

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, MARCH 16, 2020, 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 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. Scheduled matters from the floor
 - A. Gail Hughey - ACE's and the TRUST group
- V. Public Hearing
 - A. Brownfield Redevelopment Authority
- VI. Additions to the agenda
- VII. Public Comment on Agenda Items Only (limited to 3 minutes)
- VIII. Bids
 - A. AED equipment and sole source vendor request
- IX. Unfinished Business
 - A. Community/Economic Development/ DDA Director
- X. New Business
 - A. Bills
 - B. Economic Development Strategy
 - C. Approval of fellowship application

- D. Approval of Proposed budget amendments
- E. Acceptance of AED grants and donations Redevelopment Authority
- H. Resolution 20-05 – Act 51 local transfer
- I. Budget Amendment Resolution 20-06
- J. Resolution 20-07 Resolution to establish a Brownfield Redevelopment Authority
- K. Sale of M-30 land to developer
- XI. Approval of the minutes and summary from the meetings held March 2, 2020 and the minutes from the work session held February 29, 2020
- XII. Consent Agenda
 - A. Treasurers report and investment summary
 - B. Planning Commission minutes from the meetings held January 14, January 28, and February 3, 2020
 - C. DDA minutes from the meeting held January 27 and February 3, 2020
- XIII. Communications
 - A. Charter Communications
- XIV. Reports and/or comments
 - A. Mayor
 - B. Council
 - C. Manager
- XV. Public comment any topic
- XVI. Adjournment

UPCOMING MEETINGS-EVENTS

March 17 Waste Water Treatment Plant Authority (WWTPA) 3:30 pm
March 19 Joint DDA seminar 6:00 pm Ogemaw Township Hall.
March 26 OAR roundtable 6:00 pm Faull Inn Rose City
April 4 Vision Keepers Group 9:00 am
April 6 City Council meeting 6:00 pm
April 14 Planning Commission 6:00 pm
April 20 City Council meeting 6:00 pm

Call to Order

Roll Call

**Pledge of
Allegiance**

Scheduled Matters from the Floor

Public Hearings

EXHIBIT 1

Notice of Public Hearing to Establish Brownfield Redevelopment Authority

The City of West Branch, Ogemaw County, Michigan

NOTICE OF PUBLIC HEARING ON THE ADOPTION OF A PROPOSED RESOLUTION ESTABLISHING A BROWNFIELD REDEVELOPMENT AUTHORITY FOR THE CITY OF WEST BRANCH PURSUANT TO AND IN ACCORDANCE WITH ACT 381 OF THE PUBLIC ACTS OF THE STATE OF MICHIGAN OF 1996, AS AMENDED

PLEASE TAKE NOTICE THAT a Public Hearing shall be held before the City Council of the City of West Branch on the sixteenth day of March, 2020 at 6 p.m. in the City Council Chambers at City Hall, 121 N. 4th Street on the adoption of a proposed resolution establishing a Brownfield Redevelopment Authority for the City of West Branch within the municipal limits of which the Authority shall exercise its powers, all pursuant to and in accordance with the provisions of the Brownfield Redevelopment Financing Act, being Act 381 of the Public Acts of the State of Michigan of 1996, as amended.

Additions to the Agenda

Public Comment -Agenda Items

Bids



West Branch Police Department

Chief Kenneth W. Walters

130 Page St.

West Branch, Michigan 48661

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

E-mail: police@westbranch.com

3/5/2020

Attn.: City Manager Goodroe
Ref.: Sole Source Vendor Request

Sir,

As you are aware, the Police Department recently received a grant from Enbridge for \$7,500. The grant was to replace dated Automated Emergency Defibrillators (A.E.D.) and their associated equipment. The funds were presented to us today from Enbridge.

I am requesting that you approve, or ask City Council to approve, a sole source vendor request for this equipment. There are no local sources to purchase this equipment. Further, I have searched for a particular brand, as it will directly collaborate with Ogemaw County EMS Authority's equipment. This is of utmost importance as it would reduce non-treatment time in a cardiac emergency.

I am requesting that I be approved to purchase the attached list of equipment from Coro Medical Company (AED.US) at a price not to exceed \$7,500. By approving this purchase, it will allow me to update equipment in officer patrol vehicles responding to emergencies. The purchase will further allow me to permanently place AED's in city facilities that currently do not have them, such as DPW and the Waste Water facility. Thank you for your consideration.

Sincerely,

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

Chief Kenneth W. Walters

Coro Medical Company (AED.US) Requisition List

<u>Quantity</u>	<u>Description</u>	<u>Price</u>
3	Lifepak CR Plus AED's w/pads & medical kit	\$5,751.00
3	Lifepak extra pad kits w/ batteries	\$369.00
3	Lifepak CR Plus Hard / Waterproof cases	\$795.00
3	Physio-Control Mask & Rescue Kit	\$135.00
2	Wall mount AED cabinet – Large	\$180.00
1	Curaplex Stop the Bleed – Multi Pack	\$229.00

Total: \$7,459.00



Mike Moeller
Great Lakes Region Director
U.S. Liquid Pipelines

tel (219) 864.3764
cell (219) 240.6653
Mike.Moeller@enbridge.com

Enbridge
Great Lakes Office
222 Indianapolis Blvd., Ste.100
Schereville, IN 46375

November 12, 2019

West Branch Police Department
C/O Kelli Collins
130 Page St.
West Branch, MI 48661

Dear Kelli,

On behalf of Enbridge, I'm pleased to provide you with the enclosed check in the amount of \$7,500 in support of the West Branch Police Department for its AED initiative.

Enbridge exists to fuel people's quality of life in the communities where we live and work and nothing is more important to us than safety—it's at the heart of everything we do. It's about more than just our operational safety, it's also about the safety of our communities.

We're proud and grateful to support organizations such as yours that dedicate their time and energy to champion community solutions in our key focus areas of safety, environment and community. Our Safe Community program demonstrates our commitment by awarding grants to first responders who work tirelessly to keep our communities safe. For over a decade, this program has invested in training and equipment for North American emergency response organizations.

You are making an impactful and sustainable change in your community. We **thank you** for your dedication and commitment to public safety.

Please send an official tax receipt made out to Enbridge, Inc. at your convenience.

We'd be honored if you shared your story on the social media channel of your choice or with your local media. And don't forget to tag us using **@Enbridge** or the hashtag **#ENBgiving** so we can help spread the word.

Sincerely,

A handwritten signature in black ink that reads 'Mike Moeller'.

Mike Moeller
Great Lakes Region Director



ENBRIDGE (U.S.), INC.
5400 Westheimer Ct
Houston, TX 77056

BANK OF AMERICA NA
1315 LAKE COOK ROAD
NORTHBROOK, IL 60062
70-2328719

Ch# 3020006783

DATE 2019 10 24
VIA MM D/I

PAY

*****Seven Thousand Five Hundred Dollars And 00 Cents

\$ *****7,500.00

USD Funds

TO THE ORDER OF
CITY OF WEST BRANCH POLICE DEPT
121 N 4TH ST
WEST BRANCH, MI 48661
United States

L.J. Opl.

Stephen H. Boyd

⑈ 3020006783 ⑈ ⑆ 071923284 ⑆ 5590029996 ⑈

Unfinished Business

**City of West Branch
Community / Economic Development / DDA Director**

The City of West Branch Community Economic Development DDA Director is to develop and implement a realistic and sustainable strategic plan that will allow the community of West Branch Michigan to maintain its character, while taking advantage of its heritage, natural assets, talents and location to become an integral part of the economically growing region. The department organization will oversee the coordination of the plan's actions, ensure cooperation between organizations and agencies and implement this plan.

Director, Economic and Community Development

Under direction of the City Manager and the City Council/DDA Board, this position is responsible for assisting in the planning, implementation, and coordination of economic development programs, community development, community events and strategic goals of the City. This position will provide support to the City's economic development branding and marketing strategic plan and ensure successful implementation of the community's vision.

This is a part-time (30 hours) position with no direct supervisory responsibility; however, the Director will be called on to oversee relationships with interns, AmeriCorps staff, volunteers, sponsors, business owners, residents, visitors and vendors.

ESSENTIAL JOB FUNCTIONS

- Initiate, develop, manage and maintain programs that encourage retention and expansion of existing businesses and industries within the City. Develop and maintain a retention program that includes face-to-face visits, surveying of business needs, acting as business liaison between company and City, County, State and Federal agencies, and following up on needs.
- Conduct periodic reviews and essential research for the maintenance of organization website, print materials, social media content and cable channel.
- Act as liaison for regional and local organizations/associations.
- Interaction with various City organizations on collaboration of development projects.
- Assist with applications for economic development projects and monitors same.
- Assist with the organization's web based, print and social media marketing and advertising programs.
- Collect data and maintains available land sites and property databases.
- Prepare monthly reports referencing measurable goals, reporting standards and benchmarks aligned with the organization mission and objectives.
- Schedule and coordinate organizational meetings and events and work on special projects as assigned.
- Ensure the City is successful in efforts related to developing and maintaining strong working relationships with partners such as the City and County organizations, Chamber of Commerce, developers, corporate leaders, business owners, public school officials,

other county and state economic development agencies and citizens.

- Assist in the implementation of the City's economic development strategic plan.
- Assist in regular business site attraction and retention visits.
- Prepare agenda for and coordinate the activities of the Downtown Development Authority (DDA) Board, along with the DDA Board Chair. Acting as staff to the DDA Board.
- Manage development projects within the DDA.
- Gather, interpret and prepare reports and recommendations.
- Monitor the revenues and expenditures as well as prepare the annual budget requests for the DDA along with the City Clerk/Treasurer.
- Coordinate capital improvement budget for 6 years, projects and other activities with department heads.
- Serve as the primary contact for public and private initiatives within the DDA district.
- Create and distribute DDA communication, meeting notices, newspaper column or article and web based blogs.
- Prepare, write and administer grant applications, including local, state, and federal grant programs, private foundations and community foundation grants.
- Serve on various boards as requested by the City Manager.
- Develops and manages annual event planning.
- The event calendar is coordinated to maximize value to community without being overwhelming. Coordinate with the local events calendar of the Chamber of Commerce.
- Event dates are publicized to the community as early as possible to avoid schedule conflict with other events.
- Monitors expenses with respect to budget and recommend areas for cost-savings
- Research, write, and submit funding proposals in a clear, concise, and compelling manner to private foundation, corporate, and government (city, state, and federal) sources.
- Develop annual report of activities, successes and future plans to be presented to board and funding sources
- Develop annual event plan covering recurring area events, programs, and organizational gatherings, including but not limited to:
 - Merchants Association
 - Joint DDA
 - Music in the Park
 - West Branch Brownfield Authority
 - Arts Council
 - Parks & Recreation Committee
 - Planning Commission
 - Brownfield Authority
 - Industrial TIF
 - Chamber of Commerce

Non-Essential Functions

- This position may occasionally require travel for meetings or conferences. Some reaching, lifting, and carrying may be required when setting up for events.

Discipline Knowledge Required

- Communication (listening, writing, and speaking)
- Building and leading teams that include volunteers
- Developing, implementing, and monitoring goals, objectives, and action plans
- Using Microsoft Office (i.e., Word, Excel, PowerPoint)
- Individuals in this position must be highly motivated and self-directed in achieving participant satisfaction and revenue goals associated with each individual event
- Able to multi-task, meet tight deadlines, and maintain composure under pressure in a fast-paced environment
- Committed to maintaining a professional appearance and demeanor at all times
- Creative in crafting solutions that maximize communication quality and quantity while minimizing costs
- Willing and able to handle a broad spectrum of day-to-day work duties as related to operations of the organization
- Willing and able to work evenings and occasional weekends as required for events
- Ideally, individuals in this position are familiar with West Branch business and community needs
- Basic project management techniques or methodologies

Required Skills

Individuals in this position must possess high levels of the following:

- Bachelor's degree in Business Administration, Public Administration, Management, Planning, Economics required. Business ownership and or community development experience will be considered in lieu of education
- Self-Management skills. Must be able to manage own time and priorities to ensure that deliverables are completed on time, within budget, achieving the desired scope, and at the required level of quality.
- Must be able to work well in an environment with multiple interruptions.
- Process skills. Must be detail oriented. Must be committed to providing prompt responses to inquiries and requests, and to being relentless in following up until tasks are complete
- Thinking skills. Must be able to demonstrate success in solving problems, managing multiple priorities, escalating issues appropriately, making decisions, and developing creative approaches to intractable issues.
- Interpersonal skills. Must be able to listen actively, synthesize ideas, and obtain cooperation from others in transforming those ideas into action. Must be skilled at communicating orally and in writing, with emphasis on ability to present ideas clearly and concisely. Must be adept at maintaining effective working relationships with a wide variety of individuals at all levels in different professions.

- Professional skills. Must exhibit maturity and professionalism in personal behavior.
- Psychological skills. Must balance focus with flexibility, enthusiasm with patience. Must be willing to take ownership and initiative. A positive, partnership perspective is essential, as is a high tolerance for ambiguity.
- Must be a self-starter requiring limited direction to accomplish tasks with a high level of optimism, enthusiasm, and "can-do" attitude.
- Knowledge of word processing, spreadsheet and professional presentation software, such as Word, Excel, Outlook and PowerPoint.
- Pursue MEDA Certification as a Economic Developer.

Preferred Skills

- Knowledge of community and local geography; knowledge of city permitting procedures; knowledge of city budgeting policies; knowledge of research methodology; knowledge of local business and industries; knowledge of financial practices and procedures preferred

New Business

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

BILLS	\$41,297.72
<i>BILLS AS OF 3/13/20</i>	<i>\$41,297.72</i>
<i>Additions to Bills as of</i>	<i>\$0</i>
<i>Paid but not approved</i>	<i>\$2,326.20</i>
TOTAL BILLS	\$43,623.92

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

Vendor Name	Amount	Description
A & L GREAT LAKES LABORATORIES	5,145.18	MONTHLY IT SERVICES
ADVANCED CHEMICAL & SUPPLY INC	62.90	WWTP SUPPLIES
BANNING ELECTRIC	235.00	TIMER SERVICE
CHARTER COMMUNICATIONS	258.74	PHONE & INTERNET WWTO & DPW
CINTAS	332.60	UNIFORMS
CITY OF WEST BRANCH	1,240.29	HANGING OF LIGHTS IN POCKET PARK
CITY OF WEST BRANCH	204.24	WATER BILLS
DO ALL INC	505.54	RECYCLING FEBRUARY
ELECTION SOURCE	35.94	ELECTION SUPPLIES
ELHORN ENGINEERING COMPANY	248.00	WATER SUPPLIES
ETNA SUPPLY	548.50	WATER SUPPLIES
FOSTER BLUE WATER OIL LLC	2,239.35	FUEL
GOODROE, FRANK E	75.50	REIMBURSEMENT MILEAGE
GREEN ACE HARDWARE	103.96	VARIOUS SUPPLIES
HAMILTON ELECTRIC CO	580.00	WWTP ANNUAL PREVENTATIVE MAINTENANCE
HOME DEPOT	57.42	SUPPLIES
MAP	75.00	RFQ DEVELOPER
NEMCOG	2,394.96	MASTER PLAN & ZONING ORDINANCE
OFFICE CENTRAL	340.91	VARIOUS SUPPLIES
OGEMAW COUNTY HERALD ADLINER	431.97	ADS
OGEMAW COUNTY VOICE	61.62	ADS FEBRUARY
PARAGON LABORATORIES INC	75.00	WWTP SERVICE
SAVE A LOT	11.92	SUPPLIES
SELLEY'S CLEANERS	22.50	POLICE DRY CLEANING
SLC METERS LLC	41.51	SUPPLIES & WARRANTY WORK
SPARTAN STORES LLC	31.71	WWTP SUPPLIES
STATE OF MICHIGAN	70.00	KIRBY EXAM
STEPHENSON & COMPANY PC	250.00	CONSULTING SERVICES
TOP GEAR	777.50	HELMETS
VIC BOND SALES INC	175.19	VARIOUS SUPPLIES
WASTE MANAGEMENT INC	206.15	WWTP DUMPSTERS
WEST BRANCH COMMUNITY AIRPORT	24,300.00	2ND HALF OF ANNUAL PAYMENT
WEST BRANCH NAPA AUTO TRUCK	158.62	VARIOUS SUPPLIES
TOTAL	41,297.72	

1. Does your community currently have community development or economic development staff? If so, how many staff members and what are their titles? *

We do not currently have community or economic development staff. The opportunity of a fellow placed with West Branch would be a fabulous asset and help address the need and desire for additional staffing, dedicated to community and economic development.

The City of West Branch is considering the establishment of a shared Economic Development/DDA Director position in 2020. The position will likely be a part-time, 30 hours a week position, funded through a combination of grants, housing developer, Industrial Park and a DDA contribution. (Please see attachment #1.)

2. What would make your community a good host for a community development fellow? *

West Branch would be an excellent host for a community development fellow. We are a progressive and growing community with strong leadership and community support. Committed and determined for the success of West Branch, we welcome and embrace the resources and expertise of others in an effort to continually improve the overall community.

During the time period of 2018-19, the City has undergone systemic change with a restore faith in the community's future and a spirit of collaboration.

In 2018-19, the West Branch City Council membership changed 6 of 7 members, including the Mayor. These were the result of a 11/18 municipal election and resignation. In early 2019, the City Administration changed with a long term City Manager resigning and an Interim Manager appointed and a permanent City Manager selected in May, 2019.

The Rising Tide fellow joined the City in the fall of 2018, during a time of significant turn over, Mary Bickel served as our first Fellow, until June of 2019 and Samantha Fabbri served as the Fellow for the remainder of the program year, in addition to serving as the volunteer DDA Chairperson.

The Rising Tide Fellows assisted the City in revitalizing of interest in the community.

The City DDA, leadership changes, brought together local community leaders that embraced change, were progressive and wished to develop long term plans and financial stability to the DDA.

3. What did your community accomplish or work on related to community economic development in 2019? *

The City purchased through an online auction, 7 acres of land adjoining our currently full industrial park in order to market to potential industrial companies.

The City is currently in works with a local business that had a long time blight issue and will continue to work with them in 2020 for the redevelopment of their property, including the creation of up to 5 new jobs.

The Rising Tide program, along with the Redevelopment Ready Community readiness program began in 2018, and continued till December 2019 and due to the success of the Rising Tide program, the City choose to continue the program and has named it West Branch Rising for 2020.

As noted above, the City experienced significant change during the 2018-19 time period, culminating in February 2020, the Chamber of Commerce, recognizing the City of West Branch with its Leadership Award.

In addition to the Rising Tide program, we were assisted by John Iacoangeli, from Beckett/Raeder as a consultant, and a number of organizations that completed studies and economic plans.

In late 2018-19,

- Completed a housing market target analysis (Please see attachment #2.)
- City in 2019, purchased 35 acres, developed a RFQ, and identified a developer for a multi-family housing community, construction to begin in spring, 2020.
- Conducted an extensive Wayfinding study, along with out two neighboring Townships.

In 2019, the City joined with the Michigan Land Bank to acquire a small lot, demo a long obsolete (former laundromat) building; City purchased the land and in preparing he site to become a signature "gathering place" in highly visible location. We are preparing to seek funding through MEDC and a

number of other funding sources. The project cost are estimated to be over \$500,000.

2020, is shaping up to be a period of strategic planning; goal setting; and long range basis. The City Council held it first goal setting session and created goals and objectives for 20-21. (Please see attachment #3.)

A newly formed vision keepers group is charged with developing a West Branch Economic Development Strategy, which will be led by John Iacoangeli of Beckett & Raeder, who is working under contract through MEDC/CEDAM. (Please see attachment #4.)

Adopted Rising Tide goals in 2018-19. A rising tide planning committee was formed, and sub-committees were created to address each of the following goals/problems:

- Created a joint Downtown Development Plan, with West Branch Township, Ogemaw Township and the City of West Branch with revisions to each DDA plan. In late 2019, the City of Rose City joined the joint group which meets every two months. This effort while unique in the DDA arena received technical assistance from John Iacoangeli, Beckett/Raeder.
- A community survey, which was aided by the D.S.S. in studying child care needs in the greater West Branch area. The survey results of over 300 responses, identified a deficit in child care services for newborns to 3 years of age. A rising tide sub-committee has been meeting monthly to seek solutions to the child are deficiency.
- Branding – A rising tide sub-committee completed a professional developed branding initiative for the City/greater West Branch area/ This committee meets monthly and is actively marketing the branding (Please see attachment #5)
- Community-wide Economic Development was an overall goal. Much progress has been made:
 - A. The Planning Commission prepared along with NEMCOG a long range Master Plan (complete re-write)
 - B. Zoning Ordinance and GIS mapping update.
 - C. Updated the Recreation Plan for 5 yearsThe City Council has created a Brownfield Authority as of February 2020

D. In the process of revising it's blighted property and hazardous property ordinances. Developing a blighted property elimination graph we have three industrial properties that are in advanced stages of decay and act is underway to correct the blighted conditions.

- Trails – A sub-committee has been working on a county wide trails and pathways for biking, running and walking. The DNR has been assisting in this effort.
- Community Recreation, this is asocial goal that started in late 2019. We have a newly formed study group lead by Mid-Michigan Health Systems, to open a community recreation center to allow for healthier life style/health education for the community.
- Affordable Housing – The housing analysis identified the following deficits in housing. Housing in the mid-range of \$90,000 - \$150,000 in value; upscale multi housing unity, and senior housing (for 55 and above). A core group of the rising tide and other bodies are working with potential developers to build subsidized and upscale housing.

4. Please identify 1-3 community economic development goals for 2020. *

- Re-create an Industrial Park Authority to oversee the mature industrial park and the nearby health park
- Collaboration efforts – Developed 3 Act 425 agreements between Ogemaw Township and City of West Branch and exploring similar efforts in West Branch Township
- Identify a partner to work with to bring a childcare center to the community
- Initiate work on a long time blighted and dangerous building in our downtown area that used to house a bicycle factory and has been vacant since the 1970's
- Develop a Brownfield Authority
- Work with Mid-Michigan Health Systems to open a community recreation center to allow for a healthier life style for the community
- Work in conjunction with the Ogemaw County Land Bank and a developer to create a 35 acre housing development

5. How could a fellow support and advance your community's goals? *

With a small staff, we are unable to keep up with the growing and advancement needs of the community. The support of a fellow would be monumental in helping us move forward by providing an additional member to our staff, dedicated to community development projects, goals and initiatives.

As West Branch explores the Michigan Main Street program, it is possible that a fellow position could transition into the Main Street director role.

6. What local partners do you anticipate that the fellow would work with?

We anticipate the fellow would work with the following local partners:

- DDA's
- Downtown Retail Merchants Association
- Industrial Park Authority
- Brownfield Authority
- Michigan/Ogemaw County Land Bank
- US Census Bureau – through a Community Foundation Grant
- Chamber of Commerce
- West Branch Visitors Bureau
- West Branch City Council and Planning Commission
- Neighboring Townships
- County commissioners and staff
- County EDC
- Businesses leaders of the community such as Mid-Michigan Hospitals and McLaren health

7. Please briefly outline 3 projects that you would like the fellow to work on.

At least 2 must be directly related to RRC criteria. *

- Cleanup of bicycle factory noted above and identified as one of our 3 redevelopment areas in the RRC program.
- Development of an economic development strategy as required in the RRC program.
- Develop a formal marketing strategy to attract new business as required in the RRC program.
- Develop an additional two or more redevelopment ready sites as required in the RRC program.

RESOLUTION #20-05

THEREFORE, BE IT RESOLVED, that the West Branch City Council does hereby authorize the transfer of up to 25% of the Act 51 money from Major Street to Local Street.

RESOLUTION #20-06

WHEREAS, City staff compares the year to date actual with the budgeted amount of all revenue and expenditures monthly; and

WHEREAS, during the review it was determined that the revenues and expenses in Fund 101, General Fund, the revenues in Fund 203, Local Street, the revenues in Fund 248, DDA, will exceed their budget, and

WHEREAS, the revenues in Fund 101, general fund, were understated in administrative fees on current taxes, and police department grants due to being awarded a grant for AED devices and the expenditures in the police department for the purchase of those devices that were not budgeted for, and

WHEREAS, the revenues in Fund 203, Local Street were underestimated in interest income, and ,

WHEREAS, the revenues in Fund 248, DDA were underestimated in miscellaneous income

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

		2019-20	2019-20
		ORIGINAL	AMENDED
GL NUMBER	DESCRIPTION	BUDGET	BUDGET
Fund 101 – General Fund			
Revenues			
Dept 000.000			
101-000.000-403.400	CURRENT PROPERTY TAX GEN.OP.	974,795.00	974,795.00
101-000.000-404.400	CURRENT PROPERTY TAX REFUSE	195,046.00	195,046.00
101-000.000-446.400	PENALTIES AND INTEREST CUR.TA	9,496.00	9,496.00
101-000.000-448.400	ADMINISTRATIVE FEES ON CUR.TA	31,350.00	32,000.00
101-000.000-477.400	CABLE TV FRANCHISE FEES	0.00	41,367.00
101-000.000-540.400	MDOT FEDERAL REVENUE	0.00	0.00
101-000.000-564.400	INDUSTRIAL PARK	2,000.00	2,000.00
101-000.000-573.400	LOCAL COMMUNITY STABILIZATION SHARE	0.00	0.00
101-000.000-574.400	SALES (STATUTORY)	26,544.00	26,544.00
101-000.000-575.400	REVENUE SHARING (CONSTITUTIONAL)	181,176.00	181,176.00
101-000.000-577.400	LIQUOR LICENSE	3,494.00	4,250.00
101-000.000-580.400	FRANCHISE FEE REVENUE	41,367.00	0.00

101-000.000-590.400	SEWER FUND ADMINISTRATION	60,000.00	60,000.00
101-000.000-590.401	SEWER COLLECTION ADMIN.	16,000.00	16,000.00
101-000.000-591.400	WATER FUND ADMINISTRATION	20,000.00	20,000.00
101-000.000-592.400	LOCAL STREET ADMIN. FEE	4,400.00	4,400.00
101-000.000-593.400	MAJOR STREET ADMIN. FEE	9,500.00	9,500.00
101-000.000-594.400	CEMETERY ADMIN. FEE	1,000.00	1,000.00
101-000.000-597.400	DDA ADMINISTRATIVE	6,000.00	6,000.00
101-000.000-634.400	GRANT	20,000.00	95,000.00
101-000.000-634.401	GRANT - ECONOMIC ADVANCEMENT	0.00	0.00
101-000.000-638.400	PROJECT INCOME	0.00	0.00
101-000.000-642.400	SALES OF LOTS	0.00	0.00
101-000.000-661.400	MOTOR VEHICLE FUND	12,000.00	12,000.00
101-000.000-664.400	INTEREST INCOME	6,500.00	6,500.00
101-000.000-671.400	CONTRIBUTIONS	0.00	0.00
101-000.000-672.400	VETERAN BANNER CONTRIBUTIONS	0.00	6,500.00
101-000.000-695.080	LAND CONTRACT PROCEEDS	0.00	0.00
101-000.000-695.400	MISCELLANEOUS	15,859.00	15,859.00
101-000.000-695.405	REFUSE RECYCLING DONATIONS	5,083.00	5,083.00
Total Dept 000.000		1,641,610.00	1,724,516.00

Dept 301.000 - POLICE DEPARTMENT

101-301.000-578.400	IN-SERVICE TRAINING	400.00	450.00
101-301.000-634.400	GRANT	10,000.00	17,500.00
101-301.000-654.400	TRAFFIC BUREAU	1,925.00	1,925.00
101-301.000-655.400	ACCIDENT REPORTS	450.00	450.00
101-301.000-656.400	DISTRICT COURT FINES	4,000.00	4,000.00
101-301.000-693.400	NSF FEES	0.00	0.00
101-301.000-695.400	MISCELLANEOUS	1,550.00	1,550.00
101-301.000-695.401	MISC. ED. & TRAINING 302	650.00	650.00
101-301.000-695.406	POLICE SAFETY INCOME	0.00	0.00
101-301.000-695.407	FORFEITURE FUNDS	400.00	400.00
Total Dept 301.000 - POLICE DEPARTMENT		19,375.00	26,925.00

TOTAL REVENUES

1,694,785.00 1,785,891.00

Expenditures

Dept 301.000 - POLICE DEPARTMENT

101-301.000-702.700	PROMOTION/BONUS	0.00	0.00
101-301.000-703.700	SALARIES AND WAGES	202,980.00	202,980.00
101-301.000-703.701	SHIFT PREMIUM	0.00	0.00
101-301.000-704.700	WAGES - PART-TIME	350.00	600.00
101-301.000-705.700	CHIEF OF POLICE	64,790.00	64,790.00

101-301.000-706.700	COMMUNITY POLICING	100.00	100.00
101-301.000-708.700	SICK LEAVE PAYOUT	500.00	250.00
101-301.000-710.700	OVERTIME	8,500.00	8,500.00
101-301.000-710.701	OT SHIFT PREMIUM	0.00	0.00
101-301.000-712.700	U.N.I.T. (WAGES)	0.00	0.00
101-301.000-713.700	EMP. HEALTH OPTION	6,000.00	6,000.00
101-301.000-713.701	OTHER HEALTH BENEFITS	600.00	600.00
101-301.000-714.700	MANDATORY MEDICARE	4,435.00	4,435.00
101-301.000-715.700	SOCIAL SECURITY (EMPLOYER)	18,950.00	18,950.00
101-301.000-716.700	BC/BS HEALTH INSURANCE PREMIU	22,790.00	27,000.00
101-301.000-717.700	LIFE INSURANCE PREMIUM	890.00	890.00
101-301.000-718.700	MERS RETIREMENT (EMPLOYER)	39,905.00	39,905.00
101-301.000-718.701	EMPLOYER DEFERED COMP.	6,095.00	6,095.00
101-301.000-719.700	LONG TERM DISABILITY	2,620.00	2,620.00
101-301.000-720.700	WORKERS COMPENSATION PREMIUM	7,040.00	7,040.00
101-301.000-722.700	ADMINISTRATIVE SALARY & WAGES	33,430.00	29,220.00
101-301.000-724.700	UNEMPLOYMENT INS. BENEFIT	50.00	50.00
101-301.000-727.700	OPERATING SUPPLIES	4,500.00	4,500.00
101-301.000-782.700	ADMINISTRATION	0.00	0.00
101-301.000-801.700	CONTRACTUAL SERVICES	15,000.00	10,975.00
101-301.000-811.700	MEMBERSHIP AND DUES	325.00	325.00
101-301.000-817.700	UNIFORMS	5,000.00	5,000.00
101-301.000-850.700	GRANT EXPENDITURES	0.00	7,500.00
101-301.000-853.700	TELEPHONE/RADIO COMMUNICATION	4,000.00	4,000.00
101-301.000-941.700	EQUIPMENT RENTAL	9,000.00	9,000.00
101-301.000-955.700	DATA PROCESSING	0.00	4,225.00
101-301.000-956.700	EXPENSES	2,000.00	1,800.00
101-301.000-956.702	POLICE SAFETY EXPENSE	0.00	0.00
101-301.000-956.707	FORFEITURE EXPENSE	750.00	750.00
101-301.000-957.700	EDUCATION AND TRAINING LOCAL	8,000.00	8,000.00
101-301.000-957.701	EDUCATION 302	1,200.00	1,200.00
101-301.000-968.700	STING	3,000.00	3,000.00
101-301.000-977.700	CAPITAL ACQUISITIONS	0.00	0.00
Total Dept 301.000 - POLICE DEPARTMENT		472,800.00	480,300.00
TOTAL EXPENDITURES		1,694,785.00	1,780,657.00
Fund 101:			
TOTAL REVENUES		1,694,785.00	1,785,891.00
TOTAL EXPENDITURES		1,694,785.00	1,780,657.00
NET OF REVENUES & EXPENDITURES		0.00	5,234.00

Fund 203 - LOCAL STREET FUND

Revenues

Dept 000.000			
203-000.000-570.400	ACT 51 - STATE OF MICHIGAN	66,079.00	66,079.00
203-000.000-634.400	GRANT	70,000.00	70,000.00
203-000.000-664.400	INTEREST INCOME	600.00	700.00
203-000.000-680.400	TRANSFER FROM MAJOR STREET	48,741.00	48,741.00
203-000.000-695.400	MISCELLANEOUS	0.00	0.00
Total Dept 000.000		185,420.00	185,420.00
TOTAL REVENUES		185,420.00	185,520.00

Expenditures

Dept 000.000		234,161.00	234,161.00
TOTAL EXPENDITURES			
Fund 203 - LOCAL STREET FUND:			
TOTAL REVENUES		185,420.00	185,520.00
TOTAL EXPENDITURES		234,161.00	234,161.00
NET OF REVENUES & EXPENDITURES		(48,741.00)	(48,641.00)

Fund 248 - DDA OPERATING FUND

Revenues

Dept 000.000			
248-000.000-400.400	TAX INCREMENT FINANCING	46,083.00	54,600.00
248-000.000-403.400	CURRENT PROPERTY TAX GEN.OP.	14,500.00	20,000.00
248-000.000-408.400	PERSONAL PROPERTY TAX LOSS REIMBURSE	0.00	33,700.00
248-000.000-634.400	GRANT	45,000.00	45,000.00
248-000.000-664.400	INTEREST INCOME	250.00	520.00
248-000.000-672.400	VETERAN BANNER CONTRIBUTIONS	0.00	0.00
248-000.000-695.400	MISCELLANEOUS	400.00	800.00
Total Dept 000.000		106,233.00	154,620.00
TOTAL REVENUES		106,233.00	154,620.00

Expenditures

Dept 000.000		106,233.00	153,950.00
TOTAL EXPENDITURES			
Fund 248 - DDA OPERATING FUND:			
TOTAL REVENUES		106,233.00	154,620.00
TOTAL EXPENDITURES		106,233.00	153,950.00
NET OF REVENUES & EXPENDITURES		0.00	670.00

-City OF West Branch

RESOLUTION ESTABLISHING A
BROWNFIELD REDEVELOPMENT AUTHORITY
FOR THE CITY OF WEST BRANCH
AND APPOINTING BOARD MEMBERS PURSUANT TO AND IN ACCORDANCE WITH
THE PROVISIONS OF ACT 381 OF THE PUBLIC ACTS OF
THE STATE OF MICHIGAN OF 1996, AS AMENDED

At a regular meeting of the City of West Branch, Council of the City of West Branch located at 121 N. 4th Street, West Branch, Michigan, Ogemaw County, Michigan, on the 16th of March, at 6:00 p.m.

PRESENT:

ABSENT:

MOTION BY:

SECONDED BY:

WHEREAS, the City of West Branch, Council of the City of West Branch, by Resolution adopted on the 2nd of March, 2020, (the "Resolution of Intent"), determined that it is in the best interest of the public to facilitate the implementation of Brownfield Plans relating to the identification and treatment of environmentally distressed, functionally obsolete and/or blighted areas so as to promote revitalization within the municipal limits of City of West Branch and declared its intention to provide for the operation of a Brownfield Redevelopment Authority for the City of West Branch (the "Authority") pursuant to and in accordance with the provisions of the Brownfield Redevelopment Financing Act, being Act 381 of the Public Acts of the State of Michigan of 1996, as amended the (the "Act"); and

WHEREAS, on this date, pursuant to and in accordance with the Act and the Resolution of Intent, the Council of the City of West Branch held a public hearing, notice of which was given as required by Section 4(2) of the Act on the adoption of a resolution creating the Authority; and

WHEREAS, all citizens, taxpayers and property owners of the City of West Branch and officials of the affected taxing jurisdictions had the right and opportunity to be heard at the public hearing on the establishment of the Authority; and

WHEREAS, the Council of the City of West Branch desires to proceed with the establishment of the Authority for the City of West Branch within the municipal limits of which the Authority shall exercise its powers, all pursuant to and in accordance with the Act.

Now therefore, be it resolved that:

1. **Authority Created.** Pursuant to the authority vested in the City Council by the Act, the authority is hereby established and shall be known as the City of West Branch Brownfield Redevelopment Authority.
2. **Supervision of the Authority.** The Authority shall be under the supervision and control of a board (the "Board") appointed by the Mayor of the City of West Branch, in accordance with the membership provisions set forth in Section 5(1) of the Act, subject to the approval of the City Council. The members of the Board shall hold office, and the Board shall conduct its procedures in accordance with the Act, and, in particular, Section 5 thereof.
3. **Jurisdiction of the Authority.** The Authority shall exercise its powers within the area of the of the City of West Branch and those areas as to be further determined.
4. **Powers and Duties of the Authority.** The Authority shall have the powers and duties to the full extent as provided and in accordance with the Act. Among other matters, the exercise of its powers, the Board shall prepare a Brownfield Plan for eligible property pursuant to Section 13 of the Act and submit the plan to the City Counsel for consideration pursuant to Section 14 of the Act.
5. **Bylaws and Rules of the Authority.** The Authority shall elect officers and adopt bylaws and rules governing its procedures and the holding of its meetings all in accordance with Sections 5(3) and 5(5) of the Act, and shall immediately forward a copy of the bylaws and rules after adoption by the Board to the City Council in care of the Clerk of the City of West Branch ("Clerk"). The Authority's bylaws and rules shall be subject to the approval of the City Council; provided, however, that if the City Council fails to either approve or disapprove the Authority's bylaws and rules at its next regular meeting after receipt of a copy thereof by the Clerk, the Authority's bylaws and rules shall be deemed to have been approved by the City Council for all purposes.
6. **Director's Bond.** In the event the Board elects to employ a director as authorized by Section 6(1) of the Act, the director, before entering upon the duties of his office, shall, in addition to any other requirements of law, post a bond in the penal sum of \$500,000 with a deductible payable to the Authority for the use and benefit of the Authority, which shall be approved by the Board and filed with the Clerk. The premium on the bond furnished by the director shall be deemed to be an operating expense of the Authority, payable from funds available to the Authority for expenses of operation.
7. **Form of Approvals.** Except as may otherwise be provided by the Act or other applicable law, approvals by the City Council of all matters pertaining to the Authority or its Board shall be by resolution.
8. **Severability.** Should any section, clause or phase of this Resolution be declared by the courts invalid, the same shall not affect the validity of this Resolution as a whole nor any part thereof other than the part so declared to be invalid.
9. **Repeals.** All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.
10. **Publication.** The Clerk is hereby directed to file a true and complete copy with the Michigan Department of State, Office of the Great Seal, promptly after adoption and to take all other actions incident upon such adoption pursuant to applicable charter or other provisions.

AYES:

NAYES:

ABSTAINED:

RESOLUTION DECLARED ADOPTED:

STATE OF MICHIGAN)
)
COUNTY OF)

I, the undersigned, the duly qualified and acting Clerk of the City of West Branch, County of Ogemaw, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City of West Branch City Council at a regular meeting held on the 16th day of March, 2020, the original of which resolution is on file in my office.

IN WITNESS WHEREOF, I have hereunto set my official signature, this _____ day of March, 2020.

CLERK

City of West Branch

Approval of Council Minutes & Summary

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN THE COUNCIL CHAMBERS OF THE WEST BRANCH CITY HALL, 121 N. FOURTH STREET ON MONDAY, MARCH 2 , 2020.

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

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

Absent: None

Other officers present: City Manager Frank Goodroe, Clerk/Treasurer John Dantzer, Public Works Superintendent Mike Killackey, Planning Vice Chair Bruce David, and County Commissioner Bruce Reetz.

All stood for the Pledge of Allegiance.

* * * * *

County Commissioner Bruce Reetz gave a County update which included an update on the medical examiner contract, that the County will be creating a child assessment center in the old housing building, noted the Ogemaw Heights FFA gave a presentation on agriculture issues, gave an update on the EMS negotiations, noted they heard a presentation by Sean Petri of COOR, gave an update on the County Administrator opening, and spoke on the STEP grant program to help with mental health in the jail.

* * * * *

At 6:10 Mayor Frechette opened the public hearing to take comment on the creation of a Brownfield Development Authority.

Manager Goodroe gave an overview on the development of the Authority

No one in the public wish to speak on the subject and at 6:13 Council voted to close the public hearing.

MOTION BY FRECHETTE, SECOND BY SHOWALTER, TO CLOSE THE PUBLIC HEARING

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

No – None

Absent – None

Motion carried

* * * * *

MOTION BY BENNETT, SECOND BY POWLEY, TO PAY BILLS IN THE AMOUNT OF \$66,012.61.

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

No – None

Absent – None

Motion carried

* * * * *

**MOTION BY FRECHETTE, SECOND BY SHOWALTER, TO BRING BACK TO THE TABLE THE
RESOLUTION OF INTENT ON THE CREATION OF A BROWNFIELD AUTHORITY.
(2/3 approval required)**

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

No — None

Absent — None

Motion carried

* * * * *

It was noted that the resolution of intent needed to be brought back to the table and reapproved to change the public hearing from March 2 to March 16.

**MOTION BY FRECHETTE, SECOND BY JACKSON, TO APPROVE THE UPDATED RESOLUTION OF
INTENT FOR THE CREATION OF A BROWNFIELD REDEVELOPMENT AUTHORITY AND TO SET A
PUBLIC HEARING FOR MARCH 16.**

**RESOLUTION OF INTENT
CREATION OF A BROWNFIELD REDEVELOPMENT AUTHORITY (BRA)
FOR THE CITY WEST BRANCH, OGEMAW COUNTY.**

RESOLUTION OF INTENT TO CREATE AND PROVIDE FOR THE OPERATION OF A
BROWNFIELD REDEVELOPMENT AUTHORITY FOR THE CITY OF WEST BRANCH
PURSUANT TO AND IN ACCORDANCE WITH THE PROVISIONS OF ACT 381 OF THE PUBLIC
ACTS OF THE STATE OF MICHIGAN OF 1996, AS AMENDED.

WHEREAS, the City Council of the City of West Branch, Ogemaw County has received and reviewed testimony that there are or may be certain environmentally distressed, functionally obsolete and/or blighted areas in the City of West Branch and that the continued existence of such areas can limit, hinder or delay redevelopment or revitalization of properties within the City, and, accordingly, that it is in the best interest of the public to facilitate identification and treatment of environmentally distressed, functionally obsolete and/or blighted areas and promote revitalization within the municipal limits of West Branch; and

WHEREAS, in order to further such interests, it is appropriate for the City Council of the City of West Branch to create and provide for the operation of a Brownfield Redevelopment Authority within the City of West Branch pursuant to and in accordance with the provisions of the Brownfield Redevelopment Financing Act, being Act 381 of the Public Acts of the State of Michigan of 1996, as amended (the "Act"); and

WHEREAS, pursuant to the Act, this City Council is required (a) to hold a public hearing on the adoption of a proposed resolution creating a Brownfield Redevelopment Authority under the Act (the "Authority") and (b) to publish notice of the public hearing in a newspaper of general circulation in the City of West Branch all in accordance with Section 4(2) of the Act.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City Council hereby determines that is in the best interest of the public to promote the redevelopment of environmentally distressed, functionally obsolete and/or blighted areas of the City of West Branch
2. The City Council hereby declares its intention to create and provide for the operation of the Authority within the City of West Branch pursuant to and in accordance with the provisions of the Act. 4
3. A public hearing shall be held before the City Council on March 16, 2020 at 6 p.m. in the City Council Chambers at City Hall, 121 N. 4th Street on the adoption of a resolution creating the Authority within the City of West Branch, within the municipal limits of which the Authority shall exercise its powers.
4. The City Clerk (the "Clerk") shall give notice of the public hearing by causing notice to be published, in the form attached hereto as Exhibit 1, in the Ogemaw Herald, a weekly newspaper of general circulation in the County of Ogemaw on the twenty seventh day of February, 2020 and the fifth day of March, 2020 and by posting notice of the public hearing, in the form attached hereto as Exhibit 1, pursuant to the practice of the Clerk.

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

No — None

Absent — None

Motion carried

* * * * *

MOTION BY BENNETT, SECOND BY SHOWALTER, TO APPROVE RESOLUTION 20-04

RESOLUTION 20-04

WHEREAS, City staff compares the year to date actual with the budgeted amount of all revenue and expenditures monthly; and

WHEREAS, during the review it was determined that the revenues and expenses in Fund 101, General Fund; the revenues in Fund 590, Sewer Fund, the revenues in Fund 591, Water Fund, and the revenues and expenditures in the Fund 661, Equipment will exceed their budget, and

WHEREAS, the revenues and expenses in Fund 101, general fund were underestimated in the Veteran banner contributions due to more Veteran banners being sponsored than were projected, in grants due to a census grant and Michigan Works Training grant being awarded, an understatement of miscellaneous public works revenue, and the addition of an installment purchase agreement expense, and

WHEREAS, the revenues in Fund 590, Sewer were underestimated in grants due to a Michigan Works Training Grant being awarded, and

WHEREAS, the revenues in Fund 591, Water were underestimated in penalties, meter sales, interest income, and grants due to a Michigan Works Training grant being awarded, and

WHEREAS, the revenues and expenditures in Fund 661, Equipment were underestimated in miscellaneous revenue due to the sale of some public works equipment, and underestimated in expenses in capital acquisitions due to vehicle purchases that were started in the previous fiscal year but not completed until this fiscal year, and underestimated in interest expense due to the payment on the equipment bond.

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

GL NUMBER	DESCRIPTION	CURRENT BUDGET	AMENDED BUDGET
GL NUMBER	DESCRIPTION	2019-20 CURRENT BUDGET	2019-2020 AMENDED BUDGET
Fund 101 -			
Revenues			
Dept 000.000			
101-000.000-403.400	CURRENT PROPERTY TAX GEN.OP.	974,795.00	974,795.00
101-000.000-404.400	CURRENT PROPERTY TAX REFUSE	195,046.00	195,046.00
101-000.000-446.400	PENALTIES AND INTEREST CUR.TA	9,496.00	9,496.00
101-000.000-448.400	ADMINISTRATIVE FEES ON CUR.TA	31,350.00	31,350.00
101-000.000-477.400	CABLE TV FRANCHISE FEES	41,367.00	41,367.00
101-000.000-540.400	MDOT FEDERAL REVENUE	0.00	0.00
101-000.000-564.400	INDUSTRIAL PARK	2,000.00	2,000.00
101-000.000-573.400	LOCAL COMMUNITY STABILIZATION SHARE	0.00	0.00
101-000.000-574.400	SALES (STATUTORY)	26,544.00	26,544.00
101-000.000-575.400	REVENUE SHARING (CONSTITUTIONAL)	181,176.00	181,176.00
101-000.000-577.400	LIQUOR LICENSE	4,250.00	4,250.00
101-000.000-580.400	FRANCHISE FEE REVENUE	0.00	0.00
101-000.000-590.400	SEWER FUND ADMINISTRATION	60,000.00	60,000.00
101-000.000-590.401	SEWER COLLECTION ADMIN.	16,000.00	16,000.00
101-000.000-591.400	WATER FUND ADMINISTRATION	20,000.00	20,000.00
101-000.000-592.400	LOCAL STREET ADMIN. FEE	4,400.00	4,400.00
101-000.000-593.400	MAJOR STREET ADMIN. FEE	9,500.00	9,500.00
101-000.000-594.400	CEMETERY ADMIN. FEE	1,000.00	1,000.00
101-000.000-597.400	DDA ADMINISTRATIVE	6,000.00	6,000.00
101-000.000-634.400	GRANT	85,000.00	95,000.00
101-000.000-634.401	GRANT - ECONOMIC ADVANCEMENT	0.00	0.00
101-000.000-638.400	PROJECT INCOME	0.00	0.00
101-000.000-642.400	SALES OF LOTS	0.00	0.00
101-000.000-661.400	MOTOR VEHICLE FUND	12,000.00	12,000.00
101-000.000-664.400	INTEREST INCOME	6,500.00	6,500.00

101-000.000-671.400	CONTRIBUTIONS	0.00	0.00
101-000.000-672.400	VETERAN BANNER CONTRIBUTIONS	5,800.00	6,500.00
101-000.000-695.080	LAND CONTRACT PROCEEDS	0.00	0.00
101-000.000-695.400	MISCELLANEOUS	15,859.00	15,859.00
101-000.000-695.405	REFUSE RECYCLING DONATIONS	5,083.00	5,083.00
Total Dept 000.000		1,713,166.00	1,723,866.00
Dept 441.000 - PUBLIC WORKS DEPARTMENT		15,300.00	15,300.00
101-441.000-673.400	DDA MAINTENANCE	500.00	750.00
101-441.000-695.400	MISCELLANEOUS	13,900.00	13,900.00
101-441.000-695.410	MDOT REVENUE	0.00	0.00
101-441.000-695.415	OTHER GOV'T UNITS	29,700.00	29,950.00
Total Dept 441.000 - PUBLIC WORKS DEPARTMENT		1,766,791.00	1,777,741.00
TOTAL REVENUES			
Expenditures			
Dept 000.000			
Dept 265.999 - INSTALLMENT PURCHASE AGREEMENT EXPENSE			
INSTALLMENT PURCHASE AGREEMENT		0.00	16,772.00
101-265.999-000.011	PRINCIPAL	0.00	16,772.00
Total Dept 265.999 - INSTALLMENT PURCHASE AGREEMENT EXPENSE		1,756,385.00	1,773,157.00
TOTAL EXPENDITURES			
Fund 101:		1,766,791.00	1,777,741.00
TOTAL REVENUES		1,756,385.00	1,773,157.00
TOTAL EXPENDITURES		10,406.00	4,584.00
NET OF REVENUES & EXPENDITURES		1,018,405.00	1,012,583.00
FUND BALANCE			
Fund 590 - SEWER			
FUND			
Revenues			
Dept 000.000		580,000.00	580,000.00
590-000.000-625.400	BILLINGS	2,500.00	2,500.00
590-000.000-626.400	PENALTIES	0.00	2,100.00
590-000.000-634.400	GRANT	0.00	0.00
590-000.000-644.400	TAP FEES		

590-000.000-648.400	LAB SERVICE FEES	40,000.00	40,000.00
590-000.000-664.400	INTEREST INCOME	800.00	800.00
590-000.000-695.400	MISCELLANEOUS	0.00	0.00
590-000.000-699.400	TRANSFER IN	0.00	0.00
Total Dept 000.000		623,300.00	625,400.00
TOTAL REVENUES		623,300.00	625,400.00
Expenditures			
Dept 000.000			
TOTAL EXPENDITURES		623,300.00	623,300.00
Fund 590 - SEWER FUND:			
TOTAL REVENUES		623,300.00	625,400.00
TOTAL EXPENDITURES		623,300.00	623,300.00
NET OF REVENUES & EXPENDITURES		0.00	2,100.00
FUND BALANCE		(188,798.00)	(186,698.00)
Fund 591 - WATER FUND			
Revenues			
Dept 000.000			
591-000.000-539.400	MDOT STATE REVENUE	0.00	0.00
591-000.000-612.400	TRANS. FROM WATER REPLACEMENT	0.00	0.00
591-000.000-625.400	BILLINGS	495,000.00	495,000.00
591-000.000-626.400	PENALTIES	1,700.00	4,500.00
591-000.000-634.400	GRANT	0.00	4,700.00
591-000.000-644.400	TAP FEES	0.00	
591-000.000-645.400	TURN ON CHARGES	300.00	300.00
591-000.000-646.400	HYDRANT RENTAL	17,995.00	17,995.00
591-000.000-647.400	METER SALES	0.00	4,000.00
591-000.000-664.400	INTEREST INCOME	500.00	1,600.00
591-000.000-695.400	MISCELLANEOUS	1,700.00	1,700.00
Total Dept 000.000		517,195.00	529,795.00
TOTAL REVENUES		517,195.00	529,795.00
TOTAL EXPENDITURES		517,195.00	517,195.00
Fund 591 - WATER FUND:			
TOTAL REVENUES		517,195.00	529,795.00

TOTAL EXPENDITURES	517,195.00	517,195.00
NET OF REVENUES & EXPENDITURES	0.00	12,600.00
FUND BALANCE	(282,049.00)	(269,449.00)

Fund 661 - EQUIPMENT FUND

Revenues

Dept 000.000

661-000.000-601.400	WATER FUND EQUIPMENT RENTAL	25,000.00	25,000.00
661-000.000-602.400	SEWER FUND EQUIPMENT RENTAL	10,000.00	10,000.00
661-000.000-602.402	SEWER COLLECITON EQUIP. RENT	11,500.00	11,500.00
661-000.000-603.400	LOCAL STREET EQUIPMENT RENTAL	22,450.00	22,450.00
661-000.000-604.400	MAJOR STREET EQUIPMENT RENTAL	27,110.00	27,110.00
661-000.000-607.400	CEMETERY EQUIPMENT RENTAL	8,000.00	8,000.00
661-000.000-608.400	INDUSTRIAL PARK EQUIP. RENTAL	1,900.00	1,900.00
661-000.000-609.400	TRUNKLINE EQUIPMENT RENTAL	22,870.00	22,870.00
661-000.000-613.400	DDA EQUIP. RENTAL	0.00	0.00
661-000.000-614.400	GENERAL FUND EQUIP. RENTAL	54,800.00	54,800.00
661-000.000-634.400	GRANT	45,500.00	45,500.00
661-000.000-664.400	INTEREST INCOME	2,750.00	2,750.00
661-000.000-673.000	SALE OF FIXED ASSETS	26,000.00	26,000.00
661-000.000-695.400	MISCELLANEOUS	0.00	20,000.00
Total Dept 000.000		257,880.00	277,880.00
TOTAL REVENUES		257,880.00	277,880.00

Expenditures

Dept 000.000

661-000.000-703.700	SALARIES AND WAGES	13,975.00	13,975.00
661-000.000-710.700	OVERTIME	105.00	105.00
661-000.000-714.700	MANDATORY MEDICARE	205.00	205.00
661-000.000-715.700	SOCIAL SECURITY (EMPLOYER)	870.00	870.00
661-000.000-716.700	BC/BS HEALTH INSURANCE PREMIUM	2,080.00	2,080.00
661-000.000-718.700	MERS RETIREMENT (EMPLOYER)	60.00	60.00
661-000.000-720.700	WORKERS COMPENSATION PREMIUM	350.00	350.00
661-000.000-724.700	UNEMPLOYMENT INS. BENEFIT	5.00	5.00
661-000.000-782.700	ADMINISTRATION	12,000.00	12,000.00
661-000.000-801.700	CONTRACTUAL SERVICES	150.00	150.00
661-000.000-805.700	REPAIR/PARTS	28,250.00	28,250.00
661-000.000-806.700	REPAIR/PARTS POLICE	8,500.00	8,500.00
661-000.000-818.700	INS. PREMIUM - LIABILITY	22,500.00	22,500.00

661-000.000-856.700	FUEL	33,000.00	33,000.00
661-000.000-868.700	FLUIDS	705.00	705.00
661-000.000-956.700	EXPENSES	0.00	0.00
661-000.000-966.700	DEPRECIATION	37,022.00	37,022.00
661-000.000-966.701	DEP.EXP. PUBLIC SAFETY	5,080.00	5,080.00
661-000.000-968.000	DEPRECIATION EXPENSE	0.00	0.00
661-000.000-968.001	DEPRECIATION EXP PUBLIC SAFET	0.00	0.00
661-000.000-977.700	CAPITAL ACQUISITIONS	88,000.00	102,000.00
661-000.000-992.000	INTEREST EXPENSE	0.00	5,500.00
Total Dept 000.000		252,857.00	272,357.00
TOTAL EXPENDITURES		252,857.00	272,357.00
Fund 661 - EQUIPMENT FUND:			
TOTAL REVENUES		257,880.00	277,880.00
TOTAL EXPENDITURES		252,857.00	272,357.00
NET OF REVENUES & EXPENDITURES		5,023.00	5,523.00
FUND BALANCE		525,647.00	526,147.00

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

No — None

Absent — None

Motion carried

* * * * *

MOTION BY SHOWALTER, SECOND BY JACKSON, TO APPROVE AN UPDATED INTERAGENCY AGREEMENT FOR CHILD ABUSE INVESTIGATION AND INTERVENTION.

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

No — None

Absent — None

Motion carried

* * * * *

MOTION BY JACKSON, SECOND BY PUGH, TO APPROVE THE 20-21 AIRPORT BUDGET AS SUBMITTED.

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

No — None

Absent — None

Motion carried

* * * * *

MOTION BY FRECHETTE, SECOND BY JACKSON, TO POSTPONE THE DECISION ON THE ECONOMIC DEVELOPMENT POSITION.

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

No – None

Absent – None

Motion carried

* * * * *

MOTION BY ZIMMERMAN, SECOND BY PUGH, TO APPROVE THE PURCHASE OF A BUCKET TRUCK NOT TO EXCEED \$29,950 AND CONTINGENT UPON THE PASSING OF AN MDOT INSPECTION.

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

No – None

Absent – None

Motion carried

* * * * *

MOTION BY FRECHETTE, SECOND BY ZIMMERMAN, TO APPROVE THE PURCHASE OF WATER METERS NOT TO EXCEED \$20,000.

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

No – None

Absent – None

Motion carried

* * * * *

Manager Goodroe announced the City was presented with the leadership award at the Chamber's Winter Ball.

Manager Goodroe announced that the City has received the donation of an AED from both Mid-Michigan Hospital and McLaren Health and also received a \$7,500 grant from Enbridge to purchase additional AEDs.

Manager Goodroe spoke on the goal setting session that was recently held. It was the consensus of Council that it was very well supported and thought the facilitator was a great idea.

* * * * *

MOTION BY PUGH, SECOND BY SHOWALTER, TO APPROVE THE MINUTES WITH CORRECTIONS AND SUMMARY OF MINUTES FROM THE MEETING HELD FEBRUARY 17 AND THE CLOSED SESSION MINUTES OF THE FEBRUARY 17 MEETING .

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

No – None

Absent – None

Motion carried

* * * * *

MOTION BY SHOWALTER, SECOND BY JACKSON, TO RECEIVE AND FILE THE TREASURER'S REPORT AND INVESTMENT SUMMARY; THE MINUTES FROM THE ELECTION BOARD MEETING HELD FEBRUARY 28, 2020; THE MINUTES FROM THE AIRPORT BOARD MEETING HELD JANUARY 15, 2020; AND THE FEBRUARY CODE ENFORCEMENT REPORT.

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

No – None

Absent – None

Motion carried

* * * * *

A public health update was shared.

A Consumers news release was shared.

An urban City report was shared.

* * * * *

Mayor Frechette spoke on what a great job the Chamber did with the Winter Ball and noted what an honor it was to receive the leadership award. Mayor Frechette acknowledged and commended the City Manager, department heads, employees, and volunteers of all boards and noted they were the reason the City was presented with the award.

Mayor Frechette also spoke on how well the goal setting session went.

Member Jackson gave an airport update and noted they are working on the development of a new hangar.

Member Showalter noted his agreement with Mayor Frechette on the Winter Ball and noted it was an honor because the award was voted on by all members of the Community.

Member Showalter commended the DPW for their proactive handling of potholes.

Member Showalter also noted a traffic light that was out.

Member Zimmerman also commended all of the City employees and thanked them for their hard work and noted they were the reason the City received the award.

Member Bennett also thanked the City staff and board members.

Member Bennett also spoke on how well the goal setting session went.

Member Powley noted the Ogemaw parliamentary procedure team that recently attended a webinar at City Hall will be heading to the State tournament.

Member Powley also noted how well the downtown looks.

Member Pugh noted what a positive attitude there is around the City.

Member Pugh also reminded everyone of the upcoming high school musical.

Mayor Frechette reminded everyone of the upcoming Presidential Primary. Member Jackson noted the Planning Commission meeting for that night has been moved to the Police Department.

Mayor Frechette and Manager Goodroe gave an Ogemaw/Arenac Roundtable (OAR) update and reminded Council of the upcoming meetings.

Manager Goodroe reminded everyone of the upcoming joint DDA training.

Manager Goodroe updated everyone on the upcoming Vision Keeper’s Economic Development Strategy session.

Manager Goodroe gave an update on the gathering place.

Mayor Frechette shared the plans for the future Chamber building.

* * * * *

Mayor Frechette adjourned the meeting at 7:33 pm.

Paul Frechette, Mayor

John Dantzer, Clerk

SUMMARY OF THE REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD ON
MONDAY, MARCH 2, 2020.

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

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

Absent: None

Other officers present: Manager Goodroe, Clerk/Treasurer Dantzer, DPW Superintendent Killackey, Planning Vice Chair David, and Commissioner Reetz.

Commissioner Reetz gave a County update.

Mayor Frechette opened the public hearing at 6:10 to take comment on the creation of a Brownfield Development Authority. With no one wishing to speak on the subject, Council closed the public hearing at 6:13 pm.

Council approved bills in the amount of \$66,012.61.

Council approved to bring back to the table the resolution of intent for the creation of a Brownfield Authority and Council approved an updated resolution of intent.

Council approved Resolution 20-04, a budget amendment.

Council approved an updated interagency agreement for child abuse investigation and intervention.

Council approved the Airport budget as submitted.

Council postponed decision on an economic development position.

Council approved the purchase of a bucket truck not to exceed \$29,950.

Council approved the purchase of water meters not to exceed \$20,000.

Council approved the minutes with corrections and summary from the meeting held February 17 and the closed session minutes from the February 17 meeting.

Council received and filed the treasurer's report and investment summary; the minutes from the Election Board meeting held February 28; the minutes from the Airport Board meeting held January 15; and the February Code Enforcement Report.

Communications were shared.

Mayor Frechette, Members Jackson, Showalter, Zimmerman, Bennett, Powley, Pugh, and Manager Goodroe gave reports

Mayor Frechette adjourned the meeting at 7:33 pm.

WORK SESSION OF THE WEST BRANCH CITY COUNCIL HELD AT THE WEST BRANCH
COMMUNITY AIRPORT, 1519 W. AIRPORT RD. ON SATURDAY, FEBRUARY 29, 2020

Mayor Frechette opened the work session at 10:07 a.m.

Present: Mayor Paul Frechette, Members Joanne Bennett, Mike Jackson, Chris Powley,
Rusty Showalter, and Cathy Zimmerman.

Absent: Member Ellen Pugh

Others present: City Manager Frank Goodroe, and Clerk/Treasurer John Dantzer

Nicholas Holton of Beechwood Communications led Council on a goal setting discussion.
The discussion revolved around four key goals and objectives that revolved around sense
of place, a thriving downtown experience, fiscal sustainability, and establish a learning
community.

Work Session ended at 3:00 pm.

Consent Agenda

CASH SUMMARY BY BANK FOR WEST BRANCH
FROM 03/01/2020 TO 03/31/2020

Bank Code	Description	Beginning Balance 03/01/2020	Total Debits	Total Credits	Ending Balance 03/31/2020
GEN1	GEN1 - GENERAL CHECKING				
101		724,553.48	56,033.32	93,941.79	686,645.01
150	CEMETERY PERPETUAL CARE	27,370.11	0.00	527.54	26,842.57
209	CEMETERY FUND	9,281.52	527.54	83.33	9,725.73
248	DDA OPERATING FUND	111,592.22	0.00	200.00	111,392.22
251	INDUSTRIAL PARK FUND	(30,759.95)	31,000.00	83.33	156.72
276	HOUSING RESOURCE FUND	224,601.83	404.71	0.00	225,006.54
318	SEWER DEBT FUND	200,328.51	10,949.72	311.52	210,966.71
319	WATER DEBT FUND	60,989.27	2,336.56	69.48	63,256.35
371	COLLECTION REPLACEMENT FUND	31,101.23	0.00	0.00	31,101.23
372	PLANT REPLACEMENT FUND (R&I)	9,230.97	0.00	0.00	9,230.97
390	SEWER FUND	270,848.22	15,757.46	24,068.26	262,537.42
391	WATER FUND	482,940.12	15,461.66	19,974.08	478,427.70
392	WATER REPLACEMENT FUND	284,017.56	0.00	0.00	284,017.56
393	SEWER COLLECTION	108,110.92	2,664.46	2,378.50	108,396.88
361	EQUIPMENT FUND	111,255.90	3,365.85	2,625.65	111,996.10
704	PAYROLL CLEARING	(13,133.39)	38,336.04	0.00	25,202.65
705	IRONS PARK ENTERTAINMENT FUND	2,629.47	400.00	0.00	3,029.47
707	YOUTH SAFETY PROGRAM	3,557.15	760.00	0.00	4,317.15
714	RECYCLING CENTER	9,958.82	335.05	439.60	9,854.27
	GEN1 - GENERAL CHECKING	2,628,473.96	178,332.37	144,703.08	2,662,103.25
M/LST	MAJOR/ LOCAL STREETS				
202	MAJOR STREET FUND	439,389.80	18,806.05	15,235.07	442,960.78
203	LOCAL STREET FUND	284,342.65	11,022.62	5,313.00	290,052.27
	MAJOR/ LOCAL STREETS	723,732.45	29,828.67	20,548.07	733,013.05
PAY	PAYROLL				
704	PAYROLL CLEARING	49,627.83	0.00	35,627.90	13,999.93
	PAYROLL	49,627.83	0.00	35,627.90	13,999.93
CHEM	SAVINGS				
101		437,605.44	0.00	0.00	437,605.44
150	CEMETERY PERPETUAL CARE	1,678.39	0.00	0.00	1,678.39
251	INDUSTRIAL PARK FUND	20,947.82	0.00	0.00	20,947.82
371	COLLECTION REPLACEMENT FUND	2,390.57	0.00	0.00	2,390.57
391	WATER FUND	26,390.11	0.00	0.00	26,390.11
392	WATER REPLACEMENT FUND	19,780.27	0.00	0.00	19,780.27
393	SEWER COLLECTION	790.08	0.00	0.00	790.08
361	EQUIPMENT FUND	103,452.85	0.00	0.00	103,452.85
714	RECYCLING CENTER	1,043.28	0.00	0.00	1,043.28
	SAVINGS	614,078.81	0.00	0.00	614,078.81
TAX	TAXES				
701	TAX AGENCY	97,274.10	7,655.09	91,570.47	13,358.72
	TAXES	97,274.10	7,655.09	91,570.47	13,358.72
	TOTAL - ALL FUNDS	4,113,187.15	215,816.13	292,449.52	4,036,553.76

CASH SUMMARY BY ACCOUNT FOR WEST BRANCH
 FROM 03/01/2020 TO 03/31/2020
 FUND: ALL FUNDS
 INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 03/01/2020	Total Debits	Total Credits	Ending Balance 03/31/2020
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
		<hr/>	<hr/>	<hr/>	<hr/>
		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
		<hr/>	<hr/>	<hr/>	<hr/>
	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
		<hr/>	<hr/>	<hr/>	<hr/>
	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
		<hr/>	<hr/>	<hr/>	<hr/>
	EQUIPMENT FUND	250,000.00	0.00	0.00	250,000.00
		<hr/>	<hr/>	<hr/>	<hr/>
	TOTAL - ALL FUNDS	929,972.80	0.00	0.00	929,972.80

City of West Branch Planning Commission

Meeting Minutes for January 14, 2020

Meeting called to order at 6:00pm by Chairman Lucynski

Roll Call – Present – Kara Fachting, Chris Powley, Bob David, Mike Jackson, Cori Lucynski and Rusty Showalter

John Dantzer, City Clerk was also present.

Pledge of Allegiance

Public Hearings – None

Additions to Agenda – Lahti Fabrications Inc. – Roger Elrod

Public Comment – None

Approval of Minutes – Mike Jackson made a motion to approve the proposed December 10, 2019 minutes, 2nd by Chris Powley. Ayes - All

Site Plans – Lahti Fabrications Inc. – Roger Elrod was present to answer questions.

Chris Powley made a motion to approve the request as presented, 2nd by Rusty Showalter. Ayes - All

Sign Permits – Midway Signs – PNC Bank.

Bob David made a motion to approve the request as presented, 2nd by Mike Jackson. Ayes - All

Unfinished Business – None

New Business - Motion by Mike Jackson, 2nd by Chris Powley to request the City Council to appoint Yvonne DeRosio to the Planning Commission and to move Chairman Cori Lucynski to the Health field and place DeRosio on the Transportation field. Ayes – All

Appointment of Officers – Rusty Showalter made a motion to keep the appointments as is, Cori Lucynski – Chairman, Bob David – Vice-Chairman and Kara Fachting – Secretary, 2nd by Kara Fachting. Ayes – All

2019 Annual Report Update - The Commission worked on the report and will continue review at home before the next meeting.

NEMCOG – Motion by Bob David, 2nd by Mike Jackson to recommend to City Council to sign a contract for Planning Services with NEMCOG. Ayes – All

Communications – A joint meeting will be held with City Council, Planning Commission and West Branch DDA on February 3, 2020. We will present the annual progress of the Master Plan.

Chairman Report – Calling for a meeting on January 28, 2020 @ 6pm to review the Recreation Plan and CIP Plan. February 29, 2020 is the annual Chamber Ball.

Member Reports –

Bob David – None.

Mike Jackson – No new blight issues. DPW is doing a great job. FYI – MAP trainings are coming up.

Rusty Showalter – None.

Chris Powley – Has his students accessing the city sidewalks, incorporating the middle school. West Branch Adventure Guide is coming along good.

Kara Fachting – None.

Public Comment – None.

Meeting was adjourned at 7:27pm per Chairman Lucynski

Meeting minutes taken and typed by Kara Fachting

City of West Branch Planning Commission

Special Meeting Minutes for January 28, 2020

Meeting called to order at 6:03pm by Chairman Lucynski

Roll Call – Present – Kara Fachting, Chris Powley, Bob David, Mike Jackson, Cori Lucynski, Yvonne DeRoso and Rusty Showalter

John Dantzer, City Clerk was also present.

Pledge of Allegiance

Public Hearings – None

Additions to Agenda – None

Public Comment – None

Approval of Minutes – None

Site Plans – None

Sign Permits – None

Unfinished Business – 2019 Annual Report – Motion by Chris Powley, 2nd by Bob David to approve the 2019 Annual Report as presented. Ayes - All

New Business – Capital Improvement Plan – Motion by Mike Jackson, 2nd by Rusty Showalter to submit to City Council for approval. Ayes – All

Recreation Plan – Motion by Mike Jackson, 2nd by Yvonne DeRoso to recommend to City Council the adoption of the 5 year Recreation Plan. Ayes - All

Communications – Joint Meeting – February 3, 2020 @ West Branch Police Dept. RRC trainings are coming up.

Chairman Report – March 10, 2020 – will be on vacation.

Member Reports –

Bob David – None.

Mike Jackson – None.

Rusty Showalter – None.

Chris Powley – Welcome Yvonne DeRoso to the Commission.

Kara Fachting – None.

Yvonne DeRoso – Thanks for having me on the Commission.

Public Comment – None.

Meeting was adjourned at 7:35pm per Chairman Lucynski

Meeting minutes taken and typed by Kara Fachting

City of West Branch Planning Commission

Special Joint Meeting

City Council, Planning Commission and West Branch DDA

Meeting Minutes for February 3, 2020

Meeting called to order at 6:02pm by Chairman Lucynski

Roll Call – Present – Kara Fachting, Chris Powley, Bob David, Mike Jackson, Cori Lucynski, Yvonne DeRoso and Rusty Showalter

John Dantzer, City Clerk was also present.

Pledge of Allegiance

Annual Presentation to City Council – Chairman Cori Lucynski recapped the completion of the Zoning Ordinance, Master Plan, Recreation Plan and 2019 Annual Report for the City Council.

Meeting was adjourned at 6:37pm per Chairman Lucynski

Meeting minutes taken and typed by Kara Fachting

REGULAR MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY
HELD AT THE WEST BRANCH CITY HALL AT 121 N. FOURTH ST. ON TUESDAY, JANUARY
27, 2020.

Vice Chair Joe Clark called the meeting to order at 12:00 pm.

Present: Members Joanne Bennett, Joe Clark, Autum Hunter, Sandy Rabidue, Erin
Resteiner, Ken Walters, and Cathy Zimmerman.

Absent: Members: Samantha Fabbri, and Anthony Bair

Others present: Clerk Clerk/Treasurer John Dantzer

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**MOTION BY WALTERS, SECOND BY RABIDUE, TO EXCUSE MEMBER SAMANTHA
FABBRI FROM THE MEETING DUE TO HER BEING OUT OF TOWN ON
VACATION.**

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

No – None Absent – Bair, Fabbri Motion carried.

* * * * *

**MOTION BY RABIDUE, SECOND BY RESTEINER, TO APPROVE THE MINUTES
FROM THE MEETINGS HELD DECEMBER 17 AND DECEMBER 30, 2019.**

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

No – None Absent – Bair, Fabbri Motion carried.

* * * * *

**MOTION BY RABIDUE, SECOND BY BENNETT, TO APPROVE THE BILLS IN THE
AMOUNT OF \$7,759.61.**

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

No – None Absent – Bair, Fabbri, ~~Zimmerman~~ Motion carried

* * * * *

Mark Hickey gave a presentation to the Board on including a replica train in the gathering
place layout.

Phil Shaw gave a presentation on including Bigfoot in the gathering place layout.

(Member Zimmerman left at 12:50 pm)

It was the consensus of the Board to present their recommendation of plan B as submitted from the designer of Beckett and Raeder.

Vice Chair Clark adjourned the meeting at 1:17 pm.

SPECIAL MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY
HELD JOINTLY WITH CITY COUNCIL AND THE PLANNING COMMISSION AT THE WEST
BRANCH CITY POLICE DEPARTMENT, 130 PAGE ST. ON MONDAY, FEBRUARY 3, 2020.

Vice Chair Joe Clark called the meeting to order at 6:00 pm.

Present: Members Joanne Bennett, Joe Clark, Autum Hunter, Ken Walters, and Cathy Zimmerman.

Absent: Members: Anthony Bair, Samantha Fabbri, Sandy Rabidue, and Erin Resteiner

* * * * *

Vice Chair Clark gave the annual Board presentation to Council

**MOTION BY BENNETT, SECOND BY HUNTER, TO EXCUSE MEMBERS ANTHONY
BAIR, SAMANTHA FABBRI, SANDY RABIDUE, AND ERIN RESTEINER FROM THE
MEETING.**

Yes – Bennett, Clark, Hunter, Walters, Zimmerman

No – None Absent – Bair, Fabbri, Rabidue, Resteiner Motion carried.

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Vice Chair Clark adjourned the meeting at 6:37 pm.

Communications



February 28, 2020

T1 P172 *****AUTO**ALL FOR AADC 480

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



Re: Charter Communications – Upcoming Changes

Dear Franchise Official:

At Charter, locally known as Spectrum, we continue to enhance our services in order to offer more entertainment and communication choices, and to deliver the best value to our customers. We are committed to offering our customers with products and services we are sure they will enjoy.

- Effective on or after March 31, 2020, Spectrum Mi Plan Latino monthly pricing will increase from \$44.99 to \$54.99 for **new** customers. Existing customers who subscribe to Spectrum Mi Plan Latino will not be affected.
- UpLift TV located on Spectrum Channels 160 & 756 (HD) has been rebranded from UpLift TV to Living Faith Network on the channel lineup serving your community.

To view a current Spectrum channel lineup visit www.spectrum.com/channels. If you should have any questions about this change, please feel free to contact me at (810) 652-1422.

Sincerely,

A handwritten signature in blue ink that reads "Karen Coronado".

Karen Coronado
Manager, Charter State Government Affairs, Michigan



March 12, 2020

T1 P171*****AUTO**ALL FOR AADC 480

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



Re: Charter Communications - Upcoming Changes

Dear Franchise Official:

This letter will serve as notice that on or around March 24, 2020 Charter Communications ("Charter"), locally known as Spectrum, will launch a **new channel** on the West Branch, MI channel line-up serving your community:

- **Bull Dog Shopping Network** is the only multi-platform marketplace designed specifically for men. Delivering a curated assortment of gear tailored to the modern man, **Bull Dog Shopping Network** will be available on the Spectrum Basic (HD) service, channels 242 & 696.

To view a current Spectrum channel lineup visit www.spectrum.com/channels. If you should have any questions about this change, please feel free to contact me at (810) 652-1422.

Sincerely,

Karen Coronado

Karen Coronado
Manager, Charter State Government Affairs, Michigan
Charter Communications

Reports

Mayor

Council

City Manager

**Public
Comment
-Any
Topic**

Adjournment