

-- AGENDA --

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL TO BE HELD
VIRTUALLY AT WEST BRANCH CITY HALL, 121 N. FOURTH ST. ON MONDAY,
JANUARY 4, 2021, BEGINNING AT 6:00 P.M.

PLEASE NOTE: All guests and parties in attendance are asked to sign in if they will be making any comments during meetings, so that the City Clerk may properly record your name in the minutes. Public comments are limited to 3 minutes in length while matters from the floor are limited to 10 minutes, unless you have signed in and requested additional speaking time, and that the request is then approved by either the Mayor or a majority vote of Council. All in attendance are asked to silence all cell phones and other electronic devices. Accommodations are available upon request to those who require alternately formatted materials or auxiliary aids to ensure effective communication and access to City meetings or hearings. All request for accommodations should be made with as much advance notice as possible, typically at least 10 business days in advance by contacting City Clerk Amanda Stang at (989) 345-0500. [DISCLAIMER: Views or opinions expressed by City Council Members or employees during meetings are those of the individuals speaking and do not represent the views or opinions of the City Council or the City as a whole.] [NOTICE: **Audio and/or video may be recorded at public meetings of the City Council.**]

- I. Call to order
- II. Swearing in of Council Member Tiffany Schmieder Kups
- III. Roll call
- IV. Pledge of Allegiance
- V. Scheduled matters from the floor
- VI. Public hearing
- VII. Additions to the agenda
- VIII. Public comment on agenda items only (limited to 3 minutes)
- IX. Bids
- X. Unfinished business
- XI. New business
 - A. Bills
 - B. Resolution #21-01 – Designate time and place of meetings.
 - C. Resolution #21-02 – Name Street Administrator
 - D. Resolution #21-03 – Adopt fee schedule
 - E. Resolution #21-04 – Virtual meeting policy
- XII. Approval of the minutes and summary from the meeting held December 21, 2020.

XIII. Consent agenda

A. Treasurers report and investment summary

B. Minutes from the DDA meeting & informational meeting held November 24, 2020.

XIV. Communications

XV. Reports and/or comments

A. Mayor

B. Council

C. Manager

XVI. Public comment any topic

XVII. Adjournment

UPCOMING MEETINGS-EVENTS

January 4 – City Council Meeting – 6:00 pm at City Hall

January 12 – Planning Commission Meeting – 6:00 pm at City Hall

In response to the COVID -19 pandemic, City Council meetings will be broadcasted virtually. Council may be in attendance for the meeting with social distancing and facemasks requirements. If someone would like to address Council in person, special arrangements can be made to allow for in person comments subject to social distancing requirements. If you wish to speak in person, we ask that you call City Hall at 989-345-500 or email the City Clerk at clerk@westbranch.com in order for the Council Chambers to be prepared for the in-person comments.

Call to Order

Roll Call

**Pledge of
Allegiance**

Scheduled Matters from the Floor

Public Hearings

Additions to the Agenda

Public Comment -Agenda Items

Bids

Unfinished Business

New Business

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

BILLS	\$43,259.00
<i>BILLS AS OF 12/29/20</i>	<i>\$43,259.00</i>
<i>Additions to Bills as of</i>	<i>\$0</i>
<i>Paid but not approved</i>	<i>\$65.16</i>
TOTAL BILLS	\$43,324.16

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

Vendor Name	Amount	Description
ADVANCED CHEMICAL & SUPPLY INC	44.72	WWTP SUPPLIES
BELL EQUIPMENT CO	644.63	PARTS
CINTAS	130.48	WWTP SUPPLIES
DLL FINANCIAL SERVICES INC	70.08	POLICE COPIER
FOLEY & MANSFIELD	2,166.00	LEGAL SERVICES OCTOBER
LAPHAM ASSOCIATES INC	12,500.00	SURVEY M-30 PROJECT
MERS OF MICHIGAN	24,558.99	RETIREMENT DECEMBER
MVW & ASSOCIATES INC	1,000.00	ASSESSOR CONTRACT JANUARY
OGEMAW COUNTY HERALD ADLINER	58.90	AD
SCHINDLER ELEVATOR CORPORATION	193.65	WWTP ELEVATOR QUARTERLY BILLING
STATE OF MICHIGAN	1,010.20	WWTP BIOSOLIDS/DRY TONS
UNUM LIFE INSURANCE CO OF AMERICA	767.44	LT ST DISABILITY & LIFE
VERIZON WIRELESS	113.91	WELL & POLICE PHONES
TOTAL	43,259.00	

RESOLUTION #21-01

WHEREAS, the West Branch City Charter requires that the Council adopt a resolution stating the time and place of its regular meetings, and

WHEREAS, it is recommended that this be done on an annual basis,

NOW, THEREFORE, BE IT RESOLVED, that the West Branch City Council will hold its regular meetings in the Council Chamber of City Hall, 121 N. Fourth St. unless there is a motion to change the meeting location due to special circumstances, and

FURTHER BE IT RESOLVED, that all regular Council meetings of 2021 will begin at 6:00 p.m. unless there is a motion to change the meeting time due to special circumstances, and

FURTHER BE IT RESOLVED, that the West Branch City Council shall meet on the 1st and 3rd Monday of each month unless there is a motion to change the meeting date due to special circumstances.

Resolution # 21-02

Whereas, Section 13(9) of Act 51, Public Acts of 1951 provided that each incorporated city and village to which funds are returned under the provisions of this section, that, "the responsibility for street improvements, maintenance, and traffic operations work, and the development , construction, or repair of off-street parking facilities and construction or repair of street lighting shall be coordinated by a single administrator to be designated by the governing body who shall be responsible for all shall represent the municipality in transactions with the State Transportation Department pursuant to this act."

Now, therefore, be it resolved the Honorable Body designate John Dantzer as the single Street Administrator for the City of West Branch for the calendar year of 2021 in all transactions with the State Transportation Department as provided in Section 13 of the Act.

RESOLUTION #21-03

WHEREAS, the City of West Branch levies fees to fund City operations, and

WHEREAS, to levy such fees, the City of West Branch Council must approve fees to be levied; and

NOW, THEREFORE, BE IT RESOLVED, that the West Branch adopts the following fees,

WATER/SEWER

hang 24 shut off hour notice	\$25
turn on/off during normal hours scheduled	\$15/ea
turn on/off after normal hours	\$100/ea
Sewer tap fee residential 6" or less	\$950
Water tap fee residential 3/4"	\$950
Water tap 4" or less fire suppression	\$2,000
Water tap larger than 4" fire suppression	\$3,000
Water ready to serve 3/4"	\$9.95
Water ready to serve 1"	\$17.69
Water ready to serve 1-1/2"	\$39.80
Water ready to serve 2"	\$70.76
Water ready to serve 3"	\$159.20
Water ready to serve 4"	\$283.02
Water per 1,000 gallons	\$5.23
Water debt per 1,000 gallons	\$1.30
Sewer ready to serve 3/4"	\$4.80
Sewer ready to serve 1"	\$8.54
Sewer ready to serve 1-1/2"	\$19.20
Sewer ready to serve 2"	\$34.14
Sewer ready to serve 3"	\$76.82
Sewer ready to serve 4"	\$136.56
Sewer per 1,000 gallons	\$4.98
Sewer collections per 1,000 gallons	\$1.52
Sewer debt per 1,000 gallons	\$6.26
Bulk water purchase per 1,000 gallons	\$10.41
Sprinkling meter used (includes tailpieces)	\$65.00
Sprinkling meter new (includes tailpieces)	\$162.00
Sprinkling meter new with cellular read	\$269.00

CEMETERY

Grave opening cremains	\$250
Grave opening full burial	\$500
Cemetery foundation by others	\$50
Cemetery foundation 20" X 32"	\$150
Cemetery 20" X 44"	\$200
Cemetery 20" X 56"	\$250
Flat stone placement	\$75
Cemetery lot City resident	\$400
Cemetery lot non City resident	\$800

MOBILE STAGE RENTAL

Rental of stage (maximum 15 mile radius)	400.00
Additional set up/pick up/ delivery costs	\$75/hr
Refundable deposit	\$200.00

PERMITS AND LICENSING

Parking permit (per year)	\$60	proposed
Peddlers and solicitors standard license (per day)	\$10	
Fixed stand on private property		
Peddlers and solicitors event license (per event)	\$50	
City event		
Peddlers and solicitors special use license (per day)	\$25	
Fixed stand on public property		
Peddlers and solicitors general license (per day)	\$10	
Peddlers and solicitors general (6 months)	\$50	
Door to door in City - no fixed stand		
Right of way permit	\$25	
Farmers Market (per day)	\$5	
Farmers Market (full season)	\$50	
Demolition permit	\$25	
Driveway permit	\$25	

ZONING

zoning permit residential	\$25
zoning permit comercial	\$50
Special Use permit	\$250
Zoning Variance	\$250
Amendment to zoning ordinance	\$250
Sign permit (permanent or temporary)	\$25
Lot splits first one	\$75
Additional lot splits	\$25

COUNCIL CHAMBERS

Council Chambers 1/2 day	\$50
Council Chambers full day	\$100
Refundable deposit	\$100
Each 1/2 hour beyond scheduled	\$25

PARKS

Large pavillion City resident	\$25
Large pavillion non City resident	\$50
Small pavillion City resident	\$10
Small pavillion non City resident	\$20
Gazebo City resident	\$20
Gazebo non City resident	\$40
Little League Pavillion resident	\$20
Little League Pavillin non resdient	\$40

TICKETS

General municipal infraction - first offense	\$50+costs
General municipal infraction - second offense	\$150+costs
General municipal infraction - third offense	\$500+costs
Parking too far from curb	\$25.00
Angle parking violations	\$25.00
Obstructing Traffic	\$50.00
Prohibited parking (signs unnecessary)	
(a) On sidewalk	\$25.00
(b) In front of drive	\$25.00
(c) Within intersection	\$25.00
(d) Within 15 feet of hydrant	\$50.00
(e) On crosswalk	\$25.00
(f) Within 20 feet of crosswalk or 15 feet of corner lot lines	\$25.00
(g) Within 20 feet of street side traffic sign or signal	\$25.00
(h) Within 50 feet of railroad crossing	\$25.00
(i) Within 20 feet of fire station Station entrance	\$25.00
(j) Within 75 feet of fire entrance on opposite side of street (signs required)	\$25.00
(k) Beside street excavation when traffic obstructed	\$50.00
(l) Double parking	\$50.00
(m) On bridge	\$25.00
(n) Within 200 feet of accident where Police in attendance	\$50.00
(o) Blocking emergency exit	\$50.00
(p) Blocking fire escape	\$50.00
In prohibited zone (signs required)	\$50.00
Parking in yellow zone (yellow paint on curb)	\$25.00

Parking in handicap zone without permit	\$100.00
Failure to display handicap sticker	\$25.00
In alley	\$25.00
Parking for prohibited purpose	
(a) Displaying vehicle for sale	\$25.00
(b) Working or repairing vehicle	\$25.00
(c) Displaying advertising	\$25.00
(d) Selling merchandise	\$25.00
(e) Storage over 24 hours	\$25.00
Wrong side of roadway	\$25.00
Loading zone violation	\$50.00
Bicycle parking violations	\$25.00
Prohibited overnight parking in City lot or on street	\$25.00
Illegal tampering/altering/transfer of any permit	\$500.00

BLIGHT

General municipal infraction - first offense	\$300+costs
General municipal infraction - second offense	\$400+costs
General municipal infraction - third offense	\$500+costs

Motion Council Member Mike Jackson
Second Council Member Chris Powley

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

No – None

Absent –None

Motion carried

I, John Dantzer, 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, August 5, 2019.

John Dantzer,
West Branch City Clerk

**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.

Approval of Council Minutes & Summary

SUMMARY OF THE REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD VIA VIDEO
CONFERENCE ON MONDAY, DECEMBER 21, 2020.

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

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

Absent: None

Other officers present: Manager Dantzer, Treasurer Frechette, Clerk Stang and Chief Walters.

Everyone stood for the pledge of allegiance.

Council approved bringing the USDA Grant discussion back to the table.

Council approved the bid from Fleis & Vanderbrink for the Water System and Infrastructure Upgrades in 2021.

Council approved bills in the amount of \$54,912.00

Council approved the Special Event permit for the March 4 Life.

Council approved the MDOT performance resolution.

Council approved Resolution 20-29, December Budget Amendment

Council approved the application for the Drinking Water Asset Management Grant.

Council approved the minutes and summary from the meeting held December 7, 2020 and work session meeting held December 14, 2020.

Council approved the treasurers report and investment summary; minutes from the Wastewater Treatment Plant Authority meeting held on September 15th, 2020; minutes from the Airport Board meeting held November 18, 2020; minutes from the Planning Commission meeting held November 10, 2020; and the November police report.

Mayor Frechette re-appointed Kim Ervans, Dan Grenier, and Terry McLaren to the IDC Board.

Mayor Frechette re-appointed Dale Peters to the Board of Review.

Mayor Frechette, Council Members Powley, Jackson, Bennett, Pugh, Showalter and Manager Dantzer all gave reports.

Mayor Frechette adjourned the meeting at 6:28 p.m.

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD VIA VIDEO CONFERENCE IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET ON MONDAY, DECEMBER 21, 2020.

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

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

Absent: None

Other officers present: City Manager John Dantzer, City Clerk Amanda Stang, City Treasurer Michelle Frechette and Police Chief Ken Walters.

All stood for the Pledge of Allegiance.

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Member Mike Jackson left the virtual meeting due to technical difficulties.

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MOTION BY FRECHETTE, SECOND BY POWLEY, TO BRING THE USDA GRANT DISCUSSION BACK TO THE TABLE.

Yes -- Bennett, Frechette, Powley, Pugh, Showalter, Zimmerman

No -- None

Absent – None

Motion carried

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MOTION BY SHOWALTER, SECOND BY BENNETT, TO ACCEPT THE BID FROM FLEIS & VANDERBRINK FOR THE USDA GRANT TO BE USED TOWARD THE WATER SYSTEM AND INFRASTRUCTURE 2021 UPGRADES.

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

No – None

Absent – None

Motion carried

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MOTION BY SHOWALTER, SECOND BY BENNETT, TO APPROVE THE PAYMENT OF BILLS IN THE AMOUNT OF \$54,912.00.

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

No – None

Absent – None

Motion carried

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Member Mike Jackson returned to the meeting via Zoom.

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MOTION BY PUGH, SECOND BY ZIMMERMAN, TO APPROVE THE SPECIAL EVENT PERMIT FOR THE MARCH 4 LIFE EVENT.

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

No – None

Absent – None

Motion carried

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MOTION BY FRECHETTE, SECOND BY BENNETT, TO APPROVE THE MDOT PERFORMANCE RESOLUTION.

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

No – None

Absent – None

Motion carried

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RESOLUTION #20-29

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

WHEREAS, the expenses in Fund 592, water replacement fund, were understated due to a bond payment not being budgeted for, and

WHEREAS, the expenses in Fund 661, equipment fund were understated due to a bond payment not being budgeted for, and

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

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

Fund 592 - WATER REPLACEMENT FUND

Revenues

Dept 000.000			
592-000.000-664.400	INTEREST INCOME	1,100.00	1,100.00
592-000.000-675.400	TRANSFER FROM WATER FUND	175,000.00	175,000.00
Total Dept 000.000		176,100.00	176,100.00
TOTAL REVENUES		176,100.00	176,100.00

Expenditures			
Dept 000.000			
592-000.000-994.700	BOND	0.00	19,275.00
592-000.000-995.700	INTEREST DUE ON BONDS	0.00	6,776.00
Total Dept 000.000		0.00	26,051.00
TOTAL EXPENDITURES		0.00	26,051.00

Fund 592 - WATER REPLACEMENT FUND:			
TOTAL REVENUES		176,100.00	176,100.00
TOTAL EXPENDITURES		0.00	26,051.00
NET OF REVENUES & EXPENDITURES		176,100.00	150,049.00

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	0.00	20,950.00
661-000.000-604.400	MAJOR STREET EQUIPMENT RENTAL	25,910.00	25,910.00
661-000.000-607.400	CEMETERY EQUIPMENT RENTAL	7,500.00	7,500.00
661-000.000-608.400	INDUSTRIAL PARK EQUIP. RENTAL	2,300.00	2,300.00
661-000.000-609.400	TRUNKLINE EQUIPMENT RENTAL	23,015.00	23,015.00
661-000.000-613.400	DDA EQUIP. RENTAL	0.00	0.00
661-000.000-614.400	GENERAL FUND EQUIP. RENTAL	56,800.00	56,800.00
661-000.000-634.400	GRANT	0.00	0.00
661-000.000-664.400	INTEREST INCOME	600.00	600.00
661-000.000-673.000	SALE OF FIXED ASSETS	10,000.00	10,000.00
661-000.000-695.400	MISCELLANEOUS	15,000.00	15,000.00
Total Dept 000.000		187,625.00	208,575.00
TOTAL REVENUES		187,625.00	208,575.00

Expenditures

Dept 000.000

661-000.000-703.700	SALARIES AND WAGES	11,406.00	11,406.00
661-000.000-710.700	OVERTIME	125.00	125.00
661-000.000-714.700	MANDATORY MEDICARE	167.00	167.00
661-000.000-715.700	SOCIAL SECURITY (EMPLOYER)	715.00	715.00
661-000.000-716.700	BC/BS HEALTH INSURANCE PREMIUM	2,875.00	2,875.00
661-000.000-718.700	MERS RETIREMENT (EMPLOYER)	70.00	70.00
661-000.000-720.700	WORKERS COMPENSATION PREMIUM	430.00	430.00
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	15.00	15.00
661-000.000-805.700	REPAIR/PARTS	30,000.00	30,000.00
661-000.000-806.700	REPAIR/PARTS POLICE	5,000.00	5,000.00
661-000.000-818.700	INS. PREMIUM - LIABILITY	22,500.00	22,500.00
661-000.000-856.700	FUEL	30,000.00	30,000.00
661-000.000-868.700	FLUIDS	750.00	750.00
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	75,000.00	59,250.00
661-000.000-992.000	INTEREST EXPENSE	5,500.00	5,500.00
661-000.000-994.700	BOND	0.00	40,846.00
661-000.000-995.700	INTEREST DUE ON BONDS	0.00	5,382.00
Total Dept 000.000		238,660.00	269,138.00
TOTAL EXPENDITURES		238,660.00	269,138.00
Fund 661 - EQUIPMENT FUND:			
TOTAL REVENUES		187,625.00	208,575.00
TOTAL EXPENDITURES		238,660.00	269,138.00
NET OF REVENUES & EXPENDITURES		(51,035.00)	(60,563.00)

MOTION BY JACKSON, SECOND BY POWLEY, TO APPROVE RESOLUTION 20-29-BUDGET AMENDMENT.

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

No – None Absent – None Motion carried

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MOTION BY ZIMMERMAN, SECOND BY JACKSON, TO APPROVE THE DRINKING WATER ASSET MANAGEMENT GRANT APPLICATION AND AUTHORIZE MANAGER DANTZER TO SIGN ON THE CITY'S BEHALF.

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

No – None Absent – None Motion carried

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MOTION BY POWLEY, SECOND BY PUGH, TO APPROVE THE MINUTES AND SUMMARY FROM THE MEETING HELD DECEMBER 7, 2020 AND WORK SESSION MEETING HELD DECEMBER 14, 2020.

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

No – None Absent – None Motion carried

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MOTION BY SHOWALTER, SECOND BY POWLEY, TO RECEIVE AND FILE THE TREASURER'S REPORT AND INVESTMENT SUMMARY; THE MINUTES FROM THE WASTEWATER TREATMENT PLANT AUTHORITY MEETING HELD SEPTEMBER 15, 2020; MINUTES FROM THE AIRPORT BOARD MEETING HELD NOVEMBER 18, 2020; MINUTEES FROM THE PLANNING COMMISSION MEETING HELD NOVEMBER 10, 2020; AND THE NOVEMBER POLICE REPORT.

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

No – None Absent – None Motion carried

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A Charter line up communication and Annual Airport Report were shared.

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MOTION BY FRECHETTE, SECOND BY JACKSON, TO APPROVE THE RE-APPOINTMENT OF KIM ERVANS, DAN GRENIER, AND TERRY MCLAREN TO THE IDC BOARD.

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

No – None Absent – None Motion carried

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MOTION BY FRECHETTE, SECOND BY PUGH, TO APPROVE THE RE-APPOINTMENT OF DALE PETERS TO THE BOARD OF REVIEW.

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

No – None

Absent – None

Motion carried

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Mayor Frechette wished everyone a Merry Christmas and Happy New Year.

Member Powley asked that everyone keep Bruce Reetz in their prayers.

Member Bennett congratulated Mayor Frechette on his new job and commended the DPW crew for their efficiency getting the skating rink up.

Member Pugh noted that the Salvation Army is having a great year and has raised almost \$25,000.

Member Jackson thanked Member Showalter for his service on Council and wished him well.

Mayor Frechette agreed with Member Jackson and thanked Showalter for his time on Council and his work with MML.

Member Showalter thanked Council and wished new Member Tiffany Schmieder-Kups well on filling his position and congratulated Mayor Frechette on his new position.

Manager Dantzer reminded Council that under the new Open Meetings Act, starting in January, Council will have to announce where they are taking roll call from. He also stated that MDOT will be returning for approval from Council regarding the MDOT road diet.

Mayor Frechette adjourned the meeting at 6:28 PM.

Paul Frechette, Mayor

Amanda Stang, Clerk

Consent Agenda

CASH SUMMARY BY BANK FOR WEST BRANCH
 FROM 12/01/2020 TO 12/31/2020

Bank Code		Beginning Balance 12/01/2020	Total Debits	Total Credits	Ending Balance 12/31/2020
Fund	Description				
GEN1	GEN1 - GENERAL CHECKING				
101		1,049,878.79	32,398.08	191,105.08	891,171.79
150	CEMETERY PERPETUAL CARE	31,170.89	240.00	0.00	31,410.89
209	CEMETERY FUND	(2,620.05)	10,018.33	1,398.71	5,999.57
243	BROWNFIELD REDEVELOPMENT AUTHORITY FU	999.93	0.00	0.00	999.93
248	DDA OPERATING FUND	180,921.73	15,145.65	660.21	195,407.17
251	INDUSTRIAL PARK FUND	12,850.30	83.33	1,888.07	11,045.56
276	HOUSING RESOURCE FUND	140,230.26	665.77	0.00	140,896.03
318	SEWER DEBT FUND	66,233.12	23,123.92	677.68	88,679.36
319	WATER DEBT FUND	20,506.91	51,282.24	6,473.03	65,316.12
371	COLLECTION REPLACEMENT FUND	131.36	0.00	131.36	0.00
372	PLANT REPLACEMENT FUND (R&I)	11.30	0.02	11.32	0.00
390	SEWER FUND	305,306.53	34,144.94	71,388.22	268,063.25
391	WATER FUND	553,383.37	36,945.80	15,835.41	574,493.76
392	WATER REPLACEMENT FUND	453,209.36	0.00	0.00	453,209.36
393	SEWER COLLECTION	167,158.56	7,259.74	4,197.52	170,220.78
361	EQUIPMENT FUND	99,501.12	22,719.97	54,820.95	67,400.14
704	PAYROLL CLEARING	24,849.90	184,310.26	184,310.26	24,849.90
705	IRONS PARK ENTERTAINMENT FUND	4,950.92	0.00	0.00	4,950.92
707	YOUTH SAFETY PROGRAM	15.00	0.00	0.00	15.00
	GEN1 - GENERAL CHECKING	3,108,689.30	418,338.05	532,897.82	2,994,129.53
MAJOR/	MAJOR/ LOCAL STREETS				
202	MAJOR STREET FUND	581,986.04	18,017.57	19,463.31	580,540.30
203	LOCAL STREET FUND	255,034.44	10,560.39	5,406.06	260,188.77
	MAJOR/ LOCAL STREETS	837,020.48	28,577.96	24,869.37	840,729.07
PAY	PAYROLL				
704	PAYROLL CLEARING	14,283.16	184,310.26	181,527.96	17,065.46
	PAYROLL	14,283.16	184,310.26	181,527.96	17,065.46
CHEM	SAVINGS				
101		459,552.80	0.19	0.00	459,552.99
150	CEMETERY PERPETUAL CARE	1,680.14	0.00	0.00	1,680.14
251	INDUSTRIAL PARK FUND	244.40	0.00	0.00	244.40
371	COLLECTION REPLACEMENT FUND	0.86	0.00	0.86	0.00
391	WATER FUND	26,407.13	0.00	0.00	26,407.13
392	WATER REPLACEMENT FUND	19,789.65	0.00	0.00	19,789.65
393	SEWER COLLECTION	3,181.95	0.00	0.00	3,181.95
361	EQUIPMENT FUND	103,494.77	0.00	0.00	103,494.77
	SAVINGS	614,351.70	0.19	0.86	614,351.03
TAX	TAXES				
701	TAX AGENCY	14,904.68	299,401.22	119,310.67	194,995.23
	TAXES	14,904.68	299,401.22	119,310.67	194,995.23
	TOTAL - ALL FUNDS	4,589,249.32	930,627.68	858,606.68	4,661,270.32

CASH SUMMARY BY ACCOUNT FOR WEST BRANCH
FROM 12/01/2020 TO 12/31/2020
FUND: ALL FUNDS
INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 12/01/2020	Total Debits	Total Credits	Ending Balance 12/31/2020
Fund 101					
004.300	CERTIFICATE OF DEPOSIT A	103,103.00	0.00	0.00	103,103.00
004.400	CERTIFICATE OF DEPOSIT B	150,000.00	0.00	0.00	150,000.00
		253,103.00	0.00	0.00	253,103.00
Fund 150 CEMETERY PERPETUAL CARE					
004.300	CERTIFICATE OF DEPOSIT C	114,701.74	0.00	0.00	114,701.74
004.400	CERTIFICATE OF DEPOSIT D	115,271.06	0.00	0.00	115,271.06
	CEMETERY PERPETUAL CARE	229,972.80	0.00	0.00	229,972.80
Fund 251 INDUSTRIAL PARK FUND					
004.300	CERTIFICATE OF DEPOSIT A	103,103.00	0.00	0.00	103,103.00
004.400	CERTIFICATE OF DEPOSIT B	25,000.00	0.00	0.00	25,000.00
	INDUSTRIAL PARK FUND	128,103.00	0.00	0.00	128,103.00
Fund 661 EQUIPMENT FUND					
004.300	CERTIFICATE OF DEPOSIT A	154,656.00	0.00	0.00	154,656.00
004.400	CERTIFICATE OF DEPOSIT B	100,000.00	0.00	0.00	100,000.00
	EQUIPMENT FUND	254,656.00	0.00	0.00	254,656.00
	TOTAL - ALL FUNDS	865,834.80	0.00	0.00	865,834.80

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

The meeting was called to order by Chairperson Fabbri at 12:16 pm.

Present: Members Joanne Bennett, Joe Clark, Samantha Fabbri, Sandy Rabidue, Erin Resteiner, Ken Walters, and Cathy Zimmerman (arrived at 12:31).

Absent: Anthony Bair and Autum Hunter.

Others present: City Manager John Dantzer.

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A motion was made during the preceding informational meeting and the excuses were extended to the regular meeting.

**MOTION BY FABBRI, SECOND BY BENNET, TO EXCUSE MEMBERS BAIR AND
HUNTER FROM THE MEETING**

Yes – Bennett, Clark, Fabbri, Rabidue, Resteiner, Walters

No – None Absent – Bair, Hunter, Zimmerman Motion carried.

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**MOTION BY FABBRI, SECOND BY RESTEINER, TO APPROVE THE MINUTES
FROM THE MEETING HELD OCTOBER 27 AND THE MINUTES FROM THE
SPECIAL MEETING HELD NOVEMBER 5, 2020.**

Yes – Bennett, Clark, Fabbri, Rabidue, Resteiner, Walters

No – None Absent – Bair, Hunter, Zimmerman Motion carried.

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Manager Dantzer noted the DPW had to purchase new downtown Christmas lights because many of the bulbs were not working on the old ones. He asked if the DDA would be willing split the cost with the City and each would be responsible for \$202.05

**MOTION BY FABBRI, SECOND BY RABIDUE, TO APPROVE SPLITTING THE COST
AND THE BILLS IN THE AMOUNT OF \$202.05**

Yes – Bennett, Clark, Fabbri, Rabidue, Resteiner, Walters

No – None Absent – Bair, Hunter, Zimmerman Motion carried.

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**MOTION BY RABIDUE, SECOND BY CLARK, TO APPROVE THE
RECOMMENDATION TO CITY COUNCIL FOR THE REAPPOINTMENTS OF
MEMBERS BAIR AND ZIMMERMAN FOR A FOUR-YEAR TERM TO EXPIRE
1/1/25**

Yes – Bennett, Clark, Fabbri, Rabidue, Resteiner, Walters

No – None Absent – Bair, Hunter, Zimmerman Motion carried

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Chairperson Fabbri shared a response received from the library board on their opting out of the DDA TIFF and spoke on the Riverwalk wayfinding sign ribbon cutting ceremony.

Member Bennett asked about the winter decorations and if the DDA was still using the West Branch Greenhouse. Member Rabidue noted she would reach out to the Greenhouse and see about decorations for this year.

Manager Dantzer went over the lane options that were presented to the City by MDOT for the 2023 Houghton Ave road reconstruction project and asked to get a vote on the preference of the members.

Member Fabbri noted she was in favor of option 1
Member Clark noted he was in favor of the lanes staying as is without the bump outs.
Member Resteiner noted she was in favor of option 1
Member Walters noted he was in favor of leaving the lanes as is without the bump outs.
Member Rabidue noted she had no preference between option 1 and leaving the lanes as is.

Manager Dantzer started the discussion of allowing downtown restaurants a temporary reserved parking spot for curbside pickup to help deal with the closing of indoor dining. It was the consensus that the board was of favor of anything that would help the downtown restaurants.

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A communication from the MEDC on downtown winter strategies was shared.

A communication on a LEO grant opportunity was shared.

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The meeting was adjourned at 1:05 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 12:10 pm.

Present: Members Joanne Bennett, Joe Clark, Samantha Fabbri, Sandy Rabidue, Erin
Resteiner, and Ken Walters.

Absent: Members: Anthony Bair, Autum Hunter, and Cathy Zimmerman.

Others present: City Manager John Dantzer

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Chairperson Fabbri noted the reason for the special meeting was to hold the first 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.

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

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Chairperson Fabbri adjourned the meeting at 12:16 pm.

Communications

Reports

Mayor

Council

City Manager

**Public
Comment
-Any
Topic**

Adjournment