.63
714	RECYCLING CENTER	1,043.30	0.00	0.00	1,043.30
	SAVINGS	613,764.99	0.00	0.00	613,764.99
TAX	TAXES				
701	TAX AGENCY	249,190.78	157,779.59	315,577.23	91,393.14
	TAXES	249,190.78	157,779.59	315,577.23	91,393.14
	TOTAL - ALL FUNDS	4,279,328.84	546,638.68	785,628.69	4,040,338.83

CASH SUMMARY BY ACCOUNT FOR WEST BRANCH
 FROM 01/01/2020 TO 01/31/2020
 FUND: ALL FUNDS
 INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 01/01/2020	Total Debits	Total Credits	Ending Balance 01/31/2020
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	100,000.00	0.00	0.00	100,000.00
	INDUSTRIAL PARK FUND	200,000.00	0.00	0.00	200,000.00
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	929,972.80	0.00	0.00	929,972.80

REGULAR MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY
HELD AT THE WEST BRANCH CITY HALL AT 121 N. FOURTH ST. ON TUESDAY, DECEMBER
17, 2019.

With Chairperson Fabbri and Vice Chair Clark being absent, Member Joanne Bennet called the meeting to order at 12:00 pm.

Present: Members Anthony Bair, Joanne Bennett, Joe Clark (arrived at 12:01), Autum Hunter, Sandy Rabidue (arrived at 12:01), Erin Resteiner, and Ken Walters.

Absent: Members: Samantha Fabbri, and Cathy Zimmerman

Others present: Clerk Clerk/Treasurer John Dantzer, Planning Commission Member Rusty Showalter

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MOTION BY BENNETT, SECOND BY HUNTER, TO EXCUSE MEMBERS CATHY ZIMMERMAN AND SAMANTHA FABBRI FROM THE MEETING.

Yes – Bair, Bennett, Clark, Hunter, Rabidue, Resteiner, Walters

No – None Absent – Fabbri, Zimmerman Motion carried.

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MOTION BY RABIDUE, SECOND BY CLARK, TO APPROVE THE MINUTES FROM THE MEETING HELD NOVEMBER 25, 2019.

Yes – Bair, Bennett, Clark, Hunter, Rabidue, Resteiner, Walters

No – None Absent – Fabbri, Zimmerman Motion carried

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MOTION BY WALTERS, SECOND BY RESTEINER, TO APPROVE THE BILLS IN THE AMOUNT OF \$725.47.

Yes – Bair, Bennett, Clark, Hunter, Rabidue, Resteiner, Walters

No – None Absent – Fabbri, Zimmerman Motion carried

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Member Bennett welcomed Mr. Bair to the Board and noted that Council officially approved him at their last meeting.

Member Walters thanked Secretary Dantzer for his work on the Gathering Place layout.

Member Bair noted his concern on the Gathering Place layout to make sure that trees or shrubbery do not block the views.

Member Resteiner discussed the seasonal banner ideas that she came up with. The Board discussed different ideas for the banners. It was the consensus to have Member Resteiner continue to work on the banners.

Secretary Dantzer shared items on behalf of Chairperson Fabbri who was unable to attend. A thank you from the Chamber of Commerce for helping host the Chamber Connections Breakfast was shared, noted that Member Fabbri will continue to work with John Iacoangeli on a DDA training, a letter from Mallory Brewer of the Historic Society was shared, upcoming meetings for the Gathering Place was shared, and gave a report on the garbage cans that were being stored in alleys.

Member Rabidue gave the Treasurer's report

Rusty Showalter gave a Planning Commission report

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An informational update as required by the DDA statute was given noting that the projects planned for 2020 was a parking study and the Gathering Place project.

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The Board discussed ideas for the Gathering Place and focused on a plan presented by Secretary Dantzer. Mr. Dantzer noted the time table concerns and the need to get stuff finalized in January in order to have something done next summer. He also noted that John I. would be doing a second drawing based on the DDA's recommendations. Concerns over the setback requirements were discussed and the idea to focus the theme of the area around the railroad. It was further noted that the railroad idea was a good idea but didn't want to go overboard so it looked like a railroad museum and not a gathering park. It was the consensus to reach out to the MDOT Railroad Division to get an easement to reduce the setback in that area. Having a fence in the area was discussed and it was the consensus that a fence would just go on the railroad side and no arch way on the front due to the pergola that is designed in the front of the plan. It was also noted that the fence needs to be open and not a privacy type fence. The type of ground finish was discussed and it was noted that stamped concrete including a cobblestone look around the center fireplace was the consensus. It was also discussed to include some stone to match the neighboring Fritz Crecine building.

MOTION BY CLARK, SECOND BY WALTERS, TO SUBMIT THE PLANS AS PRESENTED WITH A RAILROAD FOCUS TO BE WORKED INTO THE PLANS.

Yes – Bair, Bennett, Clark, Hunter, Rabidue, Resteiner, Walters

No – None

Absent – Fabbri, Zimmerman

Motion carried.

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Rusty Showalter commended the DDA for their work noting he has heard lots of positive feedback and noted that he liked the Gathering Place plan and encouraged everyone to look at the fireplace that was done at the Cadillac Commons.

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Member Bennett adjourned the meeting at 12:53 pm.

SPECIAL INFORMATIONAL MEETING OF THE WEST BRANCH DOWNTOWN
DEVELOPMENT AUTHORITY HELD AT THE WEST BRANCH CITY HALL AT 121 N. FOURTH
ST. ON MONDAY, DECEMBER 30, 2019.

Chairperson Fabbri called the meeting to order at 12:03 pm.

Present: Members Samantha Fabbri, Autum Hunter, and Erin Resteiner.

Absent: Members: Anthony Bair, Joanne Bennett, Joe Clark, Sandy Rabidue, Ken Walters,
and Cathy Zimmerman.

Others present: Clerk Clerk/Treasurer John Dantzer

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

It was noted that the main areas of focus for the 2020 calendar year would be as follows:

1. Development of the gathering place.
2. Conducting an internal parking study.
3. Extending the banner program to include season themed banners.
4. Further looking into the possibility of applying for the historic downtown designation.
5. The design and purchase of a new Riverwalk sign behind the Fireman's Memorial along
with a bench and planter.
6. Expand the downtown clean up group.
7. Continue to work on the downtown flower program.

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

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Chairperson Fabbri adjourned the meeting at 12:17 pm.

Communications

RETIREMENT OPEN HOUSE

Bob McGrail

Let's Celebrate!

PLEASE JOIN US IN CELEBRATING
THE NEW RETIREE

Tuesday, February 4, 2020
3:00 pm to 5:00 pm

Forward Conference Center
Damon Room
2980 Cook Road
West Branch, MI 48661

KINDLY RSVP BY JANUARY 28, 2020
Catherine.cleland@midmichigan.org



MidMichigan Health
UNIVERSITY OF MICHIGAN HEALTH SYSTEM

Jan. 15, 2020

It's budget planning season for many Michigan communities right now, and the Michigan Municipal League wants to help. As part of your planning, the League hopes you consider sending your staff, management team, and elected officials to our two signature education and networking events taking place in the upcoming 2020-21 fiscal year. These two events are our 2020 Convention on Mackinac Island and our 2021 Capital Conference in Lansing.

Here are some key details to help in your budget planning:

2020 MML Convention

- **Dates:** Sept. 30- Oct. 2, 2020
- **Location:** Mackinac Island, Grand Hotel
- **Anticipated member registration fee:** \$449 per person (full Convention)
- **Anticipated hotel nightly rate:** \$409/night

Registration and the special hotel block rate for the 2020 Convention are expected to start June 22, 2020.

2021 MML Capital Conference

- **Dates:** March 16-17, 2021
- **Location:** The Lansing Center and Radisson Hotel Lansing
- **Anticipated member registration fee:** \$250 per person (full Conference)
- **Anticipated hotel nightly rate (at Radisson):** \$134.95/night

Registration and the special hotel block rate for the 2021 Capital Conference are expected to start January 11, 2021.

Thank you for including these events in your upcoming education and training budgets and feel free to contact us if you have any questions.

Sincerely,



Summer Minnick
Deputy Executive Director & CMO

We love where you live.



Reports

Mayor

Council

City Manager

**Public
Comment
-Any
Topic**

Adjournment