

-- AGENDA --

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL TO BE HELD VIA VIDEO CONFERENCE IN THE COUNCIL CHAMBERS AT WEST BRANCH CITY HALL, 121 N. FOURTH ST. ON MONDAY, APRIL 6, 2020, BEGINNING AT 6:00 P.M.

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

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Scheduled matters from the floor
- V. Public Hearing
- VI. Additions to the agenda
- VII. Public Comment on Agenda Items Only (limited to 3 minutes)
- VIII. Bids
- IX. Unfinished Business
- X. New Business
 - A. Bills
 - B. Approval of special event permits – Independence Parade and circus
 - C. Approval of banner application – Surline PTO
 - D. West Branch Council Goals
 - E. Appointments of members Brownfield Redevelopment Authority Board
 - F. Approval of CDBG application
 - G. Resolution 20-08

- XI. Approval of the minutes and summary from the meetings held March 16, 2020 and the minutes and summary from the special meeting held March 18, 2020
- XII. Consent Agenda
 - A. Treasurers report and investment summary
 - B. Board of Review minutes from the meeting held March 9, 2020
 - C. March Code Enforcement Report
- XIII. Communications
- XIV. Reports and/or comments
 - A. Mayor
 - B. Council
 - C. Manager
- XV. Public comment any topic
- XVI. Adjournment

UPCOMING MEETINGS-EVENTS

April 20 City Council meeting 6:00 pm

Call to Order

Roll Call

**Pledge of
Allegiance**

Scheduled Matters from the Floor

Public Hearings

Additions to the Agenda

Public Comment -Agenda Items

Bids

Unfinished Business

New Business

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

BILLS	\$54,965.54
<i>BILLS AS OF 4/3/20</i>	<i>\$54,965.54</i>
<i>Additions to Bills as of</i>	<i>\$0</i>
<i>Paid but not approved</i>	<i>\$0</i>
TOTAL BILLS	\$54,965.54

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

Vendor Name	Amount	Description
ADVANCED CHEMICAL & SUPPLY INC	282.90	WWTP SUPPLIES
BADGER METER	581.17	CELLULAR SERVICE MARCH
BENNETT, JOANNE	29.70	PEPSI REIMBURSEMENT
CHARLES WANGLER SALES	86.00	#64 PARTS
CHARTER COMMUNICATIONS	265.12	PHONE & INTERNET CITY HALL
CINTAS	140.49	WWTP SAFETY SUPPLIES
CONSUMERS ENERGY	2,764.91	ELECTRIC
CORO MEDICAL	6,509.99	AED
DLL FINANCIAL SERVICES INC	70.08	POLICE COPIER
DTE ENERGY	1,803.74	GAS
EJ USA INC	330.64	WATER PARTS
FOSTER BLUE WATER OIL LLC	1,257.22	FUEL
KIWANIS CLUB OF WEST BRANCH	81.00	FRANK KIWANIS DUES
LJL FARMS LLC	150.00	RENT/REIMBURSEMENT - HAY
MEDLER ELECTRIC CO	13.15	WWTP SUPPLIES
MERS OF MICHIGAN	19,464.28	RETIREMENT MARCH
MICHIGAN PIPE & VALVE	323.00	WATER SUPPLIES
MUTT MITT	386.61	MUTT MITTS
MWEA	77.00	WEBER MEMBERSHIP
MWEA	77.00	KIRBY MEMBERSHIP
NORTH COUNTRY OUTFITTERS	804.50	AMMO
OGEMAW COUNTY EMERGENCY DISPATCH AU	25.00	WARRANT ENTRIES
OGEMAW COUNTY HERALD ADLINER	232.34	ADS
PITNEY BOWES	34.99	MONTHLY FEE POSTAGE METER
PREMIER AERIAL & FLEET INSPECTIONS	560.00	INSPECTION
REPUBLIC SERVICES 237	12,936.24	GARBAGE SERVICES MARCH
SCHINDLER ELEVATOR CORPORATION	187.56	WWTP QUARTERLY ELEVATOR
STATE OF MICHIGAN	3,369.43	FAIRVIEW/VALLEY PROJECT
TRACTOR SUPPLY CREDIT PLAN	49.59	SUPPLIES
UNITED STATES POSTMASTER	333.90	POSTAGE
USA BLUE BOOK	854.25	SUPPLIES
VERIZON WIRELESS	109.85	CELL PHONES
VIC BOND SALES INC	10.79	WWTP SUPPLIES
VILLAGE QUIK LUBE	460.68	POLICE REPAIR
WASTE MANAGEMENT INC	206.15	WWTP DUMPSTERS
WEST BRANCH AUTOMOTIVE	96.27	SUPPLIES
TOTAL		54,965.54

I have two events I would like to get approved for in July. I hope to REALLY make this Independence Day weekend a blast for all!!!

Wednesday, July 1st- Culpepper & Merriweather Circus

Friday, July 3rd: Fireworks

Saturday, July 4th: Independence Day Parade

Sunday, July 5th- ??? Maybe an organization or someone would like to do a pancake breakfast or something in the park?

Two Events:

Independence Day Parade on Saturday, July 4th

Culpepper & Merriweather Circus on Thursday, July, 2nd- This will be the 3rd time I bring this family owned circus. They do a great job. Frank just so you know they utilize the field by the middle school.

They were here in 2016 and 2018. They are organized and kids can visit, see animals beforehand and ask questions. They also encourage the community to watch the big tent go up.

Heather Neuhaus, Executive Director, IOM

West Branch Area Chamber of Commerce

989-345-2821 www.wbacc.com

West Branch Visitors Bureau

www.vistwestbranch.com

City of West Branch

Special Event Permit



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

Event Name: Independence Day Parade

Event Date: July 4, 2020 Start Time: 6pm End Time: 7pm

Name of Sponsoring Organization: West Branch Area Chamber of Commerce

Address: 422 W. Houghton Ave, West Branch, MI 48661

Contact Person: Walter Nehaus Phone Number: 989-345-2821

Describe the purpose of this event: Parade for businesses and

Organizations to promote with floats etc. and for the community

Point of Assembly: Giffin Valley to Houghton to 8th to View.

Proposed Route (start to finish, attach route diagram): Close Houghton
SAME 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 ☐

Chief of Police

Ogemaw County Posse - services NOT needed ☐ arrangements have been made ☐

Chief of Police

The applicant for a Special Event Permit and any other persons, organizations, firms or corporations on whose behalf the corporation is made, by filing this Permit, do represent, stipulate, contract and agree that they will jointly and severally indemnify and hold the City of West Branch harmless against liability for any and all claims for damage to property, injury to or death of persons arising out of or resulting from the issuance of this Permit or the conduct of the Event or its participants.

Initials of Applicant

Signature

Date

City of West Branch

Special
Event
Permit



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

Event Name: Culpepper + Merrillweather Circus
Event Date: July 1, 2020 Start Time: Show Times 5pm + 7:30pm End Time:

Name of Sponsoring Organization: West Branch Area Chamber of Commerce

Address: 422 W. Houghton Ave, West Branch, MI 48661

Contact Person: Heather Newbaws Phone Number: 989-345-2821

Describe the purpose of this event: Family event. This will be the 3rd time this circus has come to West Branch.

Point of Assembly: Circus will set up day before.

Proposed Route (start to finish, attach route diagram): Syrline Middle School Field

In an effort to help your event run smoothly you must make sure the following departments are aware of and/or can staff your event. **Please obtain signatures from each department listed advising us that they are aware:**

West Branch City Police - services NOT needed ☐ arrangements have been made ☐

Chief of Police

Ogemaw County Posse - services NOT needed ☐ arrangements have been made ☐

Chief of Police

The applicant for a Special Event Permit and any other persons, organizations, firms or corporations on whose behalf the corporation is made, by filing this Permit, do represent, stipulate, contract and agree that they will jointly and severally indemnify and hold the City of West Branch harmless against liability for any and all claims for damage to property, injury to or death of persons arising out of or resulting from the issuance of this Permit or the conduct of the Event or its participants.

Initials of Applicant

Signature

Date

Michelle Frechette

From: Ken Walters <waltersk@westbranch.com>
Sent: Friday, April 03, 2020 11:19 AM
To: Heather Neuhaus
Cc: John Dantzer
Subject: Re: Two Events

John,

I'm good with both. We will provide assistance with the 4th parade. Services should not be needed for the circus unless requested.

Ken

On Fri, Apr 3, 2020 at 11:01 AM Heather Neuhaus <wbchamberdirector@gmail.com> wrote:
Hi John,
Attached are the two events. They just need signed by Ken. I have copied him in this email.

Thanks

On Fri, Apr 3, 2020 at 10:52 AM Frank Goodroe <citymanager@westbranch.com> wrote:

I will bring it to the City Council on Monday, April 6th at our remote meeting at 6.

From: Heather Neuhaus <wbchamberdirector@gmail.com>
Sent: Friday, April 03, 2020 9:52 AM
To: John Dantzer <clerktreasurer@westbranch.com>; Frank Goodroe <citymanager@westbranch.com>
Subject: Two Events

Good afternoon John and Frank,

I have two events I would like to get approved for in July. I hope to REALLY make this Independence Day weekend a blast for all!!!

Wednesday, July 1st- Culpepper & Merriweather Circus

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They were here in 2016 and 2018. They are organized and kids can visit, see animals before hand and ask questions. They also encourage the community to watch the big tent go up.

Because I can't go propose these two events to the City Council how do we do this?

Thank you so much.

--

Heather Neuhaus, Executive Director, IOM

West Branch Area Chamber of Commerce

989-345-2821 www.wbacc.com

West Branch Visitors Bureau

www.vistwestbranch.com



West Branch
VISITORS BUREAU

2020 Premier Sponsors:

Culligan of West Branch

Morse Clark Furniture Company

Diebold Insurance Agency

The Home Depot

McLaren

Griffin Beverage Company

Lake Ogemaw Marina

MidMichigan Health

Ogemaw County Title & Escrow Agency

Sunrise Side Towing

Forward Conference Center

Mercantile Bank

Warblers Cove Family Campground and RV Resort

Shots With Love Photography

Hart Buick GMC

West Branch Veterinary Services

Chemical Bank A Division of TCF

West Branch Rose City Automotive

Dean Arbour Ford of West Branch

Lucynski Services

--

Heather Neuhaus, Executive Director, IOM

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Shots With Love Photography

Hart Buick GMC

West Branch Veterinary Services

Chemical Bank A Division of TCF

West Branch Rose City Automotive

Dean Arbour Ford of West Branch



**WEST BRANCH
POLICE DEPARTMENT**

KENNETH W. WALTERS
Chief of Police

130 Page Street, West Branch, MI 48661

Office: (989) 345-2627

Cell: (989) 942-4836

Fax: (989) 345-0083

Email: waltersk@westbranch.com



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

Name of Organization Surline Elem PTO

Address 147 State St WB MI 48661

Contact Person & Phone Number Leah Pauley 312-2725

Applications are subject to City Council approval and conditions.

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

Message displayed on banner: Surline PTO Color Run 1st Friday in June

Banner to be displayed: FROM 5 / 25 / 2020 TO 6 / 8 / 2020

Leah Pauley
Signature

For Office Use Only

Application Number _____

Placement of banner approved at Council meeting held on _____

Conditions approved by City Council on 5/7/18.

Called on ____ / ____ / ____

City Council Goals and Objectives

The West Branch City Council met at the West Branch Airport Conference Room From 10:00AM – 3:00 PM on Saturday February 29, 2020 to set the goals and objectives for 2020.

2020

Goal One - Sense of Place: West Branch will become a prime destination to live, work, and play, by doing the following:

Improve branding

At least fifty percent of all businesses will incorporate the City logo in their business promotions. There will be one hundred percent consistency in using City branding in all City communications and publications. The City will continue to review and coordinate branding with local and regional partners.

Collaboration

The City will develop 2-3 new Ogemaw & Arenac Roundtable (OAR) strategies and implement and partner with the CRC on sharing resources.
The City will continue to participate in the mayor exchange program.
The City will participate in a joint meeting with the West Branch/Rose City School Board.
The City will participate in a joint meeting with the COOR ISD Board.

Goal Two – Thriving Vibrant Downtown Experience: The City will continue to support a thriving downtown experience by doing the following:

Downtown Development Authority (DDA)

The City will participate in the Main Street Program.

The City will review DDA boundaries.

The City will explore hiring a DDA Director.

The City will explore and research a downtown facade program.

Economic Development

The City will participate in Vision Keepers to develop an Economic Development Strategy.

Infrastructure

The City will evaluate and assess the status of accessibility, walkability, sidewalks, roads, and parking.

The City will engage residents to participate in the Downtown Streetscape Program

Goal Three – Fiscal Sustainability: The City will continue to be a responsible steward of funds through:

Developing Financial Partnerships

The City will identify 2-3 new projects and recruit sponsors for each.

The City will research 2-3 State and Federal agencies to partner with.

Long Term Capital Improvement Budget

The City will review and update the six-year capital improvement budget.

The City will implement the recommendations of the capital improvement budget.

Goal Four – Establish a Learning Community: The City will communicate and educate its' residents through the following:

Learning Community

The City will educate and share knowledge through a revised social media policy.

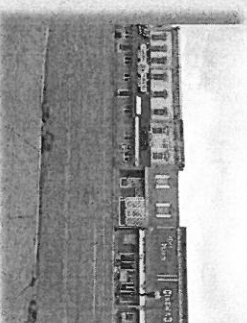
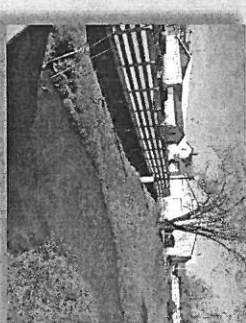
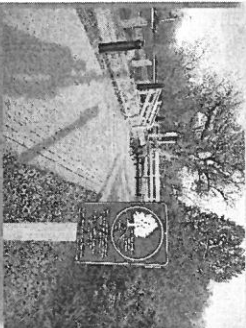
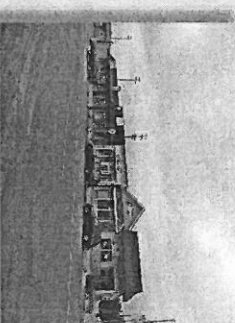
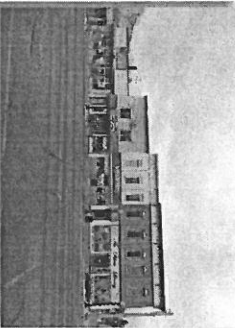
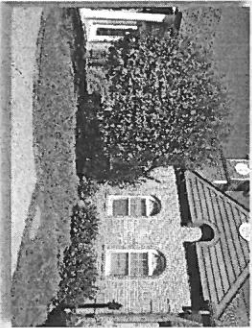
The City will develop 2 - 4 new communication tools with the community.

Social Issues

The City will identify and provide resources on social issues such as child care, homelessness, housing, suicide prevention, mental health and substance abuse issues.

State of the City Dinner

The City will improve community engagement in City-wide issues by implementing a State of the City Fundraising Dinner.



BROWNFIELD REDEVELOPMENT AUTHORITY

Pursuant to MCL 125.2655, Board for the City of West Branch shall:

Not less than 5 nor more than 9 persons appointed by the chief executive officer of the municipality subject to the approval of the governing body. Of the initial members appointed, an equal number, as near as practicable, shall be appointed for 1 year, 2 years, and 3 years. A member shall hold office until the member's successor is appointed and qualified. Thereafter, each member shall serve for a term of 3 years. An appointment to fill a vacancy shall be made by the chief executive officer of the municipality for the unexpired term only. Members of the board shall serve without compensation, but shall be reimbursed for reasonable actual and necessary expenses.

	APPOINTED	TERM	EXPIRATION
Dan Grenier	4/6/2020	1 YEAR	4/6/2021
Alan Bruder	4/6/2020	1 YEAR	4/6/2021
Mark Dantzer	4/6/2020	2 YEAR	4/6/2022
Ryan Munson	4/6/2020	2 YEAR	4/6/2022
Kim Ervans	4/6/2020	3 YEAR	4/6/2023
Frank Goodroe	4/6/2020	3 YEAR	4/6/2023
John Dantzer	4/6/2020	3 YEAR	4/6/2023

IDENTIFICATION OF UGLG

Project Title/Name: Gathering Place pocket park

UGLG CONTACT INFORMATION		FUNDING SOURCES (indicate all funding sources)									
Unit of General Local Government	City of West Branch	CDBG Grant	\$ 606,912.30								
Chief Elected Official	Name: Paul Frechette Title: Mayor	CLP/RLF	\$ 0								
Chief Elected Official Phone and Email	Ph. 989-345-0500 Fx. 989-345-4390 frechettewbmayor@westbranch.com	UGLG	\$ 67,434.70								
Street/PO Box	121 N. Fourth St.	Private	\$ 0								
City	West Branch		\$								
State/Zip	MI, 48661		\$								
County	Ogemaw	TOTAL	\$ 674,347.00								
UGLG Project Contact (PC)	Name: Frank E. Goodroe Title: City Manager	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d3d3d3;"> <th colspan="2" style="text-align: center;">UGLG INFORMATION</th> </tr> </thead> <tbody> <tr> <td style="width: 50%;">UGLG DUNS # 109298380 http://www.dnb.com/duns-number.html</td> <td style="width: 50%;"></td> </tr> <tr> <td>UGLG Federal ID # 38-6004600</td> <td></td> </tr> <tr> <td>UGLG Fiscal Year July 1 to June 30 (month start and end)</td> <td></td> </tr> </tbody> </table>		UGLG INFORMATION		UGLG DUNS # 109298380 http://www.dnb.com/duns-number.html		UGLG Federal ID # 38-6004600		UGLG Fiscal Year July 1 to June 30 (month start and end)	
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UGLG Fiscal Year July 1 to June 30 (month start and end)											
UGLG PC Phone and Email	Ph. 989-345-0500 Fx. 989-345-4390 citymanager@westbranch.com										
Street/PO Box	121 N. Fourth St										
City	West Branch										
State/Zip	MI, 48661										
County	Ogemaw										
Application Preparer	Name: John Dantzer Title: City Clerk/Treasurer										

STATE GOVERNMENT REPRESENTATION

Senator Name	Senator Curtis VanderWall	Senate District	35th
Representative Name	Representative Daire Rendon	House District	103rd

FEDERAL GOVERNMENT REPRESENTATION

Representative Name	Congressman John Moolenaar	Congressional District	4th
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NATIONAL OBJECTIVE ELIGIBILITY

The project must meet a National Objective. Please check the category (only one) that applies to the project:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Benefit Persons of Low and Moderate Income | <input type="checkbox"/> Prevention or Elimination of Slums or Blight |
| <input checked="" type="checkbox"/> LMI Area Benefit | <input type="checkbox"/> Area Benefit |
| <input type="checkbox"/> LMI Job Creation | <input type="checkbox"/> Spot Blight |
| <input type="checkbox"/> LMI Housing | |
| <input type="checkbox"/> Limited Clientele | |

PROJECT DESCRIPTION

Provide a project **narrative**, include the following:

- A. Identify the need for this project
- B. How does project fulfill an intended goal outlined in either the UGLG's Master Plan, CIP, or other associated community plan?
- C. Identify the intended outcome of the project
- D. The current or past use of the building/property, whether its residential or commercial, if applicable
- E. Identify any community support for this project, including support from local partnerships
- F. Outline activities necessary to complete the project

A. There is a need for public space in our downtown area. We are always looking for opportunities to provide the community with open, public spaces where they can congregate, relax, and enjoy being outside, especially in our core downtown area. Options are hugely limited and currently only exist of benches for seating, scattered through the downtown area.

B. The addition of the new downtown "gathering place" park will help fulfill intended goals of our Masterplan which was recently updated in 2019. As part of the Masterplan rewrite, a survey focusing on City issues such as the City overall, land use, housing, services within the City, and recreation was developed and conducted in 2018 with over 140 responses being received. The survey showed that many residents believed recreation and community development downtown were areas of need and 96% noted they wanted to maintain and improve the park system with 65% wanting to expand its park system. In addition it was noted that the vision of the City would be a place where residents and visitors can experience special events, parks, and arts and culture. The "gathering place" would allow for a downtown location to hold these special events and the plans for the park do include several artistic pieces from local artists including a metal arch entrance including the images of children and animals and a one of a kind combination fire pit/statue in the shape of a locomotive engine. The Masterplan primary goals and objectives also lists a major objective as tourism. With this park, the City believes it will foster a place that people will want to come to visit and thereby fostering downtown tourism. The City did follow is public participation plan as noted in objective 1.3 of the Masterplan implementation strategies. Objective 3.11 calls for the City to make the downtown area pedestrian friendly and attractive by continuing to install streetscaping features including street lights, trees, benches, wayfinding signage, parks, and well maintained pathways.

An updated 5 year recreation plan is currently being worked on with an anticipated completion in the spring of 2020. The "gathering place" was added to our recreation inventory and was also added to our most recently approved Capital Improvement Plan.

C. The outcome of this project will be a beautiful, inviting place for the entire community to enjoy. Filled with seating, greenery, artwork, and ambiance, this will be a location that is inviting and sought after.

D. This property was a commercial laundromat that turned into a long time blighted eyesore in the downtown. In July of 2019, with the help of a grant from the Michigan Land Bank, the building was demolished and is now vacant land.

E. We have received positive and strong support from the West Branch DDA, West Branch Area Retail Merchants, West Branch Chamber of Commerce and Visitor's Bureau, local artists, local real estate agencies, and local Optimist Club.

F. The activities needed to complete this activity would be to complete a formal engineered site plan of which a rough draft has already been completed. Once the final site plan is completed bids will need to be

taken for the construction of the park. A baseline environmental assessment was already completed but more environmental testing will need to be done. Once bids are awarded, construction will be scheduled.

Check all that apply as it pertains to the **Historic Status** of the property(s) involved:

- ☐ Listed in the National Register of Historic Properties
☐ Potentially eligible to be listed in the National Register of Historic Properties
☐ Listed in a state or local inventory of historic places
☐ Designated as a state or local landmark or historic district
☐ None of the above
☒ Not applicable

Provide the address(es) of the **benefited property(s)/building(s)/businesses**. Indicate whether commercial and/or residential:

404 W. Houghton Ave, West Branch, MI 48661

What is the total square footage impacted by this project?

4,063 square feet

Provide the **name(s) of the private property/building owner(s)** seeking to participate as a sub-recipient of funds. Include all individuals that have ownership of the property/building(s).

n/a

Provide the **DUNS Number of the private business owners**, along with their respective owner's names listed above, if applicable.

n/a

Has the NEPA Environmental Review been initiated?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA
Will jobs be relocated from another City or State as a result of this project? If Yes, explain:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA
Will the project result in the demolition or conversion of residential dwelling units, both occupied and vacant? If Yes, explain:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA
Will the project result in special fees (i.e., tap in / hookup fees, special assessments)? If Yes, explain:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA
Are there any local, state and federal permits required for implementation of the proposed project? If Yes, will permit requests delay the proposed project or influence the timeline? Ogemaw County building and mechanical permits. Approval time is anticipated to take 24-48 hours	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Are there acquisitions, leases, easements, or property option/purchase agreements necessary to complete the project activities?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA
Are there current or incoming residential or commercial tenants ? If Yes, provide the number of tenants and whether they are residential, commercial or both:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA
Will there be any temporary or permanent relocation of businesses, non-profit organizations, homeowners, or tenants needed to complete the project?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA

PROJECT TIMELINE

Provide the tentative Start and End dates for activities associated with completing the project		
ACTIVITIES	START DATE (mm/yr)	END DATE (mm/yr)
Engineering	February 2020	March 2020
Environmental	April 2020	April 2020
Bidding	May 2020	May 2020
Construction	June 2020	Nov 2020

PROJECT BUDGET						
ACTIVITY COSTS	CDBG	LOCAL	PRIVATE	OTHER	OTHER	TOTAL
Administrative Services	\$3,600.0	\$400.00	\$	\$	\$	\$4,000.00
Lead Testing	\$0	\$0	\$0	\$0	\$0	\$0
Asbestos Testing	\$0	\$0	\$0	\$0	\$0	\$0
Engineering	\$41,881.50	\$4,653.50	\$0	\$0	\$0	\$46,535.00
3 rd Party Environmental	\$0	\$0	\$0	\$0	\$0	\$0
Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Demolition	\$0	\$0	\$0	\$0	\$0	\$0
Lead Abatement	\$0	\$0	\$0	\$0	\$0	\$0
Asbestos Abatement	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$565,030.80	\$62,781.20	\$0	\$0	\$0	\$627,812.00
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
GRAND TOTAL	\$610,512.30	\$67,434.70	\$	\$	\$	\$678,347.00

Are there **other funding sources available** to contribute to the proposed project? Provide inquiries made and the responses provided by associated funding sources.

Inquiries were made into DNR grant funds but the length of time to get approval did not meet construction timetables.

Is **Program Income** available to help fund the proposed project? Note program income funds cannot count towards project match.

n/a

UGLG CAPACITY AND CONFLICT OF INTEREST	
Who will provide the administrative capacity for the proposed grant? <input type="checkbox"/> UGLG Staff <input type="checkbox"/> MEDC Certified Grant Administrator <input checked="" type="checkbox"/> Third Party Administrator/Consultant/EDO/EDC	
Has the UGLG received CDBG grants or loans in the past 5 years and/or have any open CDBG grants or loans, including grants or loans provided by MSF, MEDC and MSHDA? If Yes, please identify the associated projects and describe all, if any, findings or areas of concern regarding those projects:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA
Does the UGLG have any outstanding CDBG grants or loans that have not been drawn down? If Yes, describe:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA
Will local officials and staff be a party to any contract involving the procurement of goods and services assisted with CDBG funds? If Yes, describe:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA
Will any person who is an employee, agent, consultant, officer, elected or appointed official of the UGLG obtain a financial interest or benefit from a CDBG assisted activity or have an interest in any contract, subcontract or agreement with respect thereto, or in the proceeds hereunder, either for themselves or for those with whom they have family or business ties, during their tenure or for one year thereafter? If Yes, describe:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA

The **UGLG** agrees to adhere to HUD, CDBG and MEDC rules, regulations and the Grant Administration Manual (GAM) policies, procedures and reporting requirements. In agreeing to this, the UGLG will ensure that all entities involved in completing the proposed project will also adhere to rules and regulations during grant administration.

AUTHORIZED UGLG OFFICIAL	
Name and Title	Frank E. Goodroe
Signature	
Date	

Supporting Documentation		
Exhibit I	Project Location Map	Attached <input checked="" type="checkbox"/>
Exhibit II	Preliminary Architectural/Engineering Drawings	Attached <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
Exhibit III	Independent 3 rd Party Estimate	Attached <input checked="" type="checkbox"/>
Exhibit IV	Financial Commitment Letter(s)	Attached <input type="checkbox"/>
Exhibit V	Site Control – Deed or Lease Agreement	Attached <input checked="" type="checkbox"/>
Exhibit VI	Blight Letter or Area Blight Resolution (Sample Form 2-B)	Attached <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Exhibit VII	Lead-Based Paint Applicability and Compliance Worksheet (Form 5-S)	Attached <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Exhibit VIII	Asbestos Applicability and Compliance Worksheet (Form 5-V)	Attached <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Exhibit IX	Historic Property Proof of Eligibility	Attached <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Exhibit X	Appraisal for CDBG-funded Acquisitions; or Waiver Valuation (Form 6-D)	Attached <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Exhibit XI	Maintenance/Sustainability Plan	Attached <input type="checkbox"/> N/A <input type="checkbox"/>
Exhibit XII	Background Check Form (filled out for processing); A form for each building owner(s) and whoever is authorized to manage and sign for the grant	Attached <input type="checkbox"/>
Exhibit XIII	Limited Denial of Participation, HUD Funding Disqualifications and Voluntary Abstentions	Attached <input type="checkbox"/>
Exhibit XIV	System Award Management (SAM) Certification	Attached <input checked="" type="checkbox"/>
Job Creation Exhibit	Job Creation Summary Job Creation Assurance Machinery and Equipment (M&E) List, if applicable	Attached <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Rental Rehabilitation Exhibit	Rental Rehabilitation Workbook	Attached <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Façades Exhibit	Façade Budget Façade Building Owner and Activity Identification	Attached <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
<p>Please attach all supporting documents in the order they are requested. If submitting electronically, label each supporting document appropriately.</p> <p>This list is not all inclusive. Additional compliance documentation will be sought post-application.</p>		

Approval of Council Minutes & Summary

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN THE COUNCIL CHAMBERS OF THE WEST BRANCH CITY HALL, 121 N. FOURTH STREET ON MONDAY, MARCH 16, 2020.

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

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

Absent: None

Other officers present: City Manager Frank Goodroe, Clerk/Treasurer John Dantzer, Public Works Superintendent Mike Killackey, Planning Vice Chair Bruce David, Deputy Clerk/Treasurer Michelle Frechette, DDA Vice Chair Joe Clark, and Police Chief Ken Walters.

All stood for the Pledge of Allegiance.

* * * * *

At 6:01 Mayor Frechette opened the public hearing to take comment on the creation of a Brownfield Development Authority.

No one in the public wish to speak on the subject and at 6:02 Council voted to close the public hearing.

MOTION BY FRECHETTE, SECOND BY JACKSON, TO CLOSE THE PUBLIC HEARING

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

No – None

Absent – None

Motion carried

* * * * *

A notice that the City Police Department was awarded grants for an AED from both the McLaren Foundation and Mid-Michigan Foundation as well as awarded \$7,500 from the Enbridge Group for the purchase of AED devices. An estimate was submitted for the purchase of three AED devices and a sole source vendor request was submitted to purchase the AED's from Coro Medical Supply because it is the same company the County EMS uses and the importance of keeping all of the device that all first responders use the same. Manager Goodroe also noted training of these devices for City staff would be upcoming.

MOTION BY FRECHETTE, SECOND BY ZIMMERMAN, TO ACCEPT THE GRANTS AND DONATIONS FOR THE AED DEVICES AND APPROVE THE SOLE SOURCE VENDOR REQUEST TO PURCHASE AEDS DEVICES FROM CORO MEDICAL NOT TO EXCEED \$7,500.00

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

No – None

Absent – None

Motion carried

* * * * *

MOTION BY BENNETT, SECOND BY SHOWALTER, TO PAY BILLS IN THE AMOUNT OF \$76,653.56.

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

No – None

Absent – None

Motion carried

* * * * *

Clara Clark spoke to Council on a grant opportunity from AARP to improve the alley way between Sun Spa and Ink and Thread. Ms. Clark noted that she would be working with Kelli Collins on the submission of the grant.

MOTION BY ZIMMERMAN, SECOND BY POWLEY, TO APPROVE THE SUBMISSION OF THE AARP GRANT

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

No – None

Absent – None

Motion carried

* * * * *

Manager Goodroe gave an economic development overview presentation including discussion on the Redevelopment Ready Communities, Project Rising Tide, a formal Economic Development Strategy from the Vision Keepers Group, and goal setting session. Manager Goodroe also went over a new economic development position, new departments for the budget, and the budget amendments required.

Member Zimmerman noted her concern about some of the money for the economic development position coming from the DDA before they approved it.

Joe and Clara Clark spoke on their support of the idea of the economic development position.

It was the consensus of the Council to not include revenue from the DDA at this time and to instead transfer those funds from the IDC.

MOTION BY JACKSON, SECOND BY PUGH, TO APPROVE THE ADDITION OF AN ECONOMIC DEVELOPMENT POSITION.

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

No – None

Absent – None

Motion carried

Clerk Dantzer noted he would submit a formal budget resolution to account for the new position at an upcoming meeting.

* * * * *

MOTION BY BENNETT, SECOND BY JACKON, TO APPROVE THE SUBMISSION OF A FELLOWSHIP APPLICATION.

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

No – None Absent – None Motion carried

* * * * *

MOTION BY FRECHETTE, SECOND BY SHOWALTER, TO POSTPONE THE APPROVAL OF BUDGET AMENDMENTS.

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

No – None Absent – None Motion carried

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MOTION BY JACKSON, SECOND BY SHOWALTER, TO APPROVE RESOLUTION 20-05

RESOLUTION #20-05

THEREFORE, BE IT RESOLVED, that the West Branch City Council does hereby authorize the transfer of up to 25% of the Act 51 money from Major Street to Local Street.

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

No – None Absent – None Motion carried

* * * * *

MOTION BY FRECHETTE, SECOND BY POWLEY, TO APPROVE RESOLUTION 20-06

RESOLUTION #20-06

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

WHEREAS, during the review it was determined that the revenues and expenses in Fund 101, General Fund, the revenues in Fund 203, Local Steet, the revenues in Fund 248, DDA, will exceed their budget, and

WHEREAS, the revenues in Fund 101, general fund, were understated in administrative fees on current taxes, and police department grants due to being awarded a grant for AED devices and the expenditures in the police department for the purchase of those devices that were not budgeted for, and

WHEREAS, the revenues in Fund 203, Local Street were underestimated in interest income, and ,

WHEREAS, the revenues in Fund 248, DDA were underestimated in miscellaneous income

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

GL NUMBER	DESCRIPTION	2019-20	2019-20
		ORIGINAL BUDGET	AMENDED BUDGET
Fund 101 – General Fund			
Revenues			
Dept 000.000			
101-000.000-403.400	CURRENT PROPERTY TAX GEN.OP.	974,795.00	974,795.00
101-000.000-404.400	CURRENT PROPERTY TAX REFUSE	195,046.00	195,046.00
101-000.000-446.400	PENALTIES AND INTEREST CUR.TA	9,496.00	9,496.00
101-000.000-448.400	ADMINISTRATIVE FEES ON CUR.TA	31,350.00	32,000.00
101-000.000-477.400	CABLE TV FRANCHISE FEES	0.00	41,367.00
101-000.000-540.400	MDOT FEDERAL REVENUE	0.00	0.00
101-000.000-564.400	INDUSTRIAL PARK	2,000.00	2,000.00
101-000.000-573.400	LOCAL COMMUNITY STABILIZATION SHARE	0.00	0.00
101-000.000-574.400	SALES (STATUTORY)	26,544.00	26,544.00
101-000.000-575.400	REVENUE SHARING (CONSTITUTIONAL)	181,176.00	181,176.00
101-000.000-577.400	LIQUOR LICENSE	3,494.00	4,250.00
101-000.000-580.400	FRANCHISE FEE REVENUE	41,367.00	0.00
101-000.000-590.400	SEWER FUND ADMINISTRATION	60,000.00	60,000.00
101-000.000-590.401	SEWER COLLECTION ADMIN.	16,000.00	16,000.00
101-000.000-591.400	WATER FUND ADMINISTRATION	20,000.00	20,000.00
101-000.000-592.400	LOCAL STREET ADMIN. FEE	4,400.00	4,400.00
101-000.000-593.400	MAJOR STREET ADMIN. FEE	9,500.00	9,500.00
101-000.000-594.400	CEMETERY ADMIN. FEE	1,000.00	1,000.00
101-000.000-597.400	DDA ADMINISTRATIVE	6,000.00	6,000.00
101-000.000-634.400	GRANT	20,000.00	95,000.00
101-000.000-634.401	GRANT - ECONOMIC ADVANCEMENT	0.00	0.00
101-000.000-638.400	PROJECT INCOME	0.00	0.00
101-000.000-642.400	SALES OF LOTS	0.00	0.00
101-000.000-661.400	MOTOR VEHICLE FUND	12,000.00	12,000.00
101-000.000-664.400	INTEREST INCOME	6,500.00	6,500.00

101-000.000-671.400	CONTRIBUTIONS	0.00	0.00
101-000.000-672.400	VETERAN BANNER CONTRIBUTIONS	0.00	6,500.00
101-000.000-695.080	LAND CONTRACT PROCEEDS	0.00	0.00
101-000.000-695.400	MISCELLANEOUS	15,859.00	15,859.00
101-000.000-695.405	REFUSE RECYCLING DONATIONS	5,083.00	5,083.00
Total Dept 000.000		1,641,610.00	1,724,516.00

Dept 301.000 - POLICE DEPARTMENT

101-301.000-578.400	IN-SERVICE TRAINING	400.00	450.00
101-301.000-634.400	GRANT	10,000.00	17,500.00
101-301.000-654.400	TRAFFIC BUREAU	1,925.00	1,925.00
101-301.000-655.400	ACCIDENT REPORTS	450.00	450.00
101-301.000-656.400	DISTRICT COURT FINES	4,000.00	4,000.00
101-301.000-693.400	NSF FEES	0.00	0.00
101-301.000-695.400	MISCELLANEOUS	1,550.00	1,550.00
101-301.000-695.401	MISC. ED. & TRAINING 302	650.00	650.00
101-301.000-695.406	POLICE SAFETY INCOME	0.00	0.00
101-301.000-695.407	FORFEITURE FUNDS	400.00	400.00
Total Dept 301.000 - POLICE DEPARTMENT		19,375.00	26,925.00

TOTAL REVENUES	1,694,785.00	1,785,891.00
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Expenditures

Dept 301.000 - POLICE DEPARTMENT

101-301.000-702.700	PROMOTION/BONUS	0.00	0.00
101-301.000-703.700	SALARIES AND WAGES	202,980.00	202,980.00
101-301.000-703.701	SHIFT PREMIUM	0.00	0.00
101-301.000-704.700	WAGES - PART-TIME	350.00	600.00
101-301.000-705.700	CHIEF OF POLICE	64,790.00	64,790.00
101-301.000-706.700	COMMUNITY POLICING	100.00	100.00
101-301.000-708.700	SICK LEAVE PAYOUT	500.00	250.00
101-301.000-710.700	OVERTIME	8,500.00	8,500.00
101-301.000-710.701	OT SHIFT PREMIUM	0.00	0.00
101-301.000-712.700	U.N.I.T. (WAGES)	0.00	0.00
101-301.000-713.700	EMP. HEALTH OPTION	6,000.00	6,000.00
101-301.000-713.701	OTHER HEALTH BENEFITS	600.00	600.00
101-301.000-714.700	MANDATORY MEDICARE	4,435.00	4,435.00
101-301.000-715.700	SOCIAL SECURITY (EMPLOYER)	18,950.00	18,950.00
101-301.000-716.700	BC/BS HEALTH INSURANCE PREMIU	22,790.00	27,000.00
101-301.000-717.700	LIFE INSURANCE PREMIUM	890.00	890.00
101-301.000-718.700	MERS RETIREMENT (EMPLOYER)	39,905.00	39,905.00
101-301.000-718.701	EMPLOYER DEFERED COMP.	6,095.00	6,095.00

101-301.000-719.700	LONG TERM DISABILITY	2,620.00	2,620.00
101-301.000-720.700	WORKERS COMPENSATION PREMIUM	7,040.00	7,040.00
101-301.000-722.700	ADMINISTRATIVE SALARY & WAGES	33,430.00	29,220.00
101-301.000-724.700	UNEMPLOYMENT INS. BENEFIT	50.00	50.00
101-301.000-727.700	OPERATING SUPPLIES	4,500.00	4,500.00
101-301.000-782.700	ADMINISTRATION	0.00	0.00
101-301.000-801.700	CONTRACTUAL SERVICES	15,000.00	10,975.00
101-301.000-811.700	MEMBERSHIP AND DUES	325.00	325.00
101-301.000-817.700	UNIFORMS	5,000.00	5,000.00
101-301.000-850.700	GRANT EXPENDITURES	0.00	7,500.00
101-301.000-853.700	TELEPHONE/RADIO COMMUNICATION	4,000.00	4,000.00
101-301.000-941.700	EQUIPMENT RENTAL	9,000.00	9,000.00
101-301.000-955.700	DATA PROCESSING	0.00	4,225.00
101-301.000-956.700	EXPENSES	2,000.00	1,800.00
101-301.000-956.702	POLICE SAFETY EXPENSE	0.00	0.00
101-301.000-956.707	FORFEITURE EXPENSE	750.00	750.00
101-301.000-957.700	EDUCATION AND TRAINING LOCAL	8,000.00	8,000.00
101-301.000-957.701	EDUCATION 302	1,200.00	1,200.00
101-301.000-968.700	STING	3,000.00	3,000.00
101-301.000-977.700	CAPITAL ACQUISITIONS	0.00	0.00
Total Dept 301.000 - POLICE DEPARTMENT		472,800.00	480,300.00

TOTAL EXPENDITURES	1,694,785.00	1,780,657.00
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Fund 101:

TOTAL REVENUES	1,694,785.00	1,785,891.00
TOTAL EXPENDITURES	1,694,785.00	1,780,657.00
NET OF REVENUES & EXPENDITURES	0.00	5,234.00

Fund 203 - LOCAL STREET FUND

Revenues

Dept 000.000

203-000.000-570.400	ACT 51 - STATE OF MICHIGAN	66,079.00	66,079.00
203-000.000-634.400	GRANT	70,000.00	70,000.00
203-000.000-664.400	INTEREST INCOME	600.00	700.00
203-000.000-680.400	TRANSFER FROM MAJOR STREET	48,741.00	48,741.00
203-000.000-695.400	MISCELLANEOUS	0.00	0.00
Total Dept 000.000		185,420.00	185,420.00

TOTAL REVENUES	185,420.00	185,520.00
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Expenditures			
Dept 000.000			
TOTAL EXPENDITURES		234,161.00	234,161.00
Fund 203 - LOCAL STREET FUND:			
TOTAL REVENUES		185,420.00	185,520.00
TOTAL EXPENDITURES		234,161.00	234,161.00
NET OF REVENUES & EXPENDITURES		(48,741.00)	(48,641.00)
Fund 248 - DDA OPERATING FUND			
Revenues			
Dept 000.000			
248-000.000-400.400	TAX INCREMENT FINANCING	46,083.00	54,600.00
248-000.000-403.400	CURRENT PROPERTY TAX GEN.OP.	14,500.00	20,000.00
248-000.000-408.400	PERSONAL PROPERTY TAX LOSS REIMBURSE	0.00	33,700.00
248-000.000-634.400	GRANT	45,000.00	45,000.00
248-000.000-664.400	INTEREST INCOME	250.00	520.00
248-000.000-672.400	VETERAN BANNER CONTRIBUTIONS	0.00	0.00
248-000.000-695.400	MISCELLANEOUS	400.00	800.00
Total Dept 000.000		106,233.00	154,620.00
TOTAL REVENUES		106,233.00	154,620.00
Expenditures			
Dept 000.000			
TOTAL EXPENDITURES		106,233.00	153,950.00
Fund 248 - DDA OPERATING FUND:			
TOTAL REVENUES		106,233.00	154,620.00
TOTAL EXPENDITURES		106,233.00	153,950.00
NET OF REVENUES & EXPENDITURES		0.00	670.00

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

No – None

Absent – None

Motion carried

* * * * *

MOTION BY BENNETT, SECOND BY SHOWALTER, TO APPROVE RESOLUTION 20-07

RESOLUTION 20-07

-City OF West Branch

RESOLUTION ESTABLISHING A
BROWNFIELD REDEVELOPMENT AUTHORITY
FOR THE CITY OF WEST BRANCH
AND APPOINTING BOARD MEMBERS PURSUANT TO AND IN ACCORDANCE WITH
THE PROVISIONS OF ACT 381 OF THE PUBLIC ACTS OF
THE STATE OF MICHIGAN OF 1996, AS AMENDED

At a regular meeting of the City of West Branch, Council of the City of West Branch located at 121 N. 4th Street, West Branch, Michigan, Ogemaw County, Michigan, on the 16th of March, at 6:00 p.m.

PRESENT:

ABSENT:

MOTION BY:

SECONDED BY:

WHEREAS, the City of West Branch, Council of the City of West Branch, by Resolution adopted on the 2nd of March, 2020, (the "Resolution of Intent"), determined that it is in the best interest of the public to facilitate the implementation of Brownfield Plans relating to the identification and treatment of environmentally distressed, functionally obsolete and/or blighted areas so as to promote revitalization within the municipal limits of City of West Branch and declared its intention to provide for the operation of a Brownfield Redevelopment Authority for the City of West Branch (the "Authority") pursuant to and in accordance with the provisions of the Brownfield Redevelopment Financing Act, being Act 381 of the Public Acts of the State of Michigan of 1996, as amended the (the "Act"); and

WHEREAS, on this date, pursuant to and in accordance with the Act and the Resolution of Intent, the Council of the City of West Branch held a public hearing, notice of which was given as required by Section 4(2) of the Act on the adoption of a resolution creating the Authority; and

WHEREAS, all citizens, taxpayers and property owners of the City of West Branch and officials of the affected taxing jurisdictions had the right and opportunity to be heard at the public hearing on the establishment of the Authority; and

WHEREAS, the Council of the City of West Branch desires to proceed with the establishment of the Authority for the City of West Branch within the municipal limits of which the Authority shall exercise its powers, all pursuant to and in accordance with the Act.

Now therefore, be it resolved that:

1. **Authority Created.** Pursuant to the authority vested in the City Council by the Act, the authority is hereby established and shall be known as the City of West Branch Brownfield Redevelopment Authority.

2. **Supervision of the Authority.** The Authority shall be under the supervision and control of a board (the "Board") appointed by the Mayor of the City of West Branch, in accordance with the membership provisions set forth in Section 5(1) of the Act, subject to the approval of the City Council. The members of the Board shall hold office, and the Board shall conduct its procedures in accordance with the Act, and, in particular, Section 5 thereof.
3. **Jurisdiction of the Authority.** The Authority shall exercise its powers within the area of the City of West Branch and those areas as to be further determined.
4. **Powers and Duties of the Authority.** The Authority shall have the powers and duties to the full extent as provided and in accordance with the Act. Among other matters, the exercise of its powers, the Board shall prepare a Brownfield Plan for eligible property pursuant to Section 13 of the Act and submit the plan to the City Council for consideration pursuant to Section 14 of the Act.
5. **Bylaws and Rules of the Authority.** The Authority shall elect officers and adopt bylaws and rules governing its procedures and the holding of its meetings all in accordance with Sections 5(3) and 5(5) of the Act, and shall immediately forward a copy of the bylaws and rules after adoption by the Board to the City Council in care of the Clerk of the City of West Branch ("Clerk"). The Authority's bylaws and rules shall be subject to the approval of the City Council; provided, however, that if the City Council fails to either approve or disapprove the Authority's bylaws and rules at its next regular meeting after receipt of a copy thereof by the Clerk, the Authority's bylaws and rules shall be deemed to have been approved by the City Council for all purposes.
6. **Director's Bond.** In the event the Board elects to employ a director as authorized by Section 6(1) of the Act, the director, before entering upon the duties of his office, shall, in addition to any other requirements of law, post a bond in the penal sum of \$500,000 with a deductible payable to the Authority for the use and benefit of the Authority, which shall be approved by the Board and filed with the Clerk. The premium on the bond furnished by the director shall be deemed to be an operating expense of the Authority, payable from funds available to the Authority for expenses of operation.
7. **Form of Approvals.** Except as may otherwise be provided by the Act or other applicable law, approvals by the City Council of all matters pertaining to the Authority or its Board shall be by resolution.
8. **Severability.** Should any section, clause or phase of this Resolution be declared by the courts invalid, the same shall not affect the validity of this Resolution as a whole nor any part thereof other than the part so declared to be invalid.
9. **Repeals.** All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.
10. **Publication.** The Clerk is hereby directed to file a true and complete copy with the Michigan Department of State, Office of the Great Seal, promptly after adoption and to take all other actions incident upon such adoption pursuant to applicable charter or other provisions.

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

No – None

Absent – None

Motion carried

* * * * *

Council discussed options and time table for the sale of the M-30 land.

* * * * *

Mayor Frechette spoke on the recent executive order issued by the Governor and went over cancelled events.

Manager Goodroe went over adjustments for City staff and properties in response to the Governor's executive orders and the COVID 19 virus.

Member Showalter spoke on the possibility of adding temporary time restricted parking in front of the food businesses to allow for easier takeout orders if parking is deemed to be an issue. Chief Walters spoke on the issue and noted he would monitor the situation.

* * * * *

MOTION BY SHOWALTER, SECOND BY JACKSON, TO APPROVE THE MINUTES AND SUMMARY OF MINUTES FROM THE MEETING HELD MARCH 2 AND THE MINUTES OF THE FEBRUARY 29 WORK SESSION.

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

No – None

Absent – None

Motion carried

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MOTION BY ZIMMERMAN, SECOND BY POWLEY, TO RECEIVE AND FILE THE TREASURER'S REPORT AND INVESTMENT SUMMARY; THE MINUTES FROM THE PLANNING COMMISSION MEETINGS HELD JANUARY 14, JANUARY 28, AND FEBRUARY 3, 2020; AND THE MINUTES FROM THE DDA BOARD MEETINGS HELD JANUARY 27 AND FEBRUARY 3, 2020.

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

No – None

Absent – None

Motion carried

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Communications from Charter Cable were shared.

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Member Bennett wished Mayor Frechette a happy birthday, noted the upcoming OAR roundtable will probably need to be cancelled, and noted the concern to watch out for the elderly during this time.

Member Jackson noted the need for people to remain calm and to understand retail issues including the shortages has not been caused by the workers.

Superintendent Killackey gave an update on the bucket truck purchase and noted the inspection did not pass and they would not purchasing the vehicle. Mr. Killackey also noted the closing of the park bathrooms until further notice.

Chief Walters updated Council that the department has purchased additional protective equipment in case it were needed.

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Mayor Frechette adjourned the meeting at 8:05 pm.

Paul Frechette, Mayor

John Dantzer, Clerk

SUMMARY OF THE REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD ON
MONDAY, MARCH 16, 2020.

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

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

Absent: None

Other officers present: Manager Goodroe, Clerk/Treasurer Dantzer, DPW Superintendent Killackey, Planning Vice Chair David, Deputy Clerk/Treasurer Frechette, DDA Vice Chair Clark, and Chief Walters.

Mayor Frechette opened the public hearing at 6:01 to take comment on the creation of a Brownfield Development Authority. With no one wishing to speak on the subject, Council approved to close the public hearing at 6:02 pm.

Council approved the acceptance of grants and donations for AED devices and approved a sole source vendor request for the purchase of AED devices.

Council approved bills in the amount of \$76,653.56

Council approved the submission of an AARP grant.

Manager Goodroe gave an economic development overview presentation.

Council approved the addition of an Economic Development position.

Council approved the submission of a fellowship grant application.

Council postponed the approval of budget amendments.

Council approved resolution 20-05, approving the transfer of major street funds.

Council approved resolution 20-06, a budget amendment.

Council approved resolution 20-07, to establish a Brownfield Redevelopment Authority.

Council discussed options for the sale of some land.

Council discussed City responses to the Governor's executive orders.

Council approved the minutes and summary from the meeting held March 2 and the minutes from the February 29 work session.

Council received and filed the treasurer's report and investment summary; the minutes from the Planning Commission meetings held January 14, January 28, and February 3, 2020; and the minutes from the DDA meetings held January 27 and February 3, 2020.

Communications were shared.

Members Bennet and Jackson, Superintendent Killackey, and Chief Walters gave reports

Mayor Frechette adjourned the meeting at 8:05 pm.

SPECIAL MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN THE COUNCIL CHAMBERS OF THE WEST BRANCH CITY HALL, 121 N. FOURTH STREET ON WEDNESDAY, MARCH 18, 2020.

Mayor Frechette called the meeting to order at 7:00 p.m.

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

Absent: Joanne Bennett

Other officers present: City Manager Frank Goodroe, Clerk/Treasurer John Dantzer, and City Attorney Greg Meihn

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Mayor Frechette noted the reason for the special meeting was to update Council and come up with an action plan in response to the national emergency and Governor's executive orders.

Manager Goodroe noted the updates that he had received throughout Tuesday and the shut downs that other government agencies are installing. Manager Goodroe noted that he made the decision to change the hours of operation as follows:

City Hall- Monday-Friday 8:00 am-12:00 pm with no public allowed inside the building except workers.
Public works – Monday-Friday 7:00 am-12:00 pm with no entering of residents homes except for emergencies.
Wastewater Plant – Monday –Friday 7:00 am-12:00 pm.
Police Dept. – no changes to hours.

In addition all public restrooms will be closed, and the recycling center will be closed.

Member Jackson asked if the work load would be able to be accomplished on a shorter work day. Manager Goodroe noted they have plenty of work to fill the entire day but it was made as a way to limit the workers exposure. Manager Goodroe noted all employees would still be required to come in if needed for emergencies.

Member Zimmerman noted it was her opinion that regular hours should be maintained or that no hours should be worked if there are health concerns. Attorney Meihn spoke on how other communities that he deals with are handling the situation and what the Governor is hoping to achieve. Attorney Meihn also noted that the most recent executive order calls for the cancelling of all unessential meetings and lifting the Open Meeting Act requirements to allow for remote meetings.

Member Showalter asked about how overtime would be handled and it was noted that overtime would only be paid if a worker is required to come in at a time other than their normal work day.

MOTION BY JACKSON, SECOND BY PUGH, TO APPROVE THE GUIDELINES AS ESTABLISHED BY THE CITY MANAGER UNTIL THOSE ARE NO LONGER NEEDED AND TO ALLOW OVERTIME IF A WORKER IS REQUIRED TO COME IN OTHER THAN THEIR NORMAL WORK DAY.

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

No – None

Absent – Bennett

Motion carried

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Mayor Frechette noted that all information approved will be passed onto employees by Manager Goodroe and any other updates will be disseminated to Council as they come up.

Member Pugh asked about the upcoming Board of Review meetings and it was noted by Attorney Meihn that the Governor has currently not extended Board of Review requirements so those meetings would have to still go on. Clerk Dantzer noted he had been in contact with City Assessor Jim Van Wormer and social distancing will be practiced for that meeting.

It was also noted that all nonessential meetings of boards will be cancelled and City staff will work on the ability to hold future City Council meetings remotely.

Member Showalter noted the need to have a plan in place if an employee is found to test positive for the virus.

Member Jackson noted the need to have a plan if a shelter in place is ordered by the Governor.

Mayor Frechette adjourned the meeting at 7:45 pm.

Paul Frechette, Mayor

John Dantzer, Clerk

SUMMARY OF THE SPECIAL MEETING OF THE WEST BRANCH CITY COUNCIL HELD ON
WEDNESDAY, MARCH 18, 2020.

Mayor Frechette called the meeting to order at 7:00 pm.

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

Absent: Bennett

Other officers present: Manager Goodroe, Clerk/Treasurer Dantzer, and Attorney Meihn.

Mayor Frechette noted the reason for the special meeting was to come up with an action plan in response to the current national emergency and Governor's executive orders.

Manager Goodroe discussed the changes he instituted and Council discussed the changes to the City staff and properties.

Council approved the following changes to City staff and properties until no longer needed:

City Hall hours— Monday – Friday 8:00 am-12:00 pm with no public allowed in City Hall.

Public Works hours— Monday – Friday 7:00 am-12:00 pm with no entering of residents home unless due to an emergency

Wastewater Plant hours – Monday- Friday 7:00 am-12:00 pm

City police hours – no changes to hours.

All public restrooms will be closed and recycling center will be closed.

Overtime will only be paid if an hourly worker is required to come in and work outside of their normal work day.

Council discussed the need to have plans in place if an employee test positive for the virus or if the Governor were to declare a shelter in place order.

Mayor Frechette adjourned the meeting at 8:05 pm.

Consent Agenda

Bank Code	Description	Beginning Balance 04/01/2020	Total Debits	Total Credits	Ending Balance 04/30/2020
GEN1	GEN1 - GENERAL CHECKING				
101		614,512.18	0.00	1,397.61	613,114.57
150	CEMETERY PERPETUAL CARE	26,842.57	0.00	0.00	26,842.57
209	CEMETERY FUND	9,065.28	0.00	0.00	9,065.28
248	DDA OPERATING FUND	110,151.93	0.00	0.00	110,151.93
251	INDUSTRIAL PARK FUND	(899.23)	0.00	0.00	(899.23)
276	HOUSING RESOURCE FUND	225,488.54	0.00	0.00	225,488.54
318	SEWER DEBT FUND	226,171.56	949.70	3.61	227,117.65
319	WATER DEBT FUND	66,386.93	197.00	0.75	66,583.18
571	COLLECTION REPLACEMENT FUND	31,101.23	0.00	0.00	31,101.23
572	PLANT REPLACEMENT FUND (R&I)	9,230.97	0.00	0.00	9,230.97
590	SEWER FUND	259,074.96	1,282.80	4.72	260,353.04
591	WATER FUND	494,584.62	1,718.19	0.00	496,302.81
592	WATER REPLACEMENT FUND	284,017.56	0.00	0.00	284,017.56
593	SEWER COLLECTION	111,431.90	231.47	0.88	111,662.49
561	EQUIPMENT FUND	113,556.87	0.00	0.00	113,556.87
704	PAYROLL CLEARING	25,202.65	0.00	0.00	25,202.65
705	IRONS PARK ENTERTAINMENT FUND	3,029.47	0.00	0.00	3,029.47
707	YOUTH SAFETY PROGRAM	3,709.65	0.00	0.00	3,709.65
714	RECYCLING CENTER	9,529.55	0.00	0.00	9,529.55
	GEN1 - GENERAL CHECKING	2,622,189.19	4,379.16	1,407.57	2,625,160.78
M/LST	MAJOR/ LOCAL STREETS				
202	MAJOR STREET FUND	438,997.26	0.00	0.00	438,997.26
203	LOCAL STREET FUND	288,193.16	0.00	0.00	288,193.16
	MAJOR/ LOCAL STREETS	727,190.42	0.00	0.00	727,190.42
PAY	PAYROLL				
704	PAYROLL CLEARING	12,641.43	0.00	0.00	12,641.43
	PAYROLL	12,641.43	0.00	0.00	12,641.43
CHEM	SAVINGS				
101		437,605.44	0.00	0.00	437,605.44
150	CEMETERY PERPETUAL CARE	1,678.39	0.00	0.00	1,678.39
251	INDUSTRIAL PARK FUND	20,947.82	0.00	0.00	20,947.82
571	COLLECTION REPLACEMENT FUND	2,390.57	0.00	0.00	2,390.57
591	WATER FUND	26,390.11	0.00	0.00	26,390.11
592	WATER REPLACEMENT FUND	19,780.27	0.00	0.00	19,780.27
593	SEWER COLLECTION	790.08	0.00	0.00	790.08
561	EQUIPMENT FUND	103,452.85	0.00	0.00	103,452.85
714	RECYCLING CENTER	1,043.28	0.00	0.00	1,043.28
	SAVINGS	614,078.81	0.00	0.00	614,078.81
TAX	TAXES				
701	TAX AGENCY	13,358.72	0.00	0.00	13,358.72
	TAXES	13,358.72	0.00	0.00	13,358.72
	TOTAL - ALL FUNDS	3,989,458.57	4,379.16	1,407.57	3,992,430.16

CASH SUMMARY BY ACCOUNT FOR WEST BRANCH
 FROM 04/01/2020 TO 04/30/2020
 FUND: ALL FUNDS
 INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 04/01/2020	Total Debits	Total Credits	Ending Balance 04/30/2020
Fund 101					
004.300	CERTIFICATE OF DEPOSIT A	100,000.00	0.00	0.00	100,000.00
004.400	CERTIFICATE OF DEPOSIT B	150,000.00	0.00	0.00	150,000.00
		250,000.00	0.00	0.00	250,000.00
Fund 150	CEMETERY PERPETUAL CARE				
004.300	CERTIFICATE OF DEPOSIT C	114,701.74	0.00	0.00	114,701.74
004.400	CERTIFICATE OF DEPOSIT D	115,271.06	0.00	0.00	115,271.06
	CEMETERY PERPETUAL CARE	229,972.80	0.00	0.00	229,972.80
Fund 251	INDUSTRIAL PARK FUND				
004.300	CERTIFICATE OF DEPOSIT A	100,000.00	0.00	0.00	100,000.00
004.400	CERTIFICATE OF DEPOSIT B	100,000.00	0.00	0.00	100,000.00
	INDUSTRIAL PARK FUND	200,000.00	0.00	0.00	200,000.00
Fund 661	EQUIPMENT FUND				
004.300	CERTIFICATE OF DEPOSIT A	150,000.00	0.00	0.00	150,000.00
004.400	CERTIFICATE OF DEPOSIT B	100,000.00	0.00	0.00	100,000.00
	EQUIPMENT FUND	250,000.00	0.00	0.00	250,000.00
	TOTAL - ALL FUNDS	929,972.80	0.00	0.00	929,972.80

Board of Review

3-9-20

Present: Dale Peters, Mike Pugh

Absent: Tom Hornbacher

Meeting called to order at 9¹⁵

Motion to appoint Dale Peters as Chairman.

Motion seconded and passed.

Meeting adjourned at 9¹⁶

Dale Peters, Chairman

<u>CODE ENFORCEMENT</u>		<u>March 2020</u>
<u>Date</u>	<u>Address</u>	<u>Violation</u>
2/27/2020	Nolan and Young - del park tickets	State tickets issued
3/4/2020	Poole-N. Burgess/Thomas S 3rd	Info to Attorney and Prosecutor for review
3/5/2020	Prosecutor Office	Mtg w/LaDonna/Attorney/blight
3/9/2020	Roll - del parking ticket	State ticket issued
3/9/2020	Poole/N. Burgess	Dog at large x 4 - Oge Co. Animal Control
3/24/2020	Alex Cruse -del parking ticket	State ticket issued
3/27/2020	306 S Livingston	Not of Violation - Junk vehicle exp May 18

<u>OUTCOME</u>
82nd Dist Ct
pending
meeting
82nd Dist Ct
Copies to County
82nd Dist Ct
pending

Communications

Reports

Mayor

Council

City Manager

**Public
Comment
-Any
Topic**

Adjournment