

-- AGENDA --

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL TO BE HELD IN THE COUNCIL CHAMBERS AT WEST BRANCH CITY HALL, 121 N. FOURTH ST. ON MONDAY, OCTOBER 7, 2019, 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. Public Hearing
  - A. 6:02 PM Downtown Development Plan
- V. Additions to the agenda
- VI. Public Comment on Agenda Items Only (limited to 3 minutes)
- VII. Scheduled Matters from the Floor
  - A. Bruce Reetz County update
  - B. Camp family memorial bench request
  - C. Ogemaw Heights story map presentation.
- VIII. Bids
  - A. Road grader
  - B. Sole source vendor request and plow bracket bid
- IX. Unfinished Business
- X. New Business
  - A. Bills

- B. Resolution 19-20 General fund budget amendment
- C. Election of MML Liability and Property Pool Director
- D. First reading (introduction) of ordinance 19-03.
- E. Approval of the Title VI Plan
- F. Resolution 19-21 Budget Amendment
- G. Approval of Sale of dump truck
- H. Approval of Census grant application
- I. West Branch Chamber of Commerce all member meeting
- XI. Approval of the minutes and summary from the meeting held September 16, 2019
- XII. Consent Agenda
  - A. Treasurer's report and investment summary
  - B. Minutes from the Wastewater Treatment Plant Authority meeting held June 18, 2019
  - C. Minutes from the Airport Board meetings held July 17 and August 21, 2019
  - D. September Code Enforcement Report
  - E. Minutes of the Ogemaw County Transportation Task Force meetings held September 17, 2019
- XIII. Communications
  - A. Charter Cable
  - B. Consumers Energy protect yourself flyer
- XIV. Reports and/or comments
  - A. Mayor
    - 1. Reappointments to the Planning Commission and Election Commission
  - B. Council
  - C. Manager
- XV. Public comment any topic
- XVI. Adjournment

### UPCOMING MEETINGS

October 8 – Mayor exchange in Auburn

October 15 – Mayor exchange in West Branch

October 21- Council Meeting 6:00 pm

October 22 – DDA meeting 12:00 pm

October 24 – Planning Commission rescheduled meeting 6:00 pm

**Call to Order**

**Roll Call**

**Pledge of  
Allegiance**

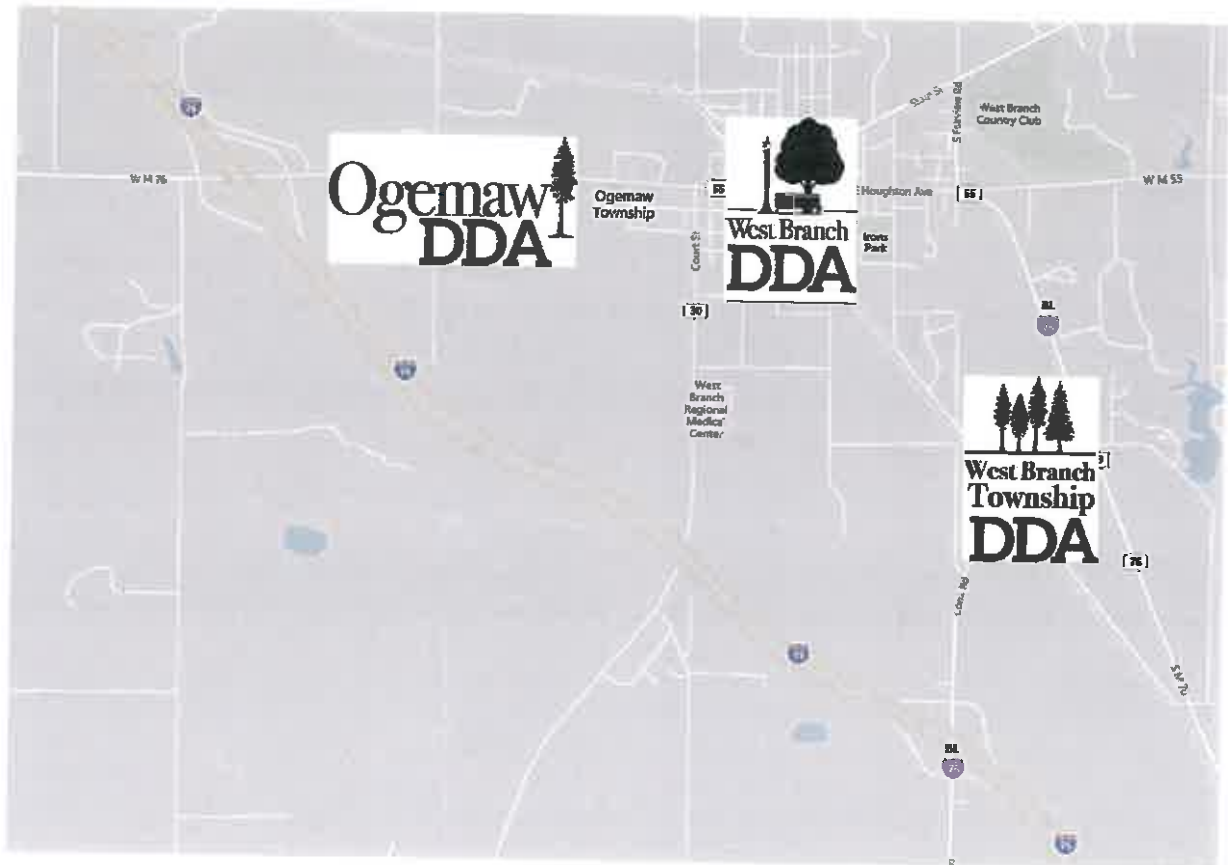
# **Public Hearings**

### NOTICE OF PUBLIC HEARING

The West Branch City Council will hold a public hearing on Monday, October 7, 2019 at 6:02 p.m. in the Council Chamber of City Hall, 121 N. Fourth St. The purpose of the hearing is to take public comment on the Downtown Development and TIFF plan. The downtown development district runs approximately along Houghton Avenue from Valley St. to M-30. Parties interested are asked to please attend the hearing and share their comments before Council considers approving the plan. Written comments will be received at City Hall, 121 N. Fourth St., West Branch, MI 48661 or by email at [clerktreasurer@westbranch.com](mailto:clerktreasurer@westbranch.com). Any questions concerning this public hearing can be directed to West Branch City Hall at (989) 345-0500. Accommodations are available upon request to persons with disabilities who require alternately formatted materials or auxiliary aids to ensure effective communication and access to City meetings or hearings. All requests for accommodation should be made at least 10 business days in advance by contacting John Dantzer at (989) 345-0500.

John Dantzer  
West Branch City Clerk

**AMENDED AND RESTATED  
DEVELOPMENT PLANS and TAX INCREMENT FINANCING  
PLANS  
for the  
West Branch Township DDA  
City of West Branch DDA  
Ogemaw Township DDA**



**August 2019**





# AMENDED and RESTATED JOINT DDA DEVELOPMENT PLANS and TAX INCREMENT FINANCING PLANS

*for the Downtown Development Authorities of*

West Branch Township, Adopted XX-XX-2019

City of West Branch, Adopted XX-XX-2019

Ogemaw Township, Adopted XX-XX-2019

## **West Branch Township DDA**

Emil Rousseau, Chair

Ryan Veeder

Greg Morris

Brad Neubecker

Bob Griffin

Ken Gildner

Ted Boomer

Jim Morris

Jay Spaulding

Laura Hanlon

## **City of West Branch DDA**

Samantha Fabbri, Chair

Joe Clark

Sandy Rabidue

Autum Hunter

Joanne Bennett

Cathy Zimmerman

Erin Resteiner

Mike Cozad

## **Ogemaw Township DDA**

Yvonne DeRoso, Chair

Tim Dillon

Tracy Turner

Denis Stephens

Van Sheltroun

Bob Resteiner

Craig Scott

Bill Ballard, Jr.

Eric Alderton

B R ⓘ

**Beckett&Raeder**



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#### **EXHIBITS and ADOPTION DOCUMENTATION**

1	11 x 17 Map of DDA Districts
3	Notice of Public Hearing Advertisement <ul style="list-style-type: none"> <li>• <i>West Branch Township</i></li> <li>• <i>City of West Branch</i></li> <li>• <i>Ogemaw Township</i></li> </ul>
4	Letters to affected Property Owners regarding the Public Hearing <ul style="list-style-type: none"> <li>• <i>West Branch Township</i></li> <li>• <i>City of West Branch</i></li> <li>• <i>Ogemaw Township</i></li> </ul>
5	Board Public Hearing Meeting Minutes XX-XX-2019 <ul style="list-style-type: none"> <li>• <i>West Branch Township</i></li> <li>• <i>City of West Branch</i></li> <li>• <i>Ogemaw Township</i></li> </ul>
6	Board Meeting Minutes Adopting Ordinance XX-XX-2019 <ul style="list-style-type: none"> <li>• <i>West Branch Township</i></li> <li>• <i>City of West Branch</i></li> <li>• <i>Ogemaw Township</i></li> </ul>
7	Ordinance Adopting the Joint DDA Development XX-XX-2019 <ul style="list-style-type: none"> <li>• <i>West Branch Township</i></li> <li>• <i>City of West Branch</i></li> <li>• <i>Ogemaw Township</i></li> </ul>

## **DEVELOPMENT PLAN**

### **Background and Purpose**

#### **Purpose of the Tax Increment Financing Act (replacement to Downtown Development Authority Act)**

Act 57 of Public Acts of 2018 of the State of Michigan, referred to as the Tax Increment Authority Act incorporates PA 197 of 1975, formerly referred to as the Downtown Development Authority Act. Part 2 of PA 57 of 2018, contains the provisions for Downtown Development Authorities.

Downtown Development Authorities were created in part to correct and prevent deterioration of business districts; to promote economic growth and revitalization; to encourage historic preservation; to authorize the acquisition and disposal of interests in real and personal property; to authorize the creation of the authority; to authorize the levy and collection of taxes, the issuance of bonds and the use of tax increment financing in the accomplishment of specific downtown development activities contained in locally-adopted development plans.

The Act seeks to attack problems of urban decline, strengthen existing areas and encourage new private developments in the downtown districts of Michigan communities. It seeks to accomplish this goal by providing communities with the necessary legal, monetary and organizational tools to revitalize downtown districts either through public-initiated projects or in concert with privately motivated development projects. The way downtown development authorities chose to make use of these tools does, of course, depend on the problems and opportunities facing each downtown district and the development priorities sought by the community in the revitalization of its business area.

#### **Joint DDA Development Plan**

The City of West Branch, West Branch Township, and Ogemaw Township are contiguous to each other and form a corridor called the "Loop" which extends from Exit 212 to Ext 215. These three DDA's have been meeting quarterly to discuss common projects and programs. The Joint DDA Development Plan, a product of Project Rising Tide, is an effort to prepare one development plan which incorporates the projects and program of each DDA and discloses those projects and programs to build better cohesiveness between the three units of government. It is hoped that this process will improve collaboration and potential multi-jurisdictional funding opportunities.

#### **Creation of the West Branch Township Downtown Development Authority**

On December 24, 1992, the West Branch Township Board of Trustees adopted an Ordinance 15, establishing the West Branch Township Downtown Development Authority ("DDA").

#### **Creation of the City of West Branch Downtown Development Authority**

On December 17, 1979, the City of West Branch adopted an Ordinance 154 establishing the West Branch Downtown Development Authority ("DDA") and district. Since its establishment the original DDA district the boundaries were amended to enlarge the district on November 17, 1986, through Ordinance 184.

### Creation of the Ogemaw Township Downtown Development Authority

On January 14, 2004, the Ogemaw Township Board of Trustees adopted an Ordinance 29, establishing the Ogemaw Township Downtown Development Authority ("DDA").

### The Basis for the Development Plan

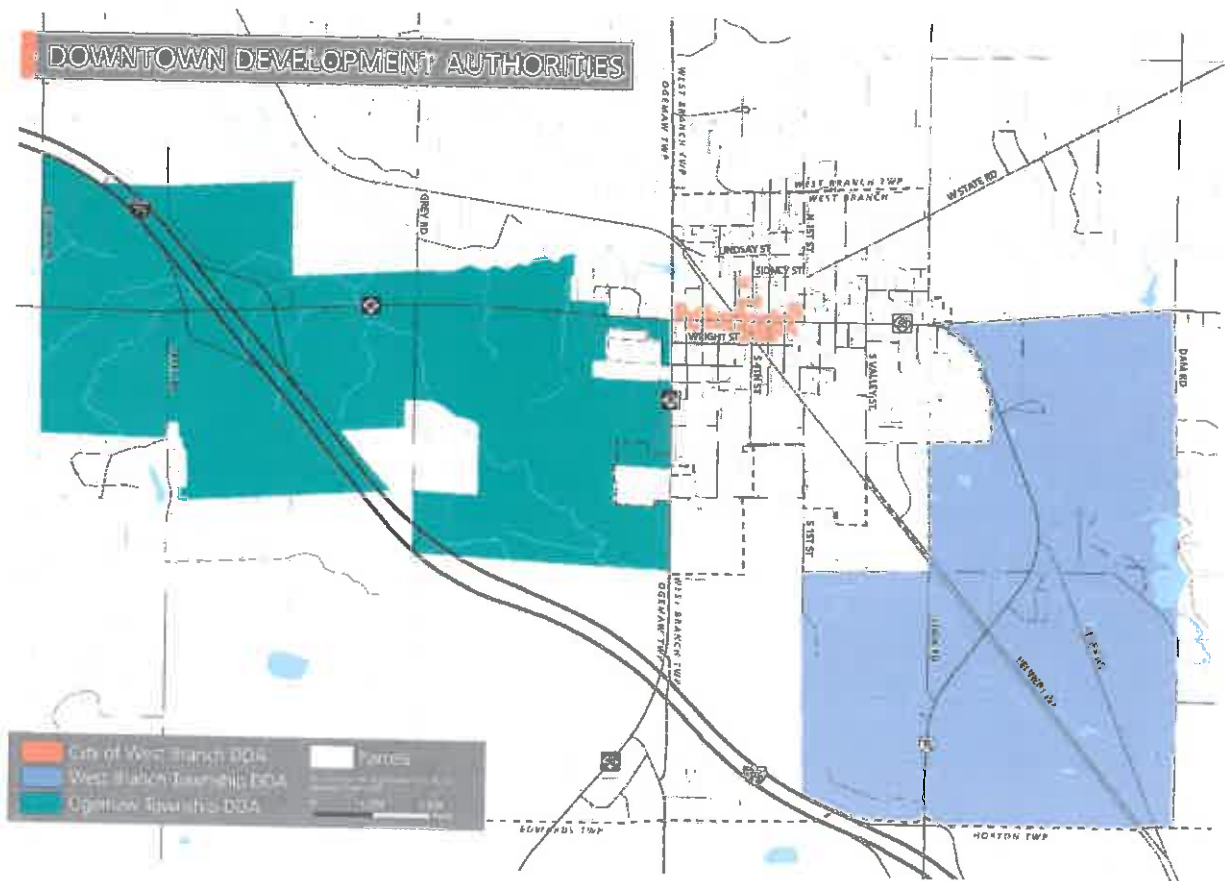
Act 57 of Public Acts of 2018 which replaced Act 197 of Public Acts of 1975, the Downtown Development Authority Act ("Act 57"), provides the legal mechanism for local officials to address the need for economic development in the community's business district.

For purposes of designating a development plan district and for establishing a tax increment financing plan, the Act refers to a "downtown district" as being in a business district that is specifically designated by ordinance of the governing body of the municipality and a "business district" as being an area in the downtown of a municipality zoned and used principally for business. Tax increment financing can be used to provide the necessary funds for project implementation for those projects and programs disclosed in the Development Plan. By definition, a tax increment financing plan seeks to capitalize on and make use of the increased tax base created by economic development within the boundaries of a downtown district, more specifically the DDA Development area. The legal basis of support for the Development Plan and Tax Increment Financing Plan is identified in Act 57 of the Public Acts of 2018, as amended. Since the inception of all three Downtown Development Authorities tax increment revenues have been used to further the revitalization of their respective business districts and corridors.

The purpose of preparing a joint development plan for the three Downtown Development Authorities is to identify shared projects and priorities that form the "loop" connecting Exit 212 (Cook Road) with Exit 215 (Houghton Avenue), also known as Business Loop I-75.

## GENERAL DEVELOPMENT PLAN FOR THE JOINT DDA DEVELOPMENT AREA

The need for establishing the City of West Branch, West Branch Township and Ogemaw Township Downtown Development Authorities (referred to as "DDA's ") is founded on the basis that the future success of their efforts to revitalize their commercial areas will depend, in large measure, on the readiness and ability of its public corporate entity to initiate public improvements that strengthen the commercial area, and to encourage and participate where feasible in the development of new private uses that clearly demonstrate the creation of new jobs, the attraction of new business, and the generation of additional tax revenues. Map 1 shows the geographic limits of the three Downtown Development Authorities effective at the time of the respective adoption. The Development Area District or boundary, (Map 2) must be equal to or less than the geographic limits of the Downtown Development Authority District.



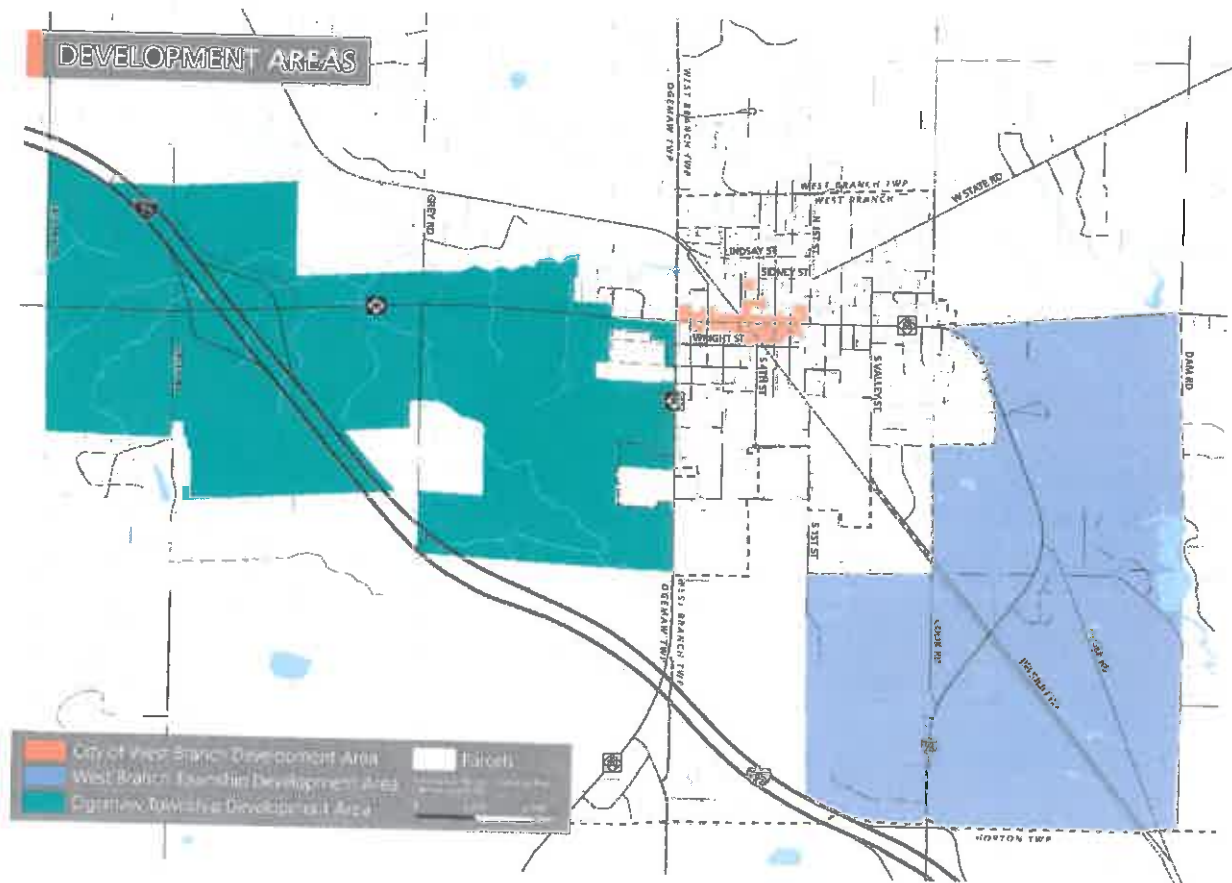
### Map 1

**City of West Branch, West Branch Township and Ogemaw Township  
DOWNTOWN DEVELOPMENT AUTHORITY DISTRICTS**

## DEVELOPMENT PLAN

### 2A. Designation of Boundaries of the Development Area

The Development Area boundaries are located within the jurisdictional limits of the City of West Branch, West Branch Township, and Ogemaw Township. The City of West Branch established the Downtown Development Authority pursuant to Act 197 of 1975 through adoption and publication of Ordinance 154; on December 17, 1979, and later expanded the District in 1986 through the adoption of Ordinance 184. West Branch Township established the Downtown Development Authority pursuant to Act 197 of 1975 through adoption and publication of Ordinance 15; on December 24, 1992. Ogemaw Township established the Downtown Development Authority pursuant to Act 197 of 1975 through adoption and publication of Ordinance 29; on January 14, 2004. The Development Area boundaries are illustrated below.



Map 2

City of West Branch, West Branch Township and Ogemaw Township  
DOWNTOWN DEVELOPMENT PLAN and TAX INCREMENT FINANCING PLAN BOUNDARY  
Legal Description of Each DDA Development Area



The respective downtown development authority shall exercise its powers and duties within the downtown development district, specifically described as follows:

West Branch Township

The area is generally bounded by M-55 on the north (Section 29), on the east by Dam Road, on the south by the Township Line and I-75, on the west by the N-S-1/4 line of Section 31, on the north of Section 31 by Flowage Lake Road and on the west of Section 29 by the West Section line.

The legal description of the West Branch Township DDA District area is as follows:

All property is located in T22N, R2E, Township of West Branch, Ogemaw County Sec. 31 North of I-75; Sec. 29 South of M-55 except for that portion within the City of West Branch; Sec. 32, and the East 1/2 of Sec. 30 North of I-75  
(Ord. 15, December 24, 1992)

City of West Branch DDA

Beginning at the southeast corner of Lot 9, Block 12, of the recorded plat of D. Wright and Co. Addition to the City of West Branch; thence north along the east line of said block to a point 41.0 feet north of the southeast corner of Lot 8, Block 12, thence west to a point intersecting the southerly line of Lot 8, thence northwesterly along Lot 8, to the southwest corner of the alley; thence west along the south line of Lot 12, Block 12, to the center of Second Street; thence south along said center line to a point 17.0 feet south of Lot 3, Block 3 of the recorded plat of R.H. Weidemann and Co. Addition to the City of West Branch; thence west along said line to the west side of the alley; thence north along the west side of alley to a point 44.0 feet north of the southeast corner of Lot 9, thence west along said line to the centerline of Third Street; thence south along centerline to a point in line with the north line of Lot 1, Block 2, thence west along said line to the west side of alley; thence south along west side of alley 30.0 feet; thence west along said line to the west right-of-way line of Fourth Street; thence north to the northeast corner of Lot 2, Block 1; thence west along said line to the east side of alley; thence north along the east side of alley to the mid point of Lot 5, Block 1, thence east to a point in the centerline of Fourth Street; thence south 57.0 feet; thence east 129.5 feet; thence north to the line of Lot 9, thence east to the west line of alley; thence north along west line of alley to West Branch of Rifle River; thence northwesterly along said river to the centerline of Fourth Street, thence south along centerline to a point eight feet south of north line of Lot 7, Block 9, of the recorded plat of D. Wright and Co. Addition to the City of West Branch, thence to the east right-of-way line of Fifth Street to the northwest corner Lot 5, Block 9, thence east along the north line of Lot 5, to a point 50.0 feet west of the right-of-way of Fourth Street; thence north to the north line of Lot 2, Block 9, thence west to the centerline of Fifth Street; thence south to a point in line with the north line of Block 4, of the recorded plat of R.H. Weidemann and Co. Second Addition to the City of West Branch; thence west to a point midway on the north line of Lot 11, Block 3, thence north 33.0 feet; thence north  $18^{\circ}23'10''$ E 110.3 feet to the right-of-way of railroad spur; thence northwesterly along said railroad spur to the centerline of Seventh Street; thence south along centerline to a point 70.0 feet north of the northeast corner of Lot 1, Block 2, of the recorded plat of R.H. Weidemann and Co. Second Addition to the City of West Branch; thence westerly to the northeast corner of Lot 10, Block 2; thence south along said east side of Lot 10, 37.0 feet; thence west to the centerline of Eighth Street; thence south to the north right-of-way of Houghton Avenue; thence west to the midpoint of Lot 2, Block 1; thence north 66.0 feet parallel with the east and west boundaries; thence northwesterly to the northwest corner of

Lot 2; thence north to the northeast corner of Lot 10, Block 1; thence west to the easterly right-of-way of M-30 extended north; thence south along said right-of-way to the centerline of Houghton Avenue; thence east to a point in the centerline of Eighth Street; thence south along centerline of Eighth Street to a point intersecting with the south line of Lot 1, Block 2, of the recorded plat of the City of West Branch; thence east to the northwest corner of said Lot 9, Block 2; thence south along the west line to the southwest corner of said lot thence east along the south line of Lot 9, 66.0 feet; thence north to the southwest corner of Lot 8, Block 2, thence east to the northwest corner of Lot 9, Block 4; thence south to the southwest corner of Lot 10, Block 4; thence east to the centerline of Fifth Street; thence south to a point in line with the north right-of-way of Wright Street; thence east to the southeast corner of Lot 6, Block 7; thence north to the southwest corner of Lot 10, Block 7; thence east to the centerline of Second Street; thence north along centerline to a point intersecting with the south line of Lot 1, Block 8; thence east to the southeast corner of Lot 2, Block 8; thence south to the southwest corner of Lot 9; thence east to the southeast corner of Lot 9; thence north along First Street and the center of West Branch of the Rifle River to the north right-of-way of Houghton Avenue; thence east to the place of beginning.

(Ord. 154, passed 12-17-79; Am. Ord. 184, passed 11-17-86)

#### Ogemaw Township

The Ogemaw Township DDA legal description comprises a list of parcels that are included in the district. This DDA district includes the following parcels.

011-022-003-20	011-024-013-10	011-300-002-00	011-025-003-58	011-025-017-00	011-205-004-00
011-022-003-30	011-024-014-10	011-024-039-00	011-025-003-60	011-025-018-00	011-026-001-10
011-022-015-00	011-024-015-07	011-025-001-00	011-025-003-70	011-025-023-00	011-026-001-15
011-022-016-00	011-024-016-00	011-025-002-00	011-025-004-00	011-025-024-10	011-026-001-50
011-022-017-00	011-024-016-50	011-025-002-10	011-025-005-00	011-025-025-10	011-026-001-60
011-022-017-10	011-024-016-60	011-025-003-00	011-025-005-30	011-025-025-20	011-026-004-00
011-022-017-50	011-024-018-00	011-025-003-05	011-025-006-00	011-025-026-00	011-026-004-10
011-022-017-55	011-024-020-00	011-025-003-20	011-025-007-00	011-025-027-00	011-026-004-40
011-022-018-00	011-024-021-00	011-025-003-25	011-025-010-00	011-201-001-00	011-026-004-50
011-022-019-00	011-024-022-00	011-025-003-30	011-025-010-50	011-201-003-00	011-026-005-00
011-023-007-00	011-024-024-00	011-025-003-35	011-025-010-55	011-201-006-00	011-026-007-00
011-023-008-00	011-024-024-10	011-025-003-36	011-025-011-00	011-201-006-10	011-026-008-00
011-023-009-00	011-024-036-00	011-025-003-45	011-025-014-00	011-201-007-50	011-027-001-00
011-023-013-00	011-024-037-00	011-025-003-51	011-025-015-10	011-201-008-00	011-027-002-00
011-023-014-00	011-024-038-00	011-025-003-53	011-025-015-15	011-201-009-00	011-027-003-05
011-023-015-00	011-024-040-00	011-025-003-54	011-025-015-20	011-201-011-00	011-027-003-80
011-023-016-00	011-024-042-00	011-025-003-55	011-025-015-50	011-205-001-00	011-027-004-00
011-024-013-05	011-300-001-00	011-025-003-57	011-025-016-00	011-205-003-00	011-027-005-00

(Ord. 29, passed 01-14-2004)

2B. The location and extent of existing streets and other public facilities within the development area, shall designate the location, character, and extent of the categories of public and private land uses then existing and proposed for the development area, including residential, recreational, commercial, industrial, educational, and other uses, and shall include a legal description of the development area.

<b>West Branch Township DDA</b> 1,529.3 acres 219 parcels	<b>City of West Branch DDA</b> 37.8 acres 111 parcels	<b>Ogemaw Township DDA</b> 1,562.4 acres 139 parcels
<b>Street and Roads</b>		
S Flowage Lake Rd	E. Houghton Avenue	Ski Park Road
Dam Road	W Houghton Avenue	W M 76
W Flowage Lake Rd	N 1 <sup>st</sup> Street	Green Road
Pilatus Ct.	N and S 2 <sup>nd</sup> Street	S Gray Road
Fox Run Rd.	N and S 3 <sup>rd</sup> Street	Minzer Ct
South M-76	N and S 4 <sup>th</sup> Street	Wright Avenue
Cook Road	N and S 5 <sup>th</sup> Street	W Ripley Avenue
W M 55	S 6 <sup>th</sup> Street	
Refinery Rd.	N and S 7 <sup>th</sup> Street	
Crawford Street	N and S 8 <sup>th</sup> Street	
Arthur Ct.	Wright Street	
Highland Trail	Sidney Street	
Hodges Drive		
Jonathon Ct.		
<b>Public Facilities/Properties</b>		
Kirkland Community College	West Branch City Hall	Ogemaw Township Hall
Former West Branch Steel	West Branch Police Department	
	U.S. Post Office	
	West Branch District Library	
	Ogemaw Fire Department	
	Former Dry Cleaner Property	
<b>The Character of Land Uses</b>		
Highway commercial including gas stations and fast food restaurants that cater to highway travelers, and regional retailers such as Walmart and Aldi's. There is also an Outlet Mall, and Hotel and Conference Center. Very vehicular dependent.	Traditional historic downtown along Houghton Street. A variety of retail and restaurant establishments. Small city blocks that are adjacent to residential neighborhoods. Development based on a grid pattern. Very walkable.	Highway services such as auto dealers, office buildings and small individual site retail. Very vehicular dependent.
The DDA District also includes some residential homes along Fox Rub Road, Highland Trail, Pilatus Ct., and Arthur Ct. Some of these residential sites are adjacent to Flowage Lake.		

<b>Recreational Land Uses</b>		
Ogemaw Hills Recreation Area	Riverwalk	None
	Pocket park	

2C. Existing Improvements in the Development Area to be Demolished, Repaired or Altered and Time Required for Completion.

<b>West Branch Township DDA</b>	<b>City of West Branch DDA</b>	<b>Ogemaw Township DDA</b>
<b>Properties to be Altered / Demolished</b>		
Former West Branch Steel	Former Dry Cleaners Building	None

2D. The Location, Extent, Character and Estimated Cost of Improvements including Rehabilitation for the Development Area.

The Table 1A through Table 1C outlines the project name, description and estimated cost for those projects identified by the respective DDA Boards.

**Table 1**

West Branch Township DDA Projects and Programs and Probable Costs

Priority is based on the anticipated timeframe for project implementation. **High = 1 to 5 years, Medium = 6 to 10 years, and Low = more than 10 years.** Project implementation can vary due to market conditions, development opportunities and the availability of other funding.

Project Name	Description	Probable Cost	Priority
<b>Infrastructure</b>			
Corridor Lighting	Inspect and troubleshoot lighting issues affecting the corridor light system.	\$200,000	High
M-55 Sewer	Installation of water mains looping Sunside Station to Fox Estates Subdivision and construction of a shared pathway.	\$900,000	High
Water and Sewer Installation	Installation of water, sanitary sewer and shared pathway from the Walmart site to First Street.	\$950,000	Medium
Airport Road Infrastructure	Installation of water, sanitary sewer, and shared pathway from Airport Road around Flowage Lake Road.	\$1,800,000	Medium
Trail Head Development	Installation of a trailhead and off-street parking to serve bikes, ORV, and snowmobiles.	\$50,000	High
<b>Redevelopment</b>			
West Branch Steel Property	Provide assistance to redevelop the former West Branch Steel Property	\$50,000	High

Project Name	Description	Probable Cost	Priority
Kirkland Community College (KCC) Site	Provide assistance to redevelop and repurpose the property now under the ownership by KCC.	\$500,000	Medium
Redevelopment Site Assistance	Provide assistance to redevelop properties in the district that are either functionally obsolete, vacant, or in need of remediation.	\$750,000	Medium
Property Acquisition	Reserve funds, if needed, for the acquisition of buildings and/or vacant property.	\$500,000	High
<b>Buildings / Facilities</b>			
Park Enhancements	Development of recreation facilities that may include a playscape, pavilion and ancillary support infrastructure.	\$500,000	High
Day Care	Reserve funds to assist with the support for a daycare facility.	\$25,000	Low
<b>Promotions and Marketing</b>			
Wayfinding	Continued support for the implementation of the West Branch Wayfinding System	\$95,000	High
Branding	Implement the West Branch Township DDA portion of the branding program. For example, this would include printed materials, signage, and banners.	\$25,000	High
Marketing	Funds to support marketing efforts associated with the DDA district and the "Loop."	\$50,000	High
Trail Town	Coordinate with the City of West Branch and Ogemaw Township to position the area as a Trail Town for northeast Michigan.	\$10,000	High

- Notes: 1. The scope and cost of the project may vary depending on the final design of each component. Project descriptions reflect the overall scope of the projects envisioned by the West Branch Township DDA. The DDA recognizes that market forces, private investment, future public-private partnerships, and legislative amendments may result in changes to the final design, cost, and prioritization of the projects consistent with overall concepts embodied in this Development Plan and Tax Increment Financing Plan.
2. DDA revenues can be used to pay for maintenance of DDA authorized and implemented projects.
3. DDA revenues can be used to contract for administrative services needed to assist with project and program implementation.

**Table 2****City of West Branch DDA Projects and Programs and Probable Costs**

Priority is based on the anticipated timeframe for project implementation. **High = 1 to 5 years, Medium = 6 to 10 years, and Low = more than 10 years.** Project implementation can vary due to market conditions, development opportunities and the availability of other funding.

Project Name	Description Infrastructure	Estimated Cost	Priority
Streetscape Improvements	Extend streetscape elements within the balance of the DDA District	\$750,000	Medium
Parking	Improve parking lots located on North 2 <sup>nd</sup> , North 3 <sup>rd</sup> , and North 4 <sup>th</sup> Streets. Improvements would include resurfacing, installation of ADA complaint measures, electric charging stations, and signage.	\$500,000	Medium
Sidewalks and Shared Pathways	Reconstruct or add new sidewalks and shared pathways	\$100,000	Medium
Parking Study	In conjunction with the assistance of a parking consultant prepare a district-wide parking study that evaluates existing parking lots, usage, turnover, parking time limits, and future need, including the feasibility of a parking structure.	\$45,000	Medium
Public Plaza	Develop a public plaza as a placemaking project.	\$150,000	High
Technology Upgrades	Installation of a streaming wireless audio system throughout the downtown area.	\$50,000	High
Maintenance	Provide funds to maintain the landscaping around wayfinding signs and any public improvements installed by the DDA.	\$40,000 Annual allocation	High
<b>Buildings / Facilities</b>			
Building Improvement Program	Establish a cost-sharing building improvement program fund to assist with façade renovations and the conversion of upper story floor area for residential apartments.	\$250,000	Low
Market Vacant Buildings	Develop marketing information for vacant downtown buildings	\$5,000/Year	High
Farmers Market	Evaluate potential locations for a permanent Farmers Market and Events Pavilion and dedicate funds for the development of the facility.	\$15,000 Location & Design \$500,000 Pavilion	Medium

Project Name	Description	Estimated Cost	Priority
Business Incubator	Investigate business incubator opportunities in the DDA area.	\$5,000	Medium
National Register of Historic Places	Inventory and submit the appropriate application for designation on the National Register of Historic Places. A successful designation allows property owners access to the Historic Investment Tax Credit.	\$20,000	Low
<b>Marketing &amp; Promotions</b>			
Wayfinding System	Implement the wayfinding system in conjunction with West Branch Township and Ogemaw Township	\$80,000	High
Special Events	Sponsor and promote special events such as sidewalk sales, downtown concerts, farmers market, fabulous Fridays, art events, etc.	\$10,000 / Year	High
Branding	Implement the DDA portion of the branding program. For example, this would include printed materials, signage, and banners.	\$30,000	High
Public Art	Look at ways to incorporate public art and murals into the DDA district as a community enhancement, especially along the Riverwalk.	\$55,000	Medium
Trail Town	Coordinate with West Branch Township and Ogemaw Township to position the area as a Trail Town for northeast Michigan.	\$10,000	High
<b>Redevelopment</b>			
Property Acquisition	Reserve funds for property acquisition that advances the repurposing and redevelopment of property in the District.	\$450,000	Medium
Building Demolitions	Reserve funds for building demolition and site clearance.	\$150,000	Low
Pre-Development Services	Provide funds, when needed, for Phase 1 and 2 environmental assessments, and other feasibility and market studies to assist with property redevelopment.	\$75,000	Low

**Notes:** 1. The scope and cost of the project may vary depending on the final design of each component. Project descriptions reflect the overall scope of the projects envisioned by the City of West Branch DDA. The DDA recognizes that market forces, private investment, future public-private partnerships, and legislative amendments may result in changes to the final design, cost, and prioritization of the projects consistent with overall concepts embodied in this Development Plan and Tax Increment Financing Plan.

2. DDA revenues can be used to pay for maintenance of DDA authorized and implemented projects.
3. DDA revenues can be used to contract for administrative services needed to assist with project and program implementation.

**Table 3**

Ogemaw Township DDA Projects and Programs, Probable Costs and Priority

Priority is based on the anticipated timeframe for project implementation. **High = 1 to 5 years, Medium = 6 to 10 years, and Low = more than 10 years.** Project implementation can vary due to market conditions, development opportunities and the availability of other funding.

Project Name			Description	Estimated Cost	Priority
			Infrastructure		
M-55/76 Sanitary Sewer Extension			Extend existing sanitary sewer from Consumers Energy property to Ski Park Road approximately 2,000 feet.	\$375,000	Medium
Ripley Road Sanitary Sewer			Extend existing sanitary sewer from Ripley Road area south on M-30 1,800 feet	\$200,000	Low
M-30 Sanitary Sewer			Extend sanitary sewer from the south side of assisted living properties south to the westerly side of DDA District on M-30 for approximately 1,500 feet	\$166,000	Low
Upgrade Pump Station			Upgrade Pump Station to accommodate future growth and users	\$200,000	High
Ripley Road Water Main			Extend 12" PVC-DR18 water main for approximately 4,000 feet from Ripley Road area south to southerly boundary of DDA District	\$240,000	Medium
Water System Upgrades			Install upgrades as needed to the water system to provide for greater capacity and pressure based on future development needs.	\$450,000	Medium
Storm Water Measures			Work with the developer(s) to design onsite storm water retention and handling systems.	\$100,000	Low
Streetscape Enhancement			Continue the streetlighting and streetscape west from the Courthouse to Ski Park Road.	\$1,580,000	High
Curb and Gutter Program			Provide funds on a cost-sharing basis to assist property owners with the installation of curbs and gutters along BR M-55 and M-30.	\$130,000	High
Trail Development			Implement Ogemaw Township portion of the trail system between Exit 212 and Exit 215	\$1,070,000	Low



Project Name	Description	Estimated Cost	Priority
Maintenance	Provide funds to maintain the landscaping around wayfinding signs and any public improvements installed by the DDA.	\$75,000	High
Marketing and Promotions	Marketing & Promotions DDA operations include signage, marketing, promotion, etc.	\$50,000	High
Wayfinding System	Implement the Ogemaw Township portion of the Wayfinding Plan (2014)	\$50,000	High
Trail Town	Coordinate with West Branch Township DDA and the City of West Branch DDA to position the area as a Trail Town for northeast Michigan.	\$10,000	Medium
Branding	Implement the Ogemaw Township DDA portion of the branding program. For example, this would include printed materials, signage, and banners.	\$25,000	High
Redevelopment			
Property Acquisition	Reserve funds, if needed, for the acquisition of buildings and/or vacant property.	\$250,000	Medium
Pre-Development Services	Provide funds, when needed, for Phase 1 and 2 environmental assessments, and other feasibility and market studies to assist with property redevelopment.	\$75,000	Medium

- Notes:**
1. The scope and cost of the project may vary depending on the final design of each component. Project descriptions reflect the overall scope of the projects envisioned by the Ogemaw Township DDA. The DDA recognizes that market forces, private investment, future public-private partnerships, and legislative amendments may result in changes to the final design, cost, and prioritization of the projects consistent with overall concepts embodied in this Development Plan and Tax Increment Financing Plan.
  2. DDA revenues can be used to pay for maintenance of DDA authorized and implemented projects.
  3. DDA revenues can be used to contract for administrative services needed to assist with project and program implementation.

2E. A Statement of the Construction or Stages of Construction Planned, and the Estimated Time of Completion.

West Branch Township DDA

On April 22, 2019, the West Branch Township DDA Board met to review the results of the board prioritization survey and discuss the extent, probable cost, and timing of projects and programs. The table below outlines the project name, description and priority, and timing assigned for those projects by the DDA Board.

**Table 4**  
West Branch Township DDA Projects and Programs by Priority

Project Name	Description	Estimated Cost
<b>HIGH PRIORITY (1 – 5 Years)</b>		
Corridor Lighting	Inspect and troubleshoot lighting issues affecting the corridor light system.	\$200,000
M-55 Sewers	Installation of water mains looping Sunside Station to Fox Estates Subdivision and construction of a shared pathway.	\$900,000
Trail Head Development	Installation of a trailhead and off-street parking to serve bikes, ORV, and snowmobiles.	\$50,000
West Branch Steel Property	Provide assistance to redevelop the former West Branch Steel Property	\$50,000
Property Acquisition	Reserve funds, if needed, for the acquisition of buildings and/or vacant property.	\$500,000
Park Enhancements	Development of recreation facilities that may include a playscape, pavilion and ancillary support infrastructure.	\$500,000
Wayfinding	Continued support for the implementation of the West Branch Wayfinding System	\$95,000
Branding	Implement the West Branch Township DDA portion of the branding program. For example, this would include printed materials, signage, and banners.	\$25,000
Marketing	Funds to support marketing efforts associated with the DDA district and the "Loop."	\$50,000
Trail Town	Coordinate with the City of West Branch and Ogemaw Township to position the area as a Trail Town for northeast Michigan.	\$10,000
<b>High Priority - Estimated Costs</b>		<b>\$2,380,000</b>
<b>MEDIUM PRIORITY (6 to 9 years)</b>		
Water and Sewer Infrastructure	Installation of water, sanitary sewer and shared pathway from the Walmart site to First Street.	\$950,000

Project Name	Description	Estimated Cost
Airport Road Infrastructure	Installation of water, sanitary sewer, and shared pathway from Airport Road around Flowage Lake Road.	\$1,800,000
Kirkland Community College (KCC) Site	Provide assistance to redevelop and repurpose the property now under the ownership by KCC.	\$500,000
Redevelopment Site Assistance	Provide assistance to redevelop properties in the district that are either functionally obsolete, vacant, or in need of remediation.	\$750,000
<b>Medium Priority - Estimated Costs</b>		<b>\$4,000,000</b>
<b>LOW PRIORITY (More than 10 years)</b>		
Day Care	Reserve funds to assist with the support for a day care facility.	\$25,000
<b>Low Priority - Estimated Costs</b>		<b>\$25,000</b>

Overall summary of the proposed development plan projects and programs is:

Project Category	Prioritization			Total Costs
	High (1-5 Yrs)	Medium (6-10 Yrs)	Low (10+ Yrs)	
Infrastructure	\$1,150,000	\$2,750,000	\$0	\$3,900,000
Buildings	\$680,000	\$0	\$25,000	\$705,000
Marketing & Promotions	\$180,000	\$0	\$0	\$180,000
Redevelopment	\$550,000	\$1,250,000	\$0	\$1,800,000
Totals	\$2,380,000	\$4,000,000	\$25,000	\$6,405,000

# City of West Branch DDA

On March 26, 2019 the City of West Branch DDA Board met to review the results of the board prioritization survey and discuss the extent, probable cost, and timing of projects and programs. The table below outlines the project name, description and priority, and timing assigned for those projects by the DDA Board.

**Table 5**  
West Branch City DDA Projects and Programs by Priority

Project Name	Description	Priority
<b>HIGH PRIORITY (1 – 5 Years)</b>		
Public Plaza	Develop a public plaza as a placemaking project.	\$150,000
Technology Upgrades	Installation of a streaming wireless audio system throughout the downtown area.	\$50,000
Maintenance	Provide funds to maintain the landscaping around wayfinding signs and any public improvements installed by the DDA.	\$40,000 Annual allocation
Market Vacant Buildings	Develop marketing information for vacant downtown buildings	\$5,000/Year
Wayfinding System	Implement the wayfinding system in conjunction with West Branch Township and Ogemaw Township	\$80,000
Special Events	Sponsor and promote special events such as sidewalk sales, downtown concerts, farmers market, fabulous Fridays, art events, etc.	\$10,000/Year
Branding	Implement the DDA portion of the branding program. For example, this would include printed materials, signage, and banners.	\$30,000
Trail Town	Coordinate with West Branch Township and Ogemaw Township to position the area as a Trail Town for northeast Michigan.	\$10,000
<b>High Priority - Estimated Costs</b>		<b>\$375,000</b>
<b>MEDIUM PRIORITY (6 to 9 years)</b>		
Streetscape Improvements	Extend streetscape elements within the balance of the DDA District	\$750,000
Parking	Improve parking lots located on North 2 <sup>nd</sup> , North 3 <sup>rd</sup> , and North 4 <sup>th</sup> Streets. Improvements would include resurfacing, installation of ADA complaint measures, electric charging stations, and signage.	\$500,000
Sidewalks and Shared Pathways	Reconstruct or add new sidewalks and shared pathways	\$100,000
Parking Study	In conjunction with the assistance of a parking consultant prepare a district-wide parking study that evaluates existing parking lots, usage, turnover, parking time limits, and future need, including the feasibility of a	\$45,000

Farmers Market	parking structure. Evaluate potential locations for a permanent Farmers Market and Events Pavilion and dedicate funds for the development of the facility.	\$515,000
Business Incubator	Investigate business incubator opportunities in the DDA area.	\$5,000
Public Art	Look at ways to incorporate public art and murals into the DDA district as a community enhancement, especially along the Riverwalk.	\$55,000
Property Acquisition	Reserve funds for property acquisition that advances the repurposing and redevelopment of property in the District.	\$450,000
<b>Medium Priority – Estimated Costs</b>		<b>\$2,420,000</b>
<b>LOW PRIORITY (More than 10 years)</b>		
Building Improvement Program	Establish a cost-sharing building improvement program fund to assist with façade renovations and the conversion of upper story floor area for residential apartments.	\$250,000
National Register of Historic Places	Inventory and submit the appropriate application for designation on the National Register of Historic Places. A successful designation allows property owners access to the Historic Investment Tax Credit.	\$20,000
Building Demolitions	Reserve funds for building demolition and site clearance.	\$150,000
Pre-Development Services	Provide funds, when needed, for Phase 1 and 2 environmental assessments, and other feasibility and market studies to assist with property redevelopment.	\$75,000
<b>Low Priority – Estimated Costs</b>		<b>\$495,000</b>
<b>All Projects – Estimated Costs</b>		<b>\$3,290,000</b>

Overall summary of the proposed development plan projects and programs is:

Project Category	Prioritization			Total Costs
	High (1-5 Yrs)	Medium (6-10 Yrs)	Low (10+ Yrs)	
Infrastructure	\$240,000	\$1,395,000	\$0	\$1,635,000
Buildings	\$5,000	\$520,000	\$270,000	\$795,000
Marketing & Promotions	\$130,000	\$55,000	\$0	\$185,000
Redevelopment Services	\$0	\$450,000	\$225,000	\$675,000
Totals	\$375,000	\$2,420,000	\$495,000	\$3,290,000

# Ogemaw Township DDA

On March 6, 2019, the Ogemaw Branch DDA Board met to review the results of the board prioritization survey and discuss the extent, probable cost, and timing of projects and programs. The table below outlines the project name, description and priority, and timing assigned for those projects by the DDA Board.

**Table 6**  
Ogemaw Township DDA Projects and Programs by Priority

Project Name	Description	Estimated Cost
<b>HIGH PRIORITY (1 – 5 Years)</b>		
Upgrade Pump Station	Upgrade Pump Station to accommodate future growth and users	\$200,000
Streetscape Enhancement	Continue the streetlighting and streetscape west from the Courthouse to Ski Park Road.	\$1,580,000
Curb and Gutter Program	Provide funds on a cost-sharing basis to assist property owners with the installation of curbs and gutters along BR M-55 and M-30	\$130,000
Maintenance	Provide funds to maintain the landscaping around wayfinding signs and any public improvements installed by the DDA.	\$75,000
Marketing & Promotions	DDA operations include signage, marketing, promotion, etc.	\$50,000
Wayfinding System	Implement the Ogemaw Township portion of the Wayfinding Plan (2014)	\$50,000
Branding	Implement the Ogemaw Township DDA portion of the branding program. For example, this would include printed materials, signage, and banners.	\$25,000
<b>High Priority – Estimated Costs</b>		<b>\$2,110,000</b>
<b>MEDIUM PRIORITY (6 to 9 years)</b>		
M-55/76 Sanitary Sewer Extension	Extend existing sanitary sewer from Consumers Energy property to Ski Park Road approximately 2,000 feet.	\$375,000
Ripley Road Water Main	Extend existing sanitary sewer from Ripley Road area south on M-30 1,800 feet	\$200,000
Water System Upgrades	Install upgrades as needed to the water system to provide for greater capacity and pressure based on future development needs.	\$450,000
Trail Town	Coordinate with West Branch Township DDA and the City of West Branch DDA to position the area as a Trail Town for northeast Michigan.	\$10,000
Property Acquisition	Reserve funds, if needed, for the acquisition of buildings and/or vacant property.	\$250,000

Project Name	Description	Estimated Cost
Pre-Development Services	Provide funds, when needed, for Phase 1 and 2 environmental assessments, and other feasibility and market studies to assist with property redevelopment.	\$75,000
<b>Medium Priority – Estimated Costs</b>		<b>\$1,400,000</b>
<b>LOW PRIORITY (More than 10 years)</b>		
Ripley Road Sanitary Sewer	Extend existing sanitary sewer from Ripley Road area south on M-30 1,800 feet	\$200,000
M-30 Sanitary Sewer	Extend sanitary sewer from the south side of assisted living properties south to the westerly side of DDA District on M-30 for approximately 1,500 feet	\$166,000
Storm Water Measures	Work with the developer(s) to design onsite storm water retention and handling systems.	\$100,000
Trail Development	Implement Ogemaw Township portion of the trail system between Exit 212 and Exit 215	\$1,070,000
<b>Low Priority Projects – Estimated Cost</b>		<b>\$1,536,000</b>
<b>All Projects – Estimated Cost</b>		<b>\$5,046,000</b>

Overall summary of the proposed development plan projects and programs is:

Project Category	Prioritization			Total Costs
	High (1-5 Yrs)	Medium (6-10 Yrs)	Low (10+ Yrs)	
Infrastructure	\$1,985,000	\$1,065,000	\$1,536,000	\$4,586,000
Buildings	\$0	\$0	\$0	\$0
Marketing & Promotions	\$125,000	\$10,000		\$135,000
Redevelopment Services	\$0	\$325,000	\$0	\$325,000
Totals	\$2,110,000	\$1,400,000	\$1,536,000	\$5,046,000

As a result of the prioritization of projects by each respective DDA Board, the following projects and programs have been identified as collaborative projects and programs between the authorities.

**Table 7**  
Collaborative DDA Programs by Project and Municipality

Project Name	West Branch Township DDA	City of West Branch DDA	Ogemaw Township DDA	Total
Wayfinding System	\$95,000	\$80,000	\$50,000	\$225,000
Branding	\$25,000	\$30,000	\$25,000	\$80,000
Trail Town	\$10,000	\$10,000	\$10,000	\$30,000
Total	\$130,000	\$120,000	\$85,000	\$335,000

Collectively the three DDA's are forecasting (2019 dollars) over \$14.7 million in various projects and programs. Table 2E enumerates the expenditures by project type and municipality. The largest forecasted expenditure will be in infrastructure followed by redevelopment services.

**Table 8**  
Summary of DDA Programs by Project and Municipality

Project Name	West Branch Township DDA	City of West Branch DDA	Ogemaw Township DDA	Total
Infrastructure	\$3,900,000	\$1,635,000	\$4,586,000	\$10,121,000
Buildings	\$705,000	\$795,000	\$0	\$1,500,000
Marketing & Promotions	\$180,000	\$185,000	\$135,000	\$500,000
Redevelopment Services	\$1,800,000	\$675,000	\$325,000	\$2,800,000
<b>Total</b>	<b>\$6,405,000</b>	<b>\$3,290,000</b>	<b>\$5,046,000</b>	<b>\$14,741,000</b>

**2F. Parts of the Development Area to be Left as Open Space and Contemplated Use.**

In reference to the public improvements outlined, open space within the DDA district and Development Area will be confined to rights-of-way, plazas, and parks within the District. Existing park property in the DDA district and Development Area will remain as open space.

**2G. Portions of the Development Area which the Authority Desires to Sell, Donate, Exchange, or Lease to or From the Municipality and the Proposed Terms.**

There are no parcels that the DDA plans to acquire, sell, donate, exchange, or lease, as part of this Development Plan.

**2H. Desired Zoning Changes and Changes in Streets, Street Levels, Intersections and Utilities.**

The Development Plan proposes no zoning changes proposed within the Development Area. The current zoning of commercial and office accommodate existing and future land uses in the subject area.

**2I. An Estimate of the Cost of the Development, Proposed Method of Financing and Ability of the Authority to Arrange the Financing.**

Financing for the public improvement projects outlined in Section 2E would be provided through funds generated by the Tax Increment Financing Plan induced by annual increases in property valuations within the Development Area. The amount of the funding will be predicated on the stability of the taxable valuation base of the downtown area and the extent of new future redevelopment and rehabilitation projects. Sources of funding may include tax increment revenues on a "pay-as-you-go" basis, the issuance of bonds by the DDA or City and other sources approved by the City in accordance with the Act 57 of 2018.

**2J. Designation of Person or Persons, Natural or Corporate, to whom all or a portion of the Development is to be Leased, Sold, or Conveyed in any manner and for whose benefit the Project is being undertaken if that information is available to the Authority.**



The public improvements undertaken pursuant to this Development Plan will remain in public ownership for the public benefit.

2K. The Procedures for Bidding for the Leasing, Purchasing, or Conveying of all or a portion of the Development upon its completion, if there is no expressed or implied Agreement between the Authority and Persons, Natural or Corporate, that all or a portion of the Development will be Leased, Sold, or Conveyed to those Persons.

At present, there are no agreements for property conveyance between West Branch Township DDA, City of West Branch DDA, or Ogemaw Township DDA or any person(s), natural or corporation. The Development Plan utilizes a voluntary acquisition strategy to acquire property within the Development Area. Acquisition of such property would be on a negotiated basis between the Downtown Development Authority and the interested party.

Any such sale, lease or exchange shall be conducted by the DDA pursuant to requirements specified in Act 57 with the consent of the City Commission. If needed, more detailed procedures will be developed prior to the transactions, in accordance with applicable city policy and Michigan state law.

2L. Estimates of the Number of Persons residing in the Development Area and the Number of Families and Individuals to be Displaced.

Based upon a review of the properties within the DDA district and Development Area the following number of residents is estimated. If a proposed development area has residing within it 100 or more residents, a development area citizens council shall be established at least 90 days before the public hearing on the development or tax increment financing plan pursuant to MCLA 125.4221 (Sec 221; PA 57 of 2019). The development area citizens council shall be established by the governing body and shall consist of not less than 9 members. The members of the development area citizens council shall be residents of the development area and shall be appointed by the governing body. A member of a development area citizens council shall be at least 18 years of age.

**Table 9**  
Estimated Number of Residents within the DDA District and Development Area

	West Branch Township DDA	City of West Branch DDA	Ogemaw Township DDA	Total
Residents	427	38	83	546

The Development Plan does not require the acquisition and clearance of occupied residential property or the displacement of individuals and families within the DDA district and Development Area.

2M. A Plan for Establishing Priority for the Relocation of Persons Displaced by the Development in any New Housing in the Development Area.

The Development Plan does not require the acquisition and clearance of occupied residential property or the displacement of individuals and families. As a result, a plan for compliance Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 is not addressed.

2N. Provision for the Costs of Relocating Persons Displaced by the Development, and Financial Assistance and Reimbursement of Expenses, including Litigation expenses and expenses incident to the Transfer of Title in accordance with the Standards and Provisions of the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.

The Development Plan does not require the acquisition and clearance of occupied residential property or the displacement of individuals and families. As a result, a plan for compliance Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 is not addressed.

2O. A Plan for compliance with Act 227 of the Public Acts of 1972.

Act 227 of Public Acts of 1972 is an Act to provide financial assistance; advisory services and reimbursement of certain expenses to persons displaced from real property or deprived of certain rights in real property. This Act requires procedures and policies comparable to the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970. Because the Development Plan does not require the acquisition of property and displacement of persons a plan for compliance with Act 227 is not addressed.

## **TAX INCREMENT FINANCING PLAN**

### **Amendment to the Tax Increment Financing Plans**

Each of the three municipalities; West Branch Township, City of West Branch and Ogemaw Township have in place adopted Tax Increment Financing Plans related to their respective Downtown Development Authorities. Each Downtown Development Authority desires to amend their respective plans to extend the duration of the tax increment plan. As a result, the following amendments to the tax increment financing plans are made.

#### **West Branch Township**

The tax increment financing plan adopted September 1, 2007 specifies that the tax increment capture will expire on December 31, 2031 as noted in C. Duration of the Plan. The expiration date will now be extended to December 31, 2045.

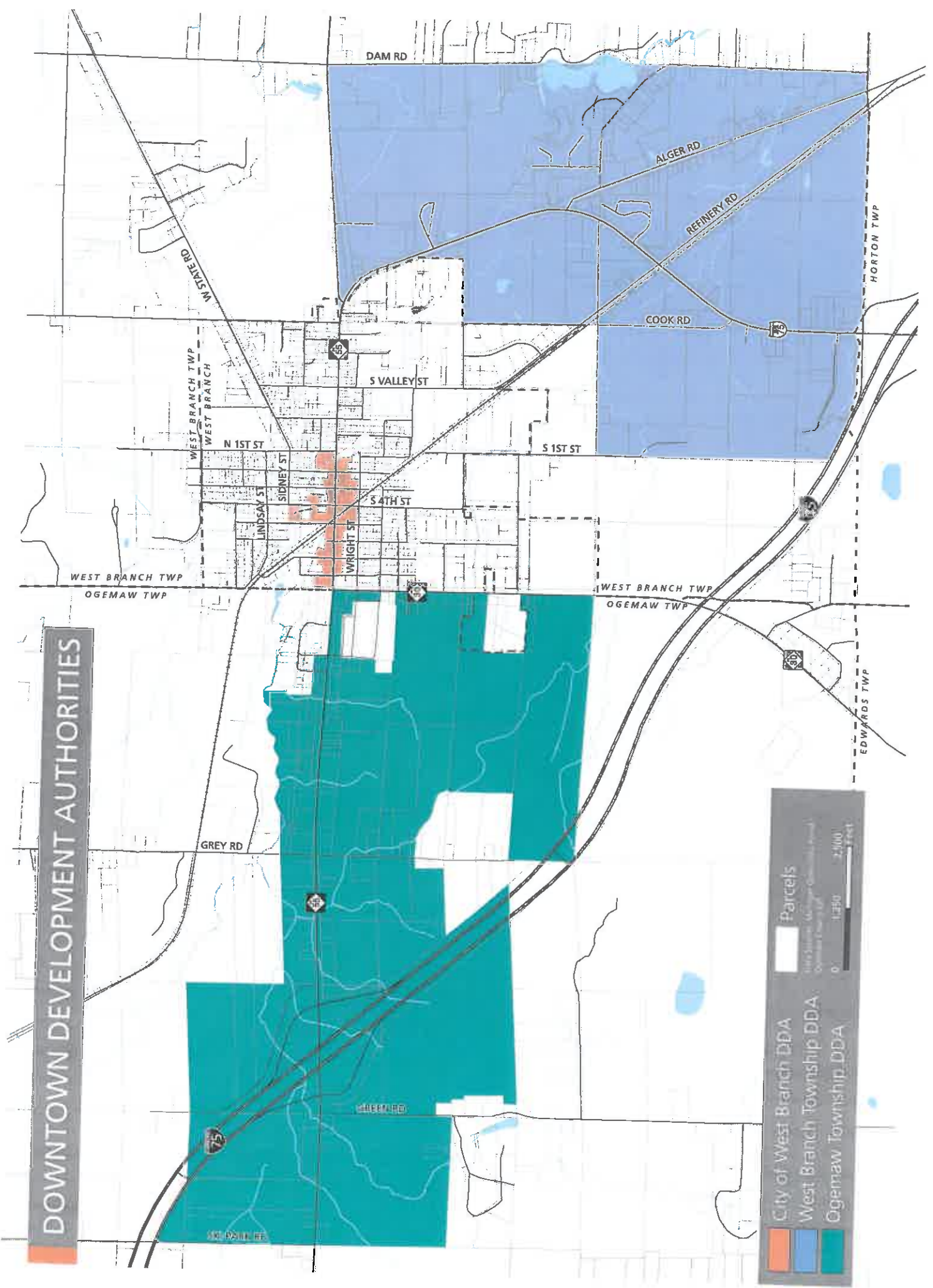
#### **City of West Branch**

The tax increment financing plan adopted November 1, 2010 specifies that the tax increment capture will expire on December 31, 2030 as noted in D. Duration of the Plan. The expiration date will now be extended to December 31, 2045.

#### **Ogemaw Township**

The tax increment financing plan adopted March 2004 specifies that the tax increment capture will expire on December 31, 2023 as noted in Table 1, 2 and 3. The expiration date will now be extended to December 31, 2045

# DOWNTOWN DEVELOPMENT AUTHORITIES



City of West Branch DDA

West Branch Township DDA

Ogemaw Township DDA

Parcels

Scale: 0 1250 2500 Feet

# **Additions to the Agenda**

# **Public Comment -Agenda Items**

# **Scheduled Matters from the Floor**

Sept. 19, 2019

City of West Branch

We, the Camp Family, would like to donate a bench in memory of **Virginia K. Camp** to be put in Irons Park.

Thank you!

Neil Camp





# Bids

**CITY OF WEST BRANCH  
EQUIPMENT FOR SALE BY BID**

The City of West Branch will be accepting bids on the following items:

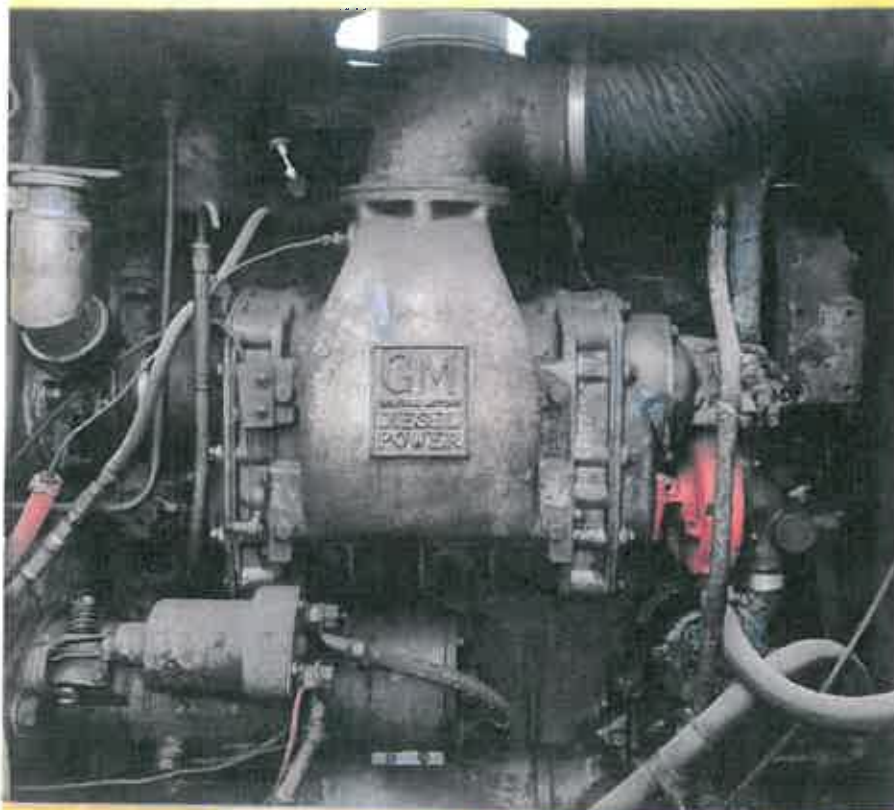
1. 1997 Ford Dump Truck – with salter and 11' underbody
2. 2002 Holder – with snow blower, ditch mower, and flail mower.
3. 1961 Huber – Warco Grader

To set up an appointment to view the equipment or for any questions, contact Mike Killackey, Public Works Superintendent at (989) 965-4982.

Sealed bids are due by 12:00 p.m. on Wednesday, August 28, 2019 at City Hall, 121 North Fourth Street, West Branch, Michigan 48661. The City of West Branch reserves the right to accept or reject any or all bids.

To comply with section 33.13 of the City Ordinance, this notice for sale is being posted on August 14, 2019 at 4:30 pm to meet the 10 day posting requirement.

I, City Clerk/Treasurer, John Dantzer, certify that the foregoing notice has been posted as specified above in accordance with the City of West Branch Code of Ordinances



**A-Services**  
**Bradley and Ronda Gusler**  
**600 W. 6<sup>th</sup> Street**  
**Mio, Mi 48647**

October 1, 2019

Bid for Huber Grader: \$2000.00



Bradley J Gusler



# **Sole Source Vendor Exception Request**

for

**Snow plow bracket**

by

**West Branch Napa Auto Parts**

**10/08/2019**

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

As such, Frank Goodroe is requesting that the City Council forego formal bidding and approve the purchase of the snow plow bracket due to the plow that the City currently owns is a Boss brand plow and the mounting bracket must come from a Boss dealer. The local Boss dealer is West Branch is West Branch Napa.

Thank you.

City Manager Frank Goodroe

WEST BRANCH OSHA AUTO TRUCK.  
129 N 5TH STREET  
PHONE (888) 345-7450  
WEST BRANCH MI 48661



ACCT # 11825  
SOLD TO WEST BRANCH CITY OF  
121 N. 4TH ST.  
WEST BRANCH, MI 48661  
DATE 09/09/2019 TIME 11:36  
SR #  
STORE #  
EMP #  
0 100005320 8 Service

PART NUMBER	LN	DESCRIPTION	QUANTITY	LIST	PRICE	TOTAL
LTA9201B	GTR	UNDERCARRIAGE GM 3/4	1.00	999.99	580.9900	580.99
MSC9044	GTR	LIGHT ADAPTER GM	1.00	229.99	163.9900	163.99
MSC15100B	GTR	CONTROL KIT V SMARTTOUCH	1.00	899.99	543.9900	543.99
LAB	LAB	SHOP LABOR	6.00	125.00	65.0000	390.00

\*\*\* Plus Applicable Taxes. \*\*\*  
\*\*\* Prices Subject to Change Without Notice. \*\*\*  
TOTAL -----> 1,678.97

\* \* THIS IS NOT AN INVOICE \* \*

# **Unfinished Business**



# New Business

Due to the City being in audit in the beginning of the week and Deputy Clerk/Treasurer Frechette being at the MERS conference on Thursday and Friday, the bill page was not ready at this time. One will be provided on Monday.

## RESOLUTION #19-20

WHEREAS, the City was awarded a demolition grant from the Michigan Land Bank Authority, and

WHEREAS, the grant was originally accounted for during the 2019 fiscal year, and

WHEREAS, the grant process was started but not completed until the 2020 fiscal year, and

WHEREAS, the grant needs to be accounted for during the 2020 fiscal year; and

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

### FUND 101 – General fund

GL NUMBER	DESCRIPTION	Current budget	Amended budget
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	\$0.00	\$0.00
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	\$3,494.00
101-000.000-580.400	FRANCHISE FEE REVENUE	\$41,367.00	\$41,367.00
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	\$69,800.00
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	\$69,800.00
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	\$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	\$1,741,210.00
TOTAL REVENUES		1,694,785.00	1,744,585.00
Expenditures			
Dept 265.000 - MUNICIPAL PROPERTIES			
101-265.000-703.700	SALARIES AND WAGES	\$5,700.00	\$5,700.00
101-265.000-710.700	OVERTIME	\$250.00	\$250.00
101-265.000-714.700	MANDATORY MEDICARE	\$80.00	\$80.00
101-265.000-715.700	SOCIAL SECURITY (EMPLOYER)	\$225.00	\$225.00
101-265.000-716.700	BC/BS HEALTH INSURANCE PREMIUM	\$1,000.00	\$1,000.00
101-265.000-718.700	MERS RETIREMENT (EMPLOYER)	\$80.00	\$80.00
101-265.000-720.700	WORKERS COMPENSATION PREMIUM	\$195.00	\$195.00
101-265.000-724.700	UNEMPLOYMENT INS. BENEFIT	\$10.00	\$10.00
101-265.000-727.700	OPERATING SUPPLIES	\$6,400.00	\$6,400.00
101-265.000-801.700	CONTRACTUAL SERVICES	\$20,000.00	\$69,800.00
101-265.000-850.701	GRANT - CAMERAS	\$0.00	\$0.00
101-265.000-853.700	TELEPHONE/RADIO COMMUNICATION	\$2,500.00	\$2,500.00
101-265.000-922.700	PUBLIC UTILITIES	\$21,300.00	\$21,300.00
101-265.000-941.700	EQUIPMENT RENTAL	\$1,800.00	\$1,800.00
101-265.000-956.700	EXPENSES	\$1,300.00	\$1,300.00
101-265.000-977.700	CAPITAL ACQUISITIONS	\$0.00	\$0.00
Total Dept 265.000 - MUNICIPAL PROPERTIES		\$60,840.00	\$110,640.00
TOTAL EXPENDITURES		1,694,785.00	1,744,585.00
ANTICIPATED CARRY OVER		\$965,191	\$965,191



## Liability & Property Pool

1675 Green Road  
Ann Arbor, MI 48105

TEL 734.662.3246 800.653.2483  
FAX 734.662.8083  
WEB [www.mml.org](http://www.mml.org)

**To:** Members of the MML Liability and Property Pool  
**From:** Michael J. Forster, Pool Administrator  
**Date:** September 9, 2019  
**Subject:** Pool Director Election

Dear Pool Member:

Enclosed is your ballot for this year's Board of Directors election. One (1) incumbent Director has agreed to seek re-election. You also may write in one or more candidates if you wish.

A brief biographical sketch of the candidate is provided for your review.

I hope you will affirm the work of the Nominating Committee by returning your completed ballot in the enclosed return envelope, no later than November 8. You may also submit your ballot online by going to [www.mml.org](http://www.mml.org). Click on *Insurance*, then *Liability and Property Pool*; the official ballot is located in the left navigation bar under *Online Forms*.

The MML Liability & Property Pool is owned and controlled by its members. Your comments and suggestions on how we can serve you better are very much appreciated. Thank you again for your membership in the Pool, and for participating in the election of your governing board.

Sincerely,

Michael J. Forster  
Pool Administrator

[mforster@mml.org](mailto:mforster@mml.org)

THE CANDIDATES  
Three-year terms beginning January 1, 2020



*Jean Stegeman, Mayor, City of Menominee*

Jean has more than eight years of experience as a municipal official, currently serving as Mayor in the City of Menominee. She was a member of and served as chair of the Menominee planning commission for several years prior to becoming mayor. She is also active in several local civic organizations. Jean is seeking re-election to her third term as director.

CITY OF WEST BRANCH  
ORDINANCE NO. 19-03

AN ORDINANCE TO AMEND SECTION 94.03 OF THE CITY OF WEST BRANCH CODE OF ORDINANCES ENTITLED: "EXCAVATIONS, PERMIT FEES; CONTENTS."

The City of West Branch Ordains:

**EXCAVATIONS**

**§ 94.01 PERMIT REQUIRED.**

It shall be unlawful for any person, firm or corporation other than employees of the City when in the performance of duty to excavate or dig, or to cause any excavation or digging, or to alter curb and/or gutter, or other public structure in a public street, alley or place within the City for any purpose whatsoever without first having obtained a written permit, therefore, from the City Manager or his designated representative and filing a copy of same along with such deposit as may be required together with documents evidencing the required insurance and bonds with the City Clerk who shall thereupon validate same with the seal of the City, without the seal, the permit shall be without effect. *(Ord. 156, passed 12-15-80) Penalty, see § 94.99*

**§ 94.02 DEPOSIT; BOND AND INSURANCE REQUIREMENTS.**

Deposit and/or bond and insurance requirements for validation of a permit are as follows:

(A) A cash deposit in an amount no less than the estimated maximum amount of the cost of restoration of the street curb, gutter or other structure in the public street shall be deposited with the City Treasurer. To insure that permittee will make the required restoration such deposit shall either be cash or a cashiers check payable to the City. In lieu of the foregoing, the permittee may provide a surety bond in such amount as to be no less than the cash deposit set forth above.

(B) Public liability insurance in the name of permittee in such amounts as may be established by the City from time to time.

(C) Owner's protective public liability insurance in the name of the City in such amounts as may be established by the City from time to time.

(D) In lieu of the foregoing insurance and bonding requirements, any public utility with a franchise in force containing provisions whereby the utility agrees to hold the City harmless for loss by reason of its operations in City streets may file a letter of intent to reimburse the City for any and all costs of restoration, signing and barricading or other related work performed by City forces as a result of and made necessary by the utility's operation in City streets. Other provisions of this subchapter shall apply to public utilities in a like manner and with equal respect as to any other person, firm or corporation.

*(Ord. 156, passed 12-15-80)*

**§ 94.03 PERMIT FEE; CONTENTS.**

The fee for a permit shall be \$5 approved by resolution of the West Branch City Council which along with estimated restoration costs as provided in §94.06 and §94.07 shall be paid by the applicant at the time the permit is issued. The permit required herein shall state the following:

(A) Name and address of owner, agent or other party for whom the work is being done.

(B) Name and address of builder, contractor or agent having charge of such work.

(C) Location of the work to be done.

(D) Date to commence and estimated duration of the work.

(E) Nature of the work.

*(Ord. 156, passed 12-15-80)*

#### **§ 94.04 BARRICADES AND LIGHTS.**

The applicant must provide, erect and maintain all necessary barricades, lights, warning signs and the like to properly safeguard traffic while work is in progress, and at no time shall the street or highway be closed to traffic longer than is necessary to complete the work.

*(Ord. 156, passed 12-15-80) Penalty, see § 94.99*

#### **§ 94.05 FILLING EXCAVATIONS OR TRENCHES.**

All excavations or trenches shall be filled in a thorough and workmanlike manner, either by flooding or hand tamping. Additional filling shall be placed if necessary in excavations or trenches that have settled, and all surplus earth or any refuse shall be removed from the street by the applicant obtaining the permit.

*(Ord. 156, passed 12-15-80) Penalty, see § 94.99*

#### **§ 94.06 REPLACEMENT OF ASPHALT PAVEMENT, CURB CUTS OR OTHER STRUCTURAL ALTERATIONS WITHIN STREET RIGHT-OF-WAY.**

Replacement of asphalt pavement, curbs, gutters or other public structures in the street right-of-way shall be done by City forces or by a prequalified contractor on a cost basis under City inspection. Cost of such inspection shall be set from time to time by City Council action. Estimated cost of restoration shall be made by the City Manager or his designated representative prior to issuance of a permit. Should the estimate prove to be too low, payment for the additional amount shall be made promptly by the permittee. Should the estimate prove to be too high, the amount in excess of actual cost shall be refunded promptly to the permittee.

*(Ord. 156, passed 12-15-80)*

#### **§ 94.07 FAILURE TO CARRY OUT NECESSARY WORK.**

In the event that any applicant shall fail to carry out the provisions of this subchapter, any work necessary therefore shall be performed by the City and the applicant shall be required to pay all proper bills rendered by the City for that work.

*(Ord. 156, passed 12-15-80)*

#### **§ 94.08 CASES NOT COVERED BY REGULATIONS.**

Any case not covered by this subchapter shall be passed upon directly by the City Council.

*(Ord. 156, passed 12-15-80)*



**CITY OF WEST BRANCH**

**TITLE VI**

**NON-DISCRIMINATION PLAN**

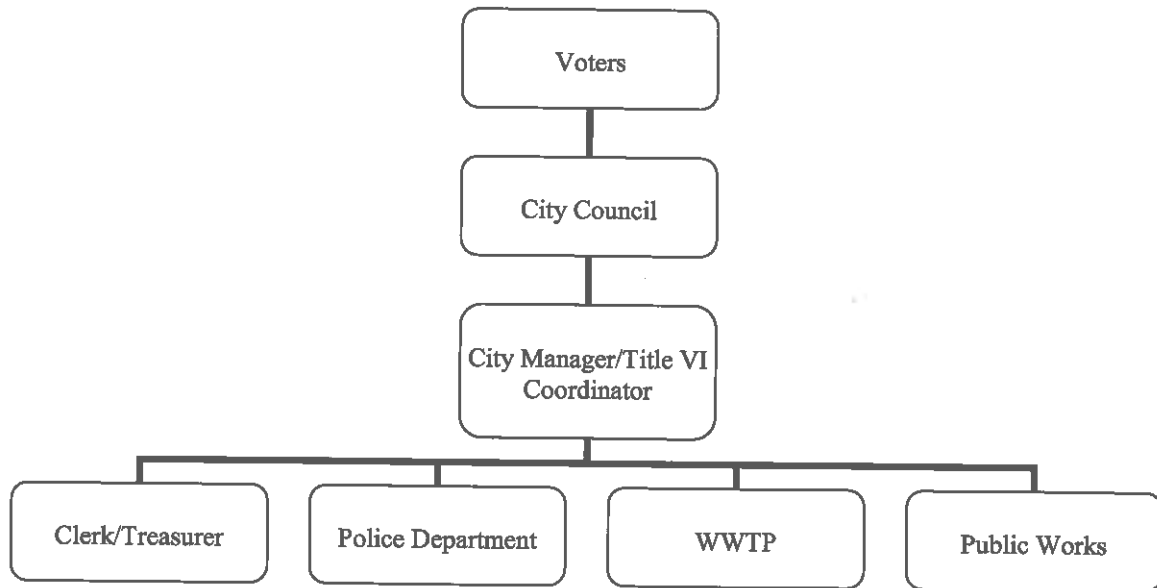
**121 North 4<sup>th</sup> Street**  
**West Branch, MI 48661**  
**Phone: (989) 345-0500**  
**Fax: (989) 345-4390**  
**Website: [www.westbranch.com](http://www.westbranch.com)**

**Title VI Coordinator:**  
**Frank E. Goodroe, City Manager**  
**Email: [citymanager@westbranch.com](mailto:citymanager@westbranch.com)**

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**CITY OF WEST BRANCH  
ORGANIZATION CHART**



## INTRODUCTION

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

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

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

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

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

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

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

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

## **Discrimination under Title VI**

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

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

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

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

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

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

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

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

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

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

Frank E. Goodroe  
City Manager  
121 N. Fourth St.  
West Branch, MI 48661  
Phone - 989-345-0500  
Fax – 989-345-4390

---

Paul Frechette  
Mayor

---

Frank E. Goodroe  
City Manager/Title VI Coordinator



## CITY OF WEST BRANCH TITLE VI ASSURANCES

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

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

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

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

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

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

City of West Branch

---

Paul Frechette, Mayor

---

Date

## **AUTHORITIES**

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

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

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

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

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

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

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

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

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

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

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

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

## DEFINITIONS

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

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

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

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

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

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

Minority – A person who is:

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

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

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

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

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

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

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

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

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

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

## **ADMINISTRATION – GENERAL**

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

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

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

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

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

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

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

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

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

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

## LIMITED ENGLISH PROFICIENCY (LEP)

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

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

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

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

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

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

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

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

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



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

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

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

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

These recommended plan elements have been incorporated into this plan.

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

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

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

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

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

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

### **The Four-Factor Analysis**

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

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

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

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

**TABLE #1**

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

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

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

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

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

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

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

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

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

## **Safe Harbor Stipulation**

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

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

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

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

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

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

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

USDOT LEP guidance says:

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

The guidance provides several examples of notification including:

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

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

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

### **Options and Proposed Actions**

#### **Options:**

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

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

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

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

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

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

#### OFFICE ENCOUNTER

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

#### ROAD ENCOUNTER

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

#### IN WRITING

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

#### OVER THE PHONE

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

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

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

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

### **ENVIRONMENTAL JUSTICE (EJ)**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



## **FILING A TITLE VI COMPLAINT**

### **I. Introduction**

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

### **II. Purpose**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **V. Investigation**

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

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

Conducting the Investigation:

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

### Investigation Reporting Process:

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

### Retaliation:

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

Frank E. Goodroe  
City of West Branch  
121 N. Fourth St.  
West Branch, MI 48661  
Phone: 989-345-0500  
Fax: 989-345-4390  
Email: hgrace@westbranch.com

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

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

### **Records**

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

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

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

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

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

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

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

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

### **(GRANTING CLAUSE)**

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

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

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

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

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

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

## **APPENDIX C - PERMITS, LEASES AND LICENSES**

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

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

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

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

(Include in deeds)\*

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

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



## APPENDIX D - TITLE VI COMPLAINT FORM

### CITY OF WEST BRANCH TITLE VI COMPLAINT FORM

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

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

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

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

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

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

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

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

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

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

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

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

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

Name of agency and department or program that discriminated:

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

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

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

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

Date(s) of alleged discrimination:

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

**ALLEGED DISCRIMINATION:**

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

\_\_\_\_ Race

\_\_\_\_ Disability

\_\_\_\_ Sex

\_\_\_\_ Color

\_\_\_\_ Religion

\_\_\_\_ Income

\_\_\_\_ Age

\_\_\_\_ National Origin

\_\_\_\_ Retaliation

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

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

**Please return completed form to:**

Frank E. Goodroe

121 N. Fourth St.

West Branch, MI 48661

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

Phone: 989-345-0500

Fax: 989-345-4390

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

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

“Significant” requires considerations of both context and intensity:

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

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

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

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

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

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

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

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

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

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

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

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

LANGUAGE IDENTIFICATION FLASHCARD

- |                          |   |                        |
|--------------------------|---|------------------------|
| <input type="checkbox"/> | ضع علامة في هذا المربع إذا كنت تقرأ أو تتحدث العربية.                                   | 1. Arabic              |
| <input type="checkbox"/> | Խաղաղու՞մ ե՞նք նշու՞մ կատարե՞ք այս քառակուսու՞մ, եթե խոսո՞ւմ կա՞մ կարդա՞ւմ ե՞ք հայերեն: | 2. Armenian            |
| <input type="checkbox"/> | যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বাক্সে দাগ দিন।                                  | 3. Bengali             |
| <input type="checkbox"/> | ល្អប្រសើរណាស់ប្រសិនបើ ប្រើអ្នកអាន ឬនិយាយភាសា ខ្មែរ ។                                    | 4. Cambodian           |
| <input type="checkbox"/> | Motka i kahhon ya yangin ûntûngnu' manaitai pat ûntûngnu' kumentos Chamorro.            | 5. Chamorro            |
| <input type="checkbox"/> | 如果你能读中文或讲中文，请选择此框。  | 6. Simplified Chinese  |
| <input type="checkbox"/> | 如果你能讀中文或講中文，請選擇此框。  | 7. Traditional Chinese |
| <input type="checkbox"/> | Označite ovaj kvadratić ako čitate ili govorite hrvatski jezik.                         | 8. Croatian            |
| <input type="checkbox"/> | Zaškrtněte tuto kolonku, pokud čtete a hovoříte česky.                                  | 9. Czech               |
| <input type="checkbox"/> | Kruis dit vakje aan als u Nederlands kunt lezen of spreken.                             | 10. Dutch              |
| <input type="checkbox"/> | Mark this box if you read or speak English.   | 11. English            |
| <input type="checkbox"/> | اگر خواندن و نوشتن فارسی بلد هستید، این مربع را علامت بزنید.                            | 12. Farsi              |

<input type="checkbox"/>	Cocher ici si vous lisez ou parlez le français.	13. French
<input type="checkbox"/>	Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen.	14. German
<input type="checkbox"/>	Σημειώστε αυτό το πλαίσιο αν διαβάσετε ή μιλάτε Ελληνικά.	15. Greek
<input type="checkbox"/>	Make kazyé sa a si ou li oswa ou pale kreyòl ayisyen.	16. Haitian Creole
<input type="checkbox"/>	अगर आप हिन्दी बोलते या पढ़ सकते हैं तो इस बक्स पर चिह्न लगाएँ।	17. Hindi
<input type="checkbox"/>	Kos lub voj no yog koj paub twm thiab hais lus Hmoob.	18. Hmong
<input type="checkbox"/>	Jelölje meg ezt a kockát, ha megérti vagy beszél a magyar nyelvet.	19. Hungarian
<input type="checkbox"/>	Markaam daytoy nga kahon no makabasa wenno makasaoka iti Ilocano.	20. Ilocano
<input type="checkbox"/>	Marchi questa casella se legge o parla italiano.	21. Italian
<input type="checkbox"/>	日本語を読んだり、話せる場合はここに印を付けてください。	22. Japanese
<input type="checkbox"/>	한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오.	23. Korean
<input type="checkbox"/>	ໃຫ້ໝາຍໃສ່ຊ່ອງນີ້ ຖ້າທ່ານອ່ານຫຼືປາກພາສາລາວ.	24. Laotian
<input type="checkbox"/>	Prosimy o zaznaczenie tego kwadratu, jeżeli posługuje się Pan/Pani językiem polskim.	25. Polish

<input type="checkbox"/>	Assinale este quadrado se você lê ou fala português.	26. Portuguese
<input type="checkbox"/>	Însemnați această căsuță dacă citiți sau vorbiți românește.	27. Romanian
<input type="checkbox"/>	Пометьте этот квадратик, если вы читаете или говорите по-русски.	28. Russian
<input type="checkbox"/>	Обележите овај квадратик уколико читате или говорите српски језик.	29. Serbian
<input type="checkbox"/>	Označte tento štvorček, ak viete čítať alebo hovoriť po slovensky.	30. Slovak
<input type="checkbox"/>	Marque esta casilla si lee o habla español.	31. Spanish
<input type="checkbox"/>	Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog.	32. Tagalog
<input type="checkbox"/>	ให้กาเครื่องหมายลงในช่องดำฟานด้านหรือทุกภาษาไทย.	33. Thai
<input type="checkbox"/>	Maaka 'i he puha ni kapau 'oku ke lau pe lea fakatonga.	34. Tongan
<input type="checkbox"/>	Відмітьте цю клітинку, якщо ви читаете або говорите українською мовою.	35. Ukranian
<input type="checkbox"/>	اگر آپ اردو پڑھتے یا بولتے ہیں تو اس خانے میں نشان لگائیں۔	36. Urdu
<input type="checkbox"/>	Xin đánh dấu vào ô này nếu quý vị biết đọc và nói được Việt Ngữ.	37. Vietnamese
<input type="checkbox"/>	באצייכנט דעם קעסטל אויב איר לייענט אדער רעדט אידיש.	38. Yiddish

## RESOLUTION #19-21

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 expenditures in Fund 101, General Fund; and the revenues in the 661, Equipment Fund will exceed their budget, and

WHEREAS, the revenues in Fund 101, general fund did not account for the revenue and expenses for the veteran banner program, and

WHEREAS, the revenues in Fund 661, equipment fund did not account for the sale of equipment, and

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

GL NUMBER	DESCRIPTION	CURRENT BUDGET	AMMENDED 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	3,494.00	3,494.00
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	69,800.00	69,800.00



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	5,800.00
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		1,691,410.00	1,697,210.00
TOTAL REVENUES		1,744,585.00	1,750,385.00

Expenditures

Dept 000.000

101-000.000-884.700	VETERAN BANNER EXPENSE	0.00	5800
101-000.000-956.802	BAD DEBT EXPENSE	150.00	150
Total Dept 000.000		150.00	5950

TOTAL EXPENDITURES		1,744,585.00	1,750,385.00
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Fund 101:

TOTAL REVENUES		1,744,585.00	1,750,385.00
TOTAL EXPENDITURES		1,744,585.00	1,750,385.00
NET OF REVENUES & EXPENDITURES		0.00	0.00

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	1,500.00	26,000.00
661-000.000-695.400	MISCELLANEOUS	0.00	0.00
Total Dept 000.000		233,380.00	257,880.00
TOTAL REVENUES		233,380.00	257,880.00
Expenditures			
Dept 000.000			
661-000.000-703.700	SALARIES AND WAGES	14,000.00	14,000.00
661-000.000-710.700	OVERTIME	125.00	125.00
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	60.00	60.00
661-000.000-805.700	REPAIR/PARTS	28,500.00	28,500.00
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	500.00	500.00
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	82,500.00	82,500.00
Total Dept 000.000		247,357.00	247,357.00
TOTAL EXPENDITURES		247,357.00	247,357.00
Fund 661 - EQUIPMENT FUND:			
TOTAL REVENUES		233,380.00	257,880.00
TOTAL EXPENDITURES		247,357.00	247,357.00
NET OF REVENUES & EXPENDITURES		(13,977.00)	10,523.00

## Northeast Michigan Census Hub Mini-Grant Application

### ORGANIZATION INFORMATION

Organization name City of West Branch  
Street address 121 N. 4th Street  
City West Branch State Mi Zip 48661  
Tax ID (EIN) number 386004600

Are you applying as a ...

- ☐ Nonprofit 501(c)(3)  
☒ School, government agency, or hospital. Provide written confirmation on official letterhead that the potential grantee is a school or government agency.  
☐ Religious organization doing community work.  
☐ Nonprofit organization, but not a 501(c)(3). Your organization will need a fiscal sponsor. Provide (1) written confirmation on official letterhead from the Executive Director or Board Chair verifying your fiscal relationship and (2) What is the name of the fiscal sponsor? (3) What is the fiscal sponsor's EIN?

### CONTACT INFORMATION

Executive director Frank Goodroe Executive director phone 989-345-0500  
Executive director email citymanager@westbranch.com Mini-grant contact phone 989-345-0500  
Mini-grant contact name Samantha Fabbri Mini-grant contact email westbranchCDfellow@g

### PROJECT INFORMATION

Project name Be Counted Ogemaw

Total amount requested \$ 5,000 Time period for project January - July 2020  
(Max: \$2,500) (Must be completed by August 1, 2020)

### PROJECT DESCRIPTION

In no more than two sentences, provide a brief description of what is being requested in the mini-grant and what it will achieve. Character limit: 250

Example:

- ABC church in Northeast Michigan is requesting \$1,000 for (1) distributing flyers about the Census process and (2) hosting a "Be Counted" Census event, including a supper at the church. We expect to have 50 households representing 170 individuals attend the event.

The City of West Branch is requesting \$5,000 to host "be counted" census events, create/distribute flyers about the census process & to help cover expenses associated with our work plan. Our goal is to reach the undercounted households in Ogemaw Co.

**Save Your Application**

We recommend saving this form to your computer and working offline. Hitting the "back" button could cause you to lose information already entered.

## PROJECT SCOPE

- What is the purpose of the proposed project? What do you plan to accomplish (objectives)? *Character limit: 2500*

The City of West Branch will take the lead as trusted voices in the community on building awareness and encouraging participation in the 2020 Census count in Ogemaw County (2017 population: 20,981), with the purpose of increasing awareness of the importance of census participation and encouraging our hard to count areas to complete their 2020 Census survey. By increasing awareness about the census will help more individuals and households to be counted in the 2020 Census. Our efforts will strengthen the possibility of a complete count in Northeast Michigan.

Our plan for success includes becoming a 2020 Census Partner with the US Census Bureau, enabling us access to the powerful network of government, non-profit, corporate and community organizations along with personalized access to Census Bureau data tools, products, workshops and support. This partnership will help ensure that the people we work with are accurately represented and also allow us the ability to use Census Bureau resources to improve our community by building awareness with accurate information.

We are also in the process of organizing a Complete Count Committee (CCC) that will oversee, plan and execute our "get out the count" endeavor.

The combination of what we learn, the resources offered by being a 2020 Census partner and the creation of a Complete Count Committee will greatly assist in accomplishing our objectives.

- Describe your target population. *Character limit: 2500*
  - What geographic area(s) does your project address? This may be a county, specific town, city, village, township, Census tracts or streets. Please be as specific as possible.
  - Which potentially undercounted population(s) does your project address (i.e. families with young children, racial/ethnic minorities, immigrants, etc.)?
  - How many households and/or total amount of people to you expect to reach through this project?
  - What about your organization is a good fit for this target population?

Based on information provided by the Response Outreach Area Mapper (ROAM) of the US Census Bureau, our project will be focused on Ogemaw County, with concentrated efforts in Mills and Richland Townships (with a 20.3% Low Response Score (LRS)), followed by Edwards and Horton Townships, including the village of Prescott (18% LRS), and West Branch Township (17.7% LRS); census tracts 9509, 9506 and 9505 respectively.

Our project will focus on families with young children, low-income households, those without internet access and those in the more rural areas of Ogemaw County. As we focus on families with young children, we will attempt to more specifically reach single, female-headed households as this group tends to be even more so undercounted.

With focus on these particular undercounted populations, our efforts to reach persons with mental and/or physical disabilities, senior citizens and renters will be part of our plan.

Per the information provided by ROAM, there are more than 1,400 occupied housing units in the 7 census tracts of Ogemaw County that need to be reached! Our goal, of course, is to reach every household. Each household most likely has 2 or more occupants, to the tune of potentially thousands of individuals not being counted.

As the county seat, the City of West Branch is the perfect organization to organize and oversee the efforts that will be carried out by the Complete Count Committee (CCC). The CCC team will consist of city, county and/or local governments, leaders from business, healthcare, education, as well as other community organizations such as the Chamber of Commerce. This conglomerate of trusted voices will make for an ideal team because all of these entities know the importance of "being counted". They will develop and implement an awareness campaign, encouraging a response from the community. Their understanding of the benefits of reaching the undercounted will make them great assets to the CCC team. The City of West Branch is committed to educating our community stakeholders, leaders and CCC team to ensure that the right people know the right information and can successfully implement the project and events being planned.

## WORK PLAN

Use one grant application for an entire project. It might include multiple educational and/or Census events.

- Describe your plan to educate and encourage your target population to respond to the 2020 Census, key steps and activities. Indicate which of those, if any, include individuals entering information via the Internet on Census forms.

- Explain how your plan ensures that you will reach those who are most at risk of being undercounted.

*Character limit: 2500*

As a community based organization, our plan to educate and encourage our target population to respond to the 2020 Census will include holding multiple educational meetings and events. We will incorporate census information in newsletters, social media posts, mailings and websites that will help educate and address misperceptions, answer questions, encourage participation and empower the undercounted. We will host multiple Census parties and get-togethers. These events will take place at the public library, school gymnasiums, city and township halls, churches and/or other public places that will be nearer to the more rural, hard to count areas identified in Ogemaw County. They will be kid-friendly, fun and uplifting, targeting families with young children, those without internet access and those in the more rural, isolated areas to participate. These events will focus on educating of the benefits of completing the survey, along with communicating and addressing some of the possible misconceptions of the Census, such as those who may be fearful of completing the survey due to revealing sensitive or personal information or information they feel could be used against them, such as with the IRS, DHS, law enforcement, landlords, etc. The events will include leaders and those trusted in our community to help educate and address the possible issues along with lending credibility to the Census effort. Our plan includes utilizing and aligning with the school system. We will engage child/daycare providers to get information to the parents. The City of West Branch has 7 tablets that will be dedicated and available for individuals to access the internet to enter their information on Census forms. The CCC team will ensure that they will be available at places like conferences, public events, health care facilities, places of worship and shopping areas throughout the campaign. The tablets will be dedicated to the filling out of the 2020 Census survey.

Our plan will target the areas identified as most at risk of being undercounted by offering and ensuring internet service and a computer device for the ability to fill out the online Census form. We will host events at locations that are closer to the undercounted areas and/or encourage those individuals to come out by organizing events that involve breakfast/dinner, for example. Our plan to reach families with young children will include games and fun activities that will encourage the head of the household to attend.

- What services, activities, and resources that you currently offer will be used for this proposed project? *Character limit: 1000*

The City of West Branch is open to the public Monday through Friday from 8:00 am to 4:30 pm and will have a tablet(s) available for public use during regular business hours, purely for the purpose of filling out the 2020 Census survey.

- If appropriate, identify any partner organizations, including roles and responsibilities. *Character limit: 250*

The City will partner with townships, local governments, public libraries, Chamber of Commerce and local service organizations such as Kiwanis, Lions, Knights of Columbus and Optimist Club to encourage census participation in at risk areas.

## SUCCESS Character limit: 2000

- What challenges do you expect to encounter and how do you plan to overcome them?
- How will you document your outreach and evaluate the success of this project?

Experience has shown that a majority of people in the community do not understand or are not aware of the actual benefits and importance of the United States Census. To combat this, the City will engage its stakeholders, advocates, and civic leaders to take full advantage of the tools and trainings available from the US Census that will provide staff and volunteers the information, skills and tactics necessary to conduct "get out the count" efforts in our community. We will be a vital role as trusted messengers.

The expected challenge will be the time needed to educate and inform the business and municipal leaders in the community of the benefits and importance of the US Census. This will not be a hard task as it is easy to explain, understand and comprehend. With a little time and education, the leaders of the community will be in support of promoting awareness, educating and encouraging the community to complete the 2020 Census survey. To overcome the challenge, a strategic timeline and work plan will be developed and facilitated by a few committed individuals in the early stages of the campaign to get the information to the right individuals in a timely manner. With each conversation of shared information and knowledge, it won't take long and the leaders of the community will understand the importance of the 2020 Census and encourage participation.

To document our outreach a spreadsheet will be created. The spreadsheet will be inclusive and will list the targeted areas we want to reach. It will list each event, meeting, or party and the number of people in attendance, the number of people accessing the available tablets/internet use, the number of printed materials we are able to distribute, etc. The CCC team will more specifically identify the criteria and detail that needs to be included in the spreadsheet. The information collected in the spreadsheet will help us evaluate the level of success of our project.

## Northeast Michigan Hub Mini-Grant Budget Form

BUDGET ITEM	REQUESTED AMOUNT	NOTES ON BUDGET ITEM
Flyers, postcards, stickers, etc.	\$1100	
Hall/space rental	\$600	
Food, supplies, etc.	\$1600	
Advertising*	\$800	*Radio, newspapers, social media, etc.
Prizes for children, etc.	\$500	
Staffing	\$400	
***Please note that the CCC may adjust the budgeting amounts proposed in the grant application as they plan and organize the campaign.***		
	Total Request Amount: \$5,000	

**Total Project Cost: \$ 5,000**

\*Your proposed budget for the mini-grant should specify how the project funding will be spent. Projected expenses may include, but not be limited to, staffing, space rental, and materials.

By typing your name on the signature lines below, you certify that all information in this application, including all attached documents, is accurate and the organization's staff and board will support the project as described. If awarded a grant from the Community Foundation for Northeast Michigan, our organization also agrees to participate in an evaluation program as initiated by the Foundation.

City of West Branch

Organization Name

Be Counted Ogemaw

Project Name

Samantha Fabbri

Signature, Grant Application Contact Person

9/27/19

Date

Samantha Fabbri

Printed Name of Grant Application Contact Person

Community Development Fellow

Title

Frank Goodroe

Signature, President/CEO/Executive Director

9/27/19

Date

Frank Goodroe

Printed Name, President/CEO/Director

City Manager

Title

*We recommend saving this application to your computer and completing it offline. Hitting the "back" button could cause you to lose information already entered. You should also save a copy for your own records.*

*You may use the button above to email your completed application, or send it as an attachment to  
**[census@cfnem.org](mailto:census@cfnem.org)***

*Print an application for your records. If you cannot email your application, you can also mail a printed copy to*

*Community Foundation for Northeast Michigan  
Attn: Census 2020 Grants  
P.O. Box 495  
Alpena, MI 49707*

Dear Valued Chamber Member,



What: All Member Meeting

When: Friday, November 8, 2019

Where: Forwards Conference Center

Time: 7 A.M. to 8 A.M.

Agenda: Fiscal year, future plans, membership updates and member benefits.

Network with Chamber Staff, Board Members and Chamber Ambassadors.

We will also be recognizing Chamber Members that have celebrated milestones, major accomplishments and awards with their business or organization.

Please go to our website [www.wbacc.com](http://www.wbacc.com) to see where you can be seen by customers.

Please fill out this form and return the lower portion to the West Branch Area Chamber of Commerce 422 W. Houghton Ave.

\_\_\_\_\_ Yes I will be attending the "All Member Meeting" on Friday, November 8<sup>th</sup>

\_\_\_\_\_ No I will not be able to attend the "All Member Meeting" on Friday, November 8<sup>th</sup>

\_\_\_\_\_ Not Sure if I will be attending the "All Member Meeting" on Friday, November 8<sup>th</sup>

\_\_\_\_\_ Yes call me to schedule a "Free" video spotlight

Because you are a Chamber Member we will go to your business/Organization and do a video spotlight and post it on our website, e-blast and Facebook page.

\_\_\_\_\_ I am interested in having a "Spotlight" on the Chamber Main Page of the website. \$50/month. The Chamber website has many views and a great way to promote your business or organization.

Please let us know your milestone, special dates/anniversary, recognitions and awards.





# **Approval of Council Minutes & Summary**

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET ON MONDAY, SEPTEMBER 16, 2019.

Mayor Paul Frechette called the meeting to order at 6:05 p.m.

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

Absent: None

Other officers present: City Manager Frank Goodroe, Clerk/Treasurer John Dantzer, Police Chief Ken Walters, and Public Works Superintendent Mike Killackey.

All stood for the Pledge of Allegiance.

\* \* \* \* \*

As an addition to the agenda, a tree grant approval was submitted for acceptance.

**MOTION BY BENNETT, SECOND BY JACKSON, TO APPROVE THE ACCEPTANCE OF THE TREE GRANT AND AUTHORIZE KELLI COLLINS TO SIGN ON THE CITY'S BEHALF.**

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

**No – None**

**Absent – None**

**Motion carried**

\* \* \* \* \*

As another addition to the agenda, Council reviewed a request from DPW Superintendent Mike Killackey notifying Council that due to a GM strike all lead times for the production of trucks would be put on hold which would prolong the receipt of the truck and could affect the status of the USDA grant. Mr. Killackey noted there was a 2019 in stock at a State certified dealer and that he would request to switch from the previously approved 2020 model to be purchased from Harts to a 2019 model from Todd Wenzel Buick GMC. Mr. Killackey noted that the price would be lower than the amount previously approved and he would have no issues with a 2019 instead of a 2020.

**MOTION BY WEILER, SECOND BY JACKSON, TO AUTHORIZE THE SWITCHING OF VEHICLES FOR THE USDA GRANT FROM A 2020 TO A 2019 FROM TODD WENZEL.**

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

**No – None**

**Absent – None**

**Motion carried**

\* \* \* \* \*

Additional information was submitted to Council from Diebold Insurance in response to questions that were raised at the previous meeting on an employee assistance program.

**MOTION BY PUGH, SECOND BY JACKSON, TO APPROVE THE ADDITION OF A CITY EMPLOYEE ASSISTANCE PROGRAM FOR CITY EMPLOYEES ONLY.**

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

**No – None**

**Absent – None**

**Motion carried**

\* \* \* \* \*

Council discussed the payment of warrant entries to the Emergency Dispatch Authority.

**MOTION BY FRECHETTE, SECOND BY BENNETT, TO APPROVE THE PAYMENT OF THE WARRANT ENTRIES TO THE OGEMAW COUNTY EMERGENCY DISPATCH AUTHORITY.**

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

**No – None**

**Absent – None**

**Motion carried**

\* \* \* \* \*

**MOTION BY BENNETT, SECOND BY JACKSON, TO PAY BILLS IN THE AMOUNT OF \$135,724.57**

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

**No – None**

**Absent – None**

**Motion carried**

\* \* \* \* \*

An estimate for a survey of the recently purchased property off of M-30 from Laphams was submitted and a sole source vendor request was submitted for the use of Laphams due to the fact that the City has worked with them in the past and due to that property having a RFQ out for bid and needing the survey right away and not have time to go out to bid.

**MOTION BY PUGH, SECOND BY BENNETT, TO APPROVE THE SOLE SOURCE VENDOR REQUEST FROM LAPHAMS AND TO APPROVE THE QUOTE SUBMITTED FROM LAPHAMS NOT TO EXCEED \$900.**

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

**No – None**

**Absent – None**

**Motion carried**

\* \* \* \* \*

**MOTION BY BENNETT, SECOND BY POWLEY, TO APPROVE THE MINUTES AND SUMMARY FROM THE RESCHEDULED REGULAR MEETING HELD SEPTEMBER 3, 2019.**

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

No – None

Absent – None

Motion carried

\* \* \* \* \*

**MOTION BY JACKSON, SECOND BY WEILER, TO RECEIVE AND FILE THE TREASURER’S REPORT AND INVESTMENT SUMMARY; THE MINUTES FROM THE SUMMER MUSIC SERIES MEETING HELD MAY 22, 2019; MINUTES FROM THE PLANNING COMMISSION MEETING HELD AUGUST 13, 2019; MINUTES FROM THE WELLHEAD PROTECTION MEETING HELD JUNE 13, 2019; AND THE AUGUST POLICE REPPORT.**

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

No – None

Absent – None

Motion carried

\* \* \* \* \*

A PTO color run thank you was shared.

The Governor’s proclamation on Michigan Trails week was shared.

\* \* \* \* \*

Mayor Frechette updated Council on the Iron Bandogs Bike Night fundraising and noted they raised \$12,800 for local charities.

Mayor Frechette also noted the upcoming McLaren walkthrough.

Member Bennett spoke on how the growth of the area is being noticed around the community.

Member Pugh spoke on the 13 Ways to Kill a Community book.

Member Zimmerman updated Council on a City sweep program for the downtown.

Manager Goodroe gave a Manager’s update which included updates on a flu shots event that was held for City employees, an update on photos for the Council and employees, a bucket truck update, noted a Community Foundation census grant opportunity, updated Council on the Economic Development Summit he recently attended, gave a budget report update, and noted the City will be holding a Chamber Connections in December.

Chief Walters gave an update on the police vehicle USDA grant and noted that he is beginning on a grant to replace the radios in their vehicles.

Mayor Frechette thank Chief Walters and his entire staff for their handling of the recent bomb threats.

\* \* \* \* \*

Mayor Frechette adjourned the meeting at 7:00 pm.

**SUMMARY OF THE REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD MONDAY, SEPTEMBER 16, 2019.**

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

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

**Absent: None**

**Other officers present: City Manager Goodroe, Clerk/Treasurer Dantzer, Chief Walters, and DPW Superintendent Killackey.**

**As an addition to the agenda, Council approved the acceptance of a tree grant.**

**As an addition to the agenda, Council authorized the switching of vehicles for a USDA grant.**

**Council approved the addition of a City Employee Assistance program.**

**Council approved the payment of warrant entries to the Ogemaw County Dispatch Authority.**

**Council approved bills in the amount of \$135,724.57.**

**Council approved a sole source vendor request and an estimate for a survey to Lapham's not to exceed \$900.**

**Council approved the minutes and summary from the meeting held September 3, 2019**

**Council received and filed the treasurer's report and investment summary; the minutes from the Summer Music Series meeting held May 22, 2019; the minutes from the Planning Commission meeting held August 13, 2019; the minutes from the Wellhead Protection meeting held June 13, 2019; and the August Police Report.**

**Communications were shared.**

**Mayor Frechette; Council Members Bennett, Pugh, and Zimmerman; Manager Goodroe; and Chief Walters gave reports.**

**Mayor Frechette adjourned the meeting at 7:00 pm**

# **Consent Agenda**

User: JOHN

West Branch City

Bank Code		Beginning Balance 10/04/2019	Total Debits	Total Credits	Ending Balance 10/04/2019
Fund	Description				
GEN1	GEN1 - GENERAL CHECKING				
101		1,232,387.82	0.00	0.00	1,232,387.82
150	CEMETERY PERPETUAL CARE	26,880.63	0.00	0.00	26,880.63
209	CEMETERY FUND	13,421.52	0.00	0.00	13,421.52
248	DDA OPERATING FUND	86,217.98	0.00	0.00	86,217.98
251	INDUSTRIAL PARK FUND	4,139.66	0.00	0.00	4,139.66
276	HOUSING RESOURCE FUND	217,292.61	0.00	0.00	217,292.61
318	SEWER DEBT FUND	199,000.73	0.00	0.00	199,000.73
319	WATER DEBT FUND	45,339.00	0.00	0.00	45,339.00
571	COLLECTION REPLACEMENT FUND	31,056.46	0.00	0.00	31,056.46
572	PLANT REPLACEMENT FUND (R&I)	229.14	0.00	0.00	229.14
590	SEWER FUND	238,401.91	0.00	0.00	238,401.91
591	WATER FUND	446,132.54	0.00	0.00	446,132.54
592	WATER REPLACEMENT FUND	283,608.61	0.00	0.00	283,608.61
593	SEWER COLLECTION	82,740.10	0.00	0.00	82,740.10
561	EQUIPMENT FUND	93,341.85	0.00	0.00	93,341.85
704	PAYROLL CLEARING	970.78	0.00	0.00	970.78
705	IRONS PARK ENTERTAINMENT FUND	2,076.48	0.00	0.00	2,076.48
707	YOUTH SAFETY PROGRAM	5,686.30	0.00	0.00	5,686.30
714	RECYCLING CENTER	10,200.17	0.00	0.00	10,200.17
	GEN1 - GENERAL CHECKING	3,019,124.29	0.00	0.00	3,019,124.29
MAJOR/	MAJOR/ LOCAL STREETS				
202	MAJOR STREET FUND	416,131.93	0.00	0.00	416,131.93
203	LOCAL STREET FUND	277,214.03	0.00	0.00	277,214.03
	MAJOR/ LOCAL STREETS	693,345.96	0.00	0.00	693,345.96
PAY	PAYROLL				
704	PAYROLL CLEARING	9,813.32	0.00	0.00	9,813.32
	PAYROLL	9,813.32	0.00	0.00	9,813.32
CHEM	SAVINGS				
101		436,543.25	0.00	0.00	436,543.25
150	CEMETERY PERPETUAL CARE	1,681.66	0.00	0.00	1,681.66
251	INDUSTRIAL PARK FUND	20,903.87	0.00	0.00	20,903.87
571	COLLECTION REPLACEMENT FUND	2,383.09	0.00	0.00	2,383.09
591	WATER FUND	26,280.17	0.00	0.00	26,280.17
592	WATER REPLACEMENT FUND	19,665.97	0.00	0.00	19,665.97
593	SEWER COLLECTION	785.97	0.00	0.00	785.97
561	EQUIPMENT FUND	103,394.27	0.00	0.00	103,394.27
714	RECYCLING CENTER	1,048.45	0.00	0.00	1,048.45
	SAVINGS	612,686.70	0.00	0.00	612,686.70
TAX	TAXES				
701	TAX AGENCY	24,302.22	0.00	0.00	24,302.22
	TAXES	24,302.22	0.00	0.00	24,302.22
	TOTAL - ALL FUNDS	4,359,272.49	0.00	0.00	4,359,272.49

CASH SUMMARY BY ACCOUNT FOR WEST BRANCH  
FROM 10/04/2019 TO 10/04/2019  
FUND: ALL FUNDS  
INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 10/04/2019	Total Debits	Total Credits	Ending Balance 10/04/2019
Fund 101					
004.300	CERTIFICATE OF DEPOSIT A	100,000.00	0.00	0.00	100,000.00
004.400	CERTIFICATE OF DEPOSIT B	150,000.00	0.00	0.00	150,000.00
		250,000.00	0.00	0.00	250,000.00
Fund 150 CEMETERY PERPETUAL CARE					
004.300	CERTIFICATE OF DEPOSIT C	114,701.74	0.00	0.00	114,701.74
004.400	CERTIFICATE OF DEPOSIT D	115,271.06	0.00	0.00	115,271.06
	CEMETERY PERPETUAL CARE	229,972.80	0.00	0.00	229,972.80
Fund 251 INDUSTRIAL PARK FUND					
004.300	CERTIFICATE OF DEPOSIT A	100,000.00	0.00	0.00	100,000.00
004.400	CERTIFICATE OF DEPOSIT B	100,000.00	0.00	0.00	100,000.00
	INDUSTRIAL PARK FUND	200,000.00	0.00	0.00	200,000.00
Fund 661 EQUIPMENT FUND					
004.300	CERTIFICATE OF DEPOSIT A	150,000.00	0.00	0.00	150,000.00
004.400	CERTIFICATE OF DEPOSIT B	100,000.00	0.00	0.00	100,000.00
	EQUIPMENT FUND	250,000.00	0.00	0.00	250,000.00
	TOTAL - ALL FUNDS	929,972.80	0.00	0.00	929,972.80



## WEST BRANCH AREA WASTEWATER TREATMENT PLANT AUTHORITY

A regular meeting of the West Branch Area Wastewater Treatment Plant Authority was held on Wednesday, June 18, 2019 at the West Branch City Hall.

Chairman Stephens called the meeting to order at 3:30 p.m.

Present: Frank Goodroe, City of West Branch; Denis Stephens, Ogemaw Township; Dan Weiler, City of West Branch and Jim Morris, West Branch Township.

Absent: Paul Frechette, City of West Branch

Others in attendance: John Dantzer, Secretary/Treasurer, WWTP Superintendent Dan Robb

\* \* \* \* \*

**Motion by Weiler, Second by Morris, to add the approval of the QuickBooks payment and the bond payment as additions to the agenda**

**Yes –Goodroe, Morris, Stephens, Weiler**

**No – None**

**Absent – None**

**Motion carried**

\* \* \* \* \*

Secretary/Treasurer Dantzer went over the 2019/2020 budget. Mr. Dantzer noted he will discuss the budget of the replacement and improvement and bond accounts with the auditor during this years audit to see if any changes need to be made to how the budget is being done.

### 2019-20 FISCAL YEAR OPERATING BUDGET

#### REVENUE

625,100	Sewer Debt Revenue - City of West Branch .....	328,950
625,200	Sewer Debt Revenue - West Branch Township .....	140,760
625,300	Sewer Debt Revenue - Ogemaw Township .....	40,290
674,100	Contribution – City of West Branch (65.8%).....	13,160
674,200	Contribution – West Branch Township (25.8%).....	5,160
674,300	Contribution – Ogemaw Township (8.4%) .....	1,680
Total Revenue	.....	530,000

#### EXPENDITURES

703.000	Salaries/Wages-Treasurer .....	600
727.000	Operating Supplies .....	500
801.300	Contractual Services - Audit .....	4,000
801.400	Contractual Services – Legal -Local .....	500

818.000	Building Insurance	.....	14,000
901.000	Printing and Publishing	.....	400
947.000	Bond Payment (Principal & Interest)	.....	510,000
Total Expenditures		.....	530,000

**Motion by Morris, Second by Weller, to approve the 2019-2020 budget as presented**

**Yes –Goodroe, Morris, Stephens, Weiler                      No – None                      Absent – None**

**Motion carried**

\* \* \* \* \*

Chairman Stephens welcomed Manager Goodroe to the board and noted that the Treatment Plant agreement calls for three representatives from the City with one being the City Mayor.

The board discussed the updated indemnification agreements. Member Morris noted his Township was not in favor of the new proposed agreement because of concerns over the liability wording. It was the consensus to have the proposed agreement sent to everyone to review and come back with their recommendations.

\* \* \* \* \*

**Motion by Goodroe, Second by Stephens, to approve the minutes from the meetings held March 19, 2019.**

**Yes –Goodroe, Morris, Stephens, Weller                      No – None                      Absent – None**

**Motion carried**

\* \* \* \* \*

**Motion by Morris, Second by Stephens, to approve the Diebold Invoice in the amount of \$3,208.00 for the quarterly insurance package.**

**Yes –Goodroe, Morris, Stephens, Weiler                      No – None                      Absent – None**

**Motion carried**

\* \* \* \* \*

**Motion by Goodroe, Second by Stephens, to approve the payment to the City of West Branch for reimbursement for their payment of an updated QuickBooks program in the amount of \$211.95.**

**Yes –Goodroe, Morris, Stephens, Weiler                      No – None                      Absent – None**

**Motion carried**

\* \* \* \* \*

**Motion by Morris, Second by Stephens, to approve the bond payments in the amount of \$361,600.00.**

**Yes –Goodroe, Morris, Stephens, Weiler**

**No – None**

**Absent – None**

**Motion carried**

\* \* \* \* \*

Superintendent Dan Robb discussed equipment that needed to be replaced or repaired including outdoor water hydrants, an electrical line, a drain pipe, and an air line. He further noted that based on estimates it should cost between \$9,000-\$12,000 in labor and \$1,000 in material for the repairs.

**Motion by Goodroe, Second by Weiler, to authorize the repairs as needed from the replacement and improvement account not to exceed \$15,000 in labor and \$1,000 in materials.**

**Yes –Goodroe, Morris, Stephens, Weiler**

**No – None**

**Absent – None**

**Motion carried**

\* \* \* \* \*

Superintendent Robb also discussed some school tours of the plant that they recently had and more that are upcoming, updated the Board on a maintenance management program they are working on, and discussed the rate study.

\* \* \* \* \*

The Treasurers Report was submitted to the Board.

**Motion by Stephens, Second by Morris, to accept the Treasurer's report as submitted.**

**Yes –Goodroe, Morris, Stephens, Weiler**

**No – None**

**Absent – None**

**Motion carried**

\* \* \* \* \*

Chairman Stephens adjourned the meeting at 4:34 pm.

The West Branch Community Airport Board met on this date in the Conference Room, West Branch Community Airport Terminal, West Branch, Michigan. The meeting was called the meeting to order at 12:02 p.m. by Chairman Terry Hodges.

Present: Craig Scott, Mike Jackson, Terry Hodges, Paul Frechette, Frank Goodroe, and Gary Klacking. Also in attendance were Ben Evergreen, W. B. Airport Manager and Dennis Lee. Absent – Brad Neubecker.

**Motion by Jackson, second by Goodroe, the minutes of the June 19, 2019 meeting be approved as presented. Voice vote. Ayes – all. Motion carried. [7-1-#1]**

**Motion by Motion by Klacking, second by Scott, claims in the amount of \$9,805.10 be approved for payment. Voice vote. Ayes – all. Motion carried. [7-1-#2]**

**Motion by Klacking, second by Jackson, the board accept the resignation of Bill Ehinger from the West Branch Community Board of Directors with regret and acknowledge his replacement of West Branch City Mayor Paul Frechette. Voice vote. Ayes – all. Motion carried. [7-1-#3]**

Ben Evergreen, Airport Manager, gave the financial report. The combined account balance is \$269,073.24. Ben stated we are in good financial condition with two months left in the airport fiscal year.

Stephanie Ward, Mead & Hunt Airport consultant, discussed the proposed Airport Layout Plan with the board. She distributed prints of the proposed layouts. She explained the configuration of hangars on the draft drawings. Three additional drawings of proposed runway 5/23 were reviewed. We do not qualify for federal funds to construct such runways. Ms. Ward suggested items to leave off the ALP drawings being submitted for review. She stated there was some concern about two emails she received from MDOT regarding the hangar project. She is 95% certain we would receive fund reimbursement. It is not a question of "if" but of when. Ben recommends we move forward with hangar design.

**Motion by Goodroe, second by Jackson, the West Branch Community Airport board proceed with the design of the T hangar. Voice vote. Ayes – all. Motion carried. [7-1-#4]**

Ms. Ward reviewed the Capital Improvement Plan (CIP) with the board. After discussion, **Motion by Klacking, second by Hodges, the West Branch Community Airport board approve the proposed Airport Capital Improvement Plan as presented. Voice vote. Ayes – all. Motion carried. [7-1-#5]**

**Motion by Klacking, second by Hodges, the West Branch Community Airport board approve the Mead & Hunt invoice in the amount of \$18,804.45. Voice vote. Ayes – all. Motion carried. [7-1-#6]**

Ben informed the board there are seven trees on Mr. Dennis Lee's property that must be either removed or trimmed. Ben stated he is concerned about the long term consequences of ongoing maintenance of trees in this approach area. He received varying bids from 6 bidders. Ms. Ward informed Mr. Lee of the airport's duty to maintain safe approach areas and its implications. **Motion by Goodroe, second by Jackson, the West Branch Community Airport board follow the airport consultant's recommendation to remove 7 trees on Mr. Dennis Lee's property in the amount of \$2,000. Voice vote. Ayes – all. Motion carried. [7-1-#7]**

Ben informed the board SSI has performed a property line survey of the airport property. There is some concern about property encroachment along the airport property line; however, this will be addressed and made known upon the documentation of the survey results.

The board briefly discussed clear cutting along the airport property lines. Ben will check into the feasibility of this idea.

There being no further business to discuss, Chairman Hodges adjourned the meeting at 1:35 p.m.

Minutes by Gary R Klacking, Airport Board Secretary

The West Branch Community Airport Board met on this date in the Conference Room, West Branch Community Airport Terminal, West Branch, Michigan. The meeting was called to order at 12:00 p.m. by Chairman Terry Hodges.

Present: Craig Scott, Mike Jackson, Terry Hodges, Paul Frechette, Frank Goodroe and George Goodchild. Also in attendance were W.B. Airport manager Ben Evergreen, and Tim Purcell. Absent: Brad Neubecker and Gary Klacking.

Paul Frechette made notice of a typo in the July 17, 2019.

**Motion by Jackson, second by Frechette, the meeting minutes of the July 17, 2019 meeting be approved with correction. Voice vote. Ayes – all. Motion carried. [8-1-#1]**

**Motion by Jackson, second by Frechette, claims in the amount of \$8641.77 be approved for payment. Voice vote. Ayes – all. Motion carried. [8-1-#2]**

Ben Evergreen, Airport Manager, gave the financial report. The combined account balance is \$258,735.40. Ben stated that we are in good financial condition, as the end of the fiscal year is approaching.

Property owner Tim Purcell addressed the board about concerns with the survey stakes on the Southern boundary of the airport, and the fence that runs along the property line. The board discussed options for an additional survey, and potentially replacing the fence.

**Motion by Jackson, second by Scott, to authorize Airport manager Evergreen to inquire about an additional survey of the discussed property, and to inform Mr. Purcell with the results. Also, all other property owners in that section should be informed about upcoming tree removal. Voice Vote. Ayes – all. Motion carried. [8-1-#3]**

Ben informed the board about the progress of the easement and survey issue with Mr. Lee. He provided a legal opinion, from Ogemaw County Assistant Prosecutor Scott Williams, stating that the Board was within its rights regarding the easement.

Ben provided an update regarding the status of the new hangar project.

**Motion by Jackson, second by Goodroe, the West Branch Community Airport Board approve two Mead and Hunt invoices, totaling \$15,077.92. Voice vote. Ayes – all. Motion carried. [8-1-#4]**

Ben informed the Board about upcoming fuel training, to take place in October in Lansing.

**Motion by Jackson, second by Hodges, to allow Ben to attend the training. Voice vote. Ayes – all. Motion carried. [8-1-#5]**

Discussion was held about future repairs to the existing large hangar.

There being no further business to discuss, Chairman Hodges adjourned the meeting at 12:58 p.m.

Minutes by Mike Jackson, Airport Board Vice Chairman.

<b>CODE ENFORCEMENT</b>		<b><u>September 2019</u></b>	<b><u>OUTCOME</u></b>
<b><u>Date</u></b>	<b><u>Address</u></b>	<b><u>Violation</u></b>	
8/30/2019	312 S 3rd	Burning Violation	Warning
9/5/2019	239 s 1st	? Squatters Foreclosed Home	Pending
9/6/2019	Tokarczyk-Victory St	Dog @ Large - Extension Agreement	In Compliance
9/9/2019	246 N 1st	Blight Coomplaint	Pending
9/9/2019	607 S Valley	Extension for CAP	Pending
9/9/2019	239 S 1st	? Squatters - Foreclosed Home	Pending
9/11/2019	607 S Valley	Blight-rcv'd CAP	Pending
9/12/2019	246 N 1st	recheck blight complaint	In Compliance
9/19/2019	607 S Valley	Recheck 1st goal of CAP	In Compliance
9/25/2019	607 S Valley	email follow up for CAP	Pending
9/26/2019	607 S Valley	Phone conversation w/Owner	Pending
9/26/2019	607 S Valley	update pictures/inspection	Pending



## **Ogemaw County Transportation Task Force**

### **MEETING MINUTES**

September 17<sup>th</sup>, 2019  
Ogemaw County Road Commission  
1250 South M-33  
West Branch, MI 48661

#### **Members and Guests Present:**

Patrick Reinke, Ogemaw County Road Commission  
Ray Blamer, Ogemaw County Public Transit  
Frank Goodroe, City of West Branch  
Mike Killacky, City of West Branch  
Dave Engelhardt, EMCOG

[patreinke@ogemawcrc.org](mailto:patreinke@ogemawcrc.org)  
[blamerr@ocmi.us](mailto:blamerr@ocmi.us)  
[citymanager@westbranch.com](mailto:citymanager@westbranch.com)  
[publicworks@westbranch.com](mailto:publicworks@westbranch.com)  
[dengelhardt@emcog.org](mailto:dengelhardt@emcog.org)

Patrick Reinke called the meeting to order at 1:00 p.m.

Introductions by all were given.

Dave Engelhardt explained job net and updated project funding

Goodroe made a motion to approve the October 2018 meeting minutes, Supported by Blamer. Motion carried

A discussion on the City of West Branch project on State Street was conducted as well as an explanation on Safe Routes to Schools

The State Road City of West Branch project was changed to 2022 and an additional \$33,132 was added to the total

2021 Transit Bus project may change in the future

\$134,931 was added to the 2020 State Road Ogemaw County Road Commission project

State Road gravel reconstruction was discussed

The all season and NFC map was reviewed

Non-motorized trails were discussed

Goodroe made the motion and Blamer seconded on the Ogemaw County Road Commission selling their 2020 Fed Aid. Motion carried

Reinke made a motion to change the current TIP as presented. Goodroe supported. Motion carried

The meeting was adjourned at 2:37 p.m.

**MAP 21/FAST ESTIMATES FOR 2018-2023**

**OGE MAW COUNTY**

OGE MAW	STL	EDD	LOCAL MATCH	ENG EST
'17 END BAL	\$0	\$0		
'18 TARGETS	\$509,725	\$78,238		
'18 BEG BAL	\$509,725	\$78,238		
State Road Iosco Repayment		\$61,132		
State Road Henderson Lake to Schagel (119925)	\$208,365			
Surface Rehab. Projects Fairview and Valley	\$301,360	\$17,106	\$79,617	\$398,083
'18 END BAL	\$0	\$0		
'19 TARGETS	\$526,418	\$78,115		
'19 BEG BAL	\$526,418	\$78,115		
Transit Bus	\$60,800		\$15,200	\$76,000
State Road Schagel East 1/2 Mile	\$356,516	\$0	\$71,303	\$427,819
State Road SIB	\$109,102			
'19 END BAL	\$0	\$89,160		
'20 TARGETS	\$537,000	\$89,159		
'20 BEG BAL	\$537,000	\$178,319		
State Road Beach to Clark	<b>\$530,040</b>		<b>\$132,510</b>	<b>\$662,550</b>
Transit Scanner	\$6,960			\$6,960
'20 END BAL	\$0	\$89,159		
'21 TARGETS	\$548,000	\$89,159		
'21 BEG BAL	\$548,000	\$178,318		
Sage Lake Road State South 1 mile	\$488,000		\$97,600	\$585,600
Transit Bus	\$60,000			\$60,000
'21 END BAL	\$0	\$178,318		
'22 TARGETS	\$559,000	\$89,159		
'22 BEG BAL	\$559,000	\$267,477		
City of West Branch State Road		\$267,477	\$66,869	\$334,346
Sage Lake Road M-55 north 1.5 miles	\$559,000		\$111,800	\$670,800
'22 END BAL	\$0	\$0		
'23 TARGETS	\$570,000	\$89,159		
'23 BEG BAL	\$570,000	\$89,159		
Transit Bus	\$60,000			\$0
Rose City Road Fairview West	\$510,000		\$102,000	\$60,000
'23 END BAL	\$0	\$89,159		\$612,000

# Communications



September 6, 2019



T1 P1 71 \*\*\*\*\*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.

Programming fees charged by TV networks we carry are the greatest single factor in higher cable prices, and continue to rise. Despite our best efforts to control these costs, this has resulted in a change in the rates we charge our customers.

Effective on or after September 6, 2019, customers are being noticed via bill message of the following monthly pricing changes, which will take effect on or after October 6, 2019. Customer promotional rates will not change until the end of the promotion period.

Services/Products/Equipment	Pricing Adjustment
Broadcast TV Surcharge	Will increase by \$1.51. This reflects the costs incurred from local Broadcast TV Stations
Spectrum Receiver	Will increase by \$0.49 per receiver
Digital Adapter	Will increase by \$2.00 per adapter
Spectrum TV Select	Will increase by \$7.50
Spectrum TV Silver	Will increase by \$7.50
Spectrum TV Gold	Will increase by \$7.50

If you 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



September 13, 2019

T1 P1 71 \*\*\*\*\*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:

Charter Communications, locally known as Spectrum, is making the following changes to our channel lineup for customers in City of West Branch:

**New channel addition: ACC Network – The Atlantic Coast Conference.** With 40 football games, 150 men's and women's basketball games and 250 Olympic sports events, ACC Network is a new place for sports on SPP Tier 1 channel 239.

**Fox College Sports:** Effective 10/15/19, Fox College Sports on Digi Tier 2/Spectrum TV Gold & Sports View channels 213, 214, & 215 will no longer be available.

**Disney Family Movies OnDemand:** Effective 10/31/2019, Disney Family Movies Video On Demand service on channel 999 will be discontinued by the network.

**ESPN Classic:** Effective 10/31/2019, ESPN Classic on Digi Tier 2/Spectrum TV Gold & Sports View channel 208 will no longer be available.

Spectrum customers in your community are already receiving information regarding these changes. To view a current Spectrum channel lineup visit [www.spectrum.com/channels](http://www.spectrum.com/channels). We remain committed to providing an excellent experience for our customers, in your community and in each of the communities we serve.

Should you have any questions about these changes, please feel free to contact me at (810) 652-1422.

Sincerely,

*Karen Coronado*

Karen Coronado  
Manager, Charter State Government Affairs, Michigan



# Protect Yourself From Energy Fraud

**IN** RECENT YEARS, we've seen more attempts by criminals pretending to be from Consumers Energy trying to scam people out of money.

We're working with law enforcement to protect our customers. Your best defense is to be aware. Avoid becoming a victim.

We offer many ways to pay — by mail, in person or over a secure internet site. Learn more at [ConsumersEnergy.com/waystopay](http://ConsumersEnergy.com/waystopay).

We will never request personal information, take payments over the phone, ask for your card information or demand payment using only a pre-paid credit card.

Take the Quiz:

**How to Spot a Scam**  
[ConsumersEnergy.com/scams](http://ConsumersEnergy.com/scams)



## What You Should Know



Do not pay over the phone using a pre-paid credit card.

Do not give personal information or money over the phone to anyone you do not know.

If you receive a call and believe it may be a scam, call us immediately at  
**800-477-5050.**

## 7 Common Items in Scams

- 1 A hostile phone call demanding payment within a short time frame.
- 2 Threaten service will be shut off the same day if payment is not made.
- 3 Insist on a specific form of payment, like a pre-paid credit card from a convenience store.
- 4 May seek personal or account information.
- 5 May have an account number or what sounds like the proper bill amount.
- 6 May "spoof" your phone, making it appear as if the call comes from Consumers Energy.
- 7 May provide an 800 or 888 number to call that is not ours.

**Consumers Energy** Count on Us®

# **Reports**

**Mayor**

**Council**

**City Manager**

1. Council will need to vote on the reappointments of Maryann Steelman and Dianne Gavitt to the Election Commission. Their term officially ended June 30, 2019 but because we did not have any elections, the reappointment time was not crucial. Both Ms. Steelman and Ms. Gavitt have identified that they are interested in remaining on the board. They both have done a great job and Ms. Gavitt has been a member of this board since 2008 and has a great deal of knowledge on the process of what needs to be done. This board is responsible for the monitoring of election worker training, naming of who works on the elections, and monitoring the setup of the election including the public accuracy test.

A motion will need to be made to reappoint Maryann Steelman and Dianne Gavitt to the Election Commission for a two year term to expire on June 30, 2021

2. Council will also need to vote on the reappointments of Corine Lucynski and Robert (Bob) David to the Planning Commission. Their current term will expire on November 30, 2019. Both have expressed their desire to remain on the board and were recommended for approval by the Planning Commission Board. Mr. David has been a member since 2014 and is currently the vice-chair. Ms. Lucynski has served since 2018 and is currently the chair.

A motion will need to be made to reappoint Corine Lucynski and Robert David to the Planning Commission for a three year term to expire on November 30, 2022



**Public  
Comment  
-Any  
Topic**

# **Adjournment**