

-- AGENDA --

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL TO BE HELD
VIRTUALLY AND IN THE COUNCIL CHAMBERS AT WEST BRANCH CITY HALL, 121
N. FOURTH ST. ON MONDAY, NOVEMBER 2, 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 please remove hats and/or sunglasses during meetings and to silence all cell phones and other electronic devices. Accommodations are available upon request to those who require alternately formatted materials or auxiliary aids to ensure effective communication and access to City meetings or hearings. All request for accommodations should be made with as much advance notice as possible, typically at least 10 business days in advance by contacting City Clerk John Dantzer at (989) 345-0500. [DISCLAIMER: Views or opinions expressed by City Council Members or employees during meetings are those of the individuals speaking and do not represent the views or opinions of the City Council or the City as a whole.] [NOTICE: Audio and/or video may be recorded at public meetings of the City Council.]

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Scheduled matters from the floor
 - A. Steve Morris Proclamation presentation
- V. Public Hearing
- VI. Additions to the agenda
- VII. Public Comment on Agenda Items Only (limited to 3 minutes)
- VIII. Bids
- IX. Unfinished Business
- X. New Business
 - A. Bills
 - B. Approval of Clerk Job Description
 - C. Approval of Treasurer Job Description
 - D. Approval of MEDA membership
 - E. Approval of land contract payoff and payment to owners
 - F. Approval of the Ogemaw County Land Bank Agreement

G. Approval of MDARD grant and resolution of support

XI. Approval of the minutes and summary from the meetings held October 19, 2020.

XII. Consent Agenda

A. Treasurers report and investment summary

B. Minutes from the DDA meeting held September 22, 2020

C. Minutes from the Airport Board meeting held September 16, 2020

D. Minutes from the Ogemaw County Transportation Task Force meeting held September 17, 2020

XIII. Communications

A. Michigan Public Policy Survey

XIV. Reports and/or comments

A. Mayor

B. Council

C. Manager

XV. Public comment any topic

XVI. Adjournment

UPCOMING MEETINGS-EVENTS

November 3 – General Election

November 10 – Planning Commission – 6:00 pm City Hall

November 11- Veterans Day

November 16- Council meeting - 6:00 City Hall

In response to the executive orders issued by Governor Whitmer, City Hall is allowed a maximum of 10 for an indoor gathering. City Council will be in attendance for the City Council 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 clerktreasurer@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



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 offer from January 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 year 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.

Paul Frechette, Mayor

John Dantzer, Manager/Clerk

Public Hearings

Additions to the Agenda

Public Comment -Agenda Items

Bids

Unfinished Business

New Business

Due to Michelle being off this week, all of the bills are not entered and will be done on Monday and presented to Council before the meeting.

**CITY OF WEST BRANCH
JOB DESCRIPTION**

CLERK

Supervised By: City Manager and City Council (as Clerk to the City Council)
Supervises: Employees of the Clerk's Department
FLSA: Exempt

Position Summary:

Under the general supervision of the City Manager, oversees elections and serves as official custodian of all City records and documents. Manages and directs staff engaged in Clerk operations. Serves as Clerk to the City Council.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Serves as Clerk to the City Council. Oversees the preparation of agendas and packets, attends meetings, records meeting minutes, and assures legal notices are published. Assists other boards, commissions, and committees as requested.
2. Serves as the official custodian for the safekeeping and management of all City records and documents and the City seal. Certifies ordinances and resolutions. Administers oaths of office, and issues permits and licenses.
3. Oversees the administration of elections consistent with federal, state, and local laws. Conducts national, state, local, school, and special elections. Oversees voter registration and maintenance of voter registration files.
4. Prepares petitions, resolutions, and publishes notices.
5. Serves as Freedom of Information Officer for the City. Coordinates all Freedom of Information Act requests.
6. Serves as the clerk for the cemetery including the scheduling of burials, and the maintenance of burial files.
7. Serves as the billing clerk for the miscellaneous receivables for the City.
8. Serves as the billing clerk for City Utilities including sewer and water. Is responsible for the maintenance of the billing files, administers the reading of meters and printing of bills for City residents as well as for the Townships of West Branch and Ogemaw, and handles any billing questions or complaints.
9. Assists in planning and provides coordination for various special events.

10. Performs and supervises numerous other administrative duties related to contract administration, licensing, records maintenance and technical and information systems maintenance and upgrade, including the web site. Ensures adherence to Clerk's Department policies and procedures.
11. Performs the duties of other Clerk Department staff as necessary. In this capacity may work the front desk, answer phones, process mail, and respond to public inquiries and investigate complaints.
12. Performs other related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A Bachelor's Degree in business or public administration or a related degree.
- Five years of experience in public administration, finance, or a business office, or related setting, including some supervisory experience.
- Certification as a Notary Public.
- Certification as a Municipal Clerk is highly desirable.
- Certification as an Elections Inspector and Election Officials State Accreditation.
- Knowledge of the policies and procedures specific to the Clerk's Office.
- Knowledge of the City Charter, official City policies, and the laws and ordinances governing elections, record keeping, and access to public information.
- Knowledge of general office operations and clerical procedures and practices.
- Considerable skill in composing letters, memoranda and reports, and establishing and maintaining records, accounts and files.
- Skill in compiling data, conducting research, and preparing comprehensive and accurate reports.
- Ability to understand and follow complex oral and written instructions, prioritize demands, and work independently.
- Ability to critically assess situations and solve problems, communicate effectively in normal or contentious situations, and work well under stress and within deadlines.
- Ability to plan, coordinate, and supervise the work of others.

- Ability to operate general office equipment and machines, personal computer, calculator, typewriter, photocopier, facsimile and postage machine.
- Ability to establish and maintain effective working relationships with employees, supervisors, City officials, other professionals, and the general public.
- Ability to establish and maintain effective working relationships with employees, superiors, and the general public.
- Ability to convey and understand information effectively and promptly through speaking, hearing, reading, and writing.
- Ability to attend meetings outside of normal business hours.

Physical Requirements and Work Environment:

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

An employee in this position spends the majority of their time in an office setting with a controlled climate where they sit and work on a computer for extended periods of time, communicate by telephone, email or in person, and move around the office or travel to other locations.

**CITY OF WEST BRANCH
JOB DESCRIPTION**

TREASURER

Supervised By: City Manager
Supervises: Treasurer's Department Staff
FLSA: Exempt

Position Summary:

Under the general supervision of the City Manager and oversees the collection and management of all monies owed to and held by the City. Manages and directs staff engaged in Treasury operations.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Develops and administers annual departmental budget and ensures that the authorized budgetary and purchasing procedures are properly carried out.
2. Assists the City Manager in development and completion of the City budget.
3. Oversees all payroll duties including the timekeeping information of employees, managing of benefit packages, and accurately calculates pay according to hours worked. In addition, deals with employee complaints and questions regarding payroll and investigates and resolves any errors in payroll in a timely manner.
4. Oversees the collection of taxes and other accounts receivable. Directs subordinates or personally verifies the accuracy of tax bills, receives and records payments, disburses funds to other entities, resolves tax issues/questions, follows up on delinquent receivables, and reconciles with the County.
5. Prepares Industrial Facilities Tax Exemption Certificates for City Council consideration in cooperation with Assessing Office and the City Manager's Office. Processes special assessments, prepares and publishes notices and places assessments on tax roll.
6. Oversees accounts payable including the receiving, processing, and verifying of invoices, as well as the processing of payments.
7. Oversees the bank reconciliations of all City bank accounts and is responsible for any manual journal entries needed for the completion of reconciliations.
8. Acts as investment officer for the City. Oversees the collection and investment of City funds. Investigates and examines various investment options to achieve the objectives of the investment policy.
9. Performs and supervises numerous other financial and administrative duties related to

financial and management reporting, contract administration, oversight of City transactions, licensing, records maintenance and technical information systems. Ensures adherence to Treasurer's Department policies and procedures.

10. Performs the duties of other Treasurer Department staff as necessary. In this capacity may work the front desk, answer phones, process mail, and respond to public inquiries and investigate complaints.
11. Performs other related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A Bachelor's Degree in business, finance, or public administration or a related degree.
- Five years of experience in public administration, finance, or a business office, or related setting, including some supervisory experience.
- Certification as a Notary Public.
- Certification as a Municipal Finance Administrator are highly desirable.
- Knowledge of the policies and procedures specific to the Treasurer's Office.
- Knowledge of bookkeeping and municipal finance.
- Knowledge of general office operations and clerical procedures and practices.
- Knowledge and application of cash management and investment procedures, property tax laws, and banking procedures.
- Considerable skill in composing letters, memoranda and reports, and establishing and maintaining records, accounts and files.
- Ability to understand and follow complex oral and written instructions, prioritize demands and work independently.
- Ability to critically assess situations and solve problems, communicate effectively in normal or contentious situations, and work well under stress and within deadlines.
- Ability to plan, coordinate, and supervise the work of others.
- Ability to operate general office equipment and machines, personal computer, calculator, typewriter, photocopier, facsimile and postage machine.
- Ability to establish and maintain effective working relationships with employees, supervisors, City officials, other professionals, and the general public.

- Ability to establish and maintain effective working relationships with employees, superiors, and the general public.
- Ability to convey and understand information effectively and promptly through speaking, hearing, reading, and writing.
- Ability to attend meetings outside of normal business hours.

Physical Requirements and Work Environment:

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

An employee in this position spends the majority of their time in an office setting with a controlled climate where they sit and work on a computer for extended periods of time, communicate by telephone, email or in person, and move around the office or travel to other locations.



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MEDA Membership Services and Programs

Education

MEDA provides education that covers a variety of areas specific to economic development. Members receive a reduced rate for attendance to all of the programs.

Education, Training, and Networking Opportunities

MEDA's regular offerings include our Annual Meeting, Capitol Day, Emerging Leaders Spring Program, Economic Development Basic Course, Economic Development Methods and Strategies Book, and the Spring and Fall Economic Development Toolbox programs. As needed, we hold regional programs, national certification courses, and webinars. See [upcoming events](#) for more information.

RECENT ADDITIONS: MEDA has revived its [webinar program](#) and added [networking webinars](#). These are free for MEDA members for now.

Economic Development Basic Course

The [Economic Development Basic Course](#) focuses on the core areas of economic development and is the first requirement to become a [Certified Economic Developer](#) (a nationally-recognized certification, from the [International Economic Development Council \(IEDC\)](#), denotes a mastery of principal skill in economic development, professional accomplishment, and a commitment to personal and professional growth. Aside from certification, the course is beneficial to those with less than five years of experience looking to tie up loose ends in their economic development knowledge.

Membership Newsletter

This newsletter provides legislative action updates, information on State agency programs, job openings, and other news that affects the economic development community. Members are also the first to be notified about education, training, and networking opportunities.

Website Privileges

MEDA Members receive a password for access to the ["Member Exclusives"](#) area of this website. Here, they can search the [Membership Directory](#), view [job postings](#), keep up on economic development-related legislation, and download economic development research reports and studies.

Membership Meetings

To keep members informed on what's happening and to give members a voice in the Association, MEDA has membership meetings in conjunction with our educational programs. Members are updated on Association finances, committee activities, and are introduced to new members.

Membership Survey

The bi-annual [Membership Survey](#) provides information on economic development salaries, staff insurance plans, organizational budgets, project profiles, and other useful information for economic developers in Michigan.

Public Relations

Through on-going efforts, MEDA is increasing awareness of the role members play in economic development in the state. A Public Relations Kit is available on the [Research and Information](#) page of our website for members to aid them in working with the media.

Networking

MEDA provides a unique opportunity to network on a regular basis with peers and experts in the field of economic development. At our [Education, Training, and Networking](#) offerings, there are many opportunities to share insight into economic development with old friends and new acquaintances.

Committee and Taskforce Participation

Volunteering on a committee or task force is not only rewarding, good for the resume, and a powerful networking method, it is also a requirement for receiving scholarship.



MEDA Mentorship Connection

Learning from experienced economic developers is crucial for emerging leaders. That is why MEDA's Emerging Leaders Committee developed [this free, volunteer program](#), that pairs students and early career economic developers with experienced leaders.

Help a Fellow MEDA Member

Using our mass emailing system, members can [request help from other economic developers on various topics](#) and receive instant responses. Business attraction plans, facade financing, and commercial rehabilitation are just some of the topics that your fellow MEDA members will be able to give you direction, guidance, application examples, and advice - and there is no extra fee for this service!

Job Postings

Around 50 economic development position openings are [advertised](#) through MEDA every year. Job posting updates can be found in either our weekly newsletter or in the "Member Exclusives" area of the MEDA website.

Social Media

Available for anyone interested in economic development in Michigan, MEDA has [Facebook](#), [LinkedIn](#), and [Twitter](#) pages where we provide the latest-breaking economic news. These sites are also a great place for members to discuss and share ideas with each other.

State Agency Networking

Through our membership programs, Capitol Day, Annual Meeting and other conferences, you will be able to speak with a variety of State agency staff to get up-to-the-m and feedback on State programs.

Advocacy

On an on-going basis, MEDA keeps its members aware of the latest status of key legislative initiatives impacting economic development.

Advocacy Committee

MEDA's [Advocacy Committee](#) is working to raise MEDA's profile among the Michigan Legislature to become a resource for them as they develop laws related to economic development. MEDA Members can join the Committee, respond to surveys, participate in focus groups, volunteer to meet with their local legislators on matters important to MEDA and much more.

Capital Day

This conference, typically held in February, includes sessions on the latest legislative issues related to economic development as well as State and Federal agency updates on economic development initiatives and laws. [Capitol Day](#) attendees are encouraged to invite their legislators and legislative staff to discuss issues specific to their community or region.

Legislative Updates

Delivered directly to their email in the weekly MEDA Membership Newsletter, legislative updates help members stay on top of economic development-related legislation. membership programs provide updates on what is happening at the State Capitol. Legislation can also be found under the "[Members Exclusives](#)" area of the MEDA web can't find bills that you are looking for, they can simply contact the MEDA staff.

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Membership Application

Services & Programs



Membership Types and Fees



Join Now!



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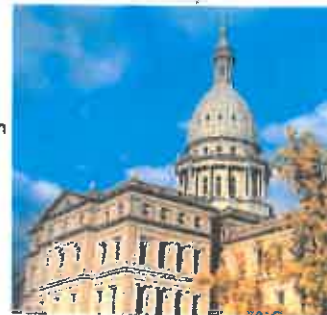
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Membership Types and Fees

Active Member \$305

Any person actively engaged in economic development as a primary (more than 50% of work time) responsibility or assignment within an organization, firm, corporation, or other legal entity. Active members have all privileges of membership, including voting rights, eligibility to serve as Board, Committee and Task Force Members.

Associate Member \$305

Any person who has an active interest in economic development. Associate members have all the privileges of membership except to serve as an Officer or Board Member of the Association.

Student Member \$55

(Membership fees must be paid before membership is processed) Any person enrolled within a Michigan higher educational institution and not employed on a full-time basis by a corporation, organization, or other legal entity. Student members have all the privileges of membership except voting, holding office as a Board Member, or participating in the election of a Task Force Chairman.

Important Notes About MEDA Membership

- Memberships operate on a 12-month cycle, i.e. If you join in March, your membership is due every March. We invoice via mail approximately six weeks before it is due with various payment options.
- MEDA membership is individual and not organizational. Benefits apply only to individuals who have applied for membership.
- MEDA memberships are owned by the entity or person that pays for them. If a member leaves their position, the entity that pays for it can transfer it to another staff member that left is welcome to apply for a new membership at their new company.

Join Now!

[Membership Application](#)

Services & Programs



Membership Types and Fees



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The land contract payoff amount will be sent to everyone as soon as I get it from Ms. DeRoso

AGREEMENT
Ogemaw County LAND BANK and City of West Branch

This LAND BANK Agreement is entered into by and between the City of West Branch, a public body corporate with offices at 121 North 4th Street, West Branch, MI 48661 ("CITY") and the Ogemaw County LAND BANK Authority, a public body corporate with offices at 806 West Houghton Avenue, West Branch, MI 48661, (the "LAND BANK").

WITNESSETH:

1. Transfer of Property. Within 14 calendar days of the date of execution of this Agreement, CITY will transfer to the LAND BANK all of its right, title and interest in the following described real estate situated in the City of West Branch, County of Ogemaw, State of Michigan, to wit, (the "Subject Property"):

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.

The Subject Property shall be conveyed by Warranty Deed to the LAND BANK with CITY bearing all costs and fees associated with the transfer.

2. Quality of Title. The Subject Property shall have no liens, judgments, mortgages, or other encumbrances held by any third party. As evidence thereof, CITY shall furnish suitable title evidence, to wit: a commitment for title insurance or a title search in a form acceptable to the LAND BANK. Said title evidence shall be issued in advance of the conveyance and shall be approved by the LAND BANK prior to issuance of the conveyance contemplated hereby. As of the date of the transfer of the Subject Property no third party shall have any lease, license, permit or other occupancy or use rights therein.

3. Condition of Property. CITY shall provide to the LAND BANK in advance of the transfer any and all environmental assessments which it has in its files and shall provide access to surveys, maps, plans and diagrams concerning the Subject Property. If, in the sole discretion of the LAND BANK, the Subject Property requires any additional site assessment such work will be contracted for and paid by CITY. The LAND BANK retains the right to refuse to accept the transfer of the Subject Property in the event the Subject Property, or any part of it, is characterized as being subject to environmental contamination. CITY acknowledges and affirms that neither CITY nor any of its officers, directors, agents or employees have actual knowledge of existing environmental contamination on the subject property, except to the extent as may be disclosed within the materials provided.

4. Maintenance and Use by the LAND BANK. During the term of this Agreement, the LAND BANK shall have no obligation to secure or maintain the Subject Property. The LAND BANK shall have no obligation to ensure the improvements located on the Subject Property. It is understood that CITY will provide any and all required maintenance, insurance and security during the term of this Agreement.

5. Reconveyance.

(a) CITY shall have the absolute option at any time during the term of this Agreement to repurchase the subject property for one dollar (\$1.00).

(b) It is understood that the CITY is currently marketing the subject properties and the LAND BANK, accordingly, agrees to issue its conveyance to the CITY, said conveyance to take place as expeditiously as possible in order to facilitate the closing of the sale of the properties. The conveyance by the LAND BANK of the property shall be by quitclaim deed.

(c) The LAND BANK shall also have the right, at any time within the term of this Agreement, to require the CITY to exercise its right of repurchase by giving written notice of the requirement that it exercise its right to repurchase, in the amount of the repurchase price. In such case the CITY must exercise its right to repurchase within thirty (30) days within receipt of such notice. Failure of the CITY to exercise and close upon its right to repurchase within such 30 days shall result in termination of all rights of repurchase with respect to the donated property.

6. Hold harmless. CITY agrees to hold harmless, indemnify and defend the LAND BANK, its officers, directors, employees and agents from and against any and all claims, losses, damages, liabilities and costs, including, but not limited to, costs of defense arising out of, or in any way connected wholly or in part with, this Agreement.

7. Miscellaneous. This Agreement and the other documents and instruments referred to in it contain the entire agreement between the LAND BANK and CITY and no other party shall be entitled to rely on this Agreement or have any contract or other rights under it. Each party to this Agreement shall pay its own costs and expenses, including without limitation legal fees, associated with entering into this Agreement. Michigan law shall govern this Agreement, which may be amended only by written agreement among all the parties.

8. Effective Date and Term. This Agreement shall be effective when signed by all parties and shall remain in effect for 360 days unless the Subject Property is conveyed back to CITY. CITY obligations contained in Paragraph 6 shall survive the termination of this Agreement.

"CITY"
City of West Branch

By: _____

Its:

Dated: _____, ____ 2020

"LAND BANK"
Ogemaw County Land Bank
Authority

By: _____

Executive Director

Dated: _____, ____ 2020

**RESOLUTION OF SUPPORT
MDARD Rural Development Grant**

WHEREAS, the City of West Branch participated in the MEDC Project Rising Project in 2018-2019, and

WHEREAS, an outcome of that partnership included the preparation of a Housing Analysis for the City of West Branch and adjacent communities, and

WHEREAS, the Housing Analysis indicated a need for both multi-family and single family housing, and

WHEREAS, to provide needed moderate to market-rate housing for the community the City acquired a 35-acre parcel in Ogemaw Township, and

WHEREAS, seeing the need for housing in the greater West Branch community the City and Ogemaw Township entered into an agreement under PA 425 of 1984, and

WHEREAS, the City of West Branch solicited proposals from interested developers to assist with development of the property, and

WHEREAS, the City of West Branch has an executed Letter of Intent with a development team with members from West Branch and Mt. Pleasant to develop 32 units of multi-family housing, and

WHEREAS, to manage the costs associated with the development the City of West Branch will extend its best efforts to find funding to reduce the development cost in order to make the housing affordable for moderate income households, as well as, market rate households.

NOW THEREFORE BE IT RESOLVED, that the City of West Branch supports the submission of a grant application to the Michigan Department of Agriculture and Rural Development for grant funds to assist with the extension of infrastructure to the subject property, and

FURTHER BE IT RESOLVED, that the City of West Branch will provide the necessary local match as noted in the grant application.

Approved on ____, November, 2020 by the City of West Branch City Council.

City Clerk, City of West Branch



2021 RURAL DEVELOPMENT FUND GRANT APPLICATION FORM

INSTRUCTIONS: Please read the Rural Development Fund Guidelines prior to completing this application form. Please complete all sections of this form. The application form must be submitted as a Microsoft Word Document (font size Arial of 11).

This grant opportunity is to promote the sustainability of land-based industries and support infrastructure that benefits rural communities in the following areas:

- Food and Agriculture
- Forestry
- Mining
- Oil and Gas Production
- Tourism

The grant funds are available for projects that address expansion and sustainability of land-based industries; worker training related to land-based industries; and energy, transportation, communications, water and wastewater infrastructure to benefit rural communities and Micropolitan statistical areas.

PROJECT TYPE (PLEASE CHECK PRIMARY PROJECT TYPE)

☒ Infrastructure Development

☒ Rural Capacity Building

☐ Business Development

☐ Talent Development/Training

APPLICANT INFORMATION (SEE GUIDELINES FOR ELIGIBLE APPLICANTS)

Title of Project (limit to 15 words or less): West Branch Housing Development

Legal Name of Applicant Organization: City of West Branch

Address (Street, City, Zip):

County:

Ogemaw

Profit or Non-Profit Organization:

Non-Profit

Primary Contact Name:

John Dantzer

Title:

City Manager

Address:

121 N. 4th Street

West Branch, MI 48661

Phone:

989-345-0500

E-Mail:

citymanager@westbranch.com

Note: If your project is recommended, you will be required to provide a DUNS Number. You must also be registered as a company in good standing with the State of Michigan - https://www.michigan.gov/lara/0,4601,7-154-89334_61343_35413---,00.html

FUNDING REQUEST (ROUND TO NEAREST \$100, MAXIMUM TOTAL GRANT AMOUNT REQUEST IS \$100,000)

Total Grant Amount Requested: \$ 100,000.00

Total Match \$ 000,000.00
(Must be at least a 30% cash match
of the grant amount)

Total Project Amount: \$ 000,000.00

PROJECT SUMMARY

Provide a concise description of the project and how the project will support land-based industries and rural communities.

The West Branch Housing project is a result of the MEDC Project Rising Tide program which provided technical assistance to determine the owner-occupied and rental housing market demand. The City has two medical facilities: Mid-Michigan Health System and McLaren Health System and both facilities are expanding and there is a need for quality, moderate to market-rate housing in the community. Medical, technical professionals, and other workers are commuting from adjacent communities, some as far as Bay City and Midland. In addition, Meijer's has acquired property one mile from the subject property to build a new regional store. Using this information, the City acquired 35 acres adjacent to the City in Ogemaw Township. The City and Township have entered into a PA 425 agreement which allows the City to control and develop the property for the next 50 years. This will ensure that public infrastructure can be extended into the subject property. This grant request will help assist with the expansion of needed infrastructure for the project and help reduce costs to keep the project affordable to area employees. The City has a signed Letter of Interest from a development group out of Mt. Pleasant to build phase one of the development consisting of 32 market-rate 2-bedroom 2-bath apartment units.

PROJECT INFORMATION/IMPACT

Provide a focused and well-defined project description and the specific goals and outcomes that will be accomplished due to this grant. (Please address each of the following in your narrative response.)

- A. What are the specific outcomes you will achieve due to the project?
- B. How will those outcomes be measured?
- C. How will the project build capacity in rural communities?
- D. How will the project become financially viable? Who is providing the match?
- E. Will the project be sustainable after the grant period?
- F. What is the near-term and long-term impact of the project?
- G. How will the project provide a regional benefit?
- H. Will the project lead to job creation and private investment?
- I. Will the project leverage additional federal, state or local funding?
- J. Please list stakeholders/supporters of the project.

NARRATIVE RESPONSE:

A, What are the specific outcome you will achieve due to the project?

The construction of 32 2-bedroom and 2-bath market-rate rental units on 3 acres of property.

B. How will those outcomes be measured?

Completion of the units and issuance of Certificate of Occupancy.

C. How will the project build capacity in the rural communities?

One of several barriers to economic development in rural communities includes the lack of quality market rate housing. Most rural community housing developments are mainly subsidized through USDA of the MSHDA Low Income Housing Tax Credit Program, resulting in a void for market rate housing. As a result, recruitment of skilled and professional jobs is severely impacted due to the lack of this housing supply. The development of housing helps fill that gap providing housing for needed skilled workers in West Branch.

D. How will the project become financially viable? Who is providing the match?

The project is structured as a public-private partnership. The City has acquired 35-acres and in addition has funded the conceptual development planning for the residential planned unit development. The project will consist of approximately 6 acres of multiple family apartments, and 61 lots for single-family owner-occupied homes. The Mt. Pleasant developer will finance the construction of the apartments, another developer, InnovalaB, a LC3 Limited Profit Corporation, will be focusing on the single-family housing. The City plans to utilize their brownfield authority to assist with partial financing of the public infrastructure and the Ogemaw County Land Bank Authority will be involved as well. The City will be providing the initial local match with future reimbursement through the brownfield authority. These proceeds, in turn, will be used to finance additional phases of the housing development.

E. Will the project be sustainable after the grant period?

Yes. As the project is built-out the property will be sold to the respective developers and single-family owners. The City has already retained a local Realtor to market the property and project.

F. What is the near-term and long-term impact of the project?

The short-term impact will be 32 market-rate apartments. The final build-out will include 64 apartment units and 61 single family homes. Estimated taxable valuation at build-out is estimated at \$10,250,000.

G. How will the project provide a regional benefit?

The project will provide market rate housing with a primary focus on health-care professionals. Both health facilities, Mid-Michigan and McLaren serve the immediate region with a serve area in excess of 50 miles from the City.

H. Will the project lead to job creation and private investment?

Yes. Short term there will be construction jobs. The initial apartment development will have skilled trades from Mt. Pleasant and West Branch working on the project. Secondary impacts will include material suppliers and local building-related vendors. As noted, in F above, the estimated build-out valuation is estimated at \$10,250,000.

I. Will the project leverage additional federal, state or local funding?

The project will leverage private funding for the building construction, and local funding for the project infrastructure will come through the City and brownfield authority.

J. Please list stakeholders/supporters of the project.

- City of West Branch
- Ogemaw Township
- Ogemaw County Land Bank Authority
- McLaren Health System
- Mid-Michigan Health System
- Ogemaw County Chamber of Commerce
- Ogemaw Township Downtown Development Authority

PROJECT TIMELINE AND WORK PLAN

Describe all activities that will be performed to accomplish the objectives of the project. All projects must be completed within the 18-month grant period. Projected starting date for grant project March 2021.

GRANT WORK PLAN	
Tasks	Projected Completed by (date)
Engineering, Bidding and Award for Infrastructure	May 2021
Installation of water, sanitary sewer, and storm system	June – August 2021
Installation of streets	July – September 2021
Construction of apartment buildings	May – September 2021
Certificate of Occupancy	September 2021
Project Close-Out	December 2021

BUDGET NARRATIVE

Please use the table below and provide a brief description of how funds will be used for each funding category. (This is a cost reimbursement grant program). **The 30% cash match does not need to be on every single line item. It is preferred to be on one single item if appropriate. (ex. Equipment: Walk-in cooler Requested Funds -\$100,000; Matching funds -\$30,000**

Item	Requested Funds	Matching Funds – (30% cash match required)	Project Totals
Land Acquisition			
Acquisition of 35-acres	\$	\$ 225,000	\$
Total Land Acquisition	\$	\$ 225,000	\$
Equipment			
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Total Infrastructure	\$	\$	\$
Materials and Supplies			
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Total Materials/Equipment/Supplies	\$	\$	\$
Contractual			
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Total Contractual	\$	\$	\$
Salaries/Fringes			
FTE, % of time, salary, etc.	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Total Salaries/Fringes	\$	\$	\$
Other (Please list activities)			
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Total Other	\$	\$	\$
Total Project Cost	\$	\$	\$

Authorization:

By submitting this Application, the Authorizing Agent is guaranteeing that the information contained in this Application is correct and verifiable. The Authorizing Agent is also affirming that the funds requested herein will be used for the specific purpose outlined in this Application and for no other purpose.

Grant Deadline: **All proposals must be received by 3 p.m. Eastern Standard Time on November 19, 2020**, via MDA-grants@michigan.gov. If you do not receive a confirmation of receipt from our office within 24 hours, please call 517-388-5205.

RD Grants FY21 Organizational Capacity Survey

The objective of the Organizational Capacity Survey is to attain an understanding of your organization's systems, policies, processes, and practices. The information collected by this survey will be used by the Department of Agriculture & Rural Development (MDARD) as a tool to review the capacity of your organization to successfully execute the terms of this grant. NOTE: MDARD reserves the right to request a copy of any materials attested to in this Organization Capacity Survey.

Instructions:

- ~ Respond to each applicable question: some questions may not be applicable to your entity;
- ~ Submit with your application to MDA-grants@michigan.gov

Person completing this survey: John Dantzer

Title: City Manager

Phone / e-mail: 989-345-0500 / manager@westbranch.com

- Technology Resources. Does your organization:
 - Provide a computer for all employees/persons? Yes ☒ No ☐
 - Have a dedicated e-mail account for all employees/persons Yes ☒ No ☐
 - Have high-speed internet access? Yes ☒ No ☐
- What was your average annual employee turnover rate for the past two years? 2
- Does your organization have the ability to effectively respond to sudden personnel changes on a:
 - Short-term basis (unexpected illness) Yes ☒ No ☐
 - Intermediate-term basis (unexpected resignation) Yes ☒ No ☐
 - Long-term basis (budgetary cutbacks necessitating staff reduction) Yes ☒ No ☐
- If you are a food establishment, do you hold a current license? Yes ☐ No ☐
- Has an audit by a Certified Public Accounting been finalized for the most recently completed fiscal year? Yes ☒ No ☐
- If "No", is one currently underway or scheduled? Yes ☐ No ☐
- Has your organization received funding for this project from another source?
Yes ☐ No ☒
- Has your organization requested funding for this project from another source?
Yes ☐ No ☒
- Has your organization received a federal or state grant award in the last two (2) years?
Yes ☒ No ☐
- Does your organization use an automated accounting system? Yes ☒ No ☐
If "Yes", what is the name of the system? BSA Accounting Software
- Has your organization registered with State of Michigan - SIGMA Vendor Self-Service
<https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService> Yes ☒ No ☐

Attachments

1. Letter of Interest between City of West Branch and Developer
2. Conceptual Plan for the M-30 Housing Project
3. Resolution of Support from City of West Branch
4. Housing Market Analysis of West Branch, MI (January 2019)

Approval of Council Minutes & Summary

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN PERSON AND VIA VIDEO CONFERENCE
IN THE COUNCIL CHAMBERS OF THE WEST BRANCH CITY HALL, 121 N. FOURTH STREET ON MONDAY,
OCTOBER 19, 2020.

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

Present: Mayor Paul Frechette, Council Members Joanne Bennett, Mike Jackson (arrived at 6:06), Chris
Powley, Ellen Pugh, Rusty Showalter, and Cathy Zimmerman.

Absent: none

Other officers present: Clerk/Treasurer/Acting Manager John Dantzer, Deputy Clerk/Treasurer Michelle
Frechette, and DPW Superintendent Mike Killackey.

All stood for the Pledge of Allegiance.

* * * * *

Randy Booth , County Equalization was present to answer questions regarding the County Designated
Assessor agreement. It is required by the State and is not a County employee. City Assessor does the
City tax roll. If City Assessor passes the AMAR Assessment then he will handle role, BOR, Poverty
Exemption, land value study, ECF study himself. Cost for this contract is .25 per parcel, unless the
Assessor fails the AMAR Assessment.

**MOTION BY SHOWALTER, SECOND BY JACKSON, TO AUTHORIZE THE SIGNATURE OF MAYOR
FRECHETTE ON THE OGEMAW COUNTY DESIGNATED ASSESSOR AGREEMENT.**

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

No – None

Absent – None

Motion carried

* * * * *

Bruce Reetz, County Commissioner gave an update on the EMS and Health Department audits starting
soon and the millages coming up on the ballot.

* * * * *

Mayor Frechette added OPEB buyout and September police report to the Agenda.

* * * * *

MOTION BY BENNETT, SECOND BY JACKSON, TO PAY BILLS IN THE AMOUNT OF \$52,536.61.

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

No – None

Absent – None

Motion carried

* * * * *

Discussion on the proposed City Manager Contract as presented by Acting Manager John Dantzer. Attorney Meihn reviewed and is satisfied with the contract. Dantzer accepted the position.

MOTION BY SHOWALTER, SECOND BY PUGH, TO ACCEPT THE CITY MANAGER CONTRACT AND OFFER THE POSITION TO JOHN DANTZER.

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

No – None Absent – None Motion carried

* * * * *

Discussion on changing the location of the November 2nd Council meeting to the West Branch Police Station due to having to set up for the election on November 3rd.

MOTION BY FRECHETTE, SECOND BY BENNETT, TO CHANGE THE LOCATION OF THE NOVEMBER 2, 2020 COUNCIL MEETING TO THE WEST BRANCH POLICE STATION.

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

No – None Absent – None Motion carried

* * * * *

Discussion on the Housing Project Letter of Intent to Mr. Bart Blystone. Discussion on the possibility of an additional light on M-30, may have to discuss with MDOT. Might need to do a traffic study to see if warranted.

MOTION BY JACKSON, SECOND BY POWLEY, TO APPROVE THE CITY MANAGER TO SIGN THE LETTER OF INTENT TO MR. BART BLYSTONE FOR THE WEST BRANCH HOUSING PROJECT.

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

No – None Absent – None Motion carried

* * * * *

Discussion regarding the OPEB buyout agreement between the City and Officer Morris. Attorney Meihn review the agreement and is okay with the contents. Officer Morris has also reviewed the agreement and is okay with it.

MOTION BY SHOWALTER, SECOND BY JACKSON, TO APPROVE THE CITY MANAGER TO SIGN THE OPEB BUYOUT AGREEMENT.

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

No – None Absent – None Motion carried

* * * * *

MOTION BY BENNETT, SECOND BY SHOWALTER, TO APPROVE THE MINUTES AND SUMMARY OF MINUTES FROM THE MEETING HELD OCTOBER 5, 2020.

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

No – None

Absent – None

Motion carried

* * * * *

MOTION BY SHOWALTER, SECOND BY POWLEY, TO RECEIVE AND FILE THE TREASURER’S REPORT, INVESTMENT SUMMARY, MINUTES FROM THE ELECTION COMMITTEE MEETING HELD OCTOBER 7, 2020, THE PLANNING COMMISSION MINUTES FROM THE MEETING HELD JULY 14, 2020 AND THE SEPTEMBER POLICE REPORT.

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

No – None

Absent – None

Motion carried

* * * * *

Mayor Frechette welcomed Manager Dantzer.

Member Showalter congratulated Manager Dantzer.

Member Pugh stated good job to Manager Dantzer.

Member Zimmerman appreciates Manger Dantzer’s work so far.

Member Bennett is please with Manager Dantzer.

Manager Dantzer thanked the Council for the opportunity and is looking forward to working with Council to make the City better. He will have Officer Morris attend the next Council meeting where we will have a proclamation and cake.

Superintendent Killackey stated that things are going good. Hydrant flushing will be done this week. Had a water main break that has been repaired, the crew has been doing catch basin cleaning and leaf pickup.

Attorney Meihn thanked Council for the work on the City Manager contract work. Stated that he is continuing to work on the blight, bicycle building and thank Council for allowing him to finalize the previous manager issue.

Mayor Frechette adjourned the meeting at 6:27pm.

Paul Frechette, Mayor

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, OCTOBER 19, 2020.

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

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

Absent: none

Other officers present: Clerk/Treasurer/Acting Manager Dantzer, Deputy Clerk/Treasurer Frechette, and DPW Superintendent Killackey.

Randy Booth discussed the County Designated Assessor Agreement. Council approved Mayor Frechette to sign the Agreement.

Bruce Reetz gave a County update.

Mayor Frechette added additions to the Agenda.

Council approved bills in the amount of \$52, 536.61.

Council approved the contract for John Dantzer for City Manager.

Council approved changing the location for the November 2nd to the Police Station.

Council approved the Manager to sign a Letter of Intent with Bart Blystone on the Housing project.

Council approved the Manager to sign the OPEB Buyout Agreement with Officer Morris.

Council approved the minutes and summary of minutes from the meeting held October 5, 2020.

Council received and filed the treasurer's report, investment summary, minutes from the Election Committee meeting held October 7, Planning Commission held July 14 and the September police report.

Mayor Frechette, Members Showalter, Pugh, Zimmerman, and Bennett; Manager Dantzer; Superintendent Killackey and Attorney Meihn gave reports.

Mayor Frechette adjourned the meeting at 6:27pm.

Consent Agenda

User: JOHN

DB: Westbranch City

Bank Code		Beginning Balance 10/01/2020	Total Debits	Total Credits	Ending Balance 10/31/2020
Fund	Description				
GEN1	GEN1 - GENERAL CHECKING				
101		1,181,198.54	126,152.78	162,928.12	1,144,423.20
150	CEMETERY PERPETUAL CARE	31,172.60	0.00	0.00	31,172.60
209	CEMETERY FUND	(1,238.14)	250.00	1,314.47	(2,302.61)
243	BROWNFIELD REDEVELOPMENT AUTHORITY FUND	999.98	0.00	0.00	999.98
248	DDA OPERATING FUND	169,417.97	50,025.70	30,592.72	188,850.95
251	INDUSTRIAL PARK FUND	13,269.92	87.64	423.23	12,934.33
276	HOUSING RESOURCE FUND	233,792.75	1,023.71	238.69	234,577.77
318	SEWER DEBT FUND	149,653.36	30,923.08	2,002.83	178,573.61
319	WATER DEBT FUND	51,726.58	7,631.31	478.75	58,879.14
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	220,738.34	41,860.24	43,164.71	219,433.87
591	WATER FUND	505,588.05	47,678.78	16,271.59	536,995.24
592	WATER REPLACEMENT FUND	434,153.68	0.00	0.00	434,153.68
593	SEWER COLLECTION	159,013.22	7,907.31	4,234.81	162,685.72
661	EQUIPMENT FUND	87,465.71	12,021.24	5,875.27	93,611.68
704	PAYROLL CLEARING	24,849.90	69,651.09	69,651.09	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	3,266,911.33	395,212.88	337,176.28	3,324,947.93
M/LST	MAJOR/ LOCAL STREETS				
202	MAJOR STREET FUND	562,323.80	23,391.32	12,078.64	573,636.48
203	LOCAL STREET FUND	338,658.45	11,995.08	3,647.66	347,005.87
	MAJOR/ LOCAL STREETS	900,982.25	35,386.40	15,726.30	920,642.35
PAY	PAYROLL				
704	PAYROLL CLEARING	15,019.43	69,651.09	68,158.43	16,512.09
	PAYROLL	15,019.43	69,651.09	68,158.43	16,512.09
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
661	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	48,684.66	21,093.58	36,278.95	33,499.29
	TAXES	48,684.66	21,093.58	36,278.95	33,499.29
	TOTAL - ALL FUNDS	4,845,908.43	521,343.95	457,339.96	4,909,912.42

CASH SUMMARY BY ACCOUNT FOR WEST BRANCH
 FROM 10/01/2020 TO 10/31/2020
 FUND: ALL FUNDS
 INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 10/01/2020	Total Debits	Total Credits	Ending Balance 10/31/2020
Fund 101					
004.300	CERTIFICATE OF DEPOSIT A	100,000.00	0.00	0.00	100,000.00
004.400	CERTIFICATE OF DEPOSIT B	150,000.00	0.00	0.00	150,000.00
		<hr/>	<hr/>	<hr/>	<hr/>
		250,000.00	0.00	0.00	250,000.00
Fund 150 CEMETERY PERPETUAL CARE					
004.300	CERTIFICATE OF DEPOSIT C	114,701.74	0.00	0.00	114,701.74
004.400	CERTIFICATE OF DEPOSIT D	115,271.06	0.00	0.00	115,271.06
		<hr/>	<hr/>	<hr/>	<hr/>
	CEMETERY PERPETUAL CARE	229,972.80	0.00	0.00	229,972.80
Fund 251 INDUSTRIAL PARK FUND					
004.300	CERTIFICATE OF DEPOSIT A	100,000.00	0.00	0.00	100,000.00
004.400	CERTIFICATE OF DEPOSIT B	25,000.00	0.00	0.00	25,000.00
		<hr/>	<hr/>	<hr/>	<hr/>
	INDUSTRIAL PARK FUND	125,000.00	0.00	0.00	125,000.00
Fund 661 EQUIPMENT FUND					
004.300	CERTIFICATE OF DEPOSIT A	150,000.00	0.00	0.00	150,000.00
004.400	CERTIFICATE OF DEPOSIT B	100,000.00	0.00	0.00	100,000.00
		<hr/>	<hr/>	<hr/>	<hr/>
	EQUIPMENT FUND	250,000.00	0.00	0.00	250,000.00
		<hr/>	<hr/>	<hr/>	<hr/>
	TOTAL - ALL FUNDS	854,972.80	0.00	0.00	854,972.80

REGULAR MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY
HELD IN PERSON AND VIA VIDEO CONFERENCE AT THE WEST BRANCH CITY POLICE
DEPARTMENT AT 130 PAGE ST. ON TUESDAY, SEPTEMBER 22, 2020.

The meeting was called to order at 12:00 pm.

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

Absent: Autum Hunter and Cathy Zimmerman.

Others present: City Clerk/Treasurer/Acting City Manager John Dantzer.

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**MOTION BY FABBRI, SECOND BY CLARK, TO EXCUSE MEMBERS HUNTER AND
ZIMMERMAN FROM THE MEETING.**

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

No – None Absent – Hunter, Zimmerman Motion carried.

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**MOTION BY CLARK, SECOND BY RABIDUE, TO APPROVE THE MINUTES FROM
THE MEETING HELD AUGUST 25, 2020.**

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

No – None Absent – Hunter, Zimmerman Motion carried.

* * * * *

Chairperson Fabbri gave an update on the Realtors grant that will be used to create a sitting area and update the Riverwalk map behind the Fireman's Memorial.

Member Bennett thanked Chairperson Fabbri for sharing the information on banners and discussed future banner ideas.

Member Rabidue discussed the condition of the downtown garbage cans, noted that she will be contacting a second company to get pricing for the downtown winter plantings, noted the shrubs outside of Mercantile are dying and needs to be looked at, talked about the in-ground plantings in town including some new options, and asked about the Gathering Place.

Acting Manger Dantzer went over the downtown watering and asked how they wanted to receive the invoice. It was the consensus to have an invoice presented to the board for approval before it is paid.

Acting Manager Dantzer also went over a letter received from the library noting they are opting out of the TIFF capture and that they would be requesting repayment of taxes collected since 2018. The board discussed the opt out and it was the consensus to have Chairperson Fabbri work on a letter to send to the library. Acting Manager Dantzer also noted he was having the City attorney look into it.

* * * * *

The meeting was adjourned at 12:38 pm.

The West Branch Community Airport Board met on this date in the Conference Room, West Branch Community Airport Terminal, West Branch, Michigan. The meeting was called to order at 10:57a.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 Ogemaw County Administrator Tim Dolehanty.

Absent: Paul Frechette, Frank Goodroe, Gary Klacking.

Motion by Scott, second by Neubecker, the meeting minutes of the August 19,2020 meeting be approved. Voice vote. Ayes – all. Motion carried. [9-1-#1]

Motion by Neubecker, second by Hodges, claims in the amount of \$35,004.94 be approved for payment. Voice vote. Ayes – all. Motion carried. [9-1-#2]

Ben Evergreen, Airport Manager, gave the financial report, including an overview of upcoming payments for projects. The combined account balance is \$220,732.60

Motion by Scott, second by Hodges, the financial report be accepted as presented. Voice vote. Ayes – all. Motion carried. [9-1-#3]

Ben gave an update on the hangar construction project. Consumers Energy is running the electrical service to the new hangars, and they require an easement for maintenance. The contract was signed by Vice Chairman Jackson and member Neubecker.

Motion by Jackson, second by Hodges, to approve the easement for Consumers Energy. Voice vote. Ayes – all. Motion carried. [9-1-#4]

Ben updated the Board on trying to obtain member insurance. No new information was available.

Ben presented the Budget Amendments for the end of the fiscal year.

Motion by Neubecker, second by Jackson, Budget Amendments be accepted as presented. Voice vote. Ayes – all. Motion carried. [9-1-#5]

Ben updated the Board on the acquisition of a boom mower. He will continue to seek out bids.

Ben reported on the Mead & Hunt invoices approved in August. Since the money had already been approved during previous meetings, no motion is required.

Over the last week, the crack sealing process has been completed. There are still areas near the hangars that need to be done, but the runway and taxiways have been completed. Ben will try to get into the same project next year, with the hopes of getting the other areas finished.

Ben reported that MDOT has issued our License Renewal.

There being no further business to discuss, Chairman Hodges adjourned the meeting at 11:34 a.m.

Minutes by Mike Jackson, Airport Board Vice Chairman.

Ogemaw County Transportation Task Force

MEETING MINUTES

September 17th, 2019

Ogemaw County Road Commission

1250 South M-33

West Branch, MI 48661

Members and Guests Present:

Patrick Reinke, Ogemaw County Road Commission

Ray Blamer, Ogemaw County Public Transit

Frank Goodroe, City of West Branch

Mike Killacky, City of West Branch

Dave Engelhardt, EMCOG

patreinke@ogemawcrc.org

blamerr@ocmi.us

citymanager@westbranch.com

publicworks@westbranch.com

dengelhardt@emcog.org

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

Introductions by all were given.

Dave Engelhardt explained job net and updated project funding

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

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

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

2021 Transit Bus project may change in the future

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

State Road gravel reconstruction was discussed

The all season and NFC map was reviewed

Non-motorized trails were discussed

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

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

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

Communications

The Center for Local, State, and Urban Policy

Gerald R. Ford School of Public Policy >> University of Michigan

Michigan Public
Policy Survey October 2020

Michigan local leaders expect increased challenges for the 2020 election, but are confident about administering accurate elections

By Natalie Fitzpatrick, Debra Horner, and Thomas Ivacko

This report presents the opinions of Michigan's township and city officials on issues related to election administration in their jurisdictions, including expected challenges and confidence in election security. Data from a parallel survey of Michigan County Clerks is included as well. These findings are based on statewide surveys of local government leaders in the Spring 2020 wave of the Michigan Public Policy Survey (MPPS), conducted between March 30 and June 1, 2020—prior to the August 2020 primary. It also contains comparisons to opinions expressed in the Spring 2017 MPPS wave.

>> The Michigan Public Policy Survey (MPPS) is a census survey of all 1,856 general purpose local governments in Michigan conducted by the Center for Local, State, and Urban Policy (CLOSUP) at the University of Michigan in partnership with the Michigan Municipal League, Michigan Townships Association, and Michigan Association of Counties. The MPPS investigates local officials' opinions and perspectives on a variety of important public policy issues. Respondents for the Spring 2020 wave of the MPPS include county administrators, board chairs, and clerks; city mayors, managers, and clerks; village presidents, managers, and clerks; and township supervisors, managers, and clerks from 1,342 jurisdictions across the state.

For more information, please contact: closup-mpps@umich.edu / (734) 647-4091. You can also follow us on Twitter @closup

Key Findings

- When asked in the spring of 2020 to look ahead at potential problems with election administration in the November 2020 election, township and city officials indicate they are more concerned about potential problems this year compared to what they experienced in 2016.
 - Nearly half of township and city officials statewide (45%) predict they will have problems with recruiting poll workers with the necessary skills and with recruiting enough poll workers at all, regardless of skill level (up from 29% and 27%, respectively in 2016). In addition, 41% expect the cost of the election administration on the jurisdiction's budget to be a problem in the 2020 election (up from 25% in 2016).
 - Township and city clerks—the officials who run elections in Michigan—are more likely than other local leaders—such as supervisors, mayors, or managers—to predict local problems with poll worker recruitment, costs, long wait times, and other issues.
 - The state's largest townships and cities (those with more than 30,000 residents) are more likely than smaller jurisdictions to predict a range of election-related problems, including over 70% who are concerned about poll worker recruitment.
- Regarding election security issues, large majorities are “very confident” that final vote results (76%), voting machines (70%), and voter rolls (68%) will not be compromised in the November 2020 election, with most remaining officials “somewhat” confident and very few outright “not very” confident or “not at all” confident. When looking across all three aspects of security combined, the percentage who are “very” confident drops to 63%. In all cases, though, clerks tend to be more confident than other types of officials.
 - Local officials, including clerks, are less confident that they would know if their local election security was compromised, with only 54% very confident that their jurisdiction would know prior to or during the election that their voting machines, voter rolls, or vote tallies/results had been compromised, and 58% very confident they would know after the election if their election systems had been compromised.
- Despite these concerns regarding potential administrative problems and security, confidence in running accurate elections among local leaders remains very high. Statewide, 87% of township and city officials are “very confident” in their jurisdiction's ability to administer an accurate election in November (down slightly from 91% who said the same after the 2016 election). Furthermore, 75% are very confident that their county clerk could conduct an accurate recount, if one is necessary (again down from 80% after the previous election).
 - A parallel survey of county clerks shows county officials are also quite confident both in a range of election security issues, and in the ability of local jurisdictions within their county to administer accurate elections.

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Background

In 2016, Michigan ended up as a key swing state in determining the outcome of the presidential election, when President Donald Trump won the state by less than 11,000 votes out of a total of 4.5 million votes cast.¹ The 2020 general election again features Michigan as a battleground state,² with candidates, media, and political observers across the nation turning significant attention on Michigan voters, and, by extension, Michigan's election administration. Running the state's elections has become particularly complicated in 2020 as a result of a number of extraordinary circumstances—from 2018's constitutional expansion of voter registration and absentee ballot access³ to safety concerns for in-person voters and poll workers during the COVID-19 pandemic⁴ to an expected record-breaking surge in voter turnout.⁵

The August 2020 primary election constituted a trial run to see how Michigan's cities and townships—the local governments that administer elections in the state—would respond to these challenges.⁶ One critical concern for election administration identified during the August primary has been addressed by the Michigan Legislature, when it passed legislation in September revising restrictions on early steps prior to Election Day to prepare absentee ballots for processing in larger jurisdictions.⁷ However, other potential concerns, such as the ability to conduct successful recounts in some jurisdictions⁸ and the smooth functioning of the US Postal Service in delivering and returning the expected increase in absentee ballots⁹—remain, even as voters begin submitting their general election ballots.

Election security also continues to be a key concern for the 2020 election, not just in Michigan, but across the country. As early as March 2019, the Michigan Secretary of State's office had formed a bipartisan Election Security Commission to develop and implement a variety of election security best practices across the state.¹⁰ And while some reports express concerns about the vulnerability of Michigan election equipment to hacking or other threats to integrity,¹¹ state election leaders express confidence going into election season that Michigan's voting equipment is secure, and warn voters to be more wary regarding the spread of deliberate misinformation about voting.¹²

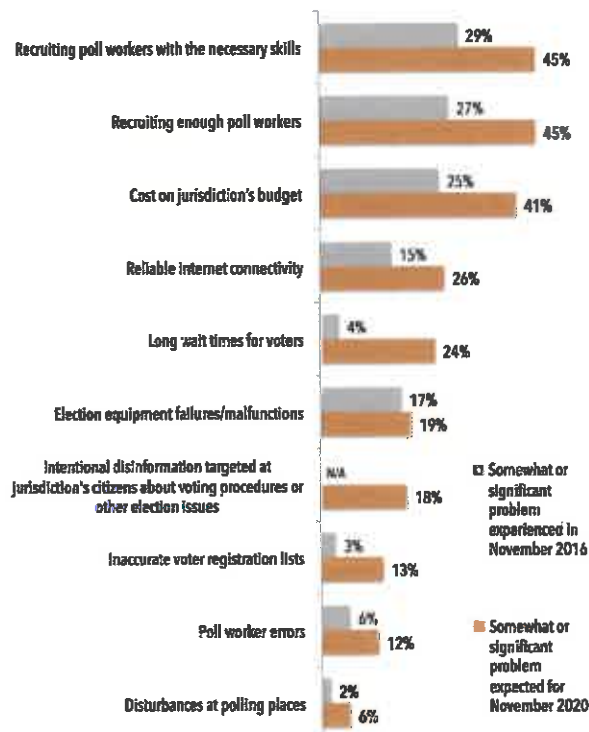
To get a sense of how officials at the local level across the state are assessing an array of election challenges, the MPPS surveyed local leaders in spring 2020 from each of Michigan's counties (which also play a role in elections), cities and townships with a series of questions regarding election administration in their jurisdictions. The spring 2020 survey was launched just weeks after local governments had conducted the March 2020 primary during the initial emergence of COVID-19 cases in Michigan.

Because county, township and city clerks are the local officials who are in charge of the various practical aspects of administering the elections, the MPPS also sent surveys to the clerks who are not typically included in the standard MPPS survey sample, to be able to compare local election administrators' views with those of others such as township supervisors and managers or city mayors and administrators. In the following report, "statewide" data contain combined responses from both clerks and non-clerks, but then are also broken out by jurisdiction type and by the local officials' position, in order to help identify important differences of opinion.



Local officials expect more problems with administering the November 2020 election compared to what they experienced in the November 2016 election

Figure 1
Local officials' assessments of problems with election administration in their township or city, 2016 experiences vs. 2020 expectations



In April and May 2020, the MPPS asked local officials about their expectations regarding a number of potential election administration problems in their jurisdictions during the upcoming November 2020 election. These questionnaire items mirrored questions asked retrospectively in spring 2017, looking back at problems local officials may have experienced in the 2016 election.¹³ This year, the Spring 2020 MPPS found that Michigan local officials statewide are more concerned about potential problems in 2020 compared to what they experienced in 2016.

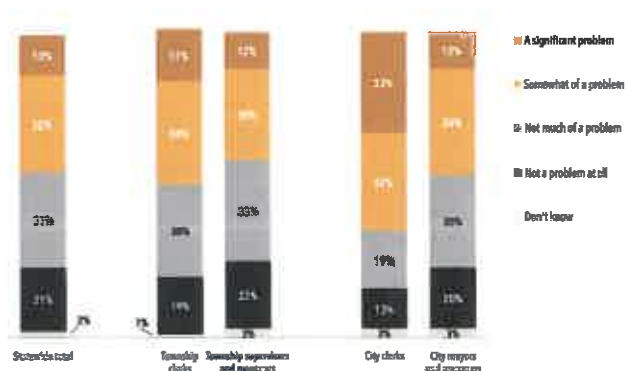
In particular, as shown in *Figure 1*, almost half of city and township officials expressed concern in 2020 about their ability to recruit poll workers and other election staff with necessary skills (45%) and their ability to recruit enough poll workers regardless of skills (45%) for the November election. These concerns are significantly higher than the 27-29% who reported problems with recruitment during the 2016 election. Just over 40% of city and township officials statewide expect the cost of the election administration on the jurisdiction's budget to be a problem in the 2020 election, compared to one-quarter who said this was a problem in 2016. Additionally, a quarter of city and township officials expect long wait times for any voters to be somewhat of a problem or a significant problem in November 2020, compared to just 4% who reported experiencing this problem in 2016.

In fact, more problems are predicted for the November 2020 election compared with each item asked on the 2017 MPPS looking back at the November 2016 election. For the most part these increased concerns are quite significant, with the exception of expectations or problems with election equipment failure/malfunctions, which may be helped by the statewide investment in new voting machines in 2018.¹⁴

One additional item asked in 2020 that was not included in 2017 addresses potential concerns about intentional disinformation targeted at jurisdiction's citizens about voting procedures or other election issues. As of April and May 2020, nearly one in five (18%) local leaders say they expect intentional disinformation to be a problem for their voters in November.

Clerks, particularly in cities, are more likely than other types of officials to express concerns about poll worker recruitment problems

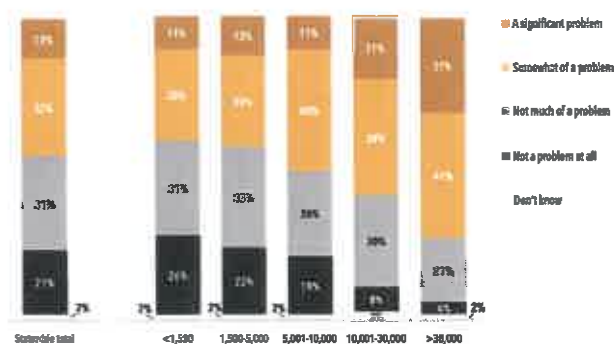
Figure 2a
Local officials' expected problems with recruiting skilled poll workers in November 2020, by jurisdiction type and official's position



Because township and city clerks are the officials that administer elections in their jurisdictions, the MPPS compared their views with those of other elected and appointed officials to see if there are significant differences of opinion based on the position types. For many types of election-related problems, the data do reveal differences (not just when comparing clerks to others types of officials, but also when comparing across the jurisdiction types of townships vs. cities).

When it comes to predictions about problems with recruiting skilled poll workers (for example, those with necessary computer skills), expectations of problems are highest among city clerks. Two thirds (65%) of city clerks expect recruitment of skilled poll workers to be *somewhat* of a problem (32%) or a *significant* problem (33%) in the November 2020 election (see *Figure 2a*). By comparison, about half (51%) of township clerks expect this to be *somewhat* of a problem (34%) or a *significant* problem (17%). And while concerns are higher in cities than in townships, in both cases it is also true that the clerks who manage elections are more likely than the jurisdiction's other elected and appointed officials to predict recruitment of skilled poll workers will be a challenge this year.

Figure 2b
Local officials' expected problems with recruiting skilled poll workers in November 2020, by jurisdiction size



Concerns about recruitment of skilled poll workers and staff for the November election are particularly widespread in larger townships and cities compared with smaller communities. Among jurisdictions with 10,000 to 30,000 residents, 21% of local leaders expect this to be a *significant* problem for their election administration, and another 38% expect it to be *somewhat* of a problem (see *Figure 2b*). Among jurisdictions with more than 30,000 residents, 31% expect this to be a *significant* problem and another 41% expect it to be *somewhat* of a problem, while only 4% believe it won't be a problem at all. Concerns among officials in each of these subgroups have all risen significantly compared with reported problems from the 2016 election.



In 2020, local townships' and cities' ability to simply recruit enough poll workers (regardless of their skill level) is made even more difficult due to the COVID-19 pandemic, as poll workers and other election staff traditionally have tended to be older and are therefore at higher risk.¹⁵ Concern is particularly high among city clerks, with 64% expecting this to be a problem, including almost a third (31%) who believe it will be a significant problem (see *Figure 3a*).

Again, larger jurisdictions are also more likely to predict that recruiting sufficient poll workers will be a problem. In jurisdictions with 10,001 to 30,000 residents, 61% of local leaders expect such problems, and this increases to 74% in jurisdictions with more than 30,000 residents (see *Figure 3b*).

Figure 3a
Local officials' expected problems with recruiting enough poll workers in November 2020, by jurisdiction type and official's position

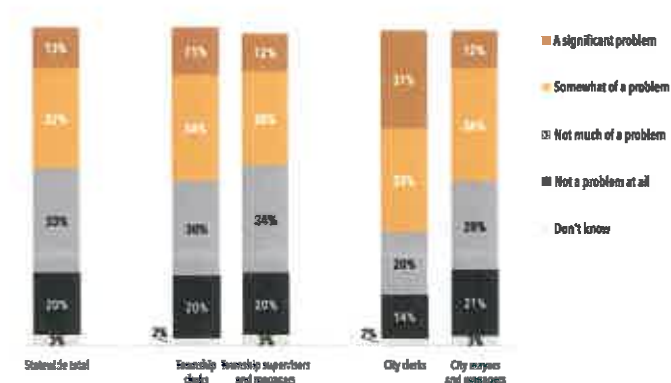
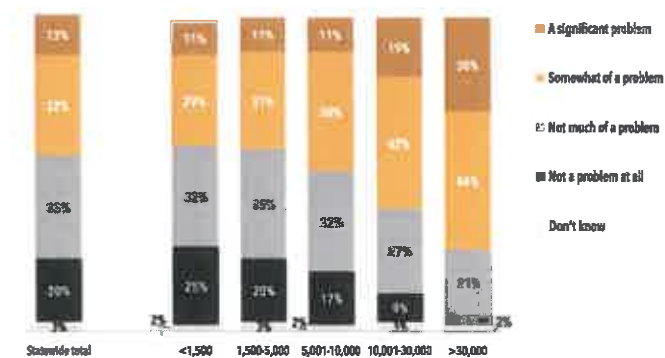
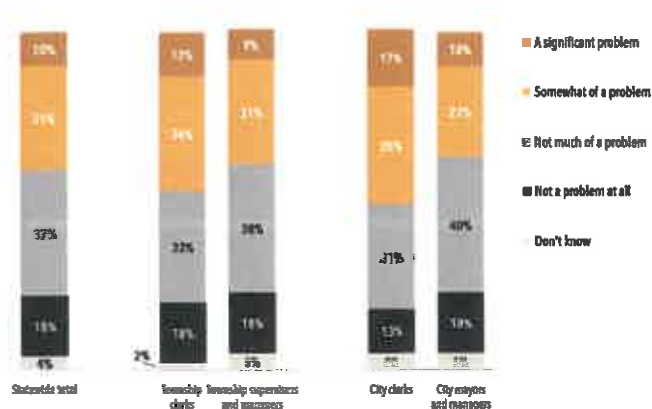


Figure 3b
Local officials' expected problems with recruiting enough poll workers in November 2020, by jurisdiction size



Clerks are also more concerned with election administration costs and wait times

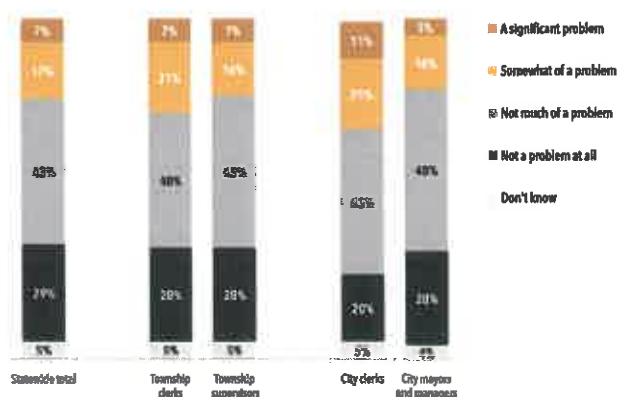
Figure 4
Local officials' expected problems with cost to the township's or city's budget in November 2020, by jurisdiction type and official's position



Statewide, local officials from 41% of Michigan cities and townships expect financial costs to be a problem in the November 2020 election. However, concern is particularly high among city clerks (51%) and township clerks (47%); other officials from cities (37%) and townships (40%) are somewhat less likely to expect this to be a problem (see *Figure 4*). This is a reversal from the earlier findings after the 2016 election, where township supervisors and managers were more likely than township clerks to identify costs as a problem, and city clerks' estimations of the problem of cost were generally in line with those of mayors and city managers.¹⁶

Unlike on the issue of poll worker recruitment, there is less variation in predictions about cost problems among jurisdictions of different sizes, but officials from larger jurisdictions are still likely to register more concern. While 40% of Michigan's smallest cities and townships say the cost of election administration will be a problem for their jurisdiction's budget, a majority (51%) of the largest cities and townships say the same.

Figure 5
Local officials' expected problems with long wait times for any voters in November 2020, by jurisdiction size



Despite record numbers of requests for absentee ballots, significantly more Michigan local leaders predict higher problems with wait times for voters this year. In fact, looking ahead to November, 24% statewide predict long wait times that will be a problem for any of their voters in the election, up from just 4% who reported they had at least some voters experiencing long wait times in 2016. Almost a third of city clerks expect long lines to be a problem (32%), along with 28% of township clerks (see *Figure 5*). Other city (21%) and township (23%) officials are less likely to expect problems with long wait times for their jurisdiction's voters.

When it comes to difference in population size, just 13% of the smallest jurisdictions anticipate long wait times for any of their voters, but more than half (52%) of cities and townships with over 30,000 residents say wait times will likely be a problem, including over a quarter (26%) who predict long waits will be a significant problem.



Confidence is generally high in election security

As of April and May 2020, most of Michigan's township and city clerks express relatively high levels of confidence in the security of their elections. When asked about their confidence that aspects of their election administration would not be compromised (i.e., altered, hacked, made inaccessible, or otherwise interfered with), most statewide say they are very confident that final vote tallies or results (76%), voting machines (70%), and voter rolls (68%) will not be compromised (see Figure 6). While other city and township officials (i.e., non-clerks) express somewhat lower levels of confidence—with 20–26% saying they are only somewhat confident their systems will not be compromised in November 2020—only a small fraction actually have very little or no confidence at all in the security of their jurisdiction's voting machines, voter rolls, and tallies.

Looking at all three of these aspects of election security together—voting machines, voter rolls, and final tallies—the percentage who are “very” confident they will not be compromised drops to 63% (see Figure 7). This confidence is again substantially higher among clerks, who actually run elections, compared with other types of local officials, as broken out in Figure 7.

Figure 6
Local officials' confidence in various elements of local election security for November 2020

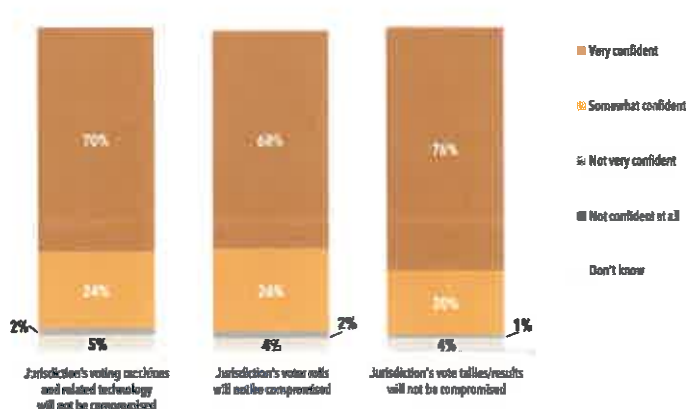


Figure 7
Percentage of local officials who are “very confident” in all three elements of local election security for November 2020, by jurisdiction type and official's position

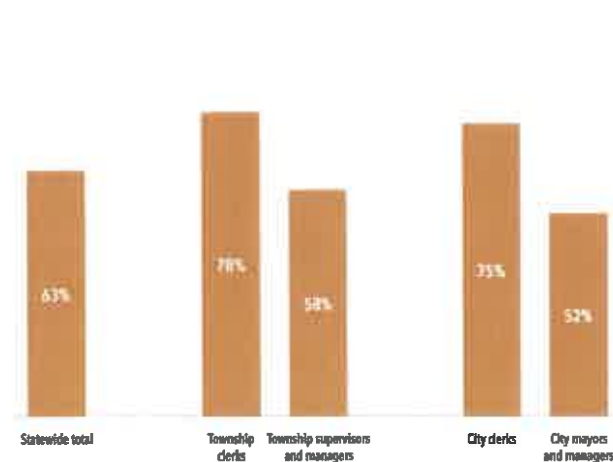
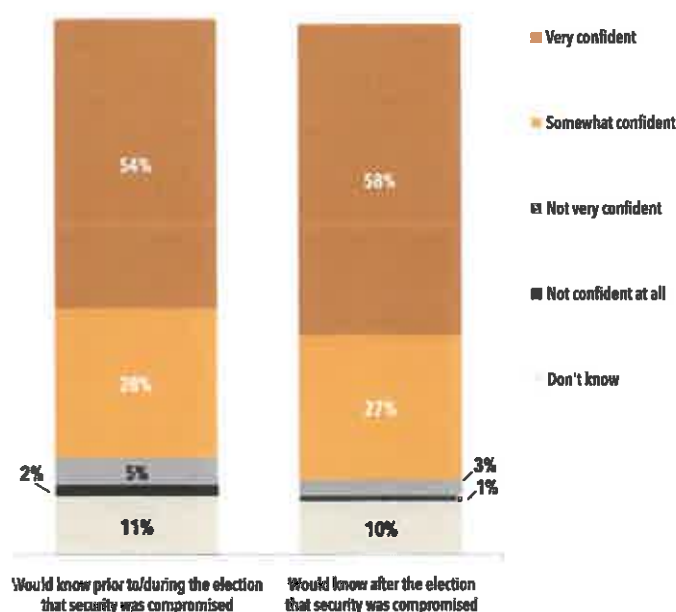


Figure 8
Local officials' confidence in their township's or city's ability to detect compromised election security



Local officials, including clerks, are less confident that their jurisdictions would actually know if their local election security was compromised (see *Figure 8*). Overall, 54% are very confident they would know if their systems had been compromised before or during the election, while 28% are somewhat confident, 5% are not very confident, 2% are not at all confident, and 11% are simply not sure. Confidence is slightly higher that would know after the election was completed.

Again, confidence among clerks is somewhat higher compared to other types of officials, with 67% of township clerks and 59% of city clerks saying they are very confident they would detect security breaches before or during the election. Meanwhile, among township clerks, 70% are very confident they would be able to detect interference in their local election systems *after* the election, compared to 63% of city clerks. Other (non-clerk) city and township officials are significantly less likely to say they are very confident in their jurisdiction's ability to detect intrusions into security.

See Appendix A for full breakdown of township clerks', city clerks', and other officials' confidence in all five election security questions.



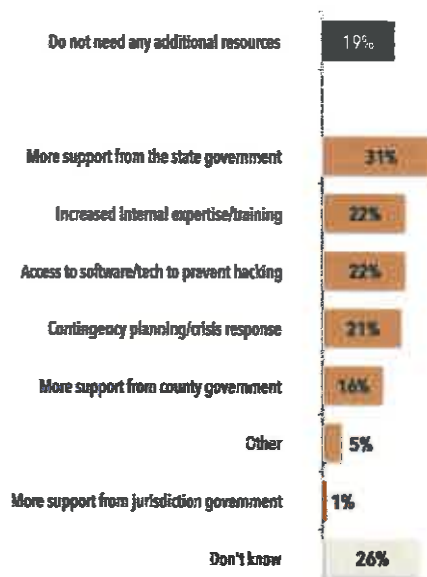
Among officials that are not very confident on security issues, no single additional resource is a solution

Among city and township officials who are not very confident in all aspects of election security for November 2020, the MPPS asked whether there are resources they might need in order to improve election security. Approximately one in five (19%) of these officials say that, despite not being completely confident in their jurisdiction's election security, there are no additional resources that would be helpful (see Figure 9). However, just under a third (31%) indicate they could use more support from the state government, and 16% said they need more support from their county government. In terms of specific types of support, 22% said they could use increased internal expertise or training, 22% say they need access to software and other technology to prevent hacking, and 21% said they would like help with contingency planning/crisis response. City and township clerks are more likely than other types of officials to say their jurisdiction needs increased internal expertise or training. However, there is also considerable uncertainty about what resources would be helpful to local jurisdictions to secure their elections, with 26% officials who were not completely confident in their current election security indicating that they don't know what resources might be needed.

See Appendix B for full breakdown of by jurisdiction type and position, and by jurisdiction size, of assessments of resources needed to improve election security.

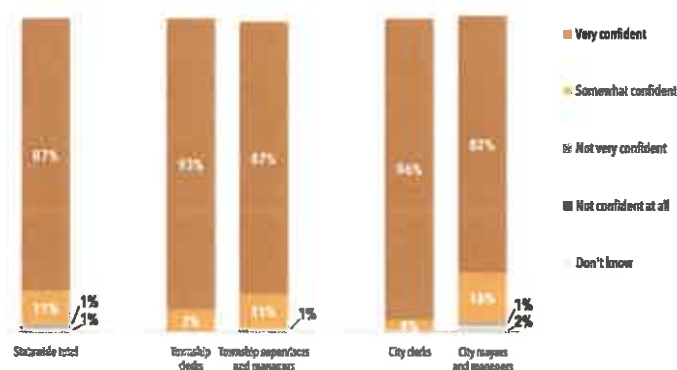
Figure 9

Percentage of local officials who indicate various additional resources could help township or city improve its election security (among those who are not "very confident" in all aspects of local election security)



Overall, city and township officials express high levels of confidence in their ability to conduct accurate elections

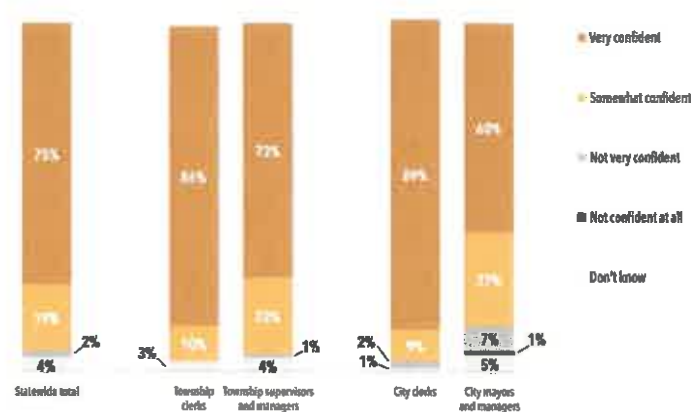
Figure 10
Local officials' confidence in their township's or city's ability to administer elections



Even after considering potential administrative problems and challenges to election security, statewide, the overwhelming majority of local officials (87%) are very confident that their local government is able to administer elections accurately (see Figure 10). This represents a slight decline from the 91% of officials who said the same after the 2016 election. Meanwhile, 11% of officials are somewhat confident, and 1% are not very confident or not at all confident. These 12% of officials who are less than “very confident” in the accuracy of their elections represent approximately 182 townships and cities across the state.

However, once again it is important to note that township and city clerks—the local officials closest to election preparations—have the highest confidence in the accuracy of local elections. Among township officials, 93% of clerks are very confident in their jurisdiction’s ability to conduct elections accurately, compared with 87% of township supervisors or managers. Similarly, 96% of city clerks express the highest confidence, compared with 82% of city mayors and administrators.

Figure 11
Local officials' confidence in their county clerk's ability to administer recounts accurately



In addition to administering elections themselves, local jurisdictions might need to have their ballots reviewed by their county clerk’s office if a recount is ordered. At this stage of election administration, problems with accuracy could happen either during the recount process itself, or could have begun at the original polling locations themselves, such as through spoiled ballots, mismatches between the number of voters logged in and the number of ballots counted, equipment malfunctions, improperly secured ballots, or other issues. When asked about the ability of their county clerk’s office to administer a recount accurately, 75% of local officials overall are very confident. This is down slightly from 80% who were very confident in their county clerk after the 2016 election. In addition, this year 19% are somewhat confident, 2% are not very confident, and 1% don’t know (see Figure 11). Once again, township and city clerks express greater confidence in county recounts than do other local officials such as mayors, supervisors, and managers.



The perspective of Michigan county clerks

The Spring 2020 MPPS also surveyed Michigan's county clerks, to gather their perspectives on a battery of county-specific election administration questions. Out of Michigan's 83 counties, 51 clerks provided information about election administration on the MPPS this past spring. Although the county clerks were not surveyed about the whole range of potential local election administration challenges, they were asked whether they expect costs will be a problem for their county's budget this election cycle. As shown in *Figure 12*, nearly half (47%) of county clerks indicate that the cost of their November 2020 election administration will be somewhat of a problem (28%) or a significant (19%) problem for their county. This is right in line with the concern expressed about the local budget pressures of the November 2020 election by city clerks (51%) and township clerks (47%).

In addition, county clerks generally express high levels of confidence in the election security of cities and townships within their county, with near unanimous confidence that local voting machines (98%) and vote tallies (98%) will not be compromised (see *Figure 13*), although confidence in voter rolls is somewhat lower (79% are very confident, while 20% are somewhat confident). However, confidence is somewhat lower among county clerks that their local governments would know if the November election was compromised either prior to or during the election (61% are very confident with another 21% somewhat confident), or after the election (68% and 18%, respectively). Like township and city officials, county clerks were also asked what resources would help them improve election security within their county. Among county clerks who are not very confident in all aspects of election security (including the ability to detect a compromised election), 43% say they need more support from the state government to ensure election security within their county, while 32% say they need assistance with contingency planning/crisis response.

Figure 12
County Clerks' expected problems with cost to the county's budget in November 2020

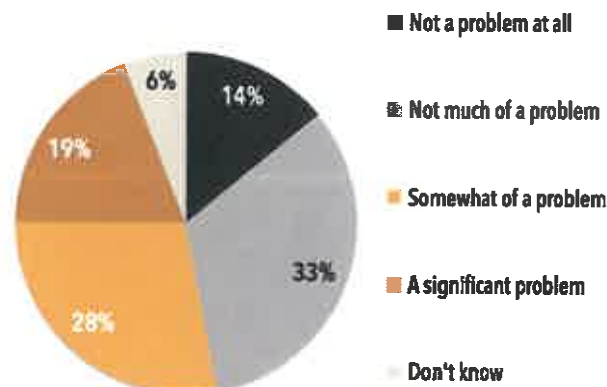


Figure 13
County Clerks' confidence in various elements of election security among cities and townships in their county for November 2020

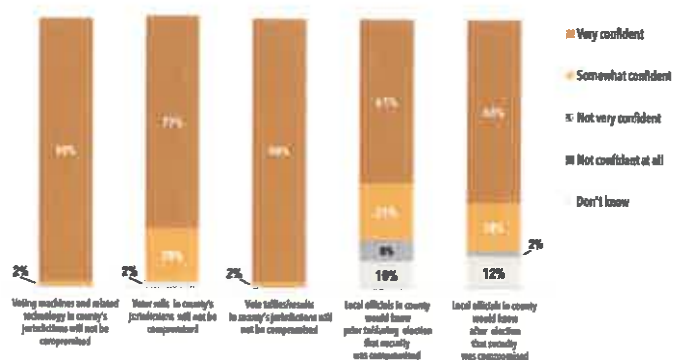
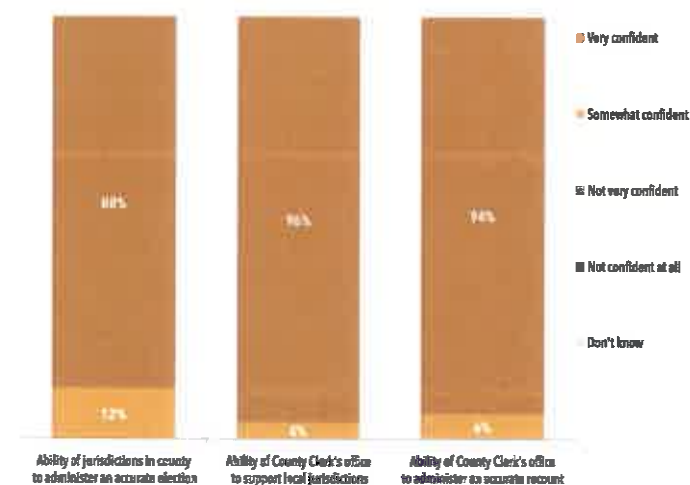


Figure 14
County Clerks' confidence in administering the election for November 2020



As with township and city clerks, county clerks express extremely high levels of confidence about overall abilities to run accurate elections this November. As shown in *Figure 14*, they are very confident in the ability of jurisdictions within the county to administer an accurate election (88%) as well as in the ability of the county clerk's office to support local jurisdictions (96%) on election night and to administer an accurate recount if needed (94%).

Conclusion

The November 2020 general election faces a number of challenges, including those related to the COVID-19 pandemic and vastly increased numbers of absentee ballot requests.

So it is perhaps not surprising that the Spring 2020 MPPS finds that Michigan local officials expect more problems in a range of areas compared to what they experienced in the November 2016 election. In particular, almost half of Michigan's cities and townships expect problems with poll worker recruitment, a problem which exemplifies the complications of conducting an election during the COVID-19 pandemic. Local officials are also concerned about the costs of election administration, and the survey finds overall that problems with election administration are more commonly expected in Michigan's largest cities and townships compared with smaller jurisdictions.

Local officials are generally confident about the security of their elections, with most expressing high levels of confidence that their voting machines, voter rolls, and vote results will not be compromised. Still, when considering all three aspects of security together, the percentage who are "very" confident drops to 63% of all local officials (though with higher confidence among clerks, who actually run elections, than other types of officials). Confidence overall is slightly lower than officials would actually know if these systems had in fact been compromised.

Overall, Michigan's local officials—particularly township, city, and county clerks—express very high levels of confidence in the ability of their jurisdiction to conduct an accurate election, despite potential challenges.

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Survey Background and Methodology

The MPPS is an ongoing survey program, interviewing the leaders of Michigan's 1,856 units of general purpose local government. Surveys are conducted each spring (and prior to 2018, were also conducted each fall). The program has covered a wide range of policy topics, and includes longitudinal tracking data on "core" fiscal, budgetary and operational policy questions and designed to build-up a multi-year time-series

In the Spring 2020 iteration, surveys were sent by the Center for Local, State, and Urban Policy (CLOSUP) via the internet and hardcopy to top elected and appointed officials (including county administrators and board chairs, city mayors and managers; village presidents, clerks, and managers; and township supervisors, clerks, and managers) from all 83 counties, 280 cities, 253 villages, and 1,240 townships in the state of Michigan. In addition, an oversample of county, township, and city clerks received just the battery of questions related to election administration, to ensure these officials had the opportunity to weigh in specifically on this topic

The Spring 2020 wave was conducted from March 30 – June 1, 2020. A total of 1,342 jurisdictions in the Spring 2020 wave returned valid surveys (59 counties, 216 cities, 163 villages, and 904 townships), resulting in a 72% response rate by unit. A total of 947 clerks returned valid surveys (51 county clerks, 710 township clerks, and 186 city clerks), resulting in a 59% response rate among clerks. The margin of error for the survey for the survey as a whole is +/- 1.41%. The key relationships discussed in the above report are statistically significant at the $p < .05$ level or below, unless otherwise specified. Missing responses are not included in the tabulations, unless otherwise specified. Some report figures may not add to 100% due to rounding within response categories. Quantitative data are weighted to account for non-response. "Voices Across Michigan" verbatim responses, when included, may have been edited for clarity and brevity. Contact CLOSUP staff for more information.

Detailed tables of the data analyzed in this report broken down three ways—by jurisdiction type (county, city, township, or village); by population size of the respondent's community, and by the region of the respondent's jurisdiction—are available online at the MPPS homepage: <http://closup.umich.edu/michigan-public-policy-survey>.

The survey responses presented here are those of local Michigan officials, while further analysis represents the views of the authors. Neither necessarily reflects the views of the University of Michigan, or of other partners in the MPPS.



Appendix A

Local officials' assessments of problems with election administration in their jurisdictions, by jurisdiction type and official's position

	Township Clerks	Township Supervisors and Managers	City Clerks	City Mayors and Managers	Total
Confidence local jurisdiction's voting machines will not be compromised					
Very confident	86%	64%	85%	59%	70%
Somewhat confident	12%	28%	13%	33%	24%
Not very confident	0%	2%	0%	2%	2%
Not confident at all	0%	0%	0%	0%	0%
Don't know	1%	6%	3%	6%	5%
Confidence voter rolls in jurisdiction will not be compromised					
Very confident	81%	64%	76%	57%	68%
Somewhat confident	17%	29%	20%	36%	26%
Not very confident	1%	2%	1%	2%	2%
Not confident at all	0%	0%	0%	0%	0%
Don't know	2%	5%	3%	6%	4%
Confidence voter tallies/results in jurisdiction will not be compromised					
Very confident	89%	72%	89%	65%	76%
Somewhat confident	9%	23%	8%	29%	20%
Not very confident	0%	1%	0%	1%	1%
Not confident at all	0%	0%	0%	0%	0%
Don't know	1%	5%	3%	5%	4%
Confidence jurisdiction would know if election was compromised prior to/during election					
Very confident	67%	50%	59%	39%	54%
Somewhat confident	23%	28%	25%	38%	28%
Not very confident	3%	6%	3%	7%	5%
Not confident at all	1%	2%	1%	2%	2%
Don't know	6%	14%	12%	14%	11%
Confidence jurisdiction would know if election was compromised after the election					
Very confident	70%	54%	63%	49%	58%
Somewhat confident	20%	29%	23%	36%	27%
Not very confident	2%	3%	1%	4%	3%
Not confident at all	1%	1%	2%	1%	1%
Don't know	6%	13%	12%	10%	10%

Appendix B

Percentage of local officials who indicate various additional resources could help township or city improve its election security (among those who are not "very confident" in all aspects of local election security), by jurisdiction type and official's position, and by jurisdiction size

	Township Clerks	Township Supervisors and Managers	City Clerks	City Mayors and Managers	Total
None	18%	23%	17%	17%	19%
More support from jurisdiction government	4%	1%	7%	1%	1%
More support from county government	12%	16%	13%	20%	16%
More support from state government	27%	29%	35%	40%	31%
Increased internal expertise/training	28%	16%	32%	24%	22%
Access to software/technology to prevent hacking	19%	19%	17%	29%	22%
Contingency planning/crisis response	20%	18%	31%	26%	21%
Other	8%	5%	7%	2%	5%
Don't know	27%	27%	20%	21%	26%

	<1,500	1,500 - 5,000	5,001 - 10,000	10,001 - 30,000	>30,000	Total
None	22%	17%	19%	21%	10%	19%
More support from jurisdiction government	1%	2%	0%	2%	3%	1%
More support from county government	19%	12%	13%	27%	21%	16%
More support from state government	28%	27%	35%	45%	49%	31%
Increased internal expertise/training	25%	21%	18%	20%	25%	22%
Access to software/technology to prevent hacking	19%	21%	16%	37%	33%	22%
Contingency planning/crisis response	17%	25%	16%	28%	11%	21%
Other	5%	7%	3%	2%	3%	5%
Don't know	23%	31%	24%	12%	20%	26%



Previous MPPS reports

Michigan Local Energy Survey (MiLES): Intergovernmental collaboration on sustainability and energy issues among Michigan local governments (September 2020)

Confidence in the accuracy of Michigan's 2020 Census count among local leaders was not very high, slips further (August 2020)

Michigan local leaders expect mixed impacts from expanded voter registration and absentee voting reforms (July 2020)

Local leaders' evaluations of Michigan's direction and Governor's performance during the COVID-19 pandemic's arrival (July 2020)

The initial impact of the COVID-19 pandemic on Michigan communities and local governments (June 2020)

Energy policies and environmental leadership among Michigan's local governments (January 2020)

Mixed signals continue for Michigan local governments' fiscal health, while future outlooks worsen (December 2019)

Michigan local officials' views on the next recession: timing, concerns, and actions taken (October 2019)

Michigan local government preparations and concerns regarding the 2020 U.S. Census (September 2019)

New Governor, new evaluations of the direction Michigan is headed among local leaders (August 2019)

Positive working relationships reported among Michigan's local elected officials (June 2019)

Community poverty and the struggle to make ends meet in Michigan, according to local government leaders (March 2019)

The state of community civic discourse, according to Michigan's local government leaders (December 2018)

Despite sustained economic growth, Michigan local government fiscal health still lags (November 2018)

Michigan local government leaders' views on medical and recreational marijuana (September 2018)

Rising confidence in Michigan's direction among local leaders, but partisan differences remain (July 2018)

Michigan local government officials weigh in on housing shortages and related issues (June 2018)

Approaches to land use planning and zoning among Michigan's local governments (May 2018)

Workforce issues and challenges for Michigan's local governments (January 2018)

Local leaders' views on elections in Michigan: accuracy, problems, and reform options (November 2017)

Michigan local government officials report complex mix of improvement and decline in fiscal health, but with overall trend moving slowly upward (October 2017)

Michigan local leaders want their citizens to play a larger role in policymaking, but report declining engagement (August 2017)

Michigan local leaders' views on state preemption and how to share policy authority (June 2017)

Improving communication, building trust are seen as keys to fixing relationships between local jurisdictions and the State government (May 2017)

Local leaders more likely to support than oppose Michigan's Emergency Manager law, but strongly favor reforms (February 2017)

Local government leaders' views on drinking water and water supply infrastructure in Michigan communities (November 2016)

Michigan local leaders say property tax appeals are common, disagree with 'dark stores' assessing (October 2016)

Local officials say Michigan's system of funding local government is broken, and seek State action to fix it (September 2016)

Michigan local governments report first declines in fiscal health trend since 2010 (August 2016)

Michigan local leaders' doubts continue regarding the state's direction (July 2016)

Hospital access primary emergency medical concern among many Michigan local officials (July 2016)

Firefighting services in Michigan: challenges and approaches among local governments (June 2016)

Most local officials are satisfied with law enforcement services, but almost half from largest jurisdictions say their funding is insufficient (April 2016)

Local leaders say police-community relations are good throughout Michigan, but those in large cities are concerned about potential civil unrest over police use-of-force (February 2016)

Report: Responding to budget surplus vs. deficit: the preferences of Michigan's local leaders and citizens (December 2015)

Michigan's local leaders concerned about retiree health care costs and their governments' ability to meet future obligations (October 2015)

Fiscal health rated relatively good for most jurisdictions, but improvement slows and decline continues for many (September 2015)

Confidence in Michigan's direction declines among state's local leaders (August 2015)

Michigan local government leaders' views on private roads (July 2015)

Few Michigan jurisdictions have adopted Complete Streets policies, though many see potential benefits (June 2015)

Michigan local leaders have positive views on relationships with county road agencies, despite some concerns (May 2015)

Michigan local government leaders say transit services are important, but lack of funding discourages their development (April 2015)

Michigan local leaders see need for state and local ethics reform (March 2015)

Local leaders say Michigan road funding needs major increase, but lack consensus on options that would raise the most revenue (February 2015)

Michigan local government leaders' views on employee pay and benefits (January 2015)

Despite increasingly formal financial management, relatively few Michigan local governments have adopted recommended policies (December 2014)

Most Michigan local officials are satisfied with their privatized services, but few seek to expand further (November 2014)

Michigan local governments finally pass fiscal health tipping point overall, but one in four still report decline (October 2014)

Beyond the coast, a tenuous relationship between Michigan local governments and the Great Lakes (September 2014)

Confidence in Michigan's direction holds steady among state's local leaders (August 2014)

Wind power as a community issue in Michigan (July 2014)

Fracking as a community issue in Michigan (June 2014)

The impact of tax-exempt properties on Michigan local governments (March 2014)

Michigan's local leaders generally support Detroit bankruptcy filing despite some concerns (February 2014)

Michigan local governments increasingly pursue placemaking for economic development (January 2014)

Views on right-to-work legislation among Michigan's local government leaders (December 2013)

Michigan local governments continue seeking, and receiving, union concessions (October 2013)

Michigan local government fiscal health continues gradual improvement, but smallest jurisdictions lagging (September 2013)

Local leaders evaluate state policymaker performance and whether Michigan is on the right track (August 2013)

Trust in government among Michigan's local leaders and citizens (July 2013)

Citizen engagement in the view of Michigan's local government leaders (May 2013)

Beyond trust in government: government trust in citizens? (March 2013)

Local leaders support reforming Michigan's system of funding local government (January 2013)

Local leaders support eliminating Michigan's Personal Property Tax if funds are replaced, but distrust state follow-through (November 2012)

Michigan's local leaders satisfied with union negotiations (October 2012)

Michigan's local leaders are divided over the state's emergency manager law (September 2012)

Fiscal stress continues for hundreds of Michigan jurisdictions, but conditions trend in positive direction overall (September 2012)

Michigan's local leaders more positive about Governor Snyder's performance, more optimistic about the state's direction (July 2012)

Data-driven decision-making in Michigan local government (June 2012)

State funding incentives increase local collaboration, but also raise concerns (March 2012)

Local officials react to state policy innovation tying revenue sharing to dashboards and incentive funding (January 2012)

MPPS finds fiscal health continues to decline across the state, though some negative trends eased in 2011 (October 2011)

Public sector unions in Michigan: their presence and impact according to local government leaders (August 2011)

Despite increased approval of state government performance, Michigan's local leaders are concerned about the state's direction (August 2011)

Local government and environmental leadership: views of Michigan's local leaders (July 2011)

Local leaders are mostly positive about intergovernmental cooperation and look to expand efforts (March 2011)



Local government leaders say most employees are not overpaid, though some benefits may be too generous (February 2011)

Local government leaders say economic gardening can help grow their economies (November 2010)

Local governments struggle to cope with fiscal, service, and staffing pressures (August 2010)

Michigan local governments actively promote U.S. Census participation (August 2010)

Fiscal stimulus package mostly ineffective for local economies (May 2010)

Fall 2009 key findings report: educational, economic, and workforce development issues at the local level (April 2010)

Local government officials give low marks to the performance of state officials and report low trust in Lansing (March 2010)

Local government fiscal and economic development issues (October 2009)

All MPPS reports are available online at: <http://closup.umich.edu/michigan-public-policy-survey>

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The Center for Local, State, and Urban Policy (CLOSUP), housed at the University of Michigan's Gerald R. Ford School of Public Policy, conducts and supports applied policy research designed to inform state, local, and urban policy issues. Through integrated research, teaching, and outreach involving academic researchers, students, policymakers and practitioners, CLOSUP seeks to foster understanding of today's state and local policy problems, and to find effective solutions to those problems.

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