

-- 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, FEBRUARY 17, 2020, BEGINNING AT 6:00 P.M.

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

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Scheduled matters from the floor
  - A. Bruce Reetz – County update
- V. Public Hearing
  - A. Brownfield Redevelopment Authority
- VI. Additions to the agenda
- VII. Public Comment on Agenda Items Only (limited to 3 minutes)
- VIII. Bids
- IX. Unfinished Business
- X. New Business
  - A. Bills
  - B. Brownfield Authority Resolution of Intent
  - C. Budget Amendment Resolution 20-03
  - D. Interagency Child Abuse Agreement
  - E. Approval of 20/21 Airport Budget

- F. Community/Economic Development/ DDA Director
- G. Approve purchase of bucket truck
- H. Approve purchase of water meters
- XI. Approval of the minutes and summary from the meetings held February 17, 2020 and the minutes from the closed session of the meeting held February 17, 2020
- XII. Consent Agenda
  - A. Treasurers report and investment summary
  - B. Airport Board minutes from the meeting held January 15, 2020
  - C. Election Board minutes from the meeting held February 28, 2020
  - D. February Code Enforcement Report
- XIII. Communications
  - A. Public Health update
  - B. Consumers New Release
  - C. Not What But How Urban City report
- XIV. Reports and/or comments
  - A. Mayor
  - B. Council
  - C. Manager
- XV. Public comment any topic
- XVI. Adjournment

### UPCOMING MEETINGS-EVENTS

March 2 City Council 6:00 pm  
March 10 Planning Commission 6:00 pm at City Police Department  
March 10 Presidential Primary  
March 16 City Council 6:00 pm  
March 17 Waste Water Treatment Plant Authority (WWTPA) 3:30 pm  
March 19 Joint DDA seminar 6:00 pm Ogemaw Township Hall.  
March 26 OAR roundtable 6:00 pm Faull Inn Rose City

**Call to Order**

**Roll Call**

**Pledge of  
Allegiance**

# **Scheduled Matters from the Floor**

# Public Hearings

# **Additions to the Agenda**

# **Public Comment -Agenda Items**

# Bids



# **Unfinished Business**

# New Business

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

BILLS	\$37,710.10
<i>BILLS AS OF 2/27/20</i>	<i>\$37,710.10</i>
<i>Additions to Bills as of</i>	<i>\$0</i>
<i>Paid but not approved</i>	<i>\$421.52</i>
<b>TOTAL BILLS</b>	<b>\$38,131.62</b>

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

Vendor Name	Amount	Description
BADER & SONS CO	676.80	#15
CHARTER COMMUNICATIONS	218.02	POLICE PHONE & INTERNET
COMPASS MINERALS AMERICA INC	13,439.38	SALT
CONSUMERS ENERGY	27.00	ELECTRIC
DLL FINANCIAL SERVICES INC	70.08	POLICE COPIER
DO ALL INC	439.60	RECYCLING
INK & THREAD LLC	9.00	NAME PLATE AMANDA
MEDLER ELECTRIC CO	245.17	STREET LIGHT
MERS OF MICHIGAN	19,594.08	RETIREMENT FEBRUARY
MI ECONOMIC DEVELOPERS ASSOC	55.00	MANUAL
OGEMAW COUNTY EMERGENCY DISPATCH AU	150.00	WARRANT ENTRIES
OGEMAW COUNTY HERALD ADLINER	441.79	ADS
PARAGON LABORATORIES INC	75.00	WWTP SUPPLIES
QUILL CORPORATION	480.95	CHAIRS
SLC METERS LLC	839.93	METER PARTS
SOS ANALYTICAL	603.00	SAMPLES
STATE OF MICHIGAN	32.00	WATER SAMPLES
SUMMIT COMPANIES	39.00	POLICE FIRE EXTINGUISHER MAINTENANCE
TRACTOR SUPPLY CREDIT PLAN	12.48	SUPPLIES
UPS	11.82	SHIPPING
WEST BRANCH RETAIL MERCHANTS	250.00	RODEO
<b>TOTAL</b>	<b>37,710.10</b>	

**RESOLUTION OF INTENT CREATION OF A BROWNFIELD REDEVELOPMENT  
AUTHORITY (BRA) FOR THE CITY WEST BRANCH, OGEMAW COUNTY, IN  
ACCORDANCE WITH THE PROVISIONS OF ACT 381 OF THE PUBLIC ACTS OF THE  
STATE OF MICHIGAN, AS AMENDED.**

At a regular meeting of the City Council of the City of West Branch, Ogemaw County, Michigan (the "Local Unit"), held in the Local Unit on the second day of March, 2020 at 6 p.m.

PRESENT:

ABSENT:

MOTION BY:

SUPPORTED BY:

**WHEREAS**, the City Council of the City of West Branch, Ogemaw County has received and reviewed testimony that there are or may be certain environmentally distressed, functionally obsolete and/or blighted areas in the City of West Branch and that the continued existence of such areas can limit, hinder or delay redevelopment or revitalization of properties within the City, and, accordingly, that it is in the best interest of the public to facilitate identification and treatment of environmentally distressed, functionally obsolete and/or blighted areas and promote revitalization within the municipal limits of West Branch, And its intention to provide for the operation of a Brownfield Redevelopment Authority for the City of West Branch, pursuant to and in accordance with the provisions of the Brownfield Redevelopment Financing Act, being Act 381 of the Public Acts of the State of Michigan of 1966, as amended; and

**WHEREAS**, in order to further such interests, it is appropriate for the City Council of the City of West Branch to create and provide for the operation of a Brownfield Redevelopment Authority within the City of West Branch pursuant to and in accordance with the provisions of the Brownfield Redevelopment Financing Act, being Act 381 of the Public Acts of the State of Michigan of 1996, as amended (the "Act"); and

**WHEREAS**, Board for the City of West Branch desires to proceed with the establishment of the Authority for the City of West Branch within the municipal limits of which the Authority shall exercise its powers, all pursuant to and in accordance with the Act; and

**WHEREAS**, pursuant to the Act, this City Council is required (a) to hold a public hearing on the adoption of a proposed resolution creating a Brownfield Redevelopment Authority under the Act (the "Authority") and (b) to publish notice of the public hearing in a newspaper of general circulation in the City of West Branch all in accordance with Section 4(2) of the Act.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City Council hereby determines that is in the best interest of the public to promote the redevelopment of environmentally distressed, functionally obsolete and/or blighted areas of the City of West Branch

2. The City Council hereby declares its intention to create and provide for the operation of the Authority within the City of West Branch pursuant to and in accordance with the provisions of the Act. 4
3. A public hearing shall be held before the City Council on March 16, 2020 at 6 p.m. in the City Council Chambers at City Hall, 121 N. 4<sup>th</sup> Street on the adoption of a resolution creating the Authority within the City of West Branch, within the municipal limits of which the Authority shall exercise its powers.
4. The City Clerk (the "Clerk") shall give notice of the public hearing by causing notice to be published, in the form attached hereto as Exhibit 1, in the Ogemaw Herald, a weekly newspaper of general circulation in the County of Ogemaw on the twenty seventh day of February, 2020 and the fifth day of March, 2020 and by posting notice of the public hearing, in the form attached hereto as Exhibit 1, pursuant to the practice of the Clerk.

UPON A VOTE FOR THE ADOPTION OF SAID RESOLUTION, THE VOTE WAS:

AYES:

NAYES:

ABSTAINED:

RESOLUTION DECLARED ADOPTED: STATE OF MICHIGAN )

)ss.

COUNTY OF )

I, the undersigned, the duly qualified and acting Clerk of the City of West Branch, County of Ogemaw, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of West Branch at a regular meeting held on the sixteenth day of March, 2020 the original of which resolution is on file in my office and available to the public. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, Act No. 267 of the Michigan Public Acts of 1976, including the case of a special or rescheduled meeting, notice by posting at least 18 hours prior to the time set for said meeting.

IN WITNESS WHEREOF, I have hereunto set my official signature, this \_\_\_\_\_ day of \_\_\_\_\_, 2020

\_\_\_\_\_  
CLERK

EXHIBIT 1

**Notice of Public Hearing to Establish Brownfield Redevelopment Authority**

The City of West Branch, Ogemaw County, Michigan

NOTICE OF PUBLIC HEARING ON THE ADOPTION OF A PROPOSED RESOLUTION ESTABLISHING A BROWNFIELD REDEVELOPMENT AUTHORITY FOR THE CITY OF WEST BRANCH PURSUANT TO AND IN ACCORDANCE WITH ACT 381 OF THE PUBLIC ACTS OF THE STATE OF MICHIGAN OF 1996, AS AMENDED

PLEASE TAKE NOTICE THAT a Public Hearing shall be held before the City Council of the City of West Branch on the sixteenth day of March, 2020 at 6 p.m. in the City Council Chambers at City Hall, 121 N. 4<sup>th</sup> Street on the adoption of a proposed resolution establishing a Brownfield Redevelopment Authority for the City of West Branch within the municipal limits of which the Authority shall exercise its powers, all pursuant to and in accordance with the provisions of the Brownfield Redevelopment Financing Act, being Act 381 of the Public Acts of the State of Michigan of 1996, as amended.

## PROCESS TO ESTABLISH A BROWNFOED REDEVELOPMENT AUTHORITY

STEP	ACTION	DOCUMENTATION
Resolution of Intent to Establish a BRA  (pass on 2/17-to set public hearing for 3/2) 3/16	City Council passes the RESOLUTION OF INTENT to establish a BRA and sets the date of the Public Hearing.	Certified copy of minutes from City Clerk
Public Notification  (publish on 2/20 and 2/27) 2/27 and 3/5	Two Notices in local newspaper of general circulation. (EXHIBIT 1). Need to insert date and month of public hearing.	Affidavit from publisher
Taxing Authorities  (mail notices week of 2/17) 2/24	Send letter to any tax authority that may have their taxes captures through the BRA. Also send a copy of the notice. All taxing authorities have the right to be heard at the public hearing.	Send registered with return receipt. Copy of letters sent to the Taxing Authorities
Resolution Establishing BRA  (mail to the State after meeting on 3/2) 3/16	This must be completed NOT MORE THAN 30 days after the Public Hearing. The Resolution to establish SHALL be filed with the Secretary of State promptly after adoption.	Certified copy of minutes from City Clerk. Completed copy of Resolution filled in as needed.
Resolution to Establish Board  (pass on 3/2 3/16 if ready or shortly thereafter)	Suggested at the time of adoption of the BRA the City Council also adopt a Resolution appointing members and adopting the bylaws.	Certified copy of minutes from City Clerk



**RESOLUTION #20-03**

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 expenses in Fund 101, General Fund; the revenues in Fund 590, Sewer Fund, the revenues in Fund 591, Water Fund, and the revenues and expenditures in the Fund 661, Equipment will exceed their budget, and

WHEREAS, the revenues and expenses in Fund 101, general fund were underestimated in the Veteran banner contributions due to more Veteran banners being sponsored than were projected, in grants due to a census grant and Michigan Works Training grant being awarded, an understatement of miscellaneous public works revenue, and the addition of an installment purchase agreement expense, and

WHEREAS, the revenues in Fund 590, Sewer were underestimated in grants due to a Michigan Works Training Grant being awarded, and

WHEREAS, the revenues in Fund 591, Water were underestimated in penalties, meter sales, interest income, and grants due to a Michigan Works Training grant being awarded, and

WHEREAS, the revenues and expenditures in Fund 661, Equipment were underestimated in miscellaneous revenue due to the sale of some public works equipment, and underestimated in expenses in capital acquisitions due to vehicle purchases that were started in the previous fiscal year but not completed until this fiscal year, and underestimated in interest expense due to the payment on the equipment bond.

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

GL NUMBER	DESCRIPTION	CURRENT BUDGET	AMENDED BUDGET
GL NUMBER	DESCRIPTION	CURRENT BUDGET	AMENDED BUDGET
Fund 101 -			
Revenues			
Dept 000.000			
101-000.000-403.400	CURRENT PROPERTY TAX GEN.OP.	974,795.00	974,795.00
101-000.000-404.400	CURRENT PROPERTY TAX REFUSE	195,046.00	195,046.00
101-000.000-446.400	PENALTIES AND INTEREST CUR.TA	9,496.00	9,496.00
101-000.000-448.400	ADMINISTRATIVE FEES ON CUR.TA	31,350.00	31,350.00

101-000.000-477.400	CABLE TV FRANCHISE FEES	41,367.00	41,367.00
101-000.000-540.400	MDOT FEDERAL REVENUE	0.00	0.00
101-000.000-564.400	INDUSTRIAL PARK	2,000.00	2,000.00
101-000.000-573.400	LOCAL COMMUNITY STABILIZATION SHARE	0.00	0.00
101-000.000-574.400	SALES (STATUTORY)	26,544.00	26,544.00
101-000.000-575.400	REVENUE SHARING (CONSTITUTIONAL)	181,176.00	181,176.00
101-000.000-577.400	LIQUOR LICENSE	4,250.00	4,250.00
101-000.000-580.400	FRANCHISE FEE REVENUE	0.00	0.00
101-000.000-590.400	SEWER FUND ADMINISTRATION	60,000.00	60,000.00
101-000.000-590.401	SEWER COLLECTION ADMIN.	16,000.00	16,000.00
101-000.000-591.400	WATER FUND ADMINISTRATION	20,000.00	20,000.00
101-000.000-592.400	LOCAL STREET ADMIN. FEE	4,400.00	4,400.00
101-000.000-593.400	MAJOR STREET ADMIN. FEE	9,500.00	9,500.00
101-000.000-594.400	CEMETERY ADMIN. FEE	1,000.00	1,000.00
101-000.000-597.400	DDA ADMINISTRATIVE	6,000.00	6,000.00
101-000.000-634.400	GRANT	85,000.00	95,000.00
101-000.000-634.401	GRANT - ECONOMIC ADVANCEMENT	0.00	0.00
101-000.000-638.400	PROJECT INCOME	0.00	0.00
101-000.000-642.400	SALES OF LOTS	0.00	0.00
101-000.000-661.400	MOTOR VEHICLE FUND	12,000.00	12,000.00
101-000.000-664.400	INTEREST INCOME	6,500.00	6,500.00
101-000.000-671.400	CONTRIBUTIONS	0.00	0.00
101-000.000-672.400	VETERAN BANNER CONTRIBUTIONS	5,800.00	6,500.00
101-000.000-695.080	LAND CONTRACT PROCEEDS	0.00	0.00
101-000.000-695.400	MISCELLANEOUS	15,859.00	15,859.00
101-000.000-695.405	REFUSE RECYCLING DONATIONS	5,083.00	5,083.00
Total Dept 000.000		1,713,166.00	1,723,866.00
Dept 441.000 - PUBLIC WORKS DEPARTMENT			
101-441.000-673.400	DDA MAINTENANCE	15,300.00	15,300.00
101-441.000-695.400	MISCELLANEOUS	500.00	750.00
101-441.000-695.410	MDOT REVENUE	13,900.00	13,900.00
101-441.000-695.415	OTHER GOV'T UNITS	0.00	0.00
Total Dept 441.000 - PUBLIC WORKS DEPARTMENT		29,700.00	29,950.00
TOTAL REVENUES		1,766,791.00	1,777,741.00
Expenditures			
Dept 000.000			
Dept 265.999 - INSTALLMENT PURCHASE AGREEMENT EXPENSE			
101-265.999-000.011	INSTALLMENT PURCHASE AGREEMENT	0.00	16,772.00

PRINCIPAL		
Total Dept 265.999 - INSTALLMENT PURCHASE AGREEMENT EXPENSE	0.00	16,772.00
TOTAL EXPENDITURES	1,756,385.00	1,773,157.00
Fund 101:		
TOTAL REVENUES	1,766,791.00	1,777,741.00
TOTAL EXPENDITURES	1,756,385.00	1,773,157.00
NET OF REVENUES & EXPENDITURES	10,406.00	4,584.00
FUND BALANCE	1,018,405.00	1,012,583.00
Fund 590 - SEWER FUND		
Revenues		
Dept 000.000		
590-000.000-625.400 BILLINGS	580,000.00	580,000.00
590-000.000-626.400 PENALTIES	2,500.00	2,500.00
590-000.000-634.400 GRANT	0.00	2,100.00
590-000.000-644.400 TAP FEES	0.00	0.00
590-000.000-648.400 LAB SERVICE FEES	40,000.00	40,000.00
590-000.000-664.400 INTEREST INCOME	800.00	800.00
590-000.000-695.400 MISCELLANEOUS	0.00	0.00
590-000.000-699.400 TRANSFER IN	0.00	0.00
Total Dept 000.000	623,300.00	625,400.00
TOTAL REVENUES	623,300.00	625,400.00
Expenditures		
Dept 000.000		
TOTAL EXPENDITURES	623,300.00	623,300.00
Fund 590 - SEWER FUND:		
TOTAL REVENUES	623,300.00	625,400.00
TOTAL EXPENDITURES	623,300.00	623,300.00
NET OF REVENUES & EXPENDITURES	0.00	2,100.00
FUND BALANCE	(188,798.00)	(186,698.00)
Fund 591 - WATER FUND		
Revenues		

Dept 000.000				
591-000.000-539.400	MDOT STATE REVENUE	0.00	0.00	
591-000.000-612.400	TRANS. FROM WATER REPLACEMENT	0.00	0.00	
591-000.000-625.400	BILLINGS	495,000.00	495,000.00	
591-000.000-626.400	PENALTIES	1,700.00	4,500.00	
591-000.000-634.400	GRANT	0.00	4,700.00	
591-000.000-644.400	TAP FEES	0.00		
591-000.000-645.400	TURN ON CHARGES	300.00	300.00	
591-000.000-646.400	HYDRANT RENTAL	17,995.00	17,995.00	
591-000.000-647.400	METER SALES	0.00	4,000.00	
591-000.000-664.400	INTEREST INCOME	500.00	1,600.00	
591-000.000-695.400	MISCELLANEOUS	1,700.00	1,700.00	
Total Dept 000.000		517,195.00	529,795.00	
TOTAL REVENUES		517,195.00	529,795.00	
TOTAL EXPENDITURES		517,195.00	517,195.00	
Fund 591 - WATER FUND:				
TOTAL REVENUES		517,195.00	529,795.00	
TOTAL EXPENDITURES		517,195.00	517,195.00	
NET OF REVENUES & EXPENDITURES		0.00	12,600.00	
FUND BALANCE		(282,049.00)	(269,449.00)	

#### Fund 661 - EQUIPMENT FUND

##### Revenues

##### Dept 000.000

661-000.000-601.400	WATER FUND EQUIPMENT RENTAL	25,000.00	25,000.00	
661-000.000-602.400	SEWER FUND EQUIPMENT RENTAL	10,000.00	10,000.00	
661-000.000-602.402	SEWER COLLECITON EQUIP. RENT	11,500.00	11,500.00	
661-000.000-603.400	LOCAL STREET EQUIPMENT RENTAL	22,450.00	22,450.00	
661-000.000-604.400	MAJOR STREET EQUIPMENT RENTAL	27,110.00	27,110.00	
661-000.000-607.400	CEMETERY EQUIPMENT RENTAL	8,000.00	8,000.00	
661-000.000-608.400	INDUSTRIAL PARK EQUIP. RENTAL	1,900.00	1,900.00	
661-000.000-609.400	TRUNKLINE EQUIPMENT RENTAL	22,870.00	22,870.00	
661-000.000-613.400	DDA EQUIP. RENTAL	0.00	0.00	
661-000.000-614.400	GENERAL FUND EQUIP. RENTAL	54,800.00	54,800.00	
661-000.000-634.400	GRANT	45,500.00	45,500.00	
661-000.000-664.400	INTEREST INCOME	2,750.00	2,750.00	
661-000.000-673.000	SALE OF FIXED ASSETS	26,000.00	26,000.00	
661-000.000-695.400	MISCELLANEOUS	0.00	20,000.00	

Total Dept 000.000		257,880.00	277,880.00
TOTAL REVENUES		257,880.00	277,880.00
Expenditures			
Dept 000.000			
661-000.000-703.700	SALARIES AND WAGES	13,975.00	13,975.00
661-000.000-710.700	OVERTIME	105.00	105.00
661-000.000-714.700	MANDATORY MEDICARE	205.00	205.00
661-000.000-715.700	SOCIAL SECURITY (EMPLOYER)	870.00	870.00
661-000.000-716.700	BC/BS HEALTH INSURANCE PREMIUM	2,080.00	2,080.00
661-000.000-718.700	MERS RETIREMENT (EMPLOYER)	60.00	60.00
661-000.000-720.700	WORKERS COMPENSATION PREMIUM	350.00	350.00
661-000.000-724.700	UNEMPLOYMENT INS. BENEFIT	5.00	5.00
661-000.000-782.700	ADMINISTRATION	12,000.00	12,000.00
661-000.000-801.700	CONTRACTUAL SERVICES	150.00	150.00
661-000.000-805.700	REPAIR/PARTS	28,250.00	28,250.00
661-000.000-806.700	REPAIR/PARTS POLICE	8,500.00	8,500.00
661-000.000-818.700	INS. PREMIUM - LIABILITY	22,500.00	22,500.00
661-000.000-856.700	FUEL	33,000.00	33,000.00
661-000.000-868.700	FLUIDS	705.00	705.00
661-000.000-956.700	EXPENSES	0.00	0.00
661-000.000-966.700	DEPRECIATION	37,022.00	37,022.00
661-000.000-966.701	DEP.EXP. PUBLIC SAFETY	5,080.00	5,080.00
661-000.000-968.000	DEPRECIATION EXPENSE	0.00	0.00
661-000.000-968.001	DEPRECIATION EXP PUBLIC SAFET	0.00	0.00
661-000.000-977.700	CAPITAL ACQUISITIONS	88,000.00	102,000.00
661-000.000-992.000	INTEREST EXPENSE	0.00	5,500.00
Total Dept 000.000		252,857.00	272,357.00
TOTAL EXPENDITURES		252,857.00	272,357.00
Fund 661 - EQUIPMENT FUND:			
TOTAL REVENUES		257,880.00	277,880.00
TOTAL EXPENDITURES		252,857.00	272,357.00
NET OF REVENUES & EXPENDITURES		5,023.00	5,523.00
FUND BALANCE		525,647.00	526,147.00
Fund 101 -			

# **Interagency Agreement For Child Abuse Investigation and Intervention**

Coordinated through  
Northern Michigan Children's Assessment Center  
2014

Revised: January 2020

**Crawford, Ogemaw, Oscoda, and Roscommon  
County**

## **Statement of Purpose**

Responding to child abuse is a community effort and often presents with several challenges. Therefore a multidisciplinary team for response to child abuse allegation included representation from Crawford, Ogemaw, Oscoda and Roscommon (COOR) County's prosecutors, law enforcement personnel, Michigan Department of Health and Human Services, medical, mental health, advocacy personnel and other professionals who recognize the special needs of child abuse victims and are committed to working together.

All agencies are committed to investigating and responding to suspected sexual and severe physical abuse cases following the CAC model. All authorized representatives who have signed this Interagency Agreement are demonstrating their commitment to the CAC model and multidisciplinary team (MDT) approach to responding and providing intervention to child abuse cases. The overriding philosophy of the Agreement is to consider first and foremost what is best for the child.

This protocol shall ensure that cases of suspected sexual and physical abuse of children are investigated in a consistent, effective and child-appropriate manner using a coordinated, multidisciplinary team approach.

The Child Protection Law recognizes the need for coordinating the investigation of certain cases and requires that protocols be drafted at the local level in order to accomplish this goal.

As set forth in MCL 722.628(6)

In each county, the prosecuting attorney and the department shall develop and establish procedures for involving law enforcement officials and children's advocacy centers, as appropriate, as provided in In each county, the prosecuting attorney and the department shall adopt and implement standard child abuse and neglect investigation and interview protocols using as a model the protocols developed by the governor's task force on children's justice as published in FIA Publication 794 (revised 8-98) and FIA Publication 779 (8-98), or an updated version of those publications.

This protocol shall apply to those situations involving child abuse or neglect as described in Section 8(3) of the Child Protection Law, as amended. The Michigan Child Protective Law (MCL 722.628 et seq.) at Section 8(3) provides: in conducting its investigation, the department shall seek the assistance of and cooperate with the law enforcement officials within 24 hours after becoming aware that one or more of the following conditions exist:

- Child abuse or child neglect is the suspected cause of a child's death
- The child is the victim of suspected sexual abuse or sexual exploitation.
- Child abuse or child neglect resulting in severe physical injury to the child requires medical treatment or hospitalization. For purposes of this supervision, severe physical injury means brain damage, skull or bone fracture, subdural hemorrhage or hematoma, dislocation, sprains, internal injuries, poisoning, burns, scalds, severe cuts, or any other physical injury that seriously impairs the health or physical well-being of a child.
- Law enforcement intervention is necessary for the protection of the child, a department employee, or another person involved in the investigation.

- The alleged perpetrator of the child's injury is not a person responsible for the child's health or welfare.
- A child has been exposed to or had contact with methamphetamine production.

We, the undersigned, agree to act as full partners in providing support for the following goals.

### **GOALS**

- To provide for the safety of children by considering, first and foremost, what is best for the child, while respecting and ensuring the rights of the accused.
- To reduce the trauma to the child through a reduction in the number of interviews and to provide protection and continuing support for child victims and their families.
- To provide an environment that is safe and supportive for children who are interviewed in connection with allegations of sexual and/or severe physical abuse, as well as children who have witnessed violence.
- To use the Northern Michigan Children's Assessment Center (NMCAC) as the site for the forensic interview and coordination of the investigation of allegations of child sexual and/or severe physical abuse.
- To improve cooperation among professionals and agencies in developing a common goal of improved management of child abuse cases, and specifically to reduce duplication of interviews and to provide assistance across agencies.
- To ensure that all professionals covered by this protocol are properly trained

### **INFORMATION SHARING/CONFIDENTIALITY**

Information is shared between team members throughout the process of the investigation. Team members communicate on a regular basis via phone and email to discuss outcomes, referrals and case tracking.

Formal case discussion between team members occur at monthly Case Review meetings. Team members can contact the Program Coordinator and /or Forensic Interviewer at any time via phone call or email to discuss case information. All MDT members and partnering agencies shall comply with federal and state confidentiality laws.

The welfare of the child, as well as what is in the child's best interest, is the primary focus of the team. The ultimate disposition in each case reflects this principle. During case review, all team members and agencies involved have an opportunity to share their thoughts and provide input for the best interest of the child. Final case dispositions are made by the Prosecutor.

### **How information is shared and confidential information protected**

The NMCAC stresses the importance of confidentiality and information sharing with all team members associated with the Center. Information about child abuse allegations, investigation, charges and any evidence collected may be shared, as necessary or as appropriate, among the team members in accordance with Federal and state of Michigan Law, and relevant judicial rules. All proceedings of team meeting are confidential and signed statements of confidentiality shall be maintained for each case



reviewed by the team. MDT members will sign a confidentiality agreement prior to every case review meeting they attend and abide by the guidelines. Legal, ethical and professional standards of practice will be upheld to ensure client privacy.

#### **TERM**

The initial term of this Agreement commences on January 1, 2020 and shall be reviewed by all parties every three (3) years.

#### **TERMINATION**

Any party may terminate this Contract upon ninety (90) days written notice of the other Party. This agreement is signed by the agencies directly participating in the Center.

#### **MULTIDISCIPLINARY TEAM RESPONSE (MDT)**

The Northern Michigan Children's Assessment Center will provide a comprehensive approach to the investigation and intervention of alleged child abuse cases through a Multidisciplinary Team comprised of knowledgeable representatives from the prosecutor's office, law enforcement, Michigan Department of Health and Human Services, victim advocates, mental health professionals, medical health care providers and the Northern Michigan Children's Assessment Center.

The signatories agree that the purpose and goals of this agreement are best achieved when:

- Children are interviewed about alleged abuse once, in a context that evokes the least anxiety in them in a child friendly environment.
- Children are interviewed by trained forensic interviewers.
- Responses to reports of child abuse are as rapid as possible.
- The multidisciplinary team (law enforcement, prosecutor, children's protective services, medical personnel, mental health personnel, advocacy personnel and NMCAC staff) work together in a coordinated effort.
- Confidential case information will be protected as required by law.

#### **RESPONSIBILITIES OF PARTICIPATING NMCAC/MDT MEMBERS**

The roles and responsibilities of each partner are as follows, but are not limited to:

<b>THE NORTHERN MICHIGAN CHILDREN'S ASSESSMENT CENTER</b>
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- The mission of the Northern Michigan Children's Assessment Center (NMCAC) is to reduce the trauma of child abuse and neglect by providing prevention, intervention and advocacy.
- Provide a physical environment for forensic interviews and other interactions with children alleged to be victims of sexual and/or severe physical abuse along with their non-offending family members that is child friendly, comfortable, safe, calming and culturally sensitive.
- Maintain adequate staffing levels and employ personnel with the appropriate credentials and expertise to ensure that the Center is meeting its goals, the needs of MDT members, and the needs of children and families.

- Provide 24-hours-a-day, 7-days-a-week emergency consultation services via an emergency telephone number.
- Schedule and coordinate contact with the multidisciplinary team (MDT) to be involved in an interview done at NMCAC.
- Provide forensic interviews with children ages 18 and under when they are alleged to be a victim of a sexual assault, and 16 years and under when child abuse and neglect is alleged to have occurred. Interviews will be scheduled as quickly as feasible after notification by an investigating agency.
- Provide a specially trained child forensic interviewer who meets all National Children's Alliance and State of Michigan training standards and is experienced in conducting legally sound forensic interviews of children.
- Ensure that all interviews taking place at the facility are video recorded, and that all recording equipment is maintained in good working order.
- Ensure that all necessary release and consent forms have been signed by a child's custodial parent and/or legal guardian prior to an interview taking place.
- The NMCAC follows statute MCL 600 2163a (11); a custodian of the video recorded statement may release or consent to the release for use of a video recorded statement or copies of a video recorded statement to a law enforcement agency, an agency authorized to prosecute the criminal case to which the video recorded statement relates, or an entity that is part of the county protocols established under section 8 of the Child Protection Law.
- Provide acute forensic medical examinations and non-acute medicals to all appropriate children.
- Provide access to appropriate trauma informed mental health assessment and treatment for all CAC clients.
- Provide a Family/Victim Advocate who is available the day of the interview to provide support, crisis intervention, information, referrals and access to other social services as needed.
- Coordinate, schedule and facilitate NMCAC monthly case review meetings and provide follow-up support.
- Testify in criminal court cases at the discretion of the County Prosecutor.
- Educate and inform the community on issues regarding child abuse, child abuse prevention, and the role of the NMCAC/MDT in investigation and prosecuting child abuse cases.
- Facilitate on-going training of NMCAC staff, as well as other MDT members and child abuse professionals.
- Maintain all necessary case tracking information and statistical data as needed for legal reporting purposes.

### **FEATURES OF THE SERVICES**

- All services are provided at no charge to referred children and families.
- Interpreters will be provided for persons who are hearing impaired, and/or who do not speak English or have a limited understanding of English.
- All services provided will be voluntary and will require the signing of a consent form by a parent, legal guardian, or a legal representative investigating the allegations.
- No alleged perpetrator will be allowed on NMCAC premises at any time that alleged victims are present on the premises.
- All case information is confidential but may be shared with MDT members with appropriate signed release forms.

## **REFERRALS**

- The NMCAC will only accept referrals for a forensic interview from a law enforcement agency, Michigan Department of Health and Human Services or by Court Order.
- The NMCAC shall instruct all other agencies or individuals wishing to report child abuse to immediately call the Michigan Department of Health and Human Services child abuse hotline at 855-444-3911.
- The NMCAC will coordinate referrals for acute and non-acute medical examinations for all children who are suspected or known to be the victims of abuse. Specialized medical evaluations are available and accessible to all NMCAC clients regardless of the family's medical coverage and/or ability to pay. The NMCAC Team will facilitate and coordinate the post-interview referral for a medical examination, once the parent or guardian has provided consent.
- The NMCAC will provide appropriate mental health referrals to all families who are seeking mental health services. All families in need of TF-CBT therapy for their child(ren) will be given an in-house referral for therapy at the Center. If it is deemed in the client's best interest to use services outside the NMCAC; families will be given contact information for professionals with training in, and who deliver, trauma-focused evidence-supported, mental health treatment. It is then the family advocates roll to follow up with the family to see if services have indeed been set in place.

## **TRAINING**

- Each agency participating in this protocol, including NMCAC staff shall pursue training specific to skill development within its own discipline. The focus should be on the dynamics of child physical and sexual victimization.
- Cross-Training opportunities should be pursued when appropriate and available. Specific training needs defined by participating agencies which can be addressed by other team members should be provided at no cost.
- Annual training will be conducted by the Center for participating agencies which will focus on integrating the role of various agencies as well as the special considerations of each discipline.
- Each participating agency may notify the NMCAC Executive Director of specific training needs, and as funds allow, the NMCAC will pursue training opportunities for all agencies.
- Information on training opportunities will be shared through the NMCAC. Members should advise the NMCAC of all known training opportunities and the NMCAC will pass this information on to the relevant agencies.

## **PROSECUTOR'S OFFICE**

The Crawford, Ogemaw, Oscoda and Roscommon County Prosecutor (or designee) will serve as a member of their county's NMCAC multi-disciplinary team and will support the following responsibilities:

- Provide a leadership role in the development and implementation of county-wide child abuse protocols.
- Provide legal counsel on issues relative to the prevention, investigation and prosecution of child abuse and neglect cases.
- Attempt to minimize trauma to child victims and ensure the rights of the accused by establishing consistent practices for the charging, pleas, negotiation and disposition of child abuse cases.
- Provide victim and witness advocacy and support services through the County Prosecutor's Office.
- Encourage all law enforcement officers to refer child sexual abuse and/or severe physical abuse cases to NMCAC whenever possible for a forensic interview.
- Assign a Prosecutor to attend the NMCAC monthly case review.
- Provide prosecution statistics regarding NMCAC cases.

## **LAW ENFORCEMENT**

Law Enforcement Agencies in Crawford, Ogemaw, Oscoda, and Roscommon should designate a sworn officer with demonstrated experience and training in the investigation of child abuse cases to serve as a member of the NMCAC multi-disciplinary team.

Law enforcement agencies agree to support the following protocols:

- Refer cases to Children's Protective Services that involve sexual abuse, severe physical abuse, child death and other cases where there are suspicions of child abuse and/or neglect.
- Work cooperatively with Children's Protective Services during their investigation of child abuse cases and ensure that children are in a safe environment. If deemed necessary, take appropriate steps to take children into protective custody as required by law.
- Refrain from performing a forensic interview with an alleged sexually abused child, unless the child's safety is in danger and/or a child starts a full disclosure right away.
- Make prompt referrals to the NMCAC when appropriate and schedule a child forensic interview.
- Participate and share information with the multidisciplinary team pre and post forensic interview and during the open investigation.
- Observe all forensic interviews at the NMCAC when possible.
- Interview all other witnesses and interested parties, including members of the victim's family.
- Collect and preserve evidence, including copies of the recorded interviews.
- Interview the accused when appropriate.
- Provide case follow-up and disposition information to NMCAC.
- Provide a law enforcement officer to participate in the NMCAC monthly case review.
- Provide input on NMCAC policies and procedures relating to the law enforcement response to abused children.

## Michigan Department of Health and Human Services

A MDHHS representative from the Crawford, Ogemaw, Oscoda, Roscommon County Department of Health and Human Services (or designee) will serve as a member of the NMCAC multi-disciplinary team and support the following protocols:

- Follow all state law, department protocols, guideline and timetables for the initiation and completion of child abuse/neglect investigations.
- Work cooperatively with law enforcement on child abuse cases and ensure that children are in a safe environment.
- If deemed necessary, take the appropriate steps to take children into protective custody as required by law.
- Immediately notify the appropriate Law Enforcement Agency, when appropriate, having jurisdiction for the case when case is initiated with MDHHS.
- Promptly make appropriate referrals to the NMCAC and schedule the child's forensic interview.
- Refrain from performing a forensic interview with an alleged sexually abused child, unless the child's safety is in danger and/or a child starts a full disclosure right away.
- Refrain from interviewing the alleged perpetrator prior to talking with law enforcement.
- Participate and share information with the multidisciplinary team pre and post forensic interview and during the open investigation.
- Assign a designee to attend the monthly case review meetings, prepared to review and update cases, collaborate with other team members, and provide input and information as needed.
- Provide CPS disposition statistics regarding NMCAC cases.
- Provide input on NMCAC policies and procedures relating to the MDHHS response to abused children.

## MEDICAL PROVIDERS

For the purposes of this protocol, medical professionals may include physicians, nurses, or other health personnel with specific training and skills in identifying and treating children's health needs, in conducting child sexual and/or physical abuse exams, and in gathering evidence in strict compliance with Law Enforcement and legal requirements.

Medical providers agree to support the following protocols:

- Conduct comprehensive medical examinations of possible child abuse victims, treat immediate medical needs, collect evidence as required under law, identify unmet health needs and make referrals as appropriate.
- Provide input on NMCAC policies and procedures relating to the medical response to abused children.
- Provide NMCAC/MDT members with medical records, reports, evaluations, expert opinions, and expert testimony as requested, assuming that all confidentiality and release of information requirements have been met.
- Provide medical evaluation findings to NMCAC/MDT in a timely and routine manner.
- Attend monthly NMCAC case review meetings, when involved in current or on-going cases, prepared to review and update cases, collaborate with other team members, and provide input and information as needed.

- Notify MDHHS immediately and submit a complete 3200 form within seventy-two (72) hours if there is reasonable cause to suspect sexual and/or physical abuse. The duty to report findings of suspected child abuse to the mandated agencies is an exception to HIPAA privacy requirements.

## MENTAL HEALTH PROVIDERS

For the purpose of this Protocol, Mental Health Providers participating in the NMCAC/MDT will be professionals with specialized training and expertise in the treatment of child abuse, including sexual, physical, and emotional abuse, general neglect and severe medical neglect.

Mental health providers differ from forensic interviewers. It is the responsibility of the NMCAC to provide Team Members with legally sound forensic interviews. Anyone conducting a forensic interview at the NMCAC must be: a member of the NMCAC staff, a Law Enforcement Officer or a MDHHS Investigator; must be trained in the Forensic Interview Protocol as set forth by the State of Michigan Governor's Task Force on Children's Justice and MDHHS, and must be able to document satisfactory completion of competency-based child abuse forensic interview training that includes child development and/or a minimum of 40 hours of nationally or state recognized forensic interview training that includes child development.

Mental Health providers will agree to support the following protocols:

- Provide counseling and therapeutic services to possible or known child abuse victims. Mental Health Providers who provide on-going counseling and therapeutic services to a child may not conduct an assessment or forensic interview of the same child.
- Provide NMCAC/MDT members with counseling records, reports, evaluations, expert opinions, and expert testimony as requested, assuming that all confidentiality and release of information requirements have been met.
- Attend monthly NMCAC case review meetings, when involved in current or on-going cases, prepared to review and update cases, collaborate with other team members, and provide input and information as needed.
- Meet all training and continuous quality improvement activity requirements as required by the State of Michigan and the National Children's Alliance.
- Notify MDHHS immediately and submit a completed 3200 form within seventy-two (72) hours if there is reasonable cause to suspect sexual and/or physical abuse.
- Provide input on NMCAC policies and procedures relating to the mental health response to abused children.

**CRAWFORD, OGEMAW, OSCODA, ROSCOMMON COUNTY**

**and**

**THE NORTHERN MICHIGAN CHILDREN'S ASSESSMENT CENTER**

**INTERAGENCY AGREEMENT SIGNATURE PAGE**

**January 24th, 2020**

**As the authorized representative of my partnering agency, I affix my signature to this Memorandum of Agreement to document the capacity and willingness of my agency to support and actively participate in the NMCAC Program.**


  
Ben Lowe, Board Chair  
Northern Michigan Children's Assessment Center

  
Sierra Koch  
Crawford County Prosecutor's Office

  
Sheriff Kraycs  
Crawford County Sheriff's Department

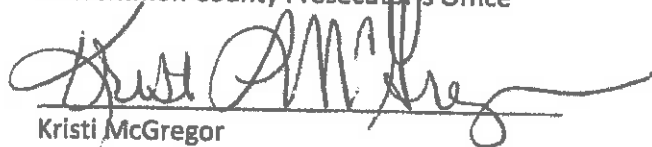
  
Chief Baum  
Grayling City Police Department

  
Sheriff Hanft  
Ogemaw County Sheriff's Department

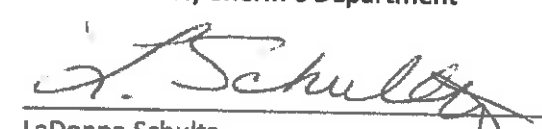
  
Post Commander Luty  
Michigan State Police, West Branch Post

  
Sheriff Stern  
Roscommon County Sheriff's Department


  
Mary Beebe  
Roscommon County Prosecutor's Office

  
Kristi McGregor  
Oscoda County Prosecutor's Office

  
Sheriff Grace  
Oscoda County Sheriff's Department

  
LaDonna Schultz  
Ogemaw County Prosecutor's Office

  
Chief Walters  
West Branch City Police Department

  
Post Commander House  
Michigan State Police, Houghton Lake Post

  
Chief Hill  
Gerrish Township Police Department

CRAWFORD, OGEMAW, OSCODA, ROSCOMMON COUNTY

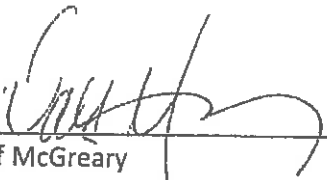
and

THE NORTHERN MICHIGAN CHILDREN'S ASSESSMENT CENTER

INTERAGENCY AGREEMENT SIGNATURE PAGE

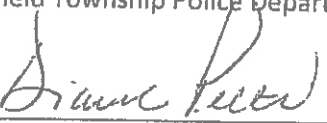
January 24th, 2020

As the authorized representative of my partnering agency, I affix my signature to this Memorandum of Agreement to document the capacity and willingness of my agency to support and actively participate in the NMCAC Program.

  
\_\_\_\_\_  
Chief McGreary  
Denton Township Police Department

  
\_\_\_\_\_  
Chief Anthony  
Richfield Township Police Department

  
\_\_\_\_\_  
Karl Kovacs  
Northern Lakes Community Mental Health

  
\_\_\_\_\_  
Diane Pelts  
Ausable Valley Community Mental Health

  
\_\_\_\_\_  
James Raschke  
MidMichigan Health Park- Houghton Lake



# WEST BRANCH COMMUNITY AIRPORT

P.O. BOX 183  
WEST BRANCH, MI 48661

## PROPOSED 2020/2021 BUDGET

### ESTIMATED REVENUE FOR FISCAL YEAR 2021

FEDERAL AND STATE GRANTS	\$152,500.00
CONTRIBUTIONS FROM CITY OF WEST BRANCH	\$48,600.00
CONTRIBUTIONS FROM COUNTY OF OGEMAW	\$59,400.00
AIRPORT GENERATED REVENUE	\$85,000.00
<b>TOTAL ESTIMATED REVENUES</b>	<b>\$345,500.00</b>

### ESTIMATED EXPENDITURES FOR FISCAL YEAR 2021

SALARY	\$55,836.03
TELEPHONE	\$1,600.00
INTERNET/TV	\$850.00
CONSUMERS ENERGY	\$5,000.00
PROPANE	\$4,000.00
INSURANCE	\$12,000.00
POSTAGE/PRINTING	\$250.00
OFFICE SUPPLIES	\$500.00
RUBBISH REMOVAL	\$1,176.00
FUEL FOR EQUIPMENT	\$3,000.00
PUBLICATIONS AND LICENSES	\$500.00
AWOS	\$5,000.00
VEHICLE MAINTENANCE	\$1,000.00
EQUIPMENT REPAIRS	\$5,000.00
RUNWAY MAINTENANCE/SAFETY AREA CLEARING/LIGHTING	\$4,500.00
BUILDING MAINTENANCE/SUPPLIES	\$5,000.00
OUTSIDE LABOR	\$8,500.00
TRAVEL/CONFERENCES	\$500.00
PROFESSIONAL SERVICES	\$2,500.00
AVIATION FUEL FOR RESALE	\$40,000.00
BANK FEES	\$1,600.00
SALES TAX REMITTANCE	\$1,600.00
<b>TOTAL ESTIMATED MAINTENANCE AND OPERATING EXPENSES</b>	<b>\$159,912.03</b>
FEDERAL GRANT MATCH FUND-TRANSFER	\$7,500.00
HANGAR FUND-TRANSFER	\$15,587.97
EQUIPMENT FUND-TRANSFER	\$10,000.00
GRANT FUNDED PROJECTS	\$152,500.00
<b>TOTAL FUND TRANSFER EXPENDITURES</b>	<b>\$185,587.97</b>
<b>TOTAL ESTIMATED EXPENDITURES</b>	<b>\$345,500.00</b>

## Line item notes to 2020/2021 proposed budget

### **Income:**

Federal and State Grants this total includes state and federal funds available through the Airport Improvement Program, which can be used only for infrastructure projects specified by the FAA. It also includes an estimated amount available through the State of Michigan's cost sharing program for our

AWOS, which is used to assist with the ongoing maintenance expenses of our weather station.

Contributions from City of West Branch appropriations in this amount are requested from the City of West Branch. These funds are used to cover the basic ongoing maintenance and improvement of the

Airport. This represents 45% of the budget as outlined in the Airport Operating Agreement.

Contributions from County of Ogemaw appropriations in this amount are requested from the County of Ogemaw. These funds are used to cover the basic ongoing maintenance and improvement of the Airport.

This represents 55% of the budget as outlined in the Airport Operating Agreement.

Airport Generated Revenue revenue is generated at the airport from hangar rental fees, ramp fees, land leases, and fuel sales. These funds are used for major hangar building and maintenance projects, equipment replacement, other major maintenance projects such as runway safety area maintenance, as well as to make up any deficits in line items funded by city and county appropriations as they occur.

### **Expenditures:**

Salary- amount is calculated from contract.

Telephone- cost remaining consistent, last FY cost was \$1,675.51

Internet/TV- Last FY TV cost \$829.66 Internet is currently free per tower use agreement with M33 Access.

Consumers Energy-Last FY electric cost was \$4,252.30

Propane-Last FY expenditure was \$4,512.17, however cost is expected to trend down.

Insurance-Estimate is based on previous costs for property, liability, vehicle, and workman's comp insurance.

Postage/Printing-Cost estimate based on 35 mailings per month at \$.55 previous FY cost was \$222.66

Office Supplies-Cost fluctuates but this amount covers basic supplies.

Rubbish Removal-annual dumpster cost is \$1,176.00

Fuel for Equipment-Last FY cost was \$3,132.92

Publications and Licenses-Last FY costs were \$539.16

AWOS-maintenance costs are expected to continue to average \$5,000.00 half of this expense is covered by a state grant leaving around \$2,500.00 as our cost.

**Vehicle Maintenance** Last FY costs were \$1,040.78

**Equipment Repair**- Last FY costs were \$12,961.55 Airport generated revenue has been used to cover deficit in this line item in past years.

**Runway Maintenance/Safety Area Clearing**-This continues to be a critical priority, the amount budgeted is a basic minimum to get runway/safety area maintenance started for the cycle.

**Maintenance Supplies**-This line item covers basic building and grounds maintenance and janitorial supplies. Last FY totaled \$5,351.12

**Outside Labor**-This line item is used for snow plowing, maintenance, and office help. Amount spent varies based on weather and maintenance needs. This amount is an increase of \$1,300.00 over last FY to help with increasing labor needs.

**Travel/Conferences**-This line item has covered the Airport's Business Expo booth as well as travel expenses to MAAE airport conferences and safety seminars. Last FY \$455.46 was spent.

**Audit/Professional Services**-This line item covers our annual audit, QuickBooks subscription, and accountant services. Amount is an estimate based on past costs for these items. This line item is rapidly changing as audit and accounting requirements increase.

**Aviation Fuel for Resale** Last FY was \$32,926.64, which is expected to increase with increased fuel sales

**Bank Fees** Last FY cost was \$1,552.50 this primarily covers credit card fees associated with fuel sales.

**Sales Tax Remittance** Amount is projected based on past remittance and estimated sales. Last FY \$1,337.53 was remitted

**Federal Grant Match**-Transfer-This line item covers the 5% grant match required for our annual Airport Improvement Program entitlement funding.

**Hangar Fund**-Transfer-\$15,587.97 is the amount of airport generated revenue anticipated to be available to the long-term hangar construction and maintenance fund.

**Equipment Fund**-Transfer-\$10,000.00 is the amount of airport generated revenue anticipated to be available to the equipment replacement fund.

**Grant Funded/Capital Improvement Projects** This line item represents the amount of Federal/State Airport Improvement Program grant funding expected to be spent on FAA approved projects, as well as the estimated State of Michigan cost sharing expected to be spent for AWOS maintenance.

**City of West Branch  
Community / Economic Development / DDA Director**

The mission of the City of West Branch Community Economic Development DDA Director is to develop and implement a realistic and sustainable strategic plan that will allow the community of West Branch Michigan to maintain its character, while taking advantage of its heritage, natural assets, talents and location to become an integral part of the economically growing region. The department organization will oversee the coordination of the plan's actions, ensure cooperation between organizations and agencies and implement this plan. The organization will also make sure that the plan continues to evolve as circumstances change.

**Director, Economic and Community Development**

Under direction of the City Manager and the City Council/DDA Board, this position is responsible for assisting in the planning, implementation, and coordination of economic development programs, community events and strategic goals of the City. This position will provide support to the City's economic development branding and marketing strategic plan and ensure successful implementation of the community's vision.

This is a part-time (30 hours) position with no direct supervisory responsibility; however, the Director will be called on to oversee relationships with volunteers, sponsors, business owners, residents, visitors and vendors.

**ESSENTIAL JOB FUNCTIONS**

The Director is responsible for performing a variety of professional duties in order to support the organization's mission.

- Initiate, develop, manage and maintain programs that encourage retention and expansion of existing businesses and industries within the City. Develop and maintain a retention program that includes face-to-face visits, surveying of business needs, acting as business liaison between company and City, County, State and Federal agencies, and following up on needs.
- Primarily focus on business retention and expansion efforts but assist in recruitment efforts as needed. Examples include responding to industry specific RFPs/RFIs, company site visit planning and execution, available real estate searches, and participating in marketing networking opportunities.
- Conduct periodic reviews and essential research for the maintenance of organization website, print materials, social media content and cable channel.
- Act as liaison for regional and local organizations/associations.
- Interaction with various City organizations on collaboration of development projects to ensure timely permitting and commencement of construction or expansion.
- Assist with applications for economic development projects and monitors same.
- Assist with the organization's web based, print and social media marketing and advertising programs.

- Collect data and maintains available land sites and property databases.
- Prepare monthly reports referencing measurable goals, reporting standards and benchmarks aligned with the organization mission and objectives.
- Schedule and coordinate organizational meetings and events and work on special projects as assigned.
- Ensure the City is successful in efforts related to developing and maintaining strong working relationships with partners such as the Chamber of Commerce, developers, corporate leaders, business owners, public school officials, other county and state economic development agencies and citizens.
- Assist in the implementation of the City's economic development strategic plan.
- Develop and maintain an inventory of available buildings and sites.
- Assist in regular business site attraction and retention visits.
- Prepare agenda for and coordinate the activities of the Downtown Development Authority (DDA) Board. Acting as staff to the DDA Board.
- Maintain, implement, revise and review the records of the DDA.
- Manage development projects within the DDA.
- Gather, interpret and prepare reports and recommendations.
- Monitor the revenues and expenditures as well as prepare the annual budget requests for the DDA.
- Coordinate capital projects and other activities with department heads.
- Serve as the primary contact for public and private initiatives within the DDA district.
- Create and distribute DDA newsletter, newspaper column or article and web based blogs.
- Prepare, write and administer grant applications, including local, state, and federal grant programs, including private foundation and community foundation grants.
- Serve on various boards as requested by the City.
- Develops and manages annual event plan for the Team to ensure that:
- The Team's internal event calendar is coordinated to maximize value to community without being overwhelming. Coordinate with the local events calendar of the Chamber of Commerce.
- The Team's website is kept up to date by communicating with the webmaster
- Event dates are publicized to the community as early as possible to avoid schedule conflict with other events
- Solicits, secures, and grows sponsorship relationships for each event, when appropriate.
- Monitors expenses with respect to budget and recommend areas for cost-savings
- Research, write, and submit funding proposals in a clear, concise, and compelling manner to private foundation, corporate, and government (city, state, and federal) sources.
- Develop annual report of activities, successes and future plans to be presented to board and funding sources
- Develop annual event plan covering recurring Hart area events, programs, and organizational gatherings, including but not limited to:
  - Merchants Association

- Joint DDA
- Music in the Park
- West Branch Brownfield Authority
- Arts Council
- Parks & Recreation Committee
- Planning Commission

### **Non-Essential Functions**

- This position may occasionally require travel for meetings or conferences. Some reaching, lifting, and carrying may be required when setting up for events.

### **Discipline Knowledge Required**

- Individuals in this position must have demonstrated success in:
  - Communication (listening, writing, and speaking)
  - Building and leading teams that include volunteers
  - Developing, implementing, and monitoring goals, objectives, and action plans
  - Using Microsoft Office (i.e., Word, Excel, PowerPoint)
- Individuals in this position must be highly motivated and self-directed in achieving participant satisfaction and revenue goals associated with each individual event
- Able to multi-task, meet tight deadlines, and maintain composure under pressure in a fast-paced environment
- Committed to maintaining a professional appearance and demeanor at all times
- Creative in crafting solutions that maximize communication quality and quantity while minimizing costs
- Willing and able to handle a broad spectrum of day-to-day work duties as related to operations of the organization
- Willing and able to work evenings and occasional weekends as required for events
- Ideally, individuals in this position are familiar with Hart business and community needs
- Basic project management techniques or methodologies

### **Required Skills**

Individuals in this position must possess high levels of the following:

- Bachelor's degree in Business Administration, Public Administration, Management, Planning, Economics required. Business ownership and or community development experience will be considered in lieu of education
- Self-Management skills. Must be able to manage own time and priorities to ensure that deliverables are completed on time, within budget, achieving the desired scope, and at the required level of quality.
- Must be able to work well in an environment with multiple interruptions.
- Process skills. Must be detail oriented. Must be committed to providing prompt responses to inquiries and requests, and to being relentless in following up until tasks are complete
- Thinking skills. Must be able to demonstrate success in solving problems, managing multiple priorities, escalating issues appropriately, making decisions, and developing

creative approaches to intractable issues.

- **Interpersonal skills.** Must be able to listen actively, synthesize ideas, and obtain cooperation from others in transforming those ideas into action. Must be skilled at communicating orally and in writing, with emphasis on ability to present ideas clearly and concisely. Must be adept at maintaining effective working relationships with a wide variety of individuals at all levels in different professions.
- **Professional skills.** Must exhibit maturity and professionalism in personal behavior.
- **Psychological skills.** Must balance focus with flexibility, enthusiasm with patience. Must be willing to take ownership and initiative. A positive, partnership perspective is essential, as is a high tolerance for ambiguity.
- **Must be a self-starter** requiring limited direction to accomplish tasks with a high level of optimism, enthusiasm, and "can-do" attitude. Ability to plan, develop and coordinate economic development programs; ability to prepare technical reports and materials; ability to make oral presentations; ability to establish and maintain effective working relationships with fellow employees, officials, businesses and the general public; ability to maintain records and prepare reports.
- **Knowledge of word processing, spreadsheet and professional presentation software,** such as Word, Excel, Outlook and PowerPoint.

#### **Preferred Skills**

- **Knowledge of community and local geography; knowledge of city permitting procedures; knowledge of city budgeting policies; knowledge of research methodology; knowledge of local business and industries; knowledge of financial practices and procedures preferred**



## **West Branch Department of Public Works**

Mike Killackey DPW Superintendent

403 S. 1<sup>st</sup> St.

West Branch, Michigan 48661

Phone: 989-965-4982

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

Subject: Bucket Truck

I would like to get approval to purchase a 2008 Sterling Bucket truck at the cost of \$29,950 from List Trucks and Equipment in Richville Mi. The purchase of this truck would be in contingent that it passes a boom inspection/certification. This year we have sold equipment that has totaled around \$38,000. We do have money in this year's budget to purchase this truck.

Any questions please let me know.

Thanks

Mike Killackey  
DPW Superintendent





## **West Branch Department of Public Works**

Mike Killackey DPW Superintendent

403 S. 1<sup>st</sup> St.

West Branch, Michigan 48661

Phone: 989-965-4982

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

**Subject: Water Meter**

I would like to get approval to purchase \$20,000 of meters to continue our replacement process. This would get us 65 residential meters. This will be \$50,000 in meter purchases for this year. I put \$50,000 in the budget this year for meters.

Thanks

Mike Killackey  
DPW Superintendent

# **Approval of Council Minutes & Summary**

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN THE COUNCIL CHAMBERS OF THE WEST  
BRANCH CITY HALL, 121 N. FOURTH STREET ON MONDAY, FEBRUARY 17, 2020.

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

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

Absent: Mike Jackson

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

All stood for the Pledge of Allegiance and a moment of silence was held in honor of the passing of former Council Member Dan Weiler.

\* \* \* \* \*

Sean Petri spoke to Council and answered questions on behalf of COOR about the millage request that is on the ballot of the upcoming March election.

\* \* \* \* \*

Grange Bell submitted plans for the 2020 downtown rodeo and asked for a road closure to be approved.

**MOTION BY SHOWALTER, SECOND BY ZIMMERMAN, TO APPROVE THE ROAD CLOSURE FOR THE DOWNTOWN RODEO ON JULY 17 FROM 3:00 PM TO 11:00 PM.**

**Yes — Bennett, Frechette, Powley, Pugh, Showalter, Zimmerman**

**No – None**

**Absent – Jackson**

**Motion carried**

**MOTION BY ZIMMERMAN, SECOND BY PUGH, TO APPROVE THE PAYMENT TO THE WEST BRANCH AREA RETAIL MERCHANT ASSOCIATION FOR THE DOWNTOWN RODEO IN THE SILVER SPONSORSHIP AMOUNT FOR THE SERVICES THEY PROVIDE TO THE CITY.**

**Yes — Bennett, Frechette, Powley, Pugh, Showalter, Zimmerman**

**No – None**

**Absent – Jackson**

**Motion carried**

\* \* \* \* \*

Caren Piglowski presented herself to Council and announced her running for County Treasurer.

\* \* \* \* \*

\* \* \* \* \*

**MOTION BY FRECHETTE, SECOND BY SHOWALTER, TO EXCUSE MIKE JACKSON FROM THE MEETING.**

**Yes — Bennett, Frechette, Powley, Pugh, Showalter, Zimmerman**

**No – None**

**Absent – Jackson**

**Motion carried**

\* \* \* \* \*

**MOTION BY BENNETT, SECOND BY POWLEY, TO PAY BILLS IN THE AMOUNT OF \$74,157.59.**

**Yes — Bennett, Frechette, Powley, Pugh, Showalter, Zimmerman**

**No – None**

**Absent – Jackson**

**Motion carried**

\* \* \* \* \*

**MOTION BY FRECHETTE, SECOND BY BENNETT, TO APPROVE THE RESOLUTION OF INTENT FOR THE CREATION OF A BROWNFIELD REDEVELOPMENT AUTHORITY AND TO SET A PUBLIC HEARING FOR MARCH 2.**

**RESOLUTION OF INTENT  
CREATION OF A BROWNFIELD REDEVELOPMENT AUTHORITY (BRA)  
FOR THE CITY WEST BRANCH, OGEMAW COUNTY.**

**RESOLUTION OF INTENT TO CREATE AND PROVIDE FOR THE OPERATION OF A BROWNFIELD REDEVELOPMENT AUTHORITY FOR THE CITY OF WEST BRANCH PURSUANT TO AND IN ACCORDANCE WITH THE PROVISIONS OF ACT 381 OF THE PUBLIC ACTS OF THE STATE OF MICHIGAN OF 1996, AS AMENDED.**

**WHEREAS, the City Council of the City of West Branch, Ogemaw County has received and reviewed testimony that there are or may be certain environmentally distressed, functionally obsolete and/or blighted areas in the City of West Branch and that the continued existence of such areas can limit, hinder or delay redevelopment or revitalization of properties within the City, and, accordingly, that it is in the best interest of the public to facilitate identification and treatment of environmentally distressed, functionally obsolete and/or blighted areas and promote revitalization within the municipal limits of West Branch; and**

**WHEREAS, in order to further such interests, it is appropriate for the City Council of the City of West Branch to create and provide for the operation of a Brownfield Redevelopment Authority within the City of West Branch pursuant to and in accordance with the provisions of the Brownfield Redevelopment Financing Act, being Act 381 of the Public Acts of the State of Michigan of 1996, as amended (the "Act"); and**

WHEREAS, pursuant to the Act, this City Council is required (a) to hold a public hearing on the adoption of a proposed resolution creating a Brownfield Redevelopment Authority under the Act (the "Authority") and (b) to publish notice of the public hearing in a newspaper of general circulation in the City of West Branch all in accordance with Section 4(2) of the Act.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City Council hereby determines that is in the best interest of the public to promote the redevelopment of environmentally distressed, functionally obsolete and/or blighted areas of the City of West Branch
2. The City Council hereby declares its intention to create and provide for the operation of the Authority within the City of West Branch pursuant to and in accordance with the provisions of the Act. 4
3. A public hearing shall be held before the City Council on March 2, 2020 at 6 p.m. in the City Council Chambers at City Hall, 121 N. 4<sup>th</sup> Street on the adoption of a resolution creating the Authority within the City of West Branch, within the municipal limits of which the Authority shall exercise its powers.
4. The City Clerk (the "Clerk") shall give notice of the public hearing by causing notice to be published, in the form attached hereto as Exhibit 1, in the Ogemaw Herald, a weekly newspaper of general circulation in the County of Ogemaw on the twentieth day of February, 2020 and the twenty seventh day of February, 2020 and by posting notice of the public hearing, in the form attached hereto as Exhibit 1, pursuant to the practice of the Clerk.

Yes — Bennett, Frechette, Powley, Pugh, Showalter, Zimmerman

No – None

Absent – Jackson

Motion carried

\* \* \* \* \*

**MOTION BY FRECHETTE, SECOND BY SHOWALTER, TO APPROVE ATTENDANCE OF JOHN DANTZER AND MIKE KILLACKY AT THE 2020 MICHIGAN ASSOCIATION OF MUNICIPAL CEMETERIES CONFERENCE.**

Yes — Bennett, Frechette, Powley, Pugh, Showalter, Zimmerman

No – None

Absent – Jackson

Motion carried

\* \* \* \* \*

**MOTION BY ZIMMERMAN, SECOND BY BENNETT, TO ACCEPT WITH REGRET THE RESIGNATION OF CHRIS PAULEY FROM THE PLANNING COMMISSION AND TO POST THE OPENING.**

Yes — Bennett, Frechette, Powley, Pugh, Zimmerman

No – Showalter

Absent – Jackson

Motion carried

\* \* \* \* \*

**MOTION BY ZIMMERMAN, SECOND BY PAULEY, TO DESIGNATE ALL BOARD OF REVIEW MEETINGS TO BE HELD AT CITY HALL WITH THE FIRST MEETING IN MARCH TO BE HELD AT 9:00 AM.**

**Yes — Bennett, Frechette, Powley, Pugh, Showalter, Zimmerman**

**No – None**

**Absent – Jackson**

**Motion carried**

\* \* \* \* \*

**MOTION BY FRECHETTE, SECOND BY SHOWALTER, TO APPROVE PROCLAMATION 20-02**

**PROCLAMATION #20-02**

WHEREAS, Matt Linsenman is very dedicated to the residents of the City of West Branch and Ogemaw County, and

WHEREAS, Matt has served diligently on the Ogemaw County Fire Department as a firefighter since 2013.

WHEREAS, the City could always depend on Matt to give of his time for the betterment and safety of the Community, and

WHEREAS, Matt was recently named Ogemaw County Firefighter of the Year for 2019, and

WHEREAS, the West Branch City Council would like to recognize Matt for his years of service and honor him for his award, and

NOW, THEREFORE, BE IT RESOLVED, that the West Branch City Council hereby recognizes Matt Linsenman for his hard work and dedicated service to the safety of the residents of the City of West Branch and Ogemaw County.

**Yes — Bennett, Frechette, Powley, Pugh, Showalter, Zimmerman**

**No – None**

**Absent – Jackson**

**Motion carried**

\* \* \* \* \*

**MOTION BY BENNETT, SECOND BY PUGH, TO APPROVE THE MINUTES AND SUMMARY OF MINUTES FROM THE MEETINGS HELD FEBRUARY 3 AND FEBRUARY 10, 2020, AS WELL AS THE MINUTES FROM THE CLOSED SESSION PORTION OF THE FEBRUARY 3 MEETING.**

**Yes — Bennett, Frechette, Powley, Pugh, Showalter, Zimmerman**

**No – None**

**Absent – Jackson**

**Motion carried**

\* \* \* \* \*

**MOTION BY SHOWALTER, SECOND BY POWLEY, TO RECEIVE AND FILE THE TREASURER'S REPORT AND INVESTMENT SUMMARY; THE MINUTES FROM THE ELECTION BOARD MEETING HELD FEBRUARY 11, 2020; THE JANUARY POLICE REPORT, AND THE JANUARY CODE ENFORCEMENT REPORT.**

**Yes — Bennett, Frechette, Powley, Pugh, Showalter, Zimmerman**

**No – None**

**Absent – Jackson**

**Motion carried**

\* \* \* \* \*

A Fiscally Ready Communities seminar sponsored by the MSU extension was shared.

A reminder on February 26<sup>th</sup> being named Johnny Cash day was shared.

A notice on the City being awarded the National Fluoridation Quality Award was shared.

\* \* \* \* \*

Manager Goodroe updated Council on the CDBG infrastructure grant, notified Council that City intern Ben Walby was recently named valedictorian of Ogemaw Heights, and noted upcoming meetings including the goal setting work session scheduled for February 29th.

Public works superintendent Mike Killackey noted the City received their payment on the USDA grant for his service vehicle.

Chief Ken Walters noted he was recently awarded a Homeland Security grant for five in-car radios and that he was awarded an AED from the McLaren Foundation.

\* \* \* \* \*

**MOTION BY FRECHETTE, SECOND BY BENNETT, TO GO INTO CLOSED SESSION PURSUANT TO MCL 15.268 (H) (E) TO DISCUSS MATTERS OF PENDING LITIGATION THAT ARE SUBJECT TO ATTORNEY/CLIENT PRIVILEGE.**

**Yes — Bennett, Frechette, Powley, Pugh, Showalter, Zimmerman**

**No – None**

**Absent – Jackson**

**Motion carried**

\* \* \* \* \*

**MOTION BY BENNETT, SECOND BY PUGH, TO RETURN TO OPEN SESSION.**

**Yes — Bennett, Frechette, Powley, Pugh, Showalter, Zimmerman**

**No – None**

**Absent – Jackson**

**Motion carried**

\* \* \* \* \*

**MOTION BY ZIMMERMAN, SECOND BY PAULEY, TO ACCEPT THE RECOMMENDATION OF THE  
MML CONSULTANT.**

**Yes — Bennett, Frechette, Powley, Pugh, Showalter, Zimmerman**

**No – None**

**Absent – Jackson**

**Motion carried**

\* \* \* \* \*

Mayor Frechette adjourned the meeting at 7:25 pm.

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Paul Frechette, Mayor

---

John Dantzer, Clerk



**SUMMARY OF THE REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD ON MONDAY, FEBRUARY 17, 2020.**

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

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

Absent: Member Jackson

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

Sean Petri, on behalf of COOR, spoke to Council on the millage request on March's ballot.

Grange Bell spoke to Council on the 2020 downtown rodeo. Council approved a road closure for the downtown rodeo and silver sponsorship.

Caren Piglowski presented herself to Council and announced her running for County Treasurer.

Council excused Member Jackson from the meeting.

Council approved bills in the amount of \$74,157.59.

Council approved a resolution of intent to create a brownfield development authority.

Council approved the attendance of Dantzer and Killackey at the Michigan Cemetery conference.

Council approved the resignation of Chris Powley from the Planning Commission.

Council designated the times and locations of the Board of Review meetings in March.

Council approved Proclamation 20-02, honoring Matt Linsenman for firefighter of the year.

Council approved the minutes and summary from the meetings held February 3rd and 10<sup>th</sup> and the closed session minutes from the February 3<sup>rd</sup> meeting.

Council received and filed the treasurer's report and investment summary; the minutes from the Election Board meeting held February 11; the January Police report; and the January Code Enforcement Report.

Communications were shared.

Manager Goodroe gave a report. Superintendent Killackey and Chief Walters gave reports.

Council went into closed session pursuant to MCL 15.268 (h) (e)

Council went back into open session

Council approved to accept the recommendation of the MML consultant.

Mayor Frechette adjourned the meeting at 7:25 pm.

# **Consent Agenda**

CASH SUMMARY BY BANK FOR WEST BRANCH  
FROM 02/01/2020 TO 02/29/2020

Bank Code	Description	Beginning Balance 02/01/2020	Total Debits	Total Credits	Ending Balance 02/29/2020
GEN1	GEN1 - GENERAL CHECKING				
101		823,531.16	48,801.41	144,068.93	728,263.64
150	CEMETERY PERPETUAL CARE	27,370.11	0.00	0.00	27,370.11
209	CEMETERY FUND	9,617.16	450.71	1,036.35	9,031.52
248	DDA OPERATING FUND	119,419.86	0.00	7,827.64	111,592.22
251	INDUSTRIAL PARK FUND	(31,259.92)	666.64	166.67	(30,759.95)
276	HOUSING RESOURCE FUND	223,177.12	1,222.21	0.00	224,399.33
318	SEWER DEBT FUND	173,966.39	24,314.46	559.42	197,721.43
319	WATER DEBT FUND	54,934.66	5,117.00	92.70	59,958.96
371	COLLECTION REPLACEMENT FUND	31,101.23	0.00	0.00	31,101.23
372	PLANT REPLACEMENT FUND (R&I)	238.88	9,000.00	7.91	9,230.97
390	SEWER FUND	255,866.36	43,731.78	63,244.68	236,353.46
391	WATER FUND	520,910.37	44,007.37	26,674.29	538,243.45
392	WATER REPLACEMENT FUND	284,017.56	0.00	0.00	284,017.56
393	SEWER COLLECTION	94,847.14	27,236.22	14,570.58	107,512.78
361	EQUIPMENT FUND	81,242.48	41,779.49	11,766.07	111,255.90
704	PAYROLL CLEARING	(13,518.42)	76,583.74	37,862.67	25,202.65
705	IRONS PARK ENTERTAINMENT FUND	2,279.47	50.00	0.00	2,329.47
707	YOUTH SAFETY PROGRAM	2,047.15	1,460.00	0.00	3,507.15
714	RECYCLING CENTER	9,252.75	481.67	0.00	9,734.42
	GEN1 - GENERAL CHECKING	2,669,041.51	324,902.70	307,877.91	2,686,066.30
M/LST	MAJOR/ LOCAL STREETS				
202	MAJOR STREET FUND	378,724.35	19,034.13	23,685.67	374,072.81
203	LOCAL STREET FUND	275,258.30	11,156.30	2,130.83	284,283.77
	MAJOR/ LOCAL STREETS	653,982.65	30,190.43	25,816.50	658,356.58
PAY	PAYROLL				
704	PAYROLL CLEARING	52,185.33	37,862.67	78,767.05	11,280.95
	PAYROLL	52,185.33	37,862.67	78,767.05	11,280.95
CHEM	SAVINGS				
101		437,492.31	0.00	0.00	437,492.31
150	CEMETERY PERPETUAL CARE	1,678.06	0.00	0.00	1,678.06
251	INDUSTRIAL PARK FUND	20,943.02	0.00	0.00	20,943.02
371	COLLECTION REPLACEMENT FUND	2,389.43	0.00	0.00	2,389.43
391	WATER FUND	26,376.41	0.00	0.00	26,376.41
392	WATER REPLACEMENT FUND	19,768.94	0.00	0.00	19,768.94
393	SEWER COLLECTION	789.64	0.00	0.00	789.64
361	EQUIPMENT FUND	103,444.57	0.00	0.00	103,444.57
714	RECYCLING CENTER	1,043.12	0.00	0.00	1,043.12
	SAVINGS	613,925.50	0.00	0.00	613,925.50
TAX	TAXES				
701	TAX AGENCY	99,630.56	349,855.38	395,827.89	53,658.05
	TAXES	99,630.56	349,855.38	395,827.89	53,658.05
	TOTAL - ALL FUNDS	4,088,765.55	742,811.18	808,289.35	4,023,287.38

CASH SUMMARY BY ACCOUNT FOR WEST BRANCH  
 FROM 02/01/2020 TO 02/29/2020  
 FUND: ALL FUNDS  
 INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 02/01/2020	Total Debits	Total Credits	Ending Balance 02/29/2020
Fund 101					
004.300	CERTIFICATE OF DEPOSIT A	100,000.00	0.00	0.00	100,000.00
004.400	CERTIFICATE OF DEPOSIT B	150,000.00	0.00	0.00	150,000.00
		250,000.00	0.00	0.00	250,000.00
Fund 150 CEMETERY PERPETUAL CARE					
004.300	CERTIFICATE OF DEPOSIT C	114,701.74	0.00	0.00	114,701.74
004.400	CERTIFICATE OF DEPOSIT D	115,271.06	0.00	0.00	115,271.06
	CEMETERY PERPETUAL CARE	229,972.80	0.00	0.00	229,972.80
Fund 251 INDUSTRIAL PARK FUND					
004.300	CERTIFICATE OF DEPOSIT A	100,000.00	0.00	0.00	100,000.00
004.400	CERTIFICATE OF DEPOSIT B	100,000.00	0.00	0.00	100,000.00
	INDUSTRIAL PARK FUND	200,000.00	0.00	0.00	200,000.00
Fund 661 EQUIPMENT FUND					
004.300	CERTIFICATE OF DEPOSIT A	150,000.00	0.00	0.00	150,000.00
004.400	CERTIFICATE OF DEPOSIT B	100,000.00	0.00	0.00	100,000.00
	EQUIPMENT FUND	250,000.00	0.00	0.00	250,000.00
	TOTAL - ALL FUNDS	929,972.80	0.00	0.00	929,972.80

The West Branch Community Airport Board met on this date in the Conference Room, West Branch Community Airport Terminal, West Branch, Michigan. The meeting was called to order at 1:00 p.m. by Chairman Hodges.

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

**Motion by Scott, second by Jackson, the minutes of the December 18, 2019 meeting be approved as noted. Voice vote. Ayes – all. Motion carried. [1-1-#1]**

**Motion by Scott, second by Hodges, claims in the amount of \$21,922.70 be approved for payment. Voice vote. Ayes – all. Motion carried. [1-1-#2]**

Ben Evergreen, Airport Manager, gave the financial report. The total in the Chemical Bank Checking account is \$273,979.18. Ben stated we are in good financial condition at this time.

The next agenda item was election of board officer. **Motion by Scott, second by Neubecker, the following slate of offers be nominated and elected to board officer positions: Terry Hodges – Chairman; Mike Jackson – Vice-Chairman; and, Gary Klacking – Secretary. Voice vote. Ayes – all. Motion carried. [1-1-#3]**

Ben updated the board on the T hangar project. Project engineering is almost done. Advertising for contractors will be January 24, 2020. Pre-bid conference is February 13, 2020. Project commences end of February 2020. Money moved for project will be in March 2020.

**Motion by Klacking, second by Jackson, the Mead & Hunt invoice in the amount of \$5,117.71 be paid. Voice vote. Ayes – all. Motion carried. [1-1-#4]**

The board discussed changing the board meeting time. It was decided to move the board meeting starting time to 11:00 a.m. on the same date of each month.

The board discussed clearing a path on the perimeter of the airport property. It could potentially be a joint project between the city and county.

Ben suggested we have our airport consultants, Mead & Hunt, assist exploring the development of airport property lots for industrial use. The proposed use would have to be industrial. There is a lot of "red" tape to work through for this to happen.

Chairman Hodges suggested the old T Hangars be painted/rehabbed. Ben was directed to seek bids. It would be a good idea to keep the contractor local if at all possible.

Insurance quotes for various operational aspects of the airport have been received and were reviewed by the board. **Motion by Jackson, second by Scott, the West Branch Airport board approve the storage tank pollution insurance rider in the amount of \$550.00. Voice vote. Ayes – all. Motion carried. [1-1-#5]**

Ben provided information on "rolling ladders" for the board's review. **Motion by Scott, second by Klacking, the board authorize up to \$1,000.00 for the purchase of a rolling ladder for airport usage. Voice vote. Ayes – all. Motion carried. [1-1-#6]** Ben will see that a concrete pad for its placement will be located near the runway.

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

Minutes by Gary R Klacking, Airport Board Secretary

**MEETING OF THE WEST BRANCH CITY ELECTION BOARD HELD IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET ON FRIDAY, FEBRUARY 28, 2020.**

City Clerk John Dantzer called the meeting to order at 10:15 am.

**Present:** John Dantzer, Dianne Gavitt (left at 11:30), and Maryanne Steelman

**Absent:** None

The Election Commission observed the public accuracy test and signed off on a complete and accurate testing.

Meeting was adjourned at 12:00 pm.

<b>CODE ENFORCEMENT</b>		<b>February 2020</b>	<b>OUTCOME</b>
<b><u>Date</u></b>	<b><u>Address</u></b>	<b><u>Violation</u></b>	
2/3/2020	607 S Valley	Follow up - updates	pending
2/3/2020	208 S 3rd	7 day letter for non payment	pending
2/5/2020	Miller, Corcoran	State tickets issued for non payment	82nd Dist Ct
2/5/2020	Rabidue	State ticket issued/non pmt/void pmt recd	82nd Dist Ct
2/5/2020	607 s Valley	follow up email from Mr. Wynn	Pending
2/5/2020	243 N Burgess	Dog at Large - Civil Infraction Issued	Pending
2/12/2020	208 S 3rd	State ticket issued/non payment	82nd Dist Ct
2/24/2020	607 S Valley	email update for demo/construction	pending



# Communications



# **West Branch Police Department**

**Chief Kenneth W. Walters**

**130 Page St.**

**West Branch, Michigan 48661**

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

**E-mail: [police@westbranch.com](mailto:police@westbranch.com)**

**2/27/2020**

**Attn.: City Manager Goodroe**

**Ref.: Coronavirus**

**Sir,**


In regards to your email requesting information on the West Branch area's preparedness for Coronavirus, I have contacted our Emergency Manager, Michael Bowers (989)-701-5126. Below you will see a list of bullet points, covering taken measures from my conversation with Mr. Bowers.

- There are only 15 documented cases of Coronavirus in the United States.
- There are only 60 documented cases of U.S. citizens with Coronavirus.
- The State of Michigan has zero documented cases as of this date.
- Ogemaw Emergency Management has been preparing above normal disease control standards for over two weeks now.
- Emergency Management has been coordinating with our regions Michigan Health Department.

- Emergency Management has further been coordinating with our neighboring District 2 Health Department as well, setting up a mutual aid program if needed.
- Emergency Management has been coordinating response with both Mid-Michigan Health and McLaren Health.
- Emergency Management has been coordinating response protocols with Ogemaw County's EMS Authority.
- Emergency Management is currently in the process of ordering additional disposable sealed masks to add to inventory.
- Emergency Management further advises that Federal entities such as the CDC could provide aid and equipment; such as more masks and gowns, if an outbreak occurred.
- All First Responders have adequate protection equipment for exposure already on hand.
- Federal Emergency Management currently states that the likelihood of an uncontrolled mass outbreak of Coronavirus in the United States is extremely low. However, they do expect to see more cases.
- Ogemaw Emergency Management is currently recommending that citizens follow the CDC's prevention recommendations such as:
  - A. Wash hands regularly.
  - B. Stay home if you are sick.
  - C. Avoid travel to areas affected.

In closing, Mr. Bowers advised me that he is more than happy to speak with you, should there be additional questions / concerns that I have not covered.

Sincerely,



---

Chief Kenneth W. Walters

## Coronavirus Disease 2019 (COVID-19)

# Coronavirus Disease 2019 (COVID-19) Situation Summary

This is an emerging, rapidly evolving situation and CDC will provide updated information as it becomes available, in addition to updated guidance.

Updated February 25, 2020

## Background

CDC is responding to an outbreak of respiratory disease caused by a novel (new) coronavirus that was first detected in Wuhan City, Hubei Province, China and which has now been detected in 37 locations internationally, including cases in the United States. The virus has been named "SARS-CoV-2" and the disease it causes has been named "coronavirus disease 2019" (abbreviated "COVID-19").

On January 30, 2020, the International Health Regulations Emergency Committee of the World Health Organization declared the outbreak a "public health emergency of international concern" (PHEIC). On January 31, 2020, Health and Human Services Secretary Alex M. Azar II declared a public health emergency (PHE) for the United States to aid the nation's healthcare community in responding to COVID-19.

### Confirmed COVID-19 Cases Global Map



[View larger image and see a list of locations](#)



COVID-19 cases in the U.S.

## Source and Spread of the Virus

Coronaviruses are a large family of viruses that are common in many different species of animals, including camels, cattle, cats, and bats. Rarely, animal coronaviruses can infect people and then spread between people such as with [MERS-CoV](#), [SARS-CoV](#), and now with this new virus (named SARS-CoV-2).

The SARS-CoV-2 virus is a betacoronavirus, like MERS-CoV and SARS-CoV. All three of these viruses have their origins in bats. The sequences from U.S. patients are similar to the one that China initially posted, suggesting a likely single, recent emergence of this virus from an animal reservoir.

Early on, many of the patients in the COVID-19 outbreak in Wuhan, China had some link to a large seafood and live animal market, suggesting animal-to-person spread. Later, a growing number of patients reportedly did not have exposure to animal markets, indicating person-to-person spread. Person-to-person spread has been reported outside China, including in the [United States](#) and [other locations](#). Chinese officials report that sustained person-to-person spread in the community is occurring in China. In addition, [other destinations](#)

have [apparent community spread](#), meaning some people have been infected who are not sure how or where they became infected. Learn what is known about the [spread of newly emerged coronaviruses](#).

## Situation in U.S.

Imported cases of COVID-19 in travelers have been [detected in the U.S.](#) Person-to-person spread of COVID-19 also has been seen among close contacts of returned travelers from Wuhan, but at this time, this virus is NOT currently spreading in the community in the United States.

## Illness Severity

Both MERS-CoV and SARS-CoV have been known to cause severe illness in people. The complete clinical picture with regard to COVID-19 is not fully understood. Reported illnesses have ranged from mild to severe, including illness resulting in death. Learn more about the [symptoms associated with COVID-19](#).

There are ongoing investigations to learn more. This is a rapidly evolving situation and information will be updated as it becomes available.

## Risk Assessment

Outbreaks of novel virus infections among people are always of public health concern. The risk from these outbreaks depends on characteristics of the virus, including how well it spreads between people, the severity of resulting illness, and the medical or other measures available to control the impact of the virus (for example, vaccine or treatment medications). The fact that this disease has caused illness, including illness resulting in death, and sustained person-to-person spread is concerning. These factors meet two of the criteria of a pandemic. As community spread is detected in more and more countries, the world moves closer toward meeting the third criteria, worldwide spread of the new virus.

The potential public health threat posed by COVID-19 is high, both globally and to the United States.

But individual risk is dependent on exposure.

- For the general American public, who are unlikely to be exposed to this virus at this time, the immediate health risk from COVID-19 is considered low.
- Under current circumstances, certain people will have an increased risk of infection, for example healthcare workers caring for patients with COVID-19 and other close contacts of persons with COVID-19. CDC has developed [guidance to help in the risk assessment and management](#) of people with potential exposures to COVID-19.

However, it's important to note that current global circumstances suggest it is likely that this virus will cause a [pandemic](#). In that case, the risk assessment would be different.

## What May Happen

More cases are likely to be identified in the coming days, including more cases in the United States. It's also likely that person-to-person spread will continue to occur, including in the United States. Widespread transmission of COVID-19 in the United States would translate into large numbers of people needing medical care at the same time. Schools, childcare centers, workplaces, and other places for mass gatherings may experience more absenteeism. Public health and healthcare systems may become overloaded, with elevated rates of hospitalizations and deaths. Other critical infrastructure, such as law enforcement, emergency medical services, and transportation industry may also be affected.

Health care providers and hospitals may be overwhelmed. At this time, there is no vaccine to protect against COVID-19 and no medications approved to treat it. [Nonpharmaceutical interventions](#) would be the most important response strategy.

## CDC Response

Global efforts at this time are focused concurrently on containing spread of this virus and mitigating the impact of this virus. The federal government is working closely with state, local, tribal, and territorial partners, as well as public health partners, to respond to this public health threat. The public health response is multi-layered, with the goal of detecting and minimizing introductions of this virus in the United States so as to reduce the spread and the impact of this virus. CDC is operationalizing all of its pandemic preparedness and response plans, working on multiple fronts to meet these goals, including specific measures to [prepare communities](#) to respond local transmission of the virus that causes COVID-19. There is an abundance of [pandemic guidance](#) developed in anticipation of an influenza pandemic that is being repurposed and adapted for a COVID-19 pandemic.

## Highlights of CDC's Response

- CDC established a COVID-19 Incident Management System on January 7, 2020. On January 21, CDC activated its Emergency Operations Center to better provide ongoing support to the COVID-19 response.
- The U.S. government has taken unprecedented steps with respect to [travel](#) in response to the growing public health threat posed by this new coronavirus:
  - Effective February 2, at 5pm, the U.S. government suspended entry of foreign nationals who have been in China within the past 14 days.
  - U.S. citizens, residents, and their immediate family members who have been in Hubei province and other parts of mainland China are allowed to enter the United States, but they are subject to health monitoring and possible quarantine for up to 14 days.
  - CDC has issued the following travel guidance related to COVID-19:
    - [China — Level 3, Avoid Nonessential Travel](#) — updated February 22;
    - [South Korea — Level 3, Avoid Nonessential Travel](#) — updated February 24;
    - [Japan — Level 2, Practice Enhanced Precautions](#) — updated February 22;
    - [Iran — Level 2, Practice Enhanced Precautions](#) — issued February 23;
    - [Italy — Level 2, Practice Enhanced Precautions](#) — issued February 23;
    - [Hong Kong — Level 1, Practice Usual Precautions](#) — issued February 19.
  - CDC also recommends that [all travelers reconsider cruise ship voyages into or within Asia](#) at this time.
- CDC is issuing clinical guidance, including:
  - An [Interim Health Alert Network \(HAN\) Update](#) to inform state and local health departments and healthcare professionals about this outbreak on February 1.
  - On January 30, CDC published [guidance for healthcare professionals on the clinical care of COVID-19 patients](#).
  - On February 3, CDC posted [guidance for assessing the potential risk for various exposures to COVID-19](#) and managing those people appropriately.
- CDC has deployed multidisciplinary teams to support state health departments with clinical management, contact tracing, and communications.


CDC has worked with the Department of State, supporting the safe return of Americans who have been stranded as a result of the ongoing outbreaks of COVID-19 and related travel restrictions. CDC has worked to assess the health of passengers as they return to the United States and provided continued daily monitoring of people who are quarantined.



This is a picture of CDC's laboratory test kit for severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). CDC is shipping the test kits to laboratories CDC has designated as qualified, including U.S. state and local public health laboratories, Department of Defense (DOD) laboratories and select international laboratories. The test kits are bolstering global laboratory capacity for detecting SARS-CoV-2.

 [View Larger](#)

CDC laboratories have supported the COVID-19 response, including:

- CDC has developed a real time Reverse Transcription-Polymerase Chain Reaction (rRT-PCR) test that can diagnose COVID-19 in respiratory samples from clinical specimens. On January 24, CDC [publicly posted the assay protocol](#) for this test.
- CDC has been uploading the entire genome of the viruses from reported cases in the United States to GenBank as sequencing was completed.
- [CDC has grown the COVID-19 virus in cell culture](#), which is necessary for further studies, including for additional genetic characterization. The cell-grown virus was sent to NIH's [BEI Resources Repository](#)  for use by the broad scientific community.

## CDC Recommends

- While the immediate risk of this new virus to the American public is believed to be low at this time, everyone can do their part to help us respond to this emerging public health threat:
  - It's currently flu and respiratory disease season and CDC recommends getting a flu vaccine, taking everyday preventive actions to help stop the spread of germs, and taking flu antivirals if prescribed.



- If you are a healthcare provider, be on the look-out for people who recently traveled from China and have fever and respiratory symptoms.
- If you are a healthcare provider caring for a COVID-19 patient or a public health responder, please take care of yourself and follow recommended infection control procedures.
- If you have been in China or have been exposed to someone sick with COVID-19 in the last 14 days, you will face some limitations on your movement and activity. Please follow instructions during this time. Your cooperation is integral to the ongoing public health response to try to slow spread of this virus. If you develop COVID-19 symptoms, contact your healthcare provider, and tell them about your symptoms and your travel or exposure to a COVID-19 patient.
- For people who are ill with COVID-19, please follow [CDC guidance on how to reduce the risk of spreading your illness to others](#).

## Other Available Resources

The following resources are available with information on COVID-19

- [U.S. Department of State China Travel Advisory](#) 
- [World Health Organization, Coronavirus](#) 

Page last reviewed: February 25, 2020

Content source: [National Center for Immunization and Respiratory Diseases \(NCIRD\)](#), [Division of Viral Diseases](#)

## **Consumers Energy Commits to Net Zero Carbon Emissions, Takes Stand for the Planet**

JACKSON, Mich., Feb. 24, 2020 – Consumers Energy today announced a goal to achieve net zero carbon emissions by 2040, the next step in an industry-leading Clean Energy Plan that protects the planet for future generations.

"Consumers Energy is proud to take a stand for Michigan and for the planet. We are committed to take actions that eliminate our carbon footprint and do our part to combat climate change," said Patti Poppe, Consumers Energy's president and chief executive officer. "Our Clean Energy Plan already is focused on protecting the planet, and our net zero pledge takes that commitment to the next level."

Consumers Energy ushered in a new era with its 2019 Clean Energy Plan, a road map to meet Michigan's energy needs through 2040. The energy provider committed to reduce 90 percent of the carbon emissions it generates by eliminating the use of coal and working with customers to use energy more efficiently. Consumers Energy expects to avoid the need to build three new power plants with customers' help.

The new net zero goal means Consumers Energy will eliminate the impact of carbon emissions created by the electricity it generates or purchases for customers.

"We don't have all the answers yet, but our Clean Energy Plan is a great start," Poppe said. "We have the know-how and the time to continue innovating and creating to solve this problem."

The company's Clean Energy Plan provides the foundation. Consumers Energy plans to eliminate coal, boost renewable fuel sources and help customers reduce energy use and waste.

The company also may offset further emissions through strategies such as carbon sequestration, landfill methane capture or large-scale tree planting. And it will continue to explore new technology and policy solutions to reach the net zero goal.

Learn more about Consumers Energy's Clean Energy Plan at [MiCleanEnergy.com](https://www.micleanenergy.com).

"We often say that no one can do everything, but everyone can do something," Poppe said. "Consumers Energy is proud to do our part to protect the planet with our new goal, and we look forward to working with Michigan residents to help them understand and do their part so we can accomplish great things together."

Consumers Energy, Michigan's largest energy provider, is the principal subsidiary of CMS Energy (NYSE: CMS), providing natural gas and/or electricity to 6.7 million of the state's 10 million residents in all 68 Lower Peninsula counties.

# # #

Media Contacts: Katie Carey, 517-740-1739, or Brian Wheeler, 517-788-2394  
For more information about Consumers Energy, go to [ConsumersEnergy.com](http://ConsumersEnergy.com).

**Check out Consumers Energy on Social Media**



# Going Net Zero

Thousands of Michiganders share our vision to help people, protect the planet and empower prosperity. That's why we're pursuing an ambitious new goal:

## Achieve Net Zero Carbon Emissions by 2040

### What is net zero?

Reaching "net zero" means eliminating the impact of carbon emissions created by the electricity we generate or purchase for customers.

### Why take on the challenge?

We love Michigan and we're upping our commitment to create a cleaner, leaner energy future. That means transforming how we do business to position our state and company as national leaders in the fight against climate change.

### How do we get there?

We don't have all the answers yet. But our Clean Energy Plan provides a great start.

- We'll eliminate coal, boost renewable fuel sources and help customers reduce energy use and waste.
- We may offset further emissions through strategies such as carbon sequestration, landfill methane capture or large-scale tree planting.
- And we'll continue to explore new technology and policy solutions to reach our net zero goal.

### What's the next step?

We'll keep innovating through our Clean Energy Plan, which provides a road map to meet Michigan's energy needs through 2040.

We're working to make the plan even stronger by 2021 when we provide an update to the Michigan Public Service Commission.



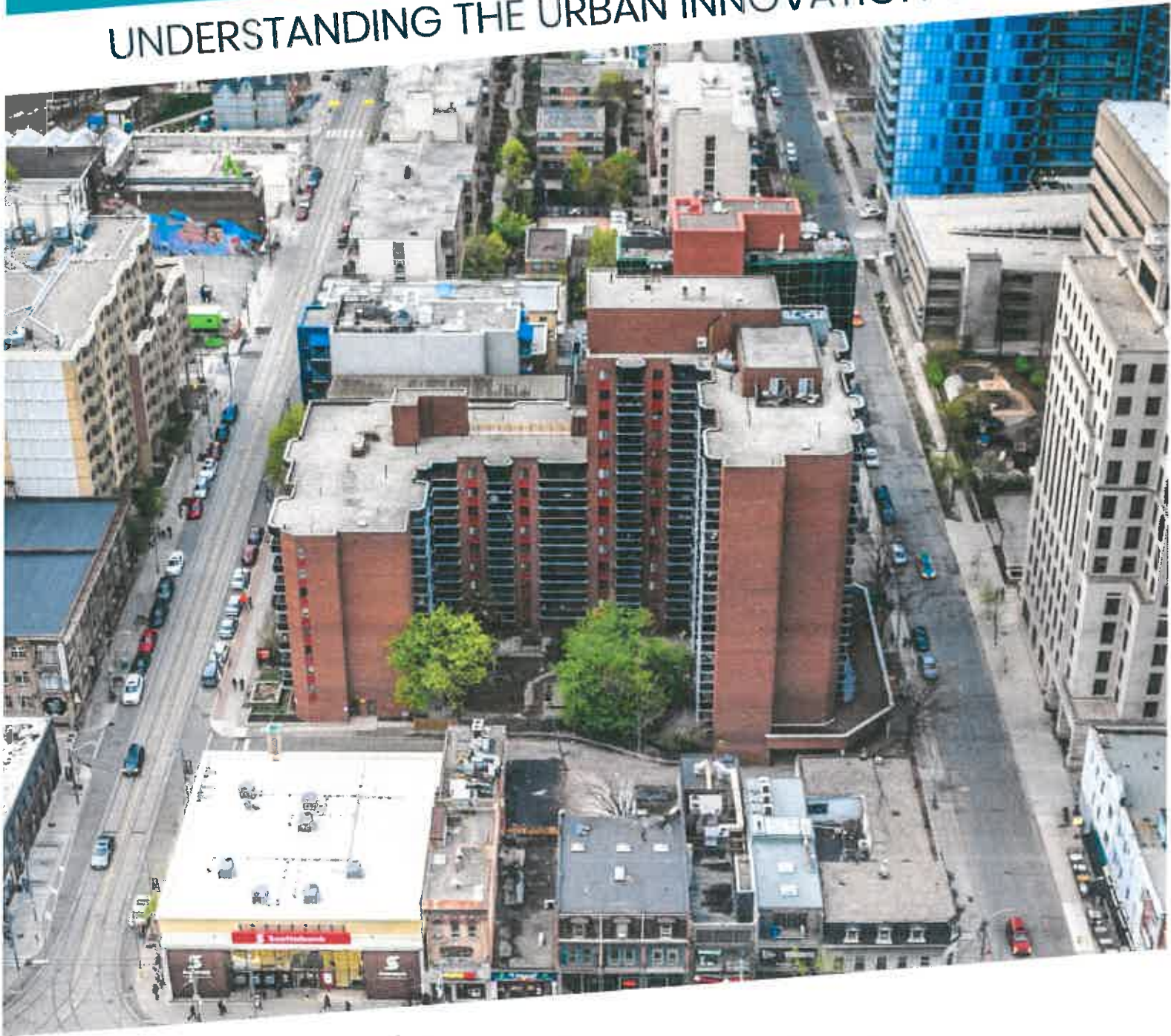
**Visit [MCleanEnergy.com](https://www.mcleanenergy.com)**

Learn how the Clean Energy Plan benefits you — and how you can build a brighter future for Michigan.



# NOT 'WHAT', BUT 'HOW'

UNDERSTANDING THE URBAN INNOVATION CYCLE



  
newcities

 UrbanLeap

 CivicPulse

# Not 'What', But 'How'

## Understanding the Urban Innovation Cycle

### **This is not a report about smart cities**

The concept of smart cities – places that enhance the quality of living for residents through the application of information and communication technologies – has been interpreted and packaged in myriad ways ever since the concept emerged in the 1990s and took hold in the 2000s. The fact that no consensus definition of smart cities exists could potentially lend itself to inclusivity. Yet in talking with many local and regional public bodies throughout North America, we started to get the sense that they believe smart cities are something that is happening elsewhere.

So instead of a report about smart cities, this is a report about urban innovation: the ongoing, evolutionary journey of trying new things to improve your city. Unlike smart cities, urban innovation is something that we know is happening

in places of every imaginable size and in all corners of the world.

But just because we know innovation is happening everywhere, it does not necessarily give us a better idea of *how* it is approached in different places. We formed a loose hypothesis: that even though the products of urban innovation might change from place to place, it would look pretty similar everywhere in terms of process. We theorized that it would evolve through cycles of innovation: multiple iterations of exploring what others had done, discovering potential solutions, testing these ideas to see how they work, and sharing the results to help peers make informed decisions.

To test our hypothesis, we surveyed 581 local and regional public sector representatives from all over the United States and Canada about their

approach to innovation. We learned about the pain points and successes that are encountered when it comes to discovering new ideas, piloting solutions, and communicating results. We discovered that over 40% of participants utilize 'innovation pilots' as a model for small-scale experimentation of solutions. We found that learning, piloting, and sharing innovation is possible on a wide range of budgets. And we were very happy to have our instinct confirmed: innovation is occurring in places of every size, from rural hamlets to megacities.

This being said, we also received a handful of (digitally) raised eyebrows about what we meant by terminology such as 'innovation cycles' and 'pilot programs', all of which highlighted something we had hoped to avoid when we framed this report around innovation instead of smart cities: excluding participation because of unclear terminology. So with the need for inclusive context in mind, we have integrated our survey data into a 'question and answer' format to increase the likelihood that the glimpse we are providing into the inner workings of urban innovation is both clear and inclusive.

Overwhelmingly, the most common sentiment we received over the course of the project was the desire to learn about the process for innovation in other places: how others are approaching common challenges, defining success, discovering new ideas, piloting solutions, and sharing results. We want to thank everyone who took the time to help us with our survey and hope that the contents of this report are a welcome first step to answering these questions.



## Our Survey

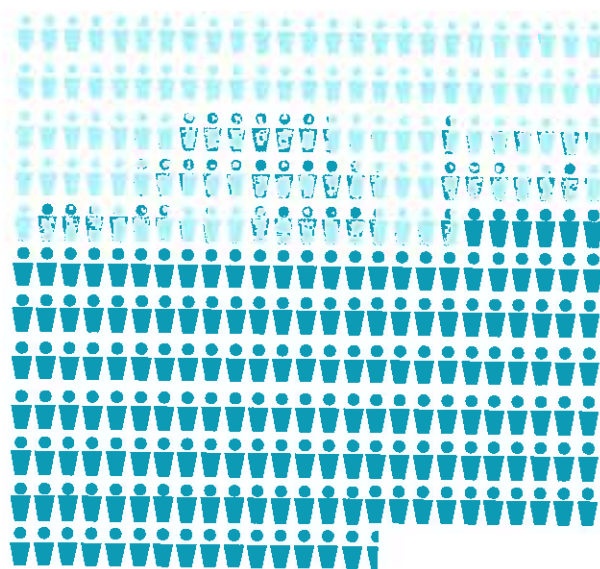
In order to better understand how innovation is being approached in Canada and the United States, we surveyed representatives from public bodies – which we defined as local and county governments of all sizes, public utilities, and special districts – located all across the US & Canada. Our survey was distributed via email to a select sample of top-level local government practitioners and officials, such as city managers and clerks. We also included technology and innovation managers in local government.

Representatives from 581 public bodies elected to participate in our survey. The survey consisted of a combination of “yes/no”, multiple choice, and short answer questions. Following the survey, we spoke with a range of participants

who had expressed interest in participating in a follow-up interview. The format was semi-structured: all interviewees were asked the same set of questions, but we allowed for the conversation to flow and asked additional questions as they arose.

Participants indicated a broad acceptance of the innovation life cycle as a model for how ideas are discovered, piloted, and shared. Nearly 41% of the 581 participants indicated that they utilized some form of an innovation pilot in 2018, which is a significant indicator that a certain process for testing solutions is being utilized.

We thank all of the 581 participants who took the time to participate in our survey. For additional survey response data, please write to [contact@newcities.org](mailto:contact@newcities.org).



**238 (40.96%)**  
**attempted at least 1**  
**innovation pilot in 2018**

**581 participants**  
**surveyed.**



## Discover-Pilot-Share: Introducing the Innovation Cycle

In setting out to discover what comprises the 'how' of urban innovation in North America, we wanted to have a model against which we could test our ideas. We hypothesized that innovation as a process would require a few key steps: exploring what others had done, discovering potential solutions, testing these ideas to see how they work, and sharing results and experiences. We also hypothesized that this process-based model would begin with setting desired outcomes. As challenges, approaches, and solutions evolved, how we define success is evaluated and outcomes framed would also change. In both hypotheses, innovation is iterative and ongoing; not just a journey, but a journey made easier by the information provided by others.

Our cycle is composed of three phases: discovery, piloting, and sharing. In the discovery phase, a local public body identifies a challenge within their community and begins looking for viable approaches and potential solutions to the problem. Upon learning about a potential solution, they want to test it to see if and how it works. The piloting phase would be where a public

body can evaluate whether this solution meets their desired outcomes. Following the piloting phase, it is time to share experiences and results with the local community and peers. This launches the cycle anew, with efforts undertaken within the sharing phase of one public body supporting the discovery phase for another.



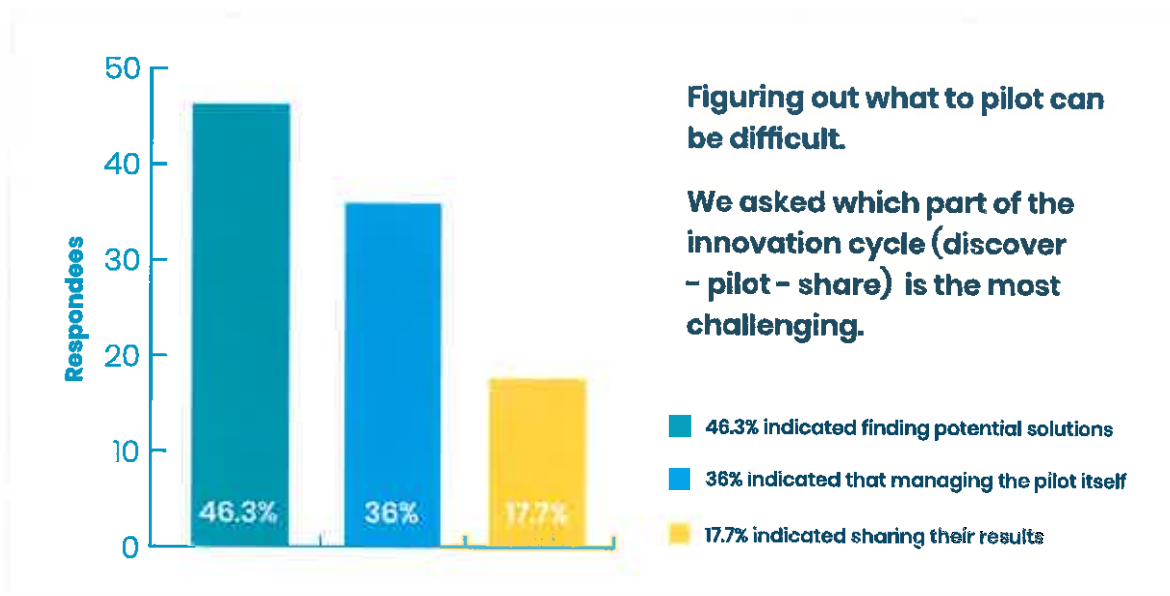
**Discover-Pilot-Share**

## Does all urban innovation follow this cycle?

Not necessarily. For example, while our survey data showed that 41% of participants engage in innovation pilots, it doesn't mean that the other 59% aren't innovating. Piloting is just one way of testing out a solution, and our follow-up interviews highlighted the importance of a strong platform for sharing results. Multiple participants noted that robust results for a pilot in one context can be sufficient grounds for skipping the piloting phase and moving straight to implementation in another.

Even if a public body isn't using pilot projects, or does not approach innovation with a phased approach, the innovation cycle model can be useful for understanding challenges and strategies for success.

For instance, 46.3% said they found the discovery phase most challenging. They cited staffing limitations and the amount of time available to research potential solutions, or how the lack of a streamlined method of identifying possible solutions approaches makes the task more difficult. 36% of participants noted how managing and tracking a pilot project and coordinating among vendors requires staffing time, skills, and capacity that can be hard to come by. And 17.7% of survey participants noted how sharing results is particularly difficult, both due to sharing failure publicly and because of a lack of platforms for disseminating results. Multiple participants also spoke about how the quality of each and every process goes a long way to informing the quality of a final product.



## DISCOVER

### How are potential approaches and solutions discovered?

A number of the government bodies we surveyed made it clear that they see the act of discovery as comprising two complementary phases: brainstorming and vetting.

For brainstorming, public representatives learn about what's going on in a similar way to most of the population: internet searches. When a government identifies a challenge in the way it's functioning, it seeks out various approaches to come to a solution. In attempting to frame the challenge at hand and define the desired outcomes, governments turn to others to vet approaches.

When it comes to vetting the quality of an idea without testing it oneself, a strong professional network is invaluable for learning from and sharing with peers. Strong relationships with peers in other governments are also useful for ideation of solutions that are at least partially vetted, particularly for smaller government bodies where there are significant restrictions on time and money.

Academic literature and journal searches are seen as more useful for

vetting than for ideation. Based on our results, academic literature is not a common source for public servants when they are trying to uncover a potential solution to a challenge. This may be due to paywalls that prevent non-academics from accessing studies in academic journals or the inability for academic literature to keep up with the rapid evolution of issues and potential solutions.

### How are outcomes defined? What's considered innovative?

Taking the time to define target outcomes is a critical factor for success, and what's innovative depends on the desired outcomes; the most up-to-date technology isn't necessarily more innovative than something that already exists. As a general trend, ideas that help a government deliver services more effectively and reduce operational costs are often seen as the most innovative. But alongside efficacy comes the desire to improve the quality of life for the community and to ensure that all populations are fairly represented.

A significant number of survey responses indicated that an enabling environment for innovation is, in and of itself, innovative. Simply being encouraged to suggest unorthodox ideas and solutions goes a long way

to creating a culture of innovation. This sort of culture is not commonly associated with government, where there exists an ingrained fear of the political repercussions of failure. However, even in places where a culture of innovation already exists, the right architecture needs to be in place in order to support it. Having sufficient organizational capacity and appropriate infrastructure for managing data, tracking the progress of a project, handling communications, and ensuring data privacy, is essential to fostering an innovative environment.

**“ It is our job to reduce costs and improve efficiency. The solutions and technology change, but the job doesn't. This was the job in 1990 and it will be the job in 2020. ”**

Chief Administrative Officer,  
District of less than 5,000 inhabitants

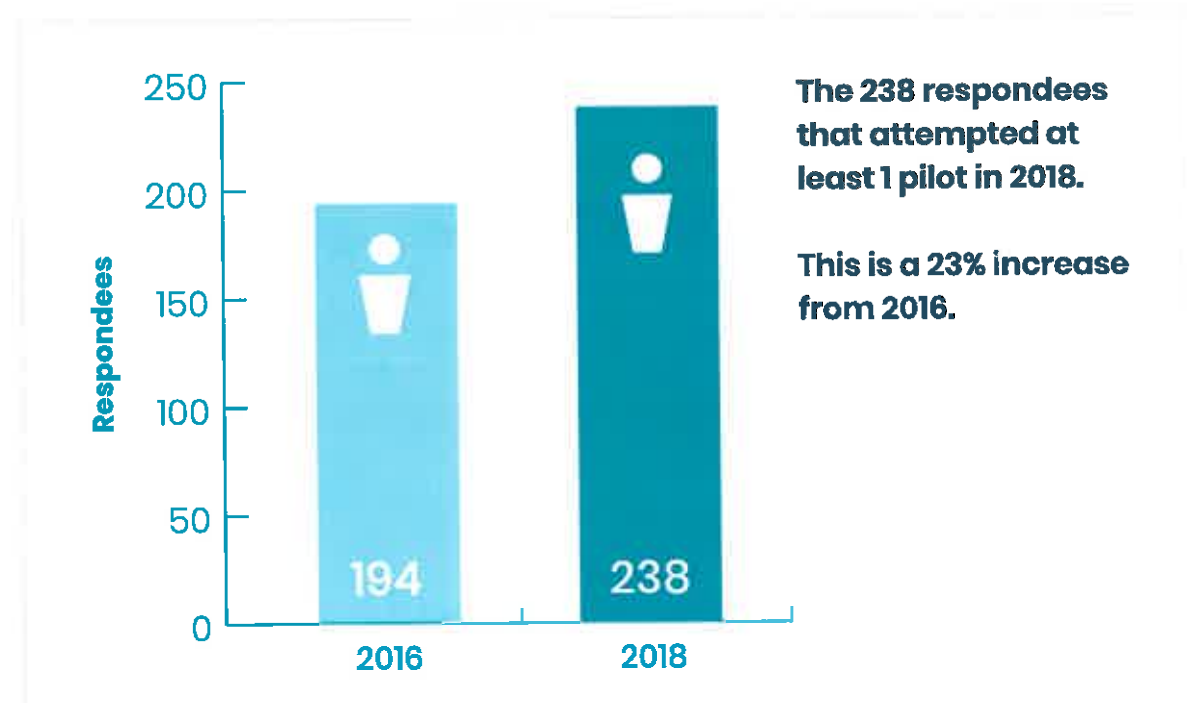
## PILOT

### What constitutes an “innovation pilot”?

Innovation pilots are short-term ‘test periods’ that allow for potential solutions within a section of a town, city, or county. The amount of time allotted to each pilot is pre-determined before the test period begins, but typically ranges between six to twelve months.

But why do people pilot, instead of implementing off-the-shelf solutions

at scale? Sometimes the problems faced by a community are fuzzy and undefined, or they simply don't have access to a clearly appropriate set of solutions, or the set of available solutions is incomplete or not aligned with the needs of the city. Piloting allows governments to test new approaches for a short period of time, without the risk of dedicating significant sums of money on a large-scale solution that might fail to meet desired outcomes.



## Who participates?

A prototypical innovation pilot is launched by a local or regional government in collaboration with a solution provider from the private sector or civil society.

For solution providers – which range from multinational companies to local startups – innovation pilots provide an opportunity to test their products or services in a live environment, which provides invaluable feedback in the late stages of testing and early stages of commercialization.

For public bodies, a major advantage of using innovation pilots is that they enable the testing of potential solutions to local challenges without incurring substantial up-front costs or risking the long-term impacts of deploying an ill-suited technology or selecting an unreliable service provider. There are a range of different business models for funding or financing a pilot project, and an uptick in collaborative approaches to testing solutions: increasingly, departments, agencies, and regional governments work together on the same pilot projects, allowing parties to have access to more ideas and

approaches, and to reduce the risks by sharing costs.

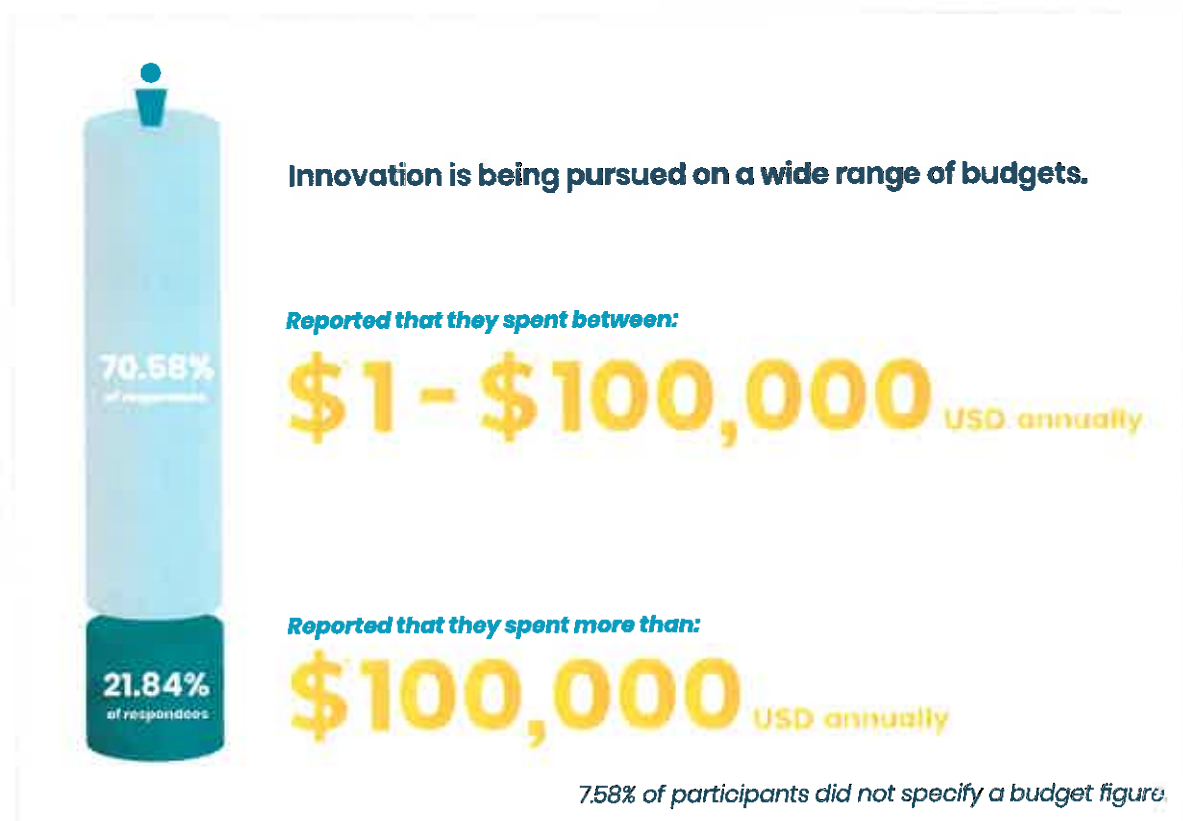
This collaboration across departments and agencies is also a reflection of the increasingly complex nature of the challenges being addressed. Issues such as congestion don't stop at the city boundary and impact multiple agencies, such as public works, economic development, housing, and public safety.

When equity is stated as a target outcome for an innovation pilot, "who participates" can also expand to include community representatives, who act as "equity advisors" within the pilot.



## Size is no indicator of success when it comes to population and budget

To see if we could uncover any insights into how innovation is being approached in different types of places, we disaggregated the survey data across four categories of population size (less than 5,000 inhabitants; 5,000-10,000 inhabitants; 10,000-100,000 inhabitants; and greater than 100,000 inhabitants). We discovered that while some public bodies dedicate significant budgets to piloting ideas within innovation cycle and others dedicate very little, this has little to do with population size. Moreover, for those who have the funds to take on pilot projects, dedicating a significant budget for testing ideas is not necessarily an indicator of success. Indeed, a wide range of budgets for communities of all sizes can result in successful innovation, proving that success isn't limited to large cities with large budgets.



## If it's such a great idea, why isn't everyone piloting?

Why doesn't everyone use innovation pilots? For many governments, organizational capability, resources, and funding are fundamental barriers to embracing piloting. Several participants, especially those from smaller communities, noted that their resources are simply too stretched and limited to put any time or money toward innovation.

“**Day-to-day operations will often take precedent for time/resources.**”

Top Appointed Official, City of  
10,000 - 100,000 inhabitants

There is a distinction to be made between budgets and resources. In order for a public administration to take on piloting, they need to have enough resources, including staffing capacity and time, to direct toward such projects. One participant noted that “day-to-day operations will often take precedent for time/resources.” However, once these limitations are overcome, the size of a budget put toward innovation projects doesn't matter. Resources are the hurdle, and once that hurdle is jumped,

communities of all sizes, with small to large budgets, can successfully engage in innovation pilots.

Organizational resistance to innovation and the fear of public fallout in the case of failure are also common issues. Some survey participants noted that team members only want to get involved in projects that don't present any risk, which stifles innovation. For others, even if innovative ideas are presented, they struggle with getting approval from board members and councils, preventing them from moving beyond the discovery phase.



## What thematic areas do innovation pilots cover?

Our survey data reveals that innovation pilots are being trialed in the full range of thematic areas for which a public authority is responsible, from public works and transportation to administration, finance, and information technology. Increasingly, many innovation pilots take on a cross-cutting approach, wherein various thematic areas and benefits are linked.

One innovation trend that our survey uncovered is that governing bodies are moving beyond the phase of opportunistic point solutions and increasingly looking at broader foundational approaches. Governments are seeking complex infrastructural strategies that aren't simply solutions for a single problem, but rather that can be applied to a number of issues. As one participant explained: "Complexity is increasing. Started out with 'solution based' approaches from vendors. Now they realize that there is much to be done around foundational stuff such as data governance, technology enablers."

**“ We want to establish a data strategy: a system which allows us to successfully manage and scale data intensive projects. It's not “sexy”, but it's important foundational work. ”**

Smart City Program Manager, City of greater than 100,000 inhabitants

Because innovation pilots are responses to identified challenges, they can just as easily be clustered by the benefits that they are attempting to deliver. This can include intangible benefits, such as well-being and quality of life for residents, as well as quantitative targets, such as improved transportation efficiency, less environmentally harmful waste management, and reduced carbon footprint.

**“ Equity. We want to ensure that innovation benefits every demographic. ”**

City Manager, City of 10,000-100,000 inhabitants

## What is the process for launching a pilot?

The process for launching a pilot varies from case-to-case. Some government authorities approach innovation pilots on an ad-hoc basis, where there is no defined strategy and the decision to try something new is often reactive. Some take a specific challenge approach, wherein they recognize that they have a challenge and launch a call for proposals which respond to this unique problem set. Other governments take a more systematic, planned approach: the City of Ottawa, Canada, for instance, has a dedicated web portal for solution providers to submit proposals for pilots which align with Ottawa's smart city strategy and economic focus areas.

In both the specific challenge approach and the systematic approach, the major milestones are similar. To begin, the local government outlines the need for an innovation pilot and decides on the timeline and pertinent logistical details, such as location. They then accept applications for a limited period before beginning the selection process. The innovation pilot is implemented in the trial area and its success is evaluated. Following the trial, a decision is made on whether to increase the pilot to a larger scale.

## What does it mean for a pilot to be successful?

Our survey results saw 45.6% of participants claim that over half of their pilot projects are successful. Full disclosure: we entered into this research project with a loose hypothesis that a large majority of survey participants would be reporting success rates between 10-25%, based on the findings reported by numerous other organizations (only 10.6% of participants reported success rates between 10-25%). So while we were excited to hear that so many local governments are piloting so effectively, it did leave us collectively scratching our heads and wondering "how are different organizations defining success?"

In general, success is measured by whether or not the desired outcomes were achieved. Sometimes, this means implementing the pilot as a long-term solution; a decision which typically corresponds to a range of context-specific metrics set by the administration, which could choose to evaluate the pilot based on any number of criteria, from its cost savings to its environmental impact.

For example, the City of Dallas established an urban "lab" project with Dallas Innovation Alliance (DIA)

to prototype a smart city. The lab has seen the City implement nine projects since 2017, with thematic areas including lighting, water use, connectivity, and parking. The most successful of these projects replaced an area's street lights with smart LED lighting, which reduced energy usage by 35% during the 12 months. The City now believes that if implemented citywide, it could save \$90 million over the life of the LED bulbs in energy and staff costs.

This project is an excellent example of a successful innovation pilot that checks multiple boxes for evaluation. The City was able to test out a smart lighting project through a partnership with little to no cost, while reducing energy consumption and civic operational costs, and the solution itself is capable of being implemented citywide.

**MINI CASE STUDY****How successful innovation is defined in Portland, Oregon**

Smart City PDX is a people-based data and technology project of the City of Portland and the Bureau of Planning and Sustainability. The project partners with the Portland community to help make the city a place where data and technology are used to improve people's lives, particularly in underserved communities. The Smart City PDX vision is to proactively prepare for future technologies to promote community-driven goals and values, and to do this by using data and technology responsibly to support a healthy, safe, more affordable and prosperous Portland for everyone.

We asked Kevin Martin, Smart City PDX Manager, how success is defined in Portland:

"Success means that a pilot becomes part of how the city operates – it scales, it is broadly deployed. The pilot addresses a problem identified by our underserved communities, and brings clear value to these communities. It has sustained budget and becomes part of the fabric of the city operations.

Even for a small pilot, it is hard to figure out if a pilot is successful. We have pilots that have been running almost two years that we still don't know if they will be 'a success'.

We have previously let the technology tail wag the dog, launching technology without clear criteria for success. Our focus now is on better community involvement in all stages of project development, from conception, implementation and closure. Our Equity Community Advisors will play a crucial role in shaping this work.

## So what's the secret to successfully delivering meaningful outcomes?

Our survey data revealed that there is no silver bullet approach that guarantees success.

That being said, during our post survey interviews a number of city representatives expressed that in the early days of piloting, they were more opportunistic in their approach to what they'd pilot – a civic interpretation of throwing a bunch of ideas against the wall and seeing what sticks. Several years on, they now view establishing the foundation for innovation as being the key to successful piloting.

Although some participants still report taking an ad-hoc approach to piloting, adopting a systematic, planned process leads to greater success. For 36% of participants, piloting represents the biggest challenge in the innovation cycle.

As reflected in the graphic below, there may not be a silver bullet for success, there are several ingredients which make success much less likely. While the single most reported cause of failure is a lack of resources, four other factors, which all represent poor organization and management of projects, together form the most significant reason for pilot failure. From agreeing on desired outcomes in advance to maintaining sufficient internal communication throughout, systematic project management from the outset is an indicator of project success. This means implementing thoughtful approaches for both discovery and sharing, such as civic data platforms, open data strategies, standardized approaches to financing new ideas, and project management tools and platforms.

**When pilots aren't successful, there are a number of reasons.  
We asked what the most important contributing factors were.**





## SHARE

### Why share approaches and results?

Sharing results, both internally and with peers, is essential for strengthening the innovation life cycle. For over 17% of participants, however, sharing poses the biggest challenge in the innovation cycle. Effectively disseminating results in a simple yet interesting way isn't always easy, especially without the right medium. Yet, even for those who have an appropriate medium, sharing can be daunting when the pilot has failed: "Unlike the private sector, failure can be challenging to admit, accept and share when acting as stewards of public dollars and working under officials often seeking re-election".

Sharing approaches helps others in their own discovery phases and is invaluable for mitigating the risk inherent in testing out a new idea. For these reasons, and to further cultivate a culture of innovation, it is as important to share challenges as it is to share successes. The political risk in sharing a failure reflects the benefit of piloting a solution before implementing it at scale.

**“ We share information on sharing sites for municipalities, but we rarely go beyond. It would multiply the value of the results if we communicated more.”**

Chief Technology Officer, City of  
greater than 100,000 inhabitants

## Key Takeaways

At the outset of this project, we set out to learn more about the process-oriented building blocks that make innovation in urban areas tangible. The survey responses and subsequent interviews have helped us better understand many of the things we already suspected, and turned a number of our assumptions on their head. After collating the data collected across various formats, we have landed on the following five key takeaways.

1. We are seeing a significant amount of reported success within an environment where there is a lack of clarity about how success can and should be defined. A number of survey and interview participants spoke about the difficulties inherent in standardizing measurement and evaluation for such a wide range of solutions. On the other hand, others shared positive experiences when project reporting was aligned with strategic planning.
2. There appears to be broad adoption of the innovation life cycle model in places of all sizes, irrespective of budget. For some smaller communities, staffing and time limitations present a significant entry
3. Within public bodies, getting people to think “outside the box” and try new approaches remains very challenging and the inertia inherent in the “way things have always been done” is seen as being a deterrent to innovation. In response, many public bodies are trying to cultivate a culture of innovation wherein the innovation life cycle can flourish. Many survey participants spoke about how sharing honest results and experiences can both create a culture of innovation and make the discovery phase of the cycle much easier to navigate.
4. Strong project management is critical to success. It is integral to internal operations, particularly insofar as supporting buy-in for piloting new ideas and communicating with staff on

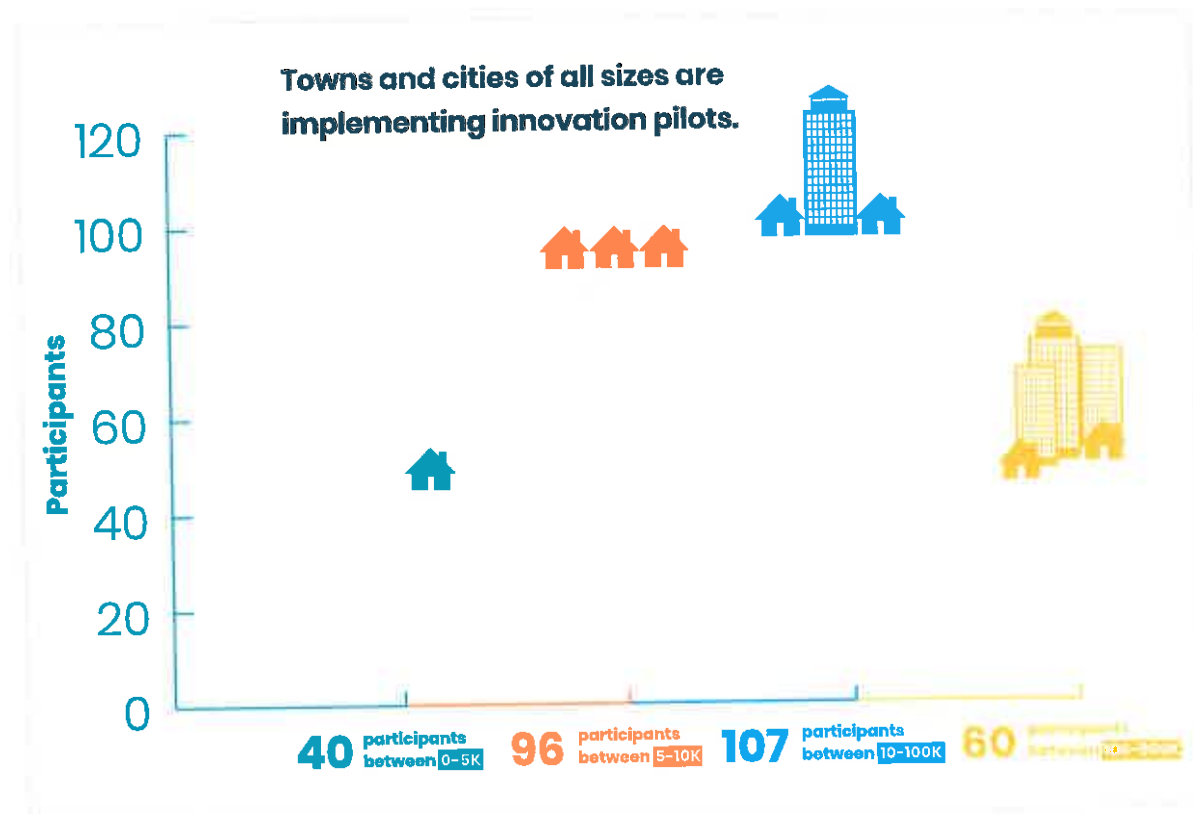
cost, making it impossible to engage in the innovation cycle. However, once this hurdle is jumped, the survey results indicate that having a comparatively smaller population is not in-and-of-itself a deterrent to innovation. Cities of all sizes are successfully innovating on a wide range of budgets, proving that this is not just the domain of large cities with equally large budgets.



different teams. It is also vital for engaging with external stakeholders, the number of which increases with each innovation pilot as public bodies begin to target outcomes that require improved representation, such as equity and access.

5. A major trend to watch for is the move away from opportunistic innovation towards a more systemic approach. In the early days of innovation and smart cities, 'big bang' ideas of what a solution could deliver were widespread and many

public bodies were willing to take a chance on a panacea. This has led to apprehension of what vendors can actually deliver, as well as tighter budgets when it comes to trying out new ideas. Our survey data indicates that innovation pilots are still increasing en masse. But for many public bodies, the next wave in urban innovation is more foundational in nature: data platforms and policies, standardized approaches to financing, platforms for discovering ideas and sharing results. The hope is that this systemic approach will mitigate risk and maximize reward.





Founded in 2010, NewCities is an international, independent nonprofit committed to shaping a better urban future. NewCities brings a 'whole-city' approach to our research and events – we convene and connect the key stakeholders of the urban ecosystem: the residents, governments, academic institutions, civil society organizations, and business communities of a city.

**[www.newcities.org](http://www.newcities.org)**

## **UrbanLeap**

UrbanLeap is a San Francisco based startup committed to providing local and regional governments with the data, processes, and tools they need to discover and evaluate solutions to their toughest urban challenges. Our cloud based innovation management platform empowers cities to explore approaches and solutions, solicit ideas from the public and industry, pilot and test out those solutions prior to full-scale adoption, and share results with like-minded cities and municipalities. We are assisting over 45 local governments manage hundreds of innovation projects and deliver outcomes that matter – faster and with higher success rates.

**[www.urbanleap.io](http://www.urbanleap.io)**



CivicPulse is a nonprofit organization dedicated to improving access to high quality information about local government. Founded in 2018, CivicPulse implements recurring national surveys of local government leaders across the United States. Through careful data analysis, reporting, and strategic partnerships, our mission is to provide trustworthy insights for policymakers, citizens, and other interested stakeholders in the broader civic community.

**[www.civicpulse.org](http://www.civicpulse.org)**



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CLOSED SESSION OF THE REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET ON MONDAY, FEBRUARY 17, 2020.

In attendance: Mayor Frechette; Council members Bennett, Powley, Pugh, Showalter, and Zimmerman; Manager Goodroe; Clerk/Treasurer Dantzer; and Attorney Gretchen Olsen (attended telephonically).

Council went into closed session at 6:58 pm.

**MOTION BY FRECHETTE, SECOND BY BENNETT, TO GO INTO CLOSED SESSION PURSUANT TO MCL 15.268 (H) (E) TO DISCUSS MATERS OF PENDING LITIGATION THAT ARE SUBJECT TO ATTORNEY CLIENT PRIVELEGE**

**Yes — Bennett, Frechette, Powley, Pugh, Showalter, Zimmerman**

**No – None**

**Absent – Jackson**

**Motion carried**

\* \* \* \* \*

Council reviewed the Mediator's letter and court case schedule.

Member Bennett spoke on the part of the Mediator proposal that called for the City to supply a letter of recommendation and asked if that could be changed to letter of verification of employment. Mayor Frechette noted it was something that was recommended by the mediator and was part of the negotiation agreement and that the City would have the ability to modify the letter. Attorney Olsen noted that it would just be a factual based letter based on her accomplishments. Attorney Olsen also noted the first draft would be prepared by the plaintiff and would be sent to her for review and then sent to Council for editing.

Member Pugh noted her concern the plaintiff is writing her own letter of recommendation. It was noted that the City would have the option to modify the letter.

Member Showalter asked questions on the global release of all claims. Attorney Olsen noted the agreement would be all encompassing and it would include the City and any and all agents including current and past Council Members.

Mayor Frechette noted it also contained a non-disparagement agreement and confirmed that all members knew what that entailed. It was noted that the non-disparagement agreement would be in place for both sides.

Member Pauley noted he would like to see a time frame for the return of the phone number. Attorney Olsen noted it was not specified in the original mediator proposal but they could include something along those lines and noted her opinion that fourteen days would be reasonable.

Member Zimmerman asked Ms. Olsen if she believed that Ms. Grace would settle on the mediator's proposal. Ms. Olsen noted her opinion that she believes Ms. Grace will settle.

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**Motion carried**

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WHEREAS, pursuant to the Act, this City Council is required (a) to hold a public hearing on the adoption of a proposed resolution creating a Brownfield Redevelopment Authority under the Act (the "Authority") and (b) to publish notice of the public hearing in a newspaper of general circulation in the City of West Branch all in accordance with Section 4(2) of the Act.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City Council hereby determines that is in the best interest of the public to promote the redevelopment of environmentally distressed, functionally obsolete and/or blighted areas of the City of West Branch
2. The City Council hereby declares its intention to create and provide for the operation of the Authority within the City of West Branch pursuant to and in accordance with the provisions of the Act. 4
3. A public hearing shall be held before the City Council on March 2, 2020 at 6 p.m. in the City Council Chambers at City Hall, 121 N. 4<sup>th</sup> Street on the adoption of a resolution creating the Authority within the City of West Branch, within the municipal limits of which the Authority shall exercise its powers.
4. The City Clerk (the "Clerk") shall give notice of the public hearing by causing notice to be published, in the form attached hereto as Exhibit 1, in the Ogemaw Herald, a weekly newspaper of general circulation in the County of Ogemaw on the twentieth day of February, 2020 and the twenty seventh day of February, 2020 and by posting notice of the public hearing, in the form attached hereto as Exhibit 1, pursuant to the practice of the Clerk.

**Yes — Bennett, Frechette, Powley, Pugh, Showalter, Zimmerman**

**No — None**

**Absent — Jackson**

**Motion carried**

\* \* \* \* \*

**MOTION BY FRECHETTE, SECOND BY SHOWALTER, TO APPROVE ATTENDANCE OF JOHN DANTZER AND MIKE KILLACKEY AT THE 2020 MICHIGAN ASSOCIATION OF MUNICIPAL CEMETERIES CONFERENCE.**

**Yes — Bennett, Frechette, Powley, Pugh, Showalter, Zimmerman**

**No — None**

**Absent — Jackson**

**Motion carried**

\* \* \* \* \*

**MOTION BY ZIMMERMAN, SECOND BY BENNETT, TO ACCEPT WITH REGRET THE RESIGNATION OF CHRIS PAULEY FROM THE PLANNING COMMISSION AND TO POST THE OPENING.**

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

**No — Showalter**

**Absent — Jackson**

**Motion carried**

# **Reports**

**Mayor**

**Council**

**City Manager**

**Public  
Comment  
-Any  
Topic**

# **Adjournment**