

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, SEPTEMBER 10, 2018, 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 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. Due to recent complaints from those in attendance trying to listen, audience members are kindly reminded to **please refrain from having private conversations**

while meetings are in progress—it is disruptive and NOT allowed. Unless you are a scheduled speaker from the floor or in the process of giving public comment for the record, audience members should not converse in the Council Chambers during meetings--if you feel that you must converse during a meeting, you are kindly asked to please do so in the hallway, away from the doors.] 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 West Branch 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
 - A. Heather Neuhaus – Project Rising Tide Community Rebranding
- VIII. Bids
- IX. Unfinished Business
 - A. Cell phone stipend policy
 - B. DDA bylaws

- C. 911 Invoice
- X. New Business
 - A. Bills payable.
 - B. Children's Garden Walkway
 - C. Wright St. patch
 - D. Schedule possible work session for water/sewer rate discussion
- XI. Approval of the minutes and summary from the Meeting held Aug 20, 2018, as well as the minutes from the work session held jointly with the DDA Aug. 22, 2018
- XII. Consent Agenda (These items are considered routine and can be enacted in one motion)
 - A. Treasurer's report and Investment Summary
 - B. Line Item Budget Amendment 10021
 - C. Minutes from the DDA meetings held July 11, 2018; July 24, 2018; and July 25, 2018, and minutes from the Work Session held jointly with City Council on August 22, 2018
 - D. Minutes from the Planning Commission meeting held July 24, 2018
- XIII. Communications
 - A. Ausable Valley
 - B. Consumers Energy notice of hearings
- XIV. Reports and/or comments
 - A. Mayor
 - B. Council Members
 - C. City Manager
- XV. Public Comment on any item (limited to 3 minutes)
- XVI. Adjournment

Call to Order

Roll Call

**Pledge of
Allegiance**

Public Hearings

Additions to the Agenda

Public Comment -Agenda Items

Scheduled Matters from the Floor

Heather Neuhaus would like to be on the agenda to speak to Council about Project Rising Tide community rebranding

Bids

Unfinished Business

POLICY FOR CITY OF WEST BRANCH CELL PHONE STIPEND

The West Branch City Council does hereby adopt the following Cell Phone Stipend Policy:

1. Purpose

This policy covers full-time Supervisors of the City of West Branch and full-time Department of Public Works employees who are required to communicate via a mobile device while they are performing their duties as employees of the City. This policy is intended to cover the stipend paid to employees for the City use of personal mobile devices.

2. Policy

Employees whose job duties include the frequent need for cell phones may receive extra compensation, in the form of a taxable cell phone stipend, to cover business-related costs on their personal cell phones. No further reimbursement for cell phone costs is available to employees who receive such a stipend.

3. Cell Phone Stipend

a. Eligibility: Employees eligible for cell phone stipends generally include City Supervisors and Department of Public Works employees whose job duties regularly require emergency call back, irregular work hours, and / or other job related factors that require employees to routinely utilize cell phones to enhance their abilities to perform their job duties. Department heads shall recommend which employees within their departments qualify for cell phone stipends. The City Manager shall give final approval on all cell phone stipends.

b. Stipend Amount: The standard monthly taxable cell phone stipend amount shall be calculated at 75% of the employee's actual bill. For non supervisory employees the 75% calculation shall be based off of voice and text functions only. For supervisory employees, the calculation shall be based off of 75% of the total bill to include internet charges, as supervisors shall be required to have access to email and other internet supported programs in the course of their job description. No further reimbursement for cell phone costs is available to employees who receive stipends.

c. Stipend Payment: The approved cell phone stipend will be paid monthly as part of the employee's paycheck and will be subject to all applicable payroll taxes. This stipend does not constitute an increase in base pay, and will not be included in the calculation of percentage increases to base pay due to salary increases, promotions, etc.

4. Employee Responsibilities

The employee must retain an active cell phone as long as a cell phone stipend is in place. The employee must provide his/her department head and the City Treasurer with his/her current cell phone number and immediately notify both parties if the number changes and/or service is discontinued. Employees receiving a cell phone stipend are expected to carry the cell phone on their person both on and off duty and respond when called for city business.

Employees may choose the cellular service provider and plan design of their choice, however, it is highly recommended that supervisors choose a smart plan that will allow access to email and internet. Because the employee owns the cell phone personally, and the stipend provided is taxable income, the employee may use the phone for both business and personal purposes, as needed. Use of the phone in a manner contrary to local, state, or federal laws will constitute misuse, and will result in immediate termination of the cell phone stipend.

If the end of the cell phone contract, a personal decision by the employee, employee misconduct, or misuse of the phone, results in the cell phone stipend being discontinued or the need to end or change the cell phone contract, the employee will bear the cost of any fees associated with that change or cancellation. For example, if an employee resigns, and no longer wants to retain the current cell phone contract for personal purposes, any cancellation charges will be the employee's responsibility.

5. Damaged Phone

If an employee-owned phone is damaged or broken while being used as part of City business, it is the responsibility of the employee to replace/repair the phone. Exceptions to this may be approved by the City Manager.

City of West Branch

Cell Phone Stipend

I acknowledge that I have read and understand the City's cell phone stipend policy and will comply.

I acknowledge that I will use my personal cell phone for official City business in exchange for the stipend amount based off of my job description. I am aware that if the phone is damaged or broken while being used for City business, I am responsible to repair and/or replace it at my own expense.

I agree that, in exchange for the stipend below, I will:

- * Ensure my phone number is available to all employees and other entities who require access to it, as stated in the policy.
- * Maintain a coverage plan for each month for which I receive a stipend and, should my coverage be discontinued for any reason, I will notify the City immediately.

Phone number _____

Employee Signature _____

Employee Name (printed) _____

Date _____

City Manager Signature _____

Date _____

CITY OF WEST BRANCH
DOWNTOWN DEVELOPMENT AUTHORITY
BY-LAWS

ARTICLE I: NAME

- 1.1 The name of this Authority is the Downtown Development Authority of the City of West Branch (DDA, Authority).

ARTICLE II: PURPOSE

- 2.1 The purpose of the DDA is established by the Downtown Development Authority Act 197 of the Public Acts of Michigan of 1975 (Act), recodified as Public Act 57 of 2018, and including but not limited to, the correction and prevention of deterioration in the downtown district, the encouragement of historic preservation, the creation and implementation of development plans in the downtown district and the promotion of economic growth therein. In the event of ambiguity within the By-laws or for any other reason, the Act shall control.

ARTICLE III: BOUNDARIES

- 3.1 The geographic boundaries of the DDA district are depicted in the attached Exhibit A.

ARTICLE IV: BOARD OF DIRECTORS

- 4.1 Board of Directors. The business and affairs of the DDA shall be managed by its Board of Directors (Board).
- 4.2 Members. The Board shall consist of the Mayor and eight (8) members as provided by the Act. The members shall be appointed by the Mayor, subject to approval by City Council (Council) and shall hold office for the terms provided in Act 197. All members shall hold office until the member's successor is appointed.
- 4.2.1 A majority of the members shall be persons having an interest in property located within the DDA's district.
- 4.3 Terms. The term of each DDA member shall be four (4) years with an option for reappointment. All members shall hold office until their successors are appointed.
- 4.4 Removal. Pursuant to notice and an opportunity to be heard, a member or officer may be removed by a majority vote of the Board, subject to Council's approval, whenever in its judgement, the best interests of the DDA would be served. An officer may resign from office and still remain a member of the Board.
- 4.5 Attendance. If a Board member misses three (3) consecutive regular meetings of the DDA or twenty-five percent (25%) of regular meetings in any fiscal year, the member may be removed

from the Board unless such absence is excused by the Board. If removal is deemed appropriate, the member will receive notice and an opportunity to be heard.

- 4.6 Conflict of Interest. A Board member who has any interest in any matter before the DDA shall disclose his/her interest prior to the DDA taking any action with respect to the matter; which disclosure shall become a part of the record of the DDA's official proceedings. Any member making such disclosure, shall then refrain from participating in the Authority's decision making processes relative to such matter.

4.6.1 In the event a member isn't sure whether he/she is in a conflict of interest position, the remaining members of the DDA, by a majority vote, shall decide whether or not a conflict of interest exists. Any such decision shall be binding and final.

- 4.7 Election of Officers. Officers shall be elected by a majority vote of the Board. The term of office shall be for one (1) year and begin at the close of the Annual Meeting at which they are elected. No member shall hold more than one office at a time.

- 4.8 Officers. Officers of the Board shall be a Chairperson, Vice-Chairperson, Treasurer and Secretary. All officers shall be members of the Board, with the exception of the Secretary. The officers of the Board shall be elected by the Board

4.8.1 Chairperson. The Chairperson shall preside at all meetings of the Board and shall discharge the duties as presiding officer. The Chairperson shall have the general powers and duties of supervision and management of the Board.

4.8.2 Vice-Chairperson. In the absence of the Chairperson or the event of inability to serve as Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson.

4.8.3 Treasurer. The Treasurer shall review a monthly statement of all revenues and expenses with the assistance of City Officials. The fiscal year of the DDA shall be the same as that of the City. Funds shall not be disbursed for any expense (invoices, bills, etc.) of the DDA until after the Board's approval of said expense.

4.8.4 Secretary. The Secretary shall record all votes, take minutes and shall maintain accurate records of all proceedings of the DDA.

4.8.5 Legal Counsel. The Board may retain legal counsel of their choice to advise the Board in the proper performance of its duties, to represent the DDA in actions brought by or against the DDA or for any other reason deemed necessary by the Board.

ARTICLE V: MEETINGS

- 5.1 Regular Meetings. Regular meetings of the Board will be held at least once each month.

- 5.2 Special Meetings. Special meetings of the Board may be called by the Chairperson or three members by written request to the Board Secretary with at least 24 hours' notice (written, email or voicemail) to each member of the Board.

- 5.3 Annual Meeting. An annual meeting shall be held once per year in or around March for the purpose of the election of officers, strategic planning, and budget planning.

5.4 Informational Meeting. Each year, the Board shall hold not fewer than 2 informational meetings, which may be held in conjunction with other public meetings of the authority or municipality.

5.5 Work Session. The Board may convene a work session devoted exclusively to the exchange of information relating to municipal affairs.

5.6 Public Meetings. All meetings shall be held in accordance with the Open Meetings Act.

5.7 Closed Meetings. Closed meetings may be called under the conditions outlined in the Open Meetings Act. If a closed meeting is called, all applicable procedures will be followed as outlined in the Open Meetings Act.

5.8 Quorum. A quorum shall consist of a majority of the serving Board members.

5.5.1 If a quorum is not present, the Board may discuss matters of interest, but can take no action until the next regular or special meeting

5.9 Duty to Vote. All members of the Board shall have the duty to vote on matters before the DDA and shall not abstain on any matter except where there is a conflict of interest. If no member states opposition to the motion, it shall be deemed to have passed unanimously and shall be so recorded. In the event a member votes “no”, a roll call shall be conducted.

ARTICLE VI: COMMITTEES

6.1 The Board may have committees. Committees shall be established by the Board and listed by name and with a definition of their purpose and scope. Committee members will be members of the Board. Special committees may be established for a specific period of time by the Chair or by a resolution of the Board which specifies the task of the special committee and the date of its dissolution.

ARTICLE VII: ANNUAL PLAN

7.1 Annual Plan. The DDA, consistent with the Act, will prepare an annual plan and include:

7.1.1 The amount and source of revenue in the account.

7.1.2 The amount in any bond reserve account.

7.1.3 The amount and purpose of expenditures from the account.

7.1.4 The amount of principal and interest on any outstanding bonded indebtedness.

7.1.5 The initial assessed value of the project area.

7.1.6 The captured assessed value retained by the authority.

7.1.7 The tax increment revenues received.

- 7.1.8 The number of jobs created as a result of the implementation of the TIF plan.
- 7.1.9 Any additional information the governing body or the state tax commission considers necessary.
- 7.1.10 Current projects.
- 7.1.11 Fiscal year goals.
- 7.1.12 Long term projects
- 7.1.13 Anticipated capital expenditures.

ARTICLE VIII: GENERAL

- 8.1 Effective Date. These By-Laws shall become effective upon approval of the City Council.
- 8.2 Amendment of By-Laws. These By-Laws may be amended by the DDA at any regular meeting, provided that all members have received an advance copy of the proposed amendment(s) prior to the meeting at which such amendments are to be considered.

ARTICLE IX: INDEMNITY

- 9.1 Indemnity. Any member of the Board shall be indemnified in connections with any threatened, pending or completed action, suit or proceeding to which he or she was or is a party or is threatened to be made a party by reason of his or her being or having been a member of the Board; provided, however, that no person shall be indemnified or reimbursed in relation to any matter in any action, suit or proceeding to which he or she has been adjudged to have been guilty of or liable for gross negligence, willful misconduct or criminal acts in the performance of his or her duties to the DDA.

Adopted by the City of West Branch Downtown Development Authority on _____, 2018.

Chairperson, Samantha Fabbri

Approved by the City Council of the City of West Branch on _____, 2018.

City Clerk/Treasurer, John Dantzer

EXHIBIT A

Beginning at the southeast corner of Lot 9, Block 12, of the recorded plat of D. Wright and Co. Addition to the City of West Branch; thence north along the east line of said block to a point 41.0 feet north of the southeast corner of Lot 8, Block 12, thence west to a point intersecting the southerly line of Lot 8, thence northwesterly along Lot 8, to the southwest corner of the alley; thence west along the south line of Lot 12, Block 12, to the center of Second Street; thence south along said center line to a point 17.0 feet south of Lot 3, Block 3 of the recorded plat of R.H. Weidemann and Co. Addition to the City of West Branch; thence west along said line to the west side of the alley; thence north along the west side of alley to a point 44.0 feet north of the southeast corner of Lot 9, thence west along said line to the centerline of Third Street; thence south along centerline to a point in line with the north line of Lot 1, Block 2, thence west along said line to the west side of alley; thence south along west side of alley 30.0 feet; thence west along said line to the west right-of-way line of Fourth Street; thence north to the northeast corner of Lot 2, Block 1; thence west along said line to the east side of alley; thence north along the east side of alley to the midpoint of Lot 5, Block 1, thence east to a point in the centerline of Fourth Street; thence south 57.0 feet; thence east 129.5 feet; thence north to the line of Lot 9, thence east to the west line of alley; thence north along west line of alley to West Branch of Rifle River; thence northwesterly along said river to the centerline of Fourth Street, thence south along centerline to a point eight feet south of north line of Lot 7, Block 9, of the recorded plat of D. Wright and Co. Addition to the City of West Branch, thence to the east right-of-way line of Fifth Street to the northwest corner Lot 5, Block 9, thence east along the north line of Lot 5, to a point 50.0 feet west of the right-of-way of Fourth Street; thence north to the north line of Lot 2, Block 9, thence west to the centerline of Fifth Street; thence south to a point in line with the north line of Block 4, of the recorded plat of R.H. Weidemann and Co. Second Addition to the City of West Branch; thence west to a point midway on the north line of Lot 11, Block 3, thence north 33.0 feet; thence north $18^{\circ}23'10''\text{E}$ 110.3 feet to the right-of-way of railroad spur; thence northwesterly along said railroad spur to the centerline of Seventh Street; thence south along centerline to a point 70.0 feet north of the northeast corner of Lot 1, Block 2, of the recorded plat of R.H. Weidemann and Co. Second Addition to the City of West Branch; thence westerly to the northeast corner of Lot 10, Block 2; thence south along said east side of Lot 10, 37.0 feet; thence west to the centerline of Eighth Street; thence south to the north right-of-way of Houghton Avenue; thence west to the midpoint of Lot 2, Block 1; thence north 66.0 feet parallel with the east and west boundaries; thence northwesterly to the northwest corner of Lot 2; thence north to the northeast corner of Lot 10, Block 1; thence west to the easterly right-of-way of M-30 extended north; thence south along said right-of-way to the centerline of Houghton Avenue; thence east to a point in the centerline of Eighth Street; thence south along centerline of Eighth Street to a point intersecting with the south line of Lot 1, Block 2, of the recorded plat of the City of West Branch; thence east to the northwest corner of said Lot 9, Block 2; thence south along the west line to the southwest corner of said lot thence east along the south line of Lot 9, 66.0 feet; thence north to the southwest corner of Lot 8, Block 2, thence east to the northwest corner of Lot 9, Block 4; thence south to the southwest corner of Lot 10, Block 4; thence east to the centerline of Fifth Street; thence south to a point in line with the north right-of-way of Wright Street; thence east to the southeast corner of Lot 6, Block 7; thence north to the southwest corner of Lot 10, Block 7; thence east to the centerline of Second Street; thence north along centerline to a point intersecting with the south line of Lot 1, Block 8; thence east to the southeast corner of Lot 2, Block 8; thence south to the southwest corner of Lot 9; thence east to the southeast corner of Lot 9; thence north along First Street and the center of West Branch of the Rifle River to the north right-of-way of Houghton Avenue; thence east to the place of beginning.

Included is the original invoice that was received from the County along with the description of how they determined how to bill each municipality for the 911 services. I also included the minutes from the meeting in November when it was originally discussed and that it would be looked into later because the payment was not due until September 30, 2018. Chief Walters is off on vacation this week but we will be meeting Monday to go over this and will be reaching out to other municipalities as well as the EMS to see if they anticipate paying their portions. Once we talk with them, we will provide Council with a recommendation if the City should pay their portion at the meeting on Wednesday.

OGEMAW COUNTY TREASURER

DWIGHT MC INTYRE

P O Box 56

West Branch MI. 48661

989-345-0084

Fax 989-345-4939

10/02/2017

To **John Dantzer**
City of West Branch Clerk
121 N Fourth St
West Branch, MI 48661

QUANTITY	DESCRIPTION	AMOUNT
	City share of 911	5,270.07
SUBTOTAL		5,270.07
TOTAL DUE		5,270.07

Make all checks payable to: Ogemaw County

If you have any questions concerning the calculation of the amount billed,

call: Amy (989) 345-2911

DWIGHT MCINTYRE
OGEMAW COUNTY TREASURER
806 W. HOUGHTON AVENUE-ROOM 103
P.O. BOX 56
WEST BRANCH, MICHIGAN 48661
mcintyred@ocmi.us

PH: 989-345-0084

FAX: 989-345-4939

October 9, 2017

RE; 911 BILLING

To alleviate confusion on how the 911 billing was determined, I am enclosing a sheet that shows how the amounts were calculated, and a copy of a page, out of the contract, all townships and cities signed that justifies the billings.

Payment on this Bill is due by September 30, 2018, thank you.

Sorry about all the confusion.



Dwight McIntyre
Ogemaw County Treasurer

Municipality	Population	Percentage	\$ Amount
Churchill	1603	7.2613%	\$3,949.4744
Cummings	796	3.6057%	\$1,961.1863
Edwards	1390	6.2964%	\$3,424.6846
Foster	821	3.7190%	\$2,022.7813
Goodar	493	2.2332%	\$1,214.6543
Hill	1584	7.1752%	\$3,902.6622
Horton	997	4.5162%	\$2,456.4105
Klacking	617	2.7949%	\$1,520.1658
Logan	581	2.6318%	\$1,431.4689
Mills	4291	19.4374%	\$10,572.1738
Ogemaw	1118	5.0643%	\$2,754.5305
Richland	956	4.3305%	\$2,355.3946
Rose	1409	6.3825%	\$3,471.4968
West Branch T.	2628	11.9043%	\$6,474.8713
Rose City	653	2.9580%	\$1,608.8626
City of W.B.	2139	9.6893%	\$5,270.0722
SUM	22076	100.0000%	\$54,390.8900
Ogemaw County	22076		

Total amount to divide	\$54,390.89
Ogemaw Co General Fund	\$177,786.00
Ogemaw Co EMS	\$95,609.11
TOTAL	\$327,786.00

that it is billing within the District. Any service supplier who fails to collect such funds and timely remit them as provided in this Plan and Act, or to provide the reasonable accounting required hereby may be enjoined by the County Circuit Court from providing communication services to service users within the District and the 9-1-1 Board is authorized to sue such service supplier in the Circuit Court to obtain such injunctive relief and/or damage relief for the amount of unremitted surcharge that the service supplier should have provided to the County.

In the event that millage and/or 9-1-1 operational surcharge revenues are insufficient to cover the costs of financing the Central Dispatch, the County Board is authorized to negotiate fees for primary PSAP services rendered to public safety agencies and other emergency service providers dispatched by the Central Dispatch, and if such fees cannot be negotiated, to set them at reasonable and fair levels in relation to the estimated cost of the services actually delivered to the public or private safety agencies. Furthermore, the County Board is authorized to set a service user fee at reasonable and fair levels in relation to the estimated cost of the services actually delivered to the service user or on his or her behalf or on behalf of a person or entity receiving the benefit of the emergency public and/or private services. The County Board may impose such fees through resolution or implementing ordinance, including authorization to the State of Michigan District Court system to collect such fees from the party adjudicated at fault for creating the emergency service condition through civil and criminal infraction proceedings. The County Board may authorize the initiation of civil court proceedings to collect any such service user fee.

3) **Past Plans or Amendments**

These provisions are intended to modify, amend, supersede and replace any and all prior Plan or Plan Amendment. This Plan may be amended in any manner and at any time consistent with the Act.

EXPENDITURES

900.000 Bad Debt

999.702 Debt Cancellation	0	0
999.704 OPEB Catch Up	2,500	2,500
999.706 MERS Catch up	5,000	105,000
Total Bad Debt Expense	7,500	31,400

TOTAL EXPENSES	1,698,113	1,798,113
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Excess Expenditures	(57,662)	(157,662)
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Assigned MERS Paydown	100,000	0
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MOTION BY LAWRENCE, SECOND BY SCHAIBERGER, TO APPROVE THE MINUTES AND SUMMARY FROM THE MEETING HELD OCTOBER 16, 2017.

Yes — Bennett, Lawrence, Lucas, Schaiberger, Showalter, Tuttle, Weiler

No – None

Absent –None

Motion carried

* * * * *

MOTION BY SHOWALTER, SECOND BY SCHAIBERGER, TO RECEIVE AND FILE THE TREASURER'S REPORT AND INVESTMENT SUMMARY, A BUDGET AMENDMENT, THE DOWNTOWN DEVELOPMENT AUTHORITY MEETINGS HELD AUGUST 22, 2017 AND SEPTEMBER 26, 2017, AND THE AIRPORT BOARD MEETING HELD SEPTEMBER 20, 2017.

Yes — Bennett, Lawrence, Lucas, Schaiberger, Showalter, Tuttle, Weiler

No – None

Absent –None

Motion carried

* * * * *

Information on the additional fund request from the County for 911 was shared. Manager Grace noted that the invoice was not due for nearly a year and that she would recommend waiting to see what the EMS decision was going to be since they were a large portion of the additional funds.

A thank you from the Ogemaw County Genealogical & Historical Society was shared.

* * * * *

Member Showalter updated Council on his most recent MML Board meeting and that they are pushing to get things done before the State government goes into lame duck at the end of the year with their main focus being on municipal finance reform. He also updated Council on next year's annual MML convention.



West Branch Police Department

Chief Kenneth W. Walters

130 Page St.

West Branch, Michigan 48661

Phone: 989-345-2627 Fax: 989-345-0083

E-mail: police@westbranch.com

8/7/2018

West Branch City Council

Re: 911 Billing

As you may or may not recall, the Ogemaw County Commissioners have decided to bill all municipalities and townships in an attempt to cover their budget shortfalls and shore up 911. The City of West Branch was sent a bill for \$5,270.07, as our portion.

We have also determined that the Ogemaw County Commissioners plan to bill us, at a minimum of once more, next year. After next year, the billing could continue if their 911 millage fails.

Keep in mind that the Ogemaw County Commissioners failed to follow the county's 911 contract by failing to negotiate a billing price per their own contract. Secondly, essentially all tax payers will be "double dipped" as we already pay for 911 services. I am aware that several townships are refusing to pay this bill and ignoring it.

My recommendation, if you are on the fence regarding payment, would be to wait to make a decision until the last September council meeting, as the bill is due September 30th. This would allow us time to gather information regarding how many townships and municipalities are not going to pay it.

Sincerely,

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

Kenneth W. Walters - Acting City Manager

New Business

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

BILLS	\$77,566.92
<i>BILLS AS OF 9/7/18</i>	<i>\$77,566.92</i>
<i>Additions to Bills as of</i>	<i>\$0</i>
<i>Paid but not approved</i>	<i>\$0</i>
TOTAL BILLS	\$77,566.92

BILLS ARE AVAILABLE
AT THE MEETING
FOR COUNCIL'S REVIEW

Vendor Name	Amount	Description
AVI SYSTEMS INC	9,993.00	CHANNEL 191 EQUIPMENT
BADER & SONS CO	175.34	#73 & # 75
C2AE	2,917.61	FAIRVIEW/VALLEY PROJECT
CHARTER COMMUNICATIONS	319.92	POLICE & DPW PHONE & INTERNET
CINTAS	84.45	WWTP SUPPLIES
COMPUTER SUPPLIES & SERVICES	217.87	UTILITY BILLS
CONSUMERS ENERGY	3,107.98	ELECTRIC
DTE ENERGY	198.54	GAS AUGUST
ELHORN ENGINEERING COMPANY	858.00	VARIOUS SUPPLIES
ELIASON LAW OFFICE	807.90	LEGAL SERVICES AUGUST
ELM PROPERTIES	133.64	UB refund for account: 001962
FOSTER BLUE WATER OIL LLC	2,514.05	FUEL
GREAT LAKES TECH CONSULT LLC	774.98	IT SERVICES - WWTP
GREEN ACE HARDWARE	146.78	VARIOUS SUPPLIES
HOME DEPOT	26.80	VARIOUS SUPPLIES
MERS OF MICHIGAN	19,517.78	RETIREMENT AUGUST
MID MICHIGAN ASPHALT PAVING	3,964.00	PATCHING FOR WATER MAIN BREAK REPAIRS
MVW & ASSOCIATES INC	995.00	ASSESSOR CONTRACT SEPTEMBER
OGE MAW COUNTY HERALD ADLINER	163.62	ADS
OGE MAW COUNTY VOICE	73.95	FARMERS MARKET AD
OGE MAW TOWNSHIP CLERK	6,041.78	PA 425 MORGAN
PITNEY BOWES	34.99	MONTHLY METER FEE
POLICEONE.COM	325.00	BEEHLER TRAINING - TASER
PV BUSINESS SOLUTIONS	298.50	DPW OSHA JOURNAL
REPUBLIC SERVICES 237	9,520.73	GARBAGE SERVICES AUGUST
SCHMITT TIRE & GAS	25.00	TIRE REPAIR
SLC METERS LLC	5,625.00	BEACON AGREEMENT & TRAINING
UPS	50.97	POSTAGE
USA BLUE BOOK	238.07	WWTP SUPPLIES
VIC BOND SALES INC	20.99	VARIOUS SUPPLIES
VISA	1,654.93	VARIOUS CHARGES
WASTE MANAGEMENT INC	185.43	WWTP DUMPSTER
WEST BRANCH AUTOMOTIVE	404.97	DDA PORTION FROM JULY & REGULAR CHARGES
WEST BRANCH DIESEL REPAIR	616.00	WWTP TANKER INSPECTION/TIRES
WWTPA	5,533.35	ANNUAL PAYMENT FROM 572
TOTAL	77,566.92	



Name	City of West Branch	Date	7-25-2018
Address		Phone	
City		Cell	
Zip Code		Fax	
Job Name		Email	

We hereby submit specifications and estimate for:

[illegible]

TOTAL AMOUNT OF PROPOSAL:

\$2,079.00

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

Authorized Signature: Robert L. Winters Date: 7/25/18

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: _____

§ 33.02 PURCHASES OR CONTRACTS UNDER \$2,500.

Purchases of supplies, materials, equipment or services, the cost of which is less than \$2,500 may be made in the open market, but such purchases shall, where practical, be based on at least three competitive bids and shall be awarded to the lowest qualified bidder. An award to a bidder other than the lowest must be explained to City Council in writing before payment is issued. Such bids may be solicited over the telephone, by mail or in person, but in all cases such competitive bids shall be recorded and included in the request for payment to the City Council and kept on file.

(Ord. 231 passes 2-6-95)



Mid-Michigan Asphalt Paving

PO Box 849
West Branch, MI 48661

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



Name	City of West Branch	Date	7-25-2018
Address		Phone	
City		Cell	
Zip Code		Fax	
Job Name		Email	

We hereby submit specifications and estimate for:

Remove and replace section of road.	Cost
4 th Street, just north of Wright Street. 36' x 53'	
1. Saw cut asphalt at each end of section.	
2. Remove existing asphalt from site, haul away to recycle facility.	
3. Compact base gravel with vibratory roller.	
4. Place and grade additional gravel as needed to level up low areas.	
5. Pave asphalt, TWO COURSES, 1 1/2" base course + 1 1/2" top course equaling 3" thick, 13a bituminous mix.	\$6,318.00
Note: City to supply "road closed" signs for this project.	

TOTAL AMOUNT OF PROPOSAL:

\$6,318.00

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

Authorized Signature: Robert W. Winters Date: 7/25/18

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: _____

Request for Bids/Proposals
for
General Road Repair & Asphalt Patchwork

The City of West Branch is seeking competitive bids/proposals for the following road repair services:

(A) General Road Repair and Asphalt Patchwork

- The City of West Branch requests bids on asphalt patchwork as follows
- Contractor prepares surface for paving.

1. Patch work for price per sq. ft. @ 2" thick:

Up to 250 sq. ft. \$ 4.00 over 250 sq. ft. \$ 2.65

2. Patch work for the following seasons (September thru November 2017 and March thru November 2018) price per sq. ft. @ up to 3" thick:

Up to 250 sq. ft. \$ 4.00 over 250 sq. ft. \$ 3.00

Bids Due: Wednesday, September 13th @ 4:30 p.m.

Sealed bids stating "General Road Repair" on the envelope may be mailed, or delivered in person during regular business hours (Monday - Friday, 8:00 a.m. - 4:30 p.m.) to West Branch City Hall, 121 N. 4th St., West Branch, MI 48661. Further details regarding the above RFP can be obtained by contacting Acting DPW Superintendent Jeff Brindley at 989-387-0281 or by contacting City Hall at 989-345-0500 and asking for Clerk/Treasurer John Dantzer.

Pricing submitted in all bids is deemed valid and eligible for acceptance by the City of West Branch for a period of 180 days after receipt, unless indicated otherwise in the bid documents.

Bids will be opened at noon on Thursday, September 14th in the Council Chambers of West Branch City Hall, located at 121 N. 4th St., West Branch, MI, 48661, and will be on the agenda of the West Branch City Council Meeting scheduled for Monday, September 18th at 6:00 p.m., which also takes place in the Council Chambers of West Branch City Hall.

For all projects, the City of West Branch and the West Branch Area Waste Water Treatment Plant Authority both reserve the right to accept or reject any or all bids, to waive irregularities in bidding, and to accept bids which do not conform in every respect to bidding requirements. All bids received are deemed valid for a period of 180 days, unless indicated otherwise in the bid documents submitted. Performance bonds or other means of insuring that services purchased by the City (and/or the Wastewater Treatment Plant Authority) are properly performed shall be required of ALL vendors [such means of assurances should be specified in the bid documents submitted by vendors].

* * * * *

Bids were submitted for weed control throughout the City. Bids were received from TD Management and Central Pest Control. Bids were as follows:

TD Management

2017 Fall season - \$75/hour not to exceed \$4,500 a month labor and materials

2018 season - \$75/hour not to exceed \$3,000 a month labor and materials

Central Pest Control

\$53.85/ hour estimated at 130 hours for a total of \$7,000

MOTION BY BENNETT, SECOND BY TUTTLE, TO POSTPONE THE AWARDING OF THE CITY WEED CONTROL BID TO GATHER MORE INFORMATION.

Yes — Bennett, Lawrence, Lucas, Schaiberger, Showalter, Tuttle, Weiler

No – None

Absent –None

Motion carried

* * * * *

Bids were submitted for asphalt repairs throughout the City. Bids were received from Mid-Michigan Asphalt, Rieth Riley, and Hodgins Asphalt. Bids were as follows:

2" thick asphalt repairs.

Hodgins Asphalt \$4.30/sf for less than or equal to 250sf - \$2.70/sf for over 250sf

Rieth Riley \$8.50/sf for less than or equal to 250sf - \$6.50/sf for over 250sf

Mid-Michigan \$4.00/sf for less than or equal to 250sf - \$2.65/sf for over 250sf

3" thick asphalt repairs.

Hodgins Asphalt \$4.75/sf for less than or equal to 250sf - \$3.15/sf for over 250sf

Rieth Riley \$8.50/sf for less than or equal to 250sf - \$6.50/sf for over 250sf

Mid-Michigan \$4.60/sf for less than or equal to 250sf - \$3.00/sf for over 250sf

MOTION BY BENNETT, SECOND BY SCHAIBERGER, TO AWARD THE ASHPALT PATCHING BID AWARD TO MID-MICHIGAN ASPHALT AS PRESENTED.

Yes — Bennett, Schaiberger, Tuttle, Weiler

No – Lawrence, Lucas, Showalter

Absent –None

Motion carried

* * * * *

Approval of Council Minutes & Summary

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET ON MONDAY, AUGUST 20, 2018.

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

Present: Mayor Denise Lawrence and Council Members Joanne Bennett, Tim Schaiberger, Rusty Showalter, Aaron Tuttle, and Dan Weiler.

Absent: Council Member Mike Jackson

Other officers present: Treasurer/Clerk John Dantzer, DDA Chairperson Samantha Fabbri, Wastewater Superintendent Dan Robb, DPW Superintendent Mike Killackey, County Commissioner Bruce Reetz, City Attorney Gabrielle Dantzer, and Police Chief Ken Walters.

All stood for the Pledge of Allegiance.

* * * * *

As an addition to the agenda, Chief Walters and Mayor Lawrence presented Officer Michael Godfrey with an investigators award for his role in the homicide investigation of a City resident which lead to a conviction in the case.

As another addition to the agenda, County Commissioner Bruce Reetz gave a County update in which he noted they are working on the budget, obtained a grant for a transit bus, paid bills in the amount of \$134,894, noted the start of the new EMS building, noted they will have some new commissioners soon due to the election, and noted the 4H millage passed as well at the recent election.

* * * * *

Randy Falconello addressed Council with concerns over N. Valley St. being a truck route and that the amount of heavy traffic is causing damage to his home and asked to have Council look at having that road taken off as a truck route.

* * * * *

City Attorney Gabrielle Dantzer submitted her recommendations for changes to the proposed DDA bylaws.

Member Showalter asked about the inclusion of reporting requirements in the bylaws in case the State were to change them.

DDA Chairperson Samantha Fabbri noted that their intention was to keep the bylaws condensed so they were simple to follow.

MOTION BY SCHAIBERGER, SECOND BY SHOWALTER, TO FORWARD THE PROPOSED BYLAW CHANGES TO DDA FOR THEIR REVIEW.

Yes — Bennett, Lawrence, Schaiberger, Showalter, Tuttle, Weiler

No – None

Absent – Jackson

Motion carried

* * * * *

MOTION BY SHOWALTER, SECOND BY BENNETT, TO PAY BILLS IN THE AMOUNT OF \$33,037.84

Yes — Bennett, Lawrence, Schaiberger, Showalter, Tuttle, Weiler

No – None

Absent – Jackson

Motion carried

* * * * *

Chief/Interim Manager Ken Walters and Public Works Superintendent Mike Killackey updated Council on options for the funding of water infrastructure under Fairview Rd. and the concern that there is not enough time to apply for a Rural Development loan/grant.

Council Members Showalter and Schaiberger noted they would like to see about getting pricing to replace at the minimum the water infrastructure that is physically located under Fairview St.

MOTION BY SHOWALTER, SECOND BY SCHAIBERGER, TO POSTPONE DECISION ON THE FAIRVIEW RD WATER INFRASTRUCTURE PROJECT TO GATHER MORE INFORMATION.

Yes — Bennett, Lawrence, Schaiberger, Showalter, Tuttle, Weiler

No – None

Absent – Jackson

Motion carried

* * * * *

MOTION BY SCHAIBERGER, SECOND BY WEILER, TO APPROVE THE MINUTES AND SUMMARY FROM THE MEETING HELD AUGUST 8, 2018.

Yes — Bennett, Lawrence, Schaiberger, Showalter, Tuttle, Weiler

No – None

Absent – Jackson

Motion carried

* * * * *

MOTION BY SHOWALTER, SECOND BY SCHAIBERGER, TO RECEIVE AND FILE THE TREASURER'S REPORT AND INVESTMENT SUMMARY; MINUTES FROM THE AIRPORT BOARD MEETING HELD JULY 18, 2018; AND THE JULY POLICE REPORT

Yes — Bennett, Lawrence, Schaiberger, Showalter, Tuttle, Weiler

No – None

Absent – Jackson

Motion carried

* * * * *

A reminder about the joint work session with the DDA for August 22 at 6:00 pm was shared.

* * * * *

Council Member Tuttle congratulated Officer Godfrey for his investigation award

Council Member Bennett asked questions about the City website and the location of some DDA information on it.

Mayor Lawrence reminded everyone of the joint Council and DDA work session on August 22 at 6:00 pm.

Clerk/Treasurer Dantzer noted the City did receive a copy of the Fire Departments audit if anyone would like to review it.

Clerk Treasurer Dantzer noted that he received an email from Manager Grace asking Council if they were alright with having Chief Walters attend the MERS meeting on the City's behalf instead of her due to the recent birth of her daughter but noted that she would attend if Council would prefer her to attend.

It was the consensus of Council to have Chief Walters attend on the City's behalf.

* * * * *

Mayor Lawrence adjourned the meeting at 6:42 pm.

Denise Lawrence, Mayor

John Dantzer, Clerk

SUMMARY OF THE REGULAR MEETING OF THE WEST BRANCH CITY
COUNCIL HELD MONDAY, AUGUST 20, 2018.

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

Present: Mayor Lawrence, Council Members Bennett, Schaiberger, Showalter, Tuttle, and Weiler.

Absent: Council Member Jackson

Other officers present: Clerk/Treasurer Dantzer, DDA Chair Fabbri, WWTP Superintendent Robb, DPW Superintendent Killackey, County Commissioner Reetz, City Attorney Dantzer, and Chief Walters.

All stood for the pledge of allegiance.

As an addition to the agenda, Officer Michael Godfrey was presented an investigators award.

As another addition to the agenda, County Commissioner Reetz gave a County update.

Randy Falconello addressed Council with concerns of N. Valley St. being a truck route.

City Attorney Dantzer submitted her recommended changes to the DDA bylaws.

Council approved sending the recommending changes to DDA for their review.

Council approved bills in the amount of \$33,037.84

Council postponed a decision on a water infrastructure project for Fairview Rd.

Council approved the minutes and summary from the regular meeting held August 8, 2018.

Council received and filed the Treasurers Report and Investment Summary as well as the minutes from the Airport Board meeting held July 18, 2018 and the July Police Report.

Communication were shared.

Members Tuttle and Bennet as well as Mayor Lawrence, gave a report.

Clerk/Treasurer Dantzer gave a report.

Mayor Lawrence adjourned the meeting at 6:42 pm.

WORK SESSION OF THE WEST BRANCH CITY COUNCIL HELD JOINTLY WITH THE DDA IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET ON WEDNESDAY, AUGUST 22, 2018.

Mayor Denise Lawrence duly called the meeting to order at 6:00 p.m.

Present: Mayor Denise Lawrence and Council Members Joanne Bennett, Rusty Showalter, and Dan Weiler.

Absent: Council Member Mike Jackson, Tim Schaiberger, and Aaron Tuttle

Other officers present: City Manager Heather Grace, Treasurer/Clerk John Dantzer, Deputy Clerk Treasurer Michelle Frechette, DDA Chairperson Samantha Fabbri, Wastewater Superintendent Dan Robb, DPW Superintendent Mike Killackey, and County Commissioner Bruce Reetz.

All stood for the Pledge of Allegiance.

* * * * *

John Iacoangeli on behalf of Project Rising Tide discussed the DDA and the roles and responsibilities of the DDA and City Council.

* * * * *

Mayor Lawrence adjourned the meeting on behalf of both boards at 7:37 pm.

Denise Lawrence, Mayor

John Dantzer, Clerk

Consent Agenda

User: JOHN
DB: Westbranch City

Bank Code		Beginning Balance 09/01/2018	Total Debits	Total Credits	Ending Balance 09/30/2018
Fund	Description				
GEN1	GEN1 - GENERAL CHECKING				
101		633,090.27	11,383.34	833.33	643,640.28
150	CEMETERY PERPETUAL CARE	20,008.76	0.00	0.00	20,008.76
209	CEMETERY FUND	(5,541.38)	0.00	83.33	(5,624.71)
248	DDA OPERATING FUND	53,749.62	0.00	750.00	52,999.62
251	INDUSTRIAL PARK FUND	2,036.31	0.00	166.67	1,869.64
276	HOUSING RESOURCE FUND	191,201.90	707.71	0.00	191,909.61
318	SEWER DEBT FUND	92,337.54	2,018.75	0.00	94,356.29
319	WATER DEBT FUND	23,082.29	442.93	0.00	23,525.22
371	COLLECTION REPLACEMENT FUND	30,818.16	0.00	0.00	30,818.16
372	PLANT REPLACEMENT FUND (R&I)	9,748.71	34.17	0.00	9,782.88
390	SEWER FUND	234,963.49	2,132.77	5,000.00	232,096.26
391	WATER FUND	138,047.35	978.62	1,666.67	137,359.30
392	WATER REPLACEMENT FUND	281,432.43	0.00	0.00	281,432.43
393	SEWER COLLECTION	53,181.31	329.98	2,666.67	50,844.62
361	EQUIPMENT FUND	142,607.90	833.33	1,000.00	142,441.23
705	IRONS PARK ENTERTAINMENT FUND	1,885.43	0.00	0.00	1,885.43
707	YOUTH SAFETY PROGRAM	744.76	0.00	0.00	744.76
714	RECYCLING CENTER	5,394.63	0.00	0.00	5,394.63
	GEN1 - GENERAL CHECKING	1,908,789.48	18,861.60	12,166.67	1,915,484.41
M/LST	MAJOR/ LOCAL STREETS				
202	MAJOR STREET FUND	511,762.31	0.00	0.00	511,762.31
203	LOCAL STREET FUND	367,753.48	0.00	0.00	367,753.48
	MAJOR/ LOCAL STREETS	879,515.79	0.00	0.00	879,515.79
PAY	PAYROLL				
704	PAYROLL CLEARING	7,501.45	0.00	0.00	7,501.45
	PAYROLL	7,501.45	0.00	0.00	7,501.45
CHEM	SAVINGS				
101		435,344.28	0.00	0.00	435,344.28
150	CEMETERY PERPETUAL CARE	1,673.88	0.00	0.00	1,673.88
251	INDUSTRIAL PARK FUND	20,852.17	0.00	0.00	20,852.17
371	COLLECTION REPLACEMENT FUND	2,368.72	0.00	0.00	2,368.72
391	WATER FUND	26,121.75	0.00	0.00	26,121.75
392	WATER REPLACEMENT FUND	19,550.91	0.00	0.00	19,550.91
393	SEWER COLLECTION	781.26	0.00	0.00	781.26
361	EQUIPMENT FUND	103,292.86	0.00	0.00	103,292.86
714	RECYCLING CENTER	1,042.15	0.00	0.00	1,042.15
	SAVINGS	611,027.98	0.00	0.00	611,027.98
TAX	TAXES				
701	TAX AGENCY	(5,708.65)	601,491.07	594,491.07	1,291.35
	TAXES	(5,708.65)	601,491.07	594,491.07	1,291.35
	TOTAL - ALL FUNDS	3,401,126.05	620,352.67	606,657.74	3,414,820.98

CASH SUMMARY BY ACCOUNT FOR WEST BRANCH
FROM 09/01/2018 TO 09/30/2018
FUND: ALL FUNDS
INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 09/01/2018	Total Debits	Total Credits	Ending Balance 09/30/2018
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
		<hr/> 250,000.00	<hr/> 0.00	<hr/> 0.00	<hr/> 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	<hr/> 229,972.80	<hr/> 0.00	<hr/> 0.00	<hr/> 229,972.80
Fund 251	INDUSTRIAL PARK FUND				
004.300	CERTIFICATE OF DEPOSIT A	100,000.00	0.00	0.00	100,000.00
004.400	CERTIFICATE OF DEPOSIT B	100,000.00	0.00	0.00	100,000.00
	INDUSTRIAL PARK FUND	<hr/> 200,000.00	<hr/> 0.00	<hr/> 0.00	<hr/> 200,000.00
Fund 661	EQUIPMENT FUND				
004.300	CERTIFICATE OF DEPOSIT A	150,000.00	0.00	0.00	150,000.00
004.400	CERTIFICATE OF DEPOSIT B	100,000.00	0.00	0.00	100,000.00
	EQUIPMENT FUND	<hr/> 250,000.00	<hr/> 0.00	<hr/> 0.00	<hr/> 250,000.00
	TOTAL - ALL FUNDS	<hr/> 929,972.80	<hr/> 0.00	<hr/> 0.00	<hr/> 929,972.80

West Branch
JOURNAL ENTRY
JE: 10021

Post Date: 09/06/2018
Entry Date: 09/06/2018
Description: MOVE FUNDS FOR CABLE EQUIPMENT

Entered By: JOHN
Journal: BA

GL #	Description	DR	CR
101-228.000-977.700	CAPITAL ACQUISITIONS		9,000.00
101-228.000-956.700	EXPENSES	7,000.00	
101-228.000-801.700	CONTRACTUAL SERVICES	2,000.00	
	Journal Total:	9,000.00	9,000.00

APPROVED BY: _____

**City of West Branch
Downtown Development Authority (CWBDDA)
Rescheduled Meeting of June 26, 2018
Wednesday, July 11, 2018 ~ 6:00 pm
West Branch City Police Department, 130 Page Street, West Branch MI 48661**

The meeting was opened by Chairman Fabbri at 18:06.

ROLL CALL:

Present – Joanne Bennett, Joe Clark, Samantha Fabbri, Autum Hunter and Sandy Rabidue

Absent – Mayor Lawrence

Others – none

ADDITIONS TO THE AGENDA: None

APPROVAL OF MINUTES OF PREVIOUS MEETING:

Reviewed minutes from May 22, 2018. Kelli Collins praised for her exceptional work.

- **MOTION BY FABBRI TO ACCEPT THE MINUTES AS PRESENTED. SUPPORT BENNETT**
YES – Bennett, Clark, Fabbri, Hunter, Rabidue NO – none ABSENT – Lawrence

BILLS TO PAY/APPROVE:

Discussion on the West Branch Greenhouse credit. It was determined that the CWBDDA received credit on the plants that N Griffin and friends returned after doing the annual planting.

- **MOTION BY RABIDUE TO APPROVE THE PAID BILLS AND TO ACCEPT THE CREDIT FROM WEST BRANCH GREENHOUSE. SUPPORT CLARK**
YES – Bennett, Clark, Fabbri, Hunter, Rabidue NO – none ABSENT – Lawrence

FINANCIALS:

Clark discussed the stair project and what his understanding was on the payment. CWBDDA voted to do both projects. Clerk Dantzer advised on several ways to pay for it. Clark read a MEDC article in reference on how DDAs can borrow against future funds on projects to improve the downtown. He stated in the past the city council allowed the CWBDDA to borrow until the next funds arrived. Rabidue inquired if the MML offered courses that several might be able to attend to learn more on these type of DDA educational subjects. Clark has been in communication with D Rendon who is attempting to set up a meeting with J Lower to meet with the CWBDDA. CWBDDA will be seeking a written opinion of what are their financial responsibilities. Currently are trying to get compile information from as many sources as possible. Where does the CWBDDA get support and guidance?

Resolution #18-16 – Dialogue was that it appears that the CWBDDA fund ended the year in red. While no one is 100% sure that the steps project was completely paid in 17/18 it would appear so as the year ended with a negative \$3,325. Ask Dantzer to explain this at the next meeting. Were both projects paid for already? How and when can CWBDDA use the carryover?

BIDS: None

REPORTS AND/OR COMMENTS:

Chairman:

Flag, Banner, Holiday contact information email: this is the company CWBDDA previously purchased flags from. They are likely just touching base to see how to get the city's business again. Acknowledged

Resolution #18-16: see financials section

OMA violations act – it was determined based on the research shared from Dantzer and Collins that the CWBDDA was not in violation of the OMA. All may continue to attend open meetings and social events AS LONG AS CWBDDA BUSINESS IS NOT DISCUSSED. This is wonderful news for the CWBDDA and the City. No violations!

Shopping Guide – Emil Rousseau from the West Branch Visitors Bureau is looking for financial support to reprint the guide. CWBDDA has contributed the last 2 times. The group decided to tell Emil that as soon as they nail down the financials that support would be determined and that CWBDDA supports the intent. It appears the Bureau is looking for about \$3,000.

Members:

Bennett: attended a PRT meeting recently and John I and Mandi Chasey would like to be on the next meeting agenda. She praised John I and the knowledge that he can offer the CWBDDA. Open dialogue about PRT and the different roles.

Hunter: the fountain is black, slimy and moldy looking. It needs to be washed, shocked, something. Question for the leaders: Who owns these projects once they are completed?

Clark: for future informational purposes, the West Branch Retail Merchants Association functions under the auspices of the West Branch Chamber of Commerce. They share a FEIN and insurance policy.

Planning Commission:

No one represent.

NEW BUSINESS:

Bell tower flower watering schedule and instructions are helpful and wonderful in giving due credit to helpers. Thanked Bennett for watering.

UNFINISHED BUSINESS:

By-laws update – CWBDDA is unable to have the unfinished by-laws drafted by City Attorney G Dantzer. Chairman Fabbri has taken by-laws from 7 different cities and combined

the best of all of them to fit the City of West Branch CWBDDA. If there are parts or modification requests, she will be happy to add and delete topics. They should be ready for the next meeting. There may be a need to schedule a special meeting to review and modify. Hunter expressed the urgency of establishing the by-laws.

New DDA Act – Fabbri asked if each member would be willing to take a section of the new act and read it for anything that is relevant to the by-laws. She will provide everyone a section and the summary to read also. The vast majority of the new DDA act is reporting and transparency.

Administrative Costs – CWBDDA costs have gone from \$5,000 to \$9,000 in 3 years. CWBDDA is now looking at ways to 1) curtail these cost 2) track the requests and 3) get a break down of these costs. A new section to the minutes will be added to show the Administrative requests so as to help in this tracking.

FOIA Invoices – These invoices were not approved by the CWBDDA. The CWBDDA did not ask for the information. Manager Grace reported she was going to get the information, but did not tell or ask if the CWBDDA would pay for the FOIA costs. The information has still not arrived to the CWBDDA. Where is this information that the CWBDDA has paid for?

- **MOTION BY RABIDUE TO ATTEMPT RECOVERY OF THE \$600 FOIA FEES BY DRAFTING A LETTER TO CITY COUNCIL INITIALLY BASED ON THE AUTHORITY NOT HAVING APPROVED A SPEND FOR THE INFORMATION REQUESTED. SUPPORT HUNTER**
YES – Bennett, Clark, Fabbri, Hunter, Rabidue NO – none ABSENT – Lawrence

Ordinance/Policy on downtown benches and flower pots – Rabidue reported that Planning Commission and Denise Cline of NEMCOG loved the proposal and said to run with it.

Fabbri to draft a letter to City Council to ask for the FOIA funds to be returned.

ADJOURNMENT: Meeting adjourned at 19:36.

NEXT MEETING: Tuesday, July 24, 2018 at noon at West Branch City Hall

REGULAR MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY
HELD IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET,
TUESDAY, JULY 24, 2018.

Chair Fabbri called the meeting to order at 12:02pm.

Present: Joanne Bennett, Samantha Fabbri, Autum Hunter, Denise Lawrence, Sandy Rabidue

Absent: Joe Clark

Other officers present: John Dantzer, Michelle Frechette, John Iacoangeli

* * * * *

MOTION BY FABBRI, SECOND BY RABIDUE, TO EXCUSE MEMBER CLARK FROM THE MEETING.

Yes – Bennett, Fabbri, Hunter, Lawrence, Rabidue

No – None

Absent – Clark

Motion carried

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As an addition to the agenda, John Iacoangeli discussed project rising tide with Members. Brought up an additional avenue for revenue; creating a Principle Shopping District (PSD). Funds could be used for snow removal, maintenance, etc. The PSD assessment can be done by square foot or lineal foot. The PSD board is the DDA Board. The PSD/DDA would then invoice properties in the PSD – there is no option of opting out. The PSD can be different that the DDA District can be larger or smaller.

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MOTION BY FABBRI, SECOND BY HUNTER, TO APPROVE THE MINUTES FROM THE MEETING HELD JUNE 11, 2018.

Yes – Bennett, Fabbri, Hunter, Lawrence, Rabidue

No – None

Absent – Clark

Motion carried

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MOTION BY RABIDUE, SECOND BY HUNTER, TO PAY BILLS IN THE AMOUNT OF \$900.00

Yes – Bennett, Fabbri, Hunter, Lawrence, Rabidue

No – None

Absent – Clark

Motion carried

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Chair Fabbri gave the chairperson report. Discussion on Comic Con Event and shopping guide update.

Discussion on updating the bylaws. Hold a special meeting to review the draft version, make changes, finalize and approve on Wednesday, July 25, 2018 at 6:00pm at City Hall.

Discussion on the FOIA request – still waiting.

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Member Lawrence updated that the wayfinding signs are finally going up – at least one by exit 215.

Discussion regarding the round planters. Who is responsible for them, they should all be uniform. Was mentioned that each merchant is responsible for their own.

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Chair Fabbri adjourned the meeting at 1:30 pm.

SPECIAL MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY
HELD IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET,
WEDNESDAY, JULY 25, 2018.

Chair Fabbri called the meeting to order at 6:06pm.

Present: Joanne Bennett, Samantha Fabbri, Autum Hunter, Sandy Rabidue

Absent: Joe Clark, Denise Lawrence

Others present: Michelle Frechette, Beth Peszko

* * * * *

Discussion on the proposed bylaws.

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**MOTION BY RABIDUE, SECOND BY HUNTER, TO ACCEPT THE BYLAWS AND
SUBMIT TO CITY COUNCIL.**

Yes – Bennett, Fabbri, Hunter, Rabidue

No – None

Absent – Clark, Lawrence

Motion carried

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Chair Fabbri adjourned the meeting at 7:09pm.

WORK SESSION OF THE WEST BRANCH DDA HELD JOINTY WITH THE CITY COUNCIL IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET ON WEDNESDAY, AUGUST 22, 2018.

Mayor Denise Lawrence duly called the meeting to order at 6:00 p.m.

Present: Chairperson Samantha Fabbri, Board Members Joanne Bennet, Joe Clark, Autum Hunter, Denise Lawrence, and Sandy Rabidue (arrived at 6:08 pm)

Absent: None

Other officers present: City Council Members Rusty Showalter and Dan Weiler, City Manager Heather Grace, Treasurer/Clerk John Dantzer, Deputy Clerk/Treasurer Michelle Frechette, Wastewater Superintendent Dan Robb, DPW Superintendent Mike Killackey, and County Commissioner Bruce Reetz.

All stood for the Pledge of Allegiance.

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John Iacoangeli on behalf of Project Rising Tide discussed the DDA and the roles and responsibilities of the DDA and City Council.

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Mayor Lawrence adjourned the meeting on behalf of both boards at 7:37 pm.

City of West Branch Planning Commission Minutes for

July 24, 2018

Held at West Branch City Hall, 121 N. Fourth St

I. Called to order 6:04pm

II. Roll Call - Present- Denise Lawrence, Dan Weiler, Kara Fachting, Lisa Jensen, Bob David, Jan Hasty, Cori Lucynski Absent - Mike Jackson, Evelyn Schenk
Also present – Denise Kline from NEMCOG, John Dantzer

III. Pledge of Allegiance

IV. Public Hearings – none

V. Additions to Agenda - none

VI. Public Comment - none

VII. Site Plan Review – none

VIII. Sign Permit - none

IX. Unfinished Business - With Denise Kline from NEMCOG. The board went over proposed new Master Plan sections 3.33 through 3.40 as well as Goals and Objectives section.

X. Other New Business - none

XI. Approval of Minutes - *Motion by Bob David, second by Kara Fachting to approve minutes of Planning meeting held on July 10, 2018 with corrections as follows : Spelling correction of Cori Lucynski name, add Mike Jacksons reason for being absent as he was ill, and this information was provided to the board prior to the meeting, add that the board went over section '3.33 Signs' of proposed zoning at length, typo of date in section 10 should be corrected to July 16, 2018.

XII. Communications -Jan Hasty said she was not aware of a planning meeting being held on July 10, as she does not have email. John Dantzer will notify her of upcoming meetings.

XIII. Reports and/or Comments – Bob David would like Kelli Collins to send notice to K of C to mow their field. Denise Lawrence will notify all board members of upcoming meetings - Rising Tide, DDA, Joint Planning with township boards etc. Wayfaring signs being put up are pending MDOT schedule. The next City Council meeting will be held on Wednesday, August 3, 2018 at 6:00 pm at City Hall. Denise has been unable to reach Mayor Pro Tem Tim Schaiberger and had to reschedule the meeting. No other member reports.

XIV. Public comment - none

XV. Adjournment 8:30 pm.

Next Planning Commission meeting to be held on August 14, 2018 at 6:00 pm. Chair David will contact Board members if nothing is on the agenda. If there is nothing, meeting will not be held. Following meeting will be held on August 28, 2018.

Minutes taken and typed by Lisa Jensen, Planning Secretary 2018

Communications



AuSable Valley Community Mental Health Authority

Joseph Stone, Board Chairperson
Diane C. Pelts, M.A., Chief Executive Officer

August 28, 2018

Dear Community Partner,

I am writing to inform you of some upcoming advances to the way our agency offers employment services. AuSable Valley CMHA has retained the services of Do All, Inc. to provide employment services to our consumers. It is our goal that they will receive the same or better quality services by receiving those services through an agency that specializes in obtaining and supporting employment for consumers. In order to facilitate this process, I would like to invite you to attend one of the informational meetings listed below to learn more about Do All, Inc and to allow you an opportunity to get your questions answered directly from the experts. Both meetings will begin at 2pm. You are welcome to attend either or both sessions. Please RSVP to Mindy Rhodes at the phone number listed below at least 24 hours in advance so we can assure adequate materials are available. Thank You and we look forward to witnessing the advancement of our consumers and employment services throughout the coming years!

West Branch Office:
St. Vincent's Training Room
September 7, 2018

Oscoda:
Oscoda Main Office
September 14, 2018

Please feel free to attend whichever date best suits your schedule. Do All, Inc. does have a website if you would like to review it to become familiar with their services prior to the meeting. It is: doallinc.org

Sincerely,

Teresa Tokarczyk, MSW, LMSW
Chief Clinical Officer
511 Griffin
West Branch, MI 48661
(989)345-5540

ADMINISTRATIVE OFFICE:

P.O. Box 310
1199 W. Harris Ave.
Tawas City, MI 48764
(989) 362-8636
FAX (989) 362-7800

P.O. Box 148
42 N. Mt. Tom Rd.
Mio, MI 48647
(989) 826-3208
FAX (989) 826-6779

5671 Skeel Rd.
Suite 6
Oscoda, MI 48750
(989) 747-3036
FAX (989) 747-3037

P.O. Box 218
5805 Cedar Lake Rd
Oscoda, MI 48750
(989) 739-1469
FAX (989) 739-9901

511 Griffin
West Branch, MI 48661
(989) 345-5571
FAX (989) 345-4111



Please visit us at: www.avcmh.org

**STATE OF MICHIGAN
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION**

**NOTICE OF HEARING
FOR THE ELECTRIC
CUSTOMERS OF
CONSUMERS ENERGY COMPANY
CASE NO. U-20171**

- Consumers Energy Company requests Michigan Public Service Commission's approval to reconcile its Renewable Energy (RE) plan revenues and expenses for 2017.
- The information below describes how a person may participate in this case.
- You may call or write, Consumers Energy Company, One Energy Plaza, Jackson, MI 49201-2276, (800) 477-5050 for a free copy of its application. Any person may review the application at the offices of Consumers Energy Company.
- The Prehearing conference in this matter will be held:

DATE/TIME: **Friday, September 14, 2018, at 9:00 A.M.**

BEFORE: Administrative Law Judge Suzanne D. Sonneborn

LOCATION: Michigan Public Service Commission
7109 West Saginaw Highway
Lansing, Michigan 48917

PARTICIPATION: Any interested person may attend and participate. The hearing site is accessible, including handicapped parking. Persons needing any accommodation to participate should contact the Commission's Executive Secretary at (517) 284-8090 in advance to request mobility, visual, hearing or other assistance.

The Michigan Public Service Commission (Commission) will hold a hearing to consider Consumers Energy Company's (Consumers Energy) July 2, 2018 application requesting the Commission to: 1) determine that Consumers Energy's 2017 RE cost reconciliation is reasonable and meets all relevant requirements under Act 295, as amended; 2) reconcile the pertinent revenues recorded and the allowance for the non-volumetric revenue recovery mechanism with the amounts actually expensed and projected according to Consumers Energy's plan for compliance; 3) establish a price per megawatt hour for renewable energy and advanced cleaner energy capacity and for renewable energy and advanced cleaner energy to be recovered through the power supply cost recovery clause of \$79.19 per megawatt hour; 4) utilize surplus Energy Waste Reduction Credits from 2017 to offset future renewable energy requirements; and 5) other relief.

**STATE OF MICHIGAN
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION**

**NOTICE OF HEARING
FOR THE ELECTRIC
CUSTOMERS OF
CONSUMERS ENERGY COMPANY
CASE NO. U-20275**

- Consumers Energy Company requests Michigan Public Service Commission for approval of an electric rate case self-implementation reconciliation for Case No. U-18322.
- The information below describes how a person may participate in this case.
- You may call or write, Consumers Energy Company, One Energy Plaza, Jackson, MI 49201-2276 for a free copy of its application. Any person may review the application at the offices of Consumers Energy Company.
- The Prehearing conference in this matter will be held:

DATE/TIME: **Tuesday, September 18, 2018, at 10:00 A.M.**

BEFORE: Administrative Law Judge Sharon L. Feldman

LOCATION: Michigan Public Service Commission
7109 West Saginaw Highway
Lansing, Michigan 48917

PARTICIPATION: Any interested person may attend and participate. The hearing site is accessible, including handicapped parking. Persons needing any accommodation to participate should contact the Commission's Executive Secretary at (517) 284-8090 in advance to request mobility, visual, hearing or other assistance.

The Michigan Public Service Commission (Commission) will hold a hearing to consider Consumers Energy Company's (Consumers Energy) July 30, 2018 application (amended August 10, 2018), requesting Commission approval to: 1) issue the refund required pursuant to MCL 460.6a(2) with respect to the provisional rates implemented by Consumers Energy in Case No. U-18322 for the period October 1, 2017 through March 31, 2018 is \$33.6 million, which includes the over-recovery amount plus interest of approximately \$3,074,000, in the February 2019 billing month; 2) approve Consumers Energy's proposed integration of the remaining residual balances greater than \$50,000 in connection with the reconciliation of the self-implemented electric rate increase from September 1, 2016 to March 6, 2017 approved in Case No. U-18381 into its refund calculations; 3) direct that the refunded amounts be returned to customers during the February 2019 billing month by means of a negative surcharge added to customers' bills; 4) approve the negative surcharges included in the tariff sheet for the February 2019 billing month; and 5) other relief.

Reports

Mayor

Council

City Manager

Public Comment -Any Topic

Adjournment