

- AGENDA -

REGULAR MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY (DDA) TO BE HELD VIA VIDEO CONFERENCE AT THE WEST BRANCH CITY HALL, 121 N. FOURTH ST, WEST BRANCH, MICHIGAN, 48661 ON TUESDAY, JANUARY 26, 2020, BEGINNING AT 12:00 P.M.

- I. Call to Order
- II. Roll Call
- III. Additions to agenda
- IV. Public comment on agenda items only
- V. Approval of the minutes from the regular and informational meetings held December 22, 2020.
- VI. Bills
- VII. Bids
- VIII. Unfinished Business
- IX. New Business
- X. Reports
  - A. Chairperson Report
    - 1. Annual Meeting reminder
    - 2. Christmas garland
  - B. Member Report
  - C. Treasurers Report
  - D. City Manager Report
    - 1. Virtual meeting policy
    - 2. Downtown Christmas Tree
    - 3. Streetscape design
  - E. Planning Commission
- XI. Communications
- XII. Public comment
- XIII. Adjournment

REGULAR MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY  
HELD VIRTUALLY AT THE WEST BRANCH CITY HALL, 121 N. FOURTH ST. ON TUESDAY,  
DECEMBER 22, 2020.

The meeting was called to order by Chairperson Samantha Fabbri at 12:05 pm.

Present: Members Anthony Bair, Joe Clark, Samantha Fabbri, Autum Hunter, Sandy Rabidue, Ken Walters, and Cathy Zimmerman.

Absent: Members: Joanne Bennett and Erin Resteiner.

Others present: City Manager John Dantzer.

\* \* \* \* \*

**MOTION BY RABIDUE, SECOND BY FABBRI, TO APPROVE THE MINUTES FROM  
THE INFORMATIONAL AND REGULAR MEETINGS HELD NOVEMBER 24, 2020.**

**Yes – Bair, Clark, Fabbri, Hunter, Rabidue, Walters, Zimmerman**

**No – None          Absent – Bennett, Resteiner          Motion carried.**

\* \* \* \* \*

Manager Dantzer added the invoice for the downtown alley lights to be approved.

**MOTION BY CLARK, SECOND BY RABIDUE, TO APPROVE BILLS IN THE AMOUNT  
OF \$17.98.**

**Yes – Bair, Clark, Fabbri, Hunter, Rabidue, Walters, Zimmerman**

**No – None          Absent – Bennett, Resteiner          Motion carried.**

\* \* \* \* \*

**MOTION BY FABBRI, SECOND BY RABIDUE, TO APPROVE BUDGET  
AMENDMENT 20-01**

GL NUMBER	DESCRIPTION	2020-21	RECOMMENDED
		ORIGINAL	2020-21 AMENDED
		BUDGET	BUDGET

Fund 248 - DDA OPERATING FUND

Revenues

Dept 000.000

248-000.000-

400.400

TAX INCREMENT FINANCING

\$46,718.00

\$55,273.00

248-000.000-

403.400

CURRENT PROPERTY TAX GEN.OP.

\$10,000.00

\$10,000.00

248-000.000-

408.400

PERSONAL PROPERTY TAX LOSS  
REIMBURSE

\$28,000.00

\$19,445.00

248-000.000-

634.400

GRANT

\$0.00

\$0.00

248-000.000-

664.400

INTEREST INCOME

\$500.00

\$500.00

248-000.000-

672.400

VETERAN BANNER CONTRIBUTIONS

\$3,000.00

\$0.00

248-000.000-

695.400

MISCELLANEOUS

\$800.00

\$800.00

Total Dept 000.000

\$89,018.00

\$86,018.00

TOTAL REVENUES

\$89,018.00

\$86,018.00

Expenditures

Dept 000.000

248-000.000-

729.700

FLOWER PROJECT

5,000.00

5,000.00

248-000.000-

750.700

RETAIL MERCHANTS

7,500.00

7,500.00

248-000.000-

782.700

ADMINISTRATION

2,400.00

2,400.00

248-000.000-

801.700

CONTRACTUAL SERVICES

60,818.00

60,818.00

248-000.000-

865.700

PROFESSIONAL DEVELOPMENT

1,000.00

1,000.00

248-000.000-

884.700

VETERAN BANNER EXPENSE

3,000.00

0.00

248-000.000-

935.703

SHOWMOBILE EXPENSES

300.00

300.00

248-000.000-

940.700

GEN. MAINTENANCE/SNOW REMOVAL

7,500.00

7,500.00

248-000.000-

948.700

DDA MAINTENANCE

0.00

0.00

248-000.000-

956.700

EXPENSES

1,500.00

1,500.00

248-000.000-			
956.802	BAD DEBT EXPENSE	0.00	0.00
Total Dept 000.000		89,018.00	86,018.00
TOTAL EXPENDITURES		89,018.00	86,018.00
Fund 248 - DDA OPERATING FUND:			
TOTAL REVENUES		89,018.00	86,018.00
TOTAL EXPENDITURES		89,018.00	86,018.00
NET OF REVENUES & EXPENDITURES		0.00	0.00

\* \* \* \* \*

Chairperson Fabbri noted she was looking forward to the new year and working with the downtown businesses. She further noted that she would be looking for some educational and training opportunities to help assist in this.

Member Rabidue noted she had discussions with the greenhouse on the winter plantings and noted those decorations would probably need to be put on hold for this winter.

Member Bair noted he would be looking into some training opportunities including active shooter and trauma response for local businesses.

Member Walters noted he would work with Member Bair on the active shooter trainings.

Member Zimmerman noted she was informed there was a petition being circulated to request more Bigfoot displays throughout town.

Manager Dantzer noted the downtown garland would need to be replaced next year.

Manager Dantzer commented on a grant opportunity for the creation of a downtown farmers market.

\* \* \* \* \*

The meeting was adjourned at 12:30 pm.

SPECIAL INFORMATIONAL MEETING OF THE WEST BRANCH DOWNTOWN  
DEVELOPMENT AUTHORITY HELD VIRTUALLY AT THE WEST BRANCH CITY HALL AT 121  
N. FOURTH ST. ON TUESDAY, NOVEMBER 24, 2020.

Chairperson Fabbri called the meeting to order at 12:00 pm.

Present: Members Anthony Bair, Joe Clark, Samantha Fabbri, Autum Hunter, Sandy  
Rabidue, Ken Walters, and Cathy Zimmerman.

Absent: Members: Joanne Bennett and Erin Resteiner.

Others present: City Manager 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 2021 calendar year would be as follows:

1. Development of the Gathering Place.
2. Working on subcommittees with Council and Planning members on the new City Council  
Goals that were developed and passed by Council in 2020.
3. Work with City Council on the Houghton Ave redesign project.
4. Continue the downtowns flower and snow removal projects.
5. Work on seasonal themed banners.

\* \* \* \* \*

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

\* \* \* \* \*

Chairperson Fabbri adjourned the meeting at 12:04 pm.

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

**BILLS**

Amazon	\$ 53.91
Paid but not approved	\$ 0.00

<b>TOTAL BILLS</b>	<b>\$53.91</b>
--------------------	----------------

3 of: 24-Pack Edison Replacement Light Bulbs, 7-Watt E17 Screw Base ST40 Replacement Clear Glass Light Bulbs for Outdoor  
Patio ST40 String Lights, Warm White  
Sold by: Brilliant Light Inc (seller profile)  
Business Price  
Condition: New

**Price**  
\$17.97

**Shipping Address:**

Amanda Stang  
121 N 4TH ST  
WEST BRANCH, MI 48661-1217  
United States

**Shipping Speed:**

FREE Shipping

**Payment information**

**Payment Method:**

Visa | Last digits: 0513

**Billing address**

Michelle Frechette  
121 N 4TH ST  
WEST BRANCH, MI 48661-1217  
United States

Item(s) Subtotal: \$53.91  
Shipping & Handling: \$8.38  
Promotion applied: -\$8.38

-----  
Total before tax: \$53.91

Estimated Tax: \$0.00

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**Grand Total: \$53.91**

As one of the requirements of the redevelopment ready communities' program, City Council, the Planning Commission, and the DDA are to hold an annual joint meeting. It was voted upon by Council to hold the meeting annually on the first Monday of February.

At the Council meeting on the 18<sup>th</sup>, Council voted to hold the joint meeting on Feb. 1 at 6:00 at the PD. They would like to have a maximum of 2-3 people per group attend in person and the rest attend virtually in order to allow the in-person participants enough room to keep their 6' distance requirements.

DDA will need to discuss how the presentation will be handled and who, if any, would like to attend in person.



\*\*\* ALL PRICES INCLUDE LED LAMPS \*\*\*  
(POLE WRAP NOT INCLUDED)



Winterfest Flocked Snowflake  
3' LIST \$525 SALE \$315  
4' LIST \$665 SALE \$399  
5' LIST \$716 SALE \$430



Winterfest Diamond Snowflake  
3' LIST \$525 SALE \$315  
4' LIST \$665 SALE \$399  
5' LIST \$716 SALE \$430



Winterfest Spiral Snowflake  
3' LIST \$525 SALE \$315  
4' LIST \$665 SALE \$399  
5' LIST \$716 SALE \$430



Deluxe Flocked Snowflake  
3' LIST \$511 SALE \$307  
4' LIST \$633 SALE \$380  
5' LIST \$696 SALE \$418



Economy Flocked Snowflake  
3' LIST \$417 SALE \$250  
4' LIST \$529 SALE \$317  
5' LIST \$602 SALE \$361



Economy Spiral Snowflake  
3' LIST \$458 SALE \$275  
4' LIST \$564 SALE \$338  
5' LIST \$544 SALE \$326



5' Economy Candle  
LIST \$494 SALE \$296



5' Economy Shooting Star  
LIST \$392 SALE \$235



5' Economy Stocking  
LIST \$399 SALE \$239



5' Economy Candy Cane  
LIST \$407 SALE \$244



4' Economy Snowflake  
LIST \$531 SALE \$319



5' Economy Tree  
LIST \$401 SALE \$240



Banner Enhancer / Ornament  
18" LIST \$367 SALE \$220  
30" LIST \$485 SALE \$273



Banner Enhancer / Snowcut  
18" LIST \$369 SALE \$221  
30" LIST \$457 SALE \$274



Banner Enhancer / Bonnetion Stars  
18" LIST \$590 SALE \$354  
30" LIST \$638 SALE \$383

\*\*\* ALL LIGHTED DECORATIONS 40% OFF \*\*\*  
(POLE WRAP NOT INCLUDED)



50" Bow Wreath  
No Bows \$823 SALE \$314  
2-18" Bows \$827 SALE \$316  
2-24" Bows \$875 SALE \$305



50" Deluxe Bow Wreath  
No Bows \$574 SALE \$344  
2-18" Bows \$578 SALE \$307  
2-24" Bows \$726 SALE \$336



50" Deluxe Candle Wreath  
No Bows \$624 SALE \$374  
2-18" Bows \$728 SALE \$317  
2-24" Bows \$776 SALE \$366



36" Center Mount Bow Wreath  
No Bow \$319 SALE \$191  
1-18" Bow \$371 SALE \$222



36" Candle Wreath  
No Bows \$443 SALE \$266  
2-16" Bows \$527 SALE \$316



36" Deluxe Bow Wreath  
No Bows \$429 SALE \$257  
2-18" Bows \$533 SALE \$320



6' Enhanced Candy Cane  
LIST \$512 SALE \$313



7' Enhanced Shooting Star  
LIST \$700 SALE \$420



7.5' Enhanced Stocking  
LIST \$638 SALE \$383



6' Classic Candy Cane  
LIST \$417 SALE \$250



7' Christmas Tree with Bow  
6' LIST \$594 SALE \$353  
8' LIST \$695 SALE \$417



6' Christmas Candle  
LIST \$437 SALE \$262

UNLIGHTED  
12"x12" \$83 SALE \$50  
12"x16" \$101 SALE \$60  
12"x26" \$163 SALE \$98



12' Pine Pole Wrap

LIGHTED  
12"x12" \$197 SALE \$118  
12"x16" \$239 SALE \$143  
12"x26" \$380 SALE \$228

SALE on Digital Christmas Designs



SALE on Digital Christmas Designs

	List	Sale
18" x 36"	\$70.00	\$56.00
18" x 45"	\$75.00	\$60.00
30" x 60"	\$95.00	\$76.00
30" x 84"	\$105.00	\$84.00

Discount pricing for custom size, contact representative

\*\*\*MORE BANNERS AVAILABLE ON OUR WEBSITE\*\*\*



PERIOD ENDING 01/31/2021  
 % Fiscal Year Completed: 58.90

GL NUMBER	DESCRIPTION	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	YTD BALANCE 01/31/2021 NORM (ABNORM)	ACTIVITY FOR MONTH 01/31/21 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDST USED
Fund 248 - DDA OPERATING FUND							
Revenues							
Dept 000.000							
248-000.000-400.400	TAX INCREMENT FINANCING	46,718.00	55,273.00	69,191.64	0.00	(13,918.64)	125.18
248-000.000-403.400	CURRENT PROPERTY TAX GEN.OP.	10,000.00	10,000.00	10,014.24	4.54	(14.24)	100.14
248-000.000-408.400	PERSONAL PROPERTY TAX LOSS REIMBURSEMENT	28,000.00	19,445.00	19,444.89	0.00	0.11	100.00
248-000.000-634.400	GRANT	0.00	0.00	0.00	0.00	0.00	0.00
248-000.000-664.400	INTEREST INCOME	500.00	500.00	(25.66)	0.00	525.66	(5.13)
248-000.000-672.400	VETERAN BANNER CONTRIBUTIONS	3,000.00	0.00	0.00	0.00	0.00	0.00
248-000.000-695.400	MISCELLANEOUS	800.00	800.00	0.00	0.00	800.00	0.00
Total Dept 000.000		89,018.00	86,018.00	98,625.11	4.54	(12,607.11)	114.66
TOTAL REVENUES							
		89,018.00	86,018.00	98,625.11	4.54	(12,607.11)	114.66
Expenditures							
Dept 000.000							
248-000.000-729.700	FLOWER PROJECT	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
248-000.000-750.700	RETAIL MERCHANTS	7,500.00	7,500.00	7,500.00	0.00	0.00	100.00
248-000.000-782.700	ADMINISTRATION	2,400.00	2,400.00	1,400.00	200.00	1,000.00	58.33
248-000.000-801.700	CONTRACTUAL SERVICES	60,818.00	60,818.00	825.00	0.00	59,993.00	1.36
248-000.000-865.700	PROFESSIONAL DEVELOPMENT	1,000.00	1,000.00	300.00	0.00	700.00	30.00
248-000.000-884.700	VETERAN BANNER EXPENSE	3,000.00	0.00	0.00	0.00	0.00	0.00
248-000.000-935.703	SHOWMOBILE EXPENSES	300.00	300.00	0.00	0.00	300.00	0.00
248-000.000-940.700	GEN. MAINTENANCE/SNOW REMOVAL	7,500.00	7,500.00	0.00	0.00	7,500.00	0.00
248-000.000-948.700	DDA MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00
248-000.000-956.700	EXPENSES	1,500.00	1,500.00	202.05	0.00	1,297.95	13.47
248-000.000-956.802	BAD DEBT EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000.000		89,018.00	86,018.00	10,227.05	200.00	75,790.95	11.89
TOTAL EXPENDITURES							
		89,018.00	86,018.00	10,227.05	200.00	75,790.95	11.89
Fund 248 - DDA OPERATING FUND:							
TOTAL REVENUES							
		89,018.00	86,018.00	98,625.11	4.54	(12,607.11)	114.66
TOTAL EXPENDITURES							
		89,018.00	86,018.00	10,227.05	200.00	75,790.95	11.89
NET OF REVENUES & EXPENDITURES							
		0.00	0.00	88,398.06	(195.46)	(88,398.06)	100.00

01/21/2021 10:21 AM  
User: JOHN  
DB: Westbranch City

BALANCE SHEET FOR WEST BRANCH  
Period Ending 01/31/2021

Page: 1/1

Fund 248 DDA OPERATING FUND

GL Number	Description	Balance
*** Assets ***		
248-000.000-001.000	CASH CHECKING - CHEMICAL BANK	195,205.71
<b>Total Assets</b>		<b>195,205.71</b>
*** Liabilities ***		
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
248-000.000-390.000	CARRY OVER	106,807.65
<b>Total Fund Balance</b>		<b>106,807.65</b>
<b>Beginning Fund Balance</b>		<b>106,807.65</b>
<b>Net of Revenues VS Expenditures</b>		<b>88,398.06</b>
<b>Ending Fund Balance</b>		<b>195,205.71</b>
<b>Total Liabilities And Fund Balance</b>		<b>195,205.71</b>

**CITY OF WEST BRANCH  
RESOLUTION 21-04**

**RESOLUTION ESTABLISHING PROCEDURES TO ALLOW ELECTRONIC  
MEETINGS OF ALL CITY OF WEST BRANCH PUBLIC BODIES AND/OR THE  
ATTENDANCE AT MEETINGS BY MEMBERS OF THOSE PUBLIC BODIES  
REMOTELY**

WHEREAS, effective October 16, 2020 Act 228 of the Public Acts of 2020 (the Act) amended Section 3 of the Open Meetings Act (OMA) and added Section 3a to the Open Meetings Act to permit in certain circumstances public bodies to meet electronically and to permit members of those public bodies to participate in, and vote on, business before the public body remotely, and

WHEREAS, the Act requires the public body, defined in Section 2(a) of the OMA to be the City of West Branch Council, including all boards, commissions, committees, subcommittees, or authorities of the City of West Branch, to establish procedures to ensure compliance with the requirements of the Act related to electronic meetings and participation in meetings by members of the public body remotely, and

WHEREAS, the West Branch City Council, therefore, desires to comply with this statutory requirement by establishing of the procedures contained in this Resolution, and

NOW THEREFORE BE IT RESOLVED, that the West Branch City Council hereby establishes the following procedures to permit the West Branch City Council and all other public bodies of the City of West Branch to meet electronically and to permit members of the City Council and members of those other public bodies to participate in, and vote on, business before the public body remotely.

**PROCEDURES FOR ELECTRONIC MEETINGS AND  
ATTENDANCE BY MEMBERS REMOTELY**

1. Circumstances Permitting Electronic Meetings and/or Remote Participation by Members. Electronic meetings of the City of West Branch public bodies, in whole or in part, and/or attendance by members of those public bodies remotely may be permitted under any of the following circumstances:
  - a. Before January 1, 2021, for any circumstances.
  - b. On and after January 1, 2021 through December 31, 2021, only for one of the following:
    - i. Military service.
    - ii. A medical condition.
    - iii. A work emergency

- iv. A statewide or local state of emergency or state of disaster declared pursuant to law or charter by the governor or a local official or local governing body that would risk the personal health or safety of members of the public or the public body if the meeting were held in person
- c. After December 31, 2021 only in the circumstances requiring accommodation of members absent due to military duty.

2. Meetings held Electronically.

- a. Communication. The City of West Branch shall utilize electronic video and/or audio services or equipment that ensures 2-way communication so that during the electronic meeting members of the public body can hear and be heard by other members of the public body and so that participants in the electronic meeting can hear members of the public body and can be heard by members of the public body and other participants during the public comment period. To accommodate individuals with a disability, the City of West Branch may use technology to facilitate typed public comments during the meeting submitted by members of the public participating in the meeting that may be read to or shared with members of the public body and other participants.
- b. Notice.
  - i. Any meeting to be held electronically shall be preceded by a notice posted at least 18 hours before the meeting on the homepage of the City's website that is fully accessible to the public.
  - ii. The notice of the electronic meeting shall comply with all of the following:
    - (1) The notice shall state why the public body is meeting electronically.
    - (2) The notice shall include the telephone number, internet address, or both, plus any required passwords or access codes, needed to allow the public to participate in the electronic meeting.
    - (3) The notice shall include the telephone numbers and email addresses for each member of the public body, so that all members of the public may contact members of the public body to provide input or ask questions on any business that will come before the public body at the electronic meeting.

- (4) The notice shall include the name, telephone number, and email address of the City Clerk, or other person designated by the City Council, so that persons with disabilities may seek reasonable accommodations necessary to participate in the electronic meeting.
    - (5) The notice shall state how and where, or by what means, draft minutes may be obtained by the public.
  - c. Agenda. If an agenda exists for an electronic meeting, then the agenda for that meeting shall be made available to the public at least two hours before the electronic meeting begins by posting the agenda on that portion of the City's website that is fully accessible to the public. Posting of the agenda, however, shall not prohibit subsequent amendment of the agenda at the meeting.
  - d. Identification of the Public. The City of West Branch shall not as a condition of participating in an electronic meeting require a person to register or otherwise provide his or her name or other information or otherwise to fulfill a condition precedent to attendance at the meeting. However, the City of West Branch may require a person to identify himself or herself as per the City Council policies, to the extent they comply with the Open Meetings Act, to participate in the public comment period of the meeting.
  - e. Quorum requirements. If a meeting is held electronically, the virtual attendance of a member shall count towards a quorum.
  - f. Closed Session. Members of the public may be prohibited from participating in any closed session, which may occur in a virtual breakout room or other virtual venue not accessible by the prohibited public.
- 3. Remote Participation by Members of the Public Body.
  - a. Communication. When a member of a public body is physically absent from a meeting, but attends the meeting remotely, the City of West Branch shall utilize electronic video and/or audio services or equipment that ensures 2-way communication so that during the meeting the member can hear and be heard by other members of the public body and so that participants in the meeting can hear and be heard by the member. For each member of a public body attending the meeting remotely, that member shall announce at the beginning of the meeting that he or she is attending the meeting remotely and shall, except when his or her absence is due to military duty, announce the member's physical location by stating the county, city, township, or village and the state from which he or she is attending the meeting remotely. These announcements must be included

in the minutes of the meeting.

b. Notice.

- i. When a member of a public body is physically absent from a meeting, but attends the meeting remotely, the City of West Branch shall post at least 18 hours before the meeting on the City's website dedicated to public notices for non-regularly scheduled or electronic public meetings a notice that the member of the public body will be attending the meeting remotely.
- ii. The notice shall include the telephone number and email address for the member of the public body who will be attending the meeting remotely, so that all members of the public may contact the member to provide input or ask questions on any business that will come before the public body at the meeting.

**MOTION BY FRECHETTE, SECOND BY PUGH, TO APPROVE RESOLUTION #21-04 VIRTUAL MEETING POLICY.**

**Yes — Bennett, Frechette, Jackson, Powley, Pugh, Schmieder-Kups, Zimmerman**

**No – None**

**Absent – None**

**Motion carried**

I, Amanda Stang, West Branch City Clerk, do hereby certify that this is a true excerpt from the minutes of the regular meeting of the West Branch City Council held in compliance with the Open Meetings Act on Monday, January 4, 2021.

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Amanda Stang  
West Branch City Clerk

# Christmas Designers

CHRISTMAS LIGHTS

TREES

DECORATIONS

COMMERCIAL DÉCOR

ESSENTIALS

PATIO LIGHTS

SALES

The #1 Choice for Pros and Christmas Enthusiasts

Home » 20' RGB Animated Majestic Mountain Pine Christmas Tree



## 20' RGB Animated Majestic Mountain Pine Christmas Tree

☆☆☆☆☆ Ask a question

IN STOCK SKU T-20-RGB

**\$12,000.00 Sale:**

~~\$24,280.00~~

Free Shipping on Orders Over \$95

Add to Cart

Qty 1

- OR -

Or pay with **PayPal**

- OR -

**PayPal CREDIT**

Wish List Compare Email



City of West Branch Planning Commission

Meeting Minutes for December 8, 2020

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

Roll Call – Present – Cori Lucynski, Bob David, Mike Jackson, Tiffany Schmieder-Kups , Yvonne DeRoso, Rusty Showalter and Kara Fachting

West Branch City Manager, John Dantzer, was also present

Pledge of Allegiance

Public Hearings – None

Additions to Agenda – None

Public Comment – None

Approval of Minutes – Motion by Yvonne DeRoso, second by Mike Jackson to approve the November 10, 2020 minutes as written. Ayes - All

Site Plans – Gnaster – Minimum house sq ft variance request

The applicant was not present for the meeting. Due to the intent of the ordinance and vision for the city a motion was made by Fachting, second by Jackson to deny the variance request. Ayes - All

Sign Permits – None

Unfinished Business – 2020 Annual Report

Motion by Fachting, second by Showalter to approve the 2020 Annual Report with an updated member list on page 2 & 4. Ayes - All

New Business – Amendment to Ordinance

Motion by Fachting, second by Jackson to approve the amendment to the ordinance to be published in the newspaper.

Communications –

- A. Becker Consulting – Updates
- B. Plan Housing - Coming

Chairman Report – DPW guys work their butts off

Member Reports –

Kara and John – None

Bob, Tiffany, Yvonne, Rusty and Mike – Merry Christmas, stay Healthy

Public Comment - None

Meeting was adjourned at 6:28pm per Chairman Lucynski

Meeting minutes taken and typed by Kara Fachting

**CITY OF WEST BRANCH  
DDA MEETING  
JANUARY 26, 2021**

PLEASE TAKE NOTICE that the regular meeting of the West Branch City Council scheduled for January 26, 2021 starting at 12:00 pm will be conducted virtually (online and/or by phone), due to health concerns surrounding Coronavirus/COVID-19.

Public comment will be handled by the "Raise Hand" method as instructed below within Participant Controls.

To comply with the Americans with Disabilities Act (ADA), any citizen requesting accommodation to attend this meeting, and/or to obtain this notice in alternate formats, please contact the City Clerk by phone at (989) 345-0500 from 8:00 am-4:30 pm Monday- Friday or by email at [clerk@westbranch.com](mailto:clerk@westbranch.com), at least five business days prior to the meeting.

### **Zoom Instructions for Participants**

**To join the conference by phone:**

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID number** (also provided below) when prompted using your touch-tone (DTMF) keypad.

**Before a videoconference:**

1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. Details, phone numbers, and links to videoconference or conference call is provided below. The details include a link to "**Join via computer**" as well as phone numbers for a conference call option. It will also include the 9-digit Meeting ID.

**To join the videoconference:**

2. At the start time of your meeting, enter the link to **join via computer**. You may be instructed to download the Zoom application.
3. You have an opportunity to test your audio at this point by clicking on "Test Computer Audio." Once you are satisfied that your audio works, click on "Join audio by computer."

You may also join a meeting without the link by going to [join.zoom.us](https://join.zoom.us) on any browser and entering the Meeting ID provided below.

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID number** (also provided below) when prompted using your touch-tone (DTMF) keypad.

3. If you have already joined the meeting via computer, you will have the option to enter your 2-digit participant ID to be associated with your computer.

**Participant controls in the lower left corner of the Zoom screen:**



Using the icons in the lower left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera ("Start/Stop Video")
- Invite other participants
- View Participant list – opens a pop-out screen that includes a "Raise Hand" icon that you may use to raise a virtual hand during Call to the Public
- Change your screen name that is seen in the participant list and video window
- Share your screen

Somewhere (usually upper right corner on your computer screen) on your Zoom screen you will also see a choice to toggle between "speaker" and "gallery" view. "Speaker view" shows the active speaker. "Gallery view" tiles all of the meeting participants.

**The West Branch DDA is inviting you to a scheduled Zoom meeting.**

**Topic: City of West Branch DDA meeting**

**Time: Jan 26, 2021 12:00 PM Eastern Time (US and Canada)**

**Join Zoom Meeting**

**<https://us02web.zoom.us/j/82736082910?pwd=TXR0NGcvalhwK3QvY1VGV2swR2FvUT09>**

**Meeting ID: 827 3608 2910**

**Passcode: 035461**

**One tap mobile**

**+16465588656,,82736082910#,,,,\*035461# US (New York)**

**+13017158592,,82736082910#,,,,\*035461# US (Washington D.C)**

**Dial by your location**

**+1 646 558 8656 US (New York)**

**+1 301 715 8592 US (Washington D.C)**

**+1 312 626 6799 US (Chicago)**

**+1 669 900 9128 US (San Jose)**

**+1 253 215 8782 US (Tacoma)**

**+1 346 248 7799 US (Houston)**

**Meeting ID: 827 3608 2910**

**Passcode: 035461**

**Find your local number: <https://us02web.zoom.us/j/82736082910?pwd=TXR0NGcvalhwK3QvY1VGV2swR2FvUT09>**