

-- 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, JULY 1, 2019, BEGINNING AT 6:00 P.M.

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

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Public Hearing
  - A. Making Thomas St. a one-way street
- V. Additions to the agenda
- VI. Public Comment on Agenda Items Only (limited to 3 minutes)
- VII. Scheduled Matters from the Floor
  - A. Commissioner Bruce Reetz- County Update
- VIII. Bids
  - A. S. Seventh St
  - B. Shrigley St
- IX. Unfinished Business
- X. New Business
  - A. Bills
  - B. Proclamation 19-02 Relay for Life
  - C. Surline Elementary PTO Color Run special event permit

- D. Request for part time custodian/cleaning position.
- E. Recreational Marijuana Resolution
- XI. Approval of the minutes and summary from the regular meeting held June 17, 2019
- XII. Consent Agenda (These items are considered routine and can be enacted in one motion)
  - A. Treasurer's report and Investment summary
  - B. Minutes from the DDA meeting held May 28, 2019
  - C. Minutes from the Wellhead Protection Program meeting held June 13, 2019.
- XIII. Communications
  - A. Emergency Dispatch Authority
  - B. MML Convention
- XIV. Reports and/or comments
  - A. Mayor
  - B. Council
  - C. Manager
    - 1. DDA administration fee
- XV. Public comment any topic
- XVI. Adjournment

**Call to Order**

**Roll Call**

**Pledge of  
Allegiance**

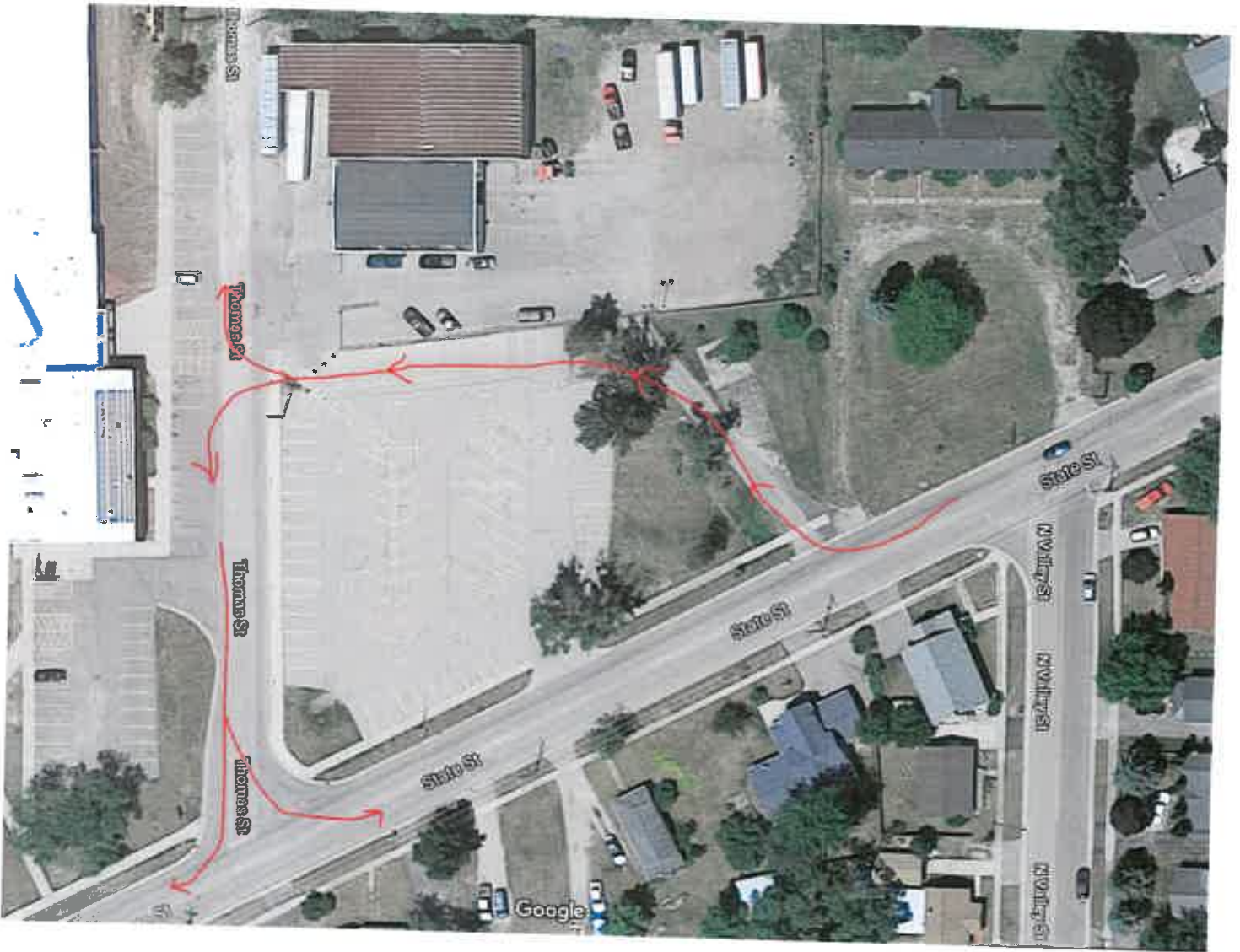
# Public Hearings

## NOTICE OF PUBLIC HEARING

The West Branch City Council will hold a public hearing on Monday, July 1, 2019 at 6:02 p.m. in the Council Chamber of City Hall, 121 N. Fourth St. The purpose of the hearing is to take public comment on a possible change to Thomas St., making it a one-way street in order to make a safer drop off procedure at the Surline Elementary School. Parties interested are asked to please attend the hearing and share their comments before Council considers making any decisions on the matter. Written comments will be received at City Hall, 121 N. Fourth St., West Branch, MI 48661 or by email at [clerktreasurer@westbranch.com](mailto:clerktreasurer@westbranch.com). Any questions concerning this public hearing can be directed to West Branch City Hall at (989) 345-0500.

Accommodations are available upon request to persons with disabilities who require alternately formatted materials or auxiliary aids to ensure effective communication and access to City meetings or hearings. All requests for accommodation should be made at least 10 business days in advance by contacting John Dantzer at (989) 345-0500.

John Dantzer  
West Branch City Clerk



# **Additions to the Agenda**

**Public  
Comment  
-Agenda  
Items**



**Scheduled  
Matters  
from the  
Floor**

# Bids

## Request for Bid/Proposals

The City of West Branch is seeking competitive bids/proposals for paving of the following roads:

1. South Sixth St. from Houghton Ave to Wright St
  - Pulverize existing asphalt.
  - Place and grade pulverized material as needed to improve base.
  - Dispose of any unused pulverized material to an approved recycle facility
  - Fine grade and compact
  - Pave asphalt two courses, 2" Leveling course + 1 ½" wearing course equaling 3 ½"
2. Shrigley St from Livingston St. to Valley St.
  - Saw cut asphalt at intersecting streets and Irons Park parking lot.
  - Pulverize existing asphalt surface.
  - Used pulverized material to improve road base.
  - Remove any additional pulverized material from site.
  - Fine grade and compact
  - Pave asphalt 2 courses, 2" Leveling course + 1 ½" wearing course equaling 3 ½" thick
  - Use excess pulverized material for shoulder gravel, approximately 18" out from asphalt.

Catch basin repairs will be done by DPW. Concrete curbs and gutter will remain as is.

### ***Bids Due: June 26<sup>th</sup> at noon***

Sealed bids stating "Street Paving" on the envelope may be mailed, or delivered in person during regular business hours (Monday – Friday, 8am – 4:30pm) to West Branch City Hall, 121 N. 4<sup>th</sup> St., West Branch, MI 48661. Further details regarding the RFP can be obtained by contacting DPW Superintendent Mike Killackey 989-965-4982 or by contacting City Hall 989-345-0500 and asking for Clerk/Treasurer John Dantzer.

Pricing for all bids submitted is deemed valid for a period of 90 days, unless indicated otherwise on the bid documents.

Bids will be opened at noon on June 26<sup>th</sup> in the Council Chambers of West Branch City Hall, 121 N. 4<sup>th</sup> St., West Branch, MI 48661, and will be on the agenda of the West Branch City Council meeting scheduled for Monday, July 1<sup>st</sup> at 6 pm, which also takes place in the Council Chambers of West Branch City Hall.

# Hodgins Asphalt Paving Inc.

P.O. Box 720

West Branch, MI 48661

P-989-345-0326, F-989-345-0240

hodginsasphalt@yahoo.com

# PROPOSAL

DATE	ESTIMATE NO.
6/25/2019	5897582

NAME / ADDRESS
City of West Branch 121 N. Fourth Street West Branch, MI 48661

www.hodginsasphalt.com

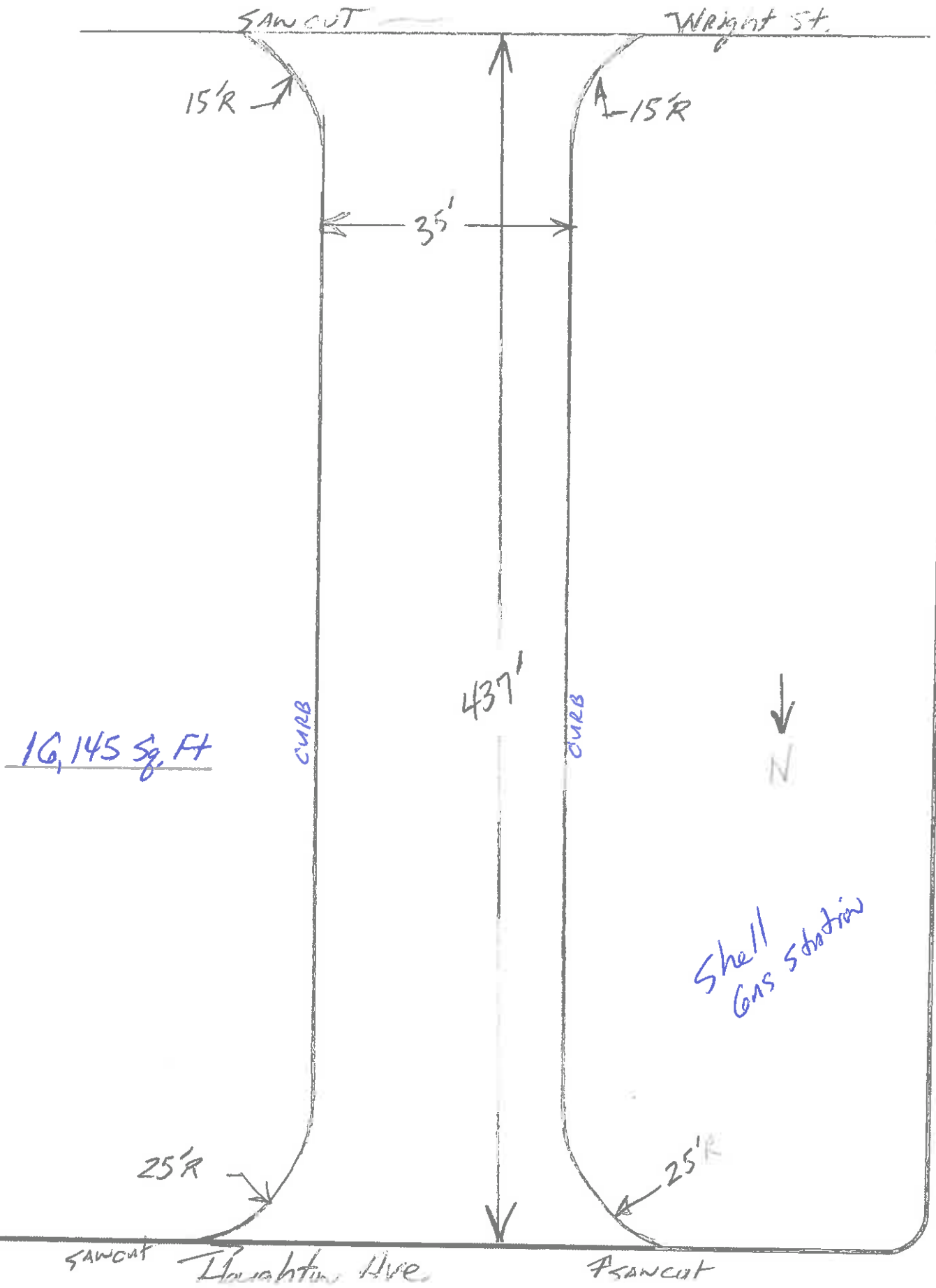
DESCRIPTION	
<p>City Street Paving Wright Street Approximately 16,145 sq. ft. of asphalt paving</p> <ol style="list-style-type: none"> <li>01. Completely pulverize existing asphalt</li> <li>02. Saw cut and remove radi and areas where pulverizer can not reach. Dispose of</li> <li>03. Fine grade pulverized base to allow for 3.5" of new asphalt. Note: will have to remove excess material</li> <li>04. Compact pulverized base with a 5 ton vibratory roller</li> <li>05. Clean all curbs and contact joints and apply tack coat to all contact joints</li> <li>06. Pave entire area @ a rate of 220#/sy (2") base course and 165#/sy (1.5") top course with 13A bituminous mix (3.5" total compacted depth)</li> </ol> <p>**Allow for proper drainage</p>	
<p>Shrigley Street From Livingston Street to Valley Street Approximately 26,351 sq. ft. of asphalt paving</p> <ol style="list-style-type: none"> <li>01. Completely pulverize existing asphalt (see diagram)</li> <li>02. Reshape and fine grade pulverized material to allow for 3.5" of new asphalt</li> <li>03. Crown center of roadway and use excess material for shoulders</li> <li>04. Compact pulverized base with a 5 ton vibratory roller</li> <li>05. Clean existing asphalt edges and apply tack coat to contact joints</li> <li>06. Pave entire area at a rate of 220#/sy (2") base course and 165#/sy (1.5") top course with 13A bituminous mix (3.5" total compacted depth)</li> </ol> <p>**Use excess material for shoulders (2' wide). Fine grade and make flush with new asphalt **Allow for proper drainage</p>	
<p>Authorized Signature: <u>Don Hodgins</u></p> <p>MDOT Prequalified #06585 Fully Insured/Bonded **Our company will contact Miss Dig and provide traffic control prior to any work being performed. All debris will be cleaned up upon completion of job</p>	
<p>Thank you for allowing our company to bid this project</p>	<p><b>TOTAL</b> \$87,660.00</p>

ACCEPTANCE OF PROPOSAL- The above prices, specifications and conditions are satisfactory and are here by accepted. You are authorized to do the work specified.

SIGNATURE \_\_\_\_\_

HODGINS ASPHALT PAVING INC.

City of West Branch



HODGINS ASPHALT PAVING INC.

City of West Branch

S. Livingston

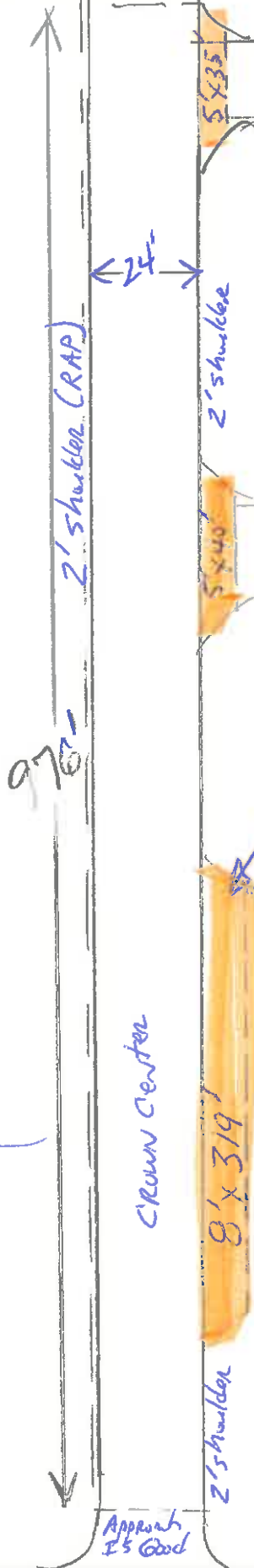
S. Burgess

Pulverize 8' into Parking lot

→ N

Approaches

Valley St.



976'

2' shoulder (CRAP)

← 24' →

2' shoulder

2' shoulder

Crown Center

8' x 319'

Existing ↙

2' shoulder

Approach It's Good

20,351 sq. Ft.



# Mid-Michigan Asphalt Paving

PO Box 849  
West Branch, MI 48661

Office (989) 345-2437 Fax (989) 345-3374  
MmaPaving@gmail.com



Name	City of West Branch	Date	6-25-2019
Address		Phone	
City		Cell	
Zip Code		Fax	
Job Name	6 <sup>th</sup> Street	Email	

We hereby submit specifications and estimate for:

Remove and replace 6 <sup>th</sup> St. from Houghton Ave. to Wright St. Approx. 16,240 sq. ft.	Cost
Option # 1. Remove and replace asphalt.	
1. Pulverize existing asphalt.	
2. Use pulverized material to improve road base.	
3. Remove any additional pulverized material from site.	
4. Fine grade and compact.	
5. Pave asphalt TWO COURSES, 2" leveling course + 1 1/2" wearing course equaling 3 1/2" course.	\$42,173.00

**TOTAL AMOUNT OF PROPOSAL: \$42,173.00**

We propose hereby to furnish material and labor-complete in accordance with the above specifications for the total amount above. Any alteration or deviation from above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. PAYMENT TO BE MADE UPON COMPLETION. THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN 30 DAYS.

Authorized Signature: Robert K. Winder Date: 6/26/19

**Acceptance of Proposal**-The above prices, specifications and conditions are satisfactory and are hereby accepted. Mid-Michigan Asphalt Paving is authorized to complete work as specified. Payment will be made as outlined above.

Signature of Purchaser \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Purchaser \_\_\_\_\_ Date: \_\_\_\_\_



# Mid-Michigan Asphalt Paving

PO Box 849  
West Branch, MI 48661

Office (989) 345-2437 Fax (989) 345-3374  
MmaPaving@gmail.com



Name	City of West Branch	Date	6-25-2019
Address		Phone	
City		Cell	
Zip Code		Fax	
Job Name	Shirgley Street	Email	

We hereby submit specifications and estimate for:

Remove and replace Shirgley St. from Livingston St. to Valley St. Approx. 22,586 sq. ft.	Cost
Note: The asphalt approach to Valley St. is in good condition and will remain as is. New asphalt will start at west edge of curbs.	
1. Saw cut at intersecting streets and Irons Park parking lot.	
2. Pulverize existing asphalt surface.	
3. Use pulverized material to improve road base.	
4. Remove any additional pulverized material from site.	
5. Fine grade and compact.	
6. Pave asphalt TWO COURSES, 2" leveling course + 1 ½" wearing course equaling 3" thick.	
7. Use excess pulverized material for shoulder gravel, approx. 18" out from asphalt.	

**TOTAL AMOUNT OF PROPOSAL: \$53,919.00**

We propose hereby to furnish material and labor-complete in accordance with the above specifications for the total amount above. Any alteration or deviation from above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. PAYMENT TO BE MADE UPON COMPLETION. THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN 30 DAYS.

Authorized Signature: Robert K Winter Date: 6/26/19

Acceptance of Proposal-The above prices, specifications and conditions are satisfactory and are hereby accepted. Mid-Michigan Asphalt Paving is authorized to complete work as specified. Payment will be made as outlined above.

Signature of Purchaser \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Purchaser \_\_\_\_\_ Date: \_\_\_\_\_



Dept 451.000 - CONSTRUCTION		
203-451.000-703.700	SALARIES AND WAGES	1,200
203-451.000-710.700	OVERTIME	40
203-451.000-714.700	MANDATORY MEDICARE	35
203-451.000-715.700	SOCIAL SECURITY (EMPLOYER)	35
203-451.000-718.700	MERS RETIREMENT (EMPLOYER)	40
203-451.000-720.700	WORKERS COMPENSATION PREMIUM	10
203-451.000-724.700	UNEMPLOYMENT INS. BENEFIT	200
203-451.000-801.700	CONTRACTUAL SERVICES	170,000
203-451.000-941.700	EQUIPMENT RENTAL	1,500
203-451.000-956.700	EXPENSES	
Totals for dept 451.000 - CONSTRUCTION		173,060

# **Unfinished Business**

# **New Business**

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

<b>BILLS</b>	<b>\$28,106.40</b>
<i>BILLS AS OF 6/24/19</i>	<i>\$28,106.40</i>
<i>Additions to Bills as of</i>	<i>\$0</i>
<i>Paid but not approved</i>	<i>\$379.79</i>
<b>TOTAL BILLS</b>	<b>\$28,486.19</b>

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

Vendor Name	Amount	Description
A & G PEST CONTROL AND SERVICES	140.00	SPRAY OUTSIDE CITY HALL
ACE SAGINAW PAVING COMPANY	640.00	COLD PATCH
ADVANCED CHEMICAL & SUPPLY INC	84.08	WWTP OPERATING SUPPLIES
CARLSON DIMOND & WRIGHT INC	3,176.78	WWTP PARTS
CUMMINS BRIDGEWAY LLC 774494	693.17	ANNUAL CONTRACT MAINTENANCE
DLL FINANCIAL SERVICES INC	70.08	POLICE COPIER
ENVIRODYNE SYSTEMS INC	627.98	WWTP SUPPLIES
GALLS LLC	162.98	POLICE SUPPLIES
ICMA MEMBERSHIP PAYMENTS	592.00	FRANK GOODROE MEMBERSHIP
KIRBY, TIMOTHY	12.00	TRAINING LUNCH REIMBURSEMENT
LIVINGSTON MICROGRAPHICS LLC	1,986.50	WWTP SUPPLIES
MERS OF MICHIGAN	16,759.43	RETIREMENT JUNE
MME	135.00	FRANK GOODROE APPLICATION
MRWA	470.00	MEMBERSHIP DUES
NORTH CENTRAL LABORATORIES	570.01	WWTP SUPPLIES
OGEMAW COUNTY HERALD ADLINER	281.43	ADS
PREIN & NEWHOF	40.00	WWTP SERVICES
ROBB, DANIEL	12.00	TRAINING LUNCH REIMBURSEMENT
SBAM PLAN	109.00	ANNUAL MEMBERSHIP RENEWAL
TRANS AUTO GLASS CO INC	35.00	POLICE WINDSHIELD REPAIR
TRUCK & TRAILER SPECIALTIES	882.98	PARTS
UNITED STATES POSTMASTER	235.00	FIRST CLASS PRESORT
UPS	9.54	WWTP SHIPPING
WEBER, JOSEPH	12.00	TRAINING LUNCH REIMBURSEMENT
WEST BRANCH GREENHOUSE	107.80	WWTP TREES
WEST BRANCH RETAIL MERCHANTS	250.00	RODEO SPONSOR
WIRTH II, ANTHONY	11.64	TRAINING LUNCH REIMBURSEMENT
<b>TOTAL</b>		<b>28,106.40</b>

Proclamation # 19-02

WHEREAS, each American Cancer Society Relay For Life event gives everyone an opportunity to fight cancer and help save more lives, and

WHEREAS, Relay For Life is the signature fundraising event for the American Cancer Society to help fund research and provide programs to assist cancer patients and their families, as well as our local communities, and

WHEREAS, Relay For Life events celebrate cancer survivors and caregivers coming together to be recognized for their personal fights against this disease that has taken too much, and

WHEREAS, there is a special Luminaria Ceremony at dusk to honor the memories of those who have lost their battle, celebrate those who have won, and support those whose fight continues, and

WHEREAS, the Relay For Life of Ogemaw County will be held at The Tolfree Wellness Park at the MidMichigan Medical Center in West Branch, Michigan on Saturday, July 20 from 10 a.m. through Sunday, July 21 at 10:00 a.m. for the purpose of meeting the aforementioned objectives:

NOW, THEREFORE, BE IT PROCLAIMED, that July is named Relay For Life of Ogemaw County month in the City of West Branch and shall be dedicated to fight against cancer, and

BE IT FURTHER PROCLAIMED, that the City Clerk is directed to install this record in the permanent record of the City of West Branch, so that future West Branch citizens may look back with pride at community involvement in this signature event.



# City of West Branch

121 North Fourth Street • West Branch, Michigan 48661  
(989) 345-0500 • Fax (989) 345-4390 • e-mail: cityhall@westbranch.com

## Special Event Permit

Event Name: Sunline Elementary PTO Color Run

Event Date: June 5, 2020 Start Time: 6 pm End Time: 9 pm

Name of Sponsoring Organization: SFS PTO

Address: 147 State Street West Branch, MI 48661

Contact Person: Leah Pauley Phone Number: 312-2725

Describe the purpose of this event: raise money for Sunline Elementary

Point of Assembly: Houghton + Third

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

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

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

  
Chief of Police

Ogemaw County Posse - services NOT needed  arrangements have been made

  
Chief of Police

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

LP  
Initials of Applicant

Leah Pauley  
Signature

6-12-19  
Date

For Office Use Only:

Permit Approved – Yes / No

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



“City with a Smile”

# **Approval of Council Minutes & Summary**



REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET ON MONDAY, JUNE 17, 2019.

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

Present: Mayor Paul Frechette and Council Members Joanne Bennett, William Ehinger, Mike Jackson, Ellen Pugh, Dan Weiler, and Cathy Zimmerman.

Absent: None

Other officers present: City Manager Frank Goodroe, Clerk/Treasurer John Dantzer, DPW Superintendent Mike Killackey (arrived at 6:18 pm), and DDA Vice Chairperson Joe Clark.

All stood for the Pledge of Allegiance.

\* \* \* \* \*

As an addition to the agenda, Manager Goodroe requested to join the ICMA.

**MOTION BY PUGH, SECOND BY JACKSON, TO APPROVE THE MANAGER’S APPLICATION TO ICMA.**

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

**No – None**

**Absent – None**

**Motion carried**

\* \* \* \* \*

As another addition to the agenda, a letter was submitted on behalf of Chief Walters requesting to use EBay to attempt to sell a retired police vehicle.

**MOTION BY BENNETT, SECOND BY WEILER, TO APPROVE CHIEF WALTERS TO USE EBAY TO SELL THE POLICE VEHICLE WITH A MINIMUM BID OF \$2,000.00.**

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

**No – None**

**Absent – None**

**Motion carried**

\* \* \* \* \*

As another addition to the agenda, a request was submitted on behalf of Superintendent Killackey to increase the approval amount of the DPW service vehicle and utility box because the USDA grant process has taken so long and the model year had changed causing the price to go up from the original quote.

**MOTION BY JACKSON, SECOND BY ZIMMERMAN, TO APPROVE THE PURCHASE OF THE DPW TRUCK NOT TO EXCEED \$32,121 AND THE PURCHASE OF THE ADDITIONAL TRUCK BOX NOT TO EXCEED \$11,465.40.**

\* \* \* \* \*

Mayor Frechette updated Council on the meetings he had with the City's MERS representative on the MERS retirement options.

**MOTION BY JACKSON, SECOND BY ZIMMERMAN, TO APPROVE THE ADDITION OF A DEFINED CONTRIBUTION PLAN TO THE MERS PLANS AND APPROVE THE ADDENDUM TO THE CITY MANAGERS CONTRACT TO INCLUDE A DEFINED CONTRIBUTION PLAN WITH THE CITY CONTRIBUTING 7.5%.**

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

**No – None**

**Absent – None**

**Motion carried**

\* \* \* \* \*

**MOTION BY BENNETT, SECOND BY JACKSON, TO PAY BILLS IN THE AMOUNT OF \$37,692.32.**

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

**No – None**

**Absent – None**

**Motion carried**

\* \* \* \* \*

**MOTION BY BENNETT, SECOND BY PUGH, TO APPROVE THE APPLICATION TO THE MME ASSOCIATION AND APPROVE MANAGER GOODROE TO ATTEND THE MME CONFERENCE.**

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

**No – None**

**Absent – None**

**Motion carried**

\* \* \* \* \*

**MOTION BY BENNETT, SECOND BY ZIMMERMAN, TO APPROVE THE PERFORMANCE RESOLUTION FOR GOVERNMENTAL AGENCIES.**

*This Performance Resolution is required by the Michigan Department of Transportation for purposes of issuing to a municipal utility an "Individual Permit for Use of State Highway Right of Way" (form 2205), or an "Annual Application and Permit for Miscellaneous Operations Within State Highway Right of Way" (form 2205B).*

RESOLVED WHEREAS, the City of West Branch

hereinafter referred to as the "GOVERNMENTAL AGENCY," periodically applies to the

Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utility or other facilities, or to conduct other activities, on, over, and under State Highway right of way at various locations within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the GOVERNMENTAL AGENCY agrees that:

1. Each party to this Agreement shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this Agreement, as provided by law. This Agreement is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.
2. Any work performed for the GOVERNMENTAL AGENCY by a contractor or subcontractor will be solely as a contractor for the GOVERNMENTAL AGENCY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the GOVERNMENTAL AGENCY, or their subcontractors or any other person not a party to the PERMIT without its specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the GOVERNMENTAL AGENCY.
3. The GOVERNMENTAL AGENCY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.
4. The GOVERNMENTAL AGENCY It will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation construction, operation and/or maintenance of the GOVERNMENTAL AGENCY'S facilities according to a PERMIT issued by the DEPARTMENT.
5. With respect to any activities authorized by PERMIT, when the GOVERNMENTAL AGENCY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the

DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.

- 6. The incorporation by the DEPARTMENT of this resolution as part of a PERMIT does not prevent the DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.
- 7. This resolution shall continue in force from this date until cancelled by the GOVERNMENTAL AGENCY or the DEPARTMENT with no less than thirty (30) days prior written notice to the other party. It will not be cancelled or otherwise terminated by the GOVERNMENTAL AGENCY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED, that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the GOVERNMENTAL AGENCY.

Name and/or Title

Frank Goodre, City Manager

John Dantzer, City Clerk/Treasurer

Bridget Charles, Office Assistant

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

**No – None**

**Absent – None**

**Motion carried**

\* \* \* \* \*

**MOTION BY JACKSON, SECOND BY WEILER, TO APPROVE THE MINUTES AND SUMMARY FROM THE REGULAR MEETING HELD JUNE 3, 2019**

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

**No – None**

**Absent – None**

**Motion carried**

\* \* \* \* \*

**MOTION BY JACKSON, SECOND BY ZIMMERMAN, TO RECEIVE AND FILE THE TREASURER'S REPORT AND INVESTMENT SUMMARY, THE MINUTES FROM THE PLANNING COMMISSION MEETING HELD MAY 28, 2019, AND THE MAY POLICE REPORT.**

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

**No – None**

**Absent – None**

**Motion carried**

\* \* \* \* \*

**MOTION BY BENNETT, SECOND BY JACKSON, 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, Ehinger, Frechette, Jackson, Pugh, Weiler, Zimmerman**

**No – None**

**Absent – None**

**Motion carried**

\* \* \* \* \*

A Surline School communication was shared thanking the City and staff at the Wastewater Treatment Plant for the tour of the facility.

\* \* \* \* \*

Mayor Frechette spoke on the Back to the Bricks event, the Flag Day event, and the Airport Fly-in

Joe Clark thanked everyone for their help and support of the Back to the Bricks event.

Member Jackson gave an EDC update and noted funding continues to be a major issue.

Member Ehinger spoke on the Airport Fly-in.

Member Weiler noted the building on S. 2<sup>nd</sup> and Wright St. had been demolished and a new accounting office would be built in that location.

Member Pugh noted a free concert coming up on June 30<sup>th</sup>.

Manager Goodroe commented on the Flag Day ceremony, spoke on strengthening the blight ordinance, strengthening the noise and nuisance ordinance, the junk and debris ordinance, the need to look at a rental inspection program, and the need to give prompt attention to the recreational marijuana situation.

Manager Goodroe also spoke on the Wastewater Treatment Plant and what an impressive facility it is, noted that PRT Fellow Mary Bickell has accepted a new position and that the City will be looking to fill the open Fellowship position, and noted there are vacancies on the Planning Commission.

Council discussed the recreational marijuana issues and Member Jackson gave an update on the new zoning ordinance including their discussion on the marijuana issue. It was the consensus of Council to plan a work session to discuss options.

\* \* \* \* \*

DPW Superintendent Mike Killackey updated Council on the road construction projects.

Manager Goodroe updated Council on the laundromat demolition process and that we will be reaching out to the community for ideas on what to put in that location.

\* \* \* \* \*

Denise Lawrence addressed Council on the possible use of the City car for non-city issues.

\* \* \* \* \*

Mayor Frechette adjourned the meeting at 6:53 pm.

**SUMMARY OF THE REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD MONDAY, JUNE 17, 2019.**

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

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

**Absent: None.**

**Other officers present: City Manager Goodroe, Clerk/Treasurer Dantzer, DPW Superintendent Killackey (arrived at 6:18pm), Police Chief Walters, DDA Vice-Chair Clark.**

**As an addition to the agenda, Council approved an application to ICMA.**

**As another addition to the agenda, Council approved the use of EBay to sell the retired police vehicle.**

**As another addition to the agenda, Council approved the increased cost for the DPW service vehicle.**

**Council approved an addendum to the Managers contract.**

**Council approved bills in the amount of \$37,692.32.**

**Council approved an application to the MME Association and Manager Goodroe to attend the upcoming conference.**

**Council approved the MDOT performance resolution.**

**Council approved the minutes and summary from the meeting held June 3, 2019.**

**Council received and filed the treasurer's report and investment summary, the minutes from the Planning meeting held May 28, 2019, and the May Police Report.**

**Council approved payment to the West Branch Area Retail Merchants.**

**A communication was shared.**

**Mayor Frechette, Council Members Jackson, Ehinger, Weiler, and Pugh, Manager Goodroe and DPW Superintendent Killackey gave a report.**

**Denise Lawrence spoke to Council on the City car usage.**

**Mayor Frechette adjourned the meeting at 6:45 pm.**

# **Consent Agenda**



Bank Code Fund	Description	Beginning Balance 06/01/2019	Total Debits	Total Credits	Ending Balance 06/30/2019
<b>GEN1 GEN1 - GENERAL CHECKING</b>					
101		559,217.07	38,649.91	119,649.01	478,217.97
150	CEMETERY PERPETUAL CARE	20,558.38	0.00	0.00	20,558.38
209	CEMETERY FUND	9,342.03	0.00	3,766.55	5,575.48
248	DDA OPERATING FUND	59,583.60	5,011.82	13,011.82	51,583.60
251	INDUSTRIAL PARK FUND	7,532.88	0.00	601.42	6,931.46
276	HOUSING RESOURCE FUND	203,625.62	664.25	0.00	204,289.87
318	SEWER DEBT FUND	64,043.86	14,064.32	209.07	77,899.11
319	WATER DEBT FUND	72,884.27	3,255.53	60,963.10	15,176.70
571	COLLECTION REPLACEMENT FUND	30,922.91	0.00	0.00	30,922.91
572	PLANT REPLACEMENT FUND (R&I)	9,018.52	6.51	0.20	9,024.83
590	SEWER FUND	269,210.33	20,635.27	39,671.84	250,173.76
591	WATER FUND	444,846.52	19,146.92	13,296.15	450,697.29
592	WATER REPLACEMENT FUND	282,389.15	0.00	0.00	282,389.15
593	SEWER COLLECTION	67,217.93	3,594.87	4,178.55	66,634.25
661	EQUIPMENT FUND	143,802.12	11,955.35	4,798.15	150,959.32
704	PAYROLL CLEARING	(6.78)	88,090.16	88,090.16	(6.78)
705	IRONS PARK ENTERTAINMENT FUND	4,558.72	0.00	500.00	4,058.72
707	YOUTH SAFETY PROGRAM	4,514.73	200.00	282.00	4,432.73
714	RECYCLING CENTER	8,724.86	814.00	0.00	9,538.86
GEN1 - GENERAL CHECKING		2,261,986.72	206,088.91	349,018.02	2,119,057.61
<b>M/LST MAJOR/ LOCAL STREETS</b>					
202	MAJOR STREET FUND	613,872.72	24,856.87	29,355.29	609,374.30
203	LOCAL STREET FUND	374,193.78	9,321.33	5,340.74	378,174.37
MAJOR/ LOCAL STREETS		988,066.50	34,178.20	34,696.03	987,548.67
<b>PAY PAYROLL</b>					
704	PAYROLL CLEARING	10,849.27	89,789.11	89,191.99	11,446.39
PAYROLL		10,849.27	89,789.11	89,191.99	11,446.39
<b>CHEM SAVINGS</b>					
101		436,343.75	0.00	0.00	436,343.75
150	CEMETERY PERPETUAL CARE	1,674.70	0.00	0.00	1,674.70
251	INDUSTRIAL PARK FUND	20,894.85	0.00	0.00	20,894.85
571	COLLECTION REPLACEMENT FUND	2,377.33	0.00	0.00	2,377.33
591	WATER FUND	26,231.52	0.00	0.00	26,231.52
592	WATER REPLACEMENT FUND	19,649.25	0.00	0.00	19,649.25
593	SEWER COLLECTION	784.96	0.00	0.00	784.96
661	EQUIPMENT FUND	103,374.51	0.00	0.00	103,374.51
714	RECYCLING CENTER	1,041.38	0.00	0.00	1,041.38
SAVINGS		612,372.25	0.00	0.00	612,372.25
<b>TAX TAXES</b>					
701	TAX AGENCY	1,146.47	0.00	0.00	1,146.47
TAXES		1,146.47	0.00	0.00	1,146.47
<b>TOTAL - ALL FUNDS</b>		<b>3,874,421.21</b>	<b>330,056.22</b>	<b>472,906.04</b>	<b>3,731,571.39</b>

CASH SUMMARY BY ACCOUNT FOR WEST BRANCH  
 FROM 06/01/2019 TO 06/30/2019

FUND: ALL FUNDS  
 INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 06/01/2019	Total Debits	Total Credits	Ending Balance 06/30/2019
<b>Fund 101</b>					
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
		<u>250,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>250,000.00</u>
<b>Fund 150 CEMETERY PERPETUAL CARE</b>					
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	<u>229,972.80</u>	<u>0.00</u>	<u>0.00</u>	<u>229,972.80</u>
<b>Fund 251 INDUSTRIAL PARK FUND</b>					
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	<u>200,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>200,000.00</u>
<b>Fund 661 EQUIPMENT FUND</b>					
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	<u>250,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>250,000.00</u>
	<b>TOTAL - ALL FUNDS</b>	<u>929,972.80</u>	<u>0.00</u>	<u>0.00</u>	<u>929,972.80</u>

REGULAR MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY  
HELD IN THE COUNCIL CHAMBERS OF WEST BRANCH CITY HALL, 121 N. FOURTH  
STREET, TUESDAY, MAY 28, 2019.

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

Present: Joanne Bennett, Joe Clark, Mike Cozad, Autum Hunter, Sandy Rabidue, Erin Resteiner, Ken Walters, and Cathy Zimmerman.

Absent: Samantha Fabbri

Others present: Acting City Manager John Dantzer.

\* \* \* \* \*

**MOTION BY ZIMMERMAN, SECOND BY CLARK, TO EXCUSE CHAIRPERSON  
SAMANTHA FABBRI FROM THE MEETING.**

**Yes – Bennett, Clark, Cozad, Hunter, Rabidue, Resteiner, Walters, Zimmerman**

**No – None**

**Absent – Fabbri**

**Motion carried.**

\* \* \* \* \*

**MOTION BY RABIDUE, SECOND BY WALTERS, TO APPROVE THE MINUTES  
FROM THE MEETINGS HELD APRIL 23, 2019 AND MAY 28, 2019.**

**Yes – Bennett, Clark, Cozad, Hunter, Rabidue, Resteiner, Walters, Zimmerman**

**No – None**

**Absent – Fabbri**

**Motion carried.**

\* \* \* \* \*

**MOTION BY ZIMMERMAN, SECOND BY RESTEINER, TO APPROVE BILLS IN THE  
AMOUNT OF \$9,834.57.**

**Yes – Bennett, Clark, Cozad, Hunter, Rabidue, Resteiner, Walters, Zimmerman**

**No – None**

**Absent – Fabbri**

**Motion carried.**

\* \* \* \* \*

Member Walters talked about the need to start discussing projects for the old laundromat area. Acting Manager Dantzer asked if the Board would like to meet with the City's MEDC Representative at their next meeting. It was the consensus to have Acting Manager Dantzer schedule the meeting.

Member Resteiner went over DDA logos that she worked on

**MOTION BY BENNETT, SECOND BY RESTEINER, TO APPROVE THE DDA LOGO WITH THE SKINY TREES CENTERED ABOVE WEST BRANCH DDA.**

**Yes - Bennett, Clark, Cozad, Hunter, Rabidue, Resteiner, Walters, Zimmerman**

**No - None**

**Absent - Fabbri**

**Motion carried.**

Member Rabidue gave an update on the planting of the flowers and an update on the personal property tax reimbursement.

Member Bennett discussed banners for the downtown and putting the sign in the windows of open businesses fronts.

Member Hunter discussed Back to the Bricks.

Member Clark discussed the new used motorcycle sales center going in downtown.

\* \* \* \* \*

A new showmobile rental form was submitted taking the line out that had the Chamber of Commerce discount. The possibility of setting the stage up in the location of the old laundromat was discussed.

**MOTION BY CLARK, SECOND BY RABIDUE, TO APPROVE THE NEW APPLICATION FORM AS SUBMITTED.**

**Yes - Bennett, Clark, Cozad, Hunter, Rabidue, Resteiner, Walters, Zimmerman**

**No - None**

**Absent - Fabbri**

**Motion carried.**

\* \* \* \* \*

The board discussed watering the Fireman's memorial again in 2019. It was the consensus that the board would water the flowers the first Wednesday of every month.

\* \* \* \* \*

Vice Chair Clark adjourned the meeting at 12:50 pm.

## **City of West Branch**

### **Wellhead Protection Program**

#### **Third Quarter Team Meeting—June 13, 2019—Meeting Minutes**

In attendance: Phil Mikulski, Kelly Hon, John Dantzer, Dan Robb, Denis Stephens, Frank Goodroe and Mike Killackey

#### **2018-2019 WHPP Plan Update**

The City received grant funding for source water protection for the 2018-2019 fiscal years. The Committee would like to focus educational efforts with students. In the spring, Kelly Hon (MRWA) worked with Wendy Tuttle (West Branch Schools Principal and Mrs. Bragg (5<sup>th</sup> Grade Science Teacher) to organize presentations. Presentations were scheduled in May and Kelly demonstrated the groundwater model and students built edible aqui-flurries. It was a success. Kelly will send John Dantzer (City of West Branch) a sample press release.

Recently, the City did a tour at the wastewater plant. Approximately ninety students from a vacation bible school visited the facility. In addition, the City purchased a groundwater model that they would like to donate to the schools. The City would like to present the model to the schools at a City Council meeting. Council meetings are the first and third Mondays of each month at 6 PM. Phil Mikulski (West Branch Schools) thought it would be neat to have students at the meeting also. Tentatively, Phil thought that September 23<sup>rd</sup> would be a good date. John Dantzer will look at the dates and confirm with Phil.

At a previous meeting, the committee also discussed doing presentations with one grade and field trips with the other. They would also like to host a placemat design contest. Phil Mikulski (West Branch Schools) also mentioned that there is a media group at the high school that could put presentations or videos together. The City is also working on a You Tube channel and they could look at linking the two. Mike Anschuetz (Ogemaw County Health Department) indicated that if interested, the health department has graphics and information that can be shared. Michigan Environmental Mapper also has information that could be beneficial. In future years, the City might look at a placemat design contest, You Tube video contest or classroom presentations. This year, if funding is still available, the City may look at purchasing reusable water bottles or an Enviroscape model. Phil indicated that there are approximately 2000 students. He did not recommend providing bottles to kindergarten or first graders. Once John has compiled a list of costs, the City will have a better idea if they can purchase more items.

#### **Next Meeting**

The next meeting will need to be scheduled in July, August or September 2019. The City currently has the next meeting scheduled for August 13<sup>th</sup> at 1:30 PM. Kelly Hon will email the group final confirmation as it gets closer.

Submitted by Kelly Hon

# Communications

OGEMAW COUNTY EMERGENCY DISPATCH AUTHORITY

205 S. Eighth St. West Branch, MI 48661

989-345-2911

TX

989-345-5942

FAX

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June 20, 2019

To: Ogemaw County Police Agencies & Courts

From: Ogemaw County Emergency Dispatch Authority Board

Re: LEIN Charges

Please be advised Ogemaw County Emergency Dispatch Authority Board passed a Motion at the June 19, 2019 meeting effective July 1, 2019 you will be invoiced at \$25.00 for each warrant/PPO/bond condition entered into LEIN. Cost will include maintaining of warrants, monthly validations, packing of warrants, OCEDA personnel time, office supplies, and Xerox copier cost. Entities will be invoiced monthly. If you have any questions, or if you want to maintain your own LEIN, please contact Director Amy Beach.

Sincerely,



Amy Beach

OCEDA Director

cc: OCEDA Board

cc: Ogemaw BOC Chairman Bruce Reetz

**Frank Goodroe**

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**From:** Michigan Municipal League  
**Sent:** Wednesday, June 26, 2019 9:43 AM  
**To:** citymanager@westbranch.com  
**Subject:** Convention Registration Now Open!



## Registration Now Open for 2019 Convention!

Sept. 25-27  
Detroit - Cobo Center  
[Register now!](#)

We're excited to be holding our annual Convention in the D! You'll get to experience Detroit's fresh, new look with a sizzling culinary scene, hip hotels, hot entertainment districts, eclectic shops, and beautiful riverfront parks.



Against this backdrop, we will present sessions centered around the topics that YOU told us are most important. Learn how to turn a placemaking opportunity into a strong community partnership; explore creative approaches to meeting the need for affordable housing; learn how to deal with everyday bias, and much more.

You'll also have plenty of time to get out and experience some of Detroit's iconic sites and activities as you enjoy the camaraderie of your colleagues.

We've planned an extra special Convention in the D that will fill you with great ideas and memories. Come join us!

[Register Today!](#)





# **Reports**

**Mayor**

**Council**

**City Manager**

**Public  
Comment  
-Any  
Topic**

# Adjournment