

-- AGENDA --

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL TO BE HELD
VIRTUALLY AND IN THE COUNCIL CHAMBERS AT WEST BRANCH CITY HALL, 121
N. FOURTH ST. ON MONDAY, AUGUST 17, 2020, BEGINNING AT 6:00 P.M.

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

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Scheduled matters from the floor
- V. Public Hearing
- VI. Additions to the agenda
- VII. Public Comment on Agenda Items Only (limited to 3 minutes)
- VIII. Bids
 - A. Asphalt patch
- IX. Unfinished Business
- X. New Business
 - A. Bills
 - B. Coalition of Hope banner application
 - C. County Equalization Approval of fees
 - D. Bucket Truck purchase approval
 - E. OPEB retirement buyout
 - F. M-30 Housing Plan

G. Off duty gun request

XI. Approval of the minutes and summary from the meeting held August 17, 2020 as well as the minutes from the closed session portion of the August 17 meeting.

XII. Consent Agenda

A. Treasurers report and investment summary

B. Minutes from the DDA meeting held July 28, 2020.

C. Minutes from the Airport Board meeting held July 15, 2020

XIII. Communications

A. Airport Capital Improvement Plan

XIV. Reports and/or comments

A. Mayor

1. Reappointment of Glenda Colclassure to the Zoning Board of Appeals

B. Council

C. Manager

XV. Public comment any topic

XVI. Closed Session to discuss matters subject to attorney client privilege

XVII. Adjournment

UPCOMING MEETINGS-EVENTS

September 3 – Chamber Ribbon Cutting 9:00 am

September 8 - Planning Commission 6:00 pm

September 10 – Pre Audit

September 21 - City Council 6:00 pm

September 21-October 2 – Annul Audit

September 22 - DDA 12:00 noon at Police Dept.

In response to the executive orders issued by Governor Whitmer, City Hall is allowed a maximum of 10 for an indoor gathering. City Council will be in attendance for the City Council meeting with social distancing and facemasks requirements. If someone would like to address Council in person, special arrangements can be made to allow for in person comments subject to social distancing requirements.

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

MEETING NOTICE

To comply with the Michigan Open Meetings Act (MCL 15.265):

The City of West Branch, 121 N. Fourth St. West Branch, MI 48661; phone: (989) 345-0500; email: cityhall@westbranch.com. Internet where meeting notices are posted: www.westbranch.com (click on "CALENDAR OF EVENTS AND NOTICE OF MEETINGS" or go directly to <http://www.westbranch.com/calendar.php>)

Due to City Hall being closed for Labor Day, the City of West Branch City Council will be cancelling their regularly scheduled September 7th meeting and rescheduling it to August 31st at 6:00 pm at City Hall, 121 N. Fourth St., West Branch, Michigan, 48661.

Due to the Governor's executive orders, the meeting will be held via virtual conference.

Accommodations and necessary reasonable auxiliary aids and services are available upon request to persons with disabilities, as well as the hearing impaired, who require alternately formatted materials or auxiliary aids to ensure effective communication and access to meetings or hearings. All requests for accommodation should be made with as much advance notice as possible by contacting City Clerk/Treasurer John Dantzer at (989) 345-0500; 121 N. 4th St., West Branch, MI 48661; email: cityhall@westbranch.com.

This notice was posted by City Clerk John Dantzer to comply with Sections 4 and 5 of Michigan Open Meetings Act (MCL 15.265) at 11:00 am on August 18, 2020 on the City of West Branch bulletin board, as well as on the City of West Branch website.

Call to Order

Roll Call

**Pledge of
Allegiance**

Scheduled Matters from the Floor

Public Hearings

Additions to the Agenda

Public Comment -Agenda Items

Bids

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.
8/17/2020	5898022

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

www.hodginsasphalt.com

DESCRIPTION	
publicworks@westbranch.com 01. Driveway patch @ 320 N. 3rd St. 221 sf of asphalt paving Remove and replace 3" HMA \$800.00 02. Patch on corner of 3rd and Lindsay St. 18 sf Remove and replace 3" HMA \$125.00 03. Road patch 258 N. Valley St. 210 sf, 10' x 21' Saw cut, remove and replace 3" HMA \$1000.00 04. Patch on river walk 80 sf Saw cut, remove and replace \$400.00 Donald J. Hodgins MDOT Prequalified #06585 Fully Insured/Bonded	
Thank you for the invitation to bid!	TOTAL \$2,325 \$0.00

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

SIGNATURE _____

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	8-3-2020
Address		Phone	
City		Cell	
Zip Code		Fax	
Job Name		Email	

We hereby submit specifications and estimate for:

[illegible]

TOTAL AMOUNT OF PROPOSAL:	\$5,793.00
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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: Rabert Winder Date: 8/4/20

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: _____

Unfinished Business

New Business

Due to Michelle not being in this week, all of the bills are not entered and will be done on Monday and presented to Council before the meeting.



121 North Fourth Street, West Branch, Michigan 48661
Phone 989-345-0500, Fax 989-345-4390, e-mail cityhall@westbranch.com
The City of West Branch is an equal opportunity provider, employer, and lender

Name of Organization Coalition of H.O.P.E.
Address 1166 N. 5th West Branch, MI 48661
Contact Person & Phone Number Angela Torrez (989) 717-7293

Applications are subject to City Council approval and conditions.

1. **"LINK LETTER" or vinyl mesh type banners only with a maximum size of 2'x35' (NO EXCEPTIONS!!)**
2. **Rendering showing color, size and design of banner must be submitted with application**
3. **ALL banners MUST be in a box clearly marked with the name of the banner, contact name & phone number**
4. **ALL banners MUST be picked up within 2 weeks after the event; failure to do so will result in disposal of the banner.**
5. One (1) banner per organization per year
6. Two (2) week maximum
7. Each placement must be approved by City Council at least two (2) weeks prior to scheduled placement
8. One banner displayed at any one time - priority based on "first come" basis (applications accepted beginning January 1 each year)
9. Organization holds City harmless and agrees to defend City from liability claims arising as a result of activity or event announced on banner
10. Banners allowed May 1 - October 31
11. Meid Street only
12. No commercial advertising allowed on banner
13. City Council reserves the right to limit the number of banners

Message displayed on banner: National Suicide Prevention Month
sponsored by Coalition of H.O.P.E.
Banner to be displayed: FROM 9.1.20 TO 9.30.20

Signature

For Office Use Only

Application Number.....

Placement of banner approved at Council meeting held on



121 North Fourth Street, West Branch, Michigan 48661

Phone 989-345-0500, Fax 989-345-4390, e-mail clerktreasurer@westbranch.com

The City of West Branch is an equal opportunity provider, employer, and lender

In addition to the banner going over Houghton Ave., the coalition requested to put up banners on our light poles to suicide prevention month banners. Mike and I did discuss this and he thought that allowing the changing of up to 20 of them would be fine and not require an extensive amount of labor. That information was passed on the Ms. Torrez so they have asked to change out 20 of them. They are ordering from the same company that made the veteran banners so they are good quality. I would be in favor of approving the Houghton banner and approving the light banners contingent upon a design being submitted and approved by the City Manager .

County of Ogemaw

James (Randy) Booth, Director

Equalization Department

806 W. Houghton Avenue, Room 105, West Branch Mi. 48661

(989)-345-0328

Email: boothr@ocmi.us Fax (989) 345-4939

Information regarding Designated Assessor, G.I.S., and Fees

1. Why am I meeting with you today?
 - a. To discuss the Designated Assessor Position.
 - b. G.I.S. system upgrades and improvements.
 - c. Fees required to administer these items.
2. The State of Michigan has mandated that by December 31, 2020 that the majority of the assessing units within the county have an approved Designated Assessor. We have several options for this position.
 - a. The local units and the county develop a RFP and try to contract out for a MAAO or MMAO assessor to be the designated Assessor for the county.
 - b. The county Equalization Director becomes the Designated Assessor.

Both of these options have pros and cons.

The likely bidders to a Request for Proposal may have a low fee but if a local unit fails the AMAR the local units will be locked into contract with the Designated Assessors Firm for 5 years which likely will be a much higher fee than the local units in northern Michigan are used to paying. While the Designated Assessor is supposed to be reviewing the databases of the local units it would be in their own best interest for local units to fail so that they may get no bid contracts for assessing services. (my primary concern with contract Designated Assessor)

Since all of our units passed the 2017 AMAR review (with some units having to submit corrective action plans and then correcting the deficiencies noted) I believe all should be able to comply with the new requirements so I am recommending that the County Equalization Director be named as the Designated Assessor. We already perform many of the functions required and have copies of all databases already. We can meet with assessors and township/city officials with any concerns/ recommendations we may have.

We can provide assistance to our assessor's to help them be compliant. We started out this year with holding a meeting with all of the assessor's and making some changes to our office policies so that we and the assessor' are doing things the same way.

I will be seeking approval to teach the required Board of Review training so that we can provide training at a minimal cost for all of our local units.

I nor Ogemaw County want to assume assessing of local units.

If local units fail, the second round of AMAR review my recommendation to the local unit would be to contract with an assessor or firm to complete a complete re-appraisal of the local unit.

3. G.I.S Upgrades.

- a. Our county received a grant in the 1990's and had a team of students build our G.I.S. database. While this was helpful and inexpensive at the time it was never as functional as it should have been.
- b. There was never a plan in place to keep the information up to date. Split, Combination and subdivision parcels have not been updated since the system was put into place. Additional layers have never been added.
- c. In this year's budget the Ogemaw County Commissioners have allowed me to seek bids to upgrade the split and combined parcels that have not been updated. The expected cost of these updates are \$15,000.
- d. I have requested that once the information is updated that we look at hosting our information on a cloud based system so that it will be easier for everyone to access and it can be integrated into our BS&A web site assessing information.
- e. The estimated cost for the first year of hosting our information and software is approximately \$8,800. The commissioners are considering including that in the upcoming fiscal year. The costs should drop to approximately \$2,500.

4. Fees

- a. The fees that the Ogemaw County Equalization department charges for our services has been \$1.20 per parcel for a very long time. John Awrey recommended raising those fees to \$2.50 per parcel in 2003.
- b. I am recommending to the Ogemaw Commissioners that we increase the service fees the local units of government pay to the Equalization Department.
- c. For 2020-2021 I would like to increase the fees to \$1.75 per parcel.
 1. To charge \$0.25 per parcel for the County Designated Assessor position.
 2. To charge \$0.25 per parcel for the G.I.S. ongoing updates and upgrades.
 3. To increase the already established fee to \$1.25 per parcel.
- d. For 2021-2022 I would like to propose increasing the fees to \$2.00 per parcel. I have reviewed the neighboring counties and for the level of service we provide they charge between \$2.00 to \$4.00 per parcel.

Some additional comments.

I know that there is some sentiment that the county has looked to the townships to help cover fees for some services. I want to make sure that you understand that They have committed substantial resources to upgrade our software BS&A was approximately \$95,000 with the annual support being \$8,400 for the Equalization Department and Treasurers Office. The web site hosting is \$9,450 annually. G.I.S. updates \$15,000. Moving forward I want to make sure that we can provide the level of service you and the public are accustomed to.

James (Randy) Booth

Ogemaw County Equalization Department
806 W Houghton Avenue
Room 105
West Branch, Michigan 48661

invoice

Invoice Number: 1725
Invoice Date: 1-Aug-20

BILLED TO: City of West Branch
John Dantzer, Clerk/Treasurer
121 N Fourth St.
West Branch Mi. 48661

Date	Description	Quantity	Unit Price	Total
Nov-19	Winter Tax Roll (pages)	0	0.047	0.00
Nov-19	Winter Tax Roll Alpha List (pages)	0	0.047	0.00
Nov-19	Winter Tax Bills	1080	0.124	133.92
Nov-19	Winter Tax Bill Receipt Copies	0	0.032	0.00
Nov-19	Tax Bill Envelopes	1080	0.044	47.52
Nov-19	Tax Bill Postage	1080	0.512	552.96
Feb-20	Assessment Roll (pages)	646	0.047	30.36
Feb-20	Assessment Roll Alpha (pages)	0	0.047	0.00
Feb-20	Assessment Change Notices	1018	0.080	81.44
Feb-20	Postage for Change Notices	1018	0.410	417.38
Dec-19	Personal Property Statements w/postage	231	0.970	224.07
Jun-20	Summer Tax Roll (pages)	0	0.047	0.00
Jun-20	Summer Tax Roll Alpha List (pages)	0	0.047	0.00
Jun-20	Summer Tax Bills	1074	0.080	85.92
Jun-20	Summer Tax Receipts	0	0.032	0.00
Jun-20	Tax Bill Envelopes	1074	0.010	10.74
Jun-20	Summer Tax Bill Postage	1074	0.410	440.34
Jun-20	Summer Tax Set Up Fee	0	30.000	0.00
Jun-20	Annual Maintenance Fee	1277	1.200	1,532.40

3,557.05

10120181700

Current Equalization fees			
Annual maintenance fee	1277	\$1.20	\$1,532.40

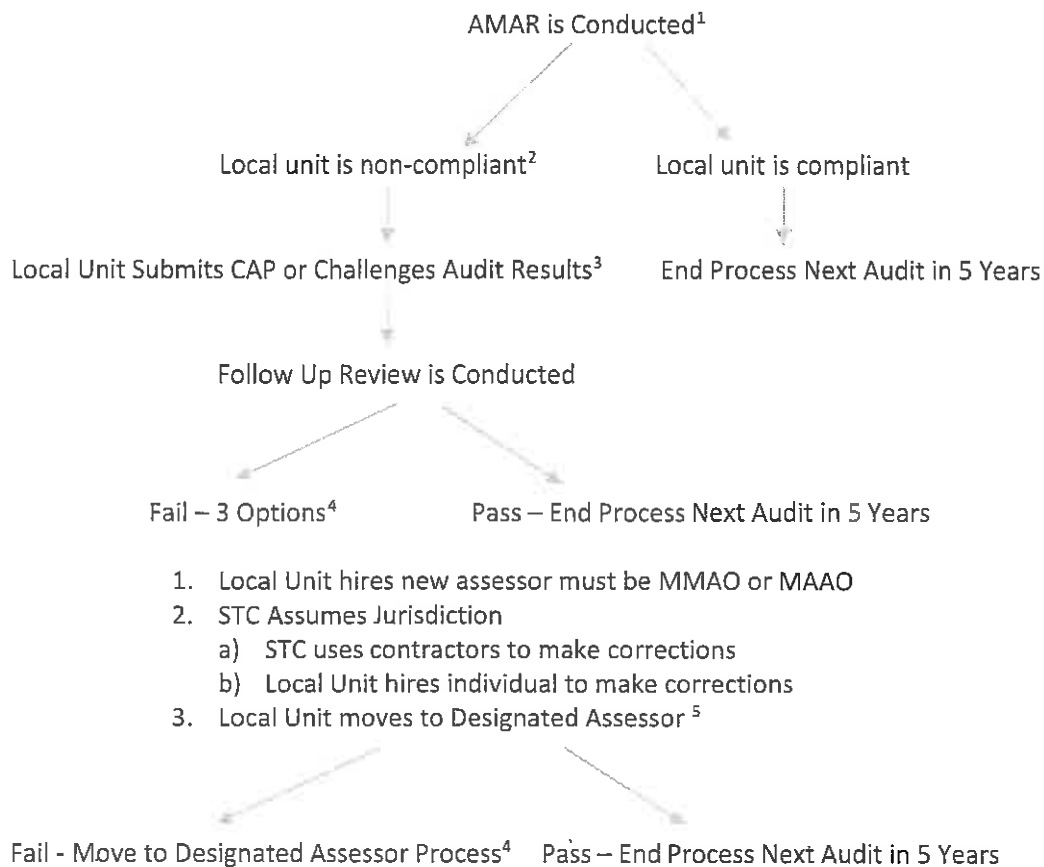
20-21

Annual maintenance fee	1277	\$1.25	\$1,596.25
County Assessor position	1277	\$0.25	\$319.25
GIS updates	1277	\$0.25	\$319.25
TOTAL			\$2,234.75

21-22

Annual maintenance fee	1277	\$1.50	\$1,915.50
County Assessor position	1277	\$0.25	\$319.25
GIS updates	1277	\$0.25	\$319.25
TOTAL			\$2,554.00

Property Assessing Reform Process



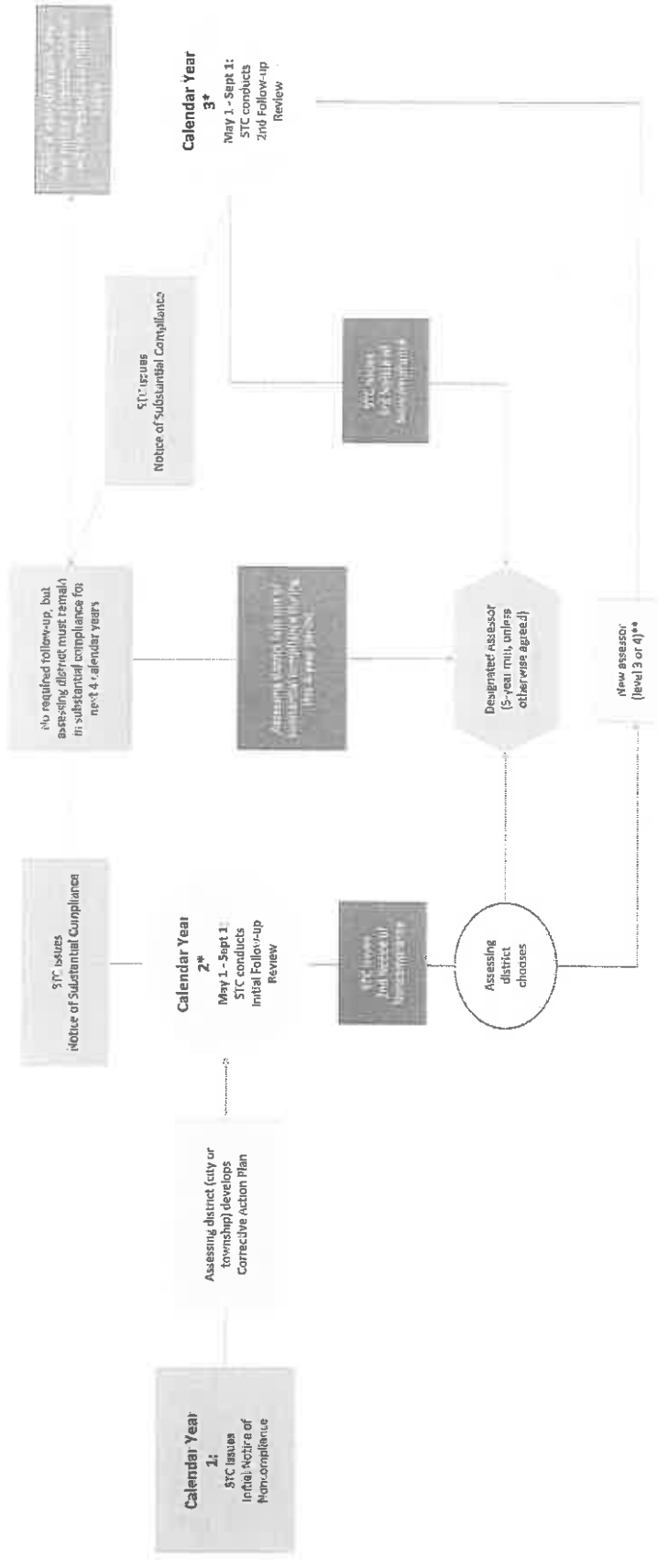
¹ Every 5 years. New AMAR will have 2 sections: Technical (items from statute) and Assessment Roll Analysis

² Any item that is a no in the Assessment Roll Analysis results in non-compliance

³ Form for Audit challenge will be developed. AMAR Sample CAP will be released

⁴ A local unit may follow the process to challenge the audit results

⁵ Local units that move to DA will remain in that process for 5 years. DA is the AOR for the Local Unit



*For districts with 2-year Corrective Action Plans, Initial Follow-up Review would occur in Calendar Year 3 and a 2nd Review, if needed, would occur in Calendar Year 4

**District may share an assessor with another district

Example:	
--STC begins audits in 2022	
--Assessing District A (township) receives Initial Notice of Noncompliance in May of 2022 and develops 1-year Corrective Action Plan	
--STC conducts Initial Follow-up Review in July of 2023, which results in 2nd Notice of Noncompliance	
--Rather than contract with Designated Assessor, Assessing District A chooses to share a level 3 assessor with Assessing District B (city or township)	
--STC conducts 2nd Follow-up Review in August of 2024	
--If Assessing District A receives a Notice of Substantial Compliance, it must remain in substantial compliance for the next 4 years	
--If Assessing District A receives a 3rd Notice of Noncompliance, it must utilize Designated Assessor for a minimum of 5 years	

STATE OF MICHIGAN
DEPARTMENT OF TREASURYGRETCHEN WHITMER
GOVERNORRACHAEL EUBANKS
STATE TREASURER

DATE: December 17, 2019

TO: Members of the State Tax Commission

FROM: David Buick, Executive Director

SUBJECT: Property Assessing Reform

Over the past few months, the internal Property Assessing Reform (PAR) team has been meeting to discuss in detail the tasks involved in development of various Bulletins, guidance, training materials and other informational materials that will need to be released over the next year to implement PAR.

To date we have completed a considerable amount of work including implementation of the webpage, implementation of the dedicated PAR email, publication of a number of informational one pages to describe PAR and completion of an article for the MTA magazine.

The team has turned their focus to defining the overall process, which will allow us to begin work to fill in the details for each of the items in the process. The team began with a review of the statute, including a discussion with how assumption of jurisdiction fits into PAR. The statutory section on assumption of jurisdiction did not change with reform and still requires the STC to assume jurisdiction when a local unit is in substantial non-compliance.

Since the statute still requires assumption of jurisdiction to be a part of the process, the team has developed a process that incorporates both assumption of jurisdiction and the designated assessor process. That process is attached for the Commission's review and approval. This process was provided to our partner organizations for review and comment prior to the final development with any changes recommended included in the final recommendation. We would note the following:

1. Key to the process is the determination of non-compliance. We recommend the STC adopt a policy that specifies the items to determine non-compliance will be ECF's, Land Values and Overrides. If any of those items are marked as a "no" in the AMAR then the local unit will be non-compliant. We feel this determination has to be definitive, meaning it is important to not parse out what would be non-compliant. For example: we would not want to make a determination that not having residential ECF's is non-compliant but not having commercial ECF's would be compliant.
2. After one failed follow up (meaning two failed reviews) the process would provide three options for the local unit. These options incorporate the assumption of jurisdiction as well as the statutory requirements that include designated assessor and the local unit ability to hire a new MAAO or MMAO assessor.

3. The process would require another follow up after the first failed follow up, regardless of what option the local unit selects. If another failed follow up occurs then the local unit will be required to move into the designated assessor process.

Approval by the STC of this process outline is the first step that will allow us to move forward with development of the necessary Bulletins and other guidance that will accompany each item in this process.

In addition to the approval of this process, we ask the State Tax Commission to approve the enclosed guidance regarding combined Boards of Review. As a key part of the statutory changes that was given immediate effect, this change allows Boards of Review to be combined across contiguous units. This guidance provides information on the statutory change, specific direction on what contiguous local units means, examples and details on the Board requirements.

Staff are available to answer any questions regarding these recommendations.

Property Assessing Reform Proposal Frequently Asked Questions

General Information:

What is Property Assessing Reform?

In its simplest form Property Assessing Reform, P.A. 660, provides a statutory framework to ensure proper assessing in order to guarantee the highest quality assessments for taxpayers as well as local units. The Act defines the requirements for a local unit to be determined to be in substantial compliance with the General Property Tax Act, provides timetables for audits as well as follow up audits and provides a process for bringing a local unit into compliance if they remain non-compliant after a follow up review (also known as the designated assessor).

The Act also mandates training for local unit Boards of Review and allows for local units to combine Boards of Review for efficiency purposes and provides for a village located within two assessing districts may request that the assessment of property be completed within one of the districts.

How does the reform benefit taxpayers, local units, and the state?

By ensuring accurate, uniform, and equitable assessments across the state, reform will significantly reduce the unnecessary costs associated with incorrect assessments. When errors occur, taxpayers, local units, and the state are all negatively impacted—*in fact, the state's interest is substantial, as roughly half the property tax on non-PRE property (the 24 school mills), and roughly a third of all property taxes, is essentially a state revenue source.*

Not only do errors raise the risk of taxpayers being over-assessed and unfairly taxed or local units and the state having their revenues improperly reduced, but they also often generate litigation expense, as the aggrieved party is forced to appeal simply to enforce constitutional and statutory requirements. Further, by reducing faith in the system, errors create a culture of litigation that forces local units to allocate more resources to defending correct assessments. All of these costs are associated with the quality of the initial assessment. As assessment quality increases, these costs to taxpayers, local units, and the state will drop significantly.

The AMAR audits just started—why aren't we giving them time to work?

The AMAR reviews are in the 2nd five year cycle. What those audits have demonstrated is that while certain individual units may face unique challenges with assessing, there are also some systemic deficiencies with our assessing system that need to be addressed. The minimum quality standards are designed to address those systemic deficiencies, which will allow the AMAR audits to work more effectively on addressing challenges faced by individual local units.

Isn't this just county assessing by another name?

No. While participating in county assessing is always an option, local units can continue to do their own assessing or share an assessor of record with another local unit. The only requirement is that every city, township, and county in the state meet certain specified minimum quality standards. The objective is not to move every local unit to county assessing but to ensure accurate, uniform, and equitable assessments across the state that meet statutory and constitutional requirements.

What is an assessing district?

An assessing district is defined in the statute as City, Township, Or Joint Assessing Authority.

Does this force local units to give up their assessing function?

No. With the changes in P.A. 660, there are also consequences if a local unit does not correct assessing deficiencies identified in the AMAR. As with the current AMAR process, the statute provides for an initial AMAR and a corrective action plan to be approved by the STC. The statute then provides for a follow up review to be conducted in accordance with the approved corrective action plan. If after that follow up review, the local unit remains in non-compliance then the local unit has two options: they can employ or contract with a new assessor of record at the Advanced or Master Level or they can contract with the Designated Assessor for the County to serve as their assessor of record.

Does the proposal eliminate all MCAO Assessors?

No.

Local assessing works in my community—why are you asking us to change?

To the extent a local unit is currently meeting the minimum quality standards, no change is necessary. If a local unit is not meeting the standards, they have options, they can employ or contract with a new assessor of record at the Advanced or Master Level or they can contract with the Designated Assessor for the County to serve as their assessor of record.

Designated Assessor

What is a Designated Assessor?

The Designated Assessor is part of a process to ensure that local units are in compliance with the statutory provisions of the AMAR. In other words it is part of a process to make sure that local units are meeting minimum assessing requirements.

As with the current AMAR process, the statute provides for an initial AMAR and a corrective action plan to be approved by the STC. The statute then provides for a follow up review to be conducted in accordance with the approved corrective action plan. If after that follow up

review, the local unit remains in non-compliance then the local unit has two options: they can employ or contract with a new assessor of record at the Advanced or Master Level or they can contract with the Designated Assessor for the County to serve as their assessor of record.

Who are the Designated Assessors?

The statute provides the process for determining who the Designated Assessors are. Each County is required to enter into an interlocal agreement that designates the individual who will serve as the County's Designated Assessor. That interlocal agreement must be approved by the County Board and a majority of the assessing districts in the County. Once the interlocal agreement is approved, it is sent to the State Tax Commission for final approval. The STC will determine if the individual named as the Designated Assessor is capable of ensuring they can achieve and maintain substantial compliance for any local unit that contracts with them.

So, the County will automatically be the Designated Assessor?

While the County can certainly be named the Designated Assessor, it is not an automatic designation as the Designated Assessor is determined by the approved interlocal agreement.

How will locals pay for the Designated Assessor?

The Designated Assessor will serve in place of the local unit's current assessor. It is expected that using the money from that current salary will help offset the costs of the Designated Assessor. Additionally, as previously mentioned, errors raise the risk of taxpayers being over-assessed and unfairly taxed or local units and the state having their revenues improperly reduced, but they also often generate litigation expense, as the aggrieved party is forced to appeal simply to enforce constitutional and statutory requirements.

Boards of Review:

We heard that Boards of Review are now going to be at the County level and no longer in each local unit?

While the statute provides that Boards of Review can be combined across two or more contiguous local units, it does not mandate that Boards of Review be combined or that Boards of Review are moving to the County.

Is it true that training is now mandated for Boards of Review?

P.A. 660 requires that the STC audit to ensure that local units require their Boards of Review to receive training and updates as approved by the STC.

We can't recruit BOR members now, isn't requiring training going to make things worse?

The evolving complexity of the property tax has increased the expertise needed to understand and apply the law. While local boards provide the primary quality control check on assessments, board members do not have to possess any knowledge of property tax law or assessing practices. This combination of increasingly complex responsibilities and no expertise requirement often results in misapplication of the law, increasing taxpayer and local unit litigation costs and reducing faith in the system.

The STC will be working with our partner organizations, specifically Michigan Townships Association to ensure easy access to Board of Review training and we will also provide an online option.

Miscellaneous:

I heard that now Villages have to get their own assessor's is that true?

No. P.A. 660 did make a change to the way Villages are assessed but only in very specific circumstances and if the Village wants to make a change. Specifically the Act indicates that a Village that is located in more than one assessing district, may request the STC to approve that the assessing for the Village be combined with the assessing of property in 1 of the local units, thereby eliminating the need for the Village to be assessed in two different local units and potentially by two different assessors.

When does this all go into effect?

While the majority of the reforms do not go into place until 2022, local units can prepare now and put in place processes and procedures to ensure they are meeting the requirements once they "go live" in 2022.

So what is going to be happening over the next few years until this goes into effect?

There will be a lot going on at both the State and local levels to prepare for the 2022 implementation. First, the Department of Treasury has implemented a website dedicated to assessing reform. This website will be updated with things local units need to know, required forms and key dates. Second, the Department also has a dedicated email address for anyone who has questions regarding the reform. Finally, we are working with our partner organizations on information sessions and training opportunities.

What should local units be doing to prepare?

The most important thing that local units can do now to prepare is to ensure they are meeting the requirements in the current AMAR and if not, that they work to ensure corrections are made to bring them into compliance. Local units should talk to their assessors to ensure they are following the AMAR minimum requirements. Local units can find more information on the AMAR on the STC website under the AMAR tab. This link provides information on

each of the AMAR requirements and the statutory authority or STC policy associated with each requirement.

What is the STC going to be doing?

The STC will be working on issuing guidelines, updating their rules and providing formation on the various components of the reform. This includes development of the audit program, implementation of Board of Review training programs, as well as defining key terms such as substantial compliance.

Interlocal Agreement and Designated Assessor Contract Checklist

This Interlocal Agreement and Designated Assessor Contract Checklist is provided to serve as a guide to assist counties in complying with the requirements found in the General Property Tax Act of 1893, as amended by Public Act 660 of 2018, and State Tax Commission guidance. The items below are illustrative of the information the State Commission will review and consider in approving a Designated Assessor. These items should not be considered an exhaustive list.

Background Information

- ☐ Name of the county and proposed Designated Assessor
- ☐ Identification of all the assessing districts within the county
- ☐ Current SEV County totals by class, including special act values
- ☐ Total number of parcels, by classification, including special act rolls, within each local unit
- ☐ List of any unique, complex or high value properties within the County
- ☐ Length of the agreement
- ☐ Agreement effective date
- ☐ Place of performance of duties
- ☐ Signature of the Designated Assessor, the majority of County Board of Commissioners, and a majority of Township Supervisor or City Manager within the county

Qualifications of Proposed Designated Assessor

- ☐ Current assessor certification level and number
- ☐ Identification of current employment status and specific assessing or equalization responsibilities
- ☐ Description of prior local unit assessing experience of the proposed Designated Assessor
- ☐ Conflict of interest disclosures

Scope of Services Provided by Designated Assessor

- ☐ Preparation of assessment rolls – satisfaction of Supervising Preparation of Assessment Roll
- ☐ Plan to correct deficiencies found in audit - timeline for delivery of documents and execution of forms
- ☐ Attendance at Boards of Review meetings
- ☐ Duties and responsibilities related to property tax appeals, both Small Claims and Entire Tribunal, appeals filed with the Michigan Tax Tribunal
- ☐ Reporting requirements and responsibility to meet with local unit officials
- ☐ Any and all obligations of local unit assessing staff members
- ☐ Responsibilities of Designated Assessor during the period in which they are not acting as an assessor of record for an assessing district within the county
- ☐ Requirement to remain certified and in good-standing
- ☐ Non-exclusivity of assessing services, if applicable

Duties and Responsibilities for Local Unit Contracting with Designated Assessor

- ☐ Providing the Designated Assessor with reasonable access to records, documents, databases and information
- ☐ Advise Designated Assessor of any applicable policies and procedures including technology, equipment, facility, etc.

Cost and Compensation for Designated Assessor

- ☐ Payment terms and fee structure (i.e., payor, timeline for payment or payments, reimbursement terms if the county pays the retainer upfront, hourly rate, dollar/parcel, amount/assessed value)
- ☐ Payment responsibility (i.e., county or assessing district) for when Designated Assessor acting as assessor of record
- ☐ Retainer or base rate information, if applicable
- ☐ Payment in the event of death or disability of the proposed Designated Assessor
- ☐ Cost reimbursement for when the Designated Assessor is acting as assessor of record
- ☐ Identification of payment of certain costs including appraisal, expert witness or attorney fees related to MTT appeals, and employing additional assessing staff to bring assessing unit into compliance

STATE TAX COMMISSION USE ONLY		
Date Received	Date Approved	Date Denied

State Tax Commission Petition for Approval of County Designated Assessor

Issued under authority of Public Act 206 of 1893, as amended by 660 of 2018. Filing is mandatory.

Following the enactment of Public Act 660 of 2018, every county must have a Designated Assessor on file with the State Tax Commission by December 31, 2020. To designate an assessor as a Designated Assessor, this petition, along with an interlocal agreement executed by the majority of the local units within the county, the County Board of Commissioners and the proposed Designated Assessor must be submitted to the State Tax Commission. In the event that a new Designated Assessor must be approved, the county shall submit a new petition and required interlocal agreement to the State Tax Commission.

The State Tax Commission will conduct a review of the petition and interlocal agreement to determine if the individual named as the Designated Assessor is capable of ensuring they can achieve and maintain substantial compliance for any local unit within the county that contracts with them.

COUNTY INFORMATION			
Name of County		Required Certification Level of County (MAAO, MMAO)	
Name of County Board of Commissioners Chairperson		E-mail Address	Telephone Number
Name of Current Equalization Director		Certificate Number R-	Certification Level (MAAO, MMAO)
DESIGNATED ASSESSOR INFORMATION			
Name of Proposed Designated Assessor		Certificate Number R-	Certification Level (MAAO, MMAO)
Mailing Address	City	State	ZIP Code
Telephone Number	E-mail Address		
Current Place of Employment	Current Title/Position		
Past Assessing Experience (attach additional pages as necessary)			
REQUIRED INTERLOCAL AGREEMENT (attach agreement and check ALL appropriate boxes)			
<input type="checkbox"/> Interlocal Agreement designates the individual who will serve as the County's Designated Assessor <input type="checkbox"/> Interlocal Agreement executed by the County Board of Commissioners <input type="checkbox"/> Interlocal Agreement executed by a majority of assessing districts within the named county <input type="checkbox"/> Interlocal Agreement executed by the individual who will serve as the County's Designated Assessor			
CERTIFICATION			
I hereby certify that all the information contained within, and attached to, this application is true and accurate to the best of my knowledge, information and belief.			
Signature of Designated Assessor		Date	
Signature of County Equalization Director		Date	

Mail or E-mail the completed application and required documentation to:

State Tax Commission
Designated Assessor
PO Box 30471
Lansing, MI 48909

State-Tax-Commission@michigan.gov

Michigan State Tax Commission
Audit of Minimum Assessing Requirements (AMAR)
2018 Through 2022

2018 Counties	2019 Counties	2020 Counties	2021 Counties	2022 Counties
Alcona	Alger	Baraga	Antrim	Arenac
Allegan	Bay	Houghton	Branch	Benzie
Alpena	Berrien	Ionia	Cheboygan	Calhoun
Barry	Chippewa	Iron	Clare	Huron
Cass	Crawford	Leelanau	Delta	Isabella
Charlevoix	Dickinson	Livingston	Iosco	Lake
Clinton	Eaton	Mackinac	Jackson	Mecosta
Emmett	Genesee	Marquette	Kalkaska	Monroe
Gladwin	Gogebic	Menominee	Kent	Oakland
Grand Traverse	Gratiot	Missaukee	Keweenaw	Ogemaw
Hillsdale	Newaygo	Muskegon	Luce	Osceola
Ingham	Oceana	Ontonagon	Macomb	Roscommon
Kalamazoo	Otsego	Ottawa	Mason	Shiawassee
Lapeer	Presque Isle	Schoolcraft	Montcalm	St. Clair
Lenawee	Sanilac	Wayne	Oscoda	St. Joseph
Manistee	Tuscola	Wexford	Saginaw	Van Buren
Midland	Washtenaw			
Montmorency				
18	17	16	16	16



West Branch Department of Public Works

Mike Killackey DPW Superintendent
403 S. 1st St.

West Branch, Michigan 48661

Phone: 989-965-4982

Email: publicworks@westbranch.com

8-27-20

To: City Manager
Subject: Bucket Truck

Over the past several months I have been searching for a replacement bucket truck. I have been looking all over the state and recently started looking in surrounding states. During that time I made a contact with a guy Mick Gerber from Ring Power Utility Company. They are a Utility company that works in several regions of the United States. Mick has a large fleet that he is responsible for and they replace trucks generally every 5 years. So he got with me a week ago with a 2015 F550 truck with a 43' boom on it. The truck has 43,000 miles on it and 4000 hours. The truck is exactly what we are looking for and it is a southern truck from Florida. The price is set at \$52,000 with a current boom inspection and delivered.

I would make the recommendation that we purchase this truck at the cost of \$52,000. Any questions please feel free to let me know.

Thanks

Mike Killackey
DPW Superintendent







121 North Fourth Street, West Branch, Michigan 48661
Phone 989-345-0500, Fax 989-345-4390, e-mail clerktreasurer@westbranch.com
The City of West Branch is an equal opportunity provider, employer, and lender

The budget for this fiscal year has \$75,000 in it for capital acquisitions which was planned for the purchase of a bucket truck, a steam pressure washer, and a mower. We do not anticipate doing anything with the mower for this fiscal year so we have more than enough available for this truck and the pressure washer.

PERIOD ENDING 08/31/2020

% Fiscal Year Completed: 16.99

GL NUMBER	DESCRIPTION	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	YTD BALANCE 08/31/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 08/31/20 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 661 - EQUIPMENT FUND							
Revenues							
Dept 000.000							
661-000.000-601.400	WATER FUND EQUIPMENT RENTAL	25,000.00	25,000.00	2,667.42	1,618.56	22,332.58	10.67
661-000.000-602.400	SEWER FUND EQUIPMENT RENTAL	10,000.00	10,000.00	1,652.87	936.00	8,347.13	16.53
661-000.000-602.402	SEWER COLLECTION EQUIP. RENT	11,500.00	11,500.00	3,675.62	3,262.32	7,824.38	31.96
661-000.000-603.400	LOCAL STREET EQUIPMENT RENTAL	0.00	0.00	3,619.24	2,061.29	(3,619.24)	100.00
661-000.000-604.400	MAJOR STREET EQUIPMENT RENTAL	25,910.00	25,910.00	2,466.16	990.18	23,443.84	9.52
661-000.000-607.400	CEMETERY EQUIPMENT RENTAL	7,500.00	7,500.00	1,640.21	826.13	5,859.79	21.87
661-000.000-608.400	INDUSTRIAL PARK EQUIP. RENTAL	2,300.00	2,300.00	1,047.14	514.35	1,252.86	45.53
661-000.000-609.400	TRUNKLINE EQUIPMENT RENTAL	23,015.00	23,015.00	1,515.44	639.86	21,499.56	6.58
661-000.000-613.400	DDA EQUIP. RENTAL	0.00	0.00	0.00	0.00	0.00	0.00
661-000.000-614.400	GENERAL FUND EQUIP. RENTAL	56,800.00	56,800.00	13,872.75	3,911.54	42,927.25	24.42
661-000.000-634.400	GRANT	0.00	0.00	0.00	0.00	0.00	0.00
661-000.000-664.400	INTEREST INCOME	600.00	600.00	3.80	0.00	596.20	0.63
661-000.000-673.000	SALE OF FIXED ASSETS	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
661-000.000-695.400	MISCELLANEOUS	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00
Total Dept 000.000		187,625.00	187,625.00	32,160.65	14,760.23	155,464.35	17.14
TOTAL REVENUES							
		187,625.00	187,625.00	32,160.65	14,760.23	155,464.35	17.14
Expenditures							
Dept 000.000							
661-000.000-703.700	SALARIES AND WAGES	11,406.00	11,406.00	1,849.38	913.03	9,556.62	16.21
661-000.000-710.700	OVERTIME	125.00	125.00	0.00	0.00	125.00	0.00
661-000.000-714.700	MANDATORY MEDICARE	167.00	167.00	26.82	13.24	140.18	16.06
661-000.000-715.700	SOCIAL SECURITY (EMPLOYER)	715.00	715.00	114.66	56.61	600.34	16.04
661-000.000-716.700	BC/BS HEALTH INSURANCE PREMIUM	2,875.00	2,875.00	161.63	(29.00)	2,713.37	5.62
661-000.000-718.700	MERS RETIREMENT (EMPLOYER)	70.00	70.00	6.43	4.48	63.57	9.19
661-000.000-720.700	WORKERS COMPENSATION PREMIUM	430.00	430.00	53.88	26.60	376.12	12.53
661-000.000-724.700	UNEMPLOYMENT INS. BENEFIT	5.00	5.00	0.00	0.00	5.00	0.00
661-000.000-782.700	ADMINISTRATION	12,000.00	12,000.00	2,000.00	1,000.00	10,000.00	16.67
661-000.000-801.700	CONTRACTUAL SERVICES	15.00	15.00	0.00	0.00	15.00	0.00
661-000.000-805.700	REPAIR/PARTS	30,000.00	30,000.00	1,206.48	1,161.86	28,793.52	4.02
661-000.000-806.700	REPAIR/PARTS POLICE	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
661-000.000-818.700	INS. PREMIUM - LIABILITY	22,500.00	22,500.00	21,596.32	0.00	903.68	95.98
661-000.000-856.700	FUEL	30,000.00	30,000.00	1,694.21	1,694.21	28,305.79	5.65
661-000.000-868.700	FLUIDS	750.00	750.00	0.00	0.00	750.00	0.00
661-000.000-956.700	EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00
661-000.000-966.700	DEPRECIATION	37,022.00	37,022.00	0.00	0.00	37,022.00	0.00
661-000.000-966.701	DEP.EXP. PUBLIC SAFETY	5,080.00	5,080.00	0.00	0.00	5,080.00	0.00
661-000.000-968.000	DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00
661-000.000-968.001	DEPRECIATION EXP PUBLIC SAFETY	0.00	0.00	0.00	0.00	0.00	0.00
661-000.000-977.700	CAPITAL ACQUISITIONS	75,000.00	75,000.00	0.00	0.00	75,000.00	0.00
661-000.000-992.000	INTEREST EXPENSE	5,500.00	5,500.00	0.00	0.00	5,500.00	0.00
Total Dept 000.000		238,660.00	238,660.00	28,709.81	4,841.03	209,950.19	12.03
TOTAL EXPENDITURES							
		238,660.00	238,660.00	28,709.81	4,841.03	209,950.19	12.03
Fund 661 - EQUIPMENT FUND:							
TOTAL REVENUES		187,625.00	187,625.00	32,160.65	14,760.23	155,464.35	17.14

Approval of Council Minutes & Summary

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN PERSON AND VIA VIDEO CONFERENCE
IN THE COUNCIL CHAMBERS OF THE WEST BRANCH CITY HALL, 121 N. FOURTH STREET ON MONDAY,
AUGUST 17, 2020.

Mayor Frechette called the meeting to order at 6:01 p.m.

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

Absent: none

Other officers present: Clerk/Treasurer/Acting Manager John Dantzer, Deputy Clerk/Treasurer Michelle Frechette, DPW Superintendent Mike Killackey and Police Chief Ken Walters.

All stood for the Pledge of Allegiance.

* * * * *

Roberta Beck with Coalition of Hope discussed a free suicide prevention event that they are sponsoring on September 10, 2020 from 9am – noon at the Tolfree Wellness Park. She also discussed the plans to hang the banners downtown during suicide prevention week then hanging them out at the high schools. She thanked the Iron Band Dogs for donation.

* * * * *

Bruce Reetz gave an update of a \$20,000 grant that the County was awarded, said that the new administrator is doing well and that there is a 1 mil 24-hour road patrol on November ballot. EMS has their renewal on the ballot as well.

* * * * *

**MOTION BY FRECHETTE, SECOND BY SHOWALTER, TO EXCUSE CHRIS POWLEY FROM THE
AUGUST 3, 2020 MEETING.**

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

No – None

Absent – None

Motion carried

* * * * *

**MOTION BY BENNETT, SECOND BY ZIMMERMAN, TO PAY BILLS IN THE AMOUNT OF
\$37,143.19.**

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

No – None

Absent – None

Motion carried

* * * * *

MOTION BY FRECHETTE, SECOND BY BENNETT, TO RESCHEDULE THE NEXT COUNCIL MEETING TO AUGUST 31, 2020 DUE TO THE LABOR DAY HOLIDAY.

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

No – None

Absent – None

Motion carried

* * * * *

Discussion on the attendance for the annual MML Business meeting on September 29, 2020.

MOTION BY FRECHETTE, SECOND BY JACKSON, TO APPROVE MAYOR FRECHETTE AS THE PRIMARY VOTING DELEGATE AND COUNCILMEMBER JACKSON AS THE ALTERNATE FOR THE MML BUSINESS MEETING.

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

No – None

Absent – None

Motion carried

* * * * *

Acting Manager Dantzer discussed the application for Category B funding. We did not receive funding for this year. It was awarded to the City of Rose City.

* * * * *

MOTION BY JACKSON, SECOND BY POWLEY, TO APPROVE THE MINUTES AND SUMMARY OF MINUTES FROM THE MEETING HELD AUGUST 3, 2020.

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

No – None

Absent – None

Motion carried

* * * * *

MOTION BY SHOWALTER, SECOND BY BENNETT, TO RECEIVE AND FILE THE INVESTMENT SUMMARY AND TREASURER'S REPORT, JULY POLICE REPORT, AND CODE ENFORCEMENT REPORT.

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

No – None

Absent – None

Motion carried

* * * * *

MOTION BY FRECHETTE, SECOND BY BENNETT, TO GO INTO CLOSED SESSION PURSUANT TO MCL 15.268 (H) TO DISCUSS MATTERS SUBJECT TO ATTORNEY CLIENT PRIVILEGE.

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

No – None

Absent – None

Motion carried

* * * * *

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

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

No – None

Absent – None

Motion carried

* * * * *

MOTION BY FRECHETTE, SECOND BY JACKSON, TO AUTHORIZE THE CITY ATTORNEY TO PROCEED AS DISCUSSED IN THE CLOSED SESSION.

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

No – None

Absent – None

Motion carried

* * * * *

Member Powley gave kudos to the Police Department for their visibility.

Members Pugh & Zimmerman appreciate the Acting Manager's informative reports.

Acting Manager Dantzer discussed how to proceed with the streetscape planning. MDOT will be coming to the City for direction. Need to decide if it will be Council as a whole or the goal setting group for input. Need to plan who is paying for it, we can invite DDA and Planning members as well. Once we have initial ideas, have a public participation meeting in the park.

Acting Manager Dantzer mentioned that the second developer is back in – it was the consensus to have him keep working with Members Pugh, Powley, and Showalter.

* * * * *

Mayor Frechette adjourned the meeting at 6:47 pm.

Paul Frechette, Mayor

Michelle Frechette, Deputy Clerk/Treasurer

SUMMARY OF THE REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN PERSON AND VIA VIDEO CONFERENCE ON MONDAY, AUGUST 17, 2020.

Mayor Frechette called the meeting to order at 6:01 pm.

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

Absent: none

Other officers present: Clerk/Treasurer/Acting Manager John Dantzer, Deputy Clerk/Treasurer Michelle Frechette, DPW Superintendent Mike Killackey and Police Chief Ken Walters.

Roberta Beck addressed Council about the Coalition of Hope suicide prevention event.

Bruce Reetz gave an update on Ogemaw County items.

Council approved Member Powley from the August 3, 2020 meeting.

Council approved bills in the amount of \$37,143.19.

Council approved rescheduling the next Council meeting to August 31, 2020 due to Labor Day.

Council approved the voting delegate and alternate for the annual MML business meeting in September.

Acting Manager Dantzer discussed MDOT Category B funding.

Council approved the minutes and summary from the meeting held August 3, 2020.

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

Council went into closed session as pursuant to MCL 15.268 (h) to discuss matters subject to attorney client privilege.

Council returned to open session.

Council authorized the City Attorney to proceed as discussed in the closed session.

Members Powley, Pugh and Zimmerman, Acting Manager Dantzer and Chief Walters gave reports.

Mayor Frechette adjourned the meeting at 6:47 pm.

Consent Agenda

Bank Code		Beginning Balance 08/01/2020	Total Debits	Total Credits	Ending Balance 08/31/2020
Fund	Description				
GEN1	GEN1 - GENERAL CHECKING				
101		454,737.62	333,973.25	115,161.65	673,549.22
150	CEMETERY PERPETUAL CARE	27,317.76	960.00	0.00	28,277.76
209	CEMETERY FUND	462.26	5,690.71	1,538.77	4,614.20
248	DDA OPERATING FUND	163,168.14	7,026.93	6,080.00	164,115.07
251	INDUSTRIAL PARK FUND	14,382.06	0.00	441.88	13,940.18
276	HOUSING RESOURCE FUND	230,845.09	1,019.71	0.00	231,864.80
318	SEWER DEBT FUND	90,355.49	23,941.25	539.28	113,757.46
319	WATER DEBT FUND	34,774.48	7,198.67	89.26	41,883.89
371	COLLECTION REPLACEMENT FUND	131.38	0.00	0.00	131.38
372	PLANT REPLACEMENT FUND (R&I)	11.30	0.00	0.00	11.30
390	SEWER FUND	217,320.80	35,135.73	43,955.32	208,501.21
391	WATER FUND	582,501.67	42,645.48	9,154.29	615,992.86
392	WATER REPLACEMENT FUND	259,176.76	0.00	0.00	259,176.76
393	SEWER COLLECTION	159,480.29	6,057.12	10,804.10	154,733.31
361	EQUIPMENT FUND	122,872.01	14,760.23	4,825.51	132,806.73
704	PAYROLL CLEARING	24,849.90	74,865.45	74,865.45	24,849.90
705	IRONS PARK ENTERTAINMENT FUND	2,951.44	0.00	0.00	2,951.44
707	YOUTH SAFETY PROGRAM	13.01	15.00	0.00	28.01
714	RECYCLING CENTER	39.56	0.00	0.00	39.56
	GEN1 - GENERAL CHECKING	2,385,391.02	553,289.53	267,455.51	2,671,225.04
MAJ/LST	MAJOR/ LOCAL STREETS				
202	MAJOR STREET FUND	494,855.46	20,645.39	7,561.97	507,938.88
203	LOCAL STREET FUND	316,079.72	9,970.97	2,478.35	323,572.34
	MAJOR/ LOCAL STREETS	810,935.18	30,616.36	10,040.32	831,511.22
PAY	PAYROLL				
704	PAYROLL CLEARING	16,097.12	74,865.45	70,743.46	20,219.11
	PAYROLL	16,097.12	74,865.45	70,743.46	20,219.11
CHEM	SAVINGS				
101		459,492.54	0.00	0.00	459,492.54
150	CEMETERY PERPETUAL CARE	1,679.07	0.00	0.00	1,679.07
251	INDUSTRIAL PARK FUND	244.16	0.00	0.00	244.16
371	COLLECTION REPLACEMENT FUND	0.86	0.00	0.00	0.86
391	WATER FUND	26,401.87	0.00	0.00	26,401.87
392	WATER REPLACEMENT FUND	19,788.73	0.00	0.00	19,788.73
393	SEWER COLLECTION	3,181.18	0.00	0.00	3,181.18
361	EQUIPMENT FUND	103,477.19	0.00	0.00	103,477.19
714	RECYCLING CENTER	0.34	0.00	0.00	0.34
	SAVINGS	614,265.94	0.00	0.00	614,265.94
TAX	TAXES				
701	TAX AGENCY	209,218.05	1,249,230.12	642,440.54	816,007.63
	TAXES	209,218.05	1,249,230.12	642,440.54	816,007.63
	TOTAL - ALL FUNDS	4,035,907.31	1,908,001.46	990,679.83	4,953,228.94

CASH SUMMARY BY ACCOUNT FOR WEST BRANCH
 FROM 08/01/2020 TO 08/31/2020
 FUND: ALL FUNDS
 INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 08/01/2020	Total Debits	Total Credits	Ending Balance 08/31/2020
Fund 101					
004.300	CERTIFICATE OF DEPOSIT A	100,000.00	0.00	0.00	100,000.00
004.400	CERTIFICATE OF DEPOSIT B	150,000.00	0.00	0.00	150,000.00
		250,000.00	0.00	0.00	250,000.00
Fund 150 CEMETERY PERPETUAL CARE					
004.300	CERTIFICATE OF DEPOSIT C	114,701.74	0.00	0.00	114,701.74
004.400	CERTIFICATE OF DEPOSIT D	115,271.06	0.00	0.00	115,271.06
	CEMETERY PERPETUAL CARE	229,972.80	0.00	0.00	229,972.80
Fund 251 INDUSTRIAL PARK FUND					
004.300	CERTIFICATE OF DEPOSIT A	100,000.00	0.00	0.00	100,000.00
004.400	CERTIFICATE OF DEPOSIT B	25,000.00	0.00	0.00	25,000.00
	INDUSTRIAL PARK FUND	125,000.00	0.00	0.00	125,000.00
Fund 661 EQUIPMENT FUND					
004.300	CERTIFICATE OF DEPOSIT A	150,000.00	0.00	0.00	150,000.00
004.400	CERTIFICATE OF DEPOSIT B	100,000.00	0.00	0.00	100,000.00
	EQUIPMENT FUND	250,000.00	0.00	0.00	250,000.00
	TOTAL - ALL FUNDS	854,972.80	0.00	0.00	854,972.80

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

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

Present: Members Anthony Bair, Joanne Bennett, Joe Clark, Samantha Fabbri, Autum Hunter, Ken Walters, and Cathy Zimmerman.

Absent: Sandy Rabidue and Erin Resteiner.

Others present: City Clerk/Treasurer/Acting City Manager John Dantzer.

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**MOTION BY FABBRI, SECOND BY BENNETT, TO EXCUSE MEMBER RABIDUE
AND RESTEINER FROM THE MEETING.**

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

No – None Absent – Rabidue, Resteiner Motion carried.

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**MOTION BY FABBRI, SECOND BY BENNETT, TO APPROVE THE MINUTES WITH
CORRECTIONS FROM THE MEETING HELD JUNE 23, 2020.**

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

No – None Absent – Rabidue, Resteiner Motion carried.

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**MOTION BY FABBRI, SECOND BY CLARK, TO APPROVE BILLS IN THE AMOUNT
OF \$3,480.00.**

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

No – None Absent – Rabidue, Resteiner Motion carried.

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Acting City Manager Dantzer updated the Board on the City Council Goals and Objectives that was passed by City Council. He noted City Council has developed committees for the four goals identified and Council asked to have a member of the DDA serve on the four committees as well.

Chairperson Fabbri discussed the watering of the downtown flowers.

**MOTION BY CLARK, SECOND BY FABBRI, TO APPROVE THE PAYMENT OF \$100
A WEEK TO THE CITY TO HAVE DPW WATER THE FLOWERS TWICE A WEEK.**

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

No – None

Absent – Rabidue, Resteiner

Motion carried.

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Chairperson Fabbri discussed an email she received to sell the “Gathering Place” property if the park was not going to be developed. It was the consensus to have Acting Manager Dantzer respond to the request.

Chairperson Fabbri updated the Board on the Chamber’s visitor’s guide.

Chairperson Fabbri also noted there was an opening on the County EDC Board for a representative of the City and asked if anyone was willing to serve on that Board.

Member Zimmerman reminded everyone of the upcoming Back the Blue parade

Member Bair encourage everyone to watch the Governor’s press release.

Member Hunter noted how nice the downtown was looking.

Member Bennett encouraged the DDA to participate in the Council Goals subcommittees.

Member Clark also encouraged Members to watch the Governor’s press release.

Acting Manager Dantzer introduced “The Dark Sky Byway” tourism program that is currently being developed and encouraged the DDA to be involved and invited Chairperson Fabbri to be on the Byway Board. Chairperson Fabbri noted she would serve on the Board.

Acting Manager Dantzer noted the City and DDA would need to start working together on the downtown streetscape plan for the Houghton Ave redesign.

Acting Manager Dantzer introduced a Michigan Safety Grant program.

Chairperson Fabbri noted she was willing to work on goal two of the City Council Goals and Member Bair noted he was willing to work on goal four of the City Council Goals.

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Chairperson Fabbri adjourned the meeting at 12:37 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 to order at 11:10 a.m. by Chairman Hodges.

Present: Brad Neubecker, Gary Klacking, Terry Hodges, and Paul Frechette. Absent - Craig Scott and Mike Jackson. Also in attendance were Ben Evergreen, W. B. Airport Manager and Ogemaw County Administrator Tim Dolehanty.

Motion by Neubecker second by Frechette, the minutes of the June 17, 2020 meeting be approved as noted. Voice vote. Ayes – all. Motion carried. [7-1-#1]

Motion by Klacking, second by Neubecker, claims in the amount of \$9,045.83 be approved for payment. Voice vote. Ayes – all. Motion carried. [7-1-#2]

COVID money in the amount of approximately \$30,000.00 has been received. The FAA has provided a “guidance” letter suggesting some of these funds be passed onto airport hangar lessee’s. At this time, we might have one tenant the money could be passed onto. Ben suggested we do not need to seek out recipients.

Ben stated the logging work will resume in about two or three weeks. Timber cutting near Airport Road will not occur. Property owners across from airport property would not like to see timber logged off our property.

Ben informed the board members he will be seeking an airport insurance policy to cover board members. More information will be provided at next month’s board meeting.

An invoice from our airport consultants was reviewed. It is for airport project management. **Motion by Klacking, second by Neubecker, the Mead & Hunt invoice in the amount of \$1,186.89 be approved for payment. Voice vote. Ayes – all. Motion carried. [7-1-#3]**

Ben stated he will be meeting with the state within a month or two to review the airport capital improvement plan (CIP). He provided a draft CIP to board members. Concern was raised over the possibility of having to replace the airport runway asphalt. Chairman Hodges stated we need to stay on top of the runway condition issue. Ben stated at this time it is in good and acceptable condition.

Board Chairman Hodges adjourned the meeting at 11:33 a.m.

Minutes by Gary R. Klacking, Airport Board Secretary

Communications

MICHIGAN STATE BLOCK GRANT PROGRAM

AIRPORT CAPITAL IMPROVEMENT PROGRAM (CIP) FY-2021 to FY-2026

Airport Name: West Branch Community Airport		Airport Identifier: Y31		Date prepared: 7/15/2020			
Associated City: West Branch, MI		Prepared By: Mead & Hunt, Ben Hoover					
Sponsor: Ogemaw County & City of West Branch		Sponsor email & phone: Ben Evergreen, evergreenben@yahoo.com, (989) 345-1453					
Development Year	Project Description	Federal Entitlements	Federal Apportionment	Federal Discretionary	State	Local	Total
	Carryover- \$0						
2021	Reimbursement for Construct T-Hangar	\$94,500			\$5,250	\$5,250	\$105,000
	Carryover- \$55,500						
2022	Carry Forward Funds for Future Project						
	Carryover- \$205,500						
2023	Design Runway 9/27 Rehabilitation	\$144,000			\$8,000	\$8,000	\$160,000
2023	CATEX Runway 9/27 Rehabilitation	\$9,000			\$500	\$500	\$10,000
2023	Construct Pavement Marking and Crack Sealing	\$67,500			\$3,750	\$3,750	\$75,000
	Carryover- \$135,000						
2024	Construct Runway 9/27 Rehabilitation	\$285,000		\$1,947,000	\$124,000	\$124,000	\$2,480,000
	Carryover- \$0						
2025	Design PAPI 9 and PAPI 27	\$22,500			\$1,250	\$1,250	\$25,000
2025	CATEX PAPI 9 and PAPI 27	\$9,000			\$500	\$500	\$10,000
	Carryover- \$118,500						
2026	Construct PAPI 9 and PAPI 27	\$229,500			\$12,750	\$12,750	\$255,000
	Carryover- \$39,000						

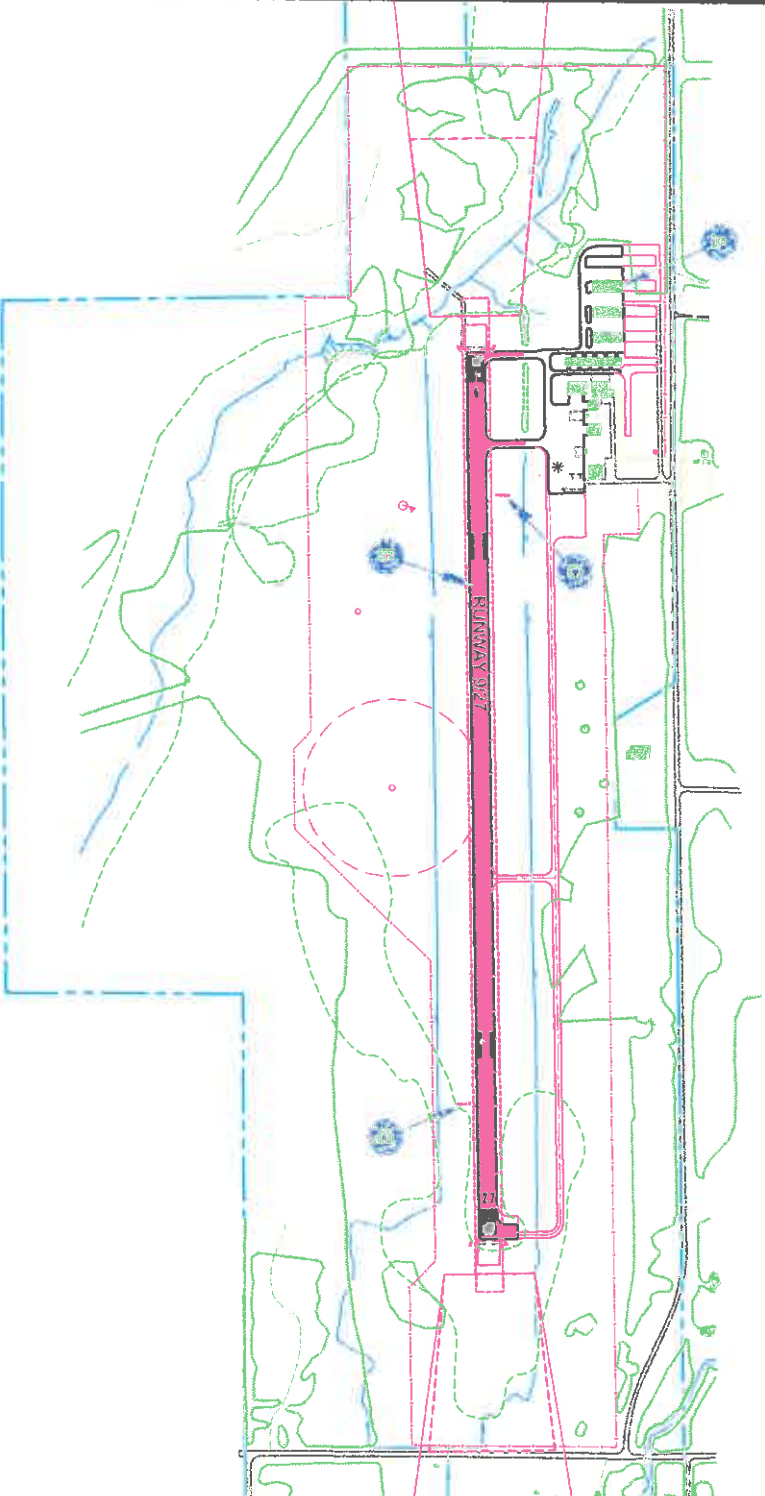
WEST BRANCH COMMUNITY AIRPORT WEST BRANCH, MICHIGAN

AIRPORT DEVELOPMENT PLAN - YEARS 2021 TO 2026



FAA IDENTIFIER: Y31
STATE ID: 66-06

<p>YEAR - 2021</p> <p>A REIMBURSEMENT FOR CONSTRUCT T-HANGAR</p>	
<p>YEAR - 2022</p> <p>CARRY FORWARD FUNDS FOR FUTURE PROJECT</p>	
<p>YEAR - 2023</p> <p>B DESIGN RUNWAY 927 REHABILITATION CATEX RUNWAY 927 REHABILITATION CONSTRUCT PAVEMENT MARKING AND CRACK SEALING</p>	
<p>YEAR - 2024</p> <p>C CONSTRUCT RUNWAY 927 REHABILITATION</p>	
<p>YEAR - 2025</p> <p>D DESIGN PAPI 9 AND PAPI 27 CATEX PAPI 9 AND PAPI 27</p>	
<p>YEAR - 2026</p> <p>E CONSTRUCT PAPI 9 AND PAPI 27</p>	



Reports

Mayor

Council

City Manager

Reappointment of Glenda Colclassure to the Zoning Board of Appeals
for a three-year term to expire 8/15/23

Glenda is interested in being reappointed and has done a good job in our limited Zoning Board of Appeals decisions. She was a long-time zoning administrator for the County and has a great deal of knowledge that she adds to the Board. I would recommend reapproval of Glenda for another term.

**Public
Comment
-Any
Topic**

Proposed Motion to go into Closed Session to Discuss

Attorney Client Privileged Matters

I move to go into Closed Session pursuant to MCL 15.268 (H) to discuss matters that are subject to Attorney Client Privilege.

Adjournment