

-- AGENDA --

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL TO BE HELD IN THE COUNCIL CHAMBERS AT WEST BRANCH CITY HALL, 121 N. FOURTH ST. ON MONDAY, DECEMBER 3, 2018, 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. Due to recent complaints from those in attendance trying to listen, audience members are kindly reminded to **please refrain from having private conversations while meetings are in progress—it is disruptive and NOT allowed.** Unless you are a scheduled speaker from the floor or in the process of giving public comment for the record, audience members should not converse in the Council Chambers during meetings--if you feel that you must converse during a meeting, you are kindly asked to please do so in the hallway, away from the doors. 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 West Branch City Council.]

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Public Hearing
 - A. 6:02 pm – Water rates related to capital improvements
- V. Additions to the agenda
- VI. Public Comment on Agenda Items Only (limited to 3 minutes)
- VII. Scheduled Matters from the Floor
 - A. Mike Engels – Michigan Rural Water
- VIII. Bids
- IX. Unfinished Business
- X. New Business
 - A. Bills payable.

- B. Second Reading (enactment) of Ordinance 18-05 – Section 32.032 of the Planning Commission Ordinance
- C. Adoption of new Planning Bylaws
- D. Second Reading (enactment) Ordinance 18-04 – Section 51 of the Sewer Ordinance
- E. Resolution 18-22 Budget Amendment
- F. Resolution 18-23 Waive collection of Penalties
- G. Application for Exemption of Real and/or personal property
- H. Charitable Exemption Policy
- I. Foreclosed Land Acceptance
- XI. Approval of the minutes and summary from the Meeting held November 19, 2018 as well as the closed session minutes from the meeting on November 19, 2018
- XII. Consent Agenda (These items are considered routine and can be enacted in one motion)
 - A. Treasurer's report and Investment Summary
 - B. Line item Budget Amendments 10098, 10105, 10106
 - C. Minutes from the Wellhead Protection Committee meeting held October 9, 2018
 - D. Minutes from the EMS Meeting held October 18, 2018
 - E. Minutes from the Airport Board meeting held October 17, 2018
 - F. Minutes from the DDA meeting held October 23, 2018
 - G. Minutes from the Planning meeting held October 23, 2018
- XIII. Communications
 - A. Ogemaw Herald Happy Holiday Flier
 - B. West Branch City of Lights
 - C. Michigan Dept. of Treasury – Fiscal health of Michigan local governments.
 - D. Final Childcare Survey from PRT

E. Airport Layout Plan Update

XIV. Reports and/or comments

A. Mayor

B. Council Members

C. City Manager

XV. Public Comment on any item (limited to 3 minutes)

XVI. Adjournment

CITY MANAGER ANNOTATED AGENDA

12/03/18

I. Call to Order

II. Roll Call

III. Pledge of Allegiance

IV. Public Hearing

A. Water Rates at 6:02

-This public hearing is for the purpose of hearing public commentary relating to the potential increase in water rates related to water capital improvements, which is on the agenda for today's meeting for Council to vote on following a presentation by Mike Engels of MI Rural Water.

V. Additions to the agenda

VI. Public Comment on Agenda Items Only (limited to 3 minutes)

VII. Scheduled Matters from the Floor

A. Mike Engels – Michigan Rural Water

-Mike Engels of MI Rural Water, the gentleman who prepared the water/sewer rate study spreadsheet that was utilized to formulate recommended rates and rate structures, which were reviewed in detail during past Council Work Sessions, will be doing a PowerPoint presentation for Council and the public, following which Council will be asked to vote on the issue.

-Three options, "Option A", "Option B", and "Option C", are included in your packets for consideration on water rates, including notes and supporting materials prepared by administration to go along with Mr. Engels' presentation. One option, "Option 1", is presented to set both sewage collection rates and sewage treatment rates, as there was really only one option for both of these rates discussed during all of the Work Sessions, since the only major

change here is having the rate structure itself match that of water with rates set to cover our current operating expenses, because unlike water, both sewer funds do not currently have long-term capital improvement plans that are lacking proper funding, like the water fund is. -It is also worth noting that all rates discussed at this meeting for both water and sewer would not have an impact on our water debt / sewer debt rates, as those are set by the amounts due and owing for each corresponding debt.

-Additional information on all water/sewer rate subjects will be discussed in detail by Mr. Engels during his presentation, plus some handouts are included in the packets.

-Council is requested to vote on setting both water and sewer rates at the end of Mr. Engels' presentation. A sample motion could be "***I move set water rates pursuant to 'Option A, and sewer rates pursuant to 'Option 1;'"***" or "***I move to set water rates pursuant to 'Option B, and sewer rates pursuant to 'Option 1;'"***" etc.

VIII. *Bids*

IX. *Unfinished Business*

X. *New Business*

A. Bills payable.

B. Second Reading (enactment) of Ordinance 18-03 – Section 32.032 of the Planning Commission Ordinance

-This is just the request that Council vote to approve the second reading of the amendment to the Planning Commission ordinance, which will reduce the total number of members [note—it includes the change requested at last meeting].

C. Adoption of new Planning Bylaws

-This would be to approve the amendment needed to make the Planning Bylaws match the new Planning Commission ordinance.

D. Second Reading (enactment) Ordinance 18-04 – Section 51 of the Sewer Ordinance

-This is the request for the second reading of the amendment to the sewer ordinance that mirrors the amendments already approved for the water ordinance.

E. Resolution 18-22 Budget Amendment

-This is a budget amendment to address a one-time additional personal property tax reimbursement payment from the State, as well as expenditures related to the recent LED installations.

F. Resolution 18-23 Waive collection of Penalties

-This is a resolution to waive the collection of penalties for failure to file property transfer affidavits. This change is recommended by City Assessor Jim VanWormer because the administrative costs associated with the collection of the penalties are more expensive than the amounts generated through the collection, and because the state law on the subject allows municipalities to pass this type of resolution for exactly this reason.

G. Application for Exemption of Real and/or personal property

-New forms are included in packets.

H. Charitable Exemption Policy

-New policy documents are included in packets.

I. Foreclosed Land Acceptance

-Two parcels are available for the City to take for free. We just have to let the County know by December 31, 2018.

Approval of the minutes and summary from the Meeting held November 19, 2018 as well as the closed session minutes from the meeting on November 19, 2018

XII. Consent Agenda (These items are considered routine and can be enacted in one motion)

- A. *Treasurer's report and Investment Summary*
- B. *Line item Budget Amendments 10098, 10105, 10106*
- C. *Minutes from the Wellhead Protection Committee meeting held October 9, 2018*
- D. *Minutes from the EMS Meeting held October 18, 2018*

E. *Minutes from the Airport Board meeting held October 17, 2018*

F. *Minutes from the DDA meeting held October 23, 2018*

G. *Minutes from the Planning meeting held October 23, 2018*

XI. Communications

A. Ogemaw Herald Happy Holiday Flier

-If Council likes the idea, I was thinking we could purchase two pages—one thanking officials for their service for those coming off Council, and one introducing people to new officials (though we would need to wait till we have official photos of all to do this). Maybe consider for Boards/Commissions as well?

B. West Branch City of Lights

-Will take place on Saturday, Dec. 15th. Council members who want to serve as judges may use the forms that will be sitting at your desks during the Council meeting.

C. Michigan Dept. of Treasury – Fiscal health of Michigan local governments.

-Interesting information regarding the finances of various municipal entities in the State.

D. Final Childcare Survey from PRT

-These are the results from the Project Rising Tide survey related to childcare needs in our community. Work on solving childcare issues is underway by a PRT subcommittee which Manager Grace is on. As part of that subcommittee, Manager Grace has worked to coordinate a meeting to take place between the owner of a childcare facility in Roscommon and Pastor Tim Dibble of the First United Methodist Church, along with Manager Grace and EDC Rep. Mandi Chasey, to see if an arrangement can be made to bring a childcare operation into the Church. Manager Grace will update Council further after the meeting occurs in December.

E. Airport Layout Plan Update

-The Airport Board is currently reviewing the long-range capital improvement plans for the Airport, including the airport runway and hangar layouts, as well as the approach and takeoff airspace requirements from the FAA, which will necessitate the clearing out of some trees that

are intruding into the airspace surrounding the runway. Detailed paperwork related to this issue is available upon request, and will also be available during the meeting on the table in the Council Chambers where the sign-in sheet is located. In addition, Manager Grace is also serving on a subcommittee of the Airport Board, along with County Commissioner Craig Scott, to negotiate the Airport Manager's contract renewal, including a re-assessment of jet fuel concessions.

XII. Reports and/or comments

A. Mayor

B. Council Members

C. City Manager

XIII. Public Comment on any item (limited to 3 minutes)

XIV. Adjournment

Call to Order

Roll Call

**Pledge of
Allegiance**

Public Hearings

NOTICE OF PUBLIC HEARING

The West Branch City Council will hold a public hearing on Monday, December 3, 2018 at 6:02 p.m. in the Council Chamber of City Hall, 121 N. Fourth St. The purpose of the hearing is to take public comment on proposed changes to the City's Water ordinance as well as discussion of the setting of rates for water and also the budgeting of annual water capital improvement amounts. Parties interested in sharing their views or commenting on this are asked to please attend this Public Hearing and share their comments before Council considers making any decisions on the matter (or, alternatively, if you are unable to attend the December 3, 2018 Public Hearing, please submit your comments in writing, either dropped off, mailed, or emailed, to City Clerk/Treasurer John Dantzer prior to the meeting—preferably no later than noon on Wednesday, November 28, 2018, so such written comments can be copied and included in each Council Member's packets). All written correspondence can be mailed to City Hall, 121 N. Fourth St., West Branch, MI 48661 or emailed to clerktreasurer@westbranch.com. Any questions concerning this public hearing can be directed to West Branch City Hall at (989) 345-0500.

Accommodations are available upon request to persons with disabilities who require alternately formatted materials or auxiliary aids to ensure effective communication and access to City meetings or hearings. All requests for accommodation should be made with as much advance notice as possible by contacting City Clerk, John Dantzer at (989) 345-0500.

Additions to the Agenda

Public Comment -Agenda Items

Scheduled Matters from the Floor

Fund 591 WATER FUND

GL Number	Description	Balance
*** Assets ***		
591-000.000-001.000	CASH CHECKING - CHEMICAL BANK	151,075.13
591-000.000-001.001	PAYROLL CHECKING	0.28
591-000.000-001.003	CHEMICAL BANK SAVINGS	21,591.51
591-000.000-003.400	PNC BANK SAVINGS	4,544.82
591-000.000-040.400	ACCOUNTS RECEIVABLE	57,847.46
591-000.000-040.402	ACCOUNTS RECEIVABLE - AR PROG	667.46
591-000.000-130.000	LAND	109,044.00
591-000.000-138.000	FURNITURE & FIXTURES	2,850.00
591-000.000-139.000	ACC DEP. FURNITURE & FIXTURES	(1,124.00)
591-000.000-159.000	INFRASTRUCTURE	1,327,644.00
591-000.000-160.000	A/D INFRASTRUCTURE	(680,687.00)
Total Assets		993,453.66
*** Liabilities ***		
591-000.000-214.400	ESCROW ACCOUNT	6,179.34
591-000.000-235.000	BC/BS FAMILY CONTINUATION	419.54
Total Liabilities		6,598.88
*** Fund Balance ***		
591-000.000-390.000	CARRY OVER	(414,383.80)
591-000.000-399.000	INVEST.IN CAP. ASSETS NET OF	1,366,836.00
Total Fund Balance		952,452.20
Beginning Fund Balance		952,452.20
Net of Revenues VS Expenditures		34,402.58
Ending Fund Balance		986,854.78
Total Liabilities And Fund Balance		993,453.66

Current water funds available for improvements & repairs

Fund 592 WATER REPLACEMENT FUND

GL Number	Description	Balance
*** Assets ***		
592-000.000-001.000	CASH CHECKING - CHEMICAL BANK	281,453.90
592-000.000-001.003	CHEMICAL BANK SAVINGS	18,716.70
592-000.000-002.400	MERCANTILE SAVINGS	669.76
592-000.000-003.400	PNC BANK SAVINGS	169.68
592-000.000-159.000	INFRASTRUCTURE	806,610.00
Total Assets		1,107,620.04
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
592-000.000-390.000	CARRY OVER	650,079.57
592-000.000-399.000	INVEST.IN CAP. ASSETS NET OF	457,501.00
Total Fund Balance		1,107,580.57
Beginning Fund Balance		1,107,580.57
Net of Revenues VS Expenditures		39.47
Ending Fund Balance		1,107,620.04
Total Liabilities And Fund Balance		1,107,620.04

Current funds available

\$ 301,010.04

City of West Branch

Water Rate Report

August 2018'



Michigan Rural
Water Association



Prepared By:

Name	Title	Employer	Email
Mike Engels	Circuit Rider	Michigan Rural Water Association	mikeengels@sbcglobal.net
Dan Robb		City of West Branch	
Mike Killacky		City of West Branch	
Heather Grace	City Manager	City of West Branch	citymanager@westbranch.com
John Dantzer	Clerk/Treasurer	City of West Branch	clerktreasurer@westbranch.com

Presentation by

Mike Engels

of

MI Rural Water

MICHIGAN RURAL WATER ASSOCIATION RATE EVALUATION PROGRAM

Our current expenditures related to labor for water

*Note: this will climb each year if infrastructure is not improved b/c our crew will have to spend more time fixing main breaks, etc.

LABOR & BENEFITS CITY OF WEST BRANCH WATER TIER 1		ACTUALS EXPENSES FROM PREVIOUS YEARS (COMPARISON PURPOSES ONLY)		
		2018/2019		
2018	RATE BUDGET ANNUAL BUDGETED	YEAR OF 2016/2017	YEAR OF 2015/2016	YEAR OF 2014/2015
LABOR & BENEFITS				
SALARIES & WAGES	\$40,261	\$31,620	\$26,107	\$30,353
OVERTIME	\$7,000	\$7,000	\$7,096	\$8,767
MANIDORY MEDICARE	\$570	\$520	\$480	\$567
SS	\$2,433	\$2,100	\$2,058	\$2,425
WORKERS COMP	\$1,085	\$800	\$776	\$911
ADMINISTRATIVE / ADMINISTRATIVE	\$20,000	\$20,000	\$20,000	\$20,000
BC/BS HEALTH INSURANCE PREMIUM	\$6,400			
MERS RETIREMENT (EMPLOYER)	\$311			
UNEMPLOYMENT INS. BENEFIT	\$180			
SUB-TOTAL EXPENSES	\$78,240	\$62,040	\$56,517	\$63,023
Additional Cost of Inflation Increase	0.00%			
LABOR & BENEFITS	\$78,240			
ARE EMPLOYEES MAKING A LIVABLE WAGE AND RECEIVING INCREASES ANNUALLY?				

MICHIGAN RURAL WATER ASSOCIATION RATE
EVALUATION PROGRAM

*Our current operation & maintenance expenses
Much like our labor costs, this costs
will drastically rise each year if our
water infrastructure is not repaired/replaced
properly, since we will have to do more
work on line breaks, etc.*

OPERATION & MAINTENANCE EXPENSES	PROPOSED BUDGET FOR NEXT FISCAL YEAR	ACTUALS EXPENSES FROM PREVIOUS YEARS (COMPARISON PURPOSES ONLY)		
2018	2018/2019			
CITY OF WEST BRANCH WATER TIER 1	RATE BUDGET	YEAR OF	YEAR OF	YEAR OF
SYSTEM EXPENSES	ANNUAL BUDGETED	2016/2017	2015/2016	2014/2015
OPERATING SUPPLIES	\$27,500	\$28,000	\$32,913	\$33,422
POSTAGE	\$1,800	\$900	\$852	\$565
CONTRACTUAL SERVICES	\$45,000	\$10,000	\$5,108	\$25,744
MEMBERSHIP	\$1,000	\$400	\$552	\$187
LIABILITY INS	\$2,000	\$2,000	\$2,258	\$2,235
PHONE	\$500	\$500	\$459	\$432
PROFESSIONAL DEV	\$1,000	\$300	\$0	\$300
UTILITIES	\$16,500	\$13,500	\$12,983	\$14,146
EQUIPMENTAL RENTAL	\$22,000	\$17,000	\$17,762	\$24,092
MISC	\$600	\$6,000	\$507	\$218
PAYING CASH FOR NEW WATER METERS				
SUBTOTAL OPERATIONAL EXPENSES	\$117,900	\$78,600	\$73,394	\$101,341
CONTINGENCY	\$0			
SUBTOTAL	\$117,900			
COST OF INFLATION INCREASE	0.00%			
OPERATION & MAINTENANCE EXPENSES	\$117,900			

Option A

MICHIGAN RURAL WATER ASSOCIATION RATE EVALUATION PROGRAM

CALCULATED RESULTS OF WATER RATE ANALYSIS						2018
CITY OF WEST BRANCH WATER TIER						
	ANNUAL BUDGET	BASE RATE FIXED EXPENSES	COST PER 3/4 METER	CONSUMPTION VARIABLE EXPENSES	VOLUME COST PER UNIT	
LABOR & BENEFITS	\$78,240	\$35,208	\$2.13	\$43,032	\$0.61	
OPERATION & MAINTENANCE EXPENSES	\$117,900	\$37,466	\$2.27	\$80,434	\$1.15	
SUBTOTAL OPERATIONAL EXPENSES	\$196,140	\$72,674	\$4.40	\$123,466	\$1.76	
EQUIPMENT REPLACEMENT SHORT LIVED ASSETS	\$45,000	\$20,340	\$1.23	\$24,660	\$0.35	
CAPITAL IMPROVEMENT PROJECTS	\$300,000	\$75,000	\$4.54	\$225,000	\$3.21	
	\$0	\$0	\$0.00	\$0	\$0.00	
SUBTOTAL RESERVES	\$345,000	\$95,340	\$5.77	\$249,660	\$3.56	
ADOPTED BUDGET	\$541,140	\$168,014	\$10.17	\$373,126	\$5.32	
CURRENT REVENUE		31%		69%		
NON OPERATING INCOME REDUCTION CONTRIBUTION		\$3,647		\$5,853		
REVENUE COLLECTED THROUGH RATES	\$531,640	\$164,367		\$367,273		
NON OPERATING INCOME REDUCTION PER REU / UNIT			0.22		0.08	
CALCULATED RATE PER 3/4 METER PER MONTH						
			\$9.95	1,000 GAL.	\$5.23	
ANNUAL EQUIVALENT REUS 16,519		CURRENT RATES	\$7.43		\$2.23	
ANTICIPATED GALLONS INVOICED 65,792,640		INCREASE OF	\$2.52		\$3.00	
INVOICES PER YEAR 12						
TOTAL NUMBER OF CUSTOMERS / METERS 958				CITY TIER 2	\$5.75	
ANTICIPATED EQUIVALENT GALLONS / UNITS 70,202				CITY TIER 3	\$6.28	
GALLONS INCLUDED WITH THIS CALCULATED BASE RATE ? ZERO						
IS BASE RATE PER REU, - OR PER METER SIZE ?	METER SIZE	\$1.00 INCREASE GENERATES	\$16,519		\$65,793	

V1, WEST BRANCH WATER SEPT 4 2018

V1 - All "V1" slides are based on \$300 K per year for capital improvements like water main replacements

Option A

THESE RATES ARE CHARGED TO ALL CUSTOMERS. - ALL CITY AND TOWNSHIP CUSTOMERS SERVED BY CITY
 THE COST PER UNIT OF WATER IS DETERMINED BY THE TOTAL GALLONS OF WATER FROM CITY WATER CUSTOMERS AND TOWNSHIP WATER CUSTOMERS SERVED BY THE CITY
 CUSTOMERS ARE NOT CHARGED BASED ON THE SIZE OF THE WATER METER OR AN REU FACTOR
 CUSTOMERS ARE CHARGED FOR A MINIMUM OF 3,333 GALLONS PER MONTH
 THE RATE PER 1,000 GALLONS OF WATER IS THE SAME REGARDLESS OF VOLUME USED
 CUSTOMERS ARE CURRENTLY INVOICED BY THE QUARTER. - HOWEVER THIS RATE EVALUATION WILL CHARGE THEM BY THE MONTH
 SENIOR CITIZEN CUSTOMERS RECEIVE A 10% DISCOUNT
 TOWNSHIP WATER CUSTOMERS SERVED BY THE CITY PAY 1.5 TIMES THE RATE CITY CUSTOMERS PAY

WEST BRANCH WATER RATES

CURRENT MONTHLY CHARGES			
REGULAR CITY CUSTOMERS			
	MINIMUM FEE	GALLONS CHARGED WITH MINIMUM FEE	RATE PER 1,000 GALLONS - ALL GALLONS AT SAME RATE
REGULAR CITY CUSTOMERS	\$7.43	3,333	\$2.23
CITY SENIOR CITIZEN RATE AT 10% DISCOUNT	\$6.69	3,333	\$2.01
TOWNSHIP CUSTOMERS PAY 1.5 TIMES THE CITY RATE	\$11.15	3,333	\$3.35

CITY OF WEST BRANCH WATER		THREE TIER SYSTEM RATE PER 1,000 GALLONS			
NEW MONTHLY CHARGES		TIER 1	TIER 2	TIER 3	NO CITY SENIOR CITIZEN RATE - REMOVED THE 3,300 GALLONS MINIMUM USAGE CHARGE
			RATIO FROM TIER 1	RATIO FROM TIER 1	
			1.10	1.20	
			10,000	100,000	
METER SIZE - INCHES	MINIMUM FEE / READY TO SERVE	GALLONS CHARGED WITH MINIMUM FEE	FROM 0 TO 10,000 GALLONS	10,001 - 100,000 GALLONS	100,000 + GALLONS
0.75	\$9.95	0	\$5.23	\$5.75	\$6.28
1	\$17.69	0			
1.25	\$27.64	0			
1.5	\$39.80	0			
2	\$70.76	0			
3	\$159.20	0			
4	\$283.02	0			

CUSTOMERS ARE CHARGED A MONTHLY READY TO SERVE FEE BASED ON THE SIZE OF THE WATER METER
 CUSTOMERS ARE NOT CHARGED FOR A MINIMUM OF 3,333 GALLONS PER MONTH
 CUSTOMERS PAY ONLY FOR GALLONS USED
 THE RATE PER 1,000 GALLONS OF WATER INCREASES AS THE CUSTOMER USE INCREASES
 CUSTOMERS ARE CURRENTLY INVOICED BY THE QUARTER. - HOWEVER THIS RATE EVALUATION WILL CHARGE THEM BY THE MONTH
 SENIOR CITIZEN CUSTOMERS WILL NO LONGER RECEIVE A 10% DISCOUNT - REMOVED THE MINIMUM USAGE CHARGE OF 3,333 GALLONS PER MONTH
 TOWNSHIP WATER CUSTOMERS SERVED BY THE CITY PAY 1.5 TIMES THE RATE CITY CUSTOMERS PAY
 IRRIGATION METERS DO NOT PAY A READY TO SERVE CHARGE. THEY ARE CHARGED ONLY ON THE USAGE & THEY DO NOT GET CHARGED SEWER

11

Option A

TOWNSHIP - ALL CUSTOMERS PAY 1.5 TIMES THE CITY

TOWNSHIP - ALL CUSTOMERS					
NEW MONTHLY CHARGES			RATE		
			TIER 1	TIER 2	TIER 3
			RATIO FROM CITY	RATIO FROM CITY	RATIO FROM CITY
			TIER 1	TIER 1	TIER 1
			150%	1.50	1.70
METER SIZE - INCHES	MINIMUM FEE	GALLONS CHARGED WITH MINIMUM FEE	FROM 0 TO 10,000 GALLONS	10,001 - 100,000 GALLONS	100,000 + GALLONS
0.75	\$14.93	0	\$7.85	\$8.37	\$8.89
1	\$26.53	0			
1.25	\$41.46	0			
1.5	\$59.70	0			
2	\$106.13	0			
3	\$238.80	0			
4	\$424.53	0			
NO CITY SENIOR CITIZEN RATE - REMOVED THE 3,300 GALLONS MINIMUM USAGE CHARGE					

CONFIRMATION OF INCOME - BASED ON CALCULATED RATES

WEST BRANCH WATER							
	CITY OF WEST BRANCH WATER TIER 1	CITY TIER 2	CITY TIER 3	TOWNSHIP WATER TIER 1	TOWNSHIP TIER 2	TOWNSHIP TIER 3	REVENUE
	New Cost per Unit of Water Sold						NEW RATES
\$ PER 1,000 GAL.	\$5.23	\$5.75	\$6.28	\$7.86	\$8.37	\$8.89	
UNITS Sold	37,852	20,235	5,389	832	1,488	0	65,793
Income	\$198,026	\$116,449	\$33,814	\$6,529	\$12,455	\$0	\$367,273
PERCENT OF USAGE	68%	31%	8%	1%	2%	0%	
PERCENT REVENUE	54%	32%	9%	2%	3%	0%	
NON SALES INCOME APPLIED TO VARIABLE BUDGET							\$5,853
TOTAL ANTICIPATED REVENUE PER UNIT SALES							\$373,126
METER SIZE	NEW BASE RATE PER MONTH						
3/4	\$9.95			\$14.93			
NO. CUSTOMERS	839			17			
INVOICES PER YEAR	12			12			
ANNUAL INVOICES	10,068			204			
INCOME	\$106,176.80			\$3,044.70			\$103,221
1	\$17.69			\$26.53			
NO. CUSTOMERS	60			0			
INVOICES PER YEAR	12			12			
ANNUAL INVOICES	720			0			
INCOME	\$12,738.00			\$0.00			\$12,736
1 1/4	\$27.64			\$41.46			
NO. CUSTOMERS	1			0			
INVOICES PER YEAR	12			12			
ANNUAL INVOICES	12			0			
INCOME	\$331.67			\$0.00			\$332
1 1/2	\$39.80			\$59.70			
NO. CUSTOMERS	10			0			
INVOICES PER YEAR	12			12			
ANNUAL INVOICES	120			0			
INCOME	\$4,776.00			\$0.00			\$4,776
2	\$70.76			\$106.13			
NO. CUSTOMERS	22			0			
INVOICES PER YEAR	12			12			
ANNUAL INVOICES	264			0			
INCOME	\$18,679.47			\$0.00			\$18,679
3	\$159.20			\$238.80			
NO. CUSTOMERS	4			0			
INVOICES PER YEAR	12			12			
ANNUAL INVOICES	48			0			
INCOME	\$7,641.60			\$0.00			\$7,642
4	\$283.02			\$424.53			
NO. CUSTOMERS	5			0			
INVOICES PER YEAR	12			12			
ANNUAL INVOICES	60			0			
INCOME	\$16,981.23			\$0.00			\$16,981
Fixed Income							\$164,367
NON SALES INCOME APPLIED TO FIXED BUDGET							\$3,847
TOTAL ANTICIPATED REVENUE BASE RATE / RTS + NON SALES INCOME							\$168,014
TOTAL COMBINED CUSTOMER INCOME = BASE RATE + VOLUME INCOME							\$541,140
TOTAL COMBINED CUSTOMER INCOME							\$541,140
Budget Goal							\$541,140
Difference							\$0

Option A

MICHIGAN RURAL WATER ASSOCIATION RATE EVALUATION PROGRAM

WEST BRANCH WATER YEAR OF 2018

CAPITAL IMPROVEMENT PROJECTS

CAPITAL IMPROVEMENT IDEAS WERE GENERATED FROM

FOLLOWS STREET REPLACEMENT PROGRAM

NOTES

CAPITAL PROJECT	PRIORITY	ESTIMATED PROJECT COST	AMOUNT FUNDED IN WATER BUDGET	COMPLETE IN YEAR OF	IS THIS YEAR FLEXIBLE?	MONEY RESERVED ANNUALLY
REPLACE WATER MAIN - N FAIRVIEW	A	\$241,607	\$241,607	2021	YES	\$80,536
N VALLEY WATER MAIN REPLACEMENT	A	\$134,354	\$134,354	2021	YES	\$44,851
LINDSEY STREET REPLACE WATER MAIN	C	\$169,311	\$169,311	2022	YES	\$42,328
W. WRIGHT ST WATER MAIN	C	\$54,412	\$54,412	2022	YES	\$13,603
S 4TH STREET WATER MAIN REPLACEMENT	C	\$119,791	\$119,791	2024	YES	\$18,965
W. WRIGHT ST WATER MAIN REPLACEMENT	C	\$86,469	\$86,469	2024	YES	\$14,412
N. 3RD STREET WATER MAIN	C	\$148,895	\$148,895	2025	YES	\$21,271
N. 4TH STREET REPLACE WATER MAIN	C	\$115,826	\$115,826	2025	YES	\$16,547
E STATE STREET WATER MAIN REPLACEMENT	C	\$123,081	\$123,081	2026	YES	\$15,385
EAST & WEST HOUGHTON STREET WATER MAIN	C	\$192,000	\$192,000	2023	NO	\$158,400
NORTH 1ST STREET WATER MAIN REPLACEMENT	C	\$81,070	\$81,070	2026	YES	\$10,134
W. REPLEY STREET WATER MAIN REPLACEMENT	C	\$85,541	\$85,541	2027	YES	\$9,505
BURR STREET WATER MAIN REPLACEMENT	C	\$24,464	\$24,464	2027	YES	\$2,718
ALTO COURT WATER MAIN REPLACEMENT	C	\$36,444	\$36,444	2027	YES	\$4,049
SOUTH 5TH STREET WATER MAIN REPLACEMENT	C	\$40,999	\$40,999	2028	YES	\$4,100
SOUTH 3RD STREET WATER MAIN REPLACEMENT	C	\$41,421	\$41,421	2028	YES	\$4,142
SOUTH 2ND STREET WATER MAIN REPLACEMENT	C	\$90,856	\$90,856	2028	YES	\$9,086
NORTH BURGESS	C	\$105,113	\$105,113	2028	YES	\$10,511
TOTALS		\$2,491,854.00	\$2,491,854.00	0	YES	\$0

CAPITAL IMPROVEMENT PROJECTS				ANNUAL COST OF LIVING INCREASE
				2.00%
				CURRENT RESERVE BALANCE APPLIED TO CAPITAL IMPROVEMENTS
				AVG. INTEREST RATE IN SAVINGS
				0.00%
YEAR	PROJECT	CIP EXPENDITURES	ANNUAL AVERAGE BUDGET	RUNNING BALANCE
2018	SEE LIST	\$0	\$300,000	\$300,000
2019		\$0	\$300,000	\$600,000
2020		\$0	\$300,000	\$900,000
2021		\$398,731	\$300,000	\$601,269
2022		\$241,621	\$300,000	\$659,649
2023		\$871,200	\$300,000	\$288,449
2024		\$231,011	\$300,000	\$357,437
2025		\$301,782	\$300,000	\$355,655
2026		\$236,815	\$300,000	\$418,840
2027		\$172,810	\$300,000	\$468,030
2028		\$334,067	\$300,000	\$511,964
2029		\$0	\$300,000	\$611,964
2030		\$0	\$300,000	\$1,111,964
2031		\$0	\$300,000	\$1,411,964
2032		\$0	\$300,000	\$1,711,964
2033		\$0	\$300,000	\$2,011,964
2034		\$0	\$300,000	\$2,311,964
2035		\$0	\$300,000	\$2,611,964
2036		\$0	\$300,000	\$2,911,964
2037		\$0	\$300,000	\$3,211,964
2038		\$0	\$300,000	\$3,511,964

✓ CIP line stays in black & begins to build reserves so future projects to build require loans & interest payments

Option A

TYPICAL BILL USING NEW RATES CITY OF WEST BRANCH WATER TIER 1						
METER SIZE - INCHES	GALLONS USED	VOLUME CHARGE	BASE RATE CHARGE	NEW BILL	OLD BILL	CHANGE IN BILL
3/4	0	\$0.00	\$9.95	\$9.95	\$7.43	\$2.52
3/4	2,000	\$10.46	\$9.95	\$20.41	\$7.43	\$12.98
3/4	3,000	\$15.69	\$9.95	\$25.64	\$7.43	\$18.21
3/4	4,000	\$20.93	\$9.95	\$30.88	\$8.92	\$21.96
3/4	10,000	\$52.32	\$9.95	\$62.27	\$22.30	\$39.97

MICHIGAN RURAL WATER ASSOCIATION RATE EVALUATION PROGRAM

Option B

CALCULATED RESULTS OF WATER RATE ANALYSIS						2018
CITY OF WEST BRANCH WATER TIER						
	ANNUAL BUDGET	BASE RATE FIXED EXPENSES	COST PER 3/4 METER	CONSUMPTION VARIABLE EXPENSES	VOLUME COST PER UNIT	
LABOR & BENEFITS	\$78,240	\$35,208	\$2.13	\$43,032	\$0.61	
OPERATION & MAINTENANCE EXPENSES	\$117,900	\$37,466	\$2.27	\$80,434	\$1.15	
SUBTOTAL OPERATIONAL EXPENSES	\$196,140	\$72,674	\$4.40	\$123,466	\$1.76	
EQUIPMENT REPLACEMENT SHORT LIVED ASSETS	\$45,000	\$20,340	\$1.23	\$24,660	\$0.35	
CAPITAL IMPROVEMENT PROJECTS	\$210,000	\$52,500	\$3.18	\$157,500	\$2.24	
	\$0	\$0	\$0.00	\$0	\$0.00	
SUBTOTAL RESERVES	\$255,000	\$72,840	\$4.41	\$182,160	\$2.59	
ADOPTED BUDGET	\$451,140	\$145,514	\$8.81	\$305,626	\$4.35	
CURRENT REVENUE		32%		66%		
NON OPERATING INCOME REDUCTION CONTRIBUTION		\$3,647		\$5,853		
REVENUE COLLECTED THROUGH RATES	\$441,640	\$141,867		\$299,773		
NON OPERATING INCOME REDUCTION PER REU / UNIT			0.22			0.08
CALCULATED RATE PER 3/4 METER	PER	MONTH	\$8.59	1,000 GAL.	\$4.27	
ANNUAL EQUIVALENT REUS 16,519		CURRENT RATES	\$7.43		\$2.23	
ANTICIPATED GALLONS INVOICED 65,792,640		INCREASE OF	\$1.15		\$2.04	
INVOICES PER YEAR 12						
TOTAL NUMBER OF CUSTOMERS / METERS 958				CITY TIER 2	\$4.70	
ANTICIPATED EQUIVALENT GALLONS / UNITS 70,202				CITY TIER 3	\$5.12	
GALLONS INCLUDED WITH THIS CALCULATED BASE RATE 7 ZERO						
IS BASE RATE PER REU, - OR PER METER SIZE?	METER SIZE	\$1.00 INCREASE GENERATES	\$16,519		\$65,793	

All "V2" slides are based on \$2.10 for capital improvements

Option B

THESE RATES ARE CHARGED TO ALL CUSTOMERS. - ALL CITY AND TOWNSHIP CUSTOMERS SERVED BY CITY
 THE COST PER UNIT OF WATER IS DETERMINED BY THE TOTAL GALLONS OF WATER FROM CITY WATER CUSTOMERS AND TOWNSHIP WATER CUSTOMERS SERVED BY THE CITY
 CUSTOMERS ARE NOT CHARGED BASED ON THE SIZE OF THE WATER METER OR AN RCU FACTOR
 CUSTOMERS ARE CHARGED FOR A MINIMUM OF 3,333 GALLONS PER MONTH
 THE RATE PER 1,000 GALLONS OF WATER IS THE SAME REGARDLESS OF VOLUME USED
 CUSTOMERS ARE CURRENTLY INVOICED BY THE QUARTER. - HOWEVER THIS RATE EVALUATION WILL CHARGE THEM BY THE MONTH
 SENIOR CITIZEN CUSTOMERS RECEIVE A 10% DISCOUNT
 TOWNSHIP WATER CUSTOMERS SERVED BY THE CITY PAY 1.5 TIMES THE RATE CITY CUSTOMERS PAY

WEST BRANCH WATER RATES

CURRENT MONTHLY CHARGES			
REGULAR CITY CUSTOMERS			
	MINIMUM FEE	GALLONS CHARGED WITH MINIMUM FEE	RATE PER 1,000 GALLONS - ALL GALLONS AT SAME RATE
REGULAR CITY CUSTOMERS	\$7.43	3,333	\$2.23
CITY SENIOR CITIZEN RATE AT 10% DISCOUNT	\$6.69	3,333	\$2.01
TOWNSHIP CUSTOMERS PAY 1.5 TIMES THE CITY RATE	\$11.15	3,333	\$3.35

CITY OF WEST BRANCH WATER		THREE TIER SYSTEM RATE PER 1,000 GALLONS			
NEW MONTHLY CHARGES		TIER 1	TIER 2	TIER 3	NO CITY SENIOR CITIZEN RATE - REMOVED THE 3,300 GALLONS MINIMUM USAGE CHARGE
			RATIO FROM TIER 1	RATIO FROM TIER 1	
			1.10	1.20	
			10,000	100,000	
METER SIZE - INCHES	MINIMUM FEE / READY TO SERVE	GALLONS CHARGED WITH MINIMUM FEE	FROM 0 TO 10,000 GALLONS	10,001 - 100,000 GALLONS	100,000 + GALLONS
0.75	\$8.59	0	\$4.27	\$4.70	\$5.12
1	\$15.27	0			
1.25	\$23.86	0			
1.5	\$34.35	0			
2	\$61.07	0			
3	\$137.41	0			
4	\$244.28	0			

CUSTOMERS ARE CHARGED A MONTHLY READY TO SERVE FEE BASED ON THE SIZE OF THE WATER METER
 CUSTOMERS ARE NOT CHARGED FOR A MINIMUM OF 3,333 GALLONS PER MONTH
 CUSTOMERS PAY ONLY FOR GALLONS USED
 THE RATE PER 1,000 GALLONS OF WATER INCREASES AS THE CUSTOMER USE INCREASES
 CUSTOMERS ARE CURRENTLY INVOICED BY THE QUARTER. - HOWEVER THIS RATE EVALUATION WILL CHARGE THEM BY THE MONTH
 SENIOR CITIZEN CUSTOMERS WILL NO LONGER RECEIVE A 10% DISCOUNT - REMOVED THE MINIMUM USAGE CHARGE OF 3,333 GALLONS PER MONTH
 TOWNSHIP WATER CUSTOMERS SERVED BY THE CITY PAY 1.5 TIMES THE RATE CITY CUSTOMERS PAY
 IRRIGATION METERS DO NOT PAY A READY TO SERVE CHARGE, THEY ARE CHARGED ONLY ON THE USAGE & THEY DO NOT GET CHARGED SEWER

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Option B

TOWNSHIP - ALL CUSTOMERS PAY 1.5 TIMES THE CITY RATE

NEW MONTHLY CHARGES							NO CITY SENIOR CITIZEN RATE - REMOVED THE 3,300 GALLONS MINIMUM USAGE CHARGE
			TIER 1 RATIO FROM CITY TIER 1	TIER 2 RATIO FROM CITY TIER 1	TIER 3 RATIO FROM CITY TIER 1		
			150%	1.60	1.70		
METER SIZE - INCHES	MINIMUM FEE	GALLONS CHARGED WITH MINIMUM FEE	FROM 0 TO 10,000 GALLONS	10,001 - 100,000 GALLONS	100,000 + GALLONS		
0.75	\$12.88	0	\$6.41	\$6.83	\$7.26		
1	\$22.90	0					
1.25	\$35.78	0					
1.5	\$51.53	0					
2	\$91.60	0					
3	\$206.11	0					
4	\$366.42	0					

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Option B
MICHIGAN RURAL WATER ASSOCIATION
RATE EVALUATION PROGRAM

WEST BRANCH WATER		YEAR OF 2018		FOLLOWS STREET REPLACEMENT PROGRAM	
CAPITAL IMPROVEMENT PROJECTS					
CAPITAL IMPROVEMENT IDEAS WERE GENERATED FROM					
NOTES					
CAPITAL PROJECT					
REPLACE WATER MAIN - N FAIRVIEW	PRIORITY	ESTIMATED PROJECT COST	AMOUNT FUNDED IN WATER BUDGET	COMPLETE IN YEAR OF	IS THIS YEAR FLEXIBLE?
N VALLEY WATER MAIN REPLACEMENT	A	\$241,807	\$241,807	2021	YES
LINDSEY STREET REPLACE WATER MAIN	C	\$134,554	\$134,554	2021	YES
W. WRIGHT ST WATER MAIN	C	\$169,311	\$169,311	2022	YES
S 4TH STREET WATER MAIN REPLACEMENT	C	\$54,412	\$54,412	2022	YES
W. WRIGHT ST WATER MAIN REPLACEMENT	C	\$119,781	\$119,781	2024	YES
N 3RD STREET WATER MAIN	C	\$86,469	\$86,469	2024	YES
N 4TH STREET REPLACE WATER MAIN	C	\$148,895	\$148,895	2025	YES
E STATE STREET WATER MAIN REPLACEMENT	C	\$115,826	\$115,826	2025	YES
EAST & WEST HOUGHTON STREET WATER MAIN	C	\$123,081	\$123,081	2026	YES
NORTH 1ST STREET WATER MAIN REPLACEMENT	C	\$792,090	\$792,090	2023	NO
W. REPLEY STREET WATER MAIN REPLACEMENT	C	\$81,070	\$81,070	2026	YES
BURR STREET WATER MAIN REPLACEMENT	C	\$85,541	\$85,541	2027	YES
ALTO COURT WATER MAIN REPLACEMENT	C	\$24,464	\$24,464	2027	YES
SOUTH 5TH STREET WATER MAIN REPLACEMENT	C	\$36,444	\$36,444	2027	YES
SOUTH 3RD STREET WATER MAIN REPLACEMENT	C	\$40,999	\$40,999	2028	YES
SOUTH 2ND STREET WATER MAIN REPLACEMENT	C	\$41,421	\$41,421	2028	YES
NORTH BURGESS	C	\$90,856	\$90,856	2028	YES
0	C	\$105,113	\$105,113	2028	YES
0	C	\$0	\$0	0	YES
0	C	\$0	\$0	0	YES
TOTALS		\$2,491,854.00	\$2,491,854.00		
		</			

CAPITAL IMPROVEMENT PROJECTS					ANNUAL COST OF LIVING INCREASE	
CURRENT RESERVE BALANCE APPLIED TO CAPITAL IMPROVEMENTS					2.00%	
AVG. INTEREST RATE IN SAVINGS					0.00%	
YEAR	PROJECT	CIP EXPENDITURES	ANNUAL AVERAGE BUDGET	RUNNING BALANCE		
2018	SEE LIST	\$0	\$210,000	\$420,000		
2019		\$0	\$210,000	\$630,000		
2020		\$0	\$210,000	\$840,000		
2021		\$398,731	\$210,000	\$441,269		
2022		\$241,621	\$210,000	\$409,549		
2023		\$871,200	\$210,000	\$321,349		
2024		\$231,011	\$210,000	\$110,338		
2025		\$301,782	\$210,000	(\$94,745)		
2026		\$236,815	\$210,000	(\$391,101)		
2027		\$172,810	\$210,000	(\$668,035)		
2028		\$334,067	\$210,000	(\$1,002,102)		
2029		\$0	\$210,000	(\$1,212,102)		
2030		\$0	\$210,000	(\$1,422,102)		
2031		\$0	\$210,000	(\$1,632,102)		
2032		\$0	\$210,000	(\$1,842,102)		
2033		\$0	\$210,000	(\$2,052,102)		
2034		\$0	\$210,000	(\$2,262,102)		
2035		\$0	\$210,000	(\$2,472,102)		
2036		\$0	\$210,000	(\$2,682,102)		
2037		\$0	\$210,000	(\$2,892,102)		
2038		\$0	\$210,000	(\$3,102,102)		

✓ Goes into the rd for several years for CIP projects - would require loans + interest

Option B

TYPICAL BILL USING NEW RATES CITY OF WEST BRANCH WATER TIER 1						
METER SIZE - INCHES	GALLONS USED	VOLUME CHARGE	BASE RATE CHARGE	NEW BILL	OLD BILL	CHANGE IN BILL
3/4	0	\$0.00	\$8.59	\$8.59	\$7.43	\$1.15
3/4	2,000	\$8.54	\$8.59	\$17.13	\$7.43	\$9.69
3/4	3,000	\$12.81	\$8.59	\$21.40	\$7.43	\$13.97
3/4	4,000	\$17.08	\$8.59	\$25.67	\$8.92	\$16.75
3/4	10,000	\$42.70	\$8.59	\$51.29	\$22.30	\$28.99

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Option C

THESE RATES ARE CHARGED TO ALL CUSTOMERS - ALL CITY AND TOWNSHIP CUSTOMERS SERVED BY CITY
 THE COST PER UNIT OF WATER IS DETERMINED BY THE TOTAL GALLONS OF WATER FROM CITY WATER CUSTOMERS AND TOWNSHIP WATER CUSTOMERS SERVED BY THE CITY
 CUSTOMERS ARE NOT CHARGED BASED ON THE SIZE OF THE WATER METER OR AN REU FACTOR
 CUSTOMERS ARE CHARGED FOR A MINIMUM OF 3,333 GALLONS PER MONTH
 THE RATE PER 1,000 GALLONS OF WATER IS THE SAME REGARDLESS OF VOLUME USED
 CUSTOMERS ARE CURRENTLY INVOICED BY THE QUARTER - HOWEVER THIS RATE EVALUATION WILL CHARGE THEM BY THE MONTH
 SENIOR CITIZEN CUSTOMERS RECEIVE A 10% DISCOUNT
 TOWNSHIP WATER CUSTOMERS SERVICED BY THE CITY PAY 1.5 TIMES THE RATE CITY CUSTOMERS PAY

WEST BRANCH WATER RATES

CURRENT MONTHLY CHARGES			
REGULAR CITY CUSTOMERS			
	MINIMUM FEE	GALLONS CHARGED WITH MINIMUM FEE	RATE PER 1,000 GALLONS - ALL GALLONS AT SAME RATE
REGULAR CITY CUSTOMERS	\$7.43	3,333	\$2.23
CITY SENIOR CITIZEN RATE AT 10% DISCOUNT	\$6.69	3,333	\$2.01
TOWNSHIP CUSTOMERS PAY 1.5 TIMES THE CITY RATE	\$11.15	3,333	\$3.35

CITY OF WEST BRANCH WATER		THREE TIER SYSTEM RATE PER 1,000 GALLONS			
NEW MONTHLY CHARGES		TIER 1	TIER 2	TIER 3	NO CITY SENIOR CITIZEN RATE - REMOVED THE 3,300 GALLONS MINIMUM USAGE CHARGE
			RATIO FROM TIER 1	RATIO FROM TIER 1	
			1.10	1.20	
			10,000	100,000	
METER SIZE - INCHES	MINIMUM FEE / READY TO SERVE	GALLONS CHARGED WITH MINIMUM FEE	FROM 0 TO 10,000 GALLONS	10,001 - 100,000 GALLONS	100,000 + GALLONS
0.75	\$9.28	0	\$4.76	\$5.24	\$5.71
1	\$16.51	0			
1.25	\$25.79	0			
1.5	\$37.14	0			
2	\$66.02	0			
3	\$148.55	0			
4	\$264.08	0			

CUSTOMERS ARE CHARGED A MONTHLY READY TO SERVE FEE BASED ON THE SIZE OF THE WATER METER
 CUSTOMERS ARE NOT CHARGED FOR A MINIMUM OF 3,333 GALLONS PER MONTH
 CUSTOMERS PAY ONLY FOR GALLONS USED
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Option C

TOWNSHIP - ALL CUSTOMERS PAY 1.5 TIMES THE CITY RATE

NEW MONTHLY CHARGES					NO CITY SENIOR CITIZEN RATE - REMOVED THE 3,300 GALLONS MINIMUM USAGE CHARGE	
			TIER 1	TIER 2		TIER 3
			RATIO FROM CITY TIER 1	RATIO FROM CITY TIER 1		RATIO FROM CITY TIER 1
			150%	1.50		1.70
			FROM 0 TO 10,000 GALLONS	10,001 - 100,000 GALLONS		100,000 + GALLONS
METER SIZE - INCHES	MINIMUM FEE	GALLONS CHARGED WITH MINIMUM FEE				
0.75	\$13.93	0	\$7.14	\$7.62	\$8.09	
1	\$24.76	0				
1.25	\$38.68	0				
1.5	\$55.70	0				
2	\$99.03	0				
3	\$222.82	0				
4	\$396.12	0				

Option C
MICHIGAN RURAL WATER ASSOCIATION RATE EVALUATION PROGRAM

CALCULATED RESULTS OF WATER RATE ANALYSIS							2018
CITY OF WEST BRANCH WATER TIER			ANNUAL BUDGET	BASE RATE FIXED EXPENSES	COST PER 3/4 METER	CONSUMPTION VARIABLE EXPENSES	VOLUME COST PER UNIT
LABOR & BENEFITS			\$78,240	\$35,208	\$2.13	\$43,032	\$0.61
OPERATION & MAINTENANCE EXPENSES			\$117,900	\$37,466	\$2.27	\$80,434	\$1.15
SUBTOTAL OPERATIONAL EXPENSES			\$196,140	\$72,674	\$4.40	\$123,466	\$1.76
EQUIPMENT REPLACEMENT SHORT LIVED ASSETS			\$45,000	\$20,340	\$1.23	\$24,660	\$0.35
CAPITAL IMPROVEMENT PROJECTS			\$256,000	\$64,000	\$3.87	\$192,000	\$2.73
			\$0	\$0	\$0.00	\$0	\$0.00
SUBTOTAL RESERVES			\$301,000	\$84,340	\$5.11	\$216,660	\$3.09
ADOPTED BUDGET			\$497,140	\$157,014	\$9.50	\$340,126	\$4.84
CURRENT REVENUE				32%		68%	
NON OPERATING INCOME REDUCTION CONTRIBUTION				\$3,647		\$5,853	
REVENUE COLLECTED THROUGH RATES			\$487,640	\$153,367		\$334,273	
NON OPERATING INCOME REDUCTION PER REU / UNIT					0.22		0.08
CALCULATED RATE PER 3/4 METER			PER	MONTH	\$9.28	1,000 GAL.	\$4.76
ANNUAL EQUIVALENT REUS 16,519			CURRENT RATES		\$7.43	\$2.23	
ANTICIPATED GALLONS INVOICED 65,792,640			INCREASE OF		\$1.85	\$2.53	
INVOICES PER YEAR 12							
TOTAL NUMBER OF CUSTOMERS / METERS 958							
ANTICIPATED EQUIVALENT GALLONS / UNITS 70,202			CITY TIER 2 \$5.24 CITY TIER 3 \$5.71				
GALLONS INCLUDED WITH THIS CALCULATED BASE RATE ? ZERO							
IS BASE RATE PER REU, - OR PER METER SIZE? METER SIZE			\$1.00 INCREASE GENERATES		\$16,519	\$65,793	

Option C
MICHIGAN RURAL WATER ASSOCIATION
RATE EVALUATION PROGRAM

WEST BRANCH WATER
CAPITAL IMPROVEMENT PROJECTS

YEAR OF 2018

CAPITAL IMPROVEMENT IDEAS WERE GENERATED FROM

FOLLOWS STREET REPLACEMENT PROGRAM

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SOUTH 3RD STREET WATER MAIN REPLACEMENT	C	\$90,866	\$90,866	2028	YES	\$9,086
SOUTH 2ND STREET WATER MAIN REPLACEMENT	C	\$105,113	\$105,113	2028	YES	\$10,511
NORTH BURGESS	C	\$0	\$0	0	YES	\$0
0	C	\$0	\$0	0	YES	\$0
TOTALS		\$2,491,854.00	\$2,491,854.00			

CAPITAL IMPROVEMENT PROJECTS

ANNUAL COST OF LIVING INCREASE

2.00%

CURRENT RESERVE BALANCE APPLIED TO CAPITAL IMPROVEMENTS

AVG. INTEREST RATE IN SAVINGS

0.00%

YEAR	PROJECT	CIP EXPENDITURES	ANNUAL AVERAGE BUDGET	RUNNING BALANCE
2018	SEE LIST	\$0	\$256,000	\$256,000
2019		\$0	\$256,000	\$512,000
2020		\$398,731	\$256,000	\$768,000
2021		\$625,269	\$256,000	\$625,269
2022		\$241,621	\$256,000	\$639,649
2023		\$871,200	\$256,000	\$24,449
2024		\$231,011	\$256,000	\$48,437
2025		\$301,782	\$256,000	\$3,855
2026		\$236,815	\$256,000	\$22,840
2027		\$172,810	\$256,000	\$106,030
2028		\$334,067	\$256,000	\$27,964
2029		\$0	\$256,000	\$283,964
2030		\$0	\$256,000	\$539,964
2031		\$0	\$256,000	\$795,964
2032		\$0	\$256,000	\$1,051,964
2033		\$0	\$256,000	\$1,307,964
2034		\$0	\$256,000	\$1,563,964
2035		\$0	\$256,000	\$1,819,964
2036		\$0	\$256,000	\$2,075,964
2037		\$0	\$256,000	\$2,331,964
2038		\$0	\$256,000	\$2,587,964

Option C

**TYPICAL BILL USING NEW RATES
CITY OF WEST BRANCH WATER TIER 1**

METER SIZE - INCHES	GALLONS USED	VOLUME CHARGE	BASE RATE CHARGE	NEW BILL	OLD BILL	CHANGE IN BILL
3/4	0	\$0.00	\$9.28	\$9.28	\$7.43	\$1.85
3/4	2,000	\$9.52	\$9.28	\$18.81	\$7.43	\$11.37
3/4	3,000	\$14.28	\$9.28	\$23.57	\$7.43	\$16.14
3/4	4,000	\$19.05	\$9.28	\$28.33	\$8.92	\$19.41
3/4	10,000	\$47.62	\$9.28	\$56.90	\$22.30	\$34.60

Option A-C
CIP + this

WEST BRANCH WATER EQUIPMENT REPLACEMENT SHORT LIVED AS		YOUR ANTICIPATED NORMAL INTENDED USEFUL LIFE OR YEARS BETWEEN REHAB SHOULD BE BASED ON PAST MAINTENANCE HISTORY, WELL MAINTENANCE RECORDS AND WATER TOWER INSPECTION REPORTS. - A COPY OF THESE REPORTS SHOULD BE INCLUDED IN YOUR RATE EVALUATION AS AN ATTACHEMENT OR APPENDIX -- ALSO NOTE YOU ARE APPLYING FOR A USDA RURAL DEVELOPMENT GRANT OR HOPE TO GET A USDA GRANT - THE REMAINING YEARS OF LIFE FOR ANY EQUIPMENT CAN NOT EXCEED 15 YEARS. FOR ANYTHING - WATER METERS WATER TOWER PAINTING ECT. ONCE THE USEFUL LIFE OR NEXT ANTICIPATED MAINTENANCE IS LESS THAN 15 YEARS AWAY IT CAN BE LISTED HERE.							
2018		SHORT LIVED ASSETS SOMEWHERE BETWEEN 0-15 OR 20 YEARS							
FIXED ASSET INVENTORY		ASSET REPLACEMENT / REHAB SCHEDULE							
EQUIPMENT LIST / MAINTENANCE ACTIVITY	ORIGINAL INSTALLATION YEAR OR LAST REHAB YEAR	ESTIMATED NORMAL INTENDED USEFUL LIFE	CURRENT AGE	NEXT ANTICIPATED REPLACEMENT YEAR	REMAINING LIFE - YEARS BEFORE REPLACEMENT	TOTAL REPLACEMENT COST	PERCENT OF ASSET LEFT	PERCENT CONSUMED	REPLACEMENT MONEY RESERVED ANNUALLY
WELL 4 PUMP	2010	15	8	2025	7	\$15,000	47%	53%	\$1,000
WELL 4 MOTOR	2010	15	8	2025	7	\$15,000	47%	53%	\$1,000
WELL 4 ELECTRIC CONTROLS	2010	20	8	2030	12	\$8,000	60%	40%	\$400
WELL 4 ELECTRIC CONTROLS - VFD	2010	15	8	2025	7	\$10,000	47%	53%	\$667
WELL 4 SCADA	2010	10	8	2020	2	\$4,000	20%	80%	\$400
BUILDING HOUSES PIPING FOR BOTH WELLS & CHEMICAL FEED & COVERS THE GENERATOR									
CHLORINE PUMP FEEDS BOTH WELLS	2017	5	1	2022	4	\$1,200	80%	20%	\$240
SCALE FOR CHLORINE FEED FEEDS BOTH WELLS	2010	20	8	2030	12	\$3,500	60%	40%	\$175
GENERATOR FOR BOTH WELLS & ALL ASSOCIATED EQUIPMENT									
FLOURIDE PUMP - FEEDS BOTH WELLS	2017	5	1	2022	4	\$1,200	80%	20%	\$240
SCALE FOR FLOURIDE FEED	2010	20	8	2030	12	\$3,500	60%	40%	\$175
WELL 5									
WELL 5 PUMP	2010	15	8	2025	7	\$15,000	47%	53%	\$1,000

Option A-C

CIP + this

WEST BRANCH WATER EQUIPMENT REPLACEMENT SHORT LIVED AS									
2018									
SHORT LIVED ASSETS SOMEWHERE BETWEEN 0-15 OR 20 YEARS									
YOUR ANTICIPATED NORMAL INTENDED USEFUL LIFE OR YEARS BETWEEN REHAB SHOULD BE BASED ON PAST MAINTENANCE HISTORY. WELL MAINTENANCE RECORDS AND WATER TOWER INSPECTION REPORTS - A COPY OF THESE REPORTS SHOULD BE INCLUDED IN YOUR RATE EVALUATION AS AN ATTACHMENT OR APPENDIX -- ALSO NOTE YOU ARE APPLYING FOR A USDA RURAL DEVELOPMENT GRANT OR HOPE TO GET A USDA GRANT - THE REMAINING YEARS OF LIFE FOR ANY EQUIPMENT CAN NOT EXCEED 15 YEARS. FOR ANYTHING - WATER METERS WATER TOWER PAINTING ECT. ONCE THE USEFUL LIFE OR NEXT ANTICIPATED MAINTENANCE IS LESS THAN 15 YEARS AWAY IT CAN BE LISTED HERE.									
ASSET REPLACEMENT / REHAB SCHEDULE									
FIXED ASSET INVENTORY	ORIGINAL INSTALLATION YEAR OR LAST REHAB YEAR	ESTIMATED NORMAL INTENDED USEFUL LIFE	CURRENT AGE	NEXT ANTICIPATED REPLACEMENT YEAR	REMAINING LIFE - YEARS BEFORE REPLACEMENT	TOTAL REPLACEMENT COST	PERCENT OF ASSET LEFT	PERCENT CONSUMED	REPLACEMENT MONEY RESERVED ANNUALLY
EQUIPMENT LIST / MAINTENANCE ACTIVITY									
WELL 5 MOTOR	2010	15	8	2025	7	\$15,000	47%	53%	\$1,000
WELL 5 ELECTRIC CONTROLS	2010	20	8	2030	12	\$8,000	60%	40%	\$400
WELL 5 ELECTRONIC CONTROLS - VFD	2011	15	7	2026	8	\$6,000	53%	47%	\$267
WELL 5 PIPING & VALVES	2011	15	7	2026	8	\$4,000	53%	47%	
WELL 5 SCADA	2011	15	7	2026	8				
WATER TOWER - 500,000 GALLONS	2018	5	0	2023	5	\$2,500	100%	0%	\$500
WATER TOWER INSPECTION EVERY 5 YRS	2018	23	20	2021	3	\$80,000	13%	87%	\$3,478
WATER TOWER PAINTING WET INTERIOR	1998	23	20	2021	3	\$7,500	13%	87%	\$326
WATER TOWER PAINTING DRY INTERIOR	1998	23	20	2021	3	\$150,000	26%	74%	\$7,895
WATER TOWER PREP WORK & PAINTING EXTERIOR	2004	19	14	2023	5	\$3,500	7%	93%	\$233
PT & PIPE PAINTING	2004	15	14	2019	1	\$3,500	7%	93%	\$233
PAINTING PLATFORMS & ACCESS TUBE	2004	15	14	2019	1				
WATER METERS 777									

Option A

“Option A” is based on **\$300,000** being budgeted annually for water capital improvements.

This amount budgeted for water capital improvements would keep the Capital Improvement Plan (CIP) budget in the black and begin to build reserves for future projects beyond those already budgeted [of which there are several projects that will need completed in future years, including a likely iron-removal plant, a backup well, additional water infrastructure improvement/repair/replacement projects, etc., as those budgeted thus far are only the projects that are in the most dire need of immediate replacement].

Option A would result in the following rates:

Ready to Serve Fees:	0.75	\$ 9.95
	1	\$ 17.69
	1.25	\$ 27.64
	1.5	\$ 39.80
	2	\$ 70.76
	3	\$ 159.20
	4	\$ 283.02

Gallons Used Charges:

0 to 10,000 gallons	\$ 5.23 per gallon
10,001 to 100,000 gallons	\$ 5.75 per gallon
100,001 + gallons	\$ 6.28 per gallon

Township Customers —

Would pay 1.5 times City rates for both ready to serve fees and gallons used.

Option B

“Option B” is based on **\$210,000** being budgeted annually for water capital improvements.

This amount budgeted for water capital improvements would not keep the Capital Improvement Plan (CIP) budget in the black and would not begin to build reserves for future projects beyond those already budgeted [of which there are several projects that will need completed in future years, including a likely iron-removal plant, a backup well, additional water infrastructure improvement/repair/replacement projects, etc., as those budgeted thus far are only the projects that are in the most dire need of immediate replacement]. Instead, the CIP budget would start turning red in 2023 due to the Houghton Avenue redesign/reconstruction project scheduled to be completed by MDOT during that time period [and MDOT has already mentioned that if we do not prove to them that we will have the funds available to complete our portion of the project, i.e., the water infrastructure improvements, that we will get bumped from their schedule).

Option B would result in the following rates:

Ready to Serve Fees:	0.75	\$ 8.59
	1	\$ 15.27
	1.25	\$ 23.86
	1.5	\$ 34.35
	2	\$ 61.07
	3	\$ 137.41
	4	\$ 244.28

Gallons Used Charges:

0 to 10,000 gallons	\$ 4.27 per gallon
10,001 to 100,000 gallons	\$ 4.70 per gallon
100,001 + gallons	\$ 5.12 per gallon

Township Customers –

Would pay 1.5 times City rates for both ready to serve fees and gallons used.

Option C

“Option C” is based on **\$256,000** being budgeted annually for water capital improvements.

This amount budgeted for water capital improvements is the lowest amount that could be budgeted that would keep the Capital Improvement Plan (CIP) budget in the black. However, this amount would not begin to build reserves for future projects beyond those already budgeted [of which there are several projects that will need completed in future years, including a likely iron-removal plant, a backup well, additional water infrastructure improvement/repair/replacement projects, etc., as those budgeted thus far are only the projects that are in the most dire need of immediate replacement].

Option C would result in the following rates:

Ready to Serve Fees:	0.75	\$ 9.28
	1	\$ 16.51
	1.25	\$ 25.79
	1.5	\$ 37.14
	2	\$ 66.02
	3	\$ 148.55
	4	\$ 264.08

Gallons Used Charges:

0 to 10,000 gallons	\$ 4.76 per gallon
10,001 to 100,000 gallons	\$ 5.24 per gallon
100,001 + gallons	\$ 5.71 per gallon

Township Customers –

Would pay 1.5 times City rates for both ready to serve fees and gallons used.

Option 1

[Sewer]

“Option 1” is based on the “Sewage Collection” and “Sewage Treatment” rates discussed during the previous Council Work Sessions on the subject. Unlike the water fund, the sewer fund does not currently have a long-range Capital Improvements Plan that is lacking in adequate funding. Thus, the rates listed below are merely a re-structuring of existing sewer rates to match the new three-tiered structure proposed for water, including the elimination of the “10,000 gallon minimum fee.”

Option 1 would result in the following “Sewer Collection” rates:

Gallons Used Charges:

0 to 10,000 gallons	\$ 1.52 per gallon
10,001 to 100,000 gallons	\$ 1.67 per gallon
100,001 + gallons	\$ 1.82 per gallon

Option 1 would also result in the following “Sewer Treatment” rates:

Ready to Serve Fees:	0.75	\$ 4.80
	1	\$ 8.54
	1.25	\$ 13.34
	1.5	\$ 19.20
	2	\$ 34.14
	3	\$ 76.82
	4	\$ 136.56

Gallons Used Charges:

0 to 10,000 gallons	\$ 4.98 per gallon
10,001 to 100,000 gallons	\$ 5.47 per gallon
100,001 + gallons	\$ 5.97 per gallon

MICHIGAN RURAL WATER ASSOCIATION RATE EVALUATION PROGRAM

CALCULATED RESULTS			2018
CITY SEWAGE COLLECTION TIER 1		ANNUAL BUDGET	COST / UNIT OF WATER
LABOR & BENEFITS		\$47,254	\$0.69
OPERATION & MAINTENANCE EXPENSES		\$15,902	\$0.23
			\$0.00
SUBTOTAL OPERATIONAL EXPENSES		\$63,156	\$0.93
CAPITAL IMPROVEMENT PROJECTS		\$0	\$0.00
		\$40,000	\$0.59
SUBTOTAL RESERVES		\$40,000	\$0.59
TOTALS		\$103,156	\$1.52
CALCULATED RATE - FOR 3/4" METER / REU PER			<u>\$ 1.52</u>
TOTAL ANNUAL EQUIVALENT REU'S 16,274			\$0.78
ANTICIPATED WATER / SEWER SOLD 64,966,720			\$0.74
TOTAL NUMBER OF CUSTOMERS / METERS 941			<u>\$1.67</u>
RESERVE PORTION OF BUDGET 39%			
INVOICES PER YEAR 12			\$1,515
THE COST PER "UNIT / WATER" DOES INCLUDE INCLINING OR DECLINING RATES?		NO	
ARE ANY GALLONS INCLUDED WITH THIS CALCULATED BASE RATE?		NO	
IS BASE RATE PER REU, - OR PER METER SIZE?		METER SIZE	\$64,967

FINAL ANALYSIS COLLECTION

2018

WEST BRANCH SEWER COLLECTION

CITY SEWAGE COLLECTION TIER 1			CITY COLLECTION TIER 2	CITY COLLECTION TIER 3
	0-10,000 GALLONS		10,000 - 100,000 GALLONS	100,000 + GALLONS
			TIER 2 RATIO TO TIER 1	TIER 3 RATIO TO TIER 1
			110%	120%
PER 1,000 GAL.	\$1.52	\$0.78	\$1.67	\$1.82
	NEW	CURRENT	NEW	
METER SIZE	MINIMUM FEE PER MONTH		MINIMUM FEE PER MONTH	
"3/4	\$0.00	\$2.60	\$0.00	\$0.00
1	\$0.00	\$2.60	\$0.00	\$0.00
1.25	\$0.00	\$2.60	\$0.00	\$0.00
1.5	\$0.00	\$2.60	\$0.00	\$0.00
2	\$0.00	\$2.60	\$0.00	\$0.00
3	\$0.00	\$2.60	\$0.00	\$0.00
4	\$0.00	\$2.60	\$0.00	\$0.00
		DIFFERENCE PER MONTH		
		\$0.74		

These are the rates calculated for each meter size for each entity served. Also for the cost per unit of water sold for each entity.

2018

WEST BRANCH SEWER

WEST BRANCH SEWAGE TREATMENT				
	TIER 1			TIER 2 RATIO TO TIER 1
	NEW	CURRENT	DIFFERENCE	1.10
PER 1,000 GAL.	\$4.98	\$4.98	\$0.00	WEST BRANCH SEWER TIER 2
	0-10,000 GALLONS	AFTER 10,000		WEST BRANCH SEWER TIER 3
NEW				
METER SIZE	BASE RATE PER MONTH	BASE RATE PER MONTH	DIFFERENCE PER MONTH	
3/4	\$4.80	\$16.60	-\$11.80	
1	\$8.54	\$16.60	-\$8.06	
1 1/4	\$13.34	\$16.60	-\$3.26	
1 1/2	\$19.20	\$16.60	\$2.60	
2	\$34.14	\$16.60	\$17.54	
3	\$76.82	\$16.60	\$60.22	
4	\$136.56	\$16.60	\$119.96	
				TIER 3 RATIO TO TIER 1
				1.20
				WEST BRANCH SEWER TIER 2
				WEST BRANCH SEWER TIER 3
				\$5.47
				\$5.97
				10,001 - 100,000 GALLONS
				100,000 + GALLONS
				NEW

**TYPICAL BILL USING NEW RATES
WEST BRANCH SEWER TIER 1**

METER SIZE - INCHES	GALLONS USED	VOLUME CHARGE	BASE RATE CHARGE	NEW BILL	OLD BILL	CHANGE IN BILL
3/4	0	\$0.00	\$4.80	\$4.80	\$16.60	(\$11.80)
3/4	2,000	\$9.95	\$4.80	\$14.76	\$16.60	(\$1.84)
3/4	2,550	\$12.69	\$4.80	\$17.49	\$16.60	\$0.89
3/4	4,000	\$19.91	\$4.80	\$24.71	\$19.92	\$4.79
3/4	10,000	\$49.77	\$4.80	\$54.57	\$49.80	\$4.77

MICHIGAN RURAL WATER ASSOCIATION RATE EVALUATION PROGRAM

Please be sure to review the results of this evaluation with your community's attorney

2018

CALCULATED RESULTS OF WATER RATE ANALYSIS						
SEWAGE TREATMENT		ANNUAL BUDGET	BASE RATE FIXED EXPENSES	COST PER 3/4 METER	CONSUMPTION VARIABLE EXPENSES	VOLUME COST PER UNIT
LABOR & BENEFITS		\$413,280	\$85,756	\$3.36	\$327,524	\$3.43
OPERATION & MAINTENANCE EXPENSES		\$194,750	\$38,950	\$1.53	\$155,800	\$1.63
REPAIR REPLACEMENT & IMPROVEMENT "RRI"		\$30,000	\$6,000	\$0.24	\$24,000	\$0.25
ADOPTED BUDGET		\$638,030	\$130,706	\$5.12	\$507,324	\$5.31
NON OPERATING INCOME REDUCTION PER REU / UNIT				0.32		0.33
CALCULATED RATE PER 3/4 METER		PER	MONTH	\$4.80	1,000 GAL.	\$4.98
ANNUAL EQUIVALENT REUS 25,527		TIER 2 \$5.47				
ANTICIPATED GALLONS INVOICED 89,756,240		TIER 3 \$5.97				
INVOICES PER YEAR 12		CURRENT \$4.98				
TOTAL NUMBER OF CUSTOMERS / METERS 1,188						
ANTICIPATED EQUIVALENT GALLONS / UNITS 95,534						
GALLONS INCLUDED WITH THIS CALCULATED BASE RATE ? ZERO						
IS BASE RATE PER REU, - OR PER METER SIZE? METER SIZE		\$1.00 INCREASE GENERATES	\$25,527			\$89,756

11/30/2018 01:54 PM
User: JOHN
DB: Westbranch City

BALANCE SHEET FOR WEST BRANCH
Period Ending 11/30/2018

Page: 1/1

Fund 590 SEWER FUND

GL Number	Description	Balance
*** Assets ***		
590-000.000-001.000	CASH CHECKING - CHEMICAL BANK	251,761.23
590-000.000-001.001	PAYROLL CHECKING	(0.02)
590-000.000-040.400	ACCOUNTS RECEIVABLE	160,276.77
590-000.000-040.402	ACCOUNTS RECEIVABLE - AR PROG	5,113.80
590-000.000-089.318	DUE FROM SEWER DEBT	95,222.23
590-000.000-138.000	FURNITURE & FIXTURES	2,850.00
590-000.000-139.000	ACC DEP. FURNITURE & FIXTURES	(1,124.00)
590-000.000-182.000	DEFERRED OUTFLOW DEFICIT INVE	(79,432.00)
590-000.000-183.000	DEFERRED OUTFLOW- PENSION CON	33,152.00
590-000.000-184.000	DEFERRED OUTFLOW -CHANGE IN EXPER	66,775.00
590-000.000-185.000	DEEFERRED OUTFLOW- CHANGE IN ASSU	2,172.00
Total Assets		536,767.01
*** Liabilities ***		
590-000.000-201.000	PAYROLL CLEARING	5,508.00
590-000.000-202.000	ACCOUNTS PAYABLE	(5,508.00)
590-000.000-235.000	BC/BS FAMILY CONTINUATION	859.42
590-000.000-311.000	NET PENSION LIABILITY	463,830.00
Total Liabilities		464,689.42
*** Fund Balance ***		
590-000.000-390.000	CARRY OVER	(24,588.80)
590-000.000-399.000	INVEST.IN CAP. ASSETS NET OF	41,444.00
Total Fund Balance		16,855.20
Beginning Fund Balance		16,855.20
Net of Revenues VS Expenditures		55,222.39
Ending Fund Balance		72,077.59
Total Liabilities And Fund Balance		536,767.01

* 417,151.80

Bids

Unfinished Business

New Business

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

BILLS	\$40,455.37
<i>BILLS AS OF 11/29/18</i>	<i>\$40,455.37</i>
<i>Additions to Bills as of</i>	<i>\$0</i>
<i>Paid but not approved</i>	<i>\$24,537.89</i>
TOTAL BILLS	\$64,993.26

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

Vendor Name	Amount	Description
A & L GREAT LAKES LABORATORIES	18.70	WWTP SUPPLIES
ADVANCED CHEMICAL & SUPPLY INC	23.25	WWTP LAB SUPPLIES
AUSABLE VALLEY CMH	685.64	CLEANING CITY HALL, POLICE & RECYCLING
BUNTING SAND & GRAVEL PRO INC	226.71	STONE FOR JOBS
CHARTER COMMUNICATIONS	319.92	PHONE & INTERNET CITY HALL & DPW
COMPRENEW	1,112.59	CRT RECYCLING
COMPUTER SUPPLIES & SERVICES	218.78	WATER BILLS
CONSUMERS ENERGY	28.82	ELECTRIC
CUMMINS BRIDGEWAY LLC 774494	146.14	WATER SUPPLIES
ELHORN ENGINEERING COMPANY	637.50	WATER & WWTP SUPPLIES
ELIASON LAW OFFICE	318.75	LEGAL FEES NOVEMBER
GODFREY, MICHAEL	200.00	2018 BOOT REIMBURSEMENT
HACH COMPANY	459.28	WWTP LAB SUPPLIES
JONES, DARLENE & THOM	35.00	REFUND PARKING PERMIT
MERS OF MICHIGAN	16,859.78	RETIREMENT NOVEMBER
MICHIGAN ELECTION RESOURCES	39.99	ELECTION SUPPLIES
MILLER CANFIELD PADDOCK AND STONE	3,840.00	INSTALLMENT PURCHASE AGREEMENT
MML	420.00	CDL CONSORTIUM DRIVERS FEE
MUTT MITT	355.89	MUTT MITTS
MVW & ASSOCIATES INC	995.00	ASSESSOR DECEMBER
OGEMAW COUNTY HERALD ADLINER	58.90	ADS
OGEMAW COUNTY VOICE	61.62	ADS
SIGNART INC	125.00	OVERPAID SIGN PERMIT
STATE OF MICHIGAN	32.00	WATER SAMPLES
STEPHENSON & COMPANY PC	6,375.00	PROGRESS BILLING OF AUDIT
TIERNEY, LUCAS	75.00	DOT PHYSICAL REIMBURSEMENT
TRACTOR SUPPLY CREDIT PLAN	243.93	VARIOUS SUPPLIES
USA BLUE BOOK	1,062.23	WATER & WWTP SUPPLIES
VISA	2,783.16	VARIOUS CHARGES
WELLS FARGO FINANCIAL LEASING	1,500.30	BS & A SOFTWARE
WEST BRANCH AUTOMOTIVE	1,046.49	VARIOUS MVP SUPPLIES
WINTER, JASON	150.00	BOOT REIMBURSEMENT
TOTAL	40,455.37	

ORDINANCE 18-05

AN ORDINANCE TO AMEND CHAPTER 32 OF THE CITY OF WEST BRANCH CODE OF ORDINANCES ENTITLED: "DEPARTMENTS, COMMISSIONS AND BOARDS."

THE CITY OF WEST BRANCH ORDAINS:

§ 32.032 COMPOSITION/MEMBERSHIP.

- (A) Membership of the planning commission shall be as set forth in the City Charter, and as required pursuant to the Michigan Planning Enabling Act 33 of 2008- with the caveat that the provision in § 4.20 of the City Charter indicating that the City Manager shall serve as a member of the City Planning Commission is hereby found to be invalid by operation of law, due to the interpretation that the City Manager ' s simultaneous service as the both a City Planning Commissioner and the City's Zoning Administrator is prohibited by the Incompatible Public Offices Act, 1978 PA 566, MCL 15.181, et seq.
- (B) The Commission shall consist of a total of seven members, each of whom must be individually appointed by the Mayor and subject to approval by a majority vote of the members of the City Council.
- (C) The membership of the Commission shall consist of qualified electors of the City of West Branch, except that no greater than two Commission members may be individuals who are not qualified electors of the City of West Branch but are qualified electors of another local unit of government
- (D) Commission members shall not hold any elected office or employment with the City of West Branch, unless such member is an ex-officio member as contemplated in section (E) below.
- (E) The Mayor or a Council Member appointed by the Mayor to serve on their behalf shall serve as an ex-officio member
- (F) Ex-Officio members shall have the same rights, duties, powers, and responsibilities as non-ex-officio members- with the only difference being that the term of service for ex-officio members shall be the length of their corresponding term of office, as opposed to the three-year terms of office that shall generally apply to all other non-ex-officio Commission members.
- (G) After an individual's appointment and before reappointment, each Commission member shall attend training for Commission members, pursuant to Section 32.034 of this Ordinance.
- (H) Members shall be appointed for three-year terms. However, when first appointed a number of members shall be appointed to one-year, two-year, or three-year terms such that, as nearly as possible, the terms of 1/3 of all Commission members will expire each year. If a vacancy occurs, the vacancy shall be filled for the unexpired term in the same manner as provided for an original appointment such that, as nearly as possible, the terms of 1/3 of all commission members continue to expire each year.
- (I) The membership of this Commission shall be representative of the important segments of the community, such as the economic, governmental, educational, and social development of the City of West Branch, in accordance with the major interests as they exist in the City of West Branch, as follows:
1. one member representing the "Recreation" segment of the community;
 2. one member representing the "Education" segment of the community;
 3. one members representing the "Public Health" segment of the community;
 - 4.-one members representing the "Government" segment of the community;
 5. one member representing the "Transportation" segment of the community;;
 6. one member representing the "Commerce/industry" segment of the community; and

7. one member representing the "Residential" segment of the community; for a total of nine members in all.

(J) When appointing members to this Commission, the Mayor and City Council shall attempt, whenever possible, to make the membership of this Commission proportionally representative of the important geographic and interest segments of the City of West Branch, which may consist of, for example, the various different types of zoned districts in the community.

(K) The membership of this Commission shall also be, to the extent practicable, representative of the entire geography of the City of West Branch, as a secondary consideration to the representation considerations set forth in sections 32.032(1) and (K) of this Ordinance.

(L) Commission members are required to meet the conditions provided for each individual member throughout Section 32.032 of this Ordinance, except that the geographical location considerations described in § 32.032(K) of this Ordinance may be considered optional. As such, the representation requirements and considerations set forth in this Ordinance shall be considered by Council in the following order of priority: first, § 32.032(1); second, § 32.032(J), and third, § 32.032(K).

(M) Neither the Mayor nor a representative member from the City Council shall serve as the chair of the Commission

BYLAWS OF PLANNING COMMISSION

Article I: Authority

- 1.1 Adoption. These Bylaws are adopted by the City of West Branch and the West Branch Planning Commission (the Commission) pursuant to Public Act 33 of 2008 and the Open Meetings Act.

Article II: Purpose

- 2.1 Purpose. These Bylaws are adopted by the Commission to facilitate the performance of its duties as outlined in P.A. 33 of 2008, as amended, being the Michigan Planning Enabling Act, (M.C.L. 125.3801 *et seq*).

Article III: Members

- 3.1 Appointment. Members of the Commission are appointed by the Mayor and subject to approval by a majority vote of the members of the City Council, and hold office for a three year term, pursuant to the Planning Commission Ordinance 17-04, as amended.
- 3.1.1.1 First priority, each member shall represent and advocate what is best for the City of West Branch as a whole, putting aside personal or special interests.
- 3.1.1.2 Second Priority, each member shall represent a separate important segment of the community, as appointed by the City Council:
- 3.1.1.3 One member representing Recreation interests: attend and/or be familiar with the desires and needs of the recreation associations, civil and social organizations, the arts, snowmobile and other recreation clubs, Michigan Department of Natural Resources Parks Division, Recreations Division and Waterways Division.
- 3.1.1.4 One member representing Education interests: attend and/or be familiar with the desires and needs of the local school districts, intermediate school district, College, University and other educations institutions.
- 3.1.1.5 One member representing Public Health interests: attend and/or be familiar with the desires and needs of public utility providers, water/sewer providers, County Health Department, councils on aging, and human services collaborative bodies.
- 3.1.1.6 ~~Two~~ One member representing Government interests: attend and/or be familiar with the desires and needs of the county chapter of the Michigan Townships Associations, cities and villages, and county government.
- 3.1.1.7 ~~One member representing Transportation interests: attend and/or be familiar with the desires and needs of the County Road Commission, and village and city road agencies.~~

- 3.1.1.8 One member representing Industry interests: attend and/or be familiar with the desires and needs of the industrial associations.
- 3.1.1.9 One member representing Commerce/Industry interests: attend and/or be familiar with the desires and needs of the tourist division of the Chamber of Commerce, visitor/convention bureau, hotel/motel tourist business owners, economic development corporations, and labor and trade associations.
- 3.1.1.10 One member representing Residential interests: attend and/or be familiar with the desires and needs of the residential associations, interest groups or bodies.

3.2 Liaisons. The purpose of liaisons is to provide certain West Branch officials and quasi-officials the ability to participate in discussions with the Commission, in addition to speaking in public participation, and nothing else. Liaisons cannot vote, introduce motions, initiate any other parliamentary actions, be counted for a quorum or be expected to comply with attendance requirements pursuant to these Bylaws.

3.2.1 At a minimum, the Liaisons shall include:

- 3.2.1.1 City of West Branch staff involved in the planning and zoning process, including the City Zoning Administrator, as well as all Deputy Zoning Administrators.
- 3.2.1.2 The City Manager.
- 3.2.1.3 The City Attorney

3.2.2 Liaisons may also include:

- 3.2.2.1 A representative from the City of West Branch Downtown Development Authority
- 3.2.2.2 A representative from the City of West Branch Zoning Board of Appeals.

3.3 Attendance. In order to be excused from a meeting, members of the commission must have an adequate reason. More than three (3) consecutive, unexcused absences, or absences at twenty-five (25%) percent of all meetings in any one (1) fiscal year shall be considered nonperformance of duty and cause for removal.

3.4 Adequate Reason for Excused Absence. Adequate Reason for Excused Absence. The term Adequate Reason for an Excused Absence here defined as one of the following reasons:

- 3.4.1.1 Illness (whether or not a doctor's note is required shall be within the discretion of the Board Chair)

- 3.4.1.2 Jury Duty, and Board Member shall present a copy of the jury duty letter
- 3.4.1.3 Military Service (deployment and/or active duty)
- 3.4.1.4 Maternity/Paternity Leave for the birth or adoption of a child
- 3.4.1.5 Injury, or recovery from injury
- 3.4.1.6 Surgery, or recovery from surgery
- 3.4.1.7 Bereavement (death of a family member or attendance at a funeral)

3.5 The following reasons for missing a meeting do not constitute an Adequate Reason for an Excused Absence:

- 3.5.1.1 Vacation
- 3.5.1.2 Work/Employment

3.6 Board Members who are unwilling or unable to schedule work and/or vacations in such a manner as to comply with the attendance requirements should resign from the Planning Commission in order to make room for Board Members who have a more flexible schedule, as the regular attendance of Planning Commission Members is vital to the success of the Planning Commission. (Keeping in mind that Planning Commission Members are still entitled to miss up to 25% of the regularly scheduled meetings each year without an excuse, so several meetings a year may still be missed due to vacation or work, just so long as it is not more than three meetings in a row or more than 25% of the total meetings for the year).

3.7 Removal. Members of the Commission may be removed by City Council for misfeasance, malfeasance, or nonfeasance of duty. Nonperformance of duty, misconduct in office, and failure to declare a conflict of interest constitutes malfeasance.

3.8 Resignation. A member may resign from the Commission by sending a letter of resignation to the City Council or Commission Chairperson.

3.9 Training. Each member shall have attended at least four hours per year of training in planning and zoning during the member's current term of office, so long as the adopted City of West Branch budget for that fiscal year includes funds to pay for tuition, registration and travel expenses for the training. Training programs that qualify to meet this requirement shall include any training program that relates to planning or zoning, or related topics, which is approved in advance by either the City Manager, the Planning Director, or a majority vote of the West Branch City Council.

3.10 Incompatibility of Office. Each member of the Commission shall avoid conflicts of interest and/or incompatibility of office.

Article IV: Officers

- 4.1 Officers. Officers of the Commission are appointed members of the commission and shall consist of a Chairperson and Secretary. The Commission may appoint other officers if deemed appropriate.
- 4.2 Chairperson Duties. The Chairperson shall preside at all meetings, appoint committees, and perform such duties as may be delegated by the Commission or Council. No Ex Officio Member may serve as Chairperson.
- 4.3 Secretary Duties. The Secretary shall serve as the liaison between the Commission and the designated City Staff who are responsible for the execution of documents in the name of the Commission, and performing the duties listed below, and such other duties as the Commission may determine:
- 4.3.1 Minutes: maintaining permanent records of the minutes of each meeting and ensure they are recorded in suitable permanent record. Also ensuring that said minutes are provided to the City Clerk in a timely manner compliant with the Michigan Open Meetings Act, as amended. Secretary is also charged with working with the City Clerk to ensure that the Commission is compliant with Michigan's Freedom of Information Act, as amended.
 - 4.3.2 Correspondence: issuing formal written correspondence with other groups or persons, as directed by the Commission. All communications, petitions, reports, or other written materials received by the designated City Staff shall be brought to the attention of the Commission.
 - 4.3.3 Attendance: maintaining an attendance record for each Commission member and report those records annually to the Commission and to the City Clerk, no later than July 31st each year, for inclusion in the Annual Report to Council. Also reporting within 30 days to both the Commission and to the City Clerk anytime any Commission member's unexcused absences exceed the requirements included in Section 5.3 of the City Charter (missing three or more meetings in a row, or missing 25% or more of the total meetings held within any given fiscal year, unless such absences are properly excused pursuant to adopted rules of procedure).
 - 4.3.4 Notices/Agendas: Issuing Notices and preparing Agendas for all meetings, as may be required by the Commission.
 - 4.3.5 Mayor/City Council Representative. The Mayor/City Council Representative to the Commission shall report the actions of the City Council to the Commission and update the Commission on actions by the City Council that relate to the functions and duties of the Commission.

- 4.3.6 ZBA Liaison. The Zoning Board of Appeals Liaison, if applicable, shall report the actions of the ZBA to the commission, and update the commission on actions by the ZBA that relate to the functions and duties of the commission.
- 4.3.7 Election. The Commission shall, at the first practical meeting, select from its membership a Chairperson and Secretary, to serve for a twelve (12) month period, and who shall be eligible for re-election. Newly elected officers shall assume their office immediately after the election. Vacancies in office shall be filled immediately by regular election procedure.
- 4.3.8 Additional Pay for Officers: Pursuant to West Branch City Ordinance § 32.045(E), "Neither the Chairperson nor the Secretary of the Commission shall be entitled to additional pay, other than the standard twenty-five dollar per meeting payment, absent a resolution of City Council authorizing such additionally payment and establishing the amount of any such additional payment."

Article V. Duties

5.1 General Duties. The Commission shall perform the following duties:

- 5.1.1 Hold regular meetings monthly, at a date and time properly noticed in accordance with the City Charter, and hold special meetings as necessary.
- 5.1.2 Adopt a Master Plan, review the Plan regularly, and make necessary updates as required.
- 5.1.3 Prepare an Annual Report to the City Council.
- 5.1.4 Review and take action or recommend appropriate action on site plan, special land use, and planned unit development requests.
- 5.1.5 Review Subdivision Proposals and recommend appropriate actions to the City Council.
- 5.1.6 Prepare special studies and plans, as deemed necessary by the Commission or Council, and for which appropriations of funds have been approved by the Council, as needed.
- 5.1.7 Attend training sessions, conferences, or meetings as needed to properly fulfill the duties of commissioner.
- 5.1.8 Perform other duties and responsibilities as may be requested by Council.
- 5.1.9 Members of the Commission may conduct site visits as deemed necessary to evaluate the application and supporting material. Site visits shall be conducted

individually unless otherwise scheduled by the commission, obeying all requirements of the Open Meetings Act.

Article VI: Meetings

- 6.1 Meetings Generally. Regular meetings of the commission shall be held monthly on a date established by the Commission, and properly noticed in accordance with the City Charter, and the Open Meetings Act.
- 6.2 Special Meetings may be called by two members of the Commission by written request to the Secretary, or by the Chairperson. Notice requirement shall also apply to special meetings.
- 6.3 Open to Public. All meetings of the Commission shall be opened to the public and held in a place available to the general public. All deliberations and decisions of the commission shall be made at a meeting open to the public. All meetings, minutes, records, documents, correspondence, and other materials of the Commission shall be open to public inspection in accordance with the Freedom of Information Act, except as may otherwise be provided by law.
- 6.4 Quorum Required. In order for the Commission to conduct business or take any official action, a quorum as outlined in the Planning Commission Ordinance, shall be present.
- 6.5 Voting. An affirmative vote of the majority of the Commission, shall be required for the approval of any requested action or motion placed before the commission. Voting shall ordinarily be voice vote; provided however that a roll call vote shall be required if requested by any Commission member or directed by the Chairperson. All Commission Members shall vote on every motion placed on the floor unless there is a Conflict of Interest. Any member abstaining from a vote shall not participate in the discussion of that item.
- 6.6 Procedure. All meetings of the Commission shall be conducted in accordance with the generally accepted parliamentary procedure, as governed by "Robert's Rules of Order".
- 6.7 Written Decisions. A written notice containing the decision of the Commission will be sent to Petitioners and Originators of a request.
- 6.8 Minutes and Record. The Commission shall keep, or cause to be kept, a record of
 - 6.8.1 Commission meetings, which shall at a minimum:
 - 6.8.1.1 Include indication of a copy of the meeting posting pursuant to the Michigan Open Meetings Act.

- 6.8.1.2 Include indication of a copy of the minutes, and all its attachment which shall include a summary of the meeting, in chronological sequence of occurrence.
- 6.8.2 Retention. Commission records shall be preserve and kept on file according to the following schedule:
 - 6.8.2.1 Minutes, bonds, oaths of officials, zoning ordinances, master or comprehensive plans, other records of decisions, commissions or department publications: permanent (keep indefinitely, do not ever destroy)
 - 6.8.2.2 General ledger: 20 years
 - 6.8.2.3 Account journals: 10 years
 - 6.8.2.4 Bills and/or invoices, receipts, purchase orders, vouchers: 7 years.
 - 6.8.2.5 Correspondence: permanent.

Article VII: Conflict of Interest

7.1 Conflict Defined. Commission Members shall declare a Conflict of Interest where any one or more of the following occur:

- 7.1.1 Issuing, deliberating on, voting on, or reviewing a case concerning him or her.
- 7.1.2 Issuing, deliberating on, voting on, or reviewing a case concerning work on land owned by him or her which is adjacent to land owned by him or her.
- 7.1.3 Issuing, deliberating on, voting on, or reviewing a case involving a corporation, company, partnership, or any other entity in which he or she is a part owner, or any other relationship where he or she may stand to have financial gain or loss.
- 7.1.4 Issuing, deliberating on, voting on, or reviewing a case which is an action which results in a pecuniary benefit to him or her.
- 7.1.5 Issuing, deliberating on, voting on, or reviewing a case concerning his or her spouse, children, step-children, grandchildren, parents, siblings, grandparents, parents in-law, grandparents in-law, or member of his or her household.
- 7.1.6 Issuing, deliberating on, voting on, or reviewing a case concerning his or her employer or employee, or in which his or her employer or employee has a direct interest in the outcome.
- 7.1.7 Where there is a reasonable appearance of a Conflict of Interest, as determined by the Commission Member declaring the Conflict.

- 7.1.8 Declaration. When declaring a conflict, the Commission Member shall announce the general nature of the conflict of interest, abstain from any discussion or votes relative to the matter, and absent him or herself from the room in which the discussion takes place.

Article VIII: Amendment

- 8.1 Notice before Amendment. These rules may be amended by the Commission by a concurring vote during any regular meeting, provided that all members have received an advanced copy of the proposed amendment at least three (3) days prior to the meeting at which such amendments are to be considered.

Approved by:

BOARD OF DIRECTORS OF THE
PLANNING COMMISSION
OF THE CITY OF WEST BRANCH

Date: _____, 2018

By _____

Its: Chairperson Robert David

CITY COUNCIL OF THE
CITY OF WEST BRANCH

Date: _____, 2018

By _____

Its: Mayor Denise Lawrence

ORDINANCE 18-04

**AN ORDINANCE TO AMEND SECTION 51 ENTITLED "SEWER" OF THE CITY OF WEST BRANCH
CODE OF ORDINANCES.**

The City of West Branch ordains:

§ 51.092 RATES CHARGED TO USER.

A) Charges for sewer service to each premise within the City connected to the system shall be as prescribed by the most recent Resolution passed by the West Branch City Council that addresses sewer rates. The structure of how charges for sewer services are calculated shall also be set by Resolution of Council, and said pricing structure may contain a ready-to-serve fee, fees related to debt service payments, tiered pricing based on meter size and/or gallons used, and any other price-setting mechanism that Council deems fair and viable.

(B) In September of each year, the City Council shall review current sewer rates and compare anticipated sewer revenues for the following fiscal year to anticipated sewer expenditures for the following fiscal year. Capital improvement set aside amounts for sewer shall also be considered at that time. Within 90 days of said annual review, the City Council shall vote to set the amount for capital improvement set asides for the sewer budget for the following fiscal year, with the Public Works Supervisor and City Manager providing recommendations regarding the same. The amount for sewer capital improvement set asides approved by Council shall be utilized by the City Manager when creating the sewer budget for the following fiscal year. The sewer capital improvement set aside amounts shall also be used by the Public Works Supervisor, the City Manager, and the Council to analyze whether current sewer rates are anticipated to generate enough revenue to cover all sewer expenditures for the following fiscal year, and if such an analysis indicates that revenues are not anticipated to cover expenditures for the following fiscal year, the City Council shall be required to have a vote within 30 days of such a determination to decide whether rates need to be adjusted, and if so, what the new rates should be set at.

(C) Prior to a Council vote to adjust sewer rates, a public hearing must be held on the matter with such public hearing being noticed at least 60 days prior to Council voting on the subject.

(D) Following the holding of such a duly noticed public hearing, the City Council may vote to set sewer rates via Resolution of Council. Sewer rates set in this manner shall remain in effect until modified by a subsequent Resolution approved by Council, except that at the beginning of each fiscal year the sewer rates in effect at that time shall automatically be adjusted by the City Treasurer either up or down to reflect the increase or decrease of inflation calculated as "Consumer Price Index (CPI) Inflation" by the United States Department of Labor's 'Bureau of Labor Statistics.' An example of how this automatic adjustment will occur is as follows: effective July 1st of each year, without needing an additional vote of Council, sewer rates will be automatically adjusted by the percentage of CPI inflation for the period of January 1st of the preceding year compared to January 1st of the current year. For instance, if inflation for the most recent year showed an increase of 1.8%, the City Treasurer would automatically increase sewer rates by 1.8% on July 1st of that year, with no need for Council to vote on the matter. However, the City Treasurer shall calculate whether sewer rates are going to be adjusted in such a manner during

the preparation of each year's annual budget, and shall include a presentation of such anticipated adjustment to Council during the formulation of each year's budget, and the City Treasurer shall likewise ensure that a public hearing on the subject is noticed at least 60 days prior to such automatic adjustment taking effect so that the public is afforded an opportunity to be heard on the matter, and so that Council has an opportunity to request that such matter be placed on the agenda prior to it automatically taking effect in the event that the City Council should desire to set the sewer rates at some other amount via formal Council Resolution.

D) All premises served by the sewer system shall have installed an approved meter as determined by the Superintendent of Public Works or the City Manager. Other users of the system shall be charged in accordance with a schedule to be set by the City Council.

(Ord. 160, passed 5-18-81; Am. Ord. 196, passed 5-15-89; Am. Ord. 232, passed 3-20-95; Am. Ord. 148, passed 6-16-97; Am. Ord. 01-03, passed 6-18-01; Am. Ord. 05-02, passed 5-25-05; Am. Ord. 07-04, passed 6-18-2007 Am. Ord. 08-03, passed 12-15-2008; Am. Ord. 09-01, passed 5-18-2009; Am. Ord. 09-06, passed 10-5-2009; Am. Ord. 11-02, passed 2-21-2011)

§ 51.094 BILLING PROCEDURE.

Effective January 1, 2019, or as soon thereafter as may be practicable, sewer bills shall be rendered monthly during each operating year and shall represent charges for the period immediately preceding the date of rendering the bill. The bills shall be due and payable within 30 days from the date thereof and all bills not paid when due shall be deemed delinquent and a penalty shall be added thereto and become due and owing as a part thereof. The amount of the penalty for late payments shall be set at the rate of 10% of the amount of such late billing for the year 2019, and may be modified thereafter by Resolution of Council.

(Ord. 160, passed 5-18-81; Am. Ord. 10-01, passed 2-1-2010)

§ 51.095 DELINQUENT PAYMENT; LIENS, SECURITY DEPOSIT.

Connection charges and charges for sewage disposal services are made a lien on all premises served thereby, unless notice is given that a tenant is responsible, whenever any such charge against any property shall be delinquent for six months, the City official or officials in charge of the collection thereof shall certify annually, not later than May 1 of each year, to the tax assessing officer, the fact of such delinquency, whereupon such charge shall be by him entered upon the next tax roll as a charge against such premises and shall be collected and the lien thereof enforced in the same manner as general taxes against such premises are collected and the lien thereof enforced. Where notice is given that a tenant is responsible for such charges and service as provided, no further service shall be rendered such premises until a cash deposit of not less than \$25 shall have been made as security for payment of such charges and service. The cash deposit required of tenants shall equal twice that amount typically charged to a similar customer for six months of service.

(Ord. 160, passed 5-18-81; Am. Ord. 02-04, passed 12-16-2002)

RESOLUTION #18-22

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

WHEREAS, during the review it was determined that the revenues and expenditures in Fund 101, General Fund will exceed their budget, and

WHEREAS, the revenues were exceeded due to a one time additional personal property tax reimbursement payment from the State, and the expenditures were exceeded due to the installation of LED lights in several municipal buildings, and

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

FUND 101 – General Fund

	BUDGET	AMENDED
ANTICIPATED CARRY OVER	890,296	892,096
REVENUE		
Dept. 000.000		
403.400 Current Property Tax Gen Op	935,505	935,505
404.400 Current Property Tax Refuse	186,458	186,458
446.400 Penalties and Interest Current Tax	11,000	11,000
448.400 Administrative Fees on Current Tax	31,000	31,000
540.400 MDOT Federal Revenue	2,000	2,000
564.400 Industrial Park	2,000	2,000
573.400 Local Community Stabilization Share	0	14,800
574.400 Sales (Statutory)	26,544	26,544
575.400 Revenue Sharing (Constitutional)	179,350	179,350
577.400 Liquor License	3,600	3,600
580.400 Franchise Fee Revenue	39,500	39,500
590.400 Sewer Fund Admin	60,000	60,000
590.401 Sewer Collection Admin	32,000	32,000
591.400 Water Fund Admin	20,000	20,000
592.400 Local Street Admin	4,400	4,400
593.400 Major Street Admin	9,500	9,500
594.400 Cemetery Admin	1,000	1,000
597.400 DDA Admin	9,000	2,500
634.400 Grant	30,000	30,000
634.401 Grant – Economic Advancement	0	0
638.400 Project Income	0	0
642.400 Sale of Lots	10,000	10,000
661.400 Motor Vehicle Fund	12,000	12,000

664.400 Interest Income	2,800	2,800
671.400 Contributions	500	500
695.400 Miscellaneous	10,000	10,000
695.405 Refuse Recycling Donations	5,200	5,200
Total	1,623,357	1,638,157
TOTAL REVENUES	1,728,417	1,743,217

EXPENDITURES

Dept. 265.00 Municipal Properties		
703.700 Salaries and wages	5,000	5,000
710.700 Overtime	225	225
714.700 Mandatory Medicare	75	75
715.700 Social Security (employer)	310	310
716.700 BC/BS Health Insurance Premium	865	865
718.700 MERS Retirement (employer)	75	75
720.700 Workers Compensation Premium	190	190
724.700 Unemployment Insurance Benefit	30	30
727.700 Operating Supplies	5,000	5,000
801.700 Contractual Services	500	13,500
850.701 Grants – cameras	0	0
853.700 Telephone/Radio Communications	2,000	2,000
922.700 Public Utilities	21,300	21,300
941.700 Equipment Rental	1,500	1,500
956.700 Expenses	1,500	1,500
977.700 Capital Acquisitions	0	0
Total	38,570	51,570
TOTAL EXPENDITURES	1,638,808	1,651,808

City of West Branch

Resolution 18-23

Waive Collection of Penalties for failure to file Property Transfer Affidavits

Whereas The City of West Branch is aware that Michigan statues *MCL 211.27b* requires that the buyer, grantee or transferee of a property notify within 45 days the local assessing office when a transfer of ownership occurs. The state's form Property Transfer Affidavit, form 2766 should be used to fulfill this requirement, and

Whereas the City is aware that there are penalty fees that must be collected for failure to file the Property Transfer Affidavit. Michigan statues *MCL 211.27b (5)* allows that the governing body of a local tax collecting unit may waive, by resolution, the penalty levied under subsection (1) (c) or (d), and

Whereas the City has procedures in place to notify the buyer, grantee or transferee of a property of any Property Transfer Affidavits not filed within the required 45 days, and

Whereas it has been determined by the assessing office that compliance with filing the Property Transfer Affidavits is greater than 90 percent, and

Whereas the City finds that the collection of the penalties is unnecessary,

Now therefore, be it resolved, that The City of West Branch as provided under statues *MCL 211.27b (5)* waive, the penalty levied under subsection (1) (c) or (d), and

Further be it resolved, that any resolution, resolution section, policy, or directive in conflict with this Resolution is repealed or amended to reflect and achieve the purposes stated herein.

CITY OF WEST BRANCH, OGEMAW COUNTY
APPLICATION FOR EXEMPTION OF REAL AND/OR PERSONAL PROPERTY

INSTRUCTIONS TO THE APPLICANT:

1. To be eligible for exemption, the property must have been owned and occupied by the applicant on December 31 of the year preceding the assessment for which exemption is sought.
2. Application for exemption must be filed no later than the second Monday in March. All of this application must be completed.
3. Please notify the Assessor's Office immediately of the sale or lease of this or any other property belonging to your organization which is now exempt.
4. If you need additional space to respond to any of these questions, please attach your response indicating which question(s) it pertains to.

The undersigned organization requests exemption of the following real and/or personal property located in the City of West Branch, beginning with the assessment year _____.

Address _____

Permanent Parcel Number _____

1. Name of organization claiming exemption of real and/or personal property.

2. Name of organization or individual owning the real and/or personal property.

3. Please indicate under what state statute you are claiming to be exempt from taxation.

_____ Elderly or Handicapped Housing owned by certain nonprofit organizations (Tax to be paid by State of Michigan 211.7d).

_____ Property owned by certain nonprofit cultural or educational organizations (211.7n).

_____ Property of nonprofit charitable institutions (211.7o).

- _____ Homes for the aged or chronically ill owned by religious, fraternal, secret societies, or nonprofit corporations (211.7o).
- _____ Memorial homes or posts owned by any veterans association (211.7p).
- _____ Property owned by youth organizations (211.7g).
- _____ Clinic, hospital, or public health property (211.7r).
- _____ Houses of public worship or parsonages (211.7s).
- _____ Other (please specify)_____

4. Please describe all uses made of the property last year. Use additional sheets if necessary.

5. Please state when the property was first used.

6. When first occupied, what was the nature of the use?

7. Did that use change significantly at any time?

_____ Yes _____ No

8. Please list any other property you now own or occupy which will no longer be used for a tax exempt purpose.

9. Did any other individual or organization use the property?

_____ Yes _____ No

a. If yes, please provide name, address, and phone number of the individual or organization.

- b. What use did they make of the property?
- c. Was a fee charged? _____ Yes _____ No
If yes, please describe. _____
10. What is the date that the organization claiming the exemption acquired the property?
11. What was the price? _____
12. Please furnish the name, address, and phone number of a representative of the organization mentioned in Answer #1 who can be contacted for further information.
- Name _____
- Relationship for Organization _____
- Address _____
- Phone Number _____
13. Please list the names, addresses, and phone numbers of all current officers and members of the Board of Directors.
14. Please state the dates of the two prior board meetings and who attended.
15. How many officers, directors, and employees does the organization employ that receive salaries?

16. Please indicate all sources of funding for your organization and the percentage each source contributes to the total.

a. Does your organization solicit any funds from the general public over the phone?

_____ Yes _____ No

17. If you are seeking an exemption as a charitable, benevolent, educational, public health, or youth organization ...

a. Please describe the exact type of services that you provide.

b. Please describe the population or group that you serve.

c. Please describe how the recipients of your services are selected.

d. Do you discriminate on the basis of color, race, sex, religion, creed, age, national origin, or marital status in providing your services?

_____ Yes _____ No

If yes, please explain.

e. Do you charge a fee for your services?

_____ Yes _____ No

If yes, please explain how the fees are determined.

f. Please attach a copy of your policy as to who is eligible to receive your services and on what terms.

IMPORTANT – Please sign this application on the line provided and return it to our office with the following documents of the organization:

1. Copy of Articles of Incorporation
2. Copy of By-Laws
3. Copy of instrument by which property was acquired (Warranty Deed, Quit Claim Deed, Land Contract, or Bill of Sale)
4. Copy of any pamphlet, other information, or literature describing the functions of the organization
5. Copy of previous 3 years of Income Tax filings including 990 forms

I hereby swear that the above information is true and complete.

Applicant's Name

Applicant's Signature

Title

.....
FOR OFFICE USE ONLY

_____ MEETS LEGAL REQUIREMENTS

EXEMPTION QUALIFIES UNDER SECTION _____

REASON: _____

_____ DOES NOT MEET LEGAL REQUIREMENTS

REASON: _____

BY

DATE

Charitable Exemption Policy

MCL 211.7o of the General Property Tax Act provides an exemption for real or personal property owned and occupied by a nonprofit charitable institution while occupied by that . . . institution solely for the purposes for which that . . . institution was incorporated." In determining whether a taxpayer is qualified for the exemption, the taxpayer must complete and submit an application to the assessor and meet the following three-part test.

1. Is the real estate owned and occupied by the exemption claimant?
2. Is the exemption claimant a nonprofit charitable institution?
3. Are the buildings and other property thereon occupied by the claimant solely for the purposes for which the claimant was incorporated?

If all three prongs of the test are met, then a claimant qualifies for a charitable institution exemption.

To meet the first prong, the mere right to occupy a property is insufficient, as is the mere planning and preparation to occupy a property; rather, a claimant must maintain a regular physical presence on the property to satisfy this requirement. See *Liberty Hill Housing Corp v City of Livonia*, 480 Mich 44 (2008).

To meet the second prong, all six Wexford factors must be met. The Wexford factors are discussed below in Section B.

With regard to the third prong, property may be apportioned for purposes of this exemption. In such instances, the exemption is granted only for that portion of the premises used for the purpose for which the claimant was incorporated. See *McFarlan Home v City of Flint*, 105 Mich App 728 (1981). Apportionment is only permitted in the case of real property and that the apportionment must be based on an allocation that grants the exempt status only to the portion of the premises which is physically occupied "solely" for the exempt charitable purpose.

B. WEXFORD FACTORS

In *Wexford Medical Group v Cadillac*, 474 Mich 192; 713 NW2d 734 (2006) the Michigan Supreme Court set forth the following six requirements that must be met for a claimant to be a nonprofit charitable institution:

1. The claimant must be a nonprofit institution;
2. The claimant must be organized chiefly, if not solely for charity;
3. The claimant must not offer its charity on a discriminatory basis by choosing who among the group it purports to serve deserves its services, but rather must serve any person who needs the particular type of charity being offered;
4. The claimant must bring people's minds or hearts under the influence of education or religion; relieve people's bodies from disease, suffering, or constraint; assist people to establish themselves for life; erect or maintain public buildings or works; or otherwise lessen the burdens of government;
5. The claimant may charge for its services as long as its charges are not more than what is needed for its successful maintenance; and
6. The claimant need not meet any monetary threshold of charity; rather, if the overall nature of the claimant is charitable, it is a charitable institution.

C. BARUCH SUPREME COURT DECISION

Wexford factor three was recently defined by the Michigan Supreme Court in *Baruch SLS, Inc v Tittabawassee Twp*, 500 Mich 345; 901 NW2d 843 (2017). The Supreme Court created a new "reasonable relationship" test to be applied when evaluating factor three; "whether the restrictions or conditions the institution imposes on its charity bear a reasonable relationship to a permissible charitable goal." The Supreme Court instructed that this "reasonable relationship" test is to be construed "quite broadly to prevent unnecessarily limiting the restrictions a charity may choose to place on its services" noting that other states have employed similar tests. The Supreme Court further advised "the relationship between the institution's restriction and its charitable goal need not be the most direct or obvious. Any reasonable restriction that is implemented to

further a charitable goal that passes factor four is acceptable." The Supreme Court also stated that the analysis of a charitable institution's fees should be considered under factor five, not factor three.

Following the Baruch decision, the Court of Appeals issued a decision in Chelsea Health & Wellness Foundation v Scio Twp, et al finding that the facility under appeal was entitled to the charitable exemption and remanding to the Tribunal for entry of the order granting the exemption for the 2014-2015 tax years. The Court of Appeals, in granting the exemption, found that the evidence satisfied Wexford factor three as recently interpreted in the Baruch decision. The Court also found Chelsea Health lessened a burden of government "by undertaking measures designed to improve the health of the population within its service area."

DWIGHT MCINTYRE
OGEMAW COUNTY TREASURER
806 W. HOUGHTON AVENUE-ROOM 103
P.O. BOX 56
WEST BRANCH, MICHIGAN 48661
mcintyred@ocmi.us

PH: 989-345-0084

FAX: 989-345-4939

November 20, 2018

Heather Grace
City of West Branch Manager
121 N. Fourth St
West Branch, MI 48661

Re: Parcels 052-650-013-00 and 052-650-014-00

Dear Heather Grace,

Parcel numbers 052-650-013-00 and 052-650-014-00 did ^{not} sell at the two property
foreclosure actions this past fall 2018. Michigan Law now dictates that I offer these
parcels to the government entity where they are located, at no charge.

If the City of West Branch is interested in obtaining these parcels please let the Ogemaw
County Treasurer's office know by December 31, 2018 in written form.

Sincerely,



Dwight McIntyre
Ogemaw County Treasurer

PARCEL MASTER DATA SHEET

Printed: 11/30/2018 8:39:51 AM

** Information herein deemed reliable but not guaranteed. **

Parcel ID & Location Parcel Number: 052-650-013-00 CITY OF WEST BRANCH City of West Branch		Parcel Unit Codes Tax Unit: 052 Village: Zone:		Parcel Data Acres: 0.0000 Liber: Section: 030 Page: Township: Range:	
Owner of Record OGEMAW COUNTY TREASURER [REDACTED] WEST BRANCH MI 48661		Property Location Address		Tax Bill Name & Address OGEMAW COUNTY TREASURER [REDACTED] WEST BRANCH MI 48661	
2018 CVR/Final Values Assessed\$: \$6,500 / \$6,500 Prior Assessed\$: \$6,500 / \$6,500 Assessment Changes\$: \$0 / \$0 Equalization Factor: 1.00000 / 1.00000 State Equal. Value\$: \$6,500 / \$6,500 Taxable Value\$: \$6,181 / \$6,181 Tax Exemption: 0.0000 % / 0.0000 %		Standard District Codes Parcel Type Code: R Property Class: 401 Prior Class Code: 401 School District: 65045 Debt School District: Last Appraisal Date:		District Codes KCC WBLIB	
DDA & IFT/CFT Information		Parcel Split History Parent Parcel: Date of Split: Transfer Date: 07/18/2003 Last Sale Date: Purchase Price: \$0.00			
Parcel Description CWB-30 HUGHEY'S CONDOMINIUM SUBDIVISION UNIT 13.					
Tax Bill Summary					
Tax Period: S18		Tax Bill Nbr: 001051			
Assessed\$:	\$6,500	Last Paid\$:	\$0.00	Total Tax\$	\$244.11
Equalized\$:	\$6,500	Last Activity:		AdminFee\$:	\$2.44
Taxable\$:	\$6,181	Yet Due\$:	\$246.55	Tax Bill\$:	\$246.55
PRE/QAg%:	0.00 %				
PRE/QAg\$:	\$0				
				SET	37.08
				LSO	55.62
				SCHL DEBT	5.81
				COUNTY	37.72
				LOCAL	107.88

PARCEL MASTER DATA SHEET

Printed: 11/30/2018 8:40:06 AM

** Information herein deemed reliable but not guaranteed. **

Parcel ID & Location		Parcel Unit Codes		Parcel Data	
Parcel Number: 052-650-014-00 CITY OF WEST BRANCH City of West Branch		Tax Unit: 052 Village: Zone:		Acres: 0.0000 Liber: Section: 030 Page: Township: Range:	
Owner of Record		Property Location Address		Tax Bill Name & Address	
OGEMAW COUNTY TREASURER [REDACTED] WEST BRANCH MI 48661				OGEMAW COUNTY TREASURER [REDACTED] WEST BRANCH MI 48661	
2018 CVR/Final Values		Standard District Codes		District Codes	
Assessed\$: \$6,500 / \$6,500 Prior Assessed\$: \$6,500 / \$6,500 Assessment Changes\$: \$0 / \$0 Equalization Factor: 1.00000 / 1.00000 State Equal. Value\$: \$6,500 / \$6,500 Taxable Value\$: \$6,181 / \$6,181 Tax Exemption: 0.0000 % / 0.0000 %		Parcel Type Code: R Property Class: 401 Prior Class Code: 401 School District: 65045 Debt School District: Last Appraisal Date:		KCC WBLIB	
DDA & IFT/CFT Information		Parcel Split History			
		Parent Parcel: Date of Split: Transfer Date: 07/18/2003 Last Sale Date: Purchase Price: \$0.00			
Parcel Description					
CWB-30 HUGHEY'S CONDOMINIUM SUBDIVISION UNIT 14.					
Tax Bill Summary					
Tax Period: S18		Tax Bill Nbr: 001052			
Assessed\$:	\$6,500	Last Paid\$:	\$0.00	Total Tax\$	\$244.11
Equalized\$:	\$6,500	Last Activity:		AdminFee\$:	\$2.44
Taxable\$:	\$6,181	Yet Due\$:	\$246.55	Tax Bill\$:	\$246.55
PRE/QAg%:	0.00 %				
PRE/QAg\$:	\$0				
				SET	37.08
				LSO	55.62
				SCHL DEBT	5.81
				COUNTY	37.72
				LOCAL	107.88

SURVEYOR'S CERTIFICATE

I, **LAPHAM ASSOCIATES**, PROFESSIONAL SURVEYING AND ENGINEERING FIRM, OF THE STATE OF MICHIGAN, HEREBY CERTIFY THAT THE SUBDIVISION PLAN SHOWN AS MAP NUMBER 1 OF OCEAN COUNTY CONDOMINIUM LAPHAM PLAN NO. 5, IS BASED ON THE ACCEPTING SURVEYING REPRESENTED A SURVEY ON THE GROUND THAT SHOWS THAT THE LOTS AND THE EXISTING ENCLOSURES, LOTS, LOTS AND PROPERTY AREN'T DESCRIBED THAT THE RECORDS CONTAINED IN THE PUBLIC RECORDS OF THE STATE OF MICHIGAN AS REQUIRED BY THE PUBLIC RECORDS ACT, SECTION 242 OF ACT NO. 36 OF THE PUBLIC ACTS OF 1976.

THE ACCURACY OF THIS SURVEY IS BASED ON THE DATA REQUIRED BY THE PUBLIC RECORDS ACT, SECTION 242 OF ACT NO. 36 OF THE PUBLIC ACTS OF 1976.

THE SURVEYING, AS SHOWN, ARE BASED ON THE SURVEY PLAN AS REQUIRED BY THE PUBLIC RECORDS ACT, SECTION 242 OF ACT NO. 36 OF THE PUBLIC ACTS OF 1976.

LAPHAM ASSOCIATES, P.C., P.E. NO. 31555, PROFESSIONAL SURVEYING AND ENGINEERING FIRM, 615 E. 1ST STREET, WEST BRANCH, MI 49881

COORDINATE TABLE

SYB	NORTHING	EASTING
1	3018.8	7478.1
2	2958.8	7477.4
3	2698.7	7476.6
4	2540.9	7607.9
5	2380.9	7607.1
6	2384.1	7805.1
7	2548.0	8035.8
8	2564.6	8223.6
9	2380.9	7607.1

COORDINATE TABLES ON ASSUMED POINTS, SEE MAP

REPLAT NUMBER 1 OF OGEMAW COUNTY CONDOMINIUM SUBDIVISION PLAN NO. 5 EXHIBIT A TO THE MASTER DEED OF

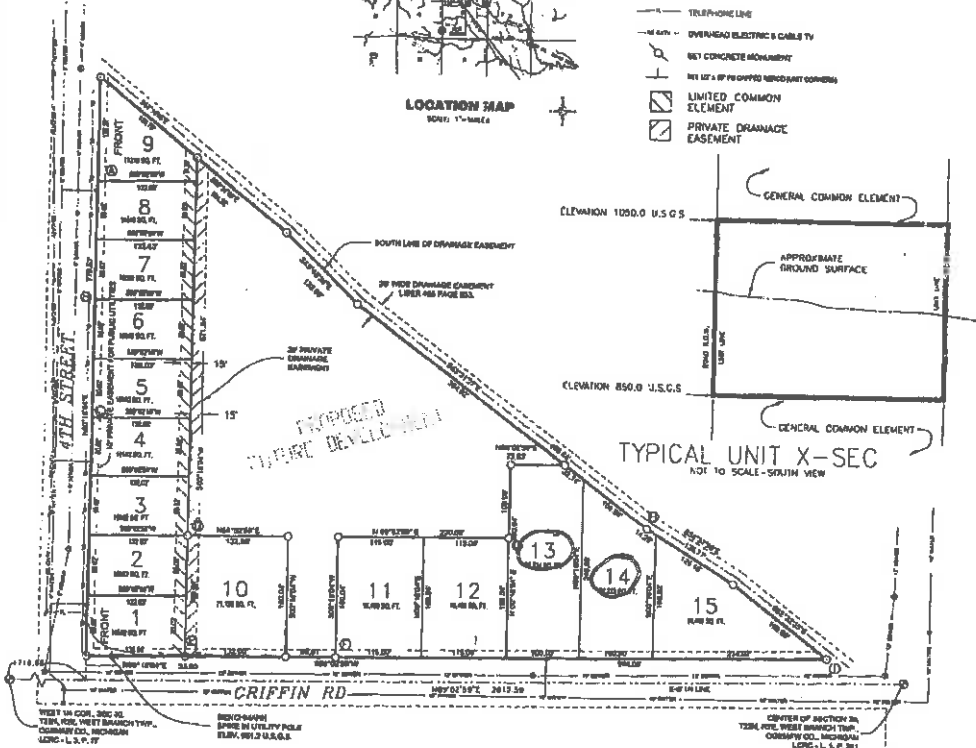
Hughey's Condominium Subdivision CITY OF WEST BRANCH OGEMAW COUNTY, MICHIGAN

LEGEND

- FIRE HYDRANT
- WATER VALVE
- SANITARY SEWER MANHOLE
- 12" SANITARY SEWER MAIN (12" DIA.)
- 18" POTABLE WATER MAIN (18" DIA.)
- GAS LINE
- TELEPHONE LINE
- OVERHEAD ELECTRIC & CABLE TV
- SET CONCRETE MONUMENT
- SET OUT OF PROPERTY MONUMENT CORNERS
- LIMITED COMMON ELEMENT
- PRIVATE DRAINAGE EASEMENT



LOCATION MAP
SCALE: 1" = 1/4 MILE



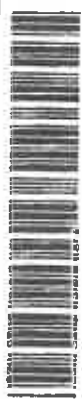
GRAPHIC SCALE

SURVEY, SITE & UTILITY PLANS

NOTE: Utility locations are based on utility owner information and visual observation of site.

3033476

PAGE: 4 of 8
12/13/2002 02:53P



Hande Muehl, Registrar, 27.00

LAPHAM ASSOCIATES
110 South 3rd Street
West Branch, MI 49881
P (888) 345-0000
F (888) 345-7332
www.laphamassociates.com

PROJ. NO.: H030808
SCALE: 1" = 80'
DATE: S.E. Rep
REVIEW DATE: May 23, 1997
REVIEW DATE: June 20, 2002
REVIEW DATE: July 15, 2002

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Foreclosed land 12-3-18

Write a description for your map.

Legend



Foreclosed land

 Foreclosed land

4th St
Griffin Rd

F7

S 1st St

Google Earth

© 2018 Google

700 ft



Approval of Council Minutes & Summary

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET ON MONDAY, NOVEMBER 19, 2018.

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

Present: Mayor Denise Lawrence and Council Members Joanne Bennett, Mike Jackson, Tim Schaiberger, Rusty Showalter, Aaron Tuttle, and Dan Weiler.

Absent: None

Other officers present: City Manager Heather Grace, Clerk/Treasurer John Dantzer, DPW Superintendent Mike Killackey, County Commissioners Bruce Reetz and Craig Scott, City Attorney Gabriel Dantzer, and Police Chief Ken Walters.

All stood for the Pledge of Allegiance.

* * * * *

As an addition to the agenda, amendments to the Sewer Ordinance were submitted to Council for the first reading (introduction).

MOTION BY LAWRENCE, SECOND BY SCHAIBERGER, TO APPROVE THE FIRST READING (INTRODUCTION) OF ORDINANCE 18-04

ORDINANCE 18-04

AN ORDINANCE TO AMEND SECTION 51 ENTITLED "SEWER" OF THE CITY OF WEST BRANCH CODE OF ORDINANCES.

The City of West Branch ordains:

§ 51.092 RATES CHARGED TO USER.

A) Charges for sewer service to each premise within the City connected to the system shall be as prescribed by the most recent Resolution passed by the West Branch City Council that addresses sewer rates. The structure of how charges for sewer services are calculated shall also be set by Resolution of Council, and said pricing structure may contain a ready-to-serve fee, fees related to debt service payments, tiered pricing based on meter size and/or gallons used, and any other price-setting mechanism that Council deems fair and viable.

(B) In September of each year, the City Council shall review current sewer rates and compare anticipated sewer revenues for the following fiscal year to anticipated sewer expenditures for the following fiscal year. Capital improvement set aside amounts for sewer shall also be considered at that time. Within 90 days of said annual review, the City Council shall vote to set the amount for capital improvement set asides for the sewer budget for the following fiscal year, with the Public Works Supervisor and City Manager providing recommendations regarding the same. The amount for sewer capital improvement set asides approved by Council shall be utilized by the City Manager when creating the sewer budget for the following fiscal year. The sewer capital improvement set aside amounts shall

also be used by the Public Works Supervisor, the City Manager, and the Council to analyze whether current sewer rates are anticipated to generate enough revenue to cover all sewer expenditures for the following fiscal year, and if such an analysis indicates that revenues are not anticipated to cover expenditures for the following fiscal year, the City Council shall be required to have a vote within 30 days of such a determination to decide whether rates need to be adjusted, and if so, what the new rates should be set at.

(C) Prior to a Council vote to adjust sewer rates, a public hearing must be held on the matter with such public hearing being noticed at least 60 days prior to Council voting on the subject.

(D) Following the holding of such a duly noticed public hearing, the City Council may vote to set sewer rates via Resolution of Council. Sewer rates set in this manner shall remain in effect until modified by a subsequent Resolution approved by Council, except that at the beginning of each fiscal year the sewer rates in effect at that time shall automatically be adjusted by the City Treasurer either up or down to reflect the increase or decrease of inflation calculated as "Consumer Price Index (CPI) Inflation" by the United States Department of Labor's 'Bureau of Labor Statistics.' An example of how this automatic adjustment will occur is as follows: effective July 1st of each year, without needing an additional vote of Council, sewer rates will be automatically adjusted by the percentage of CPI inflation for the period of January 1st of the preceding year compared to January 1st of the current year. For instance, if inflation for the most recent year showed an increase of 1.8%, the City Treasurer would automatically increase sewer rates by 1.8% on July 1st of that year, with no need for Council to vote on the matter. However, the City Treasurer shall calculate whether sewer rates are going to be adjusted in such a manner during the preparation of each year's annual budget, and shall include a presentation of such anticipated adjustment to Council during the formulation of each year's budget, and the City Treasurer shall likewise ensure that a public hearing on the subject is noticed at least 60 days prior to such automatic adjustment taking effect so that the public is afforded an opportunity to be heard on the matter, and so that Council has an opportunity to request that such matter be placed on the agenda prior to it automatically taking effect in the event that the City Council should desire to set the sewer rates at some other amount via formal Council Resolution.

D) All premises served by the sewer system shall have installed an approved meter as determined by the Superintendent of Public Works or the City Manager. Other users of the system shall be charged in accordance with a schedule to be set by the City Council.

(Ord. 160, passed 5-18-81; Am. Ord. 196, passed 5-15-89; Am. Ord. 232, passed 3-20-95; Am. Ord. 148, passed 6-16-97; Am. Ord. 01-03, passed 6-18-01; Am. Ord. 05-02, passed 5-25-05; Am. Ord. 07-04, passed 6-18-2007; Am. Ord. 08-03, passed 12-15-2008; Am. Ord. 09-01, passed 5-18-2009; Am. Ord. 09-06, passed 10-5-2009; Am. Ord. 11-02, passed 2-21-2011)

§ 51.094 BILLING PROCEDURE.

Effective January 1, 2019, or as soon thereafter as may be practicable, sewer bills shall be rendered monthly during each operating year and shall represent charges for the period immediately preceding the date of rendering the bill. The bills shall be due and payable within 30 days from the date thereof and all bills not paid when due shall be deemed delinquent and a penalty shall be added thereto and become due and owing as a part thereof. The amount of the penalty for late payments shall be set at the rate of 10% of the amount of such late billing for the year 2019, and may be modified thereafter by Resolution of Council.

(Ord. 160, passed 5-18-81; Am. Ord. 10-01, passed 2-1-2010)

§ 51.095 DELINQUENT PAYMENT; LIENS, SECURITY DEPOSIT.

Connection charges and charges for sewage disposal services are made a lien on all premises served thereby, unless notice is given that a tenant is responsible, whenever any such charge against any property shall be delinquent for six months, the City official or officials in charge of the collection thereof shall certify annually, not later than May 1 of each year, to the tax assessing officer, the fact of such delinquency, whereupon such charge shall be by him entered upon the next tax roll as a charge against such premises and shall be collected and the lien thereof enforced in the same manner as general taxes against such premises are collected and the lien thereof enforced. Where notice is given that a tenant is responsible for such charges and service as provided, no further service shall be rendered such premises until a cash deposit of not less than \$25 shall have been made as security for payment of such charges and service. The cash deposit required of tenants shall equal twice that amount typically charged to a similar customer for six months of service.
(Ord. 160, passed 5-18-81; Am. Ord. 02-04, passed 12-16-2002)

Yes — Bennett, Jackson, Lawrence, Schaiberger, Showalter, Tuttle, Weiler

No – None

Absent – None

Motion carried

* * * * *

MOTION BY JACKSON, SECOND BY SHOWALTER, TO GO INTO CLOSED SESSION AS PER SECTION 15.268 (d)(h) OF THE OPEN MEETINGS ACT.

Yes — Bennett, Jackson, Lawrence, Schaiberger, Showalter, Tuttle, Weiler

No – None

Absent – None

Motion carried

* * * * *

MOTION BY SCHAIBERGER, SECOND BY SHOWALTER, TO RETURN TO OPEN SESSION.

Yes — Bennett, Jackson, Lawrence, Schaiberger, Showalter, Tuttle, Weiler

No – None

Absent – None

Motion carried

* * * * *

County Commissioner Bruce Reetz gave a County update including 911 and EMS updates.

* * * * *

MOTION BY JACKSON, SECOND BY BENNETT, TO TEMPORARILY CLOSE GREENLAND STREET PENDING ONGOING NEGOTIATIONS, AND TO AUTHORIZE THE CITY ATTORNEY AND CITY MANAGER TO CONTINUE NEGOTIATIONS, INCLUDING AS TO OTHER AGREEMENTS RELATED TO THE PROPERTY.

Yes — Bennett, Jackson, Lawrence, Schaiberger, Showalter, Tuttle, Weiler

No – None

Absent – None

Motion carried

* * * * *

Cindy Scott of Stephenson and Company presented Council with the 2017-2018 audit findings and noted the City was given an unmodified opinion which is the highest level of assurance given.

* * * * *

Tom Freeman, on behalf of Save A Lot, addressed Council with a utility bill adjustment request and noted the higher usage resulted in an increase in their bills of \$31,702.79 over a 9 month time frame. DPW Killackey noted he did inspect the building and found a toilet was leaking quite badly. Mr. Freeman noted they did fix the toilet but that he did not believe one leaking toilet could account for that much more usage and had concerns that the meter was not working correctly.

Member Weiler noted his concern that the high usage was not monitored and therefore contributed to the higher bill.

Manager Grace asked if a licensed plumber had inspected the building to make sure there were no other leaks. Mr. Freeman noted there had not.

Mayor Lawrence noted she was in favor of giving an adjustment of approximately ¼ of the bill due to the fact that they should have caught the leak sooner but that she was not opposed to giving them a break because she realizes the need to have business downtown and the extra usage is quite an expenditure.

Member Bennett noted she was in favor of a 1/3 reduction of the bill.

Clerk Dantzer noted that meters can be sent for testing to verify their accuracy.

MOTION BY JACKSON, SECOND BY SHOWALTER, TO HAVE THE SAVE A LOT METER SENT FOR ACCURACY TESTING AND AWARD AN IMMEDIATE ADJUSTMENT OF 1/3 OF THE EXTRA \$31,702.79 IN EXPENSES AND TO AWARD 100% IF THE METER IS DEEMED TO BE FAULTY.

Yes — Bennett, Jackson, Lawrence, Schaiberger, Showalter, Tuttle, Weiler

No – None

Absent – None

Motion carried

* * * * *

MOTION BY SHOWALTER, SECOND BY SCHAIBERGER, TO PAY BILLS IN THE AMOUNT OF \$31,171.68.

Yes — Bennett, Jackson, Lawrence, Schaiberger, Showalter, Tuttle, Weiler

No – None

Absent – None

Motion carried

* * * * *

MOTION BY LAWRENCE, SECOND BY SCHAIBERGER, TO APPROVE THE PUBLIC PARTICIPATION PLAN AS SUBMITTED.

Yes — Bennett, Jackson, Lawrence, Schaiberger, Showalter, Tuttle, Weiler

No – None

Absent – None

Motion carried

* * * * *

Council Member discussed the idea of including form based code zoning in the update to the zoning ordinance. It was the consensus of Council to have a hybrid type zoning ordinance.

* * * * *

An amendment to the Planning Commission ordinance that would decrease the number of members from nine to seven was submitted for first reading (introduction) approval.

Member Bennett asked if the board was okay with having to have two members step down. Mayor Lawrence and Member Weiler who both currently serve on the Planning Commission noted it would be two member of the Council who are currently on the Board who would be stepping down.

MOTION BY SCHAIBERGER, SECOND BY JACKSON, TO APPROVE THE FIRST READING (INTRODUCTION) OF ORDINANCE 18-05

Member Showalter noted his concern to have a representative of the industry segment and to change the commerce segment to commerce/industry.

With the new information presented, Members Schaiberger and Jackson amended their motion and support to change the description of the number 6 noted segment from commerce to commerce/industry

MOTION BY SCHAIBERGER, SECOND BY JACKSON, TO APPROVE THE FIRST READING (INTRODUCTION) OF ORDINANCE 18-05

ORDINANCE 18-05

AN ORDINANCE TO AMEND CHAPTER 32 OF THE CITY OF WEST BRANCH CODE OF ORDINANCES ENTITLED: "DEPARTMENTS, COMMISSIONS AND BOARDS."

THE CITY OF WEST BRANCH ORDAINS:

§ 32.032 COMPOSITION/MEMBERSHIP.

(A) Membership of the planning commission shall be as set forth in the City Charter, and as required pursuant to the Michigan Planning Enabling Act 33 of 2008- with the caveat that the provision in § 4.20 of the City Charter indicating that the City Manager shall serve as a member of the City Planning Commission is hereby found to be invalid by operation of law, due to the interpretation that the City Manager ' s simultaneous service as the both a City Planning Commissioner and the City's Zoning Administrator is prohibited by the Incompatible Public

Offices Act, 1978 PA 566, MCL 15.181, et seq.

(B) The Commission shall consist of a total of seven members, each of whom must be individually appointed by the Mayor and subject to approval by a majority vote of the members of the City Council.

(C) The membership of the Commission shall consist of qualified electors of the City of West Branch, except that no greater than two Commission members may be individuals who are not qualified electors of the City of West Branch but are qualified electors of another local unit of government

(D) Commission members shall not hold any elected office or employment with the City of West Branch, unless such member is an ex-officio member as contemplated in section (E) below.

(E) The Mayor or a Council Member appointed by the Mayor to serve on their behalf shall serve as an ex-officio member

(F) Ex-Officio members shall have the same rights, duties, powers, and responsibilities as non-ex-officio members- with the only difference being that the term of service for ex-officio members shall be the length of their corresponding term of office, as opposed to the three-year terms of office that shall generally apply to all other non-ex-officio Commission members.

(G) After an individual's appointment and before reappointment, each Commission member shall attend training for Commission members, pursuant to Section 32.034 of this Ordinance.

(H) Members shall be appointed for three-year terms. However, when first appointed a number of members shall be appointed to one-year, two-year, or three-year terms such that, as nearly as possible, the terms of 1/3 of all Commission members will expire each year. If a vacancy occurs, the vacancy shall be filled for the unexpired term in the same manner as provided for an original

appointment such that, as nearly as possible, the terms of 1/3 of all commission members continue to expire each year.

(I) The membership of this Commission shall be representative of the important segments of the community, such as the economic, governmental, educational, and social development of the City of West Branch, in accordance with the major interests as they exist in the City of West Branch, as follows:

1. one member representing the "Recreation" segment of the community;
2. one member representing the "Education" segment of the community;
3. one members representing the "Public Health" segment of the community;
- 4.-one members representing the "Government" segment of the community;;
5. one member representing the "Transportation" segment of the community;;
6. one member representing the "Commerce/Industry" segment of the community; and
7. one member representing the "Residential" segment of the community; for a total of seven members in all.

(J) When appointing members to this Commission, the Mayor and City Council shall attempt, whenever possible, to make the membership of this Commission proportionally representative of the important geographic and interest segments of the City of West Branch, which may consist of, for example, the various different types of zoned districts in the community.

(K) The membership of this Commission shall also be, to the extent practicable, representative of the entire geography of the City of West Branch, as a secondary consideration to the representation considerations set forth in sections 32.032(1) and (K) of this Ordinance.

(L) Commission members are required to meet the conditions provided for each individual member throughout Section 32.032 of this Ordinance, except that the geographical location considerations described in § 32.032(K) of this Ordinance may be considered optional. As such, the representation requirements and considerations set forth in this Ordinance shall be

considered by Council in the following order of priority: first, § 32.032(1); second, § 32.032(J), and third, § 32.032(K).

(M) Neither the Mayor nor a representative member from the City Council shall serve as the chair of the Commission

Yes — Bennett, Jackson, Lawrence, Schaiberger, Showalter, Tuttle, Weiler

No – None

Absent – None

Motion carried

* * * * *

An updated DDA maintenance agreement was presented and it was noted that a prior rough draft and not the final version approved by the DDA was mistakenly included in the Council packet at the last meeting.

MOTION BY JACKSON, SECOND BY SCHAIBERGER, TO APPROVE THE UPDATED 2018-2019 DDA MAINTENANCE AGREEMENT AS SUBMITTED.

The following agreement between the City of West Branch ("City") and the City of West Branch Downtown Development Authority ("DDA") shall be valid starting on the date that an authorized representative from both parties signs this document, following a vote from each respective party's governing board (City Council for the City and the DDA Board for the DDA) authorizing the relevant parties to sign this document and enter into the following agreement regarding general maintenance and other specified projects relating to areas located within the DDA District:

1. SIDEWALK WINTER MAINTENANCE PROCEDURES AND POLICIES

A. Department of Public Works ("DPW") personnel for the City of West Branch will monitor the condition of public sidewalks located within the DDA district for possible actions or applications needed to insure safe pedestrian travel. There are a number of elements that must be taken into consideration before a reasonable and responsible course of action can be taken. The DPW Superintendent will be the final say in what course of action is to be taken in relation to snow removal in the DDA District. In addition, all such considerations will be made in the sole discretion of the DPW Superintendent based on his/her assessment of conditions.

B. Depth of Snowfall

- The course of action will typically be determined by the amount and duration of snowfall.
- City staff will typically remove snow from the sidewalks upon 2" of snowfall, but overall weather conditions, including the presence of ice, snow melt, etc., will all be taken into consideration by the DPW Superintendent, who has the final say to make decisions regarding when to remove snow, in his sole discretion. Other factors relevant to snow removal will also be considered by the DPW Superintendent,

- in his or her sole discretion, when making such decisions.
- Additional salting and snow plowing will be at the sole discretion of the DPW Superintendent.
- Business owners and other property owners within the DDA District will still be responsible for the upkeep of the sidewalks in front of their business/property until City crews are on site.

C. Sidewalk Winter Maintenance Locations

The following sidewalks will be maintained with a priority falling on the sidewalks on Houghton Ave between First and Fifth St.

- North and South side of Houghton Ave from First St to M-30.
- East and West side of North Second from Houghton to the river.
- East and West side of North Third from Houghton to the river.
- East and West side of North Fourth from Houghton to the river.
- West side of South Second from Houghton to Wright.
- East and West side of South Third from Houghton to Wright.
- East and West side of South Fourth from Houghton to Wright.
- North and South side of Wright from Second to Third.

D. PENALTY FOR ADDITIONAL SIDEWALK WORK

- If City crews are used to correct problems resulting from actions taken by property owners, the responsible property owners will be billed for time and materials.
- In some cases, deliberate actions may constitute illegal activity (including the piling of snow in such a manner as to impede the visibility of pedestrians and motorists, etc.).

2. ADDITIONAL ITEMS OF MAINTENANCE

A. Pocket Park

- The City DPW will be responsible for the maintaining of the water at the Pocket Park water fountain including the filling and draining of the fountain as well as the monitoring of water quality and levels.
- If any mechanical parts or repairs are needed, those issues will be brought before the DDA Board for approval of repairs.

- The dates/times for when the Pocket Park water fountain will be winterized and un-winterized will be decided by the DPW Superintendent, in his/her sole discretion, with a goal of trying to keep the fountain operational for as long as possible each year while simultaneously trying to also ensure that the fountain is winterized early enough to avoid freezing temperatures which could cause permanent damage to the fountain and its related mechanisms.
- The City DPW will also be responsible for the maintenance and cleaning of the public bathrooms located within the Pocket Park. All procedures and policies related to such cleaning and maintenance will be decided in the sole discretion of the DPW Superintendent, including dates and hours for when the pocket park is to remain open to the public, heat settings, security camera related issues, etc.

B. Downtown Lights

- City crews will be responsible for replacing light bulbs in the downtown light poles as well as the decorating of the poles for Christmas. The dates/times for the placement and subsequent removal of decorations will be in the sole discretion of the DPW Superintendent.

C. Downtown Flowers

- City crews will be responsible for the placement of flower pots in the spring and removal of flower pots in the fall.
- The DDA Chair will be responsible for notifying the DPW Superintendent via email (publicworks@westbranch.com) of the dates the flowers are requested to be planted so that the DPW Superintendent may schedule the placement. As such, at least two-weeks prior notice from the DDA Chair is requested. The removal of the pots will be at the sole discretion of the DPW Superintendent.

D. Flags

- The placement of flags downtown will be handled by the City DPW, with the exact dates/times for the placement and subsequent removal of flags being within the sole discretion of the DPW Superintendent. The flags themselves shall be provided by the DDA.

E. Additional Work

- Any additional work requested will be provided upon approval of the DPW Superintendent with time and material being based on current labor rates and State of Michigan approved rental rates.

3. INTERGOVERNMENTAL AGREEMENT

- The City of West Branch and the West Branch DDA agree to the above maintenance agreement on a per fiscal year basis.

- The amount payable by the DDA to the City of West Branch as consideration for the covenants contained in this agreement shall be re-assessed each year during the DDA's typical budget-review process, with recommended pricing being determined upon review of costs on a year by year basis. Once the DDA finds a recommended figure, said figure must be agreed to by both the DDA Board and the West Branch City Council prior to a continuation of the covenants set forth in this agreement.
- The total amount agreed upon for the fiscal year of July 1, 2018- June 30, 2019 is **\$15,000** (fifteen thousand dollars and zero cents).
- The total amount authorized by this agreement shall be paid by the DDA to the City on a bi-annual basis, with the first half of the total payment due on or before January 1st of the current fiscal year, and the second half of the total payment being due on or before May 1st of the current fiscal year.
- Since this present agreement was entered into part-way through the City's 2018/2019 fiscal year, after both boards have approved this agreement, corresponding budget amendments shall be drafted for both the City budget and the DDA budget to effectuate the terms of this agreement. Said budget amendments will need to be approved by the relevant boards (i.e., the DDA Board will have to approve any proposed amendments to their budget, and the City Board will subsequently have to approve any amendments to the City Budget, as well as also approve the amendments to the DDA Budget once the DDA has approved them).

Yes — Bennett, Jackson, Lawrence, Schaiberger, Showalter, Tuttle, Weiler

No – None

Absent – None

Motion carried

* * * * *

MOTION BY SCHAIBERGER, SECOND BY JACKSON, TO APPROVE RESOLUTION 18-21

RESOLUTION #18-21

WHEREAS, The City of West Branch has had a long standing policy to provide and bill the West Branch Downtown Development Authority for maintenance and work done to property in the Downtown Development area including the snow and ice removal on sidewalks, the maintenance of the Pocket Park fountain, the putting out and removal of planters, as well as other requests made by the DDA based on actual hours worked and equipment used, and,

WHEREAS, the DDA seeks better ways for the budgeting for projects because of the unknown amount of money that would be required for this work on a year to year basis, and,

WHEREAS, the City of West Branch and the DDA would like to work together to make budgeting easier for the DDA and allow them more money to be used for downtown projects, and,

WHEREAS, the City of West Branch, has presented a yearly maintenance agreement to provide these services based on an agreed amount that would be voted upon for each fiscal year, and,

WHEREAS, the agreement was presented to the DDA at their regular meeting held October 15, 2018, and,

WHEREAS, a motion for approval of the agreement was presented by Member Ken Walters, seconded by Member Autumn Hunter, and approved unanimously by the DDA Board, and,

NOW, THEREFORE, BE IT RESOLVED, that the West Branch City Council hereby approves the 2018-2019 DDA intergovernmental maintenance agreement and approves Manager Grace to sign on the City's behalf, and

NOW, THEREFORE BE IT FURTHER RESOLVED, that the West Branch City Council adopts the following budget amendment

FUND 101 – GENERAL FUND

Department 441 PUBLIC WORKS DEPARTMENT

REVENUES

673.400 TRANSFER FROM DDA	BUDGET	AMENDED
695.400 MISCELLANEOUS	\$0	\$15,000
695.410 MDOT REVENUE	\$100	\$200
695.415 OTHER GOVERNMENTAL UNITS	\$35,000	\$35,000
TOTAL REVENUES	\$4,000	\$4,000
	\$39,100	\$54,200

EXPENSES

702.700 PROMOTION/BONUS	\$0	\$0
703.700 SALARIES AND WAGES	\$59,725	\$67,525
708.700 SICK LEAVE PAYOUT	\$100	\$100
710.700 OVERTIME	\$1,680	\$3,280
713.700 EMP. HEALTH OPTION	\$1,800	\$1,800
713.701 OTHER HEALTH BENEFITS	\$650	\$650
714.700 MANDATORY MEDICARE	\$987	\$1,142
715.700 SOCIAL SECURITY (EMPLOYER)	\$4,983	\$5,593
716.700 BC/BS HEALTH INSURANCE PREMIUM	\$41,120	\$42,020
717.700 LIFE INSURANCE PREMIUM	\$1,000	\$1,000
718.700 MERS RETIREMENT (EMPLOYER)	\$26,714	\$26,864
718.701 EMPLOYER DEPRED COMP.	\$1,000	\$1,000
719.700 LONG TERM DISABILITY	\$2,345	\$2,345
720.700 WORKERS COMPENSATION PREMIUM	\$1,640	\$1,765

724.700 UNEMPLOYEMENT INS BENEFIT	\$215	\$290
727.700 OPERATING SUPPLIES	\$3,000	\$3,000
774.700 SIGNING	\$1,200	\$1,200
801.700 CONTRACUAL SERVICES	\$2,500	\$2,500
801.701 INFRASTRUCTURE PROJECT	\$0	\$0
817.700 UNIFORMS	\$4,500	\$4,500
853.700 TELEPHONE/RADIO COMMUNICATIONS	\$2,560	\$2,560
865.700 PROFESSIONAL DEVELOPMENT	\$1,800	\$1,800
941.700 EQUIPMENT RENTAL	\$7,020	\$19,120
956.700 EXPENSES	\$586	\$1,036
TOTAL EXPENSES	\$167,125	\$191,090

390.000 CARRYOVER (ANTICIPATED)	\$890,296	\$881,431
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FUND 248 – DDA

REVENUE	BUDGET	AMENDED
400.400 Tax increment financing	\$42,000	\$42,000
403.400 Current property tax gen. op.	\$13,000	\$13,000
634.400 Grant	\$0	\$0
664.400 Interest income	\$50	\$50
695.400 Miscellaneous	\$100	\$0
TOTAL REVENUE	\$55,150	\$55,050

EXPENDITURES		
703.700 SALARIES AND WAGES	\$7,500	\$0
703.702 WAGES SHOWMOBILE	\$300	\$0
710.700 OVERTIME	\$1,500	\$0
710.702 SHOWMOBILE OT	\$100	\$0
714.700 MANDATORY MEDICARE	\$150	\$0
714.702 MADN MED SHOWMOBILE	\$5	\$0
715.700 SOCIAL SECURITY (EMPLOYER)	\$600	\$0
715.702 SOCIAL SECURITY SHOWMOBILE	\$10	\$0
716.700 BC/BS HEALTH INSURANCE PREMIUM	\$900	\$0
718.700 MERS RETIREMENT (EMPLOYER)	\$150	\$0
720.700 WORKERS COMPENSATION PREMIUM	\$125	\$0
724.700 UNEMPLOYEMENT INS BENEFIT	\$75	\$0
729.700 FLOWER PROJECT	\$5,000	\$5,000
750.700 RETAIL MERCHANTS/PROMOTIONS	\$7,500	\$7,500
782.700 ADMINISTRATION	\$9,000	\$6,000
801.700 CONTRACUAL SERVICES	\$5,000	\$17,965
922.700 PUBLIC UTILITIES	\$0	\$0
935.700 IMPROVEMENTS	\$500	\$0
935.702 POCKET PARK	\$500	\$0
935.703 SHOWMOBILE EXPENSES	\$100	\$0
938.700 GENERAL IMPROVEMENTS	\$0	\$0
940.700 GEN MAINTENANCE/REPAIRS	\$350	\$0
941.700 EQUIPMENT RENTAL	\$12,000	\$0

941.703 SHOWMOBILE EQUIPMENT RENTAL	\$100	\$0
948.700 TRAFER TO GENERAL FUND	\$0	\$15,000
956.700 EXPENSES	\$3,000	\$3,100
956.701 FOOD EXPENSE	\$100	\$0
956.802 BAD DEBT EXPENSE	\$0	\$0
TOTAL EXPENDITURES	54,565	54,565
ANTICIPATED CARRY OVER	\$21,366	\$21,851

Yes — Bennett, Jackson, Lawrence, Schaiberger, Showalter, Tuttle, Weiler

No – None

Absent – None

Motion carried

* * * * *

A sole source vendor request was submitted to award computer technology and cyber security updates to Great Lakes Consulting LLC due to the fact that Great Lakes Consulting was already approved to provide tech support to the City and due to the fact that time is of the essence in getting the updates completed.

Chief Walters spoke on the purchases due to the fact that most of the upgrades were at the Police Department.

Member Bennett noted her concern that the City should look into implementing a technology plan to keep the technology equipment updated.

MOTION BY BENNETT, SECOND BY SCHAIBERGER, TO APPROVE THE SOLE SOURCE VENDOR REQUEST AND TO AWARD THE COMPUTER TECHNOLOGY AND CYBER SECURITY UPDATES TO GREAT LAKES CONSULTING LLC NOT TO EXCEED 19,083.93.

Yes — Bennett, Jackson, Lawrence, Schaiberger, Showalter, Tuttle, Weiler

No – None

Absent – None

Motion carried

* * * * *

MOTION BY SCHAIBERGER, SECOND BY BENNETT, TO APPROVE THE MINUTES AND SUMMARY OF MINUTES FROM THE MEETING HELD NOVEMBER 5, 2018

Yes — Bennett, Jackson, Lawrence, Schaiberger, Showalter, Tuttle, Weiler

No – None

Absent – None

Motion carried

* * * * *

MOTION BY SHOWALTER, SECOND BY SCHAIBERGER, TO RECEIVE AND FILE THE TREASURER'S REPORT AND INVESTMENT SUMMARY; AND THE OCTOBER POLICE REPORT.

Yes — Bennett, Jackson, Lawrence, Schaiberger, Showalter, Tuttle, Weiler

No – None

Absent – None

Motion carried

* * * * *

An upcoming MML training updated was shared as well as an MML brochure on legal cases was shared.

A reminder on the Council open house was shared and Council was asked if they would like to continue past practices of having refreshments and an employee ugly sweater competition in which the winner would receive an extra paid day off.

MOTION BY SHOWALTER, SECOND BY JACKSON, TO ALLOW THE EMPLOYEE UGLY SWEATER COMPETITION DURING THE COUNCIL OPEN HOUSE AND TO ALLOW THE AWARDING OF AN EXTRA PAID DAY OFF TO THE WINNER.

Yes — Bennett, Jackson, Lawrence, Schaiberger, Showalter, Tuttle, Weiler

No – None

Absent – None

Motion carried

Flyers on upcoming Chamber events were shared.

Information on PFAS testing was shared.

* * * * *

Member Showalter wished everyone a Blessed Thanksgiving

Member Jackson provided and EDC update

Member Bennett noted she will be attending a marijuana seminar and commended the City Staff for a great audit report.

Member Schaiberger congratulated all the winners of the recent November election.

Mayor Lawrence welcomed the new Council Members and thanked all of those leaving for their service.

Manager Grace congratulated all election winners, announced Mary Bickell was hired as the City's fellow and would start December 5; and as shared a handout on the marijuana proposal that was recently passed.

* * * * *

Mayor Lawrence adjourned the meeting at 7:58 pm.

Denise Lawrence, Mayor

John Dantzer, Clerk

**SUMMARY OF THE REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD MONDAY,
NOVEMBER 19, 2018**

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

Present: Mayor Lawrence, Council Members Bennett, Jackson, Schaiberger, Showalter, Tuttle, and Weiler.

Absent: None

Other officers present: City Manager Grace, Clerk/Treasurer Dantzer, DPW Superintendent Killackey, County Commissioners Reetz and Scott, City Attorney Dantzer, and Chief Walters.

All stood for the pledge of allegiance.

As an addition to the agenda Council approved the first reading (introduction) of Ordinance 18-04, to amend section 51, entitled "Sewer" of the Code of Ordinances.

Council voted to go into Closed Session pursuant to Section 15.368(d)(h) of the Open Meetings Act at 6:04 pm

Council voted to return to open session at 6:25 pm

Commissioner Reetz gave a County update.

Council approved the temporary closing of Greenland St and authorized the City Attorney and City Manager to continue negotiations for agreements related to that property.

Cindy Scott of Stephenson and Company presented Council with the 2017-2018 audit findings.

Tom Freeman presented a utility adjustment request.

Council approved a reduction of 1/3 of the extra expenses and approved having the meter in questions sent for accuracy testing with the understanding that the reduction would be awarded at 100% if the meter is found to be faulty.

Council approved bills in the amount of \$31,171.68.

Council approved a Public Participation Plan

Council discussed form based code zoning.

Council approved the first reading (introduction) of Ordinance 18-05, to amend Chapter 32, entitled "Departments, Commission, and Board" of the Code of Ordinances.

Council approved an updated DDA maintenance agreement for 2018-2019

Council approved Resolution 18-21 A General Fund and DDA budget amendment.

A sole source vendor request and bid was approved to award computer technology upgrades to Great Lakes Consulting not to exceed \$19,083.93

Council approved the minutes and summary from the meeting held November 5, 2018

Council received and filed the Treasurers Report and Investment Summary; and October Police report.

Communications were shared.

Council approved the awarding of an extra paid vacation day to the winner of an ugly sweater completion at this year's Council open house.

Council Members Showalter, Jackson, Bennett, Schaiberger, Mayor Lawrence, and Manager gave reports.

Mayor Lawrence adjourned the meeting at 7:58 pm.

Consent Agenda

CASH SUMMARY BY BANK FOR WEST BRANCH
 FROM 11/01/2018 TO 11/30/2018

Bank Code		Beginning Balance 11/01/2018	Total Debits	Total Credits	Ending Balance 11/30/2018
Fund	Description				
GEN1	GEN1 - GENERAL CHECKING				
101		1,115,462.64	87,537.95	124,400.10	1,078,600.49
150	CEMETERY PERPETUAL CARE	20,490.30	0.00	0.00	20,490.30
209	CEMETERY FUND	10,758.99	2,730.71	1,453.61	12,036.09
248	DDA OPERATING FUND	59,765.23	2,788.44	645.54	61,908.13
251	INDUSTRIAL PARK FUND	9,334.66	0.00	211.78	9,122.88
276	HOUSING RESOURCE FUND	194,405.47	956.21	0.00	195,361.68
318	SEWER DEBT FUND	129,954.80	38,510.27	87,978.54	80,486.53
319	WATER DEBT FUND	33,566.75	98,714.56	108,903.54	23,377.77
571	COLLECTION REPLACEMENT FUND	30,820.51	0.00	0.00	30,820.51
572	PLANT REPLACEMENT FUND (R&I)	5,499.45	1,351.09	166.87	6,683.67
590	SEWER FUND	205,963.07	91,088.22	52,615.98	244,435.31
591	WATER FUND	135,346.26	25,320.34	13,630.00	147,036.60
592	WATER REPLACEMENT FUND	281,453.90	0.00	0.00	281,453.90
593	SEWER COLLECTION	48,406.67	5,557.17	5,658.79	48,305.05
561	EQUIPMENT FUND	81,482.09	12,621.06	6,459.36	87,643.79
704	PAYROLL CLEARING	215.72	85,670.84	85,886.56	0.00
705	IRONS PARK ENTERTAINMENT FUND	1,885.57	0.00	0.00	1,885.57
707	YOUTH SAFETY PROGRAM	300.05	0.00	0.00	300.05
714	RECYCLING CENTER	6,192.47	1,087.00	619.20	6,660.27
	GEN1 - GENERAL CHECKING	2,371,304.60	453,933.86	488,629.87	2,336,608.59
W/LST	MAJOR/ LOCAL STREETS				
202	MAJOR STREET FUND	569,705.95	14,833.44	14,962.20	569,577.19
203	LOCAL STREET FUND	379,668.67	7,190.34	16,353.78	370,505.23
	MAJOR/ LOCAL STREETS	949,374.62	22,023.78	31,315.98	940,082.42
PAY	PAYROLL				
704	PAYROLL CLEARING	8,376.28	85,886.56	84,127.97	10,134.87
	PAYROLL	8,376.28	85,886.56	84,127.97	10,134.87
CHEM	SAVINGS				
101		435,456.49	0.00	0.00	435,456.49
150	CEMETERY PERPETUAL CARE	1,676.05	0.00	0.00	1,676.05
251	INDUSTRIAL PARK FUND	20,857.86	0.00	0.00	20,857.86
571	COLLECTION REPLACEMENT FUND	2,370.44	0.00	0.00	2,370.44
591	WATER FUND	26,136.33	0.00	0.00	26,136.33
592	WATER REPLACEMENT FUND	19,556.14	0.00	0.00	19,556.14
593	SEWER COLLECTION	781.56	0.00	0.00	781.56
561	EQUIPMENT FUND	103,319.57	0.00	0.00	103,319.57
714	RECYCLING CENTER	1,044.23	0.00	0.00	1,044.23
	SAVINGS	611,198.67	0.00	0.00	611,198.67
TAX	TAXES				
701	TAX AGENCY	1,311.89	28,491.57	28,491.57	1,311.89
	TAXES	1,311.89	28,491.57	28,491.57	1,311.89
	TOTAL - ALL FUNDS	3,941,566.06	590,335.77	632,565.39	3,899,336.44

CASH SUMMARY BY ACCOUNT FOR WEST BRANCH
 FROM 11/01/2018 TO 11/30/2018
 FUND: ALL FUNDS
 INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 11/01/2018	Total Debits	Total Credits	Ending Balance 11/30/2018
Fund 101					
004.300	CERTIFICATE OF DEPOSIT A	100,000.00	0.00	0.00	100,000.00
004.400	CERTIFICATE OF DEPOSIT B	150,000.00	0.00	0.00	150,000.00
		<hr/> 250,000.00	<hr/> 0.00	<hr/> 0.00	<hr/> 250,000.00
Fund 150	CEMETERY PERPETUAL CARE				
004.300	CERTIFICATE OF DEPOSIT C	114,701.74	0.00	0.00	114,701.74
004.400	CERTIFICATE OF DEPOSIT D	115,271.06	0.00	0.00	115,271.06
	CEMETERY PERPETUAL CARE	<hr/> 229,972.80	<hr/> 0.00	<hr/> 0.00	<hr/> 229,972.80
Fund 251	INDUSTRIAL PARK FUND				
004.300	CERTIFICATE OF DEPOSIT A	100,000.00	0.00	0.00	100,000.00
004.400	CERTIFICATE OF DEPOSIT B	100,000.00	0.00	0.00	100,000.00
	INDUSTRIAL PARK FUND	<hr/> 200,000.00	<hr/> 0.00	<hr/> 0.00	<hr/> 200,000.00
Fund 661	EQUIPMENT FUND				
004.300	CERTIFICATE OF DEPOSIT A	150,000.00	0.00	0.00	150,000.00
004.400	CERTIFICATE OF DEPOSIT B	100,000.00	0.00	0.00	100,000.00
	EQUIPMENT FUND	<hr/> 250,000.00	<hr/> 0.00	<hr/> 0.00	<hr/> 250,000.00
	TOTAL - ALL FUNDS	<hr/> 929,972.80	<hr/> 0.00	<hr/> 0.00	<hr/> 929,972.80

West Branch
JOURNAL ENTRY
JE: 10098

Post Date: 11/20/2018
Entry Date: 11/20/2018
Description: BUDGET POLICY AMENDMENT

Entered By: MICHELLE
Journal: BA

GL #	Description	DR	CR
202-497.000-716.700	BC/BS HEALTH INSURANCE PREMIUM		450.00
202-497.000-727.700	OPERATING SUPPLIES	450.00	
Journal Total:		450.00	450.00

APPROVED BY: _____

West Branch
JOURNAL ENTRY
JE: 10105

Post Date: 11/26/2018
Entry Date: 11/26/2018
Description: NOVEMBER BUDGET AMENDMENTS

Entered By: JOHN
Journal: BA

GL #	Description	DR	CR
101-284.000-720.700	WORKERS COMPENSATION PREMIUM		25.00
101-284.000-801.700	CONTRACTUAL SERVICES	25.00	
101-528.000-720.700	WORKERS COMPENSATION PREMIUM		10.00
101-528.000-922.700	PUBLIC UTILITIES	10.00	
101-537.000-718.700	MERS RETIREMENT (EMPLOYER)		1.00
101-537.000-720.700	WORKERS COMPENSATION PREMIUM		5.00
101-537.000-941.700	EQUIPMENT RENTAL		105.00
101-537.000-975.700	BUDGETED PERCENTAGE	111.00	
101-721.000-703.700	SALARIES AND WAGES		3,300.00
101-721.000-714.700	MANDITORY MEDICARE		50.00
101-721.000-715.700	SOCIAL SECURITY (EMPLOYER)		205.00
101-721.000-720.700	WORKERS COMPENSATION PREMIUM		12.00
101-721.000-801.700	CONTRACTUAL SERVICES	3,567.00	
202-463.000-710.700	OVERTIME		127.00
202-463.000-720.700	WORKERS COMPENSATION PREMIUM		150.00
202-463.000-801.700	CONTRACTUAL SERVICES	3,180.00	
202-463.000-941.700	EQUIPMENT RENTAL	277.00	
202-470.000-703.700	SALARIES AND WAGES		1,000.00
202-470.000-720.700	WORKERS COMPENSATION PREMIUM		80.00
202-470.000-801.700	CONTRACTUAL SERVICES		2,100.00
202-486.000-727.700	OPERATING SUPPLIES	600.00	
202-486.000-801.700	CONTRACTUAL SERVICES		600.00
202-487.000-720.700	WORKERS COMPENSATION PREMIUM		5.00
202-487.000-941.700	EQUIPMENT RENTAL	5.00	
202-488.000-710.700	OVERTIME	10.00	
202-488.000-720.700	WORKERS COMPENSATION PREMIUM		10.00
202-490.000-703.700	SALARIES AND WAGES		100.00
202-490.000-714.700	MANDITORY MEDICARE		4.00
202-490.000-715.700	SOCIAL SECURITY (EMPLOYER)		6.00
202-490.000-720.700	WORKERS COMPENSATION PREMIUM		10.00
202-490.000-941.700	EQUIPMENT RENTAL		24.00
202-491.000-703.700	SALARIES AND WAGES	144.00	
202-491.000-720.700	WORKERS COMPENSATION PREMIUM		10.00
202-491.000-941.700	EQUIPMENT RENTAL	10.00	
203-451.000-715.700	SOCIAL SECURITY (EMPLOYER)	10.00	
203-451.000-720.700	WORKERS COMPENSATION PREMIUM		10.00
203-451.000-801.700	CONTRACTUAL SERVICES	4,340.00	
203-463.000-720.700	WORKERS COMPENSATION PREMIUM		140.00
203-463.000-801.700	CONTRACTUAL SERVICES		4,200.00
251-000.000-714.700	MANDITORY MEDICARE		7.00
251-000.000-718.700	MERS RETIREMENT (EMPLOYER)		11.00
251-000.000-720.700	WORKERS COMPENSATION PREMIUM		45.00
251-000.000-956.700	EXPENSES	63.00	
590-567.000-727.700	OPERATING SUPPLIES	8,600.00	
590-567.000-975.700	BUDGETED PERCENTAGE		8,600.00
661-000.000-868.700	FLUIDS	1,000.00	
661-000.000-977.700	CAPITAL ACQUISITIONS		1,000.00
Journal Total:		21,952.00	21,952.00

APPROVED BY: _____

West Branch
JOURNAL ENTRY
JE: 10106

Post Date: 11/26/2018
Entry Date: 11/26/2018
Description: BUDGET POLICY AMENDMENT

Entered By: MICHELLE
Journal: BA

GL #	Description	DR	CR
101-284.000-941.700	EQUIPMENT RENTAL	100.00	
101-284.000-901.700	PRINTING AND PUBLISHING		100.00
101-253.000-956.700	EXPENSES	100.00	
101-253.000-803.700	AUDIT		100.00
Journal Total:		200.00	200.00

APPROVED BY: _____

City of West Branch
Wellhead Protection Program
First Quarter Team Meeting
October 9, 2018
Meeting Minutes

In attendance: Kelly Hon, Heather Grace, Dan Robb, Mike Anschuetz, Mike Killackey and Phil Mikulski

2018-2019 WHPP Plan Update

The City received grant funding for source water protection for the 2018-2019 fiscal years. The Committee would like to focus educational efforts with students. Phil Mikulski (West Branch Schools) indicated that he would prefer that presentations be done with the 5th or 6th grade students. If only one can be done, he prefers we focus on 5th graders. Kelly Hon (MRWA) will be in touch with the school. The committee also discussed doing presentations with one grade and field trips with the other. They would also like to host a placemat design contest. Phil Mikulski (West Branch Schools) also mentioned that there is a media group at the high school that could put presentations or videos together. The City is also working on a You Tube channel and they could look at linking the two. Mike Anschuetz (Ogemaw County Health Department) indicated that if interested, the health department has graphics and information that can be shared. Michigan Environmental Mapper also has information that could be beneficial.

Next Meeting

The next meeting will need to be scheduled in January, February or March 2018. Kelly Hon will email the group potential dates and times as it gets closer.

Submitted by Kelly Hon

**REGULAR MEETING OF THE OGEMAW COUNTY EMS AUTHORITY BOARD WAS HELD AT THE
OGEMAW COUNTY EMS AUTHORITY BUILDING ON OCTOBER 18, 2018 at 4:30 P.M.**

Present: Denise Lawrence, City of West Branch, Danny Morrison, Cummings Township, Bruce Reetz, Ogemaw County, Dave Reasner, City of Rose City, Lisa Cotton, Mills Township

Others Present: Trista Spencer-Director, Gail Seder-Administrative Assistant, Jeramie Brookins-Employee

Chairman Reetz called the meeting to order at 4:30 p.m. with the pledge of allegiance.

Roll Call: Bruce -- Yes, Danny-Yes, Dave -- Yes, Lisa-Yes, Denise -- Yes

**Motion by Dave, supported by Dan, all in favor to approve the September 20, 2018 minutes.
Motion carried.**

CORRESPONDENCE:

No Correspondence to review.

CLAIMS & ACCOUNTS:

**Motion by Danny to approve the Claims and Accounts in the amount of \$255,177.35.
Supported by Lisa, all in favor, motion carried. Roll Call: Danny-Yes, Dave -- Yes, Lisa-Yes,
Denise -- Yes, Bruce -- Yes.**

OLD BUSINESS:

Rose City Building Update: Footings have been formed. Consumers is in the process of getting set up for power.

Cots: Received the power cots and Trista is scheduling the set up.

Budget: Amended budget was submitted for approval. **Motion by Lisa, supported by Dave, all in favor to approve the amended 2018-2019 Budget. Motion carried.**

NEW BUSINESS:

Return to Work Policy: Trista presented a new Return to Work Policy for Workers Comp. The policy is for employees that are off on comp leave and are released to work with restrictions. They will have to work at other businesses in order to keep receiving worker comp benefits, i.e. St. Vincent DePaul Resale Store, Gas Station Clerk, etc.

Motion by Dave, supported by Dan, all in favor to approve the Return to Work Policy. Motion carried.

November Board Meeting Reschedule: Need to reschedule the November 15th Board Meeting because that is opening day of Rifle Deer Season.

Motion by Dan, supported by Lisa, all in favor to approve the rescheduling of the November 15th Board Meeting to November 14th. Motion carried.

PUBLIC COMMENT:

None.

EMS DIRECTORS REPORT:

Trista reported that she met with the bank in regards to current bank accounts and seeing about getting the service fees reduced. While at the bank it was discussed that she needs approval by the Board to use her signature stamp.

Motion by Dave, supported by Lisa, all in favor to approve the use of Trista's signature stamp. Motion carried.

Trista informed the Board of the EDC Grant for Tactical Training that she signed and sent back to Mandi Chasey.

West Branch Greenhouse replanted the two trees in the front yard of the W.B. Station, as the previous trees had died. No charge for the two new trees.

ADJOURNMENT:

Motion made by Dave to adjourn at 5:00 p.m. Supported by Dan. All in favor, motion carried.

Meeting Adjourned at 5:00 P.M.

The next meeting will be Wednesday, November 14, 2018 at 4:30 p.m.

Mw/gs/board mtg/10-18-18 minutes

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

Present: Ron Quackenbush, Gary Klacking, Craig Scott, Heather Grace, Denise Lawrence, and Ben Evergreen. Absent – Mike Jackson and Terry Hodges.

Motion by Scott, second by Grace, the minutes of the September 19, 2018 meeting be approved as noted. Voice vote. Ayes – all. Motion carried. [10-1-#1]

Motion by Scott, second by Quackenbush, claims in the amount of \$9,027.19 be approved for payment. Voice vote. Ayes – all. Motion carried. [10-1-#2]

Ben Evergreen, Airport Manager, gave the financial report. The combined account balance is \$213,574.62. Ben stated we are in good shape for this time of year. We are \$12,000 ahead of last year.

Motion by Quackenbush, second by Grace, the MDOT airport license renewal in the amount of \$50 be approved for payment. Board chairman Quackenbush is authorized to sign the renewal paperwork. Voice vote. Ayes – all. Motion carried. [10-1-#3]

Motion by Klacking, second by Grace, the Mead and Hunt invoice in the amount of \$1,634.86 be approved for payment. It is for data collection purposes related to the airport master plan update. Voice vote. Ayes – all. Motion carried. [10-1-#4]

Ben provided an update on the annual MAP meeting he attended in Lansing. He stated we have enough grant money through 2019 to complete the airport hangar project.

Ben discussed the airport fuel administrative structure and transferring it over to the airport board jurisdiction. He provided reasons why it would benefit the airport, i.e. enhanced revenue. The board considered contractor services versus employee for airport operations. Board members Scott and Grace will meet with Ben to review his contract and the airport fuel administration/oversight. A report will be provided at an upcoming meeting.

Motion by Grace, second by Quackenbush, the meeting be adjourned.

Voice vote. Ayes – all. Motion carried. [10-1-#5]

Chairman Quackenbush adjourned the meeting at 12:53 p.m.

Minutes by Gary R. Klacking
Board Secretary

REGULAR MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY
HELD IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET,
TUESDAY, OCTOBER 23, 2018.

Chair Fabbri called the meeting to order at 12:00pm.

Present: Samantha Fabbri, Autum Hunter, Ken Walters, Joe Clark, Joanne Bennett, Sandy Rabidue

Absent: None

Others present: Clerk Treasurer John Dantzer, Deputy Clerk/Treasurer Michelle Frechette, Planning Commission Chair Robert David

* * * * *

**MOTION BY CLARK, SECOND BY FABBRI, TO APPROVE THE MINUTES FROM
THE MEETING HELD SEPTEMBER 25 AND OCTOBER 3, 2018.**

Yes – Clark, Fabbri, Hunter, Lawrence, Bennett, Rabidue

No – None

Absent – None

Motion carried

* * * * *

No bills were submitted for approval.

* * * * *

Chair Fabbri gave the chairperson report. Passed out joint DDA meeting list. Discussion on changing fund line name, currently named Downtown Events, back to Retail Merchants. Discussion on school geocaching/trick or treat event downtown.

* * * * *

Member Bennett – pointed out the notice posting error (still had Kelli's name as admin). Passed around a shipshewana map/brochure as potential idea for the shopping guide.

Member Rabidue – discussion on a refund form from the Standish DDA for exempt Personal Property tax.

* * * * *

Bob David had discussion on the Planning Commission Master Plan update.

* * * * *

Discussion on a Project Rising Tide Fellowship position. Opportunity for City to have a grant funded position for one calendar year. Potential candidate has former Main Street Manager experience. It was noted that if any member had questions they would like to see at the interview to let the City Manager know.

* * * * *

Discussion on the Development Plan during the joint DDA meeting. John I needs a decision this week if we want to take part in. Have the Fellow work on items for the Plan, look for grant monies, buying/selling property, increase tax base, reestablish bond with the business community, resurface parking lots, etc.

MOTION BY RABIDUE, SECOND BY CLARK, TO COMMIT UP TO/NOT TO EXCEED \$2,500.00 FOR THE CITY'S DEVELOPMENT PLAN.

Yes – Clark, Fabbri, Hunter, Lawrence, Bennett, Rabidue

No – None

Absent – None

Motion carried

* * * * *

Discussion on selling the showmobile. Was a total cost up front to us of \$6,023.70, trailer and new tires. Discussion on selling options. Minimum bid of \$5,000.00 and mail notice to Fair Board and Cities with a bid due date of January 2019 before the DDA meeting.

MOTION BY CLARK, SECOND BY FABBRI, TO HAVE THE DDA ADMINISTRATOR CREATE A REQUEST FOR SEALED BIDS FOR THE SALE OF THE SHOWMOBILE (MINIMUM BID OF \$5,000) AND POST ON THE CITY'S WEBSITE, FACEBOOK PAGE AND CLERK'S LISTSERV.

Yes – Clark, Fabbri, Hunter, Lawrence, Bennett, Rabidue

No – None

Absent – None

Motion carried

* * * * *

Update on the stair project – the handrails are all done. Just waiting on a final bill from the contractor.

* * * * *

Discussion on the Project Rising Tide Housing Study. A vote to pay a participation fee no longer needed and the study is moving forward.

* * * * *

Discussion on the budget review and amendment – ok for the Clerk to do this.

* * * * *

Discussion on the Annual Maintenance Agreement. It is a contract/agreement between the City and the DDA to be reviewed yearly. Questions were raised on the how long the DDA had to keep the Pocket Park maintenance/repairs/etc as a DDA responsibility.

For the current remainder of this fiscal year, the amount will be adjusted accordingly.

MOTION BY WALTERS, SECOND BY HUNTER, TO APPROVE THE ANNUAL MAINTENANCE AGREEMENT AS PRESENTED WITH THE CORRECTION OF THE DATE CHANGE.

Yes – Clark, Fabbri, Hunter, Lawrence, Bennett, Rabidue

No – None

Absent – None

Motion carried

* * * * *

Chair Fabbri adjourned the meeting at 1:02 pm.

City of West Branch Planning Commission

Meeting Minutes for October 23, 2018

Meeting called to order at 6:02pm by Chairman Bob David

Roll Call – Present – Kara Fachting, Denise Lawrence, Bob David, Dan Weiler, Mike Jackson, Cori Lucynski and Jan Hasty – Absent – Lisa Jensen and Evelyn Schenk

Pledge of Allegiance

Public Hearings – None

Additions to Agenda – None

Public Comment – None

Site Plans – None

Sign Permits – None

Unfinished Business –

Denise Cline was present with the Master Plan draft and the draft of the future land use map. At this point both drafts will be sent to City Council for approval and distribution to required entities for review.

New Business –

Denise Cline reviewed the table of permitted uses and special uses with the Board. Cori is documenting official changes. Denise will be back to continue going over the table of permitted uses and special uses at our regular scheduled Planning meeting on November 13, 2018.

Approval of Minutes – No corrections were needed.

*Motion by Mike Jackson, second by Jan Hasty to approve minutes as corrected. Ayes – All.

Communications – None

Chairman Report – Ana's Treasurers has a new banner sign up and Loggers Depot has a flag style sign up. The public thinks they should be removed. Bob asked John Dantzer to notify these businesses that they are in violation. As a group we are adding Save-A-Lot and Kues to be notified also. Attended DDA meeting today and will have a list of joint meeting dates soon.

Member Reports –

Hasty – None

Jackson – None

Lucynski – Mid Michigan's new emergency room addition should be open for business by mid-2019. McLaren Health Services building, the old K-Mart building, will be an emergency department only, not a surgery center. They plan to be open by the end of 2019.

Weiler – None

Fachting – Attended Enbridge meeting for the public. It was very informational. No Enbridge pipes run under the City of West Branch.

Lawrence – Reported on Enbridge meeting she attended for City officials and first responders. She will try to let board members know when the next meeting with Enbridge will be.

Meeting was adjourned at 8:17pm per Chairman Bob David.

Meeting minutes taken and typed by Kara Fachting

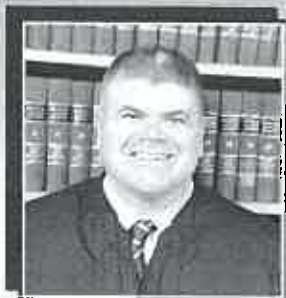
Communications

Happy Holidays

Arenac County Officials

\$30

345-0044



Richard E. Vollbach,
Chief Judge
23 Circuit Trial Court



Curtis Broughton
Prosecuting Attorney



Rick Rockwell
County Clerk
Merry Christmas!



Dennis Stawowy
County Treasurer



Olen Swartz
Road Commissioner



Lewis Ostrander
Road Commissioner



Kenneth Stawowy
Road Commissioner



Jeff Trombley
Drain Commissioner
Merry Christmas!



Robert Luce
County Commissioner
District 1
Merry Christmas!



Lisa Salgat
County Commissioner
District 2
Merry Christmas!



Bobbe Burke
County Commissioner
District 3
Merry Christmas!



Adam Kroezaleski
County Commissioner
District 5
Merry Christmas!



John Stanley
Au Gres



Mark Heldemann
Mason Township



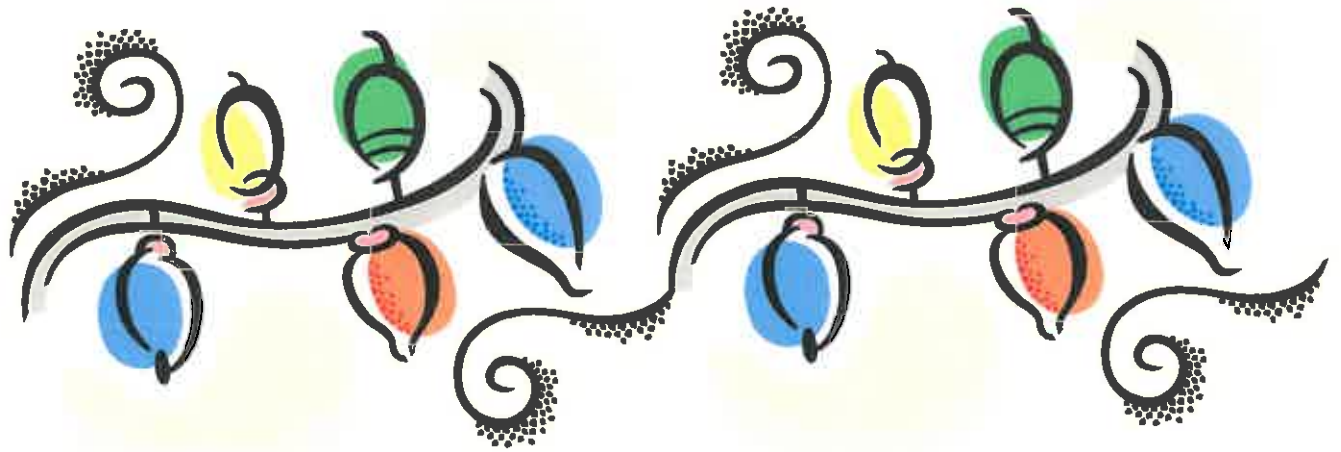
Whitney Township
Board



Darren S. Kroezaleski
Superintendent



Jeffrey Collier
Superintendent



18th Annual West Branch City of Lights

All properties within the City limits are eligible to participate in the 18th annual West Branch City of Lights.

Judging will be the evening of
Saturday, December 15th.

1st Place_____

2nd Place_____

3rd Place_____

Please return to Bridget Monday morning.
THANK YOU!

THE FISCAL HEALTH OF MICHIGAN'S LOCAL GOVERNMENTS

Update since the Great Recession



Fall 2018



Michigan Department of
TREASURY

EXECUTIVE SUMMARY

Michigan local governments are tied to the general economy via their reliance on local property taxes and state revenue sharing as their primary sources of funding, followed by items such as charges and fees, grants, and city income taxes for a few select cities. The 2008-09 recession (often referred to as the Great Recession) hit Michigan very hard following what was a stagnant economic decade after the 2001 recession. This paper reviews the post-recession change and current status in the fiscal health of Michigan's local governments.

While revenues are growing in the aggregate and overall fiscal health has improved, it is clear that now is the time to address long-term challenges that continue to stress many local governments.

Local government revenues are the first key to understanding local fiscal health. In Michigan, between 2008 and 2012 *taxable values* fell 13 percent, leading to declines in local government property tax revenues. Beginning in 2013, taxable values began to climb. To offset the declines in property tax revenues, some local governments were able to successfully levy higher millages.

Total local government property tax *revenues* are up since 2012 and have reached the prior peak of 2008. At the same time, local government revenues other than property tax have risen. State revenue sharing has been increasing at a slow but steady pace since 2011. For those cities that levy an income tax, income tax revenues have risen. Overall, local government revenues have improved since the Great Recession, especially during the last few years.

On the spending side of the equation, since 2009 local governments have been cutting the number of employees in their ranks. At the same time as cuts were being made, local governments have been forced to reckon with growing pension and retiree health care burdens. In particular, required pension spending in many communities has nearly tripled over the past five years. As a share of the local budget, pension and retiree health care costs are increasingly crowding out other critical public service needs.

Bringing together the revenue and spending sides of the equation, overall local fiscal health has improved in Michigan. Since 2010, revenues on average have grown faster than spending for all types of local governments in the state. This has led to improved general fund balances as the number of local governments with less than the recommended level of reserves has fallen from 2012 through 2016. Further, the number of local governments with a general fund deficit elimination plan has decreased by half since 2010. This evidence all points to improved local fiscal health and strong fiscal management by local governments.

Even with improvements in fiscal health for some Michigan local governments, there remain significant and important risks. First, the financial improvement has not been experienced by all local governments. There is a group of local governments who have less than the recommended level of general fund balance and remain mired in difficulty and face many pressures even in a good economy. Further, there is a significant group of local governments whose average revenue growth barely exceeds or even falls below their average needed level of spending growth. Some governments, while having fiscally balanced their books, can only provide a minimally adequate level of public services. Second, legacy costs are crowding out other expenses even as overall fiscal health is improving. Finally, infrastructure needs are posing great challenges moving forward as governments must seek resources to meet these investment gaps.

Based on these critical risks, now is the time to act to ensure the local government system is as robust and resilient as possible to economic shocks. Even while local finances are improving, these improvements are not universal. It is clear, even in a strong economy, that a significant number of Michigan local governments remain at serious risk of a potential fiscal crisis. Now is the time to act with a balanced policy approach that includes tools for addressing legacy costs, intergovernmental cooperation, efficiency improvements, and establishing a stable revenue base. This four-pronged approach can mitigate risks and ensure that the vast majority of local governments will be resilient to future challenges.

INTRODUCTION

Local governments in Michigan have faced a long decade of fiscal challenges. Going back to the early 2000s and Michigan's economic stagnation beginning in 2001, revenue sharing cuts, growing legacy costs, and low-growth local revenues combined to create a series of local fiscal problems.¹ These problems cumulated in the Great Recession² during which Michigan was hit very hard, leading to severe fiscal difficulties in many communities.

Since the end of the Great Recession, overall local fiscal health has improved. In the post-recession period from 2010, there are several signs of improvement. Revenues have grown across the board including property taxes and state revenue sharing and expenses have been adequately controlled in general. Even with these improvements, significant problems remain, and risks are evident in the short and long-term. Furthermore, these improvements are not across the board and a number of communities remain in fiscal distress.

The purpose of this report is to consider the fiscal health of Michigan's local units of government, with a focus on how they have fared since the Great Recession. Using key financial data such as revenues, expenditures and the changes in fund balance year over year, this report seeks to understand the general fiscal health of Michigan's local units today and how well-positioned they are to manage any future downturns.

First, revenues are reviewed including state and local based sources. Next, local government expenditures are reviewed in terms of overall cost trends and personnel and benefit cost trends. Finally, the revenue and expenditure sides are brought together to measure and assess the current state of fiscal health for city, county, township, and village governments in Michigan. The conclusion outlines some of the important risks and challenges facing Michigan local governments in the future.

¹ https://www.michigan.gov/documents/FINAL_Task_Force_Report_5_23_164361_7.pdf

² The Great Recession of 2008-2009 began in December 2007 and ended in June 2009. Throughout this report, we refer to it as the Great Recession.

REVENUE TRENDS IN MICHIGAN'S LOCAL GOVERNMENTS

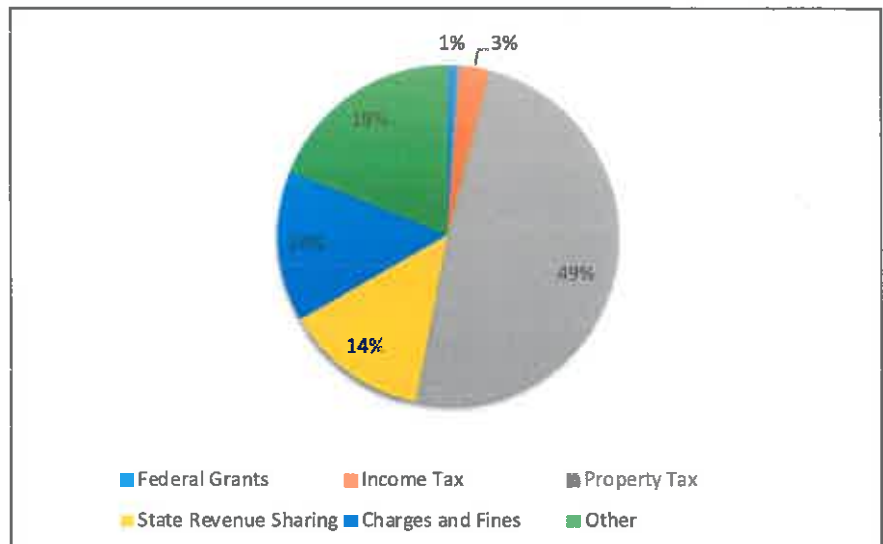
A complete picture of fiscal health is comprised of looking at revenue and expenditure patterns and pressures. In Michigan, local governments rely primarily on two sources of revenue: property tax revenue and state revenue sharing. Additionally, there are 22 cities in Michigan levy a city income tax.

The pie chart in *Figure 1* provides a breakdown of the distribution of general fund revenue sources for Michigan's local governments. Property tax revenues are the primary source of revenue for local governments. Property tax revenues make up more than 85%³ of the tax revenue local governments receive. Other important categories include state revenue sharing and charges and fees. The category called "Other" includes miscellaneous revenues, bond and note proceeds, and transfers to the general fund.

³Source: U.S. Census Bureau, 2016 Annual Surveys of State and Local Government Finances.

Figure 1:
Local Government General Fund Revenue Sources
Cities (excluding Detroit ⁴), Counties, Townships, and Villages

Source: Form F-65 data reported by local units to Treasury



The following sections review local and state-based revenue sources and how they have changed over the last decade.

Property Values

Property tax revenues are a function of taxable value and millage rates. Over the last decade, taxable values in Michigan have fallen due to the Great Recession and the related housing crisis, and then began a small and steady upward trend since 2013. After the peak in 2008, taxable values declined until 2012, at which time they began a modest three-year climb. As demonstrated in *Figure 2*, total taxable value statewide fell from \$363 billion in 2008 to \$316 billion in 2012, a drop of 13 percent and increasing to \$327 billion in 2016.⁵

⁴Throughout this report, the city of Detroit is either presented separately or excluded (and indicated as such) due to its size and therefore potential to skew the results of the analysis of financial data.

⁵The climb in total taxable value continued in 2017 at \$335.5 billion.

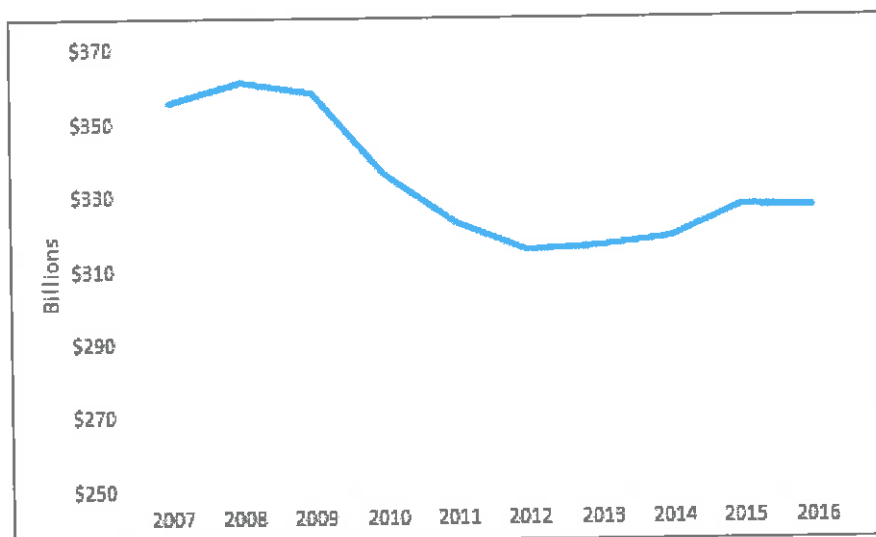


Figure 2:
Total Taxable Value, 2007-2016
(\$ billions)

Source: Ad Valorem Property Tax Reports,
State Tax Commission

This aggregate picture does not provide a complete story given the distribution of challenges across the state. Several cities and townships had inflation-adjusted taxable values in 2016 that were below their respective 2000 taxable values. For those communities whose inflation-adjusted taxable value remains below the level it was in 2000, this is a significant risk to their fiscal health.

Property Tax Revenues

Like taxable values, property tax revenues have also declined and then slightly increased from the bottom. As demonstrated in Figure 3, statewide property tax revenues decreased from \$5.6 billion in 2008 to \$5.4 billion in 2016, a decrease of 2.4 percent. Since the bottom, property tax revenues have climbed back somewhat and are five percent above the nadir in 2012.



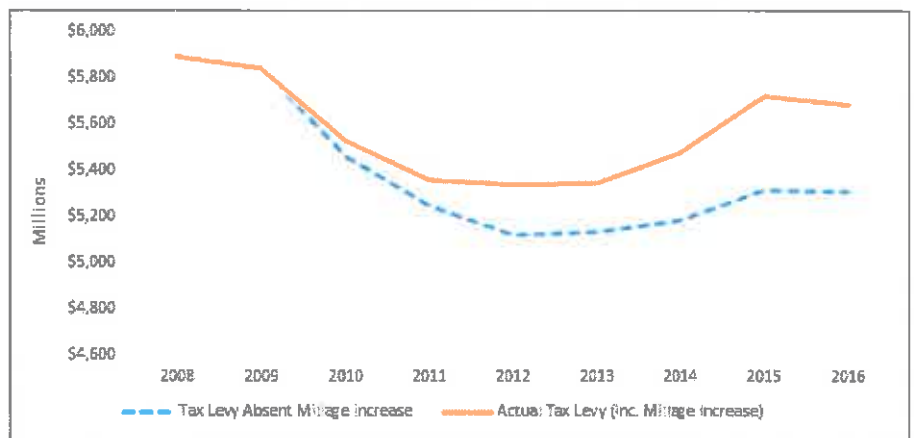
Figure 3:
Statewide Local Government
Property Tax Revenue
with Average Millage Rate
(2008 to 2016)

Sources: Form F-65 data reported by local
units to Treasury and data from State
Tax Commission Ad Valorem Property Tax
Reports. Data excludes the city of Detroit.

During this time, millage rates had their own trends. Some communities addressed the loss of revenue problem via changes in tax rates. Average local millage rates increased from 16.21 mills in 2008 to 17.35 mills in 2016, an increase of 7%. Figure 4 shows the effects of the increased millage on the collection of property tax revenue for local units of government. The 1.14 statewide average increase in mills generated approximately \$1.672 billion in taxes levied from 2009 through 2016. This reflects revenue that would not have been captured had the local units not raised the millage rates. This increase in millage was perhaps a means of compensating for the reduction in taxable value.

Figure 4:
The Effect of Millage Increases
on Property Tax Revenues
(Using 2008 Millage Rates)
(\$ Millions)

Source: Ad Valorem Property Tax Reports, State Tax Commission. "Tax Levy Absent Millage Increase" impact was extrapolated based on actual tax levy data.



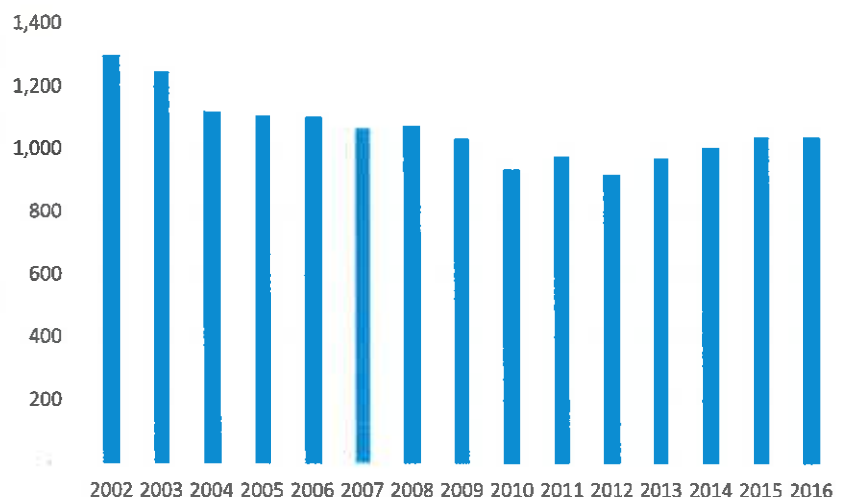
State Revenue Sharing

On a statewide basis, from its high watermark in 2002 general revenue sharing (constitutional and statutory) decreased sharply until 2005, after which it began to level off and then continued to somewhat fluctuate. Overall, revenue sharing saw a 20 percent decrease from 2002 to 2016 (see Figure 5).

Figure 5:
Total General Revenue Sharing
2002 - 2016⁶
Cities, Townships, and Villages
(Not Including Counties)
(\$ Millions)

Source: Michigan Department of Treasury, Office of Revenue and Tax Analysis.

⁶ For 2017, total general revenue sharing decreased by less than \$3 million to approximately \$1.21 billion.



Over the last decade, in the aggregate, general revenue sharing has increased from \$1.07 billion in 2007 to \$1.21 billion in 2016 (an increase of 13 percent). Revenue sharing in FY 2018 is projected to reach \$1.4 billion. However, this increase was not true for all types of municipalities. Cities and villages took in less general revenue sharing dollars in 2016 than in 2007 (see Figure 6). This is true for the city of Detroit as well. From 2007 to 2016, revenue sharing received by cities (excluding Detroit) decreased by nearly \$45 million dollars (a 10 percent decrease) and revenue sharing received by villages decreased by over \$2 million (a decrease of over 8 percent). A factor contributing to the reduction in revenue sharing for cities may have been the completion of the 2010 Census Bureau, which showed population loss for many Michigan cities.

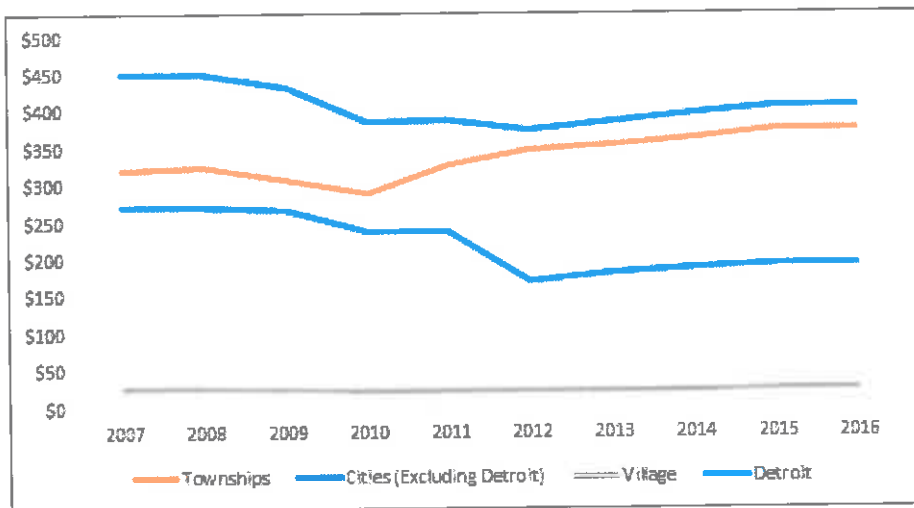


Figure 6:
Total General Revenue Sharing by Type of Local Unit 2007-2016
(Not Including Counties)⁷ (\$ millions)

Source: Michigan Department of Treasury,
Office of Revenue and Tax Analysis

⁷ Counties are not included in this figure due to the legislative changes that impacted county revenue sharing during this period. In short, legislation enacted in December 2004 eliminated revenue sharing to counties beginning in FY 2004-05 and instead permitted counties to accelerate over time the collection of property taxes, place the tax revenues in a revenue sharing reserve fund, and utilize the funds in amounts determined by the State based on prior years' revenue sharing distributions. Once the revenue sharing reserve funds were depleted (which began in FY 2008-09), revenue sharing payments to counties resumed.

City Income Tax Revenues

There are 22 cities in Michigan that levy a city income tax. Figure 7 provides a summary of city income tax revenues since 2010. In the aggregate, general fund income tax revenues have grown from \$378.7 million in 2010 to \$476.1 million in 2016. For those cities with an income tax, there has been some degree of revenue growth following the recessionary period, although it has been slower in the more recent past.

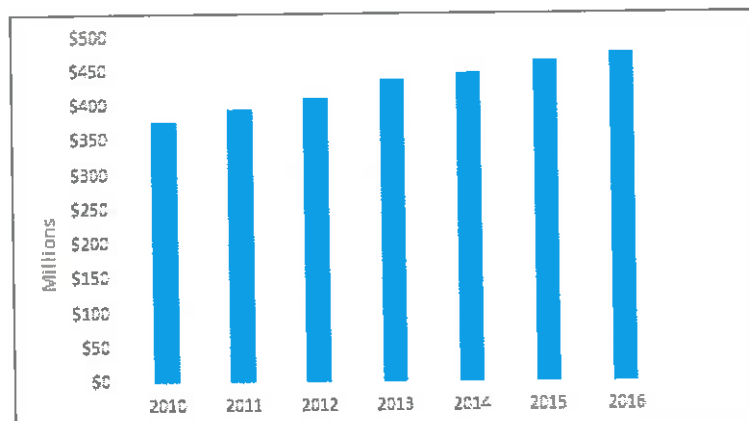


Figure 7:
Statewide City Income Tax Revenue 2010 - 2016
(General Fund) (\$ millions)

Source: Form F-65 data reported by
local units to Treasury

Summary of Revenue Trends

In total, local government revenues have recovered since the Great Recession. Since 2012, general fund revenues are up \$753 million or 9.8%. State revenue sharing has been up slightly since the recession although the distribution of revenue sharing has changed over time. City income taxes have provided some revenue growth to a select number of cities and local property taxes have rebounded from their low point in the 2010-2011 period. That said, revenue growth remains sluggish in many communities. In fact, a number of community's revenues are still stagnant even from the recessionary period. Revenue improvements are not evenly distributed, and a number of locals continue to experience stagnant or declining revenues even in the strong economy we are experiencing. The improvements since the low point from the recession may not be sustainable and may threaten local fiscal health especially during the next economic downturn.



EXPENDITURE PRESSURES AND TRENDS

Besides revenues, expenditures make up the other side of the local government fiscal equation. Local governments spend funds on a variety of critical public services including police and fire protection, medical services, corrections facilities, parks and recreation, roads, zoning and code compliance, economic and neighborhood development, and sewer and water provision. In our federal system of government, local governments are the front-line providers of many services directly to citizens and their major expenses are often in personnel.

The next section outlines the expenditure pressures and trends facing Michigan local governments. Local governments are typically driven by a high percentage of personnel costs. This review includes personnel expenditures, legacy costs, and general inflationary trends as well as the breakdown of spending categories.

Breakdown of Local Government Spending

Local governments spend funds on a variety of important functions. The pie chart in Figure 8 provides a breakdown of spending by various major functional categories.

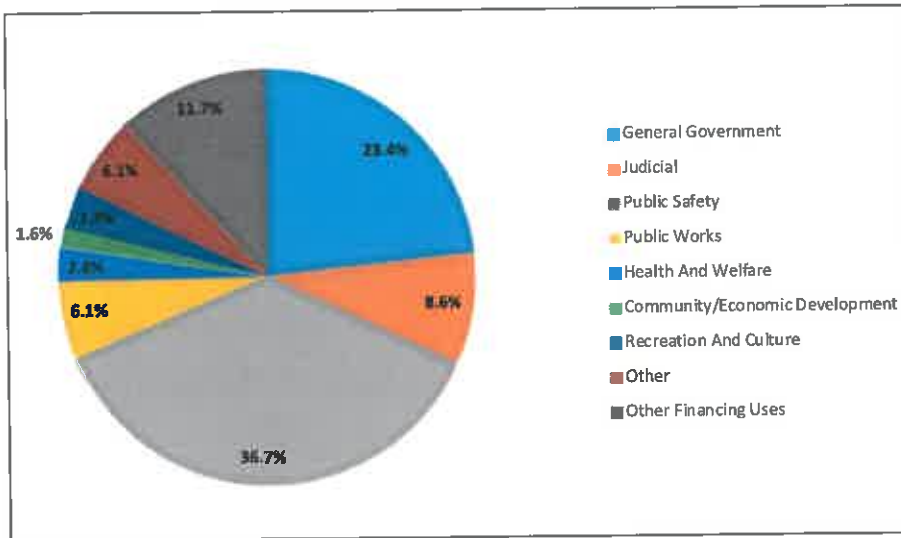


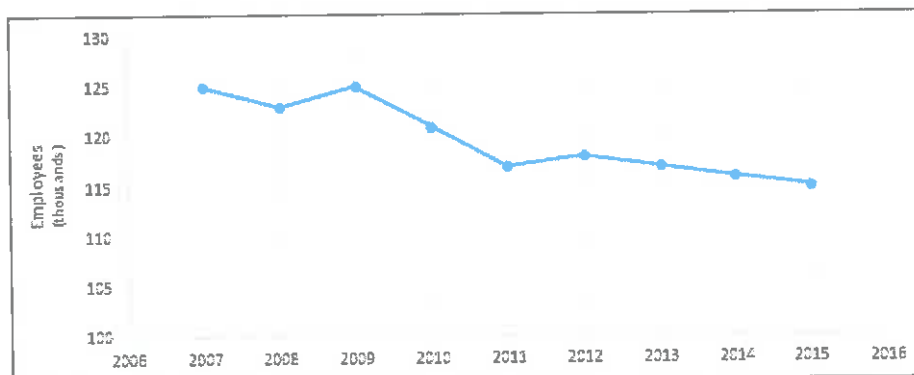
Figure 8:
Local Government General Fund Spending by Category*

Source: Form F-65 data reported by local units to Treasury

*Does not include city of Detroit

Local Government Workforce Cost Trends

As previously stated, personnel costs represent the largest component of a local government budget, especially in comparison to a state budget. Therefore, a more careful examination of personnel costs is to determine cost pressures. Michigan local units appear to have responded to the aftermath of the economic and financial crisis by, among other things⁸, reducing employees. As demonstrated in Figure 9, workforce numbers have been in decline for Michigan's local governments since 2009. From 2007 to 2015, there was an eight percent drop in total number of local government employees. This drop has flattened out since 2011.



⁸ Some of the decrease may also be due to outsourcing.

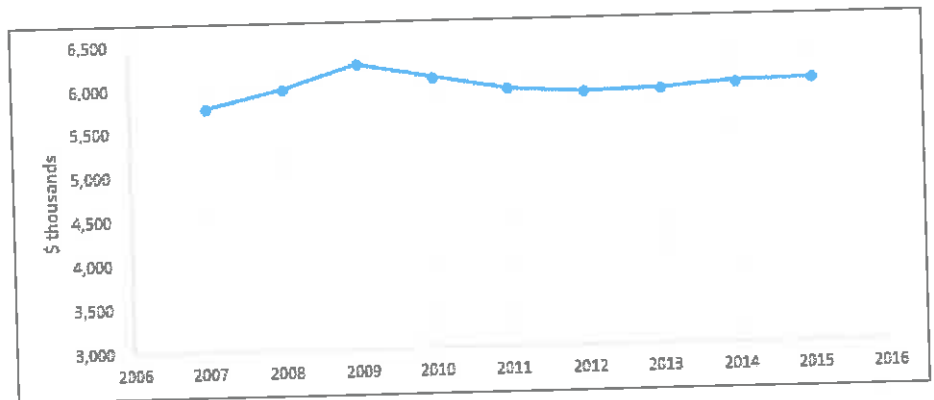
Figure 9:
Michigan Local Government Municipal and County Workers 2007 - 2015
(Thousands)

Source: Compiled using U.S. Census Bureau data

⁹ In January 2018, the University of Michigan Center for Local, State and Urban Policy (CLOSUP) reported in a survey of local officials that in fact slight employee pay increases had been occurring since 2011. See <http://closup.umich.edu/files/mpps-workforce-2017.pdf>

Figure 10:
Aggregate Payroll Expenditures
Municipal and County Workers
(\$ Thousands)

Source: Compiled using U.S. Census Bureau data.



Local Government Benefit Costs and Trends (Active and Retired Employees)

These payroll and employee figures on workforce do not take into account the benefit costs of active and retired employees. Taking into account active and retiree benefit costs, cost pressures are even greater than the payroll chart in Figure 10 indicates. Between 2001 and 2014, annual health care inflation was nearly twice the rate of consumer inflation at four percent compared to two percent.¹⁰ At the same time, pension contributions have also risen much faster than general inflation. Benefit cost pressures have been a major driver of overall expenditures.

One of the biggest cost pressures comes in the area of retirement benefits. Local government pension and retiree health care (OPEB) obligations are formidable. The most current data suggest a \$9.1 billion unfunded pension liability and a \$9.1 billion unfunded OPEB liability for local governments collectively. These unfunded liabilities translate into nearly \$1.5 billion in employer contribution costs in FY 2016 (see Tables 1 and 2). This is a significant increase from an estimated total annual cost of only \$800 million in FY 2010.¹¹ Further, these costs are rising as unfunded liabilities grow and as pension systems continue to update demographic and workforce assumptions, which result in higher required contributions.

¹⁰ <https://fredblog.stlouisfed.org/2017/07/healthy-inflation>

¹¹ This estimate is based on approximations from existing data including data from the annual financial reports from 2010 through 2016 and Treasury collected legacy cost data in 2016 and 2017.

Local Government Pensions

Table 1 provides a view of the pension challenges facing local governments in Michigan. There are almost 600 pension plans amongst primary units of government and they collectively owe over \$9 billion in unfunded liabilities. Generally, local governments are paying at or above the actuarial required contribution, but this amount has been rising over time as actuarial assumptions are changed or not met. However, the cost of pensions continues to rise even as local governments are meeting or, in the case of FY 2016, exceeding their actuarial required contribution.

Table 1: Pension Plans in Primary Local Units as of FY 2015-16

	Number of Plans	Assets	Liabilities	Employer Contribution	Annual Required Contribution
County	85	\$ 7,169,871,705	\$ 9,502,858,415	\$ 283,347,531	\$ 238,362,414
Township	102	\$ 1,438,578,164	\$ 2,016,894,564	\$ 54,539,391	\$ 50,311,488
City	306	\$ 16,292,729,790	\$ 22,304,563,245	\$ 613,271,139	\$ 570,297,676
Village	80	\$ 139,938,431	\$ 215,279,508	\$ 6,742,694	\$ 5,886,095
TOTAL	573	\$25,041,118,090	\$34,039,595,732	\$957,900,755 ¹²	\$864,857,673

Employer contributions to local government pension plans have increased over time. The Municipal Employees' Retirement System (MERS) of Michigan is an independent retirement services company that administers the retirement plans for a majority of Michigan's municipalities. Figure 11 shows employer and member contributions from 2004 to 2016. From 2004 to 2016, employer contributions to local government pension plans administered by MERS increased by 238 percent. From 2011 to 2016, the increase was 78 percent. It should be noted pension costs are not paid from the local unit's general fund exclusively, but are also paid from other funds such as water and sewer enterprise funds.

Source: Treasury review of local unit FY 2015-16 financial statements

¹² Overpayments of the ARC may be due to pension bonds or a voluntary over-contribution by an employer.

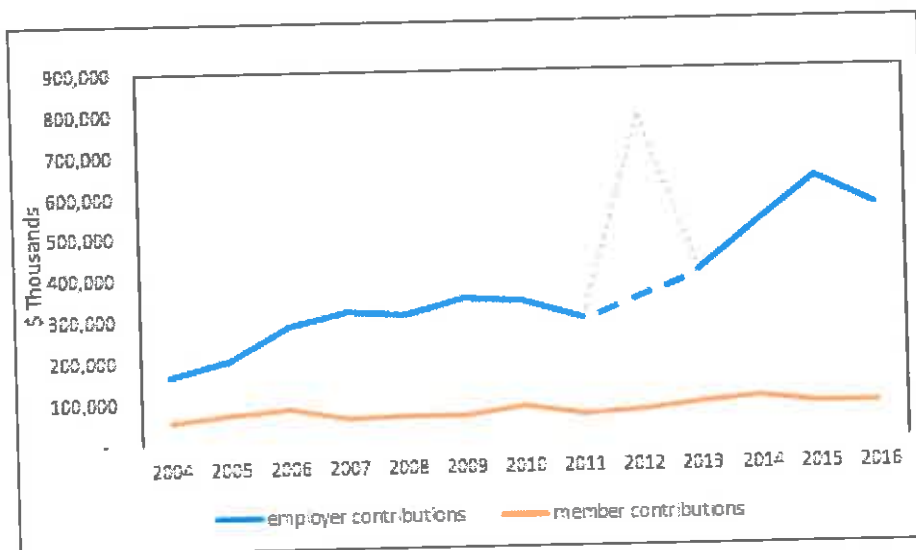


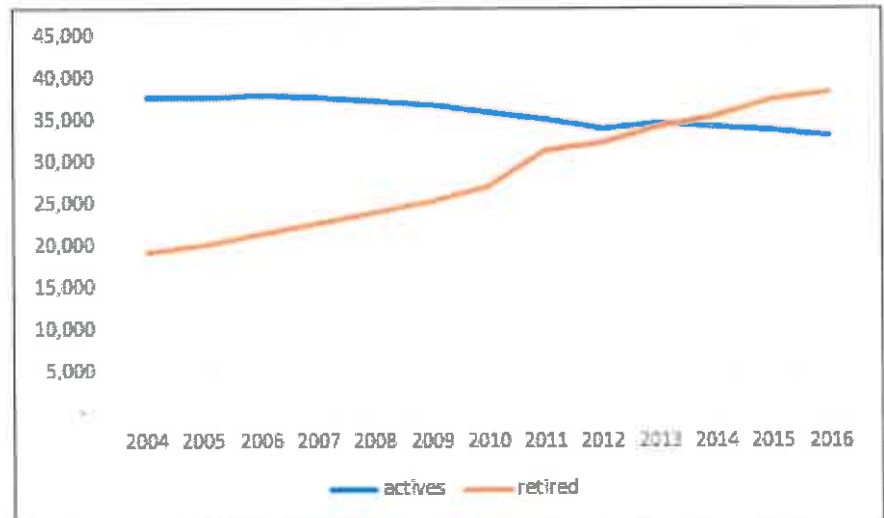
Figure 11:
MERS Employer and Member Contributions 2004 to 2016¹³
(\$ thousands)

Source: Compiled using MERS data

¹³ The spike in employer contributions in FY 2012 (dashed gray line) is due to the city of Flint and Hurley hospital becoming members of the MERS system and their one-time deposit of all city and hospital pension assets into MERS, which were treated as employer contributions. The dashed blue line demonstrates the trend without this one-time occurrence.

**Figure 12:
Number of Active and Retired
Members of MERS**

Source: Compiled using MERS data



The pattern of increasing employer contributions to local government pension plans holds true for pension plans that are not administered by MERS as well. A review of 30 local governments with high pension liabilities shows that from 2010 to 2016 employer contributions went up by 70 percent.

Local Government Retiree Health Care Costs (Other Post-Employment Benefits - OPEB)

Unlike with pensions, local units are neither constitutionally nor statutorily required to make annually determined contributions to fund their retiree health care.¹⁴ For Michigan local units' defined benefit retiree health care plans, the total unfunded actuarial liability is nearly \$9.1 billion.

There are fewer retiree health care plans for primary units of government in the state as compared to pension systems. For FY 2015-16, even though an annual contribution of \$742.4 million would have been the amount to set aside to fully pre-fund retiree health care, local units were only able to contribute \$503.4 million, an annual shortfall of approximately \$239 million. Although OPEB assets have risen recently, much of this has been due to OPEB bonding and represents the exchange of one liability for another. At the same time, total OPEB liabilities have fallen, but this was generally due to major changes in very few jurisdictions.

¹⁴ Public Act 202 of 2017 requires local units to fund an annually determined contribution for employees hired after July 1, 2018, if retiree health care is offered to the employee.

Table 2: Retiree Health Care Plans in Primary Local Units as of FY 2015-16

	Number of Plans	Assets	Liabilities	Employer Contribution	Annual Required Contribution
County	55	\$ 1,746,895,532	\$ 3,604,138,807	\$ 119,764,247	\$ 170,460,965
Township	88	\$ 251,391,058	\$ 1,294,379,895	\$ 77,097,693	\$ 87,797,351
City	197	\$ 1,351,887,612	\$ 7,490,669,306	\$ 303,973,714	\$ 479,878,800
Village	22	\$ 11,007,494	\$ 52,423,374	\$ 2,597,052	\$ 4,245,538
TOTAL	362	\$3,361,181,696	\$12,441,611,382	\$503,432,706	\$742,382,654

Source: Treasury review of local unit FY 2015-16 financial statements

Unlike with pension, OPEB employer contributions have not gone up. Since 2011, they have remained relatively flat at about \$500 million annually.¹⁵ With some exceptions due to voluntary pre-funding contributions, changes in benefits or OPEB bonding, most Michigan local government employers are still dealing with this issue on a pay-as-you-go basis.

Summary of Overall Expenditure Trends

A major component of a local government's spending is on personnel costs. From 2007 to 2015 there were 10,000 fewer local government workers in Michigan, yet payroll costs remained relatively flat. This suggests that payroll cost per employee has risen. With respect to annual pension costs for active and retired employees, it is estimated that the average percentage of combined governmental funds spent on these pension benefit costs rose from approximately five percent in 2010 to approximately ten percent in 2016.¹⁶ Contributions to OPEB are flat while liabilities are increasing. As the baby boomers continue to retire and health care costs increase, legacy costs will continue to place large pressures on municipal and county budgets as they grow faster than revenues. Finally, infrastructure expenditures on roads and water and sewer systems are estimated to be inadequate. Failing to make the necessary investment in infrastructure when needed can result in even higher gaps in the future.

¹⁵ Based on Treasury and Michigan State University collected data from the past six years.

¹⁶ This estimate is based on Treasury and Michigan State University data collected from 2010 through 2018.

FISCAL HEALTH OF MICHIGAN LOCAL GOVERNMENTS

Having reviewed the condition of revenues and expenditures for Michigan local governments, we can now turn to bringing them together to assess the status of fiscal health. In order to do this, we will review revenue versus spending growth, general fund balance, general fund deficit elimination plans, and several other factors.¹⁷

General Fund Revenue versus General Fund Expenditure Growth

As reviewed in previous sections, revenues have in general been increasing for local governments since the Great Recession. At the same time, there are growing expenditure pressures from a variety of sources including legacy costs.

The Compound Annual Average Growth Rate (CAAGR) is a good measure of determining the typical patterns of rates of change for revenues and expenditures for the period FY 2009-10 through FY 2015-16. Across this period, average revenue growth for cities was 1.0 percent, while county revenue growth was 1.3 percent and township revenue growth was 2.3 percent. Villages declined at negative 0.8 percent. In contrast, on the expenditure side, city spending grew by 0.4 percent and counties were at 1.2 percent, townships at 2.1 percent, and villages at negative 0.8 percent (see Table 3).

Table 3: General Fund Revenue and Expenditure Compound

	Cities	Villages	Townships	Counties
Revenue CAAGR	1.0%	-0.8%	2.3%	1.3%
Expenditures CAAGR	0.4%	-0.8%	2.1%	1.2%

Source: Form F-65 data reported by local units to Treasury

Comparing these values for revenue and expenditure growth rates, all types of local governments, (except villages which experienced both falling revenues and spending over the entire time period), generated a surplus of revenues over spending on average over this time period. These averages mask the fact that the most significant changes occurred in the later years of 2015 and 2016, where the earlier years were much closer between revenues and spending. Overall 57 percent of local units have a revenue CAAGR that exceeds their expenditure CAAGR. That means there are over 40 percent for which the CAAGR of revenues does not exceed expenditures. These are the local units that likely do or will not have adequate fund balances to weather future economic downturns.

¹⁷ Except for Table 5, the analysis in this section is based on financial data for 1,587 primary local units of government in Michigan for the period of FY 2009-10 through FY 2015-16. This financial information is self-reported by local units to Treasury via Form F-65. Local units that had missing data or had consolidated or changed local unit type during this period were not included to avoid skewing the analysis due to incomplete or inconsistent data.

These growth rates can also be shown in another format to provide an overall assessment. As seen in Figure 13, for Michigan's local units of government in the aggregate, general fund revenues and expenditures were flat to decreasing from FY 2009-10 to FY 2011-12 and then began increasing for the next two years until leveling out in FY 2015-16. The two trends were much tighter in the period 2010 through 2013 as shown in the figure below. More importantly, at that time, a larger number of governments were facing fiscal distress. Since 2014, the pressure has been slightly alleviated in a larger number of local governments, but that trend may not continue.

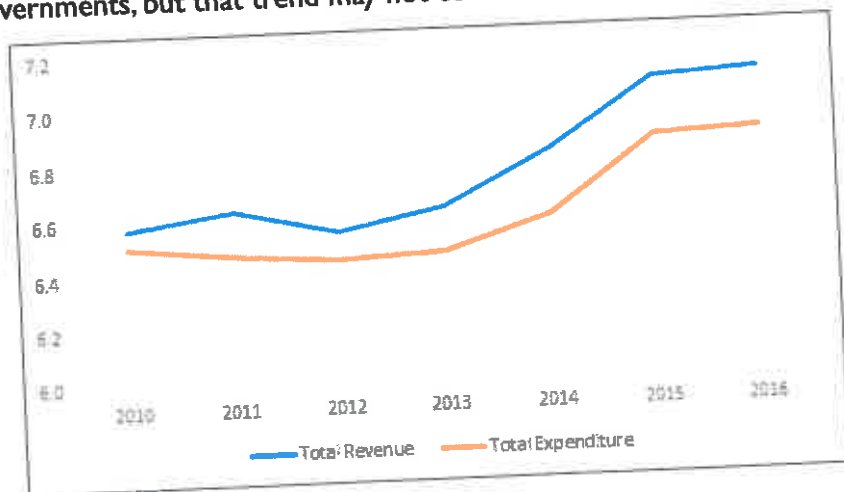


Figure 13:
Total General Fund Revenues vs. Expenditures for Michigan Local Governments (\$ Billions)¹⁸

Source: Form F-65 data reported by local units to Treasury

¹⁸ The city of Detroit is excluded due to the bankruptcy and volatility of its finances during that period.

General Fund Balance

The difference between total general fund revenues and total general fund expenditures (as explained above) provides a view of the overall increase in resources for a local government year over year. This change in resources is known in local government accounting as total fund balance. Fund balance is often considered a good measure of local government fiscal health. Total fund balance is typically divided into unrestricted and restricted.¹⁹

Unrestricted fund balance reflects residual net resources that do not have externally imposed limitations on their use; it is the cushion that local units have against unforeseen circumstances. In addition to the size of a local unit's general fund unrestricted fund balance, the level as a percent of total revenue provides useful information on the financial health of the local unit. When compared over time, this statistic can also provide information on the fiscal direction in which the local unit is heading. When considering levels of fund balance, it is more useful to compare similar types of governments to one another (i.e., compare cities to cities, townships to townships, etc.) due to differences in fiscal years and liquidity needs.

¹⁹ In February 2009, the Governmental Accounting Standards Board (GASB) issued GASB Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions. Under this standard, fund balance components are reported based on the type and source of constraints on how they can be spent. The five categories of fund balance are (from most constraining to least constraining): non-spendable (not in spendable form), restricted (external legal restrictions), committed (internally – by formal action), assigned (internally – less formally), and unassigned. Unrestricted fund balance refers to the sum of committed, assigned, and unassigned fund balance; these are the categories for which the only constraint on spending, if any, is imposed by the government itself.

²⁰GFOA: Fund Balance Guidelines for the General Fund - <https://www.gfoa.org/fund-balance-guidelines-general-fund>

The Government Finance Officers Association (GFOA) recommends, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted budgetary fund balance in their general fund of no less than two months of regular general fund operation revenues or regular general fund operating expenditures.²⁰ This is generally interpreted to suggest a fund balance of at least 16.67 percent be maintained.

Table 4: Distribution of Unrestricted General Fund Balance as Percent of Total Revenue By Type of Local Unit FY 2012 and FY 2016

	Counties		Cities		Townships		Villages	
	2012	2016	2012	2016	2012	2016	2012	2016
# of units above 16.67%	58	65	222	235	1008	1011	200	204
# of units below 16.67%	20	13	46	33	10	7	23	19
% of units below 16.67%	25.6%	16.7%	17.2%	12.4%	.9%	.7%	10.3%	8.5%

Source: Michigan Department of Treasury

Since FY 2012, the number of governments with a fund balance greater than the GFOA recommended value is up substantially. Across every type of government, the number of units above the threshold has increased from FY 2012 to FY 2016. This corresponds to the results from the previous section showing that on average governments have generated revenues above expenditures over the past six years in their general funds.

The downside is that there are still 72 local governments in Michigan with less than the recommended average. While this number is down from FY 2012, it remains a substantially high number. This creates a potential risk in the face of some type of economic shock, should it occur.

Deficit Elimination Plans

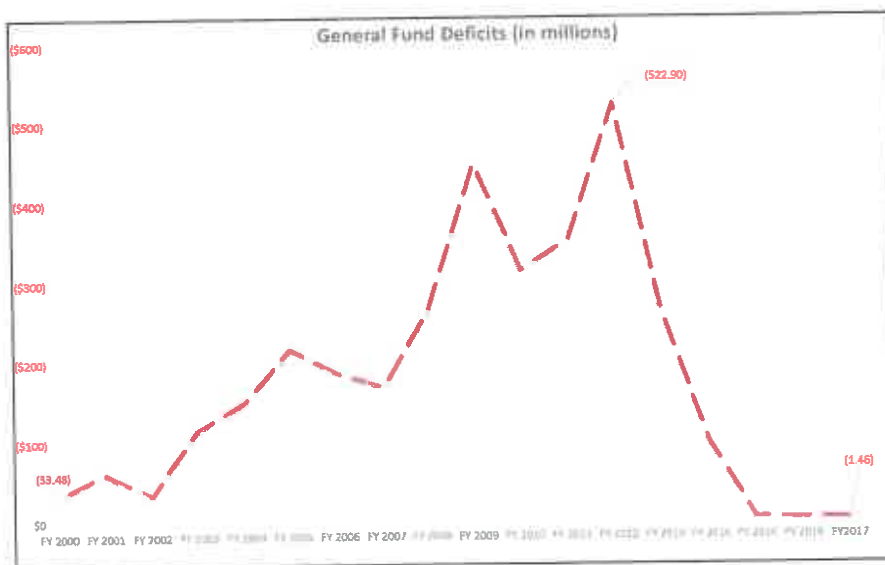
Another way to assess fiscal health is through a review of changes in general fund deficit elimination plans (DEPs). These plans are required when any local government in Michigan runs a negative total general fund balance. The previous two sections showed that on average general fund revenues have exceeded general fund expenditures and that general fund balances have on average improved. A review of the change in the number of DEPs over time bolsters the case that fiscal health has improved across Michigan local governments.

**Table 5: General Fund Deficit Elimination Plans
FY 2011 – FY 2016**

	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
# of DEPs	28	22	20	20	12	14

As seen in Table 5, the number of general fund deficit elimination plans has dropped in half from FY 2011 to FY 2016. The drop in DEPs corresponds to the overall improvement in local fiscal health, revenue over expenditures and the growth in overall general fund balance.

The following graph illustrates this overall improvement by showing the decrease in the total dollar amount of deficits within the general fund from 2000 to 2017. General fund deficits have been reduced to just over \$1.2 million dollars in 2017. At the high point in 2012 general fund deficits totaled just over \$522 million dollars. Of the 22 communities with a general fund deficit, 95% of the total dollar amount was from just three communities. These were the city of Detroit, county of Wayne, and the city of Flint.



Summary of Overall Fiscal Health

Overall, fiscal health has been improving across local governments in Michigan. In line with economic improvements across the state, local government fund balances have been improving, particularly in the last few years. Fund balances are now at a more sustainable level. However, a significant number of government entities remain below recommended levels and remain potentially at risk in the face of an economic shock.

Thanks to careful cost control and some revenue improvements, local fiscal health is in better shape than where it was just after the Great Recession. According to the Michigan Public Policy Survey conducted by the University of Michigan's Center for Local, State, and Urban Policy (CLOSUP),²¹ beginning in 2011 Michigan's local government leaders' assessment of their jurisdictions' fiscal conditions gradually improved, with 2016 being the first time since the end of the Great Recession that this trend reversed. In its most recent survey, CLOSUP stated that the reports for 2017 showed, overall, a move back toward fiscal improvement.

At the same time, major risks remain and, while cost controls have been effective, there has been a major shift in spending as pension and legacy costs continue to increase much faster than inflation or revenues and crowd out other spending on public services.

²¹ <http://closup.umich.edu/files/mpps-fiscal-health-2017.pdf>



CONCLUSION AND RISKS

Since the end of the Great Recession, many of Michigan's local units of government have managed their finances relatively well. This is partially demonstrated by their ability to maintain and increase positive unrestricted general fund balances. Although revenues have risen, so too have costs. Yet, even with rising costs, local units have found ways to control expenditures to keep them from rising faster than revenues. The evidence shows that general fund deficits are down, fund balances are up, and governments are keeping costs below revenues. However, these may be only temporary trends as new risks and challenges are rapidly emerging.

Given that there have been improvements in the fiscal health of Michigan local governments, they are somewhat better prepared to handle the potential risk of an economic recession, natural disasters, or other problems that may face the community than they were in the depths of the recession. However, even while budgets are generally balanced and fund balances are improving, many important issues remain to be addressed and are critical risks facing the future of local governments in Michigan. These risks may be classified into legacy costs, infrastructure funding gaps, service provision deficiencies, and low economic and fiscal capacity as some of the top issues.

Legacy Cost Challenge

Legacy costs are the costs of ensuring that active and retired employees receive the pension and retiree health care benefits they have been offered and promised. These are essentially a form of deferred compensation. Michigan local governments are paying nearly \$1.5 billion annually in costs to maintain these programs and this cost is rising rapidly, in many cases faster than revenues. Beyond this \$1.5 billion, governments should be paying several hundred million more to fully pre-fund retiree health care benefits.

Infrastructure Funding

A second challenge is infrastructure funding gaps. Based on the Michigan 21st Century Infrastructure Commission report in 2017,²² the state faces a \$4 billion annual gap in paying for the maintenance and development of transportation, water, energy, and communications infrastructure. Of this, the local government gap, which typically owns most of the water and sewer systems and some of the roads, is approximately \$1.2 billion annually. This level of funding is clearly not available in today's local government budgets. It will require new strategies for raising funds. The maintenance of this infrastructure is crucial for community and economic development and poses a significant challenge.

While revenues are growing in the aggregate and overall fiscal health has improved, it is clear that now is the time to address long-term challenges that continue to stress many local governments.

²² https://www.michigan.gov/snyder/0,4668,7-277-61409_78737---,00.html#snyder/0,4668,7-277-61409_78737---,00.html

Service Provision Deficiencies

In some communities, the ability to balance the local budget has come at the expense of critical public services like public safety. These deficiencies can lead to reductions in the quality of life of residents and an inability to attract new residents and business investment. These are also communities where the local tax burden may already be quite high and the capacity to raise local taxes further is extremely limited.

In a longer-term perspective, a number of Michigan communities face the challenge of a very low taxable value per capita that places them at risk of budgetary difficulties. As reported in a Center for Local Government Finance and Policy report from Michigan State University, 32 cities were identified as having a low fund balance and a low taxable value per capita.²³ These communities have been identified as being potentially service insolvent in the near or medium term.

²³ http://msue.anr.msu.edu/uploads/235/75790/GMI_062_Service_Solvency_Report-9-2017.pdf

Fiscally Challenged Communities

As noted earlier in the report, at least 72 communities in Michigan have a fund balance below what is recommended by the Government Finance Officers Association (see *page 16*). In an immediate crisis, these communities may have difficulty raising monies to address the problem. A number of other communities, as noted in the revenue section of this report, still have a severely reduced property tax base level even below where it was in 2000. These communities will face an uphill battle if an economic shock were to occur in the near to medium term. In general, this highlights that while there have been improvements in overall fiscal health, serious challenges remain for a number of Michigan's local governments.

Moving Forward

These major risks, along with others not enumerated here, mean the improvements in fiscal health since the Great Recession are potentially precarious and now is the time for action on local fiscal reforms. Further, aggregate and average values partially obscure the fact that local fiscal health improvements are not evenly distributed, and many pockets of distress remain in the state. Reforms can be enacted that will help local governments address legacy pension and health care costs, improve the way services are provided to constituents, and maintain an adequate revenue base. These reforms and changes can help ensure that long-term fiscal health, as opposed to only short-term fiscal health, is more sustainable in Michigan communities.

Q1 Do you have children twelve years of age or younger and/or are you expecting a child? (NOTE: If you select "NO" you will go the the end of the survey)

Answered: 288 Skipped: 0

ANSWER CHOICES	RESPONSES	
Yes	72.57%	209
No	27.43%	79
TOTAL		288

Q2 How old are your children? (check all that apply)

Answered: 201 Skipped: 87

ANSWER CHOICES	RESPONSES	
Expecting	11.94%	24
Birth to 18 months	23.88%	48
18 months to 30 months	16.92%	34
30 months to 36 months	7.46%	15
36 months to kindergarten	35.82%	72
Elementary school age	57.21%	115
Total Respondents: 201		

West Branch Child Care

Q3 Do you currently use child care? (Examples of child care include child care centers, child care homes, Head Start, GSRP, after-school programs, relatives, nannies, babysitters)

Answered: 201 Skipped: 87

ANSWER CHOICES	RESPONSES	
Yes	78.11%	157
No	21.89%	44
TOTAL		201

Q4 Will you need childcare in the next 12 months?

Answered: 45 Skipped: 243

ANSWER CHOICES	RESPONSES	
Yes	53.33%	24
No	46.67%	21
TOTAL		45

Q5 How many days a week do you normally use child care?

Answered: 176 Skipped: 112

ANSWER CHOICES	RESPONSES	
1 day a week	5.11%	9
2 days a week	7.95%	14
3 days a week	22.16%	39
4 days a week	11.93%	21
5 days a week	50.00%	88
More than 5 days a week	2.84%	5
TOTAL		176

West Branch Child Care

Q6 How many hours a day do you normally use child care?

Answered: 168 Skipped: 120

ANSWER CHOICES	RESPONSES	
1 to 4 hours a day	10.12%	17
4 to 7 hours a day	22.02%	37
8 or more hours per day	63.69%	107
Other (please specify)	4.17%	7
TOTAL		168

Q7 Why do you use child care? (check all that apply)

Answered: 168 Skipped: 120

ANSWER CHOICES	RESPONSES	
Work	97.02%	163
Socialization for your children	18.45%	31
Preschool experience for your child(ren)	16.07%	27
Other (please specify)	4.17%	7
Total Respondents: 168		

Q8 Please select all that apply.

Answered: 168 Skipped: 120

ANSWER CHOICES	RESPONSES	
My work schedule is set. I work the same days and hours every week.	64.88%	109
My work schedule varies. I work different hours and/or different days ever week.	33.33%	56
My significant other's schedule is set. He/she works the same days and hours every week.	34.52%	58
My significant other's schedule varies. He/she works different hours and/or different days every week.	26.19%	44
Total Respondents: 168		

West Branch Child Care

Q9 What type of child care do you use the most?

Answered: 168 Skipped: 120

ANSWER CHOICES	RESPONSES	
Licensed child care family home or group home	26.79%	45
Licensed child care center	12.50%	21
Head Start or GSRP	1.79%	3
Relative	40.48%	68
Unlicensed provider through DHHS (relative or daycare aide)	0.60%	1
Nanny/babysitter comes to your home	6.55%	11
Unlicensed child care center	1.19%	2
Unlicensed child care home	4.76%	8
After school program or clubs	5.36%	9
TOTAL		168

Q10 Why do you utilize this type of child care the most? (check all that apply)

Answered: 168 Skipped: 120

ANSWER CHOICES	RESPONSES	
Cost	54.76%	92
Hours and Days available	56.55%	95
Location of the child care	40.48%	68
Personal relationship with the child care provider	40.48%	68
Flexibility of the child care	31.55%	53
Only child care I could find with an opening	36.90%	62
Other (please specify)	12.50%	21
Total Respondents: 168		

West Branch Child Care

Q11 What other types of child care do you use? (select all that apply)

Answered: 168 Skipped: 120

ANSWER CHOICES	RESPONSES	
Licensed child care family home or group home	11.31%	19
Licensed child care center	6.55%	11
Head Start or GSRP	5.36%	9
Relative	41.67%	70
Pre-School	10.71%	18
Unlicensed provider	6.55%	11
Nanny/babysitter comes to your home	17.86%	30
After school program or clubs	8.33%	14
None	25.00%	42
Other (please specify)	4.76%	8
Total Respondents: 168		

Q12 Are you satisfied with your current child care?

Answered: 168 Skipped: 120

ANSWER CHOICES	RESPONSES	
Yes	69.05%	116
No	30.95%	52
Other (please specify)	0.00%	0
TOTAL		168

Q13 Why are you satisfied with your current child care?

Answered: 115 Skipped: 173

ANSWER CHOICES	RESPONSES	
Cost	20.87%	24
Location	7.83%	9
Hours and Days available	12.17%	14
Quality of Care	39.13%	45
Caregivers	16.52%	19
Other (please specify)	3.48%	4
TOTAL		115

West Branch Child Care

Q14 Why are you unsatisfied with your current child care? (check all that apply)

Answered: 145 Skipped: 143

ANSWER CHOICES	RESPONSES	
Cost	27.59%	40
Location	14.48%	21
Hours and Days available	33.10%	48
Quality of Care	19.31%	28
Other (please specify)	36.55%	53
Total Respondents: 145		

Q15 Are you currently searching for new child care?

Answered: 165 Skipped: 123

ANSWER CHOICES	RESPONSES	
Yes	39.39%	65
No	60.61%	100
TOTAL		165

West Branch Child Care

Q16 Why are you currently searching for new child care? (check all that apply)

Answered: 65 Skipped: 223

ANSWER CHOICES	RESPONSES	
Expecting a child	15.38%	10
Current child care is too expensive	13.85%	9
The location of the current child care is inconvenient	26.15%	17
My current child care is not available for the days and hours I need child care	46.15%	30
I'm unhappy with the quality of care provided at my current child care	21.54%	14
I'm unhappy with the caregiver(s) at my current child care	6.15%	4
Other (please specify)	23.08%	15
Total Respondents: 65		

Q17 How many days of work did you miss in the past 12 months do to child care issues?

Answered: 0 Skipped: 288

ANSWER CHOICES	RESPONSES	
Did not miss any days of work	0.00%	0
1 to 2 days	0.00%	0
3 to 5 days	0.00%	0
6 to 15 days	0.00%	0
More than 15 days	0.00%	0
TOTAL		0

West Branch Child Care

Q18 What were the two biggest reasons you missed work due to child care issues in the last 12 months? (please fill in Reason#1 and Reason#2)

Answered: 45 Skipped: 243

Reason #1

	CHILD WAS TOO SICK TO ATTEND CHILD CARE	CHILD CARE WAS CLOSED FOR THE DAY	CHILD CARE WAS FULL AND COULD NOT TAKE MY CHILD	CHILD CARE WAS NOT OPEN EARLY ENOUGH OR LATE ENOUGH TO COVER MY SHIFT	I DID NOT MISS WORK DUE TO CHILD CARE ISSUES.	TOTAL
Reasons	42.22% 19	17.78% 8	8.89% 4	15.56% 7	15.56% 7	45

Reason #2

	CHILD WAS TOO SICK TO ATTEND CHILD CARE	CHILD CARE WAS CLOSED FOR THE DAY	CHILD CARE WAS FULL AND COULD NOT TAKE MY CHILD	CHILD CARE WAS NOT OPEN EARLY ENOUGH OR LATE ENOUGH TO COVER MY SHIFT	I DID NOT MISS WORK DUE TO CHILD CARE	NONE	TOTAL
Reasons	20.00% 9	26.67% 12	6.67% 3	24.44% 11	8.89% 4	13.33% 6	45

West Branch Child Care

Q19 Have you needed to take any of the following actions due to the unavailability or complications associated with your child care in West Branch? (check all that apply)

Answered: 45 Skipped: 243

ANSWER CHOICES	RESPONSES	
Turned down a job	22.22%	10
Had to choose a specific job that worked around my child care needs	40.00%	18
Call off work because of a sick child	62.22%	28
Call off work because child care was not available (child was not ill)	53.33%	24
Leave work early	64.44%	29
Arrive late to work	55.56%	25
Cut back hours	37.78%	17
Feel distracted; worried about child care	64.44%	29
None of the above	8.89%	4
Total Respondents: 45		

West Branch Child Care

Q20 What days and times due you need child care for children ages birth to three? (check all that apply)

Answered: 45 Skipped: 243

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	DAYS VARY WEEKLY	TOTAL RESPONDENTS
Before 7AM	35.00% 7	35.00% 7	35.00% 7	35.00% 7	30.00% 6	70.00% 14	20
Between 7AM and Noon	54.84% 17	61.29% 19	61.29% 19	64.52% 20	58.06% 18	41.94% 13	31
Between Noon and 5PM	48.39% 15	54.84% 17	54.84% 17	58.06% 18	51.61% 16	48.39% 15	31
Between 5PM and 6PM	29.17% 7	25.00% 6	29.17% 7	29.17% 7	33.33% 8	70.83% 17	24
After 6PM	5.88% 1	0.00% 0	0.00% 0	11.76% 2	5.88% 1	88.24% 15	17
Overnight	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	100.00% 6	6
I don't have child care needs for children birth to three	50.00% 9	22.22% 4	22.22% 4	22.22% 4	27.78% 5	61.11% 11	18

West Branch Child Care

Q21 What days and times do you need child care for children ages three to five? (check all that apply)

Answered: 38 Skipped: 250

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	DAYS VARY WEEKLY	TOTAL RESPONDENTS
Before 7AM	30.77% 4	23.08% 3	23.08% 3	15.38% 2	15.38% 2	61.54% 8	13
Between 7AM and Noon	36.84% 7	42.11% 8	42.11% 8	42.11% 8	52.63% 10	42.11% 8	19
Between Noon and 5PM	36.84% 7	42.11% 8	42.11% 8	42.11% 8	42.11% 8	47.37% 9	19
Between 5PM and 6PM	40.00% 6	40.00% 6	40.00% 6	33.33% 5	33.33% 5	60.00% 9	15
After 6PM	8.33% 1	8.33% 1	0.00% 0	8.33% 1	0.00% 0	83.33% 10	12
Overnight	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	100.00% 3	3
I don't have child care needs for children 3 to 5 years of age	61.11% 11	33.33% 6	33.33% 6	33.33% 6	38.89% 7	55.56% 10	18

West Branch Child Care

Q22 What days and times do you need child care for school-age children? (check all that apply)

Answered: 45 Skipped: 243

ANSWER CHOICES	RESPONSES	
Before School	48.89%	22
After School	60.00%	27
Week Days after 6PM	13.33%	6
Weekends	15.56%	7
Holiday Breaks	46.67%	21
Summer Vacation	51.11%	23
Snow Days	40.00%	18
I don't have school-aged child care needs	24.44%	11
Total Respondents: 45		

Q23 Do you receive Department of Health and Human Services (DHHS) subsidy?

Answered: 45 Skipped: 243

ANSWER CHOICES	RESPONSES	
Yes	8.89%	4
No	91.11%	41
TOTAL		45

Q24 How are you billed for the primary child care you use?

Answered: 45 Skipped: 243

ANSWER CHOICES	RESPONSES	
Hourly rate	13.33%	6
Daily flat rate	37.78%	17
Weekly flat rate	20.00%	9
My child attends free child care (Head Start, GSRP)	2.22%	1
Relatives provide child care for me and do not charge	17.78%	8
Other (please specify)	8.89%	4
TOTAL		45

Q25 How much do you pay HOURLY for one child? (Please answer based on the type of child care you primarily use)

Answered: 45 Skipped: 243

ANSWER CHOICES	RESPONSES	
Less than \$2.00 per hour	24.44%	11
\$2.01 to \$2.50 per hour	15.56%	7
\$2.51 to \$3.00 per hour	17.78%	8
\$3.01 to \$3.50 per hour	15.56%	7
\$3.51 to \$4.00 per hour	11.11%	5
\$4.01 to \$4.50 per hour	2.22%	1
More than \$4.50 per hour	13.33%	6
TOTAL		45

West Branch Child Care

Q26 How much do you pay DAILY for one child? (Please answer based on the type of child care you primarily use)

Answered: 44 Skipped: 244

ANSWER CHOICES	RESPONSES	
Less than \$10.00 per day	20.45%	9
\$10.01 to \$15.00 per day	4.55%	2
\$15.01 to \$20.00 per day	13.64%	6
\$20.01 to \$25.00 per day	20.45%	9
\$25.01 to \$30.00 per day	22.73%	10
\$30.01 to \$35.00 per day	11.36%	5
More than \$35.00 per day	6.82%	3
TOTAL		44

West Branch Child Care

Q27 How much do you pay WEEKLY for one child? (Please answer based on the type of child care you primarily use)

Answered: 45 Skipped: 243

ANSWER CHOICES	RESPONSES	
Less than \$50.00 per week	22.22%	10
\$50.01 to \$75.00 per week	11.11%	5
\$75.01 to \$100.00 per week	15.56%	7
\$100.01 to \$125.00 per week	20.00%	9
\$125.01 to \$150.00 per week	13.33%	6
\$150.01 to \$175.00 per week	13.33%	6
\$175.01 to \$200.00 per week	2.22%	1
\$200.00 to \$225.00 per week	2.22%	1
\$225.01 to \$250.00 per week	0.00%	0
More than \$250.00 per week	0.00%	0
TOTAL		45

Q28 Does your primary child care give a discount for multiple children?

Answered: 45 Skipped: 243

ANSWER CHOICES	RESPONSES	
Yes	22.22%	10
No	77.78%	35
TOTAL		45



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**West Branch Community Airport
West Branch, Michigan
Airport Layout Plan (ALP) Update Project
November 21, 2018
Agenda**

- Introductions
- Review of Activities to Date:
 - Aerial Imagery - Captured and new aerial provided
 - Topographic Mapping - On-going expect delivery of CAD files after the first of the year
 - LiDAR Obstruction Assessment - Completed – focus of discussion today (see separate agenda item)
 - User Survey - On-going – review responses to date under separate agenda item
- User Survey (See handout)
 - Expected results that don't support the 5,000' runway
 - Critical aircraft will likely be a B-II rating
- LiDAR Obstruction Assessment (See handout)
 - critical obstructions (Threshold Siting Surface) are limited
 - moderate obstructions (Part 77 Surfaces and PAPI surfaces) require attention
 - significant obstructions (Departure Surface) can be delayed
 - Multiple airport-owned properties will need to be addressed
 - Four non-airport owned properties will need to be addressed.
 - Timing for removals- Likely Nov. 2019
- Available Funding
 - FY 17 \$130,372 federal (90%)
 - FY 18 \$150,000 federal (90%)
 - FY 19 \$150,000 federal (90%) – anticipated to arrive in July 2018
- Next Steps
 - Tree Clearing
 - “Pen & ink” change to ALP for easements, if necessary
 - Pursue easements for tree removal
 - Prepare for tree removal design – summer 2019 and removal project in late 2019/winter 2020
 - ALP Project
 - Discuss airport development options

Reports

Mayor

Council

City Manager

**Public
Comment
-Any
Topic**

Adjournment