

-- 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, NOVEMBER 18, 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
- V. Additions to the agenda
- VI. Public Comment on Agenda Items Only (limited to 3 minutes)
- VII. Scheduled Matters from the Floor
  - A. Cindy Scott – Audit presentation FY 2018-2019
- VIII. Bids
- IX. Unfinished Business
- X. New Business
  - A. Bills
  - B. Special event permit – Right to Life of Ogemaw County
  - C. 2009 Water bond refinancing
  - D. RFP for City Attorney approval
- XI. Approval of the minutes and summary from the meeting held November 4, 2019
- XII. Consent Agenda

- A. Treasurer's report and investment summary
- B. Minutes from the Planning Commission meetings held September 10 and October 17, 2019
- XIII. Communications
  - A. MML Training opportunity "You won! Now What?"
  - B. Consumers Winter Care program and energy savings flyer
  - C. West Branch Township meeting presentation
- XIV. Reports and/or comments
  - A. Mayor
  - B. Council
  - C. Manager
- XV. Public comment any topic
- XVI. Adjournment

### UPCOMING MEETINGS-EVENTS

November 19- Mainstreet Presentation – 6:00  
November 26 – DDA Meeting 12:00  
December 2 – Council Meeting – 6:00  
December 6 – Employee appreciation Dinner– 6:00 pm  
December 7 – Santa Train - 12:00  
December 10 – Project Rising Tide - 10:00  
December 10 – Planning Commission – 6:00  
December 13 – Chamber connections and Council Open House – 7:30 am-9:00 am  
December 14- Christmas parade  
December 21 – Christmas fantasy

**Call to Order**

**Roll Call**

**Pledge of  
Allegiance**

# Public Hearings



# **Additions to the Agenda**

# **Public Comment -Agenda Items**

# **Scheduled Matters from the Floor**

# Bids

# **Unfinished Business**

# **New Business**

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

BILLS	\$163,638.08
<i>BILLS AS OF 11/15/19</i>	<i>\$163,638.08</i>
<i>Additions to Bills as of</i>	<i>\$0</i>
<i>Paid but not approved</i>	<i>\$49,309.02</i>
<b>TOTAL BILLS</b>	<b>\$212,947.10</b>

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

Vendor Name	Amount	Description
CONSUMERS ENERGY	12,883.80	ELECTRIC BILLS
DTE ENERGY	405.31	GAS
CONSUMERS ENERGY	174.09	ELECTRIC
C2AE	1,246.27	FAIRVIEW/VALLEY STREET
ANDERSON RADIO INC	57.50	NEW PATROL CAR RADIO
WASTE MANAGEMENT INC	206.15	WWTP DUMPSTERS
GOODROE, FRANK E	91.96	VARIOUS REIMBURSEMENTS
LI'L WILLIES INC	600.00	WWTP SERVICE
MAMC	60.00	J DANTZER CLERKS ASSOCIATION
WEST BRANCH OPTIMIST CLUB	101.75	ANNUAL DUES F. GOODROE
CHARTER COMMUNICATIONS	244.93	PHONE & INTERNET DPW & WWTP
SELLEY'S CLEANERS	22.50	POLICE UNIFORM CLEANING
STATE OF MICHIGAN	1,339.40	WSSN 07010 WATER SUPPLY ANNUAL FEE
STATE OF MICHIGAN	329.00	WATER SAMPLES
MAMC	60.00	MEMBERSHIP M FRECHETTE CLERKS ASSOCIATION
TRILLIUM	1,991.76	AMANDA STANG
WWTPA	88,517.75	BOND 92-01 & 92-02
NEMCOG	683.46	MASTER PLAN & ZONING ORDINANCE
MML	52.32	WEB AD RFQ DEVELOPER
MML	450.00	CDL CONSORTIUM DRIVERS FEE
NEMCOG	750.00	GIS TRAINING
SLC METERS LLC	552.00	METER SUPPLIES
EJ USA INC	1,832.55	HYDRANT
INK & THREAD LLC	146.76	WWTP UNIFORMS
ADVANCED CHEMICAL & SUPPLY INC	214.31	WWTP SUPPLIES
AUTOZONE, INC	4.59	#81 WIPERS
SAVE A LOT	75.99	VARIOUS SUPPLIES
ELHORN ENGINEERING COMPANY	1,109.00	VARIOUS SUPPLIES
CINTAS	382.95	UNIFORMS
UPS	7.52	SHIPPING
WISE HEATING AND COOLING INC	1,009.00	WWTP SERVICE
FOSTER BLUE WATER OIL LLC	2,921.86	FUEL
SPARTAN STORES LLC	62.79	WWTP LAB SUPPLIES
WEST BRANCH NAPA AUTO TRUCK	8,573.33	VARIOUS PARTS & SUPPLIES
OFFICE CENTRAL	432.12	VARIOUS SUPPLIES
BS & A SOFTWARE	841.00	ASSESSING SOFTWARE ANNUAL FEE
QUILL CORPORATION	118.22	KITCHEN SUPPLIES
GREEN ACE HARDWARE	354.66	VARIOUS SUPPLIES
VIC BOND SALES INC	54.96	VARIOUS SUPPLIES
SCHMITT TIRE & GAS	8,001.00	TIRES #74 & # 28
BADER & SONS CO	126.92	#74
TOP LINE	806.00	SENSAPHONE 2019
ECONO SIGNS LLC	92.07	SIGN
OGEMAW COUNTY HERALD ADLINER	186.53	ADS
HACHT HEATING & COOLING	387.50	BOILER REPAIR
HOME DEPOT	251.76	VARIOUS SUPPLIES
TRANSCEND	23,979.66	INSURANCE NOVEMBER & DECEMBER
TRANSCEND	845.08	INSURANCE NOVEMBER & DECEMBER

**TOTAL 163,638.08**





# City of West Branch

121 N 4<sup>th</sup> St, West Branch, Michigan 48661  
(989)345-0500 • Fax (989)345-4390 • www.westbranch.com

## Special Event Permit

Event Name: Right to Life of Ogemaw County March for Life

Event Date: January 25, 2020 Start Time: 11:00 AM End Time: 12:15 PM

Name of Sponsoring Organization: Right to Life of Ogemaw County

Address: 4098 Stark Dr. West Branch, MI 48661

Contact Person: Melissa Dantzer Phone Number: 989-578-0126

Describe the purpose of this event: To defend life for the unborn children

Point of Assembly: West Branch Library

Proposed Route (start to finish, attach route diagram): see map

In an effort to help your event run smoothly you must make sure the following departments are aware of and/or can staff your event. **Please obtain signatures from each department listed advising us that they are aware:**

West Branch City Police - services NOT needed ☒ arrangements have been made ☐

[Signature]  
Chief of Police

Ogemaw County Posse - services NOT needed ☒ arrangements have been made ☐

[Signature]  
Chief of Police

The applicant for a Special Event Permit and any other persons, organizations, firms or corporations on whose behalf the corporation is made, by filing this Permit, do represent, stipulate, contract and agree that they will jointly and severally indemnify and hold the City of West Branch harmless against liability for any and all claims for damage to property, injury to or death of persons arising out of or resulting from the issuance of this Permit or the conduct of the Event or its participants.

MD  
Initials of Applicant

Melissa D. Dantzer  
Signature

\_\_\_\_\_  
Date

For Office Use Only:

Permit Approved – Yes / No

\_\_\_\_\_  
Manager / Clerk Signature

veterans  
memorial

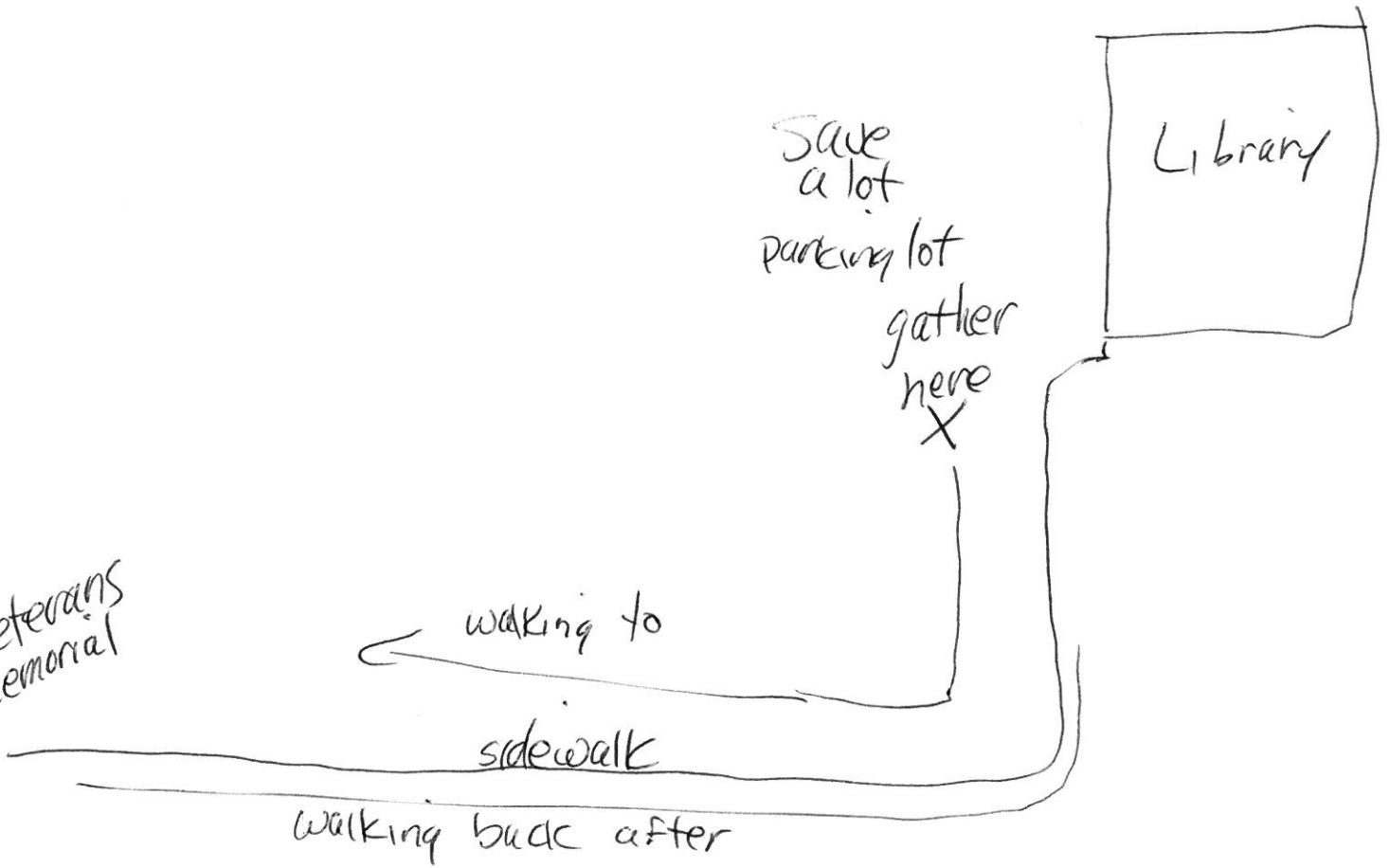
Save  
a lot  
parking lot  
gather  
here  
X

Library

walking to

sidewalk

walking back after





P.O. Box 335  
502 Houghton Avenue  
West Branch, MI 48661

Phone: 989/345-7900  
Fax: 989/345-6009

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**City of West Branch  
Water bond refinancing**

Term Sheet  
November 6, 2019

Purchaser	Mercantile Bank of Michigan
Borrower(s)	City of West Branch
Loan Amount	\$605,000 (or actual amount of existing bonds)
Loan term	existing term of bonds (weighted average life 5.4 years)
Loan amortization	existing term of bonds (weighted average life 5.4 years)
Payment options	annual payments, see attached schedule
Interest rate	2.30% tax exempt
Other	Rates and terms based upon bonds being bank-qualified tax exempt obligations, same maturity structure as currently held and with existing limited tax pledge.

Alan Bruder  
Senior Vice President

Attachment

**Existing 2009 Bond issue maturity date schedule**

Maturity Date	CUSIP	Rate	Principal
6/01/2020	WBR062001	4.90%	50,000.00
6/01/2021	WBR062101	4.90%	50,000.00
6/01/2022	WBR062201	4.90%	55,000.00
6/01/2023	WBR062301	4.90%	55,000.00
6/01/2024	WBR062401	4.90%	60,000.00
6/01/2025	WBR062501	4.90%	60,000.00
6/01/2026	WBR062601	4.90%	65,000.00
6/01/2027	WBR062701	4.90%	65,000.00
6/01/2028	WBR062801	4.90%	70,000.00
6/01/2029	WBR062901	4.90%	75,000.00

# **Request for Proposal for Attorney Services for the City of West Branch**

## **Proposal Information**

The City Council for the City of West Branch is requesting proposals from attorneys and/or law firms to be designated to handle certain matters to be assigned from time to time and to generally provide legal services to the Mayor, City Council, Planning Commission, City Administration and City Manager and the City of West Branch. The position serves at the pleasure of the City Council.

Legal services are to be separated between a City Prosecutor for all criminal matters and code enforcement or direction by the City Council. The Ogemaw County Prosecuting Attorney has been appointed City Prosecutor in 2019. The civil representation for the City will be designated to a City Attorney.

Firms and attorneys applying for the position must have sufficient number of attorneys and actual expertise in the areas referenced in the "Duties" section. It is the intent that the attorney or firm shall provide all services provided below without resort to the use of third party law firms.

## **RFP Submission**

Sealed proposals will be received by the City Manager on or before November 29, 2019 at 4:00pm. Envelope should be clearly marked "Attorney Proposal" so that no error in opening will occur. Proposals will be publicly opened at that time and evaluated by the City Administration at a later time. The City Council may conduct interviews of the finalist for the services.

All correspondence regarding this RFP should be addressed to:

City Manager  
City of West Branch  
121 N. 4th St.  
West Branch MI 48661  
(989) 345-0500  
[citymanager@westbranch.com](mailto:citymanager@westbranch.com)

## **Scope of Services**

### **I. Duties**

The proposed Attorney shall perform the following duties:

- A. Act as legal advisor to the Mayor, City Council, City Manager, City department heads and other City Boards or committees as determined from time to time by the Mayor, City Council at City Manager's request.
- B. Prepare and file written legal opinions with the City Manager when requested by the Mayor, City Council or City Manager.
- C. Provide specific services and have expertise as follows:
  - General Civil Legal work that may require appearances in District or Circuit Court, Michigan Tax Tribunal, Michigan Court of Appeals;
  - Code of Ordinances- Creation and revisions;
  - Hazardous property, Blight, Dogs enforcement and revisions;
  - Real Estate Development transactions- This would involve Industrial, undeveloped land and commercially zoned land or property;
  - Annexations, Act 425 agreements, and Eminent Domain;
  - Title Work, Land surveys, for blighted or vacant commercial;
  - Developing or creation of the following Authorities:
    - Art's Commission, usually through an ordinance;
    - Industrial Park Authority, TIF A and Plan update;
    - Establish a West Branch Brownfield Authority (Ogemaw County has one that exist but inactive;
    - Michigan Land Bank/County Land Bank;
  - Economic Development Programs, such as Main Street program;
  - Expanded DDA;
  - Advise the Planning Commission on Zoning and Master Planning documents;
  - Creation of a joint Economic Development Corporation;
  - Advise the Wastewater Treatment Authority;
- D. Preparing legal opinions or memorandums for the City Council, City Administration, City Manager or other governmental entities as determine from time to time.
- E. Prosecute all ordinance violations and represent the City in cases before the State and Federal courts and other tribunals, including the Michigan Tax Tribunal. These matters include code violation enforcement actions, income prosecution and all civil suits filed by or against the City.
- F. Prepare or review all ordinances, regulations, contracts, bonds and other instruments as may be required by the City Charter or the Council, and provide a legal opinion thereof. Review of the Council meeting minutes for compliance and completion.



- G. Upon notice, be available to attend meetings of the City Council and City Administration, attendance subject to the request of the Mayor and City Manager.
- H. Serve as an advisor to the election Commission and the City Clerk/Treasurer concerning election, millage and other election related matters.
- I. Confer in office and over the phone with citizens, witnesses, or other parties to proceedings involving the City (upon the advice and consent of the Mayor and City Manager).
- J. The Attorney shall prepare or review all ordinances, contracts, bonds, and other written instruments which are submitted to them by the Council and/or City Manager and shall promptly render opinion as to the legality thereof.
- K. The Attorney shall call to the attention of the Council all matters of law, and changes or developments therein, affecting the City.
- L. Request for legal assistance will be routed through the Mayor/City Manager, individual elected officials or officers will route their requests through the Mayor or City Manager only.
- M. Perform such other duties as may be prescribed by Charter or Council.

## II. Estimated Workload and Support Services

- A. The selected attorney or firm shall provide all the administrative services and support necessary to manage the workload in order to complete all assignments. This includes office facilities, support staff and supplies and equipment.
- B. For work product and services outside of the retainer services, the City Attorney shall provide time records and detailed costs for supplies and other service items that are billed to the City.
- C. Payment for non-retainer services rendered shall be on a monthly basis according to the itemized monthly statements provided by the City Attorney.

## RFP Information

NOTE: The City has directed that the firm or attorney selected must have sufficient lawyers with substantial expertise with regard to the duties to be performed herein.

- I. Provide background information on your firm to include at least the following:
  - A. Office location(s)
  - B. Explain why your firm is qualified to handle the legal services for the City of West Branch and why you are interested in this work.
  - C. Identify the key contact person for the firm for this proposal.
- II. Provide information on your firm's specific municipal experience that demonstrates your firm's ability to handle this assignment.
- III. Describe how your firm will handle the day-to-day activities of this assignment.
- IV. Provide a list of recent and/or current municipal clients, including a contact person with address and telephone number.
- V. Provide a brief resume of qualifications for each person to be assigned to provide services to the City under this proposal.
- VI. Provide a statement that the firm will maintain comprehensive liability and workers' compensation insurance on all staff assigned to work for the City.
- VII. The RFP submitted shall become part of the City's bid records and will be available for public review.
- VIII. The City of West Branch will not be liable for any costs incurred by any firm in responding to this RFP.
- IX. Provide any other information you consider to be of value in evaluating your firm's qualifications.
- X. Cost Proposal
  - A. Option I
    1. A lump sum annual (paid monthly) payment amount as a retainer to perform all Charter duties indicated above in this RFP.



2. Hourly rate(s) to be charged to perform legal services not specifically prescribed by Charter, but authorized by the City Council. (Indicate hourly rates for staff to be assigned).
3. Indicate the anticipated cost reimbursement expenses associated with 1 and 2.

Firms may submit alternate cost proposals for consideration by City Council.

#### Evaluation and Selection

- I. Firms who submit proposals may be requested to make an oral presentation to the Mayor, City Council and City Administration.
- II. The City Manager will evaluate each proposal in regards to the ability of the firm to provide the City of West Branch with quality legal services in a cost effective, efficient and timely manner and in accordance with Code of Ordinances Sec. 2-386.
- III. The contract for legal services will be an at will contract that can be terminated by either party with ninety (90) day written notification.
- IV. A contract awarded for attorney services as a result of this RFP will take effect on \_\_\_\_\_.
- V. The City Council reserves the right to reject any or all proposals and to waive any irregularities in a proposal and to award a contract that is in the best interests of the City without regard to cost.

# **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, NOVEMBER 4, 2019.

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

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

Absent: none

Other officers present: City Manager Frank Goodroe, Deputy Clerk/Treasurer Michelle Frechette, Police Chief Ken Walters, Public Works Superintendent Mike Killackey, and Fellow Samantha Fabbri, Corporal Joe Adams and Amy Adams, County Commissioner Bruce Reetz

All stood for the Pledge of Allegiance.

\* \* \* \* \*

At 6:04, Mayor Frechette opened the public hearing on a 425 Agreement with Ogemaw Township.

Sue Delahanty asked if the property would be used for housing and what the target population would be, if it fit into the void that we currently have. Manager Goodroe addressed that it fits the needs of the area.

No one else wished to speak on the subject.

**MOTION BY FRECHETTE, SECOND BY JACKSON, TO APPROVE THE CLOSING OF THE PUBLIC HEARING.**

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

**No – None**

**Absent – None**

**Motion carried**

\* \* \* \* \*

As an addition to the agenda, Manager Goodroe added generators to the agenda as well as a closed session. Chief Walters asked to add an Award for Officer Adams.

Chief Walters presented Corporal Adams with a Life Saving Award.

\* \* \* \* \*

Bruce Reetz gave an update on the County Administrator program and getting help from the MML as well as an interim County Administrator.

\* \* \* \* \*

Discussion on the City Developer bids. Manager Goodroe stated that only one response was received and that we take no action on it right now and extend the date to November 30<sup>th</sup>.

**MOTION BY FRECHETTE, SECOND BY BENNETT, TO EXTEND THE DUE DATE FOR CITY DEVELOPER TO NOVEMBER 30, 2019.**

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

**No – None    Absent – None    Motion carried**

\* \* \* \* \*

Manager Goodroe discussed the generator bid process that started in 2016. Generators for DPW, Smiley water tower, City Hall and Police Dept. Manager Goodroe reached out to the bidders to get an updated quote but only two responded. Generators would be paid for using the cable franchise monies.

**MOTION BY FRECHETTE, SECOND BY POWLEY, TO FOLLOW THE BIDDING PROCESS AND PUT THE GENERATORS BACK OUT TO BID.**

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

**No – None    Absent – None    Motion carried**

\* \* \* \* \*

Discussion on the City Prosecutor – information only – contract has been signed.

\* \* \* \* \*

**MOTION BY BENNETT, SECOND BY JACKSON, TO PAY BILLS IN THE AMOUNT OF \$73,121.70.**

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

**No – None    Absent – None    Motion carried**

\* \* \* \* \*

Discussion on the additional purchase of \$15,000.00 of water meters to continue changing out all of the City's water meters.

**MOTION BY BENNETT, SECOND BY PUGH, TO ALLOW THE ADDITIONAL PURCHASE OF \$15,000.00 OF WATER METERS.**

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

**No – None    Absent – None    Motion carried**

\* \* \* \* \*

Manager Goodroe discussed the scheduling of the Council Open House in conjunction with the Chamber Connection Breakfast to be held December 13, 2019 from 7:00am to 9:00am at City Hall.

**MOTION BY PUGH, SECOND BY BENNETT, TO SCHEDULE THE ANNUAL COUNCIL OPEN HOUSE IN CONJUNCTION WITH THE CHAMBER CONNECTIONS BREAKFAST ON DECEMBER 13, 2019 FROM 7:00AM TO 9:00AM.**

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

**No – None**

**Absent – None**

**Motion carried**

\* \* \* \* \*

Manager Goodroe informed all that the City received a Census Grant in the amount of \$5,000.00 from the Community Foundation in Alpena. This will be used to educate the people on how to respond online and make sure to be counted.

**MOTION BY BENNETT, SECOND BY PUGH, TO ALLOW MANAGER GOODROE TO ACCEPT THE CENSUS GRANT OF \$5,000.00 FROM THE COMMUNITY FOUNDATION IN ALPENA.**

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

**No – None**

**Absent – None**

**Motion carried**

\* \* \* \* \*

**MOTION BY BENNETT, SECOND BY JACKSON, TO APPROVE THE MINUTES AND SUMMARY OF MINUTES FROM THE MEETING HELD OCTOBER 21, 2019.**

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

**No – None**

**Absent – None**

**Motion carried**

\* \* \* \* \*

**MOTION BY PUGH, SECOND BY BENNETT, TO RECEIVE AND FILE THE TREASURER'S REPORT AND INVESTMENT SUMMARY; THE MINUTES FROM THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD MEETING HELD SEPTEMBER 24, 2019.**

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

**No – None**

**Absent – None**

**Motion carried**

\* \* \* \* \*

A communication on additional Census information was shared. More information to follow. Reach out Phil Mikulski at the school to get them involved.

\* \* \* \* \*

Member Pugh stated that the Sweet Adeline's would be performing a free Christmas concert at 7:00pm on Saturday at the Free Methodist Church.

Manager Goodroe discussion on a proclamation from the Governor's office – will bring back next time.

Budget/Expenditure reports will be provided each month.

We received grant for \$2,000.00 from Realtors Association to be used for a new map of the Riverwalk on the sign by the Fireman's Memorial.

Community Promotion – Employee Appreciation Dinner 12/6 from 6:00pm Social Hour and Dinner at 7:00pm at the Willow Tree.

Mainstreet Program presentations at City Hall on November 19, 2019 at 6:00pm, invites have already gone out.

Economic Development Strategy Plan with John I – received some state funding for three 90 minute sessions to create the plan. Member Jackson will facilitate a group.

Goal / Planning setting session that was discussed at a previous meeting with Planning Members too – set a meeting in January. Members Bennett, Zimmerman and Frechette will create a program – meeting to come in January, not on the 18<sup>th</sup> due to Member Powley's previous arrangement.

The next Veteran's banner program in January will now be a Downtown Development Authority program. Host here with Kelli still helping and the City of Rose City to do it there with their DDA hosting it. West Branch Township will be involved as well. We will be putting up two banners on each pole.

A lot going on with Economic Development a lot of interest in the community. Industrial park west – two lot transactions now – three Federal tenants.

Gathering Place – the contract with the State was signed as a gathering place – not a parking lot.

Start thinking of adding parking in the Downtown area – help thinking of areas to create parking.

\* \* \* \* \*

Bill Ehinger asked who the gathering place belonged to and what it would be used for. He also asked about the cardboard dumpster.

Denise Lawrence brought up a concern with the Council and Facebook postings. She also questioned why LaDonna Schultz is handling the City's tickets now and what the fee is. She questions the City's creation of gmail accounts and who accesses them.

\* \* \* \* \*

**MOTION BY FRECHETTE, SECOND BY JACKSON, TO GO INTO CLOSED SESSION PURSUANT TO MCL 15.268(A)(D) TO REVIEW ATTORNEY/CLIENT PRIVILEGED INFORMATION EXEMPT FROM DISCUSSION OR DISCLOSURE FROM FEDERAL STATUTE.**

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

**No – None**

**Absent – None**

**Motion carried**

\* \* \* \* \*

**MOTION BY FRECHETTE, SECOND BY JACKSON, TO RETURN TO OPEN SESSION.**

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

**No – None**

**Absent – None**

**Motion carried**

\* \* \* \* \*

Member Pugh asked for bell ringers for the Kiwanis group – they raised \$26,000.00 last year. She also brought up complaints regarding Taylor Door trucks still on Sidney Street.

Mayor Frechette adjourned the meeting at 7:45 pm.

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Paul Frechette, Mayor

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Michelle Frechette, Deputy Clerk

SUMMARY OF THE REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD MONDAY,  
OCTOBER 21, 2019.

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

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

Absent: None

Other officers present: City Manager Frank Goodroe, Deputy Clerk/Treasurer Michelle Frechette, Police Chief Ken Walters, Public Works Superintendent Mike Killackey, and Fellow Samantha Fabbri, Corporal Joe Adams and Amy Adams, County Commissioner Bruce Reetz.

Mayor Frechette opened the public hearing on a 425 Agreement with Ogemaw Township.

As an addition to the agenda, Manager Goodroe added generators to the agenda as well as a closed session. Chief Walters asked to add an Award for Officer Adams.

Council extended the City Developer bids to November 30<sup>th</sup>.

Council agreed to put the generators out to bid.

Council approved bills in the amount of \$73,121.70

Council approved the purchasing of \$15,000.00 more water meters.

Council set the Annual Open House for December 13, 2019 from 7am to 9:00am.

Council accepted a Census grant in the amount of \$5,000.00.

Council approved the minutes and summary from the meeting held October 21, 2019.

Council received and filed the treasurer's report and investment summary; the minutes from the Downtown Development Authority meeting held September 24, 2019; and the September Police Report.

Communications were shared.

Mayor Frechette, Council Members Bennett, Pugh, Jackson, and Zimmerman; Manager Goodroe; gave reports.

Bill Ehinger addressed Council.

Denise Lawrence addressed Council.

Council went into closed session.

Council went back into open session.

Mayor Frechette adjourned the meeting at 7:45pm.



# **Consent Agenda**

Bank Code		Beginning Balance 11/01/2019	Total Debits	Total Credits	Ending Balance 11/30/2019
Fund	Description				
GEN1	GEN1 - GENERAL CHECKING				
101		1,106,587.85	53,164.63	92,413.88	1,067,338.60
150	CEMETERY PERPETUAL CARE	26,919.40	450.71	0.00	27,370.11
209	CEMETERY FUND	11,366.96	250.00	793.13	10,823.83
248	DDA OPERATING FUND	113,768.18	0.00	8,000.00	105,768.18
251	INDUSTRIAL PARK FUND	3,603.39	0.00	166.67	3,436.72
276	HOUSING RESOURCE FUND	219,433.99	771.50	0.00	220,205.49
318	SEWER DEBT FUND	177,989.22	8,356.16	485.06	185,860.32
319	WATER DEBT FUND	52,099.14	3,076.84	90.43	55,085.55
371	COLLECTION REPLACEMENT FUND	31,101.23	0.00	0.00	31,101.23
372	PLANT REPLACEMENT FUND (R&I)	238.88	0.00	0.00	238.88
390	SEWER FUND	288,359.44	44,196.01	27,388.46	305,166.99
391	WATER FUND	467,527.09	15,447.23	8,664.11	474,310.21
392	WATER REPLACEMENT FUND	284,017.56	0.00	0.00	284,017.56
393	SEWER COLLECTION	86,062.14	2,038.18	3,530.56	84,569.76
361	EQUIPMENT FUND	109,805.09	5,912.91	51,251.54	64,466.46
704	PAYROLL CLEARING	977.78	61,426.78	37,201.91	25,202.65
705	IRONS PARK ENTERTAINMENT FUND	2,279.47	0.00	0.00	2,279.47
707	YOUTH SAFETY PROGRAM	5,047.15	0.00	3,000.00	2,047.15
714	RECYCLING CENTER	8,767.32	1,138.00	772.44	9,132.88
	GEN1 - GENERAL CHECKING	2,995,951.28	196,228.95	233,758.19	2,958,422.04
MAJOR/	MAJOR/ LOCAL STREETS				
202	MAJOR STREET FUND	403,351.41	0.00	392.30	402,959.11
203	LOCAL STREET FUND	270,585.38	0.00	5,980.09	264,605.29
	MAJOR/ LOCAL STREETS	673,936.79	0.00	6,372.39	667,564.40
PAY	PAYROLL				
704	PAYROLL CLEARING	11,237.82	37,201.91	34,626.92	13,812.81
	PAYROLL	11,237.82	37,201.91	34,626.92	13,812.81
CHEM	SAVINGS				
101		436,582.48	0.00	0.00	436,582.48
150	CEMETERY PERPETUAL CARE	1,679.91	0.00	0.00	1,679.91
251	INDUSTRIAL PARK FUND	20,905.85	0.00	0.00	20,905.85
371	COLLECTION REPLACEMENT FUND	2,381.91	0.00	0.00	2,381.91
391	WATER FUND	26,271.74	0.00	0.00	26,271.74
392	WATER REPLACEMENT FUND	19,665.76	0.00	0.00	19,665.76
393	SEWER COLLECTION	785.87	0.00	0.00	785.87
361	EQUIPMENT FUND	103,410.79	0.00	0.00	103,410.79
714	RECYCLING CENTER	1,046.50	0.00	0.00	1,046.50
	SAVINGS	612,730.81	0.00	0.00	612,730.81
TAX	TAXES				
701	TAX AGENCY	15,230.33	2,784.17	13,972.82	4,041.68
	TAXES	15,230.33	2,784.17	13,972.82	4,041.68
	TOTAL - ALL FUNDS	4,309,087.03	236,215.03	288,730.32	4,256,571.74

CASH SUMMARY BY ACCOUNT FOR WEST BRANCH  
FROM 11/01/2019 TO 11/30/2019  
FUND: ALL FUNDS  
INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 11/01/2019	Total Debits	Total Credits	Ending Balance 11/30/2019
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
		<hr/> 250,000.00	<hr/> 0.00	<hr/> 0.00	<hr/> 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	<hr/> 229,972.80	<hr/> 0.00	<hr/> 0.00	<hr/> 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	<hr/> 200,000.00	<hr/> 0.00	<hr/> 0.00	<hr/> 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	<hr/> 250,000.00	<hr/> 0.00	<hr/> 0.00	<hr/> 250,000.00
	TOTAL - ALL FUNDS	<hr/> 929,972.80	<hr/> 0.00	<hr/> 0.00	<hr/> 929,972.80

City of West Branch Planning Commission

Meeting Minutes for September 10, 2019

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

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

John Dantzer, City Clerk was also present.

Pledge of Allegiance

Public Hearings – None

Additions to Agenda – Add Electric Site Benefits to Communications and add Jeff Marvin request to add parallel parking to the South end of 3<sup>rd</sup> Street to Communications.

Public Comment – None

Approval of Minutes –

Motion by Cori Lucynski, second by Rusty Showalter to approve the minutes with the correction that the meeting was adjourned by Vice-Chairman David not Chairman Lucynski. Ayes – All.

Site Plans – None

Sign Permits – Ana's Treasures needs a sign permit for new location.

Unfinished Business – Future Land Use Map

- 1.) New City property across from the hospital on M-30 should be zoned RM
- 2.) New property acquired behind old bicycle shop is a 425 extension - MU
- 3.) Keep property North of Freemont R1, don't change to RM and keep property on Valley St on East side, South of Houghton Ave R1

Motion by Bob David, second by Mike Jackson to send the final draft of the Zoning map to Denise Cline. Ayes - All

New Business – Cancelling regular October meeting and rescheduling it for October 24<sup>th</sup> @ 6pm.

Communications –

- 1.) City Manager Reports – Received and reviewed.
- 2.) Economic Development Tools - Received and reviewed.
- 3.) Code Enforcement reports - Received and reviewed.

- 4.) Electric Site Benefits - Received and reviewed.
- 5.) Jeff Marvin parallel parking request – with the information presented at this time, as a board, it is recommended not to proceed with parallel parking on the end of South 3<sup>rd</sup> Street.

#### Reports and/or Comments-

Chairman Report – Yeager is rocking the new McLaren Building and Bubbles and Burritos is up for sale or lease.

#### Member Reports –

Jackson – The new CPA building on the corner of S 1<sup>st</sup> and Wright St is unsafe right now because of an open trench with no barricade or tape.

David – Code enforcement is working well.

Fachting – None

Showalter – Kuddos to the City Council for having the Smiley Tower cleaned.

Powley – None

Meeting was adjourned at 7:56pm per Chairman Lucynski

Meeting minutes taken and typed by Kara Fachting

City of West Branch Planning Commission

Meeting Minutes for October 17, 2019

Meeting called to order at 6:01pm by Chairman Lucynski

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

John Dantzer, City Clerk was also present.

Pledge of Allegiance

Public Hearings – None

Additions to Agenda – None

Public Comment – None

Approval of Minutes – None.

Site Plans – Jeff Marvin Covered Porch

Mr. Marvin was present and briefly discussed his project with the Commission.

Motion by Chris Powley, second by Mike Jackson to approve the construction of the covered porch as presented. Ayes – All

Mr. Marvin asked what this building he is putting the covered porch on is zoned. It is zoned MU. He also asked what his property on N 1<sup>st</sup> St is zoned. It is currently R1 but changing to RM. He was questioning for future uses.

Sign Permits – None

Unfinished Business – Final Zoning Ordinance Draft

Regarding outside storage – Not allowed in R zoning but everywhere else allowed with a special use permit.

Brief discussion on new Greenhouse sign on corner of N 5<sup>th</sup> St and Houghton Ave.

Cancel next meeting on October 24<sup>th</sup>. Next meeting is November 12<sup>th</sup>.

Meeting was adjourned at 6:35pm per Chairman Lucynski

Meeting minutes taken and typed by Kara Fachting

# **Communications**

**From:** Michigan Municipal League <kwozniak@mml.org> on behalf of Michigan Municipal League  
**Sent:** Tuesday, November 12, 2019 9:01 AM  
**To:** citymanager@westbranch.com  
**Subject:** Beef Up Your Newly Elected Officials' Skills!



We love where you live.

## **Beef Up Your Newly Elected Officials' Skills!**

After last week's elections, you may have some enthusiastic newly elected officials on your team. Help them add some great fundamental skills to that enthusiasm with League training, resources, and services.

### **TRAINING**

***You Won! Now What? Newly Elected Officials Training.*** The course covers core topics that will help educate first-time elected officials, as well as seasoned officials, on their basic functions.

- Nov. 19 - [Sterling Heights](#)
- Dec. 3 - [Grayling](#)
- Dec. 11 - [Lansing](#)
- Jan. 14 - [Walker](#)
- Jan. 23 - [Ann Arbor](#)

### **RESOURCES**

Visit our [Resources for the Newly Elected/Appointed](#) page for a variety of helpful information, including:

- Sample council orientation materials
- Fact Sheets on common local government topics
- Handbook for Municipal Officials
- Meetings: Agendas and Minutes

### **INQUIRY SERVICE**





The League's Inquiry Service is available to help communities with local government operations questions. Contact the Inquiry Service at 800-653-2483 or [info@mml.org](mailto:info@mml.org)

We welcome all our new members to the League! If you have any questions about League services or benefits, please contact our membership engagement specialist Emily Kieliszewski at [emilyk@mml.org](mailto:emilyk@mml.org)

Please share this information with any newly-elected officials in your community.



Michigan Municipal League | 1675 Green Road, Ann Arbor, MI 48105

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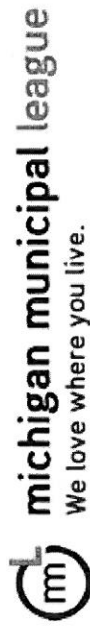
Sent by [kwozniak@mml.org](mailto:kwozniak@mml.org) in collaboration with

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## Resources

### Jump to...

Center for 21st Century Communities

The Review Magazine

E-Books

"One Pager Plus" Fact Sheets

Ordinances

Community Excellence Awards

Items for the Newly Elected Official

Information Services

### Other Resources

Sign up for a Listserv

Multimedia

Blogs

Related Links

Service Providers

### Resources for the Newly Elected/Appointed

Congratulations on your new position and welcome to the Michigan Municipal League! For more than 100 years, the League has provided advocacy, education, and assistance to local officials to help them provide improved services and administration. Your municipality's membership in the League provides you with access to these services, designed to help you understand your new responsibilities in local government.



#### Newly Elected Officials Training

As one of your first steps in public office, we encourage you to sign-up for one of our Newly Elected Officials training sessions. These sessions, held in a variety of locations around the state, help educate you on the primary functions you will need to know in your role as a public leader. Check our [League Calendar](#) for a session near you.

#### Resources Just for You

The League's website has many resources available to assist you in serving the citizens of your community. This newly elected area is just a starting point for the types of great information you'll continue to find throughout our website. The links below provide a quick way to access the items that may be of immediate use to you in your new role.

[About the League and What We Do](#)

[Training and Events](#)

[Publications and Other Resources](#)

[MML's Grassroots Advocacy & How to Stay Informed and Involved](#)

[Supplemental Questionnaire](#)

#### Still more questions?

Send us an [e-mail](#) or call 800-MLEAGUE (800-653-2483) and ask for the Inquiry Service. We're here to help!

Featured on [mml.org](http://mml.org)



# Consumers Affordable Resources for Energy (CARE)\* Help is Here

## CARE

Helping Michigan families afford and manage their monthly energy costs.

### Program Benefits:

Affordable monthly payments

Shut-off Protection

No late payment fees

Debt forgiveness

Monthly bill credit

### Enrollment:

\*SER assistance is required prior to enrollment.



Visit [ConsumersEnergy.com/care](http://ConsumersEnergy.com/care)  
or call **2-1-1** to be referred to an  
enrollment agency near you.



**Consumers Energy**  
Count on Us®



# Need Help Paying Your Energy Bill?

Assistance is available for qualified customers

Affordable payment plan

Crisis assistance

Home heating credit



To learn about resources in your area:

Dial: 2-1-1 anytime, 24/7

Visit: [mi211.org](http://mi211.org)



**Consumers Energy**

*Count on Us®*





# Cold Weather, Warm Homes

*Save Energy and Stay Safe*

Take action to manage your energy use and stay safe. Learn more at [ConsumersEnergy.com/coldweather](http://ConsumersEnergy.com/coldweather).





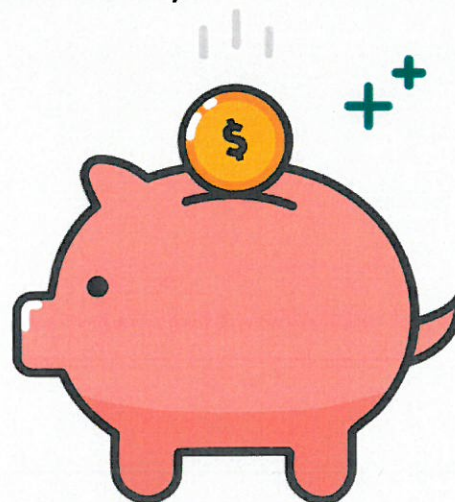
## 5 Tips to Manage Your Winter Energy Use

- 1 Visit your all new energy dashboard.** Log in to your online account to view your daily energy use, get custom energy efficiency tips and more.
- 2 Lower your thermostat.** Save 1-3% on heating costs for every degree you dial down.
- 3 Don't block heat registers.** Maximize air flow by keeping heat vents clear of furniture.
- 4 Welcome the sun.** Open curtains and blinds during the day.
- 5 Seal home air leaks.** Weather strip windows and doors.



## Need a Hand Paying Your Energy Bill?

Call us at **800-477-5050** or dial **2-1-1** — a free service that connects people with available resources in their community.





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

## Presentation to the West Branch Township Board

November 13, 2019

City of West Branch representatives:

Paul Frechette, Mayor

Frank E. Goodroe, City Manager

Samantha Fabbri, Rising Tide Fellow and WB DDA Chair

- West Branch/West Branch Township/Ogemaw Township a history of Collaboration efforts.
- New Leadership in the City and West Branch Township.
- Opportunities to have shared dialog between Elected/Appointed Officials with the three jurisdictions.
- Joint DDA - is an outstanding example of shared dialog and the need for training - John Iacoangeli will be conducting a joint training in January 2020, in his role as consultant to the Project Rising Tide. Many changes have occurred in State law and reporting requirements for TIF's and DDA's.
- Economic Development Programs - opportunities and how best to proceed, does joint collaboration make sense.
- Public Act 425 Conditional Land Transfers - background materials.
- Prior Public Act 425 agreements between Ogemaw Township; West Branch Township and the City of West Branch.

Existing 425 Agreements:

- 1989 Kmart, Glen's parking lot and the Credit Union
- 1997 Ace, Tractor Supply transportation access project between WB Township and the City, 50 - year agreement
- 1999 Thorson Agreement – condos behind Walgreens
- 2001 Morgan Agreement – Ogemaw Township MidMichigan walk-in clinic
- 2005 Walgreens
- 2011 Schick property – The Brook

Primary objectives:

1. Child Care for newborn to age three
2. Affordable housing in the 90-150K pricing range or under \$1,000 rental rate
3. Branding/Wayfinding
4. Trails and Pathways
5. Social issues in general, for substance abuse, youth suicide prevention, and homeless or sheltering services
6. Creating a detailed Economic Vision and Strategy for West Branch - December, January, and February 2020, facilitated by John Iacoangeli

Main Street Program, meeting set for November 19.



# **Reports**

**Mayor**

**Council**

**City Manager**

**Public  
Comment  
-Any  
Topic**

# **Adjournment**