

-- AGENDA --

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL TO BE HELD
VIRTUALLY AND AT WEST BRANCH CITY HALL, 121 N. FOURTH ST. ON MONDAY,
NOVEMBER 16, 2020, BEGINNING AT 6:00 P.M.

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

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Scheduled matters from the floor
 - A. Cindy Scott – Audit report
- V. Public Hearing
- VI. Additions to the agenda
- VII. Public Comment on Agenda Items Only (limited to 3 minutes)
- VIII. Bids
 - A. Topographical site survey
 - B. Power Steam Washer and Sole Source Vendor Request
- IX. Unfinished Business
- X. New Business
 - A. Bills
 - B. MERS Agreement Addendum
 - C. Covid Preparedness plan
 - D. Listing Agent Extension

- XI. Approval of the minutes and summary from the meetings held November 2, 2020.
- XII. Consent Agenda
 - A. Treasurers report and investment summary
 - B. Minutes from the Planning Commission meeting held October 13, 2020
 - C. Minutes from the Airport Board meetings held February 19, March 18, April 15, and May 20, 2020.
 - D. October Police Report
- XIII. Communications
 - A. Charter Cable update
- XIV. Reports and/or comments
 - A. Mayor
 - B. Council
 - 1. Salvation Army signup
 - C. Manager
 - 1. Ogemaw Herald Happy Holidays Ad
 - 2. Virtual meeting policy
- XV. Public comment any topic
- XVI. Adjournment

UPCOMING MEETINGS-EVENTS

November 26 -Thanksgiving – Office will be closed on the 26th and 27th for the holiday
December 3 – MDOT Reconstruction Scope Meeting 1:00-3:00 pm
December 7 – City Council Meeting – 6:00pm at City Hall
December 8 – Planning Commission Meeting – 6:00pm at City Hall
December 21 – City Council Meeting – 6:00pm at City Hall
December 22 – DDA Meeting – 12:00 pm at City Hall
Christmas and New year's schedule – City Hall will be closed on Dec 24, 25, 31 and Jan 1

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

Call to Order

Roll Call

**Pledge of
Allegiance**

Scheduled Matters from the Floor

Public Hearings

Additions to the Agenda

Public Comment -Agenda Items

Bids

REQUEST FOR PROPOSAL

West Branch M-30 Housing Project West Branch, Michigan

Beckett & Raeder, Inc. is soliciting a professional fee proposal to perform an topographical site survey and preparation of site condominium documents for the West Branch M-30 Housing Project located on city owned property north of M-30 as noted on the attached property survey.

The Proposal consists of two parts. Part I is the preparation of a topographical site survey, and Part II is to prepare condominium Exhibit B documents pursuant to Act 59 of the Public Acts of 1978.

PART I – TOPOGRAPHICAL SURVEY

- a) The purpose of the topographical survey is to provide complete and accurate information necessary to construct site improvements for the West Branch M-30 Housing Project.
- b) The survey shall be performed in conformance with the attached **Survey Specifications** and map prepared by the Owner's consultant Beckett & Raeder, Inc.
- c) Preference will be given to firms that generate surveys with AutoCAD Civil/Civil 3D software.

PART II – EXHIBIT B ACT 59 of 1978

- a) Preparation of a Condominium Subdivision Plan addressing the requirements noted in MCL 556.116 of PA 59 of 1978. This is typically referred to as Exhibit B documents in the Master Deed. (Attached to this Proposal is a conceptual plan approved by the City. Please use this to determine the fee for Part II. If there is a modification to this plan the fee [increase/decrease] will be subject to review.)
- b) The timing of Part II will take place once the Planned Unit Development has been approved by the West Branch Planning Commission.

Questions regarding the Survey Specifications can be addressed to John Iacoangeli at Beckett & Raeder, Inc. (231.347.2523) or email at jri@bria2.com.

Professional Fee Proposals shall be submitted no later than:

November 6, 2020
Beckett & Raeder, Inc.
113 Howard Street
Petoskey, MI 49770
231.347.2523

Attn: John Iacoangeli
jri@bria2.com

Electronic copies of proposal will be accepted.

Authorization to proceed is anticipated by November 9, 2020. All work outlined in this proposal shall be completed by the following date:

December 12, 2020

Based on the tight response and completion schedule, please notify John Iacoangeli, upon receipt of this RFP if you will be unable to respond. Preference may be given to the firm that can complete the survey quickly. The City of West Branch reserves the right to accept or reject all proposals.

Required product shall be transmitted via disc and/or memory stick and three sealed reproducible hard copies to Beckett & Raeder, Inc.

PROPOSAL FORM

West Branch M-30 Housing Project
West Branch, Michigan

PROFESSIONAL FEE

PART I – TOPOGRAPHICAL SURVEY

Lump Sum Fee \$ _____ Not-To-Exceed, includes expenses.

PART II – EXHIBIT B

Lump Sum Fee \$ _____ Not-To-Exceed, includes expenses.

Part I and Part II shall be delivered in hard copy and discs/memory stick to BRI by the date specified.

Type of software being utilized: _____

SUBMITTED BY:

Firm Name

Address

Authorized Signature

Title

Phone

Date

SURVEY SPECIFICATIONS

West Branch M-30 Housing Project West Branch, Michigan

A. Survey Specifications

1. **Limits** - The limit of the survey shall be as indicated on the enclosed drawing. Surveyors shall visit the site prior to submitting their proposal to confirm the current site conditions. A legal description will be provided to the successful bidder by the owner.
2. **Pickups** – Locate all physical surface objects, i.e., actual dripline and trunk of trees (3" and larger), landscape bed edges/edging, shrub masses, waters edge, drainage ways entering and exiting the site, fences, light poles, walls, steps, handrails, site furnishings, guardrails, curb ramps and truncated domes, parking spaces, ADA parking spaces/signs, crosswalks, utilities both above ground and underground, poles or pedestals (telephone, electric), guy wires or poles, marker posts (telephone, electric, cable television, or fiber optics companies), and any other found conditions. Note all surface materials such as lawn, gravel, bituminous, concrete, curbs, etc. Provide sizes and type of trees.
3. **Elevations** - Spot elevations shall be provided to the nearest hundredth of a foot. Provide spot elevations on a 50' maximum grid across the area to be surveyed or more frequently as required to accurately document grade breaks or detailed topographic features. Spot elevations shall be indicated at, but not limited to, all door locations and respective finish floor elevation, the edge of walks and walk corners, curb elevations at top of curb and gutter, edge of pavement, edge of unsurfaced roadways, and change of surface materials. All high and low points and any additional point of grade change that help define the existing contour of land shall be picked up such as tops of banks, toes of slopes, top and bottom of ridges and along drainage ways. Provide grade at trunk of all trees. Contours shall be provided at one foot contour intervals, and shall accurately depict the topography including offsets at curbs, walls, steps, etc.

Spot elevations at intersections of streets with streets or driveways shall be gathered at the following locations:

1. Center of intersection at centerline of road and edge of road.
2. Point of curvature and midpoint of radius of all radii at top of curb, gutter, edge of metal, edge of pavement, outside of drive lane, curb/road tapers and road centerline as appropriate for the existing condition.
3. Grades clearly defining existing curb ramps.

Where applicable, the 100-year floodplain shall be indicated on plans including elevation.

4. **Horizontal Control** – The surveyor shall position the survey based on USGS Datum (NAVD 88). A minimum of 2 USGS benchmarks shall be established within the survey limits. Survey shall also indicate established control points (benchmarks, traverse points, etc.) necessary for layout during the construction phase.

5. **Utilities** - All utilities (public and private) shall be located and inverts obtained where accessible. If utility structures are found full of debris, or can not be accessed, the surveyor shall immediately report this to the responsible utility authority. Every attempt possible shall be made to gain access to the utilities through the responsible utility authorities. If the responsible authority deems Utilities to be inaccessible, the utilities shall be shown on the survey from record information to be furnished by the responsible utility companies. Invert, rim elevations and line sizes shall be provided on a schedule, on the drawing. Indicate owner of all utilities. Indicate all utility meters, FDC's and mechanical/electrical outdoor or building mounted equipment on the survey. Show all storm downspouts and their respective connections.
6. **Easements** - The surveyor shall show all easements of record and R.O.W.'s for all streets within the survey area. Note the purpose and owner of all easements. Surveyor is responsible for title search.
7. **Boundary** - Indicate on the survey, any corner markers / irons found in the field. Where property corners are not found, show property lines from plat maps and so indicate on the drawings which are from plat maps and which are found markers / irons.

B. Drafting Requirements

If the survey is not submitted in this format, it will be returned to the surveyor for corrections until it meets the requirements contained herein.

1. Utilize layering system as outlined in Attachment A. Additional layers may be used as required with layer names following the attached format. Do not provide duplicate information on multiple layers.
2. All blocks shall be created on layer 0 so that when they are inserted, they take on properties of the current layer.
3. All contours shall be unbroken polylines with a z value. Contour numbers shall be placed on the high side of the contour and at the end of the contour line. **DO NOT BREAK THE CONTOUR LINE TO PLACE TEXT.** Lines other than contour lines shall not have a z value.
4. All line colors and linetypes shall be bylayer.
5. Linetype scale shall be set to 1/2 of final plot scale. (Example: If final plot scale will be 1" = 30.0', the linetype scale shall be 15.)
6. When drawing curbs or curb and gutters, they will be as follows: a straight curb section has two lines, which represent the face of curb and back of curb, with the back of curb being the controlling dimension. A curb and gutter section has three lines which represent the back of curb, face of curb, and edge of gutter pan. NOTE: The face of curb is symbolic only and is not used for scaling purposes.
7. All plans will show dimensions for right-of-ways.
8. The deflection angles will be labeled at all points. This will be shown at survey line, point of intersection.

9. North arrow shall be provided.
10. The standard scale on drawings will be 1" = 30' on a 24 x 36" sheet with north arrow to the top. (If any change is made to the scale, please notify prior to drafting.) Text shall be .08 height for notes when measured in paper space printed at 30 scale (2.4 height in model space).
11. The name, address and phone number of the surveyor shall be placed on the periphery of the drawing.
12. All benchmarks shall be located on the drawing and shall be listed as notes on the periphery of the drawing.
13. All work will be completed using AutoCAD release 2018 or compatible. Survey information to be provided on a disc to the owner and to Beckett & Raeder, Inc. in a .dwg format. The disc shall include all digital files requested as well as a sealed PDF of the official printed version of the survey with no text overlaps.
14. A computer printout and ASCII file of all data located will be furnished. Each data point will list its coordinate value, elevation and description.
15. If the survey is generated in Civil 3D, the Surveyor shall furnish all project files.

Attachment A
Layering Specifications

Name	Description
E-BLDG	EXISTING BUILDINGS
E-BLDG-TX	TEXT PERTAINING TO EXISTING BUILDINGS
E-C	EXISTING MINOR CONTOURS
E-C-FIVE	EXISTING MAJOR CONTOURS
E-C-SPOT	EXISTING SPOT ELEVATIONS INTENDED TO PRINT
E-C-SPOT-EXTRA	EXISTING SPOT ELEVATIONS NOT INTENDED TO PRINT
E-FL	EXISTING FENCELINE
E-FL-TX	TEXT PERTAINING TO EXISTING FENCELINE
E-FURN	EXISTING FURNISHINGS (PARKING METERS, SIGNS, BOLLARDS, TREE GRATES, ETC)
E-FURN-TX	TEXT PERTAINING TO EXISTING FURNISHINGS
E-RD	EXISTING ROADS (WHERE THERE IS NO CURB)
E-RD-CL	EXISTING ROAD CENTERLINE
E-RD-CURB	EXISTING CURBS
E-RD-CURB-FACE	EXISTING FACE OF CURB
E-RD-STP	EXISTING ROAD STRIPING
E-RD-TX	TEXT PERTAINING TO EXISTING ROADS
E-UCOMM	EXISTING TELECOMMUNICATIONS LINES
E-UCOMM-STR	EXISTING TELECOMMUNICATIONS STRUCTURES
E-UCOMM-TX	TEXT PERTAINING TO EXISTING TELECOMMUNICATIONS STRUCTURES
E-UELEC	EXISTING ELECTRIC LINES
E-UELEC-STR	EXISTING ELECTRIC STRUCTURES
E-UELEC-TX	TEXT PERTAINING TO EXISTING ELECTRIC STRUCTURES
E-UGAS	EXISTING GAS LINES
E-UGAS-STR	EXISTING GAS STRUCTURES
E-UGAS-TX	TEXT PERTAINING TO EXISTING GAS STRUCTURES
E-ULTS	EXISTING SITE LIGHTING CABLE/CONDUIT
E-ULTS-STR	EXISTING SITE LIGHTS
E-ULTS-TX	TEXT PERTAINING TO EXISTING SITE LIGHTS
E-USAN	EXISTING SANITARY LINES
E-USAN-STR	EXISTING SANITARY STRUCTURES
E-USAN-TX	TEXT PERTAINING TO EXISTING SANITARY STRUCTURES
E-USTM	EXISTING STEAM LINES
E-USTM-STR	EXISTING STEAM STRUCTURES
E-USTM-TX	TEXT PERTAINING TO EXISTING STEAM STRUCTURES
E-USTR	EXISTING STORM LINES
E-USTR-STR	EXISTING STORM STRUCTURES
E-USTR-TX	TEXT PERTAINING TO EXISTING STORM STRUCTURES
E-UWM	EXISTING WATER LINES
E-UWM-STR	EXISTING WATER STRUCTURES
E-UWM-TX	TEXT PERTAINING TO EXISTING WATER STRUCTURES
E-VEG	EXISTING VEGETATION
E-VEG-TX	TEXT PERTAINING TO EXISTING VEGETATION
E-WALK	EXISTING SIDEWALKS/CONCRETE
E-WALK-JT	EXISTING WALK JOINTS
E-WALK-TX	TEXT PERTAINING TO EXISTING SIDEWALKS/CONCRETE
E-WALK-UP	EXISTING UNPAVED PATHS
E-WALL	EXISTING WALLS
E-WALL-TX	TEXT PERTAINING TO EXISTING WALLS
E-WATER	EXISTING BODIES OF WATER
NOTES	NOTES
S-BM	SURVEY BENCHMARKS
S-BORE	SOIL BORING LOCATIONS
S-CONTROL	HORIZONTAL AND VERTICAL CONTROLS
S-PL	SURVEY PROPERTY LINES
S-PL-TX	TEXT PERTAINING TO EXISTING PROPERTY LINES
S-ROW	SURVEY RIGHT-OF-WAY AND EASEMENT LINES
S-ROW-TX	TEXT PERTAINING TO RIGHT-OF-WAY AND EASEMENTS

CERTIFICATE OF SURVEY

SECTION 25, T.22N.-R.1E.,
OGEMAW TOWNSHIP, OGEMAW COUNTY, MI.

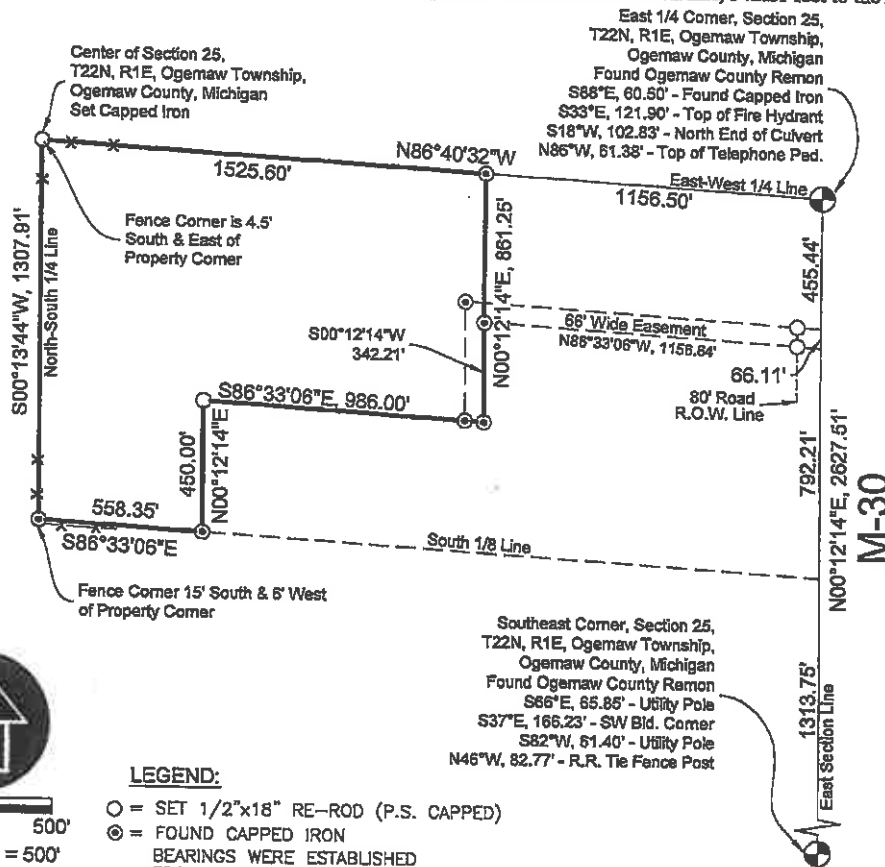
I, LARRY STEINLEY hereby certify to the City of West Branch that: on November 14, 2019, I surveyed the land described hereon; the relative positional precision of each corner in the survey is less than 0.15 feet plus 1 part per 5000; and, the requirements of Section 3 of PA 132 of 1970, as amended, have been met.

Property Description:

Part of the North 1/2 of the Southeast 1/4 of Section 25, T22N, R1E, Ogemaw Township, Ogemaw County, Michigan, described as: Commencing at the East 1/4 Corner of said Section 25; thence N86°40'32"W, along the East-West 1/4 line, 1156.50 feet to the Point of Beginning; thence continuing N86°40'32"W, along the East-West 1/4 line, 1525.60 feet to the North-South 1/4 line; thence S00°13'44"W, along the North-South 1/4 line, 1307.91 feet to the South 1/8 line; thence S86°33'06"E, along the South 1/8 line, 558.35 feet; thence N00°12'14"E, parallel with the East Section line, 450.00 feet; thence S86°33'06"E, parallel with the South 1/8 line, 968.00 feet; thence N00°12'14"E, parallel with the East Section line, 861.25 feet to the Point of Beginning. Containing 35.8 acres, more or less, and being subject to any restrictions, reservations, easements, rights-of-way, and zoning or governmental regulations of record.

Together with and Subject to a 66.00 foot wide easement for ingress, egress, and installation and maintenance of public utilities, being part of the of the North 1/2 of the Southeast 1/4 of Section 25, T22N, R1E, Ogemaw Township, Ogemaw County, Michigan, with the South and East lines described as: Commencing at the East 1/4 Corner of said Section 25; thence S00°12'14"W, along the East Section line, 521.55 feet to the Point of Beginning; thence N86°33'06"W, parallel with the South 1/8 line, 1156.64 feet; thence S00°12'14"W, parallel with the East Section line, 342.21 feet to the Point of Ending.

Register of Deeds Recording Info.



0 500'
SCALE: 1" = 500'

LEGEND:

- = SET 1/2"x18" RE-ROD (P.S. CAPPED)
 ⊙ = FOUND CAPPED IRON
 BEARINGS WERE ESTABLISHED
 FROM PREVIOUS SURVEYS.



LAPHAM
ASSOCIATES

**ENGINEERING
PLANNING
ENVIRONMENTAL
SURVEYING**

**116 South 3rd Street
West Branch, MI 48661**

P (989) 345-5030
F (989) 345-7302

www.laphamassoc.com

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Job No. N-190491 Sheet: 1 of 1

Larry Steinley P.S. No. 44285

COPY

Date: Dec. 6, 2019

Scale: 1" = 500'

Drawn by: J.J. Grell

Field: L.S. & B.W.

Checked: L-S

Revised:

COLUMBUS DRIVE

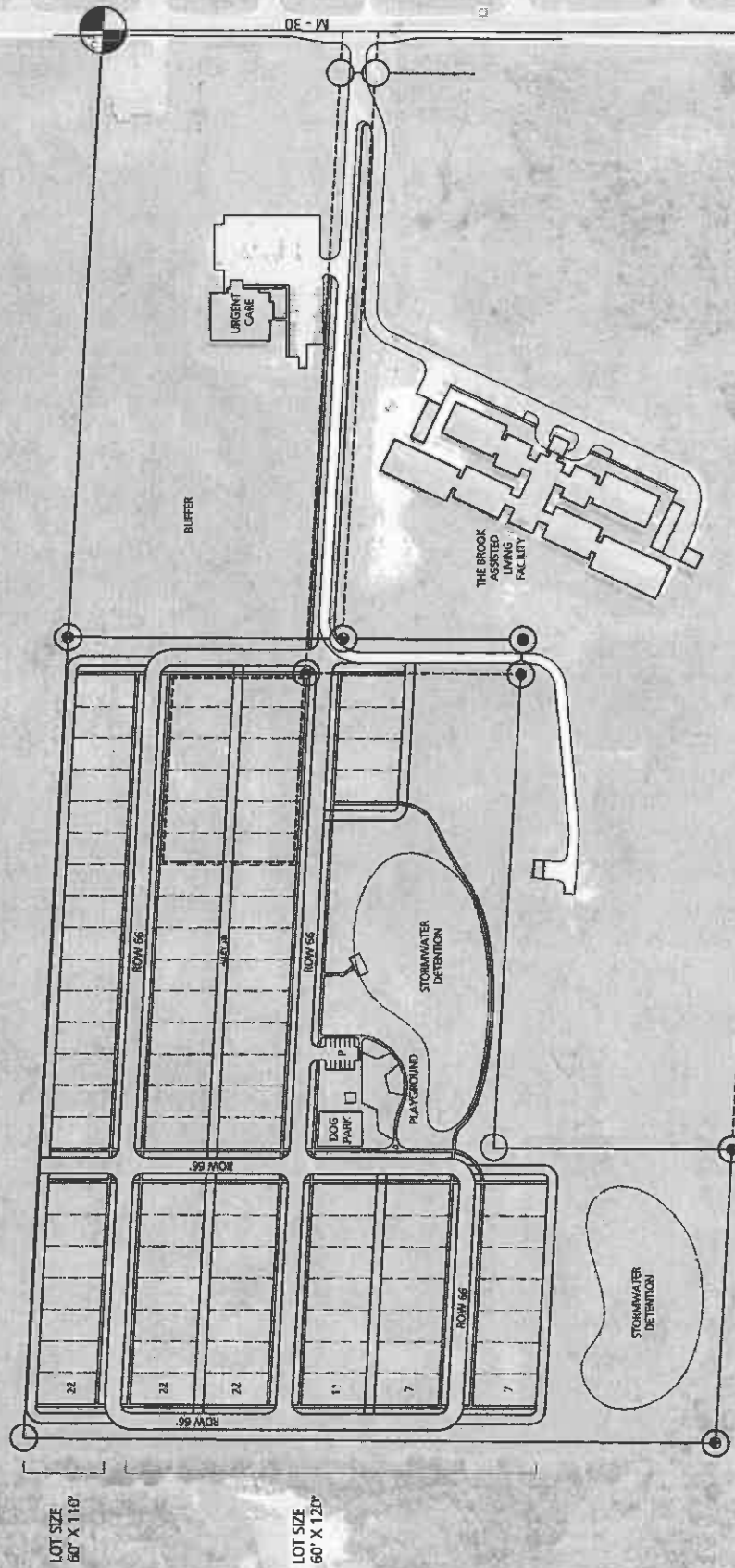
CLINE

M-30

REHAB

RESTAURANT

HANSEN ROAD



LOT NUMBER: 91

Area Designated for
Multiple Family

PROPOSAL FORM

West Branch M-30 Housing Project
West Branch, Michigan

PROFESSIONAL FEE

PART I – TOPOGRAPHICAL SURVEY

Lump Sum Fee \$ 12,500.00 Not-To-Exceed, includes expenses.

PART II – EXHIBIT B

Lump Sum Fee \$ 72,800.00 Not-To-Exceed, includes expenses.

Part I and Part II shall be delivered in hard copy and discs/memory stick to BRI by the date specified.

Type of software being utilized: Autodesk Civil 3D 2019 or newer

SUBMITTED BY:

Lapham Associates

Firm Name

116 S. Third St., West Branch, MI 48661

Address



Authorized Signature

Scott E. Bell AICP, Project Manager

Title

(989) 345-5030

Phone

November 5, 2020

Date

West End Distributing

Aladdin



Sales and Service for
Hot & Cold Pressure Washers
Car Wash and Detailing Supplies
Job Matched Chemicals

989-343-0102 3131 W. M-76, West Branch, MI 48661
800-574-8288 Located at West End Car Wash
Fax 989-343-0106 Bill Drumm

Proposal Submitted to:

MIKE

PROPOSAL

Page No. ___ of ___ Pages

Job Name/No.

WEST BRANCH DPW

Location

WEST BRANCH

Phone

Date

11-13-2020

We hereby submit specifications and estimates for:

① Aladin Model 17-423 SL 4 GPM @ 2300 PSI
220V Single Phase NG FIRED with Electronic IG.
COMES STANDARD WITH time Delay Shutdown +
50' HOSE GUN & WAND List 9440.00 cost 6750.00
2 way Remote List 675.00 cost 500.00
Total 7250.00



17-SERIES

We propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

dollars (\$ _____).

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation

Authorized
Signature

William J. [Signature]

Note: This proposal may be
withdrawn by us if not accepted within

90

days.

Acceptance of proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature

Date

Signature

Date

Sole Source Vendor Exception Request

for

Steam Washer

from

West End Distributing

11/16/20

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, City Manager, John Dantzer, is requesting that the City Council forego formal bidding and approve the proposal for the power steam washer to West End Distributing due to them being the only local supplier of this type of equipment. All of the other companies that we have found are out of town and therefore not quickly available if we have issues with the product.

Thank you.

City Manager Frank Goodroe

Unfinished Business

New Business

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

BILLS	\$121,335.39
<i>BILLS AS OF 11/10/20</i>	<i>\$121,335.39</i>
<i>Additions to Bills as of</i>	<i>\$0</i>
<i>Paid but not approved</i>	<i>\$0</i>
TOTAL BILLS	\$121,335.39

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

Vendor Name	Amount	Description
CHARTER COMMUNICATIONS	739.83	PHONE & INTERNET
CITY OF WEST BRANCH	250.00	DDA REIMBURSEMENT FOR BENCH
CITY OF WEST BRANCH	242.82	WATER/SEWER BILLS
CONSUMERS ENERGY	9,604.20	ELECTRIC
CONSUMERS ENERGY	175.19	ELECTRIC PARTIAL
DLL FINANCIAL SERVICES INC	70.08	POLICE COPIER
DTE ENERGY	133.83	DPW GAS
FIRST ADVANTAGE	42.84	DRUG TEST MATTHEWS
FOSTER BLUE WATER OIL LLC	1,922.76	FUEL
GALLS LLC	171.49	POLICE UNIFORM SUPPLIES
GREAT LAKES TECH CONSULT LLC	675.00	IT SERVICES
GREEN ACE HARDWARE	328.28	VARIOUS SUPPLIES
HODGINS ASPHALT PAVING INC	95,731.00	PAVING/PATCHING
HOME DEPOT	97.26	VARIOUS SUPPLIES
MIDMICHIGAN HEALTH	82.00	PRE SCREEN L. MATTHEWS
NEW DIRECTIONS	839.97	ADDITIONAL EMP SERVICES
OFFICE CENTRAL	222.46	VARIOUS SUPPLIES
OGEMAW COUNTY HERALD ADLINER	49.09	AD
OGEMAW COUNTY VOICE	49.30	ADS OCTOBER
PRESENTA PLAQUE	143.01	PLAQUES
SCHMITT TIRE & GAS	95.00	REPAIRS
SELLEY'S CLEANERS	31.50	POLICE DRY CLEANING
SPARTAN STORES LLC	65.43	VARIOUS SUPPLIES
STEPHENSON & COMPANY PC	8,720.00	ADDITIONAL AUDIT SERVICES & GASB'S
UP STEEL CENTER	345.00	#33
VIC BOND SALES INC	96.35	VARIOUS SUPPLIES
WASTE MANAGEMENT INC	216.46	WWTP DUMPSTER
WEST BRANCH NAPA AUTO TRUCK	195.24	VARIOUS SUPPLIES
TOTAL	121,335.39	

Defined Benefit Plan Adoption Agreement Addendum

1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Benefit (DB) Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Effective Date

The effective date shall be the first day of **January, 2021**.

II. Employer name West Branch, City of

Municipality number 650501

This is an amendment of the existing Adoption Agreement for the MERS Defined Benefit.

Any changes to plan provisions apply to employees in the division on the effective date, as well as to new hires ongoing. Definitions will apply for all service accrued after the effective date.

Division number 65050111

Division name on file with MERS Gen & Polc new hires after 7/1/13

III. Plan Eligibility

Only those employees eligible for MERS membership may participate in the MERS Defined Benefit. If an employee classification is **included** in the plan, then employees that meet this definition will receive service credit if they work the required number of hours to meet the service credit qualification defined below. All eligible employees must be reported to MERS.

Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS. For example, if Division is "General," please insert specific classifications that are eligible for MERS such as "Clerical Staff," "Elected Officials," "Library Director," etc.:

All new hires after 7/1/13.

Employee classification contains **public safety employees:** ☒ Yes ☐ No

Public safety employees include: law enforcement, parole and probation officers, employees responsible for emergency response (911 dispatch, fire service, paramedics, etc.), public works, and other skilled support personnel (equipment operators, etc.).

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: West Branch, City of

DIV: 65050111

If you elect to include a special classification (chart below), then the employee will be required to meet the Service Credit Qualification as defined under section IV (Provisions) in order to earn a month of service. Excluded classification will require additional information below.

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
Temporary Employees: Those who will work for the municipality fewer than _____ months in total.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Part-Time Employees: Those who regularly work fewer than _____ per _____.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Seasonal Employees: Those who will work for the municipality from _____ to _____ only.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Voter-Elected Officials	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Appointed Officials: An official appointed to a voter-elected office.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Contract Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Probationary Periods (select one):

- ☐ Service will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, the employer will not report or provide service.

The probationary period will be _____ month(s).

Comments:

- ☒ Service will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: West Branch, City of

DIV: 65050111

IV. Provisions

1. Service Credit Qualification

To clarify how eligible employees earn service credit, please indicate how many hours per month an eligible employee needs to work. For example, if you require 10 eight-hour days, this would be 80 hours per month. If an 'hour per day' has been defined (like ten 7-hour days), electing 70 hours will be required. Employees must meet the definition of Plan Eligibility in order to earn service credit under the plan.

To receive one month of service credit, an employee shall work (or be paid for as if working)

80 hours in a month.

2. Leaves of Absence

Indicate by checking the boxes below, whether the potential for service credit will be allowed if an eligible employee is on one of the following types of leave, regardless of meeting the service credit qualification criteria.

Regardless whether an eligible employee is awarded service credit while on the selected type(s) of leave:

- MERS will skip over these months when determining the FAC amount for benefit calculations.
- Third-party wages **are not** reported for leaves of absence.
- Employers **are not** required to remit employer contributions based on leaves of absence when no wages are paid by the employer. However, an employer may submit additional voluntary contributions for the period of the leave in an amount determined by the employer.
- For **contributory divisions**, employee contributions are required for service credit to be retained. Employee contributions will be collected based on the Service Credit Qualification. Employers will calculate employee contributions due using the employee's current hourly rate (prior to leave). For example if 120 hours is required for service credit, then employee contributions shall be equal to 120 hours times the employee's hourly rate. Employees have three times the length of leave, to a maximum of five years, to pay required employee contributions. Leaves of absence are required to be reported to MERS, including the employee's start and end date per month, along with the employee's hourly rate.

Type of Leave	Service Credit Granted	Service Credit Excluded
Short- and Long-Term Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Workers' Compensation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Unpaid Family Medical Leave Act (FMLA)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other: _____ For example, sick and accident, administrative, educational, sabbatical, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Other 2: _____ Additional leave types as above	<input type="checkbox"/>	<input type="checkbox"/>

Leaves of absence due to military service are governed by the Federal *Uniformed Services Employment and Reemployment Rights Act* of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37).

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: West Branch, City of

DIV: 65050111

3. Definition of Compensation

The Definition of Compensation is used to calculate a participant's final average compensation and is used in determining both employer and employee contributions. Wages paid to employees, calculated using the elected definition, must be reported to MERS.

Select your Definition of Compensation here. If you choose to customize your definition, skip this table and proceed to page 5.

	<input type="radio"/> Base Wages	<input type="radio"/> Box 1 Wages	<input type="radio"/> Gross Wages
Types of Compensation			
Regular Wages Salary or hourly wage X hours PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) On-call pay	All Regular Wages included	All Regular Wages included	All Regular Wages included
Other Wages Shift differentials Overtime Severance issued over time (weekly/bi-weekly)	Excluded	All Other Wages included	All Other Wages included
Lump Sum Payments PTO cash-out Longevity Bonuses Merit pay Job certifications Educational degrees Moving expenses Sick payouts Severance (if issued as lump sum)	Excluded	All Lump Sum Payments included	All Lump Sum Payments included
Taxable Payments Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) Prizes, gift cards Personal use of a company car Car allowance	Excluded	All Taxable Payments included	All Taxable Payments included
Reimbursement of Nontaxable Expenses (as defined by the IRS) Gun, tools, equipment, uniform Phone Fitness Mileage reimbursement Travel through an accountable plan (i.e. tracking mileage for reimbursement)	Excluded	Excluded	Excluded
Types of Deferrals			
Elective Deferrals of Employee Premiums/Contributions 457 employee and employer contributions 125 cafeteria plan, FSAs and HSAs IRA contributions	All Elective Deferrals included	Excluded	All Elective Deferrals included
Types of Benefits			
Nontaxable Fringe Benefits of Employees Health plan, dental, vision benefits Workers compensation premiums Short- or Long-term disability premiums Group term or whole life insurance < \$50,000	All Nontaxable Fringe Benefits included	Excluded	All Nontaxable Fringe Benefits included
Mandatory Contributions Defined Benefit employee contributions MERS Health Care Savings Program employee contributions	All Mandatory Contributions included	Excluded	All Mandatory Contributions included
Taxable Fringe Benefits Clothing reimbursement Stipends for health insurance opt out payments Group term life insurance > \$50,000	Excluded	Excluded	All Taxable Fringe Benefits included
Other Benefits / Lump Sum Payments Workers compensation settlement payments	Excluded	Excluded	All Other Lump Sum Benefits included

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: West Branch, City of

DIV: 65050111

SKIP THIS TABLE if you selected one of the standard definitions of compensation on page 4.

☒ **CUSTOM:** If you choose this option, you must select boxes in each section you would like to include in your Definition of Compensation. You will be responsible for additional reporting details to track custom definitions.

Types of Compensation

Regular Wages

☒ Salary or hourly wage X hours☒ PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified)☒ On-call pay☐ Other: _____Other Wages apply: YES ☒ NO ☐☒ Shift differentials☒ Overtime☐ Severance issued over time (weekly/bi-weekly)☐ Other: _____Lump Sum Payments apply: YES ☒ NO ☐☒ PTO cash-out☐ Longevity☐ Bonuses☐ Merit pay☐ Job certifications☐ Educational degrees☐ Moving expenses☐ Sick payouts☐ Severance (if issued as lump sum)☐ Other: _____Taxable Payments apply: YES ☐ NO ☒☐ Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement)☐ Prizes, gift cards☐ Personal use of a company car☐ Car allowance☐ Other: _____Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES ☐ NO ☒☐ Gun, tools, equipment, uniform☐ Phone☐ Fitness☐ Mileage reimbursement☐ Travel through an accountable plan (i.e. tracking mileage for reimbursement)☐ Other: _____

Types of Deferrals

Elective Deferrals of Employee Premiums/Contributions apply: YES ☐ NO ☒☐ 457 employee and employer contributions☐ 125 cafeteria plan, FSAs and HSAs☐ IRA contributions☐ Other: _____

Types of Benefits

Nontaxable Fringe Benefits of Employees apply: YES ☐ NO ☒☐ Health plan, dental, vision benefits☐ Workers compensation premiums☐ Short- or Long-term disability premiums☐ Group term or whole life insurance < \$50,000☐ Other: _____Mandatory Contributions apply: YES ☐ NO ☒☐ Defined Benefit employee contributions☐ MERS Health Care Savings Program employee contributions☐ Other: _____Taxable Fringe Benefits apply: YES ☐ NO ☒☐ Clothing reimbursement☐ Stipends for health insurance opt out payments☐ Group term life insurance > \$50,000☐ Other: _____Other Benefits / Lump Sum Payments apply: YES ☐ NO ☒☐ Workers compensation settlement payments☐ Other: _____

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: West Branch, City of

DIV: 65050111

V. Execution:

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

This foregoing Addendum is hereby approved by City of West Branch

at a Board Meeting which took place on: 11/16/2020
(mm/dd/yyyy)

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

☐ I understand that approved board minutes are required to complete this request.

Board minutes should be sent to: DataCollectionProject@marsofmich.com

Defined Benefit Plan Adoption Agreement Addendum

1134 Municipal Way Lansing, MI 48917 800.767.MERS (6377) | Fax 517.703.9711

www.mersmich.com

The employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Benefit (DB) Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Effective Date

The effective date shall be the first day of **January, 2021**.

II. Employer name West Branch, City of

Municipality number 650501

This is an amendment of the existing Adoption Agreement for the MERS Defined Benefit.

Any changes to plan provisions apply to employees in the division on the effective date, as well as to new hires ongoing. Definitions will apply for all service accrued after the effective date.

Division number 65050101

Division name on file with MERS General

III. Plan Eligibility

Only those employees eligible for MERS membership may participate in the MERS Defined Benefit. If an employee classification is **included** in the plan, then employees that meet this definition will receive service credit if they work the required number of hours to meet the service credit qualification defined below. All eligible employees must be reported to MERS.

Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS. For example, if Division is "General," please insert specific classifications that are eligible for MERS such as "Clerical Staff," "Elected Officials," "Library Director," etc.:

General Employees

Employee classification contains **public safety employees**: ☐ Yes ☒ No

Public safety employees include: law enforcement, parole and probation officers, employees responsible for emergency response (911 dispatch, fire service, paramedics, etc.), public works, and other skilled support personnel (equipment operators, etc.).

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: west Branch, City of

DIV: 65050101

If you elect to include a special classification (chart below), then the employee will be required to meet the Service Credit Qualification as defined under section IV (Provisions) in order to earn a month of service. Excluded classification will require additional information below.

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
Temporary Employees: Those who will work for the municipality fewer than _____ months in total.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Part-Time Employees: Those who regularly work fewer than _____ per _____.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Seasonal Employees: Those who will work for the municipality from _____ to _____ only.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Voter-Elected Officials	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Appointed Officials: An official appointed to a voter-elected office.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Contract Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Probationary Periods (select one):

- ☐ Service will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, the employer will not report or provide service.

The probationary period will be _____ month(s).

Comments:

- ☒ Service will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: West Branch, City of

DIV: 65050101

IV. Provisions

1. Service Credit Qualification

To clarify how eligible employees earn service credit, please indicate how many hours per month an eligible employee needs to work. For example, if you require 10 eight-hour days, this would be 80 hours per month. If an 'hour per day' has been defined (like ten 7-hour days), electing 70 hours will be required. Employees must meet the definition of Plan Eligibility in order to earn service credit under the plan.

To receive one month of service credit, an employee shall work (or be paid for as if working)

80 hours in a month.

2. Leaves of Absence

Indicate by checking the boxes below, whether the potential for service credit will be allowed if an eligible employee is on one of the following types of leave, regardless of meeting the service credit qualification criteria.

Regardless whether an eligible employee is awarded service credit while on the selected type(s) of leave:

- MERS will skip over these months when determining the FAC amount for benefit calculations.
- Third-party wages **are not** reported for leaves of absence.
- Employers **are not** required to remit employer contributions based on leaves of absence when no wages are paid by the employer. However, an employer may submit additional voluntary contributions for the period of the leave in an amount determined by the employer.
- For **contributory divisions**, employee contributions are required for service credit to be retained. Employee contributions will be collected based on the Service Credit Qualification. Employers will calculate employee contributions due using the employee's current hourly rate (prior to leave). For example if 120 hours is required for service credit, then employee contributions shall be equal to 120 hours times the employee's hourly rate. Employees have three times the length of leave, to a maximum of five years, to pay required employee contributions. Leaves of absence are required to be reported to MERS, including the employee's start and end date per month, along with the employee's hourly rate.

Type of Leave	Service Credit Granted	Service Credit Excluded
Short- and Long-Term Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Workers' Compensation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Unpaid Family Medical Leave Act (FMLA)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other: _____ For example, sick and accident, administrative, educational, sabbatical, etc.	<input type="checkbox"/>	<input type="checkbox"/>
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Leaves of absence due to military service are governed by the *Federal Uniformed Services Employment and Reemployment Rights Act* of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37).

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: West Branch, City of

DIV: 65050101

3. Definition of Compensation

The Definition of Compensation is used to calculate a participant's final average compensation and is used in determining both employer and employee contributions. Wages paid to employees, calculated using the elected definition, must be reported to MERS.

Select your Definition of Compensation here. If you choose to customize your definition, skip this table and proceed to page 5.

	<input type="radio"/> Base Wages	<input type="radio"/> Box 1 Wages	<input type="radio"/> Gross Wages
Types of Compensation			
Regular Wages Salary or hourly wage X hours PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) On-call pay	All Regular Wages included	All Regular Wages included	All Regular Wages included
Other Wages Shift differentials Overtime Severance issued over time (weekly/bi-weekly)	Excluded	All Other Wages included	All Other Wages included
Lump Sum Payments PTO cash-out Longevity Bonuses Merit pay Job certifications Educational degrees Moving expenses Sick payouts Severance (if issued as lump sum)	Excluded	All Lump Sum Payments included	All Lump Sum Payments included
Taxable Payments Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) Prizes, gift cards Personal use of a company car Car allowance	Excluded	All Taxable Payments included	All Taxable Payments included
Reimbursement of Nontaxable Expenses (as defined by the IRS) Gun, tools, equipment, uniform Phone Fitness Mileage reimbursement Travel through an accountable plan (i.e. tracking mileage for reimbursement)	Excluded	Excluded	Excluded
Types of Deferrals			
Elective Deferrals of Employee Premiums/Contributions 457 employee and employer contributions 125 cafeteria plan, FSAs and HSAs IRA contributions	All Elective Deferrals included	Excluded	All Elective Deferrals included
Types of Benefits			
Nontaxable Fringe Benefits of Employees Health plan, dental, vision benefits Workers compensation premiums Short- or Long-term disability premiums Group term or whole life insurance < \$50,000	All Nontaxable Fringe Benefits included	Excluded	All Nontaxable Fringe Benefits included
Mandatory Contributions Defined Benefit employee contributions MERS Health Care Savings Program employee contributions	All Mandatory Contributions included	Excluded	All Mandatory Contributions included
Taxable Fringe Benefits Clothing reimbursement Stipends for health insurance opt out payments Group term life insurance > \$50,000	Excluded	Excluded	All Taxable Fringe Benefits included
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Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: West Branch, City of

DIV: 65050101

SKIP THIS TABLE if you selected one of the standard definitions of compensation on page 4.

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Types of Compensation

Regular Wages

☒ Salary or hourly wage X hours☒ On-call pay☒ PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified)☐ Other: _____Other Wages apply: YES ☒ NO ☐☒ Shift differentials☐ Severance issued over time (weekly/bi-weekly)☒ Overtime☐ Other: _____Lump Sum Payments apply: YES ☒ NO ☐☒ PTO cash-out☐ Educational degrees☐ Longevity☐ Moving expenses☐ Bonuses☐ Sick payouts☐ Merit pay☐ Severance (if issued as lump sum)☐ Job certifications☐ Other: _____Taxable Payments apply: YES ☐ NO ☒☐ Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement)☐ Prizes, gift cards☐ Car allowance☐ Personal use of a company car☐ Other: _____Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES ☐ NO ☒☐ Gun, tools, equipment, uniform☐ Mileage reimbursement☐ Phone☐ Travel through an accountable plan (i.e. tracking mileage for reimbursement)☐ Fitness☐ Other: _____

Types of Deferrals

Elective Deferrals of Employee Premiums/Contributions apply: YES ☐ NO ☒☐ 457 employee and employer contributions☐ IRA contributions☐ 125 cafeteria plan, FSAs and HSAs☐ Other: _____

Types of Benefits

Nontaxable Fringe Benefits of Employees apply: YES ☐ NO ☒☐ Health plan, dental, vision benefits☐ Group term or whole life insurance < \$50,000☐ Workers compensation premiums☐ Other: _____☐ Short- or Long-term disability premiumsMandatory Contributions apply: YES ☐ NO ☒☐ Defined Benefit employee contributions☐ Other: _____☐ MERS Health Care Savings Program employee contributionsTaxable Fringe Benefits apply: YES ☐ NO ☒☐ Clothing reimbursement☐ Group term life insurance > \$50,000☐ Stipends for health insurance opt out payments☐ Other: _____Other Benefits / Lump Sum Payments apply: YES ☐ NO ☒☐ Workers compensation settlement payments☐ Other: _____

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: West Branch, City of

DIV: 65050101

V. Execution:

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

This foregoing Addendum is hereby approved by City of West Branch

at a Board Meeting which took place on: 11/10/2020
(mm/dd/yyyy)

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

☒ I understand that approved board minutes are required to complete this request.

Board minutes should be sent to: DataCollectionProject@mersofmich.com

Defined Benefit Plan Adoption Agreement Addendum



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Benefit (DB) Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Effective Date

The effective date shall be the first day of **January, 2021**.

II. Employer name West Branch, City of

Municipality number 650501

This is an amendment of the existing Adoption Agreement for the MERS Defined Benefit.

Any changes to plan provisions apply to employees in the division on the effective date, as well as to new hires ongoing. Definitions will apply for all service accrued after the effective date.

Division number 65050110

Division name on file with MERS City Manager

III. Plan Eligibility

Only those employees eligible for MERS membership may participate in the MERS Defined Benefit. If an employee classification is **included** in the plan, then employees that meet this definition will receive service credit if they work the required number of hours to meet the service credit qualification defined below. All eligible employees must be reported to MERS.

Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS. For example, if Division is "General," please insert specific classifications that are eligible for MERS such as "Clerical Staff," "Elected Officials," "Library Director," etc.:

City Manager

Employee classification contains **public safety employees:** ☐ Yes ☒ No

Public safety employees include: law enforcement, parole and probation officers, employees responsible for emergency response (911 dispatch, fire service, paramedics, etc.), public works, and other skilled support personnel (equipment operators, etc.).

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: West Branch, City of

DIV: 65050110

If you elect to include a special classification (chart below), then the employee will be required to meet the Service Credit Qualification as defined under section IV (Provisions) in order to earn a month of service. Excluded classification will require additional information below.

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
Temporary Employees: Those who will work for the municipality fewer than _____ months in total.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Seasonal Employees: Those who will work for the municipality from _____ to _____ only.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Voter-Elected Officials	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Appointed Officials: An official appointed to a voter-elected office.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Contract Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Probationary Periods (select one):

- ☐ Service will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, the employer will not report or provide service.

The probationary period will be _____ month(s).

Comments:

- ☒ Service will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: West Branch, City of

DN: 65050110

IV. Provisions

1. Service Credit Qualification

To clarify how eligible employees earn service credit, please indicate how many hours per month an eligible employee needs to work. For example, if you require 10 eight-hour days, this would be 80 hours per month. If an 'hour per day' has been defined (like ten 7-hour days), electing 70 hours will be required. Employees must meet the definition of Plan Eligibility in order to earn service credit under the plan.

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80 _____ hours in a month.

2. Leaves of Absence

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Type of Leave	Service Credit Granted	Service Credit Excluded
Short- and Long-Term Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Workers' Compensation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Unpaid Family Medical Leave Act (FMLA)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other: _____ For example, sick and accident, administrative, educational, sabbatical, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Other 2: _____ Additional leave types as above	<input type="checkbox"/>	<input type="checkbox"/>

Leaves of absence due to military service are governed by the Federal *Uniformed Services Employment and Reemployment Rights Act* of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37).

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: West Branch, City of

DN: 65050110

3. Definition of Compensation

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	<input type="radio"/> Base Wages	<input type="radio"/> Box 1 Wages	<input type="radio"/> Gross Wages
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Other Wages Shift differentials Overtime Severance issued over time (weekly/bi-weekly)	Excluded	All Other Wages included	All Other Wages included
Lump Sum Payments PTO cash-out Longevity Bonuses Merit pay Job certifications Educational degrees Moving expenses Sick payouts Severance (if issued as lump sum)	Excluded	All Lump Sum Payments included	All Lump Sum Payments included
Taxable Payments Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) Prizes, gift cards Personal use of a company car Car allowance	Excluded	All Taxable Payments included	All Taxable Payments included
Reimbursement of Nontaxable Expenses (as defined by the IRS) Gun, tools, equipment, uniform Phone Fitness Mileage reimbursement Travel through an accountable plan (i.e. tracking mileage for reimbursement)	Excluded	Excluded	Excluded
Types of Deferrals			
Elective Deferrals of Employee Premiums/Contributions 457 employee and employer contributions 125 cafeteria plan, FSAs and HSAs IRA contributions	All Elective Deferrals included	Excluded	All Elective Deferrals included
Types of Benefits			
Nontaxable Fringe Benefits of Employees Health plan, dental, vision benefits Workers compensation premiums Short- or Long-term disability premiums Group term or whole life insurance < \$50,000	All Nontaxable Fringe Benefits included	Excluded	All Nontaxable Fringe Benefits included
Mandatory Contributions Defined Benefit employee contributions MERS Health Care Savings Program employee contributions	All Mandatory Contributions included	Excluded	All Mandatory Contributions included
Taxable Fringe Benefits Clothing reimbursement Stipends for health insurance opt out payments Group term life insurance > \$50,000	Excluded	Excluded	All Taxable Fringe Benefits included
Other Benefits / Lump Sum Payments Workers compensation settlement payments	Excluded	Excluded	All Other Lump Sum Benefits included

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: West Branch, City of

DIV: 65050110

SKIP THIS TABLE if you selected one of the standard definitions of compensation on page 4.

☒ **CUSTOM:** If you choose this option, you must select boxes in each section you would like to include in your Definition of Compensation. You will be responsible for additional reporting details to track custom definitions.

Types of Compensation

Regular Wages

- | | |
|---|---|
| <input checked="" type="checkbox"/> Salary or hourly wage X hours
<input checked="" type="checkbox"/> PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) | <input type="checkbox"/> On-call pay
<input type="checkbox"/> Other: _____ |
|---|---|

Other Wages apply: YES ☐ NO ☒

- | | |
|---|---|
| <input type="checkbox"/> Shift differentials
<input type="checkbox"/> Overtime | <input type="checkbox"/> Severance issued over time (weekly/bi-weekly)
<input type="checkbox"/> Other: _____ |
|---|---|

Lump Sum Payments apply: YES ☒ NO ☐

- | | |
|---|--|
| <input checked="" type="checkbox"/> PTO cash-out
<input type="checkbox"/> Longevity
<input type="checkbox"/> Bonuses
<input type="checkbox"/> Merit pay
<input type="checkbox"/> Job certifications | <input type="checkbox"/> Educational degrees
<input type="checkbox"/> Moving expenses
<input type="checkbox"/> Sick payouts
<input type="checkbox"/> Severance (if issued as lump sum)
<input type="checkbox"/> Other: _____ |
|---|--|

Taxable Payments apply: YES ☐ NO ☒

- | | |
|--|---|
| <input type="checkbox"/> Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement)
<input type="checkbox"/> Prizes, gift cards
<input type="checkbox"/> Personal use of a company car | <input type="checkbox"/> Car allowance
<input type="checkbox"/> Other: _____ |
|--|---|

Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES ☐ NO ☒

- | | |
|---|--|
| <input type="checkbox"/> Gun, tools, equipment, uniform
<input type="checkbox"/> Phone
<input type="checkbox"/> Fitness | <input type="checkbox"/> Mileage reimbursement
<input type="checkbox"/> Travel through an accountable plan (i.e. tracking mileage for reimbursement)
<input type="checkbox"/> Other: _____ |
|---|--|

Types of Deferrals

Elective Deferrals of Employee Premiums/Contributions apply: YES ☐ NO ☒

- | | |
|--|---|
| <input type="checkbox"/> 457 employee and employer contributions
<input type="checkbox"/> 125 cafeteria plan, FSAs and HSAs | <input type="checkbox"/> IRA contributions
<input type="checkbox"/> Other: _____ |
|--|---|

Types of Benefits

Nontaxable Fringe Benefits of Employees apply: YES ☐ NO ☒

- | | |
|---|---|
| <input type="checkbox"/> Health plan, dental, vision benefits
<input type="checkbox"/> Workers compensation premiums
<input type="checkbox"/> Short- or Long-term disability premiums | <input type="checkbox"/> Group term or whole life insurance < \$50,000
<input type="checkbox"/> Other: _____ |
|---|---|

Mandatory Contributions apply: YES ☐ NO ☒

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Defined Benefit employee contributions
<input type="checkbox"/> MERS Health Care Savings Program employee contributions | <input type="checkbox"/> Other: _____ |
|---|---------------------------------------|

Taxable Fringe Benefits apply: YES ☐ NO ☒

- | | |
|--|--|
| <input type="checkbox"/> Clothing reimbursement
<input type="checkbox"/> Stipends for health insurance opt out payments | <input type="checkbox"/> Group term life insurance > \$50,000
<input type="checkbox"/> Other: _____ |
|--|--|

Other Benefits / Lump Sum Payments apply: YES ☐ NO ☒

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Workers compensation settlement payments | <input type="checkbox"/> Other: _____ |
|---|---------------------------------------|

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: West Branch, City of

DIV: 65050110

V. Execution:

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

This foregoing Addendum is hereby approved by City of West Branch

at a Board Meeting which took place on: 11/16/2020
(mm/dd/yyyy)

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____



I understand that approved board minutes are required to complete this request.

Board minutes should be sent to: DataCollectionProject@mersofmich.com

Defined Benefit Plan Adoption Agreement Addendum

1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersomich.com

The employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Benefit (DB) Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Effective Date

The effective date shall be the first day of **January, 2021**.

II. Employer name West Branch, City of

Municipality number 650501

This is an amendment of the existing Adoption Agreement for the MERS Defined Benefit.

Any changes to plan provisions apply to employees in the division on the effective date, as well as to new hires ongoing. Definitions will apply for all service accrued after the effective date.

Division number 65050102

Division name on file with MERS Pol/Fire

III. Plan Eligibility

Only those employees eligible for MERS membership may participate in the MERS Defined Benefit. If an employee classification is **included** in the plan, then employees that meet this definition will receive service credit if they work the required number of hours to meet the service credit qualification defined below. All eligible employees must be reported to MERS.

Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS. For example, if Division is "General," please insert specific classifications that are eligible for MERS such as "Clerical Staff," "Elected Officials," "Library Director," etc.:

Police hires before 7/1/13

Employee classification contains **public safety employees**: ☒ Yes ☐ No

Public safety employees include: law enforcement, parole and probation officers, employees responsible for emergency response (911 dispatch, fire service, paramedics, etc.), public works, and other skilled support personnel (equipment operators, etc.).

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: west Branch, City of

DIV: 65050102

If you elect to include a special classification (chart below), then the employee will be required to meet the Service Credit Qualification as defined under section IV (Provisions) in order to earn a month of service. Excluded classification will require additional information below.

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
Temporary Employees: Those who will work for the municipality fewer than _____ months in total.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Part-Time Employees: Those who regularly work fewer than _____ per _____.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Seasonal Employees: Those who will work for the municipality from _____ to _____ only.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Voter-Elected Officials	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Appointed Officials: An official appointed to a voter-elected office.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Contract Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Probationary Periods (select one):

- ☐ Service will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, the employer will not report or provide service.

The probationary period will be _____ month(s).

Comments:

- ☒ Service will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: West Branch, City of

DIV: 65050102

IV. Provisions

1. Service Credit Qualification

To clarify how eligible employees earn service credit, please indicate how many hours per month an eligible employee needs to work. For example, if you require 10 eight-hour days, this would be 80 hours per month. If an 'hour per day' has been defined (like ten 7-hour days), electing 70 hours will be required. Employees must meet the definition of Plan Eligibility in order to earn service credit under the plan.

To receive one month of service credit, an employee shall work (or be paid for as if working)

80 hours in a month.

2. Leaves of Absence

Indicate by checking the boxes below, whether the potential for service credit will be allowed if an eligible employee is on one of the following types of leave, regardless of meeting the service credit qualification criteria.

Regardless whether an eligible employee is awarded service credit while on the selected type(s) of leave:

- MERS will skip over these months when determining the FAC amount for benefit calculations.
- Third-party wages **are not** reported for leaves of absence.
- Employers **are not** required to remit employer contributions based on leaves of absence when no wages are paid by the employer. However, an employer may submit additional voluntary contributions for the period of the leave in an amount determined by the employer.
- For **contributory divisions**, employee contributions are required for service credit to be retained. Employee contributions will be collected based on the Service Credit Qualification. Employers will calculate employee contributions due using the employee's current hourly rate (prior to leave). For example if 120 hours is required for service credit, then employee contributions shall be equal to 120 hours times the employee's hourly rate. Employees have three times the length of leave, to a maximum of five years, to pay required employee contributions. Leaves of absence are required to be reported to MERS, including the employee's start and end date per month, along with the employee's hourly rate.

Type of Leave	Service Credit Granted	Service Credit Excluded
Short- and Long-Term Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Workers' Compensation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Unpaid Family Medical Leave Act (FMLA)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other: _____ For example, sick and accident, administrative, educational, sabbatical, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Other 2: _____ Additional leave types as above	<input type="checkbox"/>	<input type="checkbox"/>

Leaves of absence due to military service are governed by the Federal *Uniformed Services Employment and Reemployment Rights Act* of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37).

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: West Branch, City of

DIV: 65050102

3. Definition of Compensation

The Definition of Compensation is used to calculate a participant's final average compensation and is used in determining both employer and employee contributions. Wages paid to employees, calculated using the elected definition, must be reported to MERS.

Select your Definition of Compensation here. If you choose to customize your definition, skip this table and proceed to page 5.

	<input type="radio"/> Base Wages	<input type="radio"/> Box 1 Wages	<input type="radio"/> Gross Wages
Types of Compensation			
Regular Wages Salary or hourly wage X hours PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) On-call pay	All Regular Wages included	All Regular Wages included	All Regular Wages included
Other Wages Shift differentials Overtime Severance issued over time (weekly/bi-weekly)	Excluded	All Other Wages included	All Other Wages included
Lump Sum Payments PTO cash-out Longevity Bonuses Merit pay Job certifications Educational degrees Moving expenses Sick payouts Severance (if issued as lump sum)	Excluded	All Lump Sum Payments included	All Lump Sum Payments included
Taxable Payments Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) Prizes, gift cards Personal use of a company car Car allowance	Excluded	All Taxable Payments included	All Taxable Payments included
Reimbursement of Nontaxable Expenses (as defined by the IRS) Gun, tools, equipment, uniform Phone Fitness Mileage reimbursement Travel through an accountable plan (i.e. tracking mileage for reimbursement)	Excluded	Excluded	Excluded
Types of Deferrals			
Elective Deferrals of Employee Premiums/Contributions 457 employee and employer contributions 125 cafeteria plan, FSAs and HSAs IRA contributions	All Elective Deferrals included	Excluded	All Elective Deferrals included
Types of Benefits			
Nontaxable Fringe Benefits of Employees Health plan, dental, vision benefits Workers compensation premiums Short- or Long-term disability premiums Group term or whole life insurance < \$50,000	All Nontaxable Fringe Benefits included	Excluded	All Nontaxable Fringe Benefits included
Mandatory Contributions Defined Benefit employee contributions MERS Health Care Savings Program employee contributions	All Mandatory Contributions included	Excluded	All Mandatory Contributions included
Taxable Fringe Benefits Clothing reimbursement Stipends for health insurance opt out payments Group term life insurance > \$50,000	Excluded	Excluded	All Taxable Fringe Benefits included
Other Benefits / Lump Sum Payments Workers compensation settlement payments	Excluded	Excluded	All Other Lump Sum Benefits included

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: West Branch, City of

DIV: 65050102

SKIP THIS TABLE if you selected one of the standard definitions of compensation on page 4.

☒ **CUSTOM:** If you choose this option, you must select boxes in each section you would like to include in your Definition of Compensation. You will be responsible for additional reporting details to track custom definitions.

Types of Compensation

Regular Wages

☒ Salary or hourly wage X hours

☒ On-call pay

☒ PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified)

☐ Other: _____

Other Wages apply: YES ☒ NO ☐

☒ Shift differentials

☐ Severance issued over time (weekly/bi-weekly)

☒ Overtime

☐ Other: _____

Lump Sum Payments apply: YES ☒ NO ☐

☒ PTO cash-out

☐ Educational degrees

☐ Longevity

☐ Moving expenses

☐ Bonuses

☐ Sick payouts

☐ Merit pay

☐ Severance (if issued as lump sum)

☐ Job certifications

☐ Other: _____

Taxable Payments apply: YES ☐ NO ☒

☐ Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement)

☐ Prizes, gift cards

☐ Car allowance

☐ Personal use of a company car

☐ Other: _____

Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES ☐ NO ☒

☐ Gun, tools, equipment, uniform

☐ Mileage reimbursement

☐ Phone

☐ Travel through an accountable plan (i.e. tracking mileage for reimbursement)

☐ Fitness

☐ Other: _____

Types of Deferrals

Elective Deferrals of Employee Premiums/Contributions apply: YES ☐ NO ☒

☐ 457 employee and employer contributions

☐ IRA contributions

☐ 125 cafeteria plan, FSAs and HSAs

☐ Other: _____

Types of Benefits

Nontaxable Fringe Benefits of Employees apply: YES ☐ NO ☒

☐ Health plan, dental, vision benefits

☐ Workers compensation premiums

☐ Group term or whole life insurance < \$50,000

☐ Short- or Long-term disability premiums

☐ Other: _____

Mandatory Contributions apply: YES ☐ NO ☒

☐ Defined Benefit employee contributions

☐ MERS Health Care Savings Program employee contributions

☐ Other: _____

Taxable Fringe Benefits apply: YES ☐ NO ☒

☐ Clothing reimbursement

☐ Group term life insurance > \$50,000

☐ Stipends for health insurance opt out payments

☐ Other: _____

Other Benefits / Lump Sum Payments apply: YES ☐ NO ☒

☐ Workers compensation settlement payments

☐ Other: _____

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: West Branch, City of

DIV: 65050102

V. Execution:

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

This foregoing Addendum is hereby approved by City of West Branch

at a Board Meeting which took place on: 11/14/2020
(mm/dd/yyyy)

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

☐ I understand that approved board minutes are required to complete this request.

Board minutes should be sent to: DataCollectionProject@marsofmich.com



COVID-19 PREPAREDNESS AND RESPONSE PLAN

With Remote Work Policy

Prepared: 10/27/20

COVID-19 PREPAREDNESS AND RESPONSE PLAN

The City of West Branch takes the health and safety of our employees seriously. We are all living through the spread of COVID-19 and the City of West Branch is committed to reducing the risk of exposure to COVID-19 and are ready to provide a healthy and safe workplace for our employees, customers, and guests.

Our plan is based on information and guidance from the Centers for Disease Control (CDC), the Occupational Health and Safety Administration (OSHA), and local health department (LHD) existing at the time of its development. Because the COVID-19 situation is frequently changing, the need for modifications may occur based on further guidance provided by the CDC, OSHA, and other public officials at the state or local levels. Any changes to the plan will be distributed to employees as quickly as possible.

The City of West Branch is focused on three lines of defense:

1. Limiting the number of people together at the same time in the same place,
2. Appropriate social distancing at all times;
3. Sanitizing and cleaning all areas; and
4. Requiring appropriate personal protection equipment including masks, face shields, etc.

The spread of COVID-19 in the workplace can come from several sources:

- Co-workers
- Customers
- Guests - visitors/vendors/family members
- The General Public

Our employees fall into one or more of the following categories as defined by OSHA:

- Lower exposure risk (the work performed does not require direct contact with people known or suspected to be infected with COVID-19 or frequent close contact with the public).
- Medium exposure risk (the work performed requires frequent and/or close contact with people who may be infected with COVID-19, but who are not known COVID-19 patients, or contact with the general public in areas where there is ongoing community transmission).

COVID-19 WORKPLACE COORDINATOR

The City of West Branch has designated City Manager John Dantzer as its COVID-19 Workplace Coordinator.

The Coordinators responsibilities include:

- staying up to date on federal, state and local guidance.
- incorporating those recommendations into our workplace and workplace policies.
- training our workforce on control practices, proper use of personal protective equipment, the steps employees must take to notify our business of any COVID-19 symptoms or suspected cases of COVID-19.
- reviewing HR policies and practices to ensure they are consistent with this Plan and existing local, state and federal requirements

RESPONSIBILITIES OF THE CITY OF WEST BRANCH DEPARTMENT HEADS

All City of West Branch department heads must be familiar with this Plan and be ready to answer questions from employees. Additionally, the City of West Branch expects that all department heads will set a good example by following this plan. This includes practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Department heads must require this same behavior from all employees.

RESPONSIBILITIES OF THE EMPLOYER

The City of West Branch will:

- Keep everyone on the worksite premises at least six feet from one another to the maximum extent possible, including the use of ground markings, signs, and physical barriers, as appropriate to the worksite.
- Provide non-medical grade face coverings to their employees.
- Require face coverings to be worn at any time when employees are in direct contact with the public. They will also be required when at all possible when employees cannot consistently maintain six feet of separation from other individuals in the workplace.
- Conduct a daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.
- Increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (e.g., door handles), paying special attention to parts, products, and shared equipment (e.g., tools, machinery, vehicles).

- Adopt protocols to clean and disinfect the facility in the event of a positive COVID-19 case in the workplace.
- When an employee is identified with a confirmed case of COVID-19, within 24 hours, notify both:
 1. Their Department Head or City Manager if they cannot contact their department head.
 2. The local public health department.

RESPONSIBILITIES OF EMPLOYEES

We are asking each of our employees to help with our prevention efforts while at work. The City of West Branch understands that in order to minimize the impact of COVID-19 at our facility, everyone needs to play his or her part. We have instituted several best practices to minimize exposure to COVID-19 and prevent its spread in the workplace. This includes specific cleaning efforts and social distancing. While here at work, all employees must follow these best practices for them to be effective. Beyond these best practices, we require employees to report to their department head or City Manager if their department head cannot be reached immediately if they are experiencing signs or symptoms of COVID-19, as described below. If employees have specific questions about this Plan or COVID-19, they should ask their department head or City manager.

OSHA and the CDC Prevention Guidelines

OSHA, the local health department, and the CDC have provided the following preventive guidance for all workers, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with anyone who is sick.
- Maintain appropriate social distance of six feet to the greatest extent possible.

Additionally, employees must familiarize themselves with the symptoms and exposure risks of COVID-19. The primary symptoms of COVID-19 include the following:

- Dry cough;
- Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Fever (either feeling feverish or a temperature of 100.4 degrees or higher);
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Individuals with COVID-19 may also have early symptoms such as, diarrhea, nausea/vomiting, and runny nose.

If you develop a fever and symptoms of respiratory illness, such as an atypical cough or shortness of breath, do not report to work. You must also notify your department head immediately, and consult their healthcare provider. Similarly, if employees come into close contact with someone showing these symptoms, they must notify their department head immediately. We have the responsibility to work to identify and notify all employees who have close contact with individuals with COVID-19 symptoms. "Close contact" is not brief or incidental contact with a person with COVID-19 symptoms.

The CDC defines "close contact" as either:

- Being within roughly six feet of a COVID-19 infected person or a person with any symptom(s) for a "prolonged period of time;" Prolonged period is any time of approximately 15 minutes or more.
- Having direct contact with infectious secretions of a COVID-19 infected person or a person with any COVID-19 symptom(s) (i.e., being coughed on).

HEALTH AND SAFETY PREVENTATIVE MEASURES FOR THE CITY OF WEST BRANCH

The City of West Branch has put a number of best practices and measures in place to ensure the health and safety of identified groups of individuals. With each group of individuals, our plan is focused on three lines of defense – limiting the number of people together at a time, sanitizing all areas and requiring appropriate personal protection equipment.

General Education:

- Informing employees of the importance of good hand hygiene. Regularly washing hands with soap and water for at least 20 seconds is one of the most effective ways for employees to minimize exposure to COVID-19. If soap and water are not readily available, employees should use alcohol-based hand sanitizer that is at least 60% alcohol. If hands are visibly dirty, soap and water should be chosen over hand sanitizer.

Social Distancing

- Discourage handshaking and encourage the use of other non-contact methods of greeting
- When possible, avoid the use of other employees' phones, desks, offices, other work tools and equipment, and other commonly touched surfaces.
- If the above cannot be avoided, clean and disinfect them before and after use
- Limit in-person meetings
- Restrict the number of workers present on-site to no more than necessary
- Promote remote work when needed.
- Encourage and require social distancing to the greatest extent possible while in the workplace
- Encourage employees to minimize ridesharing. If this cannot be avoided, while in vehicles, employees must ensure adequate ventilation

- Consider use of masks and gloves
- Do not share food utensils and food with other employees
- Employees at a higher risk for serious illness due to COVID-19 will be encouraged to work remotely. If working remotely is not possible, additional precautions will be put in place to ensure their safety, including working in separate workspaces.
- Eliminate/restrict work-related travel if possible and limit employees' exposure to employee who traveled until we can confirm traveling employee does not have COVID-19 symptoms

Sanitary practices

- We will provide masks to customers as well as hand sanitizers for their use upon entering or exiting City properties.
- Employees should sanitize their work areas upon arrival, throughout the workday, and immediately before leaving for the day
- We will all routinely clean and disinfect all frequently touched surfaces in the workplace, such as light switches, counters, handrails, faucets, and doorknobs.
- After using a vehicle, employees are responsible for cleaning and disinfecting the vehicle.

WORK PLACE PROTECTIVE MEASURES AND POLICIES

- Any employee showing symptoms of COVID-19 will be asked to go home and self-isolate/self-quarantine.
- Employees are required to participate in the COVID-19 Workplace Health Screening upon arrival at the work site daily. Employers are required to maintain written or digital documentation of the workers who are screened.
- Any employee who answers "yes" to any of the screening questions requires the worker to be excluded from work:
 - 1) 24 hours with no fever and 10 days since onset of first symptoms
 - 2) 14 days if close contact of a diagnosed case of COVID-19
- If an employee exhibits COVID-19 symptom, the employee must remain at home until he or she is symptom free for 24 hours without the use of fever-reducing or other symptom-altering medication (e.g., cough suppressants) and at least 10 days have passed since symptoms first appeared. The City will similarly require an employee who reports to work with symptoms to return home until he or she is symptom free for 24 hours.
- An employee who tests positive for COVID-19 will be directed to self-quarantine away from work. Employees that test positive and are symptom free may return to work at least ten (10) days have passed since the date of their first positive test; assuming they have not developed symptoms since their first positive test. If they develop symptoms, they must wait until they have not experienced any symptoms for 10 days. Note, because symptoms cannot be used to gauge where these individuals are in the course of their illness, it is possible that the duration of viral shedding could be longer or shorter than 10 days after their first positive test. Employees who test positive and are directed to care for themselves at home may return to work when: (1) 24 hours have passed since recovery and (2) at least 10 days have passed since symptoms first appeared. Employees who test positive and have been hospitalized may return to work when directed to do so by their medical care providers. The City will not require an employee to provide documentation clearing his or her return to work.

- Employees who came into close contact with an individual with a confirmed diagnosis or symptoms may return to work after either 14 days have passed since the last close contact with the diagnosed/symptomatic individual, or the employee receives a negative COVID-19 test that is taken at least five days after the close contact.
- Members of the police department because they are deemed essential workers, who came into close contact with an individual with a confirmed diagnosis or symptoms may return to work right away as long as they are not experiencing any COVID-19 symptoms.

If an employee has a confirmed case of COVID-19, The City of West Branch ensures the following:

- We will be in communication with co-workers
- We will work with our local health department to provide them with the name of any identified employees that may have been exposed
- We will report cases to OSHA via their reporting/recordkeeping requirements
- We will follow CDC and State guideline protocols for return to work, including workplace contact tracing and CDC-recommended cleaning and disinfecting in all affected areas
- Guidance from the employee's health care provider will also be considered.

Remote Work Policy

Purpose

In the interest of protecting employee health & safety and proactively slowing the spread of the COVID-19 virus, the City of West Branch may implement an emergency remote work plan if needed. This policy will be enacted by the workplace coordinator in response to positive tests from employees or outbreaks within the community.

In response to an emergency work from home order, an employee must contact their department head to receive guidance on the course of action that is to be taken and their requirements of the work from home order.

Employees are required to be available by [phone, chat, video-conference] during normal work hours except for the lunch period.

The City of West Branch reserves the right to terminate or extend the emergency remote work plan at any time given the constantly evolving nature of the COVID-19 situation. Employee compensation, benefits, work status, and work responsibilities will not change because of the emergency remote work plan.

Not all roles are suited to remote work because they require extensive use of onsite resources, hands-on service, or other business operations; or it is not feasible for the employee to work remotely. Because of this, it is possible that some job classifications are put on remote work orders while others are not.

The following roles are not eligible for remote work and are still expected to work onsite following all policies and procedures outlined in our remote work policies:

- City police officers due to their positions as emergency support workers.

The employee's offsite, work location is to be considered an extension of the primary work location. The employee is responsible for compliance with health and safety regulations while working in their home office.

This coronavirus (COVID-19) company policy is subject to changes with the introduction of additional



COVID-19 Workplace Health Screening

Employee: _____ Date: _____

1. In the last 14 days, have you developed any of the following symptoms that not explained by a known medical or physical condition.

Fever:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Shortness of breath or difficulty breathing:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Uncontrolled cough:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

2. In the last 14 days, have you developed any of the following symptoms that are not explained by a known medical or physical condition.

Abdominal pain:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Diarrhea:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Loss of taste or smell:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Muscle aches:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sever headache:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sore throat:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Vomiting:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answer **YES** to any of the symptoms listed in section 1, **OR YES** to two or more of the symptoms listed in section 2, **OR** if your temperature is **100.4°F or higher**, please do not go into work. Self-isolate at home and contact your supervisor and primary care physician's office for direction. If you are already at work, self-isolate to the best of your abilities and contact your supervisor.

- You should isolate at home for a minimum of 10 days since symptoms first appeared.
- You must also have 24 hours without a fever (without using a fever reducing medication) and improvement in symptoms.

In the past 14 days, have you:

Had close contact with an individual diagnosed with COVID-19?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Traveled Internationally? (subject to change per State guidance)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answer **YES** to either of these questions, please do not go into work. Self-quarantine at home for 14 days. Contact your primary care physician's office if you have symptoms or have had close contact with an individual for evaluation. If you are given a probable diagnosis or test positive call your local health department to ensure they are aware.

**NORTHERN GREAT LAKES REALTORS® MLS, LLC
CHANGE FORM**

1869873, 1869888,
1869903, 1869907,
1869913, 1869914,
1869915, 1869916
S Valley, S First, Griffin, Progress, Date: November 3, 2020
& Hansen, West Branch
MLS #: _____ ADDRESS: _____

Listing Office Code: _____ Listing Office Name: Morris-Richardson Real Estate

Listing Agent Code: _____ Listing Agent Name: A. Yvonne DeRoso, Associate Broker

_____ Price Change: FROM \$ _____ TO \$ _____

XX Extension: FROM _____ TO 11/21/2021

_____ Back on the Market with new Expiration Date of _____

_____ Active Under Contract Taking Backups

_____ Active Under Contract Do Not Show

_____ Pending Date _____

_____ Rented

_____ Other Changes

WE HEREBY AGREE to the above changes. All other terms and conditions of the original Listing Agreement dated _____ remain unchanged.

REALTOR® Signature: A. Yvonne DeRoso Owner Signature: _____
A. Yvonne DeRoso Owner Signature: _____
Associate Broker

_____ Withdrawn From Multiple Listing Service Only

It is also hereby agreed that if said property is sold within the term of the original listing, or any extension thereof, or is sold within a _____ day period after the expiration of the listing or any extension thereof, as provided in said listing, then this withdrawal agreement shall be absolutely void and said original listing or extension thereof shall be in full force and affect.

_____ Mutual Release to Dissolve the Exclusive Right to Sell Contract

The original Contract and any extension(s) thereof is hereby cancelled by mutual agreement of Seller and REALTOR®/Broker and REALTOR®/Broker's agents from all claims, litigations, judgments and costs arising from the cancellation of the Contract.

ELECTRONIC TRANSACTIONS: The parties agree to conduct this transaction by electronic means. This Agreement may be executed by providing an electronic signature under the terms of the Uniform Electronic Transactions Act. It may not be denied legal effect or admissibility as evidence solely because it is in electronic form, permits the completion of the business transaction referenced herein electronically instead of in person, or has been stored electronically. As an alternative to physical delivery, any document, including any signed document or written notice may be delivered in electronic form only by the following indicated methods: ☐ Facsimile ☐ Email ☐ Internet ☐ No Electronic Delivery. Documents with original signatures shall be provided upon request of any party.

REALTOR® Signature: _____ Owner Signature: _____

Owner Signature: _____

*DR/Office Broker Signature _____
*DR/Office Broker MUST sign for all cancellations

West Branch Industrial Park West

052-520-004-00	\$40,000.00
052-520-015-00	\$30,000.00
052-520-018-00	\$40,000.00
052-520-021-10,20	\$40,000.00

Hughey's Condominium Subdivision

052-650-013-00	\$12,000.00
052-650-014-00	\$12,000.00

Hughey's Condominium Annex Subdivision

052-651-005-00	\$12,000.00
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Valley and Griffin

052-630-042-00	\$95,000.00
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Approval of Council Minutes & Summary

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN PERSON AND VIA VIDEO CONFERENCE
IN THE MEETING ROOM OF THE WEST BRANCH CITY POLICE, 130 PAGE STREET ON MONDAY, NOVEMBER
2, 2020.

Mayor Frechette called the meeting to order at 6:15 p.m.

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

Absent: Cathy Zimmerman

Other officers present: City Manager John Dantzer, Deputy Clerk/Treasurer Michelle Frechette, Deputy
Clerk Amanda Stang, DPW Superintendent Mike Killackey, and Chief Ken Walters.

All stood for the Pledge of Allegiance.

* * * * *

Mayor Frechette presented Steve Morris with his retirement proclamation plaque.

PROCLAMATION #20-03

**WHEREAS, Officer Steve Morris was very dedicated to the citizens and businesses of the City
of West Branch, and**

**WHEREAS, Officer Morris served diligently on the West Branch Police Department as a part-
time Police Officer from June 20, 1994 and as a full-time officer from February 12, 1995 through
October 30, 2020, and**

**WHEREAS, the City could always depend on Officer Morris to give of his time for the citizens of
the City of West Branch, and**

WHEREAS, Office Morris thought of the City needs before he thought of his own needs, and

**WHEREAS, the West Branch City Council would like to recognize Officer Morris for his many
years of untiring and dedicated service to the City of West Branch,**

**NOW, THEREFORE, BE IT RESOLVED, that the West Branch City Council hereby recognizes
Officer Steve Morris for his many years of untiring and dedicated service to the City of West Branch on
this second day of November 2020, and**

**FURTHER IT BE RESOLVED, that the West Branch City Council hereby wishes Steve well in his
future endeavors.**

* * * * *

**MOTION BY BENNETT, SECOND BY SHOWALTER, TO PAY BILLS IN THE AMOUNT OF
\$195,452.72.**

Yes – Bennett, Frechette, Jackson, Powley, Pugh, Showalter

No – None

Absent – Zimmerman

Motion carried

* * * * *

Manager Dantzer submitted new job descriptions for the newly created Clerk and Treasurer positions due to the clerk/treasurer job being split into two positions.

MOTION BY JACKSON, SECOND BY POWLEY, TO APPROVE THE CLERK AND TREASURER JOB DESCRIPTIONS.

Yes – Bennett, Frechette, Jackson, Powley, Pugh, Showalter

No – None

Absent – Zimmerman

Motion carried

* * * * *

The Council discussed the City Manager joining the Michigan Economic Developers Association membership. It was the consensus to also allow the Manager to enroll in any other Municipal Managers Memberships/Associations deemed necessary.

MOTION BY SHOWALTER, SECOND BY BENNETT, TO ALLOW THE CITY MANAGER TO JOIN THE MEDA AND OTHER MANAGER ASSOCIATIONS.

Yes – Bennett, Frechette, Jackson, Powley, Pugh, Showalter

No – None

Absent – Zimmerman

Motion carried

* * * * *

Manager Dantzer submitted the payoff for the M-30 land contract and noted the payment was needed so the City can start to sell of the lots.

MOTION BY PUGH, SECOND BY SHOWALTER, TO APPROVE THE LAND CONTRACT PAYOFF IN THE AMOUNT OF \$95,465.08.

Yes – Bennett, Frechette, Jackson, Powley, Pugh, Showalter

No – None

Absent – Zimmerman

Motion carried

* * * * *

Discussion was held regarding the approval of the Ogemaw County Land Bank Agreement. It was further noted that Yvonne DeRosio will work on getting the deed signed over.

MOTION BY SHOWALTER, SECOND BY JACKSON, TO APPROVE THE OGEMAW COUNTY LAND BANK AGREEMENT.

Yes – Bennett, Frechette, Jackson, Powley, Pugh, Showalter

No – None

Absent – Zimmerman

Motion carried

* * * * *

Discussion was held on the approval of the Michigan Department of Agriculture Rural Development Grant. It was noted that John Iacoangeli of Beckett and Rader has been working on the infrastructure grant application with Manager Dantzer. Manager Dantzer noted Council would need to appoint someone to sign on the City's behalf and asked Council to approve the Resolution of Support as well.

MOTION BY SHOWALTER, SECOND BY POWLEY, TO AUTHORIZE MANAGER DANTZER TO SIGN THE MDARD GRANT APPLICATION AND APPROVE THE RESOLUTION OF SUPPORT.

Yes – Bennett, Frechette, Jackson, Powley, Pugh, Showalter

No – None

Absent – Zimmerman

Motion carried

* * * * *

MOTION BY JACKSON, SECOND BY BENNETT, TO APPROVE THE MINUTES WITH CORRECTIONS AND SUMMARY OF MINUTES FROM THE MEETING HELD OCTOBER 19, 2020.

Yes – Bennett, Frechette, Jackson, Powley, Pugh, Showalter

No – None

Absent – Zimmerman

Motion carried

* * * * *

MOTION BY JACKSON, SECOND BY BENNETT, TO RECEIVE AND FILE THE TREASURER'S REPORT, INVESTMENT SUMMARY, MINUTES FROM THE DDA MEETING HELD SEPTEMBER 16, 2020, THE OGEMAW COUNTY TRANSPORTATION TASK FORCE MINUTES FROM THE MEETING HELD SEPTEMBER 17, 2020.

Yes – Bennett, Frechette, Jackson, Powley, Pugh, Showalter

No – None

Absent – Zimmerman

Motion carried

* * * * *

A communication on elections from the Michigan Public Policy Survey was shared.

* * * * *

Mayor Frechette congratulated Steve Morris on his retirement.

Member Pugh commented on the great turnout for the trunk or treat at the Methodist Church on Halloween.

Member Jackson stated that he was glad to see people out and about on Halloween and was glad the City kept it 'normal' this year.

Michelle Frechette, Deputy Clerk/Treasurer

SUMMARY OF THE REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN PERSON AND VIA VIDEO CONFERENCE ON MONDAY, NOVEMBER 2, 2020.

Mayor Frechette called the meeting to order at 6:15 pm.

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

Absent: Cathy Zimmerman

Other officers present: City Manager Dantzer, Deputy Clerk/Treasurer Frechette, Deputy Clerk Stang, Chief Walters and DPW Superintendent Killackey.

Mayor Frechette Presented Steve Morris with his retirement plaque.

Council approved bills in the amount of \$195,452.72.

Council approved the new job descriptions for Clerk and Treasurer.

Council approved the City Manager to join MEDA and other Manager Associations.

Council approved the land contract payoff in the amount of \$95,465.08.

Council approved the Ogemaw County Land Bank Agreement.

Council approved the City Manager to sign the MDARD grant application and approved the resolution of support.

Council approved the minutes and summary of minutes with corrections from the meeting held October 19, 2020.

Council received and filed the treasurer's report, investment summary, minutes from the DDA meeting held September 16, and the minutes from the Ogemaw County Transportation Task Force meeting held September 17.

Mayor Frechette, Members Pugh, Jackson, Showalter, Powley and Bennett; Manager Dantzer; Treasurer Frechette, and Superintendent Killackey gave reports.

Council excused Member Zimmerman from the meeting.

Mayor Frechette adjourned the meeting at 6:48pm.

Consent Agenda

Bank Code		Beginning Balance 11/01/2020	Total Debits	Total Credits	Ending Balance 11/30/2020
Fund	Description				
GEN1	GEN1 - GENERAL CHECKING				
101		1,148,819.96	158,544.50	172,504.69	1,134,859.77
150	CEMETERY PERPETUAL CARE	31,172.60	0.00	0.00	31,172.60
209	CEMETERY FUND	(2,302.61)	500.00	802.11	(2,604.72)
243	BROWNFIELD REDEVELOPMENT AUTHORITY FU	999.98	0.00	0.00	999.98
248	DDA OPERATING FUND	188,650.95	1,030.82	8,500.00	181,181.77
251	INDUSTRIAL PARK FUND	12,934.33	0.00	83.33	12,851.00
276	HOUSING RESOURCE FUND	234,577.77	600.27	95,495.08	139,682.96
318	SEWER DEBT FUND	121,956.65	7,168.05	86,140.69	42,984.01
319	WATER DEBT FUND	59,303.63	1,862.37	46,347.23	14,818.77
571	COLLECTION REPLACEMENT FUND	131.37	0.00	0.00	131.37
572	PLANT REPLACEMENT FUND (R&I)	11.30	0.00	0.00	11.30
590	SEWER FUND	279,649.43	9,826.21	19,213.22	270,262.42
591	WATER FUND	539,442.00	11,886.51	8,164.36	543,164.15
592	WATER REPLACEMENT FUND	434,153.68	0.00	0.00	434,153.68
593	SEWER COLLECTION	163,007.75	1,768.05	1,922.31	162,853.49
561	EQUIPMENT FUND	93,611.68	6,316.35	1,962.00	97,966.03
704	PAYROLL CLEARING	24,849.90	36,286.75	36,286.75	24,849.90
705	IRONS PARK ENTERTAINMENT FUND	4,951.20	0.00	0.00	4,951.20
707	YOUTH SAFETY PROGRAM	15.00	0.00	0.00	15.00
	GEN1 - GENERAL CHECKING	3,335,936.57	235,789.88	477,421.77	3,094,304.68
MAJ/LST	MAJOR/ LOCAL STREETS				
202	MAJOR STREET FUND	579,346.48	18,570.51	4,957.50	592,959.49
203	LOCAL STREET FUND	341,295.87	10,884.42	1,059.59	351,120.70
	MAJOR/ LOCAL STREETS	920,642.35	29,454.93	6,017.09	944,080.19
PAY	PAYROLL				
704	PAYROLL CLEARING	16,512.09	36,286.75	33,639.38	19,159.46
	PAYROLL	16,512.09	36,286.75	33,639.38	19,159.46
CHEM	SAVINGS				
101		459,523.63	0.00	0.00	459,523.63
150	CEMETERY PERPETUAL CARE	1,679.77	0.00	0.00	1,679.77
251	INDUSTRIAL PARK FUND	244.32	0.00	0.00	244.32
571	COLLECTION REPLACEMENT FUND	0.86	0.00	0.00	0.86
591	WATER FUND	26,405.25	0.00	0.00	26,405.25
592	WATER REPLACEMENT FUND	19,789.21	0.00	0.00	19,789.21
593	SEWER COLLECTION	3,181.68	0.00	0.00	3,181.68
561	EQUIPMENT FUND	103,486.04	0.00	0.00	103,486.04
	SAVINGS	614,310.76	0.00	0.00	614,310.76
TAX	TAXES				
701	TAX AGENCY	33,499.29	11,858.96	21,093.58	24,264.67
	TAXES	33,499.29	11,858.96	21,093.58	24,264.67
	TOTAL - ALL FUNDS	4,920,901.06	313,390.52	538,171.82	4,696,119.76

CASH SUMMARY BY ACCOUNT FOR WEST BRANCH
 FROM 11/01/2020 TO 11/30/2020
 FUND: ALL FUNDS
 INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 11/01/2020	Total Debits	Total Credits	Ending Balance 11/30/2020
Fund 101					
004.300	CERTIFICATE OF DEPOSIT A	103,103.00	0.00	0.00	103,103.00
004.400	CERTIFICATE OF DEPOSIT B	150,000.00	0.00	0.00	150,000.00
		<hr/> 253,103.00	<hr/> 0.00	<hr/> 0.00	<hr/> 253,103.00
Fund 150 CEMETERY PERPETUAL CARE					
004.300	CERTIFICATE OF DEPOSIT C	114,701.74	0.00	0.00	114,701.74
004.400	CERTIFICATE OF DEPOSIT D	115,271.06	0.00	0.00	115,271.06
	CEMETERY PERPETUAL CARE	<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	103,103.00	0.00	0.00	103,103.00
004.400	CERTIFICATE OF DEPOSIT B	25,000.00	0.00	0.00	25,000.00
	INDUSTRIAL PARK FUND	<hr/> 128,103.00	<hr/> 0.00	<hr/> 0.00	<hr/> 128,103.00
Fund 661 EQUIPMENT FUND					
004.300	CERTIFICATE OF DEPOSIT A	154,656.00	0.00	0.00	154,656.00
004.400	CERTIFICATE OF DEPOSIT B	100,000.00	0.00	0.00	100,000.00
	EQUIPMENT FUND	<hr/> 254,656.00	<hr/> 0.00	<hr/> 0.00	<hr/> 254,656.00
	TOTAL - ALL FUNDS	<hr/> 865,834.80	<hr/> 0.00	<hr/> 0.00	<hr/> 865,834.80

City of West Branch Planning Commission

Meeting Minutes for October 13, 2020

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

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

West Branch City Clerk, John Dantzer, was unable to attend this meeting

Meeting minutes from March 10, 2020 need to be located. Member Fachting will try to locate them.

Motion by Jackson, second by DeRoso to excuse Member Schmieder-Kups from this meeting. Ayes - All

Pledge of Allegiance

Public Hearings – None

Additions to Agenda – None

Public Comment – None

Approval of Minutes – None

Site Plans – None

Sign Permits – WB Chamber of Commerce digital sign was approved administratively by John Dantzer

Unfinished Business – None

New Business – Pull the zoning ordinance to work on temporary signs for the November meeting

The members discussed upcoming projects that will be formally placed on future agendas

Communications – None

Chairman Report – None

Member Reports – Yvonne, Kara – None

Rusty – Congratulations to Member DeRoso for receiving the Realtor of the Year award

Mike – Meijer has confirmed they will be coming to West Branch in 2020/2021 and opening by 2022

Bob – Has concerns about the new parking/drop off/pick up lines at Surline Elementary

Meeting was adjourned at 6:45pm per Chairman Cori Lucynski

Meeting minutes taken and typed by Kara Fachting

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 11:00 a.m. by Chairman Hodges.

Present: Craig Scott, Mike Jackson, Terry Hodges, Gary Klacking, and John Dantzer. Also in attendance was Ben Evergreen, W. B. Airport Manager.

Absent – Paul Frechette, Brad Neubecker and Frank Goodroe.

Motion by Scott, second by Hodges, the minutes of the January 15, 2020 meeting be approved as noted. Voice vote. Ayes – all. Motion carried. [2-1-#1]

Motion by Klacking, second by Hodges, claims in the amount of \$36,546.90 be approved for payment. Voice vote. Ayes – all. Motion carried. [2-1-#2]

Ben Evergreen, Airport Manager, gave the financial report. The total in the Chemical Bank Checking account is \$255,765.39. Ben stated we are in good financial condition at this time.

Ben presented the proposed FY 2020-2021 airport budget. He explained various line items and answered board questions. The idea of increasing the County of Ogemaw appropriation was discussed. It was decided to wait and see how the airport expenditures would fare this year and perhaps re-evaluate the county's appropriation next year.

Ben informed the board the runway could possibly be resealed this year. It would fall under an "add on" provided by MDOT in conjunction with hanger construction funds. Six contractors attended the hanger construction pre-bid conference. Bids are due this Friday. MDOT will issue a recommendation to approve the bid.

Motion by Klacking, second by Hodges, the Mead & Hunt invoice in the amount of \$1,609.22 be paid. Voice vote. Ayes – all. Motion carried. [2-1-#3] The invoice is for ALP update work by our airport consultants.

Ben stated he received four bids for repaint of the 10-unit hanger. Superior Paint of Tawas City, Michigan bid was \$16,470.00. Shane Hock bid \$13,000. The board discussed these two bids.

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 11:05 a.m. by Chairman Terry Hodges.

Present: Craig Scott, Mike Jackson, Terry Hodges, Brad Neubecker and John Dantzer. Also in attendance were W.B. Airport manager Ben Evergreen and Phil Shaw from West Branch chapter of the EAA.

Absent: Paul Frechette, Frank Goodroe, Gary Klacking.

Motion by Jackson, second by Scott, the meeting minutes of the February 19, 2019 meeting be approved. Voice vote. Ayes – all. Motion carried. [3-1-#1]

Motion by Jackson, second by Hodges, claims in the amount of \$20,765.92 be approved for payment. Voice vote. Ayes – all. Motion carried. [3-1-#2]

Ben Evergreen, Airport Manager, gave the financial report, including an overview of upcoming payments for projects. The combined account balance is \$222,745.63

Mr. Shaw discussed the Pilots Association's insurance situation, regarding the Fly-In and the pancake breakfast. The board discussed various solutions to the issue.

Ben gave an update on the hangar construction project, including the list of bids for the project. The recommendation was for the start date to be pushed back to ensure that funding was in place.

Motion by Scott, second by Neubecker, the West Branch Community Airport Board approve Mead and Hunt invoice for \$2,223.66. Voice vote. Ayes – all. Motion carried. [3-1-#3]

Member Scott mentioned a possible request from the RV park, regarding winter storage of RVs on airport property, while renovations are made to the park grounds.

The Board discussed a request from Phil Shaw regarding several airplane pictures, and a picture and propeller from the Weiss family.

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 11:00 a.m. by Chairman Hodges. The meeting was held by teleconference.

Present: Mike Jackson, Brad Neubecker, Terry Hodges, Gary Klacking, Craig Scott, and John Dantzer. Also in attendance were Ben Evergreen, W. B. Airport Manager and Jim Anderson, financial auditor.

Absent – Paul Frechette and Frank Goodroe.

Motion by Jackson, second by Hodges, the minutes of the March 18, 2020 meeting be approved as noted. Voice vote. Ayes – all. Motion carried. [4-1-#1]

Motion by Jackson, second by Klacking, claims in the amount of \$11,264.65 be approved for payment. Voice vote. Ayes – all. Motion carried. [4-1-#2]

Ben Evergreen, Airport Manager, gave the financial report. The total in the Chemical Bank Checking account is \$259,123.93. Ben stated both the City of West Branch and County of Ogemaw appropriations have been received. We should be good until October 2020 when the new fiscal year starts.

Jim Anderson, CPA, reviewed the airport financial audit with the board. Cash on hand is slightly more than last year. Year-end balance is approximately \$285,000. We had a good year financially and our infrastructure is in good condition.

Ben stated the airport projects are pretty much at a standstill. The hangar project will be reviewed again in September 2020. Grant match will be covered by the CARES Act. We are eligible for \$30,000 which will help with operational costs.

Ben updated the board on the Taylor Door hangar. A quote was received from Miller Construction for replacement in the amount of approximately \$54,000. The hangar has a Duro-Last roof that is about 20 years old. The hangar roof will be inspected in the future. **Motion by Jackson, second by Hodges, the Mead & Hunt invoice in the amount of \$8,549.00 be paid. Voice vote. Ayes – all. Motion carried. [4-1-#3]**

Motion by Jackson, second by Hodges, the meeting be adjourned. Voice vote. Ayes – all. Motion carried. [4-1-#4]

Chairman Hodges adjourned the meeting at 11:26 a.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 11:01 a.m. by Vice-Chairman Jackson. The meeting was held by teleconference.

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

Motion by Scott, second by Neubecker, the minutes of the April 15, 2020 meeting be approved as noted. Voice vote. Ayes – all. Motion carried. [5-1-#1]

Motion by Jackson, second by Scott, claims in the amount of \$8,515.52 be approved for payment. Voice vote. Ayes – all. Motion carried. [5-1-#2]

Ben Evergreen, Airport Manager, gave the financial report. The total in the Chemical Bank Checking account is \$250,499.15. Ben stated we are in good shape financially for this time of year.

Ben provided an update on airport projects. The fuel terminal install will take place tomorrow. The cover for the terminal should be here within two weeks. Painting material has been ordered and painting on hangars should take place within 2-4 weeks. Grant funds for the new hangar construction will be released soon. We could sign the contract in June 2020. The hangar could be completed by this fall. Ben had two contractors look at the roof of the big hangar. He has spoken to a design person to draft plans for the roof support system.

Ben stated he received a letter from our phone service provider, Cynergy. They will no longer be providing service. He is switching the service to AT & T.

Motion by Klacking, second by Jackson, the Mead & Hunt invoice in the amount of \$5,578.37 be approved for payment. Voice vote. Ayes – all. Motion carried. [5-1-#3]

Motion by Scott, second by Neubecker, the meeting be adjourned. Voice vote. Ayes – all. Motion carried. [5-1-#4]

Vice-chairman Jackson adjourned the meeting at 11:17 a.m.

Minutes by Gary R. Klacking, Airport Board Secretary



West Branch Police Department

Chief Kenneth W. Walters

130 Page St.

West Branch, Michigan 48661

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

E-mail: police@westbranch.com

11/5/2020

Honorable Mayor and Council,

This is the October month end report. The department handled 106 calls for service. The department further made fourteen felony arrests. The jail is currently closed to any new arrests. Current arrestees are being transported to the Roscommon County Jail, if they can not be given an appearance citation.

As you can see from the fourteen felony arrests, October was a violent month for us. To highlight some of the events, at the beginning of the month a tip led to the arrest of an individual wanted in Florida for Armed Robbery hiding here in West Branch. The end of the month saw the arrest of an individual for a drive-by shooting here in the city.

The end of October further saw the retirement of Ofc. Steve Morris and the hiring of Ofc. Lane Matthews.

Respectfully,

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

Chief Kenneth W. Walters

Offense Count Report

Page: 1

Report Criteria:

Start Offense	End Offense		
01000	99009		
OCTOBER 2020	TOTAL 2020	TOTAL 2019	TOTAL 2018
10/01/2020-10/31/2020	01/01/2020-10/31/2020	01/01/2019-12/31/2019	01/01/2018-12/31/2018

Offense	Description	OCTOBER 2020	TOTAL 2020	TOTAL 2019	TOTAL 2018
11001	SEXUAL PENETR'N PENIS/VAGINA CSC1	0	0	0	1
11002	SEXUAL PENETR'N PENIS/VAGINA CSC2	0	2	0	0
11007	SEXUAL CONTACT FORCIBLE CSC2	0	0	0	1
11008	SEXUAL CONTACT FORCIBLE CSC4	0	1	1	3
13001	NONAGGRAVATED ASSAULT	4	23	22	15
13002	AGGRAVATED/BLUNT FORCE ASSAULT	0	2	0	1
13003	INTIMIDATION/STALKING	0	2	5	2
20000	ARSON	0	1	1	0
22001	BURGLARY - FORCED ENTRY	0	1	2	4
22002	BURGLARY - BURGLARY WITH FORCE/INTENT	0	1	0	1
22003	BURGLARY - UNLAWFUL ENTRY(NO INTENT	0	2	3	1
23000	LARCENY - THEFT FROM BUILDING	1	6	3	7
23005	LARCENY - THEFT FROM MOTOR VEHICLE	1	3	7	2
23007	LARCENY - OTHER	3	9	10	10
24001	MOTOR VEHICLE THEFT	0	0	0	1
25000	FORGERY/COUNTERFEITING	0	0	1	0
26001	FRAUD - FALSE PRETENSE/SWINDLE/CONF	0	1	1	0
26002	FRAUD - CREDIT CARD/ATM	0	1	3	2
26006	FRAUD - BAD CHECKS	0	0	0	2
27000	EMBEZZLEMENT	0	0	0	1
29000	DAMAGE TO PROPERTY	6	14	9	10
30000	RETAIL FRAUD - THEFT	0	2	3	0
35001	VIOLATION OF CONTROLLED SUBSTANCE	0	2	2	3
36002	SEXUAL PENETR'N NONFORCIBLE OTHER	0	0	1	0
36004	SEX OFFENSE - OTHER	0	0	1	4
38001	FAMILY - ABUSE/NEGLECT NONVIOLENT	0	0	0	1
38002	FAMILY - NONSUPPORT	0	0	0	1
38003	FAMILY - OTHER	0	0	0	1
41002	LIQUOR VIOLATIONS - OTHER	0	0	1	0
42000	DRUNKENNESS	0	0	1	2
48000	OBSTRUCTING POLICE	0	3	0	1
49000	ESCAPE/FLIGHT	0	0	1	0
50000	OBSTRUCTING JUSTICE	4	25	48	65
52001	WEAPONS OFFENSE - CONCEALED	1	1	0	0
52003	WEAPONS OFFENSE - OTHER	0	1	0	0
53001	DISORDERLY CONDUCT	0	3	7	1
53002	PUBLIC PEACE - OTHER	0	0	1	0
54001	HIT & RUN MOTOR VEHICLE ACCIDENT	2	6	14	9
54002	OUIL OR OUID	0	5	6	7
54003	DRIVING-LAW VIOLATIONS	4	23	34	37
55000	HEALTH AND SAFETY	0	0	14	38
57001	TRESPASS	2	13	11	8
58000	SMUGGLING	0	0	1	0
70000	JUVENILE RUNAWAY	0	2	2	1
70001	Incorrigible	0	1	1	0
70004	Juvenile Juvenile	0	0	0	1

Offense Count Report

Page: 2

Report Criteria:

Start Offense	End Offense		
01000	99009		
OCTOBER 2020	TOTAL 2020	TOTAL 2019	TOTAL 2018
10/01/2020-10/31/2020	01/01/2020-10/31/2020	01/01/2019-12/31/2019	01/01/2018-12/31/2018

Offense	Description	OCTOBER 2020	TOTAL 2020	TOTAL 2019	TOTAL 2018
73000	MISCELLANEOUS CRIMINAL OFFENSE	0	15	6	2
90001	Vehicle Lockouts	12	82	128	112
90002	Motorist Assists	0	12	35	29
90003	Assist R.M.S.	6	90	204	146
90005	City Ordinance Violations	1	36	32	37
90007	Parking Complaints	0	1	6	1
90008	ANIMAL COMPLAINTS	0	4	8	13
90009	Marijuana Minor Alarm / Criminal History Checks	0	0	4	1
91001	Delinquent Minors	1	2	3	9
91002	Runaway	0	0	1	0
91004	Abandoned Vehicle	0	2	4	0
92001	Van Away (Mont & Hood)	2	1	1	1
92004	Insanity	2	30	28	11
93001	PROPERTY DAMAGE ACCIDENT/PI	3	20	53	45
93002	Accident, Non-Traffic	1	10	20	17
93004	Parking Violations	0	1	0	1
93006	Traffic Policing	0	9	16	11
93007	Traffic Safety Public Relations	1	10	9	8
93008	Inspections/Investigations -Breathalyzer	0	4	1	4
94001	Valid Alarm Activations	0	3	0	1
94002	False Alarm Activations	3	45	87	59
95001	Accident, Fire	0	1	4	3
95003	Inspection, Fire	0	0	3	0
95004	Hazardous Condition	0	2	6	9
97003	Accident, Other Shooting	0	1	0	0
97006	Accident, All Other	0	2	1	0
98000	Other Types Not Listed	0	0	1	0
98002	Inspections/Investigations - Motor Vehicles	0	1	3	0
98003	Inspections/Investigations -Property	3	8	11	5
98004	Inspections/Investigations -Other	0	4	6	2
98006	Civil Matters/Family Disputes	8	70	66	47
98007	Suspicious Situations/Subjects	15	168	149	158
98008	Lost/Found Property	3	10	14	16
98009	Inspections/Investigations -Drug Overdose	0	2	4	1
99001	Suicide	0	0	1	1
99002	Natural Death	0	3	5	1
99003	Missing Persons	0	0	1	1
99004	Natural Disaster	0	1	0	0
99007	PR Activities	2	20	6	17
99008	General Assistance	10	167	273	287
99009	General Non-Criminal	3	49	31	23
Totals:		106	1056	1449	1345

Communications



October 30, 2020

T1 P1 73 *****AUTO**ALL FOR AADC 480

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



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 December 2, 2020, the following monthly pricing changes will take effect for new customers only.

Services/Products/Equipment	Pricing Adjustment
Spectrum TV Silver	Will increase by \$5.00.
Spectrum TV Gold	Will increase by \$5.00.

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

Sincerely,

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

Reports

Mayor

Council

City Manager

Salvation Army Bell Ringing

City Council / WB-RC

Walmart

Saturday, November 21, 2020

Pharmacy Door - City Council

time	volunteer	phone
10:00		
11:00		
12:00		
1:00		
2:00		
3:00		
4:00		
5:00		

Grocery Door - WB-RC

time	volunteer	phone
10:00	WB-RC	
11:00		
12:00		
1:00		
2:00		
3:00		
4:00		
5:00		

All shifts are for one hour. Children are welcome to accompany adults. (They are actually a big draw for compassion of patrons.) All money collected stays in Ogemaw County to help Salvation Army provide heat, lights, shelter, and rent for families needing assistance. A worker will be around to exchange buckets every two hours.

Please return form when completed. Keep a copy for yourself. We will make reminder calls the night before to insure no one has to do double duty. If you prefer to make your own reminder calls, that's okay, too. Call Mike or Ellen Pugh (345-0978 or 329-8576) if you have any questions or for pickup.

HAPPY HOLIDAYS

Ogemaw County Officials



April Harkoy-Mason
Whittemore-Prescott
Schoolboard, Optimist & 3
County Club Member
Merry Christmas!



Denise Simmons
Ogemaw County
Register of Deeds
Happy Holidays!



Craig Scott
County Commissioner
District 1
Looking forward to the
new year!



Jenny David
County Commissioner
District 5
Wishing you all the best for the
holiday season and a
prosperous new year!



**Lee Ann Fischer
& Carol Riker**
Housing Consulting
Services, LLC
Merry Christmas Ogemaw
County & Happy New Year



Mills
Township Board
Merry Christmas!



Brian Gilbert
Ogemaw County Deputy
Sheriff
Merry Christmas to all &
be safe over the holiday
season!



Dwight McIntyre
County Treasurer
Merry Christmas!



Melissa Wangler
Local Attorney
May Joy & Peace be yours
throughout the new year!

**Public
Comment
-Any
Topic**