

-- 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 5, 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
- IX. Unfinished Business
- X. New Business
 - A. Bills
 - B. MML voting delegate selection
 - C. Approval to join the Michigan Economic Development Assoc. (MEDA) and attend conference
 - D. Homecoming parade special event permit
 - E. Approval of changes to Appendix B credit card policy and reimbursement of expenses
 - F. Resolution 19-16 DDA budget amendment
 - G. Code enforcement report

- H. Approval of fee schedule
- XI. Approval of the minutes and summary from the special meeting held July 29, 2019 as well as the closed session minutes from the meeting held July 29, 2019.
- XII. Consent Agenda
 - A. Treasurer's report and investment summary
 - B. Minutes from the Planning Commission meeting held June 11, 2019
- XIII. Communications
 - A. Blight and vacant land crisis
 - B. Red Wings day
- XIV. Reports and/or comments
 - A. Mayor
 - B. Council
 - C. Manager
 - 1. Fraud/embezzlement presentation (all the queen's horses communication)
 - 2. 13 Ways to kill your community text book
- XV. Public comment any topic
- XVI. Adjournment

UPCOMING MEETINGS

August 13 Planning Commission – 6:00 pm
August 20 Joint DDA – 6:00 pm (Ogemaw Township Hall)
August 25 City employee picnic -1:00-5:00 pm
August 27 DDA – 12:00 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

Unfinished Business

New Business

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

BILLS	\$128,363.03
<i>BILLS AS OF 8/2/19</i>	<i>\$128,363.03</i>
<i>Additions to Bills as of</i>	<i>\$0</i>
<i>Paid but not approved</i>	<i>\$756.50</i>
TOTAL BILLS	\$129,119.53

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

Vendor Name	Amount	Description
ACE ELECTRIC PLBG & HTG	480.00	REPAIR DAMAGE CAUSED BY LAUNDROMAT
ADVANCED CHEMICAL & SUPPLY INC	67.48	WWTP SUPPLIES
BADGER METER	432.54	CELLULAR SERVICE JULY
CHARTER COMMUNICATIONS	204.95	CITY HALL PHONE & INTERNET
CINTAS	164.56	WWTP SUPPLIES
CITY OF WEST BRANCH	7,102.78	TAX LEINS PAID
CITY OF WEST BRANCH	502.22	WATER/SEWER BILLS JULY
CONSUMERS ENERGY	2,431.13	ELECTRIC BILLS
DANTZER LAW OFFICE PLLC	360.00	LEGAL SERVICES JULY
DO ALL INC	951.42	CLEANINGS AND RECYCLING OLD
FRANSEE LLC	6,290.15	EXTERIOR DOORS AND SLAB WORK
GOODROE, FRANK E	261.69	AMAZON BOOKS REIMBURSEMENT
GOODROE, FRANK E	115.08	TRAVEL REIMBURSEMENT
GREAT LAKES TECH CONSULT LLC	211.25	IT SERVICES
IZWORSKI, JENNIFER	105.00	UB refund for account: 000094
MEDLER ELECTRIC CO	6.10	WWTP SUPPLIES
MERS OF MICHIGAN	19,558.75	RETIREMENT JULY
MID MICHIGAN ASPHALT PAVING	72,582.00	PAVING N 4TH ST PARKING LOT & N 2ND ST LOT
MUTT MITT	374.61	MUTT MITTS
NORTH CENTRAL FEED & SUPPLY	167.55	WEED KILLER & GRASS SEED
OGEMAW COUNTY HERALD ADLINER	117.81	ADS
OGEMAW COUNTY VOICE	49.30	ADS JULY
PITNEY BOWES	34.99	MONTHLY RENTAL
PRINTING SYSTEMS	143.03	TAX FUND CHECKS
QUILL CORPORATION	454.92	SUPPLIES
REPUBLIC SERVICES 237	12,936.24	GARBAGE SERVICES JULY
STATE OF MICHIGAN	180.00	WWTP BOILER INSPECTIONS
STATE OF MICHIGAN	225.00	WATER SAMPLES
STATE OF MICHIGAN	32.00	WATER SAMPLES
TIERNEY, LUCAS	150.00	BOOT REIMBURSEMENT
TRACTOR SUPPLY CREDIT PLAN	19.99	WWTP SUPPLIES
UNUM LIFE INSURANCE CO OF AMERICA	865.63	LT ST DISABILITY & LIFE
USA BLUE BOOK	74.38	WWTP SUPPLIES
VERIZON WIRELESS	79.22	POLICE PHONES
VIC BOND SALES INC	27.41	SUPPLIES
VISA	275.06	VARIOUS CHARGES
WASTE MANAGEMENT INC	198.79	WWTP DUMPSTER
WEST BRANCH AUTOMOTIVE	30.00	SUPPLIES
WINTER, JASON	100.00	SAFETY GLASSES REIMBURSEMENT
TOTAL		128,363.03

July 10, 2019

Michigan Municipal League Annual Meeting Notice

(Please present at the next Council, Commission or Board Meeting)

Dear Official:

The Michigan Municipal League Annual Convention will be held in Detroit, September 25-27, 2019. The League's "Annual Meeting" is scheduled for 4:15 pm on Wednesday, September 25 in Room 320 at the Cobo Center. The meeting will be held for the following purposes:

1. Election of Trustees. To elect six members of the Board of Trustees for terms of three years each (see #1 on page 2).
2. Policy. A) To vote on the Core Legislative Principles document.

In regard to the proposed League Core Legislative Principles, the document is available on the League website at <http://www.mml.org/delegate>. If you would like to receive a copy of the proposed principles by fax, please call Monica Drukis at the League at 800-653-2483.

B) If the League Board of Trustees has presented any resolutions to the membership, they also will be voted on. (See #2 on page 2.)

In regard to resolutions, member municipalities planning on submitting resolutions for consideration by the League Trustees are reminded that under the Bylaws, they must be submitted to the Trustees for their review by August 21, 2019.

3. Other Business. To transact such other business as may properly come before the meeting.

Designation of Voting Delegates

Pursuant to the provisions of the League Bylaws, you are requested to designate by action of your governing body one of your officials who will be in attendance at the Convention as your official representative to cast the vote of the municipality at the Annual Meeting, and, if possible, to designate one other official to serve as alternate. Please submit this information through the League website by visiting <http://www.mml.org/delegate> no later than August 21, 2019.



Regarding the designation of an official representative of the member to the annual meeting, please note the following section of the League Bylaws:

“Section 4.4 - Votes of Members. Each member shall be equally privileged with all other members in its voice and vote in the election of officers and upon any proposition presented for discussion or decision at any meeting of the members. Honorary members shall be entitled to participate in the discussion of any question, but such members shall not be entitled to vote. The vote of each member shall be cast by its official representative attending the meeting at which an election of officers or a decision on any proposition shall take place. Each member shall, by action of its governing body prior to the annual meeting or any special meeting, appoint one official of such member as its principal official representative to cast the vote of the member at such meeting, and may appoint one official as its alternate official representative to serve in the absence or inability to act of the principal representative.”

1. Election of Trustees

Regarding election of Trustees, under Section 5.3 of the League Bylaws, six members of the Board of Trustees will be elected at the annual meeting for a term of three years. The regulations of the Board of Trustees require the Nominations Committee to complete its recommendations and post the names of the nominees for the Board of Trustees on a board at the registration desk at least four hours before the hour of the business meeting.

2. Statements of Policy and Resolutions

Regarding consideration of resolutions and statements of policy, under Section 4.5 of the League Bylaws, the Board of Trustees acts as the Resolutions Committee, and “no resolution or motion, except procedural and incidental matters having to do with business properly before the annual meeting or pertaining to the conduct of the meeting, shall be considered at the annual meeting unless it is either (1) submitted to the meeting by the Board of Trustees, or (2) submitted in writing to the Board of Trustees by resolution of the governing body of a member at least thirty (30) days preceding the date of the annual meeting.” Thus the deadline this year for the League to receive resolutions is **August 21, 2019**. Please submit resolutions to the attention of Daniel P. Gilmartin, Executive Director/CEO at 1675 Green Rd., Ann Arbor, MI 48105. Any resolution submitted by a member municipality will go to the League Board of Trustees, serving as the resolutions committee under the Bylaws, which may present it to the membership at the Annual Meeting or refer it to the appropriate policy committee for additional action.

Further, “Every proposed resolution submitted by a member shall be stated in clear and concise language and shall be accompanied by a statement setting forth the reasons for recommending the proposed resolution. The Board shall consider the proposal at a Board meeting prior to the next annual meeting and, after consideration, shall make a recommendation as to the advisability of adopting each such resolution or modification thereof.”



3. Posting of Proposed Resolutions and Core Legislative Principles

The proposed Michigan Municipal League Core Legislative Principles and any new proposed Resolutions recommended by the Board of Trustees for adoption by the membership will be available on the League website, or at the League registration desk to permit governing bodies of member communities to have an opportunity to review such proposals and delegate to their voting representative the responsibility for expressing the official point of view of the member at the Annual Meeting.

The Board of Trustees will meet on Tuesday, September 24 at Cobo Center for the purpose of considering such other matters as may be requested by the membership, in addition to other agenda items.

Sincerely,



Brenda F. Moore
President
Mayor Pro Tem, City of Saginaw



Daniel P. Gilmartin
Executive Director & CEO



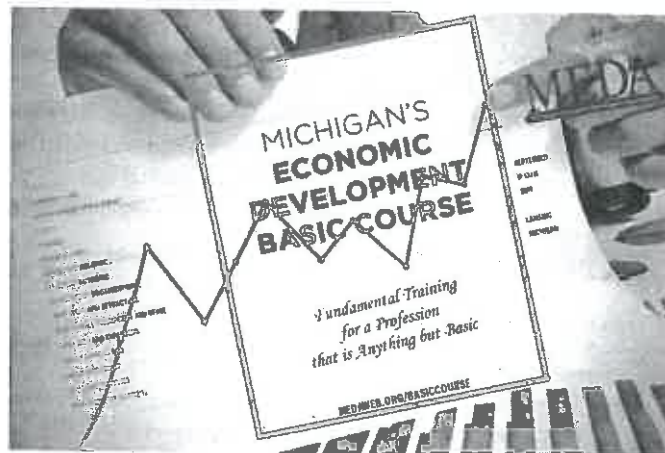
Your Partner in Growing Your Community

MEDA Home > EVENTS > EDUCATION & NETWORKING > Economic Development Basic Course

Michigan's Economic Development Basic Course

The 2019 Economic Development Basic Course is scheduled for **Wednesday, September 11th - Friday, September 13th.**

MEDA has partnered with the International Economic Development Council (IEDC) to offer the Economic Development Basic Course. This course is a comprehensive educational opportunity with a focus on the critical areas of economic development. For those seeking national certification, the Economic Development Basic Course is the first requirement in the process towards becoming a Certified Economic Developer (CEcD). This course qualifies as a professional development training requirement needed to sit for the CEcD examination. CEcD certification through the IEDC is a national recognition that denotes a mastery of principal skills in economic development, professional attainment, and a commitment to personal and professional growth.



The course is accredited by the International Economic Development Council. For more information, [click here](#), or call 202-942-9466. The International Economic Development Council is a non-profit membership organization dedicated to helping economic developers do their job more effectively and raising the profile of the profession.

Overview

Agenda: [Click here](#) for a schedule of sessions.

Member L

Username

Password

LOG IN

Forgot Login

FIND US ON:   

Accommodations: Contact the Radisson Hotel at 800-333-3333 by August 20, 2019, to reserve rooms for \$140++/night. You can also use the code MEDA99 at www.radisson.com/lansingmi to reserve your stay.

Scholarships: Scholarships are available for MEDA members to attend the Economic Development Basic Course each year. **Scholarship applications must be submitted by August 1, 2019.**

Registration Deadline: August 30, 2019

Payment Policy: Payment must be received in order to attend.

Attendance Policy: Only those attendees who attend all classes will receive a certificate of completion. If an attendee misses more than 10 percent of class time, credit for the course cannot be awarded. No excuses for absence other than illness, family, or other emergencies can be considered. The course director has discretion over specific issues.

Cancellation Policy: Cancellations must be received in writing to cjorae@medaweb.org 24 hours prior to the event in order to receive a

refund. Attendees who do not attend or cancel will be charged the full registration fee.

These Dates Don't Work for You? See Professional Development at www.iedconline.com for a list of upcoming Basic Courses in the U.S.

Meetup for Attendees Added!

Lifelong relationships have been built via connections made at the Basic Course. This year, MEDA's Emerging Leaders Committee is hosting a casual meetup after sessions on the first night of the course. This meetup, which will be held at MP Social, a short walk from the Radisson Hotel, from 5:00 to 6:30 p.m., will be a great opportunity for attendees to meet, as well as to network with our Emerging Leaders Committee to build relationships, get advice, and learn more about MEDA.

Required Sessions



The following ten sessions are held at the Economic Development Basic Course each year. These sessions are two hours each per requirement of the the IEDC.

Business Retention and Expansion

Business retention and expansion is critical in today's economy. The objectives of this session will include how to organize a business retention and expansion program. We will cover how to provide examples of programs and activities that foster the growth of existing business, to recommend strategies helpful in implementing a successful program, and identify valuable local resources.

Community/Neighborhood Development

This session will provide an understanding of the steps in the community development process, and the challenges of community development in economic development practice.

Economic Development Ethics

Incorporating ethics into professional standards is critical to the ongoing growth of the economic development profession. Ethical standards ensure accountability, transparency and integrity. Learn what your economic development organization should include in its ethics policies and practices.

Economic Development Finance

This session will focus on several key elements, including: the blending of sources, capital availability, sources of long-term financing, returns to the lender, and leveraging. Once we have a better understanding of the structure, we will then look at the two sectors in financing: public and private.

Managing an Economic Development Organization

This session will cover the issues specific to economic development organizations such as; working with leaders, developing a vision for the organization and community, delegation of available resources to the right programs and the development of the most appropriate programs for that organization and community.

Marketing/Attraction

As an economic developer, it is important that you have a basic knowledge of the marketing process and its benefits. This session will focus on the marketing process, geographic and economic considerations, suspects vs. prospects, and advertising & promotion. Also addressed will be market research and targeting.

Real Estate Development and Reuse

In this session, participants will be introduced to the land development process, with an emphasis on the role that the economic developer plays. Participants will learn about the various tools that are available at the local level, including tax increment financing, bonds, land assembly and eminent domain, in addition to the many federal programs available.

Small Business and Entrepreneurship Development

This session will provide an overview of the role of small business in the U.S. economy, creation of jobs, a brief profile of the small business creation process, and an introduction to the new and emerging areas of small business creation.

Strategic Planning



Strategic planning for a community or organization envisions its future and develops necessary procedures and actions to achieve that future. This session will focus on the background understanding of strategic planning and its process, how to design & organize the process, develop strategies, and formulate action plans.

Workforce Development

Workforce development is quickly becoming the #1 focus for economic development organizations. A skilled and educated workforce is crucial in today's economy. This interactive session will focus on the need for the creation of workforce development programs that address both community and business needs.

Bonus Sessions

Developing a Healthy Relationship with Your Legislators

Support from legislators is important for an economic development organization and you can take part in honing a mutually-beneficial relationship with them. Learn best practices for introducing yourself, continuing to engage as needed, being a resource, and the importance of including legislative staff, from a former legislator.

The Influence of the Global Economy on Economic Development

You've heard of the 'global economy', but what is it? This session will address the global economy, what it is, how it influences business and how economic developers need to adapt to assist business with the challenges of the global economy.

[Register](#)

ABOUT

- HISTORY
- BOARD OF DIRECTORS
- COMMITTEES & TASKFORCES

JOIN MEDA

- SERVICES & PROGRAMS
- MEMBERSHIP
- JOIN NOW

EVENTS

- UPCOMING EVENTS
- CALENDAR OF EVENTS
- SCHOLARSHIPS

JOB PLACES

- FILL A POSITION
- FIND A JOB

Corporate Sponsors



Contact Us

Michigan Economic
Developers Association
P.O. Box 15096
Lansing, MI 48901-5096
PH: 517-241-0011
meda@medaweb.org

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[Subscribe](#)

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Your Partner in Growing Your Community

▼ MEDA Home > JOIN > MEMBERSHIP

Membership

MEDA has partnered with economic developers to grow their communities in Michigan for over 58 years. Being a member of MEDA, you will benefit from:

- Education – MEDA programs are consistently high quality and designed to meet the needs of our members.
- Networking – An unmatched peer group comprised of some of the finest economic development practitioners in the nation.
- Economics – You save over \$250 annually by attending MEDA programs at the member rate.

Activities, Programs, and Services

MEDA members are provided programs and services that enhance the economic development education, networking, and advocacy activities that are essential to th

Membership Profile

MEDA membership consists of professionals from the following areas of economic development throughout the entire State of Michigan:

- Brownfield Redevelopment
- Business Finance
- Chambers of Commerce
- Community Development
- Consulting
- Downtown Development
- Environmental Consulting
- Higher Education
- Municipalities
- Planning
- Private and Public Economic Development Organizations
- Real Estate Development
- State Agencies
- Utilities and infrastructure
- Workforce Development
- Others interested in economic development

Membership Types and Fees

Active Member \$295

Any person actively engaged in economic development as a primary (more than 50% of work time) responsibility or assignment within an organization, firm, corporate Active members have all privileges of membership, including voting rights, eligibility to serve as Board, Committee and Task Force Members.

Associate Member \$295

Any person who has an active interest in economic development. Associate members have all the privileges of membership except to serve as an Officer or Board Association.

Student Member \$55

(Membership fees must be paid before membership is processed) Any person enrolled within a Michigan higher educational institution and not employed on a full-time corporation, organization, or other legal entity. Student members have all the privileges of membership except voting, holding office as a Board Member, or participating or Task Force Chairman.

Important Notes About MEDA Membership

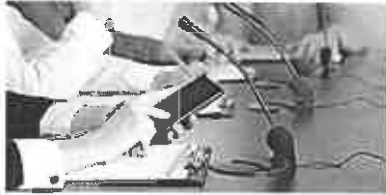
- Memberships operate on a 12-month cycle, i.e. If you join in March, your membership is due every March. We invoice via mail approximately six weeks before it various payment options.
- MEDA membership is individual and not organizational. Benefits apply only to individuals who have applied for membership.
- MEDA memberships are owned by the entity or person that pays for them. If a member leaves their position, the entity that pays for it can transfer it to another member that left is welcome to apply for a new membership at their new position.



Join Now!

Membership Application

Services & Programs



Membership



Join Now!



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- COMMITTEES & TASKFORCES

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- JOIN NOW

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Lansing, MI 48901-5096
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meda@medaweb.org

Join Our Mailing List

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FIND US ON:   



Your Partner in Growing Your Community

ACTIVE MEMBER

Dec 31, 2019

Register

Any person actively engaged in economic development as a primary (more than 50% of work time) responsibility or assignment within an organization, firm, corporation, or legal entity. Active privileges of membership, including voting rights, eligibility to serve as Board, Committee or Task Force Members.

Ignore the date displayed above. Your membership is valid for 1 year from the date of registration.

1 year for 295.00 USD.

STUDENT MEMBER

Dec 31, 2019

Register

Any person enrolled within a Michigan higher educational Institution and not employed on a full time basis by a firm, corporation, organization, or other legal entity. Student members have all membership except voting, holding office as a Board Member, or participating as a Committee or Task Force Chairman.

Ignore the date displayed above. Your membership is valid for 1 year from the date of registration.

1 year for 55.00 USD.

ASSOCIATE MEMBER

Dec 31, 2019

Register

Any person who has an active interest in economic development. Associate members have all the privileges of membership except to serve as an Officer or Board Member of the Association.

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Strategic Planning



City of West Branch

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

Special Event Permit

Event Name: Homecoming Parade

Event Date: 10/4/19 Start Time: 3pm ^{LINEUP START} 4pm End Time: 5pm

Name of Sponsoring Organization: ONHS / STUDENT COUNCIL

Address: 960 S. M-33, W.B.

Contact Person: Ashleigh Martin Phone Number: 989-325-2566

Describe the purpose of this event: Homecoming Parade /
STUDENT COUNCIL EVENT.

Point of Assembly: S. VALLEY ST.

Proposed Route (start to finish, attach route diagram): S. VALLEY / HOUGHTON / S. 8th

(NORMAL PARADE ROUTE)

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

[Signature]
Chief of Police

Ogemaw County Posse - services NOT needed arrangements have been made

[Signature]
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.

[Signature]
Signature

[Initials]
Initials of Applicant

7-26-19
Date

For Office Use Only:
Permit Approved - Yes/ No
[Signature]

APPENDIX B

**CREDIT CARD POLICY AND
REIMBURSEMENT OF EXPENSES**

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)** ~~thirty-four and one-half (34.5)~~ 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 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:	\$40 15
Lunch:	\$42 22
Dinner:	\$46 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 safe, 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.



IRS issues standard mileage rates for 2019

IR-2018-251, December 14, 2018

WASHINGTON — The Internal Revenue Service today issued the 2019 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

Beginning on Jan. 1, 2019, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 58 cents per mile driven for business use, up 3.5 cents from the rate for 2018,
- 20 cents per mile driven for medical or moving purposes, up 2 cents from the rate for 2018, and
- 14 cents per mile driven in service of charitable organizations.

The business mileage rate increased 3.5 cents for business travel driven and 2 cents for medical and certain moving expense from the rates for 2018. The charitable rate is set by statute and remains unchanged.

It is important to note that under the Tax Cuts and Jobs Act, taxpayers cannot claim a miscellaneous itemized deduction for unreimbursed employee travel expenses. Taxpayers also cannot claim a deduction for moving expenses, except members of the Armed Forces on active duty moving under orders to a permanent change of station. For more details see Notice-2019-02.

The standard mileage rate for business use is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes is based on the variable costs.

Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.

A taxpayer may not use the business standard mileage rate for a vehicle after using any depreciation method under the Modified Accelerated Cost Recovery System (MACRS) or after claiming a Section 179 deduction for that vehicle. In addition, the business standard mileage rate cannot be used for more than four vehicles used simultaneously. These and other limitations are described in section 4.05 of Rev. Proc. 2010-51.

Notice 2019-02, posted today on IRS.gov, contains the standard mileage rates, the amount a taxpayer must use in calculating reductions to basis for depreciation taken under the business standard mileage rate, and the maximum standard automobile cost that a taxpayer may use in computing the allowance under a fixed and variable rate plan.

Page Last Reviewed or Updated: 28-Jun-2019

- Personnel – City personnel are only to perform work related to City business and/or projects while on work time.

Any visitors to City buildings or facilities or those seeking access to City property should report first to the administrative offices. Prior approval is required from the City Manager before bringing visitors into work areas or allowing access to City property. Visitors must be escorted at all times to ensure their safety.

4.09 Care of Equipment

The City of West Branch possesses and maintains a wide array of costly equipment and rolling stock. Employees are expected to follow prescribed procedures for equipment and vehicle usage, refrain from equipment abuse and guard against equipment loss.

Should an employee encounter equipment malfunction or be involved in an accident, the incident should be immediately reported to the appropriate supervisor or department head. Intentional equipment abuse, careless use of equipment, or habitual loss of equipment may result in disciplinary action, up to and including discharge.

4.10 Expense Advances and Reimbursements

The City will advance funds and reimburse certain expenses incurred on behalf of the City. To obtain an advance, the proper form must be completed and submitted to the City Clerk/Treasurer. To support an advance or to obtain reimbursements, the proper voucher must also be completed and submitted to the City Clerk/Treasurer with supporting receipts.

Employees are encouraged to make use of a City-owned vehicle to travel on City-related business whenever possible. If a City vehicle is not available or its use is impractical, unsafe or unreasonable, permission may be obtained from the City Manager to use a personal vehicle for City business. In this case, mileage shall be reimbursed at the rate set by the IRS.

Meals reimbursements are subject to the following maximums, unless otherwise approved by the City Manager:

Breakfast:	\$10 15
Lunch:	\$12 22
Dinner:	\$16 35

A fair gratuity is allowed in the above meal rates. A City credit card is also available for use in certain instances. Policies and procedures related to credit card use are contained in Appendix B.

4.11 Political Activity

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
TOTAL EXPENDITURES	106,233	153,950

Handwritten note: 2019 budget

CODE ENFORCEMENT REPORT		July 2019	
Date	Address	Violation	OUTCOME
7/1/2019	420 N. 3rd	Notify Contractor to Mow	In Compliance
7/10/2019	152 Alto Court	Recheck unregistered vehicles	In Compliance
7/12/2019	201 N. 8th	Lawn Violation and pictures	Pending
7/12/2019	134 S 2nd	Lawn Violation	Pending
7/12/2019	243 N. Burgess	Lawn Violation - pics	Pending
7/11/2019	208 S 3rd	Blight Recheck - meet w/City Manager 7/15/19 Citations	Pending
7/12/2019	141 Alto Court	Recheck blight/lawn violations-CAP followup	Pending
7/15/2019	243 N Burgess	Not. Of Violation sent	Pending
7/15/2019	616 Lindsey	Lawn - pics - recheck next week	Pending
7/16/2019	208 S 3rd	Issue citations - blight	Pending
7/15/2019	Paul Luczynski	citations - merch. On pub way/unsafe equip	Pending
7/19/2019	134 S 2nd	recheck lawn	In Compliance
7/23/2019	301 W Houghton	pictures	Pending
7/9/2019	616 Lindsey	Lawn violation - notice sent	Pending
7/22/2019	616 Lindsey	recheck lawn	In Compliance
7/31/2019	208 S 3rd	Letter from City for unpaid Citations	Pending
7/12/2019	141 Alto Ct	recheck blight/lawn	Pending
7/29/2019	141 Alto Ct	recheck blight/lawn	Pending
7/19/2019	201 N 8th	Letter on lawn/DPW brush hog/one time only	In Compliance
7/22/2019	243 N Burgess	Notice of Violation to resident	Pending
7/26/2019	243 N Burgess	recheck violations	Pending
7/30/2019	243 N Burgess	Citations issued blight and lawn	Pending

7/17/2019	Paul Luczynski	Citations Paid/Removed Unsafe Equip	In Compliance
	Throughout the month have been in contact through emails/telephone with MLB and contractors for demolition of the old laundromat. Finally...after much work and time... on July 31, 2019 the old laundromat was demo'd. I am very proud of this accomplishment and grateful for the Michigan Land Bank in providing the funding through a grant to do it.		

City of West Branch Fee Schedule

2019

WATER/SEWER

	current	proposed
hang 24 shut off hour notice	\$50	\$25
turn on/off during normal hours scheduled	\$30	\$15/ea
turn on/off after normal hours		\$100/ea
Sewer tap fee residential 6" or less	\$850	\$950
Water tap fee residential 3/4"	\$850	\$950
Water tap 4" or less fire suppression	\$2,000	\$2,000
Water tap larger than 4" fire suppression	\$3,000	\$3,000
Water ready to serve 3/4"	\$9.95	\$9.95
Water ready to serve 1"	\$17.69	\$17.69
Water ready to serve 1-1/2"	\$39.80	\$39.80
Water ready to serve 2"	\$70.76	\$70.76
Water ready to serve 3"	\$159.20	\$159.20
Water ready to serve 4"	\$283.02	\$283.02
Water per 1,000 gallons	\$5.23	\$5.23
Water debt per 1,000 gallons	\$1.30	\$1.30
Sewer ready to serve 3/4"	\$4.80	\$4.80
Sewer ready to serve 1"	\$8.54	\$8.54
Sewer ready to serve 1-1/2"	\$19.20	\$19.20
Sewer ready to serve 2"	\$34.14	\$34.14
Sewer ready to serve 3"	\$76.82	\$76.82
Sewer ready to serve 4"	\$136.56	\$136.56
Sewer per 1,000 gallons	\$4.98	\$4.98
Sewer collections per 1,000 gallons	\$1.52	\$1.52
Sewer debt per 1,000 gallons	\$6.26	\$6.26
Bulk water purchase per 1,000 gallons	\$10.41	\$10.41
Sprinkling meter used (includes tailpieces)	\$65.00	\$65.00
Sprinkling meter new (includes tailpieces)		\$162.00
Sprinkling meter new with cellular read		\$269.00

CEMETERY

Grave opening cremains	\$250	\$250
Grave opening full burial	\$500	\$500
Cemetery foundation by others		\$50
Cemetery foundation 20" X 32"	\$150	\$150
Cemetery 20" X 44"		\$200
Cemetery 20" X 56"	\$225	\$250
Flat stone placement	\$75	\$75
Cemetery lot City resident	\$335	\$400
Cemetery lot non City resident	\$800	\$800

MOBILE STAGE RENTAL

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

PERMITS AND LICENSING	current	proposed
Parking permit (per year)	\$60	\$60
Peddlers and solicitors standard license (per day)	\$10	\$10
Fixed stand on private property		
Peddlers and solicitors event license (per event)	\$50	\$50
City event		
Peddlers and solicitors special use license (per day)	\$25	\$25
Fixed stand on public property		
Peddlers and solicitors general license (per day)	\$10	\$10
Peddlers and solicitors general (6 months)	\$50	\$50
Door to door in City - no fixed stand		
Right of way permit	\$5	\$25
Farmers Market (per day)	\$5	\$5
Farmers Market (full season)	\$50	\$50
Demolition permit	\$0	\$25
Driveway permit		\$25
ZONING		
zoning permit residential	\$25	\$25
zoning permit comercial	\$50	\$50
Special Use permit	\$150	\$250
Zoning Variance	\$150	\$250
Amendment to zoning ordinance	\$150	\$250
Sign permit (permanent or temporary)	\$25	\$25
Lot splits first one	\$25	\$75
Additional lot splits		\$25
COUNCIL CHAMBERS		
Council Chambers 1/2 day	\$50	\$50
Council Chambers full day	\$100	\$100
Refundable deposit	\$100	\$100
Each 1/2 hour beyond scheduled	\$25	\$25
PARKS		
Large pavillion City resident	\$25	\$25
Large pavillion non City resident	\$50	\$50
Small pavillion City resident	\$10	\$10
Small pavillion non City resident	\$20	\$20
Gazebo City resident	\$20	\$20
Gazebo non City resident	\$40	\$40
Little League Pavillion resident	\$20	\$20
Little League Pavillin non resdient	\$40	\$40

TICKETS

	current	proposed
General municipal infraction - first offense	\$50+costs	\$50+costs
General municipal infraction - second offense	\$150+costs	\$150+costs
General municipal infraction - third offense	\$500+costs	\$500+costs
Parking too far from curb	\$25.00	\$25.00
Angle parking violations	\$25.00	\$25.00
Obstructing Traffic	\$50.00	\$50.00
Prohibited parking (signs unnecessary)		
(a) On sidewalk	\$25.00	\$25.00
(b) In front of drive	\$25.00	\$25.00
(c) Within intersection	\$25.00	\$25.00
(d) Within 15 feet of hydrant	\$50.00	\$50.00
(e) On crosswalk	\$25.00	\$25.00
(f) Within 20 feet of crosswalk or 15 feet of corner lot lines	\$25.00	\$25.00
(g) Within 20 feet of street side traffic sign or signal	\$25.00	\$25.00
(h) Within 50 feet of railroad crossing	\$25.00	\$25.00
(i) Within 20 feet of fire station Station entrance	\$25.00	\$25.00
(j) Within 75 feet of fire entrance on opposite side of street (signs required)	\$25.00	\$25.00
(k) Beside street excavation when traffic obstructed	\$50.00	\$50.00
(l) Double parking	\$50.00	\$50.00
(m) On bridge	\$25.00	\$25.00
(n) Within 200 feet of accident where Police in attendance	\$50.00	\$50.00
(o) Blocking emergency exit	\$50.00	\$50.00
(p) Blocking fire escape	\$50.00	\$50.00
In prohibited zone (signs required)	\$50.00	\$50.00
Parking in yellow zone (yellow paint on curb)	\$25.00	\$25.00
Parking in handicap zone without permit	\$50.00	\$100.00
Failure to display handicap sticker	\$25.00	\$25.00
In alley	\$25.00	\$25.00
Parking for prohibited purpose		
(a) Displaying vehicle for sale	\$25.00	\$25.00
(b) Working or repairing vehicle	\$25.00	\$25.00
(c) Displaying advertising	\$25.00	\$25.00
(d) Selling merchandise	\$25.00	\$25.00
(e) Storage over 24 hours	\$25.00	\$25.00
Wrong side of roadway	\$25.00	\$25.00
Loading zone violation	\$50.00	\$50.00
Bicycle parking violations	\$25.00	\$25.00
Prohibited overnight parking in City lot or on street	\$25.00	\$25.00
Illegal tampering/altering/transfer of any permit	\$500.00	\$500.00

BLIGHT

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

Approval of Council Minutes & Summary

SPECIAL MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET ON MONDAY, JULY 29, 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, Dan Weiler, and Cathy Zimmerman.

Absent: Council Member Ellen Pugh

Other officers present: City Manager Frank Goodroe, Clerk/Treasurer John Dantzer, Police Chief Ken Walters, Planning Commission Vice Chairperson Bob David, and DDA Vice Chairperson Joe Clark.

All stood for the Pledge of Allegiance.

* * * * *

Mayor Frechette noted the City Clerk did receive the written resignation of Council Member William Ehinger on Friday, July 26.

Manager Goodroe noted the resignation and opening was included in the newspaper, the minutes of the previous meeting on the website, and the meeting notice for the special meeting that was posted which would serve as adequate notice of vacancy. He also noted he did receive a letter of interest from Christopher Powley. Manager Goodroe also went over the requirements for the appointment.

Council discussed the process to fill the opening including using the order of finish based on the votes from the previous election, an application and interview process, or an appointment based on the recommendation of the City Mayor with all three methods believed to have been used in the past.

MOTION BY FRECHETTE, SECOND BY ZIMMERMAN, TO APPOINT CHRIS POWLEY TO FILL THE VACANT CITY COUNCIL SEAT WITH A TERM TO EXPIRE ON DECEMBER 31, 2020 BASED ON HIS NOTICE OF INTEREST BEING RECEIVED AND THE FACT HE IS QUALIFIED AND NOT PROCEED WITH FORMAL APPLICATIONS AND INTERVIEWS.

Yes — Bennett, Frechette, Jackson, Weiler, Zimmerman

No – None

Absent – Pugh

Motion carried

City Clerk Dantzer presented the oath of office and swore in Christopher Powley to the City Council.

* * * * *

MOTION BY BENNETT, SECOND BY ZIMMERMAN, TO APPROVE THE REGISTRATION AND ATTENDANCE OF THE MAYOR TO THE MICHIGAN MAYOR’S CONFERENCE.

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

No – None

Absent – Pugh

Motion carried

* * * * *

MOTION BY JACKSON, SECOND BY WEILER, TO APPROVE THE REGISTRATION AND ATTENDANCE OF MAYOR FRECHETTE, MEMBERS BENNETT, PUGH, AND JACKSON TO THE MML CONFERENCE.

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

No – None Absent – Pugh Motion carried

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MOTION BY BENNETT, SECOND BY JACKSON, TO APPROVE THE MINUTES AND SUMMARY FROM THE REGULAR MEETING HELD JULY 15, 2019.

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

No – None Absent – Pugh Motion carried

* * * * *

Mayor Frechette provided an upcoming meeting update.

Member Jackson welcomed Member Powley to the Council. Member Jackson also noted the EDC has removed current director Mandi Chasey from her position and will work on filling the position and will be looking at new revenue sources.

Member Weiler also welcomed Member Powley to the Council.

Member Zimmerman also welcomed Member Powley to the Council.

Member Bennett congratulated Member Powley on his appointment to Council.

Member Powley thanked Council for the opportunity to serve the City on the Council.

Manager Goodroe noted he will be bringing any grant opportunities to Council for their approval before application. He also noted that he had a grant application for the Music in the Park Summer Music Series with no match being required.

MOTION BY JACKSON, SECOND BY FRECHETTE, TO APPROVE THE GRANT APPLICATION FOR THE MUSIC IN THE PARK SUMMER MUSIC SERIES

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

No – None Absent – Pugh Motion carried

* * * * *

Manager Goodroe noted he has conducted a salary survey and reviewed compensation and will be presenting any recommended changes at a future meeting.

* * * * *

Chief Walters updated Council that Mike Bowers has been named to replace Buffy Kish as the Emergency Manager

Chief Walters congratulated Member Powley on his appointment to Council.

* * * * *

MOTION BY FRECHETTE, SECOND BY JACKSON, TO EXCUSE COUNCIL MEMBER ELLEN PUGH FROM THE MEETING.

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

No – None

Absent – Pugh

Motion carried

* * * * *

Rusty Showalter congratulated Member Powley on his appointment.

Joe Clark also congratulated Member Powley.

Bob David noted his request to allow Member Powley to still serve on the Planning Commission in which he was recently appointed to.

* * * * *

MOTION BY FRECHETTE, SECOND BY BENNETT, TO GO INTO CLOSED SESSION PURSUANT TO PUBLIC ACT 267 OF 1976, SECTION 15.268 (d) TO CONSIDER THE PURCHASE OR LEASE OF REAL PROPERTY UP TO THE TIME AN OPTION TO PURCHASE OR LEASE THAT PROPERTY IS OBTAINED.

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

No – None

Absent – Pugh

Motion carried

Council went into closed session at 6:48 pm

* * * * *

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

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

No – None

Absent – Pugh

Motion carried

Council returned to open session at 7:25 pm

* * * * *

MOTION BY FRECHETTE, SECOND BY JACKSON, TO AUTHORIZE THE MANAGER TO PROCEED WITH THE PURCHASE OF REAL PROPERTY.

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

No – None

Absent – Pugh

Motion carried

* * * * *

Mayor Frechette adjourned the meeting at 7:27 pm.

SUMMARY OF THE SPECIAL MEETING OF THE WEST BRANCH CITY COUNCIL HELD MONDAY, JULY 29, 2019.

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

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

Absent: Council Member Pugh.

Other officers present: City Manager Goodroe, Clerk/Treasurer Dantzer, Police Chief Walters, DDA Vice Chair Clark, and Planning Vice-Chair David.

Council approved the appointment of Chris Powley to the City Council.

Clerk Dantzer swore Chris Powley into office.

Council approved the registration and attendance of the Mayor to the Michigan Mayor's conference.

Council approved the registration and attendance of Mayor Frechette, Members Bennett, Pugh, and Jackson to the MML conference.

Council approved the minutes and summary from the meeting held July 15, 2019.

Mayor Frechette; Council Members Jackson, Weiler, Zimmerman, Bennet, and Powley; Manager Goodroe; and Chief Walters gave a report.

Council approved a grant application for the Music in the Park Summer Music Series.

Council excused Member Pugh from the meeting.

Rusty Showalter, Joe Clark, and Bob David, addressed Council.

Council voted to go into closed session at 6:48 pm pursuant to section 15.268(d) of the Open Meetings Act.

Council voted to return to open session at 7:25 pm

Council authorized Manager Goodroe to proceed with the purchase of real property.

Mayor Frechette adjourned the meeting at 7:27 pm.

Consent Agenda

Bank Code		Beginning Balance	Total	Total	Ending Balance
Fund	Description	08/01/2019	Debits	Credits	08/31/2019
GEN1 GEN1 - GENERAL CHECKING					
101		461,983.80	0.00	24,597.88	437,385.92
150	CEMETERY PERPETUAL CARE	20,675.28	0.00	0.00	20,675.28
209	CEMETERY FUND	3,679.43	0.00	1,401.88	2,277.55
248	DDA OPERATING FUND	79,866.21	0.00	0.00	79,866.21
251	INDUSTRIAL PARK FUND	5,823.96	0.00	307.77	5,516.19
276	HOUSING RESOURCE FUND	206,532.90	0.00	0.00	206,532.90
318	SEWER DEBT FUND	121,604.46	116.31	345.16	121,375.61
319	WATER DEBT FUND	25,716.21	61.66	54.05	25,723.82
571	COLLECTION REPLACEMENT FUND	30,947.60	0.00	0.00	30,947.60
572	PLANT REPLACEMENT FUND (R&I)	9,047.12	0.00	0.00	9,047.12
590	SEWER FUND	230,025.67	208.16	9,497.48	220,736.35
591	WATER FUND	383,758.72	872.00	2,987.66	381,643.06
592	WATER REPLACEMENT FUND	282,614.63	0.00	0.00	282,614.63
593	SEWER COLLECTION	74,064.58	31.39	876.48	73,219.49
661	EQUIPMENT FUND	135,570.39	4,721.39	199.18	140,092.60
704	PAYROLL CLEARING	(37,303.56)	37,296.78	0.00	(6.78)
705	IRONS PARK ENTERTAINMENT FUND	1,601.97	0.00	0.00	1,601.97
707	YOUTH SAFETY PROGRAM	5,443.79	0.00	0.00	5,443.79
714	RECYCLING CENTER	10,107.49	0.00	0.00	10,107.49
	GEN1 - GENERAL CHECKING	2,051,760.65	43,307.69	40,267.54	2,054,800.80
M/LST MAJOR/ LOCAL STREETS					
202	MAJOR STREET FUND	607,228.61	0.00	2,753.48	604,475.13
203	LOCAL STREET FUND	380,788.82	0.00	286.67	380,502.15
	MAJOR/ LOCAL STREETS	988,017.43	0.00	3,040.15	984,977.28
PAY PAYROLL					
704	PAYROLL CLEARING	51,277.95	0.00	34,626.61	16,651.34
	PAYROLL	51,277.95	0.00	34,626.61	16,651.34
CHEM SAVINGS					
101		436,343.75	0.00	0.00	436,343.75
150	CEMETERY PERPETUAL CARE	1,674.70	0.00	0.00	1,674.70
251	INDUSTRIAL PARK FUND	20,894.85	0.00	0.00	20,894.85
571	COLLECTION REPLACEMENT FUND	2,377.33	0.00	0.00	2,377.33
591	WATER FUND	26,231.52	0.00	0.00	26,231.52
592	WATER REPLACEMENT FUND	19,649.25	0.00	0.00	19,649.25
593	SEWER COLLECTION	784.96	0.00	0.00	784.96
661	EQUIPMENT FUND	103,374.51	0.00	0.00	103,374.51
714	RECYCLING CENTER	1,041.38	0.00	0.00	1,041.38
	SAVINGS	612,372.25	0.00	0.00	612,372.25
TAX TAXES					
701	TAX AGENCY	286,608.95	0.00	0.00	286,608.95
	TAXES	286,608.95	0.00	0.00	286,608.95
	TOTAL - ALL FUNDS	3,990,037.23	43,307.69	77,934.30	3,955,410.62

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
		<u>250,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>250,000.00</u>
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	<u>229,972.80</u>	<u>0.00</u>	<u>0.00</u>	<u>229,972.80</u>
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	<u>200,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>200,000.00</u>
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	<u>250,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>250,000.00</u>
	TOTAL - ALL FUNDS	<u>929,972.80</u>	<u>0.00</u>	<u>0.00</u>	<u>929,972.80</u>

City of West Branch Planning Commission

Meeting Minutes for June 11, 2019

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

Roll Call – Present – Kara Fachting, Jan Hasty, Bob David, Mike Jackson and Cori Lucynski
Absent – Ken Kish

Pledge of Allegiance

Public Hearings – None

Additions to Agenda – The Harvest Grill – Sign Application

Public Comment – None

Approval of Minutes – No corrections were needed.

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

Ayes – All.

Site Plans – None

Sign Permits – A&B Coffeehouse and Café

Amy Livingston was present representing the Coffeehouse. She stated there will be a coffee cup Logo in the front window.

Motion by Jan Hasty, second by Mike Jackson to approve the sign permit as requested allowing for the font and sq ft size. Ayes – All

The Harvest Grill

Andy Zettel was present representing The Harvest Grill. There will be (2) 32 sq ft signs.

Motion by Mike Jackson, second by Jan Hasty to approve the sign permit as requested.
Ayes - All

Unfinished Business – 2018 Annual Report

Motion by Bob David, second by Mike Jackson to approve the 2018 Annual Report as written. Ayes - All

Regarding the new zoning draft – Denise Cline was present with all the updates and went over them with the Commission.

In a near future agenda the Commission needs to discuss all the new information regarding the Marijuana Laws.

New Business – None

Communications – Resignation letter of Jan Hasty

Motion by Kara Fachting, second by Mike Jackson to accept the Jan Hasty resignation.

Ayes - All

Chairman Report – None

Member Reports –

Jackson – Thank you to Denise Cline for all her hard work on our Master Plan and Zoning Ordinance.

David – None

Fachting – None

Meeting was adjourned at 8:11pm per Chairman Lucynski

Meeting minutes taken and typed by Kara Fachting

Communications

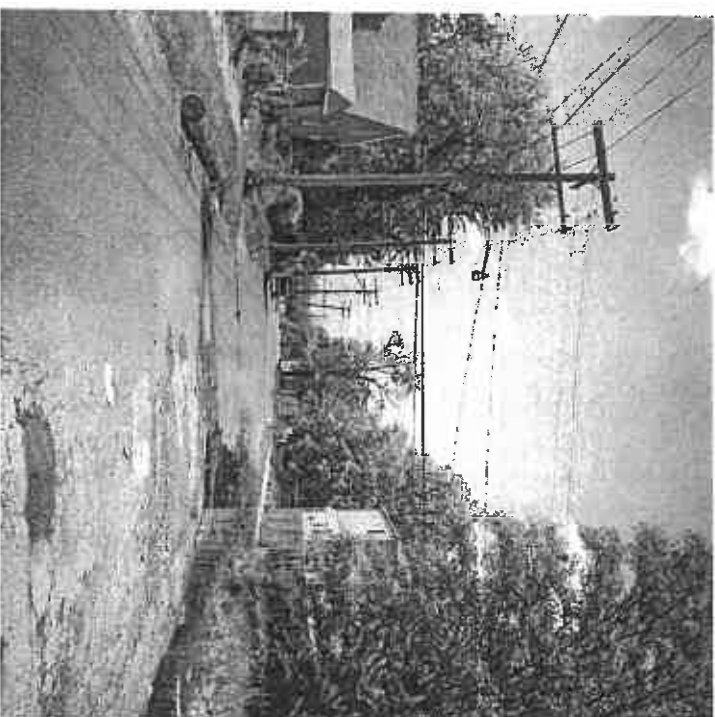


PROPERTY LINES

Blight and vacant land are a national crisis for smaller cities

Efforts to reverse "epidemic" of abandoned property underscore stark signs of stratifying economy

By Patrick Sisson | Jun 25, 2019, 12:25pm EDT



A block containing abandoned lots amid single-family homes in Detroit. | Shutterstock

PROPERTY LINES

Property Lines is a column by Curbed senior reporter Patrick Sisson that spotlights real estate trends and hot housing markets across the country.

Comments, tips, and suggestions on where Property Lines should head next are welcome at patrick@curbed.com.

Timothy Paule's path to revitalizing vacant lots in his hometown of Detroit started with a persistent cough.

In the fall of 2016, the commercial photographer found himself sick and tired from a cold that wouldn't quit. After a litany of medicines failed him, someone manning a stall at a local farmers market suggested he turn to raw honey. The natural curative worked: It turns out that honey acts as a cough suppressant, among numerous other medical benefits.

Soon, Paule and fellow Detroit native Nicole Lindsey had another idea based on the restorative power of honey: The city's neighborhoods, which could use more local, organic food options, were also covered in a patchwork of abandoned and vacant lots, typically overgrown with weeds, wildflowers, and fruit trees left behind by former residents. That synergy—an excess of flowering plants and lots of cheap space for pollinators to make honey —helped birth Detroit Hives, a nonprofit that now runs the city's only urban apiary, one that was recently featured in a National Geographic documentary.



Detroit Hives offers a creative solution for one of the most vexing challenges in urban America today: how to revitalize and reclaim an excess of vacant land. | Detroit Hives



A collection of 32 beehives at a handful of sites across the city. Detroit Hives works on multiple levels, hosting science field trips and supplying restaurants like Slow's BBQ with honey for their barbecue sauce. | Detroit Hives

“When we started around 2016, there were something like 90,000 vacant lots in the city,” says Paule. “They contributed to crime and injury, and we saw this idea as one of the low-cost, sustainable solutions, like urban gardens, that can reactivate spaces that are left behind.”

A collection of 32 beehives at a handful of sites across the city, Detroit Hives works on multiple levels, hosting students science field trips and supplying restaurants like Slow's

BBQ with honey for their barbecue sauce. But Paulle sees it as part of a larger movement to turn blighted vacant lots into beautiful spaces—and, potentially, businesses.

The scope of the nation's empty space

Detroit Hives offers a creative solution for one of the most vexing issues in urban America today: an excess of vacant land.

The intertwined issues of blight, abandonment, vacant lots, and mostly empty city blocks represent the flip side of the dominant narrative of current U.S. growth: Superstar cities, accelerated by tech money and high-end real estate development, are growing too fast, straining transit and housing infrastructure, and causing cities with the highest concentration of opportunity to become overpriced and unaffordable. And those are just the problems faced by the so-called “winners” in the global economy.

The problem of abandoned property—or what scholar Alan Mallach calls “hyper-vacancy”—is concentrated in areas that are losing jobs, investment, and economic opportunity. This isn't about the occasional surface parking lot downtown or a few empty lots here and there (in cities like Austin or New York, those spots would be instantly seized by developers).



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Concentrated in urban areas, especially formerly industrial regions of the country, there's an archipelago of abandonment spread across the nation. As Hana Schank wrote on Fast Company, empty land has a different meaning depending on which side of the economic divide you stand: "The winners get reclaimed rail lines. The losers get high grass and weeds."

Vacant properties create financial strain for cities: decreased tax revenue, greater maintenance costs, increased safety and crime issues (which require more spending), and blight that lowers the value of nearby properties. A press release from the St. Louis mayor's office simply said, "Nothing good happens in a vacant building."

Hyper-vacancy has become an "epidemic," says Mallach. The term, which he defined in a paper for the Lincoln Institute of Land Policy as neighborhoods where vacant buildings and lots comprise 20 percent of more of the building stock, "define the character of the surrounding area." By 2010, one out of every two census tracts in Cleveland, Ohio, could be considered hyper-vacant. In 2015, more than 49 percent of census tracts in Flint, Michigan,

46 percent of tracts in Detroit, and 42 percent of tracts in Gary, Indiana, had become extremely hyper-vacant, meaning a quarter of all units were vacant. “The market effectively ceases to function,” at such levels of vacancy, Mallach wrote, adding that, “the neighborhoods become areas of concentrated poverty, unemployment, and health problems.”

To combat these issues, cities across the nation have invested in policy solutions, blight-busting programs, and creative placemaking like the Detroit Hives method. But as Mallach recently told Curbed, vacant property is more a symptom than a cause, and thus requires systemic solutions.

“One of the things that’s so frustrating in the U.S. is that you’re seeing larger and larger disparities between those regions making it in the global economy and those that aren’t.”

“They’re causes, in that once vacancy starts to happen, it can make things worse,” he says.

“But, ultimately, neighborhoods, towns, and cities are really dependent on what’s happening in the larger market and economy. One of the things that’s so frustrating in the U.S. is that you’re seeing larger and larger disparities between those regions making it in the global economy and those that aren’t.”

The solution on a local level, or at least the beginnings of one, requires strategies that help realize the value of vacancy, and see the land for what it is: potential economic value.

“In the end, it’s about being astute about what you can do, ideas that don’t rely on the larger market to change the game,” says Mallach. “You need to be very strategic about what market opportunities exist that you can really jumpstart.”

Policies and plans for these properties have begun to change along those lines, according to Terry Schwarz, director of Kent State University’s Cleveland Urban Design Collaborative, who has studied and launched programs invested in changing vacant lots. As she told Next City, “Now, the new policies that have the most long-term impact are less about fixing nuisances or problems and instead seeing land for what it is: real estate. Cities now want to

see what ways they have at their disposal to extract value out of their growing inventories of vacant properties.”



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How cities have set out to tackle vacant lots

The Great Recession—which worked as a propellant for pre-existing vacancy issues with its massive rates of foreclosure and widespread economic pain—was the beginning of today’s abandoned property crisis. Since then, cities have engaged the issue in a number of ways.

Some of the simplest, but most important, efforts sought to just get a handle on the issue: Numerous cities engaged in efforts to chronicle and chart rates of vacancy, engaging in local data-collection efforts, as well as creating means to get this land out of city control and back into the hands of citizens and investors. More than 150 cities formed land banks to sell lots at dirt-cheap rates, while others created what’s been called “mow-to-own” programs, which transferred ownership rights to whoever made the effort to oversee and care for abandoned lots.

Much of the research done at the city level only highlighted the need for more—and better—solutions. In Toledo, Ohio, a [city research project](#) found that vacant property was a drain on city coffers, costing \$3.8 million in upkeep and other city expenditures, and \$2.7 million in lost tax dollars. But the vacant lots created a much bigger drag on adjacent property, costing an estimated \$98.7 million in lost property value, including \$2.68 million in lost property tax value. Other studies found similar results: In Columbus, Ohio, researchers found having a vacant building on the block can reduce the value of nearby properties by 20 percent or more, and a [2010 Philadelphia study](#) estimated that vacant properties result in \$3.6 billion in reduced household wealth.

A number of new and ongoing initiatives have tried to turn vacant land into opportunities, or at least use the land to serve a greater community purpose. Mallach and Schwartz both admit that it can be hard to judge the efficacy of these programs in just a few years; many times, local residents invested in revitalization projects leave the area or move on to other things, and popular programs like urban gardening or farming take years to really take root. There's also the issue of making enough progress to stem the tide of abandonment. A [program in Baltimore](#) has spent millions of dollars over the last eight years trying to return [vacant land to good use](#), but has only succeeded in moving the official count of vacant buildings from 16,800 in 2010 to 16,500 in 2018.

"People are really doing something, they're working hard, but they keep slipping," professor Seema Iyer, a finance and economics expert, told the [Baltimore Sun](#). "It's like building a levee that's not high enough to stop the floodwater."

"People are really doing something, they're working hard, but they keep slipping. It's like building a levee that's not high enough to stop the floodwater."

Programs that have shown great progress tend to combine long-term vision and continued support. Cities like Cleveland and Detroit have created planning guides for reclaiming and revitalizing vacant lots to help investors in the land bank program improve their results. In Philadelphia, a program called [LandCare](#), run by the Philadelphia Horticultural Society, works with community groups as part of an expanded, mow-to-own concept. By working with organizations instead of individuals, the initiative makes sure that reclaimed lots don't

lose support. Right now, the program helps take care of roughly 12,000 of the city's vacant lots, and adds a few hundred every year.

In New York state, the attorney general's office has established a grant program, Zombies 2.0, to provide municipalities with money to improve code enforcement strategies and become more efficient at dealing with vacant properties, or "zombie homes," all using funds collected via mortgage settlements.

Mallach also points to a nascent effort in Erie, Pennsylvania, to create a culinary arts district amid an area filled with vacant properties. The idea is to turn empty spaces downtown into a collection of incubators, food courts, and restaurants, and the effort may even seek to tap into Opportunity Zone funding to make it happen.

"Is it going to work? Who knows," says Mallach. "But we're talking about a strategic, focused project that'll shock the market, which is what it takes. You need something dramatic to change the game."

Another way to recognize and realize the value of these properties is to think about resilience. Schwartz points to a pilot program in Cleveland that's trying to help with overall stormwater management by establishing rules around recovering vacant lots. If the lot was once a stream or waterway, it should be reclaimed as such, or rebuilt with permeable pavement and other features that help improve water management. These kinds of programs can help cities refresh their aquifers and supplies of clean groundwater.

"One of the things about depopulating cities in the Great Lakes region is that we have very interesting and complex hydrology," says Schwartz. "All of these cities, when they were booming and growing, abused their waterways, and as they grew, cemented over these tributaries and creeks. We can use this vacant land to improve and protect the water quality of the Great Lakes."



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A symptom, not a disease

While the externalities caused by vacant property, and most efforts to fix them, are local by nature, they could definitely use more assistance from the federal level. The Federal Hardest Hit Fund, a foreclosure prevention and neighborhood stabilization effort established in 2010 in the wake of the Great Recession, was a great asset for cities in need of funds to knock down vacant homes, but it was a one-time infusion of cash. While the affordable housing crisis coming to a head in cities across the country has finally started to get national attention and policy prescriptions, blighted urban land hasn't been similarly addressed.

There's definitely hunger for it: Detroit Hives's Paule says that after the story of their project went viral this spring, they received advice and guidance requests from around the globe, including from lots of other cities in the Midwest.

"That's where we want to take it, to help address the issues of vacant lots and help provide jobs and help the environment," he says. "This can be a triple-bottom-line solution, impacting people, planning, and profit."

Mallach hopes that more can be done on a federal level. While individual members of Congress have proposed ideas and programs, Mallach says there hasn't been any leadership on this important issue from the Trump administration, nor has there been any new investment in programming or efforts to help solve this crucial problem. Considering the key role the Rust Belt played in the 2016 election, and the slow pace of recovery in many parts of the region, Mallach hopes that vacant properties and blight will become a larger issue in the upcoming election.

PHOTO: JIM VAZ

Amazon's arrival in Virginia adds stress to strained housing market

PHOTO: JIM VAZ

The nation's most exciting park project is taking shape in North Carolina

PHOTO: JIM VAZ

Milwaukee's downtown surges in advance of 2020 convention

[View all stories in Property Lines](#)

MOTION BY FRECHETTE, SECOND BY ERVANS, TO SET ASIDE AUGUST 13 OF EACH YEAR AS RED WING APPRECIATION DAY IN THE CITY OF WEST BRANCH.

Yes – Ehinger, Ervans, Frechette, Lucas, Schaiberger, Showalter, Thompson

No – None

Motion carried

Reports

Mayor

Council

City Manager

City of West Branch
City Manager

July 31, 2019

To: Mayor Frechette
John Dantzer
Ken Walters
Mike Killackey
Samantha Fabbri

From: Frank Goodroe

Re: 13 WAYS to Kill Your Community Book

As a learning community, this text book is the first training and education materials that is intended to benefit the advancement of the City and its leadership. I will incorporate this book and the ideas advanced for a City Council worksession and staff development meeting.

The attached book has been acquired for your use and eventual return to the City Office. Additional copies have been ordered, and will be distributed to the City Council, Planning Commission, and the DDA board of Directors, as soon as the books arrive.

**Public
Comment
-Any
Topic**

Adjournment