

-- AGENDA --

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL TO BE HELD VIA VIDEO CONFERENCE IN THE COUNCIL CHAMBERS AT WEST BRANCH CITY HALL, 121 N. FOURTH ST. ON MONDAY, JULY 6, 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
- V. Public Hearing
- VI. Additions to the agenda
- VII. Public Comment on Agenda Items Only (limited to 3 minutes)
- VIII. Bids
- IX. Unfinished Business
- X. New Business
 - A. Bills
- XI. Approval of the minutes and summary from the meeting held June 15, 2020 and the closed session minutes of the June 15, 2020 meeting.
- XII. Consent Agenda
 - A. Treasurers report and investment summary
 - B. Minutes from the DDA meeting held April 28, 2020
 - C. Minutes from the West Branch Wastewater Treatment Authority meetings held December 17, 2019 and June 17, 2020.

- XIII. Communications
- XIV. Reports and/or comments
 - A. Mayor
 - B. Council
 - C. Manager
- XV. Public comment any topic
- XVI. Adjournment

UPCOMING MEETINGS-EVENTS

July 9 Taylor Tucky - concert in the park 7:00 pm
July 10-11 Downtown concerts.
July 13 Special City Council meeting 6:00 pm
July 14 Planning Commission 6:00 pm
July 16 Revolver - concert in the park 7:00 pm
July 20 City Council meeting 6:00 pm
July 23 Rock Show Bank - concert in the park 7:00 pm
July 24 Public Accuracy testing 11:15 am
July 30 Rhett Yocum Blues Bank - concert in the park 7:00 pm.

In response to the executive orders issued by Governor Whitmer, City Hall continues to be closed to the general public. City Council will be in attendance for the City Council meeting with social distancing and facemasks requirements. If someone would like to address Council in person, special arrangements can be made to allow for in person comments subject to social distancing requirements.

If you wish to speak in person, we ask that you call City Hall at 989-345-500 or email the City Clerk at clerktreasurer@westbranch.com in order for the Council Chambers to be prepared for the in-person comments.

Call to Order

Roll Call

**Pledge of
Allegiance**

Scheduled Matters from the Floor

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	\$18,955.99
<i>BILLS AS OF 7/2/20</i>	<i>\$18,955.99</i>
<i>Additions to Bills as of</i>	<i>\$0</i>
<i>Paid but not approved</i>	<i>\$539.99</i>
TOTAL BILLS	\$19,495.98

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

Vendor Name	Amount	Description
ARNOLD SALES	418.33	VARIOUS SUPPLIES
BADER & SONS CO	132.54	PARTS
BADGER METER	608.76	CELLULAR SERVICE JUNE
BODDY, TONI	25.00	PAVILION REFUND
CARLSON DIMOND & WRIGHT INC	2,623.00	WWTP REPAIR
CMP DISTRIBUTORS INC	3,845.00	POLICE VESTS
CMR CRANE & SERVICES	400.00	CEMETERY REPAIR
DO ALL INC	570.94	RECYCLING MAY
FOSTER BLUE WATER OIL LLC	1,037.87	FUEL
KOMLINE SANDERSON	585.39	WWTP EQUIP MAINTENANCE
LYONS ELECTRIC LLC	3,954.00	WWTP SERVICES
NORTH CENTRAL LABORATORIES	462.76	WWTP SUPPLIES
OGEMAW COUNTY EMERGENCY DISPATCH AU	50.00	WARRANT ENTRIES
OGEMAW COUNTY HERALD ADLINER	248.13	VARIOUS ADS
OGEMAW COUNTY VOICE	209.10	ADS JUNE
PREIN & NEWHOF	220.00	WWTP BIOSOLIDS
QUALITY GARAGE DOORS	136.00	DPW PART
SCHINDLER ELEVATOR CORPORATION	193.65	WWTP QUARTERLY ELEVATOR
STATE OF MICHIGAN	32.00	WATER SAMPLES
TRACTOR SUPPLY CREDIT PLAN	132.97	SUPPLIES
UNUM LIFE INSURANCE CO OF AMERICA	1,900.50	LT ST DISABILITY & LIFE
UPS	4.00	WWTP SHIPPING
VILLAGE QUIK LUBE	84.19	SERVICE
WEST BRANCH AUTOMOTIVE	79.86	VARIOUS PARTS/SUPPLIES
WISE HEATING AND COOLING INC	1,002.00	WWTP INSPECTIONS
	18,955.99	

Approval of Council Minutes & Summary

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD VIA VIDEO CONFERENCE IN THE COUNCIL CHAMBERS OF THE WEST BRANCH CITY HALL, 121 N. FOURTH STREET ON MONDAY, JUNE 15, 2020.

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

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

Absent: None.

Other officers present: City Manager Frank Goodroe, Clerk/Treasurer John Dantzer, DPW Superintendent Mike Killackey, Deputy Clerk/Treasurer Michelle Frechette (arrived at 6:29), and Police Chief Ken Walters.

All stood for the Pledge of Allegiance.

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Breck Brindley introduced herself to Council and noted she is running for County Clerk.

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MOTION BY BENNETT, SECOND BY POWLEY, TO PAY BILLS IN THE AMOUNT OF \$77,505.80.

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

No – None

Absent – None

Motion carried

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MOTION BY JACKSON, SECOND BY ZIMMERMAN, TO APPROVE RESOLUTION 20-18

RESOLUTION #20-18

WHEREAS, the City of West Branch does allow for sidewalk cafes as per section 7.20 of the zoning ordinance, and

WHEREAS, any sidewalk café request from a business located off of Houghton Ave. must file a permit with MDOT, and

WHEREAS, a requirement to approval by MDOT requires a resolution of support from the local City Council, and

WHEREAS, upon approval by MDOT, it is the responsibility of the City to monitor the requirements of the permit, and

NOW, THEREFORE, BE IT RESOLVED, that the West Branch City Council does hereby approve the sidewalk café permit to Amy Livingston of A & B Coffee House & Café LLC

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

No – None

Absent – None

Motion carried

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Adrienne Gallagher, of Carol Ann's Dance Studio, submitted a special event permit to hold a dance recital in Irons Park.

MOTION BY ZIMMERMAN, SECOND BY PUGH, TO APPROVE THE SPECIAL EVENT PERMIT AS SUBMITTED.

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

No – None

Absent – None

Motion carried

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MOTION BY BENNETT, SECOND BY JACKSON, TO APPROVE RESOLUTION 20-19

RESOLUTION #20-19

WHEREAS, the City is the owner of the Brookside cemetery, and

WHEREAS, the City experienced heavy rain storms resulting in the collapse of one of the banks in the cemetery, and

WHEREAS, the City was required to hire an excavator to bring in fill to repair the washed-out bank, and

NOW, THEREFORE, BE IT RESOLVED, that the West Branch City Council hereby amends the budget in Fund 209, Cemetery Fund; as follows:

FUND 209 CEMETERY FUND

Revenues		Budget	Amended
Dept 000.000			
209-000.000-610.400	TRANS FROM ECON. ADVANCE. 204	19,195.00	20,695.00
209-000.000-628.400	FOUNDATIONS	1,500.00	1,500.00
209-000.000-629.400	GRAVE OPENINGS	6,500.00	6,500.00
209-000.000-642.400	SALES OF LOTS	2,400.00	2,400.00
209-000.000-664.400	INTEREST INCOME	3,090.00	3,200.00
209-000.000-671.400	CONTRIBUTIONS	0.00	0.00
209-000.000-695.400	MISCELLANEOUS	0.00	0.00
209-000.000-696.400	TRANSFER FROM CEM. P.C.	0.00	0.00
Total Dept 000.000		32,795.00	34,295.00

TOTAL REVENUES		32,795.00	34,295.00
Expenditures			
Dept 000.000			
209-000.000-703.700	SALARIES AND WAGES	12,425.00	12,425.00
209-000.000-710.700	OVERTIME	500.00	500.00
209-000.000-714.700	MANDATORY MEDICARE	170.00	170.00
209-000.000-715.700	SOCIAL SECURITY (EMPLOYER)	750.00	750.00
209-000.000-716.700	BC/BS HEALTH INSURANCE PREMIUM	4,200.00	4,200.00
209-000.000-718.700	MERS RETIREMENT (EMPLOYER)	150.00	150.00
209-000.000-720.700	WORKERS COMPENSATION PREMIUM	370.00	370.00
209-000.000-724.700	UNEMPLOYMENT INS. BENEFIT	25.00	25.00
209-000.000-727.700	OPERATING SUPPLIES	500.00	500.00
209-000.000-782.700	ADMINISTRATION	1,000.00	1,000.00
209-000.000-801.700	CONTRACTUAL SERVICES	4,305.00	5,805.00
209-000.000-922.700	PUBLIC UTILITIES	350.00	350.00
209-000.000-941.700	EQUIPMENT RENTAL	8,000.00	8,000.00
209-000.000-956.700	EXPENSES	50.00	50.00
209-000.000-986.000	REPURCHASE OF CEMETERY LOTS	0.00	0.00
Total Dept 000.000		32,795.00	34,295.00
TOTAL EXPENDITURES		32,795.00	32,795.00
Fund 209 - CEMETERY FUND:			
TOTAL REVENUES		32,795.00	34,295.00
TOTAL EXPENDITURES		32,795.00	34,295.00
NET OF REVENUES & EXPENDITURES		0.00	0.00

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

No – None

Absent – None

Motion carried

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MOTION BY BENNETT, SECOND BY ZIMMERMAN, TO APPROVE RESOLUTION 20-20

RESOLUTION #20-20

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

WHEREAS, the expenses in Fund 150, Perpetual Care were understated due to the sale of a plot back to the City, and

WHEREAS, the revenues in Fund 202, Major Street were overstated due to the City not receiving a grant and the expenses were understated due to the timing of expenses for the Fairview and Valley St. projects, and

WHEREAS, the revenues and expenses in Fund 203, Local Street were overstated due to the City not receiving a grant and the corresponding construction costs, and

WHEREAS, the revenues in Fund 248, DDA were overstated due to the DDA not receiving a grant and the corresponding construction costs, and

WHEREAS, the revenues in Fund 251, Industrial Park, were understated due to the sale of a lot that was not budgeted for and the expenses were understated due to the purchase of lots that were not budgeted for, and

WHEREAS, the revenues in Fund 318, Sewer Debt were overstated and the bond expenditures were understated, and

WHEREAS, the revenues in Fund 319, Water Debt were overstated and the interest due on bonds were overstated, and

WHEREAS, the revenues in Fund 590, Sewer Fund were overstated, and

WHEREAS, the revenues and expenses in Fund 591, Water Fund were overstated, and

WHEREAS, the revenues in Fund 593, Sewer Collection were overstated and the expenses were overstated in contractual services due to a project that was budgeted for not taking place, and

NOW, THEREFORE, BE IT RESOLVED, that the West Branch City Council hereby amends the budget as follows:

		2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET
GL NUMBER	DESCRIPTION		
Fund 150 - CEMETERY PERPETUAL CARE			
Revenues			
Dept 000.000			
150-000.000-642.400	SALES OF LOTS	500.00	500.00

150-000.000-664.400	INTEREST INCOME	0.00	0.00
Total Dept 000.000		500.00	500.00
TOTAL REVENUES		500.00	500.00
Expenditures			
Dept 000.000			
150-000.000-986.000	REPURCHASE OF CEMETERY LOTS	0.00	120.00
Total Dept 000.000		0.00	120.00
TOTAL EXPENDITURES		0.00	120.00
Fund 150 - CEMETERY PERPETUAL CARE:			
TOTAL REVENUES		500.00	500.00
TOTAL EXPENDITURES		0.00	120.00
NET OF REVENUES & EXPENDITURES		500.00	380.00
CARRY OVER		262,654.00	263,034.00
Fund 202 - MAJOR STREET FUND			
Revenues			
Dept 000.000			
202-000.000-419.400	METRO ACT	8,900.00	9,900.00
202-000.000-503.400	MAP 21 FEDERAL REV	0.00	0.00
202-000.000-539.400	MDOT STATE REVENUE	0.00	0.00
202-000.000-556.000	OTHER STATE GRANTS	0.00	0.00
202-000.000-570.400	ACT 51 - STATE OF MICHIGAN	194,967.00	194,967.00
202-000.000-634.400	GRANT	37,500.00	0.00
202-000.000-634.403	STATE GRANTS/STATE SOURCES	0.00	0.00
202-000.000-664.400	INTEREST INCOME	1,200.00	1,200.00
202-000.000-677.400	TRUNKLINE MAINT. REIMBURSEMEN	29,550.00	29,550.00
202-000.000-695.400	MISCELLANEOUS	0.00	0.00
Total Dept 000.000		272,117.00	235,617.00
TOTAL REVENUES		272,117.00	235,617.00
Expenditures			
Dept 451.000 - CONSTRUCTION			
202-451.000-703.700	SALARIES AND WAGES	2,500.00	750.00
202-451.000-710.700	OVERTIME	800.00	800.00
202-451.000-714.700	MANDATORY MEDICARE	105.00	105.00

202-451.000-715.700	SOCIAL SECURITY (EMPLOYER)	390.00	390.00
202-451.000-718.700	MERS RETIREMENT (EMPLOYER)	995.00	145.00
202-451.000-720.700	WORKERS COMPENSATION PREMIUM	0.00	50.00
202-451.000-724.700	UNEMPLOYMENT INS. BENEFIT	445.00	445.00
202-451.000-727.700	OPERATING SUPPLIES	550.00	500.00
202-451.000-801.700	CONTRACTUAL SERVICES	47,500.00	150,000.00
202-451.000-941.700	EQUIPMENT RENTAL	1,700.00	1,700.00
202-451.000-956.700	EXPENSES	100.00	100.00
Total Dept 451.000 - CONSTRUCTION		55,085.00	154,985.00

Fund 202 - MAJOR STREET FUND:

TOTAL REVENUES	272,117.00	235,617.00
TOTAL EXPENDITURES	261,018.00	370,918.00
NET OF REVENUES & EXPENDITURES	11,099.00	(135,301.00)
CARRY OVER	543,490.00	408,189.00

Fund 203 - LOCAL STREET FUND

Revenues

Dept 000.000

203-000.000-570.400	ACT 51 - STATE OF MICHIGAN	66,079.00	66,079.00
203-000.000-634.400	GRANT	70,000.00	0.00
203-000.000-664.400	INTEREST INCOME	600.00	600.00
203-000.000-680.400	TRANSFER FROM MAJOR STREET	48,741.00	48,741.00
203-000.000-695.400	MISCELLANEOUS	0.00	0.00
Total Dept 000.000		185,420.00	115,420.00

TOTAL REVENUES	185,420.00	115,420.00
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Expenditures

Dept 451.000 - CONSTRUCTION

203-451.000-703.700	SALARIES AND WAGES	1,200.00	1,200.00
203-451.000-710.700	OVERTIME	40.00	40.00
203-451.000-714.700	MANDATORY MEDICARE	35.00	35.00
203-451.000-715.700	SOCIAL SECURITY (EMPLOYER)	35.00	35.00
203-451.000-718.700	MERS RETIREMENT (EMPLOYER)	40.00	40.00
203-451.000-720.700	WORKERS COMPENSATION PREMIUM	10.00	10.00
203-451.000-724.700	UNEMPLOYMENT INS. BENEFIT	200.00	200.00
203-451.000-801.700	CONTRACTUAL SERVICES	170,000.00	122,000.00
203-451.000-941.700	EQUIPMENT RENTAL	1,500.00	1,500.00
203-451.000-956.700	EXPENSES	0.00	0.00
Total Dept 451.000 - CONSTRUCTION		173,060.00	125,060.00

TOTAL EXPENDITURES	234,161.00	186,161.00
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Fund 203 - LOCAL STREET FUND:

TOTAL REVENUES	185,420.00	115,420.00
TOTAL EXPENDITURES	234,161.00	186,161.00
NET OF REVENUES & EXPENDITURES	(48,741.00)	(70,741.00)
CARRY OVER	369,119.00	298,378.00

Fund 248 - DDA OPERATING FUND

Revenues

Dept 000.000

248-000.000-400.400	TAX INCREMENT FINANCING	46,083.00	54,600.00
248-000.000-403.400	CURRENT PROPERTY TAX GEN.OP. PERSONAL PROPERTY TAX LOSS	14,500.00	11,000.00
248-000.000-408.400	REIMBURSEMENT	0.00	30,000.00
248-000.000-634.400	GRANT	45,000.00	0.00
248-000.000-664.400	INTEREST INCOME	250.00	520.00
248-000.000-672.400	VETERAN BANNER CONTRIBUTIONS	0.00	0.00
248-000.000-695.400	MISCELLANEOUS	400.00	400.00
Total Dept 000.000		106,233.00	96,520.00

TOTAL REVENUES	106,233.00	96,520.00
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Expenditures

Dept 000.000

248-000.000-729.700	FLOWER PROJECT	5,000.00	5,000.00
248-000.000-750.700	RETAIL MERCHANTS	7,500.00	7,500.00
248-000.000-782.700	ADMINISTRATION	6,000.00	2,400.00
248-000.000-801.700	CONTRACTUAL SERVICES	69,133.00	7,500.00
248-000.000-865.700	PROFESSIONAL DEVELOPMENT	0.00	1,000.00
248-000.000-884.700	VETERAN BANNER EXPENSE	0.00	0.00
248-000.000-935.703	SHOWMOBILE EXPENSES	300.00	300.00
248-000.000-940.700	GEN. MAINTENANCE/SNOW REMOVAL	0.00	7,500.00
248-000.000-948.700	DDA MAINTENANCE	15,300.00	0.00
248-000.000-956.700	EXPENSES	3,000.00	1,500.00
248-000.000-956.802	BAD DEBT EXPENSE	0.00	0.00

Total Dept 000.000	106,233.00	32,700.00
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TOTAL EXPENDITURES	106,233.00	32,700.00
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Fund 248 - DDA OPERATING FUND:

TOTAL REVENUES	106,233.00	96,520.00
TOTAL EXPENDITURES	106,233.00	32,700.00
NET OF REVENUES & EXPENDITURES	0.00	63,820.00
CARRY OVER	21,565.00	85,385.00

Fund 251 - INDUSTRIAL PARK FUND

Revenues

Dept 000.000

251-000.000-642.400	SALES OF LOTS	0.00	36,000.00
251-000.000-664.400	INTEREST INCOME	2,500.00	2,500.00
Total Dept 000.000		2,500.00	38,500.00

TOTAL REVENUES

2,500.00 38,500.00

Expenditures

Dept 000.000

251-000.000-703.700	SALARIES AND WAGES	1,066.00	1,750.00
251-000.000-714.700	MANDATORY MEDICARE	15.00	25.00
251-000.000-715.700	SOCIAL SECURITY (EMPLOYER)	70.00	105.00
251-000.000-716.700	BC/BS HEALTH INSURANCE PREMIUM	0.00	0.00
251-000.000-718.700	MERS RETIREMENT (EMPLOYER)	15.00	25.00
251-000.000-720.700	WORKERS COMPENSATION PREMIUM	45.00	62.00
251-000.000-724.700	UNEMPLOYMENT INS. BENEFIT	3.00	3.00
251-000.000-782.700	ADMINISTRATION	1,000.00	1,000.00
251-000.000-801.700	CONTRACTUAL SERVICES	1,350.00	1,500.00
251-000.000-941.700	EQUIPMENT RENTAL	1,900.00	3,500.00
251-000.000-956.700	EXPENSES	100.00	350.00
251-000.000-977.700	CAPITAL ACQUISITIONS	0.00	114,600.00
Total Dept 000.000		5,564.00	122,920.00

Dept 965.000 - TRANSFERS

251-965.000-999.700	TRANSFER TO OTHER ACCOUNTS	0.00	0.00
Total Dept 965.000 - TRANSFERS		0.00	0.00

TOTAL EXPENDITURES

5,564.00 122,920.00

Fund 251 - INDUSTRIAL PARK FUND:

TOTAL REVENUES	2,500.00	38,500.00
TOTAL EXPENDITURES	5,564.00	122,920.00
NET OF REVENUES & EXPENDITURES	(3,064.00)	(84,420.00)

CARRY OVER	231,835.00	147,415.00
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Fund 318 - SEWER DEBT FUND

Revenues

Dept 000.000

318-000.000-625.400	BILLINGS	386,450.00	345,000.00
318-000.000-626.400	PENALTIES	2,500.00	2,500.00
318-000.000-627.400	TRANSFER FROM GENERAL FUND	0.00	0.00
318-000.000-664.400	INTEREST INCOME	550.00	850.00
Total Dept 000.000		389,500.00	348,350.00

TOTAL REVENUES		389,500.00	348,350.00
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Expenditures

Dept 000.000

318-000.000-802.700	CONTRIBUTION EXPENSE	0.00	0.00
318-000.000-994.700	BOND	152,000.00	158,500.00
318-000.000-995.700	INTEREST DUE ON BONDS	178,000.00	178,000.00
318-000.000-999.700	TRANSFER TO OTHER ACCOUNTS	0.00	0.00
Total Dept 000.000		330,000.00	336,500.00

TOTAL EXPENDITURES		330,000.00	336,500.00
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Fund 318 - SEWER DEBT FUND:

TOTAL REVENUES		389,500.00	348,350.00
TOTAL EXPENDITURES		330,000.00	336,500.00
NET OF REVENUES & EXPENDITURES		59,500.00	11,850.00
CARRY OVER		1,257,692.00	1,269,542.00

Fund 319 - WATER DEBT FUND

Revenues

Dept 000.000

319-000.000-625.400	BILLINGS	83,000.00	77,000.00
319-000.000-626.400	PENALTIES	150.00	150.00
319-000.000-664.400	INTEREST INCOME	150.00	300.00
319-000.000-695.400	MISCELLANEOUS	700.00	700.00
319-000.000-698.400	TRANSFER FROM WATER REPLACE	0.00	0.00
Total Dept 000.000		84,000.00	78,150.00

TOTAL REVENUES		84,000.00	78,150.00
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Expenditures				
Dept 000.000				
319-000.000-994.700	BOND		50,000.00	50,000.00
319-000.000-995.700	INTEREST DUE ON BONDS		30,000.00	22,000.00
Total Dept 000.000			80,000.00	72,000.00
TOTAL EXPENDITURES			80,000.00	72,000.00
Fund 319 - WATER DEBT FUND:				
TOTAL REVENUES			84,000.00	78,150.00
TOTAL EXPENDITURES			80,000.00	72,000.00
NET OF REVENUES & EXPENDITURES			4,000.00	6,150.00
CARRY OVER			364,724.00	370,874.00
Fund 590 - SEWER FUND				
Revenues				
Dept 000.000				
590-000.000-625.400	BILLINGS		580,000.00	512,000.00
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	42,000.00
590-000.000-664.400	INTEREST INCOME		800.00	1,650.00
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	560,250.00
TOTAL REVENUES			623,300.00	560,250.00
TOTAL EXPENDITURES			623,300.00	623,300.00
Fund 590 - SEWER FUND:				
TOTAL REVENUES			623,300.00	560,250.00
TOTAL EXPENDITURES			623,300.00	623,300.00
NET OF REVENUES & EXPENDITURES			0.00	(63,050.00)
CARRY OVER			1,257,692.00	1,194,642.00
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	473,000.00
591-000.000-626.400	PENALTIES	1,700.00	4,500.00
591-000.000-634.400	GRANT	0.00	4,750.00
591-000.000-644.400	TAP FEES	0.00	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	5,500.00
591-000.000-664.400	INTEREST INCOME	500.00	2,600.00
591-000.000-695.400	MISCELLANEOUS	1,700.00	6,000.00
Total Dept 000.000		517,195.00	514,645.00
TOTAL REVENUES		517,195.00	514,645.00
Expenditures			
Dept 000.000			
591-000.000-703.700	SALARIES AND WAGES	45,000.00	45,000.00
591-000.000-710.700	OVERTIME	7,000.00	4,170.00
591-000.000-714.700	MANDATORY MEDICARE	585.00	585.00
591-000.000-715.700	SOCIAL SECURITY (EMPLOYER)	2,485.00	2,485.00
591-000.000-716.700	BC/BS HEALTH INSURANCE PREMIUM	6,530.00	9,735.00
591-000.000-718.700	MERS RETIREMENT (EMPLOYER)	525.00	525.00
591-000.000-720.700	WORKERS COMPENSATION PREMIUM	1,110.00	1,175.00
591-000.000-724.700	UNEMPLOYMENT INS. BENEFIT	185.00	185.00
591-000.000-727.700	OPERATING SUPPLIES	75,000.00	73,000.00
591-000.000-741.700	POSTAGE	2,108.00	4,108.00
591-000.000-782.700	ADMINISTRATION	20,000.00	20,000.00
591-000.000-801.700	CONTRACTUAL SERVICES	45,000.00	46,560.00
591-000.000-811.700	MEMBERSHIP AND DUES	2,500.00	850.00
591-000.000-818.700	INS. PREMIUM - LIABILITY	2,250.00	2,250.00
591-000.000-853.700	TELEPHONE/RADIO COMMUNICATION	500.00	500.00
591-000.000-865.700	PROFESSIONAL DEVELOPMENT	2,500.00	2,500.00
591-000.000-922.700	PUBLIC UTILITIES	16,500.00	15,300.00
591-000.000-941.700	EQUIPMENT RENTAL	25,000.00	22,450.00
591-000.000-956.700	EXPENSES	600.00	1,450.00
591-000.000-966.700	DEPRECIATION	86,817.00	86,817.00
Total Dept 000.000		342,195.00	339,645.00
Dept 000.592 - TRANSFER TO REPLACEMENT			
591-000.592-999.700	TRANSFER TO OTHER ACCOUNTS	175,000.00	175,000.00
Total Dept 000.592 - TRANSFER TO REPLACEMENT		175,000.00	175,000.00

Dept 567.000 - TREATMENT PLANT

591-567.000-716.700 BC/BS HEALTH INSURANCE PREMIUM

0.00

0.00

Total Dept 567.000 - TREATMENT PLANT

0.00

0.00

TOTAL EXPENDITURES

517,195.00

514,645.00

Fund 591 - WATER FUND:

TOTAL REVENUES

517,195.00

514,645.00

TOTAL EXPENDITURES

517,195.00

514,645.00

NET OF REVENUES & EXPENDITURES

0.00

0.00

CARRY OVER

364,724.00

364,724.00

Fund 593 - SEWER COLLECTION

Revenues

Dept 000.000

593-000.000-625.400

BILLINGS

93,395.00

84,000.00

593-000.000-626.400

PENALTIES

400.00

600.00

593-000.000-648.401

SERVICE FEES

3,000.00

5,300.00

593-000.000-664.400

INTEREST INCOME

200.00

620.00

593-000.000-695.400

MISCELLANEOUS

0.00

25.00

Total Dept 000.000

96,995.00

90,545.00

TOTAL REVENUES

96,995.00

90,545.00

Expenditures

Dept 557.000 - COLLECTION SYSTEMS

593-557.000-703.700

SALARIES AND WAGES

15,000.00

15,000.00

593-557.000-710.700

OVERTIME

700.00

700.00

593-557.000-714.700

MANDATORY MEDICARE

210.00

210.00

593-557.000-715.700

SOCIAL SECURITY (EMPLOYER)

820.00

820.00

593-557.000-716.700

BC/BS HEALTH INSURANCE PREMIUM

2,250.00

3,490.00

593-557.000-718.700

MERS RETIREMENT (EMPLOYER)

125.00

125.00

593-557.000-720.700

WORKERS COMPENSATION PREMIUM

245.00

245.00

593-557.000-724.700

UNEMPLOYMENT INS. BENEFIT

25.00

25.00

593-557.000-727.700

OPERATING SUPPLIES

3,000.00

3,000.00

593-557.000-741.700

POSTAGE

0.00

0.00

593-557.000-782.700

ADMINISTRATION

16,000.00

16,000.00

593-557.000-801.700

CONTRACTUAL SERVICES

18,500.00

650.00

593-557.000-922.700

PUBLIC UTILITIES

0.00

0.00

593-557.000-941.700

EQUIPMENT RENTAL

11,500.00

10,260.00

593-557.000-956.700	EXPENSES	500.00	500.00
Total Dept 557.000 - COLLECTION SYSTEMS		68,875.00	51,025.00
TOTAL EXPENDITURES		68,875.00	51,025.00
Fund 593 - SEWER COLLECTION:			
TOTAL REVENUES		96,995.00	90,545.00
TOTAL EXPENDITURES		68,875.00	51,025.00
NET OF REVENUES & EXPENDITURES		28,120.00	39,520.00
CARRY OVER		70,762.00	110,282.00

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

No – None

Absent – None

Motion carried

* * * * *

MOTION BY JACKSON, SECOND BY BENNETT, TO EXCUSE MAYOR FRECHETTE FROM THE JUNE 1 MEETING.

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

No – None

Absent – None

Motion carried

* * * * *

Discussion was held on the goal setting presentation. It was the consensus of Council to have a special work session on Monday, July 13 at 6:00 p.m. at the police station and to invite the Planning Commission, DDA, and Chamber Board.

* * * * *

MOTION BY BENNETT, SECOND BY ZIMMERMAN, TO APPROVE THE MINUTES AND SUMMARY OF MINUTES FROM THE MEETING HELD JUNE 1, 2020.

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

No – None

Absent – None

Motion carried

* * * * *

MOTION BY SHOWALTER, SECOND BY POWLEY, TO RECEIVE AND FILE THE TREASURER'S REPORT, MAY POLICE REPORT, MAY CODE ENFORCEMENT REPORT, AND MAY WASTEWATER REPORT.

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

No – None

Absent – None

Motion carried

* * * * *

A Charter line up communication was shared.

An updated estimate on the Gathering Place was shared.

Act 51 road funding information was shared.

* * * * *

Member Bennett noted the Ogemaw Humane Society is looking for volunteers to help sort cans.

Manager Goodroe discussed the idea of forming a three-person committee to help deal with EDC issues, the possibility of changing meetings, and requested closed session for his evaluations.

Chief Walters gave an update on the shop with a cop program grant and went over the Fourth of July schedule.

* * * * *

MOTION BY FRECHETTE, SECOND BY BENNETT, TO GO INTO CLOSED SESSION PURSUANT TO MCL 15.268 8(a) TO CONSIDER A PERIODIC EVALUATION OF AN EMPLOYEE IF THE NAMED PERSON REQUESTS A CLOSED HEARING.

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

No – None

Absent – None

Motion carried

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MOTION BY FRECHETTE, SECOND BY BENNETT, TO RETURN TO OPEN SESSION.

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

No – None

Absent – None

Motion carried

* * * * *

Mayor Frechette adjourned the meeting at 8:26 pm.

Paul Frechette, Mayor

John Dantzer, Clerk

SUMMARY OF THE REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD VIA VIDEO CONFERENCE ON MONDAY, JUNE 15, 2020.

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

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

Absent: None

Other officers present: Manager Goodroe, Clerk/Treasurer Dantzer, DPW Superintendent Killackey, Deputy Clerk/Treasurer Frechette (6:29), and Chief Walters.

Breck Brindley introduced herself to Council noting she is running for County Clerk.

Council approved bills in the amount of \$77,505.80.

Council approved Resolution 20-18, a sidewalk café permit.

Council approved a special event permit.

Council approved Resolutions 20-19, a budget amendment.

Council approved Resolution 20-20, a budget amendment.

Council excused Mayor Frechette from the June 1 meeting.

Council discussed holding a work session on July 13.

Council approved the minutes and summary from the meeting held June 1, 2020.

Council received and filed the treasurer's report and investment summary, May police report, May code enforcement report, and May wastewater report.

Communications were shared.

Member Bennett, Manager Goodroe, and Chief Walters gave a report.

Council went into closed session pursuant to MCL 15.268 8(a).

Council returned to open session.

Mayor Frechette adjourned the meeting at 8:26 pm.

Consent Agenda

User: MICHELLE

City: Westborough City

Bank Code		Beginning Balance 07/01/2020	Total Debits	Total Credits	Ending Balance 07/31/2020
Fund	Description				
GEN1	GEN1 - GENERAL CHECKING				
101		419,068.05	80.00	25,119.01	394,029.04
150	CEMETERY PERPETUAL CARE	27,009.57	0.00	0.00	27,009.57
209	CEMETERY FUND	(1,094.34)	0.00	1,586.47	(2,680.81)
248	DDA OPERATING FUND	110,181.98	0.00	0.00	110,181.98
251	INDUSTRIAL PARK FUND	15,461.67	0.00	720.48	14,741.19
276	HOUSING RESOURCE FUND	229,265.66	0.00	0.00	229,265.66
318	SEWER DEBT FUND	56,359.81	2,158.59	0.00	58,518.40
319	WATER DEBT FUND	26,913.33	457.11	0.00	27,370.44
371	COLLECTION REPLACEMENT FUND	54.74	0.00	0.00	54.74
372	PLANT REPLACEMENT FUND (R&I)	11,734.44	0.00	0.00	11,734.44
390	SEWER FUND	244,474.17	2,858.00	8,774.59	238,557.58
391	WATER FUND	551,979.66	3,226.17	1,611.97	553,593.86
392	WATER REPLACEMENT FUND	258,467.27	0.00	0.00	258,467.27
393	SEWER COLLECTION	154,193.33	535.60	216.94	154,511.99
361	EQUIPMENT FUND	129,151.09	4,941.61	313.50	133,779.20
704	PAYROLL CLEARING	(11,206.67)	36,409.32	0.00	25,202.65
705	IRONS PARK ENTERTAINMENT FUND	3,758.50	0.00	0.00	3,758.50
707	YOUTH SAFETY PROGRAM	6.20	0.00	0.00	6.20
714	RECYCLING CENTER	16.01	0.00	0.00	16.01
	GEN1 - GENERAL CHECKING	2,225,794.47	50,666.40	38,342.96	2,238,117.91
M/LST	MAJOR/ LOCAL STREETS				
202	MAJOR STREET FUND	481,294.77	0.00	1,775.15	479,519.62
203	LOCAL STREET FUND	314,790.60	0.00	1,232.82	313,557.78
	MAJOR/ LOCAL STREETS	796,085.37	0.00	3,007.97	793,077.40
PAY	PAYROLL				
704	PAYROLL CLEARING	49,481.39	0.00	33,744.71	15,736.68
	PAYROLL	49,481.39	0.00	33,744.71	15,736.68
CHEM	SAVINGS				
101		459,464.14	0.00	0.00	459,464.14
150	CEMETERY PERPETUAL CARE	1,679.03	0.00	0.00	1,679.03
251	INDUSTRIAL PARK FUND	244.16	0.00	0.00	244.16
371	COLLECTION REPLACEMENT FUND	0.86	0.00	0.00	0.86
391	WATER FUND	26,401.49	0.00	0.00	26,401.49
392	WATER REPLACEMENT FUND	19,788.33	0.00	0.00	19,788.33
393	SEWER COLLECTION	3,181.14	0.00	0.00	3,181.14
361	EQUIPMENT FUND	103,468.29	0.00	0.00	103,468.29
714	RECYCLING CENTER	0.34	0.00	0.00	0.34
	SAVINGS	614,227.78	0.00	0.00	614,227.78
TAX	TAXES				
701	TAX AGENCY	12,487.31	2,040.92	0.00	14,528.23
	TAXES	12,487.31	2,040.92	0.00	14,528.23
	TOTAL - ALL FUNDS	3,698,076.32	52,707.32	75,095.64	3,675,688.00

CASH SUMMARY BY ACCOUNT FOR WEST BRANCH
 FROM 07/01/2020 TO 07/31/2020

FUND: ALL FUNDS
 INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 07/01/2020	Total Debits	Total Credits	Ending Balance 07/31/2020
Fund 101					
004.300	CERTIFICATE OF DEPOSIT A	100,000.00	0.00	0.00	100,000.00
004.400	CERTIFICATE OF DEPOSIT B	150,000.00	0.00	0.00	150,000.00
		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	25,000.00	0.00	0.00	25,000.00
	INDUSTRIAL PARK FUND	125,000.00	0.00	0.00	125,000.00
Fund 661	EQUIPMENT FUND				
004.300	CERTIFICATE OF DEPOSIT A	150,000.00	0.00	0.00	150,000.00
004.400	CERTIFICATE OF DEPOSIT B	100,000.00	0.00	0.00	100,000.00
	EQUIPMENT FUND	250,000.00	0.00	0.00	250,000.00
	TOTAL - ALL FUNDS	854,972.80	0.00	0.00	854,972.80

REGULAR MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY
HELD VIA VIDEO CONFERENCE AT THE WEST BRANCH CITY HALL AT 121 N. FOURTH ST.
ON TUESDAY, APRIL 28, 2020.

Chairperson Fabbri called the meeting to order at 12:12 pm.

Present: Members Anthony Bair, Joanne Bennett, Joe Clark, Samantha Fabbri, Autum Hunter, Sandy Rabidue (arrived at 12:15), Erin Resteiner (arrived at 12:23), Ken Walters, and Cathy Zimmerman.

Absent: None

Others present: Clerk Clerk/Treasurer John Dantzer, City Manager Frank Goodroe.

* * * * *

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

Yes – Bair, Bennett, Clark, Fabbri, Hunter, Walters, Zimmerman

No – None Absent – Rabidue, Resteiner Motion carried.

* * * * *

**MOTION BY FABBRI, SECOND BY CLARK, TO APPROVE BILLS IN THE AMOUNT
OF \$520.00**

Yes – Bair, Bennett, Clark, Fabbri, Hunter, Rabidue, Walters, Zimmerman

No – None Absent – Resteiner Motion carried.

* * * * *

Manager Goodroe updated the Board on the City's budget process and the creation of a City Economic Development and DDA Director position including the funding plans.

The Board discussed the funding of the EDC/DDA administrator position.

**MOTION BY RABIDUE, SECOND BY BENNETT, TO APPROVE THE FUNDING OF
THE EDC/DDA DIRECTOR POSITION FOR THE REMAINDER OF THE 2020
FISCAL YEAR ONLY IN THE AMOUNT OF \$2,000.00.**

**Yes – Bair, Bennett, Clark, Fabbri, Hunter, Rabidue, Resteiner, Walters,
Zimmerman**

No – None

Absent – None

Motion carried.

* * * * *

Chairperson Fabbri gave an update on the Gathering Place including a discussion she had with the railroad on easements and that she had been contacted by Jim Sparbeck with his concern that the Pocket Park water fountain has caused water issues in his building.

Member Rabidue gave an update on the downtown flowers and discussed planting and watering options.

Member Bair gave an update on the Historical Preservation Network and noted that a packet of information was being sent to them for review.

Manager Goodroe updated the Board on an upcoming Chamber of Commerce video conference, a summer events update, and noted that the Ogemaw EDC hired Mary Bickell for their open position.

* * * * *

Chairperson Fabbri adjourned the meeting at 1:06 pm.

WEST BRANCH AREA WASTEWATER TREATMENT PLANT AUTHORITY

A regular meeting of the West Branch Area Wastewater Treatment Plant Authority was held on Tuesday, December 17, 2019 at the West Branch City Hall.

Chairman Stephens called the meeting to order at 3:30 p.m.

Present: Frank Goodroe, City of West Branch; Denis Stephens, Ogemaw Township; and Jim Morris, West Branch Township.

Absent: Paul Frechette, City of West Branch, and Dan Weiler, City of West Branch

Others in attendance: John Dantzer, Secretary/Treasurer, and DPW Superintendent Mike Killackey

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Nathan Miller of Stephenson and Company presented the 2018-2019 audit findings. Mr. Miller noted they did give an unmodified opinion which is the highest level of assurance given.

Motion by Goodroe, Second by Morris, to accept the audit as presented.

Yes –Goodroe, Morris, Stephens No – None Absent – Frechette, Weiler

Motion carried

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The Board discussed the updated indemnification agreement. Member Morris noted West Branch Township approved it. Members Goodroe and Stephens noted they would have it approved at their next Board meetings.

* * * * *

Motion by Morris, Second by Goodroe, to approve the minutes from the meetings held September 17, 2019.

Yes –Goodroe, Morris, Stephens No – None Absent – Frechette, Weiler

Motion carried

* * * * *

Motion by Morris, Second by Stephens, to approve the invoice from Diebold in the amount of \$3,232.00 for the quarterly insurance package.

Yes –Goodroe, Morris, Stephens No – None Absent – Frechette, Weiler

Motion carried

* * * * *

Motion by Morris, Second by Goodroe, to approve the audit invoice in the amount of \$3,715.00

Yes –Goodroe, Morris, Stephens No – None Absent – Frechette, Weiler

Motion carried

* * * * *

Motion by Stephens, Second by Morris, to approve the purchase of duplicate checks for the reserve and replacement account.

Yes –Goodroe, Morris, Stephens No – None Absent – Frechette, Weiler

Motion carried

* * * * *

Motion by Morris, Second by Goodroe, to approve the payment of \$130,750.00 to USDA for the sewer bond payment.

Yes –Goodroe, Morris, Stephens No – None Absent – Frechette, Weiler

Motion carried

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Member Goodroe gave a personnel update on the Wastewater Treatment Plant staff. Member Goodroe also noted that the City is looking into getting cell phones for the staff instead of having employees use their own phones due to an app that can be used to control the plant.

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Secretary/Treasurer Dantzer presented the Treasurer's Report.

Motion by Goodroe, Second by Morris, to accept the Treasurer's Report as presented.

Yes –Goodroe, Morris, Stephens No – None Absent – Frechette, Weiler

Motion carried

* * * * *

Chairman Stephens adjourned the meeting at 4:33 pm.

WEST BRANCH AREA WASTEWATER TREATMENT PLANT AUTHORITY

A rescheduled regular meeting of the West Branch Area Wastewater Treatment Plant Authority was held on Wednesday, June 17, 2020 at the West Branch City Hall.

Chairman Stephens called the meeting to order at 3:30 p.m.

Present: Paul Frechette, City of West Branch and Denis Stephens, Ogemaw Township.

Absent: Frank Goodroe, City of West Branch and Jim Morris, West Branch Township.

Others in attendance: John Dantzer, Secretary/Treasurer, Wastewater Superintendent Dan Robb, and DPW Superintendent Mike Killackey

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There was not a quorum present so no business could take place.

Superintendent Robb went over some new equipment he needed for the plant.

Chairman Stephens adjourned the meeting at 3:40 pm.

Communications

Reports

Mayor

Council

City Manager

**Public
Comment
-Any
Topic**

Adjournment