

-- 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, AUGUST 19, 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
- V. Additions to the agenda
- VI. Public Comment on Agenda Items Only (limited to 3 minutes)
- VII. Scheduled Matters from the Floor
- VIII. Bids
  - A. Sidney St.
- IX. Unfinished Business
- X. New Business
  - A. Bills
  - B. Reschedule of Council meeting on Labor Day
  - C. Approval of MERS employee delegate
  - D. Approval of MML renewal
  - E. Approval of adding Chief Ken Walters as an authorized signer for banks
  - F. Approval of Special Event Permit for Michigan Education Association

- G. Approval to sign consumers lighting authorization for change in standard lighting
- H. Approval to use Gov Deals equipment auction site
- I. Approval to sell City vehicle
- J. Approval of City prosecutor
- K. Approval for water meter purchase
- L. Closed session for potential purchase of real property
- XI. Approval of the minutes and summary from the meeting held August 5, 2019.
- XII. Consent Agenda
  - A. Treasurer's report and investment summary
  - B. Minutes from the Planning Commission meeting held July 9, 2019
  - C. Minutes from the IDC Board meeting held December 13, 2018
  - D. Minutes from the Airport Board meetings held May 15 and June 19, 2019
  - E. July Police Report
- XIII. Communications
  - A. Charter Cable update
- XIV. Reports and/or comments
  - A. Mayor
  - B. Council
  - C. Manager
- XV. Public comment any topic
- XVI. Adjournment

### UPCOMING MEETINGS

August 25 City employee picnic -1:00-5:00 pm  
August 27 DDA – 12:00 pm  
September ?- City Council meeting  
September 10 – Project Rising Tide – 10:00 am  
September 10 – Planning Commission 6:00 pm

**Call to Order**

**Roll Call**

**Pledge of  
Allegiance**

# Public Hearings

# **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. Lindsay St. from S. 7<sup>th</sup> St. to Annie St.

Remove and replace asphalt

- 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"

Manhole and valve box repairs will be done by DPW. Concrete curbs and gutter will remain as is.

***Bids Due: August 14 2019 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 August 14<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, August 19<sup>th</sup> at 6 pm, which also takes place in the Council Chambers of West Branch City Hall.



## City of West Branch

121 North Fourth Street, West Branch, Michigan 48661  
Phone 989-345-0500 ☺ Fax 989-345-4390 ☺ e-mail [jdantzer1@westbranch.com](mailto:jdantzer1@westbranch.com)

August 14, 2019

Clerk/Treasurer John Dantzer and Office Assistant Bridget Charles were on hand to open the Lindsay St. asphalt repairs.

Two bids were received for the repairs

1. Mid-Michigan Asphalt – \$46,217
2. Hodgins Asphalt - \$34,300

# 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.
8/13/2019	5897663

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

www.hodginsasphalt.com

### DESCRIPTION

Job Site: Lindsay Street From S. 7th To Annie Street

Approximately 17,108 sq. ft. of asphalt paving

01. Completely pulverize existing asphalt

02. Saw cut and remove radi and areas where pulverizer can not reach. Dispose of

03. Fine grade pulverized base to allow for 3.5" of new asphalt. Note: we will have to remove excess material

04. Compact pulverized base with a 5 ton vibratory roller

05. Clean all curbs and contact joints and apply tack coat to all contact joints

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)

\*\*Allow for proper drainage

\*\*Set up signage and proper traffic control

Authorized Signature: Don Hodgins

MDOT Prequalified #06585

Fully Insured/Bonded

Thank you for the invitation to bid!

**TOTAL**

\$34,300.00

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

SIGNATURE \_\_\_\_\_

City of West Branch

mill  
6 into  
patch

Keith Court

Annex Street

516

27' →



# 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	8-14-2019
Address		Phone	
City		Cell	
Zip Code		Fax	
Job Name	Lindsay St.	Email	

We hereby submit specifications and estimate for:

New Asphalt Paving	Cost
Lindsay St. from N. 7 <sup>th</sup> St. To Annie St. Approx. 518' long x 27' wide (see attached drawing).	
1. Pulverize existing asphalt surface.	
2. Use pulverized material to improve base.	
3. Remove any unused pulverized material from site.	
4. Fine grade and compact.	
5. Pave asphalt two courses, 2" leveling course + 1 ½" wearing course equaling 3 ½" thick.	\$46,217.00
We will have miss dig mark the utilities.	

**TOTAL AMOUNT OF PROPOSAL:**

**\$46,217.00**

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 Wunder Date: 8/13/19

**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

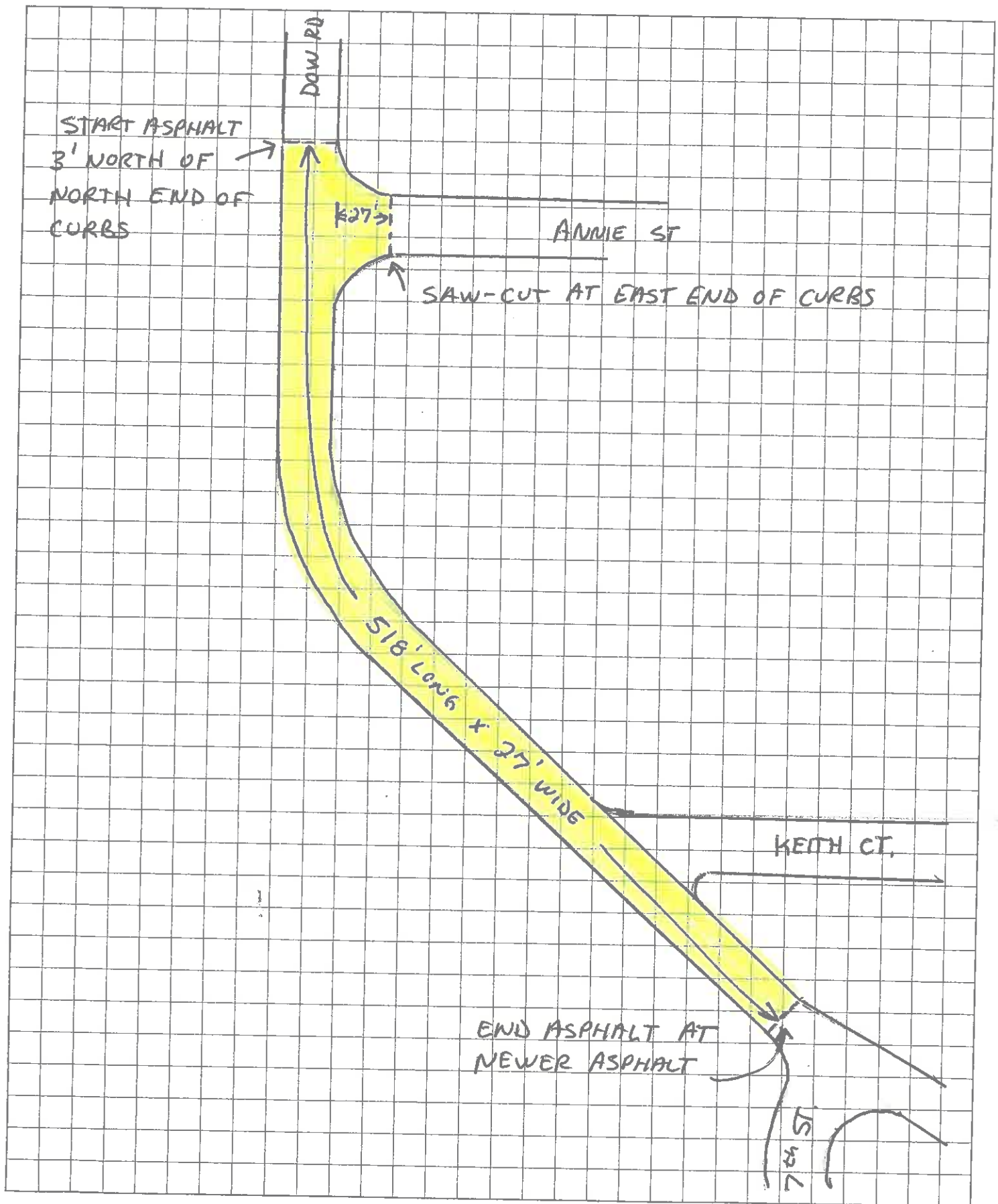
P.O. Box 849  
West Branch, MI 48661

(989) 345-2437  
Bob Winter Cell (989) 942-0064  
Fax (989) 345-3374



Asphalt / Trucking / Excavating / Gravel / Topsoil / Limestone

[www.getpavedmidmichigan.com](http://www.getpavedmidmichigan.com)  
[bob@getpavedmidmichigan.com](mailto:bob@getpavedmidmichigan.com)





# Mid-Michigan Asphalt Paving

P.O. Box 849

West Branch MI, 48661

"Street Paving"

RECEIVED  
AUG 14 2019  
BY: 8:30 Be



IS ASPHALT PAVING INC.

P.O. Box 720 \* 1659 S. Dow Road  
West Branch, MI 48661

RECEIVED  
AUG 14 2019  
BY: 9:30 Be

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

PAVING  
'14/19 NOON

# **Unfinished Business**



**New Business**

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

<b>BILLS</b>	<b>\$42,708.56</b>
<i>BILLS AS OF 8/16/19</i>	<i>\$42,708.56</i>
<i>Additions to Bills as of</i>	<i>\$0</i>
<i>Paid but not approved</i>	<i>\$183.17</i>
<b>TOTAL BILLS</b>	<b>\$42,891.73</b>

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

***UPDATED***

Vendor Name	Amount	Description
BUCKS BIG TOPS	265.00	PICNIC TENT/FOOD TABLE
C2AE	11,770.05	FAIRVIEW/VALLEY ROADS
CHARTER COMMUNICATIONS	244.93	PHONE & INTERNET
CINTAS	386.65	UNIFORMS
CONSUMERS ENERGY	9,440.27	ELECTRIC
CONSUMERS ENERGY	180.97	ELECTRIC
DLL FINANCIAL SERVICES INC	74.08	POLICE COPIER
DO ALL INC	951.42	CLEANINGS AND RECYCLING JULY
FOSTER BLUE WATER OIL LLC	1,378.85	FUEL
INK & THREAD LLC	27.00	NAME PLATES
JACK DOHENY SUPPLIES INC	631.00	VACTOR PARTS
MVW & ASSOCIATES INC	995.00	ASSESSOR CONTRACT SEPTEMBER
OFFICE CENTRAL	672.05	SUPPLIES
OGEMAW COUNTY HERALD ADLINER	189.80	ADS
SELLEY'S CLEANERS	20.25	POLICE CLEANING
SPARTAN STORES LLC	28.10	WWTP SUPPLIES
SPERRY, LYN	65.00	REIMBURSEMENT OF WATER METER
TRANSCEND	13,133.07	BC BS SEPTEMBER
TRANSCEND	422.54	BC BS SEPTEMBER
UNUM LIFE INSURANCE CO OF AMERICA	916.21	DISABILITY & LIFE
VERIZON WIRELESS	78.41	POLICE CELL PHONES
VILLAGE QUIK LUBE	837.91	REPAIRS POLICE
<b>TOTAL</b>	<b>42,708.56</b>	

The first meeting in September falls on Labor Day and in past years Council has voted to reschedule the meeting because City Hall is closed due to it being recognized as a City holiday.

In 2016 – Meeting was moved to Tuesday

In 2017 – Meeting was moved to Tuesday

In 2018 – Meeting was moved to the following Monday and they had meetings two Mondays in a row.

## 2019 Officer and Employee Delegate Certification Form

MERS Annual Retirement Conference | October 3-4, 2019 | Grand Traverse Resort, Acme, MI

Please print clearly • Scan and attach this file when you register online • Retain a copy for your records

**IMPORTANT:** If you are not sending a delegate to Conference, please **DO NOT** submit this form. A **voting delegate registered** to attend the **MERS Retirement Conference** is **NOT** confirmed to have voting rights until this form has been uploaded with your online registration.

The voting delegate representative must be a MERS member, defined as an **active employee on payroll** who is enrolled in either a MERS Defined Benefit Plan, Defined Contribution Plan or Hybrid Plan.

### 1. Officer (and alternate) delegate information

The officer delegate (or alternate) shall be a MERS member who holds a department head position or above, exercises management responsibilities, and is directly responsible to the legislative, executive, or judicial branch of government.

Officer Delegate name

Dan Robb

Officer Alternate name

Frank Goodner

Officer delegate and alternate listed above were appointed to serve at the 2019 MERS Annual Conference by official action of the governing body (or chief judge for a participating court) on 8/19/19, 2019.

### 2. Employee (and alternate) delegate information

The employee delegate (or alternate) shall be an employee member who is not responsible for management decisions, receives direction from management and, in general, is not directly responsible to the legislative, executive, or judicial branch of government.

Employee Delegate name

Michelle Frechette

Employee Alternate name

Steve Morris

Employee delegate and alternate listed above were elected to serve at the 2019 MERS Retirement Conference by secret ballot election conducted by an authorized officer on 7/8/19, 2019.

### 3. Certification

**NOTE:** Certification should be signed by a member of the governing body or chief administrative officer, or the chief judge for a participating court.

I certify that the officer delegate and alternate selections are true and correct, and the secret ballot election results for the employee delegate and alternate are true and correct.

Employer/municipality name\*

Municipality number\*

Email address

Employer address

Employer city

Employer state

Employer zip code

Signature of authorized authority\*

Printed name

Title of authorized authority\*

Date

\* Required field

**TIP:** Scan and upload this completed form to your computer. Then attach it to your registration when you register online to attend the conference.  
www.mersofmich.com

August 01, 2019

Mr. John Dantzer  
Clerk/Treasurer  
West Branch  
121 N. Fourth St.  
West Branch, MI 48661-1217

Dear Mr. Dantzer,

Thank you for your continued participation and support of the Michigan Municipal League. Now is as important of a time as ever to be committed to fighting on behalf of local government issues, educating local leaders on critical topics, and spreading awareness of these issues to the broader public. In the past year, the League has been ~~doing~~ just that.

The focal point of our efforts continues to be SaveMlCity.org, our municipal finance reform initiative. We've expanded our efforts thanks to a generous sponsorship from the CS Mott Foundation, and have joined forces with like-minded organizations to broaden this initiative. We intend to further intensify our efforts to make sure that we have a funding system that works for all of our members.

Additionally, the League is extensively involved both publicly and behind the scenes promoting the interests of municipalities in Lansing and Washington, D.C. Over the past year, we saw numerous legislative victories, especially during the historic lame duck period. With over 400 bills being debated during that period, League members saw significant wins on issues like more local control on fireworks regulation, full funding for Fire Protection Grants for communities which have major state facilities, and an extension and expansion for communities to utilize bond financing as a tool to address pension and retiree health care costs.


The new legislative term has brought many new faces to the state legislature and Governor's office and your team is actively working to highlight League priorities like the restoration of revenue sharing cuts and protecting municipalities from short term rental zoning preemption and efforts to undermine local property taxes. With road funding and infrastructure issues being at the top of everyone's list this year, the League will continue to be a key player in negotiations on behalf of our members.

We continue to bring more trainings to communities throughout the state with our *You Need to Know* series on specific topics, and due to popular demand, we've added an additional weekend of education on the essential issues local leaders need to know through our Elected Officials Academy. Strong local communities need strong local leaders, and we continue to emphasize the importance of diversity and inclusion in the local government chief administrative role through our 16/50 Project and the Women's Municipal Leadership Program. We continue to support our members with innovative approaches to crowdfunding their placemaking efforts and attracting the private development interest that builds on local investment.

The League's Board of Trustees recognizes the strained financial conditions present in many Michigan communities. We have worked very hard over the last several years to keep dues low, resulting in savings of over 20 percent. This year we are passing along a modest 2.4 percent inflationary adjustment to League dues.

The true power of the League comes from the combined voices of communities across Michigan. Together we have made a real difference, and our opportunities for greater success are evident. Your Michigan Municipal League membership is one of the best investments your community can make. Be sure to maximize your membership by contacting us with your questions, and by actively participating at League events. Thank you for your support. We look forward to our continued partnership.

Sincerely,

  
Daniel P. Gilmartin  
Executive Director & CEO  
Brenda Moore  
President, 2019-2020

Enc.

We love where you live.





michigan municipal league

MICHIGAN MUNICIPAL LEAGUE  
MEMBERSHIP RENEWAL INVOICE

2019 - 2020

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**West Branch**

Date: 08/01/2019

ID: 516

Membership Period: 10/01/2019 - 09/30/2020

	<u>Current Balance</u>
* MML Dues	1,339.00
** Legal Defense Fund	134.00
	<hr/>
	\$1,473.00

**Total Due by October 01, 2019:**  
**\$1,473.00**

Please sign, date and return one invoice copy with your payment.

Make checks payable to the Michigan Municipal League and mail to the address below. Thank you.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\* MML dues include annual subscriptions to *The Review* for your officials at \$12.00 per subscription, which is 50% of the regular subscription rate.

\*\* The Legal Defense Fund is an optional charge. The purpose of the Fund is to provide specialized legal assistance to member municipalities in cases that have significant statewide impact.

**See what the League can do for you by visiting [www.mml.org](http://www.mml.org)**

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Michigan Municipal League  
P.O. Box 7409  
Ann Arbor, MI 48107-7409  
800-653-2483



## Insurance & Employee Benefits *(premiums apply)*

**League Workers' Compensation Fund:** Group self-insurance fund offering affordable workers' compensation coverage.

**League Liability and Property Pool:** Covers community property and offers liability protection against most municipal exposures.

**League Sponsored BCBSM Program:** Provides access to BCBS health insurance for our member communities of under 100 employees.

**Unemployment Compensation Fund:** Helps members deal more effectively with unemployment claims.

## Leadership & Professional Development Opportunities

**League Leadership Positions:** Opportunity to hold a League leadership position or serve on a board for the Elected Officials Academy, insurance programs, or the Michigan Municipal League Foundation.

**Committees:** Serve on a committee or taskforce.

**Affiliate Organizations:** Join one of several tailored organizations for leadership, networking, and training.

**Voting Privileges:** Voting privileges at the League's annual business meeting.

## Savings, Vendor & Additional Services

**Telecommunications:** Cut telecom costs by partnering with Abilita, a telecommunications consulting leader.

**U.S. Communities Government Purchasing Alliance:** Favorable pricing for various products and services.

**CDL Drug and Alcohol Testing Consortium:** Random testing program in accordance with DOT regulations.

**Classified Ads:** Municipal job openings, as well as items for sale, on the League's website.

**Business Alliance Program:** Vendors providing services to the municipal market.

**RFP Sharing Service:** Access the companies in the League's Business Alliance Program to help get your RFPs to more prospective bidders.

## MML Foundation

**John Barr Scholarship:** For local elected and appointed officials to use for leadership training.

**Tim Doyle Scholarship:** Helps newly elected officials attend the Elected Officials Academy Core Weekender seminar.

**George D. Goodman Scholarship:** Encourages high school and college students to pursue careers in public service.

**Youth Scholarship Fund:** Covers expenses for young people to attend the National League of Cities Summit.



We love where you live.



# Membership Benefits at a Glance

## Legislative Advocacy & Policy Development

**Legislative Advocacy:** Expert advocacy and dedicated representation at the state and federal levels on municipal issues, with a newsletter and blog to keep members informed.

**Policy Research:** Original policy research on emerging issues made available to members.

## Legal Advocacy

**Legal Advocacy:** Legal assistance on community issues, and advocacy for the interests of municipalities in the courts.

**Legal Defense Fund:** Advocacy program for municipalities in the state and federal appellate courts (member rates apply).

## Placemaking & Redevelopment Assistance

**Crowdfunding:** Information about crowdfunding and investment crowdfunding and how it may apply to your community, as well as expertise on programs available in Michigan.

**Redevelopment Ready Communities<sup>®</sup>:** Assistance navigating the RCC program through support from Michigan Economic Development Corporation.

**Michigan Vacant Property Campaign:** Partnership with several entities to assist local efforts addressing physical deterioration caused by vacant properties and preserving the places people live.

**Michigan Green Communities Network:** Collaborative effort to share resources and knowledge around clean energy and environmental sustainability.

## Information, Resources & Consulting

**E-books:** *Ethics Handbook for Michigan Municipalities*; *Restoring Michigan Communities*; *Handbook for Municipal Officials*.

**One-Pager Plus Fact Sheets:** Summaries of common municipal topics available online.

**Sample Documents:** Contracts, ordinances, policies, resolutions, and Request for Proposals (RFPs) available on our website.

**Inquiry Service:** Information and custom research on your municipal questions.

**Directory of Michigan Municipal Officials:** Annual listing of elected and key-appointed city and village officials.

**The Review:** Bi-monthly magazine geared specifically to the municipal audience.

**Wage and Salary Database:** Searchable database of 143 titles, available to respondents of the annual online survey.

**Executive Search Service:** Recruit the League to facilitate your executive search process.

**Consulting Services:** Draw on the League's expertise for your management consulting.

## Education & Events

**Elected Officials Academy:** Certification program designed to help elected officials lead in the 21<sup>st</sup> century.

**Seminars and workshops:** On-site and online training opportunities.

**Convention and Capital Conference:** Gain tools to improve your community and receive the latest Lansing updates.



We love where you live.



# City of West Branch

121 N 4<sup>th</sup> St, West Branch, Michigan 48661  
(989)345-0500 • Fax (989)345-4390 • www.westbranch.com

## Special Event Permit

Event Name: Michigan Education Association (MEA) Picnic

Event Date: 10-5-2019 Start Time: 10:00am End Time: 3:00 pm

Name of Sponsoring Organization: MEA

Address: 509 Vance Rd. Midland Mi 48640

Contact Person: Jean Weiss Phone Number: 989 326 5599

Describe the purpose of this event: Picnic for school employees.  
We will have 1 to 2 food trucks.

Point of Assembly: N/A

Proposed Route (start to finish, attach route diagram): N/A

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.

Jean Weiss  
Signature

JW  
Initials of Applicant

8-5-19  
Date

For Office Use Only:

Permit Approved ☒ Yes ☐ No

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



**Jackson Customer Service Center**

1945 W Parnall Rd, Jackson, MI 49201 • (800) 477-5050

June 20, 2019

West Branch City  
Attn: Frank Goodroe  
121 N. 4<sup>th</sup> St.  
West Branch, MI. 48661

Dear Frank:

Consumers Energy recently replaced failed and inefficient streetlights with more efficient LED fixtures. Enclosed please find the following contracts for signatures which document the orders that have been recently completed within the West Branch City. We will continue to replace and update your accounts periodically as our replacement program progresses.

**1. Standard Lighting Contract - Form 548 (GU-XL)**

- a. This contract represents the installation of the new LED cobrahead fixtures. A new GUXL contract account (1030 3471 3489) has been created for this new rate.

***Please sign and return both forms in the envelope provided.*** We will return an executed copy of this once the conversion is complete and updates have been made to your bill.

**2. Authorization for Change in Standard Lighting Contract - Form 547 (GUL)**

- a. This contract represents the removal of a portion of your high pressure sodium lights from GUL Account (1000 0014 9243).

***Please sign and return one copy,*** the other is for your records.

Please review the enclosed information to assure accuracy. If you are in agreement, please sign and return these in the envelope provided.

Thank you for your time and patience in this conversion process. If you have any additional questions or concerns, please feel free to contact me.

Sincerely,

Tami A Opalek  
**Consumers Energy**  
**Streetlight Department**  
Sr. Technical Analyst II  
[tami.opalek@cmsenergy.com](mailto:tami.opalek@cmsenergy.com)  
Enclosures



**AUTHORIZATION FOR CHANGE IN  
STANDARD LIGHTING CONTRACT  
(COMPANY-OWNED) FORM 547**

Contract Number: 100000149243

Consumers Energy Company is authorized as of \_\_\_\_\_, by the City of West Branch, to make changes, as listed below, in the lighting system(s) covered by the existing Standard Lighting Contract between the Company and the City of West Branch, dated 11/1/2014.

Lighting Type:

General Service Unmetered Lighting Rate GUL, Standard High Intensity Discharge

Notification Number(s):

1046348770

Construction Work Order Number(s):

33606883

Except for the changes in the lighting system(s) as herein authorized, all provisions of the aforesaid Standard Lighting Contract dated 11/1/2014 shall remain in full force and effect.

City of West Branch

By:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed)

Its

\_\_\_\_\_  
(Title)

This Agreement may be executed and delivered in counterparts, including by a facsimile or an electronic transmission thereof, each of which shall be deemed an original. Any document generated by the parties with respect to this Agreement, including this Agreement, may be imaged and stored electronically and introduced as evidence in any proceeding as if original business records. Neither party will object to the admissibility of such images as evidence in any proceeding on account of having been stored electronically.

**RESOLUTION**

RESOLVED, that it is hereby deemed advisable to authorize Consumers Energy Company to make changes in the lighting service as provided in the Standard Lighting Contract between the Company and the City of West Branch, dated 11/1/2014, in accordance with the Authorization for Change in Standard Lighting Contract dated \_\_\_\_\_,

heretofore submitted to and considered by this ☐ commission ☐ council ☐ board ;and

RESOLVED, further, that the \_\_\_\_\_ Clerk be and are authorized to execute such authorization for change on the behalf of the City.

STATE OF MICHIGAN  
COUNTY OF Ogemaw

I, \_\_\_\_\_, Clerk of the City of West Branch, do hereby certify that the foregoing resolution was duly adopted by the ☐ commission ☐ council ☐ board of said municipality, at the meeting held on \_\_\_\_\_.



Dated:

Municipal Customer Type: City

\_\_\_\_\_

## GENERAL SERVICE UNMETERED LIGHTING RATE GUL, STANDARD HIGH INTENSITY DISCHARGE

<i>Number of Luminaires</i>	<i>Nominal Watts</i>	<i>Luminaire Type</i>	<i>Fixture Type</i>	<i>Fixture Style</i>	<i>Install Remove</i>	<i>Location</i>
1	<u>100</u>	<u>HPS</u>	<u>Cobrahead</u>		<u>Remove</u>	S 4TH ST west branch
1	<u>100</u>	<u>HPS</u>	<u>Cobrahead</u>		<u>Remove</u>	S VALLEY West Branch
1	<u>100</u>	<u>HPS</u>	<u>Cobrahead</u>		<u>Remove</u>	460 S VALLEY ST, WEST BRANCH
1	<u>100</u>	<u>HPS</u>	<u>Cobrahead</u>		<u>Remove</u>	615 PARKWAY DR, WEST BRANCH
1	<u>250</u>	<u>HPS</u>	<u>Cobrahead</u>		<u>Remove</u>	107 S 2ND ST, WEST BRANCH
1	<u>175</u>	<u>MV</u>	<u>Cobrahead</u>		<u>Remove</u>	N 4TH ST, WEST BRANCH



**STANDARD LIGHTING CONTRACT  
(COMPANY OWNED) FORM 548**

Contract Number: 103034713489

Notification Number: 1046348770

**Part I**

Effective date of agreement: 10/8/2018

Company:  
CONSUMERS ENERGY COMPANY

Customer: West Branch

A Michigan Corporation  
ONE ENERGY PLAZA  
JACKSON, MI 49201-2357

Customer Type: City

County: Ogemaw

ZIP Code: 48661

Lighting Type: General Unmetered Experimental Lighting Rate GU-XL

Initial Term: 2 year(s) beginning with the Effective Date of Agreement stated above.

**Part II**

TERMS AND CONDITIONS, is attached hereto and is a part of this Agreement. CUSTOMER ACKNOWLEDGES HAVING READ SAID TERMS AND CONDITIONS.

CONSUMERS ENERGY

Customer: West Branch

Customer Type: City

CE Representative Signature:

Customer Representative Signature:

\_\_\_\_\_

\_\_\_\_\_

CE Representative Name:

Print Name: \_\_\_\_\_

\_\_\_\_\_

Title: \_\_\_\_\_

CE Representative Title:

Clerk Attest: \_\_\_\_\_

\_\_\_\_\_





## Standard Lighting Contract Terms and Conditions

1. The Company agrees to furnish the Customer with lighting service respecting the luminaires, lamps and other equipment constituting the installation(s) listed in Part I and also to furnish lighting service respecting any additional luminaires, lamps and other equipment to be installed hereunder as may be authorized by the Customer through execution of an Authorization for Change in Standard Lighting Contract, attached to and made a part of this Agreement as Form 547.

2. The Company's service lines necessary to supply the energy for said lighting equipment shall be constructed in the public streets and highways of the Customer, or on private property, as mutually agreed between the Company and the Customer. In cases where such lines are to be constructed upon private property, the Customer shall obtain and furnish to the Company adequate written easements granting permission to install and maintain such lines.
3. Neither party shall be liable to the other for damages for any act, omission or circumstance occasioned by or in consequence of any act of God, labor disturbance, act of the public enemy, war, insurrection, riot, fire, storm or flood, explosion, breakage or accident to machinery or equipment, or by any other cause or causes beyond such party's control, including any curtailment, order, regulation or restriction imposed by governmental, military or lawfully established civilian authorities, or by the making of necessary repairs upon the property or equipment of either party hereto; provided, however, that the Company's responsibility for interruptions in service, phase failure or reversal, or variations in the service characteristics shall be as provided in the Company's Electric Rate Book as filed with and approved by the Michigan Public Service Commission and such amendments thereof as may be filed with and approved by the Michigan Public Service Commission from time to time. A copy of said Electric Rate Book will be furnished to the Customer upon request.
4. The Customer shall pay the Company for the lighting service herein provided for in accordance with the Company's applicable lighting rate, and in accordance with such revisions and amendments thereof, supplements thereto, or substitutions therefor as may be filed with and approved by the Michigan Public Service Commission from time to time.
5. The Company shall render to the Customer, as soon as possible after the first day of each month, a bill for all lighting service furnished hereunder during the preceding month. Such bills shall be due and payable within twenty-one days after their issuance.
6. The Company agrees to furnish a service for lighting and the Customer agrees to take service for lighting in accordance with the terms and conditions of the Company's General Service Unmetered Lighting Rate GUL and General Unmetered Experimental Lighting Rate GU-XL in accordance with such revisions and amendments thereof, supplements thereto, or substitutions therefor as may be filed with and approved by the Michigan Public Service Commission.



7. Further, the Company will, under the terms and conditions hereof and of the Company's General Service Unmetered Lighting Rate GUL and General Unmetered Experimental Lighting Rate GU-XL and such revisions and amendments thereof, supplements thereto, or substitutions therefor as may be filed with and approved by the Michigan Public Service Commission from time to time and at such locations as may be authorized by the Customer through execution of an Authorization for Change in Standard Lighting Contract (Form 547), relocate any lighting equipment which is included in the initial Company-owned installation or in the additional Company-owned lighting equipment identified in Part I, provided that:
  - a. Upon relocation of any of such lighting equipment, the Customer shall reimburse the Company for the Company's actual costs of such relocation regardless of the time period that such equipment has been installed, and
  - b. The relocated equipment shall conform with the provisions in such application rates
8. In addition, the Company will, upon termination of this Agreement by the Customer or breach of this Agreement by the Customer resulting in termination of this Agreement, remove all of the aforesaid Company-owned lighting equipment which is then installed and not thereupon covered by another lighting contract. Upon removal of all of such lighting equipment, upon termination of this Agreement as aforesaid, the Customer shall reimburse the Company for the Company's actual costs of removing such equipment regardless of the time period that such equipment has been installed. The Company reserves the right to require special contractual arrangements respecting the replacement of any of the Company-owned lighting equipment or the removal thereof prior to the termination of this Agreement.
9. This Agreement shall become effective on the Effective Date of Agreement identified in Part I and shall continue in effect for an initial term as stated in Part I and from year to year thereafter until terminated by mutual consent or upon twelve months written notice given by either party to the other. This Agreement, when effective, shall supersede all existing contracts with relation to the lighting service herein provided for.
10. This Agreement may be executed and delivered in counterparts, including by a facsimile or an electronic transmission thereof, each of which shall be deemed an original. Any document generated by the parties with respect to this Agreement, including this Agreement, may be imaged and stored electronically and introduced as evidence in any proceeding as if original business records. Neither party will object to the admissibility of such images as evidence in any proceeding on account of having been stored electronically.
11. Additional Items:

None

**Part III**

**RESOLUTION**

RESOLVED, that it is hereby deemed advisable to enter into a contract with Consumers Energy Company of Jackson, Michigan, for furnishing lighting service within the City of West Branch for a period of 2 year(s) and thereafter from year to year, in accordance with the terms of the contract heretofore submitted to and considered by this ☐ commission ☐ council ☐ board; and

RESOLVED, further, that the \_\_\_\_\_ and the Clerk be and are authorized and directed to execute such contract on the behalf of the City.

STATE OF MICHIGAN  
COUNTY OF Ogemaw

I, \_\_\_\_\_, Clerk of the City of West Branch, do hereby certify that the foregoing resolution was duly adopted by the ☐ commission ☐ council ☐ board of said municipality, at the meeting held on \_\_\_\_\_.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Municipal Customer Type: City



## GENERAL UNMETERED EXPERIMENTAL LIGHTING RATE GU-XL

Number of Luminaires	Nominal Watts	Luminaire Type	Fixture Type	Fixture Style	Install Remove	Location
1	<u>54</u>	<u>LED</u>	<u>Cobrahead</u>		<u>Install</u>	S 4TH ST west branch
1	<u>54</u>	<u>LED</u>	<u>Cobrahead</u>		<u>Install</u>	N 4TH ST, WEST BRANCH
1	<u>54</u>	<u>LED</u>	<u>Cobrahead</u>		<u>Install</u>	S VALLEY West Branch
1	<u>54</u>	<u>LED</u>	<u>Cobrahead</u>		<u>Install</u>	460 S VALLEY ST, WEST BRANCH
1	<u>54</u>	<u>LED</u>	<u>Cobrahead</u>		<u>Install</u>	615 PARKWAY DR, WEST BRANCH
1	<u>72</u>	<u>LED</u>	<u>Cobrahead</u>		<u>Install</u>	107 S 2ND ST, WEST BRANCH

Comments:

None

# STREETLIGHT CONVERSION

## Safe, Affordable, Sustainable

Consumers Energy's number one priority is the safety of our employees, customers and local communities in Michigan. Ensuring the safety of our hometown neighborhoods by having adequate working streetlights is important to that goal. That's why we work closely with various local units of government to maintain nearly 160,000 streetlights.

Currently, the streetlighting system provides for various types of lights, with LEDs lasting longer and using less energy than the rest.

**For this reason, beginning in fall 2018, we started replacing Consumers Energy owned cobrahead streetlights with LEDs** for the 20,000 streetlight outage/replacement requests we receive each year. The effort also helps avoid labor, travel and equipment costs and keep electric rates affordable.

Long-term, we will continue focusing on Michigan's environment and providing a cost efficient and effective streetlight conversion by working with communities on streetlight plans that include various cost options.

**Report a streetlight outage at**  
[ConsumersEnergy.com/streetlightoutage](http://ConsumersEnergy.com/streetlightoutage)

### Embracing a Cleaner Michigan

As Michigan's largest energy provider, Consumers Energy is embracing a cleaner, leaner future focused primarily on reducing energy use and adding more renewable energy sources.

We are working with communities to enhance security and safety using new LED streetlights while improving the environment we all cherish.

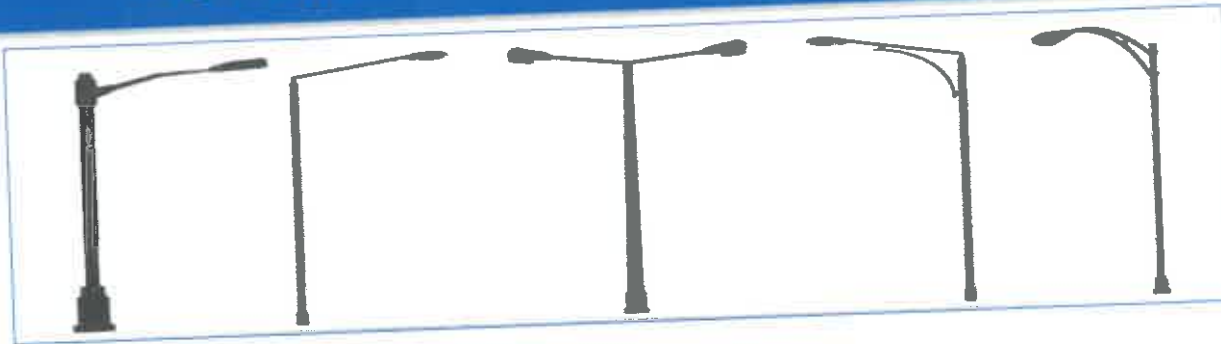


**Consumers Energy**

**Count on Us<sup>®</sup>**

# COMMUNITY STREETLIGHT FAQs

Replacement of burned out cobrahead streetlights to LED



*Examples of cobrahead streetlights.*

**When will Consumers Energy begin replacing burned out cobrahead streetlights with LED streetlights?** We began this project in Fall 2018 and anticipate it will take 10 years for statewide completion.

**What if I want to convert my streetlights to LED right now?** We are replacing company-owned, burned out cobrahead streetlights with LEDs at no additional cost to the community. If you would like to speed up the conversion in your community, there is an incremental cost.

**How will my bill be affected when my burned out light is upgraded to LED?** In early stages of the conversion, contracts and billing will be updated annually. Your accounts will be credited for any paid overages, with interest.

**How will the new LED streetlights be noted on my bill?** There will be a separate invoice created at the General Service Unmetered Experimental Lighting Rate (GU-XL - LED streetlight) for the LED streetlights. The replaced streetlights will be deducted from the General Service Unmetered Lighting (GUL - non-LED streetlight) account and added to GU-XL account as converted.

**Does my existing contract with Consumers Energy cover this work?** If your community does not currently have a GU-XL account, there will be a separate contract created for the GU-XL account for the LED streetlights. The current contract for the GUL account will be amended to reflect the removal of non-LED streetlights as they are converted. Any existing GU-XL accounts will be amended to reflect the addition of LED streetlights.

**Can I opt out of having burned out streetlights upgraded to LED?** Replacing streetlights with LED bulbs reduces future visits to replace less efficient bulbs, keeping electric rates low. The program also contributes to a federal requirement to replace mercury vapor bulbs, which are no longer being manufactured. Therefore, it is not our plan to allow customers to opt out.

**Will Consumers Energy replace our post top or decorative fixture with LED?** No. This program is for cobrahead fixtures only. If the community would like to accelerate the conversion of their post top fixtures to LED, there is an incremental cost. To request an estimate, please call 800-805-0490.

**QUESTIONS? Contact our Business Center at 800-805-0490,  
Monday-Friday. 7 a.m.-5:30 p.m.**

**Possible Changes to Your Bill/Contract:** You may see a change in your monthly bill based on the number of streetlights replaced.

**Consumers Energy**

*Count on Us®*



## **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: Equipment Auction**

I would like to get permission to put equipment on a website called govdeals. This auction site is nationwide and would give us a bigger range of people to bid on the equipment.

The equipment will have a reserve price and will be placed on our city website as well.

Thanks

Mike Killackey  
DPW Superintendent

# GovDeals<sup>®</sup>

A LIQUIDITY SERVICES MARKETPLACE

GovDeals provides services to various government agencies that allow them to sell surplus and confiscated items via the Internet. Each participating agency has its own auction rules and regulations and may be subject to government ordinances.

## CATEGORIES

search auctions

Search for:

QAL#

Search

### **A** Agriculture

Equip/Commodities - 22 items  
All Terrain Vehicles - 31 items  
All Vehicles (Restricted Vehicles) - 8 items  
Ambulance/Rescue - 26 items  
Animal Equipment, Cages and Feed - 6 items  
Arts and Crafts - 28 items  
Asphalt Equipment - 10 items  
Audio/Visual Equipment - 302 items  
Automobiles - 440 items  
Automobiles (Classic/Custom) - 11 items  
Aviation - 19 items

**B** Bags, All Types - 2 items  
Barber and Beauty Shop Equipment - 3 items  
Barrels and Drums - 5 items  
Batteries, All Types - 13 items  
Bicycles - 73 items

**C** Cafeteria and Kitchen Equipment - 296 items  
Chemicals, All Types - 9 items  
Clocks - 6 items  
Clothing/Linens - 74 items  
Collectibles - 27 items  
Commodities / General Merchandise - 18 items  
Communication/Electronic Equipment - 287 items  
Compressors - 34 items  
Computers, Parts and Supplies - 857 items  
Confiscated/Forfeited/Personal Property - 171 items  
Containers - Storage/Shipping - 35 items  
Cranes - 3 items

**D** Dental Equipment and Supplies - 4 items  
Displays and Exhibit Stands - 19 items  
Driving Simulators - 1 items

**F** Fine Art - 11 items  
Fire and Police Equipment - 288 items  
Fire Trucks - 47 items  
Firearm Accessories - 9 items  
Firearms and Live Ammunition - 5 items  
First Aid - 1 items  
Food - 3 items  
Forklifts - 19 items  
Fueling Equipment - 10 items  
Furniture/Furnishings - 699 items

**G** Gambling Machines and Equipment - 1 items  
Garbage and Refuse Containers - 10 items  
Garbage Trucks - 22 items  
Generators - 46 items  
Glass - 3 items  
Golf Course Equipment - 36 items

**H**

## CHARTER

### 12.1 PURCHASE AND SALE OF PROPERTY.

Council shall establish rules and regulations governing purchasing and sale of City property and contact procedures therefore, subject to the following restrictions:

(a) Dollar amount thresholds and authorization procedures shall be set by ordinance for any contract or order for the purchase of property, goods or services and for the sale of property.

(Amended by vote of the electorate at a General Election held 11-8-1994)

(b) The purchasing procedure of the City shall at all times be fair and open. Invitations to submit bids or quotations on contract or orders to purchase shall be extended to all qualified potential vendors. Invitations for sealed bids shall be made by newspaper publication. Lists of qualified bidders shall at all times be maintained. Purchases shall be made from the lowest responsible bidder meeting specifications unless Council or the City Manager shall determine for publicly specified reasons that the public interest will be better served by accepting a higher bid. Performance bonds or other means of insuring that services purchased by the City are properly performed shall be required by vendors.

(Amended by vote of the electorate at a General Election held 11-8-1994)

## ORDINANCE

### 33.12 SALE OF SURPLUS CITY PROPERTY UNDER \$2,500.

The Purchasing Agent may sell surplus City personal property valued at less than \$2,500 upon the successful negotiation of a reasonable sale price with an interested buyer. The availability of property for sale valued at \$250 or more shall be noticed in a classified advertisement in a suitable publication as determined by the Purchasing Agent. City employees, elected or appointed officials shall not be permitted to purchase City property unless approval is granted by City Council at a regular meeting.

(Ord. 231, passed 2-6-95)

### § 33.13 SALE OF SURPLUS CITY PROPERTY OVER \$2,500 BUT UNDER \$10,000.

City personal property valued over \$2,500 but under \$10,000 shall be made following notice in a suitable publication as determined by the Purchasing Agent, the posting of a notice for at least ten days on the City Hall bulletin board and the approval of City Council at a regular meeting (except an interest in real estate).

(Ord. 231, passed 2-6-95)

### § 33.14 SALE OF CITY PROPERTY OVER \$10,000 AND ANY INTEREST IN REAL ESTATE.

City personal property valued at over \$10,000 and any interest in real estate, except real estate offered for sale by the City or corporations subordinate to the City engaged in the promotion of legitimate public interests, including but not limited to construction or rehabilitation of affordable housing that the State or Federal government shall either fund, have an outstanding and unpaid mortgage on or have any interest in the affordable housing shall be sold using the following guidelines:

(A) Notice of sale shall be printed in a suitable publication determined by the Purchasing Agent. Such notice shall include a description of the property offered for sale, a time and place for the inspection of the property, a deadline for the submission of bids and the time and place of a public bid opening.

(B) Bids shall be opened in public at the time and place specified in the notice inviting bids. Bids shall be opened in the presence of the Purchasing Agent and/or the City Clerk. The City Clerk shall record the opening of the bids. The record shall include the time, date and place of the bid opening, the name and



address of each bidder, the price bid by each bidder and the names and addresses of those individuals present at the bid opening. Bids shall be made available for public inspection immediately following the bid opening. All bidders shall be offered a tabulation upon request.

(C) A bid tabulation shall be prepared by the City Clerk for submission to the Purchasing Agent, City Manager and City Council. The City Manager may make a recommendation to the City Council at the regular meeting following the bid opening. The City Council may accept or reject any or all bids in the public interest.

*(Ord. 231, passed 2-6-95; Am. Ord. 07-03, 5-21-2007)*

**CITY OF WEST BRANCH  
EQUIPMENT FOR SALE BY BID**

The City of West Branch will be accepting bids on the following items:

1. 1997 Ford Dump Truck – with salter and 11' underbody
2. 2002 Holder – with snow blower, ditch mower, and flail mower.
3. 1961 Huber – Warco Grader

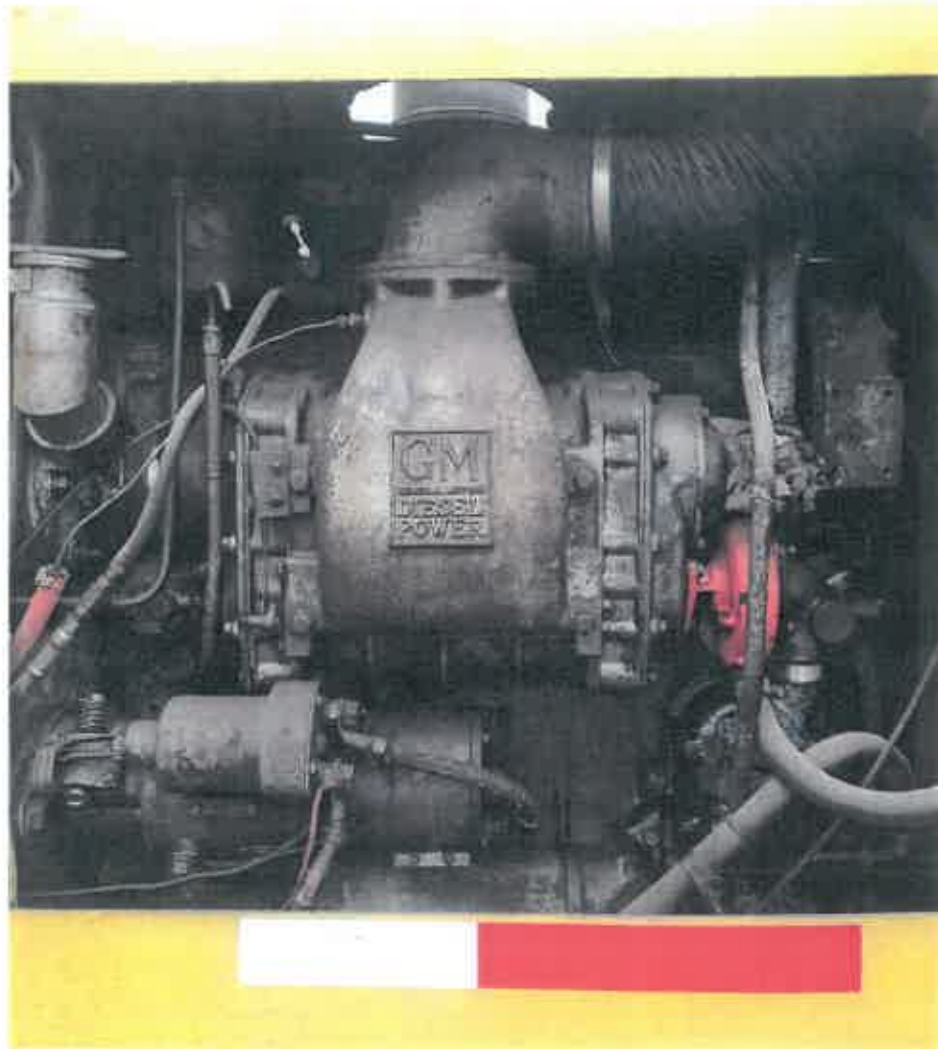
To set up an appointment to view the equipment or for any questions, contact Mike Killackey, Public Works Superintendent at (989) 965-4982.

Scaled bids are due by 12:00 p.m. on Wednesday, August 28, 2019 at City Hall, 121 North Fourth Street, West Branch, Michigan 48661. The City of West Branch reserves the right to accept or reject any or all bids.

To comply with section 33.13 of the City Ordinance, this notice for sale is being posted on August 14, 2019 at 4:30 pm to meet the 10 day posting requirement

This was also posted in the newspaper to run the week of 8/19/19











**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 \$15,000 of meters to continue our replacement process. This would get us 50 residential meters and a new 4" meter with installation for a commercial replacement.

Thanks

Mike Killackey  
DPW Superintendent

WATER FUND		2019-20
ESTIMATED REVENUES		BUDGET
Dept 000.000		
591-000.000-612.400	TRANS. FROM WATER REPLACEMENT	495,000
591-000.000-625.400	BILLINGS	1,700
591-000.000-626.400	PENALTIES	0
591-000.000-634.400	GRANT	0
591-000.000-644.400	TAP FEES	300
591-000.000-645.400	TURN ON CHARGES	17,995
591-000.000-646.400	HYDRANT RENTAL	0
591-000.000-647.400	METER SALES	500
591-000.000-664.400	INTEREST INCOME	1,700
591-000.000-695.400	MISCELLANEOUS	517,195
Totals for dept 000.000 -		
		517,195
TOTAL ESTIMATED REVENUES		
APPROPRIATIONS		
Dept 000.000		
591-000.000-703.700	SALARIES AND WAGES	45,000
591-000.000-710.700	OVERTIME	7,000
591-000.000-714.700	MANDATORY MEDICARE	585
591-000.000-715.700	SOCIAL SECURITY (EMPLOYER)	2,485
591-000.000-716.700	BC/BS HEALTH INSURANCE PREMIUM	6,530
591-000.000-718.700	MERS RETIREMENT (EMPLOYER)	525
591-000.000-720.700	WORKERS COMPENSATION PREMIUM	1,110
591-000.000-724.700	UNEMPLOYMENT INS. BENEFIT	185
591-000.000-727.700	OPERATING SUPPLIES	75,000
591-000.000-741.700	POSTAGE	2,108
591-000.000-782.700	ADMINISTRATION	20,000
591-000.000-801.700	CONTRACTUAL SERVICES	45,000
591-000.000-811.700	MEMBERSHIP AND DUES	2,500
591-000.000-818.700	INS. PREMIUM - LIABILITY	2,250
591-000.000-853.700	TELEPHONE/RADIO COMMUNICATION	500
591-000.000-865.700	PROFESSIONAL DEVELOPMENT	2,500
591-000.000-922.700	PUBLIC UTILITIES	16,500
591-000.000-941.700	EQUIPMENT RENTAL	25,000
591-000.000-956.700	EXPENSES	600
591-000.000-966.700	DEPRECIATION	86,817
Totals for dept 000.000 -		342,195
Dept 000.592 - TRANSFER TO REPLACEMENT		
591-000.592-999.700	TRANSFER TO OTHER ACCOUNTS	175,000
Totals for dept 000.592 - TRANSFER TO REPLACEMENT		175,000
TOTAL APPROPRIATIONS		517,195

50,000 was in budget for new meters

## Sample Motion to go into Closed Session

“I move to go into Closed Session pursuant to MCL 15.268 (D) to consider the purchase of real property up to the time an option to purchase or lease that real property is obtained.”

### Permissible Reasons to go into Closes Session pursuant to State Statute:

#### **15.268 Closed sessions; permissible purposes.**

##### **Sec. 8.**

A public body may meet in a closed session only for the following purposes:

- (a) To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, if the named person requests a closed hearing. A person requesting a closed hearing may rescind the request at any time, in which case the matter at issue shall be considered after the rescission only in open sessions.
- (b) To consider the dismissal, suspension, or disciplining of a student if the public body is part of the school district, intermediate school district, or institution of higher education that the student is attending, and if the student or the student's parent or guardian requests a closed hearing.
- (c) For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing.
- (d) To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.**
- (e) To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have a detrimental financial effect on the litigating or settlement position of the public body.
- (f) To review and consider the contents of an application for employment or appointment to a public office if the candidate requests that the application remain confidential. However, except as otherwise provided in this subdivision, all interviews by a public body for employment or appointment to a public office shall be held in an open meeting pursuant to this act. This subdivision does not apply to a public office described in subdivision (j).
- (g) Partisan caucuses of members of the state legislature.
- (h) To consider material exempt from discussion or disclosure by state or federal statute.



# **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, AUGUST 5, 2019.

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

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

Absent: None

Other officers present: City Manager Frank Goodroe, Clerk/Treasurer John Dantzer, County Commissioner Bruce Reetz, Planning Commission Vice Chairperson Bob David, and DDA Chairperson Samantha Fabbri.

All stood for the Pledge of Allegiance.

\* \* \* \* \*

As an addition to the agenda, County Commissioner Reetz gave a County update which included the approving of Mike Bowers as the new County Emergency Manager, noted they are working on the budget, they authorized a contract with the Ogemaw Humane Society for stray animals, they approved to explore the idea of a County Administrator, authorized the purchase of two EMS vans, and noted they are looking at a wage increase for the Commission on Aging.

\* \* \* \* \*

**MOTION BY BENNETT, SECOND BY JACKSON, TO PAY BILLS IN THE AMOUNT OF \$137,344.56.**

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

**No — None**

**Absent — None**

**Motion carried**

\* \* \* \* \*

**MOTION BY FRECHETTE, SECOND BY PUGH, TO APPROVE MEMBER JOANNE BENNETT AS THE VOTING DELEGATE AND MAYOR PAUL FRECHETTE AS THE ALTERNATE VOTING DELEGATE FOR THE 2019 MML CONVENTION.**

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

**No — None**

**Absent — None**

**Motion carried**

\* \* \* \* \*

**MOTION BY PUGH, SECOND BY POWLEY, TO APPROVE THE APPLICATION TO THE MICHIGAN ECONOMIC DEVELOPMENT ASSOCIATION (MEDA) AND TO APPROVE THE ATTENDANCE OF MANAGER GOODROE AT THE MEDA BASIC COURSE.**

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

No – None

Absent – None

Motion carried

\* \* \* \* \*

Grace Nowakowski spoke to Council on a special event permit submitted for the 2019 homecoming parade and asked for approval to have a paint the town program.

**MOTION BY BENNETT, SECOND BY JACKSON, TO APPROVE THE OGEMAW HEIGHTS STUDENT COUNCIL SPECIAL EVENT PERMIT AS SUBMITTED AND AUTHORIZE THEM TO HOLD A PAINT THE CITY PROGRAM.**

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

No – None

Absent – None

Motion carried

\* \* \* \* \*

**MOTION BY BENNETT, SECOND BY WEILER, TO APPROVE THE FOLLOWING UPDATE TO APPENDIX B OF THE PERSONNEL POLICY.**

## **APPENDIX B**

### **CITY OF WEST BRANCH**

#### **Reimbursement of Expenses**

The City of West Branch shall reimburse City officials and employees for reasonable expenses incurred in carrying out their duties for the City.

#### **A. Spouses - Family - Guests:**

The City will not reimburse conference, meal, travel and other related costs for spouses, family members or guests without prior approval by City Council.

#### **B. Travel:**

1. **Mileage:** Individuals using their personal vehicles for City business shall be reimbursed at the rate of fifty-eight (58) cents per mile subject to revision by the IRS Standard Mileage Rate. Ride sharing and/or the use of City vehicles are encouraged where appropriate.
2. **Air Travel:** Reimbursement for air travel shall not exceed coach rates. Employees should obtain authorization from the City Manager for air travel prior to travel.

3. Parking and Taxi Service: Necessary parking and taxi/shuttle service will be reimbursed, including gratuities, when the expense is accompanied by an appropriate receipt.

C. Lodging:

The costs for lodging incurred while on City business shall be reimbursed at the standard room rate. The City will not cover costs for suites or special rooms. Lodging is intended for single occupancy, officials. Employees/employees are not required to share room accommodations. (Travelers should obtain a Sales Tax Exempt form from the City Treasurer)

D. Meals:

Meal expenses will be reimbursed according to the following dollar maximums:

Breakfast:	\$15
Lunch:	\$22
Dinner:	\$35

A reasonable gratuity is allowed in the above meal rates. The City does not allow for the reimbursement of alcoholic beverages, and a separate receipt should be requested, so no alcohol appears on the meal receipt.

E. Miscellaneous:

Extra costs not related to City business such as personal telephone calls, movies, room service, laundry service, pre- and post-conference side trips, etc. shall not be reimbursed. Reimbursement for appropriate expense items not specifically covered under this policy shall require the advance approval of the City Manager.

F. Expense Advance or Reimbursement Forms:

In order to receive expense advances or reimbursements, the individual shall complete the appropriate request form and turn it in to the Clerk/Treasurer's office for processing.

Receipts must be attached for the following:

- a) Registration/conference/workshop costs.
- b) Lodging costs.
- c) Meals.
- d) Travel
  - 1. Personal vehicle mileage based on standard map mileage chart.
  - 2. Coach rate air travel.
  - 3. Parking costs.
  - 4. Taxi/shuttle costs.

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

**No — None**

**Absent — None**

**Motion carried**

\* \* \* \* \*

**MOTION BY PUGH, SECOND BY ZIMMERMAN, TO APPROVE RESOLUTION 19-16 A DDA  
BUDGET AMENDMENT**

**RESOLUTION #19-16**

WHEREAS, DDA reviews their revenues and expenditures on a monthly basis, and the City has reviewed its expense agreements with the DDA, and

WHEREAS, during this review it was determined that Fund 248 – DDA Operating Fund would exceed its budget; and

WHEREAS, the excess in revenue is due to the addition of tax revenue due to the reimbursement for the loss or personal property taxes and an increase in the current property tax and tax increment financing; and

WHEREAS, the expenses in the administration and transfer to general fund has decreased, and the contractual services has increased; and

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

**FUND 248 – DDA fund**

	BUDGET	AMENDED
ANTICIPATED CARRY OVER	22,151	22,151
REVENUE		
Dept. 000.000		
400.400 Tax increment financing	46,083	53,000
403.400 Current Property Tax Gen	14,500	20,000
408.400 Personal Property Tax loss reimbursement	0	35,300
634.400 Grant	45,000	45,000
664.400 Interest Income	250	250
695.400 Miscellaneous	400	400
TOTAL REVENUES	106,233	153,950
EXPENDITURES		
Dept. 000.000		
729.700 Flower project	5,000	5,000
750.700 Retail merchant	7,500	7,500
782.700 Administration	6,000	2,400
801.700 Contractual Services	69,133	129,750

935.703 Showmobile Expenses	300	300
948.700 Transfer to General Fund	15,300	7,500
956.700 Expenses	3,000	1,500
<b>TOTAL EXPENDITURES</b>	<b>106,233</b>	<b>153,950</b>

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

**No – None**

**Absent – None**

**Motion carried**

\* \* \* \* \*

**MOTION BY FRECHETTE, SECOND BY BENNETT, TO ACCEPT THE CODE ENFORCEMENT REPORT AS SUBMITTED.**

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

**No – None**

**Absent – None**

**Motion carried**

\* \* \* \* \*

**MOTION BY JACKSON, SECOND BY FRECHETTE, TO APPROVE THE CITY OF WEST BRANCH FEE SCHEDULE AS SUBMITTED.**

### **City of West Branch Fee Schedule**

#### **WATER/SEWER**

hang 24 shut off hour notice	\$25
turn on/off during normal hours scheduled	\$15/ea
turn on/off after normal hours	\$100/ea
Sewer tap fee residential 6" or less	\$950
Water tap fee residential 3/4"	\$950
Water tap 4" or less fire suppression	\$2,000
Water tap larger than 4" fire suppression	\$3,000
Water ready to serve 3/4"	\$9.95
Water ready to serve 1"	\$17.69
Water ready to serve 1-1/2"	\$39.80
Water ready to serve 2"	\$70.76
Water ready to serve 3"	\$159.20
Water ready to serve 4"	\$283.02
Water per 1,000 gallons	\$5.23
Water debt per 1,000 gallons	\$1.30
Sewer ready to serve 3/4"	\$4.80
Sewer ready to serve 1"	\$8.54

Sewer ready to serve 1-1/2"	\$19.20
Sewer ready to serve 2"	\$34.14
Sewer ready to serve 3"	\$76.82
Sewer ready to serve 4"	\$136.56
Sewer per 1,000 gallons	\$4.98
Sewer collections per 1,000 gallons	\$1.52
Sewer debt per 1,000 gallons	\$6.26
Bulk water purchase per 1,000 gallons	\$10.41
Sprinkling meter used (includes tailpieces)	\$65.00
Sprinkling meter new (includes tailpieces)	\$162.00
Sprinkling meter new with cellular read	\$269.00

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#### **CEMETERY**

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Grave opening cremains	\$250
Grave opening full burial	\$500
Cemetery foundation by others	\$50
Cemetery foundation 20" X 32"	\$150
Cemetery 20" X 44"	\$200
Cemetery 20" X 56"	\$250
Flat stone placement	\$75
Cemetery lot City resident	\$400
Cemetery lot non City resident	\$800

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#### **MOBILE STAGE RENTAL**

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Rental of stage (maximum 15 mile radius	400.00
Additional set up/pick up/ delivery costs	\$75/hr
Refundable deposit	\$200.00

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#### **PERMITS AND LICENSING**

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Parking permit (per year)	\$60
Peddlers and solicitors standard license (per day)	\$10
Fixed stand on private property	
Peddlers and solicitors event license (per event)	\$50
City event	
Peddlers and solicitors special use license (per day)	\$25
Fixed stand on public property	
Peddlers and solicitors general license (per day)	\$10
Peddlers and solicitors general (6 months)	\$50
Door to door in City - no fixed stand	
Right of way permit	\$25
Farmers Market (per day)	\$5
Farmers Market (full season)	\$50

Demolition permit	\$25
Driveway permit	\$25

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### **ZONING**

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zoning permit residential	\$25
zoning permit comercial	\$50
Special Use permit	\$250
Zoning Variance	\$250
Amendment to zoning ordinance	\$250
Sign permit (permanent or temporary)	\$25
Lot splits first one	\$75
Additional lot splits	\$25

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### **COUNCIL CHAMBERS**

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Council Chambers 1/2 day	\$50
Council Chambers full day	\$100
Refundable deposit	\$100
Each 1/2 hour beyond scheduled	\$25

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### **PARKS**

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Large pavillion City resident	\$25
Large pavillion non City resident	\$50
Small pavillion City resident	\$10
Small pavillion non City resident	\$20
Gazebo City resident	\$20
Gazebo non City resident	\$40
Little League Pavillion resident	\$20
Little League Pavillin non resdient	\$40

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### **TICKETS**

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General municipal infraction - first offense	\$50+costs
General municipal infraction - second offense	\$150+costs
General municipal infraction - third offense	\$500+costs
Parking too far from curb	\$25.00
Angle parking violations	\$25.00
Obstructing Traffic	\$50.00
Prohibited parking (signs unnecessary)	
(a) On sidewalk	\$25.00
(b) In front of drive	\$25.00
(c) Within intersection	\$25.00
(d) Within 15 feet of hydrant	\$50.00
(e) On crosswalk	\$25.00
(f) Within 20 feet of crosswalk or 15 feet of corner lot lines	\$25.00



(g) Within 20 feet of street side traffic sign or signal	\$25.00
(h) Within 50 feet of railroad crossing	\$25.00
(i) Within 20 feet of fire station Station entrance	\$25.00
(j) Within 75 feet of fire entrance on opposite side of street (signs required)	\$25.00
(k) Beside street excavation when traffic obstructed	\$50.00
(l) Double parking	\$50.00
(m) On bridge	\$25.00
(n) Within 200 feet of accident where Police in attendance	\$50.00
(o) Blocking emergency exit	\$50.00
(p) Blocking fire escape	\$50.00
In prohibited zone (signs required)	\$50.00
Parking in yellow zone (yellow paint on curb)	\$25.00
Parking in handicap zone without permit	\$100.00
Failure to display handicap sticker	\$25.00
In alley	\$25.00
Parking for prohibited purpose	
(a) Displaying vehicle for sale	\$25.00
(b) Working or repairing vehicle	\$25.00
(c) Displaying advertising	\$25.00
(d) Selling merchandise	\$25.00
(e) Storage over 24 hours	\$25.00
Wrong side of roadway	\$25.00
Loading zone violation	\$50.00
Bicycle parking violations	\$25.00
Prohibited overnight parking in City lot or on street	\$25.00
Illegal tampering/altering/transfer of any permit	\$500.00

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### **BLIGHT**

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General municipal infraction - first offense	\$300+costs
General municipal infraction - second offense	\$400+costs
General municipal infraction - third offense	\$500+costs
General municipal infraction - third offense	\$500+costs

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

**No — None**

**Absent — None**

**Motion carried**

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**MOTION BY BENNETT, SECOND BY JACKSON, TO APPROVE THE MINUTES AND SUMMARY FROM THE REGULAR MEETING AND THE MINUTES FROM THE CLOSED SESSION PORTION OF THE MEETING HELD JULY 29, 2019**

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

No – None

Absent – Jackson

Motion carried

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**MOTION BY JACKSON, SECOND BY BENNETT, TO RECEIVE AND FILE THE TREASURER’S REPORT AND INVESTMENT SUMMARY, THE MINUTES FROM THE PLANNING COMMISSION MEETING HELD JUNE 11, 2019.**

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

No – None

Absent – None

Motion carried

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A communication on blight and vacant land crisis in cities was shared.

A communication noting October 24 as Red Wings day in West Branch was shared.

\* \* \* \* \*

Mayor Frechette updated Council on the recent Michigan Mayor’s Association conference he attended and spoke on how well the downtown rodeo was attended.

Member Bennett spoke on the downtown rodeo and thanked everyone for their hard work.

Member Powley spoke on the downtown rodeo and how nice it was to see that many people downtown

Member Pugh spoke on the demolition of the old laundromat downtown.

Member Weiler spoke on the how well the downtown looks with the old laundromat gone.

Member Zimmerman also noted how well it looks without the old laundromat and thanked the Downtown Merchants and everyone involved for their work on the downtown rodeo.

\* \* \* \* \*

Pete Fabbri thanked the City for their support of the downtown rodeo.

\* \* \* \* \*

City Manager Goodroe gave the Manager’s report which included a communication on a book that will be shared upon receipt called “13 ways to kill your community”, shared a communication on a story called “all the queens’ horses” which focused on embezzlement, spoke on the laundromat demolition, noted a Planning Commission vacancy, spoke on a grant for video conference equipment, spoke on new orientation binders, a parking ticket permit procedure update, spoke on the potential of adding a Public Arts commission for the City, spoke

on using the County Prosecutor as the City Prosecutor, gave an update on the City cleaning position, and reminded Council of the employee appreciation picnic.

Fellow Samantha Fabbri noted that a computer would need to be purchased if the grant for the conference equipment was awarded.

**MOTION BY ZIMMERMAN, SECOND BY JACKSON, TO APPROVE THE SUBMISSION OF THE NEMCOG CONFERENCE EQUIPMENT GRANT.**

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

**No – None**

**Absent – None**

**Motion carried**

\* \* \* \* \*

City Manager Goodroe also spoke on the extra charges for warrant/lien services that is going to be charged by the 911 Authority which was discussed at the last meeting as well as the requirement of mandated services. He noted that the only option at this point is to appeal the decision to the County Commissioners.

**MOTION BY ZIMMERMAN, SECOND BY JACKSON, TO ALLOW MANAGER GOODROE TO APPEAL TO THE COUNTY COMMISSIONERS THE DECISION OF 911 CHARGING FOR WARRANT/LIEN ENTRY**

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

**No – None**

**Absent – None**

**Motion carried**

\* \* \* \* \*

Commissioner Bruce Reetz spoke on how well it looks with the old laundromat taken down and how well the exposed wall of the building next to it looks.

Eric Young also gave his support of how well downtown looked without the old laundromat.

Member Jackson as well as the Mayor and the rest of Council thanked Eric Young for his service to the Community and to the Herald.

\* \* \* \* \*

Mayor Frechette adjourned the meeting at 8:50 pm.

**SUMMARY OF THE REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD MONDAY, AUGUST 5, 2019.**

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

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

**Absent: None**

**Other officers present: City Manager Goodroe, Clerk/Treasurer Dantzer, County Commissioner Reetz, DDA Chair Fabbri, and Planning Vice-Chair David.**

**Commissioner Reetz gave a County update.**

**Council approved bills in the amount of \$137,344.56.**

**Council approved Member Bennett as voting delegate and Mayor Frechette as the alternate voting delegate for the MML conference.**

**Council approve the application to the MEDA and attendance of Manager Goodroe at their conference.**

**Council approved the OHHS student council special event permit for a homecoming parade.**

**Council approved an update to Appendix B of the personnel policy.**

**Council approved Resolution 19-16, a DDA budget amendment.**

**Council approved an updated City fee schedule.**

**Council approved the minutes and summary and closed session minutes from the meeting held July 29, 2019.**

**Council received and filed the treasurer's report and investment summary, the minutes from the Planning Commission meeting held June 11, 2019**

**Communications were shared.**

**Mayor Frechette, Council Members Bennett, Powley, Pugh, Weiler, Zimmerman, and Manager Goodroe gave reports**

**Council approved an application for a conference equipment grant.**

**Council approved Manager Goodroe to appeal to the County Commissioners the 911 lien/warrant charges**

Pete Fabbri, Bruce Reetz, and Eric Young addressed Council.

Mayor Frechette adjourned the meeting at 8:50 pm

# **Consent Agenda**

CASH SUMMARY BY BANK FOR WEST BRANCH  
 FROM 08/01/2019 TO 08/31/2019

Bank Code	Description	Beginning Balance 08/01/2019	Total Debits	Total Credits	Ending Balance 08/31/2019
GEN1	GEN1 - GENERAL CHECKING				
101		461,983.80	150,112.24	103,059.52	509,036.52
150	CEMETERY PERPETUAL CARE	20,675.28	0.00	0.00	20,675.28
209	CEMETERY FUND	3,679.43	925.71	2,945.59	1,659.55
248	DDA OPERATING FUND	79,866.21	2,840.13	1,037.64	81,668.70
251	INDUSTRIAL PARK FUND	5,823.96	0.00	887.51	4,936.45
276	HOUSING RESOURCE FUND	206,532.90	586.50	0.00	207,119.40
318	SEWER DEBT FUND	121,604.46	17,695.25	394.22	138,905.49
319	WATER DEBT FUND	25,716.21	4,143.72	64.24	29,795.69
571	COLLECTION REPLACEMENT FUND	30,947.60	0.00	0.00	30,947.60
572	PLANT REPLACEMENT FUND (R&I)	9,047.12	36.39	0.00	9,083.51
590	SEWER FUND	230,025.67	19,784.92	32,460.20	217,350.39
591	WATER FUND	383,758.72	25,121.35	10,885.20	397,994.87
592	WATER REPLACEMENT FUND	282,614.63	0.00	0.00	282,614.63
593	SEWER COLLECTION	74,064.58	4,011.32	3,944.48	74,131.42
561	EQUIPMENT FUND	135,570.39	10,256.69	1,469.21	144,357.87
704	PAYROLL CLEARING	(37,303.56)	76,032.56	38,735.78	(6.78)
705	IRONS PARK ENTERTAINMENT FUND	1,601.97	463.25	0.00	2,065.22
707	YOUTH SAFETY PROGRAM	5,443.79	225.00	0.00	5,668.79
714	RECYCLING CENTER	10,107.49	576.00	850.94	9,832.55
	GEN1 - GENERAL CHECKING	2,051,760.65	312,811.03	196,734.53	2,167,837.15
M/LST	MAJOR/ LOCAL STREETS				
202	MAJOR STREET FUND	607,527.75	0.00	82,834.45	524,693.30
203	LOCAL STREET FUND	380,975.54	5,710.33	1,341.40	385,344.47
	MAJOR/ LOCAL STREETS	988,503.29	5,710.33	84,175.85	910,037.77
PAY	PAYROLL				
704	PAYROLL CLEARING	51,277.95	38,735.78	71,648.81	18,364.92
	PAYROLL	51,277.95	38,735.78	71,648.81	18,364.92
CHEM	SAVINGS				
101		436,390.84	0.00	0.00	436,390.84
150	CEMETERY PERPETUAL CARE	1,674.78	0.00	0.00	1,674.78
251	INDUSTRIAL PARK FUND	20,897.29	0.00	0.00	20,897.29
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	19,649.36	0.00	0.00	19,649.36
593	SEWER COLLECTION	784.96	0.00	0.00	784.96
561	EQUIPMENT FUND	103,391.72	0.00	0.00	103,391.72
714	RECYCLING CENTER	1,041.38	0.00	0.00	1,041.38
	SAVINGS	612,439.18	0.00	0.00	612,439.18
TAX	TAXES				
701	TAX AGENCY	286,608.95	329,041.30	285,588.43	330,061.82
	TAXES	286,608.95	329,041.30	285,588.43	330,061.82
	TOTAL - ALL FUNDS	3,990,590.02	686,298.44	638,147.62	4,038,740.84

CASH SUMMARY BY ACCOUNT FOR WEST BRANCH  
FROM 08/01/2019 TO 08/31/2019

FUND: ALL FUNDS  
INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 08/01/2019	Total Debits	Total Credits	Ending Balance 08/31/2019
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



City of West Branch Planning Commission

Meeting Minutes for July 9, 2019

Meeting called to order at 6:00pm by Chairman Lucynski

Roll Call – Present – Kara Fachting, Ken Kish, Bob David, Mike Jackson and Cori Lucynski  
Frank Goodroe, City Manager and John Dantzer, City Clerk was also present.

Pledge of Allegiance

Public Hearings – None

Additions to Agenda – Planning Application submitted by Chris Powley

Public Comment – None

Approval of Minutes – The June 11, 2019 minutes should reflect the Mayor, Manager and Clerk for the city as being present.

Motion by Mike Jackson, second by Bob David to approve the minutes as corrected.

Ayes – All.

Site Plans – Stephenson & Co Properties

Mr. Stephenson was present and briefly discussed his project with the Commission.

Motion by Cori Lucynski, second by Ken Kish to allow a 15' front setback per upcoming zoning ordinance. Ayes - All

Sign Permits – Cuzins Cycle

Chairman Lucynski excused herself from discussions and stated she would be abstaining from voting on this matter.

Motion by Mike Jackson, second by Bob David to approve the sign permit as requested allowing for a 128 sq ft wall sign per upcoming zoning ordinance. Ayes – All

West Branch Greenhouse

David Evergreen was present representing West Branch Greenhouse. He stated they are requesting a free standing sign on Save-A-Lot property as well as a wall sign on their own property.

Motion by Cori Lucynski, second by Ken Kish to approve the sign permit as requested to allow a 24 sq ft free standing sign per upcoming zoning ordinance. Before the sign permit can be issued a letter from Save-A-Lot property owner must be received by the

city Manager stating they are allowing West Branch Greenhouse to place the sign on their property. Ayes – All

Motion by Mike Jackson, second by Cori Lucynski to allow a 32 sq ft wall sign per upcoming zoning ordinance. Ayes - All

Unfinished Business – Final Zoning Ordinance Draft

The commission went over the last notes Denise Cline submitted. There was discussion on future marijuana manufacturing/sales that would be allowed in certain districts. It was determined that manufacturing of marijuana products could be allowable in Industrial zoning with a special use permit. Also, the sale of marijuana products could be allowable in office and general business with a special use permit.

New Business – Planning Commission Applications

Rusty Showalter and Chris Powley have submitted applications.

Motion by Bob David, second by Mike Jackson to send both applications to city council for appointment to Planning Commission. Ayes – All

Jan Hasty will be recognized for her 30+ years of service to the Planning Commission at an upcoming city council meeting tbd.

Communications – None

Chairman Report – Excited about all the new businesses coming to downtown

Member Reports –

Jackson – Discussed a pop machine outside Bubbles and Burritos. A letter from the city has been sent to the business.

David – Disappointed that parking spaces on S 2<sup>nd</sup> Street have been reopened. Met a family from West Branch, Iowa at city hall recently.

Fachting – None

Kish - None

Meeting was adjourned at 8:36pm per Chairman Lucynski

Meeting minutes taken and typed by Kara Fachting

MEETING OF THE WEST BRANCH INDUSTRIAL DEVELOPMENT CORPORATION WAS HELD IN THE COUNCIL CHAMBER OF CITY HALL, 121 NORTH FOURTH STREET, THURSDAY, DECEMBER 13, 2018

IDC Chairman Heather Grace called the meeting to order at 12:08 pm.

Present: Mark Dantzer, Charlie Elliott, Kim Ervans, Heather Grace, and Dan Grenier

Absent: Heather Neuhaus and Terry McLaren

Others in attendance: City Clerk/Treasurer John Dantzer and Planning Chairman Bob David

\* \* \* \* \*

**Motion by Elliott, second by Grenier, to approve the minutes from the meeting held December 21, 2017.**

**Yes – Dantzer, Elliott, Ervans, Grace, Grenier      No- None      Absent – Neuhaus, McLaren**

**Motion carried.**

\* \* \* \* \*

**Motion by Dantzer, second by Grenier, to approve the renewal of the billboard lease for 2019 in the amount of \$1,350**

**Yes – Dantzer, Elliott, Ervans, Grace, Grenier      No- None      Absent – Neuhaus, McLaren**

**Motion carried.**

\* \* \* \* \*

**Motion by Elliott, second by Ervans, to approve an aluminum alternation of the billboard not to exceed \$250 to change the name of Sandvik to Hyperion**

**Yes – Dantzer, Elliott, Ervans, Grace, Grenier      No- None      Absent – Neuhaus, McLaren**

**Motion carried.**

\* \* \* \* \*

Discussion took place on possible options for IDC expansion.

Manager Grace went over the possibility of expanding the board and the creation of a CDC Board which would focus on Community Development in addition to Industrial Development.

Planning Chairman Bob David gave a Planning update.

\* \* \* \* \*

**Motion by Dantzer, second by Elliott, to name Heather Grace as the chair of the IDC for 2019**

**Yes – Dantzer, Elliott, Ervans, Grace, Grenier      No- None      Absent – Neuhaus, McLaren**

**Motion carried.**

\* \* \* \* \*

Meeting adjourned at 12:44 pm

The West Branch Community Airport Board met on this date in the Conference Room, West Branch Community Airport Terminal, West Branch, Michigan. The meeting was called the meeting to order at 12:02 p.m. by Chairman Terry Hodges.

Present: Craig Scott, Mike Jackson, Brad Neubecker, Terry Hodges, Bill Ehinger, Karen Michael, and Gary Klacking. Also in attendance were Ben Evergreen, W. B. Airport Manager. Absent – John Dantzer and Brad Neubecker with notice.

**Motion by Scott, second by Jackson, the minutes of the April 17, 2019 meeting be approved as presented. Voice vote. Ayes – all. Motion carried. [5-1-#1]**

**Motion by Motion by Klacking, second by Scott, claims in the amount of \$8,052.04 be approved for payment. Voice vote. Ayes – all. Motion carried. [5-1-#2]**

Ben Evergreen, Airport Manager, gave the financial report. The combined account balance is \$255,537.72. Ben stated we are in good financial condition for this time of year. Both the County of Ogemaw and City of West Branch appropriations have been received.

Jim Anderson, CPA, presented the annual audit. He believes the audit numbers are materially correct. Assets are up from the previous year. Total fund balance is \$230,809 which is up \$19,000 from the previous year. He detailed the various fund balances.

**Motion by Klacking, second by Jackson, the April 2019 Mead & Hunt invoice in the amount of \$6,231.32 is approved for payment. Voice vote. Ayes – all. Motion carried. [5-1-#3]**

**Motion by Klacking second by Jackson, the West Branch Community Airport Board provisionally approve the Mead and Hunt “design services fee estimate” in the amount of \$68,730 pending MDOT approval. Voice vote. Ayes – all. Motion carried. [5-1-#4]**

Board members discussed the purchase of the Searfoss hangar. Benefits of the purchased were reviewed. Airport Manager Evergreen and Board Chairman Hodges will discuss the purchase of the hangar with Mr. Searfoss.

Survey work by John May & Associates was discussed. **Motion by Jackson, second by Hodges, a John May & Associates survey invoice in the amount of \$2,500 be approved for payment. Voice vote. Ayes – all. Motion carried. [5-1-#5]**

The board discussed purchase of a pressure washer to be used on airport projects. **Motion by Scott, second by Jackson, the W. B. Community Airport Board approve up to \$3,000 for the purchase of a heated pressure washer. Voice vote. Ayes – all. Motion carried. [5-1-#6]**

Airport Manager Evergreen explained a small brush hog gear box needed repair. He recommended the unit be repaired. **Motion by Jackson, second by Jackson, the 8' brush hog gear box be repaired in the amount of \$2,300. Voice vote. Ayes – all. Motion carried. [5-1-#7]**

Mr. Evergreen stated the Airport fly-in will be held on June 15, 2019. He provided details about the fly-in. **Motion by Jackson, second by Hodges, the W. Branch Community Airport Board approve the cost of fuel for advertising in conjunction with the annual Airport Fly-in. Voice vote. Ayes – all. Motion carried. [5-1-#8]**

**Motion by Jackson, second by Hodges, the purchase of West Branch Community Airport tee shirts from T. R. McTaggart up to \$1,000 be approved for payment. Voice vote. Ayes – all. Motion carried. [5-1-#9]**

There being no further business to transact, chairman Hodges adjourned the meeting at 1:25 p.m.

Minutes by Gary R. Klacking  
Board Secretary

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 12:15 a.m. by Chairman Terry Hodges.

Present: Mike Jackson, Brad Neubecker, Terry Hodges, Bill Ehinger, and Frank Goodroe. Also in attendance, Ben Evergreen, W.B. Airport Manager. Absent, Craig Scott, Karen Michael, and Gary Klacking.

It was noted that there was an error in the minutes from the meeting on May 15, 2019. Brad Neubecker was counted as both present and absent.

**Motion by Jackson, second by Goodroe, the minutes of the May 15, 2019 meeting be approved with corrections. Voice Vote. Ayes - all. Motion carried. [6-1-#1]**

**Motion by Ehinger, second by Hodges, claims in the amount of \$12,470.81 be approved for payment. Voice vote. Ayes - all. Motion carried. [5-1-#2]**

Ben Evergreen, Airport Manager, gave the financial report. The combined account balance is \$269,833.27.

Airport Manager Evergreen updated the board about the pending hangar construction project. The hangar design was approved, and is now in the hands of MDOT.

Chairman Hodges spoke with Tim Searfoss about the potential sale of his hangar.

During the last month, Chairman Hodges authorized Manager Evergreen to purchase a new, unheated, pressure washer, in the amount \$400. It was agreed that the price difference made sense to not purchase the model originally voted on by the board.

Airport Manager Evergreen updated the board on possible easement issues, and survey delays that may interfere with the removal of trees east of the airport.

**Motion by Jackson, second by Ehinger, to authorize Airport Manager Evergreen to hire Jeremy Card for survey services, for an amount not greater than \$4,000.00. Voice vote. Ayes - all. Motion carried. [5-1-#3]**

Airport Manager Evergreen told the board about the necessity for some hangar roof repairs.

Mr. Dennis Lee, property owner at 485 Grey Rd. spoke with the board about pending tree removal from his property. He requested that a minimal number of trees be removed, as well as requesting to retain any resulting lumber. The board recommended that Airport Manager Evergreen contact Mead and Hunt for suggestions on a possible resolution.

There being no further business to transact, Chairman Hodges adjourned the meeting at 1:05pm



# 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)

8/13/2019

Honorable Mayor and Council,

This is the July 2019 month end report. The department handled 137 complaints this month. Officers further made fifteen arrests this month, four of which, being for Domestic Assault.

Officers handled eight traffic crashes this month. Traffic crashes are up significantly, this year overall. Officers remain visible and are conducting traffic enforcement. I essentially attribute this to a higher flow of traffic. We have noticed a higher volume of traffic this year on our primary roads. Whether more visitors, vacationers, new residents, or a combination of all; our traffic level is higher. More people in our city is a positive thing, however, the goal is to reduce the number of traffic crashes.

July 4<sup>th</sup>'s parade and fireworks, were a welcome returning addition this year. The event stresses our resources, as essentially everyone is needed, but is a positive for the community.

On July 26<sup>th</sup>, the department welcomed a new event and escorted roughly 50 bicyclists through the city. The event started in West Branch and finished in Mackinaw City at the bridge.

Sincerely,

A handwritten signature in black ink, appearing to be 'K. Walters', written over a horizontal line.

Chief Kenneth W. Walters



## Offense Count Report

## Report Criteria:

Start Offense	End Offense		
01000	99009		
JULY 2019	TOTAL 2019	TOTAL 2018	TOTAL 2017
07/01/2019-07/31/2019	01/01/2019-07/31/2019	01/01/2018-12/31/2018	01/01/2017-12/31/2017

Offense	Description	JULY 2019	TOTAL 2019	TOTAL 2018	TOTAL 2017
11001	SEXUAL PENETR'N PENIS/VAGINA CSC1	0	0	1	1
11004	SEXUAL PENETRATION ORAL/ANAL CSC3	0	0	0	2
11007	SEXUAL CONTACT FORCIBLE CSC2	0	0	1	1
11008	SEXUAL CONTACT FORCIBLE CSC4	0	1	5	4
12000	ROBBERY	0	0	0	1
13001	NONAGGRAVATED ASSAULT	3	10	15	18
13002	AGGRAVATED/FELONIOUS ASSAULT	0	0	1	2
13003	INTIMIDATION/STALKING	0	3	2	2
22001	BURGLARY - FORCED ENTRY	0	1	4	3
22002	BURGLARY - ENTRY W/OUT FORCE(INTENT	0	0	1	0
22003	BURGLARY - UNLAWFUL ENTRY(NO INTENT	0	1	1	2
23003	LARCENY - THEFT FROM BUILDING	0	0	7	3
23005	LARCENY - THEFT FROM MOTOR VEHICLE	0	7	2	1
23007	LARCENY - OTHER	0	7	10	9
24001	MOTOR VEHICLE THEFT	0	0	1	0
25000	FORGERY/COUNTERFEITING	0	0	0	1
26001	FRAUD - FALSE PRETENSE/SWINDLE/CONF	0	0	0	1
26002	FRAUD - CREDIT CARD/ATM	0	2	2	0
26006	FRAUD - BAD CHECKS	0	0	2	1
27000	EMBEZZLEMENT	0	0	1	1
29000	DAMAGE TO PROPERTY	0	5	10	8
30002	RETAIL FRAUD - THEFT	0	0	8	12
35001	VIOLATION OF CONTROLLED SUBSTANCE	0	1	3	7
36004	SEX OFFENSE - OTHER	1	1	4	0
37000	OBSCENITY	0	0	0	1
38001	FAMILY - ABUSE/NEGLECT NONVIOLENT	0	0	1	1
38002	FAMILY - NONSUPPORT	0	0	1	0
38003	FAMILY - OTHER	0	0	1	0
41002	LIQUOR VIOLATIONS - OTHER	0	1	0	1
42000	DRUNKENNESS	0	1	2	2
48000	OBSTRUCTING POLICE	0	0	1	0
50000	OBSTRUCTING JUSTICE	8	24	65	69
53001	DISORDERLY CONDUCT	1	4	1	3
53002	PUBLIC PEACE - OTHER	0	0	0	1
54001	HIT & RUN MOTOR VEHICLE ACCIDENT	1	9	9	10
54002	OUIL OR OUID	0	4	7	7
54003	DRIVING LAW VIOLATIONS	2	19	37	51
55000	HEALTH AND SAFETY	0	14	38	40
57001	TRESPASS	1	3	6	3
58000	SMUGGLING	0	1	0	0
70000	JUVENILE RUNAWAY	0	2	1	2
70004	Juvenile Issues	0	0	1	1
73000	MISCELLANEOUS CRIMINAL OFFENSE	0	3	2	8
90001	Vehicle Lockouts	10	68	112	133
90002	Motorist Assists	3	21	29	21
90003	Assist E.M.S.	14	113	146	167

## Offense Count Report

Page: 2

## Report Criteria:

Start Offense	End Offense		
01000	99009		
JULY 2019	TOTAL 2019	TOTAL 2018	TOTAL 2017
07/01/2019-07/31/2019	01/01/2019-07/31/2019	01/01/2018-12/31/2018	01/01/2017-12/31/2017

Offense	Description	JULY 2019	TOTAL 2019	TOTAL 2018	TOTAL 2017
90005	City Ordinance Violations	9	25	37	16
90006	Prisoner Transports	0	0	0	1
90007	Parking Complaints	0	1	1	7
90008	ANIMAL COMPLAINTS	3	6	13	17
90009	Maplewood Manor Alarm / Criminal History Checks	2	2	1	0
91001	Delinquent Minors	0	1	9	15
91002	Runaway	0	0	0	2
91004	Abandoned Vehicle	1	2	0	5
92003	Walk Away (Ment. & Host.)	0	1	3	2
92004	Insanity	2	14	11	15
93001	PROPERTY DAMAGE ACCIDENT/PI	4	30	45	43
93002	Accident, Non-Traffic	4	10	17	14
93004	Parking Violations	0	0	1	0
93006	Traffic Policing	0	6	11	6
93007	Traffic Safety Public Relations	0	6	8	0
93008	Inspections/Investigations -Breathalyzer	0	1	4	2
94001	Valid Alarm Activations	0	0	3	2
94002	False Alarm Activations	10	54	59	74
95001	Accident, Fire	0	3	3	3
95003	Inspection, Fire	0	3	0	0
95004	Hazardous Condition	0	4	9	0
97001	Accident, Traffic	0	0	0	1
97003	Accident, Other Shooting	0	0	0	1
97006	Accident, All Other	0	1	0	0
98000	Other Types Not Listed	1	1	0	0
98003	Inspections/Investigations -Property	1	9	5	9
98004	Inspections/Investigations -Other	0	1	2	1
98006	Civil Matters/Family Disputes	3	31	47	58
98007	Suspicious Situations/Subjects	16	81	168	182
98008	Lost/Found Property	2	10	16	17
98009	Inspections/Investigations -Drug Overdose	0	2	1	0
99001	Suicide	0	2	1	1
99002	Natural Death	0	5	1	4
99003	Missing Persons	0	0	1	2
99007	PR Activities	1	4	17	14
99008	General Assistance	26	145	287	234
99009	General Non-Criminal	8	20	23	28
Totals:		137	807	1345	1377

# Communications



August 10, 2019



T1 P1 63 \*\*\*\*\*AUTO\*\*ALL FOR AADC 480  
 City of West Branch  
 121 N. Fourth Street  
 West Branch, MI 48661-1217

Re: Charter Communications - Upcoming Changes

Dear Franchise Official:

At Charter, locally known as Spectrum, we continue to enhance our services, offer more entertainment choices and deliver the best value to our customers. Like every business, periodically Charter reviews its pricing and makes occasional price adjustments. As a result, on or after August 10, 2019, customers will be notified of the following price adjustments through bill messaging. Effective on or after September 10, 2019, pricing will be adjusted for **unreturned equipment** as follows:

Rate Card Description	Current Rate	New Rate	Notes
Spectrum Receiver	\$123	\$103	A \$20 reduction in rate.
CableCARD™	\$22	\$20	A \$2 reduction in rate.

Also, during the month of August 2019, Spectrum will add **new** channels to your line up:

- The brand new **Upliftv** on Spectrum Faith & Values Tier channel 160 & 756 (HD). **Upliftv** is a new and unique television network that features more Christian and inspirational films than any other channel. Upliftv's programs are a balanced combination of sermons and stories that include Movies, Documentaries, TV shows and Ministries.
- The new network **FETV** on Spectrum Select channel 203. **FETV** features classic and inspirational programming. The network airs a variety of classic television shows from the 1950s through the 1980s, along with religious and televangelism programming.
- **GEM Shopping Network** on Spectrum Select channel 176. **Gem Shopping Network** is the most exquisite jewelry & gemstone experience on television.

We remain committed to providing an excellent experience for our customers, in your community and in each of the communities we serve. If you have any questions about these rate adjustments, please feel free to contact me at (810) 652-1422.

Sincerely,

*Karen Coronado*

Karen Coronado  
 Manager, Charter State Government Affairs, Michigan  
 Charter Communications

# **Reports**

**Mayor**

**Council**

**City Manager**

**Public  
Comment  
-Any  
Topic**

# Adjournment